

BELOIT POLICE DEPARTMENT



Date of Application: _____

APPLICATION FOR THE CITY OF BELOIT NO PREFERENCE TOW LIST

The purpose of the City of Beloit No Preference Tow List is to insure the timely, safe and professional removal of motor vehicles from the streets and public property within the City of Beloit.

The goal of the City of Beloit No Preference Tow List is to insure fair and safe treatment of the public by the companies on the City of Beloit No Preference Tow List.

This application for the City of Beloit No Preference Tow List will become part and parcel and form the basis of any applicant's participation, if accepted, in the City of Beloit No Preference Tow List. The final decision on what businesses, and the total number of businesses on the City of Beloit No Preference Tow List is a decision that will be made by the City of Beloit No Preference Tow List Coordinator.

Rock County 911 communications will use the City of Beloit No Preference Tow List to dispatch tow companies based upon their policies.

Each applicant/participant, if accepted as a participant, must agree to the following conditions, qualifications and requirements for placement on the City of Beloit No Preference Tow List. Each applicant/participant, if accepted to participate, shall maintain and uphold all of the listed requirements during the term of their participation.

Please initial each of the listed requirements within this document as your acknowledgment and agreement to each.

Business/Owner Contact Information

1. _____ Business Name: _____
2. _____ Business Owner's Name: _____
3. _____ Business Address: _____
City: _____ Zip: _____
4. _____ Business Email: _____
5. _____ (24) Hour Contact Number: _____ Listed on Internet: _____ Yes _____ No

Secure Storage Locations

6. Indoor Secure Storage Address: _____
 City: _____ Zip: _____
7. Outdoor Secure Storage Address: _____
 City: _____ Zip: _____
8. _____ All Program applicants, if accepted as a participant, who store, park or maintain possession of vehicles towed at the request of the City of Beloit, shall store such vehicles in a facility that is secure.
- Every outdoor storage facility shall be surrounded by a fence of wood, metal, wire or masonry construction of not less than six feet in height.
 - Every tow company shall have a local business telephone number that is accessible to the public twenty-four hours a day.
9. _____ The applicant, if accepted as a participant, acknowledges that their tow business must have a commercial address, with a permanent commercial building, occupied by the tow company, with phone service, where normal business is transacted and towing records are maintained, where equipment is domiciled and maintained and complies with local zoning and condition use requirements.
10. _____ The applicant, if accepted as a participant, agrees to allow for records and facility inspection by the City of Beloit Police Department.

Business Registration

11. WI Account # WI- _____
12. L.C. # _____
13. MC Authority # (if outside Wisconsin) _____
14. _____ My tow company is registered with the Better Business Bureau of Wisconsin and I acknowledge that in order to remain on the City of Beloit No Preference Tow List my tow company must have a satisfactory business reputation and maintain a minimum Better Business Bureau Rating of "B" or higher. Failure to do so can result in unappealable suspension or removal from the City of Beloit No Preference Tow List, after an appropriate inquiry by the City of Beloit No Preference Tow List Coordinator, whose decision will be final and unappealable.

Insurance

15. _____ Include a copy of the business' proof of insurance coverage.
16. _____ Each applicant/participant/tow company shall maintain a valid insurance policy as required of all motor carriers authorized by the United States Department of Transportation to engage in contract carriage, issued by a surety or an insurance company currently authorized to issue policies of insurance covering risks in the State of Wisconsin, in the applicable amounts set out in the Wisconsin Department of Transportation Emergency Traffic Control and Scene Management Guidelines, November 2014, Appendix G, section 8. Insurance, page G-5.
17. _____ **To ensure the City of Beloit receives prompt notification of any policy cancellations, the Tow Company shall add the City of Beloit to their insurance policy as an Interested Party, and shall identify the City of Beloit No Preference Tow List Coordinator as the primary party to be notified, in the event of policy cancellation.**

Wisconsin Department of Transportation

Emergency Traffic Control and Scene Guidelines

18. _____ I have received, reviewed and understand all of the Wisconsin Department of Transportation, Emergency Traffic Control and Scene Management Guidelines, Appendix G, "Recommended Minimum Standards for Towing and Recovery Call-Out Lists," and acknowledge that I understand I am required to follow all minimum standards and guidelines as requirement for participation in the City of Beloit No Preference Tow List, unless they specifically conflict with any of the sections in this application for participation in the City of Beloit No Preference Tow List.
Conflicts will be determined at the sole discretion of the City of Beloit No Preference Tow List Coordinator.
19. _____ Applicant/participant agree to comply with all the minimum recommended safety standards listed in Appendix G, Section 10, pages G6 and G7 of the Wisconsin Department of Transportation Emergency Traffic Control and Scene Management Guidelines.
20. _____ My tow company meets or exceeds all recommended standards set forth in the Wisconsin Department of Transportation, Emergency Traffic Control and Scene Management Guidelines, Appendix G, "Recommended Minimum Standards for Towing and Recovery Call-Out Lists."

21. _____ I understand if I do not meet the requirements set forth in the Wisconsin Department of Transportation, Emergency Traffic Control and Scene Management Guidelines, Appendix G, "Recommended Minimum Standards for Towing and Recovery Call-Out Lists," I will be disqualified from participation in the City of Beloit No Preference Tow List, unless said minimum standards conflict with the contents of this application. **Conflicts will be determined at the sole discretion of the City of Beloit No Preference Tow List Coordinator.**

Participants who have been removed from the City of Beloit No Preference Tow List are not precluded from re-applying for participation during the next application cycle following the removal.

Rules, Regulations and Other Procedures

22. _____ Tow Companies shall be available to respond to calls from the City of Beloit 24 hours a day and seven days a week for the removal of wrecked and disabled vehicles, abandoned vehicles, and other vehicles that may require removal due to vehicle operator violations.
23. _____ The applicant, if accepted as a participant, agrees to a response time to light duty calls within 30 minutes of the tow request.
24. _____ The applicant, if accepted as a participant, agrees to a response time to heavy calls within 60 minutes of the tow request.
25. _____ I acknowledge that continual and/or consistent response times in excess of the stated time frames in Numbers 23 and 24 above, may result in my company's suspension or removal from the City of Beloit's No Preference Tow List.

Participants who have been removed from the City of Beloit No Preference Tow List are not precluded from re-applying for participation during the next application cycle following the removal.

Participants who have been suspended from the City of Beloit No Preference Tow List will serve their time of said suspension, after which they will be re-added to the City of Beloit No Preference Tow List.

26. _____ It is understood that traffic and weather conditions may impact the Tow Company's ability to respond within the response times outlined above. However, if the Tow Company will not be able to respond within the required response time they shall contact the Rock County Dispatch Center and provide an estimated time for arrival. The on-scene investigator is then authorized to pass up said towing company and rotate to the next company on the list, if the expected time arrival is not acceptable to the needs of the department.

27. _____ I understand that the City reserves the right to make any changes to the City of Beloit No Preference Tow List requirements and shall notify companies on the City of Beloit No Preference Tow List before the changes become effective.
28. _____ For the purpose of No Preference Tow List call outs, all call out tows from the City of Beloit to a storage facility less than a twenty (20) mile radius from the crash scene will be considered a local tow regardless of the city, county or state in which the tow company is domiciled.

Tow Truck Operators

29. _____ On the last page, list each applicant/participant/tow truck driver/tow company employee, including their name, driver's license number, date of birth, Towing and Recovery Association of America (TRAA) or Wreck Masters certification number(s) and certification(s). Applicant/participant/tow company is required to update their tow company employee list any time a current employee leaves, a new employee is hired or new equipment is acquired. No new employee or equipment will be allowed to be used in the response to tow calls until after the company receives approval from the Coordinator that said employee and equipment has been inspected and approved.
30. _____ The applicant, if accepted as a participant, as well as all your tow truck drivers, acknowledge that participation in the City of Beloit No Preference Tow List **does not** make any participant an employee, officer, agent, volunteer or independent contractor of the City of Beloit for any purposes.
31. _____ The fair treatment and safety of the public is a high priority for participation in the City of Beloit No Preference Tow List. Therefore, all arrests and/or convictions of applicant/participant on the City of Beloit No Preference Tow List need to be monitored and analyzed by the coordinator in order to ensure the safety and fair treatment of the citizens whose vehicles are being towed.
32. _____ The applicant, if accepted as a participant, as well as all your tow truck drivers, acknowledges that participation in the City of Beloit No Preference Tow List requires the participant to act in a courteous and professional manner when dealing with either law enforcement or members of the public. **Failure to do so can result in an unappealable suspension or removal from the City of Beloit No Preference Tow List, after an appropriate inquiry by the City of Beloit No Preference Tow List Coordinator, whose decision will be final and unappealable, in regards to the continued status on the City of Beloit No Preference Tow List.**

Participants who have been removed from the City of Beloit No Preference Tow List are not precluded from re-applying for participation during the next application cycle following the removal.

Participants who have been suspended from the City of Beloit No Preference Tow List will serve their time of said suspension, after which they will be re-added to the City of Beloit No Preference Tow List.

33. _____ I understand and acknowledge that I may only service a tow request with personnel and equipment submitted and approved on this application form and that if approved personnel and equipment are unavailable, I shall pass up the request and shall be placed on the bottom of the City of Beloit No Preference Tow List.

34. _____ The applicant, if accepted as a participant, as well as all tow truck drivers, acknowledge that ANY conviction of a civil or criminal breach of the peace, whether based in municipal ordinance, State Statutory or Federal origin, including but not limited to disorderly conduct, assault, battery, etc., or any issuance of restraining orders or injunctions, restraining the participants personal interaction with another person or business, where the Court finds that the participant has committed an act of physical violence, or a continuous pattern of harassment, **may be grounds for immediate suspension or removal from participation in the City of Beloit's No Preference Tow List, without the right to appeal the removal.**

Participants who have been removed from the City of Beloit No Preference Tow List are not precluded from re-applying for participation during the next application cycle following the removal.

Participants who have been suspended from the City of Beloit No Preference Tow List will serve their time of said suspension, after which they will be re-added to the City of Beloit No Preference Tow List.

35. _____ The applicant, if accepted as a participant, as well as all tow truck drivers, are required to immediately report to the City of Beloit No Preference Tow List Coordinator any time they are either arrested or are the subject of any civil or criminal legal proceeding, whether based in municipal ordinance, State Statutory or Federal origin . **Failure to report these matters will result in Participant's immediate and unappealable removal from the City of Beloit's No Preference Tow List.**

Participants who have been removed from the City of Beloit No Preference Tow List are not precluded from re-applying for participation during the next application cycle following the removal.

36. _____ The applicant, if accepted as a participant, as well as all your tow truck drivers, are required to immediately report to the City of Beloit No Preference Tow List Coordinator any civil or criminal convictions, judgments, issuance of a restraining orders or injunctions entered against the Participant, whether based in municipal ordinance, State Statutory or Federal origin. **Failure to report these matters will result in Participant's immediate and unappealable removal from the City of Beloit's No Preference Tow List.**

Participants who have been removed from the City of Beloit No Preference Tow List are not precluded from re-applying for participation during the next application cycle following the removal.

37. _____ It is understood that tow employees who are not certified may not respond on a No Preference Tow List call out unless there is another certified employee with them.

Tow Truck Equipment

38. _____ Equipment required for Light Duty Service:

- a. One Tow Truck with a gross vehicle weight rating (GVWR) of 12,000 lbs or more equipped with a hydraulic boom and a winch or winches with a minimum factory rated capacity of 8,000 lbs and wheel-lift.
- b. One Flatbed Car Carrier with GVWR of 14, 500 lbs and a flatbed of at least 19 feet in length.

On page 8, list all light duty tow trucks to be considered for the No Preference Tow List call outs.

39. _____ Equipment required for Heavy Duty Service:

- A. One Tow truck equipped and meeting the following specifications:
 1. Hydraulically operated boom with a 25 ton capacity;
 2. Tandem axle;
 3. Equipped with air brakes;
 4. Equipped with an Under-Lift; and
 5. Capable of safely towing a loaded (maximum 80,000 lb.) tractor semi-trailer.

On page 8, list all heavy duty tow trucks to be considered for the No Preference Tow List call outs.

40. _____ The applicant, if accepted as a participant, acknowledges that all tow equipment must comply with current laws, rules and regulations:

- WI Statute Chapter 347
- WI Administrative Code Trans 302
- WI Administrative Code Trans 305
- 49 CFR 393 and 49 CFR 396 as adopted in Wisconsin Administrative rule Trans 327.

Tow Operators

Name	DOB	Training	Certification
		<input type="checkbox"/> TRAA <input type="checkbox"/> Wreck	<input type="checkbox"/> Light <input type="checkbox"/> Heavy
		<input type="checkbox"/> TRAA <input type="checkbox"/> Wreck	<input type="checkbox"/> Light <input type="checkbox"/> Heavy
		<input type="checkbox"/> TRAA <input type="checkbox"/> Wreck	<input type="checkbox"/> Light <input type="checkbox"/> Heavy
		<input type="checkbox"/> TRAA <input type="checkbox"/> Wreck	<input type="checkbox"/> Light <input type="checkbox"/> Heavy
		<input type="checkbox"/> TRAA <input type="checkbox"/> Wreck	<input type="checkbox"/> Light <input type="checkbox"/> Heavy
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		<input type="checkbox"/> TRAA <input type="checkbox"/> Wreck	<input type="checkbox"/> Light <input type="checkbox"/> Heavy

Light Duty Tow Trucks

Plate #	Make	Model	VIN

Heavy Duty Tow Trucks

Plate #	Make	Model	VIN

Signature Page

I/we acknowledge that if allowed to participate in the City of Beloit No Preference Tow List, I/we will be bound by the contents of this application and accept all of its conditions, qualifications and requirements as the terms of my/our participation in the City of Beloit No Preference Tow List.

I/we further acknowledge that providing false information on this application, or failure to comply with any of the requirements listed within this application, is grounds for the Participant’s immediate and unappealable removal from the City of Beloit’s No Preference Tow List.

Printed Name of Business Representative:

Signature of Business Representative/Applicant:

Date:

_____ This Application may be executed and delivered in any number of counterparts, each of which so executed and delivered shall be deemed to be an original and all of which shall constitute one and the same instrument. Facsimile, documents executed, scanned and transmitted electronically and electronic signatures shall be deemed original signatures for purposes of this Application and all matters related thereto, with such facsimile, scanned and electronic signatures having the same legal effect as original signatures. The Parties agree that this Application, any Addendum thereto or any other document necessary for the consummation of the transaction contemplated by this Application may be accepted, executed or agreed to through the use of an electronic signature in accordance with the Electronic Signatures in Global and National Commerce Act (“E-Sign Act”), Title 15, United States Code, Sections 7001 et seq., the Uniform Electronic Transaction Act (“UETA”) and any applicable state law. Any document accepted, executed or agreed to in conformity with such laws will be binding on the Parties the same as if it were physically executed and the Parties hereby consents to the use of any third party electronic signature capture service providers as may be chosen by BPL or Tenant.

FOR LAW ENFORCEMENT PURPOSES ONLY:

Date: _____

Approved Denied

Reason for Denial:

Authority Signature: _____ Authority Title: _____