



STATE OF TEXAS
 DEPARTMENT OF LICENSING AND REGULATION
TOW COMPANY INSPECTION CHECKLIST
 TDLR TOW INSP 002 (REV 3-14)

COMPANY NAME	TDLR CERTIFICATE NO.	EXP. DATE	
ADDRESS	CITY	STATE	ZIP
PHONE	OWNER/AGENT		

INSPECTION LEGEND P = PASS F= FAIL

P	F	TOW COMPANY LICENSING AND INSURANCE REQUIREMENTS
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		2303.151/86.215(a)- VALID TDLR TOW COMPANY PERMIT. EXP. DATE _____
		86.400(d)- FAILURE TO FILE OR MAINTAIN THE MINIMUM REQUIRED LIABILITY, CARGO, OR CARGO ON HOOK INSURANCE. <input type="checkbox"/> INCIDENT MANAGEMENT INSURANCE- \$500,000/\$50,000 <input type="checkbox"/> PRIVATE PROPERTY INSURANCE- \$300,000 <input type="checkbox"/> CONSENT TOWING INSURANCE- \$300,000

P	F	DRUG AND ALCOHOL TESTING
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		86.710- APPROVED DRUG POLICY TYPE: _____
		86.710(a)(6)- DRUG AND ALCOHOL TESTING: <input type="checkbox"/> PRE-EMPLOYMENT TESTING (BEFORE BEGINNING TOWING OPERATIONS) <input type="checkbox"/> ANNUAL DRUG TESTING <input type="checkbox"/> RANDOM TESTING (25% OF OPERATORS, DRUG AND ALCOHOL) <input type="checkbox"/> RETURN TO DUTY/FOLLOW UP TESTING
		86.710(a)(5)(D)- FAILURE OF A TOWING COMPANY TO NOTIFY THE DEPARTMENT OF A DRUG CONVICTION.
		86.710(a)(8)(E)- FAILURE TO REPORT RESULTS OF A CONFIRMED TEST WITH IN 3 DAYS.
		86.710(a)(11)(B)- FAILURE OF A COMPANY TO REQUIRE AN OPERATOR TO STAND DOWN AFTER A POSITIVE DRUG TEST.
		86.702(a)(3)- FAILURE TO NOTIFY THE DEPARTMENT WHEN THERE IS A CHANGE TO THE DRUG POLICY NO LATER THAN 30 DAYS BEFORE THE DEFFECTIVE DATE OF THE CHANGE.

P	F	STANDARDS OF CONDUCT
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		86.450(c)- FAILURE OF THE COMPANY TO COOPERATE WITH THE INSPECTION.
		86.451(b)- FAILURE OF THE TOWING COMPANY TO MAKE RECORDS AVAILABLE FOR INSPECTION AND COPYING.
		86.700(a) UNLESS THE TOW COMPANY AGREES TO TAKE A VEHICLE TO A LOCATION DESIGNATED BY THE VEHICLES OWNER, FAILURE TO TOW A NON CONSENT TOWED VEHICLE TO A LICENSED VSF, OR TO A GOVERNMENT OWNED FACILITY IF DIRECTED BY LAW ENFORCEMENT.
		86.702(a)(1)- FAILURE TO REPORT LICENSEE OR PERMIT HOLDERS NAME WITHIN 30 DAYS.
		86.702(a)(2)- FAILURE TO SUBMIT A CHANGE OF ADDRESS NO LATER THAN THE EFFECTIVE DATE OF THE CHANGE.
		86.703- A TOWING COMPANY MUST FILE AN ORIGINAL APPLICATION FOR LICENSURE WHEN THERE IS A CHANGE IN THE OWNERSHIP OF THE COMPANY, INCLUDING BUT NOT LIMITED TO, A CORPORATE MERGER OR A CHANGE IN THE SOLE PROPRIETORSHIP OR PARTNERSHIP
		86.705(a)- EXCEPT FOR SIGNS, A TOWING COMPANY GIVING SOMETHING OF VALUE TO A PARKING FACILITY OWNER.
		86.705(b)- A TOWING COMPANY MAY NOT HAVE A DIRECT OR INDIRECT MONETARY INTEREST IN A PARKING FACILITY FROM WHICH THE TOWING COMPANY FOR COMPENSATION REMOVES UNAUTHORIZED VEHICLES.
		86.705(d)- FAILURE OF A TOW COMPANY TO HAVE PROPER AUTHORIZATION TO REMOVE ANS STORE A VEHICLE UNDER OCCUPATIONS CODE 2308.255.
		86.705(G)- A TOWING COMPANY MAY NOT CONTRACT FOR THE REMOVAL FROM A PARKING FACILITY OF A VEHICLE THAT DOES NOT DISPLAY AN UNEXPIRED LICENSE PLATE OR REGISTRATION INSIGNIA OR A VALID INSPECTION CERTIFICATE, UNLESS THE TOWING COMPANY NOTES ON THE TOW TICKET THE: <input type="checkbox"/> (1) NAME OF THE PERSON OR COMPANY THAT AUTHORIZED THE TOW; <input type="checkbox"/> (2) TELEPHONE NUMBER OF THE COMPANY OR PERSON THAT AUTHORIZED THE TOW; AND <input type="checkbox"/> (3) DATE OF COMPLIANCE WITH THE NOTICE PROVISIONS IN TEXAS OCCUPATIONS CODE, §2308.253(E).

Inspector No.:	Inspector Name:	Date:
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P	F	STANDARDS OF CONDUCT
		86.705(h)- TOWING COMPANY OR OPERATOR CHARGING A FEE GREATER THAN THE NONCONSENT TOW FEE SCHEDULE.
		86.705(i)- TOWING COMPANY OR OPERATING CHARGING A FEE THAT IS NOT LISTED ON THE NONCONSENT TOW FEE SCHEDULE.
		86.705(j)- CHARGING A FEE FOR A PRIVATE PROPERTY TOW THAT IS NOT AUTHORIZED BY OR MORE THAN THE STATEWIDE MAXIMUM. <input type="checkbox"/> LIGHT DUTY (MAX) TOW FEE \$250.00/ DROP FEE \$125.00 <input type="checkbox"/> MEDIUM DUTY (MAX) TOW FEE \$350.00/ DROP FEE \$175.00 <input type="checkbox"/> HEAVY DUTY TOW FEE \$450.00 PER UNIT MAXIMUM \$900.00/ DROP FEE \$225.00 PER UNIT MAXIMUM \$450.00 TOTAL.
		86.705(k)- A TOWING COMPANY MAY NOT CHARGE A FEE RELATED TO A NONCONSENT TOW UNLESS THAT FEE IS AUTHORIZED BY THE STATEWIDE FEE OR NONCONSENT TOW FEES AUTHORIZED BY TEXAS OCCUPATIONS CODE, §2308.2065.
		86.705(l)- FAILURE OF A TOW COMPANY TO KEEP A RECORD OF EVERY NONCONSENT TOW THAT SHALL INCLUDE: <input type="checkbox"/> VEHICLE DESCRIPTION, INCLUDING LICENSE OR VEHICLE IDENTIFICATION NUMBER, IF AVAILABLE; <input type="checkbox"/> A STATEMENT DESCRIBING THE REASON FOR TOWING THE VEHICLE; <input type="checkbox"/> LOCATION VEHICLE TOWED FROM; AND <input type="checkbox"/> VEHICLE STORAGE LOCATION.
		86.705(m)- A TOWING COMPANY MAY NOT EMPLOY OR CONTRACT WITH UNLICENSED PERSONS REQUIRED TO HOLD A LICENSE UNDER THIS CHAPTER.
		86.706(a)- A TOWING COMPANY MUST PROVIDE ITS NONCONSENT TOWING FEES SCHEDULE TO ALL VSF'S TO WHICH THE TOWING COMPANY DELIVERS VEHICLES FOR STORAGE.
		86.709(a)- TOW COMPANY MUST PREPARE AND ISSUE A TOW TICKET FOR EACH NONCONSENT TOW.
		86.709(b)- A COPY OF THE TOW TICKET MUST BE GIVEN TO THE VEHICLE OWNER, IF THE OWNER OR OPERATOR IS PRESENT AND AVAILABLE AT THE TIME OF THE TOW, AND A COPY DELIVERED TO THE VEHICLE STORAGE FACILITY, OR PLACE AGREED UPON BY THE TOWING OPERATOR AND VEHICLE OWNER.
		86.709(c)- THE TOW TICKET SHALL ONLY AUTHORIZE CHARGES DIRECTLY RELATED TO TOWING THE VEHICLE TO A DESIGNATED LOCATION AUTHORIZED BY SUBSECTION (b).
		86.709(d)- THE TOW TICKET SHALL ITEMIZE EACH CHARGE AND MUST CHARACTERIZE THE FEES USING THE IDENTICAL FEE STRUCTURE STAT-ED IN THE TOWING COMPANY'S NONCONSENT TOWING FEE SCHEDULE ON FILE WITH THE VSF.
		86.709(e)- THE TOW TICKET MUST CONTAIN: <input type="checkbox"/> THE LICENSED NAME OF THE TOW COMPANY. <input type="checkbox"/> THE PUBLICLY LISTED TELEPHONE NUMBER. <input type="checkbox"/> TOW COMPANY CERTIFICATE NUMBER. <input type="checkbox"/> THE TDLR LICENSE NUMBER OF THE TOW OPERATOR.

P	F	TOWING OPERATIONS
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		2308.103(a)/86.201(a)- COMPANY PERFORMING AN IM TOW WITHOUT A VALID IM TOWING PERMIT .
		2308.104(a)/86.202(a)- COMPANY PERFORMING A PP TOW WITHOUT A VALID IM OR PP TOWING PERMIT.
		2308.101/86.200- USED A TOW TRUCK FOR TOWING ON A PUBLIC ROADWAY WITHOUT FIRST OBTAINING A PERMIT FOR THE TRUCK.
		2308.151/86.207- OPERATING A TOW TRUCK TO CONDUCT TOWING OPERATIONS WITHOUT A VALID TOW OPERATOR LICENSE. (IF AN UN-LICENSED INDIVIDUAL IS FOUND RECORD NAME, ADDRESS, TYPE OF, AND ANY IDENTIFICATION OF THE PERSON IF POSSIBLE IN NOTE SECTION BELOW.)
		86.711- FAILURE OF A TOW COMPANY TO PERFORM TOWING OPERATIONS WITH HONESTY, TRUSTWORTHINESS, AND INTEGRITY.

NOTES:

P		F		TOWING OPERATIONS
				86.715(a)- A TOWING OPERATOR MAY NOT CHARGE A FEE FOR A NONCONSENT TOW THAT IS GREATER THAN THE STATEWIDE FEE OR NON-CONSENT TOW FEE APPROVED BY TEXAS OCCUPATIONS CODE, §2308.2065.
				86.715(b)-A TOWING OPERATOR MAY NOT CHARGE A FEE RELATED TO A NONCONSENT TOW UNLESS THAT FEE IS AUTHORIZED BY THE STATEWIDE FEE OR NONCONSENT TOW FEES APPROVED BY TEXAS OCCUPATIONS CODE, §2308.2065.
				86.715(c)- A TOWING OPERATOR MUST ALLOW DEPARTMENT PERSONNEL AND LAW ENFORCEMENT TO INSPECT A TOW TRUCK PERMITTED UNDER THIS CHAPTER.
				86.715(d)- A TOWING OPERATOR MUST PERFORM EACH TOW IN A SAFE AND COMPETENT MANNER BASED ON THE CIRCUMSTANCES AND TYPE OF VEHICLE UNDER TOW.
				86.715(e)-DURING THE TERM OF THE TOWING OPERATOR LICENSE, A TOWING OPERATOR MUST MAINTAIN A CURRENT VALID DRIVER'S LI-CENSE. AN OCCUPATIONAL DRIVER'S LICENSE DOES NOT MEET THE REQUIREMENTS OF THIS CHAPTER.
				86.715(f)- A TOWING OPERATOR MAY NOT TOW A VEHICLE TO A VEHICLE STORAGE FACILITY UNLESS THE VEHICLE STORAGE FACILITY DIS-PLAYS A TDLR LICENSE NUMBER.
				86.715(g)-A TOWING OPERATOR MAY NOT REMOVE AND STORE AN UNAUTHORIZED VEHICLE UNLESS AUTHORIZED BY TEXAS OCCUPATIONS CODE, §2308.255.
				86.715(h)- A TOWING OPERATOR MAY NOT PERFORM A NONCONSENT TOW UNLESS THE PROPERTY FROM WHICH THE VEHICLE IS TOWED IS IN COMPLIANCE WITH TEXAS OCCUPATIONS CODE, §§2308.301-2308.305.
				86.715(i)- EXCEPT AS AUTHORIZED BY TEXAS OCCUPATIONS CODE, §§2308.351-2308.354, A TOWING OPERATOR MAY NOT PERFORM A NONCON-SENT TOW FROM: <input type="checkbox"/> (1) A LEASED RIGHT-OF-WAY; <input type="checkbox"/> (2) AN AREA BETWEEN A PARKING FACILITY AND A PUBLIC RIGHT-OF-WAY; <input type="checkbox"/> (3) A PUBLIC RIGHT-OF-WAY; OR <input type="checkbox"/> (4) A PUBLIC ROADWAY
				86.715(j)- A TOWING OPERATOR MUST PREPARE AND ISSUE A TOW TICKET FOR EACH NONCONSENT TOW.
				86.715(k)- A TOWING OPERATOR MUST PROVIDE A COPY OF THE TOW TICKET TO THE VEHICLE OWNER OR REPRESENTATIVE, IF THE OWNER OR REPRESENTATIVE, OR OPERATOR IS PRESENT AND AVAILABLE AT THE TIME OF THE TOW, AND A COPY DELIVERED TO THE VEHICLE STOR-AGE FACILITY, OR PLACE AGREED UPON BY THE TOWING OPERATOR AND VEHICLE OWNER.
				86.715(l)- THE TOW TICKET PROVIDED BY THE TOWING OPERATOR SHALL ONLY AUTHORIZE CHARGES DIRECTLY RELATED TO TOWING THE VEHICLE TO A DESIGNATED LOCATION AUTHORIZED BY SUBSECTION (K).
				86.715(m)- THE TOW TICKET PROVIDED BY THE TOWING OPERATOR MUST ITEMIZE EACH CHARGE AND MUST CHARACTERIZE THE FEES USING THE IDENTICAL FEE STRUCTURE STATED IN THE TOWING COMPANY'S NONCONSENT TOWING FEE SCHEDULE ON FILE WITH THE VSF.
				86.715(n)- THE TOWING OPERATOR MUST INCLUDE ON THE TOW TICKET THE LICENSED NAME OF THE TOWING COMPANY, PUBLICLY LISTED TELEPHONE NUMBER, TOWING COMPANY TDLR LICENSE NUMBER, AND THE TDLR LICENSE NUMBER OF THE TOWING OPERATOR.
				86.715(o)- A TOWING OPERATOR MUST PERFORM EACH TOWING OPERATION WITH HONESTY, TRUSTWORTHINESS, AND INTEGRITY.
				86.715(p)- WHEN PERFORMING TOWING OPERATIONS, ALL TOWING OPERATORS MUST CARRY AND OPENLY DISPLAY THE APPROPRIATE TDLR ISSUED ORIGINAL TOWING OPERATOR LICENSE.
				86.1002- GENERAL RECORDS TO BE MAINTAINED, EVERY TOWING COMPANY SHALL MAINTAIN AT A PRINCIPAL OFFICE IN TEXAS ALL RECORDS AND INFORMATION REQUIRED BY THE DEPARTMENT.
				86.1001(B)- TOWING OPERATORS MUST WEAR A REFLECTIVE VEST, SHIRT, OR REFLECTIVE JACKET AT ALL TIMES WHILE WORKING OUTSIDE THE TOW TRUCK; THE REFLECTIVE VEST, SHIRT, OR REFLECTIVE JACKET MUST MEET THE ANSI/ISEA REQUIREMENTS FOR HIGH VISIBILITY SAFETY APPAREL AT ALL TIMES WHEN USING OR ASSISTING IN THE USE OR OPERATION OF A LICENSED TOW TRUCK ON A ROAD OR ROAD RELATED AREA.

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