



## ADMINISTRATIVE INSTRUCTION #23

### Eligibility for Police Tow List

1. Responsibilities of the tow operator:
  - a. Each firm or company desiring to be included on the police tow list must furnish proof of financial responsibility, updated annually. This must be in the form of insurance liability coverage in the minimum amount of \$1,000,000 combined single limit for vehicle and general liability.
  - b. Each insurance policy shall provide liability protection for direct physical damage to the vehicle in the custody and control of the towing/wrecking company in an amount not less than \$50,000 per occurrence.
  - c. Each insurance policy shall include the City of Bowling Green, it's elected and appointed officials, it's employees, and all boards, commissions and committees working in the name of the City as a named additional insured, and shall contain a clause or endorsement to the effect that the City of Bowling Green will be notified.
  - d. The tow company will defend, indemnify, and hold harmless the City and its officials and employees for all claims related to their operations, excepting only sole negligence of the City.
  - e. Each firm must submit a copy of the PUCO Compliance Certificate, updated annually.
  
2. Rates
  - a. The following pricing schedule represents maximum allowable charges and shall not be exceeded on regular police tows:

(1)	Police tows 8:00 a.m. through 10:59 p.m.	\$60.00
(2)	Police tows 11:00 p.m. through 7:59 a.m.	\$65.00
(3)	If dolly used - additional fee	\$15.00

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| (4) | If wrecker shows up but does not hook up and does not tow  | \$15.00 |
| (5) | If wrecker shows up, hooks up, but does not tow  | \$25.00 |
| (6) | Storage per day - outside  | \$8.00  |
| (7) | Storage per day - inside<br>(Vehicles must be picked up between the hours of 8:00 a.m. and 12:00 midnight)<br>Must have 24-hour recovery on "duty" days. | \$12.00 |

- b. Tow operator shall charge state sales tax based on above listed fees, payable by the owner/operator of the vehicle towed.

3. On-Call Period

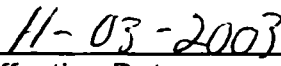
- a. Each towing firm will be on-call for a 24-hour period beginning at 7:00 a.m. daily
- b. Each firm will be rotated according to its sequence on the list.

4. Other Provisions

- a. The duty call list will be maintained by the Police Division.
- b. Each towing/wrecking company will be allocated one line on the list irrespective of the number of locations that company might have.
- c. Tow/wrecker operators who do not or cannot comply with Section 1 of this policy will be removed from the list until proof of financial responsibility is furnished.
- d. Tow/wrecker operators who violate the provisions of Section 2 of this policy or who are arrested for any crime involving property in their possession as a result of their tow/wrecker duties are subject to suspension or removal from the tow list for a period of time to be determined by the Police Chief based on the circumstances.

- e. The Police Division is designated as the management agency for the tow list. The Police Chief will issue supplementary instructions as necessary to operate and maintain the list.
- f. In conjunction with Section 72.62(c) of the City of Bowling Green's Codified Ordinances the towing/wrecking company must remove any glass or other injurious substances, including liquids, dropped from a vehicle.

  
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John B. Quinn, Mayor

  
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Effective Date