

MONTANA HIGHWAY PATROL TOW TRUCK BUSINESS INSPECTION REPORT

BUSINESS NAME: _____ DBA: _____
OWNER OF THE BUSINESS: _____ CEO: _____
PHYSICAL ADDRESS (DO NOT USE P.O. BOX NUMBER): _____
MAILING ADDRESS: _____
CITY: _____ STATE: _____ COUNTY: _____
BUSINESS TELEPHONE NUMBER: _____ AFTER HOURS NUMBER: _____

COMMERCIAL TOWER REQUIREMENTS:

1. HQ MV-5 ON MHP LIST: Yes No (IF NO, DO NOT CONDUCT INSPECTION) (MCA 61-8-906)

2. TYPE OF BUSINESS ENTITY: CORPORATION PARTNERSHIP LIMITED LIABILITY COMPANY
LIMITED PARTNERSHIP SOLE PROPRIETORSHIP (DBA) FOLDER IDENTIFICATION NUMBER: _____
SECRETARY OF STATE BUSINESS ENTITY NUMBER: _____

3. BUSINESS IS OPERATED INDEPENDENTLY FROM ANY OTHER BUSINESS OPERATION: Yes No

4. IF THE OPERATOR OWNS MORE THAN ONE TOWING BUSINESS, EACH BUSINESS MUST HAVE A DIFFERENT IDENTIFIABLE NAME, ADDRESS, AND TELEPHONE NUMBER THAT IS ANSWERED AT THE BUSINESS LOCATION DURING NORMAL BUSINESS HOURS.
Yes No

5. MUST HAVE A LOCAL TELEPHONE NUMBER LOCATED AT THE BUSINESS OFFICE LOCATION: Yes No

6. THE OPERATOR SHALL PROVIDE ADEQUATE STAFFING FOR EACH BUSINESS WITH PERSONNEL WHO ARE PRESENT AT THE BUSINESS LOCATION TO ANSWER ALL INCOMING CALLS AND WHO ARE ABLE TO RELEASE IMPOUNDED VEHICLES FROM 8 A.M. TO 5 P.M., MONDAY THROUGH FRIDAY, EXCEPT FOR STATE-RECOGNIZED HOLIDAYS. IN ADDITION, EACH BUSINESS LOCATION MUST BE STAFFED BY A SUFFICIENT NUMBER OF DRIVERS FOR A 24-HOUR A DAY OPERATION.
Yes No

7. THE OPERATOR MUST HAVE A BUSINESS LOCATION WITH ITS OWN OUTSIDE ENTRANCE, OR IF A BUILDING HAS ONE MAIN ENTRANCE, THE LOCATION MUST HAVE DOORS CLEARLY MARKING AND SEPARATING EACH BUSINESS WITH A SIGN AT THE FRONT DOOR AND A SIGN PLAINLY VISIBLE FROM THE STREET INDICATING THE COMPANY'S NAME, TELEPHONE NUMBER, AND OFFICE HOURS. SEPARATE BUSINESSES IN THE SAME ROTATION AREA MAY BE HOUSED IN ONE BUILDING, BUT THERE MUST BE A SOLID WALL FROM THE FLOOR TO CEILING TO SEPARATE EACH BUSINESS.
Yes No

8. EACH COMPANY SHALL MAINTAIN ITS OWN SET OF REQUIRED RECORDS AND BOOKS, INCLUDING, BUT NOT LIMITED TO, A VEHICLE TRANSACTION FILE AND BILLING INVOICES AT ITS BUSINESS LOCATION. IF THERE IS A CORPORATE ACCOUNTANT OR BOOKKEEPER FOR MORE THAN ONE COMPANY, ALL RECORDS AND FILES FOR EACH COMPANY THAT ARE REQUIRED TO BE MAINTAINED AT THE BUSINESS LOCATION MUST BE MAINTAINED SEPARATELY.
Yes No

9. DETERMINE CLASSIFICATION OF TOW TRUCK(S): RECORD NUMBER OF VEHICLES INSPECTED FOR EACH CLASSIFICATION:
CLASS A _____ (MIN. 10,000 GVWR) CLASS B _____ (MIN. 18,000 GVWR)
CLASS C _____ (MIN. 32,000 GVWR) CLASS D _____ (MIN. 10,000 GVWR) (MCA 61-8-905)

10. A QUALIFIED TOW TRUCK OPERATOR ON ROTATION SHALL HAVE AN INDEPENDENT SECURE STORAGE FACILITY.
IF REQUESTING TO BE ON ROTATION MUST HAVE EITHER:
6 FT. HIGH CHAIN LINK FENCED LOT: Yes No IF NOT CHAIN LINK FENCE MATERIAL: _____
OR BUILDING WITH INSIDE STORAGE: Yes No

11. STORAGE YARD ADDRESS SAME AS BUSINESS OFFICE ADDRESS: Yes No
 IF STORAGE YARD ADDRESS IS NOT THE SAME LIST THE PHYSICAL LOCATION: _____
 LOCATED IN A PLACE THAT IS REASONABLY CONVENIENT FOR PUBLIC ACCESS: Yes No
 ROTATION ONLY: IS THE STORAGE YARD ADEQUATE TO STORE ALL VEHICLES TOWED ON ROTATION FOR THE SPECIFIC CLASSIFICATION: Yes No
 SIZE OF STORAGE YARD: _____
13. EACH QUALIFIED TOW TRUCK OPERATOR PARTICIPATING IN THE ROTATION SYSTEM SHALL HAVE AVAILABLE AND SHOW UPON THE REQUEST OF A LAW ENFORCEMENT OFFICER:
 (A) DEPARTMENT OF TRANSPORTATION (DOT) NUMBER: Yes No
 (B) OPERATOR'S FEDERAL TAX IDENTIFICATION NUMBER: Yes No
 (C) THE OPERATOR'S COMPANY HAS A REQUIRED OUTSIDE BUSINESS SIGN (PLAINLY VISIBLE), PHONE NUMBER AND STREET ADDRESS: Yes No
14. THE TOW TRUCK EQUIPMENT OF A COMMERCIAL TOW TRUCK OPERATOR MUST HAVE AN ANNUAL SAFETY INSPECTION:
 HIGHWAY PATROL INSPECTED: Yes (DATE: _____) No
 DEPARTMENT OF TRANSPORTATION (MCS) INSPECTED: Yes (DATE: _____) No
15. THE NAME OR TRADE NAME AND CITY AND STATE OF THE PERSON OR CORPORATION UNDER WHOSE JURISDICTION THE MOTOR VEHICLE IS BEING OPERATED MUST BE PERMANENTLY DISPLAYED ON EACH SIDE OF THE TOW TRUCK; THE DISPLAY OF NAME MUST BE IN LETTERS IN SHARP CONTRAST TO THE BACKGROUND AND IN SIZE, SHAPE, AND COLOR READILY LEGIBLE IN DAYLIGHT FROM A DISTANCE OF 50 FEET WHILE THE MOTOR VEHICLE IS NOT IN MOTION:
 Yes No (THE CFR CODE IS 390.21)
16. IF THE OPERATOR IS A FIRM OR OTHER ENTITY, AT LEAST 75% OF THE EMPLOYEES WHO OPERATE A TOW TRUCK MUST HOLD A CERTIFICATION FROM A INDUSTRY RECOGNIZED CERTIFICATION PROGRAM FOR TOW TRUCK OPERATORS OR HAVE A MINIMUM OF 1 YEAR OF EXPERIENCE IN THE TOWING BUSINESS FOR HIRE IN MONTANA: Yes No
17. UPON SATISFACTORY COMPLETION OF THE BUSINESS INSPECTION AND VERIFICATION OF THE INSURANCE REQUIREMENTS FILED WITH MHP, A DECAL SHOWING THE INSPECTION DATE MUST BE AFFIXED IN A PROMINENT PLACE ON THE TOW TRUCK'S LOWER RIGHT WINDOW CORNER: Yes No
18. TOW OPERATOR REQUESTING A LETTER OF APPOINTMENT: Yes No

I hereby certify that the above information is true and correct.

Owner/Corporate Officer: _____ Date: _____

Trooper Conducting Inspection: _____ Date: _____

TOW TRUCK INFORMATION WEBSITE: <http://www.doj.mt.gov/enforcement/highwaypatrol/towtruck.asp>