MISSISSIPPI COMMERCIAL VEHICLE TOWING MANUAL

Mississippi Commercial Towing Advisory Committee

Mississippi Department of Public Safety

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Scan or click on QR code below for CTAC Approved Tow List

RULE 1. PURPOSE OF THE MANUAL

The purpose of this manual is to state the policies and standards for the Towing and Recovery companies in the State of Mississippi in regards to the commercial vehicle towing service standards and to further ensure the safe, and efficient removal, storage and safekeeping of any and all commercial vehicles being towed, (**Nonconsensual** Tows) and/or recovered by and placed into the custody of such towing and recovery companies as outlined and defined in Mississippi Code § 63-37-1 through § 63-37-15

(A) Establish regulations for towing and recovery service providers.

(B) Establish a resolution process for commercial motor vehicle owners who dispute the amount of towing and recovery fees and charges.

(C) Require the commercial vehicle towing and advisory committee to provide towing rates based on certain standards.

(D) Provide for disciplinary action against towing and recovery service providers for violations.

- The Commercial Towing and Advisory Committee (CTAC) shall be the final authority in all policies, procedures, and standards governed by this manual.

RULE 2. APPLICABILITY AND EXEMPTION

1) These rules apply to a person(s) who:

(A) Engages in the towing or storage of commercial vehicles in the State of Mississippi.

(B) Performs **nonconsensual** towing of commercial vehicles in the State of Mississippi.

(C) Performs commercial vehicle immobilization services in the State of Mississippi.

2) The rules do not apply to:

(A) Tow vehicles owned by a governmental agency and not used for commercial purposes.

(B) Tow vehicles used for noncommercial purposes, including, without limitation, tow vehicles used:

i. For personal use
ii. For transporting historic, special interest, or antique vehicles
iii. As a parade tow vehicle

RULE 3. DEFINITIONS

The following terms shall have the following meanings unless the context clearly provides otherwise:

(A) **Cargo:** Goods and materials transported by a commercial motor vehicle as defined in 49 CFR § 390.5, including, without limitation:

- **i.** Pallets
- **ii.** Containers
- **iii.** Bracing
- **iv.** Air Pillows
- **v.** Tie-down assemblies and other securement systems
- **vi.** Cradles
- **vii.** Chocks
- **viii.** All other dunnage and packaging

(B) **Commercial Vehicle**: Any self-propelled or motorized device designed to be used or used primarily for the transportation of passengers or property, or both, and has a gross vehicular weight rating of fifteen thousand (15,000) pounds or more

(C) **CTAC Tow List**: List of approved towing companies compiled, maintained, and utilized by a law enforcement officer or his or her designee, and as authorized by the Commercial Towing Advisory Committee to perform police-initiated towing services of disabled or abandoned commercial motor vehicles

(D) **Drop Fee**: Towing and Recovery Service fee charged to unhook a commercial motor vehicle from a tow truck

(E) **GCWR:** Gross Combined Weight Rating

(F) **GVWR:** Gross Vehicle Weight Rating

(G) **Fire Extinguisher:** Portable fire extinguisher as defined by the National Fire Protection Association. The National Fire Protection Association defines fire extinguishers as portable devices containing agents (liquid, gas, or chemical) to control or extinguish fires.

(H) **Hazardous Material:** Any substance or material that posses a significant risk to health, safety, property, or the environment due to its chemical, physical, or biological properties.

(I) **Heavy-Duty Towing:** Towing of a vehicle, including trailers and semitrailers, with a gross vehicle weight rating over twenty-six thousand (26,000) pounds

(J) **Hold Order**: Written directive, e.g., email, issued by a law enforcement agency to a towing company, prohibiting the release of a towed and stored vehicle until the agency directs otherwise

(K) **Law Enforcement Officer**: Any sworn law enforcement officer and/or member of the Mississippi Highway Patrol

(L) **Medium Duty Towing**: Towing of a vehicle, including trailers and semitrailers with a gross vehicle weight rating of over fifteen thousand (15,000) pounds to twenty-six thousand (26,000) pounds

(M) **Motor Vehicle**: Vehicle self-propelled and intended primarily for use and operation on public roads and highways

(N) **Nonconsensual Towing**: Moving, transporting, or recovery of a commercial vehicle by a towing and recovery service without the prior consent or authorization of the owner or operator of the motor vehicle from private property and/or by police-initiated towing

(O) **Per Pound Billing**: Method of calculating a fee for towing using a formula that considers the weight of the commercial vehicle, equipment, or cargo that is the subject of the towing and multiplies the weight of the vehicle, equipment, or cargo by a monetary amount

(P) **Police Initiated Towing**: Towing of a commercial motor vehicle that was authorized, requested, or dispatched by a law enforcement officer

(Q) **Towing:** Moving, transporting, or recovery from public or private property, or from a storage facility of a person's commercial vehicle, the moving or removing of an unclaimed commercial vehicle, or the immobilization of or preparation for moving or removing of the commercial motor vehicle, for which a fee is charged either directly or indirectly

(R) **Towing and Recovery Service**: Individual or business entity that provides towing and recovery services at the direction of a law enforcement officer or private property owner in exchange for a fee or charge

(S) **Vehicle Immobilization Device**: Mechanical device that is designated or adapted to be attached to a wheel, tire, or other part of a parked commercial motor vehicle to prohibit the vehicle's usual manner of movement or operation.

RULE 4. GENERAL ORGANIZATION OF THE BOARD

1) The Department of Public Safety, Commercial Transportation Enforcement Division, shall create within the department a "Commercial Towing Advisory Committee" (CTAC). CTAC shall consist of the following members:

(A) The Commissioner of the Mississippi Department of Public Safety, or his or her designee.

(B) The Director of the Mississippi Highway Patrol (Assistant Commissioner of the Mississippi Department of Public Safety), or his or her designee.

(C) Two (2) members, the President of the Mississippi Towing Association, and his or her appointee, to represent the towing and recovery services within the state.

(D) Two (2) members, appointed by the President of the Mississippi Trucking Association, to represent the commercial motor carriers within the state.

(E) One (1) member, appointed by the Governor, to represent the local police jurisdictions.

2) Members of CTAC shall serve for a term of two (2) years. Members may serve consecutive terms. Members shall serve without compensation.

3) At the first meeting, CTAC shall elect a chairperson from its membership to serve for a term of two (2) years. A chairperson may serve consecutive terms.

4) Meetings shall be held on dates, times, and locations within the state and selected by the chairperson in consultation with the other members or by the Commissioner of the Mississippi Department of Public Safety, if the most recent chairperson's term has expired.

5) CTAC shall keep and maintain a record of all proceedings, copies of all orders, and/or recommendations issued by the Commercial Towing Advisory Committee.

6) CTAC reserves the right to update and edit this manual as deemed necessary by CTAC, the Mississippi Department of Public Safety, or the Mississippi Legislature.

RULE 5. POWERS AND PROCEDURES OF THE BOARD (CTAC)

CTAC shall:

(A) Establish regulations and standards for the inclusion of a towing and recovery service on the tow list, including application procedures and minimum qualification requirements.

(B) Establish statewide maximum towing and storage rates for **nonconsensual** tows, including those from private property. The established maximum rates shall include maximum rates for administrative fees.

(C) Establish a process that the committee shall use to receive, investigate, and adjudicate complaints against a towing and recovery service.

(D) Establish a service charge dispute resolution process that includes, at a minimum, provisions requiring completion of a written complaint form, deadlines for initiating a complaint after receiving an itemized invoice, deadlines for responding to a complaint, cessation of storage fees during the complaint resolution process, a hearing on the complaint, and deadlines for issuing a formal decision adjudicating the service charge dispute.

(E) Establish an appeal process for the appeal of any determination of the order of the committee.

(F) Establish a disciplinary procedure for violations of the rules by the towing and recovery service, including the suspension or removal of a towing and recovery service from a list.

(G) Establish a process that the Department of Public Safety may use to suspend or remove a towing and recovery service from any tow list.

(H) Assign investigators provided by the Department of Public Safety to visit all tow companies that apply to be on the CTAC Tow List to ensure that all required equipment and documents meet the standards as stated in this manual.

RULE 6. GENERAL RULES FOR TOWING AND RECOVERY SERVICES

1) A towing and recovery service may charge less than but may not charge more than the approved statewide rates.

2) A towing and recovery service shall not charge or retain any fees not indicated by the committee for the maximum rates for towing and storage of a commercial motor vehicle after a **nonconsensual** tow from private property.

3) A towing and recovery service shall not use per-pound billing for a **nonconsensual** tow from private property.

4) All invoices associated with the towing of a commercial vehicle shall be itemized and shall include all information deemed necessary by CTAC.

5) For the purpose of billing and towing a tractor/trailer combination is considered 1 unit even if the tractor is separated from the trailer at the scene of the crash or incident. Storage fees for the tractor and trailer will remain separate as per Rule 10.7.

6) A towing company is prohibited from charging drop fees.

7) A towing company shall not respond to a call with knowledge that its equipment is insufficient and then double-bill for additional requested assistance.

8) Phone calls must be answered in-house and cannot be subcontracted to a third party or an answering service.

9) A towing company may subcontract additional assistance, provided it maintains the minimum required equipment to remain in the tow category for which it was approved, e.g., Basic Heavy or Ultra Heavy.

• A towing company approved for the Basic Heavy Category may not subcontract or obtain assistance from another towing company to use Ultra Heavy equipment to complete a tow or recovery.

• If at any time a Basic Heavy Towing Company determines that an incident requires equipment or capabilities beyond those authorized under the Basic Heavy Category, the company must promptly notify the dispatching law enforcement agency or officer that a CTAC-Approved Ultra Heavy tow company should be dispatched.

10) Companies habitually refusing a call or failing to respond **promptly** to a call may be removed from the CTAC Tow List.

11) No towing company shall proceed to the scene of an accident without being requested to do so by a law enforcement agency.

12) No towing company shall solicit business at the scene of an accident.

13) When no Hold Order is placed, the vehicle shall be released to the owner, lien holder, or insurance company upon proof of ownership and completion of the necessary financial transactions.

14) Towing companies shall not perform repair work on towed vehicles without the owner's written request.

15) Towing companies are responsible for removing debris directly resulting from the accident. Failure to properly clear and remove debris from the accident scene may result in removal from the CTAC Tow List.

- Companies are not allowed to bill for:
  - "Landscaping"
  - Repair of ruts
  - Ground restoration beyond what is necessary to safely clear the vehicle and debris
  - Any work that is not directly related to the recovery and removal of the vehicle(s) involved

16) No towing and recovery company shall conduct or coordinate any hazardous material cleanup, remediation, or dispatch a hazardous material and biohazard cleanup company without receiving direct approval from the law enforcement agency and/or other state regulatory agency in charge of the accident scene.

17) Towing company owners are not permitted to operate towing and recovery equipment under more than one company name out of the same location.

18) Before a towing and recovery service connects a commercial motor vehicle to a tow truck for a **nonconsensual** tow, the towing and recovery service shall document the vehicle's condition and the reason for the tow by:

(A) Taking at least four (4) photographs of the vehicle:

- With at least one (1) photograph taken from the front
- With at least one (1) photograph taken from the rear
- With at least one (1) photograph taken from the driver's side
- With at least one (1) photograph taken from the passenger's side

- These photographs must:
  - Show the entire vehicle from the required angle

- Have the vehicle fill at least three-fourths ($3/4^{ths}$) of the photograph measured from side to side

(B) Take a photograph showing why the vehicle is being towed **non-consensually**. The photograph must show the portion of the vehicle in relation to the reason, including any signage for why the vehicle is being towed.

(C) Photos shall be retained for at least three (3) years.

19) A towing and recovery service shall have the following available at the request of CTAC for all **nonconsensual** tows:

i. Date
ii. Time of call
iii. Location
iv. Name of requestor, i.e., agency, business, or individual
v. Required photographs
vi. List of all equipment used
vii. Narrative/Summary

20) Towing, Storage, and Liability

(A) From the time an operator moves or otherwise makes contact with any vehicle to be towed, until the time the owner resumes possession of the vehicle, the towing company may not release liability for any of the following that result from the operator's negligent acts: injury to persons, damage to property, fire, or theft.

(B) The vehicle being towed must be returned to the yard from which the towing company was deployed to the scene of the accident. If there are extenuating circumstances that make this impractical or more costly, the towing company service must have approval from the law enforcement agency in charge of the accident scene before towing the vehicle to a different location.

(C) The impound lot or yard must be secured at all times, including but not limited to being fully fenced, and companies must maintain liability insurance to cover loss that may result from improper security.

21) Abandoned and Unclaimed Vehicles

(A) Within seventy-two (72) hours of removal, the towing company will seek the identity and address of the last known registered owner.

(B) Within seven (7) calendar days of removal, the towing company will make a reasonable attempt to notify the owner by certified or registered mail of the location of the vehicle.

(C) The towing company will mail or deliver a copy of the notice to CTAC upon request. Eligibility Requirements for the CTAC Tow List

22) Code of conduct

All towing and recovery companies shall conduct themselves in a professional, ethical, and responsible manner at all times. Being included on the CTAC Tow List is a privilege and requires adherence to the following standards**:**

(A) Professional Judgment

Towing companies shall exercise sound judgment and professionalism when responding to incidents.

Companies shall honestly assess the requirements of an incident and respond with equipment and personnel appropriate for the circumstances

(B) Appropriate Equipment Response

Companies shall not dispatch unnecessarily large, specialized, or ultra-heavy recovery equipment to incidents that can reasonably be handled by Basic Towing equipment.

Equipment deployed shall be appropriate for the vehicle, load, and circumstances encountered.

Charges shall reflect the actual services and equipment reasonably required to complete the recovery operation.

(C) Capability to Perform

Companies shall not accept or respond to a dispatch when they know, or reasonably should know, that they lack the equipment, personnel, training, or resources necessary to complete the requested service safely, efficiently, and within a reasonable timeframe.

Communication with the law enforcement in charge of the scene is paramount if unforeseen circumstances arise that prevent the timely completion of a recovery operation.

(D) Ethical Billing Practices

All fees and charges shall be reasonable, accurate, directly related to the services actually performed, and in compliance with the rates set by CTAC.

Companies shall not engage in excessive, inflated, misleading, or unnecessary billing practices.

Billing shall be transparent and supported by documentation upon CTAC request.

(E) Integrity and Fair Dealing

Companies shall conduct business honestly and ethically with vehicle owners, law enforcement personnel, insurance representatives, motor carriers, and other stakeholders.

Misrepresentation of services, equipment, capabilities, response times, or charges is prohibited.

(F) Safety and Efficiency

Recovery operations shall be conducted with the safety of motorists, first responders, and recovery personnel as the primary consideration.

Companies shall make reasonable efforts to clear roadways efficiently while minimizing additional damage to vehicles, cargo, infrastructure, and the environment.

(G) Cooperation with Law Enforcement

Companies shall comply with lawful instructions from the requesting law enforcement agency and cooperate fully during towing and recovery operations.

Professional conduct toward law enforcement personnel, motorists, and the public shall be maintained at all times.

(H) Conduct Unbecoming

Any conduct that reflects negatively upon the Mississippi CTAC Program, compromises public trust, or demonstrates a disregard for professional towing and recovery standards may be grounds for disciplinary action, suspension, or removal from the approved tow rotation list.

Failure to adhere to these standards may result in corrective action, suspension, or removal from the Mississippi CTAC Tow Rotation Program as determined by the administering agency.

23) The intentional dispatch of excessive personnel or equipment for the primary purpose of increasing billable charges is prohibited

RULE 7. ELIGIBILITY REQUIREMENTS FOR THE CTAC TOW LIST

1) Beginning on 05/01/2026, all law enforcement agencies must use the CTAC Tow List for their Commercial Vehicle Wrecker Rotation List for **nonconsensual** tows. To ensure consistency across the state among all law enforcement agencies, all towing companies wishing to be on the CTAC Tow List must apply to CTAC using the application forms attached to this manual.

- Any company applying for inclusion to the CTAC Tow List must have a principal place of business in the state of Mississippi, and all required equipment must always be located within the state of Mississippi.

Per *Mississippi Code 27-19-57 and* the Mississippi Department of Revenue Administrative Code Title 35, Part VII, Subpart 3: Motor vehicles that require tagging, such as wreckers, rotators, and cranes, must be registered and tagged in Mississippi. The address listed on the title application must be the Mississippi address where the vehicle is garaged or domiciled.

2) To ensure that accident scenes are cleared efficiently, safely, and in a cost-effective manner that will allow for the flow of traffic on the highways and byways of the State of Mississippi to resume in the least amount of time possible, there are two categories of the CTAC Tow List: The **Basic Heavy Tow Category** and the **Ultra Heavy Tow and Recovery Category**.

- Due to the location of accident scenes, traffic flow, weather, and other contributing factors, the decision of which Tow Category to use will ultimately be at the discretion of the responding officer and/or the officer's supervisor.

(A) Basic Heavy Tow Category Minimum Required Equipment

1. Basic Heavy Wrecker

i. Minimum of a 52,000 lb. GVWR chassis
ii. Twin screw, tandem axle, dual wheels
iii. 25-ton manufactured wrecker body by a reputable manufacturer
iv. Two 25,000 lb. winches and 200' of 5/8" cable or ½" synthetic rope.
v. Extendable hydraulic boom rated with a 25-ton lift capacity
vi. Extendable hydraulic underreach fully extended with a 7-ton lift capacity
vii. No Detachable Towing Units (DTU)

(B) Ultra-Heavy Tow and Recovery Category Minimum Required Equipment

1. 35-Ton Wrecker

i. Minimum of a 52,000 lb. GVWR chassis
ii. Twin screw, tandem axle, dual wheels
iii. 35-ton manufactured wrecker body by a reputable manufacturer
iv. Two 35,000 lb. winches and 200' of ¾" cable or 5/8" synthetic rope
v. Extendable hydraulic boom rated with a 35-ton lift capacity
vi. Extendable hydraulic underreach fully extended with an 8-ton lift capacity
vii. No Detachable Towing Units (DTU)

2. 50-Ton Rotator Wrecker

i. Minimum of 66,000 lb. GVWR chassis
ii. Twins screw, tandem axle, dual wheels
iii. 50-ton manufactured rotator wrecker body by a reputable manufacturer
iv. Two 50,000 lb. winches and 200' of ¾" cable or 5/8" synthetic rope
v. Extendable hydraulic boom rated with a 50-ton lift capacity
vi. Extendable hydraulic underreach fully extended with an 8.5-ton lift capacity

3. 48' Landoll style sliding axle trailer with winch

i. A Dove-Tail trailer can be used instead of a Landoll-Style trailer if the company owns it before 5-1-2026
ii. Once the Dove-Tail trailer is no longer usable, it must be replaced with a Landoll-Style trailer

4. 48' Refrigerated or Dry Van Trailer

5. True rubber track loader with attachments (or immediate access to)

i. Grapple Bucket

ii. Bucket
iii. Sweeper
iv. Forks

6. Dump trailer or Roll-off container with a total capacity of 60 yards (or immediate access to)
7. Rubber-tracked 10,000 lb. minimum mini excavator with hydraulic thumb (or immediate access to)
8. Tandem axle truck to pull a trailer
9. Must have properly licensed employees to operate all equipment
10. Tower lighting (or immediate access to)
11. Single axle 5th wheel dolly or heavy-duty truck dolly

3) Towing companies that are being used for **Ultra Heavy Tow and Recovery** will be allowed to remain in this category if they *own* or have ordered at least the minimum required equipment before 08/31/2025:

- **40-ton rotator or equivalent, i.e., Truck Crane, in lieu of a 50-ton rotator wrecker.**
  • For a Truck Crane to qualify for the **Ultra Heavy Tow and Recovery Category**, the crane owner, operator, and towing company shall comply with all applicable federal and state crane safety requirements, including OSHA regulations governing crane operations. The crane shall be properly rated for the intended lift, operated by qualified personnel, and used in accordance with the manufacturer's specifications and all applicable safety standards.
- **35-ton wrecker**

- ***** Note** – Any newly acquired wreckers purchased/ordered made on or after that time must be a 50-ton minimum rotator wrecker, no cranes.

4) In addition to the equipment requirements for the **Basic Heavy Tow Category** and **Ultra Heavy Tow and Recovery Category**, the following equipment is also required per wrecker:

(A) Minimum combined total of 40 pounds of fire suppressant (e.g., fire extinguisher)

(B) At least six (6) safety cones or reflective triangles

(C) Axe and wrecking bars

(D) Shovel, brooms, and fifty (50) pounds of sand or a suitable equivalent

(E) Safety chains

(F) One pair of bolt cutters with a minimum ½ inch opening

(G) Flashing amber light affixed above the top of the wrecker cab; however, sirens are prohibited

(H) Clearance and marker lights

(I) External air hookups and hoses

(J) Dual rear LED adjustable flood lights with a minimum of 3,600 useable lumens each

(K) Air control valve to provide braking capability for the vehicle being towed/removed

(L) Air brakes so constructed as to lock the rear wheels automatically upon failure, and to supply air to disabled vehicles

(M) Hydraulic spade (outriggers) to prevent rolling or slippage of the wrecker

(N) Name, address & telephone number permanently affixed on both sides of each wrecker/service vehicle.

- The name, address, and telephone number of the wrecker company shall be **permanently** affixed and displayed in letters clearly visible from 50 feet on both sides
- Be in letters that contrast sharply in color with the background on which the letters are placed
- The name shall be at least four (4) inches high, and letters for the address and telephone number shall be at least one (1) inch high
- There can be no more than one name and address on each wrecker
- Magnetic signs are not acceptable

5) All equipment used in towing and recovery services shall be in safe working order, properly maintained, and free of defects or conditions that may impair operation or create a safety hazard.

6) All towing companies shall be re-inspected no less than once every two (2) years to ensure eligibility requirements.

7) CTAC Inspectors will affix, to the driver's side, numbered decals indicating the year of inspection to wreckers, rotators, and cranes.

8) The towing company must have at least one employee on the accident scene who has satisfactorily completed the National Traffic Incident Management Responder Training (TIMS).

- This course can be completed by creating your account and logging into online at: https://learning.respondersafety.com/Clusters/National-TIM-Training-Certificate.aspx
- This must be completed by 05/01/2026 and completion certificate submitted to ctac@dps.ms.gov

9) **Towing Companies With Multiple Locations**

- Each approved towing company location shall be independently equipped with the minimum required equipment specified by CTAC.
- Companies operating multiple locations must ensure that each location maintains the required equipment and is capable of providing services for which that location is approved.
- Equipment may not be shared between locations to meet CTAC minimum equipment requirements.
- Each location must also meet the requirements as specified in Rule 11 in the CTAC Manual.

10) Operation of Multiple Towing Companies Under Common Ownership

Any individual or entity that owns, manages, or has a controlling interest in more that one towing company shall maintain each company as a completely separate business entity.

Each Company Shall:

- Maintain its own legal business entity and vehicle registrations.
- Maintain separate financial records and invoices.
- Maintain separate equipment inventories and company assets.
- Operate under its own company name, identity, and address.
    - No shared LLCs or addresses
- Conduct business independently and shall not use another commonly owned company to circumvent CTAC requirements, billing guidelines, rotation procedures, equipment standards, or any other provision of the CTAC Manual.
- Vehicles responding to accidents will only be those from the company that was dispatched.

The Department of Public Safety and CTAC reserve the right to review documentation necessary to verify compliance with this requirement. Failure to maintain complete separation between commonly owned companies may result in administrative action, including suspensions or removal from the CTAC Tow List, in accordance with applicable policies and procedures.

RULE 8. INVOICE REQUIREMENTS

The following items shall be listed on all commercial towing invoices:

1. Company Name and Address
2. Company Phone Number
3. Date/Time of Impound
4. Location from which the vehicle(s) were towed
5. Address of storage location
6. Reason for impound
7. Invoice#
8. VIN#
9. Tag#
10. Make
11. Itemized list of storage fees and regular fees
12. The following items are required to be detailed:
    - Location of keys
    - Is the unit drivable

- Is this a Police Hold

13. Narrative/Notes to include:
    - Arrival time
    - Description of the scene upon arrival
    - Actions taken
    - Equipment and personnel used
14. These updates should be reflected on invoices no later than 05/01/2026
15. The following CTAC appeals information outlined in the red box below is required to be clearly stated on all invoices. Text must be easily readable, and QR must be at a size that is reliably scannable. Failure to provide the appeals information on your invoices could result in removal from the CTAC Tow List.
16. Invoice to include full name of all billed drivers and laborers.
17. Invoices not to include Hazmat and disposal fees.

Pursuant to MS Code 63-37-5 (1)(d)(iv), a commercial vehicle owner, or their designated representative, may dispute invoiced fees or service charges. Any such dispute shall be submitted within fifteen (15) calendar days from the date the towing invoice is transmitted.

Disputes may be filed through one of the following methods:

- By mail to: MS Department of Transportation, Attn: CTAC, P.O. Box 627 McComb MS 39649
- By email to: ctac@dps.ms.gov
- Electronically via JotForm at https://form.jotform.com/252645926816063 or use the QR code

All disputes must include a copy of the towing invoice with a statement for the basis of the dispute. Pictures and any other files may be submitted as well.

RULE 9. INSURANCE REQUIREMENTS

1) All companies on the CTAC Tow List shall comply with all requirements of this Rule 9, including, without limitation, the requirement to obtain and keep in continuous effect all applicable insurance coverage.

(A) The Certificate of Liability Insurance Shall:

i. List CTAC as a Certificate Holder

ii. Be issued directly by the insurance company to the MS Department of Public Safety, CTED-CTAC Division at the mailing address:

P.O. Box 958
Jackson, MS 39205
Or email to: ctac@dps.ms.gov

iii. Describe the provision for notice of cancellation or material change, as stated in the insurance policy; and

iv. Display the physical location of each non-consensual towing impound lot for which coverage is extended

(B) The liability limit shall be no lower than $1 million

(C) On-Hook limit shall be no lower than $250,000

(D) Garage keeper's insurance no lower than $250,000

i. Each storage yard/lot's physical location must be listed on the COI

(E) The insurance requirements mentioned above are minimum requirements and do not limit the rules outlined in this manual. CTAC does not guarantee that the minimum limits specified are adequate to protect towing companies from liabilities that may arise from their work. Towing companies are free to obtain additional insurance greater than the required minimums.

RULE 10. TOWING & RECOVERY MAXIMUM RATES & FEES (INCLUDES OPERATOR)

1) Heavy equipment maximum rates:

(A) Mini Excavator: $450 per hour

(B) Large Excavator: $850 per hour

(C) Skid Steer/Track Loader (including all attachments): $550 per hour

(D) Forklift:

- Light Duty: $450 per hour
- Heavy Duty: $850 per hour
- The size of the forklift must be listed on the invoice

(E) Rotator (50 tons and above): $1,500 per hour

(F) 50-ton Straight Boom Wrecker: $1,250 per hour

(G) 35-ton Straight Boom Wrecker: $850 per hour

(H) 25-ton Straight Boom Wrecker: $550 per hour

(I) Truck/Tractor: $850 per hour

- Make and series of trucks must be listed on the invoice

(J) Supervisor: $250 per hour

- Only one (1) supervisor allowed per incident
  - *Supervisor duties to include documentation of timestamped photographs of the scene

2) Equipment and Service Rates

(A) Accident scene lighting: $150 per hour to include the vehicle(s) that pulls it

(B) Service Recovery Trailer: $2,500 (flat-rate) to include the vehicle(s) that pulls it

(C) Administration Fee: $500 (flat-rate)

(D) Airbag Truck: $250 per hour

(E) Airbag Trailer with Recovery Systems: $10,000 (flat-rate)

(F) Disposal Cost: Disposal price (secondary consensual agreement – no pricing needed)

(G) Dolly System: $2,500 (flat-rate)

(H) Dry Van/Refrigerated Trailer: $350 per day

(I) Headset Safety Communication Devices: $1,000 (flat-rate)

(J) No charge will be allowed for Traffic Control Vehicles/Trailers.

3) Recovery and Labor Rates

(A) Offload/Reload Cargo Recovery Labor: $85 per hour per employee

(B) Roll-Off Container

i. Delivery to site: $250 per container (includes 1-day rental)
ii. Daily Rental: $62.50 per container
iii. Subcontracted roll-off services will be billed at cost plus 30%

4) Damaged Equipment Replacement

(A) Allowed for damaged rigging, e.g. straps, chains, cables, air bags and hoses.

(B) Cost plus shipping

(C) Sales invoice required at the request of CTAC

5) Roll-Off Truck/Combination Tractor-Roll-Off Trailer: $850 per hour

6) Private Property /Impound/Towaway Rates

(A) Maximum Towaway Rates: $850 per truck and trailer within a 50-mile radius

(B) Maximum Distance for Towaways is 50 miles

7) Storage Rates

(A) Storage for a Truck: $200 per day

(B) Storage for a Trailer: $200 per day

8) Subcontracted Services

(A) Subcontracted services may be billed at the actual rate charged by the subcontractor, plus a maximum markup of thirty percent (30%). The subcontracted rate charged to the trucking company shall not exceed the maximum rates established in Rule 10 of the CTAC Manual.

(B) Documentation of Subcontracted Services: Invoices or other documentation from the subcontractor or substantiating services provided and the amounts charged shall be made available to CTAC upon request.

9) For credit card payments, Towing and Recovery Companies may apply a maximum of 3.5% convenience fee to cover credit card fees

10) Due to market fluctuations, rates and fees for **nonconsensual** tows will be reviewed annually by CTAC.

RULE 11. COMPANY CONTACT, REQUIREMENTS AND HOURS

1) Company Contact Information and Hours

(A) The towing company shall be staffed at all times during normal business hours, which are from 8:00 am until 5:00 pm.

(B) Each towing company shall maintain twenty-four (24) hour service availability.

(C) Each towing company shall furnish the law enforcement agencies they respond to, as well as CTAC, with one (1) telephone number to be used for requests for services during business hours and one (1) telephone number for requests after hours. Call forwarding that provides immediate contact with the owner or operator is permitted; however, answering services and/or pagers are not permitted. Two (2) or more towing companies may not use the same telephone number.

2) Information Changes and Updates

(A) Any change in telephone numbers must be immediately transmitted to the law enforcement agencies the towing company responds to, as well as CTAC.

(B) If a towing company will not be available for any length of time, they shall notify the appropriate law enforcement agencies to which they respond for **nonconsensual** tows. When the towing company is available again, it must inform the appropriate law agencies of its availability.

(C) Any changes of address for a towing company must be reported within five (5) business days to CTAC. Failure to adhere to this requirement may result in penalties, such as, but not limited to, temporary or permanent suspension from the CTAC Tow List.

(D) The name of each driver employed by a towing service must be immediately forwarded to CTAC. CTAC reserves the right to conduct background checks on all drivers.

3) All records required herein shall be available for inspection by CTAC. All records shall be maintained for three (3) years by the towing company.

RULE 12. RULES FOR TOWING IMPROPERLY OR ILLEGALLY PARKED VEHICLES

1) **Nonconsensual** tows for unauthorized, illegally parked commercial motor vehicles on private property must be performed by Mississippi-based towers. Towed vehicles must be stored within the State of Mississippi.

2) Before a towing and recovery service connects a commercial motor vehicle to a tow truck for a **nonconsensual** tow, the towing and recovery service shall document the vehicle's condition and the reason for the tow by:

(A) Taking at least four (4) photographs of the vehicle:

- With at least one (1) photograph taken from the front
- With at least one (1) photograph taken from the rear
- With at least one (1) photograph taken from the passenger's side
- With at least one (1) photograph taken from the driver's side

- These four (4) photographs must:

- Show the entire vehicle from the required angle
- Ensure that the vehicle fills at least three-fourths (3/4) of the photograph, measured from side to side

(B) A photograph that shows the reason the vehicle is being towed without consent is required. The photograph must show the portion of the vehicle in relation to the reason, including the signage as to why the vehicle will be towed.

(C) Upon demand of the owner or operator of the commercial motor vehicle or the owner's designee, the Department of Public Safety or CTAC, the towing and recovery service shall provide copies of the photographs.

(D) A towing and recovery service's failure to produce the photographs shall create a rebuttable presumption that the towing and recovery service did not have the authority to tow a vehicle from either a private property owner or operator or a law enforcement officer.

3) Before a towing and recovery service connects a commercial motor vehicle to a tow truck for a **nonconsensual** tow, the towing and recovery service must have authorization to tow the commercial motor vehicle. Authorization is achieved if:

(A) A law enforcement officer requests a police-initiated tow and requests that a towing and recovery service from the tow list provides towing; or

(B) The towing and recovery service has received permission to tow the commercial motor vehicle from the owner of the private property.

- A towing service shall not tow a commercial motor vehicle from private property without the owner or operator of the private property giving the towing service written permission.

4) For the towing and recovery service to conduct a **nonconsensual** tow, the private property owner must have posted signage visible and facing the driver at each entryway into the property stating that vehicles parked on the property without authorization or inappropriately or illegally parked are subject to being towed. The sign must also contain the international towing symbol no smaller than four (4) inches by four (4) inches, and be permanently mounted in that position that is no lower than five (5) feet and no higher than eight (8) feet.

5) Before a towing company is notified of an improperly or illegally parked vehicle, CTAC strongly recommends that a good-faith effort be made by the property owner, or someone on behalf of the property owner, to contact the company/owner of the improperly or illegally parked vehicle.

RULE 13. RESTRICTIONS ON USING IMMOBILIZATION DEVICES

A towing and recovery service shall not use vehicle immobilization devices, including, but not limited to, Wheel Boots and Barnacles, except under the direction of law enforcement.

RULE 14. RECEIVING, INVESTIGATING & ADJUDICATING COMPLAINTS

1) If an owner or representative has a dispute over invoiced fees and/or charges, an appeal may be made to CTAC.

2) Any appeals must be made within fifteen (15) calendar days from the time the towing invoice is sent.

3) CTAC shall have ten (10) business days from the date an appeal is received to issue a ruling and notify all parties involved in the appeal.

(A) This deadline may be extended when additional time is necessary to investigate or collect evidence needed to ensure a fair and impartial ruling.

(B) CTAC shall notify all parties involved when an extension is necessary and provide an estimated date by which the ruling is expected to be issued.

4) CTAC will notify the towing and recovery company that an appeal has been made against it.

5) Once the appeal has been received by the board, all storage fees will be suspended until the appeal is resolved. However, if CTAC rules in favor of the towing company, the responsible party of the commercial vehicle shall be responsible for all storage fees (including the days suspended during the appeal), in addition to all other applicable charges included on the invoice.

6) If there is no dispute as to the charges assessed by the towing and recovery service for the **nonconsensual** towing of the commercial motor vehicle, the owner or operator shall pay the invoice, allowing the commercial vehicle to be released immediately.

7) Upon **nonconsensual** towing and recovery of a commercial vehicle to a storage facility, a towing and recovery service shall allow the owner of the commercial motor vehicle or a designee of the owner or operator of the commercial motor vehicle to access the vehicle in a reasonable manner Monday through Friday during the hours of 8:00 AM – 5:00 PM to collect any personal items. The owner or operator shall schedule a time with the towing company by calling the number provided on the invoice. No access/gate fee will be charged during normal business hours.

8) Any vehicle towed **non-consensually** in Mississippi must be stored in the State of Mississippi.

9) Any ruling that CTAC makes is appealable pursuant to the Uniform Civil Rules of Circuit and County Court Practice.

RULE 15. SUSPENSION FROM THE CTAC TOW LIST

1) A towing and recovery service is subject to removal from the CTAC Tow List at any time if found in violation of the rules set forth in the CTAC manual.

2) Suspension for Criminal Charges

(A) Acts of physical violence while operating a wrecker as provided for herein will be grounds for temporary suspension from the CTAC Tow List until the final disposition of any pending criminal charges.

(B) Any pending criminal charges (excluding traffic violations but including DUI) will be grounds for suspension from the CTAC Tow List.

3) Indefinite Suspension

(A) Pronounced or repetitive violations of the requirements listed herein may result in an indefinite suspension of the company from the CTAC Tow List.

(B) Failure of the tow company to maintain its equipment and documentation in compliance with CTAC requirements will result in an indefinite suspension from the tow list.

(C) Other factors and actions may result in indefinite suspension from the CTAC Tow List. These may include, but are not limited to, the following:

1. Flagrant, repeated, or serious failure to cooperate with an officer at the scene of an accident or at the wrecker service.
2. Conduct or practices in dealing with the public that result, or could result, in unjust criticism of CTAC and any law enforcement agency.
3. Charging rates and fees that exceed the maximums established by CTAC as outlined in Rule 10.
4. Failure to maintain records as provided for in this manual.
5. Failure to notify the last known owner of a vehicle as outlined in Rule 6.
6. Failure to provide appeals notice on any invoice issued.

4) Suspension for Failure to Remove Debris

- Failure to remove debris resulting from the accident may result in suspension.

5) While on suspension, a towing and recovery service shall not respond to a law enforcement agency's request for service.

RULE 16. NOTIFICATION OF SUSPENSION

1) When a towing company is suspended from the rotation list for any reason, CTAC will notify the company via a letter delivered by an investigator, including the effective date of the suspension, the reason(s), the period of suspension, and the steps necessary to appeal.

2) CTAC shall notify the applicable law enforcement agencies anytime a towing company is removed from the CTAC Tow List. The notification will include the dates of suspension and will include a copy of the letter to the towing company, informing them of the suspension.

RULE 17. TOWING COMPANY APPEAL PROCEDURES

1) A towing company that has been placed on suspension from the CTAC Tow List may request a review of the suspension by notifying CTAC in writing or by email.

2) The company should send any supporting documentation and include the reason(s) as to why it feels the suspension is not warranted.

3) CTAC will review the request from the towing company and will rule to keep the suspension, or schedule a hearing with the towing company representative and CTAC.

4) If reinstated, the company will be subject to inspection by a CTAC Inspector to ensure that the required equipment and documentation meet the guidelines outlined in the manual.

5) CTAC will notify the tow company and the applicable law enforcement agencies of the revised ruling, if any, made by CTAC.

6) After the review and hearing process is complete and CTAC has ruled, the matter will not be reopened, nor will another hearing be held on the same matter.

RULE 18. USAGE OF TOW SERVICES NOT ON THE CTAC TOW LIST

1) An owner or operator of a commercial motor vehicle may request a specific towing and recovery service unless:

(A) The law enforcement officer feels the towing and recovery service requested could not make it to the scene in a reasonable timeframe.

(B) The law enforcement officer feels the towing and recovery service is not able to perform the specific needs at the scene.

(C) The officer identifies any additional factors during the assessment of the scene that may impede the timely recovery or clearing of the area, ensuring the scene is opened and cleared without further incident or compromising public safety.

(D) At any time during the recovery, an officer has the discretion to use a company from the CTAC Tow List if they determine that the scene is not being cleared in a safe, efficient, and timely manner.

RULE 19. LAW ENFORCEMENT AGENCY USE OF THE CTAC APPROVED NONCONSENSUAL TOW LIST

1) Effective 05/01/2026, all law enforcement agencies in Mississippi **shall** only use towing and recovery companies approved by CTAC for their Commercial Vehicle Towing and Recovery Rotation List.

2) The standards set forth in this manual by CTAC represent the minimum standards required for inclusion on the Commercial Vehicle Towing and Recovery Rotation List. Municipalities and local governments may set requirements for towing companies in whatever manner they wish, as long as the minimum standards outlined in this manual are met.

3) A tow company's inclusion on the CTAC Tow List does not limit the authority of a law enforcement agency to suspend or remove that company from its Commercial Vehicle Tow Rotation List if the company violates the rules, policies, or operational standards established by that agency.

4) The approved CTAC Tow List can be accessed on the CTAC webpage.

RULE 20. PROHIBITED CONDUCT

It shall be unlawful for:

1) A law enforcement officer to

(A) Receive compensation or receive any other incentive, monetary or otherwise, to select a particular towing and recovery service from the list.

(B) Hold any financial interest in a towing and recovery service.

(C) Recommend any towing and recovery service while in the performance of his or her duties.

2) Any member of CTAC or the Department of Public Safety to receive compensation from a towing and recovery service for the privilege of being included on the tow list.

3) A towing and recovery service to pay money or any other form of compensation for the right to perform the **nonconsensual** towing of commercial vehicles.

4) A towing and recovery service to employ or otherwise compensate individuals, commonly referred to as "spotters", whose primary task is to report the presence of unauthorized, improperly, or illegally parked commercial motor vehicles for the purpose of towing, removal, and storage.

RULE 21. APPLICATION PROCESS

1) Anyone wishing to apply to be included on the CTAC Tow List should complete the application/forms in this manual and email it to CTAC at ctac@dps.ms.gov or print and mail to:

Mississippi Department of Transportation
ATTN: CTAC
P.O. Box 627
McComb, MS 39649-0627

- Should you have any questions about the process, you may email ctac@dps.ms.gov or call 601-249-5283 for further assistance.

2) Once CTAC has received your application along with all of the necessary documentation listed below, the application will be reviewed for approval for investigation. If approved, an investigator will then be scheduled to come to the facilities for said inspection. If not approved, the company will be notified and given the opportunity to make the necessary changes needed for further consideration.

- Checklist for each item that must be sent in for the request to be on the CTAC Tow List:
  - Application Form
  - Company Owner and Driver's Licenses Forms
  - Certificate of Insurance issued to MS DPS CTED-CTAC as outlined in Rule 9
  - TIMS certifications or a statement that the TIMS process has been started as outlined in Rule 6
  - Copy of the Tow Invoice as outlined in Rule 8

3) After the inspection has been completed, the investigator will report their findings to CTAC. If the investigator finds the towing company is in compliance with the Rules and Standards outlined in this manual and gives their recommendation for placement on the CTAC Tow List, an authorization letter will be issued to the tow company.

4) The towing company will be notified once the authorization letter has been issued and will post it in the public's view within their business when the letter is received.

5) The Mississippi Commercial Vehicle Towing Manual can be accessed at https://www.dps.ms.gov or can be mailed by contacting CTAC at ctac@dps.ms.gov or 601-249-5283

6) The towing company must furnish CTAC with a list of all drivers and their driver license numbers, including any newly hired drivers. Each company owner and operator must meet the following qualifications:
    - Each must have a valid, properly endorsed driver's license
    - Each must be familiar with and comply with the traffic laws of the State of Mississippi
    - Each must be proficient and competent in the operation of all equipment

7) An owner or operator is prohibited from the CTAC Tow List if they have been convicted of a felony involving grand larceny, theft of property, etc.; convicted of a misdemeanor or felony involving either force or violence; convicted of a sex offense; or convicted of a DUI within the previous five (5) years.

RULE 22. APPLICATION AND INSPECTION FORMS

Electronic Application Form

Printable Application Form – Pages 24-25

CTAC Towing Company Inspection Form

To view the CTAC Approved Tow List please scan or click on the QR code below

Request for Placement on CTAC Tow List

Towing Company Name:_____

Towing Company Email Address:_____

Daytime Phone#: _____ Nighttime Phone#: _____

Company's Physical Address:_____

Company's Mailing Address: _____

Company Owner's Name: _____

Company Owner's Driver's License# & State of Issuance: _____

Any additional Owners Name:_____

Their Driver's License# & State of Issuance:_____

Current Commercial Vehicle Towing Rotation List Status:

- ☐ My company is not on a rotation list in the State of MS
- ☐ My company is currently on a rotation list in the State of MS

I wish to be placed in the following category(s) of the CTAC Tow List

- ☐ Basic Heavy Tow Category
- ☐ Ultra Heavy Tow and Recovery Category

I confirm, by initialing below, that I have read, understand, and will comply with the rules and regulations for owners and operators of towing companies in the State of Mississippi as stated in the MS Commercial Vehicle Towing Manual. This is necessary for your company to be considered for approval to be placed on the CTAC Tow List for the previously specified Law Enforcement Agencies.

X_____

Signature and Date

I also acknowledge that removal from the CTAC Tow List may occur due to violations of any rules and regulations established by CTAC.

X_____

Signature and Date

I also confirm that, as the owner/operator, I have read and understand the MS Commercial Vehicle Towing Manual.

X_____

Signature and Date

List or send a document that list all drivers along with their driver's license# and state of issuance:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

I confirm, by initialing below, that I hereby attest to that the information made herein is true and correct and all owners, drivers, and employees, in part or whole, are listed and that CTAC will be notified of any changes in contact information, drivers/employees, or ownership via email.

X_____

Signature and Date

Please send in, along with this application, the following documentation:

1. Certificate of Liability Insurance listing CTAC as the certificate holder and issued to the MS Department of Public Safety, CTED-CTAC
2. Current Invoice – If it does not currently reflect the Invoice Rules as outlined in the manual, please make a note on the invoice of your current status to make those updates.
3. TIMS Certifications

Forward this application and all documentation to:
ctac@dps.ms.gov or MS Dept of Transportation
ATTN: CTAC
P.O. Box 627
McComb, MS 39649-0627

CTAC Towing Company Inspection Checklist

Date of Inspection:_____

Towing Company Name:_____

Towing Company Owner's Name:_____

Daytime Phone#: _____ Nighttime Phone#: _____

I. FACILITIES

YES	NO	
		Is the company staffed during normal business hours of 8:00 AM – 5:00 PM?
		Are disabled vehicles and their contents protected against damage or theft?

II. EQUIPMENT

Give the number and size(s) of dual-wheeled wreckers along with VIN#, Tag#, Year, Make and Model

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

YES	NO	
		Name, address & telephone number permanently affixed on both sides of each wrecker/service vehicle?

Towing Companies that are being used for *Ultra Heavy Tow and Recovery* no later than 08/31/2025 will be allowed to stay on this list with the minimum following equipment

YES	NO	
		40-ton rotator or equivalent, i.e., crane, in lieu of a 50-ton rotator wrecker
		35-ton wrecker

***Ultra-Heavy Tow and Recovery Category* Minimum Required Equipment**

YES	NO	
		•35-ton wrecker
		Minimum of a 52,000 lb. GVWR chassis
		Twin screw, tandem axle dual wheels
		35-ton manufactured wrecker body by a reputable manufacturer
		Two 35,000 lb. rated winches and 200 feet of ¾" cable or 5/8" synthetic rope
		Extendable hydraulic boom rated with a 35-ton lift capacity
		Extendable hydraulic underreach fully extended with an 8-ton lift capacity
		•50-ton rotator wrecker
		Minimum of 66,000 lb. GVWR chassis
		Twin screw, tandem axle, dual wheels
		50-ton manufactured rotator wrecker body by a reputable manufacturer
		Two 50,000 lb. rated winches and 200 feet of ¾" cable or 5/8" synthetic rope
		Extendable hydraulic boom rated with a 50-ton lift capacity
		Extendable hydraulic underreach fully extended with an 8.5-ton lift capacity
		•True rubber track loader and attachments (or immediate access to) Location?
		Grapple Bucket? Location -
		Bucket? Location -
		Sweeper? Location -
		Forks? Location -
		•Rubber-tracked 10,000 lb. minimum mini excavator with hydraulic thumb (or immediate access to)? Location -
		•Dump trailer or Roll-off container with a total capacity of 60 yards (or immediate access to)? Location -
		•48' Landoll style sliding axle trailer with winch?
		•48' Refrigerated or Dry Van Trailer?
		•Tandem axle truck to pull a trailer?
		•Tower lighting (or immediate access to)? Location -
		•Single axle 5th wheel dolly or heavy-duty truck dolly?

Basic Heavy Tow Category **Minimum Required Equipment**

YES	NO	
		•Basic Heavy Wrecker
		Minimum of 52,000 lb. GVWR chassis
		Twin screw, tandem axle, dual wheels
		25-ton manufactured wrecker body by a reputable manufacturer
		Two 25,000 lb. rated winches & 200 feet of 5/8" cable or ½" synthetic rope
		Extendable hydraulic boom rated with a 25-ton lift capacity
		Extendable hydraulic underreach fully extended with an 7-ton lift capacity

In addition to the equipment requirements for the *Basic Heavy Tow Category and Ultra Heavy Tow and Recovery Category*, the following equipment is also required per wrecker

YES	NO	
		Minimum combined total of 40 pounds of fire suppressant mounted in an accessible location
		At least six (6) safety cones or reflective triangles
		Axe and wrecking bars
		Tow bars
		Shovel, brooms, and fifty (50) pounds of sand or a suitable equivalent
		Safety chains
		One pair of bolt cutters with a minimum of 1/2 inch opening
		Flashing amber light affixed above the top of the wrecker cab (Sirens are prohibited)
		Clearance and marker lights
		External air hookups and hoses
		Dual rear LED adjustable flood lights with a minimum of 36,000 usable lumens each
		Air control valve to provide braking capability for the vehicle being towed/removed
		Air brakes so constructed as to lock the rear wheels automatically upon failure, and to supply air to disabled vehicles *Must be a dual break chamber **Single break chamber from converted fleet truck not allowed as it will not lock
		Hydraulic spade (outriggers) to prevent rolling or slippage of the wrecker

III. INSURANCE

YES	NO	
		Is casualty coverage in effect Company Name:
		Is the liability limit a minimum of one million dollars
		Is the on-hook limit a minimum of five hundred thousand dollars
		Certificate of liability insurance issued to MS DPS CTAC-CTED
		Garage keeper insurance with a minimum of five hundred thousand dollars

IV. RECORDS

YES	NO	
		All records are up to date and available for viewing for three years past to current
		Invoices reflect the required content as defined in Rule 8 of the manual
		Does the owner have a copy or quick access to the CTAC manual available
		Are the drivers properly licensed

V. INSPECTOR RECOMMENDATIONS FOR PLACEMENT

Do you recommend placement on the CTAC Tow List?

YES	NO	
		Placement recommendation for both Tow Category
		Basic Heavy Tow Category Only
		Ultra Heavy Tow & Recovery Category Only
		No, I do not recommend placement at this time (explain in comments)

VI. INSPECTOR'S COMMENTS

_____

_____

_____

_____

Name and badge# of inspector

_____

Manual Version History

Version Number	Change	Author	Date
1.0	Initial release	TB	9/15/25
1.1	Rule 8 – Moved #13 to #15 and included all invoice appeals information as well as extended date Rule 22 – Added page numbers for applications	TB	10/02/25
1.2	Modified pages for readability and removed Table of Contents to avoid pagination problems in the future	EB	11/21/25
1.3	Modified Fire Extinguisher requirements and definition	TB	12/09/25
1.4	Modified Rule 7 (B) 3) Modified Rule 9 (C), (D) and added (E) Modified Rule 19 by adding 2) Modified Inspection Checklist to reflect Rule 7 (B) 3) Modified Rule 22 application page #s Removed "Proposed' from cover page	TB	01/21/26
1.5	• Added clarifying language to Rule 6(14). • Added clarifying language to Rule 7(1). • Updated Rule 7(2)(A) and (B)1 to allow the use of synthetic rope; restored item (iv) and reinstated item (v), which had been previously removed due to a publishing error. • Revised Rule 7(2)(A)(vi) to change lift capacity from 8-ton to 7-ton. • Modified Rule 7(3) to clarify that cranes must be "Truck Crane." • Updated Rule 7(4)(N), replacing the term "doors" with "sides" (reflected in the inspection checklist as well). • Added new item (6) to Rule 7. • Added clarifying language to Rule 8(15) regarding appeals notice requirements. • Added item (i) to Rule 9(D). • Revised Rule 10(1) to include the phrase "Includes Operator." • Updated Rule 10(1)(I) to read "Truck/Tractor." • Removed Rule 10(1)(J) "Equipment Operators." • Added item 6 to Rule 15(3)(C). • Added item 3 to Rule 19(1).	TB	04/06/2026
1.5	QR code for Tow List added	TB	04/21/26

1.6	**1.6 (Published Version)** **This is the version history as originally published on 6/11/2026.** Clarifications on hazardous materials added to definitions and Rule 6.15 No DTUs added to Rule 7.2 A&B Clarified crane ownership Rule 7.3 Equipment condition clarification Rule 7.5 Code of Conduct added to Rule 6 21 & 22 Clarified Truck Crane OSHA Regs 7 B) 11 Modified TIMS links Rule 7	TB	6/11/2026
1.6	**1.6 (Corrected Formatting Copy for Clarity Only)** **Note: This corrected 1.6 revision list is provided for clarity in V1.7 because the originally published V1.6 document lost structural styles (Numbering, bullet points, etc) and the inconsistent order of changes made the revision history difficult for readers to follow.** • Clarifications on hazardous materials added to definitions and Rule 6.15 • Code of Conduct added to Rule 6.21 • Internal Dispatching Clarifications to Rule 6.22 • No DTUs added to Rule 7.2 A & B • Clarified crane ownership Rule 7.3 (previously stated "*possess*") • Clarified Truck Crane OSHA Regs 7.3 B) • Equipment condition clarification Rule 7.5 • Modified TIMS links Rule 7.8	TB	6/24/2026
1.7	Document structural styles were unintentionally removed during the publishing of V1.6. The text content of the manual was not affected. Only formatting elements, such as section numbering, bookmarks links and hyperlinks, were impacted. These have now been restored and updated.	TB	6/24/2026
1.8	Emphasized text by bolding the word "permanently" in Rule 7.4) (N) Added 9) and 10) to Rule 7.0	TB	07/23/2026

1.9	• Added Rule 6.5: Defined tractor/trailer combinations as one unit for billing and towing; storage fees remain separate per Rule 10.7. • Clarified Rule 6.9: Updated subcontracting limits and notification requirements for Basic Heavy tow companies. • Corrected code references and added hyperlinks in Rule 7. • Added Rule 8.16: Invoices must list full names of all billed drivers and laborers. • Added Rule 8.17: Hazmat and disposal fees prohibited from invoices. • Updated Rule 10 title to include "Includes Operator." • Added Rule 10.2(J): Traffic Control Vehicles/Trailers may not be charged. • Clarified Rule 10.8: Subcontracted service billing rules and documentation requirements. • Clarified Rule 14.3: Updated appeal ruling timelines and extension procedures. • Removed an ambiguous paragraph under the Rule 18 header.	TB	10/14/26