

# Bowling Green State University Police Department Tow Procedure

## 1) Eligibility for Bowling Green State University (BGSU) tow list.

Each firm wishing to be included on the BGSU Tow List must submit the following to Risk Management (riskmgmt@bgsu.edu):

- a) Tow Procedure form, signed by an authorized representative of the firm
- b) Proof of insurance, meeting the insurance requirements detailed below (update at expiration)
- c) Copy of current PUCO Compliance certificate
- d) Have a location within the city limits of Bowling Green where all towed vehicles are stored

## 2) Insurance Requirements.

- a) Certificate of Insurance evidencing minimum of \$1,000,000 combined single limit for general liability and business automobile liability, including minimum \$50,000 per occurrence for direct physical damage to the vehicle in the custody and control of the firm.
- b) Policy shall be endorsed to include Bowling Green State University and its governing board, officers, agents and employees as additional insured with respect to liability arising out of the activities performed by or on behalf of the firm. Certificate holder shall be Bowling Green State University, 1851 N Research Drive, Bowling Green, OH 43403.

## 3) Tow charge rates and recovery times.

- a) The pricing schedule for the following services are governed by Ohio Administrative Code [4901:2-24-03](#) and [4901:2-22-06](#) and represents the maximum allowable charges and shall not be exceeded on regular\* Bowling Green State University tows:
  - i) Police and Parking tows
  - ii) Wrecker on scene, but does not tow may be assessed half the rate of the tow\*\*
  - iii) Storage per day
  - iv) Vehicles can be picked up between the hours of 8:00 a.m. and 12:00 midnight at no additional cost
    - (1) Vehicles picked up outside of these hours may be assessed an additional fee as outlined on the pricing schedule referenced above.
  - v) Must have 24-hour recovery on "duty" days
  - vi) No storage fee will be assessed for vehicles picked up within 24 hours of tow
- b) Firm shall charge state sales tax based on above listed fees, payable by the owner/operator of the vehicle towed.
- c) No additional charges or surcharges of any kind are authorized for police and/or parking tows.

## 4) On-call period.

- a) Each 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.

## 5) Administrative provisions.

- a) The duty call list will be maintained by the Bowling Green State University Police Department.
- b) Each firm will be allocated one line on the list regardless of the number of locations that company might have.

## Bowling Green State University Police Department Tow Procedure

- c) Firms that do not comply with all provisions of division (1) will be removed from the list until deficiencies are corrected.
- d) In conjunction with **ORC 4513.66**, the firm's tow/wrecker operator must remove any glass or other injurious substances, including liquids, dropped from a vehicle.
- e) A firm that does any of the following shall be subject to suspension or removal from the tow list for a period of time as determined by the Chief of Police or their designee:
  - i) Violate the provisions of division (3)
  - ii) Employ a tow/wrecker operator who has been arrested for any crime involving property in their possession as a result of their tow/wrecker duties
  - iii) Fail to accept tow requests by the Police or Parking offices or to perform them in a timely manner on four or more occasions within one year
  - iv) Disregard the duty to clean up a site in accordance with **ORC 4513.66**
- f) Not answering when contacted is considered a refusal, and the firm will be placed on the bottom of the rotation.
- g) In the event of an emergency or other special event the Bowling Green State University Police will dictate the companies used and this will not be deemed part of the tow rotation.

\*Regular tows are considered those that do not require additional equipment and/or excessive labor in order to take possession of the identified vehicle.

\*\*If the identified vehicle to be towed is hooked up to the tow company truck or is in the process of being hooked up, the tow driver will have the discretion to charge this fee or take the vehicle. In all other circumstances the BGSU Police Officer at the scene will make the determination if the tow company truck is eligible for this no tow/drop fee. At no time will a BGSU Police Officer or Parking employee hold a vehicle for a tow company without probable cause and legal justification to do so.

Firm Name \_\_\_\_\_

By signing below, I agree I am an authorized representative of the above firm. To be included on the BGSU Police Tow List, I agree to the terms outlined above.

Firm also agrees that any personal injury or any property damage incurred in the course of performance of a BGSU tow call will be the responsibility of Firm. Firm agrees to indemnify BGSU (and its governing board, officers, employees, agents, and students) from and against any and all costs, losses, damages, liabilities, expenses, demands, and judgments, including court costs and attorney's fees, that may arise out of Firm's performance of a BGSU tow call, except to the extent that they are caused by the sole fault or negligence of BGSU.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_