STATE OF TEXAS
DEPARTMENT OF LICENSING & REGULATION

TOW COMPANY AND TOW TRUCK INSPECTION CHECKLIST

TDLR TOW INSP001 (REV 09-01-16)

COMPANY NAME	TDLR CERTIFICATE NO.		EXP. DATE
ADDRESS	CITY	STATE	ZIP
INSPECTOR NAME	INSPECTION DATE		

VIOLATIONS FOUND? Y / N

	TOW COMPANY LICENSE & INSURANCE REQUIREMENTS	RULE
	Valid Tow Company License If applicable, date license expired:	2308.151(2)/86.215(a)
	Company has required liability, cargo/on hook insurance ☐ Incident Management Towing Insurance - $500,000 & $50,000 ☐ Private Property Towing Insurance - $300,000 & $50,000 ☐ Consent Towing Insurance - $300,000	86.400(d)(1)
	Insurance kept in full force and effect at all times	86.400(d)(2)

	DRUG & ALCOHOL TESTING REQUIREMENTS	RULE
	Company has an approved Drug Policy Type: _____	2308.158(a)
	Company conducts required Drug/Alcohol Testing (MUST verify date license was obtained/renewed)	
	☐ Pre-employment drug testing (must be done prior to offer of employment – verify hire date)	86.710(a)(6)(A)
	☐ Annual drug testing (√ hire date) – All drivers (except CDL drivers with a clean random DOT test)	86.710(a)(6)(B)
	☐ Random drug and alcohol testing (25% of all operators must include drug & alcohol)	86.710(a)(6)(C)
	☐ Return to duty/Follow up testing (for those who have had a prior confirmed positive)	86.710(a)(6)(D)
	Company notified the Department of a Alcohol or Drug Conviction	86.710(a)(5)(D)
	Company notified the Department of the results of a confirmed test within 3 days	86.710(a)(8)(E)
	Company required an operator to stand down from tow operations after a positive drug/alcohol test	86.710(a)(11)(B)

	TOW RECORDS	RULE
	Tow Company prepared and issued a tow ticket for each non-consent towed vehicle	86.709(a)
	Tow Ticket given to vehicle owner if present & a copy delivered to the VSF or place agreed on by the tow operator and the vehicle owner	86.709(b)
	Tow Ticket only authorizes charges that are directly related to the towing of the vehicle to a designated location authorized by subsection (b) – (above)	86.709(c)
	Tow Ticket itemizes each charge, with fees matching the company's non-consent tow fee schedule on file with the VSF	86.709(d)
	Tow Ticket contains all required information: ☐ Licensed name of the tow company (as it appears in TOOLS) ☐ Publicly listed phone number ☐ Company certificate number ☐ TDLR license number of the tow operator	86.709(e)
	Tow company must maintain the following information for each non-consent tow (does not have to be on the tow ticket)	
	☐ Vehicle description, including the license or vehicle identification number (if available)	86.705(l)(1)
	☐ A statement describing the reason for towing the vehicle	86.705(l)(2)
	☐ Location the vehicle was towed from	86.705(l)(3)
	☐ Vehicle storage location	86.705(l)(4)

	STANDARDS OF CONDUCT - COMPANY	RULE
	Company cooperates with the inspector	86.450(d)
	Company makes records available for inspection	86.451(b)
	Company maintains records at its principle business office or has written permission not to	86.1002(a)
	Reports name change of licensee or permit holder no later than the effective date of the change	86.702(a)(1)
	Reports address change no later than the effective date of the change	86.702(a)(2)
	Change in ownership. Company must obtain new license when there is a change in ownership or change in corporation, partnership or sole proprietorship	86.703
	Company cannot give anything of value except for signs to a parking facility owner	86.705(a)
	Company cannot have a direct or indirect monetary interest in the parking facility from which the towing company removes vehicles for compensation	86.705(b)
	Unauthorized Private Property Tow. Company may only conduct a non-consent tow of a parked vehicle as authorized under 2308.255 of the Occupations Code (Private Property Towing)	86.705(d)
	Expired Tags. Company may not remove a vehicle from a parking facility, serving an apartment complex, for displaying an expired registration, license plate or failing to display a valid safety inspection sticker, unless the towing company notes on the Tow Ticket the: ☐ (1) The name of the person or company that authorized the tow ☐ (2) Telephone number of the person or company that authorized the tow; and ☐ (3) Date of compliance with the required notice provisions under 2308.253(e) of the Occupations Code.	86.705(g)
	Tow company must provide its' Non-Consent Tow Fee Schedule to all VSF's the Tow Company delivers vehicles for storage	86.70[illegible](a)

	STANDARDS OF CONDUCT - FEES	RULE
	Charging a fee greater than the fee on the non-consent tow fee schedule	86.705(h)
	Charging a fee not listed on the non-consent tow fee schedule	86.705(i)
	Charging a Private Property tow fee not authorized by or greater than the maximum allowed ☐ Light Duty Tow $250 max/$125 max drop fee ☐ Medium Duty Tow $350 max/$175 max drop fee ☐ Heavy Duty Tow $450 max per unit ($900 max total)/$225 max drop fee per unit ($450 max total)	86.705(j) 86.455(b)(1) and (c)(1) 86.455(b)(2) and (c)(2) 86.455(b)(3) and (c)(3)

	STANDARDS OF CONDUCT – TOW OPERATIONS	RULE
	Company performing tows on a public roadway without first obtaining a permit for the truck	2308.101/86.200(a)
	Company performing IM tows with a truck that does not have an IM permit (out of scope)	2308.103(a)/86.201(a)
	Company performing PP tows with a truck that does not have an IM or PP permit (out of scope)	2308.104(a)/86.202(a)
	Company may not employ or contract with unlicensed persons required to hold a license	86.705(m)
	Company must conduct towing operations with honesty, trustworthiness and integrity	86.711

	VIOLATIONS FIXED ON-SITE	RULE

	TOW TRUCK REQUIREMENTS	RULE
	Valid tow truck permit (not expired) If applicable, date license expired:	2308.101/86.200(a)
	Current cab card in truck	2308.108(c)/86.206(c)
	Proof of liability insurance in the truck	2308.110(d)
	Tow truck signage includes Company Name, Permit No., City, State & Phone Number	2308.109(a)/86.701(a)
	Tow truck signage requirements: is on both sides of the truck, minimum of 2" high, contrasting background and permanently affixed (no magnetic signs)	2308.109(b)/86.701(b)
	Legible Data Plate or Document from manufacturer for Boom/Winch or Carry Mechanism	86.1000(a)(1)(2)
	Hydraulic Lines in good condition and free from leaks	86.1000(b)
	Winch in good condition, free from leaks, does not exceed the weight capacity of the boom	86.1000(c)
	Winch cables in good condition, no excessive damage	86.1000(d)
	License Plate includes the word "Tow Truck" (only applies to commercially registered vehicles)	86.708

TOW TRUCKS INSPECTED						
Last 5 digits of Permit No. & VIN						Violations Noted
Permit No:						
VIN						
Permit No:						
VIN						
Permit No:						
VIN						
Permit No:						
VIN						
Permit No:						
VIN						
Permit No:						
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