

Georgia's Towing and Recovery Incentive Program Specifications

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COALITION





Towing and Recovery Incentive Program (TRIP)

DATE	REVISED BY:	REVISION	FILE NAME
5/19/09	Macaulay	1. Delete GDOT AIR Phone Number; Pg 5, Para 2 2. Replaced sample invoice; App B 3. Updated program boundaries text; Pg 2 4. Added Highway Safety Vest Requirements; Pg 5 5. Modified <i>Miscellaneous</i> Terms and Agreement section to include penalties for influencing TRIP activation; PG 7 & 8 6. Added revision table 7. Updated Program Boundary Map; Pg 3	Fv_07_05.18.09
6/2/09	Macaulay	1. Contact information in Appendix D (Millsaps email; GRTA) 2. Included Safety Vest Penalty; Pg 5	Fv_09_06.02.09
7/8/09	Macaulay	1. “Three Stike” penalties under safety vest req’a; Pg 5	Fv_09_07.08.09
12/02/09	Simonton	1. Open enrollment period for applications; Pg 9	Fv_10_12.02.09
02/03/10	Simonton	1. Deleted Todd Long’s name from contact list; Pg D-1 2. Added, “A map of these project boundaries, <u>in place until March 1, 2010</u> , can be found on the next page; Pg 2	Fv_10_02.03.10
10/28/11	Simonton	1. Removed reference to the Open Road Policy status as pending. The Open Road Policy is signed and endorsed by the Governor as of October 2011. 2. Section 1.3 Performance Measures 3. Pg 21-22, included orange chemical flares in support equipment for both the wrecker and support vehicle. Reduced the quantity of flares in the support vehicle. 4. Appendix D – Updated contact info 5. Updated date on cover 6. Section 1.4 Program Boundaries, added GA-400	Fv_11_10.28.11



Towing and Recovery Incentive Program (TRIP)

1. INTRODUCTION.....	1
1.1. PROGRAM OBJECTIVES.....	1
1.2. PROGRAM BENEFITS	1
1.3. PERFORMANCE MEASURES	2
1.4. PROGRAM BOUNDARIES	2
2. RELATIONSHIP OF THE PARTIES.....	3
3. TERMS AND AGREEMENT.....	4
3.1. AFTER INCIDENT REVIEW (AIR)	4
3.2. HIGHWAY SAFETY VESTS	4
3.3. BOOKS, RECORDS AND INVOICES	4
3.4. RESPONSE REQUIREMENTS.....	5
3.5. TERMINATION	6
3.6. INDEMNITY AND INSURANCE.....	6
3.7. MISCELLANEOUS.....	6
RECOVERY ZONES.....	8
4. QUALIFICATIONS	9
4.1. COMPANY REQUIREMENTS.....	9
4.2. STAFF REQUIREMENTS	10
4.2.1. OPERATORS.....	10
4.2.2. SUPERVISORS.....	11
4.2.3. SUPERVISOR-IN-TRAINING	12
4.3. PROPER IDENTIFICATION	12
5. COMPENSATION	12
5.1. BILLING VEHICLE OWNERS.....	12
5.2. EMERGENCY RESPONSE INCENTIVE	12
5.3. FORFEITURE OF MOBILIZATION COMPENSATION	14
5.4. LIQUIDATED DAMAGES.....	14
6. CRITERIA FOR ACTIVATING PROGRAM	15
7. EQUIPMENT AND VEHICLE REQUIREMENTS	17
7.1. RECOVERY WRECKER SPECIFICATIONS.....	17
7.2. ADDITIONAL TRUCKS AND HEAVY EQUIPMENT	18
7.3. CONTRACTED SERVICES AND HEAVY EQUIPMENT	18
7.4. RECOVERY WRECKER TOOLS AND SUPPLIES	19
7.5. SUPPORT VEHICLE TOOLS AND SUPPLIES	20
8. PROGRAM MAINTENANCE.....	22
8.1. PERIODIC INSPECTIONS	22
8.2. ON-GOING TRAINING	22
APPENDIX A: RECOVERY WRECKER SERVICES APPLICATION.....A-ERROR! BOOKMARK NOT DEFINED.	
APPENDIX B: SAMPLE INVOICEB-ERROR! BOOKMARK NOT DEFINED.	
APPENDIX C: TRIP TEAM MEMBERS AND PARTNERS C-ERROR! BOOKMARK NOT DEFINED.	



1. Introduction

Georgia's Towing and Recovery Incentive Program (TRIP) will pay heavy-duty towing and recovery companies monetary bonuses for the quick clearance of large commercial vehicle incidents in the Metro Atlanta area. The Program is designed to promote safe, fast, and efficient management of commercial vehicle incidents in an effort to reduce congestion, crashes and secondary incidents.

TRIP is a result of collaboration among several organizations in Georgia. The Georgia Department of Transportation (GDOT), the Georgia Regional Transportation Authority (GRTA), and the (FHWA), in close coordination with the Traffic Incident Management Task Force (TIME), have determined that new and innovative solutions for congestion mitigation should be considered and implemented in Metro Atlanta. As one of these innovative solutions, TRIP will help to reduce the impact of major traffic incidents in Metro Atlanta while meeting aggressive clearance goals.

TRIP is based on a comprehensive set of guidelines designed to ensure only well-trained, competent operators with proper heavy duty equipment are dispatched to large commercial vehicle incidents that have a significant impact on major interstate traffic. These guidelines replace long-standing regulations that do not require modern hydraulic wreckers or formally-trained operators. These new guidelines also require support equipment to address the prompt cleanup of spilled loads and vehicle fluids as well as providing required traffic control and scene safety devices.

Metro Atlanta towing and recovery companies have an open invitation to participate in this Program. Once the guidelines outlined in this document are met, a company will be added to the Program and will become eligible to receive a monetary incentive for prompt response to an incident and quick clearance of the highway within established time parameters.

1.1. Program Objectives

TRIP's key objective is the facilitation of quick and safe clearance of commercial vehicle crashes through the improvement of towing standards, procedures and training. This Program will improve incident management in Metro Atlanta while building a mutually beneficial relationship within the towing community by making it more profitable for them to meet quick clearance goals. TRIP is designed to reduce the impact of major traffic incidents in Metro Atlanta by establishing clearance goals of 90 minutes or less.

1.2. Program Benefits

TRIP will benefit emergency responders, traveling motorists, and anyone concerned about traffic incidents in the region by facilitating the quick clearance of large commercial vehicle incidents, resulting in a reduction of congestion and secondary incidents. Responders will benefit from increased safety with decreased time on the dangerous interstates during incident clearance. The benefits for the traveling motorists will be interstate reliability, increased safety, saved time and less frustration. The entire region can benefit from the saved costs from reduced congestion and secondary incidents.



Towing and recovery companies will benefit from safety resulting from proper training and monetary incentives given for well trained operators, proper equipment and quick clearance.

1.3. Performance Measures

Performance measures are the key to validating the improvements and benefits of TRIP to the region, traveling motorists and transportation agencies. The following measures will be calculated to show long-term benefits in the Program:

- Reduction in Response Times
- Improvement in Roadway Clearance Times
- Reduction in Travel-Lane Blockage
- Reduction in Incident Clearance Times
- Dollar Saving from Reduced Congestion

In 2011 an independent performance measures report¹ showed a 10.96:1 benefit cost of TRIP. This study showed a benefit of TRIP calculated as \$9,154,431 of avoided delay, wasted fuel and excess emissions. The average savings per incident was estimated at a cost savings of \$456,396 per incident.

1.4. Program Boundaries

The Program covers I-285, all interstates inside the perimeter including GA-400, all interchange ramps, and the following boundaries outside the perimeter:

- I-85 Northside: To Exit 115, State Route 20
- I-985 Northside: To Exit 12, Flowery Branch
- SR 316: To State Route 120
- I-75 Northside: To Exit 271, Chastain Road
- I-20 Westside: To Exit 49, Fulton Industrial
- I-20 Eastside: To Exit 68, Wesley Chapel
- GA-400 North: To Exit 14, GA 20

¹ Evaluation of the Towing and Recovery Incentive Program (TRIP), Georgia Department of Transportation, February 4, 2011, Document NAV01-203



2. Relationship of the Parties

GDOT shall grant to the Heavy Vehicle Recovery Company (“COMPANY”) a nonexclusive privilege to provide vehicle recovery and incident scene clearance services, further defined herein, for a designated section(s)/zone(s) of the Metro Atlanta Interstate System.

The COMPANY agrees to provide the professional vehicle recovery services in accordance with the terms and conditions contained herein and in compliance with all the Georgia Department of Public Safety wrecker qualifications and GDOT rules and regulations. The COMPANY also agrees to abide by all local police wrecker regulations and applicable provisions of the Georgia Motor Vehicle Statutes.

The COMPANY’S relationship to GDOT is that of an independent contractor authorized to perform vehicle recovery and incident scene clearance services on a designated section(s) of Metro Atlanta’s Interstate System in strict compliance with the terms and conditions contained herein.

Should GDOT determine that the COMPANY under these Program Specifications is unable to assist, perform or provide adequate services or equipment, GDOT reserves the right to request additional services or equipment from any available source. GDOT also reserves the right to modify or cancel the assigned section, zone or territory covered by the COMPANY due to poor performance with 30 days notice to the affected COMPANY (S), except for in extreme cases, where termination may be immediate.

The COMPANY and all of their operators, employees and sub-let contractors shall cooperate and comply with the instructions and guidance pertaining to incident scene safety, vehicle positioning and traffic control from GDOT officials, GDOT Highway Emergency Response Operators (HERO) supervisors or operators, Georgia State Patrol Troopers, local Police Department officers or appropriate law enforcement agencies.



3. Terms and Agreement

3.1. After Incident Review (AIR)

The COMPANY agrees to attend an after incident review (AIR) for each TRIP activation. This review will use an after-event learning process to achieve continuous improvement by building on successes while correcting mistakes. The AIR will be used to reach a consensus between the COMPANY and TRIP manager, to collect feedback to improve incident recoveries and to approve invoices for payment.

The COMPANY agrees to participate in monthly AIRs located at GDOT HERO Unit. All reviews shall occur the first Thursday of each month, unless notified otherwise.

3.2. Highway Safety Vests

The COMPANY agrees to have all personnel wear regulation Highway Safety Vests according to Code of Federal Regulations 23 CFR Part 634 stating:

All workers within the right-of-way of a Federal-aid highway who are exposed either to traffic (vehicles using the highway for purposes of travel) or to construction equipment within the work area shall wear high-visibility safety apparel.

All persons responding on behalf of the COMPANY must wear one of the following high visibility safety vest listed below while on-scene:

1. ANSI 107-2004 Class 2
2. ANSI 107-2004 Class 3
3. ANSI 207-2006 Public Safety Vest

Failure to comply with the Highway Safety Vest requirements as stated above by the Company, any of the Company's owners, operators, employees or agents, will result in the following "Three Strikes" penalties:

- Strike 1. The Company will forfeit any incentive payment.
- Strike 2. The Company will forfeit any incentive payment AND be put on probation for six (6) months.
- Strike 3. If a violation occurs within the six month probation period, the company will forfeit any incentive payment AND be removed from the Program for one (1) year.

3.3. Books, Records and Invoices

The COMPANY agrees to maintain accurate records of services provided under these Specifications for vehicle recovery, scene clearance and towing. The COMPANY'S books and records pertinent to any GDOT requested vehicle recovery services shall be made available for inspection upon request from GDOT or appropriate law enforcement agencies. Furthermore, the COMPANY agrees to provide GRTA with a TRIP Manager's approved invoice (as outlined in Section 3.1) for mobilization or crash vehicle relocation



and scene clearance activities rendered under these Specifications within ten (10) days of the AIR. The completed invoice shall include a detailed description of the incident, the location with cross street and direction, the date, and the time of the incident, including a notation of the exact time the TMC issued a “notice to proceed” and the exact time the TMC issued an “all lanes opened” for traffic notice. A sample invoice template is provided in Appendix B to facilitate processing and payment. Completed invoices shall be brought to the scheduled AIR. GDOT on-scene supervisors and the TRIP manager will sign approved invoices at the review. It will be the responsibility of the COMPANY to submit signed invoices to GRTA for payment.

3.4. Response Requirements

The COMPANY agrees to provide the services outlined in this document on a twenty-four (24)-hour-per-day basis, seven (7)-days-per-week. The COMPANY will continually maintain with GDOT Transportation Management Center (TMC) a designated telephone number at which a live representative of the COMPANY can be reached twenty-four (24) hours-per-day, seven (7)-days-per-week, on a direct phone line. The use of pagers, answering services or voicemail systems is not acceptable.

The COMPANY must have a certified heavy recovery supervisor (based on required training in Section 5.2.2) available to respond to the incident scene when notified by GDOT within thirty (30) minutes between the hours of 5:30am and 7:00pm, Monday – Friday and within forty-five (45) minutes at any other time outside of these hours. The supervisor is not required to have with them all necessary equipment when they arrive on scene as he/she may be coming from a location separate from where equipment is stored. However, equipment is expected to arrive on-scene within the time frames specified in the sections below.

The COMPANY will not transfer a call for services to another company. A missed call will be considered a failure to meet the Program Specifications and may be cause for suspension or removal from TRIP. If the COMPANY is using the required heavy-recovery equipment elsewhere and it is not available for TRIP activation, a representative must immediately notify the GDOT TMC that the equipment is out of service and the COMPANY cannot respond. The representative of the COMPANY should call back when all equipment is available again to place the COMPANY back in “on-call and in-service” mode.

The COMPANY will notify the GDOT TMC of its “actual” response time if a representative cannot respond within the prescribed time frames. The COMPANY will always provide the TMC with estimated time of arrival (ETA’s) of the entire response crew and their equipment.

The COMPANY will dispatch two (2) Heavy Duty Recovery Trucks, as defined in Section 8 of this document, and a Support Truck with all required equipment. All trucks must arrive on the scene within forty-five (45) minutes between the hours of 5:30am and 7:00pm, Monday - Friday and within sixty (60) minutes any other time outside of these hours to qualify for incentives detailed in Section 6. Any additional specialized equipment defined herein shall also be deployed to the scene within sixty (60) minutes



after request for this equipment by GDOT's TMC. The need for additional follow-up equipment from the COMPANY or from an approved sub-let vendor shall be jointly decided on and approved by on-scene GDOT managers with input by other agency incident commanders and COMPANY representatives.

3.5. Termination

GDOT reserves the right to terminate the COMPANY as a participant in this Program for not meeting the Specification outlined here-in. Termination for cause would be effective thirty (30) days after written notice to the COMPANY by certified mail, except for in extreme cases, where termination may be immediate. The COMPANY has the right to meet with GDOT representative(s) and seek alternative remedies prior to termination. GDOT reserves the right to terminate the COMPANY as a participant in this Program for any cause.

Termination of the COMPANY'S right to do business in the State of Georgia or any of its political sub-divisions under the existing name shall be grounds for immediate termination of the COMPANY as a participant in this Program. A change in ownership will require a new application filed within 60 days and inspection process prior to reinstatement to TRIP.

3.6. Indemnity and Insurance

The COMPANY shall maintain all insurance coverage in compliance with the Georgia Department of Public Safety wrecker qualification policy. In addition, the **COMPANY will indemnify and hold harmless the Georgia Department of Transportation and/or the Georgia Regional Transportation Authority, their officials, officers employees, consultants and agents from and against any and all liabilities, claims, injuries, damages, penalties, actions, suits, losses, costs, expenses and attorneys' fees resulting from or arising out of GDOT requests for vehicle recovery services or incident scene clearance on the Metro Atlanta Interstate System.**

3.7. Miscellaneous

This is a non-exclusive arrangement. GDOT reserves the right to request other companies or local or state resources to perform vehicle recovery and incident scene clearance within this or any other section of the interstate system at any time.

If the COMPANY is contacted by a vehicle owner, another governmental agency, or a third party (other than GDOT) to respond to or provide heavy duty recovery or towing services on the Metro Atlanta Interstate System, the COMPANY shall notify the GDOT TMC immediately. The TMC will document the details of the request to coordinate the response to avoid any confusion.

The on-scene COMPANY supervisor will report to the command post, police supervisor, or GDOT HERO supervisor upon arrival. The COMPANY supervisor will participate in recovery discussions and participate in the 'Unified Command Process' with the incident commanders. All communications from the COMPANY to GDOT or any other off-



Towing and Recovery Incentive Program (TRIP)

scene public agency personnel will be routed through the TMC or will take place in person with the GDOT on-scene supervisor.

The COMPANY or any of its owners, operators, employees or agents will not provide any gratuities, commissions, kick-backs or complimentary services of any kind to any GDOT, GRTA or local agency officials, officers, employees or consultants.

The COMPANY or any of its owners, operators, employees or agents will not discuss, in an attempt to influence, activating TRIP with any HERO, Police or other on-scene incident responder prior to official Notice to Proceed from GDOT TMC. For example, the Company shall not “persuade” or “advise” on-scene responders to activate a TRIP incident. If it is determined that the COMPANY has, in any way, tried to influence the decision to activate TRIP, the following penalties will occur in sequential order:

- 1st Offense: The COMPANY will receive no payment including Flat Rate Service Charge or Emergency Response and Mobilization Incentive.
- 2nd Offense: The COMPANY will be suspended from the Program for three (3) months.
- 3rd Offense: The COMPANY will be removed from the Program.



Recovery Zones

Wrecker Companies interested in participating in TRIP must submit an application to TRIP according to the steps provided in the TRIP Applications (Appendix A). Applications will be accepted every two (2) years only, starting in November, according to the final schedule:

- Open enrollment period starts: November 1
- Application Deadline: November 30
- Manager application review, company corrections, re-submittals in necessary: December
- Manager inspections: January
- Route Negotiations: February
- Route Activations: March

Routes will be determined every 2 years, starting in 2010, depending on the applications received and the outcome of route negotiations with each company. A rotation may be implemented for those routes that may overlap with multiple

TRIP managers, who will be jointly appointed by GDOT as the representatives for those organizations under this Program, will perform initial reviews of submitted applications to verify completeness and general resource qualifications; schedule necessary meetings or teleconferences with applicants to discuss the Program in detail and offer the opportunity to answer questions; and qualify applicants. Qualified applicants will then be contacted and visited by Program representatives for an on-site inspection validating compliance with both staff and equipment requirements and stated company ability to perform the required quick clearance functions.

In the next step of the process, GDOT will negotiate with the COMPANY to establish the “**recovery zone(s)**” assigned to the applicant(s). The COMPANY need not be located within the zone boundaries, but they must have the ability to mobilize and respond to calls within the indicated response time requirements included in Section 3.3.

GDOT may review the geographic limits of the Program and the recovery zone boundaries periodically to ensure that the level of service in each zone is consistent with the 90 minute quick clearance goals established by TIME and included in Georgia’s Open Roads Policy.

By letter of authorization, GDOT will identify an approved company as the **Preferred Vehicle Recovery and Incident Scene Clearance Provider** (as outlined herein) for said zone or section of the mainline interstate, including all interchange ramps and approaches within the Right-of Way under the operational control of GDOT.

The zone will be identified by the facility name from mile post to mile post and by cross street when possible.



4. Qualifications

4.1. Company Requirements

1. The ultimate equitable owner/owners of all the COMPANIES participating must have been in the heavy duty towing and recovery business for a minimum of three (3) years prior to applying for participation as a TRIP contractor.
2. The COMPANY must meet applicable county, city and state registration requirements and maintain all required occupational and business licenses.
3. The COMPANY must comply with all rules and requirements and provide evidence of current and valid insurance coverage required by the State of Georgia Public Service Commission and those outlined in the Federal Office of Motor Carrier Safety/ MCS-90 regulations.
4. The COMPANY must maintain proper, current Commercial Drivers License (CDL) records in compliance with the Georgia Department of Motor Vehicles as well as complete the towing and recovery training and certification documentation as described in Section 5.2. All required records and files shall be made available for inspection by the GDOT or their authorized agents upon request.
5. The COMPANY staff members who will be responding to TRIP call-outs **must be proficient in “Traffic Incident Management and Quick Clearance” practices**. The COMPANY’S towing and recovery staff identified in the TRIP application will be required to demonstrate their knowledge and ability to perform the following expedited roadway clearance and incident scene safety procedures:
 - Single lane up-righting of a loaded tractor trailer (wreckers and the casualty within a 24 foot lateral space).
 - Multiple techniques for the relocation of overturned heavy trucks, including tractor trailers from travel lanes while loaded (100 feet minimum).
 - Safe work zone setup utilizing, at a minimum, advanced warning signs and an arrow board and traffic cones as outlined in the Manual on Uniform Traffic Control Devices (MUTCD) Chapter 6-I.
 - Containment and mitigation of accidental discharges of motor vehicle fluids (non-cargo)—primarily diesel fuel, including application of traction enhancement material.
 - Clearance of non-hazardous spilled cargo and debris at large crash scenes (utilizing equipment with a bucket and a broom).



4.2. Staff Requirements

At least one TRIP certified supervisor must be on scene at all times in addition to a minimum of two certified operators. All operators and supervisors must have a valid CDL and must have successfully completed the required training and obtained certification with all required endorsements from the TIME Task Force prior to being accepted in TRIP (applications for the Program can be submitted for review while staff is in training).

The training requirements set by the TIME Task force for this Program were developed with input from the Towing and Recovery Association of Georgia (TRAG) and are intended to be consistent with or exceeding the standards developed by the Towing and Recovery Association of America (TRAA) under Federal Highway Administration (FHWA) sponsorship.

Additional or previous courses completed by operators or supervisors considered “equivalent” to the TRIP training requirements outlined in these Specifications must be submitted to the TIME Task Force for approval before they may be considered “acceptable” TRIP training. Examples of potentially acceptable courses are included in Sections 5.2.1 and 5.2.2 for both operators and supervisors.

4.2.1. OPERATORS

Each TRIP operator will operate under the National Incident Management Systems (NIMS) Unified Command process and the quick clearance guidelines outlined in Georgia’s Open Roads Policy.

Required training to qualify as a TRIP operator:

- Level I Towing and Recovery Operator Training offered by the TIME Task Force (16 hours)

Required Endorsements:

- Hazardous Materials Awareness (4 hours)
- MUTCD and GDOT Flagger training
- NIMS 700 (National Incident Management Systems)
- Traffic Incident Management Practices (8 hours) including quick clearance strategies outlined in the Georgia Open Roads Policy

Acceptable TRIP operator training² might include the following examples:

- Level I Towing and Recovery Operator Training approved by the TIME Task Force (16 hours): WreckMaster[®] Level 6/7
- Hazardous Materials Awareness (4 hours): Any previous awareness class taken within a year of the applications submittal date.

² This is only an EXAMPLE; all training must be submitted to the TIME Task Force for final approval.



- Traffic incident management practices (8 hours) including quick clearance strategies outlined in the Georgia Open Roads Policy: National Highway Institute (NHI) Managing Traffic Incident and Roadway Emergencies Course 133048

All responding towing and recovery operators working under the direction of the on-scene supervisor shall be fully qualified (including all necessary training) to operate all the equipment deployed to the scene (including but not limited to trucks, loaders, skid steer bucket and sweeper).

4.2.2. SUPERVISORS

Each TRIP call from the GDOT TMC for incident scene clearance will require an owner, manager, or crew leader who has been certified by the TIME Task Force. This person will serve as the on-scene supervisor and will become the incident commander for towing and recovery. He/she will operate under the National Incident Management Systems (NIMS) Unified Command process and the quick clearance guidelines outlined in Georgia's Open Roads Policy.

Required training to qualify as a TRIP supervisor:

- Level I Towing and Recovery 'Operator' Training offered by the TIME Task Force (16 hours) and
- Level II Towing and Recovery 'Supervisor' Training offered by the TIME Task Force (16 hours)

Required Endorsements:

- Hazardous Materials Awareness (8 hours)
- MUTCD and GDOT Flagger training
- NIMS 700 (National Incident Management Systems)
- NIMS 100 (the second level NIMS training as outlined by Homeland Security)
- Traffic Incident Management Practices (8 hours) includes quick clearance outlined in Georgia's Open Roads Policy

An example of acceptable TRIP supervisor training³ might include the following:

- Hazardous Materials Awareness (8 hours): Any previous awareness class taken within a year of the applications submittal date.
- Traffic incident management practices (8 hours) including quick clearance strategies outlined in the Georgia Open Roads Policy: National Highway Institute (NHI) Managing Traffic Incident and Roadway Emergencies Course 133048

³ This is only an EXAMPLE; all training must be submitted to the TIME Task Force for final approval.



4.2.3. SUPERVISOR-IN-TRAINING

GDOT strongly endorses training, education and certification in the towing and recovery industry. To qualify and advance to supervisor under this Program, an experienced operator must attend formal approved training courses and obtain TRIP supervisor level certification. After review, qualified applicants will be added to the approved supervisor list.

Records of training and certification endorsements for all supervisors and operators will be maintained and updated by the COMPANY and made available to GDOT program managers upon request at the COMPANY offices.

4.3. *Proper Identification*

All operators and supervisors should wear an official TRIP photo ID, which will be provided by TIME upon successful registration to the Program. This ID identifies them to the other on-scene officials. It should also contain verification of their level of certification with all endorsements. Additional needed personnel are allowed on-scene without TRIP badges as long as one supervisor and two operators, at a minimum, are on-scene at all times.

5. Compensation

5.1. *Billing Vehicle Owners*

The COMPANY agrees to seek all compensation for actual vehicle recovery and towing services performed pursuant to this Program solely from the owner of the vehicle or their insurance company. The COMPANY agrees that no claim for compensation will be made to GDOT, GRTA or any Public Safety agency or their employees or agents for any recovery or towing services, unless the COMPANY is permitted to do so by GDOT.

5.2. *Emergency Response Incentive*

Notwithstanding Section 6.1 above, companies will receive an incentive if the incident meets the conditions of either Event Type 1 *or* Event Type 2, as set forth below. Each incident will only be categorized under one of the two event types. Under no circumstances will a company receive incentives corresponding with both event types for a single incident.



Towing and Recovery Incentive Program (TRIP)

Event Type 1

GDOT agrees to pay a **Flat Rate Service Charge** of \$600 in the following situations:

1. The COMPANY is contacted by GDOT, mobilizes, and arrives at the crash scene with two wreckers and the support vehicle within forty-five (45) minutes between the hours of 5:30am and 7:00pm Monday - Friday and within sixty (60) minutes any other time outside of these time and day boundaries, **AND**
2. A second towing and recovery firm hired or engaged by the vehicle owner is allowed by GDOT and the Public Safety incident managers to complete the clearance of the incident and towing of the vehicles.

OR

Event Type 2

GDOT agrees to pay an **emergency response and mobilization incentive** payment of \$2500 if two wreckers and one support truck:

1. Have responded to the incident scene with all requested recovery, clearance and traffic control equipment and necessary personnel within forty-five (45) minutes between the hours of 5:30am and 7:00pm Monday - Friday and within sixty (60) minutes any other time outside of these time and day boundaries from the official notification by the GDOT TMC, **AND**
2. Have completed the removal and clearance of all crash scene vehicles, cargo, debris and non-hazardous vehicle fluids from all travel lanes and opened them to traffic within ninety (90) minutes after the official notice to proceed (NTP) was given by Public Safety and GDOT incident managers. **AND**
3. Have the approval of the GDOT on-scene incident manager verifying conditions 1 and 2 above were met.

If any of the additional special equipment outlined in Section 8.2 and 8.3 is requested by GDOT and arrives on-scene within the required response time outlined above, an additional \$1,000 is offered for a maximum total **emergency response and mobilization incentive** payment of \$3,500.

Note: GDOT documented “**notice to proceed**” and “**all lanes open**” times recorded at the GDOT TMC will be used to verify the request for emergency response and mobilization payment. It is imperative that these “milestone” times are communicated from the scene to the TMC.



5.3. Forfeiture of Mobilization Compensation

Emergency Response and Mobilization Incentive payment will not be paid if any of the following are true:

1. The required equipment and personnel failed to arrive on scene in the established time.
2. The COMPANY has not completed all required work needed to open travel lanes.
3. All travel lanes are not open to traffic **ninety (90) minutes** after notice to proceed.

However, if the COMPANY is ordered to stop their roadway clearance activity by Fire Rescue, Public Safety or a GDOT Incident Commander, the COMPANY will not be penalized for the time they were delayed and shall receive payment if the total time spent clearing the incident is 90 minutes or less. This extended time must be documented by the GDOT TMC and verified by an on-scene manager or their authorized representative.

5.4. Liquidated Damages

If the COMPANY has not completed the removal and clearance of the vehicles, non-hazardous cargo, debris and vehicle fluids within three (3) hours from the Notice to Proceed (NTP) and/or all travel lanes are not open to traffic as a result, a flat rate of **\$600** can be assessed against the COMPANY at the discretion of the GDOT TRIP Project Manager, except where the COMPANY has been ordered to stop roadway clearance activity by the GDOT incident commander or an appropriate law enforcement official in charge of the incident. An additional **\$10.00 per minute** (or **\$600/hour**) after three (3) hours from notice to proceed **may** be assessed for each additional minute (or hour) it takes the COMPANY to completely open the roadway to traffic.

The following exemptions are allowed as part of the Liquidated Damages Provisions:

1. Incidents involving trucks hauling a Hazardous Material cargo that require special precautions by direction of the incident commanders.
2. Incidents involving damage to the roadway infrastructure that prohibit reopening the travel lanes.
3. Upon direction of the GDOT TRIP program manager.



6. Criteria for Activating Program

A. Truck Tractor Semi-Trailer Combinations (DOT Class 8)

- ☐ Rollover blocking any of the travel lanes
- ☐ Multiple truck crash
- ☐ Jack-knifed and not drivable
- ☐ Lost Load on or affecting the travel lanes
- ☐ Load Shifted on or affecting a travel lane
- ☐ Lost tandems or axle or buckled trailer on or affecting a travel lane
- ☐ Truck fire with tires burned off or cargo spilled
- ☐ Major impact with guard rail, bridge support or structure on top of a barrier wall

B. Trucks over 26,000 lbs. and 'Bobtail' Tractors (DOT Class 7 or 8)

- ☐ Rollover blocking any of the travel lanes
- ☐ Lost load on or affecting the travel lanes
- ☐ Load shifted on or affecting travel lanes
- ☐ Lost tandems or front axle
- ☐ Truck fire with tires burned off or cargo spilled
- ☐ Major impact with a guard rail, bridge support or structure on top of a wall

C. Large Motor Homes (40ft plus) and Motor Coaches (DOT Class 5 and 6)

- ☐ Rollover on the travel lanes
- ☐ Fire with tires burned off
- ☐ Major impact with a guard rail, bridge support or structure on top of a barrier wall

D. Busses (16 passenger or more, DOT Class 6, 7 & 8)

- ☐ Rollover on or off travel lanes
- ☐ Crash with multiple injuries
- ☐ Fire with tires burned off or burned luggage on the roadway
- ☐ Major impact with a guard rail, bridge support or structure on top of a barrier wall

E. Aircraft

- ☐ Any incident involving an aircraft on the Atlanta Interstate System

Note: In addition, any complex or extended incident where vehicles cannot be easily towed from the scene or are creating a hazard to traffic may be candidates for activating this Program. On-scene incident commanders can request activation with concurrence of the GDOT HERO shift supervisor.



TRAA VEHICLE IDENTIFICATION GUIDE[®]

CLASS 1 • LIGHT-DUTY • (6,000 lbs. or less GVW - 4 tires)*



CLASS 2 • LIGHT-DUTY • (6,001 - 10,000 lbs. GVW - 4 tires)*



Classes 1 and 2 include passenger vehicles, light trucks, minivans, full size pickups, sport utility vehicles and full size vans.

CLASS 3 • MEDIUM-DUTY • (10,001 - 14,000 lbs. GVW - 6 tires or more)*



CLASS 4 • MEDIUM-DUTY • (14,001 - 16,000 lbs. GVW - 6 tires or more)*



CLASS 5 • MEDIUM-DUTY • (16,001 - 19,500 lbs. GVW - 6 tires or more)*



CLASS 6 • MEDIUM-DUTY • (19,501 - 26,000 lbs. GVW - 6 tires or more)*



Classes 3 through 6 include a wide range of mid-size vehicles, delivery trucks, utility vehicles, motorhomes, parcel trucks, ambulances, small dump trucks, landscape trucks, flatbed and stake trucks, refrigerated and box trucks, small and medium school and transit busses.

Information Needed To Correctly Dispatch Towing and Recovery Units:

- Year, Make and Model of Vehicle to be Towed or Recovered
- DOT Classification (Class 1 – 8 based on GVW)
- Location of Vehicle
- Type of Tow (impound, accident, recovery motorist assist, etc.)
- Additional Vehicle Information
 - 2 wheel drive, 4 wheel drive, all wheel drive
 - damage to vehicle, tire condition
 - vehicle loaded or empty
 - cargo contents
 - does the vehicle have a trailer
 - are the keys with the vehicle

Note: Any vehicle may carry hazardous materials. Advise if placarded.

*** Note:** The Gross Vehicle Weight Rating (GVWR) of the vehicle to be towed or recovered can be found on the identification label on the vehicle's driver's side doorframe. The number of pounds listed on the label can then be compared with the DOT Classification Vehicle Type Chart for the correct DOT class.

CLASS 7 • HEAVY-DUTY • (26,001 - 33,000 lbs. GVW - 6 tires or more)*



CLASS 8 • HEAVY-DUTY • (33,001 lbs. and over GVW - 10 tires or more)*





7. Equipment and Vehicle Requirements

This section details the equipment requirements for wrecker and recovery trucks; additional trucks and heavy equipment; contracted services and equipment; tools, materials, rigging and supplies on wrecker; and, materials, equipment, and supplies on support vehicle.

7.1. *Recovery Wrecker Specifications*

All eligible COMPANIES must have either one 50-Ton Recovery Truck **OR** one 40-Ton Rotator **AND** One 30-Ton Heavy Duty Wrecker. The qualifications listed below are minimums that must be met for each piece of equipment.

50-Ton Recovery Truck	40-Ton Rotator		30-Ton Heavy Duty Truck
▪ Hydraulic extendable, fixed boom, ultra heavy duty Recovery Truck. ▪ A boom structural rating (TEMA or SAE) of 100,000 lbs. ▪ A minimum of two planetary or worm drive winches with a minimum of 200 ft. of 3/4" wire rope each. ▪ The boom shall extend a minimum of 150" beyond the tailgate (level). ▪ The boom shall elevate to a working height of 21 ft. (@ 30 degrees) at a minimum. ▪ The truck chassis shall be a minimum of 62,000 lbs. GVW. ▪ The unit shall be equipped with a hydraulic, extendable under reach tow unit with a capacity of 50,000 lbs.(Retracted)	▪ A boom structural rating (TEMA or SAE) of 80,000 lbs. ▪ A minimum of two planetary or worm drive winches with a minimum of 200 ft. of 3/4" wire rope on each. ▪ The boom shall extend a minimum of 240" beyond the tailgate (level). ▪ The boom shall elevate to a working height of 30 ft. (@ 50 degrees) at a minimum. ▪ The truck chassis shall be a minimum of 62,000 lbs. GVW. ▪ The unit shall be equipped with a hydraulic, extendable under reach tow unit with a capacity of 50,000 lbs.(Retracted)	AND	▪ 30-Ton Hydraulic, extendable boom, heavy duty Wrecker. ▪ A boom structural rating (TEMA or SAE) of 60,000 lbs. ▪ A minimum of two winches each with 200 ft. of 3/4" or 200 ft. of 5/8" wire rope. ▪ The boom shall extend beyond the tailgate a minimum of 120" (level). ▪ The boom shall elevate to a working height of 18 ft (@30 degrees) at a minimum. ▪ The truck chassis shall be a minimum of 52,000 lbs. GVW ▪ The unit shall have an under reach tow unit rated at 35,000 lbs.(retracted)



Towing and Recovery Incentive Program (TRIP)

It is strongly suggested that the recovery truck chassis and frame be designed for or reinforced for severe service. The drive line should also be severe service and geared for the low-end, high-torque applications frequently required for quick lane clearance. This Program frequently requires the relocation (dragging) of wrecked heavy trucks out of the roadway while still loaded and overturned.

There will be a review of the recovery wrecker specifications described above after 12 months of Program inception to determine the performance of the 30-ton heavy duty wrecker. Based on the determined actual success of the wrecker specifications in use, GDOT at that time can change the equipment requirements and require an upgrade to the wrecker specifications. If this occurs, COMPANIES will be given adequate time (no less than six months) to adhere to upgraded wrecker specification requirements.

7.2. Additional Trucks and Heavy Equipment

The following equipment is required to be owned and stored at the yard:

Quantity	Equipment
1	Tilt bed, hydraulic, lowboy semi-trailer (Landoll or equivalent) with a 35 ton capacity, 40-48 ft. bed and a winch with 75 ft. of 5/8" cable.
1	Tandem axle road tractor with a sliding fifth wheel.
1	Rollback flatbed wrecker.
1	Self contained, V-hopper, pick-up or trailer mounted Sand Spreader. The unit shall have a minimum capacity of 1½ cu. yd. with a conveyor or auger feed and adjustable rate spinner. Sand must be kept dry!
1	Heavy-duty skid steer or rubber tracked loader with bucket, broom, and fork attachments.
1	Support vehicle with an enclosed, utility body and a roof mounted GDOT approved MUTCD Type B arrow board. The truck shall be stocked with MUTCD traffic control devices (signs, sign stands and cones etc.) and the additional tools, equipment and material listed for the TRIP support vehicle OR A tandem axle, enclosed utility trailer pulled by a tow vehicle with a roof mounted GDOT approved MUTCD Type B arrow board.

7.3. Contracted Services and Heavy Equipment

The COMPANIES participating in TRIP must show proof of an existing account or agreement in good standing with a local vendor, contractor or equipment supplier to provide the services or equipment outlined below. These services must have a means and



Towing and Recovery Incentive Program (TRIP)

capability to respond to an incident scene where TRIP has been activated within the required response time 24/7.

Contract Equipment
A Maintenance of Traffic (MOT) Contractor that can provide and set up full MUTCD and GDOT approved work zone traffic controls.
A Disposal Company that can deliver to the scene of an incident, dumpsters or hoppers for crash debris, fire debris and or spilled non-hazardous cargo.
A Vacuum or Suction Service for off-loading or recovering and transporting large quantities of spilled grain, powders, plastic pellets or non-hazardous liquids and sludge, etc.
A Trucking or Transport company that can provide van, dump, refrigerator or flat bed trucks and/or semi- trailers.
A Construction Crane Rental Company with 50 ton and larger mobile cranes.
A contractor or equipment rental company that can deliver a heavy duty, rubber tired, articulated, construction, end-loader

7.4. Recovery Wrecker Tools and Supplies

Each TRIP heavy duty wrecker shall carry the items outlined below:

Quantity	Equipment
8	Alloy (grade #8) chains: ▪ 3/8" x 10' (2 each) ▪ 5/8" x 10' (2 each) ▪ 1/2" x 10' (4 each)
4 (2 Pairs)	Wide profile, recovery straps matching wrecker capacity
4	Heavy duty snatch blocks (working load matched to the winches)
Various	Hooks, clevis' and chokers (matched to the wrecker capacity)
1 (24" x 24")	High Pressure air cushion with control module and hose
4 (4" x 6")	4-foot hardwood timbers
8 (4"x4")	2-foot, hard wood cribbing
1 (20 ft)	Folding or extension ladder
1	36" bolt cutters
2	BC Fire extinguishers (10 lbs)
1	Long handle axe
2	D-handle shovels (flat blade)
1	Long handle shovel (round pointed blade)
2	Street brooms
4	Wheel chocks
1 (5 ft)	Pike bar



Towing and Recovery Incentive Program (TRIP)

Quantity	Equipment
1	Crow bars (36")
1	Sledge hammer (8-10 or 12 lbs)
2	Large capacity trash cans
1	Hydraulic jack (20 ton)
1	Fuel tank plug/spill/leak kit, fully stocked
Various	Angle iron or aluminum, wide flange at various lengths
1	Complete brake release kit: (hand tools, air hoses, glad hands, numerous brass fittings and brake caging bolts)
2	Heavy duty, Industrial flashlights
10	28 inch, reflectorized traffic cones (clean)
4 Dozen Or 2 Dozen	30-minute highway flares (wire stand) or orange chemical flares Or 1-hour orange chemical flares
120 lbs or 30 gallon	oil dry or approved high performance absorbent
50 ft	Rope (1/2")
4	Load binders, transport chains and cheater pipe
1	Tarpaulin (20 ft x 20 ft.)
2	Rolls of duct tape
2	Sewer, drain or inlet covers (mud flaps acceptable)
1	Complete mechanics hand tool set
1	Complete first-aid kit
Note: The above listed items are required as a minimum. It is expected that a professional towing and recovery wrecker operation will supplement this list with any and all items needed to operate in a completely safe and efficient manner.	

7.5. *Support Vehicle Tools and Supplies*

The support truck or trailer shall carry the following:

Quantity	Equipment
60	28 inch reflectorized traffic cones (clean)
4	Fabric, 48" MUTCD approved, GDOT authorized, Incident Management warning signs
4	Portable sign stands for 48" warning signs (see item above)
1	Gas powered cut-off saw
4	Auxiliary flood lights w/stands, w/ generator
1	Portable air compressor
1	Air impact wrench with sockets
1	Air powered metal chisel
1	Acetylene/Oxygen cutting torch w/tanks
1	Bolt cutters (36")
4	D-handle shovels (flat blade)



Towing and Recovery Incentive Program (TRIP)

Quantity	Equipment
2	Long handle shovels (round pointed blade)
2	Aluminum or plastic, non-sparking coal or grain shovels
4	Street brooms
1	Adjustable drum moving dolly
1	Hand truck
1	Pallet puller
1	Dock plate with clamps
2	Large Tarpaulins (20 ft. x 20 ft.)
6 Dozen Or 2 Dozen	30-minute Highway flares (wire stand) or orange chemical flares Or 1-hour orange chemical flares
200 lbs or 50 gallons	Oil dry or approved high performance absorbent
4 Bags	Asphalt cold patch
1	Roll of rubber floor runner (36" wide)
10 lbs	16D nails
Numerous	Softwood 2x4 studs
2	Rolls of heavy duty (80 gauge) stretch wrap with dispenser
4	Rolls of duct tape
Sufficient	Load binders and securement chain for a 30 ton load
1	Case of heavy duty, 55 gallon, contractor trash bags
1	Roll of heavy gauge visqueen plastic sheeting
1	Complete , industrial first-aid kit
Note: These tools, supplies and material are required as a minimum. It is expected that a professional recovery wrecker operation will supplement this list with all items needed to operate in a safe and efficient manner.	



8. Program Maintenance

8.1. *Periodic Inspections*

Program managers will inspect and photograph the tow yard and all required trucks and heavy equipment during the approval process. Official TRIP decals will be applied by TRIP managers **to all** the COMPANY'S trucks that are qualified to respond to a call-out, identifying them as approved TRIP vehicles. Any new equipment must be inspected and approved prior to being used to respond to a TRIP callout. TRIP vehicle decals must be on all on-scene vehicles and shall be removed from vehicles taken out of service.

The tow yard will be inspected to assure it has reserve capacity available to securely store several large commercial vehicles removed from crash scenes.

During the initial inspection, there will also be a review of all the operator and supervisor training, certification documentation and safety and driving records. Periodic subsequent inspections will be scheduled at least every 12 months or sooner at the discretion of the TRIP managers.

All trucks and equipment will be kept clean and in excellent mechanical condition. The TRIP operators and supervisor shall maintain a professional personal appearance and demeanor at all times. The adherence to on-scene safety practices by the entire crew shall be a top priority.

Special attention should be given to maintaining the wreckers, especially items used for heavy lifting and winching. This special attention includes, but is not limited to, winches, wire rope, snatch block maintenance, hook attachment devices, and monitoring for or chain wear/ link stretching or recovery strap abrasion.

Inspections may be made periodically at specified times. In addition, unannounced inspections may take place at any time. Complaints from TRIP managers or other response agencies indicating breaches of safe operating practices or any of the above could prompt an unannounced inspection.

8.2. *On-going Training*

TRIP operators and supervisors will need to maintain TIME Task Force certifications and endorsements. In addition, COMPANY towing and recovery professionals are required to attend at least eight (8) hours of training or continuing education every 12 months. This training could include Traffic Incident Management workshops, MUTCD traffic control flagger training, or advanced towing and recovery practices. Other training programs will be approved by the TIME Task Force as requested.

COMPANIES participating in TRIP are urged to attend multi-agency training exercises or practice drills with local fire departments and other Metro Atlanta response agencies.



Towing and Recovery Incentive Program (TRIP)

Active involvement in a formal training exercise involving heavy rescue, mass casualty, tank truck emergencies or hazardous material incident response can satisfy 50 percent or four (4) of the required eight (8) hours of continuing education and training requirement for each year.

Documentation of attendance and participation must be provided to the TIME Task Force and be placed in the company maintained employee training files, which is part of the OSHA requirements.

Appendix A: Recovery Wrecker Services Application

TRIP Application Instructions

The Towing and Recovery Incentive Program (TRIP) is a financial incentive program for expedited towing and recovery services for large commercial vehicle incidents on the Metro Atlanta Interstate system. The incentive Program will help meet the region's goal of clearing major incidents in less than 90 minutes.

Membership in this Program means an approved wrecker company is assigned a designated route of the interstate to respond to qualifying large-scale incidents. When called to a TRIP activated incident, approved COMPANIES will receive a monetary bonus for response and clearance within the designated time frames.

To become a member of TRIP the COMPANY/COMPANIES must:

- Must have been in the heavy duty towing and recovery business for a minimum of three years prior to applying
- Fill out the attached TRIP application completely
- Own and maintain all required equipment
- Have the ability to meet response and clearance time requirements
- Meet all Training and Certification requirements
- Attend eight (8) hours of training annually
- Agree to the terms and conditions included in the TRIP Specifications

The application process for membership in TRIP includes the following steps:

- Interested COMPANIES should send completed application to TRIP; 1800 Century Blvd, Suite 1450; Atlanta, Georgia, 30345 via mail or christinemacaulay@timetaskforce.com via email.
- TRIP managers will review applications for completeness.
- Applications will be qualified based on TRIP Specifications.
- TRIP managers will conduct on-site inspections of equipment, facility, and staff.
- TRIP managers will work with COMPANIES to assign appropriate Response Zones.
- Applicants will be evaluated on an annual basis to ensure Program adherence.

Participation in this Program is voluntary and at the discretion of GDOT. However, only approved TRIP COMPANIES will be called for TRIP Incidents or be eligible to receive financial incentives.

For complete information on TRIP terms, compensation, requirements and maintenance, please refer to the TRIP Specifications.

Georgia Department of Transportation
Towing and Recovery Incentive Program
Metro Atlanta

APPLICATION for TRIP

Please print or type and include additional sheets if required.

Date of application: _____

Company Information

Name of Company: _____

Please circle: Sole proprietorship, Partnership, Corporation, Joint Venture or LLC

Business address: _____

Date this company began operating under this name: _____ In what city: _____

Business phone (Daytime) _____ FAX _____

24 hour phone: _____

E-Mail: _____

Federal Employer ID # _____

Names of ultimate equitable Owner/Owners or Corporate Officers:

_____ Years in Heavy Duty Towing & Recovery _____

_____ Years in Heavy Duty Towing & Recovery _____

_____ Years in Heavy Duty Towing & Recovery _____

_____ Years in Heavy Duty Towing & Recovery _____

Business location where equipment is stationed:

1. _____
2. _____

Does the applicant own or lease the business buildings and/or adjoining land at each of these sites? Please explain _____

If leased, give the owners name and address and term of the lease or leases.

Name	Address	Length of Lease	Lease Expiration Date	Available for renewal?

How long has the heavy towing and recovery business been operating at this location?

Is the garage used as a commercial vehicle repair facility? _____

If yes, name of business _____

List Hours and Days of Operation for Garage and Tow Yard Office:

Garage: _____

Tow Yard Office: _____

Size of secure storage yard _____ Is it fenced? _____

Describe security measures: _____

Indicate the closest access point and entrance ramp to the Interstate and the route to get there from your tow yard or garage: (can attach map)

Distance from yard/garage to this access point _____ (Miles and tenths)

Estimated travel time to this access point between 5:30 am and 7:00 pm Monday –
Friday: _____ minutes; All other times: _____ minutes.

Has the COMPANY participated in or hosted any multi-agency training sessions or drills
with local Fire-Rescue, EMS, Haz-Mat, Public Safety or DOT agencies? _____
If yes, list type of exercise, dates and locations

- _____
- _____
- _____

Has the COMPANY participated in any Traffic Incident Management Enhancement
(TIME) Taskforce meetings or activities? _____

Recovery Wreckers and Equipment Information

List all of the Recovery Trucks that will be used to qualify for TRIP. Fill out all information for each vehicle.

Truck Chassis				
	Unit #1	Unit #2	Unit #3	Unit #4
Make, model, and year				
V I N #				
GVW, Wheel base, Number of axles, Frame				
Engine make, horsepower and torque output				
Details of driveline (transmission, transfer case, drive shafts ,etc)				
Push Bumper (Yes or No)				

Recovery Wrecker Equipment				
	Unit #1	Unit #2	Unit #3	Unit #4
Wrecker and body manufacturer and model				
Winch capacity w/wire rope size				
Boom capacity (TEMA) and reach				
Under-lift capacity and reach				

Additional Trucks and Equipment Information

List with a detailed description all additional COMPANY-owned equipment that is required for a Georgia DOT TRIP wrecker COMPANY.

Equipment	Make, model, and year	Capacity	Serial Number of VIN Number
Tilt bed, hydraulic, lowboy semi-trailer (Landoll or equivalent) with a 35 ton capacity, 40-48 ft. bed and a winch with 75 ft. of 5/8" cable.			
Tandem axle road tractor with a sliding fifth wheel.			
Rollback flatbed wrecker.			
Self contained, V-hopper, pick-up or trailer mounted Sand Spreader. The unit shall have a minimum capacity of 1½ cu. yd. with a conveyor or auger feed and adjustable rate spinner. Sand must be kept dry!			
Heavy-duty skid steer or rubber tracked loader with bucket, broom, and fork attachments.			
Support vehicle with an enclosed, utility body and a roof mounted GDOT approved MUTCD Type B arrow board. The truck shall be stocked with MUTCD traffic control devices (signs, sign stands and cones etc.) and the additional tools, equipment and material listed for the TRIP support vehicle,			
OR			
A tandem axle, enclosed utility trailer pulled by a tow vehicle with a roof mounted GDOT approved MUTCD Type B arrow board.			

Contract Equipment and Service Provider Information

List your sub-let service providers with which agreements exist to respond to the Interstate on a 24-hour basis as required by the TRIP Specifications.

Contract Equipment	Contract company name address, and phone number	Contract location (where the equipment will be deployed from)
A Maintenance of Traffic (MOT) Contractor that can provide and set up full MUTCD and GDOT approved work zone traffic controls.		
A Disposal Company that can deliver to the scene of an incident, dumpsters or hoppers for crash debris, fire debris and or spilled non-hazardous cargo.		
A Vacuum or Suction Service for off-loading or recovering and transporting large quantities of spilled grain, powders, plastic pellets or non-hazardous liquids and sludge, etc.		
A Trucking or Transport company that can provide van, dump, refrigerator or flat bed trucks and/or semi- trailers.		
A Construction Crane Rental Company with 50 ton and larger mobile cranes.		
A contactor or equipment rental company that can deliver a heavy duty, rubber tired, articulated, construction, end-loader		

Staff Information including Qualifications and Experience

List all supervisors and operators including Owners.

Note: This information will be used to qualify the COMPANY for the Program and for any needed background and security checks

Employee Name	Supervisor or Operator	CDL Type with endorsements and License number	Date of birth	Date of hire	IMPORTANT: detailed description of towing experience, formal training attended and certification level attained along with dates.

Employee Name	Supervisor or Operator	CDL Type with endorsements and License number	Date of birth	Date of hire	IMPORTANT: detailed description of towing experience, formal training attended and certification level attained along with dates.

Appendix B: Sample Invoice



INVOICE

[Your Company Name]

[Street Address]

[City, ST ZIP Code]

[Phone] [Fax]

[e-mail]

INVOICE NO:

DATE:

TRIP INCIDENT #:

TO Georgia Department of Transportation
HERO Unit
515 Plasters Avenue
Atlanta, Ga 30324

Recovery Agent	Trip Incident Date	Date of AIR	TA Number

QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL
	Event Type 1 - Flat Rate Service Charge		
	(Recovery Agent Name Here) arrived at the incident within the allotted time, but was not utilized.	\$600	
	Event Type 2 -		
	(Recovery Agent Name Here) responded to scene within allotted time, with proper equipment and completely cleared the travel lanes, opening the roadway.	\$2,500	
	GDOT asked (Recovery Agent Name Here) for additional equipment, and it arrived on-scene within response time.	\$1,000	
	Extra Equipment Requested by GDOT: (List Equipment Here)		
TOTAL			

Make all checks payable to [Your Company Name]

THANK YOU FOR YOUR BUSINESS!

OFFICE USE ONLY					
Incident Start Time	TRIP Activation	Supervisor Arrival	Equipment/Operator On Scene	Criteria Met?	NTP
Extra Equip	Stop Time	Restart Time	Roadway Clearance	Rdwy Clearance Duration (min)	Incident Clearance Duration (min)

GDOT HERO MANAGER SIGNATURE

TOWING RECOVERY AGENT SIGNATURE

Appendix C: TRIP Team Members and Partners

The core TRIP working group consisted of GDOT, GRTA and Delcan. If you would like any information regarding TRIP, please contact the any of the following individuals:

Emanuel Jackson	GDOT/HERO	(404) 894-3857	ejackson@dot.ga.gov
Christine Simonton	Delcan	(404) 320-1776	c.simonton@delcan.com

The following agencies served on the TRIP Steering Committee, which monitored and fine tuned the Program:

- Atlanta Police Dept
- Atlanta Regional Commission (ARC)
- Coroner's Association
- FHWA
- GDOT
- Georgia Motor Trucking Assoc (GMTA)
- Georgia State Firefighter's Association Inc.
- Georgia State Patrol (GSP)
- Governor's Office of Highway Safety (GOHS)
- Georgia Regional Transportation Agency (GRTA)
- Towing and Recovery Association of Georgia (TRAG)
- Georgia Department of Public Safety Motor Carrier Compliance Division

Thank you to all TRIP Partners who are helping to improve congestion in the region