

SERVICE & SUPPLIES/SERVICES

A 05-06

-44. TOWING SERVICE PROCEDURES**.01 GENERAL:**

Heavy apparatus will normally be transported by the Tractor Unit on transport trailers whenever possible. Light apparatus will normally be towed by private contractor tow service. When LAFD resources cannot provide towing, private towing contractors will be used. Contract towing charges begin at the time the towing contractor arrives on scene and continue until apparatus is delivered to a Fire Department facility.

Note: Heavy apparatus "towing" shall be transported by trailer whenever possible. Flat towing will be used only when it is impractical or unsafe to trailer transport.

.10 DETERMINATION OF NEED FOR TOWING:

Apparatus shall only be towed in the following circumstances:

- A. The apparatus cannot be operated safely.
- B. The apparatus cannot be operated legally.
- C. A request for field repair has been denied, or the field mechanic is unable to repair the apparatus.

.20 TOWING PROCEDURES:**A. Out of Quarters**

1. If towing is required, OCDS will notify the appropriate resource (Tractor Company, or towing contractor). When a towing contractor is used, OCDS will notify the Company Commander of the time the towing contractor was contacted.
2. OCDS will then notify the concerned Battalion Commander who will make arrangements for personnel transportation. Company Commander will make arrangements for relief apparatus and changeover at the Shops.
3. If the need for towing is the result of an accident, apparatus shall be towed to the Central Shops. Otherwise, the apparatus shall be towed to the nearest S&M facility (Central or Valley Shops).
4. When apparatus is towed by contractor, a responsible member must accompany the apparatus to the Shops to ensure security of the apparatus and equipment, and validate the contractor's invoice or arrangements shall be made for a responsible person to meet the towing contractor at the Shops.

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-44. TOWING SERVICE PROCEDURES**.20 TOWING PROCEDURES: (Continued)**

Note: If the S&M facility is closed, refer to 8/3-44.30.

5. Responsible members shall provide documentation of towing services (see 8/3-44.40).

B. In Quarters

1. Notify OCDS and Battalion Commander that apparatus is out of service.
2. Concerned Station Commander or Company Commander shall determine if towing is required. Refer to Manual of Operation, Volume 4, 8/3-44.10. Whenever possible, apparatus that break down in quarters after regular business hours shall be stored in quarters until the request for towing can be made during regular business hours.
3. When it is not possible to store apparatus in quarters, equipment shall be changed over to relief apparatus prior to requesting tow through OCDS.
4. OCDS will arrange towing. Heavy apparatus will normally be transported by the Tractor Unit, light vehicles will normally be towed by a private towing contractor. When LAFD resources are not able to provide towing, OCDS will contact a towing contractor. OCDS will then notify the Company Commander of the time the tow was arranged.
5. The apparatus will be towed to the nearest S&M facility (Central or Valley Shops).
6. When apparatus is towed by contractor, a responsible member must accompany the apparatus to the Shops to ensure security of the apparatus and equipment, and validate the contractor's invoice or arrangements shall be made for a responsible person to meet the towing contractor at the Shops.
7. Documentation of towing services (See 8/3-44.40)

.30 SUPPLY AND MAINTENANCE TOWING PROCEDURES (SHOP CLOSED):

- A. Determine if Rescue Maintenance personnel are in quarters. (Two uniformed personnel are assigned to this unit on platoon-duty schedule.)

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-44. TOWING SERVICE PROCEDURES**.30 SUPPLY AND MAINTENANCE TOWING PROCEDURES (SHOP CLOSED):
(Continued)**

They will assist in opening the proper yard gate and determining where the vehicle should be delivered.

B. If the facility is closed and Rescue Maintenance personnel are out of quarters, be guided by the following procedures:

1. Contact OCDS by picking up the outside telephone handset located in the mounted box adjacent to the Rescue Maintenance office entrance.
2. Identify yourself to the OCDS Dispatcher and state that entrance is needed to the facility to deliver a towed vehicle.
3. After verification, OCDS will unlock office door allowing access to a lock box containing the key to unlock the proper gate switches. This lock box is located behind the door as you enter the office.
4. Written procedures are located in the lock box describing how to open the yard gate.
5. Leave a note for Rescue Maintenance personnel, briefly indicating what apparatus was left at the facility and identifying yourself and assignment.
6. Ensure that the yard gate and Rescue Maintenance office are properly secured before leaving the facility.

.40 DOCUMENTATION OF TOWING SERVICE:

A. The following items of information shall be provided on the vendor's towing receipt.

1. Name of contract towing service pre-printed on invoice.
2. Make, year, and shop number of apparatus.
3. Address where tow was initiated.
4. Date and time towing contractor was contacted.
5. Time towing service arrived on scene.

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-44. TOWING SERVICE PROCEDURES

.40 DOCUMENTATION OF TOWING SERVICE: (Continued)

- 6. Time towing service completed tow. If member does not accompany apparatus and arrangements were made for a responsible person to take delivery at the S&M facility, time of arrival can be obtained by calling the Shop Office (213) 485-6118, or Rescue Maintenance (213) 485-6121.
- 7. Responsible member shall sign receipt, with their assignment and business phone number.
- 8. Forward completed receipt to S&M, Stop 253.

Note: Comments as to tow service may be made on reverse side of invoice, i.e., time requested, time on scene, time complete, or justification for delay.

- 9. No F-80 is required for towing.

B. Repair of Towed Vehicle

An F-80 Requisition for repair shall immediately be prepared using the Supply Requisition System (SRS).

BUSINESS HOURS	AFTER HOURS
<p>ALL REPAIRS INCLUDING TIRES: (Monday through Friday, 0600 to 1530)</p> <ul style="list-style-type: none"> 1. Check SRS to confirm repair has not already been reported. 2. Contact Field Repair Supervisor at (213) 485-6118 or through OCD. 	<p>ALL REPAIRS EXCEPT TIRES: CONTACT ON-CALL S&M STAFF MEMBER THROUGH CHANNELS:</p> <ul style="list-style-type: none"> 1. Station contacts Battalion Chief 2. Battalion Chief contacts Division Chief 3. Division Chief contacts OCD 4. OCD will contact On-Call S&M Staff 5. S&M staff will contact Station
	<p>TIRE REPAIRS: Contact Heavy Rescue through OCD or by phone (213) 847-4634</p>