

Recommended work flow process for O/O permits for Towing Industry

First: Check your permits

1. Ensure you have a valid Annual Oversize Permit in cab of Tow Truck
2. Ensure you have a blank single trip permit
3. Ensure you have a tow truck with adequate capacity

Second: Determine the type of tow required (is the tow a single vehicle or combination unit such as a tractor trailer(s))

Select the procedure to follow from the following;

Towing overlength single vehicles

- a) Determine the weight you will be placing on the rear axle of the tow truck and how much weight you will be offloading from the front axle. If acceptable go to next step.
- b) Prepare the units for towing using all safe practices.
- c) Determine the overall length of the combination of tow and towed units once connected.
- d) Write the vehicle details on the permit in the space provided.
- e) Complete the FROM (location of incident) which is the departure point
- f) Complete the TO Destination: This is where the vehicle is being towed to
- g) Provide your route in the (Routes to be taken area)
- h) *Justification on why the vehicle must be towed as over dimensional

*Justify why the vehicle(s) must be towed as an over-dimensional combination.

Some suggestions include but not limited to the following:

For Single Vehicles

- i) Disabled vehicle, (over-dimensional unavoidable) being delivered to repair shop
- j) Disabled vehicle, (over-dimensional unavoidable) being delivered to repair shop (specialized or warranty service required)
- k) Disabled vehicle, (over-dimensional unavoidable) being delivered to off loading facility then to repair shop
- l) Incomplete vehicle being delivered to body manufacturer

For Combination Units (Tractor Trailers Etc.)

- a) Tractor is disabled. Trailer loaded with hazardous material, trailer cannot be dropped and must be stored in secure impound.
- b) Tractor is disabled. Trailer loaded with gasoline or other hazardous liquids, no operable dolly legs and requires special handling of load and/or trailer
- c) Tractor is disabled. Trailer cannot be disconnected due to configuration, special handling to off load cargo or special disconnection procedures is required.
- d) Tractor is disabled due to a collision, police request to tow complete unit to secure impound.

- e) Tractor is disabled due to a collision, trailer badly damaged and will likely collapse if disconnected, tow to secured pound is required.
- f) Complete unit seized for law enforcement. Trailer loaded with Royal Mail. Police order to tow to secure impound and/or inside storage is required.
- g) Complete unit seized for law enforcement. Trailer loaded with high value cargo. Police order to tow to secure impound and/or inside storage is required.

The key information the MTO is looking for, is the reason why the combination unit cannot be dropped at a location closer than the destination. Be accurate and precise with your description.

Once you have correctly completed the permit, place the permit in cab of the towed unit and preferably on the driver's seat.

Once at your destination and disconnected from the vehicle return the permit to your truck and be sure it is faxed in to the MTO.