

Secondary Towing

The VIN is the vehicle. Nothing else is.

PRE SHIFT

- ☐ Job paperwork with VIN
- ☐ Means to settle release charges
- ☐ Camera charged
- ☐ Condition report forms

ON SCENE

- 1 Professional conduct at the yard
- 2 Release charges settled and receipted
- 3 VIN checked against paperwork BEFORE hookup
- 4 Full inspection, damage marked on the invoice
- 5 Photographs at pickup
- 6 Correct facility
- 7 Advisor told where the vehicle sits
- 8 Advisor signature obtained

STOP AND CALL IT IN IF

- VIN does not match the paperwork.
- Release charges cannot be settled and dispatch has not authorised an alternative.
- Damage is found that the holding yard disputes and refuses to acknowledge on the invoice.
- The destination facility is closed and no authorised drop procedure exists.