



Department: Vehicle Maintenance  
 Policy Number: VHM-A003  
 Effective Date: 9/23/19

**ADMINISTRATIVE POLICY**

The online version of this policy is official. Therefore, all printed versions of this document are unofficial copies.

**TOWING SERVICE FOR MONTGOMERY COUNTY GOVERNMENTAL DEPARTMENTS**

The Clarksville Montgomery County School System Vehicle Maintenance Department will provide normal on-road towing and minor off-road winching services to Montgomery County Governmental Departments for light and commercial vehicles in and within 75 miles of Montgomery County at the discretion of the Vehicle Maintenance Manager, subject to equipment and labor availability.

The billing rates for these services are as follows:

	<b>Wrecker Fee</b>	<b>Standard Hourly Operator Fee per Operator (8:00am – 4:00pm)</b>	<b>After Hours Hourly Operator Fee per Operator (per hour or part thereof)</b>
<b>Light Vehicles in City Limits</b>	\$100.00	\$27.00	\$40.00
<b>Commercial Vehicles in City Limits</b>	\$100.00	\$27.00	\$40.00
<b>Out of County within 75 miles</b>	\$150.00	\$27.00	\$40.00

Payment for the full amount charged shall be made to the Clarksville-Montgomery County School System (CMCSS) within 30 days of the invoice date. No payment will be made directly to any individual employee of CMCSS.

All towing calls shall be documented by the CMCSS Vehicle Maintenance Department. Minimum information shall include:

- The nature of the call
- Call time
- Call date
- Vehicle description
- Vehicle location
- Service dispatched

Logs of towed vehicle(s) (Form: VHM-F002) shall be reconciled with Accounts Receivable and retained for one (1) year.

Implementing Procedures: Related procedures here.

Associated Documents: Related documents here.



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**Revision History:**

<b>Date:</b>	<b>Rev.</b>	<b>Description of Revision:</b>
9/12/19	IR	Initial Release

**\*\*\* End of Policy \*\*\***