

## **Minutes from the Education Committee Meeting**

**11-07-07**

Ad Hoc Committee on Education  
Board of Towing and Recovery Operators  
Commonwealth of Virginia

Meeting was called to order at 10:00 a.m.

Members present:

Ron Miner – Chairman  
Allen Wood  
Paul Stephens  
Roy Boswell  
Woody Herring

Members Absent:

Captain Steven Chumley - (Lt. Curtis Hardison)

Ex Officio Members present::

Matt Benka – MIHROA  
Sue Brassell VATRO  
Ralph Wilcher – AAA

BTRO Staff present:

Ben Foster  
Daphane Phillips

Guest Speaker on Behalf of MIHROA – Barry Harmon (Harmon's Towing)

Minutes of previous meeting were accepted unanimously

There were no public comments

Discussion started on requirements for initial issuance of operator's license and for continuing education. General discussion followed. Purpose of the meeting was to define the education requirements for public safety operators first if possible as this was the direction of the BTRO Chairman.

## **Important qualifications for P/S Operators -**

Qualified with proper equipment/training

Safety – work zone, apparel, equipment (training) all aspects (tbd)

Expertise/Knowledge of federal, state and local regulations (mastery?) (2) Basic Understanding

License and Insurance

Years and expertise in the business including track record (good or bad)

Basic knowledge of safety and quick clearance

Incident management training and knowledge

Look at minimums for all –don't raise to highest level at start of the program (2)

Coordination between Police and Fire (NIMS?)

Teaching communications between all aspects (customer, police, DOT, fire/rescue)

## **Differences in Levels A and B**

Amount of education and years of experience in field – Class A should be more than a minimum level

Class B tower the unit weighs more than the casualty, in Class A it is reversed – issues

Class A PS must have a mastery of Class B PS operations

Class B operator must be able to competently provide towing and recovery services for all makes and models of cars and light trucks in a damage free manner

World of difference in the two – cars and light trucks vs. cleanup, righting, not breaking load and more

Class B – would have a more basic knowledge, Class A you are an “expert” in the field in all realms (TIM, HAZ/MAT, recovery, cleanup and etc)

Class A is so much different in responsibilities of driver, operator and the equipment in different situations

“Man’s got to know his limitations”

Class B handles everything up to 25,999K so they need knowledge also.

**Questions:**

Is there a difference between Interstate, Primary and secondary road operations?

High speed traffic and maintenance of movement at whatever speed is a difference

Danger of secondary/collateral crashes is a lot more possible on high speed roadways

The location, regardless of the type of a road way....impact is impact regardless of where

Answer could be “no” as a recovery is a recovery and the location would ave the same requirements, just a matter of what is the impact to society

Danger of serious damage/injury impacts is higher on Interstates

Limited recovery space on the secondary roads and the environmental impacts

Define “Experienced”...what does it entail?

**Public Safety Operator Opinions from those present**

**Class B (non public safety in business before 1-1-06 no test) (After, documentation and test)**

**How many years in Business:**

2 (with training)

1 under general regulations

2

1 (could be 2)

2

More concerned with “experience”

Hands on experience and/or training in lieu of this

1

2

**Class A**

**Years in Business (question is how many years in business should operators have)**

3 (with training)

No opinion

4 with what you have done

4

More concerned with "experience"

4 (with scrutiny of BTRO- documented recoveries)

Hands on experience and/or training in lieu of this

3

4

### **Basic Skill Levels for Operator: (what is there now)**

TRAA – study guide and testing (no classroom required, but Level 3 would be hard to do w/o it)

VATRO – hands on and testing

AAA – Class B only – classroom, hands on and testing

MIHROA – agrees in general with VATRO (classroom, hands on and testing, but hasn't polled their members, but did support basic conversational support)

Operators (Drivers)

A. Support for classroom, hands on and test – 7 (7)

B. Support for classroom and hands on – 1 (1)

C. Support for classroom and test – 1 (1)

D. Support for Online (or classroom) and test – 2 (2) (hardship?)

(Question: Can BTRO require CE and tests for Operator and Driver or just the Operator?)

General feelings on Basic and CE: (opinions from those present)

Must take into consideration training, education, experience, and make the operator responsible for their operation, extra training for the drivers is not always needed as there is a supervisor on-scene

Training is the most important part of the process, education plays a little, experience plays a little into it, but thinks that the operator must be the majority of the process (train and support as he feels is needed and has the largest amount of knowledge and imparts that to the employees)

Agree with above, experience and training have equal importance. Drivers are able to understand thru training that the theories used in the past do work and they are confident in them if they have practiced them, increases understanding of what they are doing

Believe the responsibility goes back to the operator and the training of the drivers should be up to that person (all aspects). Believes it will trickle down to the level where it is needed, large vs. small. Start with operators and then move to the drivers if needed

Believe that the operator and the driver should be trained and tested (maybe train the trainer and test proctor also) Believes the driver should be tested but get and on from the Operator that employs them

Agrees that the driver needs less training than the Operator, but the drivers have need for more training at this time. Teachers need to be able to teach and learn from everyone and bring it together.

Support the VATRO document as written. Responsible Class B individual attends one IM training once every three years, and the Class A responsible attends each year. Class B driver 6 hrs CE every 3 years. 3 in class and 3 hands on. Class A 12 hrs every three years with 3 hrs on classroom and 3 hrs hands-on over 26K pounds and same for.

General Regulations define the competency for lowest level; The CE should consider all training venues. Shows, association, etc.

**Consensus: Operator (and Driver) must have:**

Train the Trainer Programs to allow in-house (BTRO approved with credentials)

Document training at Operator level and audit records

Train at local level

There is need for minimal training standards and the several programs presented or similar would meet these needs for operators

There needs to be recognition for operators in the business for the minimal lengths of time above (2 and 4 years) with documentation submitted

Continuing Ed. For Non Public Safety Operator

## **Public Safety Operator Class B and A:**

Minimum 4 years in business with 2 being for PS tows at Class B and 4 at Class A for initial "Operators License based on experience and not testing or training requirements with supporting subjective documentation approved by the BTRO)

When should CE for PS towing start? General regulations for CE kick in (now) at 2011. Should PS CE have a 2010 date?

### **For Class B Public Safety (PS) Operators:**

**If an operator was in business on or before January 1, 2006 and has been towing for PS continuously during that time and submits documentation as such, that operator may be deemed by the Board to satisfy the initial licensing requirements for a BTRO Operators PS license. They will have to meet the next cycle of CE (continuing education). Part of the documentation must be a letter of endorsement by the PS agencies for which they have been performing work.**

**Motion (Boswell) Second (Woods)**

**Unanimous**

### **For Class A PS:**

**If an operator was in business on or before January 1, 2004 and has been towing for PS continuously during that time and submits documentation as such, that operator may be deemed by the Board to satisfy the initial licensing requirements for a BTRO Operators PS license. They will have to meet the next cycle of CE. Part of the documentation must be a letter of endorsement by the PS agencies for which they have been performing work.**

**Motion (Boswell) Second (Herring)**

**Unanimous**

**\*For Operators on or after January 2, 2006 for Class B PS: The above, minus the dates plus take testing and class for certification including TRAA Level 1, IITR or other similar programs as approved and determined by the Board.**

**Motion (Boswell) Second (Herring)**

**Unanimous**

**\*For Operators on or after January 2, 2004 for Class A PS: The above, minus the dates plus take a testing and class for certification including TRAA Level 3 or other similar programs as approved and determined by the Board.**

**Motion (Miner) Second (Herring)**

**Vote on Level 2 or 3 above**

**Level 2 (4)**

**Level 3 (7)**

**Level 3 was approved by 7 to 4 vote**

**Continuing Ed. For both PS in Class A and B PS**

**Years to comply –**

Vote on whether to be 2011 or 2010

2011 – (5)

2010 – (6)

2010 carried by 6 to 5 vote

**Hours**

General Operator CE: 8 hrs per year starting 2011 and then (for everyone Ops and Drivers) each year thereafter

Business Management or business related classes may be used as determined by BTRO

**Motion (Woods) Second (Stephens)**

**Unanimous**

**PS Continuing Education:**

**Responsible Individual** – 3 hours of electives each year in addition to a seminar (seminar can be any length, but a seminar and approved by BTRO)

Class A - NIMS/TIM seminar every year

Class B - NIMS/TIM seminar every three years

Electives can be from this list or other approved by BTRO.

Haz/Mat Refresher

MUTCD Course

Towing and/or Recovery Classes

OSHA Type Class

Tow Truck and Motorist Safety

Regulations and Law Class –

Representation on Boards Associations etc will be given some credit toward these requirements

If the operator or responsible person is also a driver they will need no additional training beyond the operator or responsible person requirements.

**Drivers:**

Class B: 2 hrs every year

Class A: 4 hours every year (must cover over and under 26k #'s techniques) with at least one hour being for under 26K #'s.

**Motion** (Stephens) **Second** (Herring)

For (7)

Oppose (2)

Carried 7-2

**Motion: (Miner) Second (Herring)**

Drivers working for an operator as of 6-30-08 will be granted a drivers authorization as submitted by their Operator. As of 07-01-08 all new drivers must meet initial training standards. All drivers will have to meet the first cycle of CE as proscribed.

**Unanimous**

These minutes and document will be emailed to all committee members.  
Comments due back by Friday 11-9-08 at COB.

Next meeting on Tuesday 11-13-08 in Richmond before the Regular BTRO at the Comfort Inn.

**Motion to adjourn** (Stephens) **Second** (several)

Meeting adjourned at 3:12 p.m.