



CALIFORNIA TOW TRUCK ASSOCIATION

Heavy Duty Level 6

Host Company Requirements

Attention Host: Carefully read checklist and make sure that required equipment is available for class. Instructors will NOT be able to conduct class unless ALL requirements are met. Host companies are expected to be CTTA members in good standing.

CLASSROOM (Day 1 & afternoon of Day 3)

- Professional, well lit, quiet, classroom setting
(Conference rooms or Fire & Police Department Training Rooms work well)
- Area with heating / cooling
- Chairs & tables to comfortably accommodate all students attending
- 2 display tables
- Men's & women's restroom facilities
- Plenty of cold bottled water (Soft drinks optional) **NO ALCOHOLIC BEVERAGES**
- Dry erase board & dry erase pens
- Late lunch on Friday *Includes water (Soft drinks optional)
- Lunch on Saturday & Sunday *Includes water (Soft drinks optional)
- First aid kit & fire extinguishers
- Ice chests for cold drinks
- Host for class *Chapter training director or appointee to remain thru class

OUTSIDE WORK AREA FOR HANDS ON PORTION (Day 2 & 3)

- Area for demonstration & hook up's of trucks, trailers, etc.
Concrete or pavement preferred!
- Men's & Women's restroom facilities
- Plenty of cold bottled water (Soft drinks optional)
- Lunch, including cold bottled water (Soft drinks optional)
- First aid kit & fire extinguisher
- Host for class *Chapter training director or appointee

EQUIPMENT FOR HOOK-UP TOWING DEMONSTRATION (Day 2)

- Tow truck or other truck with transmission mounted electric /vacuum /hydraulic park brake
- Bobtail 20'-30' truck (box van or flatbed)
- Tractor, 2 or 3 axle
- Tractor, 3 axle
- Semi Trailer- 48' to 53'
- Motorhome (optional)
- School bus, transit bus, or tour bus (optional)
- Con Gear
- Concrete mixer
- Host for class *Chapter training director or appointee

Please Note: Above equipment is for Towing & Hook-up demonstrations only. It will not be used for Rollover & Recovery demonstrations.

EQUIPMENT FOR CRASH-DEMONSTRATION PURPOSES (Day 3)

- Tractor 3-axle & 48'-53' semitrailer
- Concrete mixer
- Tanker trailer
- Con gear
- Bobtail 20'-30' box van
- School bus, transit bus, or tour bus
- Large junk truck tires (8 minimum)
- Classroom for instruction & testing
- Host for class (Chapter Training Director or appointee to remain through end of class)

Please Note: Above equipment to be used to demonstrate rollovers, crash scenarios, etc. Appropriate equipment must be used for all demonstrations. FOR SAFETY FLUIDS MUST BE DRAINED AND BATTERIES REMOVED

STUDENT/CTTA MEMBER COMPANY SUPPLIED EQUIPMENT (Day 2 & 3)

- 3-Axle heavy duty tow truck-wreckers. (4 minimum)**
- 2 Axle medium duty tow truck-wreckers (2 minimum)**
- Students must wear company uniform all 3 days
- Eye protection / Sunglasses
- Gloves
- Work boots with a minimum oil resistant sole
NO TENNIS SHOES OR FLIP FLOPS!!
- Hat or other head gear
- Hardhat
- Coveralls for day 2 & day 3
- Knee pads (strongly suggest)
- Rain suit (bad weather)
- Jacket (cold weather)

Please Note: Students must provide a current driver's license or valid ID and be present all 3 days of instruction to be eligible to take the exam and receive CTTA certification.

Please Note: Tow trucks must be fully equipped and meet or exceed current CHP-TSA specifications for required equipment & classification ratings. Additionally, each tow truck must be CHP-CVSA safety inspected for the current year.

Helpful Hints

- Prepare food approximately 30 minutes prior to lunch/dinner. *Local chapter cookout is a great option. Please provide a variety of meals.*
- Provide plenty of bottled water.
- Students MUST attend all three days of instruction in order to receive certificate.
- Students are attending **professional training**. Therefore, they must dress appropriately. This includes:
 - Company uniform shirt
 - Pants
 - Work boots
 - Coveralls (recommended)
 - Gloves
 - Hardhat
- **Students may not wear flip flops, sandals, or offensive clothing**

Meal Reimbursements

The host company is welcome to include 2 drivers in the class free of charge and additional drivers are subject to regular class fees. The host company is required to provide lunch all 3 days. Please contact the CTTA office for a head count two to three days prior to the class or refer to the roster. *Host companies are reimbursed based on actual receipts for expenditures up to \$15 per day for every paid student (this excludes host comp students, instructors and any chapter or host personnel).* Reimbursements are issued by the CTTA office upon receipt of class documents and receipts for expenses. Refreshments such as coffee, soda and bottled water must also be provided each day of training. Snacks and breakfast pastries are recommended but not required.

Host Company _____ Classroom Capacity _____

Classroom Location Address _____

Hands-On Location Address (if different from classroom) _____

On-site Contact/Representative _____ On-site Contact Cell # _____

Owner / Manager (if different) _____ Owner / Manager Cell # _____

Signature: _____ Date: _____

This contract must be signed and faxed or emailed to the CTTA office. Failure to do so may result in the cancellation of the class.
Fax: (916) 414-3708 | Email: cta@cta.com