



Certified EVfriendly Tow Operator

SELF-ASSESSMENT CHECKLIST

This checklist is provided to assist towing companies in preparing to apply to become an EVfriendly Certified Tow Operator. Use the checklist to prepare for your application.

Part One – Facility & Business Standards

Facility Details		
	YES	NO
• Vehicle storage facility a full-time business with a permanent structure at a fixed location?	<input type="checkbox"/>	<input type="checkbox"/>
• Facility is properly zoned for use as a vehicle storage facility?	<input type="checkbox"/>	<input type="checkbox"/>
• Facility has a municipal business license or land use agreement?	<input type="checkbox"/>	<input type="checkbox"/>
• Copy of your municipal business license or land use agreement ready to upload with application? (PDF/JPG/PNG)	<input type="checkbox"/>	<input type="checkbox"/>
Insurance & Regulation Compliance		
• Business maintains a minimum \$2M level of commercial general liability insurance (\$5M recommended for larger lots)?	<input type="checkbox"/>	<input type="checkbox"/>
• Facility meets all applicable federal, provincial, and municipal acts, regulations, and standards, including health and safety (includes CVSE, National Safety Codes regulations)?	<input type="checkbox"/>	<input type="checkbox"/>
• Business is a member of ARA (Automotive Retailers Association)? *not required	<input type="checkbox"/>	<input type="checkbox"/>

Part Two – Training

Electric Vehicle Training		
	YES	NO
• Only staff with EV training provide services related to EVs?	<input type="checkbox"/>	<input type="checkbox"/>
• EVfriendly training completed by all tow operators? (Recommended for all other employees)	<input type="checkbox"/>	<input type="checkbox"/>
• Copies of certificates of completion of applicable EVfriendly courses for each employee available in case of audit?	<input type="checkbox"/>	<input type="checkbox"/>
• Records of all relevant training are kept and are up to date?	<input type="checkbox"/>	<input type="checkbox"/>
Observational Assessment		
• Continued observational assessments conducted by a supervisor or senior operator? (See guidebook, “Observational Assessment,” page 13)	<input type="checkbox"/>	<input type="checkbox"/>
• Copies of observational assessments are kept?	<input type="checkbox"/>	<input type="checkbox"/>

Part Three – Equipment and Safety Standards

Equipment		
	YES	NO
• Proper PPE used for the handling EVs?	<input type="checkbox"/>	<input type="checkbox"/>
• Proper equipment used for all operations involving EVs? (Includes conducting a risk assessment on the scene to determine necessary equipment)	<input type="checkbox"/>	<input type="checkbox"/>
Safety		
• You commit to all applicable safety standards as set out in OHS regulations, ARA EV Guidelines and EV training?	<input type="checkbox"/>	<input type="checkbox"/>
• Facility complies with all applicable WorkSafeBC safety requirements?	<input type="checkbox"/>	<input type="checkbox"/>
• You have a written emergency response plan?	<input type="checkbox"/>	<input type="checkbox"/>

	YES	NO
• Emergency response plan communicated to all employees?	<input type="checkbox"/>	<input type="checkbox"/>
• You commit to following all environmental protocols, including maintaining all records of vehicle disposals?	<input type="checkbox"/>	<input type="checkbox"/>
• You commit to refer all purchasers of impound vehicles sold at auctions to the EVfriendly website for EV information?	<input type="checkbox"/>	<input type="checkbox"/>

Part Four – EVfriendly Program Support

Promotional Material		
	YES	NO
• You commit to display EVfriendly signage (window sticker, plaque) identifying as an EVfriendly Tow Operator?	<input type="checkbox"/>	<input type="checkbox"/>
• You commit to display the EVfriendly logo on your website with link to EVfriendly.ca ?	<input type="checkbox"/>	<input type="checkbox"/>
• You commit to refer only qualified, EVfriendly certified providers for repairs on customer EVs?	<input type="checkbox"/>	<input type="checkbox"/>