

# ILO Administration for B.C. Towing and Recovery Operators



## Section 1 Module 1

### Introduction to the Vehicle Impoundment Program

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#### Lesson 1

#### What Is the Vehicle Impoundment Program?

The Vehicle Impoundment Program is administered by **RoadSafetyBC** to help keep roads safe by removing vehicles involved in dangerous driving behaviours.

Under the *Motor Vehicle Act*, peace officers have the authority to impound a vehicle in situations that pose a risk to public safety, such as driving with a suspended license, street racing, excessive speeding, impaired driving prohibitions, and more.

This authority comes from three key sections of the Act:

- **Section 251** – behavioural impoundments
- **Section 255** – vehicle impoundment procedures, liens, and disposal rules
- **Section 215.46** – Immediate Roadside Prohibition (IRP) impoundments

These laws create the framework that every Impound Lot Operator, or ILO, must follow.

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## Lesson 2

### Types of Impoundments

There are two main categories of impoundments:

#### 1. Behavioural Impoundments (MVA section 251)

These apply when a peace officer encounters behaviours such as:

- Driving while unlicensed, prohibited, or suspended
- Excessive speed
- Stunt or street racing
- Motorcycle seating infractions

**Behavioural impoundments are always 7 days**, unless the same owner has had prior behavioural impounds in the past two years.

In those cases:

- **Second offence:** 30 days
- **Third or more:** 60 days

Type of Behavioural Impoundment	1 <sup>st</sup> Behavioural Impoundment	2 <sup>nd</sup> Behavioural Impoundment (within 2 years of the 1 <sup>st</sup> )	3 <sup>rd</sup> + Behavioural Impoundment (within 2 years of the 1 <sup>st</sup> )
Driving while unlicensed	7 Days	30 Days	60 Days
Driving while prohibited			
Driving while suspended			
Street Racing			
Stunt Driving			
Excessive Speed			
Motorcycle Seating Infraction			

## 2. Immediate Roadside Prohibition (IRP) Impoundments (MVA s.215.46)

IRP impoundments occur when a driver is issued a roadside prohibition for alcohol-related offences.

There are two types:

### WARN Impoundments

- First offence: 3 days
- Second offence (within 5 years): 7 days
- Third or more: 30 days

### FAIL Impoundments

- Always 30 days

Type of Immediate Roadside Prohibition	1 <sup>st</sup> Impoundment	2 <sup>nd</sup> Impoundment within a 2-Year Period of the 1 <sup>st</sup> Impoundment	3 <sup>rd</sup> + Impoundment within a 2-Year Period of the 1 <sup>st</sup> Impoundment
Warn Impoundment	3 Days	7 Days	30 Days
Fail Impoundment	30 Days	30 Days	30 Days

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## Lesson 3

### Who Is Responsible for What?

A successful impoundment relies on coordination between four parties:

#### 1. Peace Officers

- Issue the Notice of Impoundment (MV2721)
- Contact the Impound Lot Operator for towing
- Provide documentation to the tow operator
- Fax required paperwork to RoadSafetyBC

#### 2. Tow Operator

- Attends the scene
- Documents the vehicle's condition
- Transports the vehicle by the most direct route

### 3. Impound Lot Operator (ILO)

- Receives and stores the vehicle
- Maintains documents and evidence
- Ensures compliance with towing and storage rates set by regulation
- Provides access to personal property as required by law
- Manages releases, early releases, disposal, and RTI applications

### 4. RoadSafetyBC

- Determines whether impoundments should be upgraded
- Issues Orders of Release
- Reviews disposal applications
- Makes Refuse to Issue decisions
- Provides operational support to ILOs

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## Lesson 4

### The Impoundment Workflow

Let's walk through the full process of a vehicle impoundment, step-by-step.

Peace Officer	<ul style="list-style-type: none"><li>• Issues a Notice of Impoundment (MV2721) to the driver of the motor vehicle.</li><li>• Contacts impound lot operator and requests service at location.</li></ul>
Impound Lot Operator	<ul style="list-style-type: none"><li>• Dispatches a tow truck to location as soon as possible.</li></ul>
Peace Officer	<ul style="list-style-type: none"><li>• Provides a copy of the Notice of Impoundment to the tow truck driver.</li></ul>
Impound Lot Operator (Tow Truck Driver)	<ul style="list-style-type: none"><li>• Records the condition of vehicle including any damage.</li><li>• Tows the vehicle to the impound lot using the most direct route.</li></ul>
Impound Lot Operator	<ul style="list-style-type: none"><li>• Retains copy of the Notice of Impoundment and supporting documentation.</li></ul>
Peace Officer	<ul style="list-style-type: none"><li>• Faxes a copy of the Notice of Impoundment (MV2721) to RoadSafetyBC</li></ul>

#### Step 1 — Peace Officer Issues Notice of Impoundment (MV2721)

The officer gives a copy to the driver and provides another copy to the tow operator.

#### Step 2 — Tow Operator Transports Vehicle

The operator:

- Documents the vehicle's condition
- Documents any pre-existing damage
- Transports the vehicle to your impound lot

### **Step 3 — Impound Lot Operator Receives Vehicle**

The ILO:

- Keeps the Notice of Impoundment on file
- Logs the vehicle
- Applies the correct prescribed rates
- Begins the impoundment period

### **Step 4 — Peace Officer Notifies RoadSafetyBC**

The officer sends required paperwork to RSBC, and RSBC may later contact the ILO with updates such as impoundment upgrades.

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## Lesson 5

### Understanding Impoundment Upgrades

A key responsibility for ILOs is identifying potential upgrades in impoundment length. Upgrades occur only for behavioural impoundments and only when the *owner* has prior impounds within two years.

Sometimes RSBC's notice is delayed.

If a vehicle appears to have a history—particularly if your internal system flags it—it is best practice to contact RSBC to confirm whether an upgrade applies.

Contact information is listed in the Procedures Manual (Version 7, p.2).

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## Lesson 6

### Why This Knowledge Matters

As an Impound Lot Operator, you play a critical role in enforcing provincial safety laws. Correctly applying rates, maintaining documentation, and following timelines for release, disposal, and Refuse to Issue applications helps ensure:

- Legal compliance
- Faster processing by RSBC
- Fewer administrative delays
- Protection from liability
- Proper cost recovery

This module will guide you through each administrative process so you can confidently manage every step of an impoundment.

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### Module 1 Knowledge Check

#### Sample Questions:

1. Which section of the Motor Vehicle Act governs behavioural impoundments?
2. How long is a first WARN impoundment?
3. Name one situation where an impoundment may be upgraded.
4. Who issues the Order of Release?
5. What document must the tow operator receive from the peace officer at the scene?