



## Holding Compound – Receiving Rules

Manitoba Public Insurance currently has two locations within Winnipeg, Manitoba which can be used to store vehicles:

1981 Plessis Road, Winnipeg, MB R3W 1S4 (Physical Damage Centre or PDC)  
400 Gunn Road, Winnipeg, MB R0E 1J3 (Gunn Road or Commercial Compound)

### Receiving Rules

For situations where the Tow Truck Operator is dropping off a vehicle:

1. Enter the garage using whichever door appears to be free.
2. Shut off the engine to your Tow Truck
3. The Tow Truck Operator is responsible for the following:
  - a. The Operator must mark two (2) windows (whichever windows face the tow truck – front & side) using a yellow, MeanStreak marker including:
    - Stock Number **and** Last 6 of VIN or Licence Plate Number **for Tows in the TowApp**
    - Last 6 of VIN or Licence plate **for Fresh or QuickAssign tows**
    - If a **BioHazard** has been identified, the Tow Truck Operator is responsible for clearly labeling it on both windows using stickers and MeanStreak marker with the word “**BIOHAZARD**”. BioHazards include but are not limited to: rodent, bodily fluids, mold, etc.
  - b. Securely wrapping all open and/or damaged windows using Plastic Sheets or Sticky Plastic
  - c. Securing the vehicle’s keys to the steering wheel using elastics
  - d. Taking clear, appropriate photos of the vehicle once it’s been dropped in the yard including photos of associated keys and VIN
  - e. Updating the applicable stock in the Tow App with information including:
    - i. Drop Location, Date and Time, Key Location, All Applicable Photos, Other Information as Required

Motorcycles, Off-Road Vehicles, Partially or Severely burnt vehicles **all** require tags (**do not use a MeanStreak**) with the stock number, claim number, or licence plate number, zip tied in a visible location.



## Holding Compound – Receiving Rules

Do not block the garage at any time. If the Tow Truck Operator needs to visit the office or washroom, they must pull ahead before using the on-site facilities.

Garage – North Side Door

Washrooms and Vending Machines

Garage – South Side Door

Receiving Office and Security Booth

All required supplies including wrap, elastics, stickers and tags will be provided and can be found within the Receiving Garage.

*Any inquiries related to this document, or any guidelines and procedures please contact Receiving (204) 985-7766 or Security (204) 985-7327 for assistance.*