

AUTOMOBILE SUPPLEMENTAL APPLICATION (ALL)



Name of Entity: _____

1. **Is there a formal written pre-employment screening procedure in place?** Yes No

If yes, does it include the following:

- Criminal background checks? Yes No
- MVR checks before hire and annually? Yes No
- A written MVR scoring system? Yes No

2. **Is there a formal written Driver Training Program for employees who operate Entity vehicles?** Yes No

- On-going training with written & road tests? Yes No

3. **Do any employees use their personal vehicles for Entity business?** Yes No

- If yes, does the Entity require Certificates of Insurance? Yes No

Provide details: _____

4. **Is there a formal written Preventative Maintenance Program in place?** Yes No

If yes, provide description: _____

5. **Does the Entity have:**

- Accident investigation program? Yes No
- Safety Committee in place? Yes No

Designated person responsible for safety and title: _____

6. **Does the Entity desire Hired Car Physical Damage Coverage?** Yes No

If yes, please complete the following:

Cost of Hire: _____ Average number of units leased each time: _____

Estimated total number of days leased per year: _____

Please complete page 2 (Schools) OR (All Except Schools) which ever is applicable.

Complete page 1 of the AUTO ACORD APPLICATION and send the schedule of vehicles in Excel Format include year, make, model, original cost new, VIN number and classification code and desired coverages.

Send to Heather Murphy at Hmurphy@attenta.com

Currently valued, detailed company loss runs for the current year plus 3 prior years.

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7. **Is there a written Hot Pursuit policy?** Yes No

How is it disseminated among the employees? _____

8. **Are drivers of emergency vehicles (i.e. ambulances, fire trucks, etc.) formally trained?** Yes No

Is there training on a continuing basis? _____

9. **Are drivers of heavy equipment (i.e....dump trucks, bulldozers, etc.) formally trained?** Yes No

Is there training on a continuing basis? _____

Use the following guideline to classify vehicles:

Classification	Description	# of Units
P3	Private Passenger (except police & fire vehicles)	
7911	Police Cars Private Passenger Vehicles	
7912	Police Cars All other type	
7908	Fire Departments Private Passenger Vehicles	
7909	Fire Departments All other type (fire trucks)	
7913	Ambulance Emergency Use	
7942	Motorcycles Need Engine Size (CC) for liability	
014990	Light Trucks, Vans 0-10,000 lbs. G.V.W.	
234990	Medium Trucks 10,001-20,000 lbs. G.V.W.(1 ½ -2 tons)	
334990	Heavy Trucks 20,001-45,000 lbs. G.V.W.(2 ½ - 4 ½ tons)	
404990	Extra Heavy Trucks over 45,000 lbs. G.V.W. (over 4 ½ tons)	
334790	Dump Trucks under 40,000 lbs. G.V.W.	
404790	Dump Trucks over 40,000 lbs. G.V.W.	
334530	Garbage Trucks under 41,000 lbs. G.V.W. – Heavy	
404530	Garbage Trucks over 41,000 lbs. G.V.W. – Extra Heavy	
684990	Trailers over 2,000 lbs. G.V.W.	
694990	Utility Trailers under 2,000 lbs. G.V.W.	
674990	Semi-Trailers Heavy	
Describe	Other	

Total Number of Vehicles: _____