

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.

AUTOMOBILE SUPPLEMENTAL APPLICATION (SCHOOLS)

7. **Are school buses leased out for purposes other than school activities?** Yes No

Does the district maintain records of such additional uses: Yes No

Please describe: _____

8. **Does the District allow individuals (teachers, parents, etc.) to use personal vehicles to transport students to and from school activities?** Yes No

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

9. **Does the District have a Driver's Education Program?** Yes No

Who maintains these vehicles? _____

Use the following guideline to classify vehicles:

CLASSIFICATION	DESCRIPTION	# OF UNITS
P3	Private Passenger	
014990	Light Trucks GVW up to 1 ton - Light	
234990	Medium Trucks GVW 10,001 to 20,000 lbs – 2 tons	
334990	Heavy Trucks GVW 20,001 to 45,000 lbs – up to 4 tons	
404990	Extra Heavy Trucks GVW over 45,000 lbs	
364990	Heavy Truck Tractor	
504990	Extra Heavy Truck Tractor	
6181	Bus 1-8 seating capacity	
6182	Bus 9-20 seating capacity	
6183	Bus 21-60 seating capacity	
6184	Bus over 60 seating capacity	
694990	Trailers-Utility	
684990	Trailers GVW over 2,000 lbs	
674990	Semi Trailers	
7926	Drivers Education Cars	
Describe	Others	

Total Number of Units: _____