

## RLI – Supplemental Questionnaire – New Business Driving School

**For RLI to be able to competitively price and underwrite this account we will need the following information.**

First Named Insured: \_\_\_\_\_ Today's Date: \_\_\_\_\_

DOT ("MC" No.): \_\_\_\_\_

Do you own or control any other subsidiary or are you affiliated with any other entity? .....  Yes  No  N/A  
If yes, provide list. \_\_\_\_\_

What state(s) do you normally operate in? \_\_\_\_\_

Number of years the entity has been under the current management? \_\_\_\_\_

What was the average number of owned vehicles (do not include trailers) over the last 4 years?

Year	# of Vehicles
Current Year	_____
1 <sup>st</sup> Prior Year	_____
2 <sup>nd</sup> Prior Year	_____
3 <sup>rd</sup> Prior Year	_____

Has any company provided non-renewal of your insurance of last 5 years? .....  Yes  No  N/A  
If yes, please explain. \_\_\_\_\_

Have you ever filed bankruptcy or had bankruptcy proceedings initiated against you? .....  Yes  No  N/A  
If yes, please explain. \_\_\_\_\_

**Fleet Safety:**

Name and title of individual responsible for the Fleet Safety Program: \_\_\_\_\_

Is there a formal, written Fleet Safety Program? (Include copy if available) .....  Yes  No  N/A

Total number of employees employed by the named insured(s): \_\_\_\_\_

Total number of employees under age 21: \_\_\_\_\_

Total number of employees, under age 21, permitted to drive company vehicles: \_\_\_\_\_

Does the insured hire Independent Contractors to drive and/or instruct on their behalf? \_\_\_\_\_

Have any alterations been made to any tractors in the fleet to add additional seating to the truck? .....  Yes  No  N/A  
If yes, was the original equipment manufacturer of the tractor(s) consulted to make sure any alterations were structurally sound and safe to operate? .....  Yes  No  N/A

Please provide details regarding who performed the alterations and what steps were taken to certify that these alterations were performed in a safe and structurally sound manner.  
\_\_\_\_\_

**Does The Fleet Safety Program Include The Following?**

1. Safety meetings that specifically address driving practices? .....  Yes  No  N/A
2. MVRs ordered prior to hiring new drivers? .....  Yes  No  N/A
3. MVRs ordered on all vehicle operators annually? .....  Yes  No  N/A  
By whom? \_\_\_\_\_
4. Are there written rules for the withdrawal of driving privileges for serious driving violations? (i.e. DUI, reckless driving, leaving the scene of an accident, committing a felony with an auto or speeding more than 20 miles an hour over the posted speed limit) .....  Yes  No  N/A
5. Are MVRs ordered on all non-employee drivers who may use a company vehicle? .....  Yes  No  N/A

6. Is there a policy on personal use of company vehicles by employees? .....  Yes  No  N/A
7. Does management provide written approval of all non-employee drivers? .....  Yes  No  N/A
8. Does the agent or insured include non-employee operators on the drivers list? .....  Yes  No  N/A
9. Is there a written procedure in place for drivers to report accidents? .....  Yes  No  N/A
10. Are mandatory drug tests required within 24 hours of any accident? .....  Yes  No  N/A
11. Is there a procedure for management to investigate accidents at the time of the loss? .....  Yes  No  N/A
12. Are post-accident reviews performed to identify problems? .....  Yes  No  N/A
13. Are random drug and alcohol tests performed for all operators of company vehicles? .....  Yes  No  N/A
14. Any employees employed for less than 1 year? .....  Yes  No  N/A  
If yes, how many? \_\_\_\_\_
15. Are the vehicles equipped with an on-board monitoring system?  
(Automated Event Records (AER), Cameras, GPS, Telematics) .....  Yes  No  N/A
  - a. Brand name of system(s) and type (camera or GPS): \_\_\_\_\_
  - b. Number of vehicles currently installed with the system: \_\_\_\_\_
  - c. Employee responsible for the management of the OBM: \_\_\_\_\_

**If A Formal Driver Selection Process Is In Place, Does It Include The Following?**

1. Reference checks including the previous two most recent employers? .....  Yes  No  N/A
2. Physical exams as part of the hiring process? .....  Yes  No  N/A
3. A driving test (not including private passenger vehicles), using the vehicle that will be operated by the employee prior to employment? .....  Yes  No  N/A
4. Is drug testing done before the offer of employment? .....  Yes  No  N/A
5. Are criminal background checks done prior to any offer of employment? .....  Yes  No  N/A

**Driver Information:**

1. Does the driver perform a visual inspection of the assigned vehicle daily? .....  Yes  No  N/A
2. Are records kept of any reported deficiencies and corrective actions taken? .....  Yes  No  N/A
3. Are records kept for scheduled and unscheduled maintenance on vehicles? .....  Yes  No  N/A
4. Do you have any full time vehicle maintenance personnel on staff? .....  Yes  No  N/A
5. Is there a company policy on underage drivers using company vehicles? .....  Yes  No  N/A
6. Are family members allowed to use the private passenger vehicles? .....  Yes  No  N/A
7. What is the current driver turnover percentage? \_\_\_\_\_
8. Is there a defensive driver training program in place? .....  Yes  No  N/A
9. Where required by the state, are all instructors licensed? \_\_\_\_\_
10. Do the instructors have:
  - a. Certificate of Completion of Behind the Wheel Training? .....  Yes  No  N/A
  - b. Certificate of Completion of Classroom Driver Education? .....  Yes  No  N/A
  - c. Certificate of Enrollment in Driver Training? .....  Yes  No  N/A
  - d. Any other related training? .....  Yes  No  N/A
  - e. Are all Instructors authorized to issue Student Licenses? .....  Yes  No  N/A
 If not, explain. \_\_\_\_\_

**Course Information:**

1. Please provide a copy of the course outline or lesson plans. This should include a breakdown of classroom time and behind-the-wheel time.
2. Does the driving school have an on site "road test" course or is all behind-the-wheel time on public highways? .....  Yes  No  N/A
3. Does behind-the-wheel time include freeway driving? .....  Yes  No  N/A  
If so, how much? \_\_\_\_\_

4. Are all vehicles used for driver training equipped with dual controls? .....  Yes  No  N/A
5. Are there minimum age requirements for participants in the course? .....  Yes  No  N/A  
 If so, what is the requirement? \_\_\_\_\_

**Hired And Non-Owned Automobile:**

1. Total number of employees: \_\_\_\_\_
2. Total number of independent contractors: \_\_\_\_\_
3. Estimated total number of employees or independent contractors that use their own vehicles for company business.  
 (i.e. driving to client's locations, delivery, mail pickup, bank deposits or home health care)
- a. Employees: \_\_\_\_\_
- b. Independent Contractors: \_\_\_\_\_
4. Total amount expensed in the previous fiscal period, as reported to the IRS, for mileage reimbursement. \_\_\_\_\_
5. How often do employees or independent contractors use their own vehicles for company business?  
 (i.e. daily, occasionally, never or N/A)
- a. Employees: \_\_\_\_\_
- b. Independent Contractors: \_\_\_\_\_
6. What is the annual cost of hire for the current year? \_\_\_\_\_
7. What is the projected cost of hire for the upcoming year? \_\_\_\_\_
8. Does the company require all employees or independent contractors who use their own vehicles  
 for company business to carry personal auto insurance? .....  Yes  No  N/A  
 What limits are required? \_\_\_\_\_
9. For those employees or independent contractors who use their own vehicles for company business,  
 does the company obtain either certificates of insurance or a copy of the declarations page  
 from the employees? .....  Yes  No  N/A  
 Who maintains these records? \_\_\_\_\_
10. Is there a process or procedure in place that requires an employee or independent contractor  
 to notify the company if their Personal Automobile Policy has lapsed or been cancelled? .....  Yes  No  N/A
11. How many vehicles (cars, trucks or tractors) are hired, rented, or borrowed each year?
- a. Short-term lease # (less than 6 months): \_\_\_\_\_
- b. Short-term rental # (includes airport rentals): \_\_\_\_\_
12. Other than airport rentals, for what purpose are the hired/borrowed vehicles used? \_\_\_\_\_
13. Other than airport rentals, what is the average length of time these vehicles are hired/borrowed? \_\_\_\_\_
14. What is the total estimated cost for all rental vehicles during the most recent fiscal period? \_\_\_\_\_
- a. Does the insured require their employees to purchase the rental agency insurance? .....  Yes  No  N/A
- b. Does the insured provide corporate credit cards that include rental car insurance? .....  Yes  No  N/A

The Applicant hereby applies to the Company for a policy of insurance as set forth in this application on the basis of statements contained herein. Applicant agrees that such policy shall be null and void if such information is materially false or misleading so that the Company would have rejected the risk prior to inception. Applicant understands that an inquiry may be made which will provide applicable information concerning character, general reputation, financial stability and other pertinent financial data, personal characteristics, mode of living or other background information the company deems necessary in order to determine whether the Company will accept or reject Applicant for coverage. Upon written request, additional information as to the nature and scope of the inquiry, if one is made, will be provided. The Applicant understands this application is a request for quotation and no information provided herein shall be construed by either party as creating a binding contract for insurance.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ at \_\_\_\_\_

By \_\_\_\_\_ For \_\_\_\_\_  
Name Title  
(If Named Insured is other than an individual)

(If a partnership or corporation, signatory must be empowered by articles of Incorporation, et al, to bind insurance agreements.)

**ALABAMA, ARKANSAS, DISTRICT OF COLUMBIA, LOUISIANA, MARYLAND, RHODE ISLAND, WEST VIRGINIA**

Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or who knowingly presents false information in an application for insurance is guilty of a crime and may be subject to restitution, fines, or confinement in prison, or any combination thereof.

**COLORADO**

It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado division of insurance within the department of regulatory agencies.

**FLORIDA, OKLAHOMA**

Any person who knowingly and with intent to injure, defraud or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony of the third degree. (Florida only)

**KENTUCKY, PENNSYLVANIA**

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime.

**MAINE, TENNESSEE, VIRGINIA, WASHINGTON**

It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties may (Maine only) include imprisonment, fines or a denial of insurance benefits.

**NEW JERSEY, NEW MEXICO**

Any person who knowingly files a statement of claim containing any false or misleading information is subject to criminal and civil penalties.

**NEW YORK**

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

**OHIO**

Any person who, with intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a false claim containing a false or deceptive statement is guilty of insurance fraud.

**OREGON**

Any person who knowingly and with intent to defraud or solicit another to defraud the insurer by submitting an application containing a false statement as to any material facts may be violating state law.

**UTAH**

Any person who knowingly presents false or fraudulent underwriting information, files or causes to be filed a false or fraudulent claim for disability compensation or medical benefits, or submits a false or fraudulent report or billing for health care fees or other professional services is guilty of a crime and may be subject to fines and confinement in state prison.