

**AUTOMOBILE QUESTIONNAIRE**

(Ed. 12/30/03)

Insured's Name \_\_\_\_\_ State \_\_\_\_\_

1. Please advise carrier information for current commercial automobile policy:

Carrier \_\_\_\_\_

Limit \_\_\_\_\_

Does owned auto policy provide hired and non-owned coverage? \_\_\_\_\_  
(Attach a copy of the declarations page)

If not, why? \_\_\_\_\_

2. Describe the circumstances for which you allow your employees (in-house staff as well as temporary employees) to drive their own vehicles.
3. Describe the circumstances for which you allow your employees to drive client vehicles while on assignment? What is the minimum acceptable limit for the client auto insurance policy? How often do you verify that your client has acceptable coverage?
4. Describe the transportation services you provide for your employees. If you hire employees for the express purpose of providing transportation of your staff to and from job sites, please describe the method by which you compensate those employees. How much do you charge for these transportation services?
5. Describe the services/methods used to verify the driving and auto insurance records of your employees. How often do you update your records regarding those employees, especially the ones who perform any driving on your behalf or on behalf of your client?
6. PLEASE PROVIDE YOUR TOTAL EMPLOYEE COUNT. (This number should include your in-house staff as well as the number of temporary employees.)

\_\_\_\_\_  
Owner or Officer - Insured

\_\_\_\_\_  
Retail Broker

Dated \_\_\_\_\_

Dated \_\_\_\_\_

NOTE: Hired and non-owned Auto does not apply to employee owned vehicles hired by the corporation.

\*\* This coverage is written with \$1,000,000 Combined Single Limit. The premium is flat and fully earned. The Hired & Non-Owned Auto Liability will carry the following deductibles: \$ 10,000 any one Property Damage Occurrence; \$ 25,000 any one Bodily Injury Occurrence; \$ 1,000 any one Occurrence In-house Staff only

\*\*\*This application must be FULLY completed, with ALL questions answered AND SIGNED by BOTH parties (if applicable) in order to be reviewed.