



DRIVING SCHOOL AUTO SUPPLEMENTAL QUESTIONNAIRE

COMPANY: _____ TODAY'S DATE: _____

For RLI to be able to competitively price and underwrite this account we will need the following information. Please make sure this information is attached to the supplemental application if not already submitted.

Name and title of individual responsible for the Fleet Safety Program? _____

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? _____

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

Year	# of Vehicles
2016	_____
2015	_____
2014	_____
2013	_____

Is there a formal, written Fleet Safety Program? (Include copy if available) _____

Does the fleet safe program include the following?

- a) Safety meetings that specifically address driving practices? _____
- b) MVRs ordered prior to hiring new drivers? _____
- c) MVRs ordered on all vehicle operators annually? _____
 - i. By whom? _____
- d) 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) _____
- e) Are MVRs ordered on all non-employee drivers who may use a company vehicle? _____
- f) A policy on personal use of company vehicles by employees? _____
 - i. How is the policy enforced? _____
 - b. Is there a company policy on underage drivers using company vehicles? _____
 - c. Are family members allowed to use the private passenger vehicles? _____
- g) Does management require that it approve all non-employee drivers? _____

- h) Does the agent or insured include non-employee operators on the drivers list? _____
- i) Is there a formal procedure in place for drivers to report accidents? _____
- j) Are mandatory drug tests required within in 24 hours of any accident? _____
- k) Is there a procedure for management to investigate accidents at the time of the loss? _____
- l) Are post accident reviews performed to identify problems? _____
- m) Are random drug and alcohol tests performed for all operators of company vehicles? _____

Does the company have a formal driver selection process? (Include a copy with submission if available) _____

If a formal driver selection process is in place, does it include the following?

- a. Reference checks including the previous two most recent employers? _____
- b. Physical exams as part of the hiring process? _____
- c. A driving test, using the vehicle that will be operated by the employee prior to employment? _____
- d. Is drug testing done before the offer of employment? _____
- e. Are criminal background checks done prior to any offer of employment? _____

Driver Information:

- a) Where required by the state, are all instructors licensed? _____
- b) Do the instructors have
 - 3. Certificate of Completion of Behind the Wheel Training? _____
 - 4. Certificate of Completion of Classroom Driver Education? _____
 - 5. Certificate of Enrollment in Driver Training? _____
 - 6. Any Other related training? _____
 - 7. Are all Instructors authorized to issue Student Licenses? _____
If not, explain. _____
- c) Does the driver perform a visual inspection of the assigned vehicle daily? _____
- d) Are records kept of any reported deficiencies and corrective actions taken? _____
- e) Are records kept for scheduled and unscheduled maintenance on vehicles? _____
- f) Do you have any full time vehicle maintenance personnel on staff? _____

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? _____
3. Does behind the wheel time include freeway driving? If so, how much? _____

4. Are all vehicles used for driver training equipped with dual controls? _____
5. Are there minimum age requirements for participants in the course? _____
If so, what is the requirement? _____

Hired and Non-owned Automobile

1. Estimated total number of employees (full-time, part-time and occasional) and independent contractors that use their own vehicles for company business. Example: sales, delivery, mail pickup, bank deposits.

2. How often and for what purpose do employees/ independent contractors use their own vehicles for company business? (i.e. - daily occasionally, never or NA)
 - a. Employees? _____
 - b. Individual independent contractors? _____
3. Total Number of individual independent contractors? _____
(i.e. 15 independents with an estimated 100 employees each, on average)
4. Does the company require all employees who use their own vehicles for company business to carry personal auto insurance? _____
5. What limits are required? _____
6. For those employees who use their own vehicles for company business, either full time or occasionally, does the company obtain certificates of insurance from the employees' automobile insurers? _____
7. Who maintains these records? _____
8. Is there a process or procedure in place that requires an employee to notify the company if their Personal Automobile Policy has lapsed or been cancelled? _____
9. Other than airport rentals, for what purpose are the hired/borrowed vehicles used?

 - a. Other than airport rentals, what is the average length of time these vehicles are hired/borrowed? _____
10. Other than airport rentals, what is the total estimated cost for all hired vehicles? _____
11. Who is providing primary automobile liability and automobile physical damage for the hired/borrowed vehicles? _____
(i.e. rental company, leasing firm, employee or insured)
12. Are their particular states in which you "normally" hire, rent or borrow vehicles?
 - a. If yes, please list.
