



Oil & Gas Automobile Supplemental Questionnaire

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Submissions: marketing@hiig.com

Applicant/Insured Name:

DRIVER SCREENING/HIRING PRACTICES

Is there a written driver safety program? If yes, please provide a copy

YES	NO

Does it address personal use of company vehicles?

Are MVR's checked prior to hiring?

Are MVR's reviewed annually on all employees?

Are physical exams done pre-hire?

Are drug & alcohol tests done pre-hire?

Are drug & alcohol tests randomly conducted on all employees?

Are drug & alcohol tests conducted post accident?

DRIVER/VEHICLE USAGE

Do non-management employees drive company vehicles?

Are non-management employees allowed to take company vehicles home?

Is personal use of company vehicles allowed?

YES	NO

Explain

Are family members allowed to drive company vehicles?

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Explain

Do any employees drive personal vehicles for company business?

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Explain

Are Certificates of Insurance obtained for such employee vehicles?

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What minimum liability limit is required?

\$

SAFETY/TRAINING

Is Defensive Driving training provided?

YES NO

Are drivers trained to drive the vehicles prior to use?

Is loading/unloading of delivered equipment performed?

Explain

Are employees allowed to assist customers load/unload equipment?

Explain

YES NO

Is there a cell phone use policy?

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Check the following policies that are requires:

Hands-free

No use while driving

Pull over to talk

No use in traffic

Other (Describe)

VEHICLE MAINTENANCE/EQUIPMENT

Who is accountable for monitoring the vehicle maintenance program, if one exists?

Who performs repairs and inspections?

YES NO

Are records maintained on each vehicle?

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Are regular pre-trip and post-trip inspections conducted?

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OPERATIONS

Is pre-trip planning of routes always done for oversized and over height loads?

YES NO

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Do drivers exceed a 50-mile radius on a frequent or regular basis?

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Percentage of time %

Is any hauling done for others?

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Commodity hauled:

Receipts: \$

YES NO

Are drivers paid by hour or trip/mileage/commission basis?

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Explain

Are hazardous materials hauled?

--	--

Explain

DRIVER ACCOUNTABILITY

YES NO

Are all accidents investigated?

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What post accident review actions are taken?

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Are driver performance criteria enforced?

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Do personal moving violations and accidents affect the employee's use of a company vehicle?

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Insured Signature / Date

Agent Signature/ Date