

Hired / Non-Owned Auto Questionnaire Notes & Important Information

The optional Hired & Non-Owned Auto Liability coverage you have applied for requires approval from the company. In order to request approval of this optional coverage we will need to have you complete and return the following HNOA Questionnaire.

Please return your completed HNOA Questionnaire at least 2 weeks prior to the event to allow for sufficient processing time.

Driver Information Needed:

(Please list this information in the blank provided on page 2 of the Questionnaire)

*First/Last Name
Date of Birth
Drivers License #
State Drivers License is issued in*

Driver Eligibility:

- *No drivers under the age of 25 or over the age of 70 are eligible.*
- *Any driver with any of the following in the past 3 years does not meet our underwriting criteria:*
 - *More than 3 moving violations in the past 3 years*
 - *More than 2 accidents in the past 3 years*
 - *More than one accident in any one year*
 - *Multiple speeding tickets, speeding over 80mph or 21mph over the posted speed limit*
- *Any driver with any of the following is unacceptable:*
 - *Operating a motor vehicle during a time of suspension or revocation*
 - *Operating a motor vehicle without a license*
 - *Driving under the influence of alcohol or drugs*
 - *Careless driving*
 - *Negligent homicide arising out of the use of a motor vehicle*
 - *Aggravated assault with a motor vehicle*
- *Only the drivers you provide on your Questionnaire will be considered for approval to operate a vehicle on behalf of your organization.*

Note – once we submit your completed HNOA Questionnaire to the company, they will run a Motor Vehicle Report (MVR) on each driver. We reserve the right to exclude drivers if the MVR comes back with a driving record that does not meet the underwriting criteria.

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Requirements: (**NEW FOR 2014)

- *You must have on file current proof of liability insurance for any vehicles that are being used for your benefit.*
- ****NEW FOR 2014:** *You are required to obtain a signed statement from each driver verifying that they carry limits of at least \$300,000 combined single limit of liability (or equivalent) on their personal auto policy. Please keep this signed statement on file with the current proof of liability insurance provided by each volunteer.*

In the event of a claim under the HNOA coverage you will be required to provide the proof of coverage that you had on file for the vehicle involved and the driver must be on your "approved" list that was provided with your Questionnaire.

- ****NEW FOR 2014:** *As a part of your Risk Management Plan for the event you should have a written policy on vehicle use consisting of items such as, but not limited to, the following:*
 - *Only employees/volunteers approved or authorized by the organization are permitted to drive any rented or employee/volunteer owned vehicle on the organization's behalf*
 - *While driving on behalf of the event, personal errands should be avoided*
 - *Review and specify the duties of the employee/volunteer when driving and providing transportation services on the organization's behalf*
 - *Inspection of vehicle by the driver prior to using the vehicle – report any problems to the event organizer*
 - *Procedure for reporting accidents to the organization*
 - *Confirm the employee/volunteer is capable and familiar with the vehicle which they have been assigned to drive (i.e. Does the person have previous experience driving a 15-passenger van or a large box truck? If not, it would be best to assign someone that is more familiar with a vehicle of that size.)*

Hired / Non-Owned Auto Questionnaire

10.15.14-10.15.15



McKay Insurance Agency, Inc.
PO BOX 151
106 East Main Street
Knoxville, IA 50138

**All questions must be fully and completely answered.
If there is not enough room in the space provided, a separate page may be attached.
Please mark "N/A" to any questions that do not apply to your operations.**

Date _____ Company / Applicant / Insured _____
Address _____
City _____ State _____ Zip _____
Phone _____ Mobile Phone _____ Fax _____
Email _____ Website _____

Hired / Non-Owned Automobile Liability Information

- Do you have a Business Auto Policy for owned autos? YES NO
If YES, STOP HERE: Please add or include Hired & Non-Owned Auto Liability on your Business Auto Policy.
If NO, Please complete the rest of the form
- Will employees or volunteers use their autos for company business? YES NO
If YES, it is required that \$300,000 liability is carried by all who use their own auto(s) for company business.
- Do you run motor vehicle reports on each employee? YES NO volunteers? YES NO
- Do you have a Driver Safety Program including MVR requirements? YES NO
- Number of Employees Driving for your event _____
- Number of Volunteers Driving for your event _____

***A Complete list of Employee and Volunteer Drivers will be required prior to binding coverage.
Please include: First/Last name, Driver License number, date of birth, and state licensed in.**

Only those drivers on this list will be approved to drive on your behalf.

7. Type and Number for employee or volunteer vehicles used at your event:

TYPE	NUMBER
Cars, Pick-ups, SUV's	_____
Motorcycles	_____
Vans	_____ Cargo _____ Under 15 Passenger _____ 15 Passenger and over

Other (Please describe) _____

Hired / Leased Vehicle Information

- What type of vehicles do you anticipate hiring or leasing for the event (trucks, cars, vans)
Please provide make, model & size of all units.
- What is the estimated cost to lease, hire or rent vehicles? _____
- What is the use of the leased or hired auto? Please explain: _____
- Does the leasing company provide a driver or do you use your own? Driver Provided Our Own Driver
- Do you purchase liability insurance from the leasing company? YES NO
- Does the vehicle owner(s) require you to provide primary insurance and to add them as Additional Insureds? YES NO
- Duration of rental? _____
- Whose name(s) are the vehicles being rented under? _____
- Do you purchase physical damage coverage from the rental company? YES NO

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Use this page for driver and vehicle list and any supporting information or information that wouldnt fit on first page.



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