## **Motor Fleet Factfinder**





Important: The information you give on this form is relevant to our assessment of the insurance risk (i) at new business quotation stage or (ii) on renewal.

Failure to provide complete and accurate answers may entitle us to vary or avoid any insurance cover subsequently issued.

Companies have a duty of care to ensure the safety of their employees and anyone else that may be affected by their activities. Aviva has a common aim with its fleet customers to reduce risk and subsequent claims numbers and costs. Our own research has shown that the lowest incident rates are achieved by companies with clear driving standards, including effective driver vetting and induction procedures.

Upon receipt of this form we may suggest some areas you should consider to ensure you have a systematic approach to managing occupational road risks.

For useful information on risk management visit www.aviva.co.uk/yourbusiness or call 0345 3 66 66 66\*.

\*Calls may be recorded and/or monitored Company Name **Company Website Address Policy Number** Renewal Date General 1 Please indicate the number of years you have been in operation. Please indicate the number and type of vehicles you operate and their licencing arrangements where applicable, (e.g. "Plated"/"Unplated" Private Hire, London Taxi, Hackney Carriage): Licence Type Vehicle Type No. Held Since **Issuing Authority** Typical Annual Mileage London Taxis Saloon/Estate Cars People Carriers/MPVs Minibuses Funeral Cars/Hearses Limousines (non-US) Limousines (US) Others (please specify) YES NO (c) Are any vehicles valued over £100,000? If YES please give details (registration number & value). (d) Please advise the maximum number and value of vehicles that could be at one location (either garaged or in a car park or compound) number value (e) Are all vehicles owned or leased to you/the company? If NO please give details of the vehicles, their owners and their relationship to you/the company

(f)	Do you hire in temporary additional vehicles?		YES	NO
	If YES:			
	(i) Please advise the number of days of temporary hire for the	last 12 months		
	(ii) Please estimate the number of days of temporary vehicles	likely for the next 12 months		
	Please Note: failing to notify us of all temporary changes of	vehicle could invalidate a claim		
(g)	Have you made any changes to the vehicle fleet or your opera (e.g. changes to the type of vehicles, extended replacement p vehicle numbers, risk management procedures etc)		YES	NO
	If YES please give details.			
(h)	Do you intend, or have you planned to introduce any changes (e.g. reduction in the number of vehicles, extended replacement type of vehicles, changes to your risk management measures	ent periods, change to the	YES	NO
	If YES please give details.			
(i)	Approximately what percentage of your fleet vehicles are:			
	(i) Under 5 years old.			%
	(ii) Over 5 years old.			%
(j)	Are all vehicles owned by yourself?		YES	NO
	If NO please give full details of ownership of all vehicles.			
2	Driver Management			
(a)	Please indicate the level of turnover of driving staff during the	e past 12 months:		%
(b)	Approximately what percentage of your drivers are:			
	(i) 20 or under			%
	(ii) 21 to 24			%
	(iii) 25 to 29.			%
	(iv) 30 to 60.			%
	(v) Over 60.			%
(c)	Do you use temporary, casual or part-time drivers?		YES	NO
	If YES please give details Including number of part time & full	time drivers		
(d)	For all new employees who will drive on business, do you:			
(4)	(i) Have a completed application form? If YES please provide	de a conv	YES	NO
	(ii) Ask for and follow up on references?	ac a copy.		
	(iii) Take a copy of their driving licence?		YES	NO
			YES	NO
	(IV) () Intain details of previous motoring accidents or convict	tions?	VEC	
	(iv) Obtain details of previous motoring accidents or convict  (v) Assess their driving ability?	tions?	YES VES	NO _
	(v) Assess their driving ability?	tions?	YES YES	
(۵)	(v) Assess their driving ability?  If YES please indicate who carries this out	tions?		NO _
(e) (f)	(v) Assess their driving ability?			NO _

10 Table copies of their driving licences?   YES	(g)	Do you allow non-employees to drive your vehicles?	YES	NO
(ii) Obtain details of previous motioning secidents or convictions?  (iii) Are any non employees aged under 25?  If YES please provide their names, ages, the whicles they drive and their readings to youthout company  (b) Do you restrict who may drive high performance or high value cars?  If YES please provide details of (iii) and it estrations apply (e.g. exclude crivers under the Park 1975)  (iii) Please provide details of (iii) any convictions on the past of any drivers not already reported to us.  (iii) any convictions or charges (but not yet tried) in respect of any criminal offence (excluding motoring offences) other than where spend under the Rehabilitantian of Offenders Act as amended by the Legil Act, Sentencing and Purishment of Offender Act 2010 on the part of your resurd or recurr Directors or Partners Involved with the business or any person who to your knowledge will drive under this mouseance.  (ii) any convictions on the past of any criminal offence (excluding motoring offences) other than where spend under the Rehabilitantian of Offenders Act as amended by the Legil Act, Sentencing and Purishment of Offenders Act 2010 on the part of your results of the Rehabilitantian of Offenders Act as amended by the Legil Act, Sentencing and Purishment of Offenders Act 2010 on the part of your results of the Rehabilitantian of Offenders Act as amended by the Legil Act, Sentencing and Purishment of Offenders Act 2010 on the part of your results of the United Sentences of the Legil Act, Sentencing and Purishment of Offenders Act 2010 on the part of your results of the United Sentences of the Legil Act, Sentencing and Purishment of the United Sentences of the Legil Act, Sentencing and Purishment of Offenders Act 2010 on the Legil Act, Sentencing and Purishment of Offenders Act 2010 on the Legil Act, Sentencing and Purishment of Offenders Act 2010 on the Legil Act, Sentencing and Purishment of Offenders Act 2010 on the Legil Act, Sentencing and Purishment of Offenders Act 2010 on the Legil Act, Sentencing and Pur			YES	NO NO
(iii) Are any non-employees aged under 23?   YES				NO NO
If YES please provide their names, ages, the vehicles they drive and their relationship to you. Whe company is the performance or high value cars?  If YES please indicate what restrictions deply (e.g. excited dinces under 25)?  If YES please indicate what restrictions deply (e.g. excited dinces under 25)?  If YES please give details of the part of any drivers not already reported to us  If YES please give details of the second of the part of any drivers not already reported to us  If YES please give details of the second of the part of any drivers not already reported to us  If YES please give details of the second of the part of any drivers not already reported to us  If YES please give details of what to do in an accident? If YES please provide a copy of the second of the second of the part of the				
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(i) Thatcham-approved alarms/immobilisers. No. of vehicles fitted:	(b)	Do you fit security devices (other than manufacturers standard system)?		
	(-1		nicles fitted:	
			nicles fitted:	
(iii) Remote tracking devices. No. of vehicles fitted:			nicles fitted:	
(iv) Telematics systems. No. of vehicles fitted:			nicles fitted:	
Please indicate which systems you install.		Please indicate which systems you install.	_	

	Please advise the date the systems were installed.		
(c)	When not in use, are all your vehicles kept in a locked garage, or in a compound surrounded by a secure perimeter wall or fence?	YES	NO NO
	If NO please give details.	IL3	110
4	Operations		
(a)	State postcode of town or locality where vehicles are licensed to operate.		
(b)	Do your vehicles operate overseas?	YES	NO NO
	Can you estimate the number of vehicle days per annum:  Within EU		
	Outside EU		
(c)	Do you operate any dedicated airport/airline or hotel car service?	YES	NO NO
, ,	If YES please provide full details including nature of operations, airport, airline, hotel etc.	123	110
(-1)			
(d)	Do you have any contracts or features of your operation which entail the regular carriage of US or Canadian citizens?	YES	NO
	If YES please provide full details.		
(e)	Do you have contracts which involve the regular carriage of 'VIPs' (diplomats, business executives, members of the entertainment industry, professional sportspersons, models etc)?	YES	NO
	If YES		
	(i) please give details.		
	<ul><li>(i) please give details.</li><li>(ii) can you estimate the percentage of your turnover involved in this work.</li></ul>		%
(f)		YES	% NO
(f)	(ii) can you estimate the percentage of your turnover involved in this work.  Are any of your vehicles used for carriage of goods for hire and reward	YES	
(f)	(ii) can you estimate the percentage of your turnover involved in this work.  Are any of your vehicles used for carriage of goods for hire and reward (e.g. parcel delivery or courier work)?	YES	
(f)	(ii) can you estimate the percentage of your turnover involved in this work.  Are any of your vehicles used for carriage of goods for hire and reward (e.g. parcel delivery or courier work)?  If YES please give details including vehicle type and nature of operations.	YES	
(f) (g)	(ii) can you estimate the percentage of your turnover involved in this work.  Are any of your vehicles used for carriage of goods for hire and reward (e.g. parcel delivery or courier work)?	YES	
	(ii) can you estimate the percentage of your turnover involved in this work.  Are any of your vehicles used for carriage of goods for hire and reward (e.g. parcel delivery or courier work)?  If YES please give details including vehicle type and nature of operations.	YES YES	
	(ii) can you estimate the percentage of your turnover involved in this work.  Are any of your vehicles used for carriage of goods for hire and reward (e.g. parcel delivery or courier work)?  If YES please give details including vehicle type and nature of operations.  Are any of your vehicles used solely for:		NO
	(ii) can you estimate the percentage of your turnover involved in this work.  Are any of your vehicles used for carriage of goods for hire and reward (e.g. parcel delivery or courier work)?  If YES please give details including vehicle type and nature of operations.  Are any of your vehicles used solely for:  (i) Wedding hire.		NO
	(ii) can you estimate the percentage of your turnover involved in this work.  Are any of your vehicles used for carriage of goods for hire and reward (e.g. parcel delivery or courier work)?  If YES please give details including vehicle type and nature of operations.  Are any of your vehicles used solely for:  (i) Wedding hire.  If YES please give details.	YES	NO NO
(g)	(ii) can you estimate the percentage of your turnover involved in this work.  Are any of your vehicles used for carriage of goods for hire and reward (e.g. parcel delivery or courier work)?  If YES please give details including vehicle type and nature of operations.  Are any of your vehicles used solely for:  (i) Wedding hire.  If YES please give details.  (ii) Conveyance of passengers to/from hospital.  If YES please give details.	YES	NO NO
(g)	(ii) can you estimate the percentage of your turnover involved in this work.  Are any of your vehicles used for carriage of goods for hire and reward (e.g. parcel delivery or courier work)?  If YES please give details including vehicle type and nature of operations.  Are any of your vehicles used solely for:  (i) Wedding hire.  If YES please give details.  (ii) Conveyance of passengers to/from hospital.  If YES please give details.  Driver Training	YES YES	NO NO NO
(g)	(ii) can you estimate the percentage of your turnover involved in this work.  Are any of your vehicles used for carriage of goods for hire and reward (e.g. parcel delivery or courier work)?  If YES please give details including vehicle type and nature of operations.  Are any of your vehicles used solely for:  (i) Wedding hire.  If YES please give details.  (ii) Conveyance of passengers to/from hospital.  If YES please give details.  Driver Training  Are you currently involved in a driver training programme?	YES	NO NO
(g)	(ii) can you estimate the percentage of your turnover involved in this work.  Are any of your vehicles used for carriage of goods for hire and reward (e.g. parcel delivery or courier work)?  If YES please give details including vehicle type and nature of operations.  Are any of your vehicles used solely for:  (i) Wedding hire.  If YES please give details.  (ii) Conveyance of passengers to/from hospital.  If YES please give details.  Driver Training  Are you currently involved in a driver training programme?  If YES which driver training organisation do you use?	YES YES	NO NO NO
(g)	(ii) can you estimate the percentage of your turnover involved in this work.  Are any of your vehicles used for carriage of goods for hire and reward (e.g. parcel delivery or courier work)?  If YES please give details including vehicle type and nature of operations.  Are any of your vehicles used solely for:  (i) Wedding hire.  If YES please give details.  (ii) Conveyance of passengers to/from hospital.  If YES please give details.  Driver Training  Are you currently involved in a driver training programme?	YES YES	NO NO NO
(g)	(ii) can you estimate the percentage of your turnover involved in this work.  Are any of your vehicles used for carriage of goods for hire and reward (e.g. parcel delivery or courier work)?  If YES please give details including vehicle type and nature of operations.  Are any of your vehicles used solely for:  (i) Wedding hire.  If YES please give details.  (ii) Conveyance of passengers to/from hospital.  If YES please give details.  Driver Training  Are you currently involved in a driver training programme?  If YES which driver training organisation do you use?	YES YES	NO NO NO
(g)	(ii) can you estimate the percentage of your turnover involved in this work.  Are any of your vehicles used for carriage of goods for hire and reward (e.g. parcel delivery or courier work)?  If YES please give details including vehicle type and nature of operations.  Are any of your vehicles used solely for:  (i) Wedding hire.  If YES please give details.  (ii) Conveyance of passengers to/from hospital.  If YES please give details.  Driver Training  Are you currently involved in a driver training programme?  If YES which driver training organisation do you use?	YES YES	NO NO NO
(g)	(ii) can you estimate the percentage of your turnover involved in this work.  Are any of your vehicles used for carriage of goods for hire and reward (e.g., parcel delivery or courier work)?  If YES please give details including vehicle type and nature of operations.  Are any of your vehicles used solely for:  (i) Wedding hire.  If YES please give details.  (ii) Conveyance of passengers to/from hospital.  If YES please give details.  Driver Training  Are you currently involved in a driver training programme?  If YES which driver training organisation do you use?  Please give brief details of the programme	YES YES	NO NO NO
(g)	(ii) can you estimate the percentage of your turnover involved in this work.  Are any of your vehicles used for carriage of goods for hire and reward (e.g. parcel delivery or courier work)?  If YES please give details including vehicle type and nature of operations.  Are any of your vehicles used solely for:  (i) Wedding hire.  If YES please give details.  (ii) Conveyance of passengers to/from hospital.  If YES please give details.  Driver Training  Are you currently involved in a driver training programme?  If YES which driver training organisation do you use?  Please give brief details of the programme  How many drivers have undertaken training during the last:	YES YES	NO NO NO

(a)	Do you use the services of an independent Accident Management Company?	YES	NO		
	If YES please give the name of the company and the date the service commenced:				
(b)	Aviva can assist you with your risk management programme by providing claims information and accider analyse your Fleet accident record and offering practical advice and access to risk management solutions				
	Would you be interested in further details?	YES	NO		
Dec	claration				
I/We declare that the information given is, to the best of my/our knowledge and belief correct and complete. If the risk is accepted I/we undertake to pay the premium when called upon to do so. I/We understand that my/our information may also be disclosed to regulatory bodies for the purposes of monitoring and/or enforcing the insurer's compliance with any regulatory rules/codes.					
Si	gnature Name				
Po	osition	Date	dd/mm/yy		

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**Additional Information**