

FRANCHISED VEHICLE DEALER APPLICATION – WORKERS’ COMPENSATION

CLIENT INFORMATION

Named Insured:
Address:
Phone #:
Tax ID No (FEIN):
Years in business:
Website:

DEALERSHIP CONTACT INFORMATION

Key Contact:	Title:
Phone #:	Email:
Contact:	Title:
Phone #:	Email:

EFFECTIVE DATE: _____

PAYROLL INFORMATION

CLASS CODE	PROPOSED PAYROLLS PER CLASS CODE	HISTORICAL PAYROLLS	
8391-A Automotive	\$	Expiring	\$
8391-B Automotive	\$	1 Year Prior	\$
8748 Sales	\$	2 Years Prior	\$
8810 Clerical	\$	3 Years Prior	\$
	\$	4 Years Prior	\$

Ownership

NAME	TITLE	OWNERSHIP %	DUTY	INC/EX

SAFETY

- Do you have a written Safety Program? Yes No
- Do you have a designated Safety Director? Yes No
- Do you have regularly scheduled Safety Meetings? Yes No
- Does management compensation include a safety results component? Yes No
- Do you conduct Formal Accident investigations? Yes No
- Does the company provide Personal Protective Equipment? Yes No
- Are hazardous and flammable materials stored in CAL/OSHA Approved Cabinets? Yes No
- Are operation manuals and training for auto lifts provided? Yes No

Who has chief responsibility for safety?

How often do you conduct safety meetings?

DRIVER PROCEDURES AND PRACTICES

- Are motor vehicle reports ordered and reviewed on an annual basis? Yes No
- Is the insured enrolled in a "Pull Program"? (CA only) Yes No
- Is there any delivery exposure? Yes No
- If so, radius of operations:
 < 50mi. 50-100 mi. <100 mi.
- Are company owned vehicles taken home? Yes No
- Are company owned vehicles serviced in-house? Yes No
- Are towing services provided? Yes No

Number of shuttle vans:

Number of parts trucks:

Number of demo vehicles:

Number of commercial Motor Vehicles:

HIRING CONTROLS AND PRACTICES

- Does the company provide Medical Benefits? Yes No
- Are written disciplinary procedures established and explained? Yes No
- Are potential candidates drug tested prior to employment offer? Yes No
- Is there post accident drug testing? Yes No
- Are all employment references checked? Yes No
- Does the company provide safety orientation and/or training? Yes No
- Are emergency evacuation procedures in place? Yes No
- Unassisted lifting exposures:
 Little or None 20 or fewer lbs. 20 to 50 lbs Over 50 lbs.
- Employment interviews conducted by:
 Personnel Dept. Managers Supervisors Upper Management

% Funded by Employer:

CLAIMS

- Are Carrier "Loss Runs" (5 Years 90 Days Currently Valued) attached? Yes No
- (Please Attach Details on Each Claim Exceeding \$100,000)
 Please explain any claims – paid or reserved – over \$100,000 and all open reserves.

SIGNATURES

 Producer

 Client Signature

 Brokerage

 Date

AUTO DEALERSHIP CLASS CODES

Please note: Class Code 8391 has been divided into 2 class codes; 8391A and 8391B. Payroll must differentiate and report the specified class code on the Acord Application, as noted below.

8391A: All employees, including parts delivery drivers. Do NOT include sales persons, clerical and those classified under code 8391B.

8391B: Body Shop Estimators, Service Writers and Accessory or Spare Parts Sales personnel. Also included are; Parts Counterpersons, Parts Managers, and Parts Warehouse personnel. The Body Shop Manager and Service Manager may only be included if they do NOT perform auto repair duties – otherwise, they should be classified in 8391A.

8748: Auto Salespersons

8810: Clerical