



multi vehicle

up to five vehicles

fact find



SCHEMES



Hire Car Fact Find

Please complete all sections and where necessary provide additional information on a separate sheet.

Insured _____ Policy No. _____ Renewal Date _____

Insured/Principal Date of Birth _____ Website Address _____

1. General Information

1.1 When was the company established? _____

1.2 Who are the owners of the business? _____

1.3 How many vehicles do you own? _____ Operate? _____

1.4 In which town/city do you predominately operate? _____

Base Details and Address _____

1.5 Do you undertake specific contracts for any of the following organisations? YES NO

Local Health Authority Local Education Authority Social Services Courier/Parcel Delivery

Celebrities Sports Personalities US & Canadian Citizens Other

Please provide full details _____

1.6 Do you operate any dedicated airport/airline or hotel car service? YES NO

If 'yes', please provide full details including nature of operations and especially whether any air-side work is undertaken

1.7 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 NO

1.8 Are all vehicles to be insured under the policy owned by the policyholder? If 'no', please give details. YES NO

1.9 Are there any owner drivers incorporated within the fleet? If 'yes', please give details. YES NO

1.10 What is the procedure for reporting claims and who is responsible? _____

How is this communicated to the drivers? _____

1.11 Have all events, likely to lead to a claim, in the last 12 months been reported? any new driver access to your vehicles? YES NO

If 'No' please provide full details on a separate page and report the claim on 0800 023 4032

2. Driver Information

2.1 Do you undertake a driver assessment, including road use and awareness, prior to allowing YES NO

If 'yes', please provide details.

2.2 Do you operate a penalty/incentive scheme to encourage accident-free driving? YES NO

How long has this been in operation? _____

Please provide details _____

2.3 Do you obtain initially, and update annually, a copy of each driver's badge and licence? YES NO

2.4 Have any of the drivers, declared under this policy, been convicted of any motoring offences within the last 12 months. *If 'yes', please provide copy licence with this form.* YES NO

2.5 Do you employ non-UK drivers? *If 'yes', please give details of the nationality of the drivers & the percentage of drivers from each country* YES NO

2.6 In respect of all new drivers, do you:-

- Obtain previous driving history, including accidents? YES NO
- Check their employment history? YES NO
- Request references and follow these up? YES NO

2.7 Are there any risk management or driver training initiatives undertaken or planned? *If 'yes', please provide details.* YES NO

2.8 Do you have a dress code policy? *If so, what is it?* YES NO

2.9 Are vehicles shared between drivers? *If so, what procedures are in place for changeover?* YES NO

2.10 Is there a Code of Practice provided to all your drivers which may include a Driver Handbook and/or general rules? *(If so, please provide a copy).* YES NO

3. Vehicles

3.1 How often are your vehicles inspected/checked for faults?
 Daily Every 3-4 days Weekly Monthly Other

Who carries out this duty? _____

3.2 How often are your vehicles serviced?
 Monthly Quarterly 6 Monthly Annually Other

Who carries out this duty? _____

3.3 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? *If 'no', please give details* YES NO

3.4 Provide details of any alarms, immobilisers or tracking devices that have been fitted to your vehicles.

3.5 Can you indicate average annual mileage of each vehicle? Cars _____ Minibuses _____

3.6 What method of communication is used within each vehicle?
 Two way radio Mobile phone Datahead None Other

3.7 Is telematics equipment installed in any of your vehicles? *If 'yes', please provide details.* YES NO

3.8 Is CCTV equipment installed in any of your vehicles? *If 'yes', please provide details.* YES NO

4. Minibuses

Please complete this section if there are any minibuses to be covered under the policy

4.1 Please give details of your business and the purpose for which your minibuses are used

4.2 Do you carry out any stage carriage work? *If 'yes' please give details* YES NO

4.3 Do you hold a PSV operators licence? YES NO
If 'yes' please indicate the type of licence held and the number of vehicles on each licence

4.4 Do you hold a Section 19 or Section 22 permit? YES NO
If 'yes', please give the permit number _____

4.5 Please provide details of any operator licence offences you have incurred (*eg. maintenance, vehicle tachograph etc.*)

4.6 Have you carried out a risk assessment of the management of your minibus service? YES NO
If 'yes', please give details

4.7 If your operation involves the carriage of schoolchildren do you have an escort on journeys? YES NO
If 'yes', please give details

4.8 Have any seat belts been fitted retrospectively? *If 'yes' please indicate when and by whom* YES NO

4.9 How does the driver ensure passengers wear seat belts at all times?

4.10 Are any of your minibuses converted for wheelchair access? YES NO
If 'yes' please give details of the vehicles and modifications carried out

Also detail what training has been given to drivers (e.g. loading, unloading, securing etc.)

4.11 Are all your minibuses equipped with fire extinguishers and first aid boxes? YES NO

4.12 What arrangements are there for the carriage of luggage, (e.g. carried internally, on roof rack, towing)



029 20 30 10 30 • www.tfpschemes.co.uk

TFP Schemes, 40, Cathedral Road, Cardiff CF11 9LL

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Registered Office: Rossington's Business Park, West Carr Road, Retford, Nottinghamshire, DN22 7SW

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