



STATES SELF-INSURERS RISK RETENTION GROUP, INC.

**APPLICATION SUPPLEMENT FOR:
15 PASSENGER VAN OPERATIONS**

ATTACHES TO THE APPLICATION FOR: _____
NAME OF APPLICANT _____
DATED

Please answer ALL questions, entering "none" or "not applicable" (N/A), where appropriate.

PLEASE PRINT OR TYPE ALL RESPONSES

1. Are formal operations policies and procedures in place for all 15 passenger van operations? YES NO

2. If YES, please indicate whether the following are included in the policies/procedures:

a. Has entity management reviewed and approved the operations policies and procedures? YES NO

b. Does the entity have a requirement that only qualified drivers (minimum age of 21) can operate these units? YES NO

(Qualification includes special training on the operation of 15 passenger, high profile vehicles and accompanying adequate experience. It is recommended that, as a minimum, the driver has previously operated 15 passenger vans for six months. Training includes specific attention of the driver to proper 15 passenger van loading requirements for passengers and cargo so that loads are placed low and to the rearmost of the vehicle to the extent possible.)

c. Does the entity have a requirement that drivers provide an "Acceptable" Motor Vehicle Report (MVR), based on a predetermined points-based evaluation system, which is reviewed on at least an annual basis? YES NO

It is recommended that the following minimum standards are observed in evaluating MVRs:

- *At least 65% of all MVRs are "clear;"*
- *No MVRs show a major conviction (definitions follow)*
- *No new drivers are hired with a "borderline" or "poor" rated MVR.*

To assist you in evaluating individual MVRs, the following table and associated definitions have been developed as a guide:

NUMBER OF VIOLATIONS	NUMBER OF AT-FAULT ACCIDENTS (Last 3 Years)			
	0	1	2	3
0	CLEAR	ACCEPTABLE	BORDERLINE	POOR
1	ACCEPTABLE	ACCEPTABLE	BORDERLINE	POOR
2	ACCEPTABLE	BORDERLINE	POOR	POOR
3	BORDERLINE	POOR	POOR	POOR
4	POOR	POOR	POOR	POOR

Definitions:

- **Acceptable MVR:** No more than two (2) minor violations; OR one (1) at-fault accident in the last three years; OR no more than a combination of one (1) minor violation and one (1) at-fault accident in the last 3 years.
- **Borderline MVR:** Three (3) minor violations; OR two (2) at-fault accidents in the last 3 years; OR any combination of minor violations and at-fault accidents in the last 3 years totaling three (3) occurrences.
- **Poor MVR:** One (1) or more major convictions in the last 5 years; OR four (4) or more minor violations; OR three (3) or more at-fault accident in the last 3 years; OR any combination of minor violations and at-fault accidents totaling four (4) or more occurrences.
- **At-fault accident:** Any accident where the driver is cited with a violation or negligently contributes to the incident or any single vehicle accident where the cause is not equipment related.

Major Violations:

- Driving under the influence of alcohol and/or drugs.
- Failure to stop and/or report an accident.
- Reckless driving or driving in a speeding contest.
- Driving while impaired.
- Making a false accident report.
- Homicide, manslaughter or assault arising out of the use of a vehicle.
- Driving while license is suspended or revoked.
- Careless driving.
- Attempting to elude a law enforcement officer.

Minor Violations include any moving violation other than a Major Violation except:

- Motor vehicle equipment, load or size requirement violations.
- Improper display or failure to display license plate(s).
- Failure to sign and/or display vehicle registration.
- Failure to have valid driver's license in possession.

3. Does the entity prohibit "overloading" of 15 passenger vans, to include no rooftop loading of cargo, no towing of trailers and limitation of passenger/cargo loading levels to keep loads as low and light as possible?
YES NO
4. Does the entity require that 15 passenger tire pressures are checked at least weekly and are set to manufacturer's specifications? YES NO
5. Does the entity require all 15 passenger occupants to wear seat belts and use appropriate child restraints, where applicable? YES NO
6. Does the entity require 15 passenger driver training to include training on the impact of speed and road conditions on van operational characteristics? YES NO
7. Does the entity follow a records retention policy to retain records/documentation on the items included above?
YES NO

PLEASE ATTACH THIS APPLICATION SUPPLEMENT TO THE PRIMARY APPLICATION AND SUBMIT IT ACCORDING TO THE INSTRUCTIONS ON THE PRIMARY APPLICATION FORM.

Thank you!

