



|   |                                  |  |  |
|---|----------------------------------|--|--|
| Named Insured:  |                                  | Web Address:   |  |
| Insured's FEIN:   |                                  |  |  |
| <b>CONTACT NAME</b>   |                                  | <b>PHONE NUMBER</b>  |  |
| Inspections:  |                                  |  |  |
| Premium Audit:  |                                  |  |  |
| Claims:   |                                  |  |  |
| <b>Prior Payroll and Premium Information</b>  |                                  |  |  |
|   | <b>Total Annual Payroll</b>      | <b>Premium \$</b>  |  |
| Current Year:   |                                  |  |  |
| Prior Year:   |                                  |  |  |
| Prior Year:   |                                  |  |  |
| Prior Year:   |                                  |  |  |
| Prior Year:   |                                  |  |  |
| <b>OPERATIONS AND BENEFITS</b>  |                                  |  |  |
| Broker controlled account? <input type="checkbox"/> Yes <input type="checkbox"/> No   |                                  |  |  |
| Are you a member of the Chamber of Commerce? <input type="checkbox"/> Yes <input type="checkbox"/> No   |                                  | If yes, provide county and membership number:  |  |
| Please provide a detailed description of the operation:   |                                  |  |  |
|   |                                  |  |  |
| Years in business?  |                                  | Hours of operation:  |  |
| No. of shifts:_____ Does the applicant allow employees to work more than three consecutive 12-hour shifts? <input type="checkbox"/> Yes <input type="checkbox"/> No   |                                  |  |  |
| Is there a driving or delivery exposure? <input type="checkbox"/> Yes <input type="checkbox"/> No   |                                  | Radius of operations/travel: <input type="checkbox"/> <10 miles <input type="checkbox"/> 11-50 <input type="checkbox"/> 50-100 <input type="checkbox"/> 100+ |  |
| If yes, what is the frequency? <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Other:   |                                  | Any group transportation of employees? <input type="checkbox"/> Yes <input type="checkbox"/> No  |  |
| Is a PUC/DMV filing required? <input type="checkbox"/> PUC <input type="checkbox"/> DMV <input type="checkbox"/> N/A  |                                  | If yes, how provided? <input type="checkbox"/> Car <input type="checkbox"/> Truck <input type="checkbox"/> Van <input type="checkbox"/> Bus                  |  |
| Are vehicles company owned? <input type="checkbox"/> Yes <input type="checkbox"/> No  |                                  | No. of employees transported per vehicle   |  |
| If yes, types of vehicles:  |                                  | No. of vehicles used to transport:   |  |
| If yes, are vehicles taken home: <input type="checkbox"/> Yes <input type="checkbox"/> No   |                                  | Frequency: <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly   |  |
| No. of vehicles:  | No. of drivers:                  | Is insured enrolled in DMV Pull program? <input type="checkbox"/> Yes <input type="checkbox"/> No  |  |
| Vehicle/fleet maintenance program? <input type="checkbox"/> Yes <input type="checkbox"/> No   |                                  | Are driver acceptability standards in place? <input type="checkbox"/> Yes <input type="checkbox"/> No  |  |
| If yes, who does the servicing?   |                                  | If yes, provide details:   |  |
| Outside vendor: <input type="checkbox"/>  |                                  |  |  |
| In-house mechanics: <input type="checkbox"/>  |                                  |  |  |
| Other: <input type="checkbox"/>   |                                  |  |  |
| Does insured have and enforce the following policies for drivers:   |                                  |  |  |
| Alcohol/drug use: <input type="checkbox"/> Yes <input type="checkbox"/> No      Seat belt use: <input type="checkbox"/> Yes <input type="checkbox"/> No      Distracted driving: <input type="checkbox"/> Yes <input type="checkbox"/> No |                                  |  |  |
| Any work-related injuries as a result of a prior motor vehicle accident within the past four years? <input type="checkbox"/> Yes <input type="checkbox"/> No  |                                  |  |  |
| If yes, please provide details, including fault of accident and if subrogation was pursued:   |                                  |  |  |
|   |                                  |  |  |
| Do employees use personal vehicles for company business? <input type="checkbox"/> Yes <input type="checkbox"/> No   |                                  |  |  |
| Any out-of-state, international or overnight (within state) travel?<br><input type="checkbox"/> Yes <input type="checkbox"/> No   |                                  | Do any employees work from home? <input type="checkbox"/> Yes <input type="checkbox"/> No  |  |
| If yes, please provide details:   |                                  | No. of employees who live/work out of state: _____Live _____Work   |  |
| Why/purpose?  |                                  |  |  |
| Who will travel?  | Where?                           | Duration?  | Frequency?   |
| No. of employees: (verify no. is consistent w/ no. on ACORD application)  | Full                             | Part   | Seasonal   |
| No. of employees per location:  | 1.                               | 2.   | 3.   |
|   |                                  |  | 4.   |
| Use a separate page if needed.  |                                  |  |  |
| No. of W-2s issued: Last Year: _____ Previous Year: _____   |                                  | Paid sick leave? <input type="checkbox"/> Yes <input type="checkbox"/> No  |  |
| Paid vacation? <input type="checkbox"/> Yes <input type="checkbox"/> No   |                                  |  |  |
| How are employees paid:   | Hourly: <input type="checkbox"/> | Piece rate: <input type="checkbox"/>   | Commission: <input type="checkbox"/> Flat Salary: <input type="checkbox"/> Other: <input type="checkbox"/> |
| Any day laborers or temporary/employee leasing? <input type="checkbox"/> Yes <input type="checkbox"/> No  |                                  | If yes, please provide details on separate page.   |  |

|   |   |   |
|---|---|---|
| % of union employees:   | % of non-union:   | Actual avg. hourly wage for employees in governing class: \$_____ |
| Retirement/pension plan? <input type="checkbox"/> Yes <input type="checkbox"/> No   | Does employer contribute? <input type="checkbox"/> Yes <input type="checkbox"/> No  |   |
| Group medical provided? <input type="checkbox"/> Yes <input type="checkbox"/> No  | If group medical is provided, who is the healthcare provider?   |   |
| % of employees enrolled:  | % paid by employer:   |   |
| Do you use a specific medical provider to treat injured employees? <input type="checkbox"/> Yes <input type="checkbox"/> No   |   |   |
| Are you currently participating in a MPN (Medical Provider Network)? <input type="checkbox"/> Yes <input type="checkbox"/> No   |   |   |
| If yes, please provide the name of current MPN:   |   |   |
| CPR training provided? <input type="checkbox"/> Yes <input type="checkbox"/> No   | RTW program? <input type="checkbox"/> Yes <input type="checkbox"/> No   |   |
| No. of employees certified?   | Does it include salary continuation? <input type="checkbox"/> Yes <input type="checkbox"/> No   |   |
| Has the ownership of the applicable entity changed within the past five years? <input type="checkbox"/> Yes <input type="checkbox"/> No   |   |   |
| If yes, please provide details:   |   |   |
| <b>HIRING PRACTICES - EMPLOYEE SELECTION - CLAIMS</b>   |   |   |
| Written application? <input type="checkbox"/> Yes <input type="checkbox"/> No   | Pre-hire drug testing? <input type="checkbox"/> Yes <input type="checkbox"/> No   |   |
| Reference checks? <input type="checkbox"/> Yes <input type="checkbox"/> No  | Post-accident drug testing? <input type="checkbox"/> Yes <input type="checkbox"/> No  |   |
| Pre/post employment physicals? <input type="checkbox"/> Yes <input type="checkbox"/> No   | MVR checks? <input type="checkbox"/> Yes <input type="checkbox"/> No  |   |
| Orthopedic back testing? <input type="checkbox"/> Yes <input type="checkbox"/> No   | Audio hearing tests? <input type="checkbox"/> Yes <input type="checkbox"/> No   |   |
| Formal job descriptions on file? <input type="checkbox"/> Yes <input type="checkbox"/> No   | Do you have a formal written accident report? <input type="checkbox"/> Yes <input type="checkbox"/> No  |   |
| Are personnel files documented for pre-existing injuries? <input type="checkbox"/> Yes <input type="checkbox"/> No  | Are there set procedures for reporting claims? <input type="checkbox"/> Yes <input type="checkbox"/> No   |   |
| Average claim reporting time frame:   | Any interchange of labor? <input type="checkbox"/> Yes <input type="checkbox"/> No  |   |
| Is job specific training provided? <input type="checkbox"/> Yes <input type="checkbox"/> No   | If yes, please explain: <input type="checkbox"/> Another business <input type="checkbox"/> Subsidiary<br><input type="checkbox"/> Between departments <input type="checkbox"/> Other: |   |
| Employee Orientation Program? <input type="checkbox"/> Yes <input type="checkbox"/> No  | If yes, is the orientation: <input type="checkbox"/> Verbal only? <input type="checkbox"/> Verbal and Documented?   |   |
| Employee to Supervisor ratio: <input type="checkbox"/> Better than 4-1 <input type="checkbox"/> 5-1 <input type="checkbox"/> 6-1 <input type="checkbox"/> 7-1 <input type="checkbox"/> >7-1 |   |   |
| Subcontractors used? <input type="checkbox"/> Yes <input type="checkbox"/> No   | If yes, for what purpose?   |   |
| If yes, are certificates of insurance obtained and kept on file? <input type="checkbox"/> Yes <input type="checkbox"/> No   |   |   |
| Independent contractors used? <input type="checkbox"/> Yes <input type="checkbox"/> No  | If yes, for what purpose?   |   |
| If yes, how are they paid? <input type="checkbox"/> 1099s? <input type="checkbox"/> Other? Please explain.  |   |   |
| <b>SAFETY PROGRAM AND ORGANIZATION - WORK PREMISES AND ENVIRONMENT</b>  |   |   |
| Are owners active in daily operations? <input type="checkbox"/> Yes <input type="checkbox"/> No   | If yes, are they excluded from coverage? <input type="checkbox"/> Yes <input type="checkbox"/> No   |   |
| Active injury & illness prevention program? <input type="checkbox"/> Yes <input type="checkbox"/> No  | Has loss control services been performed in the last year? <input type="checkbox"/> Yes <input type="checkbox"/> No   |   |
| Active safety incentive program? <input type="checkbox"/> Yes <input type="checkbox"/> No   | Has Cal/OSHA visited/cited your business in the last year? <input type="checkbox"/> Yes <input type="checkbox"/> No   |   |
| If yes, does it encompass all employees? <input type="checkbox"/> Yes <input type="checkbox"/> No   | If yes, please provide explanation on separate page.  |   |
| What type of incentive?   | Are safety meetings conducted? <input type="checkbox"/> Yes <input type="checkbox"/> No   |   |
| Do employees receive safety training/orientation? <input type="checkbox"/> Yes <input type="checkbox"/> No  | If yes, how often? <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Other  |   |
| If yes, is the training: <input type="checkbox"/> Formal / Documented <input type="checkbox"/> Informal   |   |   |
| Do you have a safety director or risk manager? <input type="checkbox"/> Yes <input type="checkbox"/> No   | Name and title:   |   |
| If yes, is the position full time or an additional responsibility of another employee?  |   |   |
| MSDS (Material Safety Data Sheets) available for all chemicals and products used? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A                     |   |   |
| Any material handling exposures? <input type="checkbox"/> Yes <input type="checkbox"/> No   | If yes, please explain:   |   |
| Any lifting exposures? <input type="checkbox"/> Yes <input type="checkbox"/> No   | Forklift training provided? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A   |   |
| If yes, <input type="checkbox"/> <25 lbs. <input type="checkbox"/> 25-40 <input type="checkbox"/> 40+   | If yes, annual certification? <input type="checkbox"/> Yes <input type="checkbox"/> No  |   |
| If 40+, manual lifting or with assistance? Please explain:  |   |   |
| Is all machinery/equipment properly guarded? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  | Any use of Baler equipment? <input type="checkbox"/> Yes <input type="checkbox"/> No  |   |
| Written lockout/tagout/blockout procedures in place?<br><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A   | Condition of equipment? <input type="checkbox"/> New <input type="checkbox"/> Good <input type="checkbox"/> Average   |   |
| Respiratory program in place? <input type="checkbox"/> Yes <input type="checkbox"/> No  | Age of equipment? <input type="checkbox"/> 0-5 years <input type="checkbox"/> 5-10 <input type="checkbox"/> 10-20 <input type="checkbox"/> 20+  |   |
| What is the maximum height at which you will work? _____ feet   | Please see Contractors Section for further elaboration.   |   |
| What is used? <input type="checkbox"/> Ladder <input type="checkbox"/> Scaffolding <input type="checkbox"/> Scissor lifts <input type="checkbox"/> N/A                                      | If scaffolding used, does the insured build their own? <input type="checkbox"/> Yes <input type="checkbox"/> No   |   |
| If insured builds own scaffolding, provide % of annual operations involving scaffold setup and teardown compared to total operations. _____ %   |   |   |
| Written Fall Protection Program? <input type="checkbox"/> Yes <input type="checkbox"/> No   | Please see Contractors Section for further elaboration.   |   |
| Are all equipment operators trained/ certified? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A   | Personal protection equipment provided? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A   |   |
| Is the building/premises: <input type="checkbox"/> Owned <input type="checkbox"/> Leased?   | If yes, strict enforcement of utilization? <input type="checkbox"/> Yes <input type="checkbox"/> No   |   |
| Condition of premises? <input type="checkbox"/> Excellent <input type="checkbox"/> Very good <input type="checkbox"/> Average   | What types of PPE?  |   |
| No. of years at current location?   | Age of building occupied? _____ years   |   |

**This section must be completed by all applicants who are individuals, sole proprietorships, husband and wife, or partnerships (where the general partners are husband and wife).**

Please list below any relatives residing in your household who are employees of your business and to whom your books and records show payments to such relatives:

| Employed Relatives* |                     |                     |                               |
|---------------------|---------------------|---------------------|-------------------------------|
| Name                | Relationship to You | Job Title or Duties | Estimated Annual Remuneration |
|                     |                     |                     |                               |
|                     |                     |                     |                               |
|                     |                     |                     |                               |
|                     |                     |                     |                               |

Check here if there are no relatives residing in your household that are employed in your business.

**\*Relatives are defined as: spouse, child by birth or adoption, stepchild, grandchild, son-in-law, daughter-in-law, parent, step-parent, parent-in-law, grandparent, brother, sister, stepbrother, stepsister, half-brother, half-sister, brother-in-law, sister-in-law, uncle, aunt, nephew, or niece.**

**Note:** Per California Labor Code, as an employer you are required to include in your Workers' Compensation coverage all relatives residing in your household who are your employees. Any policy issued based on information provided in this application will exclude coverage for residing relatives if none are listed above.

**Note:** All information provided is subject to verification by way of an underwriting survey or inspection. Arrowhead General Insurance Agency, Inc. must be notified of any significant change in operations or payroll. Terms of insurance coverage may be cancelled for misrepresentation if information provided is inaccurate.

|                         |       |
|-------------------------|-------|
| Signature of Applicant: | Date: |
|-------------------------|-------|

**TOW TRUCK OPERATORS**

|   |                           |   |                          |                      |
|---|---------------------------|---|--------------------------|----------------------|
| Total number of tow trucks owned?   |                           |   |                          |                      |
| Describe tow apparatus (i.e. wheel lifts, slings, winch, car carriers).   |                           |   |                          |                      |
| Radius of operations?   | 0 – 50 miles: _____ %     | 51 – 100 miles: _____ %   | 101 – 250 miles: _____ % | > 250 miles: _____ % |
| Weight of vehicles towed?   | Light: _____ %            | Medium: _____ %   | Heavy: _____ %           | Extra-Heavy: _____ % |
| Any repair work away from premises? <input type="checkbox"/> Yes <input type="checkbox"/> No  |                           | If yes, describe:   |                          |                      |
| Formal vehicle maintenance program? <input type="checkbox"/> Yes <input type="checkbox"/> No  |                           | If yes, who performs the maintenance? <input type="checkbox"/> Employees <input type="checkbox"/> Other                       |                          |                      |
| If other, describe:   |                           |   |                          |                      |
| Tow or roadside assistance/mobile service? <input type="checkbox"/> Yes <input type="checkbox"/> No   |                           | If yes, percentage of total operation? _____%   |                          |                      |
| Percentage of towing from highway/freeways? <input type="checkbox"/> Yes <input type="checkbox"/> No  |                           | What percentage of towing is private property impounds? _____%  |                          |                      |
| Operations between 11 p.m. and 6 a.m.? <input type="checkbox"/> Yes <input type="checkbox"/> No   |                           | If yes, <input type="checkbox"/> Night shift <input type="checkbox"/> On call   |                          |                      |
| How many drivers are available?   | How many trucks are used? | What % of total payroll? _____%   |                          |                      |
| Any driving in excess of 11 hours per shift? <input type="checkbox"/> Yes <input type="checkbox"/> No   |                           | Any driving in excess of 60 hours within a 7-consecutive day period? <input type="checkbox"/> Yes <input type="checkbox"/> No |                          |                      |
| Sponsorship of racing teams or events? <input type="checkbox"/> Yes <input type="checkbox"/> No   |                           | Contract with motor clubs (e.g., AAA, National Auto Club)? <input type="checkbox"/> Yes <input type="checkbox"/> No           |                          |                      |
| Contract with public entities (e.g., police or municipalities)? <input type="checkbox"/> Yes <input type="checkbox"/> No  |                           | Pre-employment physicals? <input type="checkbox"/> Yes <input type="checkbox"/> No  |                          |                      |
| Do contracts require a specific response time? <input type="checkbox"/> Yes <input type="checkbox"/> No   |                           | If yes, explain:  |                          |                      |
| Monitor law enforcement scanners for potential business? <input type="checkbox"/> Yes <input type="checkbox"/> No   |                           | Road roving? <input type="checkbox"/> Yes <input type="checkbox"/> No   | If yes, explain:         |                      |
| Driver training/re-training/certification programs (e.g., TRAA, Wreckmaster)? <input type="checkbox"/> Yes <input type="checkbox"/> No  |                           |   |                          |                      |
| New drivers accompanied by veteran drivers? <input type="checkbox"/> Yes <input type="checkbox"/> No  |                           | Periodic random drug and alcohol testing? <input type="checkbox"/> Yes <input type="checkbox"/> No                            |                          |                      |
| Tow trucks equipped with emergency flashing lights and adequate exterior lighting? <input type="checkbox"/> Yes <input type="checkbox"/> No   |                           |   |                          |                      |
| When possible, operate/perform tow/recovery operations from non-active traffic side of the tow/recovery vehicle?  |                           |   |                          |                      |
| Drivers wear reflective clothing? <input type="checkbox"/> Yes <input type="checkbox"/> No  |                           | Mandatory use of seat belts? <input type="checkbox"/> Yes <input type="checkbox"/> No   |                          |                      |
| Drivers instructed on proper bending and lifting techniques? <input type="checkbox"/> Yes <input type="checkbox"/> No   |                           |   |                          |                      |
| Personal protective equipment (e.g., gloves, hard hats, goggles, and safety shoes) worn during towing/recovery operations and loading/unloading of transporter vehicles? <input type="checkbox"/> Yes <input type="checkbox"/> No |                           |   |                          |                      |
| Blood borne pathogen protection (e.g., rubber gloves and goggles) worn when dealing with blood? <input type="checkbox"/> Yes <input type="checkbox"/> No  |                           |   |                          |                      |