



TFP Fleet Proposal



## Your Details

Name in full (Mr/Mrs/Miss/Ms) \_\_\_\_\_

Trading Name \_\_\_\_\_

Tel No. \_\_\_\_\_ Are you VAT registered? YES  NO

Full Address \_\_\_\_\_

Postcode (Must complete) \_\_\_\_\_

### Drivers

1. Are all drivers between the ages of 25 and 69? YES  NO

Please provide the number of drivers in each age group

Under 25  25-29  30-49  50-59  60-70  Over 70

2. Please indicate the level of turnover of driving staff during the past 12 months \_\_\_\_\_ %

3. Are all employees driving licences checked and inspected annually, and a copy retained for your records? YES  NO   
(Please supply a copy driving licence for all drivers)

4. Do you undertake a driver assessment, including road use and awareness, prior to allowing any new driver access to your vehicles? YES  NO   
(Please provide details on a separate sheet if necessary)

5. 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

6. Has any person who drives, or may drive, ever been convicted of any Offence in connection with any motor vehicle where the points on their licence exceed six points? YES  NO

**If 'yes', please provide copy licence with this form**

**(Any driver to whom this applies, not disclosed to us, under the terms of our policy, is not covered to drive)**

7. Have you or any person who will drive  
a. been involved in an accident or loss regardless of blame in the last five years, whether or not a claim was made? YES  NO

(where NCB is applicable, please provide full details. Alternatively, where the policy has been fleet rated for the last three years, please provide the confirmed experience)

b. had any motor vehicle stolen or suffered any loss by theft (including vandalism) of or from a motor vehicle in the last three years, whether or not a claim was made? YES  NO

c. ever been refused insurance or quoted an increased premium or had special terms imposed? YES  NO

d. been convicted of or cautioned for any criminal offence of any kind or have any prosecution pending e.g. fraud, theft, acts of violence etc? YES  NO

e. at any time suffered from any heart complaint, diabetes, fits, or any other physical or mental infirmity? YES  NO

**If any answer to question 6 or 7 is "YES", please give full details**

Question	Driver	Full date of loss or conviction	Full circumstances of accident, loss, conviction and/or disability including treatment and effective date	Fines, endorsements, disqualifications	Claim Costs	
					Own damage	TP Damage

8. What is the procedure for reporting claims and who is responsible? \_\_\_\_\_

How is this communicated to the drivers? \_\_\_\_\_

9. 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

### Use

10 a. Public Hire (i.e. use under a hackney carriage licence including hiring from taxi ranks and plying for hire in the street) YES  NO

b. Private Hire? (i.e. use other than under a hackney carriage licence.) YES  NO

NOTE: Plying for hire in the street or operating from taxi ranks is not permitted by law).

### Vehicles

11. Are the proposed vehicles modified or adapted in any way from manufacturer's specification either mechanically, electronically or in respect of the body? (If 'yes', please give details) YES  NO

12. Are you the owner of all the vehicles and are they registered in your name?

YES  NO

If 'no', give reason for the vehicle(s) being insured in your name and state name of owner

\_\_\_\_\_

13. a. State town or locality where each vehicle is generally used \_\_\_\_\_

b. Local Licensing Office and telephone number \_\_\_\_\_

### Vehicle Schedule

Reg No.	Make	Model	c.c.	Seating Capacity	Year	Value	Cover

Please complete further details on a separate sheet available on our website [www.tfpschemes.co.uk](http://www.tfpschemes.co.uk) in Policy Documentation.

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

Who carries out this duty? \_\_\_\_\_

15. How often are your vehicles serviced? Monthly  Quarterly  6 Monthly  Annually  Other \_\_\_\_\_

Who carries out this service/maintenance? \_\_\_\_\_

16. Can you indicate average annual mileage of each vehicle? Cars \_\_\_\_\_ Minibuses \_\_\_\_\_

17. At what interval or mileage do you replace your vehicles? \_\_\_\_\_

18. 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

\_\_\_\_\_

19 a. Do you undertake specific contracts for any one organisation?

YES  NO

(Please provide details)

\_\_\_\_\_

b. Do you undertake any contract work for celebrities or foreign delegates?

YES  NO

(Please provide details)

\_\_\_\_\_

20. Do you operate any dedicated airport/airline or hotel car service?

YES  NO

If 'yes', please provide full details including nature of operations, airport, airline, hotel etc.

\_\_\_\_\_

21. Are any of your vehicles used for carriage of goods for hire and reward, (e.g. parcel delivery or courier work?)

YES  NO

If 'yes', please give details including vehicle type and nature of operations

\_\_\_\_\_

22. Do you keep records of individual private hires?

YES  NO

If 'yes', for how long do you keep them and what details do you record?

\_\_\_\_\_

Please indicate the required policy excess. (This excess will be in addition to any compulsory excess applicable)

£350

£500

£750

Other £ \_\_\_\_\_

### Minibuses

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

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

\_\_\_\_\_

23. Do you carry out any stage carriage work?

YES  NO

If 'yes' please give details

\_\_\_\_\_

24. 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

\_\_\_\_\_

25. Do you hold a Section 19 or Section 22 permit?

YES  NO

If 'yes', please give the permit number \_\_\_\_\_

26. Please provide details of any operator licence offences you have incurred, (e.g. maintenance, vehicle tachograph etc.)

\_\_\_\_\_

27. Have you carried out a risk assessment of the management of your minibus service?

YES  NO

If 'yes', please give details

\_\_\_\_\_

28. If your operation involves the carriage of schoolchildren do you have an escort on journeys? YES  NO

29. Please indicate what passenger safety devices the vehicles are fitted with:

a) 3-point seatbelts \_\_\_\_\_ b) lap belts \_\_\_\_\_ c) no seat belts \_\_\_\_\_

30. Have any seatbelts been fitted retrospectively? YES  NO

If 'yes' please indicate when and by whom \_\_\_\_\_

31. How does the driver ensure passengers wear seatbelts at all times? \_\_\_\_\_

32. 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.) \_\_\_\_\_

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

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

35. Have you undertaken MIDAS training for the drivers? If 'yes' please give details YES  NO

36. Do you carry out any otherspecific minibus driver training? YES  NO

If 'yes' please give details, (who carries out the training & provide brief details of the programme) \_\_\_\_\_

37. Do you give instructions to the drivers on the maximum number of hours to be spent driving, time spent on other activities and rest breaks? If 'yes' please give details YES  NO

**Choice of Law** The appropriate law as set out below will apply unless you and the insurer agree otherwise.

1. The law applying in that part of the UK, Channel Islands or Isle of Man in which you normally live or (if applicable) the first named policy holder normally lives; or

2. In the case of a business, that law applying in that part of the UK, Channel Islands or Isle of Man where it has its principal place of business; or

3. Should neither of the above be applicable, the law of England and Wales shall apply.

**If You Have a Complaint** We hope that you will be very happy with the service that we provide. However, if for any reason you are unhappy with it, we would like to hear from you.

In the first instance, please write to us at TFP Schemes, Trevillian House, 40 Cathedral Road, Cardiff CF11 9LL, or telephone us on 029 20 30 10 30.

TFP Schemes and Aviva are covered by the Financial Ombudsman Service for complaints from private individuals, certain small businesses, charities and trusts. If you have complained to us and we have been unable to resolve your complaint, you may be entitled to refer it to this independent body. Following the complaints procedure does not affect your right to take legal action. Further details of our complaints procedure can be found in your policy booklet.

**Important Notice** All material facts must be disclosed. Failure to do so could invalidate the policy. A material fact is one that is likely to influence an insurer in the acceptance and assessment of the proposal e.g. a young or inexperienced driver or any offence, (including non motor related offences such as fraud, robbery, theft or handling stolen goods.) or prosecutions pending, or infirmities of any driver. Material facts must be disclosed in relation to yourself and all other persons who are to be insured. If you are in any doubt as to whether a fact is material then it should be disclosed to the insurer. It is an offence under the Road Traffic Acts to make any false statement or withhold any material information for the purpose of obtaining a certificate of motor insurance. If any changes in circumstances arise during the period of insurance cover please provide your insurer with details. A specimen copy of the policy wording is available on request. We recommend you keep a record (including copies of letters) of all information provided to us for your future reference. A copy of the completed application form will be supplied on request within a period of three months after its completion.

#### DATA PROTECTION ACT – INFORMATION USES

For the purposes of the Data Protection Act 1998, the Data Controller in relation to any personal data you supply is TFP Schemes and Aviva Insurance Limited

**Insurance Administration** Your information may be used for the purposes of insurance administration by the insurer, its associated companies and agents by reinsurers and your intermediary. It may be disclosed to regulatory bodies for the purposes of monitoring and/or enforcing the insurer's compliance with any regulatory rules/codes. Your information may also be used for offering renewal, research and statistical purposes and crime prevention. It may be transferred to any country, including countries outside the European Economic Area for any of these purposes and for systems administration. Where this happens, we will ensure that anyone to whom we pass your information agrees to treat your information with the same level of protection as if we were dealing with it. If you give us information about another person, in doing so you confirm that they have given you permission to provide it to us and for us to be able to process their personal data (including any sensitive personal data) and also that you have told them who we are and what we will use their data for, as set out in this notice.

In the case of personal data, with limited exceptions, and on payment of the appropriate fee, you have the right to access and if necessary rectify information held about you.

In assessing any claims made, the insurer or its agents may undertake checks against publicly available information (such as electoral roll, county court judgements, bankruptcy orders or repossessions).

Information may also be shared with other insurers either directly or via those acting for the insurer (such as loss adjusters or investigators).

**Credit Searches and Accounting** In assessing your application, to prevent fraud, check your identity and to maintain its policy records, the insurer may search files made available to it by credit reference agencies who may keep a record of that search. The insurer may also pass to credit reference agencies information it holds about you and your payment record. The information will be used by other credit lenders for making credit decisions about you and the people with whom you are financially associated for fraud prevention, money laundering prevention and for tracing debtors. The insurer may ask credit reference agencies to provide a credit scoring computation. Credit scoring uses a number of factors to work out risks involved in any application. A score is given to each factor and a total score obtained. Where automatic credit scoring computations are used by the insurer, acceptance or rejection of your application will not depend only on the results of the credit scoring process.

**Continuous Renewal Payment Authority – e.g. Credit/Debit Cards** Where you select or have selected a continuous premium payment method, you will be notified in writing prior to renewal and, unless we hear otherwise, the policy will automatically be renewed. Unless you have advised otherwise, the renewal premiums will again be collected from your specified bank account, or credit/debit card to ensure you are always covered.

**Sensitive Data** In order to assess the terms of the insurance contract or administer claims that arise, the insurer may need to collect data that the Data Protection Act defines as sensitive (such as medical history or criminal convictions). By proceeding with this application you will signify your consent to such information being processed by the insurer or its agents.

**Marketing** Aviva, its agents and business partners may use your information to keep you informed by post, telephone, facsimile, e-mail, text messaging or other means about products and services that may be of interest to you. Your information may also be disclosed and used for these purposes after your policy has lapsed. By providing us with your contact details, you consent to being contacted by these methods for these purposes. If you do not wish to receive marketing information, please write to Aviva, FREEPOST, Mailing Exclusion Team, PO Box 6412, Derby, DE1 1SB.

**Fraud Prevention and Detection** In order to prevent and detect fraud we may at any time:

- Share information about you with other organisations and public bodies including the Police;
- Undertake credit searches and additional fraud searches;
- Check and/or file your details with fraud prevention agencies and databases, and if you give us false or inaccurate information and we suspect fraud, we will record this.

We can supply on request further details of the databases we access or contribute to [ (\*) ] by contacting us...

We and other organisations may also search these agencies and databases to:

- Help make decisions about the provision and administration of insurance, credit and related services for you and members of your household;
- Trace debtors or beneficiaries, recover debt, prevent fraud and to manage your accounts or insurance policies;
- Check your identity to prevent money laundering, unless you furnish us with other satisfactory proof of identity.

#### Claims History

- Under the conditions of your policy you must tell us about any Insurance related incidents (such as fire, water damage, theft or an accident) whether or not they give rise to a claim. When you tell us about an incident we will pass information relating to it to a database.
- We may search these databases when you apply for insurance, in the event of any incident or claim, or at time of renewal to validate your claims history or that of any other person or property likely to be involved in the policy or claim.

**Motor Insurance Database** Your policy details will be added to the Motor Insurance Database (MID), run by the Motor Insurers Information Centre (MIIC). MID data may be used by the DVLA and DVLN for the purpose of Electronic Vehicle Licensing and by the Police for the purposes of establishing whether a driver's use of the vehicle is likely to be covered by a motor insurance policy and/or for preventing and detecting crime. If you are involved in an accident (in the UK or abroad), other UK insurers, the Motor Insurers' Bureau and MIIC may search the MID to ascertain relevant policy information.

Persons with a valid claim in respect of a road traffic accident (including citizens of other countries) may also obtain relevant information which is held on the MID.

You can find out more about this by contacting us at TFP Schemes, or at [www.miic.org.uk](http://www.miic.org.uk) You should show these notices to anyone insured to drive the vehicle covered under the policy.

**Telephone Call Recording** For our joint protection telephone calls may be recorded and/or monitored

**Declarations** I/We understand the contents of this completed application and I/we declare that the information given is, to the best of my/our knowledge and belief correct and complete. I/We agree that the statements in this application shall form the basis of the contract between the insurer and myself/ourselves and 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.

Proposer's Signature : \_\_\_\_\_

Date: \_\_\_\_\_ Position in firm: \_\_\_\_\_

Underwritten by Aviva Insurance Limited. Registered Scotland, No. 2116.

Registered Office: Pitheavlis, Perth PH2 0NH.

Authorised and regulated by the Financial Services Authority.

#### Short Period Rates

It is drawn to your attention that short period rates will apply where cancellation is effected by you or on your behalf. Details are available on request.

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