



DRIVEWAY PAVING, PARKING LOT, STREET & ROAD CONTRACTORS QUESTIONNAIRE

1. General Information

| | |
|--|---|
| Name of Applicant: _____ | |
| Website Address: _____ | |
| Annual Receipts: _____ | State(s) in which you do business _____ |
| Years in Business: _____ | Number of years you have been with the agent submitting account _____ |
| Applicant Operates as Follows: (indicate %) | |
| _____ % General Contractor (if Sub cost is > 35% of receipts please complete the General Contractor Questionnaire CTR 921) | |
| _____ % Sub-contractor working for General Contractor or Prime Contractor | |
| _____ % Trade contractor working directly for Commercial or Residential customers | |
| 100% Total | |

2. Indicate the percentage of work performed. (Each column should total 100%)

| | | | |
|--------------------------|---------|------------------------|---------|
| New Construction | _____ % | Commercial | _____ % |
| Alterations / Remodeling | _____ % | Residential | _____ % |
| Service / Repair | _____ % | Industrial | _____ % |
| Maintenance | _____ % | Institutional | _____ % |
| Other (describe) _____ | _____ % | Other (describe) _____ | _____ % |
| Total | 100% | Total | 100% |

3. Type of Work Subcontracted to Others

| | | | |
|---|---|---|---|
| Check all that apply: | | | |
| <input type="checkbox"/> Asbestos | <input type="checkbox"/> Drywall / Plastering | <input type="checkbox"/> Insulation | <input type="checkbox"/> Playground Equipment |
| <input type="checkbox"/> Carpentry | <input type="checkbox"/> Electrical | <input type="checkbox"/> Landscape Construction | <input type="checkbox"/> Plumbing |
| <input type="checkbox"/> Concrete | <input type="checkbox"/> Excavation | <input type="checkbox"/> Masonry | <input type="checkbox"/> Roofing |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Grading | <input type="checkbox"/> Paving | <input type="checkbox"/> Siding |
| <input type="checkbox"/> Doors / Windows | <input type="checkbox"/> Heating & Air Cond. | <input type="checkbox"/> Painting | <input type="checkbox"/> Water / Sewer |
| <input type="checkbox"/> Other (describe) _____ | | | |

4. Subcontracted Work & Contractual Risk Transfer

| | | |
|--|------------------------------|-----------------------------|
| a. Do you subcontract work to others? If yes, complete Sections b. thru d. below | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| b. What is the annual amount of work subcontracted to others? \$ _____ | | |
| c. Do you require all sub-contractors to enter into a written contract? (If yes, attach a copy) <input type="checkbox"/> Always <input type="checkbox"/> Sometimes (describe) _____ | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| If you have a written subcontract agreement | | |
| Do the contracts contain hold harmless and indemnification provisions in your favor? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Do the contracts require you to be added to the sub's policy as an additional insured: | | |
| For Ongoing Operations? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| For Completed Operations? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Do the contracts require the subs carry limits equal to or greater than \$1,000,000? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Do you require certificates of insurance from all your sub-contractors prior to their starting on a project? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Do you require the sub-contractor be in compliance with the insurance requirements of the contract before they are paid in full? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

| | | |
|--|------------------------------|-----------------------------|
| d. Do you have formal recordkeeping procedures in place for maintenance of copies of contracts, certificates of insurance, additional insured endorsement and/or OCP policies for each project? If yes, how long are records maintained? _____ | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
|--|------------------------------|-----------------------------|

5. **Job List** (Last 5 jobs - attach list or complete below):

| Project | City, State | Nature of Work | Job Cost |
|---------|-------------|----------------|----------|
| | | | |
| | | | |
| | | | |
| | | | |
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6. **Management Practices** (please check all that apply)

| | | |
|---|------------------------------|-----------------------------|
| a. Employee selection process: <input type="checkbox"/> Application <input type="checkbox"/> Reference Check <input type="checkbox"/> Pre-Placement Medical Exam <input type="checkbox"/> Other (describe) _____ | | |
| b. Do you have a formal drug-testing program? If yes, check all that apply <input type="checkbox"/> Pre-employment <input type="checkbox"/> Random <input type="checkbox"/> Post accident <input type="checkbox"/> Probable Cause <input type="checkbox"/> CDL Drivers Only <input type="checkbox"/> Other (describe) _____ | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| c. Are safety meetings held on a quarterly basis; do managers and employees attend and are attendance records kept? If less than quarterly, how often? _____ | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| d. Have you been cited for any OSHA violations in the past 3 years? If yes, describe: _____ | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

7. **Liability Exposures:**

| | | |
|--|--|--|
| a. Do you employ an architect, engineer or surveyor who draws or stamps plans, designs or specifications? If yes, do you have professional liability coverage in place? Limit of Professional Coverage: \$ _____ | <input type="checkbox"/> YES <input type="checkbox"/> YES | <input type="checkbox"/> NO <input type="checkbox"/> NO |
| b. Do you or have you ever applied, installed or managed any jobs involving any synthetic stucco (EIFS) related product or material? If yes, describe: _____ | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| c. Do you or have you ever performed any abatement or removal of (Check all that apply) <input type="checkbox"/> asbestos <input type="checkbox"/> lead <input type="checkbox"/> mold If yes, describe: _____ | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| d. Do you perform any snow plowing/ snow removal / ice treatment services for others? If yes, complete Snow Removal Questionnaire CTR 936. Selective excludes snow and ice removal activities performed for others. If an insured desires coverage for these operations, they can complete CTR 936 and we will consider the buyback of this coverage on an individual risk basis. Our appetite is for the contractor whose snow and ice removal activities are incidental to their overall operations. (Does not apply to GA, NC, SC, & VA) | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

| | | | |
|--|----------------------------|-------------|------------------------------------|
| e. Any current or past involvement with a wrap-up/OCIP/CCIP? If yes, describe below: <input type="checkbox"/> YES <input type="checkbox"/> NO | | | |
| Wrap-Up Project | Project Description | Date | Work Performed by Applicant |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

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|--|--|--|
| f. Do you rent, lease or loan equipment <u>to others</u> ? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, is the equipment rented to others with an operator? <input type="checkbox"/> YES <input type="checkbox"/> NO Do you use a written contract or rental agreement? <input type="checkbox"/> YES <input type="checkbox"/> NO Does it include a hold harmless agreement in your favor? <input type="checkbox"/> YES <input type="checkbox"/> NO Does it require the renting party to provide physical damage coverage for the property being rented? <input type="checkbox"/> YES <input type="checkbox"/> NO Describe the type of equipment rented to others: _____ _____ | | |
|--|--|--|

8. Inland Marine Exposures

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|--|------------------------------|-----------------------------|
| a. Is your equipment provided with theft-deterrent devices and/or registered with NER (National Equipment Registry)? If yes, describe: _____ _____ | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| b. How are your equipment and materials secured at jobsites? Describe: _____ _____ | | |
| c. Do you borrow, lease or rent equipment <u>from others</u> ? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, what type? Describe: _____ How much do you spend on equipment rental annually? _____ _____ | | |

9. Auto Exposures

| | | |
|--|--|--|
| a. Account has the following controls in place (Please check all that apply) <div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input type="checkbox"/> Fleet safety program</div> <div style="width: 33%;"><input type="checkbox"/> Seat belt use policy</div> <div style="width: 33%;"><input type="checkbox"/> Cell phone use policy</div> <div style="width: 33%;"><input type="checkbox"/> Fleet maintenance program</div> <div style="width: 33%;"><input type="checkbox"/> GPS Tracking/Monitoring</div> <div style="width: 33%;"><input type="checkbox"/> MVR's ordered at point of hire</div> <div style="width: 33%;"><input type="checkbox"/> MVR's ordered annually</div> <div style="width: 100%;"><input type="checkbox"/> MVR Driver acceptability criteria in place (Describe) _____ _____</div> <div style="width: 100%;"><input type="checkbox"/> Vehicle personal use policy in place (Describe) _____ _____</div> </div> | | |
| b. Do your employees use their own vehicles for company business? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, what limit of insurance do you require they carry? _____ | | |
| c. Do you haul material or equipment for others? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, indicate annual receipts from hauling \$ _____ Describe type of material or equipment being hauled: _____ _____ | | |

10. Work Comp

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|--|--|--|
| a. Health Insurance is provided for (Check all that apply): <input type="checkbox"/> All Employees <input type="checkbox"/> Full-Time Employees Only <input type="checkbox"/> Key Employees Only <input type="checkbox"/> Provided by Union | | |
| b. What is the annual percentage of employee turnover? _____ % | | |
| c. Do you have a written Safety Policy and Program in place? If yes, are the employees required to sign the Policy acknowledging they have read and understand it? | <input type="checkbox"/> YES <input type="checkbox"/> YES | <input type="checkbox"/> NO <input type="checkbox"/> NO |
| d. Do you enforce the use of personal protective equipment (hard hats, safety glasses / goggles, hearing protection, steel-toed shoes, etc) as required by OSHA? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| e. Are injured employees contacted immediately following medical treatment by a designated person? If yes, list the title of the designated person _____ | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| f. Are claims involving lost work time reviewed and pro-actively managed by a designated individual? If yes, list the title of the designated person _____ | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| g. Do you have a return to work (RTW) program? If yes, describe: _____ _____ | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| h. Have you or will you perform work under the US Longshoremen's and Harbor Workers Act, or any other Federal Act? If yes, describe: _____ | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

11. Driveway Paving, Parking Lot, Street & Road Work

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|--|--|
| a. Breakdown of Operations: | |
| Indicate services provided and percentage of overall operations | |
| _____ % Driveway or Parking Lot Paving (asphalt or concrete) | |
| _____ % Sidewalks/Stamped Concrete | |
| _____ % Curbs/Gutters | |
| _____ % Sealcoating Operations | |
| _____ % Tar & Chip Operations | |
| _____ % Other ground supported asphalt or concrete work. Describe: _____ | |
| _____ % Paving Stones and Other Types of Masonry Work | |
| _____ % Line Painting _____ % parking lots _____ % highway _____ % local/state roads | |
| _____ % Street or Road Paving/Repaving | |
| _____ % Rural or Private Roads. _____ % new _____ % existing roadways | |
| _____ % Interstate, Highway, or Heavily Trafficked | |
| _____ % New Road Construction/Subsurface Road Construction | |
| _____ % Guard Rails <input type="checkbox"/> Metal <input type="checkbox"/> Wood _____ % local/state roads _____ % highway | |
| _____ % Sound Barriers on highways | |
| _____ % Airport Work <input type="checkbox"/> Runways _____ % <input type="checkbox"/> Warming aprons _____ % <input type="checkbox"/> Access Roads _____ % | |
| _____ % Dams, Bridges, Railway Roadbeds, Racetracks. | |
| _____ % Parking Garage Decks | |
| _____ % Other (describe) _____ | |
| 100% = Total | |

| | | |
|---|--|--|
| <p>b. What methods of traffic and pedestrian control are utilized? Describe: _____</p> <p>Do you employ certified flaggers for traffic control? If no, explain: _____</p> | <input type="checkbox"/> YES <input type="checkbox"/> YES | <input type="checkbox"/> NO <input type="checkbox"/> NO |
| <p>c. Do you own or operate a <u>stationary</u> asphalt batch plant? If yes, do you sell asphalt to other contractors?</p> | <input type="checkbox"/> YES <input type="checkbox"/> YES | <input type="checkbox"/> NO <input type="checkbox"/> NO |
| <p>d. Do you own or operate a <u>portable</u> hot mixing plant?</p> | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| <p>e. Do you haul asphalt for others?</p> | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| <p>f. Do you own or operate a gravel pit or quarry? If yes, describe: _____</p> | <input type="checkbox"/> YES | <input type="checkbox"/> NO |