

NEMT SUBMISSION CHECKLIST

1) Acord App

- a. All Pages of Acord: [125](#), [127](#), 137/State or
- b. [Excel Transportation Application](#) depending on Program

2) Vehicle List

- a. Include Seating Capacities for All Units
- b. Include the AVG Mileage per Vehicle per Policy Year or Total Fleet Mileage
- c. If any are Wheelchair/Stretcher / Lights or Sirens Units – Please Notate
- d. Info on which Units have Cameras, if any

3) Driver List

- a. Must have Dates of Birth Listed for All Drivers
- b. Must have Driver's License # Listed
- c. Years of Experience

4) Include All Additional Interests – Additional Insureds/Loss Payees/etc.

5) Paratransit Supplemental – All Fields Completed

- a. [Paratransit Supplemental \(Auto Only\)](#)
- b. [Paratransit Supplemental \(Auto, General Liability & Professional Liability\)](#)

6) 5 years of Currently Valued Loss Runs

- a. If New Venture – Work History will be Needed

7) MVR's on all Drivers

8) Complete Description of Operations

9) If Symbol 1 and / or Hired/Non-Owned Coverage is Needed:

- a. Include Copy of Contract or Documentation to Support the Need for the Coverage