



# Auto Insurance & Schedule Adjustment Form

## INSTRUCTIONS

Use the Auto Insurance & Schedule Adjustment Form to add or delete a vehicle from a department's list of scheduled vehicles, to obtain Auto Physical Damage and Excess Insurance Coverage Insurance if desired, or Foreign Auto Liability Insurance if necessary. Submit form to UCSB Risk Management.

## DEPARTMENT

Date of Request: \_\_\_\_\_ Effective Date: \_\_\_\_\_ Campus: **Santa Barbara**

Department: \_\_\_\_\_ Acct No: \_\_\_\_\_ Fax: \_\_\_\_\_

Dept. Contact: \_\_\_\_\_ Email: \_\_\_\_\_ Ph: \_\_\_\_\_

## NATURE OF CHANGE TO SCHEDULE

Add Vehicle to Schedule     Delete Vehicle from Schedule     Change Value     Other (explain): \_\_\_\_\_

## VEHICLE DESCRIPTION

Vehicle Category (check one)

- (1) Auto, Light Truck, EV
- (2) Bus, Van, Heavy Truck
- (3) Scooter
- (4) Motorcycle

Owned Vehicle     Leased Vehicle    Current Value: \_\_\_\_\_

UC ID No: \_\_\_\_\_ VIN No: \_\_\_\_\_

Year of Vehicle: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

Vehicle Location (if foreign country): \_\_\_\_\_

## REQUEST FOR INSURANCE COVERAGE

Physical Damage (check if yes)     Excess Coverage (check if yes)     Foreign Auto Liability (check if yes)

## UC AUTOMOBILE INSURANCE

AUTO LIABILITY INSURANCE (BUS-75) is required on all University vehicles, whether they are operating, non-operating, currently in use, or in storage. It is not optional. It provides liability coverage for damage or injury caused to third party property, vehicles or persons by University vehicles. Vehicles permanently located in a foreign country are not covered under this program. Call the UCSB Risk Management Office for information about obtaining auto liability insurance for vehicles in foreign countries.

AUTO PHYSICAL DAMAGE INSURANCE (BUS-69) is highly recommended but not required. It covers physical damage to University vehicles, including theft. If a department chooses not to insure a vehicle for Auto Physical Damage no coverage will be provided in the event of theft, damage, or loss. There is a \$500 deductible. Vehicles located in a foreign county are eligible for coverage under the BUS-69 Auto Physical Damage Program.

"Vehicles must be insured to 80% or more of their fair market value as shown in the applicable Kelly Blue Book. At the time of loss, if the amount of coverage purchased for the vehicle suffering damage is less than 80% of the fair market value (including the value of special equipment) the program will pay a proportional amount equal to the cost to repair or replace the vehicle as to the total amount of coverage."

Physical Damage Coverage for vehicles with a fair market value of \$25,000 or less: Departments will pay a flat-rate premium. To assess your vehicle's fair market value, refer to the Kelly Blue Book web site (<http://www.kbb.com>).

EXCESS COVERAGE: For vehicles with a fair market value of \$25,000 or more, the department may purchase Excess Coverage to obtain Auto Physical Damage coverage for that portion of the value of the vehicle that exceeds \$25,000. The premium is \$.40 per \$100 of value over \$25,000. To determine the amount of Excess Coverage necessary: (1) determine the vehicle value per the Kelly Blue Book; (2) subtract \$25,000 to determine the dollar value over \$25,000 that must be insured with Excess Coverage.

## UC FOREIGN AUTOMOBILE LIABILITY INSURANCE

The University requires all departments that operate vehicles in foreign countries to purchase coverage under the University's Foreign Automobile Liability Insurance policy for those vehicles whether they are operating, non-operating, currently in use or in storage. This coverage is not optional. The University's Foreign Auto Liability policy provides coverage for damage caused to third party property, vehicles or persons by University vehicles in foreign countries. It is excess of and reduced by the amount of local auto liability insurance.

In any country where a compulsory automobile liability insurance law is in force, the coverage provided by the University's Foreign Automobile Liability policy is excess of and reduced by the limit of the local compulsory insurance. In any country where there is no compulsory automobile liability insurance law in force, the Department must purchase local insurance with bodily injury limits of \$10,000 each person/\$20,000 each accident or occurrence and property damage limits of \$10,000 each accident or occurrence. In any country where the compulsory requirement applies only to bodily injury liability, the Department must purchase property damage liability coverage for a limit of \$10,000 each accident or occurrence. In both these cases the Foreign Auto Liability insurance is excess of and reduced by the amount of local insurance.