



# 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. This form can be used to request Foreign Auto Liability Insurance for a vehicle in a foreign country also. Submit form to [ehs-riskmanagement@ucsb.edu](mailto:ehs-riskmanagement@ucsb.edu).

## 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      Other: \_\_\_\_\_

## VEHICLE DESCRIPTION

Owned      Leased      Lic. No: \_\_\_\_\_      Current Blue Book Value: \_\_\_\_\_

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

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

Vehicle Location (if foreign country): \_\_\_\_\_      Foreign Auto Liability (required if vehicle in foreign country)

## VEHICLE CATEGORY (check one)

Auto/Light Truck      Truck/SUV      Bus      Van      Motorscooter      Motorcycle      Electric Vehicle      Other

## UC AUTOMOBILE INSURANCE

AUTO LIABILITY INSURANCE 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. See section below on [UC Foreign Automobile Liability Insurance](#) for information about required auto liability insurance for vehicles located in foreign countries.

AUTO PHYSICAL DAMAGE INSURANCE is required. It covers physical damage to University vehicles, including theft. There is a \$500 deductible. Vehicles located in foreign countries are eligible for coverage under the Auto Physical Damage Program. To determine your vehicle's fair market value, refer to the Kelly Blue Book web site (<http://www.kbb.com>).

## 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, Departments are required to purchase local compulsory insurance at the necessary limits. 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, Departments 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.