This Risk Management Memo provides information concerning comprehensive (fire/theft) and collision coverage for university owned or leased vehicles.

**Background**

The university obtains vehicles liability insurance through the State of California’s Motor Vehicle Insurance Program. However, this program does not provide comprehensive or collision coverage. As a result, the repair or replacement of a university vehicle is the financial responsibility of the owning department. In limited circumstances, the purchase of Comprehensive and Collision Insurance may be an attractive option.

**University Owned Vehicles**

Generally, the purchase of Comprehensive and Collision Insurance for university owned vehicles is suggested only for vehicles which have relatively high value and a high risk of loss.

**University Leased Vehicles**

Occasionally, vehicles are leased by or donated to the university. Often the terms of the lease or loan include the requirement to provide evidence of insurance coverage in the event that the vehicle is damaged or stolen. In these cases, comprehensive and collision insurance can be obtained through the procedures outlined in this memo.

**Insured Limits, Deductibles and Premiums**

The insured limit is generally the value of the vehicle so that in the event of a total loss, the vehicle could be replaced. Common deductibles for comprehensive and collision are $500 or $1,000. Premiums will vary depending on the insured limit and deductible selected. However, a recently insured vehicle with a $41,000 insured limit and a $1,000 selected deductible resulted in an annual premium of $1,154.

**Procedures for Requesting an Insurance Premium Quote**

An insurance premium quote can be obtained by providing the Office of Safety and Risk Management with the following information.

1. The Vehicle Identification Number (VIN)
2. Vehicle Cost/Value
3. Year
4. Make and Model
5. The name of the company from which the vehicle has been leased or loaned
6. A list of the authorized drivers and their drivers license numbers

Based on this information, a quote will be obtained and provided to the requesting party. The cost of this insurance premium is the responsibility of the requesting academic department or administrative unit.

For additional information, please contact Safety and Risk Management at ext. 52283.

**FORMS:** NA