



University of Idaho

Risk Management and Insurance

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To: Fiscal Community

From: Purchasing, Asset Accounting, and Risk Management

RE: Vehicle Coverage Process Upgrade

Through the collaborative efforts of Asset Accounting, Purchasing Services and Risk Management and Insurance, the process for obtaining and maintaining coverage for vehicles changed. The new automatic vehicle coverage process was developed to save units a considerable amount of time when they purchase or acquire a new vehicle as well as during the annual renewal.

Units will work with Purchasing Services for any purchases that involve a title for ownership - this includes autos, trucks, trailers, ATVs, SOHVs and other titled motorized equipment regardless if it is used on or off road.

After a vehicle purchase has been made, Purchasing Services will:

1. Provide the unit with link to the [University Auto Accident Kit](#);
2. Email purchase documentation to Asset Accounting; and
3. Complete and email vehicle coverage worksheet to Risk.

Asset Accounting will process the title work for the newly acquired vehicle.

Units no longer need to request coverage or remove coverage for vehicles, unless they choose an exception option.

Risk will arrange for full coverage for vehicles 20 years and newer and liability coverage only for vehicles 21 years and older.

There is no change to the cost of coverage - full coverage is \$36.00 per year for Class 1 vehicles (passenger cars/trucks), a percentage of the value for Class 2 vehicles (larger vehicles) (\$50.00 minimum), and there is no charge for liability coverage.

Unit Changes -

There are some changes units can make to the information for a vehicle and one of those changes is to update or change the index number that will be charged the premium. If no change is received from the unit, the index number used to purchase the vehicle will be used for the cost of coverage.

The changes units can make are based on the age of the vehicle-

Vehicles 20 years or newer:

1. Update / Change Index;
2. Change Class 2 Vehicle Value;
3. Transfer vehicle to another unit; and
4. Add Special Equipment data.

Vehicles over 21 years:

1. Transfer vehicle to another unit.

Units can make these changes, **any time during the year**, using online [Vehicle Change Form](#) on Risk's webpage.

Units that have purchased or acquired a vehicle outside of Purchasing's process **and** coverage

needs to be added during annual renewal will be assessed a \$500 penalty plus the cost of coverage for the vehicle. No claims will be processed for these vehicles until coverage has been added.

Coverage Exception Options –

Three exceptions to automatic coverage process -

1. We understand having liability only for some vehicles over 21 years old may cause a hardship to some units. If the value of the vehicle and any attached special equipment total more than \$15,000, a unit may request full coverage.
2. Acquired federal surplus vehicles are to be covered by liability coverage regardless of age of vehicle and require special unit/Risk handling.
3. Coach Courtesy Vehicles, when vehicle is not used for personal uses, can, by request, have full coverage.

The unit or coach must contact Risk for the process for coverage exception options and are responsible for maintaining their scheduled vehicles throughout the year with no annual reminder being issued by UI Risk.

Annual Renewal -

In the spring, UI Risk and Asset Accounting will team up to prepare the schedule of covered vehicles by removing those that are no longer owned (unless Coach Courtesy Vehicle) and modifying coverage based on the age of the vehicle.

Unit Process

Fiscal officers for each college or division will be sent the updated schedule to review the index numbers and unit to unit transfers with any changes being due within stated review period dates. Changes will only be accepted by completing the online [Vehicle Change Form](#) on Risk's webpage.

The new automatic coverage process should save units a considerable amount of time when they purchase or acquire a new vehicle as well as during the annual renewal. The [Standards for University Owned, Rented and Lease Vehicle Use and Coverage](#) with step by step process information and the online at [Vehicle Change Form](#) for making unit changes are available on the Risk Management and Insurance webpage. Units requesting exception coverage will contact Risk for the process by emailing risk@uidaho.edu.