



University of California, Merced Authorization to Drive UC Vehicle in Mexico

INSTRUCTIONS TO DEPARTMENT

The Authorization to Drive UC Vehicle in Mexico letter provides the Mexican authorities with proof that the Regents of the University of California have given permission to the driver(s) identified below to travel to Mexico in a University-owned vehicle. (Employees are also required by Mexican law to obtain, and carry with them, proof that they have purchased Mexican auto liability insurance; use the Request for Mexican Automobile Insurance to obtain this coverage in advance of your trip). Complete and submit a separate Authorization to Drive UC Vehicle letter to UCM Risk Management for each UCM vehicle being driven to Mexico. Faculty, staff and students also need to register their out of state/country travel at the UC Travel Website: <http://www.uctrips-insurance.org/>.

AUTHORIZATION TO DRIVE UC VEHICLE

The Regents of the University of California own the vehicle identified below. Employees, staff and students from the University of California, Merced have been authorized to use the vehicle for field research in Mexico. The Regents of the University of California, through their self-insurance programs, provide auto liability coverage and collision and comprehensive coverage for the full value of the vehicle. Coverage survives as long as the Regents of the University of California own the vehicle. As required by Mexican law, the University has purchased Mexican Auto Collision and Comprehensive Insurance for the vehicle.

Year: _____ Make: _____ Model: _____

VIN: _____ Lic. No: _____ UC ID No: _____

The vehicle will leave for Mexico on _____ and return to California _____.

The vehicle will travel to: _____

AUTHORIZED DRIVER(S)

The Authorized Principal Driver(s) of the vehicle will be:

Driver: _____ Lic. (State & No): _____

Driver: _____ Lic. (State & No): _____

Driver: _____ Lic. (State & No): _____

Driver: _____ Lic. (State & No): _____

Driver: _____ Lic. (State & No): _____

Driver: _____ Lic. (State & No): _____

Driver: _____ Lic. (State & No): _____

The Department Contact while the University employees and students are in the field will be:

Name: _____ Dept: _____

Email: _____ Ph: _____ Fax: _____

AUTHORIZATION TO USE UC BOAT & TRAILER

The Regents of the University of California own the boat and trailer identified below (if any). Employees, staff, and students from the University of California, Merced have been authorized to use the boat and trailer for field research in Baja California, Mexico.

Boat Description: _____ Reg. No: _____ UC Id#: _____

Trailer Description: _____ Reg. No: _____ UC Id#: _____

RISK MANAGEMENT REVIEW & APPROVAL

The Risk Management office of the University of California, Merced has reviewed and approved this application to drive a University-owned vehicle to Mexico. Use of boat and trailer, if indicated, is also approved.

Risk Manager Name: _____ Signature: _____

Email: _____ Ph: _____ Fax: _____