

**UC Cooperative Extension UC CalFresh  
Fresno/Madera Counties Manual  
Travel Policies and Expectations**

1. Employee/Agent Owned Vehicles:

- a. Insurance Requirements: Please refer to ANR Administrative Handbook Section 210, Insurance found here: <http://ucanr.edu/sites/anrstaff/files/80471.pdf>
  - i. Employee/Agent-Owned (Personal) Cars
    - 1. UC Business and Finance Bulletin G-28, Policy and Regulations Governing Travel requires that employees and agents of UC who operate their personal car in the course and scope of their official duties must carry the following minimum automobile liability coverages (commonly referred to as “50/100/50”).
      - a. \$50,000 for personal injury to, or death of, one person;
      - b. \$100,000 for injury to, or death of, two or more persons in one accident; and
      - c. \$50,000 for property damage.

It is noted that UC’s minimum “50/100/50” requirement exceeds the “15/30/5” minimum levels required by California.

- b. Mileage and MyTravel at UC Davis: refer to UC CalFresh Monthly Time Reporting and Mileage Procedures, and mileage log.
  - i. Mileage is due at the end of the month, no matter how small the claim.
  - ii. Submit mileage to your supervisor for verification.
- c. Safety: In the event of an accident refer to ANR Administrative Handbook Section 210, Insurance.
  - i. Employee / Agent-Owned (Personal) Vehicles
    - 1. In the event of an accident in a personally-owned vehicle being used on official UC business, the driver should fulfill all procedures prescribed by the Owner’s insurer. As well, an ANR Incident Report form should be completed immediately and submitted promptly, along with the police or CHP report if applicable, to Risk Services. Care should be taken to obtain as much information and photo documentation as possible at the scene of the accident.
    - 2. Employee/Agent-Owned (Personal) Cars for information regarding primary coverage by the employee’s or the volunteer’s personal insurance policy. UC’s Auto Liability and Property coverage would be secondary, only after the driver’s policy limits are exceeded.
  - ii. Work-related Injury or Illness
    - 1. No matter how slight, all cases of injury or illness sustained in the course and scope of official UC duties must be reported promptly. Failure to do so may result in denial of coverage.
    - 2. Employees should report work-related injuries or illness to their direct supervisor as soon as possible. The employee and supervisor should then complete an Employer’s Report of Occupational Injury or Illness form and submit the form to the Human Resources Coordinator in ANR’s Staff Personnel unit. See ANR Safety Note #123 for additional guidance.

For more information on automobile and liability insurance see Automobile and Liability Insurance found here: [http://ucanr.edu/sites/risk/Insurance/Automobile\\_Liability\\_Insurance/#](http://ucanr.edu/sites/risk/Insurance/Automobile_Liability_Insurance/#)

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