Risk Management

Foreign Travel Insurance

&

Driving on University Business
Reminders, changes and new procedures

FOREIGN TRAVEL INSURANCE
Protecting You

• Requirement by Chancellor’s Office coded memorandum **RM 2013-01**

• Coverages (your benefits while you’re abroad!)
  – Medical Insurance
  – Auto Lib Insurance
  – General Liability
  – Services by Euro Assist
  - AD&D
  - Repatriation
  - Emergency Evacuation
  - Trip Cancellation

BPRT 11/18/2014
• Changes in RM Procedures
  – All foreign travel must be approved by the campus President or Chancellor’s Office before insurance request forms are processed
  – Reminder: Send in your International Travel Expense Justification as soon as practical.
    • At least 45-60 days to regular hazard countries
    • At least 60 days to high hazard countries
    • All sabbatical travel must be covered
Large Group Travel

• Multiple Travelers
  – Travel in groups no larger than 6 people
  – Groups larger than 6 people are subject to increased premiums to increase AD&D coverage due to the concentration of risk
  – Example: Professor Bob, Professor Alice and 5 students travel to Paris for 15 days
    • Bob and Alice travel a couple days before and after the students arrive and leave. Premium = $370
    • Bob, Alice and 5 students travel to Paris on the same plane. Premium = $440
New Procedures

• Coded Memorandum **RM 2014-01**
  – Starting January 1, 2015
  – Delegation of authority is given to the campus president or their designee to approve high hazard travel
    • Faster approval times
    • High Hazard War Risk countries are still required to have Chancellor’s Office approval
Questions?

Janie Xiong
xiong@csus.edu
x86456

Kirtland Stout
kirtland@csus.edu
x87233
Let’s review...

DRIVING ON UNIVERSITY BUSINESS
Who drives on University business?

If you do any of the following, you drive on University business:

- Drive to meetings on or off campus, such as to Folsom Hall
- Engage in business for your department on the way to work or on the way home
- Drive to training
- Drive while travelling on University business
- Drive small engine carts or any other vehicle on campus
- Operate any University vehicle except a forklift or lawn mower
- A volunteer driving for the department or for an event
Before driving on University business, submit the **Vehicle Operation Authorization Application**.

If you intend to use your own vehicle on University business, you must fill out the **STD 261** form (State of California requirement).

Your **STD 261** has to be recertified annually by you and your manager.

- Vehicle must be properly insured for liability

12+ trips/year or 1/month = mandatory **Defensive Driver Training (DDT)**

900 campus drivers in the system; 200 new drivers/year
Driving on campus

- Driving on campus is a privilege.
  - Whether to allow vehicles on the campus pathways has been discussed many times over the years.
- Emphasis: Courtesy and pedestrian safety
- Speed limit anywhere: 10 mph
- Speed limit when around pedestrians: 1 mph faster than the pedestrians
On-campus vehicles required to display a “How is my driving” sticker.
If your small vehicle is not stickered, it is your responsibility to contact RM.
RM receives only 3-4 calls per year.
Calls from the sticker come to Janie in RM.
Purpose: Safety, not law enforcement.
Don’t remove the stickers! (We’ve stickered some vehicles 2 and 3 times.)