



Auto Insurance Checklist

In consideration of the University of San Francisco's policies and procedures to operate a University-owned vehicle, each of the following forms must be kept in all vehicles.

Please keep in mind that while renting a vehicle while on University business, the forms below are also required. The rental company will ask for proof of insurance.

For questions regarding this checklist or the mentioned forms, please contact Director of Risk Management, Melissa Diaz, at mddiaz2@usfca.edu or through phone at 415-422-5899. You may also reach the Department of Risk Management at usftravel@usfca.edu.

- Auto Self Insurance Form*
- Auto Accident Report Form
- Auto Liability Form*
- GPS Tracking Stickers* *

**only for University-owned vehicles with GPS system

*Please note that insurance policies renew every year, and Risk Management will make sure to send out updated documents