



Quick Tips Driving UC Vehicles in Mexico

RELATED TOPICS

- Automobiles (www.riskmanagement.ucsb.edu)
- Field Trips & Travel (www.riskmanagement.ucsb.edu)
- UC Waiver of Liability (www.riskmanagement.ucsb.edu)

REQUIRED DOCUMENTATION

- Tourist permit (available at immigration offices at the border)
- Passport
- Driver's license
- Credit card
- Proof of Mexican auto insurance (obtain with [Request for Mexican Automobile Insurance](#))
- Vehicle Registration
- An [Authorization to Drive UC Vehicle in Mexico](#) letter
- Boat registration (if you are taking a boat and trailer)
- [UC Waiver of Liability - Elective/Voluntary Activity](#) (for anyone except employees in the course and scope)

PRECAUTIONARY MEASURES

- Make copies of all documents and keep them in a separate location from originals.
- Provide copy of all your documents to someone in the States who can fax you copies in an emergency.
- Carry both a cell phone and charger that will work in Mexico.
- Take traveler's checks. If you are in an accident you will need cash.
- Give someone your itinerary; agree to call at prearranged times.
- Make arrangements with someone in the States who has access to and the ability to transfer funds to Mexico.

MEXICAN AUTO INSURANCE

Mexican law requires that you have Mexican auto liability insurance if you drive in Mexico. UCSB Risk Management obtains Mexican auto insurance ([Request for Mexican Automobile Insurance](#)) that provides the following coverage:

- Liability to 3rd parties for bodily injury; coverage limits - \$40,000 per person/\$80,000 per accident.
- Liability to 3rd parties for property damage; coverage limits - \$40,000 per accident.
- Expenses incurred by driver/occupants of insured vehicle coverage limits - \$2,000 per person/\$10,000 per accident.
- Collision coverage for UCSB vehicle with limits up to actual cash value of vehicle and a \$500 deductible.
- Comprehensive coverage for UCSB vehicle with limits up to actual cash value of vehicle and a \$500 deductible.
- Legal aid.
- Travel Assistance.

WHAT TO DO AT THE SCENE OF AN ACCIDENT

- Do not move the vehicles until you are given permission by the authorities, unless absolutely necessary.
- Aid the injured, set out flares if possible.
- Call the Baja California (Norte) Emergency Response Hotline at 066. This is the Mexican equivalent to 911.
- Call the insurance company, Mapfre Teyepac, as soon as possible after the accident occurs.
- If time before accident investigator and insurance adjuster arrive, and if possible, obtain license number(s) of other vehicles; name(s) of other driver(s); damage to other vehicle(s); names & phone numbers of witnesses.
- If you have a camera, take photos.
- Draw a diagram of the accident.
- Obtain facts about injured person(s); about property damaged.
- Notify department, campus Risk Management, Workers' Compensation and Transportation Services asap.
- At scene of accident DO NOT DISCUSS THE ACCIDENT except with Police, your insurance adjuster and attorney.
- At scene of accident do not argue, admit liability, or offer to pay for damages. Do not sign any papers.
- Protect your vehicle and other property from further damage.

ASSISTANCE WHILE YOU ARE IN MEXICO

- Insurance Company - Mapfre Tepayec: toll free 01-800-02-663-5800 or 01-800-02-665-5100.
- Insurance Agent - MacAcfee & Edwards: tel. (800) 334-7950; fax (626) 792-7322
- Angeles Verdes (Green Angels) National Road Emergency Servs.: tel. 01-800-903-9200
- Baja California (Norte) Emergency Response Hotline: tel. 066
- Tourist Assistance Office, Baja California State Tourism Department: tel. 078, from 8:00 AM to 8:00 PM
- UCSB Risk Management: tel. (805) 893-2860; fax (805) 893-8521.
- The American Consulate General (M - F 8:00 - 4:30, except U.S. and Mexican holidays) is located at:
Ave. Tapachula # 96, Colonia Hipodromo, 22420 Tijuana, Baja California, Mexico
tel. (664) 622-7400; fax: (664) 622-7625; from U.S. 011-52 (664) 622-7400
In case of emergency involving U.S. citizens, contact Consulate General duty officer at: 001 (619) 692-2154

FORMS

- [Authorization to Drive UC Vehicle in Mexico](#)
- [Request for Mexican Automobile Insurance](#)
- [UC Waiver of Liability - Elective/Voluntary Activity](#)