

# School District No. 22 (Vernon) **PROCEDURE**

Please file in By-Laws, Policy & Procedure Manual

**No. PR 2.7.0**

Adopted: 26 Jan. 1993  
Amended: 03 Feb. 1998  
Amended: 07 Dec. 2004  
Amended: May 2008  
Amended: Oct 29 2014

## DAMAGE TO EMPLOYEES' VEHICLES

1. The amount of compensation shall be the lesser of:
  - 1.1 the amount of the cost of repair, or
  - 1.2 the deductible limit under the employee's vehicle comprehensive insurance coverage policy to a maximum of \$600.00.

(No claim will be paid if the damage is \$25.00 or less.)
2. Compensation will be paid only upon proof that the damage has been reported to the local Police.
3. Compensation will be paid only after the employee provides the Board with a receipt satisfactory to the Board for the cost of the repairs.
4. Where this policy is covered in Collective Agreements, the provision of the Collective Agreement shall apply.
5. Employee to forward a request for reimbursement to the Executive Assistant – Administration. The request for reimbursement will include:
  - Copy of the report to the policy or police report
  - Copy of the estimate of damages
  - Copy of the employee's deductible value from their insurance
  - Proof of employee's payment for repair

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

School: \_\_\_\_\_

Requirements (excerpts from Teachers' contract);

Indicate where information, receipts, etc. are located (ie. In letter, attached)

8.13 Reimbursement of Personal Property

8.13.1 Vehicles Used to travel To and From the Workplace:

The board shall reimburse an employee to the extent of the minimum deductible offered on I.C.B.C. motor vehicle policies for the replacement or repair of the vehicle due to theft or vandalism provided:

a) that the vandalism occurs while the vehicle is located on property owned and administered by the Board; \_\_\_\_\_

b) that, at the time the act of vandalism or theft occurs, the staff member is in attendance at place of work, or a function directly related to his/her assignment at a sanctioned School District activity. \_\_\_\_\_

c) that the employee reports the incident to the local police and, in addition, files a written statement of claim certifying the above with Superintendent, listing the name(s) of any person(s) suspected of causing the damage; \_\_\_\_\_

d) that any claim for financial compensation must be accompanied by:  
- A report of the incident of vandalism or theft, and  
- A receipt covering replacement or repair. \_\_\_\_\_

e) that payment will be limited to \$100 per incident or the actual cost, whichever is lesser. \_\_\_\_\_

f) that the teacher is not eligible for compensation for the damage under another fund or policy of insurance. \_\_\_\_\_

BOARD OFFICE USE ONLY:

Amount: \$ \_\_\_\_\_

Account No. \_\_\_\_\_

Authorization: \_\_\_\_\_