

EMPLOYEES' VEHICLE DAMAGE

Background

Employees' vehicles occasionally incur damage due to vandalism, hit and run, or a school-based incident when the employee is in attendance at activities directly related to their employment assignment.

Procedures

The District will reimburse an employee whose motor vehicle is damaged due to vandalism, hit and run or a school based incident to the extent of the minimum deductible obtained by the employee through ICBC to a maximum of \$300.00 or as indicated in the applicable collective agreement.

1. The vehicle must be located on property owned or administered by the District when the incident occurred;
2. The incident must be reported via email to the employee's Administrator or Department Manager.
3. Once reported, the employee must complete the *Personal Vehicle Damage Deductible Reimbursement Claim Form* available on My43 and submit the completed form online to the Assistant Secretary-Treasurer, Corporate and Financial Services within 60 days of the incident, providing the following documentation and information to support the claim;
 - 3.1. an ICBC claim number;
 - 3.2. a receipt or receipts covering the cost of repairs, scanned and attached to the claim in PDF format;
 - 3.3. a written statement of claim:
 - 3.3.1. date of incident,
 - 3.3.2. location of incident,
 - 3.3.3. description of incident,
 - 3.3.4. make, year and license plate number of vehicle, and
 - 3.4. the name of the Administrator or Department Manager to whom the incident was reported and the date of that report.
4. Financial Services will reimburse the employee within 30 days of receipt of a valid claim.
5. Only one claim per 12-month period will be reimbursed.

Reference: Section 65, 85, School Act
Personal Vehicle Damage – Deductible Reimbursement Claim Form (online form)

Last revised: June 2023