

Section:	District Administration
Title:	Employee Business Auto Insurance Reimbursement

Purpose

To establish a process for Employees who are required to use their personal vehicle for School District business purposes **more than six days** in a calendar month, excluding travel to and from work.

Guidelines

The School District will reimburse employees for the cost to upgrade their vehicle insurance coverage, subject to the following conditions:

1. Employees must first review requirements with their supervisor to confirm the expectations for using their personal vehicle for school district business more than six (6) days per calendar month. Supervisor pre-approval is required before proceeding to the next steps.
2. The Employee must have **Business Use** automobile insurance coverage per ICBC guidelines (ICBC category 007).
3. The **Employee Business Auto Insurance Reimbursement** form must be completed by an Autoplan Insurance Agent and submitted by the employee to their school principal or department manager, who is acknowledging and recommending the employee's request by signing off.
4. Final approval will be determined by an authorized School District official.
5. The reimbursement will be based on the incremental cost difference in upgrading to **Business Use** insurance (ICBC category 007) from **Pleasure To/From Work** insurance (ICBC category 002/003).
6. The reimbursement will not apply to any difference in premiums related to Third Party Liability coverage, as the Schools Protection Plan provides coverage in excess of the employee's existing Third-Party Liability coverage when the vehicle is being used for School District purposes.
7. A copy of the new insurance certificate verifying **Business Use** coverage must be included with the reimbursement claim.
8. If the employee leaves the School District during the year, reimbursement costs may be recovered on a pro-rated basis.
9. It is important to be aware that although the School District is only reimbursing costs related to differences in basic insurance coverage, this does not preclude an employee from ensuring they have the optimal auto insurance coverage for their personal situation. It is the employee's responsibility to ensure they consult with their Insurance Agent to make sure they have the appropriate coverage in place to meet their needs personally.

and professionally. For example, while the School District does not reimburse an employee for more than the basic Third-Party Liability coverage that ICBC provides (due to School Protection Plan coverage), it would likely be prudent for the employee to have additional Third-Party Liability coverage based on a discussion with their Autoplan Agent.

Date Adopted: November 1999 (formerly part of AP 6.4.1, #512)

Date Amended: September 2022

Legal Reference: *Criminal Records Review Act*

Cross Reference: [Administrative Procedure Staff Transporting Student in Personal Vehicle](#)
[Staff Driver Form](#)
[Staff Driver Checklist and Pre-Trip Inspection List](#)