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| Section: | Operations |
| Title: | Vandalism to Motor Vehicles |

District staff or trustees who have incurred vandalism to their motor vehicles at district-related work or at a work-related school district function will be reimbursed for the minimum ICBC deductible or actual cost, whichever is the lesser, for the repair of the damage in accordance with the following regulations.

MTU and CUPE employees will be reimbursed in accordance with their collective agreements.

The damage must be reported to the RCMP as soon as it is discovered.

The exception is where there is damage to an employee's personal vehicle (that would not be considered vandalism) as a direct result of something a student has done while the employee is transporting that student to or from an approved school district activity.

The damage must be reported to the immediate supervisor and must be repaired.

A [Vandalism to Motor Vehicles Report](#) form must be completed, signed by both the employee and supervisor and returned to the Secretary-Treasurer's office with a copy of the receipt covering replacement or repair costs.

Date Adopted: **May 2000**

Date Amended: **April 2005 (formerly AP 7.6.1, #606)**

Cross Reference: *CUPE Collective Agreement*
 MTU Collective Agreement