

### Vandalism to Motor Vehicles Reporting Form

Employee’s motor vehicles occasionally incur vandalism damage while staff members are at their place of employment or in attendance at a function directly related to their assignment.

The Board of Education will reimburse an employee or trustee, whose motor vehicle is damaged due to an act of vandalism, to the extent of the minimum deductible offered on ICBC motor vehicle policies. MTU and CUPE employees will be reimbursed in accordance with their collective agreements.

If an employee wishes to make application for reimbursement of expenses under this procedure, please complete the following:

Name: \_\_\_\_\_ Position held with School District: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time: \_\_\_\_\_ a.m./p.m.

Location of Incident \_\_\_\_\_

Type of Vehicle Involved in Incident: \_\_\_\_\_

Describe type/extent of damage: \_\_\_\_\_

\_\_\_\_\_

Were Police notified? \_\_\_\_\_ Case # \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ a.m. /p.m.

Has the damage been repaired? \_\_\_\_\_ Date: \_\_\_\_\_

List the name, address and phone number of the business who did the repair work:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please attach a copy of the receipt covering replacement or repair costs and forward to the District Office for processing.

Employee’s Signature \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_

Supervisor’s Signature \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_

District Office Approval \_\_\_\_\_ Date \_\_\_\_\_

Account Code \_\_\_\_\_ Amount \_\_\_\_\_