

REIMBURSEMENT FOR UPGRADING EMPLOYEES' VEHICLE INSURANCE

Background

The school district, in certain circumstances, may require employees to use their personal vehicles for district business. In instances where this is required and authorized by the district, the district will reimburse the employee for the cost of the additional insurance required by ICBC regulations.

Employees must have a minimum ICBC rate class of (003) (to and from work less than 15 km) or rate class (002) (to and from work greater than 15 km). Employees with either of these two rate classes may, in accordance with ICBC regulations, use their personal vehicle for business use up to and including six (6) days in a month without upgrading their insurance.

Where an employee has been requested by their immediate supervisor or manager to use their vehicle, and particularly where they are using a vehicle more than six (6) days in a month, the employee must contact ICBC to upgrade their insurance.

Procedure

1. It is the employee's responsibility to discuss their insurance needs with their ICBC agent to confirm appropriate coverage.
2. The district will only reimburse the difference from "To/From Work" to "Business Class".
3. School District 72 has secured excess liability insurance through the School Protection Program which protects staff against litigation in the event of an accident while they are using their personal vehicle for district business, provided staff are carrying the correct insurance for use of the vehicle and are not in violation of the motor vehicle regulation or section of the criminal code. In the event of an incident, it is the personal insurance that is the primary coverage for both litigation and collision.
4. The claim for the rate increase must be supported by evidence of the difference in cost between ICBC rate class (002) or rate class (003) and rate class (007). (See SD72 Form 415-2, Declaration by the Insurance Agent)
5. The claim may be made only in the circumstances where the immediate supervisor or manager requires the employee to use their personal vehicle for business use more than six (6) days per month. This is only applicable when an employee is required, on paid time, to use their owner personal vehicle for an approved activity.
6. Applications must be made to the secretary-treasurer or designate not later than 30 days after the employee secures an insurance premium based on using his/her vehicle for business use. The application must include:
 - Business Use Vehicle Insurance Reimbursement Form (SD72 Form 415-1)
 - Certificate of Insurance (all pages) indicating that business rate insurance was purchased
 - Declaration by the Insurance Agent showing the difference between To/From Work and Business (SD72 Form 415-2)
 - A copy of the Letter of Approval

7. School principals and staff need to ensure the school has on file a driver's abstract, a copy of the driver's license and a copy of insurance.

Related Forms: [SD72 Form 415-1 Business Use Vehicle Insurance Reimbursement](#)
[SD72 Form 415-2 Agent's Declaration – Cost Difference To/From Work and Business](#)
[SD72 Form 415-3 Approval Letter - Insurance for Employees Using Personal Vehicle for Business Purposes](#)