

Appendix to 530 – Insurance Management

Employee Claim Form for Private Vehicle Damage

Under Administrative Procedure 530.4.2

In case of accident or damage to a personal vehicle while on District business, the District will reimburse the lesser of the actual vehicle damage repairs costs, or the cost of insurance deductible, up to a maximum of six hundred dollars (\$600).

Note: Administrative Procedure 530.4.2 does not cover theft of or from a vehicle

Employee Name: _____ School: _____

Date of Damage: _____

Description of Vehicle Damage: _____

Location Where Damage Occurred: _____

Did a Student Cause the Damage? If so, what is the Student's Name? _____

Witnesses (Names and Contact Numbers): _____

If there are no witnesses, how do you know the damage was done by a student and/or is a direct result of being employed by the school district?

Employee's Signature

Date

Principal's Signature

Date

Attach a copy of the following:

1. A receipt for vehicle damage repair costs.



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**2. A copy of insurance coverage indicating the deductible for comprehensive loss.
Please forward this form and the required attachments to the Manager of Purchasing & Transportation.**

Approved by Secretary-Treasurer

Date