



SCHOOL DISTRICT NO. 42 (MAPLE RIDGE - PITT MEADOWS)

CUPE LOCAL 703 BUSINESS INSURANCE UPGRADE REIMBURSEMENT FORM

Employees who are required to use their private vehicles for Board of Education business must obtain business insurance with \$2 million third party liability, collision coverage with \$200 deductible and \$100 deductible comprehensive.

Claims for increased costs due to the upgrade to business use insurance from to and from work insurance, must be made annually on the renewal of insurance.

Employee Name/Principal Operator _____

Position _____

Employee ID # _____

Year/Make/Model of Vehicle _____

License Plate # _____

PART A: TO BE COMPLETED BY INSURANCE AGENT

Name of Insurance Agency _____

Coverage	Insurance Limit / Deductible	Cost of Insurance Vehicle Used to and from Work Column A	Cost of Insurance Vehicle Used for Business Column B
Rate Class			
Annual Basic		\$	\$
Third Party Liability	\$2 Million	\$	\$
Deductible - Collision	\$	\$	\$
Deductible - Comprehensive	\$	\$	\$

Annual Insurance Costs

\$

\$

DIFFERENCE IN ANNUAL INSURANCE COSTS

(Column B - Column A)

\$

Signature of Insurance Agent _____

Date Signed _____

PART B: TO BE COMPLETED BY PRINCIPAL/MANAGER

I certify that the above named employee is required, as a condition of employment, to use their private vehicle for business more than 6 days per month.

Signature of Principal / Manager _____

Date Signed _____

Name _____

School / Department _____

PART C: INSTRUCTIONS TO EMPLOYEE FOR REIMBURSEMENT

Please complete an "employee expense" online claim form. Scan and attach to this claim the following documents:

1. This completed form
2. Owners certificate of insurance & vehicle license, pages 1 & 2, which are ICBC forms and are given to you when you renew your insurance.