



School District 84 - Vancouver Island West

PO Box 100, #2 Highway 28

Gold River BC, V0P 1G0

Telephone: (250) 283-2241

Fax: (250) 283-7352



TO: ALL EMPLOYEES USING PERSONAL VEHICLES ON SCHOOL DISTRICT BUSINESS

FROM: LAWRENCE TARASOFF, SUPERINTENDANT OF SCHOOLS/SECRETARY-TREASURER

RE: INSURANCE COVERAGE REQUIREMENTS

IF YOUR NORMAL WORK ASSIGNMENT REQUIRES YOU TO USE YOUR PERSONAL VEHICLE ON SCHOOL DISTRICT BUSINESS (DRIVING TO AND FROM WORK DOES NOT COUNT):

EITHER:

- MORE THAN 1 600 KM PER YEAR, *OR*
- MORE THAN 6 TIMES PER CALENDAR MONTH

THEN: THE VEHICLE MUST BE INSURED UNDER RATE CLASS007 (BUSINESS USE).

IF THE ABOVE IS TRUE FOR YOU, AND YOU WOULD OTHERWISE INSURE YOUR VEHICLE UNDER **(DRIVING TO AND FROM WORK LESS THAN 15 KILOMETRES ONE WAY" (RATE CLASS 003)**, THE BOARD WILL PAY THE INCREASE IN PREMIUMS. PLEASE HAVE YOUR INSURANCE AGENT COMPLETE THE BOTTOM OF THIS FORM AND ATTACH A COPY OF YOUR VEHICLE'S INSURANCE PAPER. ATTACH BOTH TO A TRAVEL EXPENSE CLAIM FORM AND SUBMIT TO YOUR SUPERVISOR.

THE PREMIUMS FOR **RATE CLASS 002 (DRIVING TO AND FROM WORK MORE THAN 15 KM ONE WAY)** AND RATE CLASS007 ARE THE SAME SO THERE IS NO INCREASE IN COST TO YOU.

THE COST DIFFERENCE BETWEEN BUSINESS AND PLEASURE USE IS \$ _____, AS PER ATTACHED COPY OF VEHICLE INSURANCE.

INSURANCE AGENT

DATE