



## School District 84 Vancouver Island West

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**TO: ALL EMPLOYEES USING PERSONAL VEHICLES ON SCHOOL DISTRICT BUSINESS**

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

**RE: INSURANCE COVERAGE REQUIREMENTS**

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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 CLASS 007 (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 CLASS 007 ARE THE SAME SO THERE IS NO INCREASE IN COST TO YOU.

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

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INSURANCE AGENT

DATE