

## **ADDITIONAL COST OF BUSINESS USE INSURANCE FOR EMPLOYEE-OWNED VEHICLES**

### **Background**

The District will indemnify its employees against the additional cost of insurance for business use on employee-owned vehicles necessarily incurred in pursuit of their District duties.

The amount of reimbursement will be the difference between the cost of business use coverage and the cost of coverage for traveling to and from work. Effective July 01, 2014 the maximum amount reimbursed shall be one hundred (\$100.00) per year.

### **Procedures**

1. Requests for reimbursement are to be submitted to the Secretary-Treasurer and must be accompanied by the insurance agent's calculation of the difference in premiums.
2. The District will cover the insurance deductible cost of automobiles that have been damaged while being used on District business, up to a maximum of two hundred and fifty dollars (\$250.00) providing that the business on which the automobile is being used has been authorized in advance.
3. While employees are encouraged to carry comprehensive insurance, if the vehicle is damaged while transporting students as part of their duties, the District may cover up to five hundred dollars (\$500.00).

Reference: Sections 17, 20, 22, 65, 85 School Act

Adopted: February 25, 2014

Revised: June 25, 2019