

Claim Form for Private Vehicle Damage Under CUPE Collective Agreement Article 8.80

*Where an employee's vehicle is **vandalized** at the employee's workplace during their regular shift, the employer shall reimburse the employee **the lesser of the actual vehicle repair costs**, or the **cost of any deductible portion of insurance coverage** on that vehicle up to a **maximum of \$300**.*
(*Boldface emphasis added*)

Note: Article 8.80 does not cover theft from a vehicle.

Note: Article 8.80 does not cover hit & run damage while parked at school.

Note: Claims must be reported in a timely manner and form submitted by June 30th

Employee Name: _____ Number: _____ School / Dept: _____

Date of damage: _____ Time: _____ Location: _____

How did the damage occur? _____

Description of the vehicle damage: _____

Was the damage reported to the RCMP? _____ Case number: _____

Witness (name and contact number): _____

If there are no witnesses, how do you know the damage was done at your workplace?

Employee's Signature

Date:

Principal / Manager Signature

Date:

Please forward this form and the attachments noted below to Risk Management courier 470.

1. The receipt for vehicle damage repair costs
2. A copy of insurance coverage (all pages) indicating the deductible for comprehensive loss.

RISK MANAGEMENT USE ONLY

Vendor # EM _____

Invoice # VVA _____

G/L Account # 11-0020-3920-470-475

Amount \$ _____

Approval _____

Date _____