

**Claim Form for Private Vehicle Damage
Under Board Regulation 4410.1 Sec 5 – Vehicle Vandalism
Exempt – Principal – Vice Principal**

*Where an employee's vehicle is **damaged by a student** at a **worksite** or an **approved school function**, the employer shall reimburse the employee **the lesser of the actual repair costs, or the cost of any deductible portion of insurance coverage** on that vehicle up to a **maximum of \$600**.
(*Boldface emphasis added*)*

Note: 4410.1 does not cover theft from a vehicle.

Note: 4410.1 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: _____

If damaged by a student, what is the student's name? _____

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 by a student?

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 _____