

**ADMIN PROCEDURES MANUAL**  
**Administrative Procedure 570**

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**INSURANCE RELATED TO EMPLOYEE TRAVEL**

**1. Background**

The precise nature of insurance coverage is established by the legal language of insurance policies and legislation. Interpretations of these documents are done in courts. These comments are designed to help establish a general understanding, not provide a detailed analysis.

**Procedures**

**1. Insurance requirement for business use of employee vehicles**

This information is provided in relation to employees driving private vehicles on authorized District “business travel.” Business travel does not include driving “to and from work.”

- 1.1. Employees whose business travel is no more than six days per month require no greater coverage than to and from work.
- 1.2. An employee who utilizes a private vehicle for Board business travel more than 6 days a month is required by ICBC to have the vehicle’s insurance rated for business use and pay an additional premium.
- 1.3. Staff that have assignments at more than one location on different days are not considered to be travelling for business use as the assignment location on each day constitutes as travel to and from work from the home location.

**2. Reimbursement for costs of “business use” insurance**

2.1. Employees are eligible for reimbursement of any necessary additional cost of carrying business use insurance:

- 2.1.1. Once confirmed by their supervisor that the employee is required to travel for business more than 6 days per month, and
- 2.1.2. where the cost of business use insurance exceeds the applicable to and from work rate classification, and
- 2.1.3. for up to \$200 per year of additional costs, and
- 2.1.4. on presentation of insurance documentation showing that the coverage is in force.

2.2. Employees who have business use insurance, and meet the conditions in 2.1, will be reimbursed by completing and submitting to Finance, an Employee Expense Reimbursement form along with:

- a) A photocopy of the vehicle’s insurance documentation evidencing that business use insurance is in force (i.e., paid and active), and
- b) a completed Insurance Agent’s Declaration of Difference Between Cost of “To and From Work” (rate class 003) and “Business Use” (rate class 007) coverage, or similar statement by the employee’s insurance agent.

- 2.3. Those who are reimbursed travel costs based on a monthly vehicle allowance or who are required by contract or collective agreement to be responsible for personal vehicle costs are not eligible for business use insurance reimbursements.

### 3. Reporting motor vehicle accidents

- 3.1. Motor vehicle accidents must be reported to ICBC and where appropriate, the police. Where the accident involves a board owned vehicle, it must be reported to the District's Director of Operations and Facilities.

- 3.2. When an **employee** is injured in a motor vehicle accident while travelling on school district business, an incident report must be submitted on the Occupational Health and Safety Portal.

<https://sd40bcca.sharepoint.com/sites/StaffPortal/OHS>

For minor injuries that do not require immediate medical treatment, employees should report to first aid at the nearest school site if the employee is able to safely travel there.

- 3.3. When a **student** is involved in a motor vehicle accident while travelling in relation to school activities, an Incident Report must be completed to satisfy Schools Protection Program requirements as per AP 315.

### 4. Settling claims arising from accidents involving employee vehicles while on Board Business

- 4.1. An employee is considered to be on authorized board business when kilometrage costs are eligible for reimbursement. Commuting to and from work is not reimbursable and is, therefore, not considered to be board business. Parking at work is not considered to be board business.
- 4.2. Claims arising from accidents involving employee vehicles while on authorized board business are generally settled in the following manner:
- 4.3. First, in the event of an automobile accident, insurance claims are satisfied pursuant to the coverage carried on the vehicle involved. All physical damage to employee vehicles is settled pursuant to any insurance on the vehicle which the owner has arranged. The district is not responsible for loss or damage to the vehicle or personal property. Accordingly, it is prudent for employees to ensure that appropriate insurance arrangements are established through their insurance agent. Kilometrage reimbursement rates are considered to contain a component to pay for insurance and insurance deductibles.
- 4.4. Second, all school districts automatically have the benefit of the Schools Protection Program provided by the Ministry of Finance, Risk Management Branch. This program provides excess liability coverage for the aforementioned vehicles.
- 4.5. The Workers' Compensation Act mandates coverage for employees which may exclude ICBC personal injury claims of employees incurred while travelling on Board business and in its place provides Workers' Compensation Board coverage.

**5. Vehicle Vandalism Claims**

5.1. Please refer to AP 408 Vandalism to Employee Motor Vehicles.

*SD No. 40 (New Westminster)*

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