

AP 411

Use of Personal Vehicles for Business

Background

Employees who are authorized to use their personal vehicles for school district business will be compensated for said usage. Employees may be required to extend their personal insurance coverage to business coverage.

Procedures

1. The Abbotsford School District will comply with the [Insurance Corporation of British Columbia \(ICBC\) Guidelines](#) which state that all employees whose job description requires them to travel must have Business Insurance.
2. Employees who use their personal vehicle for school district business should consult ICBC for guidelines regarding their required levels of insurance as it relates to the business use of their personal vehicles. It is the employee's responsibility to ensure their insurance is upgraded as required.
3. Abbotsford School District employees are eligible to claim for the added cost of business insurance, if they travel more than six (6) days per month on school district business. Any reimbursement will be limited to the difference between what the employee would normally pay for insurance and the upgrade to business.
4. Employees who are required to have business insurance will be reimbursed a portion, or all, of the additional cost based on the following:
 - Application must be made to the Secretary-Treasurer or designate not later than 30 days after the employee secures an insurance premium based on using his/her vehicle for business use.
 - The amount of the allowance will be equivalent to the excess cost of the business insurance (difference between business rate and rate for driving to and from work).
 - The Abbotsford School District will not reimburse the premium increase if the employee wishes to increase their PL/PD to more than \$1,000,000, or for secondary drivers with less than ten (10) years' experience.
 - A maximum of \$200 per annum will be paid.
 - The claim must be certified by an insurance agent, and the amount claimed must be identified separately.
 - If the employee leaves the employment of the school district during the year, costs may be recovered on a pro-rated basis.

5. Procedure application form [AP 411-1 Insurance Upgrade to Business](#) must be used to apply for reimbursement of business insurance costs.
6. All payments made under this admin procedure are considered to be taxable benefits and will be included in the employee's annual T4, as required by the Canada Revenue Agency.

Appendix: [AP 411-1 Insurance Upgrade to Business](#)



AP 411-1 Insurance Upgrade to Business

*I.C.B.C. Guidelines state that all employees whose job description requires them to travel **must have Business Insurance**. The guidelines also state that employees who have insured vehicles for 'to and from work' (Class 002 or 003) may use their vehicle six (6) days per month for 'business use', without upgrading to business insurance. Employees who have insured their vehicles for 'Pleasure Only' (Class 001) may use their vehicle six (6) days per month to travel 'to and from work' or for 'business use', but not both, without upgrading to business insurance.*

Abbotsford School District Eligibility: Please note employees are eligible to claim for the added cost of business insurance, if they travel more than six (6) days per month on school district business, and more than 1,600 km in the year. The District will only reimburse the employee for the difference between what they would normally pay for insurance and the upgrade to business.

Employee Name	Work Location/Department	Employee Number
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TO INSURANCE AGENT: Please indicate below what the difference in premium would be if the employee were to insure for \$1,000,000 PL/PD only when increasing his/her insurance *from Class 002 or 003 to Class 007 unlimited business use*.

The Abbotsford School District **WILL NOT** reimburse the premium increase if the employee wishes to increase the PL/PD to more than \$1,000,000, or for secondary drivers with less than 10 years driving experience.

Business Insurance purchased effective from _____ to _____

	Class 002 / 003 (To/From Work)	Class 007 (Business)
Basic - I.C.B.C. with \$200,000 PL/PD	\$ _____	\$ _____
Additional PL/PD Coverage - Limit to \$ 1,000,000 (Coverage over \$1,000,000 is not reimbursable by the School District)	_____	_____
Under-insured Motor Protection		
Deductibles: _____ Collision	_____	_____
_____ Comprehensive	_____	_____
Less Safe Driver Discount _____%	(_____)	(_____)
Less Premium increase for secondary drivers with less than 10 years driving experience (_____)	(_____)	(_____)
Total Cost:	B _____	A _____

DIFFERENCE (A-B) TOTAL CLAIM: (Maximum \$200 per year)

(Claim will be reimbursed through payroll)

This is to certify that the above named employee of the Abbotsford School District has obtained Business Insurance that provides for unlimited business use and other factors as indicated above.

SIGNATURE OF CLAIMANT

PRINCIPAL'S SIGNATURE

INSURANCE AGENT'S VERIFICATION
(Stamp or Signature)

Approval: _____
DIRECTOR OF FINANCE

For SBO Use: Account Code _____

NOTE: Payments made under this claim form are considered to be taxable benefits and will be included on the employee's annual T4, per requirements from the Canada Revenue Agency.