

Claim Form for Private Vehicle Damage

Under Article B.7.1

Where an employee's vehicle is damaged by a student at a worksite or an approved school function, or as a direct result of the employee being employed by the employer, the employer shall reimburse the employee the lesser of the actual vehicle damage 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: Article B.7.1 does not cover theft of or from a vehicle.

Employee Name: _____ School: _____

Description of Vehicle Damage: _____

Date of Damage: _____

Location Where Damage Occurred: _____

Did a student caused the damage? If so, what is the student's name?: _____

Was the damage a direct result of being employed by the school district? _____

Witnesses (names and
contact numbers): _____

If there are no witnesses, how do you know the damage was done by a student and/or is a direct result of being employed by the school district?

Employee's Signature

Date

Attach a copy of the following:

1. A receipt for vehicle damage repair costs
2. A copy of insurance coverage indicating the deductible for comprehensive loss.

Please forward this form and the required attachments to the secretary treasurer.

