

Administrative Procedure 3023

***Additional Cost of Business Use Insurance for
Employee Owned Vehicles***

1. The Board of Education will indemnify its employees against the additional cost of insurance for business use on employee-owned vehicles necessarily incurred in pursuit of their school district duties.
2. The amount reimbursement will be the difference between the cost of business use coverage and the cost of coverage for traveling to and from work. Reimbursement will be to a maximum amount of sixty dollars (\$60.00) per year. Effective July 01, 2014 the maximum amount reimbursed shall be one hundred dollars (\$100.00) per year.
3. Requests for reimbursement are to be submitted to the secretary-treasurer and must be accompanied by the insurance agent's calculation of the difference in premiums.
4. The Board of Education will cover the insurance deductible cost of automobiles that have been damaged while being used on Board business, up to a maximum of two hundred and fifty dollars (\$250.00) providing that the business on which the automobile is being used has been authorized in advance.
5. While employees are encouraged to carry comprehensive insurance, if the vehicle is damaged while transporting students as part of their duties, the Board of Education may cover up to five hundred dollars (\$500.00).