



# Annual Application for Reimbursement For Additional Insurance to Transport Students 2018-2019 School Year Only

Name: \_\_\_\_\_ Employee #: \_\_\_\_\_  
 School: \_\_\_\_\_  
 Position:  EA  Teacher  Student Support Worker  Other: \_\_\_\_\_

*The Insurance Guidelines for Staff Who Are Required to Transport Students on a Regular Basis states:*

- *Programs and Services staff will determine if the additional cost will be covered as part of the program expense. Determination will be made on a case-by-case basis.*
- *If an employee accepts changes to their current insurance policy that result in an additional cost, before receiving approval of the Director of Programs and Services, they risk having to cover the cost themselves.*
- *It is the employee's responsibility to determine if their insurance policy allows them to transport students on a regular basis as part of their duties, as it is the employee who is at risk of being underinsured in the event of an accident.*

Number of Times/Week You are Transporting Student(s):
Name(s) of student(s) Normally Transported:

Reason for Transporting Student(s):

Cost of changes to insurance policy, if changes are required	\$	<b>AVRCE Confirmation of Insurance Form MUST be attached</b>
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**In order to consider this application, confirmation that your insurance provider requires changes to your current policy to permit you to transport students on a regular basis is required. Please request your insurance provider complete the AVRCE Confirmation of Insurance Form. Attach completed AVRCE Confirmation of Insurance Form to this application and submit to the Office of the Director of Programs and Services**

**Please Note: Should your assignment to transport students change during the course of the school year, you must contact the Office of the Director of Programs and Services immediately.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of School Principal

\_\_\_\_\_  
Date

**To be Completed at Regional Office:**  Approved  Not Approved

\_\_\_\_\_  
Signature of Director of Programs and Services

\_\_\_\_\_  
Date



**The following information is provided to ensure employees who are required to transport students in the course of their employment duties have the appropriate personal insurance coverage to do so.**

**Insurance Guidelines for Staff Who Are Required to Transport Students on a Regular Basis**

There is a great deal of disparity from insurance providers in the interpretation of whether or not transporting students during the course of one's employment constitutes "carrying passengers for compensation or hire". From the information we have received, it has been determined that the payment of meterage at the government (or a lesser) rate in itself is a reimbursement of costs, not compensation, and that the occasional and infrequent transportation of students is not an excluded use in basic insurance policies. If, however an employee is required to transport students on a regular basis as a part of their employment responsibilities there is no clear response from insurers. As a result the following procedures have been developed to ensure employees have appropriate insurance coverage if they transport students.

1. Any employee who is required as part of their job to transport students on a regular basis should contact their insurance provider to determine if their current policy permits them to transport students on a regular basis.
2. If an employee's current policy permits them to transport students on a regular basis, they should get confirmation of same from their insurance provider.
3. If an employee's current policy does not permit them to transport students on a regular basis, they should request their insurance provider provide what changes to their current policy are required to permit them to transport students on a regular basis.
4. If the proper coverage is not available from an employee's insurer they may seek to find a provider who can supply the coverage.
5. If an employee cannot obtain the proper coverage they can no longer transport students as part of their employment responsibilities.
6. If there is an extra charge to change an employee's current policy to permit them to transport students on a regular basis and the employee wishes to be reimbursed for the cost, an application must be made to the Office of the Director of Programs and Services prior to accepting the additional coverage.
7. The Office of the Director of Programs and Services will determine if the additional cost will be covered as part of the program expense. Determination will be made on a case by case basis.
8. If an employee accepts changes to their current insurance policy that result in an additional cost before receiving approval of the Office of the Director of Programs and Services, they risk having to cover the cost themselves.
9. It is the employee's responsibility to determine if they have the appropriate coverage as it is the employee who is at risk of being underinsured in the event of an accident.

As with any personal insurance issue if an employee is not sure of the extent of their coverage they should get clarification from their insurance provider.