



to be completed by Employee's Insurance Company

Attention: Insurance Provider Authorized Representative

Some Annapolis Valley Regional Centre for Education employees are required to transport students to educational program activities as required in the course of their employment.

Please complete the following:

The employee's current policy permits them to transport students on a regular basis as part of their job duties. Please complete form below and return to policy holder:

Or

The employee's current policy does not permit them to transport students on a regular basis as part of their duties. Additional insurance is required, as per following form (please complete following and return to the policy holder):

Insurance Company:	
Policy Holder:	
Policy Number:	
Type of Additional Insurance: (if required)	
Cost of Additional Insurance: <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	\$
Dates of Coverage:	

Name of Person Completing Form

Signature of Authorized Representative

Date

Return form to:
Office of Director of Programs and Services

**Director of
Programs and Services**
Working Together for Students

Toll Free: 1.800.850.3887
Phone: 902.538.4617
Fax: 902.538.4652
www.avrce.ca