

Rotorua Lakes High School Te Hā o Te Manawa RTLB Cluster 20

**POLICY: CLUSTER FINANCES
PROCEDURE: Vehicle Insurance**

Rotorua Lakes High School Board of Trustees acknowledge that RTLB use their own private vehicle for work related purposes, and that there may be extra insurance costs associated with this.

Guidelines

1. RTLB are responsible for insuring their own vehicle used for RTLB cluster work.
2. RTLB will ensure their choice of insurance company for insuring their private vehicle includes a policy for claims against their vehicle being used as a 'tool of the trade'.
3. RTLB may request reimbursement for the extra insurance cost associated with using their own vehicle for work purposes. RTLB to provide Rotorua Lakes High School with documentation evidencing the difference in cost between insurance for private use of their vehicle and insurance when that vehicle is used for work purposes.
4. The extra insurance cost will be reimbursed to RTLB. Rotorua Lakes High School will deposit this amount into the RTLB's nominated bank account following documentation being presented confirming that insurances premiums have been paid for the appropriate policy.

REVIEW: This policy will be reviewed according to Te Hā o Te Manawa's triennial programme of self –review February 2020, or as required.

DATE CONFIRMED: 28 February 2017