

## Vehicle Insurance Request Form

Attached are copies of insurance invoices for \_\_\_\_\_ number of vehicle(s). Insurance coverage period is for \_\_\_\_\_ months from \_\_\_\_\_(beginning date) to \_\_\_\_\_(ending date).

My Driving Record has \_\_\_\_\_ surcharge points at the present time.

Employee name\_\_\_\_\_

Employee signature\_\_\_\_\_

Date\_\_\_\_\_

### Vehicle Insurance Policy

Pastors, administrators, and certain other designated employees within the conference are expected to maintain a vehicle for extensive use in conference-related business. Such employees qualify for a supplemental reimbursement of average annual insurance premiums, for a maximum of two vehicles, exceeding 16.5 percent of the Remuneration Factor, according to the following schedule:

| Driving Record Surcharge Points | Allowance Factor |
|---------------------------------|------------------|
| 4                               | 100%             |
| 5-8                             | 90%              |
| 9-10                            | 75%              |
| 11+                             | 60%              |

#### ***Automobile Insurance Assistance Eligibility***

To qualify for supplemental reimbursement, the employee must carry the following minimum limits of coverage:

- Bodily Injury                      \$250,000/500,000  
(or \$300,000 single limit)
- Property Damage                \$50,000
- Medical Payments                \$5,000
- Collision                            \$500 deductible
- Comprehensive                  \$100 deductible
- Uninsured Motorist                Statutory

In the event an employee mentioned above has a claim, the first \$50 of the collision or comprehensive deductible will be paid by the employee and the remainder will be paid by the conference. If the employee or his insurer brings a liability claim against a third party, and recovery is realized, reimbursement shall be made to the conference for any amounts previously paid by the conference above the first \$50 of the deductible.

Collision and comprehensive coverage are required on the first car and recommended for additional vehicles valued at \$500 or more.

**To qualify for supplemental reimbursement under this policy, the employee shall request that the conference be named as an “additional insured” on all policies.**