



Administrative Procedure 3065

Reimbursement of Costs for Ambulance and Personal Effects

Board Governance Policy Cross Reference: [1](#), [13](#), [15](#)

Administrative Procedures Cross Reference:

Form Cross Reference:

[Blanket Student Accident Form](#)

[Reimbursement Claim Form](#)

Legal/Regulatory Reference:

Date Adopted: January 2006

Amended: May 2019

In the event of costs being incurred by a **student, employee or volunteer** while at school or at work in the Brandon School Division or while involved in a school-sponsored activity, the reimbursement to the student or the student's parents for ambulance costs will be as follows:

Ambulance:

- Students – if an ambulance is called the Division's Insurance Carrier will reimburse the student's parents for uninsured ambulance costs upon submission of paid receipts.
- Students – the *Blanket Student Accident Form* should be provided to the student or the student's parents to be completed and forwarded to the Division's insurance provider. Due to confidentiality, all communication and documentation will remain between the claimant and the Division's Insurance Carrier.
- Employees with an extended health plan through the Division – if an ambulance is called for an employee who is injured on the job in the performance of their duties, the employee's insurance provider will reimburse the employee for ambulance costs.
- Employees with an extended health plan through an Alternate provider – if an ambulance is called for an employee who is injured on the job in the performance of their duties, the employee's insurance provider will reimburse the employee for ambulance costs.

- Employees **without any** extended health plan– if an ambulance is called for an employee who is injured on the job in the performance of their duties, the Division’s insurance provider will process the reimbursement upon receiving a school incident report and a demand letter or statement of claim from the employee.
- Volunteers with an extended health plan through an Alternate provider – if an ambulance is called for a volunteer who is injured on the job in the performance of their duties, the volunteer’s insurance provider will reimburse the volunteer for uninsured ambulance costs.
- Volunteers **without any** extended health plan– if an ambulance is called for a volunteer who is injured on the job in the performance of their duties, the Division’s insurance provider will process the reimbursement upon receiving a school incident report and a demand letter or statement of claim from the volunteer.

In the event of costs being incurred by an **employee** while at work in the Division or while involved in a school sponsored activity, the Division will reimburse the employee for uninsured cost as follows:

Personal Effects (eyeglasses, clothing etc.):

- Employees - if in the course of using physical restraint with a student, an employee incurs costs due to damage to or loss of personal effects (such as eyeglasses, clothing, etc.) required specifically in the course of employment, the Division shall reimburse the employee for costs upon submission of paid receipts.
- A *Reimbursement Claim Form* must be completed and forwarded to the Office of Secretary-Treasurer for approval. Upon approval, Accounting and Purchasing Services will process the payment.