

Facilities Ancillary Services Best Practice

Insurance Claims

INTRODUCTION (Purpose and Importance)

The purpose of this best practice is to provide a well-defined office protocol for maintaining communication within the office of Facilities Services regarding insurance claims pertaining to property and/or automobile damage.

PROPERTY CLAIMS - UCIPP (University, College and Institute Protection Program)

- UCIPP liability coverage is designed to protect the institution and its employees while performing their duties,
- All property (leased, rented, borrowed) required for education services/programs and where the institution has agreed to provide coverage is covered,
- All property claims including major incidents relating to fire, flood and theft are subject to a \$10,000 deductible per incident.

OFFICE PROCESS

- Facilities Services Managers to forward all documentation (incident reports, etc) where a possible claim could exist, to the Facilities Office Coordinator for tracking purposes,
- The Facilities Office Coordinator will forward information over to the Executive Assistant, Vice-President Administration & Finance for liaison with UCIPP,
- The Facilities Office Coordinator will forward claim # and particulars to the Campus Development Assistant,
- The Campus Development Assistant will set-up project #, cost centre, track expenditures and provide claim information to the Facilities Services Manager.

AUTOMOBILE/ICBC CLAIMS - UCIPP (University, College and Institute Protection Program)

- Incidents where an employee or authorized volunteer driver has an accident while operating a VIU fleet vehicle, claims will fall under the Special Excess Third Party Liability Policy, through ICBC.

OFFICE PROCESS

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- The Facilities Office Coordinator will forward all information over to the Executive Assistant, Vice-President Administration & Finance for liaison with UCIPP and/or ICBC.