

COUNTY OF VENTURA	2005 ADMINISTRATIVE POLICY MANUAL		HUMAN RESOURCES CHAPTER IX Risk Management
	Originating Agency: CEO-RSK	Last Issued	
Policy: CEO	1998	2005	Policy No. Chapter IX - 9  PERSONAL PROPERTY DAMAGE - AUTOMOTIVE
Procedure: CEO-RSK	1998	2005	
Forms (if any): N/A	N/A	N/A	
Policy Change Requires:		<input type="checkbox"/> CEO Consultation with Board of Supervisors <input checked="" type="checkbox"/> CEO Approval	
Procedure/Forms Change Requires:		<input checked="" type="checkbox"/> CEO Approval	

## **POLICY**

The Automobile Reimbursement Policy provides that when an employee suffers financial loss as a result of property damage to his personal automobile during its properly authorized use on County business; and when that loss occurs after commencement of and before termination of a particular County business trip, a claim for reimbursement may be submitted to the Risk Management Department. It is intended that this program be called upon only to pay for property damage losses not covered by insurance either private or third party. There should not be any double recovery by the employee.

## **PROCEDURE**

1. The procedure for filing a claim is as follows:
  - A. A properly executed "Employee Personal Property and Automobile Damage Claim" form number, GSA/136 (Rev. 8/90) constitutes a request for reimbursement.
  - B. This form (GSA/136) should be completed and submitted directly to the Risk Management Department within six (6) months of the date of accrual of loss.
  - C. The employee will receive a decision from Risk Management within 45 days from receipt of the claim.
  
2. All claims received will be reviewed for mileage reimbursement approval and for an agency/department head signature. Each claim will be investigated for:
  - A. Private insurance coverage carried by the employee. This program is excess to the employee's private coverage and will only provide deductible reimbursement.
  - B. Payment of deductible by third party primarily responsible for the loss to avoid double recovery.
  - C. Authorization of County business trip.

3. Once the investigation of a claim is completed, reimbursement (for a maximum of the private insurance deductible) can be honored, not to exceed \$500 per incident, maximum \$1,000 per fiscal year for an individual.
4. Any claim for damage to an employee's personal automobile while the automobile is parked at the employee's regularly assigned place of employment is not eligible for reimbursement.