Have the police been informed? ………………………… Date …………………………………….

If so, at what station ………………………………………………………………………………………………

If police have visited the scene, details of any action taken ………………………………………
……..

Was the person(s) who caused the damage identified? ……………………………………………

Have any arrests been made? …………………………………………………………………………………..

Repair Details:
Name of the Firm who carried out the repairs ……………………………………………………………

……

Full description of the repairs ………………………………………………………………………………………

……..

……..

……

.……………………………………………. Date repairs completed …………………………………………

Cost of Repairs £ ……………………………… Amount Claimed £ …………………………………..

I hereby declare that the above statements and information given are true to the best of my knowledge and belief.

I submit a receipt showing payment for repairs carried out and I claim the amount of £ ……………………

Signed …………………………………………………………… Date ……………………………..

Irish National Teachers' Organisation
Cumann Múinteoirí Éireann

MALICIOUS DAMAGE TO

MEMBERS' CARS

INSURANCE

Under the terms of a special INTO scheme, a members' car is insured against malicious damage when parked on school premises while the member is engaged in school business during any period of teaching or directed time.

Please read the conditions overleaf carefully.

The following conditions should be noted:

- The scheme does not extend to cars parked on public roads.
- Any damage must be notified immediately to the police.
- The Northern secretary must be notified within 7 days of the incident.
- Any damage arising out of civil disturbance is excluded.
- The scheme does not cover damage which occurs as a result of a collision with another vehicle.
- The scheme excludes theft of the vehicle and theft from the vehicle.
- Cover does not extend to accidental damage.
- Payment will onlybe made when the Organsiation is satisfied that the damage was malicious, and on production of the appropriate garage receipt showing payment for the repair (an estimate is not acceptable).
- Limit of cover for any one incident will be £100 (subject to a £5 excess).

Claimant Details:
Name ………………………………………………………………………………

Home Address …………………………………………………………………………

……………………………………………………………. Post-Code ……………………

School Name ……………………………………………………………………..

School Address …………………………………………………………………..

……………………………………………………………… Post-Code ……………………

Car Details:
Car Make and Model ……………………………………………………………………

Registration No. …………………………………………. Year ………………………………

Registered Owner ………………………………………………………………………….

Address …………………………………………………………………………………………

Name of Insurers ……………………………………………………………………………..

Damage Details:
Describe the circumstances in which damage occurred ……………………………

………………………………………………………………………………………………………

………………………………………………………………………………………………………

Was the car parked on school premises at time of incident? ……………………

Full description of damage ……………………………………………………………….

………………………………………………………………………………………………………

………………………………………………………………………………………………………

Date and Time Damage Discovered ……………………………………………………..

Name and Address of any Witness(es) ……………………………………………………

………………………………………………………………………………………………………

………………………………………………………………………………………………………