

MEMO



TO: Member Insureds

FROM: Steven Stoeger-Moore

DATE: 21 January 2005

RE: Garage Keepers Coverage

When the District accepts a vehicle for service for a Technical Instructional Program garage keepers coverages are in place. Within this coverage the following policy limits are in place - \$500 deductible for each customer auto or a \$2,500 deductible total for each event. There is a \$350,000 limit for comprehensive and collision related claims. The following risk control recommendations are made:

- Verify that a valid Wisconsin driver's license is held for any student technician that may operate a customer auto.
- Require the instructor to "ride along" during any vehicle test drive.
- Require the supervising instructor to "sign off" on work before the operation of the vehicle on a test drive or release of the vehicle to its owner.
- Require customer acknowledgement that permission is given to conduct a "test drive" of the vehicle to assess needed work and/or evaluation of completed work.
- As part of the repair request documentation the following language should be included...

Additional Authorized Driver(s)

The owner hereby permits the operation of the above-described vehicle as required to assess work needed to assess requested repair and/or to evaluate the repair work done to ensure proper completion. The "test drive", when deemed necessary, will be conducted by the student technician and instructor as a method of assessment and evaluation of the repair work. The length and duration of the "test drive" will be of sufficient duration only to allow for proper assessment and evaluation.

Owners Signature

Date