

IB educators network (IBEN)

Assignment information pack

For educators in the Americas region

The following information packet provides valuable information related to the logistics of your IBEN assignment. We encourage you to read the pack in its entirety prior to the date of your assignment.

If you have any questions related to this information, please do not hesitate to contact the IB educators network at iba.iben@ibo.org or via phone at +1 212 696 4464.

IB educators network database

You must be registered with the online database <http://ibvolunteers.ibo.org> prior to participating in any IBEN assignments. If you do not know your login information, please contact the IB educators network at: iba.iben@ibo.org.

Accidental/catastrophic/medical insurance:

Because we value your commitment to the IB mission, IB Americas is pleased to provide insurance coverage to you while you are on any IB Americas assignment.

The MEDEX card issued to all IB Americas educators is proof of your benefits and provides coverage while on assignment for IB Americas.

The insurance covers the following:

- Accident/catastrophic illness medical coverage limited to US\$5,000.
- Accidental death/dismemberment up to US\$250,000.
- Medical evacuation and repatriation up to US\$50,000 provided you are more than 100 miles from your place of residence

While on IB Americas' assignments, you should always use your personal health insurance for everyday illness and use the MEDEX coverage only for accidental/ catastrophic illness. Your MEDEX coverage will be considered secondary insurance to your personal coverage.

IB Americas educator insurance will take effect immediately as you leave your residence, school, or elsewhere and provide continuous coverage for you until you return home. The only exception is the medical evacuation and repatriation clause, which specifies that you must be more than 100 miles from your home for it to take effect.

If you have not received your MEDEX card, please contact iba.iben@ibo.org

Car rental / personal vehicle usage and insurance coverage information

Educators, who have been authorized to rent a car for an IB Americas assignment, please note the following important information:

- You must always purchase additional **comprehensive/collision** and **liability coverage** when renting a vehicle. IB Americas will reimburse you on your expense claim for this additional coverage.
- Educators will not be reimbursed for mileage if they do not get prior written authorization to use their personal vehicle to travel to and from an assignment. This permission may be obtained by email from IB staff in the department placing them on assignment. The total mileage may not exceed 300 miles/482.79 kilometers round-trip to an assignment. Educators should use a rental car when they are travelling in another country, city, province, or state.

- The educator's personal automobile insurance coverage will be considered to be the primary insurance for those educators who elect to use their own personal vehicle for an assignment.