

## Administrative Procedures

<b>AP-704</b>	<b>Date of implementation:</b> Fall 2006
	<b>Date of review:</b> March 27, 2024
INSURANCE	<b>Related Administrative Procedures:</b> <a href="#">AP-807 Transportation in Private Vehicles</a> <a href="#">AP-904 Break-in, Theft and Vandalism</a>

**Purpose:** In order to ensure the requirements of legislation are met and the Division’s interests are protected, the Division provides continuous insurance coverage in accordance with these procedures.

**Procedure:**

- 1) The CFO will obtain adequate insurance for the Division.
- 2) The Division will obtain insurance coverage for the following:
  - a) Buildings
  - b) Contents
  - c) Liability – for individual Board members, staff members, student teachers and interns, and volunteers; all the foregoing while performing authorized duties
  - d) Crime
  - e) Automobile fleet
  - f) Travel accident
  - g) Student accident
  - h) Boiler and machinery
  - i) Errors and omissions
  - j) Sexual molestation and abuse
  - k) Course of construction and wrap up
  - l) Employee bonds.
- 3) All specifications for the procurement of insurance are to be consistent with the Board’s schedule of insurable values and guidelines for placing insurance:
  - a) Appraisal of buildings and contents:

- i) To establish insurable values, the services of a professional appraisal firm is to be retained.
  - ii) The appraisal is to be current and updated on an annual basis.
  - iii) Coverage for schools and Board facilities is to be 100% of replacement value, less non-insurable or excluded items.
- b) Liability insurance is to indemnify the Board and its employees in respect to claims for damages to property or for personal injury or death arising from any activity or service authorized by the Board.
- c) Student accident insurance is to assist in indemnifying guardians when a student is injured in a school-sponsored activity.
- i) Exclusions and limitations:
    - (1) Staff and parents are to be advised to carry personal all-risk coverage for personal belongings.
    - (2) Teachers or parents transporting students in private or leased vehicles are to be informed that it is recommended that they have third party liability insurance of at least two million dollars (\$2,000,000) in accordance with AP-807 Transportation in Private Vehicles.

#### 4) Loss or Damage

- a) When any property covered by insurance is lost, damaged or destroyed, a notice and details concerning the loss is to be sent to the CFO.
- b) Procedures in terms of willful damage are to be followed in accordance with AP-904 Break-In, Theft and Vandalism.

#### 5) Personal Belongings

- a) The Division does not normally reimburse students, staff or others for personal belongings that may be lost or stolen.
- b) The Principal shall advise staff, students and parents that the Division is not responsible for loss of personal belongings.
- c) Loss or damage of personal belongings may be reported in exceptional circumstances through the Principal to the CFO for consideration and record.