
INSURANCE MANAGEMENT

Background

In order to ensure that the requirements of legislation are met and the Division's interests are protected, the Secretary-Treasurer in collaboration with the Superintendent will provide for continuous insurance coverage in accordance with these procedures.

Procedures

1. The Secretary-Treasurer is authorized to obtain adequate insurance for the Division.
2. The Division will provide insurance coverage for the following:
 - 2.1 Buildings;
 - 2.2 Contents;
 - 2.3 Liability – for individual trustees, staff members, student teachers and interns, and volunteers; all the foregoing while performing duties authorized by the Division;
 - 2.4 Cyber crime;
 - 2.5 Crime;
 - 2.6 Automobile fleet;
 - 2.7 Travel accident;
 - 2.8 Student accident;
 - 2.9 Boiler and machinery;
 - 2.10 Errors and omissions;
 - 2.11 Sexual molestation and abuse;
 - 2.12 Course of construction and wrap up; and
 - 2.13 Air quality (fungus) liability.
3. Building insurance will be secured to provide coverage at full replacement cost.
4. Contents insurance will be obtained on an actual cash value basis.
 - 4.1 Claims made under the building and contents section of the insurance policy resulting from accidents, vandalism or theft will be made by the Secretary-Treasurer upon receipt of the required information from the principal or department head.
5. Travel accident insurance will be obtained to cover staff members while traveling on Division business.

6. On an annual basis, the Division will review its insurance coverage and make such arrangements for insurance coverage as it deems necessary.
7. The Secretary-Treasurer will provide division insurance information to principals as required.

Reference: Section 33,52,53,68,197,204,222,225 Education Act

Approved: November 2005

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