

Silver Falls School District 4J

Code: **EI/EIA/EIB**
Adopted: 5/9/89-E
Readopted: 9/8/97; 4/12/99; 5/8/06

Insurance Program

The entire insurance program of the district that relates to buildings, fire or district liabilities shall be recommended, administered and serviced by an insurance agent appointed by the Board as the Agent of Record.

The Board shall hold the Agent of Record responsible for the proper conduct of the district's insurance program.

Specific duties and responsibilities of the Agent of Record shall include:

- Providing the district with a complete review of the district's insurance program. This review shall be presented at least once each year and shall include an analysis of the coverage, premium costs and expiration dates.
- Review all district exposures.
- Recommending changes and new coverages as the industry provides innovations.
- Placing or have placed all the district's insurance in companies licensed to do business in the state of Oregon. Insurance shall be placed in only those companies with a rating of not less than Best's Key Rating of Excellent (A, A-).
- Insurance may also be written by any fully insured, partially insured or self-insured pool that is able to demonstrate satisfactory financial stability as determined by Oregon Law.
- Providing a detailed estimate of the yearly insurance premium costs to the district prior to June 1 of each year.
- Maintaining an amicable working relationship with the district superintendent and business manager.
- Assisting with the preparation of inspections or filings required by state agencies or the insurance industry.
- Maintaining, in the office, a current record of the insurance in force, expiration dates and its distribution.
- Reviewing insurance documents for needed content and delivering a copy of all insurance coverage documents to the district.

- Maintaining an Errors and Omissions policy of sufficient limits acceptable to the district.
- Assisting in claims processing and communication.
- Providing proof annually that the insurance agent’s errors and omissions coverage is in force in adequate amounts.

The comprehensive public liability insurance coverage is to be recommended by the Agent of Record and specifications prepared.

Blanket building and equipment insurance will cover replacement costs with an agreed amount endorsement and with a deductible determined by the business manager and superintendent to provide the lowest possible premium costs consistent with adequate protection from unanticipated expenditures.

General and personal liability insurance will cover district Board members and employees only while acting in their official capacity.

All employees will be covered by an honesty bond with a \$100,000 limit.

Errors and omissions and tort liability endorsements will be carried.

Farm machinery and livestock supplemental coverage will be maintained if appropriate to the district property and programs.

The district will provide liability coverage for all district-owned or leased vehicles.

The district will establish and provide the opportunity for students to purchase student accident insurance.

The district will not carry student accident insurance other than liability insurance.

The district will not be liable for theft and damage of personal property of students that is not a requirement for attendance or participation. Additionally, the district will not be liable for theft and damage of personal property of staff.

The Board shall retain its legal responsibilities of establishing policy and making final determinations covering the total insurance program.

END OF POLICY

Legal Reference(s):

[ORS 30.260 - 30.300](#)
[ORS 278.005 - 278.215](#)
[ORS 332.435](#)
[ORS 332.437](#)

Cross References:

BHE – Board Member Liability Insurance

EEBA – District Vehicles

JHA – Student Insurance Coverage