

Administrative Procedures Manual	Administrative Procedure 530
	Insurance Management
	APPROVED: September 2013
Page 1 of 2	AMENDED/REVIEWED: September 2019, January 2020
LEGAL REFERENCE:	Section 52, 53, 68, 197, 222 Education Act

Background

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

Procedures

1. The Division will provide insurance coverage for the following:
 - 1.1 Buildings,
 - 1.2 Contents,
 - 1.3 Liability – for individual trustees, staff members, student teachers and interns, and volunteers; when the foregoing are performing duties authorized by the Division,
 - 1.4 Crime,
 - 1.5 Automobile fleet,
 - 1.6 Travel accident,
 - 1.7 Student accident,
 - 1.8 Boiler and machinery,
 - 1.9 Errors and omissions,
 - 1.10 Sexual molestation and abuse,
 - 1.11 Course of construction and wrap up, and
 - 1.12 Air quality (fungus) liability.
2. Building insurance shall be secured to provide coverage at full replacement cost.
3. Contents insurance shall be obtained on an actual cash value basis.
 - 3.1 Claims made under the building and contents section of the insurance policy resulting from accidents, vandalism or theft shall be made by the Secretary-Treasurer upon receipt of the required information from the Principal or department head.
4. Travel accident insurance shall be obtained to cover staff members and trustees while traveling on Division business.

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5. On an annual basis, the Secretary-Treasurer shall review insurance coverage and make such arrangements for insurance coverage as deemed necessary.
6. The Secretary-Treasurer shall make available to staff members and others as required information describing the Division's insurance coverage.

[IA Blanket Student Accident Claims Form \(Form 530-1\)](#)