



8.60.020-AD Insurance

- (1) Insurance Broker. Because the form and provisions of insurance policies vary greatly among the various companies engaged in the business of providing insurance, and the negotiation, evaluation, selection and placement of such insurance requires special skill and expertise in the field of insurance, the Board shall retain a licensed insurance brokerage firm which shall be designated and employed as Broker of Record for the district to negotiate, evaluate, select, and place insurance from time to time, as may be directed by the Risk Management Department, but subject to the final approval of the Board.
- (2) Insurance Coverage. It shall be the procedure of the Risk Management Department, subject to annual review, to purchase insurance coverage in the following general categories:
 - (a) Property Insurance. All buildings and equipment of the district shall be insured under a property insurance policy or policies purchased by the district. Building values shall be determined by independent appraisal and "trended" annually for the purpose of establishing insurance rates;
 - (b) General Liability Insurance. It shall be the procedure of the Risk Management Department to carry liability insurance against loss by the district or its personnel from claims arising from the alleged carelessness or negligence of district personnel while acting within the course and scope of their employment. (See details Board Series 5.00.000.);
 - (c) Surety Bonds. It shall be the policy of the Board to purchase a blanket surety bonds for all district employees and special surety bonds in specific amounts required by law for certain employees;
 - (d) Excess Workers' Compensation Insurance. It shall be the procedure of the Risk Management Department to purchase excess Workers' Compensation insurance to cover all district employees, Board members and non-paid work experience students as required by law.
 - (e) Contractor's Liability and Property Insurance. At all times during the performance of work on district structures, both new and existing, the contractor shall carry general liability insurance covering operations of the contractor and all persons employed directly or indirectly by the contractor upon or in connection with the work. Policies shall be issued by an insurance company or companies licensed to do business in the State of Oregon. No work shall be performed until an approved certificate evidencing insurance has been delivered to and approved by the Risk Management Department. Insurance shall be non-cancelable, except

upon 30 days advance written notice to the district, and shall name the Risk Management Department, its officers and employees, as additional insured's, unless otherwise specified in the contract and approved by the Risk Management Department prior to the commencement of the contract.

- (A) The policy limits for damages for bodily injury, including death, and for property damage, shall be not less than the following:
 - (i) \$1,000,000 for damages, including damages for care and loss of services arising out of bodily injury, including death at any time resulting therefrom, sustained by one person; \$3,000,000 for damages, including damages for care and loss of services arising out of bodily injury, including death at any time resulting therefrom, sustained by two or more persons in any one occurrence;
 - (ii) \$1,000,000 for property damages, including damages for loss of use, arising out of injury to or destruction of property in any one occurrence.
- (B) Contractors shall carry an all-risk property insurance policy not less than the value of the contract and name the district, its offices and employees as additional insured's.

Policy Implemented: 3.30.010-AD Risk Management Program

History: Adpt. 6/71; Amd. 8/28/78; Amd. 10/13/83; Amd. 10/28/02

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Approved:	
	<u>10/28/02</u>
_____ Superintendent	_____ Date