

## INSURANCE MANAGEMENT

The Business Administrator/Board Secretary shall manage the insurance program of the District to provide complete property and liability coverage, secured at an economical cost consistent with sound insurance principles. Quotations shall be received annually for the desired coverages. The Board shall take advantage of cost-effective means and shall select agent(s) capable of rendering the desired quality of service who are readily available to do so. The program shall include, but not be limited to, loss or damage due to fire, vandalism or theft.

The Board shall maintain sufficient liability insurance for all Board and staff members while they are conducting official school business. The Board shall insure against any civil action that might be brought against any staff or Board member for any act or omission arising out of, and in the course of, the performance of the duties of his/her office or position or employment.

The Board may, upon formal resolution duly adopted, participate in any joint self-insurance fund or funds, risk management programs, or related services offered or provided by the group. The Board's membership in the group will be governed by the bylaws of the insurance group, which must be reviewed and approved by the Commissioner of Insurance in accordance with state law.

All school property except vehicles shall be insured at 100 percent of the current replacement value. Vehicles shall be insured at 100 percent of depreciated value.

The management and safekeeping of all insurance policies for the District shall be a function of the Business Administrator/Board Secretary who shall review the Board's insurance program.

<b>Legal References:</b>	<u>N.J.S.A.</u> 18A:12-20	Indemnity of members of Boards of education against cost of defense of civil and criminal action
	<u>N.J.S.A.</u> 18A:16-6	Indemnity of officers and employees against civil action
	<u>N.J.S.A.</u> 18A:16-6.1	Indemnity of officers and employees in certain criminal actions
	<u>N.J.S.A.</u> 18A:20-25 through -33	Insurance of property; use of proceeds
	<u>N.J.S.A.</u> 18A:60-4	Indemnity of employees against civil action

<b>Cross References:</b>	*1330	Use of School Facilities
	*3440	Inventories
	*3541.1	Transportation Routes and Services
	*3541.31	Privately Owned Vehicles
	*3541.33	Transportation Safety
	*5141	Health
	*5141.3	Health Examinations and Immunizations

\*Indicates policy is included in the Critical Policy Reference Manual.

### **Key Words**

Insurance, Liability Insurance, Property Insurance

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