

SUPPORT SERVICES

File: EI-R

INSURANCE MANAGEMENT

1. Insurance shall be maintained on school property, including vehicles, as it deems necessary or as is required by law by Charlottesville City Schools.
2. Liability insurance and/or self-insurance may be provided by the School Board. The coverage may be for certain or all of its officers and employees and for student teachers and other persons performing functions or services for any school in the school division, regardless of whether payment is made for such functions or services.
3. Such insurance, including workers' compensation and all property and casualty insurance, shall be placed with insurance companies authorized to do business in Virginia or provided by insurance pools, groups, or self-insured programs authorized by the state Bureau of Insurance.
4. The Director of Finance shall review the insurance program annually and make recommendations for any change to the Superintendent
5. The Superintendent shall be authorized to change coverages, when necessary, and will notify the Board of any changes.
6. The Director of Finance shall assign the responsibility for coordinating the workers' compensation program to a central office staff member and shall make certain that each school or work site has a point of contact trained regarding the procedures. The contact shall maintain the workers' compensation forms and will distribute as needed.

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Revised: July 5, 2011

Legal References: Code of Virginia, sections 15.2-2700 et. seq. 22.1-84; 22.1-188 through 22.1-198.

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