

Adopted
January 27, 2009
Last Revised
July 15, 2016
Last Reviewed
July 15, 2016

AP 6540 INSURANCE

References:

Education Code Sections 70902, 72502, 72506, and 81601 et seq.

The District shall be a member of one or more Joint Powers Agreement (JPA) for the purpose of providing the following coverage:

- Liability insurance protecting the District, its employees, Board members, volunteers, Foundation Board directors, and Citizens' Bond Oversight Committee members, against liability for negligence while acting within the scope of their duties.
- Property insurance protecting the District's Real Property and Personal Property, except automobiles, against loss suffered from fire, power failure, vandalism, and other sources, excepting damage caused by "acts of God" such as earthquake, flood, wear and tear, and similar causes as defined by the JPA.
- District vehicle insurance shall be provided under a General Commercial Liability Policy, with additional coverage as available through the JPA.
- Workers' Compensation Insurance meeting all requirements of the State of California, for all District employees.

Student health insurance shall be available to cover student injuries incurred in the course of participation in District-sponsored activities including athletics.

Independent contractors shall obtain their own insurance coverage excluding engagements covered by owner-controlled insurance programs.

The Board may provide liability protection using District funds for the purpose of covering any liability of the District, its officers, agents, and employees, in lieu of carrying insurance not described above. The District may also provide against such liability partly by means of District funds and partly by means of insurance.

Informed Consent/Hold-Harmless

The Chief Business Officer shall prescribe a Hold-Harmless form. District employees facilitating District-related activities involving any risk to non-employees shall require all participants to submit a signed Hold-Harmless form prior to the event. Completed forms shall be retained within the Divisional Administrator's office for a period of one and one-half years from the time of the end of the related activity.

Report of Injuries

Students

Student injuries shall be immediately reported by the instructor on District Accident Report forms; or, if the student is sent to the administrative offices, by an administrator. The report shall be turned into the Chief Business Officer.

All injuries are to be reported regardless of severity.

District Employees

All injuries to District employees while on duty status shall be reported immediately to the Chief Business Officer.