Living Sky School Division No. 202

Administrative Procedure (AP) Manual

Procedure Name: Insurance Management			
Procedure Type:	Business Administration	**Implementation Date:**	FEB 25, 2009
Procedure Number:	7.04	**Last Revision Date:**	JUL 9, 2025
AP Owner:	Superintendent of Business	**Last Review Date:**	JUL 9, 2025
Legal Reference(s):	*The Education Act, 1995,* s. 85, 196		

Background

Responsible stewardship requires the implementation of a comprehensive insurance program designed to:

- ensure all Division assets are adequately insured, allowing for prompt replacement in the event of loss;
- protect the Division from financial loss resulting from liability claims;
- provide compensation to parents and students for injuries or loss of life arising from school-related activities; and
- address specific risks associated with transportation, including the special use of buses and private vehicles, by maintaining insurance coverage that protects the Division, employees, volunteers, and third parties in the event of accidents or claims related to school-authorized travel.

Scope

This administrative procedure applies to all schools, departments, and operations within the Division. It covers the management of insurance to protect Division assets, staff, students, and activities from financial loss. It applies to all administrators, principals, service leads, specialists, and staff involved in areas requiring insurance coverage or incident reporting.

This procedure does not cover personal insurance held by employees, parents, or students outside of school-related activities.

Definitions

Indemnify is to protect against financial loss by compensating for damages, injury, or liability.

Liability Insurance is insurance that covers legal responsibility for damages or injuries caused to other people or their property.

Physical Damage Insurance is insurance covering repair or replacement costs if a vehicle or property is damaged by collision, fire, theft, or other risks.

Replacement Value is the cost to replace property with new property of similar kind and quality, without deduction for depreciation.

Student Accident Insurance is insurance that provides compensation for medical expenses or other losses if a student is injured during school-sponsored activities.

Third Party Liability Insurance is insurance coverage that protects the insured from claims made by other people (third parties) for bodily injury or property damage.

Roles & Responsibilities

Superintendent of Business

- is responsible for insurance management functions of the Board and Division

Specialists

- gather documentation required for investigations, claims processing, or risk assessments pertaining to school division facilities, school buses, and other vehicles

School Administrators

- gather documentation required for investigations, claims processing, or risk assessments pertaining to student accidents and incidents

Procedures

Specifications

1. All specifications for the procurement of insurance are to be consistent with the Board's schedule of insurable values and guidelines for placing insurance.

2. Appraisal of buildings and contents:
   a. The services of a professional appraisal firm are to be retained to establish insurable values.
   b. Appraisals shall be kept current and updated on an annual basis.
   c. Coverage for schools and Board facilities is to be 100% of replacement value, less non-insurable or excluded items.

3. Liability insurance shall indemnify the Board, its employees, and volunteers in respect to claims for damages to property or for personal injury or death arising from any activity or service authorized by the Board.

4. Student accident insurance shall be provided to assist in indemnifying parents or guardians in the event a student is injured during school-sponsored activities.

5. Transportation insurance requirements:
   a. Physical damage insurance shall be maintained for all vehicles owned or operated by the Division including the school bus fleet and all other vehicles, to protect against loss or damage from collision, fire, theft, or other risks.
   b. The Division shall maintain liability insurance coverage for the transportation of students and other persons where transportation services are authorized by the Board.

6. Exclusions and limitations:
   a. Staff and parents are to be advised to carry personal all-risk coverage for personal belongings.
   b. Teachers or parents transporting students in private or leased vehicles are to be informed that they must have third party liability insurance of at least two million dollars in accordance with *8.06 Special Use of Buses/Private Vehicles.*

Loss or Damage

7. When any property covered by insurance is lost, damaged, or destroyed, a notice and details concerning the loss is to be sent to the superintendent of business.

8. Procedures in terms of willful damage are to be followed in accordance with procedure *9.05 Break-in, Theft, Vandalism*.

Related

Board Policy 3010 General Operations
Board Policy 3050 Assets

AP 8.06 Special Use of Buses/Private Vehicles
AP 9.05 Break-in, Theft, Vandalism