



## Administrative Regulation 7301

# INSURANCE COVERAGE

**Responsible Office:** Office of Business and Financial Services

### REGULATION

1. The Board of Trustees is authorized by Nevada Revised Statutes to insure all Washoe County School District property, interest and legal liabilities with a company or companies authorized to transact business in Nevada, or by a self-insurance program.
2. To ensure adequate insurance coverage for the District, guidelines have been established as follows:
  - a. Insurable Values
    - i. The insurable value of buildings and contents is the present day replacement cost of District buildings less non-insurable items. Such values are established periodically by an independent appraisal firm and adjusted annually by District staff and the District authorized insurance representative.
  - b. Types of Insurance
    - i. Real and personal property coverage: Provides all-risk coverage on buildings and contents for physical loss or damage, at insurable values as indicated by the annual appraisal.
    - ii. Fidelity bond: Provides coverage against loss occasioned by fraud or dishonesty on the part of District personnel.
    - iii. Vehicle coverage
      1. Coverage for liability associated with bodily injury and property damage is carried by the school district on all vehicles owned, hired and non-owned when operated for school district purposes on District business.
      2. Personal vehicles being used by school district personnel in the performance of school business are insured against liability for bodily injury or property damage to others. This liability coverage does not include damage to property of the employee and is secondary coverage to the individual's personal vehicle insurance coverage.

- iv. Boiler and machinery coverage provides insurance coverage for property damage and bodily injury resulting from accidental explosion, implosion or other failures of steam boilers, steam turbines, steam piping, and steam engines.
  - v. General liability coverage: Provides comprehensive liability insurance coverage as permitted by Nevada Revised Statutes.
  - vi. School board liability coverage: Provides errors and omissions coverage for Board of Trustees.
- c. The District will self-insure those property and liability losses which occur with predictable frequency, will not have a significant impact on the school district's financial position, can be assumed at a cost lower than if insured by an insurance company, or cannot be covered by insurance.
- i. To provide guidelines for third-party claims resolution, the Board of Trustees authorizes agreements, settlements, compromises, and payments regarding claims brought against the school district which fall within the school district's self-insured retention level subject to the settlement authority outlined below:
    - 1. Level One: Authority may be exercised by the Risk Manager or his/her designee. The value of any one claimant's settlement or payment may not exceed \$10,000 assuming the claim is determined to be valid. Final payments or settlements will be ratified by the Board at a scheduled Board meeting.
    - 2. Level Two: Authority may be exercised by the Superintendent, upon approval of a majority of Board members, when the value of any one claimant's settlement or payment exceeds \$10,000, assuming the claim is determined to be valid. Final payments or settlements will be ratified by the Board at a scheduled Board meeting.
  - ii. Funds used for claim payments or settlements are available from a self-insurance reserve account. Funds may be disbursed from an account established for payment and settlement by an outside claims administrator.

- d. In addition to insurance coverage required by Nevada Revised Statutes and the Nevada Board of Education, other coverage may be obtained by the school district from whatever source is deemed to be in the District's best interest in order to protect its property and interests.

### **IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS**

1. This policy aligns with the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:
  - a. Board Policy 7300, Risk Management

### **IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS**

2. This policy aligns with the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:
  - a. Board Policy 4105, Employment Practices
3. This Administrative Regulation complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC), and specifically:
  - a. Chapter 287, Programs for Public Employees

### **REVIEW AND REPORTING**

1. This document shall be reviewed as part of the bi-annual review and reporting process, following each regular session of the Nevada Legislature. The Board of Trustees shall receive notification of any required changes to the associated policy as well as an audit of the accompanying governing documents.
2. Additional administrative regulations, and/or other associated documents, will be developed as necessary to implement this regulation.

### **REVISION HISTORY**

Date	Revision	Modification
1/13/1987	1.0	Adopted
2/14/1989	2.0	Revised
3/28/1989	3.0	Revised
5/12/1992	4.0	Revised

2/24/2015	4.1	Revised: number changed from 3532
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