

## INSURANCE MANAGEMENT

The School Committee has the responsibility to maintain an adequate insurance program to protect the property of the district against fire, vandalism, theft; to protect the School Committee members and employees against general liability resulting from the discharge of their duties; and to offer protection against injury for all employees while acting in behalf of the school. The School Committee may also authorize and participate in an insurance program for students and employees.

The responsibility of administering the total insurance program shall be delegated to the superintendent and the administrative staff. Underlying such administrative delegation there will first be prepared for review and approval, specification for insurance coverage of various types so that the insurance may be placed by competitive bid. Any modification of these specifications which may from time to time be considered necessary because of changed in the law of substantial changes in the district's exposure values will be brought before the School Committee for discussion and adoption.

Adoption date: December 7, 1993

Effective date: December 7, 1993

SANFORD SCHOOL DEPARTMENT