

School Pool For Excess Liability Limits Joint Insurance Fund
(SPELL)
ACCASBO, BCIP & GCSSD

CERTIFICATES OF INSURANCE
AND
ADDITIONAL INSURED
GUIDELINES

REVISED: May 6, 2011

I. GENERAL INTRODUCTION

Whether dealing with an insurance company or participating in a Joint Insurance Fund, Certificates of Insurance are a necessary and important fact of life. Certificate requests can arise under a variety of circumstances. However, Certificates are most frequently requested in one of the following:

1. Situations where the school district must provide a certificate to another organization.

Typical examples here involve leases of property or equipment (such as driver's education vehicles, photocopiers, mobile classrooms, etc.) or receipt of grant monies from a state or federal agency.

2. Situations where school districts request certificates from other organizations.

Examples here include use of school district ball fields or other facilities by local citizens groups or instances where districts have contracted for construction, school bus operations or other services from third parties.

Certificates can serve many purposes, the vast majority of which will fall into one of two categories. Certificates can either:

- a) Simply show evidence that coverage exists, (i.e. workers compensation, general liability, auto liability, property, etc.) or
- b) Extend coverage to a third party as pertains to certain actions or events.

Regardless of the role played by a Certificate, it is important to remember that each is a legal document which creates legal obligations either to the Districts or for the District. By extension, each of these applies equally to the SPELL and/or its owner groups (ACCASBO, BCIP & GCSSD). Thus, the importance of Certificates is clear.

The purpose of this document is to provide a set of general guidelines to school district business officials on the major types of Certificates and the procedures to be followed when requesting them through the Pool or from third parties. These guidelines are advisory (not mandatory) and are meant to be broad in nature. Modifications of the suggested coverages and limits shown may be permitted on a case by case basis as dictated by local board policy.

Please note the following as being common to any area involving a Certificate of Insurance:

1. No work or services should be performed by outside parties nor should any facilities be used by outsiders unless proper Certificates of Insurance are on file with the School Business Official/Board Secretary **AND** the District's Risk Management Consultant.
2. Should questions arise as to the adequacy of the limits shown here, please contact your local Risk Management Consultant or the Fund Administrator/Executive Director's office at (856) 446-9100.

II. REQUESTING EVIDENCE OF SCHOOL DISTRICT COVERAGES THROUGH THE FUND

School Districts are frequently involved in contractual relationships which require that they provide evidence of insurance to private contractors or other governmental units. Typically, these requirements are contained in lease and/or purchase agreements for property or relate to the district's receipt of grant monies from the state or federal government. Requests for certificates such as these are a routine matter.

In order to avoid errors and to keep from unnecessarily extending coverage, it is essential that the information provided in the "Request for Certificate of Insurance" form (Page 17) be accurate and complete.

The following pages provide several examples of completed "Requests for Certificate of Insurance" forms. These forms should be faxed or mailed directly to the Fund Underwriting Manager, Arthur J. Gallagher Risk Management Services, Inc., which will serve to speed transmittal of the Certificate to the district.

Other points which you should note when requesting certificates are the following;

- 1) Include the full name and mailing address of the party requesting the certificate as well as the date by which the certificate is needed;
- 2) Where an "additional insured" endorsement is required, ***a clear description of the item or activity being covered should be included.*** Additionally, the contract number or, in the case of a grant, the grant number should be shown so as to pinpoint exactly what items are being covered.
- 3) When loss payee status is requested (which means that a leasing company or other entity will be paid for any property loss rather than the District) ***the exact value of the property as indicated on the contract should be shown.***

Copies of Certificates of Insurance will be forwarded to the Fund Administrator, Certificate holder and the Business Official for the District requesting the coverage.

Group I

Defined: Private citizens, organizations or non-business groups using the facilities of the school district, (i.e., garden clubs, sports associations/groups, local citizens groups, etc.)¹

Minimum Requirements

1. General Liability

- a. Commercial General Liability with a \$1,000,000. Combined Single Limit of Liability for Bodily Injury and Property Damage, including Blanket Contractual, Premises and Products Liability.
- b. Private Coverage to be primary.
- c. School District named as "Additional Insured"; and
- d. Executed Indemnity and Hold Harmless Agreement (See Appendix "A")
- e. Sports Associations must show evidence that their General Liability Policy will respond to injuries sustained by athletic participants, and/or show a Certificate of Insurance evidencing an Athletic Participants Medical Payments Policy.

1. the SPELL and its owner groups (ACCASBO, BCIP & GCSSD) supports current efforts to promote Alcohol and substance abuse awareness. With this in mind, the Fund discourages the presence or distribution of alcoholic beverages on any Fund member property.