

SHALER AREA SCHOOL DISTRICT

POLICY 009

SECTION: LOCAL BOARD PROCEDURES
TITLE: ORGANIZATION
ADOPTED: January 20, 1999
REVISED:

009. CLAIMS FOR LOSS REIMBURSEMENT

The Shaler Area School District shall reimburse school directors for loss, damage, destruction of clothing or personal property while serving as a director on school premises, or on a school-sponsored activity, which results from an act of theft, vandalism or violence, or from an accident.

Reimbursement is limited to a maximum dollar amount per claim of \$500 or their insurance deductible per incident, and covers only that portion which is not covered by school district insurance or personal insurance and will be paid upon submission of satisfactory proof of loss.

Currency in excess of a designated dollar amount, jewelry, watches, and fur coats will not be covered under the theft provision.

In order for a school director to make a claim for theft of personal property, said personal property must be reasonably connected to the performance of his or her duties and said director must have exercised proper and reasonable custody and storage procedures.

It will be the responsibility of the director to record or register any personal property that is brought into the school district. Record should be made by a memo to the business office.

Claims for loss reimbursement to motor vehicles shall require the following:

- a. Police report.
- b. Copy of claimant's insurance policy indicating the deductible amount for collision and non-collision claims. The school district shall cover only that portion which is not covered by insurance.
- c. Two (2) estimates of repair or replacement.

Reimbursement shall only be made after a copy of check received by insurance company and a copy of paid receipt has been submitted to the Business Manager.