



Frequently Asked Questions

As of December 6, 2018

- **With the recent rash of school shootings does CLIC have any active shooter or violent acts insurance policies in force?**
 - CLIC has an optional Violent Malicious Acts Program which members can purchase if their district chooses. Should a shooting or other violent act occur at one of your schools, like a knifing or vehicular assault, this policy would provide coverage for the extra expenses the district incurs as a result of the act such as counseling for staff/students, funeral expenses for victims, additional transportation expenses and relocation expenses. All CLIC members received an indication of the pricing for this coverage last Spring; if your district would like to receive an indication again please contact a member of Gallagher's CLIC Administration team.
- **Our Special Education department is going to contract out transportation services and use the local Taxi Company. Are there any special insurance requirements that a Taxi firm must have?**
 - Per Illinois statute an entity being contracted out to provide transportation services for a School District must carry a minimum of \$2,000,000 Combined Single Limit on the Automobile Liability coverage or \$1,000,000 Combined Single Limit on the Automobile Liability coverage with a \$5,000,000 Umbrella or Excess Liability policy over it. We also strongly recommend the entity carry General Liability insurance that includes coverage for Sexual Misconduct. All Liability coverages should name the District as an Additional Insured on a primary and non-contributory basis.
- **Our district recently had our carpets cleaned and when we came back to work on Monday we noticed that black mold was all over the carpets, desks, and walls. Is there any CLIC insurance Coverage for this type of incident?**
 - The CLIC Property/Casualty program includes Mold coverage under the Pollution Liability policy. A claim should be reported to CLIC's Pollution Liability insurer, Ironshore. Please contact a member Gallagher's CLIC Administration team to assist with reporting this incident to Ironshore.
- **Our district was recently served with an EEOC document where an employee is suing the district for age discrimination. Our district's legal counsel immediately handled the response back to the EEOC. A year later the EEOC notifies the district that the employee has the right to sue. The district's legal counsel tells the district to turn this into the School Board Legal Liability insurer. Is this covered under the CLIC program?**
 - While EEOC matters are covered under CLIC's School Board Legal Liability coverage, the incident should have been turned into the insurer immediately after it was received (not a year later when the EEOC responded). Failure to



turn in an EEOC matter in a timely manner could preclude coverage since School Board Legal Liability coverage is provided on a Claims-Made basis. In this scenario coverage would be denied since the district's knowledge of the incident occurred in a different policy term than the district's reporting of the incident. If your district receives an EEOC matter it should be turned into Summit Risk immediately.

As of December 7, 2017

- **Do our District PTA's, PTO's, Booster Clubs and Education Foundations need their own Liability coverage?**
 - As long as these groups are specifically authorized by the district they do not require their own Liability coverage as the district's Liability coverage through CLIC extends to them. We do recommend these groups obtain their own Crime coverage if they handle a significant amount of funds as the district's Crime coverage would not extend unless their funds are accounted for in the District's annual financial audit. In the case of Educational Foundation's we also recommend they obtain their own Directors & Officers Liability coverage to protect their Board for decisions made on behalf of the Foundation.
- **Often times I hear Insurance personnel ask me for my COPE information; what does that mean?**
 - COPE information is a term used in Property underwriting by insurers. Insurers need to get your district's COPE information to properly underwrite the building. COPE means:
 - C – Construction (e.g., frame, masonry, masonry veneer, superior construction, mixed—masonry/frame)
 - O – Occupancy (how the building is being used for commercial property and whether it is owner-occupant or renter-occupied for homeowners and the number of families for which the building is designed)
 - P – Protection (e.g., quality of the responding fire department including whether it is paid or volunteer, adequacy of water pressure and water supply in the community, distance of the structure to the nearest fire station, quality of the fire hydrant, and the distance of the structure to the nearest hydrant)
 - E – Exposure (risks of loss posed by neighboring property or the surrounding area, taking into consideration what is located near the property, such as an office building, a subdivision, or a fireworks factory)
- **If Students are involved in a fight would Student Accident coverage apply?**
 - Normally under the Student Accident coverage the Non-Aggressor who is injured would be afforded Student Accident coverage. The Instigator or Aggressor would not be afforded coverage.



- **Our District recently contracted out with a Third Party Vendor to provide After School Programs for our students; should the Vendor be providing us with insurance?**
 - Yes, all outside Vendors who perform services for the District should be providing the district with a Certificate of Insurance evidencing proper Liability and Workers Compensation coverage. In addition the district should be named as an additional insured on a primary and non-contributory basis on the Liability coverages and in the case of vendors dealing with students directly confirmation should be included that the Liability includes coverage for Sexual Misconduct. Once you receive the certificate from the Vendor feel free to send to your AJG Co. team for review if you are unsure if the proper coverages are being provided. A Sample Certificate of Insurance is included in the CLIC Risk Transfer Manual.

- **Our District has a Treasurer who needs to be bonded; does CLIC cover Treasurers?**
 - Under the CLIC Program our Bond Division writes Treasurers Bonds and Special Issue Bonds for construction projects, bond sales and working cash on behalf of the CLIC Membership. Our Bond Division negotiated with various insurers competitive rates for all of your district's bond needs. The AJG Co. CLIC Bond Team can also place any needed Notary Bonds. If you need a bond please contact Ms. Jodie Sellers at Jodie_Sellers@AJG.com or (630)285-4084.

As of December 8, 2016

- **If a student has their eyeglasses broken in Gym class does Student Accident coverage replace the eyeglasses?**
 - Under the CLIC Student Accident coverage replacement of eyeglasses is not covered.

- **Our District is going to have “Student Teachers” working in our buildings during the school year. Are those “Student Teachers” and the district covered?**
 - Under the definition of a Named Insured under CLIC's MOC policy those “Student Teachers” are afforded coverage as long as they are under your control and supervision. It is recommended that before you place any “Student Teachers” in the classroom that you do a background check on those “Student Teachers”.

- **Our PTO/Booster Club is going to do a Fund Raiser and will have a cash bar. Are we covered under CLIC?**
 - If the district is holding a Fund Raiser and has an open bar, the district needs to purchase a separate Special Events policy that includes Liquor Liability coverage. The cost of this policy for a \$1,000,000 Liability limit is nominal. Please contact our CLIC Support Team and we can get a policy put in place before your event.



- **Our Spring Sports teams are going out of State to participate in Sporting Events; is this covered under CLIC?**
 - All of your district's teams would be afforded coverage if you cross State lines to participate in sporting events. If it is an overnight trip the district must make certain that they have the proper number of chaperones to supervise the teams. In addition, it is highly recommended that clear rules of behavior are set for the coaches and players.
- **My District is purchasing laptops for all of our students. Can I insure those under the CLIC program?**
 - Under the CLIC program we do have EDP coverage. The coverage is subject to a \$2,500 District Maintenance Deductible. In all probability the child's missing or damaged laptop costs much less than the \$2,500 deductible.
 - CLIC has developed a One2One Program for students' and staffs' laptops, iPads, Etc... This program allows the district to choose the deductible they would want. In addition the program can be set up very similar to how a district runs their Free and Reduced Lunch Program. Coverage is All Risks and provides Replacement of the unit for perils such as theft, broken screens and water damage. Please contact your CLIC Service Team if you are interested in securing One2One coverage.
- **My School Board was wondering if CLIC has any programs for our district's health plans?**
 - The CLIC program is a Property/Casualty program and does not insure health plans. However, our colleagues from Gallagher Benefit Services division do insure and offer many health plan options for our Illinois Schools. Gallagher Benefit Services has options from First Dollar plans to Self Insured Pools similar to how CLIC operates. Please contact either Michael McHugh or Byron Given and they will put you in contact with a Gallagher Benefit Services representative.

As of December 10, 2015

- **Is our district covered if one of our employees steals money or supplies?**
 - Under the CLIC program this type of loss would be covered under the CLIC Crime policy under Employee Dishonesty coverage. Each CLIC Member has a \$2,000,000 policy limit.
- **Is our district covered if we send our student clubs on overseas trips?**
 - Each CLIC district would be afforded Liability coverage in the event the district was brought back to the United States. In all probability that will not happen. A district who has student clubs going overseas needs to purchase a Foreign Liability policy. This policy provides \$1,000,000 in liability coverage. The CLIC premium rate for the coverage is \$1,230.



- **Our district is doing a \$5,000,000 Renovation project and a \$7,000,000 New Addition to one of our schools. Are there any special coverages that the district needs?**
 - The School District needs to purchase a Builders Risk policy in the amount of \$12,000,000. In addition the district needs to carefully review the AIA Contract with their legal counsel to make certain it is written to properly protect the School District's interests.
- **Should our district be giving a Certificate of Insurance form to outside vendors, such as Nurses, Food Service firms and naming them as Additional Insureds?**
 - A district should never give an outside vendor a Certificate of Insurance form and name them as an Additional Insured. Any third party vendor who performs a service for your district should be furnishing to your district a Certificate of Insurance form. The Certificate should name your district as an Additional Insured on a primary and non-contributory basis.
- **Does CLIC recommend that we allow chaperones to bring their own children (that aren't district students) on field trips?**
 - It is our recommendation that your district not allow chaperones to bring their non-district children on field trips. The reason is for Safety & Liability issues. A chaperone should be concerned with the safety of the students on a field trip. By having their own children on the trip the natural tendency is to be concerned with the safety of their own children first rather than with the students. In the event of a serious incident this can open up the district to criticism.
- **Does CLIC meet the new Secretary of State Bus plating requirements?**
 - Under the CLIC program each district has a \$2,000,000 Automobile Liability Combined Single Limit which meets the state of Illinois's minimum coverage requirement for any vehicle requiring a school bus driver permit. CLIC has provided its members with this limit since 2013 when Illinois passed the statute requiring the increased Automobile Liability limit.

As of December 11, 2014

- **Who do I contact for a Boiler Inspection?**
 - W. Jason Burns
Inspection Requests and Inspection Services
Phone: 312-496-8018 (Office)
312-961-6441 (Mobile)
Email: wburns@chubb.com
- **What does Fiduciary Liability coverage provide?**
 - The Fiduciary Liability Policy is a claims made policy that pays on behalf of the Insureds, loss on account of any Fiduciary Claim made against the Insureds for a Wrongful Act committed, attempted or allegedly committed or attempted before or during the policy period by such Insureds or by any



person for whose Wrongful Acts the Insureds are legally responsible.

- **Our school employees want to use the gym after hours. Are they covered?**
 - Typically school employees are not covered under Workers Compensation if they use your gym facilities after hours, unless it is part of their normal responsibilities such as a school related coach.
- **When do I give out Student Accident Claim Forms to the parents?**
 - Student Accident claims forms should be distributed immediately to the parent when a child has a serious accident at school.
- **Parents want to drive some football players to a game. Are they covered under the CLIC Program if they get in an accident?**
 - Parents are not covered under the CLIC program for driving their students to sporting events. The Liability follows the vehicle.
- **What should we require from outside vendors we invite on our property?**
 - All outside vendors who perform services for the district should be furnishing to the district a certificate of insurance form showing evidence of their insurance coverages. The certificate should be written by carriers with an AM Best rating of at least A – VII. In addition the certificate should name the district as an additional insured as their interests may appear on a primary basis. Also once you receive the certificate from the vendor, please send to your AJG Co. team for review and approval. A Sample certificate is listed in the CLIC Risk Transfer Manual.
- **Non-school sponsored field trips – should we get students to sign a parent slip that the event is no way connected to the school? And have teacher sign a waiver and indemnify the district?**
 - On non-school sponsored field trips, you should work with your district's legal counsel to draft a letter to all parents outlining that the trip is not an approved school sponsored trip and that the district does not assume any liability.
- **Should we allow vendors to use the district's equipment – ladders and lifts?**
 - The district should never allow a vendor to use your ladders or lifts. The vendors should bring their own tools and equipment onto your site. If you allow them to use your district's tools, ladders and lifts and if that vendor got hurt, it would be the district's liability. The vendor's workers' compensation carrier would subrogate against CLIC and the district for having defective equipment.
- **We are requesting Bus Transportation bids. What coverage and limits should we ask for? Anything else?**
 - A sample certificate is outlined in the CLIC Risk Transfer Manual.



- **We are going to build a new school and just starting to work with the architect and builder. It is okay to sign an AIA contract?**
 - When a member district is going to do a new construction project or a renovation, the district needs to purchase Builders' Risk coverage to protect the district during the course of construction. A district should never sign an AIA document without legal counsel reviewing the wording in the contract. There are a number of clauses in those documents that do not provide any protection to the district. In the CLIC program our legal counsel will review any AIA documents and wording on behalf of our CLIC members for no charge to the member district. CLIC will pick up that cost. The reason being, is that we want to make certain your district is properly protected.

- **We are having a Fun Fair at the school and renting a Jumpy House. Is there coverage under the CLIC program?**
 - All Fun Fairs, Dances, Carnivals are afforded coverage under the CLIC program as long as the district's Board of Education approves those events. When renting equipment, such as slides, and jumpy houses, the district should get a certificate of insurance form from the rental company and that the certificate names the district as an additional insured as their interests may appear on a primary basis. When you receive the certificate from the rental company, please send it to your AJG Co team for review.

- **Does CLIC cover the cost of Property Appraisals?**
 - Under the CLIC program, CLIC does not cover the cost for physical property appraisals. CLIC does however pay for the annual updates through Industrial Appraisal for those members who utilize Industrial Appraisal. CLIC also does have an arrangement with Industrial Appraisal Services where they give our CLIC members a price discount for those services as a member of CLIC.

- **We have some student internships working in stores in various capacities. Is there coverage under the CLIC Program if they get hurt?**
 - With student internships, and students working in stores in various capacities, that can cause a number of issues that need to be addressed. Usually if the student is getting paid from the vendor that vendor would be responsible for the student's workers' compensation coverage if a student got hurt. If a student is not getting paid and got hurt on a job, the student could file a liability claim against that vendor for any damages they may have incurred. In addition under CLIC we also have student accident coverage available for all students. When contemplating placing students in internships it is important to work with your legal counsel and review those internship agreements to see who is responsible for the student. Many times we see those agreements are one sided and protect the vendor and makes the school responsible for any student injuries, when our districts do not have any control over the student at the vendors job site.

- **Do you still have a Laptop coverage program? How does it work?**
 - CLIC does have a Laptop program. It is called the One2One Program. Many CLIC members have taken advantage of this program. Please contact your CLIC Service team for additional details.



- **Should I let coaches and teachers drive one of our white mini buses/activity buses that the district uses?**
 - Coaches and teachers can drive the white activities buses as long as they have a valid driver's license.
- **What if I have to rent a bus for a special field trip? What should I require from the company?**
 - When renting outside transportation such a bus for a special field trip you should require the following minimum coverage limits:
 - General Liability: \$1,000,000 Per Occurrence/\$3,000,000 General Aggregate Including Sexual Abuse
 - Automobile: \$2,000,000 Combined Single Limit
 - Workers' Compensation: \$1,000,000/\$1,000,000/\$1,000,000
 - Umbrella Liability: \$5,000,000 Per Occurrence/\$5,000,000 General Aggregate (minimum)
 - Carriers: All should be rated by AM Best of at least an A- VII. District should also be named as an additional insured on a primary basis. Also use a district credit card to rent the bus.
- **If we are renting out our buildings, what should we require from the renters?**
 - If the district rents their facilities, you should require those groups to give you a certificate of insurance form and name the district as an additional insured on a primary basis. Once you receive the certificate from the vendor, please give to your AJG Co team for review and approval.
- **Are our school volunteers covered for Workers' Compensation coverage if they get injured?**
 - Under the CLIC Program the definition of the named insured has been broadened to include volunteers as insureds as long as they are under the district's control. If a volunteer got injured and was under the district's control, then workers' compensation coverage could apply.
- **Are therapy dogs covered under the CLIC program?**
 - We recommend that before a district brings therapy dogs into a school that they take the steps to notify the parents of this possibility and find out if any students are allergic to dogs or dog hair, or if they students are scared of dogs. If the district is going to proceed with therapy dogs then they need to get a certificate of insurance form from the owner of the therapy dogs, and have them name the district as an additional insured on a primary basis. Once received please send to your AJG Co team for review and approval.