



**Insurance Programs – Risk Management**

The Park West School Division accepts the responsibility for maintaining an adequate insurance program covering its buildings and grounds, fleet of school buses and employees carrying out official duties for the district. The Park West School Division also may authorize and participate in insurance programs for employees, students and Trustees.

The insurance program shall be reviewed and administered by the Secretary-Treasurer under the general supervision of the Superintendent/CEO. The insurance program shall be dealt with as a whole in order to eliminate inconsistency in rates, overlapping coverage, and omissions in the overall program. Consultants and agents of record may be contracted to assist with the management of insurance programs.

The administration shall make every effort to obtain insurance at the best available rates-consistent with required coverage and service-through obtaining quotations or bids.