

ADMINISTRATIVE REGULATION

Placentia-Yorba Linda Unified School District

Students

5143.1 - AR

OVERNIGHT FIELD TRIP INSURANCE

A. Purpose and Scope

To further reduce the district's liability exposure, additional overnight field trip insurance will be purchased for each student by the District.

B. General

The benefits provided by the plan are as follows:

1. \$25,000 medical insurance in excess of the family group coverage
2. \$1,500 accidental death benefit

Information may be obtained by contacting the Risk Management Department.

C. Forms Used and Additional References

Claim forms would be obtained by contacting the Placentia-Yorba Linda Unified School District, Risk Management Department.

D. Procedure

1. After the requested field trip has received approval by the school board, a list of students who will be participating in the overnight field trip should be sent to the Placentia-Yorba Linda Unified School District, Educational Services, two (2) weeks prior to the trip.
2. Dates of the field trip, as well as destination and nature of the field trip should be indicated.
3. Coverage may also be extended to adult chaperones.

E. Reports Required

Report any accidents within 24 hours of incident.

F. Records Retention

Five (5) years

G. Responsible Administrative Unit

Director, Business Services

H. Approved By:

Doug Domene

10/24/11

Dennis M. Smith

10/24/11

Responsible Division Head

Date

Superintendent

Date