

United Township High School District No. 30

Risk Management Plan

United Township High School District No. 30 shall have in operation a comprehensive Risk Management Program that will reduce or prevent the district's exposure to liability. It is of the utmost importance for the district to: 1) insure that statutory and common law, health and safety rights are extended to all visitors, employees and students; 2) make certain that the district's buildings and grounds are maintained in a safe condition; 3) provide careful supervision and protection of all the district's real and personal property including vehicles.

The Illinois Local Government and Governmental Employees Tort Immunity Act (745 ILCS 10/9-101 et seq.) provides for a school district to levy a tax which, when collected, will pay the cost of risk management (Section 9-107). In addition, this section provides for funds raised pursuant to this section to be used to pay the cost of insurance including all operating and administrative costs and expenses directly associated therewith; claim services and risk management directly attributable to loss prevention and loss reduction; educational, inspectional and supervisory services directly relating to loss prevention and loss reduction; to purchase claim services; to pay for judgments or settlements; or to otherwise pay the cost of risk management programs.

The district's Risk Management Program shall provide for: 1) identification of the various components of the Risk Management Program; 2) clearly delineated personnel responsibilities; 3) adequate insurance against liability exposure; and 4) identified and allowable costs for the maintenance of the Risk Management Program.

The general, overall responsibility for the development and maintenance of the district's Risk Management Program rests with the superintendent of the district. The superintendent shall be responsible for the development of the program, identifying the various components of the program and delegating responsibilities for these components to the appropriate personnel. It is expected that the superintendent would continually evaluate the effectiveness of the program and be apprised of needed revisions, additions or deletions to the components and assigned responsibilities. It is also expected that because of the delegation of responsibilities the superintendent would spend no more than fifteen percent of his/her time toward the fulfillment of this portion of the Risk Management Program.

One primary component of the Risk Management Program is the provision of an insurance/compensation program that will provide protection to the district against liability. Portions of this component shall include, but not be limited to:

1. the purchase of insurance consultant services, if needed;
2. premiums for the various necessary insurances including all liability insurance, property damage and fleet insurance, workers' compensation, unemployment compensation, etc.;
3. payments of judgments or settlements arising against the district;
4. payments for all legal fees connected with protecting or defending the district against liability including unfair labor practice charges and employee collective bargaining; and
5. allowance for the time expected by assigned district personnel concerning the above delineated assignments.

The district's comptroller is assigned the responsibility for the administration of this component to the Risk Management Program and shall serve as the district's liaison to the various consulting services, claim and adjustment services and insurance companies. In addition, he/she shall be responsible for all communications concerning claims against or on behalf of the district. Because the comptroller is responsible for the insurance and claims component of the program and remediation of underground storage tanks as well as the bidding of supplies and contractual services in such a manner that the district meets all the requirements for freedom from tort situations, which include meeting the requirements for Toxic Materials, Equal Opportunity Employment, Prevailing Wage Rates, Responsible Bidders, etc., it is expected that he/she will devote twenty percent off his/her time toward the fulfillment of these duties.

The district's Risk Management Program, in relation to the safe conditions of buildings and grounds and the protection of the district's real and personal property, shall primarily be a responsibility of the supervisor of buildings and grounds and his/her assistant. Their responsibilities and duties shall include, but not be limited to:

1. development and identification of the various components and responsibilities concerning inspection of buildings, grounds and equipment to provide protection to the district, its employees and the public. Within this parameter he shall be responsible for the supervision of custodians, the daily inspection of buildings and grounds, and operation of the district's building security system;
2. the maintenance of the legal and safe conditions of the buildings and grounds. He is responsible for the district's compliance with state and federal laws regarding employee and student health and safety, asbestos, radon, lead, etc. He shall be the district's official asbestos management director and shall be responsible for the training of the district's custodial personnel in performing work on safety and health matters; and

3. the supervision of all personnel performing maintenance duties within the Risk Management Program. It is expected that all night custodians would devote five percent of their time in daily inspections of their respective areas of assignment for a risk-free environment. It is expected that day custodians would devote twenty-five percent of their time for inspections and correction of risk/tort situations.

It is expected that the supervisor of buildings and grounds and his/her assistant will expend twenty percent of their time directly related to fulfilling the responsibilities of their positions in the district's risk management/tort avoidance program.

The district's Risk Management Program, in relation to safe conditions, transportation and the protection of the district's real and personal property includes, but is not limited to, the following (included here are responsibilities performed by many different members of the staff):

1. Student Transportation: Prior to each run, all bus drivers shall be responsible for the inspections of their busses to ensure that the vehicles are free from any situation that would produce risk or tort possibilities. It is expected that this task will require six percent of the time actually spent transporting students.
2. The bus drivers are also responsible for the inspection of vehicles both for legally required state inspections and for provisions for maintaining risk-free student and employee operating conditions. Vehicles must be kept safe not only for the students' and employees' safety but also for the safety of district property. It is expected that five percent of each bus driver's time shall be devoted to this task.
3. Student Driver Education: All district driver education teachers are responsible for safety inspections of vehicles both for students' and employees' safety and the protection of district property. Lights, horns, mirrors, brakes, right seat brakes, seat adjustments, seat belts, etc. are to be checked before any student operates the vehicle, periodically throughout the day, and at the end of the day following the last student driver. It is expected that five percent of each teacher's time will be devoted to this task.

It is expected that the supervisor of transportation and his/her assistant will expend ten percent of their time directly related to fulfilling the responsibilities of their positions in the district's risk management/tort avoidance program.

The district's Risk Management Program, in relation to the safe conditions of the District's facilities used for career and technical education and for the area career center, shall primarily be a responsibility of the area career center director. His/her responsibilities and duties shall include,

but not be limited to, development and identification of the various components, procedures and responsibilities concerning inspection and maintenance of the safe conditions of career and technical education classrooms, laboratories/shops and equipment to provide protection to district students and employees, as well as students from outlying districts attending the area career center.

It is expected that the area career center director will expend ten percent of his/her time directly related to fulfilling the responsibilities of his/her position in the district's risk management/tort avoidance program.

The district's Risk Management program, in relation to the health and safety of the district's students and personnel, is the responsibility of the superintendent, comptroller, principal, associate principal, assistant principals, deans, athletic director, and the student supervisors. The degree of this responsibility (time invested) varies in accordance to each person's assigned supervisory activities. They shall provide for the protection of students, personnel and the general public and freedom from exposure to tort-producing situations that arise from, but are not limited to, the following:

1. incidents in parking lots and on the campus;
2. incidents in the lunchroom;
3. incidents occurring during school athletic activities and other school-sponsored events;
4. incidents occurring during physical education classes;
5. incidents occurring during industrial education and/or vocational education classes;
6. incidents occurring in connection with the transportation of students before boarding, during and after leaving the school busses;
7. incidents in connection with the safety of students from traffic hazards and exposure to risk;
8. incidents due to acts of fellow students committed both in the classroom and outside the classroom; and
9. incidents due to lack or insufficiency of supervisors before school, during or between class periods, during lunch hours, after school, bus and miscellaneous undetermined times.

It is expected that the superintendent shall expend an additional five percent of his/her time devoted to the above tasks and the building principal will expend ten percent of his/her time

to these tasks. It is expected that the athletic director will expend twenty percent of his/her time devoted to these tasks. It is expected that the student supervisors will expend one-hundred percent of their time devoted to these tasks.

One of the primary responsibilities of the school nurse and the school health paraprofessional is the protection of the health and safety of students and personnel. These positions are directly involved with the district's compliance with state and federal health regulations. They are responsible for ensuring that the students have been physically examined in a legal manner that ensures that the students are in a risk-free physical condition both in relation to themselves and in relation to other students and district personnel. The school nurse has the additional risk management responsibility of reducing student/personnel exposure to communicable diseases and other health and safety problems. Not only are they responsible for limiting exposure but also for the protection of students with specified health problems, health needs and safety needs. It is expected that no less than twenty-five percent of their time shall be devoted to limiting/avoiding tort situations arising from the health, safety and physical conditions of students and personnel.

The supervisor of food services has the responsibility to supervise the protection of students from health problems due to contaminated supplies; improperly stored, cooked or handled food and milk. He/She is responsible for the protection of students and employees from harm due to improper or unsafe mechanical devices such as dishwasher thermostats, cutting utensils, steam tables, stoves, etc. It is expected that the supervisor of food services will expend ten percent of his/her time devoted to these tasks.

The director of plays has the responsibility to supervise the protection of students associated with the construction of sets and their safe installation on stage and striking. In addition, s/he has the responsibility to supervise the safety of students concerning the installation and operation of lighting boards and sound boards. It is expected that the director of plays will expend twenty percent of his/her time devoted to this task.

The police liaison officer assigned to the district has the responsibility directly related to the district's Risk Management Program. His/her reason for employment is to protect the safety of students and personnel. It is expected that each security officer will devote one-hundred percent of his/her time to this task.

The director of special education has the responsibilities directly interwoven into the district's Risk Management Program. The director's responsibilities are in three areas: 1) the guarantee of protection of the constitutional and statutory rights of students; 2) the reduction of exposure to tort situations involving the legal and proper student testing, evaluation, identification

and placement of special education students; and 3) providing for the confidentiality of student psychological profiles and records. It is expected that the director of special education will devote ten percent of his/her time fulfilling these obligations.

It is expected that each teacher has supervisory duties both assigned and as part of general job responsibilities. Specifically, teachers of physical education, industrial/vocational education, laboratory science and family/consumer science shall devote five percent of their time fulfilling risk management obligations. Coaches also have an obligation to ensure protection for students from undue exposure to risk situations. It is expected that ten percent of coaches' time is spent fulfilling these obligations.

United Township High School District No. 30 is a member of the Black Hawk Area Special Education Cooperative ("Black Hawk"). The district, because of its membership in Black Hawk, assumes responsibility for its portion of expenditures for the Risk Management/Tort expense incurred by Black Hawk. These expenditures will be prorated according to the formula governing the delineation of each member district's management costs. The proration will vary from year to year.

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