

Administrators' Weekly



FROM FINANCE

Buses for field trips: The following information is being provided to the district PT Council on booking field trips:

In order to minimize P.T.O. liability, all buses for field trips should be ordered and paid for through the school purchasing and accounts payable system. All arrangements should be coordinated with the building principal (or designee such as the school secretary) and all orders encumbered through the school systems purchasing system (H.T.E.) via a purchase order. If the P.T.O. is paying for the trip, a check in the same amount should be sent to the SPS Finance Department (attention Dave Hollywood) with the proper account number (they all start with 019-39-2701-511-XX ; XX is your building code) and the trip account in the ledger will receive the proper credit. Booking trips with First Student is fine. They have an insurance certificate on file that protects the BOE and volunteers from liability issues.

You can book trips with other bus companies, but the teacher or principal must confirm that the bus company's insurance coverage provides the same protection as First Student and their insurance certificate is on file with Steve Schneider, Director of Transportation or Ann Marie Mones, City of Stamford Risk Management. If the PTO is handling the bus or trip arrangements, then the PTO needs to get this insurance information in the form of an insurance certificate. The insurance specifications are as follows:

Bus Transportation Insurance Requirements

A. The bus(es) Owner ("The Owner") shall be required to furnish a Certificate of Insurance to the Risk Manager of the City of Stamford, which evidences the following insurance coverage. Insurance coverage shall remain in full force and effect for the duration of this contract, which includes any and all renewals.

1. Comprehensive General Liability insurance issued by an insurance company licensed to do business in the state of Connecticut and containing limits of liability of not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage and \$2,000,000 in the aggregate. Such coverage shall contain, but not be limited to, contractual liability covering any indemnities contained in the contract, products liability and completed operations coverage, personal injury and advertising liability and operations liability.

2. Automobile Liability insurance issued by an insurance company licensed to do business in the state of Connecticut and containing a limit of liability not less than \$5,000,000 combined single limit per occurrence for bodily injury and property damage. Such insurance shall cover all owned, non-owned and hired buses and other vehicles.

3. Workers' Compensation insurance, which complies with all Connecticut regulations and statutes.

B. The City of Stamford, Board of Education, and their employees, agents and officers shall be designated as additional insureds under all liability insurance policies required hereunder, which covers the Owner's performance of services under the Contract.

C. All insurance coverage required hereunder shall provide for not less than 30 days prior written notice to the Risk Manager of the City of Stamford in the event of exhaustion of aggregate limits and cancellation, termination or material change to policy terms and conditions of any insurance required hereunder.

D. The existence of the insurance required hereunder shall in no way relieve or reduce the liability of Owner with respect to any services to be provided by the Owner pursuant to this Contract.

E. The Owner agrees to provide the Risk Manager of the City of Stamford with certificates of insurance during the full term of this Contract, which evidence all insurance required hereunder.

Indemnification

The Owner acknowledges that it is an independent Contractor and agrees to indemnify and hold harmless the City of Stamford, its employees, officers and agents, from all claims, suits actions, damages and costs of every name and description resulting from the performance of the Owner, or resulting from the non-performance of the Owner, of any of the covenants and specifications of this Contract, including any supplements thereto, and such indemnity shall not be limited by reason of insurance coverage herein required.

Chartwells: As part of Chartwells effort to improve school nutrition each cafeteria offers students unlimited fruit and vegetables. If a student would like an extra serving of fruit or vegetable he/she simply asks for it at the serving line.

Chartwells has also partnered with local farmers to plant seasonal vegetables specifically for their school program by designating a portion of their fields to Chartwells. By purchasing local produce whenever possible Chartwells assures that students receive the freshest fruit and vegetables as well as reducing their carbon footprint by not having to transport produce from across the country.

Next week, starting on 9/21 Chartwells will feature the local farmer's produce in each cafeteria. Additionally, the Stamford High School and AITE will also have a "Chef's" table on Wednesday and Thursday respectively, where samples of their offerings will be prepared and given out to students.