

Administrative Regulation

District Claims Reporting Procedure for Automobile and General Liability

In order to facilitate the prompt resolution of claims which are referred to the district's claims administrator, the following procedure will be followed:

1. Claims Under \$50,000

The claims administrator will recommend the amount to be paid. The Office of Business Services will determine the action to be taken, either approving or denying payment.

2. Claims Over \$50,000

The claims administrator will assist the district in determining the action to be taken.

A manual of procedures and forms to be used for reporting student accidents and injuries and filing claims is issued annually to assist in the resolution of claims.

Ref: EC Section 35161

Government Code Sections 815, 935

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