

ADMINISTRATIVE POLICY NO. 09-02

REQUIREMENTS FOR COVERAGE BY CBJ PROPERTY \ LIABILITY INSURANCE PROGRAM

1. PURPOSE

The purpose of this policy is to provide City and Borough of Juneau (CBJ) employees with procedures that must be followed to qualify for insurance coverage by CBJ. It is the responsibility of the Department Directors, Airport Manager, Port Director, and Eaglecrest Manager to advise all of their employees of this policy and to ensure that the provisions of this policy are followed at all times.

2. POLICY

The City and Borough of Juneau is self-insured; therefore, it is CBJ policy that all CBJ employees, enterprise and non-enterprise boards, follow the proper protocol when acquiring services and supplies for CBJ.

As determined by the Risk Manager, to be eligible for CBJ property\liability insurance coverage, the following policies and procedures must be followed:

- **Purchasing**- all procurement of services and supplies must be completed in accordance with current purchasing code requirements. Enterprise functions that do not have an approved procurement process must follow the provisions of the CBJ purchasing code. This includes any rentals of equipment, contracts for services, and/or memorandums of agreement/understanding for services, materials, or staff.
- **Employment**- if services are being completed by current CBJ employees, Directors must insure employees are working within their job class and have the proper training, certification, or experience required to complete the work. If services are being contracted, all agreements and contracts must be reviewed and approved by Risk Management.
- **Vehicle Accident/Incident Investigation**- For accidents/incidents involving any licensed land\ground motor vehicles, the Juneau Police Department (JPD) must be immediately notified and allowed to complete their investigation.

If the accident/incident involves only non-licensed land\ground vehicles/equipment (loaders, tractors, graders, etc.) then an investigation must be completed by the Department/Division within eight hours.

The investigation report should include a completed supervisor's incident report, collection of witness contact information, interviews of witnesses including staff, and pictures of the accident/incident site. The CBJ insurance program will not cover property damage or liability claims that result from the theft of any vehicle where ignition keys are left accessible in or near the vehicle.

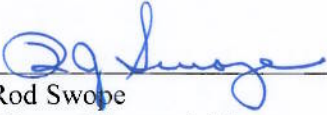
- For all accidents\incidents that involve CBJ's use of watercraft or aircraft, JPD Dispatch must be notified immediately. The dispatcher will provide direction for further action to be taken.
- For all accidents\incidents, notification of appropriate regulatory agencies is necessary as required (i.e., OSHA, DEC, etc.).
- Drug and alcohol testing shall be completed as soon as practicable after the accident/incident, but not later than 32 hours after the accident/incident for drugs and not later than eight hours for alcohol. CBJ will make reasonable attempts to obtain a sample from an employee after an accident/incident, but any injury should be treated first. Post accident/incident testing will occur when the following criteria are met:
 - A. Accident (Non-Vehicular) means where an employee sustains an on-the-job injury that results in casting, suturing, or overnight hospitalization or, in the opinion of Risk Management with the concurrence of at least one supervisor, was the result of an employee's negligence.
 - B. Accident (Vehicular) means an occurrence associated with the operation of a motor vehicle or other motorized equipment, if, as a result:
 1. The accident involved the loss of human life; or
 2. There was bodily injury to any person who immediately received medical treatment away from the scene of the accident; or
 3. One or more of the vehicles involved incurs disabling damage as a result of the occurrence. Disabling damage is defined as damage that precludes departure of a motor vehicle from the scene of the accident in its usual manner in daylight after simple car repair; or damage to any vehicle that could have been operated, but which would have further damaged the vehicle if so operated. Disabling damage does not include damage that could be remedied temporarily at the scene of the occurrence without special tools or parts; tire disablement, even if no spare tire is available; or damage to headlights, tail lights, turn signals, horn, or windshield wipers that makes them inoperative.
 4. The employee receives a citation under state or local law for a moving violation arising from the accident; or
 5. In the opinion of Risk Management, with the concurrence of at least one (1) supervisor, the employee driver's negligence contributed to the accident.
- **Damage to CBJ Property** - Damage to CBJ, Harbors, Airport, Eaglecrest, or JSD property must be reported to CBJ Risk Management as soon as practical, but no more than 48 hours after it is known. Property damage should be photographed whenever

possible. The employee must report this damage initially on the Supervisor's Incident Form (attached).

3. GENERAL PROVISIONS

- A. **Scope:** This policy applies to all agencies and employees of the City and Borough of Juneau, Alaska.
- B. **Authority to promulgate policy:** The City Manager of the City and Borough of Juneau, Alaska, maintains the authority granted by the CBJ Charter to order policy and the guidelines for implementation.
- C. **Effective Date: This policy will take effect on: December 21, 2009.**

Dated at Juneau, Alaska, this 21st day of December, 2009



Rod Swope
City and Borough Manager