



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

Chapter 7 – Human Resources

4840.1 - ACCIDENTS, EMPLOYEE LIABILITY AND RESPONSIBILITY

REGULATIONS

1. The District liability insurance policy protects all District officers and employees from liability incurred while performing their official duties.
2. Every attempt should be made to avoid actions that might result in litigation, but if there is such an action immediate information to the proper personnel is mandatory.
3. Scope of Employment--Generally, anything done by an employee when acting within the confines of his/her job duties. An exact statement of what constitutes such action and scope may require court interpretation.

IMPLEMENTATION

1. Accident Reporting
 - a. Employee
 - 1) Informs his/her supervisor of all actions which might result in litigation.
 - 2) Secures form from site Business Office, completes and returns.
 - b. Administrator--Signs report; forwards three copies to General Services Business Office within 24 hours; files fourth copy.
 - c. General Services Office
 - 1) Forwards original accident report to insurance carrier immediately.
 - 2) Confers with insurance carrier and department head or president as required.
 - 3) Notifies legal counsel if a legal problem arises.
2. Investigation of School Accidents by Insurance Company

- a. Insurance Adjuster--Should produce a letter of introduction or other proper identification from the company, in order to secure cooperation of District officials.
 - b. If Adjuster Makes Contact by Phone:
 - 1) District official obtains adjuster's name and offers to call him/her back.
 - 2) District official calls office of insurance company, asking for adjuster by name; may cooperate fully in giving information.
3. Legal Papers Served Against Employees or Students--see Administrative Procedure 2000.

FORMS/REFERENCES

1. Aetna Insurance Co. Form 620-5012 (Non-employee)
2. ACORD Form 2 (Auto Accident)
3. Civil Code Section 1714
Education Code Sections 1251; 1017; 1019
Government Code, Div. 3.6; Also-Sect. 810.2; 820 et seq; 940; 990; 532400
Insurance Code Section 11870
Labor Code Sections 3201 et seq
Vehicle Code Section 17001

Adopted: July 16, 1976

SUPERSEDES:
New Procedure