

## Instructions for Completing the AMLJIA Liability/Workers' Compensation Exposure Questionnaire for Prospective School Districts

Page	Item	Instructions
1	General Information/Address	Provide name and address of school district.
1	Contact/Staff Information	Provide name of superintendent, business manager, broker, and contact person for questionnaire.
1	Other Information	Provide FEIN number (employer identification number).
1	Attest	After completing all sections of the questionnaire, sign and date where indicated.
1	School District Broker	Provide requested information if applicable.
2	Exposure Checklist	Indicate whether the school district is an REAA. Provide the estimated average daily membership per school grades indicated and the number of school district employees and professional employees.
3	General Liability/Auto Liability Limits and Deductible Options	Indicate the desired limit and deductible options for general liability and auto liability.
4	Auto Liability Schedule / Comp & Collision Values	Provide <u>complete</u> information for all autos to be covered for auto liability. State law requires liability coverage for all registered and operating autos. If comp & collision (physical damage) coverage is desired for any auto, provide auto value and indicate which deductible is desired. Do not provide value if comp & collision is not needed. Do not include mobile/heavy equipment (graders, loaders, bulldozers, ATVs, snow machines). Do include dump trucks or other utility vehicles.
4	Hired Vehicle Coverage	Indicate if the school district wishes to purchase separate coverage for hired autos and if so, at what limit.
5	Employee Concentration	Provide complete information about the employee concentration for all city/borough physical locations.
6	Property Definitions	Refer to this page while completing the rest of the questionnaire. All needed definitions are provided.
6	Workers' Compensation	Provide estimated payroll numbers for the coming fiscal year, from July 1, 2013, to July 1, 2014. Payroll must be broken down into the various types of work described. Do not include benefits. Overtime pay is included, but at the same rate as regular pay.
7	Property Schedule	Provide complete information for all buildings and other property to be scheduled for property coverage. Buildings must be scheduled at full replacement cost, as determined by an appraisal performed within the last three years. AMLJIA staff can also assist in determining replacement cost if appraisal information is not available. Failure to provide complete information will delay the proposal for coverage.
8	Mobile Equipment Schedule	Provide complete information for all mobile/heavy equipment to be scheduled for property coverage. Do not list if physical damage coverage is not needed. Do not list autos. Refer to page 3 of the Property Questionnaire for a definition of mobile equipment.
8	Prospective Loss History	Provide names of carriers and premium amounts for each line of coverage for current coverage year. Attach at least five year's loss history (if available) for each line of coverage.