

SUBJECT: PROPERTY AND CONTENTS INSURANCE

EFFECTIVE  
DATE: 04-04-11 (replaces 02-02-10)

APPROVED BY:

Reviewed (no changes): \_\_\_\_\_  
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Executive Director

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POLICY

Contents of leased or loaned buildings must be insured if a State Grant-In-Aid Budget would be responsible for repairs or replacement of contents in case of loss.

PROCEDURE

Vehicles

Vehicles operated by McIntosh Trail CSB are included under the State Insurance Program and are reported on the DHS computerized inventory system administered by the DHS Real or Personal Property Management Unit. At time of loss, the State Insurance coverage provides for replacement at actual fair market value, but reimbursement cannot exceed the stated value reported on the annual inventory (which we revise each year), adjusted by any applicable deductible.

Coverage is not automatic; the agency must request coverage. Coverage must be obtained PRIOR to the vehicle being accepted from the vendor. Coverage is obtained by a telephone call to the Insurance Programs and Claims Office, telephone number - 404-651-8089. The telephone call must be confirmed in writing outlining the details of the transaction (see DHS Vehicle Policies and Procedures Manual). Send written confirmation to:

DHS Risk Management  
Office of Facilities & Support Services  
2 Peachtree Street, NW, Suite 29.494  
Atlanta, Georgia 30303-3142  
Phone number: 404-651-8089  
Fax: 404-657-6215

The DHS computerized inventory will be monitored by the Business Office with the assistance of the Transportation Department person assuring insurance coverage.

Other State and CSB Owned Equipment

Other equipment will be inventoried and will be insured through a commercial insurance carrier.