



DATE: February 5, 2016

TO: LaSalle Council, Board Members, Employees, District Leaders, Unit Leaders and Volunteers

FROM: Pat Bridges, Scout Executive and Jim Welborne, VP of Administration

RE: Changes to Council Automobile Liability Insurance Coverage AND Council Requirements for Drivers and Automobile Use.

The Risk & Insurance Management Team of the Boy Scouts of America national organization reviewed the Automobile claims history and advised that between 2006 and 2013 that the General Insurance Liability Program (GLIP) BSA National Program paid over 13 million dollars in council/volunteer related automobile claims. Therefore, effective March 1st, 2016 the following changes are occurring:

- Local councils must carry 1 million dollars of Automobile Liability Insurance limits and include coverage for Employees and Volunteers, that is excess of any coverage these persons have on owned, leased or hired automobiles, while driving a vehicle on Council business. (Note: any reference to Camp and or Council business includes Districts and Units)
- The GLIP BSA National Program will be amended to indicate it is excess coverage only and does not apply to any automobiles owned, non-owned, leased or hired by local councils or volunteers engaged in council business for the first 1 million dollars of automobile claims.

What does this mean to you as a council volunteer?

The details of the requirements and insurance are in Exhibit 1 but here is a summary:

- The Council has secured a new auto insurance policy. Per the terms of this Policy, it will protect you, for liability (not property damage) associated with a claim covered by the Council's automobile policy. The coverage provided to volunteers or employees is excess of any collectable insurance. The GLIP BSA National policy provides excess Automobile Liability coverage for covered claims exceeding 1 million dollars. (see Exhibit 1 for conditions)
- Automobiles usage will be limited to private passenger types with a seating capacity of no more than eight (8) persons. (See Exhibit 1 for exceptions.)
- It is the responsibility of any employee or volunteer, not the Council, to maintain adequate personal automobile liability insurance.
- The Council recommends that employees and volunteers minimally maintain the following limits of insurance with no business use exclusion:
 - Liability Insurance: Bodily Injury - \$250,000 each person; \$500,000 each occurrence and \$100,000 for Property Damage OR a Combined Single limit of \$500,000.
 - Physical Damage Insurance: Full coverage for damage to the owned, leased or hired vehicle from Comprehensive and Collision causes of loss
 - If scouts are being transported for Camp and Council business, then higher limits of insurance including a Personal Umbrella Insurance policy are strongly recommended. Please secure the advice of your personal insurance agent or company

- Drivers over 81 years of age and under 18 years of age are permitted to drive on Council business but not for camper transportation. Insurance company pre-approval is necessary for any driver over 81 years of age.
- Council pre-approval is required for the use of contract providers of transportation.

Please review the entire exhibit including the Insurance section that; a) restates existing conditions in that the Personal Automobile Insurance policy of each Employee and Volunteer is the primary payer for any injury, damage or liability that results while the employee or volunteer is using his or her own personal vehicles, or a leased or hired vehicle on Camp or Council business, and b) provides recommendations to Employees and Volunteers, and c) summarizes the new auto liability coverage that applies on an excess basis.

Please note that any below reference to Camp and or Council business includes Districts and Units.

Exhibit 1

LaSalle Council's requirements for; Drivers, Use of Automobiles, Use of Contract Providers of Transportation, as well as Insurance information

Drivers

Drivers over 81 years of age and under 18 years of age are permitted to drive on Council business but not for camper transportation.

Any driver over 81 years of age must be preapproved by the Councils' insurance company. The Driver Health Questionnaire should be completed by each driver over 81 years of age and returned to the Scout Executive. The Scout Executive will submit completed Driver Health Questionnaires to the insurance company for their acceptance or rejection. This applies to driving on any kind of Council business regardless of whether; a) a Council owned vehicle is used or b) a vehicle not owned by the Council is used.

Use of Contract Providers of Transportation Services

Council pre-approval is required for the use of contract providers of transportation.

All contracts will indicate that the Transportation Services Provider is solely responsible for the; vehicle being used, safety of all passengers, providing the Automobile Liability Insurance covering the vehicle and meeting the insurance requirements of the Council. Contracts will stipulate the cost of hire and whether the insurance is being provided by the Transportation Provider or whether the Provider is requesting that the Council provide the insurance on the vehicle.

A proposed contract and a certificate of insurance will be submitted to the Scout Executive for review and approval prior to hiring any service provider and in advance of any trip.

The Certificate of Insurance needs to evidence that the Contract Provider has the following coverage and limits of insurance:

- Automobile Liability Insurance at a \$1,000,000 Limit Per Occurrence for Bodily Injury & Property Damage.
- The Council is named as an Additional Insured.
- Umbrella or Excess Liability Insurance with a minimum of a \$10,000,000 Limit Per Occurrence & Aggregate for Bodily Injury & Property Damage. Higher limits may be required depending on the number of passengers being transported.



Exhibit 1

LaSalle Council's requirements for; Drivers, Use of Automobiles, Use of Contract Providers of Transportation, as well as Insurance information (continued)

Use of Automobiles

Automobiles usage will be limited to private passenger types with a seating capacity of no more than eight (8) persons.

Automobiles with a seating capacity of between nine and fifteen (9-15) persons must be pre-approved and on file with the Councils' insurance company prior to any use or trip.

Insurance

The Personal Automobile insurance policy of any employee or volunteer is the payer for any injury, damage or liability that results while the employee or volunteer is using his or her own personal vehicles, or a leased or hired vehicle on Camp or Council business.

It is the responsibility of any employee or volunteer, not the Council, to maintain adequate personal automobile liability insurance. The Council recommends that employees and volunteers minimally maintain the following limits of insurance with no business use exclusion:

- Liability Insurance: Bodily Injury - \$250,000 each person; \$500,000 each occurrence and \$100,000 for Property Damage OR a Combined Single limit of \$500,000.
- Physical Damage Insurance: Full coverage for damage to the owned or leased vehicle from Comprehensive and Collision causes of loss
- If scouts are being transported for Camp and Council business, then higher limits of insurance including a Personal Umbrella Insurance policy are recommended. Please secure the advice of your personal insurance agent or company

Effective March 1st, 2016 the Councils' Commercial Automobile Insurance policy includes Liability coverage (not Physical Damage) for Employees and Volunteers on an excess basis.

- This coverage applies only per the terms, conditions and exclusions stated in the Councils' Automobile Insurance policy.
- The Liability coverage provided by the Councils' policy is excess over any coverage on employee or volunteer owned or leased or hired automobiles. Volunteer means any person other than an employee of the Council, operating a vehicle on camp or council business with the permission and direction of the LaSalle Council.
- The National BSA General Liability Insurance Program, per the terms, conditions and exclusions of its policy, provides excess Automobile Liability coverage to councils and their employees and volunteers when on camp or council business. However, a Councils' inclusion in this Program, requires that it comply with stated automobile insurance requirements.

