

District Responsibility for Injuries to Persons

Except for provision of the student-accident insurance provided for on-campus and athletic coverage, the district accepts no responsibility for injuries to students or the general public while on district premises or at district off-premises events. Claims for injuries to persons are the responsibility of the Board of Trustees. It is the responsibility of the Board of Trustees to provide supplies, tools, equipment, and other property required for employees to carry out their duties. However, the district occasionally self-insures property loaned to the district by employees or others, provided the loan has been preapproved by the District's Risk Management Officer. In the absence of specific approval, the district assumes no responsibility for loss or damage to privately owned property on district premises or used on district projects.

2. Vehicles and Contents

The district accepts no responsibility for damage to privately owned vehicles operated or parked on district property or for their contents or physical damage of privately owned vehicles used on district business or field trips.

Receipt of Claims against the District

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The district will identify the date and time service was made and the location where the lawsuit was served. Date, time, and recipient's title are to be written on the front page of the summons and complaint. The district will retain a copy. The district may not select a defense counsel or assign a lawsuit independent of the JPA's concurrence. The JPA shall, in all cases, select counsel in consultation with the district. Defense costs/ expenses of counsel not authorized by the JPA may become the district's sole responsibility.

Government Code §910.4 (a) requires MiraCosta College to provide a standardized tort claim form that claimants may use to file their claims for submission to the district. The standard claim form must include information specified in Government Code §§910 and 910.2. If a claim that is not on the district form contains all of the information that is required on the district form in a legible manner, the district may still consider such a claim as "submitted" without the district form. The district will provide the claim form whenever it is requested.

1. Any claim returned may be resubmitted using the proper form (Exhibit A).
2. Claim forms can be obtained by contacting the district's risk management officer.
3. Properly completed claim forms should be submitted as follows: MiraCosta College, Attention: Risk Management Officer, 1 Barnard Drive, MS 14, Oceanside, CA 92056

CLAIM AGAINST THE MIRACOSTA COMMUNITY COLLEGE DISTRICT
ONE BARNARD DRIVE – OCEANSIDE, CA 92056
ATTENTION: JOSEPH J. MAZZA, RISK MANAGEMENT OFFICER

Name of Claimant

Mailing Address*

Zip

Telephone