

SCHOOL QUESTIONNAIRE

Date June 20, 2018

Producer Surry Insurance PO Box 128 Dobson, NC 27017		Name and Mailing Address: Spartanburg School District 3 PO Box 267 Glendale, SC 29346	
Code	X-8591-5	Subcode	
Website Address		www.spartanburg3.org	
Effective Date	07/01/2018	Expiration Date	06/30/2019
Policy/Account Number:			

GENERAL INFORMATION

- Name of Individual designated to coordinate safety for the school district/Title
Rodney Goode Assistant Superintendent for Personnel & Student Services
 - Does the district have a **written** Emergency Action Plan? Yes No
 - School District Total Enrollment 2911
 - % Change in past 3 years -0.65%
 - Pre-school 142
 - K-8 1871
 - 9-12 898
 - Total Number of:

a. Administrators	<u>22</u>	e. Counselors/Psychologists	<u>16</u>
b. Teaching Faculty	<u>229</u>	f. Nonprofessional employees	<u>146</u>
c. Student Teachers	<u>10</u>	g. School Nurses	<u>8</u>
d. Volunteer workers	<u>50</u>		
 - Total Revenues (current fiscal) 34,317,804
 - Total expenditures (current fiscal) 33,791,592
 - Surplus (+) or Deficit (-) 521,212
- If a deficit exists, how will it be eliminated?
No deficit exists.



J. Greg Mack

Assistant Superintendent for Finance & Ops

06/21/2018

Completed By

Position

Date



PROPERTY INFORMATION

Yes No

1. How were school property values determined?
 - a. Professional appraisal By American Appraisal When March 17, 2010
 - b. Other _____ When _____
2. Are there presently any buildings with roofs over 20 years old?
 Which buildings? Middle School of Pacolet; Clifdale Elementary; Cowpens Elementary (not 100% sure about this list, but these are the worst three). Cannons is about 20 but in better shape. There are sections at Pacolet Elementary and Broome that may be over 20.
3. Does the district have a written roof replacement and repair management plan to track the condition of all roofs?
4. Frequency of roof inspections? Monthly Quarterly Annually Other we are exploring a more formal inspection plan by a professional group but no contract has been signed.
 - Performed by professional contractor
 - Performed by school employee(s)
5. Does the plan include scheduled maintenance?
6. Do maintenance records include the following; *check any that apply*:
 - date of repair
 - description of repair
 - contractor/individual who performed repair
 - contractor's certificate of insurance
7. Is there a policy in place prohibiting the acceptance of donated paints, solvents, fertilizer, herbicides, pesticides, or other chemicals?
8. Is there a chemical purchasing policy in place to limit the quantities purchased to a maximum of a two year supply?
9. Does the district have a chemical management program that specifies: *check any that apply*:
 - how and where chemicals are stored,
 - tracks the quantities and ages of chemicals, and
 - specifies how chemicals and waste are to be disposed?
10. Is the use of space heaters restricted in all school buildings?
11. Is smoking prohibited in all school buildings?
12. Do all cooking areas meet UL-300 standards?
 Are contracts in place for extinguishing system and hood/duct cleaning?
13. Are all flammables properly stored in UL approved metal cabinets?
14. Is woodworking performed in any building(s)? If yes, specify the building(s)
Daniel Morgan Technology Center
15. Is welding or spray painting performed in any building(s)? If yes, specify the building(s)
Daniel Morgan Technology Center
16. Are all areas with cooking, woodworking, chemistry lab or auto repair equipped with outside ventilation?
17. Are any buildings presently vacant or unoccupied? If yes, identify building and describe plans for use:
There is a small building in Pacolet that we use as a warehouse for excess property.
18. Are any buildings presently under construction or renovation? If yes, describe project (including cost & length of time):

19. Identify all building protected by central station fire alarms:
All
20. Identify all building protected by central station burglary alarms:
AI

21. Provide any other information on security that applies to this school district:

Perimeter fencing is present at all schools; we function daily in "lockdown" status with carefully monitored limited & controlled access including cameras and a buzz-in system. Security cameras are in use at all schools. Middle & High Schools have armed SROs every school day (expanding to include elementary schools Fall of 2018).

GENERAL LIABILITY INFORMATION

Yes No

1. Indicate any of the following steps implemented as part of a formal safety program:

Copies should be provided or available at time of inspection.

- Written safety program on use of machinery – provided to all students and staff
- Shop/Lab inspections with unsafe conditions identified and corrections documented
- First aid materials present in each shop/lab
- Periodic inspections of interior/exterior walking surfaces – Frequency Annually or more frequently if needed.
- Snow and ice removal procedures
- Visitor sign in procedures
- Bleacher/Grandstand inspections – Frequency Annual by staff.
Considering a formal program from contractor.
- Playground Equipment maintenance & surface protection – Frequency at least annually
- Quality control measures for food preparation/storage
- Physician, EMT, or other medical service providers present at all athletic events
- Written Discipline policy – provided to all students and staff
- Written Sexual Abuse policy – provided to all employees, volunteers and students
- Written employment policy requiring background checks on all employees
- Written policy requiring background checks on all volunteers

2. Does your employment application ask if the applicant has ever been convicted of any crime, including sex-related or abuse related offenses?

3. Have any of your employees or volunteer workers ever been convicted or had a claim for damages brought against them for sexual misconduct? If yes, provide complete details.
None known among current active employees.

4. Have you ever had an incident which resulted in an allegation of sexual abuse? If yes, please describe.
Former employee and student allegedly involved in inappropriate relationship; claim filed and paid (see loss report).

5. Do you have procedures in place to monitor employee and volunteer worker relationships with students, other employees, or other volunteer workers?

6. Are there buildings or dwellings rented to others? If yes, describe.
Ruritan building adjacent to Cannons Elementary School is on a long-term lease. We rent facilities to groups on occasion for special events, and we rent our auditorium out to community groups.

7. Is there land rented to others? If yes, describe (including acreage).

8. Are certificates of insurance required from all contractors doing work on school premises?

- a. Are copies maintained?
- b. Describe work performed.
Mostly for construction work or other maintenance related.

9. Swimming Pool? If yes, Supplement CG8077 is required

Is pool available to the public or for rent? Frequency

10. Has asbestos, lead or toxic mold been detected in any school building? If yes, describe corrective actions.
Properly inventoried and disclosed per OSHA regulations (asbestos pipe insulation, tile, mastic). No known lead or toxic mold.
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AUTO – SCHOOL BUS INFORMATION

Yes No

1. Are school buses used for student transportation to/from all extra curricular activities?
If no, who provides the transportation? We use a combination of state-owned buses, district-owned activity buses, and contract carriers.
- If yes, please complete the following:
- a. Number of trips each year beyond 150 miles: 5
- b. Destinations beyond 150 miles: Alabama; DC; Charleston SC; Savannah GA; SC Coast.
- c. Maximum round trip miles: 950
- d. Do you always use regular drivers? If no, who and when?
unless contracted common carriers
2. Are buses used for non-school activities? If yes, list non-school functions/activities?
- Do you furnish drivers? If not, who?
3. Describe driver hiring practices, such as pre-hire MVR checks, experience, age:
MVR checks pre-hire; must have CDL with school bus endorsement; same criminal background checks and physical requirements as other positions; all EEOC and other employment practices followed. We look for experience. All drivers must pass a physical fitness test.
4. Where are buses stored when not in use?
Behind a locked fence on the campus of Broome High School.
Describe protection (fenced, exterior lighting, watchman):
Locked fence, lighted area.
5. Is driver training offered?
- Are students allowed to drive any vehicle other than driver training vehicles? If yes, please explain.
6. Are autos or buses hired by your institution? If yes, please complete.
Estimated annual cost of hire: Buses \$ 20,000 Autos \$ 5,000
Name and Address of each independent contractor hired.
Bus transportation is arranged normally through a third party travel agency that coordinates our field trips. This agency is Endless Destination Tours, 730 Maple Street, Spartanburg, SC 29302. Hard to isolate the transportation piece of the cost. Used 50% as an estimate. We rent vehicles for staff and school board to attend meetings, normally from Enterprise Rental, 986 Asheville Hwy, Spartanburg, SC 29303.
7. Do you obtain an Additional Insured form and a Certificate of Insurance from the insurance carrier of each independent contractor?
8. Do you have MVR's checked on all drivers of independent contractors?