



**COMMONWEALTH of VIRGINIA**  
**Department of Education**

**DATE:** June 30, 2017  
**TO:** Division Superintendents  
**FROM:** Steven R. Staples, Superintendent of Public Instruction  
**SUBJECT:** **Request for Certification of Insurance Coverage on Vehicles Used to Transport Pupils or Personnel Pursuant to Sections 22.1-188 through 22.1-198, and Section 38.2-2204, Code of Virginia**

In accordance with Sections 22.1-188 through 22.1-198, *Code of Virginia*, the Department of Education is requesting division superintendents to certify that insurance providing the required coverage has been obtained for all vehicles to be used in transporting school children and school personnel during the period July 1, 2017 through June 30, 2018. Pursuant to Section 22.1-191, *Code of Virginia*, this certification must be submitted to the Superintendent of Public Instruction on or before August 1, 2017.

Special attention is directed to the provisions of Section 22.1-191, *Code of Virginia*, concerning the date by which such insurance shall be secured and certified. Compliance with these requirements is mandatory before any state school funds can be distributed (see Sections 22.1-190, 191 and 197, *Code of Virginia*). The Department of Education urges you to initiate the procurement process in time to finalize the necessary insurance contract by the end of July. Please ensure that the contract contains the coverage required for all days operated during the entire 2017-2018 school year.

Certification must be made using the online application contained in the Single Sign-on for Web Systems (SSWS) portal by the division superintendent or his designee who has signature authority. The SSWS application will be open for certification from July 1 to August 1, 2017. The insurance certification is part of the Crash/Incident Tracking System application in SSWS. Instructions for certifying insurance coverage are as follows:

1. Log in to SSWS
2. Select "Crash/Incident Tracking System"
3. On the right-hand side, select "Crash/Incident"
4. Select "Certify Insurance"
5. From the drop-down box, select either "self-insured" or "not self-insured"
6. If you are not self-insured, provide the name of the insurance company providing coverage
7. Click the "Certify" button

If you have questions concerning the insurance coverage certification process, please contact the Pupil Transportation office at (804) 225-2037.

SRS/AKR/aam