



# Kentucky

## WORK-BASED LEARNING

# LIABILITY CHECKLIST



*Be sure to check each box:*

- Students participating in work-based learning activities such as cooperative education and internships must be covered by accident insurance. This coverage may be provided through school insurance, personal family insurance or purchased by the student. Students covered by personal family insurance must provide a certificate of insurance to school staff to certify that they have personal/family coverage that runs for the duration of the student's participation in the work-based learning activity.
- All students participating in paid work-based learning are to be covered by Workers' Compensation Insurance while on the job.
- Students participating in non-paid work-based learning are not covered by Workers' Compensation. These students must be covered by parental health insurance, student accident insurance or group coverage by the school.
- Work sites must provide liability insurance and certify to the schools that they have such coverage.
- Students driving to a work-based learning site must provide proof of valid driver's license and auto liability insurance.
- Students being transported to the work site by a vehicle owned by the school board are to be covered by the provisions of the local school board insurance.
- In addition to insurance and workers' compensation, the workplace needs to provide adequate and safe equipment, and a safe, healthy workplace that conforms to health and safety standards congruent with federal/state laws.
- Training Plans/Agreements are to be reviewed for completeness, signed by all parties, and a copy kept on file at the school.
- All individuals who provide direct worksite supervision and mentoring of work-based learning students shall have background checks completed pursuant to the provisions of KRS 160.380 and KRS 161.148.

