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Insurance Requirements for Contractors & Vendors

The Hillsboro School District (HSD) requires all contractors, vendors, and service providers to maintain insurance coverage that adequately protects the District, its students, staff, and property. Proof of insurance must be provided prior to starting work and maintained throughout the contract period.

Required Coverages

Commercial General Liability (CGL)

Minimum: \$1,000,000 per occurrence / \$2,000,000 aggregate

Must include bodily injury, property damage, personal injury, and contractual liability

Automobile Liability

Minimum: \$1,000,000 combined single limit

Applies to all owned, hired, and non-owned vehicles used in connection with District work

Workers' Compensation

Statutory coverage per Oregon law

Employer's Liability: \$500,000

Professional Liability (if applicable)

Required for contractors providing professional, consulting, or design services

Minimum: \$1,000,000 per claim

Abuse & Molestation Coverage (if applicable)

Required for contractors with direct contact with students

Minimum: \$1,000,000 per occurrence

Cyber/Data Breach Liability (if applicable)

Required for vendors with access to student/staff data

Minimum: \$1,000,000 per occurrence

Certificates of Insurance

- Certificates must list Hillsboro School District 1J as Certificate Holder.
- Additional Insured: The District must be named as additional insured on CGL and Auto policies.
- Certificates must provide at least 30 days' notice of cancellation.

Submission

Please submit proof of insurance with your signed contract.