



COMMONWEALTH of VIRGINIA
DEPARTMENT OF EDUCATION

DATE: June 8, 2023
TO: Division Superintendents
FROM: Dr. Lisa Coons, 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, Code of Virginia**

This memorandum is to remind division superintendents of the requirements in [Code of Virginia Sections 22.1-188 through 22.1-198](#) that school divisions annually obtain insurance coverage for all vehicles used to transport school children and school personnel. The Virginia Department of Education (VDOE) is requesting all division superintendents to certify that the required insurance has been obtained for all vehicles for the period **July 1, 2023** through **June 30, 2024**. Pursuant to [Code of Virginia, Section 22.1-191](#), this certification must be submitted to the Superintendent of Public Instruction on or before **August 1, 2023**.

Certification of insurance must be made using the online application contained in the Single Sign-on for Web Systems (SSWS) portal by the division superintendent or designee who has signature authority. The SSWS application will be open for certification from **June 20** to **August 1, 2023**. The [insurance certification](#) is part of the Crash/Incident Tracking System application in SSWS. If not self-insured, provide the name of the insurance company providing coverage and click the “Certify” button.

For more information or questions, see the table below with contact information.

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