Procedure - Risk Management

The duties include, but are not limited to:

A. Record the identification and location of the board appointed tort claims agent form with the county auditor;

B. Report to the superintendent/designee situations where he/she feels the district faces the greatest potential liability, the changes he/she feels should be made to reduce the risk and the estimated cost of such changes;

C. Examine the feasibility of and arrange for in-service education classes for staff in areas where he/she feels risk is great or can be lessened;

D. Assume responsibility for the district's insurance program;

E. Review annually the insurable value of the district's buildings and equipment and report to the superintendent/designee;

F. Supervise an annual inventory of all real property and equipment; and

G. Process and make recommendations regarding all claims against the district as directed by the superintendent/designee.

Claims for Damages

A. The district will provide each claimant with instructions for completing the district’s tort claim form;

B. Claimants must submit Washington State Tort Claim Form #SF 210 (if the district created its own form, insert title and number here); and

C. The claimant must complete all sections of the form, sign the form, and submit it to District office.

Adoption Date:
Classification:
Revised Dates: 04.10; 12.11; 11.18