

## Risk Management

### The Risk Manager's duties will 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 a tort claim form;
- B. Claimants must submit Washington State Tort Claim Form #SF 210 available on the district website.

The claimant must complete all sections of the form, sign the form and submit it to the Associate Superintendent for School Support Services Department of Risk Management at 200 North Bernard, Spokane, WA 99201. The business hours are Monday through Friday, 8:00 a.m. to 5:00 p.m., during the school year, and 8:00 a.m. to 4:30 p.m. on days school is not in session, excluding legal holidays and building closure dates.

Adopted: 08/05/1985  
Amended: 12/17/2014  
11/20/2019  
04/15/2020  
Superintendent: Dr. Shelley K. Redinger