

The Risk Manager will:

- A. File the identification and location of agent form with the county auditor;
- B. Report to the superintendent 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 conduct 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;
- F. Supervise an annual inventory of all real property and equipment, preparing the inventories in duplicate, with one copy maintained in the school and one in the district office (See [policy 6570 - Property and Data Management](#).); and
- G. Process all claims against the district as directed by the superintendent.

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 Standard Tort 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 _____ (agent assigned by superintendent to receive all tort claims) at _____ (address of agency receiving claims). The business hours are from _____ to _____ Monday through Friday, except for authorized holidays.

Blanks Completed and Minor Changes are Needed per Audit