

Procedure - Risk Management

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 the Zillah School District Standard Tort Form 6500F and
- C. The claimant must complete all sections of the form, sign the form and submit it to the Zillah School District Administration Office - Business Manager at 213 Fourth Avenue, Zillah WA 98953. The business hours are from 7:30 a.m. to 3:30 p.m. Monday through Friday, except for authorized holidays.

Zillah School District

Adoption Date: **04.23.98**

Classification:

Revised Dates: **05.27.10**