

Procedure - Risk Management

The Risk Manager's 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 ZSD Tort Claim 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 (agent assigned by board to receive all tort claims) at 213 Fourth Avenue, Zillah, WA 98953 (address of agent receiving claims). The business hours are from 7:30 A.M. to 3:30 P.M. Monday through Friday, except for authorized holidays.

Zillah School District

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Classification:

Revised Dates: **05.27.10; 10.25.18**