

Procedure - Risk Management

The Risk Manager's duties include, but are not limited to:

- A. 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;
- B. Examine and recommend 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;
- C. Assume responsibility for the district's insurance program;
- D. Review every 2-3 years the insurable value of the district's buildings and equipment and report to the superintendent/designee;
- E. Supervise an annual inventory of all real property and equipment; and
- F. Process and make recommendations regarding all claims against the district as directed by the superintendent/designee.

Claims for Damages

- A. Claimants must submit Washington State Tort Claim Form #SF 210; and
- B. The claimant must complete all sections of the form, sign the form, and submit it to the Superintendent at 314 1st Street Asotin, WA. The business hours are from 7:30 a.m. to 4:00 p.m. Monday through Thursday and 7:30 a.m. to 3:30 p.m. on Fridays, except for authorized holidays.

Asotin-Anatone School District

Adopted: 5/2019

WSSDA Revised: 8/2018