

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. 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 directly to the Director of Business and Finance at 1755 S. College Avenue, College Place, Wa 99324. The business hours are from 7:30am to 4:00pm, Monday through Friday, except for authorized holidays/leaves.

Reviewed: March 16, 2006; November 27, 2018
College Place School District No. 250