Risk Management

A. The risk manager shall:
1. File the identification and location of agent form with the county auditor.
2. 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;
3. 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;
4. Assume responsibility for the district's insurance program;
5. Review annually the insurable value of the district's buildings and equipment and report to the superintendent; and
6. 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.)
7. As directed by the superintendent, process all claims against the district.

B. Claims for Damages

1. The district will provide each claimant with instructions for completing the district's tort claim form.
2. Claimants must submit a completed claim form provided by the District's insurance carrier of record.
3. The claimant must complete all sections of the form, sign the form and submit it to the Newport School District Business Manager at 1380 W 5th Street, Newport, WA 99156. The business hours are from 8:00 AM to 4:00 PM, Monday through Friday, except for authorized holidays.