



RISK MANAGEMENT

The risk management technician, finance and business services, along with general counsel as appropriate, shall be responsible for managing the risk program. Duties include but are not limited to:

- A. Recording the identification and location of the board appointed tort claims agent form with the county auditor;
- B. Reporting to the superintendent or designee situations where he/she feels the district faces the greatest potential liability, the changes they feel should be made to reduce risk, and the estimated cost of such changes;
- C. Examining the feasibility of and arrange for in-service education classes for staff in areas where they feel risk is great or can be lessened;
- D. Assuming responsibility for the district's insurance program;
- E. Reviewing annually the insurable value of the district's buildings and equipment and reporting to the superintendent/designee;
- F. Supervising an annual inventory of all real property and equipment; and
- G. Processing and making recommendations regarding all claims against the district as directed by the superintendent/designee.

Claims for Damages

Claimants will be provided with instructions for completing the district's standard tort claim form. Claimants must complete all sections of the form, sign the form, and submit it to the Superintendent's Office at the Sumner-Bonney Lake School District, 1202 Wood Ave, Sumner, WA 98390. Business hours are 7:30 A.M. to 4:30 P.M. Monday through Friday, except holidays.

Cross reference: Board Policy 6500 Risk Management