



Risk Management

The board believes the district must identify and measure risks of loss due to the damage or destruction of district property or to claims against the district by others claiming to have been harmed by the action or inaction of the district, its officers, or employees. A risk management program will be implemented to reduce or eliminate risks where possible, to determine which risks the district can afford to assume and to transfer to an insurance company those risks which the district does not wish to assume or cannot economically afford to assume.

Such a program will consider the benefits, if any, of joining with other units of local government for joint purchasing of insurance, joint self-funding, joint self-insuring or joint employment of a risk manager. The superintendent will assign the primary responsibility for the administration and supervision of the risk management program to a single person. The district will make available to claimants its standard tort claim form.

The district will purchase and pay for surety bonds for the superintendent, business manager and such other staff and in such amounts as the board will from time to time determine to be necessary for honest performance of the staff in the conduct of the district's financial operations. Such bonds may include a deductible proviso not to exceed two percent of the employee's annual salary.

The superintendent or designee will establish procedures to implement this policy.

Legal References:

RCW 4.96.020 Tortious conduct of local governmental entities and their agents — Claims — Presentment and filing — Contents
28A.400.350 Liability, life, health, health care, accident, disability and salary insurance authorized — Premiums
28A.400.360 Liability insurance for officials and employees authorized
28A.400.370 Mandatory insurance protection for employees
28A.320.100 Actions against officers, employees or agents of school districts and educational service districts — Defense, costs, fees — Payment of obligation
28A.320.060 Officers, employees or agents of school districts or educational service districts, insurance to protect and hold personally harmless
28A.330.100(10) Additional powers of board
48.62 Local government insurance transactions

Management Resources:

2018 - August 2018 - August Policy Issue
Policy News, April 2010 Tort Claims

Classification: Encouraged



Risk Management

- A. The risk manager duties include, but are not limited to:
1. Record the identification and location of the board appointed tort claims agent form with the county auditor.
 2. Report to the superintendent situations/designee 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,
 7. Process and make recommendations regarding all claims against the district as directed by the superintendent/designee.
- 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 Washington Standard Tort Form #SF 210.
 3. The claimant must complete all sections of the form, sign the form and submit it to the Superintendent of the Goldendale School District No. 404 at 604 East Brooks, Goldendale WA 98620. The business hours are from 7:30 a.m. to 4:00 p.m., Monday through Friday, except for authorized holidays and other school closure days.

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