

## 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 staff. A risk management program shall 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 shall 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 shall assign the primary responsibility for the administration and supervision of the risk management program to a single person. The board shall review the status of the risk management program each year. The board shall review the status of the risk management program each year.

The district shall purchase and pay for surety bonds for the superintendent, business manager and such other staff and in such amounts as the board shall 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.

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Legal References:	RCW	28A.400.350	Liability, life, 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

***Risk Management***

The risk manager shall:

- A. 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;
- B. 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;
- C. Assume responsibility for the district's insurance program;
- D. Review annually the insurable value of the district's buildings and equipment and report to the superintendent; and

**Date: September 28, 1999**

**GRANDVIEW SCHOOL DISTRICT #200**  
**Claim for Damages**

Chapter 4.96 RCW

To the registered agent of \_\_\_\_\_

Please take notice that (full name) \_\_\_\_\_

Date of Birth: ( \_\_\_ / \_\_\_ / \_\_\_ )

Who now resides at \_\_\_\_\_

Daytime phone # \_\_\_\_\_

Who resided at \_\_\_\_\_ at the time of injury/damage.

Claim damages from Entity (in the amount of) \$ \_\_\_\_\_ arising out of the following circumstances: (Please answer the questions below)

What happened? \_\_\_\_\_

\_\_\_\_\_

Where? (Provide as much detail as possible including street address.) \_\_\_\_\_

\_\_\_\_\_

When? (date and time) \_\_\_\_\_

Persons involved/witnesses. (Include name & address.) \_\_\_\_\_

\_\_\_\_\_

Accurately describe injury sustained or items of damage claimed. Itemize all expenses and losses. (Attach extra page if necessary) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Why is Entity responsible for this injury or damage? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**GRANDVIEW SCHOOL DISTRICT #200  
Claim for Damages**

Signed:

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(Claimant or representative authorized by RCW 4.96.020)

Being first duly sworn on oath, deposes and says that s/he is the above named claimant; that s/he has read the foregoing Claim for Damages, knows the contents thereof and believes the same to be true.

Subscribed and sworn to before me this \_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signature\_\_\_\_\_

Printed\_\_\_\_\_

Notary Public in and for the State of Washington

Residing at\_\_\_\_\_

My commission expires\_\_\_\_\_

## GRANDVIEW SCHOOL DISTRICT #200 Claim for Damages

Grandview School District #200  
Instructions for completion and presentation of Tort claim  
RCW 4.96

1. Complete the Tort claim form maintained at office of registered agent as recorded at office County Auditor.

Registered agent: Assistant Superintendent for Finance and Operations  
Office location: 913 W. 2<sup>nd</sup> Street, Grandview, WA 98930  
Business hours: 8:00 a.m. to 4:00 p.m., Monday through Friday, except for  
authorized holidays.

2. Tort claim form must be typed or printed clearly in ink.
3. Provide all requested information and any available documents supporting your claim.
4. If the requested information cannot be supplied in the space provided, please use additional blank sheets so your claim can be easily read and understood.
5. Sign by authorized party and have notarized.
6. Present properly completed and signed Tort claim form in one of the following manners:
  - A) Personal delivery to registered agent or authorized person in office of the registered agent during above business hours.
  - B) Deliver by registered mail to registered agent.
  - C) Deliver by certified mail (with return receipt) to registered agent.