

Procedure - Risk Management

The superintendent'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. 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;
- 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/designee;
- E. Supervise an annual inventory of all real property and equipment; and
- F. Process and make recommendations regarding all claims against the district as directed by the superintendent/designee.

Claims for Damages

- A. The district will provide each claimant with instructions for completing the district's tort claim form;
- B. Claimants must submit Washington State Tort Claim Form #SF 210 and
- C. The claimant must complete all sections of the form, sign the form, and submit it to the superintendent at 344 W Beach, Pateros WA 98846. The business hours are from 8:00 AM to 4:00 PM Monday through Friday, except for authorized holidays.

Adoption Date: March 2003
Classification:
Pateros School District
Revised Dates: 10.2019