

## **Risk Management**

### **The Risk Manager will:**

- A. File the identification and location of designated agent (claims for damages) form with the King County Recorder's Office;
- B. 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;
- C. Examine the feasibility of and communicates with and provides guidelines and procedures for staff in areas where he/she feels risk is great or can be lessened;
- D. Assume responsibility for the district's insurance program;
- E. Review annually the insurable value of the district's buildings and equipment and report to the superintendent;
- F. Supervise an annual inventory of all real property and equipment. (Refer to Policy 6570 and Administrative Procedure 6570P - Property and Data Management.); and
- G. Process all claims against the district as directed by the superintendent.

### **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 Standard Tort Form #SF 210; and
- C. The claimant must complete all sections of the form, sign the form and submit it to the Bellevue School District Superintendent at 12111 N.E. 1<sup>st</sup> Street, Bellevue, WA 98005. The business hours are from 8:00 a.m. to 4:30 p.m., Monday through Friday, except for authorized holidays.

**Adoption Date:**  
**Bellevue School District**  
**Revised:**