

RISK MANAGEMENT PROCEDURES

The risk manager's (Assistant Superintendent for Operations) duties include, but are not limited to:

- 1) record the identification and location of the Board-appointed tort claims agent with the county auditor;
- 2) report to the Superintendent/designee situations where he/she feels the NWESD 189 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 arrange for inservice education classes for staff in areas where he/she feels risk is great or can be lessened;
- 4) assume responsibility for the NWESD 189's insurance program;
- 5) review annually the insurable value of the NWESD 189's buildings and equipment and report to the Superintendent/designee;
- 6) establish an employee notification/assurance process related to driving records/abstracts and equipment/property transportation precautions (see Form 6500F-1);
- 7) supervise an annual inventory of all real property and equipment;
- 8) establish an employee notification/assurance process regarding established minimum private automobile insurance coverage for any employee using a privately-owned vehicle in the course of employment (see Form 6500F-2). At the time of implementation these minimum levels of liability coverage, which will always equal or exceed statute, are:
  - A) \$100,000 per occurrence and \$300,000 aggregate combined single limit, or
  - B) \$100,000/\$300,000 Bodily Injury; \$50,000 Property Damage.
- 9) As directed by the Superintendent/designee, process and make recommendations regarding all claims against the NWESD 189.

Claims for Damages

- 1) Claimants may submit either the [Washington State Tort Claim Form #SF 210](#) maintained by and posted on the website of the Risk Management Division of the Washington State Office of Financial Management or the NWESD Standard Tort Claim Form 6500-F3. To properly present the claim using Washington State Tort Claim Form #SF 210, the completed form must be delivered, either in person or mail, to the NWESD Superintendent-Secretary to the Board and NOT to the Washington State Office of Financial Management, Risk Management Division, as appears on the form.

**NORTHWEST EDUCATIONAL SERVICE DISTRICT 189**

**PROCEDURE 6500-P**

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- 2) Instructions for completing the NWESD Standard Tort Claim Form will be provided in Form 6500-F4.
  
- 3) The claimant must complete all sections of the form, sign the form, and submit it to Superintendent-Secretary to the Board at 1601 R Avenue, Anacortes, WA 98221. The business hours are from 8:00 a.m. to 4:30 p.m. Monday through Friday, except for authorized holidays.

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