



Job Title: Risk Management Auto Claims Specialist

Exemption Status: Exempt

Reports to: Director of Risk Management

Date Revised: September 2025

Dept. /School: Risk Management

Pay Grade: 104

Primary Purpose:

Analyze and control liability and fleet claims by using loss-control techniques to minimize their frequency and severity.

Qualifications:

Education/Certification:

- High School diploma or equivalent with seven (7) years of experience **OR**
- Bachelor's degree in a related field with three (3) years of experience
- Texas Claim Adjusters License preferred
- A.R.M., C.S.R.M., or TASBO Certification preferred

Experience:

- Minimum of seven (7) years of successful claims adjusting, accident investigations, and/or related safety experience with a High School diploma or equivalent **OR**
- Minimum of three (3) years of successful claims adjusting, accident investigations, and/or related safety experience with a Bachelor's degree

Special Knowledge/Skills:

- Excellent oral and written communication skills
- Ability to interpret insurance policies and coverages, i.e., fleet, property, and liability
- Knowledge of legal procedures, mediations, and settlements
- Knowledge of State and Federal Law about DOT drug testing & motor vehicle law
- Ability to prepare and present safety programs to employees in an effective manner
- Ability to track claim information, expenses, and liability exposure

Major Responsibilities and Duties:

Risk Management

1. Develop, coordinate, and/or facilitate safety and risk management training for GISD's vehicle fleet, both white fleet and school buses.
2. Coordinate information and claims with the insurance companies.
3. Investigate vehicle accidents on the scene using photos, information, and videos to help determine liability.
4. Develop, maintain, and administer GISD's and DOT's drug policy
5. Investigate, coordinate, and manage property and liability claims against GISD.
6. Coordinate and control litigation on claims with attorneys and insurance carriers.
7. Assess motor vehicle records and coordinate information.
8. Reduce expenses by fewer claims across fleets, property, or liability.
9. Track loss history to help implement procedural changes.
10. Prepare, promote, present, and conduct safety programs to district employees at all levels of the district.
11. Assist the Director of Risk Management with fleet insurance bids, deductibles, and coverages.
12. Interact with city and public officials to help implement safer conditions on our campuses.
13. Convene and manage accident review committees.



14. Be involved in professional risk management organizations and serve as a resource for other school districts on risk issues.

Policy, Reports, and Law

15. Knowledge of state and federal law about DOT drug testing & motor vehicle law.
16. Knowledge of legal procedures, mediations, and settlements.
17. Knowledge of GISD Board Policies.
18. Knowledge of the Texas Torts Immunity Act.
19. Knowledge of insurance company claim procedures.

Budget

20. Provide input on amounts for safety programs, insurance deductibles, and plans for DOT expenses, i.e., drug tests and physicals.

Personnel Management

21. Manage programs with drivers, input on hiring and termination processes.
22. Manage CDL rules and regulations.
23. Check on driving records and make appropriate recommendations.
24. Perform all other duties as assigned.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment, including a personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand and arm motions; frequent keyboarding and use of a mouse

Lifting: Occasional light lifting and carrying (up to 30 pounds)

Environment: Work is performed at district field locations, some traffic accidents, and in an office setting; may require occasional irregular and/or prolonged hours

Mental Demands: Maintain emotional control under stress; work with frequent interruptions

This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____