



## High Hazard Activities: Pre-Approval Process Explanation

### 1. Ownership or use of inflatable devices

Ownership or use of a bounce house will be subject to a \$50,000 deductible in all cases. Any other rented inflatable devices/activities **may** be approved subject to review, and a copy of the vendors certificate of insurance and additional insured endorsement in favor of the district. Minimum limits \$1,000,000

### 2. Design, fabrication or sale of any on-road or off-road motorized vehicles and related equipment (including bicycles).

This item is included to discourage districts from incurring the risks associated with manufacturers and designers of these types of products.

### 3. Sale of fireworks.

Sale of fireworks **may** be approved if the group selling the fireworks can obtain a certificate and additional insured endorsement from the supplier/manufacturer of the fireworks. Minimum limits \$1,000,000. Please note: Aerial fireworks displays are a separate approval process and will depend on conditions at the time of the event.

### 4. Sports exhibitions involving animals (i.e. rodeos, donkey basketball, etc.)

Rodeos or donkey basketball activities directly sponsored by the district or one of it's auxiliary organizations will be subject to a \$50,000 deductible. Any other activities in this category will be reviewed.

### 5. Parade type activities that include transporting students in open vehicles or trailers (i.e. back of pick-up trucks).

We will be looking at where the parade is taking place. On site, on public streets. If students are on floats, how the float is set up guardrails, height, age of participants etc. adult drivers only, what kind of supervision during the event, and whether vehicles being used have appropriate insurance in place.



**6. Events involving direct sale or serving of alcohol.**

Direct sale or serving of alcohol will be subject to a \$50,000 deductible. An event with alcohol sold or served, **may** be approved, if the sale and service is done by some other entity (i.e. service club, the facility where the event is held, non-profit organization etc) The other option would be purchase of event insurance including liquor liability by the District or the PTC with the District as an additional insured.

~~7. **Whitewater rafting.** This activity is strongly discouraged and will not be approved~~

~~This activity will be subject to a \$50,000 deductible.~~

~~The only exception to this is the Placer Union trip and they must purchase \$5,000,000 in coverage through an outside source.~~

**8. Use of High ropes courses. Must meet ACCT Standards.**

The operator of the must follow the standards established by the Association for Challenge Course Technology in regards to course design, maintenance, inspection, and staff training and experience. Also operator must provide a certificate of insurance and an additional insured endorsement. Minimum limits \$1,000,000.

**9. Personal pets at school sites except for animals in an approved class or program and certified guide or companion dogs pursuant to District policy.**

Each district should have a policy that addresses animals at school. An example of what would not be approved is show and tell type activities where students or employees bring their own dogs and cats to school.

**10. Rock Climbing. (Permanently installed rock walls OK)**

If this activity is an integral part of the curriculum it **may** be approved, subject to review, insurance and additional insured endorsement.



# Pre-Approval Application

## 14 Days Prior to Event for Higher Deductible Activities

*Failure to secure prior approval from SIG will result in a \$50,000 deductible in the event of a claim.*

**Activity:**

Date of Activity: \_\_\_\_\_

- Ownership or use of inflatable activities.
- Design, fabrication or sale of any on-road or off-road motorized vehicles and related equipment (including bicycles).
- Sale of fireworks.
- Sports exhibitions involving animals (e.g., rodeos, donkey basketball, etc.)
- Parade type activities that include transporting students in open vehicles or trailers (e.g., back of pick-up trucks).
- Events involving direct sale or serving of alcohol.
- Whitewater rafting.
- Use of High Ropes Courses. MUST meet ACCT standards.
- Personal pets at school sites except for animals in an approved class or program and certified guide or companion dogs pursuant to District policy.
- Rock climbing. (Permanently installed rock walls OK).

District Site: \_\_\_\_\_ Participants: \_\_\_\_\_

Site Activity Requestor \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Vendor & Location \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

***Attach vendor contract and Certificate of Insurance naming District as an Additional Insured.***

### Site Principal's Authorization to Seek SIG Approval

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### District Office Processing

Form Received on: \_\_\_\_\_ Approval Sent to Site: \_\_\_\_\_ Denial Sent to Site: \_\_\_\_\_

**SIG Review & Approval Granted:** SIG has reviewed and hereby approves above-listed activity based upon the district answers to SIG queries of activity and district's submission of SIG-requested documents (e.g., vendor contract, Certificate of Insurance naming the district as an Additional Insured and other documentation as requested by SIG).

Schools Insurance Group: \_\_\_\_\_ Date: \_\_\_\_\_

Schools Insurance Group  
550 High Street, Suite 201  
Auburn, CA 95603

(800) 442-4199 Office phone  
(530) 823-3101 Office Fax  
info@sigauburn.com Email



## FOOD TRUCK GUIDELINES

Food trucks are becoming an increasingly popular attraction at community events and school events. If affiliated with a district or booster club event or operating on school premises, agreement with the following guidelines is necessary:

1. Confine food truck vendor parking to locations pre-approved by the District/school site. The food truck should display a Mobile Food Vendor permit on the driver-side windshield.
2. Food trucks must comply with or exceed applicable state health codes. The food truck must carry and display a valid health permit for the county in which the services are being provided.
3. You may wish to consider not allowing food or beverages to be distributed in glass containers.
4. Food trucks must comply with all applicable federal, state and local laws and regulations.
5. Food trucks must use, store and dispose of all hazardous waste in compliance with all federal, state and local laws.
6. Food trucks should be required to remove all garbage, litter, compostable and recyclable waste associated with their activities from your premises.
7. Food trucks should NOT dispose of any materials including rinse or wash waters, spilled liquids of any type, or waste on the premises including gutters, drains or paved surfaces.

## INSURANCE REQUIREMENTS

1. Comprehensive General Liability coverage for bodily injury, personal and advertising injury, and property damage, including contractual liability with **minimum limits of \$1,000,000 per occurrence. A separate additional insured endorsement using form CG2026 0704 should be issued in favor of your District.**
2. Business Automobile Liability coverage with a **minimum combined single limit of \$1,000,000. A separate additional insured endorsement should be issued on this policy in favor of your District.**
3. Workers Compensation coverage in accordance with statutory requirements with Employer's Liability coverage having a minimum limit of \$1,000,000. If the food vendor is a sole proprietor with no employees, a statement of such should be signed and provided to the District.

**The certificates of insurance and additional insured endorsements will be reviewed by Schools Insurance Group for adequacy. Please call us if you have questions about the requirements.**

**Food Truck/Business name:** \_\_\_\_\_

**Vendor name and signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## Parade Guidelines

1. All floats must be pulled by a vehicle driven by an adult over age 21. Absolutely NO student drivers. If the pulling vehicles are owned by volunteers, we will need the same insurance information from them as if they were driving on a field trip (i.e. a certificate of insurance with limits of \$100,000 per person bodily injury/\$300,000 per accident/\$50,000 property damage.)
2. All floats that carry students must have an easy to reach handrail or barrier 48" high for students to grip to prevent from falling. Float speed should not exceed 5 miles per hour.
3. No one (students, staff or volunteers) may ride in the back of pickup trucks. We understand the Homecoming Court rides in the back of convertible vehicles. This is acceptable provided the students stay seated until the vehicle is on the track, and the vehicle does not exceed 5 miles per hour while students are sitting on the top of the backseat.
4. We need to know where the parade of floats will be. Will it only be driven around the track? If so, we need to be sure no one gets on floats or in the back of convertibles until they are on the track. (note: going over the hump onto the track can be a problem with passengers)
5. Decorations often block the driver's view; therefore, we need spotters for each float to ensure everyone is either on or off before the vehicle moves. Staff spotters are also recommended during the parade to prevent horseplay that could cause a fall.
6. Supervision is very important in all phases of the float process. Be sure we know where floats are being built, especially if offsite, and what is going on in the building process that might be a dangerous situation for students.
7. Be sure to have permission slips for all students participating in the parade. These should clearly state if the student is riding on a float.



## Schools Insurance Group

### Sale and Service of Alcohol Boosters Club Reminder

If your Booster Club is hosting a fundraising activity that includes the sale or service of alcohol, you **MUST** have a Pre-Approval.

In order to have the event approved, the following will need to be submitted to the District Office:

1. A Pre-Approval Application.
2. A Certificate of Liability Insurance which includes coverage for Retail Liquor Liability in the amount of \$1,000,000 per occurrence.
3. The District (not the Booster Club) must be named on the insurance as an Additional Insured.
4. If you have a service organization (e.g. Lions, Kiwanis, etc.) serving/selling the alcohol, then we need evidence that they have retail liquor liability and have named the District as an additional insured.

If your event is held at a location that has a bar and liquor license and the liquor is sold by the location and **NOT** your employees or Booster Club volunteers, then the Pre-Approval is not necessary. Some examples of places that would have their own liquor liability and would sell alcohol that would not require the Pre-Approval are: Elks Lodge, Moose Lodge, Golf Clubs, catered events where the Catering Company sells the alcohol. However, if the Booster club or your District is receiving money from the sale of the alcohol, then a Pre-Approval Application is required.