



Outside Vendors Guidelines

School site: _____
Event of date: _____
Sponsored by: _____
Site Admin approval: _____
Rec'd by C/S _____

OUTSIDE VENDOR REQUIREMENTS

Food trucks are five-ton rolling kitchens that are difficult to maneuver. Due to health/safety concerns, and in order to avoid disruption of school activities all food truck vendors must comply with Saddleback Valley Unified School District (SVUSD) insurance and safety requirement.

Vendor Requirements (to be collected by sponsor)

1. Complete a Facility Use Agreement with Community Services if needed (unless blanket permit obtained through PTO or similar organization)
2. Provide a valid copy of Food Service Safety Certificate, Health Department Permit, and Business License.
3. Provide a certificate of insurance ("COI") meeting SVUSD insurance requirements. These are as follows:
 - a. Saddleback Valley Unified School District and school site must be the certificate holders
 - b. The COI must specify that the general liability coverage covers food handling services
 - c. General liability coverage with a minimum of \$1,000,000 per occurrence and \$2,000,000 aggregate
 - d. Business auto coverage with a combined single limit of \$1,000,000 per occurrence
 - e. Workers' Compensation Insurance indicating "statutory limits"
 - f. Employers liability with a minimum limit of \$1,000,000 per occurrence
 - g. Additional insured endorsement naming both Saddleback Valley Unified School District and school site as an additional insured for both the general liability and business auto coverage
 - h. Waiver of Subrogation endorsement stipulating that the insurer will waive its right of subrogation against SVUSD and the school site for general liability, business auto, and workers' compensation coverage

Once all required documents are collected by sponsor, they should be turned in to school site for approval. Once approved by school site, school site must forward documents to Community Services.

School Site Requirements

In determining the location for the food truck and site preparation:

- Delivery and removal of the food truck should take place at least thirty (30) minutes before the start of the event and thirty (30) minutes after the event has ended
- The food truck should not be moved when people are present or during the event
- The food truck should be placed in an area that is flat, open, and clear of debris
- The activity should not take place near a storm or sanitary sewer
- The area must be no more than two hundred (200) feet from a power source and a restroom
- The wheels should be chocked or blocked to prevent unwanted or unexpected movement
- A slip-resistant tarpaulin should be placed under the vehicle to catch residual leaks
- A safety perimeter should be placed twenty (20) feet around the vehicle
- The event location should not affect non-participating pedestrians or traffic.