



LOS ANGELES UNIFIED SCHOOL DISTRICT
Risk Management Department
Risk Finance & Insurance Services

LAUSD INSURANCE GUIDELINES – LIVE ANIMALS

Please use this checklist as a guideline for Live Animal Vendors, to safeguard District students, school site administrators, and others. Note that there are unique circumstances that may require additional coverage. If you have any questions regarding the insurance guidelines please contact Risk Finance at (213)241-0329 or email riskfinance@lausd.net.

• **LIVE ANIMAL - VENDORS**

INSURANCE LIMITS:

COMMERCIAL GENERAL LIABILITY

Per Occurrence Limit	\$1,000,000
Personal & Advertising Injury General	1,000,000
General Aggregate Limits	2,000,000
Products & Completed Operations	2,000,000
Fire Damage (Any One Fire)	50,000
Medical Payments (Any One Person)	5,000

COMMERCIAL AUTO POLICY*

Combined Single Limit	\$1,000,000
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**All owned, hired and non-owned autos must be covered. If there are no owned autos a signed Commercial Auto Liability waiver, and hired & non-owned coverage is required.*

WORKER'S COMPENSATION**

Employer Liability	Statutory \$1,000,000
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***Sole proprietors with no employees are exempt from providing WC coverage, but must provide a signed waiver statement.*

Additional Guidelines and Requirements:

- Must identify the types of animals. Venomous and/or poisonous animals are not permitted in schools.
- Must describe the type of safety procedures and containment of the animals.
- Post warning signs such as “Keep Hands Away from Cage” on animal housing.
- Required Licenses and Certificates must be submitted to Risk Management review and approval:
 - USDA Class C Exhibitors License
 - USDA Inspection Report
 - County of LA (or other) Public Health License
- Student permission slips with indemnification signed by Parent/Guardian. Parent should disclose any known allergies or risks posed to student (e.g. asthma, allergies, etc...)
- Please review BUL-3845

The Commercial General Liability Policy and the Commercial Automobile Policy must contain an Additional Insured Endorsement & Certificate Holder wording of:

**LOS ANGELES UNIFIED SCHOOL DISTRICT & THE BOARD OF EDUCATION OF
 THE CITY OF LOS ANGELES
 333 S Beaudry Ave, 28th Floor, Los Angeles, CA 90017**