

FOOD TRUCK GUIDELINES ELEMENTARY PAC EVENTS

INTRODUCTION

This document has been developed in response to a request from DPAC to enable the use of Food Trucks for elementary school events.

SD36 Food and Nutrition Services (“FNS”) is supportive of the use of Food Trucks for events, but there are a number of issues that will require clarification prior to proceeding.

Further discussion is recommended with DPAC, Principals, Business Development and DFC to ensure that the processes implemented are comprehensive and address the needs of all stakeholders.

Upon completion of the consultations with key stakeholders, Final Food Truck Guidelines for Elementary PAC Events will be developed with a detailed implementation plan.

OVERVIEW

The goal of this process is to establish district standards for the use of Food Truck vendors when conducting business on school district property for DPAC events at elementary schools.

The purpose of the guidelines is to:

1. Provide PACs with planning tools that simplify the process of organizing an event with a Food Truck vendor.
2. Ensure PACs clearly understand their responsibilities related to nutrition as mandated by the Ministry of Education.
3. Stipulate district expectations for Food Truck vendors and their employees while conducting business on district property.
4. Develop standard processes for managing the risks for the PAC or the district associated with utilizing this type of vendor for elementary school events.

EVENT PLANNING CONSIDERATIONS FOR PAC REPRESENTATIVES

Advance planning for the event will be required by the PAC representatives and the vendor to ensure that there is mutual understanding of the requirements and expectations for both parties.

Event Specific Details

To facilitate planning, it is recommended that the following details are confirmed in writing between the PAC and the vendor at least 10 days in advance of the event:

- Date of Event
- Arrival and set up time
- Service start time
- Service end time
- Details of service plan including number of lines and numbers of students to be service in allotted time
- Clean up and departure time
- Forms of payment to be accepted at event
- Event cancellation terms and penalties

Fundraising

- It is recommended that the Food Truck vendor will share a portion of event and product sales revenue with the host school or PAC. An amount equivalent to 10-15% of Total Sales (calculated as Total Sales - GST) is suggested to be shared with the school or the PAC.
- The Food Truck vendor shall provide in advance of the event or sales program how the fundraising portion paid to the PAC or School will be calculated including the detailed formulas that will be used.
- The agreement with the vendor should specify that remittance to PAC is required within 10 business days of the event provided by way of cheque made out to the School or the PAC.
- It is recommended that the vendor provide a post event report summarizing the total sales amount excluding GST, items sold, quantity, price and the calculations for the portion payable to the PAC. The check for the amount payable to the PAC should accompany the report.
- The agreement with the vendor should include language stipulating that no level of revenues is guaranteed and that the school, district and PAC are not liable for any supplier costs or losses.
- Schools may, at their discretion, opt to not include fundraising for an event if the educational objective is to allow students to try different types of cuisine with a lower purchase cost.

Location of the Food Truck on School Grounds for the Event

- To comply with City of Surrey by-laws, Food Trucks being utilized for school district events must be located on school district property not public property.
- Access lanes to the school for emergency personnel and vehicles must not be compromised.
- The principal is required to review and approve the placement of the planned location of the Food Truck in advance of the event.

Advertising

- All promotional materials require the approval of the principal prior to distribution.
- Distribution of promotional materials will be approved by the principal.
- The school may, if they see fit, provide a mention of the Food Truck and their sales activity on the school website and/or in an email to all parents registered to receive email.
- Any signage placed on site must adhere to the guidelines put forth in the Surrey School District Regulation 10800.2 – Donor and Sponsor Recognition which can be found here:
https://www.surreyschools.ca/departments/SECT/PoliciesRegulations/section_10000/Documents/10800.2%20Regulation.pdf

Nutrition

- Adherence to the Guidelines for Food and Beverage Sales in BC Schools (“the Guidelines”) is a mandated policy for all BC public schools by the Ministry of Education not the school district.
- PACs are expected to comply with the Guidelines when supplying food to students.

- Detailed information regarding the Guidelines are available via the provincial government website:
<https://www.healthlinkbc.ca/healthy-eating/everyone/food-and-beverage-sales-schools>

DISTRICT AGREEMENT FOR FOOD TRUCK VENDORS

The district will develop and require that all Food Truck vendors sign a standard agreement to limit our liability and detail our expectations for vendor conduct while working on district property.

Only vendors who have signed the agreement and provided all necessary documentation will be permitted to be used for district events.

The Agreement for Food Truck Vendors will include, but not be limited to:

Limitation of Liability

- Limitation of liability confirming that the school district is not responsible for any damage to vendor vehicle, equipment or supplies.

Indemnification

- The vendor shall indemnify the against all claims, demands, actions and costs (including legal fees) that may arise directly or indirectly out of any unlawful or negligent act or omission of the contractor or their staff.

Insurance

- The contractor shall provide proof of Commercial General Liability insurance in an amount not less than \$2 million that meets stipulated coverage requirements.
- The vendor shall provide a copy of their valid permit to operate a food service establishment and business license.

Conduct of Supplier Staff

- In accordance to Policy and Regulation No. 9410.1 In the interest of Student safety and security, SD36 requires all visitors to report to the school office where visitor identification will be provided.
- No person is to enter or remain at any workplace on SD36 property while their ability to work is affected by alcohol, a drug, or other substance so as to endanger the person or anyone else. Smoking or vaping of any kind is not permitted on SD36 Property.
- The Supplier shall not knowingly employ any person who is or may be considered a threat to the safety or security of students or staff of SD36 or the general public.
- SD36 reserves the right to remove immediately and without liability any person who is deemed to be a threat as determined in the sole discretion of SD36.

Safe Operation of Food Trucks on School Grounds

- As a safety measure, vehicles being driven on school property are limited to a maximum speed of 8 kilometres per hour. Where possible, the use of trucks on school grounds at times when children are at play (i.e. before school, recess, lunch hour and after school) should be avoided.

- Under no circumstances should a truck be backed on school grounds when children are at play unless a responsible adult is available on the ground at the rear of the truck for guidance. Any vehicle proceeding in the vicinity of children playing will utilize a responsible adult as a safety – watcher to walk with the vehicle through the area.

No Utilization of District Resources

- All vendors are to be self sufficient with adequate supply of power, water, waste water containment and refrigeration to operate in accordance with applicable laws and by-laws for food services operations.
- Connection to district water, power or other services is not permitted.
- Vendors are responsible for removing and disposing of all garbage and recycling generated for the event excluding what was generated by the students.
- No discharge into surface water or sewer drains is permitted.