



**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**POLICY BULLETIN**

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**TITLE:** Mechanical Rides on School District Property

**NUMBER:** BUL-5353.0

**ISSUER:** Wendy G. Macy, Chief Operating Officer  
Office of the Chief Operating Officer

John Sterritt, Director  
Office of Environmental Health and Safety

**DATE:** January 13, 2011

**ROUTING**  
All Schools  
All Offices

**POLICY:** The purpose of this Bulletin is to establish the District's policy for permitting mechanical rides on District property.

**MAJOR CHANGES:** This is a new policy bulletin.

**GUIDELINES:** The following guidelines apply to request for mechanical rides to be located on District property for special events.

I. Policy

Mechanical rides on District property can expose the District to a high risk of liability in the event a mishap or catastrophic event occurs with the mechanical rides. For this reason, it is the general position of the District to prohibit mechanical rides on District property. However, consideration may be given for special events.

A. For special events, requests for mechanical rides to be located on District property will be reviewed by the Office of Environmental Health and Safety (OEHS) and, Division of Risk Management and Insurance Services (DRMIS). After review and approval of the event by OEHS and DRMIS, a license agreement will be processed through Leasing and Space Utilization.

II. Procedure

Applicants, in conjunction with Site Administrators, seeking approval of mechanical rides for a special event on District property must comply with the following:

A. Obtain insurance information from the vendor and all sub-vendors with



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the assistance of the DRMIS. Please note that a minimum of \$20 million liability coverage is required by the District for all vendors and sub-vendors.

- B. Submit completed Activity Checklist for Carnivals and Other Events (Attachment A) to OEHS.
- C. Submit training certificate(s) from the vendor for competent individuals performing safety inspections on mechanical rides to OEHS.
- D. Submit an emergency action plan from the vendor to OEHS.
- E. Submit mechanical ride permits issued by the State of California Department of Occupational Safety and Health to OEHS.
- F. Obtain permit for excess fuel storage for generators and other equipment, if applicable, from the local fire authority or applicable agency and submit it to OEHS.
- G. Once items A –F are completed, contact Leasing and Space Utilization to request a facilities use application to obtain a license agreement for the approved activities.

**AUTHORITY:** This is a policy of the Los Angeles Unified School District.

**RELATED RESOURCES:** Information on LAUSD Safety and Environmental requirements may be downloaded from the OEHS website: <http://www.lausd-oehs.org/index.asp>

Information on LAUSD Insurance Guidelines may be downloaded from the DRMIS website: <http://riskmanagement.lausd.net>

**ASSISTANCE:** For assistance or further information please contact any of the following District offices:

Office of Environmental Health and Safety at (213) 241-3199.

Division of Risk Management and Insurance Services at (213) 241-6882.

Leasing and Space Utilization at (213) 241-6785.