



INSTRUCTIONS for the CERTIFICATE OF INSURANCE and ADDITIONAL INSURED ENDORSEMENT

The Ventura County Schools Self-Funding Authority requires that our district obtain a **Certificate of Insurance and Additional Insured Endorsement** prior to our school/district utilizing your company. The instructions below can be used as a guide to help meet our District requirements:

NOTE: YOUR SPECIFIC LIMITS MAY DIFFER. See contract/agreement for required limits.

- INSURED NAME and ADDRESS must be shown.
- INSURANCE CARRIER must be satisfactory to district, with a current A.M. Best rating of no less than (financial strength:financial size) A-:VII if Admitted in the state of CA., or A:VIII if Non-Admitted.
- GENERAL LIABILITY
 1. Commercial General Liability “box” must be checked.
 2. Occurrence “box” must be checked.
 3. Policy number must be shown.
 4. Policy effective and expiration dates must be current.
 5. Each Occurrence limit must be at least \$1,000,000.00.
 6. Damage to Rented Premises (each occurrence) limit must be at least \$100,000.00.
 7. Medical Expenses (any one person) limit must be at least \$5,000.00.
 8. Personal and Advertising Injury limit must be at least \$1,000,000.00.
 9. General Aggregate limit must be at least \$2,000,000.00.
 10. Products/Completed Operations Aggregate limit must be at least \$1,000,000.00.
- AUTOMOBILE LIABILITY
Combined Single Limit (each accident) must be at least \$1,000,000.00.
- UMBRELLA LIABILITY *if applicable* provides additional coverage amount.
Occurrence “box” must be checked.
- WORKERS’ COMPENSATION & EMPLOYERS’ LIABILITY
Statutory limits required for Workers’ Compensation. Minimum of \$1,000,000 for Employer’s Liability.
- PROFESSIONAL LIABILITY or Errors & Omissions *if applicable* (typical for architects, consultants, etc.).
Limit must be at least \$1,000,000.00.
- POLLUTION LIABILITY *if applicable* (required for hazardous materials, waste haulers, pest control, etc.).
Limit must be at least \$1,000,000.00 each occurrence (or as statutorily mandated by regulatory agencies)
- DESCRIPTION OF OPERATIONS **must include the following wording:** “Simi Valley Unified School District, its officers, officials, employees, agents, and volunteers are hereby named as additional insured per endorsement attached.”
- CERTIFICATE HOLDER **must read as follows:**
Simi Valley Unified School District
101 W. Cochran Street
Simi Valley, CA 93065
- CERTIFICATE MUST BE SIGNED
- ADDITIONAL INSURED ENDORSEMENT (AIE):
 1. ISO form “**CG 20 10 11 85**” or equivalent must be included. See box above.
 2. **Name of Person or Organization on endorsement must show:** “Simi Valley Unified School District, its officers, officials, employees, agents, and volunteers.”

For more information about acceptable
ADDITIONAL INSURED ENDORSEMENTS
see “HELPFUL LINKS” at
www.simivalleyusd.org/purchasing

The following is a breakdown of acceptable Additional Insured Endorsements and their combinations.

Name of Person or Organization on endorsement must show: “Simi Valley Unified School District, its officers, officials, employees, agents, and volunteers.”

Public Works / Contactors

Endorsement	AND	Endorsement
CG 20 10 11 85 or CG 20 26 11 85		None
CG 20 10 or CG 20 26 or CG 20 33 or CG 20 38 04 13		CG 20 37; 10 01 Edition date or CG 20 37; 07 04 Edition date
For Architects, Engineers, & Surveyors: CG 20 07 04 13 or CG D3 81 09 07 (Travelers Companies)		