

Food Truck and Food Trailer Policy

Required Items:

Items 1 and 2 must be visible and available for inspection on the day of the event.

1. **Current Department of Health certification** posted on the food truck or food trailer and visible to the public.
2. **Current Monroe County Department of Health Serve Safe Certified** (also known as Food Safety Handler Certification) for at least one person on-site for the date of the event, visible to the public when food is being prepared and sold.

Item 3 must be emailed to abigail_eckler@webstercsd.org & megan_malone@webstercsd.org three weeks prior to the event. The email must include the date, location, and time of the event, as well as the person/group who hired the food truck or food trailer.

3. **Certificate of Insurance (COI)** naming *Webster Central School District, 119 South Avenue, Webster, NY, 14580* as an additional insured, evidencing the following insurance:
 - General Liability Insurance with \$1 million per occurrence / \$3 million aggregate
 - Auto insurance with \$1 million in coverage

Exemptions & Clarifications

- A Serve Safe Certified person is **not required** to be on site if the vendor is selling popcorn, soda, water, cheese or pepperoni pizza, or foods that are individually wrapped and commercially produced.
 - *Example:* If donuts from a donut store are being sold, each donut must be individually wrapped.
- For all other food being sold, a Serve Safe Certified (Food Safety Handler Certification) person **must** be on site when food is being prepared and sold.

Food Truck or Food Trailer On-Site Regulations

1. Must be parked on a hard surface such as asphalt, and only on grass if a WCSD staff member grants permission.
2. No parking in handicapped parking spaces, in front of handicap access ramps/cut-outs, or in a fire lane.
3. No sales of Alcoholic beverages, Tobacco products, and vape products.
4. Use of tire blocks is encouraged when parked.
5. WCSD will not provide extension cords or a generator.
6. No power hook-ups.
7. No water hook-ups.
8. Additional garbage cans can be provided if discussed in advance.
9. No use of latex gloves.
10. Carry In/Carry Out is required.

Questions to Ask Potential Food Truck or Food Trailer Vendors

1. What does your event contract look like?
2. What are the fees, deposits, revenue expectations, and cost of booking?
3. What percentage of sales can our group expect?
4. What is the maximum number of people they can serve?
5. What do you provide? (Paper products, condiments, tables, chairs, etc.)
6. Can you accommodate any food allergies?
7. What is your cancellation policy?
8. You can also visit [Monroe County Department of Health Restaurant Inspections](#) to learn more about issues or violations.

Contact Information

Please contact **Abigail Eckler & Megan Malone**

- **Phone:** 585-670-5039
- **Email:** abigail_eckler@webstercsd.org / megan_malone@webstercsd.org