



VENDOR INSURANCE COVERAGE REQUIREMENTS

Submit this information to your insurance carrier/agent. All items listed below shall be included on the certificate of insurance.

GENERAL LIABILITY*

- ◆ GENERAL AGGREGATE (minimum coverage - \$2,000,000)
- ◆ EACH OCCURRENCE (minimum coverage - \$1,000,000)

COMMERCIAL AUTOMOBILE LIABILITY* (If you provide transportation for students/staff)

- ◆ AUTO LIABILITY (combined single limit - \$5,000,000)
- ◆ ANY AUTO – SHOULD ALSO BE MARKED FOR THIS COVERAGE

- ◆ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY
(If your business has five employees or more)

OTHER REQUIREMENTS

- ◆ Shelby County Schools must be listed as the certificate holder and additional insured on the general liability insurance and auto liability insurance.
- ◆ A renewal certificate must be sent to Shelby County Schools within ten (10) days prior to the expiration. If a renewal certificate is not received the vendor will be made inactive.