

Homecoming Parade Guidelines

Sponsor: Each parade must be sponsored by a school teacher or administrator. The Sponsor serves as an advisor to the student parade committee. As plans are developed, they must be reviewed and approved by the school Sponsor and Principal.

Parade Permit: The parade committee must obtain all necessary permits and permissions from the local jurisdiction in which the parade will be held. The committee should apply for the permits well in advance of the parade to allow time to make all necessary arrangements and to comply with all applicable regulations.

Entry Approval: All parade entries must be submitted to the school Sponsor for approval. Entry deadlines should be two weeks prior to the event.

Vehicles: Parade Drivers form EEAG-E must be completed for each vehicle in the parade. The owners of any vehicle used in the parade must confirm the insurance coverage for their vehicle. It is the owner's responsibility to verify with their insurance agent that the policy contains no exclusions or conditions which might affect coverage in the event anyone is hurt on or near the float or the tow vehicle.

Floats: Floats must be towed by a licensed, insured vehicle. The vehicle must be in safe mechanical condition and appropriate for any float being towed.

All decorative materials must be fire resistant or flame retardant. A portable ABC fire extinguisher must be readily accessible. Satisfactory flame retardant is determined by holding a sample of the material in a vertical position and placing a match flame $\frac{1}{2}$ inch below it. If the material ignites, it must self-extinguish when the flame is removed. No open flame displays or fireworks are allowed.

Each float must be equipped with adequate hand holds for the float riders. Float riders should not be permitted to get on and off the float while it is in motion. All precautions should be taken to minimize the potential for someone falling off the float or becoming entangled in moving parts of the float or objects near the float. Float riders should have enough room to avoid bumping in to one another.

No items should be thrown from the float.

Supervision should be present on the float at all times. Safety rules should be reviewed with all float riders prior to the parade start.

Float building exposes the builders to potential injury. Provide appropriate tools and materials. Students should be adequately trained on any equipment they use and should wear appropriate clothing and personal protective equipment.

Generators must be securely mounted on the vehicle with at least 12 inches of clearance separating it from any combustible material or float occupants. Any generator in a confined space shall not have any riders inside the same space. No additional gasoline may be transported on the float during the parade.

Other Entries: The owner of any other type of entry, such as livestock, must provide the Sponsor with a certificate of liability insurance (homeowners or business liability) at least two weeks prior to the parade.

Inspection: All floats will be subject to an inspection check for compliance with the float safety requirements prior to the start of the parade.

Parent Permission: Any student participating in the parade must submit to the Sponsor a permission slip signed by the parent or guardian. The Sponsor or Principal is responsible for ensuring that permission slips are obtained for each participant prior to the parade.

Homecoming Parade Float Safety Checklist

Float driver must check off, sign, and present the checklist to the Parade Officials for verification prior to the start of the Parade.

Name of Float Entry: _____

- _____ Float & Running Gear: Float and tow vehicle, supporting structure, wheels, tires, and brakes are in good condition and sufficient for safety handling of float with riders on board.
- _____ Maintenance: Float and tow vehicle are in good working order, properly serviced with gasoline, oil, and water. Vehicle's proof of insurance is available. No extra gasoline is carried on the float. For emergencies, a horn or other sounding device is present.
- _____ Decorations: All decorative materials used are flame retardant, either as manufactured or treated. No sharp or unfinished edges are exposed. If individuals are enclosed within the float or decoration, proper ventilation and emergency exits are provided.
- _____ Vision/Communication: Driver has 180 degree forward vision as well as view of float riders.
- _____ Fire Suppression: The float has at least one 10 lb. ABC Type fire extinguisher which has been serviced, tagged, and dated. It is within easy reach of the float driver and float occupants.
- _____ Riders: Each float rider has a sturdy support, hand holds, belt restraints or other means to prevent a fall from the unit. No one shall be located where they could fall under the float. Safety of seated and standing riders will be assessed by the Parade Committee. Alcohol consumption and smoking on the float is prohibited. Riders have been cautioned to remain on the float during the parade and anytime the float is in motion.
- _____ Driver: Float driver has a valid driver's license and is competent to drive float safely. Driving under the influence of drugs or intoxicants is prohibited.
- _____ Generator: Portable generator, if used, is securely mounted and separated from decorative materials. Generator is equipped with a metal exhaust which extends from the exterior of the unit.
- _____ Wiring: All float electric wiring used for light or other components are secured and appropriately guarded to prevent shock or fire.
- _____ Speeds: Float unit is able to maintain at least 10 mph. Float speed shall not exceed 5 mph when float riders are on board and during parade.
- _____ Towing: Towed trailers or towed floats have sturdy two connection and safety cables or chains attached which are of sufficient strength for proper handling.
- _____ General: Riders have been advised that objects should not be thrown from the float.

Float Driver Name: _____

Signature: _____

Parade Official Name: _____

Signature: _____

Homecoming Parade Vehicle Drivers
Form EEAG-E Adapted for Parades

When private vehicles are used for transporting students and floats in school sponsored activities:

- The driver must be a properly licensed adult, at least 21 years of age.
- The vehicle must be insured with a minimum of \$100,000 bodily injury liability per person and \$300,000 bodily injury liability per occurrence. A copy of the policy declarations page should be attached to confirm coverage and policy limits.
- The driver or owner is responsible for checking that his or her insurance coverage does not have any parade exclusions.
- Complete this form for each vehicle.

School

Date of Parade

Vehicle Owner

Owner Telephone

Owner Address, City, State, Zip

Make, Model, and Year of Vehicle

Insurance Company

Insurance Agent & Telephone

Insurance Policy Number

Policy Expiration Date

Driver Name

Driver Age

Is the Driver covered by this insurance policy? Yes No

All the information contained herein is true to the best of my knowledge.

Signature of Vehicle Owner

Date

Principal Signature

Date

Request for this vehicle: Approved Not Approved

The School Sponsor should keep this form on file for two years beyond the parade date.