

K-12 International Travel Tip Sheet

Updated 7/8/2020

International travel can be a great experience for students, teachers and parents if everything is planned well. Here are some things State Risk Management (SRM) asks you to do and consider:

- **Appropriate Supervision:** Have appropriate student to adult ratios. Depending on the activities you plan to do abroad, it may be prudent to consider low student to adult ratios. If there are fewer than Sixteen (16) students going, SRM recommends you have at least 3 adult chaperones. At least one (1) should be an employee of the school, the others may be parents/guardians. If co-educational, there should be a chaperone of each gender.
- **Volunteers:** Chaperons need to be “approved volunteers” following the approval process in §67-20-4. Further, anyone who has significant unsupervised time with students, including volunteers, are required to have a background check per §53G-11-402.
- **Parental Permission:** Obtain appropriate permission slips from parents. Share risks with parents and students.
- **Passports:** Passports take time to obtain. Plan ahead. Make sure everyone has their passports before leaving Utah, and when moving from one location to another. Many places around the world don’t check passports until you are physically in the country at a train station or an airport.
- **Travel Insurance:** SRM encourages you to obtain travel accident insurance. SRM has secured travel policies available for purchase from Moreton and Co. The cost is very reasonable and well worth it. The International Travel Accident Summary explains coverage and who to contact to arrange purchase. Moreton and Co. needs to have a month notice at minimum. Find the International Travel Accident Summary here:
 - <https://risk.utah.gov/travel-insurance/>
- **Accommodations:** Keep boy and girl rooms separate. Assure appropriate security, privacy and supervision when booking overnight accommodations. Hotel rooms are more appropriate than hostels, private homes or home rentals.
- **School Policy:** Follow all your established policies related to travel and purchasing.
- **Transportation:** Transfer transportation risk whenever possible when out of the country. Use public transportation and common carriers (charter bus companies). If renting vehicles, purchase additional liability insurance and damage waivers. Rental vehicles should only be driven by school employees or approved adult volunteers who have taken the SRM provided Defensive Driver Course and are familiar with local driving laws and regulations. Never allow students to drive.

Additional Info:

- **Resource:** Review the Federal Government’s alerts on foreign travel destinations. Confirm your destinations (and any countries you may be traveling through) are not on the list. Travel Warnings and Travel Alerts should be taken seriously. Please also review this just before going and be open to canceling the trip if your destinations become listed.
 - <https://travel.state.gov/content/passports/en/alertswarnings.html>
- **Resource:** Review the Federal Government’s “Country Information” webpage for each destination. This will provide even the most seasoned travelers good reminders to



consider (make sure to expand each section on the page). Have involved staff and all parents with participating students review this information.

- <https://travel.state.gov/content/passports/en/country.html>
- **Vaccinations:** Some countries require additional vaccinations, a list of which can be found on the Federal Government’s “Country Information” webpage above.

Important: The State Risk Fund provides liability coverage to school employees and approved volunteers while performing their duties anywhere in the world as long as suit is brought in the United States. As a reminder, the Fund does not cover the student’s liability, thus, appropriate supervision, as always, is critical.