

K-12 Out-of-State Travel Tip Sheet

Updated 12/7/2021

Out-of-state 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.
- **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 Domestic Field Trip Summary explains coverage and who to contact to arrange purchase. Moreton and Co. needs to have one month notice at minimum. Find the Domestic Field Trip Summary here:
 - <https://risk.utah.gov/travel-insurance/>
- **Accommodations:** Keep boy and girl rooms separate. Assure appropriate security, privacy and supervision. Hotel Rooms are typically more appropriate than private homes or home rentals.
- **Transportation:** Transfer transportation risk whenever possible. Fly or use a common carrier (charter bus company) when leaving the state. Or, if a small group, rent vehicles through the State Travel Office. They will use the state contract with Enterprise which includes \$1,000,000 limit of liability coverage and damage waivers for the rental car. Rental vehicles should only be driven by school employees or approved adult volunteers who have taken the SRM provided Defensive Driver Course. Never allow students to drive.
- **School Policy:** Follow all your established policies related to travel and purchasing.
- **Local Laws:** Follow all local laws and regulations, including those related to COVID-19, mask mandates, etc.

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.

Important Transportation Note: Per UCA 53-8-211.5, school districts and charter schools should never use a vehicle with a seating capacity of eleven (11) or more, including the driver, to transport their students, unless the vehicle meets federal school bus safety standards under 49 U.S.C §30101, et. seq. This requirement does not apply to common carriers.



division of
**Risk
Management**