UTAH 4-H TRAVEL & CHAPERONE POLICY

*updated October 2026

4-H CHAPERONES

A Chaperone is an approved 4-H volunteer who is age 21+, who supervises or is otherwise responsible for the direct physical custody or control of minors. Chaperones must:

- Be age 21+
- Be enrolled and approved as a Utah 4-H volunteer on Zsuite
- Uphold 4-H code of conduct at all times

TRANSPORTING YOUTH

IF TRANSPORTATION IS COORDINATED BY 4-H STAFF, DRIVERS MUST:

- Be age 21+
- Complete USU Defensive Driving Training (even if driving a personal vehicle)
- Should have a minimum of two youth or two adults in the vehicle when possible

IF TRANSPORTATION IS NOT COORDINATED BY 4-H STAFF:

- Youth and their families may coordinate their own travel to/from a 4-H event. Once the event begins, necessary transportation will be provided by authorized drivers

OTHER NOTES

- When driving a personal vehicle for 4-H use, the driver's personal insurance is primary. Drivers should ensure their personal insurance covers such instances.
- When driving a USU vehicle, USU insurance will be in effect only if the required USU Defensive Driving training is current (completed every two years). See next page for instructions on completing the training.
- Chaperone Ratio Policy
  - For junior (grades 3-5) and intermediate youth (grades 6-8), one adult to eight youth is suggested.
  - For senior aged youth (grades 9-12), one adult to ten youth is suggested in most situations.
- For overnight activities with male and female youth participants, both male and female chaperones should be present.
- Adults are not to room with youth.

*An overnight event is defined as a multi-day event in which 4-H provides and coordinates lodging (such as JYC, Teen Summit, etc.). Multi-day events that are not considered overnight events are 4-H Classic, Western Roundup, etc. where 4-H does not coordinate lodging.



DRIVERS TRAINING

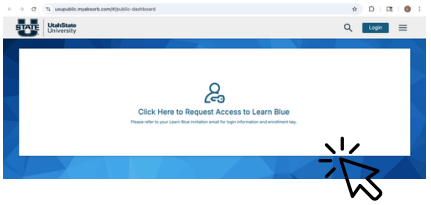
Defensive Driving Online Course

Completion of the Defensive Driving Course is required for all 4-H Volunteers before driving a USU or county owned vehicle, or before transporting youth while in a 4-H role (even if driving a personal vehicle).

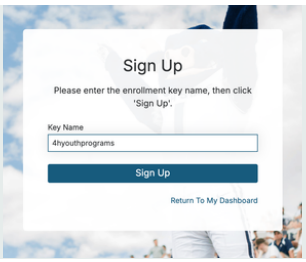
1 Navigate to usupublic.myabsorb.com/#/

Scan QR code to visit course

2 Click the white button in the middle of the screen that says "Click Here to Request Access to Learn Blue."



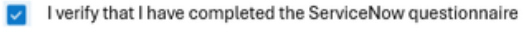
3 Enter the key "4hyouthprograms" into the "Key Name" field.



4 Enter the necessary information on the following screen.

5 Once logged in, users will be enrolled in the Defensive Driving Course. This course MUST be completed within 30 days from signing up.

6 When the course has been completed, the user will be prompted to enter their drivers license information into ServiceNow. This step may be skipped. Simply select the check box and select “Continue”.



***NOTICE:** This course is to be completed every two years.



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4-H ROLES

4-H VOLUNTEER	an adult age 18+ who is registered in Zsuite as a 4-H volunteer. A 4-H volunteer assists at an activity but is not necessarily responsible for overseeing youth.
4-H CHAPERONE	an adult age 18+ who is registered in Zsuite as a 4-H volunteer and IS responsible for overseeing youth. Must be age 21+ for overnight events.
AUTHORIZED DRIVER	An adult who has completed USU Drivers Training. Must be age 18+ to drive a USU vehicle and age 21+ if transporting youth. An Authorized Driver does not need to be a registered 4-H volunteer.
HELPER	An adult who is not a registered 4-H volunteer and has been asked to help at an event in a role that does not entail unsupervised interation with youth (such as time keeper, event setup, etc.). *Notice: Helpers are not afforded workers compensation in an event of an accident

TRANSPORTING YOUTH

IF TRANSPORTATION IS COORDINATED BY 4-H STAFF, DRIVERS MUST:

- Be an authorized driver (age 21+, complete drivers training) even if driving a personal vehicle
- Should have a minimum of two youth or two adults in the vehicle when possible

IF TRANSPORTATION IS NOT COORDINATED BY 4-H STAFF:

- Youth may coordinate their own travel and may drive themselves and others to/from the event. If transportation is provided by 4-H, or once the event begins, necessary transportation will be provided by authorized drivers

OTHER NOTES

- When driving a personal vehicle for 4-H use the driver's personal insurance is primary. Drivers should ensure their personal insurance covers such instances.
- When driving a USU, USU insurance will be in effect only if the required USU Defensive Driving training is current (completed every two years). See next page for instructions on completing the training.
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UTAH 4-H OVERNIGHT TRIPS

ORIGINAL

CHAPERONES, TRANSPORTATION & VOLUNTEER REQUIREMENTS

AS PART OF OUR COMMITMENT TO YOUTH SAFETY AND HIGH-QUALITY PROGRAMMING, ALL ADULTS ATTENDING OR TRANSPORTING YOUTH FOR OVERNIGHT 4-H TRIPS IN UTAH MUST BE APPROVED 4-H VOLUNTEERS AND COMPLETE THE REQUIRED SCREENING AND TRAINING.

CHAPERONE & VOLUNTEERS

- BE AT LEAST 21 YEARS OLD
- **BE AN ENROLLED AND APPROVED UTAH 4-H VOLUNTEER**
- COMPLETE THE UTAH 4-H VOLUNTEER ORIENTATION AND PROTECTING MINORS TRAINING
- PASS A BACKGROUND CHECK THROUGH UTAH STATE UNIVERSITY
- FOLLOW ADULT-T0-YOUTH SUPERVISION RATIOS (MINIMUM 1 ADULT PER 6-8 YOUTH)
- SLEEP IN SEPARATE ACCOMMODATIONS FROM YOUTH UNLESS THE ADULT IS THEIR LEGAL GUARDIAN
- UPHOLD THE 4-H CODE OF CONDUCT AT ALL TIMES

TRANSPORTING YOUTH

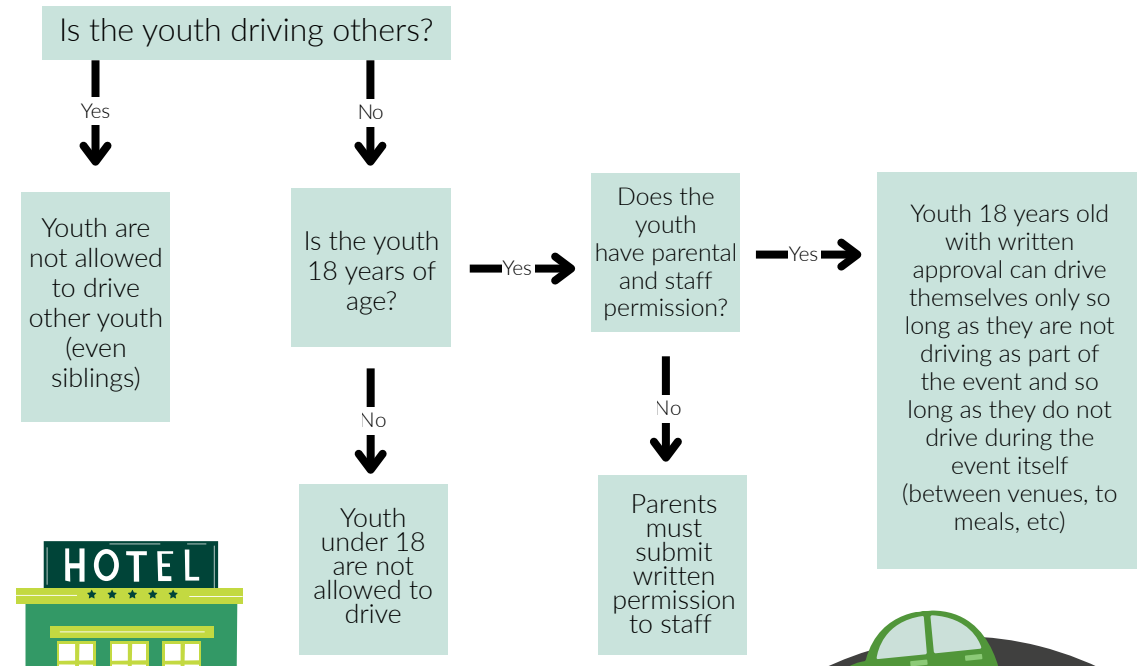
VOLUNTEERS TRANSPORTING YOUTH WHO ARE NOT THEIR OWN CHILDREN MUST...

- **BE AN ENROLLED AND APPROVED UTAH 4-H VOLUNTEER**
- HAVE A VALID DRIVER'S LICENSE AND CURRENT AUTO INSURANCE
- BE A SCREENED AND APPROVED VOLUNTEER DRIVER
- HAVE COMPLETED ALL 4-H DRIVER REQUIREMENTS
- NEVER TRANSPORT A SINGLE YOUTH ALONE (UNLESS THEIR OWN CHILD).
- ENSURE ALL PASSENGERS USE SEAT BELTS AND FOLLOW UTAH DRIVING LAWS

Why this matters

THESE POLICIES PROTECT YOUTH, VOLUNTEERS, AND THE 4-H PROGRAM. OVERNIGHT TRIPS AND OFF-SITE EVENTS ARE HIGHLIGHTS OF THE 4-H EXPERIENCE, AND VOLUNTEERS HELP MAKE THEM POSSIBLE-SAFELY AND RESPONSIBLY.

CAN YOUTH DRIVE TO 4-H EVENTS?



View Utah 4-H

FULL POLICY AND PROCEDURE BOOK

