# Child Passenger Safety Checklist

Use blue, black, or #2 pencil and for mistakes use white-out correction tape.

**ON ARRIVAL**

1. Child/CSS location in vehicle  
   - D front row  
   - ☐ back  
   - ☐ 3rd row  
   - ☐ Other seating location  
   - Explain: 

2. Child/CSS installed using (select all that apply)  
   - ☐ No CSS (Mark - Go to #16)  
   - ☐ Uninstalled  
   - ☐ Seatbelt  
   - ☐ Tether  
   - ☐ Lower anchors  

3. Restraint type:  
   - ☐ RF only w/o base  
   - ☐ Base only  
   - ☐ FF w/ harness  
   - ☐ Lap/Shoulder  
   - ☐ Car bed  

4. CSS MFG:  
   - Baby Trend  
   - Chicco  
   - Evenflo  
   - ☐ Britax  
   - ☐ Combi  
   - ☐ Graco  
   - ☐ Orbit  
   - ☐ Peg Perego  
   - ☐ Recaro  
   - ☐ Other  
   - Explain: 

5. Model Number:  

6. Mfg Date (MM/DD/YYYY)  

<table>
<thead>
<tr>
<th>Caregiver First Name (Person Receiving Information)</th>
<th>Caregiver Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**CHILD NUMBER ONE**

<table>
<thead>
<tr>
<th>Child Present</th>
<th>Unborn</th>
<th>Yes</th>
<th>☐ No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seat Checked Before?</td>
<td>Yes</td>
<td>☐ No</td>
<td></td>
</tr>
<tr>
<td>Child First Name</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**CHILD NUMBER ONE**

<table>
<thead>
<tr>
<th>Child Birth Date</th>
<th>DOB (MM/DD/YY)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Child's age</th>
<th>☐ Days</th>
<th>☐ Month(s)</th>
<th>☐ Year(s)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Height</th>
<th>☐ Weight/lbs</th>
</tr>
</thead>
</table>

**FINDINGS**

17. CSS history known  
18. CSS involved in a crash  
19. CSS labels missing  
20. CSS/Integrated Seat (Mark - Go to #7)  
21. CSS expired  
22. CSS recalled  
23. CSS direct direction  
24. CSS Harness correct  
25. CSS/Other anchor correct  
26. Lower anchors correct  
27. Tether correct  
28. Seatbelt correct  

**ON DEPARTURE**

20. Coalition provided a new CSS?  
   - ☐ Yes | ☐ No  

21. Restraint type:  
   - RF only w/o base  
   - Base only  
   - FF w/ harness  
   - Lap/Shoulder  
   - Car bed  

22. CSS MFG:  
   - Same as 4, 5, 6 (Mark - Go to 25)  
   - Baby Trend  
   - Chicco  
   - Evenflo  
   - ☐ Britax  
   - ☐ Combi  
   - ☐ Graco  
   - ☐ Orbit  
   - ☐ Peg Perego  
   - ☐ Recaro  
   - ☐ Diono (Sunshine Kids)  
   - ☐ Other  

23. Model Number:  

24. Mfg Date (MM/DD/YYYY):  

25. Child/CR Correct  
   - ☐ Yes | ☐ No  

26. CSS/Vehicle Compatible  
   - Yes | ☐ No  

27. Education materials given  
   - Yes | ☐ No  

**Technician discussed: (Select all that apply)**

28. Airbags  
29. Unused seatbelt  
30. Projectiles  
31. Unattended children in or around cars  
32. Next steps  

**Caregiver sign off:**  
33. Yes No/NA

34. I participated/installed CSS today  

Caregiver initials  
Donation $  

Comments:  

5678
If a child must ride in the front seat, then the child with a full harness CR or properly adjusted shoulder belt.

Combi

Weight/lbs

No

No

Explain:

Unused seatbelt

No

Combi

In most cases use either LATCH or safety belts, not both together. There are a few BPB that use both lower

Donation $”

No

Combi

Babies less than 2 should ride in a rear-facing position to protect the spine and neck. Babies who have outgrown the infant only child restraint (CR) should switch to a

QUICK REFERENCE

Optimally, the child’s feet should touch the floor.

the hips, touching the thighs, and the shoulder belt rests between neck and shoulder on the collarbone. Never place the shoulder belt under arms or behind backs.

With the child’s back and bottom against vehicle seat back, the knees should bend naturally at vehicle seat edge. When the safety belt is buckled, the lap belt fits low on

Vehicles made after 1996 meet federal safety belt lockability requirements; no locking clip should be needed. Test vehicle safety belts to be sure they are locked at either the

manufacturer and the vehicle owner’s manual. Tethers are never attached to the lower anchor bars. Use tethers on a rear-facing CR only if the manufacturer so directs.

exactly where and how the manufacturer directs. CRs must not move more than 1 inch side to side or front to back when grasped at the belt path. LATCH anchors are used

right front passenger frontal airbag, no system is fail-safe. Secure rear-facing CRs in a back seat. Follow manufacturer’s instructions. Safety belts must pass through the CR

anchors for the BPB and a seat belt for the child. Never install a rear-facing CR in front of an airbag. Even if the passenger sensing system or airbag switch has turned off the

fully read the vehicle and CR manufacturer's instructions. In most cases use either LATCH or safety belts, not both together. There are a few BPB that use both lower

Installation

Fully read the vehicle and CR manufacturer’s instructions. In most cases use either LATCH or safety belts, not both together. There are a few BPB that use both lower

Belt-Positioning Booster (BPB) Seats

Use all BPBs with vehicle lap/shoulder safety belts. Check BPB instructions for use with switchable shoulder belts. Special products, such as vests and harnesses used

in the correct forward facing and upright position, should sit there. Move the vehicle seat back as far away from the airbag as possible. For older children sitting in

safety belts next to side airbags, remind them to sit straight up and avoid resting their heads on a window or structural pillar of the vehicle.

Harness

Rear-facing CR harness straps must pass through the slots at or below the child’s shoulders. The forward facing CR harness straps must pass through the slots at or above

the child’s shoulders. Review CR instructions. Use all CBs until the upper height or weight limits are met. A child is too large for the CR when the shoulders are above the top

FF harness slots, the child’s head is within 1 inch of the top of the rear facing CR or he exceeds CR weight or height limits. Harness straps must lay flat on the chest and over

the hips. Harness straps must pass the “pinch” test: when the buckled straps are pinched at the shoulder, there should be no slack or extra webbing. The harness retainer

clip must sit at the child’s armpit level, and the straps must be threaded properly through the clip.

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