

# INSTRUCTOR/TP TOOL (optional)

## Seat Check Sign-off check list

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### RFO CR

- Introduction / What to expect during inspection
- Caregiver information filled out on form
- Form signed by caregiver
- If child is present, weighed and height measured
- Form filled out according to how CR arrived to inspection
- Removed CR from vehicle
- Determined history of CR
- Checked CR for recalls
- Determined if child has any special healthcare/behavioral needs
- Showed labels to caregiver with weight and height limits
- Explained harness placement on child at or below shoulders and why
- Explained harness retainer clip placement on child and why
- Demonstrated how to adjust/reroute harness straps depending on size of child and watched caregiver duplicate
- Educated caregiver on AAP/NHTSA recommendations for extended RF to age 2 or as long as CR will allow
- Utilized vehicle manual to determine location for install
- Discussed angle, adjustable foot, and use of noodles/rolled towel
- Utilized instruction manual to determine proper handle position for travel
- Showed caregiver belt paths for use with base and without
- Showed caregiver lower attachments on CR and how they can be used
- Demonstrated installation using seat belt or LATCH
- Watched caregiver demonstrate installation
- Discussed airbags
- Discussed unused seatbelt dangers
- Discussed projectiles
- Discussed unattended children in and around cars / hyperthermia dangers
- Educated caregiver on next step
- Determine if caregiver has additional questions

## Seat Check Sign-off check list

### RF Convertible

- Introduction / What to expect during inspection
- Caregiver information filled out on form
- Form signed by caregiver
- If child is present, weighed and height measured
- Form filled out according to how CR arrived to inspection
- Removed CR from vehicle
- Determined history of CR
- Checked CR for recalls
- Determined if child has any special healthcare/behavioral needs
- Showed labels to caregiver with weight and height limits
- Explained harness placement on child at or below shoulders and why
- Explained harness retainer clip placement on child and why
- Demonstrated how to adjust/reroute harness straps depending on size of child and watched caregiver duplicate
- Educated caregiver on AAP/NHTSA recommendations for extended RF to age 2 or as long as CR will allow
- Utilized vehicle manual to determine location for install
- Discussed angle and use of noodles/rolled towel
- Showed caregiver belt paths for use rear-facing and forward-facing
- Showed caregiver lower attachments and tether strap on CR and how they can be used
- Demonstrated installation using seat belt or LATCH
- Watched caregiver demonstrate installation
- Discussed airbags
- Discussed unused seatbelt dangers
- Discussed projectiles
- Discussed unattended children in and around cars / hyperthermia dangers
- Educated caregiver on next step – how to convert from RF to FF
- Determine if caregiver has additional questions

## Seat Check Sign-off check list

### FF Convertible

- Introduction / What to expect during inspection
- Caregiver information filled out on form
- Form signed by caregiver
- If child is present, weighed and height measured
- Form filled out according to how CR arrived to inspection
- Removed CR from vehicle
- Determined history of CR
- Checked CR for recalls
- Determined if child has any special healthcare/behavioral needs
- Showed labels to caregiver with weight and height limits
- Explained harness placement on child at or above shoulders and why
- Explained harness retainer clip placement on child and why
- Demonstrated how to adjust/reroute harness straps depending on size of child and watched caregiver duplicate
- Educated caregiver on AAP/NHTSA recommendations for FF harness use until maximum weight/height limits reached
- Utilized vehicle manual to determine location for install
- Discussed use in upright or semi-reclined position
- Showed caregiver belt paths for use rear-facing and forward-facing
- Showed caregiver lower attachments and tether strap on CR and how they can be used
- Demonstrated installation using seat belt or LATCH
- Watched caregiver demonstrate installation
- Discussed airbags
- Discussed unused seatbelt dangers
- Discussed projectiles
- Discussed unattended children in and around cars / hyperthermia dangers
- Educated caregiver on next step
- Determine if caregiver has additional questions

## Seat Check Sign-off check list

### FF Combination

- Introduction / What to expect during inspection
- Caregiver information filled out on form
- Form signed by caregiver
- If child is present, weighed and height measured
- Form filled out according to how CR arrived to inspection
- Removed CR from vehicle
- Determined history of CR
- Checked CR for recalls
- Determined if child has any special healthcare/behavioral needs
- Showed labels to caregiver with weight and height limits for use with harness and as BPB
- Explained harness placement on child at or above shoulders and why
- Explained harness retainer clip placement on child and why
- Demonstrated how to adjust/reroute harness straps depending on size of child and watched caregiver duplicate
- Educated caregiver on AAP/NHTSA recommendations for FF harness use until maximum weight/height limits reached
- Utilized vehicle manual to determine location for install
- Discussed use in upright or semi-reclined position
- Showed caregiver belt paths for use forward-facing and as BPB
- Showed caregiver lower attachments and tether strap on CR and how they can be used
- Demonstrated installation using seat belt or LATCH
- Watched caregiver demonstrate installation
- Discussed airbags
- Discussed unused seatbelt dangers
- Discussed projectiles
- Discussed unattended children in and around cars / hyperthermia dangers
- Educated caregiver on next step – how to remove harness for use as BPB
- Determine if caregiver has additional questions

Special thanks to Ann Weinstein with Fletcher Allen Health Care in Burlington, VT. Ideas first published in the May 2012 CPS Express.

## Seat Check Sign-off check list

### Belt Positioning Booster

- Introduction / What to expect during inspection
- Caregiver information filled out on form
- Form signed by caregiver
- If child is present, weighed and height measured
- Form filled out according to how CR arrived to inspection
- Removed CR from vehicle
- Determined history of CR
- Checked CR for recalls
- Determined if child has any special healthcare/behavioral needs
- Showed labels to caregiver with weight and height limits for use with and without back
- Explained lap and shoulder belt placement on child and why
- Demonstrated how to route lap and shoulder belt through positioner and armrests
- Educated caregiver on AAP/NHTSA recommendations for BPB use until child reaches maximum weight/height of BPB or until proper seat belt fit is achieved
- Utilized vehicle manual to determine location for install
- Showed caregiver lower attachments and tether strap on CR and how they can be used (if applicable)
- Demonstrated installation using seat belt
- Watched caregiver demonstrate installation
- Discussed airbags
- Discussed unused seatbelt dangers
- Discussed projectiles, including unrestrained BPBs
- Discussed unattended children in and around cars / hyperthermia dangers
- Educated caregiver on next step – when to know child can ride without BPB
- Determine if caregiver has additional questions