

Reminders

Review the checklist with all technicians and scribes prior to the car seat inspection. For technicians that do not participate in checkup events frequently, it is a good refresher. For people who do frequent checkups, it is a good refresher. Remember, car seats that serve children to higher weights over 40 pounds have different rules about lower anchors (connectors) and tether. **Based on vehicle specifications you may have to discontinue use of lower anchors (connectors) or tether based on manufacturer (CSS and/or vehicle) manufacturer recommendations. You always have the option to discontinue use of lower anchors (connectors) and switch to a seatbelt and tether. Pay close attention to new technology and changes in the CSS field.**

Definitions for Ethnicity and EU Countries

This question is voluntary to assist with grant funding and reporting requests.

- 1. American Indian or Alaska Native** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- 2. Asian** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- 3. Black or African American** A person having origins in any of the black racial groups of Africa.
- 4. Hispanic or Latino** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- 5. Native Hawaiian or Other Pacific Islander** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- 6. White** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- 7. EU COUNTRIES:** Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, UK.

Discuss Safety “In And Around Cars”

- 1. Never Leave Your Child Alone in a Car** — even for a minute. Children face grave dangers such as heatstroke and carjacking when left alone in vehicles. Would you leave a million dollars on your front seat and walk away- even for a minute?
- 2. Keep car doors locked** and keys, especially those with remote entry fobs, away from kids.
- 3.** If a child goes missing in a neighborhood get help quickly and use volunteers to check **cars AND trunks, pools and water immediately.**
- 4.** Before entering and starting your vehicle, **walk completely around every vehicle to look for kids,** toys and pets that may be near or under the car. Have older kids help with this.
- 5.** Point out **unused seatbelts** in the car that are next to children. Make sure parents know that they are like any cord and can be dangerous if used for play.
- 6. Car seats are for use in the car!** Babies should not stay in them for hours at a time outside of the car. Suggest that every child needs to sleep in a crib that has no pillows, stuffed animals, quilts, blankets and bumpers.
- 7. Be sure children are properly restrained in all vehicles.** Do not leave children unattended, even for one minute, in a car with the motor running. Unrestrained children can activate **power windows** if they kneel on or press buttons in a car with the motor running. They have been known to put a vehicle in motion.
- 8. Have the hand of small children in areas where cars move.** This includes driveways and parking lots.

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Safe Kids Buckle Up Checklist Form User Guide

TECHNICIANS: Complete Checklist form based on your state CPS law requirements

Before beginning your event, please bring your technicians together and go through the checklist form as a group to be sure everyone is recording questions consistently. There are changes on the form this year, mostly to increase family privacy. Use this guide to address any questions, encourage your technicians to read the tutorial on the back of the checklist as a refresher. Everyone benefits from a refresher. Assure that all bubbles are filled and every question answered before cars leave the event. Use blue or black ink or #2 pencils on forms. Use wite-out tape in a pen dispenser for corrections.

******* NEW: PLEASE NOTE IMPORTANT THINGS TO REMEMBER *******

- The caregiver's street address is no longer required, BUT there is an optional box for individual program use. The optional address will NOT be scanned or saved in the database. Be sure to capture phone, email address, city, state and zip code. Obtain a signature. Check with your organization's risk manager before collecting more personal information.**
- There are special privacy rules for European Union (EU) citizens. There are massive fines for violating them. Ask whether your attendee is an EU citizen. We will handle those forms differently.**
- Child's name has been replaced with “child initials”. There are 4 spaces. You may need only 2 or 3. Use initials alone or with optional box to address child by name. Name will not be scanned, saved or entered in database.**
- Child's age is now as private as we can make it: there is no date of birth. But, there are 3 bubbles. One for children 0-12 months; one for children 13-23 months; and one for all children over age 2. If the child is 10 months, you will bubble the first bubble and move on; for 14 months fill the second bubble and move on. No numbers are needed. If the child is four (4) you will go to the last bubble, write 4 in either box (does not require a zero or particular box). We do not need or want to know if the child is 4 and a half. You can move to next question and begin the inspection. Based on changes in CPS laws, CSS selection, direction, installation should follow state law when determining correct use. If law says RF to 2 then a child who is FF at 18 months is incorrect. Contact your state highway safety office for details.**

Child Passenger Safety Checklist

FOR REGISTERED SKBU EVENTS/INSPECTION STATION ONLY:

This checklist form is for registered Safe Kids Worldwide events and inspection station use only. Once submitted by the coalition, Safe Kids will scan it and provide data back to the coalition through the program management tool at skw.safekidsweb.org. Safe Kids pays for the scanning of all checkup forms at registered events and inspection stations. There is a **generic form for non-Safe Kids organizations to use**. It is found at cert.safekids.org, can be downloaded and customized with your waiver and information. **Safe Kids does not pay to scan generic forms.** If you wish to have your generic form customized and scanned you may contact the form developer and scanning company directly at IB DOX at 561-305-3585.

CAREGIVER INFORMATION: This section of the form seeks information about the caregiver and the vehicle that is at the checkup event. If caregiver is an EU citizen, they bubble “YES”. A list of EU countries is on page 4 of this guide. Disregard if not an EU country, Complete each line and include the attendee email address. The caregiver has an opportunity to opt out of receiving safety reminders from Safe Kids. If they do not check this block, they may receive information from Safe Kids Worldwide reminding them to refer to the www.ultimatecarseatguide.org website with selection, installation, harness fitting, next steps and “when to move from one car seat to another” information. Safe Kids maintains a database of people who attend checkup events. Please pay particular attention to this part of the form.

WAIVER: The waiver is unchanged. This form carries no general liability insurance. Consult with your lead agency regarding your coalition's general liability coverage for Buckle Up events. People who want to use the generic form can do so by downloading it from cert.safekids.org and adding their own waiver.

CAREGIVER SIGNATURE AND INSPECTION DATE: The first three digits of the inspection year date are on the form. Add the last number of the year. Many caregivers used to complete this with the child's birth date in error.

CHILD NUMBER ONE AND TWO: There is no longer a DOB needed- bubble the child age range. Just below the heading on each side of the form, you will note the question about whether the child is unborn or present AND if the child has special transportation needs. Please complete both questions for each child. This form allows you to check two car seats using one form front and back.

CHILD INITIALS AND AGE: This form can accept information for two children who attend an event (one on front and one on back), even older children who are in seatbelts. There are three bubbles that separate children by an age range: first bubble is 0-12 months; second bubble is 13 to 23 months; and the third bubble is for children over 2 YEARS. Bubble the third bubble and write 6 (in either box) for a child who is six years old.

CHILD WEIGHT AND HEIGHT: Please note that children who weigh more than 99 pounds can now be accommodated.

ON ARRIVAL

- 1. Child/CSS location in vehicle:** Note the D in the upper left box to show **Driver** placement. Now note where the child or CSS was placed in the vehicle. Note the small box to the right to record something unusual such as an RV or school bus that does not have 2 or 3 consecutive rows of seating.
- 2. CSS Installed Using (select all that apply):** Identify whether LATCH or tether alone or seatbelt and tether were used. Mark all methods used to secure the CSS. If there is no child present and no CSS, go to #18 on the form and continue. If an integrated seat is used, go to #7 and continue. If a CSS is brought to the event in a box or **uninstalled** complete #2 then move to #4 and continue. There is now a bubble for special needs car seats.
- 3. Restraint type:** identify the type of child restraint/restraint used. It may be a CSS, lap only seatbelt or a vest. If only a lap belt or lap/shoulder belt is used, go to #17 and continue.
- 4. Identify the CSS manufacturer:** Write in the name of a manufacturer if it is not provided on the form.
- 5. Model Number:** Obtain and record the model number. You will use this to check for recalls.
- 6. MFG Date:** Record the date of manufacture for the CSS.

FINDINGS

- 7. CSS History Known:** Write yes if the caregiver knows the full history of the CSS. Record no if they obtained it from a yard sale or have no history on the CSS.
- 8. CSS involved in a crash:** Code Yes, No or N/A. A YES or N/A (unknown) answer- instruct caregiver to replace CSS.
- 9. CSS labels missing:** Are the labels there to use for installation and identification purposes? This requires a Yes or No answer for the CSS. Recommend replacement of the CSS if Yes- no labels.
- 10. CSS expired:** This requires a Yes or No answer for the CSS and a N/A (unknown) for missing labels. If there is a Yes or N/A (unknown), recommend replacement of the CSS.
- 11. CSS recalled:** This requires a Yes or No answer for a CSS and a N/A (unknown) for labels missing, recommend replacement of the CSS. Discuss recalls with the caregiver.
- 12. CSS correct direction: KNOW YOUR STATE LAW** Note RF for infants (at a minimum of under 1 year and 20 pounds) or FF for a child over age 1 and 20 pounds at a minimum. Check manufacturer's instructions to see what CSS direction is required. Check State Law requirements. Recommend rear-facing for as long as possible, if allowed by the manufacturer. N/A is used for a child in a seatbelt.
- 13. CSS harness correct:** In order to be yes, must come from appropriate RF or FF harness slots, as per your state law re: required RF or FF, be tight enough to pass the pinch test, be fully buckled, attached to the splitter plate or other adjuster, harness retainer clip correctly positioned.
- 14. Recline angle correct:** Applies to RF, FF and BPB according to manufacturer directions. Manufacturers may allow for a recline in FF orientations. Check instructions.
- 15. Lower anchors (connectors) correct:** For yes, all three components, must be met: use of the correct anchor set, lower connectors attached and weight limits provided by the CSS/vehicle manufacturer are met.

- 16. Tether correct:** For yes, all three components must be met: attached to the anchor designated for that seating position, is snug, and is routed properly. Should be used for ALL FF restraints unless CSS and vehicle manufacturer state otherwise.
- 17. Seatbelt correct:** For CSS, a yes response meets all three components: is properly routed, tightened and locked. For a BPB, a yes response meets both components: seatbelt is resting on the hips, and shoulder belt is on the bony shoulder- not under the arm or behind the back. For child using seatbelt alone, a yes response meets all three components: the seatbelt fits both hips and shoulder appropriately, the feet rest on the floor, and the knees bend at the edge of the seat when back and bottom are against the vehicle seat back.

ON DEPARTURE

- 18. Child/CSS location in vehicle:** complete diagram box; note anything unusual about the vehicle in the small box to the right. This could apply to an RV or school bus or unusual circumstance.
- 19. Child/CSS Installed using (select all that apply):** Note all methods used to secure the CSS. (For example, seatbelt and tether). For integrated seats, fill in bubble then skip to #25.
- 20. Coalition provided seat?** Did you provide a replacement seat at the event for this child?
- 21. Restraint type:** In what type restraint did the child depart the event? If no child was present but base was installed, check "base".
- 22. CSS MFG:** If the child arrived and departed in the same CSS **complete the first bubble** and continue to #25.
- 23. Model Number:** Complete this if a different seat was used for departure than that used upon arrival.
- 24. MFG Date:** Complete this if a different seat was used for departure than that used upon arrival.
- 25. CSS/Child Correct:** This is the MOST important question on the form. This assures that you have completed every question during the inspection. **Be sure this is complete on every form form and answers conform to your state CPS law.**
- 26. CSS/Vehicle Compatible:** Bubble yes if you were able to obtain an acceptable fit of the CSS into the vehicle so that there is less than 1 inch of movement front to back or side to side and all other fit criteria are met.
- 27. Education Materials Given:** Document if materials were distributed.
- 28. Unattended children in and around the car (includes backovers/frontovers) discussed.**
- 32. Next steps discussed.**

CAREGIVER SIGN OFF

Be sure the caregiver completes the next two questions and initials that they were involved in the checkup.

- 30. Based on state law requirements, I harnessed child/doll in CSS.**
- 31. I participated/installed CSS today.**
- 32. Ethnicity: Voluntary.** This box is capturing new information that is optional and may assist with grant funding and reporting requests.
- 33. Caregiver survey question.**
- CAREGIVER INITIALS:** Very important for your protection.
- DONATION BOX:** Fill in any donation received.
- COMMENTS:** There are now two boxes for comments on the back of the form. One box for child one and one box for child two. Note anything unusual (for example, caregiver ignored advice to place child in a rear seat).
- TECH LAST NAME:** EXTRA STEP – Bubble in "tech worked alone" if you worked without a senior checker or another technician. This is now acceptable.
- TECH NUMBER:** Start with I or T then number (i.e. T12345 or I12345)
- COALITION NUMBER:** It is extremely important that the Coalition number is legible because this is what links the checklist data back to your coalition.
- SENIOR CHECKER LAST NAME:** EXTRA STEP – Bubble in if the technician is a "Senior Checker".
- SENIOR CHECKER TECH NUMBER:** Start with I or T then number. (i.e. T12345 or I12345)
- CPS CLASS CHECKUP EVENT OR INSPECTION STATION:** Please note which one.

There are no more event numbers. When you register at skw.safekidsweb.org it is done by date and your coalition number. Filling either of those two fields correctly assures that your CPS class or inspection station data is properly recorded. Each form is numbered at the bottom. **Please do not make photocopies to work from. Each child must have a unique identifier number. Photocopies will not scan properly.**