

## PARENT SIGN OFF:

- 29. I participated/installed CSS today:** This documents parent/caregiver participation in the activity.
- 30. I harnessed child in CSS/Seatbelt:** This documents parent/caregiver participation in the activity.
- 31. Next Steps Discussed:** For example, you told parents of a 10-month-old in an infant seat what to expect when the child is ready to move into a high weight harness car seat and still remain rear-facing at 12 months. Or, you told parents about the Safety Belt Fit Test for their 9-year-old who is in a booster seat.
- 32. Education Materials Given:** Document materials were distributed.
- 33. ALL CORRECTIONS MADE?** This is the most important question on the form! Be sure that every bullet is completed. This assures that you did a thorough inspection and documented your work. It protects the child, your lead agency and you! Mark YES even if no errors were detected initially upon inspection. Mark NO plus a comment if there is no safe way for you to assist the family (e.g., no usable seat belts.) Mark N/A plus a comment for a very unusual situation that does not fit the above description. You are documenting that the child is leaving the event safely when you mark YES.

**CAREGIVER INITIALS:** This is the final step when the parent/caregiver signs off on their participation.

**DONATION:** Did the family make a donation for a CSS or just to show appreciation? Document that here.

**TECH LAST NAME:** Self explanatory

**TECH NUMBER:** Self explanatory (Use bullet "I" (instructor) or "T" (technician) and then enter number)

**COALITION NUMBER:** Self explanatory

**SENIOR CHECKER LAST NAME:** Self explanatory

**SENIOR CHECKER TECH NUMBER:** Self explanatory (Use bullet "I" or "T" and then enter number)

**EVENT OR INSPECTION STATION:** Please indicate which.

**There are no more event numbers.** When you register your event it is done by date and your coalition number. Filling either of those two fields correctly assures that your event data is properly recorded. Each form is numbered at the bottom. Please do not make photocopies to work from. Photocopies will not scan. **Submit only originals!**

## Updates

Go through each point below to be sure everyone has been updated. 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, a CSS that serves children to higher weights over 40 pounds has different rules based on vehicle specifications once a child reaches 40 pounds.**
- **Discontinue LATCH and switch to a seatbelt at 40 pounds if no specific weights are provided in both the vehicle and CSS owner's manual.**
- **Discuss "In And Around Cars"**
  1. **Never Leave Your Child Alone** in a car- even for a minute. Children face grave dangers such as hyperthermia and car-jacking 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, **check cars AND trunks first!**
  4. **Walk completely around every vehicle to look for kids**, toys and pets that may be near or under the car before entering and starting the engine. 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. Demonstrate switching belts to a locked position to show parents the hazard if improperly used.
  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 if the motor is running.** Do not leave children in a car with the motor running if no adult is in the vehicle. Unrestrained children can activate **power windows** if they kneel on or press buttons in a car with the motor running.



## SKBU CHECKLIST FORM USER GUIDE

Revised: March 15, 2010

**Use this guide to accurately complete the CPS checklist form so your data counts!**

### NON-NEGOTIABLES:

- Read this User Guide thoroughly and call with questions before use.
- Document that two separate individuals (a Senior Checker and technician) inspected each installation and signed off on all forms. If no senior checker is available this is not a registered event and the generic form **MUST** be used.
- Submit **ONLY** forms signed by a Senior Checker to SKBU. **DO NOT** submit generic forms; keep these for your records only.
- Submit only SKBU originals; no photocopies.
- Complete all applicable bullets. Here are some scenarios that have surfaced:
  - Car arrives with **no child/no CSS** – Complete # 1, #3, Skip to #18 and complete the remainder of bullets.
  - Car arrives with CSS **"Uninstalled"** (in a box, trunk or on the backseat it may be either new or used) – Skip #2 and fill in the rest of the form (8-12 are completed and 13 -17 are N/A)
  - Car arrives with a child in a seatbelt but no CSS is present – Complete #1 - #4 ; Skip 5 -7 and complete rest of form using N/A where applicable.
- If the same seat arrives and departs complete 4 - 7 **and** 23 – 26.

**Before beginning your event:** Gather your technicians together and go through the form as a group to be sure everyone is recording questions consistently. Use this guide to address any questions you or the technicians may have. Be sure to review the updates on the last page. There is new information relative to rear-facing infants and unused seat belts that may pose a hazard to children who play with the seatbelt. Remind Senior Checkers to check each form thoroughly to be sure all questions are answered **BEFORE** cars leave the event. **Senior Checkers MUST complete every question on the form to ensure liability coverage!**

## Child Passenger Safety Checklist

### FOR REGISTERED SKBU EVENTS/INSPECTION STATION ONLY

This checklist form is for registered and approved Safe Kids USA events and inspection stations. Once submitted by the coalition, Safe Kids USA will scan it and then provide data back to the coalition through the SKBU CPS Management Tool at [www.safekid-sweb.org](http://www.safekid-sweb.org). This form has liability insurance associated with it. SKBU pays for the scanning of all registered events and inspection station forms. *There is a generic form on the SKBU website that can be downloaded and customized with your own waiver for non-Safe Kids registered events. SKBU does not pay to scan generic forms.* If you wish to have your generic forms customized and/or scanned you may contact the form developer and scanning company directly at IB DOX at 561-305-3585.

**DRIVER INFORMATION:** This section of the form seeks information about the driver and the vehicle that is at the checkup event. Complete each line and include the attendee email address. The driver has an opportunity to opt out of receiving follow up safety information from SKUSA telling them what to expect next with their growing child. **If they do not check this block, they can expect to receive something every six months reminding them to check their car seat for a tight installation, reminding them to check the harness straps and telling them what to expect next.** SKUSA is compiling a database of all people who attend checkup events so we can send information after the event. Please pay particular attention to this part of the form.

**WAIVER:** This section has not changed substantially. GM has added additional parties to the form as a result of their restructuring. Only SKBU registered and approved events and inspection stations activities can take advantage of the waiver. People using the generic form can do so by downloading from the SKUSA coalition intranet and adding their own waiver. **The generic form carries no liability insurance.**

**DRIVER SIGNATURE AND DATE:** The date has been filled in with the first two digits for the year in the date category. Many drivers used to complete this with the child's birth date.

**CHILD NUMBER ONE:** On the same line you will note the question about whether the child is present AND if the seat has been checked before. Complete both questions. Pay special attention to that second question. If the parent has been through a checkup before, see why they are returning. They should leave your event confident that they can move, tighten and adjust the harness and can lock the car seat into place using LATCH or tether and seat belt independently. If you have parents who return frequently to your inspection site you may need to spend more time with them to be sure they are confident in their skills. We do not want parents to be dependent on us to fix their car seat every time it is moved!

**CHILD FIRST NAME and AGE:** This form accepts information for two children. Use side 1 for child number 1 and the side 2 for child number 2. Fill in all blocks even if the information is the same. Note that the form is now capable of documenting children less than one month of age (days old); less than one year (months old) and over age 1. For example, document a newborn as 8 days; an infant as 6 months and a 1 year old as 1 (not 1 year, 8 months and three days.) **Evaluate all children who attend an event, even older kids who are in seat belts.**

**CHILD WEIGHT and HEIGHT:** Note that children who weigh more than 99 pounds can now be accommodated. This bullet is important for liability purposes and to protect you and your agency.

**CHILD BIRTH DATE:** This field is critical as we want to be able to send follow up information based on the child's age and acknowledge it as a place marker for potential liability issues.

**AS THE CHILD/CSS ARRIVED:** You are noting how a child or CSS without an occupant AND Driver were observed when the car pulled into the check lane.

- 1. Driver Buckled:** You have three options. Select one.
- 2. Child/CSS Location in vehicle:** You will note the box with the "D" in the upper left corner (for the driver position.) Note where the child or CSS was located upon arrival. There are three rows to accommodate vehicles with more than 2 rows of seating. If the CSS was installed but no child was present, document that here.
- 3. CSS installed using (select all that apply):** Look to see if the CSS is installed using the seat belt or LATCH. Many techs are checking lower anchors and seatbelt but forgetting tethers. If it is the seat belt with a tether – check both. If it is lower anchors but no tether be sure to note that too! If it is an integrated seat, check it and skip to the "Findings" section. Record "No CSS" if a child arrives unrestrained or using only a seatbelt. An example could be a child arriving on a lap. This section has a space for seats that arrive "Uninstalled."
- 4. Restraint Type:** If inspection is for an unborn child and a CSS (new or used) is in the trunk, not installed in the vehicle, you should record the type of seat. Remove the CSS from the trunk and complete questions 4-12. Record #13-17 as N/A. For a child who is present but has no CSS record "None". For a child using a seatbelt only, record "Lap/Shoulder seatbelt" or "Lap only seatbelt".
- 5. CSS Manufacturer:** Self explanatory. If by chance the manufacturer is not listed, put mfg. name in the comments section and complete numbers 6 and 7.
- 6. Model Number:** Self explanatory
- 7. Date of Mfg:** Self explanatory

**FINDINGS:** Complete all questions. Use N/A if question does not apply to your situation. Please note with "uninstalled" mark #13-17 as "N/A"

- 8. CSS History Known:** Self explanatory
- 9. CSS Involved in a Crash:** Self explanatory
- 10. CSS Labels Missing:** Self explanatory
- 11. CSS Expired:** Date of seat exceeds manufacturer's recommendation
- 12. CSS Recalled:** Self explanatory
- 13. CSS Correct Direction:** Is the seat facing the correct direction for the child's age and weight

**14. Seat Belt Correct:** If a seat belt is correctly routed and tightened with a CSS or if a child is correctly in a seat belt use "Yes." If a seatbelt is improperly routed or tightened with a CSS or if a child is too small or using the seat belt incorrectly (under their arm etc.) record "No."

**15. Lower Anchors Correct:** If lower anchors are used, are they correct and tight?

**16. Tether Correct:** If tether is used, is it correctly routed and tightened?

**17. Harness Correct:** Is harness threaded properly, tightened correctly, and chest clip correct?

**AS CHILD/CSS DEPARTED EVENT:** This will show what changes (if any) were made at the event.

**18. Child Location in Vehicle:** Note where the child or CSS is seated for departure.

**Airbag Discussed:** This is your chance to point out to the parent/driver where the airbags are relative to the child. Remember to point out that children under 13 should ride in a back seat. Remember to look for side airbags (not a problem for kids in a CSS but should be noted for kids in seat belts or booster seats so they do not rest their heads on the window or door frame.) Also point out the Inflatable Curtains found in many cars at the roofline. These too have relevance to the child whose head has access to the window or door frame. If the car has no airbags be sure to mention looking for airbags in other cars that the child uses for transport.

**19. CSS/Child Installed Using:** Document the mechanism used to secure the CSS or child. Mark all that apply (e.g. seat belt and tether; lower anchors). Remember to use tethers for ALL forward facing installations. (Disregard "uninstalled")

**20. Provided CSS at Event:** Mark:

- YES if the coalition provided a new CSS or parent/caregiver provided the appropriate new or replacement CSS that they brought to the event.
- NO if the child returns home in the same CSS he arrived in.
- N/A for kids in seat belts.

**21. Replaced or New CSS Provided By:**

- Parent/Caregiver: The child departed in a purchased/replaced CSS that was provided entirely by the parent/caregiver. This does not include a CSS provided by the sponsoring agency or coalition for which a parent/caregiver provided a donation to the agency/ coalition.
- Coalition: The child departed in a new CSS that was provided to the parent/caregiver at the event by the sponsoring agency/coalition. The parent/caregiver may have paid full cost of the CSS, a donation for the CSS or received it at no cost as determined by the sponsoring agency/coalition.
- N/A: The child departed the event using a seat belt or leaving in the same CSS they arrived in. No new CSS was provided at the event by either the parent/caregiver or sponsoring agency/coalition.

**22. Discuss Unused Seatbelt Dangers:** Inform parents that seat belt webbing should be treated the same as any cord and could be hazardous if misused. Remind them to switch the shoulder belt to the "locked" position if possible for the shoulder belt that is next to a child who may play with the seat belt. Read booster seat instructions to see if the shoulder belt can be "switched" with that particular booster seat so a bored child does not play with the flexible shoulder belt in front of him. Show parents how to "switch" the retractor.

**23. Restraint Type:** Record the type of restraint used to secure the child even if all the information is the same as in number 4.

**24. CSS MFG:** Record CSS MFG even if it is the same as number 5.

**25. Model Number:** Record model number even if it is the same as number 6.

**26. MFG Date:** Record date of manufacture even if it is the same as number 7.

**27. Discussed Projectiles:** Explain about the hazards associated with loose objects in the vehicle and the risk they pose to occupants.

**28. CSS/vehicle Compatible:** Complete this as a "yes" if you were able to obtain a satisfactory fit of the CSS into the vehicle, regardless of whether you used seat belt or LATCH. Complete as "no" if you were unable to properly fit the CSS into the vehicle. Make a comment in the next section to briefly explain. Mark "n/a" when no CSS is used and a seatbelt is used to restrain an older, larger child.

**COMMENTS:** Include comments only about things not covered on the form. Comments should be brief and should serve as a reminder should you ever need to recreate the event. For example, use this to have a co-worker witness and document an inspection where the parent/caregiver chose not to follow best practice and perhaps left with an unrestrained older child.