

PARENTAL/CARE GIVER CONSENT: I understand and agree that the sole purpose of this program is to help reduce the incidence of the improper installation and/or use of child restraints (CR's) and safety belts; that this inspection is being provided as a free service to me; that this program and/or service cannot fully evaluate the quality, safety, or condition of any CR or vehicle safety belt inspected; and that this program cannot guarantee my child's safety in a vehicle collision. However, I do understand that the CR installation and use assistance and recommendations given to me by the program participants will help to reduce, but will not eliminate, the chance of my child being killed or seriously injured in a vehicle collision. For these reasons, I choose to participate in this program and release the program and program participants from any present or future liability for any injuries or damages that may result from a vehicle collision or otherwise.

Name: _____ Date: ____/____/____

Signature: _____ Phone: (____) _____

Address: _____

Child: Present? Yes No / Age: Unborn Years = _____ Months = _____ ? / Weight: ____ lbs. ?

Ethnicity: White/Caucasian Black/African American Latino/Hispanic Native American Other: _____

Vehicle: Year: ____ Make: _____ Model: _____ Style: _____

C* = Correct I** = Incorrect and must correct error if possible or provide appropriate advice ? = Unknown, provide advice na = Not applicable

- 1. RESTRAINT USED: Rear-facing only Harness/Vest Lap belt only [Skip to # 28]
 Convertible Shield booster Lap & shoulder belt only [Skip to # 28]
 Front-facing only with harness/shield Belt position booster Other = _____
2. CR Mfg: _____
3. Mod Name: _____
4. Mod #: _____
5. Mfg Date: ____/____/____
6. Recalled, OR >10 yrs. old, OR crash involved ...
7. Full instructions & labels & registered with mfg. ...
8. Type of restraint best for age/size of child ...

- CR HARNESS USE: (Note additional errors under #41) C* I**
9. Type harness/shield/belt best for age/size of child .
10. All parts present & good condition
11. Straps around frame/shell & thru slots correctly
12. Straps & harness/shield fit correctly
13. Retainer clip positioned correctly
14. Harness adjustment mechanism locked
15. Lap and shoulder belts for BPB fit correctly
16. Harness/shield/belts for BPB snug enough
17. All harnessing errors corrected
22. Seat belt routed correctly
23. Seat belt locked ("No" for BPB belt is "ok")
24. Lower LATCH attached correctly
25. Tether installed and used correctly
26. Installation tight enough (No more than 1")
27. All installation errors corrected
FOR CHILDREN IN SAFETY BELTS ONLY: (Skip to #34 if in CR)
28. Child seated in active front/side air bag position
29. Legs bend over edge of cushion at knees
30. Lap belt touching thighs and snug
31. Shoulder belt properly positioned and snug
32. Non-certified belt adjuster in use
33. Fit/positioning errors corrected
CR INSTALLATION: (Note additional errors under #41)
18. CR installed in active front/side air bag position
19. Overall, best seating position being used
20. Correct front/rear-facing position
21. Correct recline angle used
34. Inappropriate aftermarket products in use

CR/CHILD POSITION IN VEHICLE:



- 35. At arrival: # _____
36. Moved to: # _____
37. Installed in: # _____

PROGRAM / TECHNICIAN INFORMATION:

- 38. Site of Inspection _____
39. Proper use of the restraint system has been demonstrated and taught to the care giver.
40. Print Name: _____ Sign: _____

41. Other errors / Comments / Recommendations / Corrections Made: _____

(continue on back of this form)

CARE GIVER ACKNOWLEDGMENT: The correct use of my restraint system has been clearly explained, demonstrated and taught to me.

42. Signature: _____ Date: ____/____/____



Growing Up Buckled Up in North Carolina



There are differences between what is LEGAL and what is RECOMMENDED for buckling up children.

Protecting Children in Crashes Requires 3 Important Steps:

1. The restraint must be right for the size and age of the child.

- ▶ **Use rear-facing child restraints (CRs)** as long as possible up to the height or weight limit of the particular seat. At a minimum, keep infants rear-facing until age 1 and at least 20 pounds. Larger infants and children need to be in a rear-facing convertible CR approved for heavier children.
- ▶ **Use forward-facing CRs with a harness** for children over 1 year old and over 20 pounds. Use the harness and/or shield until it is outgrown, usually 40 pounds. There are a few models that have harnesses or shields that can be used over 40 pounds.
- ▶ **Use belt-positioning booster seats** that make a lap and shoulder combination seat belt fit correctly for children who have outgrown their harness type CR until they are large enough for the seat belt to fit correctly.
- ▶ Add-on shoulder belt adjusters are not recommended since they are not covered by any Federal standards and may, in fact, do more harm than good.
- ▶ **Never tuck the shoulder belt under the arm or behind the back.** Both of these common practices are dangerous and illegal.
- ▶ **Use seat belts** for older children only when they are large enough for the belt to fit correctly. Usually, this will be about 8 years old and about 80 pounds. To tell if a child is big enough to use just the vehicle lap and shoulder belt, ask the following questions: 1) can he sit all the way back against the auto seat, 2) do his knees bend comfortably at the edge of the auto seat, 3) does the shoulder belt cross his shoulder between his neck and arm, 4) is the lap belt positioned low and touching his thighs, and 5) will he stay seated like this for the whole trip? If the answer is "no" to any of these questions, a belt-positioning booster seat is needed for the best crash protection.
- ▶ Whenever possible, keep children **younger than age 13 buckled up in a rear seat** of the vehicle.
- ▶ Child restraints older than 10 years should not be used. Any child seat, regardless of age, that has been in a severe crash should be replaced.

2. The child must be buckled correctly into the restraint .

- ▶ The type of harness or shield must be appropriate for the size of the child. Harnesses with shields do not fit small infants well.
- ▶ All parts of the harness must be present and in good condition.
- ▶ In general, the harness straps should be at or below shoulder level for rear-facing restraints and at or above shoulder level for forward-facing restraints. Refer to the CR manufacturer's instructions to be sure.

NC has three occupant restraint laws. Their basic requirements are that...

- ▶ All drivers and all passengers, regardless of age - front seat or rear seat, must be properly buckled up in vehicles required to have safety belts.
- ▶ Children younger than age 8 and who weigh less than 80 pounds must be properly secured in a child restraint (CR).
- ▶ Car booster seats are a type of CR that can be used for older and larger children if lap and shoulder combination belts are available.
- ▶ Lap-only seat belts can be used for children over 40 pounds if no lap and shoulder combination seat belt is available. Belt-positioning booster seats must not be used with just a lap belt.
- ▶ CRs for children less than age 5 and less than 40 pounds must be installed in the rear seat in vehicles with active passenger-side air bags if the vehicle has a rear seat.
- ▶ When a child reaches age 8 (regardless of weight) OR 80 pounds (regardless of age), a correctly fitted seat belt may be used instead of a CR to restrain the child.
- ▶ Placing the shoulder belt under a child's (or adult's) arm or behind the back is dangerous and is illegal.
- ▶ Children less than age 16 are prohibited from riding in the open bed of a pickup truck or other open cargo area.
- ▶ Drivers are legally responsible for obeying these laws.
- ▶ The penalty for violating the Child Restraint/Booster Seat law is 2 driver license points, a \$25 fine and at least \$120 in court costs.

- ▶ The harness must be as snug as possible without pressing into the child's skin and causing physical discomfort. You should not be able to pinch the strap to make a fold in the harness webbing.

3. The restraint must be correctly installed in the vehicle.

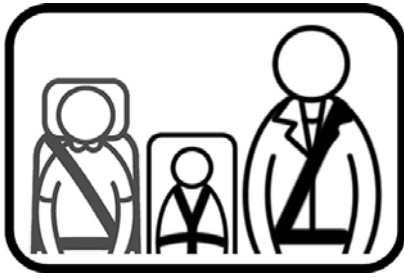
- ▶ **NEVER install a rear-facing restraint in front of an active air bag.**
- ▶ The rear seat is safer for children than the front seat. Whenever possible, child restraints (CRs) should be installed in the center-rear seat.
- ▶ Infants less than a year old or less than 20 pounds should ride in a restraint that faces the rear of the car. Follow the CR's instructions for the correct recline angle.
- ▶ The vehicle seat belt must be routed correctly through or around the restraint according to the CR's instructions.
- ▶ LATCH (Lower Anchors and Tethers for CHildren) is a new system that can make CR installation easier and without using seat belts. LATCH is found on most CRs and vehicles manufactured after September 1, 2002.
- ▶ The CR must be installed tightly in the vehicle. To check, hold the shell of the CR at the seat belt path (where the seat belt goes through the CR or where it would go through if not using the lower LATCH attachments) and pull toward the front of the car and side-to-side. There should be no more than 1 inch of movement in either direction.
- ▶ The seat belt or LATCH attachments must be locked in order to stay tight. Locking clips are needed on some seat belts. Check the vehicle owner's manual to be sure.
- ▶ Top tethers can make most front-facing restraints work better. Follow instructions to install and use tether straps whenever possible.

For further information or to order brochures or other educational materials, visit www.buckleupnc.org or contact:

UNC Highway Safety Research Center
800-672-4527 / 919-962-2202
www.hsrc.unc.edu

NC Governor's Highway Safety Program
800-999-9676 / 919-733-3083
www.ncdot.org/secretary/gfsp/

NC Dept. of Insurance Safe Kids Buckle Up
800-634-7854 / 919-661-5880
www.ncsafekids.org



INSTRUCTIONS FOR USING THE NORTH CAROLINA CHILD PASSENGER SAFETY INSPECTION CHECKLIST

Inspection Checklist Form Revised:

October 20, 2004

Inspection Checklist Instructions Revised:

January 3, 2006

“Growing Up Buckled Up” Handout Revised:

December 10, 2005

The purposes of the NC Child Passenger Safety Inspection Checklist form are to:

1. Provide guidance to any Child Passenger Safety (CPS) Technician, regardless of experience, to insure that a complete inspection of the child restraint (CR) is made, and
2. Provide a means for the CPS technician to document and, if necessary to do so at a later date, reconstruct the services provided including:
 - a. That all aspects of correct restraint use, including type of restraint selected, harness/shield adjustment, and CR installation are evaluated
 - b. That this evaluation is based on information contained in the CR manufacturer’s instructions
 - c. That the results of this evaluation have been communicated to the parent and that the Technician has taught the care giver how to use and [as is applicable] how to install the CR in the vehicle
 - d. That the care giver understands the scope and intent of the services provided and that the care giver was taught and understands how to use and install the CR, and
 - e. That the care giver made the final decision on how to use and install the CR.
3. The purpose of this form is NOT to serve as an educational tool for the care giver. Brochures, fact sheets or other educational materials or referrals to additional sources of technical information must be provided to the care giver. At a minimum, provide a copy of the accompanying “Growing Up Buckled Up in North Carolina” basic information handout.
4. Important notes about this form are that:
 - a. This form should be used to assess the restraint use for only one child. **COMPLETE ONE FORM PER CHILD** and
 - b. **COMPLETE A FORM FOR EACH CHILD IN THE VEHICLE** - even those who are in a safety belt rather than in a “car seat.”
 - c. The use/nonuse and correct/incorrect use of restraints by all vehicle occupants should be assessed and concerns or suggestions communicated to the driver and/or occupant as is deemed appropriate. Requirements for the use of a form for which occupants should be determined in advance by individual programs.
 - d. Except for items skipped as directed, none of the items on the form should be left blank. All items on the form should be completed as is appropriate or marked as “unknown” / “not applicable”. This is to help assure that the CPS Technician is providing a complete assessment and to document that all pertinent aspects of the situation have been addressed. Note, however, that you are supposed to skip to # 28 if either “Lap belt only” or “Lap & shoulder belt only” is checked for #1 :Restraint Used”. In this case where the child is in a safety belt, items # 2 - 27 can be skipped with no checks made. In a similar manner, items 28 - 33 pertain only to the use of a safety belt only and can be left blank if the child is in a child restraint.

- e. Most items can be answered by checking the appropriate box. Items # 6 - 34 are formatted with the check boxes in columns with the first column representing that this particular item of interest is "Correct". Checking a box in the second column indicates that it is "Incorrect". If an item is incorrect, the Technician must correct the error if possible. If the situation is NOT correctable due to lack of the proper equipment or materials being available, the Technician must provide appropriate advice and or arrange for alternate transportation or restraint. An example of this being the case is if a CR is under recall but neither you nor the parent has a repair kit to correct the problem on the spot. If the restraint used is determined to be totally unsafe, another restraint should be provided, through sale or loan, for the trip home.
- f. For some items, choices are provided for "unknown" (?) or for "not applicable" (na). Use these only if necessary and appropriate.
- g. Use the "41. Other errors / Comments / Recommendations / Corrections Made" section to record: additional errors found but with no appropriate "check-off" listed; recommendations made; or if unusual situations need to be explained.

Parental/Care Giver Consent and Child/Vehicle Information:

Sections to be filled out by the parent, driver, or other care giver are surrounded by heavy-line borders. The area that contains the parental/care giver consent and information about the child and vehicle should be filled out by the person who you are providing the service for and you will be interacting with.

<p>PARENTAL/CARE GIVER CONSENT: I understand and agree that the sole purpose of this program is to help reduce the incidence of the improper installation and/or use of child restraints (CR's) and safety belts; that this inspection is being provided as a free service to me; that this program and/or service cannot fully evaluate the quality, safety, or condition of any CR or vehicle safety belt inspected; and that this program cannot guarantee my child's safety in a vehicle collision. However, I do understand that the CR installation and use assistance and recommendations given to me by the program participants will help to reduce, but will not eliminate, the chance of my child being killed or seriously injured in a vehicle collision. For these reasons, I choose to participate in this program and release the program and program participants from any present or future liability for any injuries or damages that may result from a vehicle collision or otherwise.</p>	
Name: _____	Date: ____ / ____ / ____
Signature: _____	Phone: (____) _____
Address: _____	
Child: Present? <input type="checkbox"/> Yes <input type="checkbox"/> No / Age: <input type="checkbox"/> Unborn <input type="checkbox"/> Years = ____ Months = ____ <input type="checkbox"/> ? / Weight: ____ lbs. <input type="checkbox"/> ?	
Ethnicity: <input type="checkbox"/> White/Caucasian <input type="checkbox"/> Black/African American <input type="checkbox"/> Latino/Hispanic <input type="checkbox"/> Native American <input type="checkbox"/> Other: _____	
Vehicle: Year: ____ Make: _____ Model: _____ Style: _____	

The consent should be completed and signed before checking the restraints in the vehicle. If he/she refuses to sign the consent form, do not provide the service. Obtaining signed consent is an important part of the complete documentation needed for liability protection.

Note also that the parent/care giver is required to sign the form again at the bottom (as the last part of the inspection service) acknowledging that he/she has been taught the correct use of the restraint.

Be sure that the Name, Date, Phone, and Address information is legible. You may need this information to contact this person later.

Be sure that the parent/care giver completes the following information about the child for whom the restraint is being assessed:

- ▶ Is the child present for the check? Check either "Yes" or "No"
- ▶ Age of child: If the child is not yet born, check "Unborn." Otherwise indicate the age of the child as given by the parent/care giver in Years and or Months. For a child less than a year old, indicate "0" Years and

Using the information on the labels and through you conversation with and any questions asked by the parent. Indicate:

- 6. *Recalled, OR >10 yrs. old, OR crash involved...* Check to see if the CR is on recall, OR if the CR is older than 10 years old, OR if it were ever involved in a crash. All parts of the question must be answered “no” to mark it “correct.”
- 7. If the full set of manufacturer’s instructions are available, if all required labels (especially manufacturing info) are on the restraint and are legible and if the restraint is registered with the manufacturer. All parts of the question must be answered “yes” to mark it “correct.”
- 8. If the type of child restraint being used is best for the age and size of the child. Remember though, that age is a factor only in the front vs. rear-facing “best practice” decision.

Harnessing the Child in the CR

Use this section to assess the manner in which the harness and/or shield system of the child restraint is being used. Using “best practice” guidelines, answer the following questions:

- 9. Is the type of harness and/or shield of a rear-facing or front-facing with harness restraint the best for the age and size of the child? A behaviorally immature child may be too young for the safety belt used with a belt-positioning booster seat.
- 10. Are all parts are present and in good condition?
- 11. Are the harness straps routed around the frame and/or shell correctly and are they routed through the correct slots? If the child is in a BPB, are the safety belts positioned around the booster and child correctly?
- 12. Are the harness straps and/or shield fit around and on the child correctly? Do any inserts present, either aftermarket or supplied with the restraint, interfere with the positioning of the child in the restraint or with the positioning or fit of the harness on the child?
- 13. If needed, is the harness retainer clip positioned correctly?
- 14. Is the adjustment mechanism for the child restraint harness locked?
- 15. If the child is in a belt-positioning booster, do the lap and shoulder belts for BPB fit correctly
- 16. Is the harness and/or shield of the harness type restraint or safety belt for a BPB snug enough (but not too snug)?
- 17. Were you able to and did you correct all harnessing errors? If any harnessing error was not corrected, use the comments section to explain why not and what advice or recommendation was given to the parent.

CR HARNESS USE:	<i>(Note additional errors under #41)</i>		C*	I**
9. Type harness/shield/belt best for age/size of child	<input type="checkbox"/>	Y	<input type="checkbox"/>	N
10. All parts present & good condition	<input type="checkbox"/>	Y	<input type="checkbox"/>	N
11. Straps around frame/shell & thru slots correctly	<input type="checkbox"/>	Y	<input type="checkbox"/>	N na
12. Straps & harness/shield fit correctly	<input type="checkbox"/>	Y	<input type="checkbox"/>	N na
13. Retainer clip positioned correctly	<input type="checkbox"/>	Y	<input type="checkbox"/>	N na
14. Harness adjustment mechanism locked	<input type="checkbox"/>	Y	<input type="checkbox"/>	N na
15. Lap and shoulder belts for BPB fit correctly	<input type="checkbox"/>	Y	<input type="checkbox"/>	N na
16. Harness/shield/belts for BPB snug enough	<input type="checkbox"/>	Y	<input type="checkbox"/>	N na
17. All harnessing errors corrected	<input type="checkbox"/>	Y	<input type="checkbox"/>	N na

NOTE: Use the comments section if there are any other errors related to the harnessing of the child that are not included in any of the numbered items or if additional room is needed to document errors and/or corrections.

Installing the CR in the Car

Use this section to assess the manner in which the child restraint is installed in the vehicle. Using "best practice" guidelines, answer the following questions:

18. Is the restraint facing to the rear and in front of an active air bag? Immediate action must be taken if it is a rear-facing restraint and it is in front of an active air bag. Discuss the danger with the parent, check for an on/off switch, move it to the rear, do whatever is necessary to prevent that child from leaving in the same high risk positioning.

CR INSTALLATION: (Note additional errors under #41)			
18. CR installed in active front/side air bag position . . .	<input type="checkbox"/> N	<input type="checkbox"/> Y	<input type="checkbox"/> na
19. Overall, best seating position being used	<input type="checkbox"/> Y	<input type="checkbox"/> N	
20. Correct front/rear-facing position	<input type="checkbox"/> Y	<input type="checkbox"/> N	
21. Correct recline angle used	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> na
22. Seat belt routed correctly	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> na
23. Seat belt locked ("No" for BPB belt is "ok")	<input type="checkbox"/> OK	<input type="checkbox"/> Y	<input type="checkbox"/> N <input type="checkbox"/> na
24. Lower LATCH attached correctly	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> na
25. Tether installed and used correctly	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> na
26. Installation tight enough (No more than 1")	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> na
27. All installation errors corrected	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> na

If the restraint is front-facing and in front of an active airbag, check to see if alternatives are available. If there are no alternatives, be sure installation is correct and as tight as possible, the harness used is correct and as snug as possible, and that the vehicle seat is moved back as far as possible.

- 19. Overall, is the best seating position for this child being used? Make this assessment based on all pertinent factors such as availability of a center rear position, fit of the CR in the chosen position, other occupants in the vehicle with their own restraint needs, separation of squabbling siblings, etc. Do not automatically move a child restraint to the center position from a side position. Ask the parent if there is a reason that they chose the position they did. There could be a very good reason that is not readily apparent.
- 20. Is the correct front/rear-facing position being used? This determination must be made based on the rear and front facing weight ranges for the restraint being used. If the parent is using the restraint as is allowed by the instructions, such as a 24 pound 10 month old in a front-facing restraint with a 22 pound minimum for the front-facing position, it cannot be considered misuse of the restraint. Technicians are obligated, however, to educate the parent on best practice recommendations.
- 21. Is the correct recline angle being used? For rear-facing restraints, check to see that the recline angle is with the range allowed by the manufacturer. Many restraints have semi-reclined positions that can be used while facing the front. Be sure that the instructions allow the use of any recline position.
- 22. Is the safety belt routed correctly around the CR?
- 23. Is the safety belt locked correctly by a locking latch plate, locking retractor, or locking clip? Note that in most cases, lap and shoulder belt combinations do not have to be locked if being used to secure a child in belt positioning booster (check the manufacturer's instructions to be sure). Check "ok" for an unlocked belt around a BPB if allowed by the manufacturer.
- 24. If available and used, are the lower LATCH anchors hooked up correctly? Refer to "LATCH: Best Practice Recommendations" below.
- 25. Is the top tether installed and used correctly? Top tethers have been supplied with most child restraints made after September 1, 1999 if they can be used front facing with a harness. Refer to "Top Tethers: Best Practice Recommendations" below.
- 26. Is the installation tight enough with no more than 1 inch of movement front-to-back or side-to-side?
- 27. Were you able to and did you correct all installation errors? If any installation error was not corrected, use the comments section to explain why not and what advice or recommendation was given to the parent.

NOTE: As with the “Harnessing” section, use the comments section if there are any other errors related to the restraint installation that are not included in any of the numbered items or if additional room is needed to document errors and/or corrections.

SKIP TO # 34 IF CHILD IS IN A CHILD RESTRAINT. ITEMS 28 - 33 ARE ONLY FOR OCCUPANTS RESTRAINED BY A SAFETY BELT ONLY.

For Children in Safety Belts Only

Use this section to assess the manner in which a safety belt fits on a child not in a child restraint device. Using “best practice” guidelines, answer the following questions:

FOR CHILDREN IN SAFETY BELTS ONLY: (Skip to #34 if in CR)	
28. Child seated in active front/side air bag position	<input type="checkbox"/> N <input type="checkbox"/> Y
29. Legs bend over edge of cushion at knees	<input type="checkbox"/> Y <input type="checkbox"/> N
30. Lap belt touching thighs and snug	<input type="checkbox"/> Y <input type="checkbox"/> N
31. Shoulder belt properly positioned and snug	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> na
32. Non-certified belt adjuster in use	<input type="checkbox"/> N <input type="checkbox"/> Y
33. Fit/positioning errors corrected	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> na

28. Is the child seated in a position covered by an active front and/or side air bag? Immediate action must be taken if the child is too small for a correct fit of the safety belt and the child is in front of an active frontal air bag. Discuss the danger with the parent, check for an on/off switch, move the child to the rear, supply a booster seat, or do whatever is necessary to prevent that child from leaving in the same high risk position.

NHTSA and auto manufacturers have determined that some side-impact air bags can present a danger to out-of-position children. If side air bags are present, recommend that the parent contact the specific vehicle's manufacturer for advice.

- 29. Are the child’s legs long enough so that the child’s legs bend comfortably over the edge of the vehicle seat cushion at the knees when the child sits all the way back against the auto seat?
- 30. Is the lap belt as low as possible, at least touching the thighs, and snug?
- 31. Shoulder belt properly positioned, crossing the shoulder between the neck and arm, and snug?
- 32. Is a “non-certified” belt adjuster in use? At this time, the only “certified” shoulder belt adjusters (other than those that are supplied as a part of a belt-positioning booster seat) are those that come as vehicle manufacturer supplied equipment. There are no federal standards for after market shoulder belt adjusters and should not be recommended.
- 33. Were you able to and did you correct all safety belt fit and positioning errors? If any safety belt error was not corrected, use the comments section to explain why not and what advice or recommendation was given to the parent.

Aftermarket Products

34. Are there any inappropriate aftermarket products (other than shoulder belt adjusters as noted in #32) in use. Note that not all aftermarket products are unsafe and/or not recommended. Remember that foam “pool noodles” used to position the rear-facing restraints at the correct recline angle are in fact aftermarket products.

AFTERMARKET PRODUCTS:	
34. Inappropriate aftermarket products in use	<input type="checkbox"/> N <input type="checkbox"/> Y

CR/Child Position in Vehicle

Use this section to record the position in the vehicle that the child restraint was installed in (or that the safety belted child was sitting in):

- 35. Upon arrival for the inspection.
- 36. After being moved to another position in the vehicle.
- 37. If a program supplied restraint is provided for the child or if the parent arrives with an uninstalled child restraint, record the position that it was installed in.

CR/CHILD POSITION IN VEHICLE:	
	35. At arrival: # ___ <input type="checkbox"/> na 36. Moved to: # ___ <input type="checkbox"/> na 37. Installed in: # ___ <input type="checkbox"/> na

Program / Technician Information

Use this section to record information about the event and the CPS Technician(s) responsible for the inspection as follows:

PROGRAM / TECHNICIAN INFORMATION:	
38. Site of Inspection _____	
39. Proper use of the restraint system has been demonstrated and taught to the care giver. . <input type="checkbox"/> Y <input type="checkbox"/> N	
40. Print Name: _____ Sign: _____	
Print Name: _____ Sign: _____	

- 38. Write in the site of the inspection, that is the location or name of the event.
- 39. Remember that a **CR checkup (individual or group event) is intended as an educational service, not an installation service for families.** Parents and other care givers should be active, learning participants in the process and leave with the knowledge and skills to use and install their own CR for the safe transportation of their own children.

Checking “Yes” to #39, that “Proper use of the restraint system has been demonstrated and taught to the care giver” means that the Technician is attesting to the fact that appropriate education was provided to the care giver to enable him/her to install and use the child restraint correctly.

- 40. At least one Technician must print his/her name and then sign to attest to the fact that the proper installation and proper use of the child restraint system, including safety belts, has been taught to the parent or other care giver. A second line is provided for a second Technician participating in the inspection or for a “senior” checker to he/she agrees with the assessment and parental education provided.
- 41. Use the “Other errors/ Comments / Corrections / Recommendations Made” section to list in detail any problems that were encountered, corrections that were made, and/or recommendations that were given to the parent. Be especially sure to document instances where the parent or care giver has chosen NOT to follow the advice you have provided. If additional space is needed continue on the back side of the form. Take the time to document whatever needs to be documented.

41. Other errors / Comments / Recommendations / Corrections Made: _____ _____ _____ _____ (continue on back of this form)
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The parent/care giver will be asked to sign the form again to attest that the correct use of the restraint has been taught. Be sure to write legibly so that the parent can read what has been written.

In cases where the Technician is documenting that the parent or other care giver has chosen not to accept and follow the advice that has been provided, recommendations that were made and the final parental decision should be clearly stated and the parent/care giver should be asked to sign right beside or below

the statement. This would help protect the Technician in case the parent tried to claim that it was written in after he/she had already signed at the bottom.

Care Giver Acknowledgment

<p>CARE GIVER ACKNOWLEDGMENT: The correct use of my restraint system has been clearly explained, demonstrated and taught to me.</p> <p>42. Signature: _____ Date: ____ / ____ / ____</p>

42. The final steps of the inspection are to
1. Review the correct use of the restraint systems with the parent/care giver,
 2. Reiterate and reinforce the recommendations that have been made,
 3. Make sure that the parent/care giver has received appropriate, current, and dated educational materials,
 4. Make sure that the parent/care giver has contact information for appropriate individuals and/or programs as needed for follow-up questions or services,
 5. Ask the parent/care giver if there was any other questions related to the installation and use of the restraint, and
 6. Finally, have the care giver sign and date the form again to acknowledge that “The correct use of my restraint system has been clearly explained, demonstrated and taught to me.”