Child Passenger Safety Checklist

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

Fill in boxes, from left to right one letter/number per box `1 2 3 A B C`   Fill in circles like this ●

Caregiver First Name (Person Receiving Information)   Caregiver Last Name

Street Address

City   State   Zip

Phone ☐☐☐ - ☐☐☐ - ☐☐☐☐   Email Address

Vehicle Make/Mfg. (e.g. Chevy, Buick)   Vehicle Model (e.g. Malibu, Enclave)   Vehicle Year

Caregiver signature _____   Today's Date ☐☐ / ☐☐ / 2 0 1

STOP HERE

CHILD NUMBER ONE

Child Present ○ Unborn ○ Yes ○ No

Seat Checked Before? ○ Yes ○ No

Child's age ☐☐ { ○ Days ○ Month(s) ○ Year(s) }   Height ☐☐   Weight/lbs ☐☐☐

Child First Name

Child Birth Date DOB (MM/DD/YYYY) ☐☐ / ☐☐ / ☐☐☐☐

ON ARRIVAL

1. Child/CSS location in vehicle

D ○ ○ front row   ○ Other seating location
○ ○ ○ back   Explain:
○ ○ ○ 3rd row

2. Child /CSS installed using (select all that apply)
○ No CSS (Mark - Go to #18)   ○ Integrated Seat (Mark - Go to #7)
○ Uninstalled   ○ Unrestrained (Mark - Go to #18)
○ Seatbelt
○ Tether
○ Lower anchors

3. Restraint type:
○ RF only w/o base   ○ RF only w/ base
○ Base only   ○ RF convertible
○ FF w/ harness   ○ BP Booster
○ Lap/Shoulder (Mark -Go to #17)   ○ Lap only (Mark - Go to #17)
○ Car bed   ○ Vest

4. CSS MFG:
○ Baby Trend   ○ Britax
○ Chicco   ○ Combi
○ Evenflo   ○ Graco
○ Harmony   ○ Clek
○ Orbit   ○ Peg Perego
○ Recaro   ○ Diono (Sunshine Kids)
○ Tomy (Learning Curve , 1st Years, Compass)
○ Dorel (Cosco, Eddie Bauer, Safety 1st,Maxi Cosi)
○ Other

5. Model Number

6. Mfg Date (MM/DD/YYYY)
☐☐ / ☐☐ / ☐☐☐☐

FINDINGS

	Yes	No	N/A
7. CSS history known	○	○	○
8. CSS involved in a crash	○	○	○
9. CSS labels missing	○	○	
10. CSS expired	○	○	○
11. CSS recalled	○	○	○
12. CSS correct direction	○	○	○
13. CSS Harness correct	○	○	○
14. Recline Angle correct	○	○	○
15. Lower anchors correct	○	○	○
16. Tether correct	○	○	○
17. Seatbelt correct	○	○	○

ON DEPARTURE

18. Child/CSS location in vehicle

D ○ ○ front row   ○ Other seating location
○ ○ ○ back   Explain:
○ ○ ○ 3rd row

19. Child/CSS installed using (select all that apply)
○ No CSS   ○ Integrated Seat (Mark - Go to 25)
○ Uninstalled
○ Seatbelt
○ Tether
○ Lower anchors   Yes No

20. Coalition provided a new CSS? ○ ○

21. Restraint type:
○ RF only w/o base   ○ RF only w/ base
○ Base only   ○ RF convertible
○ FF w/ harness   ○ BP Booster
○ Lap/Shoulder   ○ Lap only
○ Car bed   ○ Vest

22. CSS MFG:
○ Same as 4,5,6 (Mark - Go to 25)
○ Baby Trend   ○ Britax
○ Chicco   ○ Combi
○ Evenflo   ○ Graco
○ Harmony   ○ Clek
○ Orbit   ○ Peg Perego
○ Recaro   ○ Diono (Sunshine Kids)
○ Tomy (Learning Curve , 1st Years, Compass)
○ Dorel (Cosco, Eddie Bauer, Safety 1st,Maxi Cosi)
○ Other

23. Model Number:

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

	Yes	No
25. Child / CR Correct	○	○
26. CSS/Vehicle Compatible	○	○
27. Education materials given	○	○

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: Yes No N/A
33. I harnessed child/doll in CSS   ○ ○ ○
34. I participated/installed CSS today ○ ○ ○

Caregiver initials ☐☐   Donation $ ☐☐

Comments

Tech Last Name   Tech Number   **COALITION #**

Senior Checker Last Name   Senior Checker Tech Number

○ EVENT
○ INSPECTION STATION

CSSIS # ☐☐

5678

Child Present ○ Unborn ○ Yes ○ No

Seat Checked Before? ○ Yes ○ No

Child's age [ ][ ] { ○ Days ○ Month(s) ○ Year(s) } Height [ ][ ] Weight/lbs [ ][ ][ ]

Child First Name [ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]

Child Birth Date DOB (MM/DD/YYYY) [ ][ ] / [ ][ ] / [ ][ ][ ][ ]

ON ARRIVAL

1. Child/CSS location in vehicle

D ○ ○ front row   ○ Other seating location Explain: [____]

○ ○ ○ back

○ ○ ○ 3rd row

2. CSS installed using (select all that apply)

○ No CSS (Mark - Go to #18)   ○ Integrated Seat (Mark - Go to #7)

○ Uninstalled

○ Seatbelt   ○ Unrestrained (Mark - Go to #18)

○ Tether

○ Lower anchors

3. Restraint type:

○ RF only w/o base   ○ RF only w/ base

○ Base only   ○ RF convertible

○ FF w/ harness   ○ BP Booster

○ Lap/Shoulder (Mark -Go to #17)   ○ Lap only (Mark - Go to #17)

○ Car bed   ○ Vest

4. CSS MFG:

○ Baby Trend   ○ Britax

○ Chicco   ○ Combi

○ Evenflo   ○ Graco

○ Harmony   ○ Clek

○ Orbit   ○ Peg Perego

○ Recaro   ○ Diono(Sunshine Kids)

○ Tomy (Learning Curve ,1st Years,Compass)

○ Dorel (Cosco, Eddie Bauer, Safety 1st,Maxi Cosi)

○ Other [____]

5. Model Number

[____]

6. Mfg Date (MM/DD/YYYY)

[ ][ ] / [ ][ ] / [ ][ ][ ][ ]

FINDINGS

	Yes	No	N/A
7. CSS history known	○	○	
8. CSS involved in a crash	○	○	○
9. CSS labels missing	○	○	
10. CSS expired	○	○	○
11. CSS recalled	○	○	○
12. CSS correct direction	○	○	○
13. CSS Harness correct	○	○	○
14. Recline Angle correct	○	○	○
15. Lower anchors correct	○	○	○
16. Tether correct	○	○	○
17. Seatbelt correct	○	○	○

ON DEPARTURE

18. Child/CSS location in vehicle

D ○ ○ front row   ○ Other seating location Explain: [____]

○ ○ ○ back

○ ○ ○ 3rd row

19.CSS installed using(select all that apply)

○ No CSS   ○ Integrated Seat (Mark - Go to #25)

○ Uninstalled

○ Seatbelt

○ Tether

○ Lower anchors

20. Coalition provided a new CSS?   Yes ○ No ○

21. Restraint type:

○ RF only w/o base   ○ RF only w/ base

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○ Tomy (Learning Curve ,1st Years,Compass)

○ Dorel (Cosco, Eddie Bauer, Safety 1st,Maxi Cosi)

○ 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: Yes No N/A

33. I harnessed child/doll in CSS   ○ ○ ○

34. I participated/installed CSS today   ○ ○ ○

Caregiver initials [ ][ ]   Donation $ [____]

Comments

[____]

Tech Last Name [ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]

Tech Number [ ][ ][ ][ ][ ][ ][ ]

COALITION # [ ][ ][ ][ ][ ][ ][ ][ ][ ]

Senior Checker Last Name [ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]

Senior Checker Tech Number [ ][ ][ ][ ][ ][ ][ ]

○ **EVENT**

○ **INSPECTION STATION**

CSSIS # [ ][ ]

QUICK REFERENCE

Direction
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 convertible CR and use it rear-facing up to the highest height or weight (usually 30-45 pounds) permitted by the manufacturer. At a minimum, children MUST be age 1 and 20 pounds before facing forward. CR selection may be limited by what fits in the vehicle.

Location
All children under age 13 should ride in a back seat. If a child must ride in the front seat, then the child with a full harness CR or properly adjusted shoulder belt, seated 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 should pass through the slots at or below the child's shoulders. The forward facing CR harness straps should pass through the slots at or above the child's shoulders. Read CR instructions. Use all CRs 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.

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 Y harnesses used with a booster base, must be used according to manufacturer's instructions and the vehicle owner's manual. Many children will be between 8-12 years before the safety belt alone fits properly. Use a BPB until that time.

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 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 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 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 only if both the vehicle and the CR are equipped. Check vehicle manual to identify designated LATCH and tether locations. Always use the top tether as directed by 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. 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 retractor or latchplate. Tethers may be used in some vehicles to 40 or 48 pounds (weight of child) and in others to 60 pounds (weight of child plus CR). Heavier children who ride in a harnessed CR require special arrangements. Check with the vehicle manufacturer. Treat unused safety belts as you would any other cords. They are not toys and can be hazardous if used for any purpose other than restraint.

Child Ready for Safety Belt
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 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. Optimally, the child's feet should touch the floor.

Other
Remind caregivers to NEVER LEAVE A CHILD ALONE IN A CAR. The CR is not a babysitter. Children should not spend excessive amounts of time in a CR when outside of a vehicle.

This list is not exhaustive and should not be relied upon in place of the NHTSA standardized curriculum.

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