

Child Passenger Safety Checklist

Use blue, black, or #2 pencil and for mistakes use wite-out correction tape.
Only submit original forms; copies will not be accepted.

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

I understand and agree that the sole purpose of this program is to help reduce the incidence of the improper installation of child safety seats; that this inspection is being provided as a free service to me. This program cannot fully evaluate the quality, safety, or condition of my child safety seat or any component of my vehicle, including, but not limited to the seats or seat belts; and that this program cannot guarantee my child's safety in a vehicle collision.

Today's Date / / 201
Month Day Year

Caregiver signature _____

STOP HERE

Child Present <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unborn	CHILD NUMBER ONE	
Child with Special Needs? <input type="radio"/> Yes <input type="radio"/> No	Child's age 	<input type="radio"/> Days <input type="radio"/> Month(s) <input type="radio"/> Year(s)
Child First Name	Child Birth Date	Height/inches Weight/lbs
	DOB (MM/DD/YYYY) / / 	

ON ARRIVAL

1. Child/CSS location in vehicle

front row back 3rd row Other seating location Explain:

2. CSS installed using (select all that apply)

No CSS (Mark - Go to #18) Integrated Seat (Mark - Go to #7)
 Uninstalled (i.e. in box) Unrestrained (Mark - Go to #18)
 Seatbelt Tether Rigid Flexible - Lower Anchor(Select One)

3. Restraint type:

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

4. CSS MFG:

Baby Trend Chicco Evenflo Hauck Recaro Regal Lager/Cybex Dorel (Cosco, Eddie Bauer, Safety 1st,Maxi Cosi) Other
 Britax UPPAbaby Graco Clek Peg Perego Diono

5. Model Number

6. MFG Date (MM/DD/YYYY)

 / /

FINDINGS

	Yes	No	N/A
7. CSS history known	<input type="radio"/>	<input type="radio"/>	
8. CSS involved in a crash	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. CSS labels	<input type="radio"/>	<input type="radio"/>	
10. CSS expired	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. CSS recalled	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. CSS correct	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13. CSS Harness correct	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14. Recline Angle correct	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15. Lower anchors correct	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16. Tether correct	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17. Seatbelt correct	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

ON DEPARTURE

18. Child/CSS location in vehicle

front row back 3rd row Other seating location Explain:

19. Child/CSS installed using (select all that apply)

No CSS Uninstalled Seatbelt Tether Rigid Flexible - Lower Anchor(Select One) Integrated Seat (Mark - Go to 25)

20. Coalition provided a new CSS? Yes No

21. Restraint type:

RF only w/o base RF only w/ base BP Booster
 Base only RF convertible
 FF w/ harness Lap/Shoulder Lap only Car bed Vest

22. CSS MFG:

Same as 4,5,6 (Mark - Go to 25) Britax UPPAbaby Graco Clek Peg Perego Diono
 Chicco Evenflo Hauck Recaro Regal Lager/Cybex Dorel (Cosco, Eddie Bauer, Safety 1st,Maxi Cosi) Other

23. Model Number:

24. MFG Date (MM/DD/YYYY):

 / /

25. Child / CSS Correct Yes No

26. CSS/Vehicle Compatible Yes No

27. Education materials given Yes No

Technician discussed: (Select all that apply)

Airbags Unused seatbelt Projectiles Unattended children in and around cars Next steps

CAREGIVER SIGN OFF: Yes No N/A

33. I harnessed child/doll in CSS

34. I participated/installed CSS

35. My Ethnicity (check all that apply)

Black or African American White Hispanic Asian
 Native Hawaiian/Other Pacific Islander American Indian/Alaska Native Other

Initials Donation \$

Tech Last Name <input type="radio"/> Tech Worked alone	Tech Number	COALITION #
Tech Last Name <input type="radio"/> Senior Checker	Tech Number	Partner #

VIN #

Vehicle Recalled
 YES _____ NO _____



CHILD NUMBER TWO

Child Present Yes No Unborn

Child with Special Needs? Yes No

Child's age

Days
 Month(s)
 Year(s)

Height/inches

Weight/lbs

Child First Name

Child Birth Date
DOB (MM/DD/YYYY)

/

/

ON ARRIVAL

1. Child/CSS location in vehicle

front row Other seating location
 back Explain:
 3rd row

2. 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
 Rigid Flexible - Lower Anchor(Select One)

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 UPPAbaby
 Evenflo Graco
 Hauck Clek
 Recaro Peg Perego
 Regal Lager/Cybex Diono
 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

8. CSS involved in a crash

9. CSS labels

10. CSS expired

11. CSS recalled

12. CSS correct

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

front row Other seating location
 back Explain:
 3rd row

19. CSS installed using(select all that apply)

No CSS Integrated Seat (Mark - Go to 25)
 Uninstalled
 Seatbelt
 Tether
 Rigid Flexible - Lower Anchor(Select One)

20. Coalition provided a new CSS? Yes No

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 UPPAbaby
 Evenflo Graco
 Hauck Clek
 Recaro Peg Perego
 Regal Lager/Cybex Diono
 Dorel (Cosco, Eddie Bauer, Safety 1st,Maxi Cosi)
 Other

23. Model Number:

24. MFG Date (MM/DD/YYYY):

/ /

25. Child / CSS 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 and around cars
32. Next steps

CAREGIVER SIGN OFF:

33. I harnessed child/doll in CSS Yes No N/A
34. I participated/installed CSS Yes No N/A
Initials Donation \$

Child# 2 - Comments

Tech Last Name Tech Worked alone

Tech Last Name Senior Checker

Tech Number

Tech Number

Child# 1 - Comments

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 safety seat (CSS) should switch to a convertible CSS 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. CSS 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 CSS or properly adjusted shoulder belt, seated in the correct forward facing and upright position, should sit there. Move the vehicle seat as far back 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 CSS harness straps should pass through the slots at or below the child's shoulders. The forward facing CSS harness straps should pass through the slots at or above the child's shoulders. Read CSS instructions. Use all CSS until the upper height or weight limits are met. A child is too large for the CSS 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 CSS or he exceeds CSS 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 and 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 and follow all labels plus CSS and vehicle manuals for every CSS installation.

Never install a rear-facing CSS in front of a frontal airbag. No system is fail-safe, so even if the passenger sensing system or airbag switch shows the right front passenger frontal airbag is turned off, secure rear-facing CSS in a back seat. Safety belts must pass through the CSS exactly as the manufacturer directs. CSS must not move more than 1 inch side to side or front to back when grasped at the belt path. In general, use either lower anchors or safety belt, not both together, unless allowed by both the CSS and vehicle manufacturers. Check vehicle manuals to identify designated lower anchor and tether anchor locations. Always use the top tether when directed by the CS and vehicle instructions. Follow the current LATCH Manual if further guidance or clarification is needed. LATCH weight limits must be followed. Heavier children who ride in a harnessed CSS may require special arrangements. Seat belts in vehicles made after 1996 meet lockability requirements, so no locking clip should be needed. Always test vehicle safety belts to be sure they are locked at either the retractor or latchplate unless a lock off or locking clip has been used to secure the car seat. Treat unused safety belts as you would any cord by ensuring that they are out of reach of children, and that caregivers are aware of entanglement danger. Technology (e.g., inflatable seat belts) changes regularly and requires your full attention. You must read manuals! This summary does not take the place of reading manuals.

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 CSS is not a babysitter. Children should not spend excessive amounts of time in a CSS when outside of a vehicle.

