

GUIDE TO CONDUCTING CHILD PASSENGER SAFETY CHECK-UP EVENTS



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INTRODUCTION

Child Passenger Safety (CPS) fitting stations and clinics are a valuable community resource. They are designed to:

- ❑ Increase the percentage of child safety seats and vehicle safety belts that are used correctly,
- ❑ Educate participants about how to safely transport their children;
- ❑ Evaluate all children in the vehicle who are under 13 years of age to make sure they leave riding safer than when they arrived;
- ❑ Raise awareness of local, community traffic safety efforts.

Rtqvxpf "O gvtq/ctgc"r ctvpgtu and Safe Kids Oregon have compiled this publication to provide guidelines and best practice recommendations for holding fitting stations and clinics in Oregon. Event details will need to be tailored for each event depending on size and location of the event.

Fitting Station, Clinic and Check-Up Event Terminology

There are two types of child safety seat inspection events:

- ❑ A **fitting station** is a **permanent** site operating on a regular, scheduled basis.
- ❑ A **clinic** is held periodically in the community. The schedule may be recurring but the location may change. Once clinics are held on a routine basis at a permanent site they are considered fitting stations instead of clinics, i.e. – four times a year or the first and third Saturday of the month at the health department.

* Car seat distribution of reduced cost child safety seats to low income families can occur at these events. (For more information see Appendix A.)

Throughout this guide, both Fitting Stations and Clinics will be referred to as **check-up events**.

Purpose of Check-Up Events

Check-up events provide an **education** service, **not** an installation service. Parents and care-givers are educated on the proper use and installation of the child safety seats. The knowledge gained from the CPS inspection experience is meant to empower parents and caregivers to properly install and use an appropriate child safety seat for his or her child. Parents and care-givers should always have a “hands-on” role and be engaged in the inspection process. Parents and caregivers initial the CPS checklist form for each car seat installed to verify that they were taught how to install the car seat correctly. It is also important that they are the last person to touch the child safety seat before the vehicle leaves the CPS check-up event.

CPS Technicians must be prepared to offer **education** and answer questions in the following areas:

- ❑ Securing the child safely in the seat
- ❑ Proper use and installation of the child restraint in the vehicle
- ❑ Proper use and installation of booster seats
- ❑ Proper use of seat belts
- ❑ Proper use of LATCH (Lower Anchors and Tethers for Children)
- ❑ Appropriate positioning of occupants in vehicles with airbags
- ❑ Oregon’s Occupant Protection laws

EVENT PLANNING

Planning a check-up event includes the following:

- A. Site Selection
- B. Staffing
- C. Check-Up Event Set Up
- D. Check-Up Event Operations
- E. Liability Coverage and Event Registration
- F. Event Promotion
- G. Event Follow Up

A. Site Selection

Determining whether a location is appropriate for a check-up event involves weather issues, evaluation of the space for visibility to the public, safety for attendees and staff, ease of traffic flow, and more.

Indoor - An ideal indoor location is a service garage or fire department with drive-through bays. An indoor setting provides many benefits, especially protection from the weather - rain, snow, wind, sun and hot or cold temperatures. Depending on the primary use of the indoor space, safety around equipment and consideration of the employees of the facility is necessary.

Outdoor - An outdoor setting provides unique advantages and disadvantages. Using a parking structure or parking lot can provide more space for conducting the inspections and for vehicle traffic arriving and leaving the event. Consideration of weather conditions - rain, snow, wind, sun and hot or cold temperatures, is necessary.

Site Visit - Schedule a site visit to the location prior to the event to evaluate whether the space will be suitable. Look for:

- Clear Entry and Exit areas.
- Ability to set up so the event is out of the flow of routine traffic.
- An area that can be designated for vehicles waiting prior to the inspection.
- Ability to designate the path for the vehicle to follow at the conclusion of the inspection - ideally vehicles enter on one side of the facility and exit from the other side to avoid driving in reverse.
- Access to restrooms for check-up staff and the public.
- Ability to set up well-spaced and clearly marked locations for each inspection team.
- Location safety - broken glass, trash, etc.

B. Staffing

Determining the length of the event. Keep in mind the publicized times for the event do not include 1) set up and orientation prior to the start time, 2) time to finish checking the seats for the last family that arrives and 3) packing up from the event after the end time. Events are open to the public for the time publicized. Families arriving prior to the

beginning time should be welcomed and told when the event will start. Families should be welcomed up to the publicized ending time. When families arrive near the end time they should be informed of the estimated wait. Families arriving after the end time should be provided with information on future events or referred to [Ej kf Uchgv Ugcvti](#) for information on appointments for individual seat checks or other check-up events.

Each child safety seat check-up will take approximately 30 minutes. Keep in mind the number of families that may attend the event when planning. It is best to have more staffing, more space, and more supplies than anticipated. Child Passenger Safety (CPS) Technicians and volunteers provide staffing for check-up events. The experienced and certified CPS Technician has a central role in conducting child safety seat inspections. In addition, there are other duties and responsibilities that are very important to the successful operation of a check-up event that must be handled efficiently and professionally. In an ideal situation, people would be assigned separate roles in operating the check-up event. But in most cases, one person may have several roles to play. A checklist of staffing is as follows:

1. Check-Up Event Coordinator
2. Child Passenger Safety Technician(s) (mandatory)
3. Senior Checker (if event is registered with Safe Kids for liability insurance)
4. Greeter
5. Scribe (1 per CPS Technician)
6. Traffic Coordinator

1. Check-Up Event Coordinator (Volunteer or CPS Technician)

The Coordinator is responsible for all the administrative needs essential to the smooth, efficient operation of a check-up event. Does not have to be a certified CPS Technician, but should have some formal CPS training, be knowledgeable about current CPS issues and display a sincere commitment to promoting CPS within the community.

Responsibilities

Before the Event:

- ❑ Secures the location, date, time. (See A. Site Selection)
- ❑ Conducts a site visit.
- ❑ Registers the event with Safe Kids USA (see E. Registering Event) and has Safe Kids checklist forms. An additional benefit of registering events is that they are listed on Safe Kids USA and [Ej kf Uchgv Ugcvti](#) websites.
- ❑ Recruits staff for event (see B. Staffing)
- ❑ Orders supplies (see Appendix B) and educational materials to distribute.
- ❑ Promotes the event through distribution of fliers and newspaper or radio advertising in addition to listing on web sites.

During the Event:

- ❑ Makes sure event site is set up correctly (See C. Check-Up Event Set Up)

- ❑ Makes sure event operates smoothly - volunteers and CPS Techs have arrived and received 15-minute briefing before event on logistics and individual responsibilities.

After the Event:

- ❑ Packs up materials.
- ❑ Oversees disposal or recycling of used seats.
- ❑ Assures that the necessary paperwork is correctly completed and reported.
 - The Safe Kids Buckle Up checklist forms
 - The Check-Up Technician Activities Report.

2. Child Passenger Safety (CPS) Technician (must be currently certified)

A minimum of two CPS Technicians - including one Senior Checker is encouraged.

Quality Assessment Tool.) The CPS Technician Quality Assessment Tool was designed to standardize the quality of service parents and caregivers receive from CPS Technicians in Oregon. It can also be used as a guide to determine if a CPS Technician is ready to work independently with parents and/or is ready to become a Senior Checker. This tool is intended for CPS Instructors and Senior Checkers to evaluate CPS Technicians while they are assisting parents. The evaluator will act as the CPS Technician's Scribe during the seat check. The parent/caregiver should not be aware that the CPS Technician is being evaluated and any comments should be discussed in private after the parent/caregiver has left the event.

Responsibilities

Before the Event:

- ❑ Attend orientation conducted by Check-Up Event Coordinator.
- ❑ Assist with set up, if asked.

During the Event:

- ❑ Main role is as an educator, not an installer.
- ❑ Accountable for the inspection of the child safety seat, demonstrating to the parent/caregiver how to properly install the seat and secure the child.
- ❑ Determines whether a seat needs to be replaced.
- ❑ Completes a CPS checklist form as a written record for each seat checked, documenting what is seen, said, and done!
- ❑ Ensures that any replaced seats are properly disposed of to prevent further use.

After the Event:

- ❑ Assist with packing up, if asked.

3. Senior Checker (for events registered with Safe Kids for liability insurance)

A senior checker is the “senior” CPS Technician who makes the final inspection and sign-off of an installation of a child restraint before it leaves the event. Senior Checkers are registered separately with Safe Kids and must be a certified CPS Technician for more than one year, and have attended current update courses. Check-up events that wish to have liability coverage with Safe Kids USA must have a separate Senior Checker at the event.

Note: To learn more about how to become a Senior Checker or to identify Senior Checkers in your area, contact Uchg"MKf u Oregon.

Responsibilities

Before the Event:

- ❑ Attend orientation conducted by Check-Up Event Coordinator.
- ❑ Assist with set up, if asked.

During the Event:

- ❑ Be a “roving” CPS Technician, signing off on each checklist already completed by another CPS Technician. Must have the expertise, organizational and communication skills to ensure that each seat leaving the event has been inspected and that caregivers are secure with the information that was provided.
- ❑ Ensure that the CPS checklist forms are correctly completed.
- ❑ May be asked to complete the Technician Activities Report form for the event.
- ❑ Never works alone - always have another certified Technician on site with them. When a senior checker conducts a seat check, another Technician checks their work. (i.e. each checklist has two CPS Technician signatures).

After the Event:

- ❑ Assist with packing up, if asked.

4. Greeter

The Greeter helps to ensure the smooth operation of the inspection station. A table for the greeter is positioned at the beginning of the line. Most events only need one greeter, however, large events may need up to three.

Responsibilities

Before the Event:

- ❑ Attend orientation conducted by Check-Up Event Coordinator.
- ❑ Assist with set up, if asked.
- ❑ Sets up a resource table at the front of the line of vehicles. Materials will include clip boards, pens, checklist forms, and educational materials. Other items may be provided by the Check-Up Event Coordinator.

During the Event:

- ❑ Welcome families/vehicles to the event.
- ❑ Explain the purpose of the event, the inspection process and the anticipated time frame.
- ❑ Provide a pen, clipboard with checklist form and recall list to each family and explain what they need to complete on the form.
- ❑ When there is a waiting line, keep track of which vehicle is next.
- ❑ Direct vehicles to the next available CPS Technician.
- ❑ Restock the clipboards when they are returned after an inspection.
- ❑ Keep track of the completed checklist forms.

After the Event:

- ❑ Assist with packing up, if asked.

5. Scribe/Recorder (Volunteer or CPS Technician)

Scribes provide support to the CPS Technician conducting the inspection. It is ideal to have one Scribe per Technician.

Note: Using an experienced CPS Technician as a Scribe is a good way to mentor and support newly certified CPS Technicians by answering questions and providing support to increase their confidence and accuracy.

Responsibilities**Before the Event:**

- ❑ Attend orientation conducted by Check-Up Event Coordinator.
- ❑ Assist with set up, if asked.

At the Event:

- ❑ Assist with completion of the CPS Checklist form as the CPS Technician conducts the inspection with the family.
- ❑ Check for recalls.
- ❑ Help with getting materials, supplies, or other items needed by the CPS Technician during the seat check.

After the Event:

- ❑ Assist with packing up, if asked.

6. Traffic Coordinator (Volunteer)

The Traffic Coordinator assists with directing vehicles entering and leaving the inspection area. Boy Scout troops, law enforcement, employees at the facility, or service club volunteers are ideal candidates for this position.

Responsibilities**Before the Event:**

- ❑ Attend orientation conducted by Check-Up Event Coordinator.
- ❑ Assist with set up, if asked.
- ❑ Set up Enter and Exit cones and signage for event

During the Event:

- ❑ Direct traffic flow to and from the event.
- ❑ Work to ensure the safety of the public, volunteers and the CPS Technicians, creating separation of people from moving vehicles.
- ❑ Verbally announce when cars are moving within the check-up event area.

After the Event:

- ❑ Take down Enter and exit signs at the closing time for the event.
- ❑ Pick up cones.
- ❑ Assist with packing up, if asked.

C. Check-Up Event Set Up

On the day of the event, the Check-Up Event Coordinator and their team should arrive early enough to set up prior to the publicized beginning time for the event. (See Appendix C: Equipment/Materials Checklists.)

- ❑ When new replacement seats are available, determine the process to be used including where the seats will be stored during the event, the cost of the seats, acceptable forms of payment, and how CPS Technicians access the seats.
- ❑ Work with Traffic Coordinator to determine where vehicles will line up prior to entering the check-up station and determine exit strategy for vehicles leaving.
- ❑ Determine location for promotional and direction signs. Work with Traffic Coordinator to put signs up at the publicized beginning time for the event and remove signs at the closing time for the event.
- ❑ Work with Greeter to set up table with materials to be provided to families arriving at the event, i.e. clipboards, pens, checklist forms, recall lists, educational materials, and additional copies of forms and materials.
- ❑ Review with Greeter what information to share with families as they arrive including a brief description of what they should expect.
- ❑ Identify individual inspection areas for each CPS Technician team. Each area must accommodate a vehicle with open doors. Assign one Technician and one Scribe to each “station.”
- ❑ Set up tables with supplies that are easily accessible to the CPS Technicians including a weight and measurement station, noodles, baby doll, receiving blankets and hand wipes.
- ❑ Determine a location for placing used seats that have been replaced at the event, and how to recycle or destroy used seats.
- ❑ Conduct orientation to include introductions identifying the role of each person attending. Share specific information regarding this location and event.

D. Check-Up Event Operation

Events are open to the public for the publicized time.

- ❑ Greeters should welcome families and share information on what they should expect, provide a clipboard and pen, and instruct them on how to complete the required information on the check sheet. Share the anticipated wait until they will work with a CPS Technician.
- ❑ Greeters or CPS Technicians should instruct the driver to turn the engine off to prevent any accidental acceleration, fumes, etc. while waiting for and during the check-up.
- ❑ Do not allow children to ride unrestrained in the vehicle when moving into check-up area.
- ❑ Make certain the location is safe for families.
 - Space can include an indoor waiting area or a clearly defined 'safe area' with rope, tape and/or traffic cones.
 - A designated waiting area can be made available for other family members/young children while the inspection takes place.

- Staff or a responsible volunteer should be assigned to the waiting area to insure that no child is lost or injured.
- If possible, clean, age-appropriate toys in good condition should be made available to occupy young children.

E. Liability Coverage and Event Registration

Safe Kids USA is a national organization that conducts a large amount of CPS inspections. Safe Kids USA has secured special liability coverage for its members. Event registration provides additional liability insurance and promotion for the event. CPS Technicians are encouraged to register events.

- Register a check-up event by contacting the Safe Kids Oregon Office or the local Safe Kids Coalition Coordinator. (See Appendix D: Safe Kids Coalition Coordinators)
- Coordinators will register events for you
- A minimum of 10 days is required before the date of the event to ensure liability coverage.
- The information needed for registration includes:
 - Date
 - Time
 - Location – name and physical address
 - Names of Senior Checker (s) and CPS Technician(s)
- Safe Kids Checklist forms must be used and will be provided along with brochures for registered events.
- Before the event, download the Technician Activities Report form from [Uchg" Mkf u"Qtgi qp0](#)
 - Review the form to clarify the data that needs to be collected for the event.

If you are not registering the check-up event with Safe Kids USA, it is advisable to consult the sponsoring organization to determine how liability protection will be addressed.

- The activities of the CPS inspection station may be covered under the general insurance policy (or through an additional rider) of the sponsoring organization.
- Consult with the sponsoring organization about specific terms and conditions.

F. Event Promotion

Although many families who attend events do so because they happen to drive by and see the signs, advance notification is encouraged to ensure the community knows this service will be available. Promotion of the date, time and location can include:

- Posting events on the Safe Kids Oregon and [Ej kf Uchg\ Ugc vti](#) web sites.
- Creation of community fliers for distribution to preschools, child care centers, businesses, churches and other local resources.

- ❑ Posting a sign at the location the week prior to the event indicating when it will be held.
- ❑ Submitting notification to local media to be included in the Community Events announcement section.
- ❑ Paying for advertising in newspapers or on the radio.

G. Event Follow-Up

- ❑ Review all of the checklist forms and make sure that they are filled in correctly.
- ❑ Have the Senior Checker or Coordinator of the event complete the Technician Activities Report.
- ❑ The Check-Up Event Coordinator should submit the Safe Kids checklist forms, along with the Technician Activities Report form, to the appropriate Safe Kids Coordinator within 20 days of the event.
- ❑ Thank the host agency and all who participated in the event. Always include check-up results to illustrate the benefits of their participation.

 **Congratulations! You're ready to plan
a child passenger safety check-up event!**



For more information refer to www.childsafetyseat.org

For more information concerning the activities of Safe Kids Oregon, refer to www.safekidsoregon.org

ODOT Transportation Safety Division provides free educational materials. Refer to www.oregon.gov/ODOT/TS/tsdbrochures

APPENDIX A

CHILD SAFETY SEAT DISTRIBUTION GUIDE

Distributing Child Safety Seats (CSS), at a reduced cost, provides education and an appropriate car seat for families and caregivers who are low income. CSS distribution can be conducted through individual appointments, at events held for specific agencies or as a component of a check-up event.

CSS distribution is restricted by funds available. Co-payments from families are encouraged to support program maintenance. A process to determine how to waive co-payments for emergency cases must be established. At check-up events, CSS are available when a seat needs to be replaced. Families may be able to purchase a CSS at cost from the event coordinator.

CSS are distributed by certified Child Passenger Safety (CPS) Technicians. Best practice requires that the child be present unless unborn and that the primary vehicle be used for installation. Seat distribution is documented utilizing the Safe Kids checklist form. Each child is provided with only one seat at the reduced cost. When families have additional car seats in the vehicle, they must also be checked for correct installation and adjustment.

Eligibility

The guideline used to determine eligibility is 185% of Federal Poverty - the income guideline used for the Women, Infants and Children (WIC) program. This guideline is posted at www.fns.usda.gov/wic/jowtoapply/incomeguidelines.htm

- ❑ Families who qualify for food stamps, Oregon Health Plan, Head Start or other programs for families who are low income, would have met this income guideline.
- ❑ Organizations providing CSS and outreach to agencies serving families who are low income can presume that those families qualify.
- ❑ When providing outreach to the general public, documentation of income should be required and could include proof of Oregon Health Plan, Food Stamps, WIC or other program eligibility.
- ❑ Eligibility is restricted to parents and caregivers only.
 - Grandparents are not eligible unless they are the child's legal guardians.
 - Foster parents are not eligible because they receive a stipend to care for the child.

Types of Seats

There are four types of seats that are currently recommended. Refer to manufacturer's instructions for height and weight guidelines.

- ❑ Convertible seats for infants and toddlers
- ❑ Combination seats for preschool age children
- ❑ No back boosters for children over 40 pounds and in a vehicle with a headrest in the child's seating position
- ❑ High back boosters for children over 40 pounds

Additional types of seats considered include:

- Infant only seats
 - As the child grows, families who pay a co-payment for an infant seat may soon have to pay a co-payment for a convertible seat.
 - Programs may choose to purchase infants seats when they serve:
 - Children weighing less than 5 pounds with heights of less than 19 inches
 - Families unfamiliar with using car seats who may be more willing to use an infant seat.
- Convertible seats with harnesses rated to higher weights.
 - Programs may choose to purchase these seats when they serve children under age 4 weighing over 40 pounds.

Referral Process

Organizations providing seats determine which agencies may refer families to them and the process to be used. Families may be referred by ej kf uchgv\ ugc\Qti , area health departments, health clinics, Head Start, Community Action, teen parent programs and/or other programs serving people who are low income. Information on co-payment amounts and acceptable forms of payment should be provided when families are referred to the service.

Individual Appointments:

- Agencies determine the appropriate time frame and location for distribution.
 - Identify a staff person or message line to provide information on the program including how to make appointments.
 - If a message line is used, retrieve and return messages at least weekly.
- Required information from the family should include:
 - Identify the age, weight and height of the referred child.
 - Identify other children in the family.
 - Identify type of vehicle driven
 - Contact information – telephone number and mailing address
- Schedule appointments allotting 30 minutes for each seat installation and seat check - a family with two children would need an hour.
- Families should receive a confirmation telephone call or letter including:
 - Appointment date and time
 - Directions to the facility
 - Instructions to bring their child and to read and bring vehicle owners manual.
 - Reminder of co-payment, and acceptable form of payment - cash or money order.
 - Reminder to be on time. They may need to reschedule if over 15 minutes late.

Events Held for Specific Agencies:

Agencies serving families who are low income could be responsible for coordinating the seat distribution event in cooperation with CPS Technician(s).

Together they would:

- Determine the date and time for the event.
- Establish the space to be utilized – agency parking lot, fire station with drive through bays, local church, etc.

Agency Responsibilities could include:

- Promotion of the event to their families including requirements for children to be present, bring primary vehicle and co-payment amount and acceptable form of payment.

CPS Technician responsibilities could include:

- Bringing appropriate seats
Recruiting additional CPS Technicians to participate
- Providing standard check-up supplies
- Processing all required reporting.

Check-Up Events

A check-up event is open to the public on a first come, first serve basis and may also be used as a distribution event. The sponsor of the check-up event would work with referral agencies of families who are low income. Because this is a public event non-referred families who are low income may also be served.

- Develop a form with referral agencies for families that would include:
 - Date, time and location
 - Description of seats available
 - Eligibility information – child must be present, primary vehicle must be used, co-payment amount and acceptable payment (cash, money order)
 - Referring agent signature stating that the family is income eligible.
- Have seats available for distribution
- Process all required reporting and share information with the referring agency.

Distribution Process

Whether at an individual appointment, agency event or check-up event, the following needs to be done:

- The family's eligibility must be verified prior to receiving the seat.
This may occur during the Referral Process or at the point of distribution.
- Identify the person who will collect co-payments for the CSS prior to car seat distribution.
 - Establish a process to determine when funds are to be waived or discounted.
- Current suggested co-payment amounts are:
 - Convertible and Combination Seats \$30
 - High Back Booster Seats \$15

- No Back Booster Seats \$ 5
- CPS Technician(s) should be supplied with CSS and standard clinic supplies. Refer to Appendix B
- CSS distribution is conducted under the standards developed by the National Highway Traffic Safety Administration (NHTSA). Child Passenger Safety Certification Training Program.

Seat Purchase

Individual organizations may establish accounts with car seat vendors and local retail outlets. Seat orders must be placed far enough in advance to ensure delivery of seats prior to when they are needed.

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Fund Management

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When possible, organizations should establish a CSS program account within their agency. It is important that records be maintained documenting seats purchased and co-payments received. These funds would be used to purchase additional seats and supplies in the future.

APPENDIX B

CPS EVENT EQUIPMENT & MATERIALS CHECKLIST

The following basic supplies are used to operate a CPS check-up event.

Must Have:

- Current recall list
- CPS education materials/handouts
- Checklist forms
- Locking clips (regular and belt shortening)
- Clipboards and Pens
- Foam swim 'noodles,' thin towels, slip guard (i.e. rubber shelf liner)
- First aid kit
- Hand sanitizer
- Waste receptacles
- Scale & tape measure for weight and height measurements
- Directional signs
- Water

Additional Technician Resources:

- LATCH book
- Car Seat Manufacturers' Instructions CD
- List of Manufacturer's Contact Information
- National Child Passenger Safety Certification Training Student Manual

Additional Supplies:

- Child safety seats for purchase/give-a-way in the event a seat must be replaced
- Donation envelopes
- Scissors or plastic knives
- Latex gloves
- Dolls for demonstration when the child is not present
- Packing tape
- Storage bins
- Traffic cones
- Name tags for staff including CPS Technician # on back for Technicians

Outdoor Location:

- Barricades
- Chalk to mark lanes
- Tents

In case of hot weather:

- Sunscreen
- Spray water bottles

In case of cold weather:

- Heaters

APPENDIX C
SAFE KIDS COALITIONU

Safe Kids Oregon

Ruth Harshfield

e-mail: ruth.harshfield@state.or.us

phone: 971-673-1028

fax: 503-704-2724

Updated coordinator information can be found on the Safe Kids Oregon website: www.safekidsoregon.org

Note: Refer to SafeKids.org for current coalition contacts.

APPENDIX D

CPS TECHNICIAN ASSESSMENT TOOL

The CPS Technician Assessment Tool was designed to standardize the quality of service parents and caregivers receive from CPS Technicians in Oregon. It can also be used as a guide to determine if a CPS Technician is ready to work independently with parents and/or is ready to become a Senior Checker. This tool is intended for CPS Instructors and Senior Checkers to evaluate CPS Technicians while they are assisting parents. The evaluator will act as the CPS Technician's Scribe during the seat check. The parent/caregiver should not be aware that the CPS Technician is being evaluated and any comments should be discussed in private after the parent/caregiver has left the event.

The CPS Technician Assessment Tool was designed to measure the technical ability of a Child Passenger Safety Technician. It addresses each task that is necessary to help inspect a child restraint and educate the caregiver about the restraint.

This evaluation is performed by a CPS Instructor or an approved Safe Kids Senior Checker referred to as the evaluator. They will observe and record the interaction with the caregiver while acting as the scribe. The evaluator should not interfere, correct or alter the actions or behavior of the CPS Technician being evaluated. Caregivers should not know that the CPS Technician assisting them is being evaluated. A Senior Checker, not the evaluator will conduct the final seat check for the CPS Technician being evaluated.

Prior to the evaluation, CPS Technicians will receive a copy of the CPS Technician Assessment Tool to review. The CPS Technician will decide when they are ready to be evaluated.

Special considerations are noted as they arise. Example: The caregiver was being difficult so the CPS Technician was not able to provide all the necessary information or the CPS Technician was able to turn a negative situation into a positive experience. Once the assessment is complete, a recommendation by the evaluator will be made and the information shared with the CPS Technician.

If the CPS Technician's technical and communication skills are not as strong as they should be to work independently, the recommendation will be to work with a Mentor and be re-assessed at a later date. A Mentor is a CPS Technician with strong technical and communication skills.

CPS Technicians, who are ready to work independently, will receive that recommendation. When honorarium is available at events, CPS Technicians receiving this recommendation will qualify to request compensation.

For CPS Technicians demonstrating strong technical and communication skills, the recommendation will be for them to consider becoming a Senior Checker and/or a Mentor.

Technician Assessment Tool

Principle	Technician Activity	Observed	Comments:
Greeting	<ul style="list-style-type: none"> ➤ Identifies Self ➤ Greets all members of party 	Y – N – N/A Y – N – N/A	
Paperwork	<ul style="list-style-type: none"> ➤ Ensures driver/caregiver completes check form ➤ Ensures signature & initial is obtained ➤ Evaluates child & CRS on arrival 	Y – N – N/A Y – N – N/A Y – N – N/A	
Selection	<p>Determines:</p> <ul style="list-style-type: none"> ➤ Age of child ➤ Height of child ➤ Weight of child ➤ Development/special needs 	Y – N – N/A Y – N – N/A Y – N – N/A Y – N – N/A	
Child Restraint System	<ul style="list-style-type: none"> ➤ Removes CRS from vehicle ➤ Inspect CRS labels & instructions ➤ Ensures Ht./Wt. parameters are appropriate ➤ Checks current list for recall 	Y – N – N/A Y – N – N/A Y – N – N/A Y – N – N/A	
Direction	<ul style="list-style-type: none"> ➤ Provides current best practice information regarding direction ➤ Advises on best practice & allows caregiver to make choice 	Y – N – N/A Y – N – N/A	
Location	<ul style="list-style-type: none"> ➤ Obtains census of all occupants in vehicle ➤ Refers to vehicle owner's manual for instructions ➤ Educates caregiver regarding seating position 	Y – N – N/A Y – N – N/A Y – N – N/A	
Harnessing	<ul style="list-style-type: none"> ➤ Demonstrates/educates proper harness or safety belt fit ➤ Parent adjusted 	Y – N – N/A Y – N – N/A	
Installation	<ul style="list-style-type: none"> ➤ Identifies & explains occupant protection systems ➤ Demonstrates lockability features of a vehicle system and/or LATCH ➤ Demonstrates CRS installation ➤ Parent installed CRS 	Y – N – N/A Y – N – N/A Y – N – N/A Y – N – N/A	

Technician Assessment Tool

Special Considerations/Comments:			

Results and Recommendations:

- It is recommended that this CPS technician work with a mentor – Proposed re-assessment date _____
- It is recommended that this CPS technician work independently
- It is recommended that this CPS technician is qualified and should consider becoming a Senior Checker and/or Mentor

Evaluator Name _____ Certification Number _____

Date _____ Location of event _____

Technician Name _____ Certification Number _____

