



SAFE KIDS BUCKLE UP CHECKLIST FORM USER'S GUIDE

Revised: August 2015

Before beginning your event gather 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. Read through the tutorial on the back page. There is new information. Remind Senior Checkers to review every form thoroughly to be sure all bullets on the form are completed and questions are answered BEFORE cars leave the event. Use wite-out tape in pen dispenser for corrections.

FOR REGISTERED SKBU EVENTS/INSPECTION STATION ONLY: *This checklist form is for registered Safe Kids Worldwide events and inspection station use only.* Once submitted by the coalition, Safe Kids will scan it and provide data back to the coalition through the Child Passenger Safety (CPS) management tool at www.safekidsweb.org. Safe Kids pays for the scanning of all checkup station forms at registered events and inspection stations. There is a generic form on the Safe Kids website that can be downloaded and customized with a waiver for non-Safe Kids registered events. Safe Kids does not pay to scan generic forms. If you wish to have your generic form customized and scanned you may contact the form developer and scanning company directly at IB DOX at 561-305-3585.

CAREGIVER INFORMATION: This section of the form seeks information about the caregiver and the vehicle that is at the checkup event. Complete each line and include the attendee email address. The caregiver has an opportunity to opt out of receipt of regular updates from Safe Kids 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. Safe Kids 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 is unchanged. The form carries no general liability insurance. Consult with your lead agency regarding the coalition's general liability coverage for Buckle Up events. People who want to use the generic form can do so by downloading it from the Safe Kids website and adding their own waiver.

CAREGIVER SIGNATURE AND DATE: The date has been filled in with the first three digits for the year in the date category. Many caregivers used to complete this with the child's birth date.

CHILD NUMBER ONE: Just below the heading, you will note the question about whether the child is unborn or present AND if the seat has been checked before. Please 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 seat belt and tether independently. If you have caregivers 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 them to be dependent on us to fix their car seat every time it is moved!

CHILD FIRST NAME and AGE: This form can accept information for two children. Use side 1 for child number 1 and the back side for child number 2. Please remember to evaluate all children who attend an event, even older children who are in seat belts. Write the age 6 years like this - number 6 in the block and fill in "years" bubble. Document a 2 week old child as number 2 in the block and fill in "weeks" bubble.

CHILD WEIGHT and HEIGHT: Please note that children who weigh more than 99 pounds can now be accommodated.

CHILD BIRTH DATE: This field is critical as we want to be able to send follow up information based on the child's age.

ON ARRIVAL

1. **Child/CSS location in vehicle:** Note the D in the upper left box to show driver placement. Now note where the child or CSS was placed in the vehicle. Note the small box to the right to record something unusual such as an RV or school bus that does not have 3 consecutive rows of seating.
2. **CSS Installed Using** (select all that apply): Identify whether LATCH or tether alone or seat belt and tether were used. Mark all methods used to secure the CSS. If there is no child and no CSS, go to #18 on the form and continue. If an integrated seat is used, go to #7 and continue. If a CSS is brought to the event uninstalled complete #2 then move to #4 and continue.
3. **Restraint type:** identify the type of child restraint used. It may be a CSS, lap only seat belt or a vest. If a lap belt or lap/shoulder belt is used, go to #17 and continue.
4. **Identify the CSS manufacturer.** Write in the name of a manufacturer not provided on the form.
5. **Model Number:** Obtain and record the model number. You will use this to check for recalls.
6. **MFG Date:** Record the date of manufacture for the CSS.

FINDINGS

7. **CSS History Known:** Write yes if the caregiver knows the full history of the CSS. Record no if they obtained it from a yard sale or have no history on the CSS.
8. **CSS involved in a crash:** Code Yes, No or N/A. A YES or N/A answer- instruct caregiver to replace CSS.
9. **CSS labels missing:** Are the labels there to use for installation and identification purposes? This requires a Yes or No answer for the CSS.
10. **CSS expired:** This requires a Yes or No answer for the CSS and a N/A for labels missing.
11. **CSS recalled:** This requires a Yes or No answer for a CSS and a N/A for a labels missing.
12. **CSS correct direction:** Was it RF for infants (at a minimum of under 1 year and 20 pounds) or FF for a child over age 1 and 20 pounds at a minimum. Speak to caregivers about the newest recommendations starting here. N/A is used for a child in a seat belt.
13. **CSS harness correct:** In order to be yes, must come from appropriate harness slots, be tight enough to pass the pinch test, be fully buckled, attached to the splitter plate or other adjuster, harness clip correct.
14. **Recline angle correct:** Applies to RF, FF and BPB according to manufacturer directions. Manufacturers may allow for a recline in FF orientations. Check instructions.
15. **Lower anchors correct:** For yes, use of the correct anchor set and fully connected attachments are necessary.

16. **Tether correct:** Must be attached to the anchor designated for that seating position. Is snug and routed properly to achieve a yes answer. Should be used for almost ALL FF restraints unless CSS and vehicle manufacturer state otherwise.
17. **Seat belt correct:** For CSS, is properly routed, tightened and locked. For BPB, seat belt is resting on the hips and shoulder not under the arm or behind the back. For child using seat belt alone, the seat belt fits both hips and shoulder appropriately.

ON DEPARTURE

18. **Child/CSS location in vehicle:** complete diagram box; note anything unusual about the vehicle in the small box to the right. This could apply to an RV or school bus or unusual circumstance.
19. **Child/CSS Installed using** (select all that apply): Note all methods used to secure the CSS. (For example, seat belt and tether). For integrated seats, fill in bubble then skip to #25.
20. **Coalition provided seat?** Did you provide a replacement seat at the event for this child?
21. **Restraint type:** In what type restraint did the child depart the event? If no child was present but a base was installed, check "base".
22. **CSS MFG:** There is a NEW OPTION here. If the child arrived and departed in the same CSS **complete the first bubble** and continue to #25.
23. **Model Number:** Complete this if a different seat was used for departure than that used upon arrival.
24. **MFG Date:** Complete this if a different seat was used for departure than that used upon arrival.
25. **CSS/Child Correct:** This is the MOST important question on the form. This assures that you have completed every question during the inspection. Be sure this is complete on every form.
26. **CSS/Vehicle Compatible:** Bubble yes if you were able to obtain an acceptable fit of the CSS into the vehicle so that there is less than 1 inch of movement front to back or side to side and all other fit criteria are met.
27. **Education Materials Given:** Document if materials were distributed.

TECHNICIAN DISCUSSED: Talk about all these issues and mark each bubble when you complete this:

28. **Airbags**
29. **Unused seat belts**
30. **Projectiles**
31. **Unattended children in and around the car (includes backovers/frontovers)**
32. **Next Steps**

Caregiver Sign Off: Be sure the caregiver completes the following two questions and initials that they were involved in the checkup

33. **I harnessed child/doll in CSS.**
34. **I participated/installed CSS today.**

Caregiver initials: Very important for your protection.

Donation Box: fill in any donation received

COMMENTS: Note anything unusual (for example, caregiver ignored advice to place child in a rear seat).

Tech Last Name: Self-explanatory (EXTRA STEP: Bubble in if you "worked alone" without senior checker or another technician)

Tech Number: Self-explanatory. Start with I or T then number (i.e. T12345 or I12345)

Coalition Number: Self explanatory

Tech LAST name: Self-explanatory (EXTRA STEP: Bubble in if the technician is a "Senior Checker")

Tech Number: Self-explanatory. Start with I or T then number. (i.e. T12345 or I12345)

CPS Class or Special Needs: Please note which one.

There are no more event numbers. When you register your event at www.safekidsweb.org it is done by date and your coalition number. Filling either of those two fields correctly assures that your cps class and special needs data is properly recorded. Each form is numbered at the bottom. **Please do not make photocopies to work from. Each child must have a unique identifier number. Photocopies will not scan properly.**

REMINDERS

Go through each point 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, car seats that serve children to higher weights over 40 pounds have different rules about lower anchors and tether. Based on vehicle specifications you may have to discontinue use of lower anchors or tether based on manufacturer (CSS and/or vehicle) manufacturer recommendations. You always have the option to discontinue use of lower anchors and switch to a seat belt.

DISCUSS "IN AND AROUND CARS"

1. **Never Leave Your Child Alone** in a car — even for a minute. Children face grave dangers such as heatstroke and carjacking 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 immediately while others check pools or water at the same time!**
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 seat belts** 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 or put the vehicle in motion.
8. **Have the hand of small children in areas where cars move.** This includes driveways and parking lots.