

Hosting a Technician Course

CLASSROOM

- 10 - 15 Infant seats with base (various manufacturers)
- 10 - 15 Convertible car seats (“ ”)
- 2 - 5 Three in one or four in one car seats (“ ”)
- 10 - 15 Combination car seats (“ ”)
- 10 various style Booster seats (backless, high back, inflatable, etc.)
- 1 car bed
- 1 EZ On vest
- 1 other special needs seat if possible
- 1 projector+ 1 screen
- 1 lap top computer with speakers (if site does not have computer access)
- 1 Dry erase board + 1 pack of dry erase makers & eraser
- 2 Folding tables (preferably height adjustable) for classroom
- 1 tabletop display for incident & misuse photos
- 1-2 portable demo chair
- 1 - 2 sets of demo dolls for misuse scenarios
- 3 - 4 Toy cars for crash demonstration
- 1 set of seat belt latch plates & buckles
- 1 set of Latch connectors in as many styles as possible
- Various nonregulated items commonly used
- 1 each of Accepted items for minor adjustments i.e. receiving blankets, drawer liner
- 30+ Belt Shortening Clips
- 30+ Locking Clips
- 30+ Road Cones or Delineators
- 3 - 4 Pamphlet holders
- 8 - 10 Non digital scales
- 1 - 2 sets of Laminated numbers 1 - 10 on large bright paper
- 30+ Pens, pencils & highlighters
- 15 – 20 1” Binders with “current” recall sheets
- 1 - 5 current Latch manuals

- 1 large sketch pad
- 25 - 30 Permanent markers
- Canopies (weather dependent)
- Large bowl to hold student keys

Car Seat Checkup Planning Checklist

- Determine Location (4-6 months Prior to event)
 - Is the location a public location or a private location?
 - If public, is the parking lot owned by the same location? Does additional permission need to be obtained?
 - Will event location provide liability insurance?
 - If no, will coordinating agency provide global coverage for all technicians
 - If no, each technician needs to provide proof of liability insurance
- Determine Target Audience
 - Will appointments be needed?
 - If yes, who will make appointments?
 - Suggestion: rough schedule of arrival times be made when providing vouchers for a seat giveaway. Explain to families that these are approximate and may be subject to change based on the vehicles that arrive to event
 - Suggestion: if providing vouchers, pre-screen for as much information as possible prior to the event
 - Determine how many car seats will be needed for the event and which agency will provide them
- Create a flyer and begin to advertise for technicians (1-3 months prior to event)
 - Determine how many stations the location can comfortably accommodate
 - If using agency logos, have agencies approve flyer before sending out
 - Determine how many technicians will be needed
 - Have technicians who plan to attend RSVP their attendance
- 2 weeks prior to event
 - Confirm location (if using a public entity, take note of contact person's name)
 - Email out a reminder to technician database
 - Begin heavily promoting event via social media and community contacts
- Week of event
 - Email any pertinent details to confirmed technicians (arrival times, location, special instructions, etc.)
 - Heavily promote event via social media and community contacts
 - Confirm with other agencies the supplies they will be bringing (if needed)
 - Purchase any supplies that may be needed (water, Gatorade, napkins, plates, pens, etc.)
 - Pack up all supplies that may be needed if not already done
- Day before event
 - Touch base with location to confirm event will be held
 - If appointments were made, contact families to remind them of the event and their appointment time
 - Pack up any supplies that may be needed the day of the event (car seats, buckets of supplies, signs, etc.)
 - Contact confirmed technicians to remind of date, time, location, and attire

- Day of the event
 - Assign the “lead/coordinator” of the event. Coordinator to troubleshoot issues and guide flow of the event
 - Coordinator to “welcome” and “thank” technicians and volunteers for attending
 - Determine traffic flow (one way direction) and set up stations
 - Assign traffic controllers (2-3)
 - Assign greeters (2-3)
 - Assign Sr. Checkers/Instructors (preferably 2-3). These are the people at the event who have had the most training and/or experience with inspecting and installing a child restraint. They MUST be currently certified as a Technician or Instructor
 - Set up and brief technicians and volunteers on the event
 - Each station/team should consist of at least 1 (preferably 2) technicians
 - Vehicles turned off with parking brake engaged prior to inspection
 - All children within the vehicle 8 years or under OR who are under 4 foot 9 inches tall should be evaluated for proper car seat/seatbelt use
 - All paperwork thoroughly completed prior to turning in
 - Parents and caregivers educated on the proper installation, seat use, and next steps
 - Consult with Sr. Technician or Instructor for difficult situations, prior to offering a new seat, and for final approval of the child restraint installed by the caregiver
- Day after the event
 - Coordinator of the event should review the paperwork to ensure it is complete
 - Coordinator to compile statistics on the event according to appropriate agency standards

Supplies Needed for Checkup Event

- ☐ Tables (at least 2-3)
- ☐ Chairs (2-3 for greeters)
- ☐ CPS Paperwork (Safe Kids, CHP, etc.) or National Digital Car Seat Check Form-should be determined before the event
- ☐ LATCH manuals (3-4)
- ☐ Recall lists (1-2) or technicians to utilize their phones
- ☐ Clipboards (30-40 legal sized)
- ☐ Pens (40-50)
- ☐ Metallic Sharpies to mark grant seats
- ☐ 2 staplers and staples
- ☐ Black Sharpies (2-3)
- ☐ Gloves
- ☐ Post it Notes
- ☐ Folders to put finished paperwork in
- ☐ First aid Kit
- ☐ Hand Sanitizer (2-3 big bottles)
- ☐ Heavy duty scissors (for breakdown of seats)
- ☐ Zip ties
- ☐ Paper towels
- ☐ Garbage bags
- ☐ Sidewalk chalk (to keep kiddos busy)
- ☐ cones
- ☐ Canopies for each station and for greeter table (10-11)
- ☐ Volunteers: 2-3 for greeter table, 2-3 runners, 2-3 traffic control
- ☐ Signs
- ☐ Plastic Storage bins of supplies for each station (tape measure, scale, noodles, locking clips, screwdriver, EMT scissors)
- ☐ Car seats (convertibles, combos, boosters)
- ☐ Cooler with drinks
- ☐ Food/snacks (optional)
- ☐ Plates/napkins (if food provided)
- ☐ Traffic cones
- ☐ iPads or Kindles (if using Digital Check Form-may also use paper version)
- ☐ Photo consents
- ☐ State Law brochures
- ☐ Signage
- ☐ Large ice chest
- ☐ Trash can

Setting up a car seat checkup event

- ☐ Set up in a parking lot or other controllable site out of the flow of traffic
- ☐ Rope or cone off the area to create a contained safe zone
- ☐ Designate with rope, tape, or cones where the vehicles will wait in line. Vehicles should only go one way to avoid going in reverse
- ☐ Canopies can be used for stations to avoid sun, rain, and other inclement weather
- ☐ Clearly display enter and exit signs
- ☐ Ensure there are no obstacles or safety hazards in the area
- ☐ Have a table for additional materials available for checkup teams
- ☐ Designate an area for new car seats and one for discarded car seats
- ☐ Use rope, tape, or traffic cones to funnel traffic in and out of the safe zone and to designate checkup stations
- ☐ Guide vehicles in and out of each station

Criteria for an Appropriate Check-Up Event Location

- Is blocked off from traffic not associated with the event. The only people that should be driving through event space are caregivers arriving to get seats installed and departing after completion
- Promotes 1-way traffic flow (preferred)
- If vehicles must back-up, ample space for vehicles to maneuver safely
- Enough space that vehicles can be parked beside each other with both vehicle's doors open and room for the CPST and parent/caregiver to maneuver and install the seat without causing damage to any vehicle.
- An out-of-traffic, safe location for children
- Has an accessible restroom
- Provides shade (preferred)

[illegible]

Sample Family Letter

September 26, 2016

Dear: _____,

Valley Children's Hospital and Safe Kids Central California are proud to contribute to our local community. Recently, you were selected to receive a donation of a child safety seat for your child. Valley Children's Hospital has received the information you provided and we have ordered the appropriate car seat (s).

Car seats will only be distributed to families and children that have been pre-selected and approved for car seat donation. Since you were selected, we have chosen an appointment time based on the information you provided when you signed up. It is extremely important that you arrive **30 minutes** before your scheduled appointment.

Date: December 10, 2016

Location: Food for Less Parking lot, Fresno and "C" Street

Child's Name: _____

Appointment Time: _____

Child's Name: _____

Appointment Time: _____

To participate, you must be present, have YOUR vehicle at the event, and bring the voucher you will receive. The vehicle must be your primary vehicle and the seatbelts must be in working order so we can teach you how to install the seat properly. Ideally, we would like to have your child present, but we understand if that is not possible.

This event is not open to the public and free car seats are only available to the children on our list.

We look forward to assisting you and your family. If you have any questions, please contact

_____ or _____ at _____

Thank you for participating,

Sample Car Seat Event Registration Form

Information about parent:

Parent/Guardian Name: _____

Address: _____

City: _____ Zip Code: _____

Phone Number: _____

Information about child:

Child #1:

Child's Name: _____

Child's Age: _____

Child's Actual Weight: _____

Child's Actual Height: _____

Current Car Seat: _____

Child #2:

Child's Name: _____

Child's Age: _____

Child's Actual Weight: _____

Child's Actual Height: _____

Current Car Seat: _____

Vehicle Information

Brand & Model of Vehicle: _____

Year of Vehicle: _____

Seat Belts in the Rear Seat:

Lap-only belts in all 3 positions _____yes _____no

Lap/shoulder in all 3 positions _____yes _____no

Lap/shoulder belts in the 2 outboard seating positions lap-only in middle _____yes _____no

When completed, please fax back to

Families must have a vehicle to participate

Sample Agency Screening Letter

Auto accidents are the leading killer of children and 98% of parents/caregivers use child safety seats incorrectly. Within the State of California, children must be properly restrained in a child safety seat until age 8 and 4 foot 9 inches tall. Children older than 8 years must be *properly* restrained in the vehicle's safety belt.

Valley Children's Hospital and Safe Kids Central California are holding a car seat distribution event with funding from First 5 Fresno County on June 4, 2016 from 09-1200pm. At this event, we will be providing free child safety seats to families identified through a screening process by your agency. We ask your agency to identify 10-15 low income families in need of child safety seats. To ensure we reach as many families as possible, each family may receive a total of 2 free safety seats at this event. If the family has more than 2 children who need a child safety seat, have them identify the 2 children who could benefit from it the most. Please explain to them they will only be receiving 2 free seats at this event and only for those children who have been pre-screened before the event. They will not receive seats for those children who have not been pre-screened or any additional children.

We are asking for your help in completing the screening process and making the appointments. The screening process will include weighing and measuring each child, answering a pre-questionnaire about current child safety seat use, and completion of the Seat Check Saturday event form, including vehicle information. Please return these forms by May 1, 2016. If they currently do not have a child safety seat, we ask that they **DO NOT** bring the child unrestrained to the event. For those who currently have a child safety seat or are able to borrow one, we ask that they transport the child in the seat. They will still receive their free seat for their child even if the child arrives in a child safety seat. Please explain to each family that they will receive education on the installation and use of the seat so they should be prepared to receive this information. Should they choose not to receive the education they **WILL NOT** receive the child safety seat.

Screening Process:

- 1) Does the family have a child five years old or younger who needs a child safety seat?
- 2) Does the child weigh between 5 pounds and 80 pounds?
- 3) Is the child less than 60 inches tall? Children taller than 60 inches are not eligible for a free seat.
- 4) Does the family drive a pickup truck?
- 5) Does the vehicle have lap/shoulder belts in the back seat? You cannot use a booster seat with lap belts only. **The vehicle must have lap/shoulder belts to qualify for a booster seat.**
- 6) Does the vehicle have head restraints?
- 7) Please complete the Event Registration Form.

Once the event form is completed and faxed back to _____, your agency will receive the vouchers for the families to bring to the event. Please remind the families that **they must:** 1) bring the voucher to the event, 2) bring the automobile that was reviewed during the screening process,

and 3) bring the child who was pre-screened unless they do not have a seat to safely transport them. We ask that each agency contact the families the day before the event to remind them of the event.

On behalf of Valley Children's Hospital and Safe Kids Central California, we would like to thank you for your help in making this event successful. Without participation of agencies such as yours, we could not reach those families in need of our services.

Sample Greeter Instructions (No Vouchers)

- 1) Welcome each family and thank them for coming
- 2) Provide family with a clipboard with Safe Kids paperwork or begin tablet demographic info if utilizing National Digital Car Seat Check form
- 3) Have family fill out top portion of paperwork (or begin digital form) and sign permission. They will keep the clipboard with them
- 4) Remind family to fill out photo consent sheet
- 5) Have the family remain in line until Traffic Controller allows them to advance

Sample Greeter Instructions (vouchers)

- 1) Welcome each family and thank them for coming
- 2) Ask for their voucher (if no voucher, skip to 4). Put vouchers in folder marked “vouchers”. Place a colored paper on the clipboard to indicate the family will be a recipient of a free seat
- 3) Provide family with a clipboard with Safe Kids paperwork or tablet to begin filling out the demographic information
- 4) Have family fill out top portion of paperwork and sign permission. They will keep the clipboard with them
- 5) Remind family to fill out photo consent sheet
- 6) Family may only enter the checkup area with approval of the Traffic Director

Sample Screening Agency Letter

Thank you so much for agreeing to help us find children in need of free car seats for the September 24, 2022 checkup event here at Valley Children's Hospital. We really appreciate your assistance in identifying those children.

A couple of things to keep in mind:

- Please give families 1 voucher per child. A voucher does not necessarily mean they will get a seat if their current seat is deemed safe. We reserve the right to not distribute a seat if the current seat is appropriate and safe
- Your agency's families have been assigned an arrival time. We will do our very best to honor this time and ask that the families do so as well. In order to accommodate everyone, we have families arriving every hour so if a family is late for their "appointment" time, they may have to wait until all "appointments" have been taken care of
- It typically takes anywhere from 30 minutes to 1 hour per seat (depending on the vehicle and the car seat). We ask that you remind families of this so they can plan for snacks/drinks and things to do for their children
- They **MUST** have their children with them. If they do not have the children, they will not be able to participate
- Children under the age of 8 **MUST** arrive in a car or booster seat. This means they may have to borrow one from family and friends
- Please advise the parents that if the seat they arrive in is deemed unsafe by the technician, we will exchange it for a new seat and take the old one from them. The safety of the seat is determined by the technician and not the family.
- If the seat they arrive with is still good, **we may not necessarily provide them with a new seat.** We will, however, provide them with education on proper use and installation of that seat. No one will leave the event unsafely

Sample Volunteer Information Email

Good afternoon,

Thank you so much for being a part of our CPS team for the upcoming car seat check-up event sponsored by insert partner's name this day of the week, date from time at location name, located at location address. We have a full schedule of number of appointments and really appreciate your help!

Event set-up help would be greatly appreciated at time with our pre-event meeting beginning at time. Please let me know if you have any questions, and I can be reached on my cell phone the day of the event at insert phone number.

A few reminders for the event:

- If you have a Safe Kids shirt, please wear it!
- Please bring your refillable water bottle. We will have an igloo water cooler filled with ice and water but bottles will not be available.
- Lunch for all volunteers will be provided.

This is optional- if any additional information is required insert... Please see attached map for parking information and attached distribution procedure.

Thank you again, and I'll look forward to seeing you all Saturday morning!

Yellow highlight = fill in the blanks

Blue highlight = for purpose of Policies/Procedures manual only. Not to be included in communication outside of IP.

Sample Volunteer Request Email

Good afternoon,

We are partnering with insert host agency(ies) for a car seat check-up event on date-
 and need your help!

Date

Time of event: (set-up time (typically an hour before event start, but could be longer, depending on size and set-up needs, pre-event meeting: time (30 minutes prior to event start). i.e. 10-12:00. Set-up at 9:00, pre-event meeting at 9:30

Location Name

Address

We are requesting assistance from both CPSTs and Senior Checkers. Instructors will be present (make sure there will be for sure if offering this) so you can get seats signed off and complete the community event component for your recertification. Please respond to this email if you are able to attend (or if putting out a call for techs for someone else insert their contact information instead)! Lunch will be provided for volunteers and we need an accurate count for the catering order (make sure this will be there for sure if offering).

Thank you, and I'll look forward to hearing back and seeing everyone on date!

Blue highlighted = notes for procedures guide only and should be removed prior to sending email.

Yellow highlighted = information to be inserted specific to the event recruiting help for.

Resources

CPS Certification

cert.safekids.org

National Child Passenger Safety Board

cpsboard.org

National Highway Traffic Safety Administration

nhtsa.gov

Safe Kids Worldwide

safekids.org

National Safety Council

nsc.org

Web Based Injury Statistic Query and Reporting System
[Statistics Query and Reporting System](#) | [Injury Center](#) | [CDC](#)

[WISQARS \(Web-based Injury](#)

CA EpiCenter
[Online](#)

[EpiCenter: California Injury Data](#)

National Digital Car Seat Check Form
[Form](#) | [CPS Board](#)

[National Digital Car Seat Check](#)

Potential Funding Sources

AAA

Community Groups (Kiwanis, Elks, Moose Lodge)

Walmart Community Grant

Target

Large employers in your community

Car Dealerships

Kids Plate Grant

City Council

Congress people

Foundations

First 5

Office of Traffic Safety

Buckle Up For Life [Buckle Up for Life | Child Passenger Safety & Car Seat Safety Check](#)

Trauma Centers

Office of Traffic Safety grants