# Child Passenger Safety Checklist

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

Fill in boxes, from left to right one letter/number per box.  
1 2 3 A B C

<table>
<thead>
<tr>
<th>Caregiver First Name (Person Receiving Information)</th>
<th>Caregiver Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Street Address</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone</th>
<th></th>
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</thead>
<tbody>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Vehicle Make/Mfg. (e.g. Chevy, Buick)</th>
<th>Vehicle Model (e.g. Malibu, Enclave)</th>
<th>Vehicle Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

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I understand that the sole purpose of this check up form is to help reduce the incidence of improper installation and use of child safety seats. This inspection is being provided as a service to me. I understand that this program cannot fully evaluate the quality, safety, or condition of my child safety seat or any component of my vehicle. This includes the seats, safety belts, LATCH and airbags. This assessment cannot guarantee my child’s safety in a vehicle collision. However, I understand that a properly used child safety seat can reduce fatal injury by 71% and that it is important to read both my vehicle and safety seat instruction manuals. The undersigned does not hold the car seat technician/practitioner or the organization where the instruction is taking place as liable for any injuries damages that result in a vehicle collision.

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### CHILD NUMBER ONE

<table>
<thead>
<tr>
<th>Child Present</th>
<th>Unborn</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Seat Checked Before?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Child’s age</th>
<th>Days</th>
<th>Height</th>
<th>Weight/lbs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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### FINDINGS

<table>
<thead>
<tr>
<th>7. CSS history known</th>
<th>8. CSS involved in a crash</th>
<th>9. CSS labels missing</th>
<th>10. CSS expired</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

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### STOP HERE

### ON ARRIVAL

1. **Child/CSS location in vehicle**
   - Front row
   - Back
   - 3rd row

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

3. **Restraint type:**
   - RF only w/o base
   - RF only w/ base
   - RF convertible
   - BP Booster
   - Lap/Shoul der (Mark - Go to #17)
   - Unrestrained
   - Integrated Seat
   - Car bed

4. **CSS MFG:**
   - Britax
   - Chicco
   - Evenflo
   - Safety 1st
   - Recaro
   - Harmony
   - Tomy (Learning Curve, 1st Years, Compass)
   - Cosco, Eddie Bauer, Safety 1st, Maxi Cosi
   - Other

5. **Model Number**

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

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### ON DEPARTURE

18. **Child/CSS location in vehicle**
   - Front row
   - Back
   - 3rd row

19. **Child/CSS installed using (select all that apply)**
   - No CSS
   - 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
   - RF convertible
   - BP Booster
   - Lap/Shoul der (Mark - Go to #17)
   - Unrestrained
   - Integrated Seat
   - Car bed

22. **CSS MFG:**
   - Same as 4,5,6 (Mark - Go to #25)
   - Baby Trend
   - Chicco
   - Evenflo
   - Safety 1st
   - Recaro
   - Harmony
   - Tomy (Learning Curve, 1st Years, Compass)
   - 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**
   - Technician discussed: (Select all that apply)
   - Airbags
   - Unused seatbelt
   - Projectiles
   - Unattended children in or around cars
   - Next steps

28. **Technician sign off:** (Select all that apply)
   - Yes
   - No

29. **Caregiver inital: Donation $**

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### DAY'S DATE

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5678
**Graco Combi**

1. Child/CSS location in vehicle
   - Front row
   - 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
   - Tether
   - Lower anchors
   - RF only w/ base
   - Base only
   - RF convertible
   - FF w/ harness
   - BP Booster
   - Lap/Shoulder
   - Lap only
   - Car bed
   - Vest

3. Model Number

4. CSS MFG:
   - Baby Trend
   - Chicco
   - Evenflo
   - Harmony
   - Orbit
   - Recaro
   - Diono(Sunshine Kids)
   - Tomy (Learning Curve, 1st Years, Compass)
   - Diono / Cosco, Eddie Bauer, Safety 1st, Maxi Cosi
   - Other

5. Mfg Date (MM/DD/YYYY)

6. Tech Last Name

7. Yes No/N/A

8. CSS involved in a crash

9. CSS labels missing

10. CSS expired

11. CSS recalled

12. CSS direction correct

13. CSS Harness correct

14. Recline Angle correct

15. Lower anchors correct

16. Tether correct

17. Seatbelt correct

18. Child/CSS location in vehicle
   - Front row
   - Back
   - 3rd row

19. CSS installed using (select all that apply)
   - No CSS
   - Integrated Seat (Mark - Go to #25)
   - Uninstalled
   - Seatbelt
   - Tether
   - Lower anchors
   - RF only w/ base
   - RF only w/ base
   - RF convertible
   - FF w/ harness
   - BP Booster
   - Lap/Shoulder
   - Lap only
   - Car bed
   - Vest

20. Coalition provided a new CSS?

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

22. CSS MFG:
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   - Tomy (Learning Curve, 1st Years, Compass)
   - Diono / Cosco, Eddie Bauer, Safety 1st, Maxi Cosi
   - Other

23. Model Number:

24. Mfg Date (MM/ DD/YYYY)

25. Child / CR Correct

26. CSS/Vehicle Compatible

27. Education materials given

28. Airbags

29. Unsecured seatbelt

30. Projectiles

31. Unattended children in or around cars

32. Next steps

33. I harnessed child/doll in CSS

34. 1 participated installed CSS today

35. Team discussed: (Select all that apply)
   - LATCH
   - Other

36. Senior Checker Last Name

37. Senior Checker Tech Number

38. EVENT

39. INSPECTION STATION

**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 30-40 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 belts until the upper height or weight limits are met. A child is too large for the CR when the shoulders are above the top 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 and straps must pass through 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 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 BPBs 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 he passenger sensing system or airbag switch has turned off the right front passenger frontal airbag, no system is fail-safe. Secure rear-facing CBs in a back seat. Follow manufacturer’s instructions. Safety belts must pass through the CR exactly where and how the manufacturer directs. CBs 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 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 must be removed when using the rear-facing CR 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 back. 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 a vehicle.