**Child Passenger Safety Checklist**

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

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

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**Caregiver First Name** (Person Receiving Information)  
**Caregiver Last Name**

**City**  
**State Zip**

**Email Address**

**Phone**

**Vehicle Year**  
**Vehicle Make/Model e.g. Chevy**  
**Vehicle Model e.g. Malibu**

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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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**ON ARRIVAL**

1. Child/CSS location in vehicle  
- [ ] D 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  
- [ ] ○ FF w/ harness  
- [ ] ○ BP Booster  
- [ ] ○ Lap/Shoulder  
- [ ] ○ Car bed  

4. CSS MFG:  
- [ ] ○ Baby Trend  
- [ ] ○ Chicco  
- [ ] ○ Evenflo  
- [ ] ○ Recaro  
- [ ] ○ Harmony  
- [ ] ○ Orbit  
- [ ] ○ Dorel (Cosco, Eddie Bauer, Safety 1st, Maxi Cosi)  
- [ ] ○ Other  

5. Model Number

6. Mfg Date (MM/DD/YYYY)

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**STOP HERE**

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**FINDINGS**

7. CSS history known  
- [ ] ○ Yes  
- [ ] ○ No  

8. CSS involved in a crash  
- [ ] ○ Yes  
- [ ] ○ No  

9. CSS labels missing  
- [ ] ○ Yes  
- [ ] ○ No  

10. CSS expired  
- [ ] ○ Yes  
- [ ] ○ No  

11. CSS recalled  
- [ ] ○ Yes  
- [ ] ○ No  

12. CSS correct direction  
- [ ] ○ Yes  
- [ ] ○ No  

13. CSS Harness correct  
- [ ] ○ Yes  
- [ ] ○ No  

14. Recline Angle correct  
- [ ] ○ Yes  
- [ ] ○ No  

15. Lower anchors correct  
- [ ] ○ Yes  
- [ ] ○ No  

16. Tether correct  
- [ ] ○ Yes  
- [ ] ○ No  

17. Seatbelt correct  
- [ ] ○ Yes  
- [ ] ○ No  

18. Child/CSS location in vehicle  
- [ ] ○ D front row  
- [ ] ○ ○ back  
- [ ] ○ ○ 3rd row  

19. Child/CSS installed using (select all that apply)  
- [ ] ○ No CSS  
- [ ] ○ Integrated Seat  
- [ ] ○ 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  
- [ ] ○ Base only  
- [ ] ○ FF w/ harness  
- [ ] ○ BP Booster  
- [ ] ○ Lap/Shoulder  
- [ ] ○ Car bed  

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**ON DEPARTURE**

22. CSS MFG:  
- [ ] ○ Same as 4,5,6 (Mark - Go to #25)  
- [ ] ○ Britax  
- [ ] ○ Chicco  
- [ ] ○ Evenflo  
- [ ] ○ Harmony  
- [ ] ○ Orbit  
- [ ] ○ Dorel (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  
- [ ] ○ Yes  
- [ ] ○ No  

28. Technician discussed: (Select all that apply)  
- [ ] ○ Airbags  
- [ ] ○ Baby Trend  
- [ ] ○ Chicco  
- [ ] ○ Evenflo  
- [ ] ○ Harmony  
- [ ] ○ Orbit  
- [ ] ○ Dorel (Cosco, Eddie Bauer, Safety 1st, Maxi Cosi)  
- [ ] ○ Other  

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**COALITION #**

**EVENT**

**INSPECTION STATION**

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**CSSIS #**

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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.**
**CHILD NUMBER TWO**

### ON ARRIVAL

1. **Child/CSS location in vehicle**
   - **D** front row
   - **O** back
   - **L** 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**
   - **BF w/ harness**
   - **Flex/Shoulder (Mark - Go to #17)
   - **Lap**
   - **Lap/Shoulder (Mark - Go to #17)
   - **Car bed**
   - **Vest**

3. **CSS MFG:**
   - **Baby Trend**
   - **Chicco**
   - **Event**
   - **Harmony**
   - **Orbit**
   - **Recaro**
   - **Tomy (Learning Curve, 1st Years, Compass)**
   - **Dorel, Cosco, Eddie Bauer, Safety 1st, Maxi Cosi**
   - **Other**

4. **Model Number**

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

6. **Seatbelt correct**

### FINDINGS

7. **CSS history known**

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**
   - **D** front row
   - **O** back
   - **L** 3rd row

19. **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**
    - **BF w/ harness**
    - **Flex/Shoulder (Mark - Go to #17)
    - **Lap**
    - **Lap/Shoulder (Mark - Go to #17)
    - **Car bed**
    - **Vest**

20. **Coalition provided a new CSS?**

21. **Restraint type:**
    - **RF only w/ base**
    - **Base only**
    - **BF w/ harness**
    - **Flex/Shoulder (Mark - Go to #17)
    - **Lap**
    - **Lap/Shoulder (Mark - Go to #17)
    - **Car bed**
    - **Vest**

### ON DEPARTURE

### 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 30-45 pounds) permitted by the manufacturer. At a minimum, children MUST be age appropriate. Fully read the vehicle and CR manufacturer’s instructions.

**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 CRs until sitting age is 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. Harness 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 (BPP) Seats**

Use all BPPs with lap/shoulder safety belts. Check BPP 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 BPP 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 BPPs that use both lower anchors for the BPP and a seatbelt for the child. Never install a rear-facing CR in front of an airbag. Even if the passenger sensing system or airbag switch has turned off the function, a rear-facing CR might still 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. Occasionally, 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 of a vehicle.

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This list is not exhaustive and should not be relied upon in place of the NHTSA standardized curriculum.