The MN Child Passenger Restraint and Education Account

This educational outline must be followed for the distribution of each seat from this program. Between demonstration of the various components on the safety restraint, viewing the video, and presentation, this class should take at least 60 - 90 minutes. Due to the educational requirement, these seats cannot be distributed through a routine fitting station or clinic appointment when an unsafe seat may be discovered during an inspection.

*View Don’t Risk Your Child’s Life, VII or Simple Steps to Child Passenger Safety video
*Assess child’s height and weight for appropriate child restraint selection.
*Parent to complete registration card. Explain if recall occurs, parent will be notified at address listed. The organization is responsible to mail registration card.
*Explain the current MN child restraint law and why it is a minimum safety standard.
*Explain appropriate restraint choice and how the restraint will change as child grows:
  **Rear-facing until they reach the highest weight or height allowed by the seat’s manufacturer.
  **Straps at or below shoulder for rear-facing and why.
  **Straps at or above shoulder for forward-facing and why.
  **Consult manufacturer instructions to determine which slots are reinforced for forward-facing.
  **After child outgrown the harness weight or height limit, explain why child needs to use a booster seat until they reach the highest weight or height allowed by the seat’s manufacturer.

*Explain expiration dates of child restraints. Show parent the expiration date.
*Discourage use of second-hand seats with unknown history.
*Explain that seats involved in a crash must never be reused.
*Explain proper placement and use of the retainer clip.
*Explain and demonstrate need for harness straps to be snug. Should not be able to pinch any excess harness fabric in the straps.
*Explain and demonstrate Tether anchors and when to use.
*Explain and demonstrate LATCH system and when to use.
*Explain when to use locking clip. Locate where the clip is stored on the child restraint.
*Ensure proper fit of child while indoors prior to installation of seat, if possible.
*Discuss vehicle seat belt systems: ELR, ALR and Switchable belts and latch plates.
*Explain how a child restraint is installed dependent upon the seat belt system:
  **Demonstrate and instruct on proper installation and positioning of child restraint in vehicle. Demonstration can be done on a vehicle demo seat or in the actual vehicle.
  **Parent performs installation of child restraint.
*Remind parent that child needs to be properly restrained every time, no matter the distance traveled.
*Instruct parent to never remove child from child restraint while vehicle is in motion.
*Give parent appropriate instruction manual for child restraint. Also review car owner’s manual.
*Provide parent with appropriate reference materials and answer any further questions.

This agency accepts the requirements of the Minnesota Child Restraint and Education Account grant to distribute seats using the required educational outline, using only approved written materials, following a low-income guideline to determine client eligibility, under the expertise of currently certified child passenger safety advocates.

Agency Signature    Date    Printed Name
MINNESOTA CHILD RESTRAINT EDUCATION ACCOUNT
FREE CAR SEAT DISTRIBUTION AGREEMENT
YEAR 2019

1. I assure the Minnesota Department of Public Safety-Office of Traffic Safety that the child safety restraints we receive and use in our distribution program will meet federal motor vehicle safety standards.

2. I understand and agree that the child car seats we receive from the Minnesota Department of Public Safety-Office of Traffic Safety will not be sold for a profit.

3. I understand and agree that the Minnesota Department of Public Safety-Office of Traffic Safety is a public service in the interest of safety and is not a dealer in these types of goods and makes no warranty, expressed or implied, regarding the fitness of the child safety restraints.

4. I understand and agree to provide correct use education and all the necessary parts needed with every seat distributed. The education provided will be current and accurate.

5. I understand and agree to identify the recipients of child safety restraints from this program as low-income recipients. I further understand and agree that the seats received from the Minnesota Department of Public Safety-Office of Traffic Safety will be distributed with a comprehensive educational component not less than one-hour of education per recipient.

6. I understand and agree that any staff member involved in providing education and distribution of the child safety restraints will have current child passenger safety certification.

7. I understand and agree to forever refrain from instituting, pressing or in any way, aiding in a claim, demand, action or course against the Minnesota Department of Public Safety-Office of Traffic Safety, any member thereof for damages, costs, loss of services, expenses or compensation for, on account of or in any way growing out of the use of the child safety restraints.

8. I further understand and agree that this agreement is binding on any applicants, heirs, successors or assigns.

9. Upon receipt of the seats, I will immediately notify the Office of Traffic Safety by either email or fax that seats have been received and/or are missing or damaged.

__________________________________________________________________________
__________________________________________________________________________

Signature        Title
Agency/Organization Name      Date

Child safety restraint orders will be placed for the soonest delivery date unless a later delivery date is indicated here: ____________________________

Return this form to the Irene Jones
445 Minnesota Street, Suite 1620, St. Paul, MN  55101
651-297-4844 (fax)
651-201-7068
Irene.jones@state.mn.us

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**LIST OF ITEMS YOU DISTRIBUTE TO RECIPIANTS OF THE SEAT,**
i.e., Don’t Skip a Step brochure, Buckle up Kids booklet, etc...:
**PLEASE DO NOT INCLUDE THEM WITH YOUR APPLICATION**

<table>
<thead>
<tr>
<th>RESOURCE SUGGESTIONS</th>
</tr>
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<tbody>
<tr>
<td>If you are looking for materials for your program, don’t worry about recreating the wheel. The following web sites are places to get current, solid materials. Additionally, many are available without cost to your program. Remember, review your materials every year and destroy outdated pieces.</td>
</tr>
<tr>
<td>buckleupkids.dps.mn.gov</td>
</tr>
<tr>
<td><a href="http://www.nhtsa.dot.gov">www.nhtsa.dot.gov</a></td>
</tr>
<tr>
<td><a href="http://www.carseat.org">www.carseat.org</a></td>
</tr>
<tr>
<td><a href="http://www.safekids.org">www.safekids.org</a></td>
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<tr>
<td><a href="http://www.carseatsmadesimple.org">www.carseatsmadesimple.org</a></td>
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