# Child Passenger Safety Checklist

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

**ON ARRIVAL**

1. Child/CSS location in vehicle
   - D front row
   - back
   - 3rd row
   - Other seating location

2. CSS installed using (select all that apply)
   - No CSS
   - Uninstalled (i.e. in box)
   - Seatbelt
   - Tether
   - Lower anchors
   - Rigid or Flexible
   - RF only w/ base
   - RF only w/ shoulder belt
   - RF convertible
   - BP Booster
   - Lap only
   - Integrated Seat
   - Car bed

3. Restraint type:
   - Lap/Shoulder
   - Car bed
   - Base only
   - BP Booster
   - RF only w/o base
   - RF only w/ base
   - RF convertible
   - Lap only
   - Uninstalled
   - Unrestrained
   - Integrated Seat
   - Seatbelt
   - Tether
   - Lower anchors
   - Rigid or Flexible
   - FF w/ harness
   - Vest

**FINDINGS**

1. CSS history known
2. CSS involved in a crash
3. CSS labels missing
4. CSS expired
5. CSS recalled
6. CSS harness correct
7. CSS harness installed correctly
8. Seatbelt correct
9. Lower anchors correct
10. Tether correct
11. Lap/Shoulder correct
12. Car bed correct
13. Integrated Seat correct
14. Seatbelt correct
15. Tether correct
16. Lower anchors correct
17. Seatbelt correct

**ON DEPARTURE**

18. Child/CSS location in vehicle
   - D front row
   - back
   - 3rd row
   - Other seating location

19. Child/CSS installed using (select all that apply)

20. Coalition provided a new CSS?
21. Child/CSS Correct
22. CSS MFG:
   - Same as 4,5,6 (Mark - Go to 25)
   - Baby Trend
   - Chicco
   - Diono
   - Evenflo
   - Britax
   - UPPAbaby
   - Graco
   - Recaro
   - Dorel
   - Cosco
   - Eddie Bauer
   - Safety 1st
   - Maxi Cosi
   - Other

23. Model Number:
24. MFG Date (MM/DD/YYYY):

25. Child / CSS Correct
26. CSS/Vehicle Compatible
27. Education Materials Given
28. Discussed Unattended Children In & Around Cars
29. Next Steps Discussed
30. I harnessed child/doll in CSS
31. I participated/installed CSS
32. My Ethnicity (VOLUNTARY)

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**CAREGIVER SIGN OFF:**

32. My Ethnicity (VOLUNTARY)
   - Black or African American
   - White
   - Hispanic
   - Asian
   - Native Hawaiian/Other Pacific Islander
   - American Indian/Alaska Native
   - Other

33. I can install my car seat on my own
   - Yes
   - Maybe
   - No

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**STOP HERE**

Fill in boxes, from left to right one letter/number per box 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33

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<thead>
<tr>
<th>Caregiver First Name (Person Receiving Information)</th>
<th>Caregiver Last Name</th>
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Are you a citizen of the European Union (EU)?

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City

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State

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Phone

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Email Address

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Vehicle Make/Mfg.

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Vehicle Model

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Vehicle Year

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Findings

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Child Present

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Child with Special Transport Needs?

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Child Initials

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Child's age

<table>
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<th>0 - 12 Months</th>
<th>13 - 23 Months</th>
<th>Years</th>
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Height/inches

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Today's Date

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<th>Year</th>
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Child's age

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<th>13 - 23 Months</th>
<th>Years</th>
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Height/inches

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Weight/lbs

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Donation $
All infants and toddlers should ride in a rear-facing CSS for as long as possible, until they reach the highest weight or height allowed by their CSS.

### ON ARRIVAL

1. **Child/CSS location in vehicle**
   - D Front row
   - B Back row
   - O Other seating location

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

3. **Restraint type:**
   - RF only w/o base
   - Base only
   - FF w/ harness
   - Lap/Shoulder
   - RF only w/ base
   - RF convertible
   - BP Booster
   - Vest

4. **CSS MFG:**
   - Baby Trend
   - Chicco
   - Diono
   - Nuna
   - Recaro
   - Evenflo
   - Dorel
   - Other

5. **Model Number:**

6. **MFG Date (MM/DD/YYYY):**

### FINDINGS

- **Child's age:**
  - 0 - 12 Months
  - 13 - 23 Months
  - > 2 Years

- **Yes**
- **No**
- **N/A**

- ** CSS history known**
- **CSS involved in a crash**
- **CSS labels missing**
- **CSS expired**
- **CSS recalled**
- **CSS correct direction**
- **CSS harness correct**
- **Recline angle correct**
- **Lower anchors correct**
- **Tether correct**
- **Seatbelt correct**

### ON DEPARTURE

- **Child/CSS location in vehicle**
  - D Front row
  - B Back row
  - O Other seating location

- **CSS installed using (select all that apply)**
  - No CSS
  - Uninstalled
  - Integrated Seat
  - Unrestrained
  - RF only w/ base
  - RF convertible
  - BP Booster
  - Vest

- **CSS MFG:**
  - Britax
  - Chicco
  - Diono
  - Nuna
  - Recaro
  - Evenflo
  - Dorel
  - Other

### QUICK REFERENCE: KNOW YOUR STATE LAWS

**Direction:** All infants and toddlers should ride in a rear-facing CSS for an as long as possible, until they reach the highest weight or height allowed by their CSS manufacturer. Most convertible seats have limits that will permit children to ride rear-facing for 2 years or more. (AP updated August 2018.)

**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 CSS or properly adjusted shoulder belt, seated in the correct forward facing and upright position, should sit there. Move the vehicle seat as far back 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 CSS harness straps should pass through the slots at or below the child's shoulders. Read CSS instructions. Use all CSS until the upper height or weight limits are met. A child is too large for the CSS when the shoulders are above the top FF harness slots, the child's head is within 1 inch of the top of the rear facing CSS or the child exceeds weight or height limits. Harness straps must lay flat on the chest and over the hips. Harness straps must pass 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 (BPF) Seats
  - Use all BPFs with vehicle lap and shoulder safety belts. Check BPF instructions for use with switchable shoulder belts. Special products, such as vests and Y 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 BPF until that time.

**Installation:**
- Fully read and follow all labels plus CSS and vehicle manuals for every CSS installation.
- Never install a rear-facing CSS in front of a forward facing airbag. No system is fail-safe, even if the passenger sensing system or airbag switch shows the right front passenger frontal airbag is turned off, secure rear-facing CSS in a back seat.
- Safety belts must pass through the CSS exactly as the manufacturer directs. CSS must not move more than 1 inch side to side or front to back when grasped at the belt path. In general, use either lower anchors or safety belt, not both together, unless allowed by both the CSS and vehicle manufacturer. Check vehicle manuals to identify designated lower anchor and tether anchor locations. Always use the top tether when directed by the CSS and vehicle instructions. Follow the current LATCH Manual if further guidance or clarification is needed. LATCH weight limits must be followed. Heavier children who ride in a harnessed CSS may require special arrangements. Seat belts in vehicles made after 1996 meetlockability requirements, so no locking clip should be needed. Always test vehicle safety belts to be sure they are locked at either the retractor or latchplate unless a lock off or locking clip has been used to secure the car seat. Treat unused safety belts as you would any cord by ensuring that they are out of reach of children, and that caregivers are aware of entanglement danger. Technology (e.g., inflatable seat belts) changes regularly and requires your full attention. You must read manuals! This summary does not take

**Child Ready for Safety Belt**
- With the child's back and bottom against a 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 backs. Optimally, the child's feet should touch the floor.

**Other**
- Remind caregivers to NEVER LEAVE A CHILD ALONE IN A CAR. The CSS is not a babysitter. Children should not spend excessive amounts of time in a CSS when outside of a vehicle.

**Revised 9/2018**

- **Child Present**
  - Yes
  - No
  - Unborn

- **Child with Special Transport Needs?**
  - Yes
  - No

- **CSS installed using (select all that apply)**
  - No CSS (Mark - Go to #18)
  - Uninstalled
  - Integrated Seat
  - Unrestrained

- **CSS MFG:**
  - Britax
  - Chicco
  - Diono
  - Nuna
  - Recaro
  - Evenflo
  - Dorel
  - Other

- **Model Number:**

- **MFG Date (MM/DD/YYYY):**

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

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