## Child Passenger Safety Checklist

**Use blue, black, or #2 pencil and for mistakes use Wite-out correction tape.**  
Only submit original forms; copies will not be accepted.

Fill in boxes, from left to right one letter/number per box  
Fill in circles like this **•**

### Child Number One - Comment Box on Back

<table>
<thead>
<tr>
<th>Child Present</th>
<th>Yes</th>
<th>No</th>
<th>Unborn</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child with Special Transport Needs?</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Child Initials</td>
<td>Child First Name (Optional)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### ON ARRIVAL

1. Child/CSS location in vehicle
   - D ○ 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 (i.e. in box)
   - ○ Seatbelt
   - ○ Tether
   - ○ Lower anchors

3. Restraint type:
   - ○ RF only w/o base
   - ○ RF only w/ base
   - ○ RF convertible
   - ○ FF w/ harness
   - ○ Lap/Shoulder
   - ○ Lap only
   - ○ Special Needs
   - ○ TP
   - ○ Other seating location (write whole number only 2,3,4..)

4. CSS MFG:
   - ○ Britax
   - ○ Chicco
   - ○ Dorel
   - ○ Diono
   - ○ Evenflo
   - ○ Graco
   - ○ Peg Perego
   - ○ Recaro
   - ○ Same as 4,5,6
   - ○ Dora (Cosco, Eddie Bauer, Safety 1st, Maxi Cosi)

5. Model Number

6. MFG Date (MM/DD/YYYY)

### FINDINGS

<table>
<thead>
<tr>
<th>7. CSS history known</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>8. CSS involved in a crash</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>9. CSS labels missing</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>10. CSS expired</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>11. CSS recalled</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>12. CSS correct direction</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>13. CSS harness correct</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>14. Recline angle correct</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>15. Lower anchors correct</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>16. Tether correct</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>17. Seatbelt correct</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

### ON DEPARTURE

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 (Mark - Go to #25)
   - ○ Uninstalled (Mark - Go to #7)
   - ○ Seatbelt
   - ○ Tether
   - ○ Lower anchors
   - ○ Special Needs
   - ○ Integrated Seat (Mark - Go to #25)

20. Coalition provided a new CSS?

21. Restraint type:
   - ○ RF only w/o base
   - ○ RF only w/ base
   - ○ RF convertible
   - ○ FF w/ harness
   - ○ BP Booster
   - ○ Lap/Shoulder
   - ○ Lap only
   - ○ Special Needs

| 22. CSS MFG: | Same as 4,5,6 (Mark - Go to 25)
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>23. Model Number:</td>
<td></td>
</tr>
</tbody>
</table>

### BASED ON LAW

| 24. Date of MFG (MM/DD/YYYY): | |

### BASED ON STATE LAW

<table>
<thead>
<tr>
<th>25. Child / CSS Correct</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>26. CSS/Vehicle Compatible</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>27. Education Materials Given</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>28. Discussed Unattended Children In &amp; Around Cars</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>29. Next Steps Discussed</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

**CAREGIVER SIGN OFF:**

| 30. I harnessed child/doll in CSS | Yes |
| 31. I participated/installed CSS | Yes |
| 32. My Ethnicity (VOLUNTARY) | Black or African American | Yes |
| 33. I can install my car seat on my own | Yes |

**COALITION #:**

| Partner # | CSS Class | Inspection Station |

27935
<table>
<thead>
<tr>
<th>Child Present</th>
<th>Yes</th>
<th>No</th>
<th>Unborn</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child with Special Transport Needs?</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Child Initials</td>
<td>Child First Name (Optional)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ON ARRIVAL**

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

2. CSS installed using (select all that apply)
   - No CSS (Mark - Go to #18)
   - Uninstalled
   - Seatbelt
   - tether
   - Lower anchors
   - Base only
   - RF only w/ base
   - RF only w/ base
   - FF w/ harness
   - Lap/Shoulder
   - L (Mark - Go to #17)
   - Unrestrained (Mark - Go to #18)
   - Integ. Seat (Mark - Go to #7)
   -闭环

3. Restraint type:
   - D  Rear-facing CSS harness straps should pass through the slots at or below the child's shoulders. The forward facing CSS harness straps should pass through the slots at or above 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 he exceeds CSS 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.
   - No CSS
   - Integrated Seat
   - Uninstalled
   - Seatbelt
   - tether
   - Lower anchors

4. CSS MFG:
   - Britax
   - Chicco
   - Diono
   - Nuna
   - Recaro
   - Evenflo
   - Dorel
   - Other
   - (Cosco, Eddie Bauer, Safety 1st, Maxi Cosi)

5. Model Number

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

| Child Number Two - COMMENT BOX BELOW |

<table>
<thead>
<tr>
<th>Child Present</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child with Special Transport Needs?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

**FINDINGS**

1. Child's age
   - 0 - 12 Months
   - 13 - 23 Months
   - (write whole number only 2,3,4,...)

2. CSS MFG:
   - Same as 4,5,6 (Mark - Go to 25)
   - Baby Trend
   - Chicco
   - Diono
   - Nuna
   - Recaro
   - Evenflo
   - Dorel (Cosco, Eddie Bauer, Safety 1st, Maxi Cosi)
   - Other

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

4. Based on Law

5. Based on State Law

6. Seatbelt correct

7. CSS history known

8. CSS involved in a crash

9. CSS labels missing

10. CSS recalled

**ON DEPARTURE**

11. CSS harness correct

12. CSS correct direction

13. Recline angle correct

14. Lower anchors correct

15. Tether correct

16. Seatbelt correct

17. Child/CSS location in vehicle

**QUICK REFERENCE: KNOW YOUR STATE LAWS**

**Location:**
- 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 manufacturer. Most convertible seats have limits that will permit children to ride rear-facing for 2 years or more. (APD updated August 2018).
- 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.
- 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 - Know Your State Law

Rear-facing CSS harness straps should pass through the slots at or below the child's shoulders. The forward facing CSS harness straps should pass through the slots at or above 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 he exceeds CSS 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 (BPR) Seats - Know Your State Law**

Use all BPRs with vehicle lap and shoulder safety belts. Check BPR 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 BPR 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 frontal airbag. No system is fail-safe, so 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 meet lockability 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 if 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 the place of reading manuals.

**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.

**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.

<table>
<thead>
<tr>
<th>Tech Last Name</th>
<th>Tech Worked alone</th>
<th>Tech Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child 1 - Comments</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tech Last Name</th>
<th>Senior Checker</th>
<th>Tech Number</th>
</tr>
</thead>
</table>

**27935**

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