



COLUMBIA FIRE DEPARTMENT
Standard Operating Guideline ADM-038
Child Passenger Safety Program

Issued: February 20, 2007

Approved by: W.B. Anderson., CHIEF OF DEPARTMENT

City of Columbia Fire Department takes pride in the fact that its Child Passenger Safety Program is comprised of highly qualified, professional, and dedicated advocates. The following standards were established to help ensure that these advocates maintain the highest level of excellence. The requirements and capabilities regarding responsibilities and activities as stated in the Standards Operating Guidelines have been established as "best practice" recommendations.

CHILD PASSENGER SAFETY TECHNICIAN

Technician Requirements:

- **Must** maintain a **current** National Child Passenger Safety Technician Certification with Safe Kids Worldwide (Requires biannual re-certification)
- **Must** participate as Lead Checker or Checker in **at least 2** Child Safety Seat Check Up events per year, or work at least 18 hours per year at a fitting station or have employment obligations requiring child passenger safety activities.
- **Must** remain current on Child Passenger Safety issues (See list of [suggestions](#))

Capabilities:

- Provide one-on-one education to parents and caregivers on correct use/misuses of child restraints.
- Operate a child safety seat distribution program.
- Provide presentations to parent classes, community groups, etc. on child passenger safety.
- Perform Checker and Lead Checker duties at Child Safety Seat Check events.
- Conduct installations at fitting stations.

CHILD SAFETY SEAT CHECK-UP EVENTS

A Child Passenger Safety Seat Check-Up Event is conducted to educate parents and caregivers about the proper ways to transport children safely using child safety seats and seat belts. The purpose of a child safety seat check is to focus on the appropriate child restraint selection and proper installation. As a test to insure the knowledge and capabilities of a parent/caregiver, they are requested to perform the final installation of the child safety seat in the vehicle before leaving the event.

Safety is the number one priority for staff and participants. To ensure the quality of Child Passenger Safety Seat Checks and limit liability concerns, the following guidelines and recommendations have been established: Only current materials should be given to parents and caregivers; use only a current recall list; and no child should sit in the vehicle's front seat during a check-up event.

Safety seat checks shall be done in an area as not to obstruct on-duty fire apparatus.

All apparatus will remain in-service unless noted otherwise per Battalion Chief.

Staffing Officer will make every effort to keep at least two competent car seat safety check personnel at stations that are deemed check points.

HOURS OF OPERATION

8 AM. TO 9 PM. SUNDAY THROUGH SATURDAY

STAFFING AT CHILD SAFETY SEAT CHECK-UP EVENTS

Child safety seat check events should be staffed with specially trained persons who will inspect and supervise the installations of child safety seats by parents and caregivers.. Whenever possible, it is recommended that there be a Lead Checker for every three check up teams. All technicians are required to sign in on an attendance roster at each check-up event to provide documentation of participation.

Remember every technician needs to attend and participate in 2 events a year!

CHECKER

- It is recommended that the Checkers work in pairs, whenever possible. (Two Technicians, or a Practitioner and a Technician).

- Checker must have, at a minimum, successfully completed the National Highway Traffic Administration's Standardized Child Passenger Safety Technician Training.

The roles and responsibilities of the Checker include:

- Instruct parents and caregivers on proper installation and securing of child safety seats.
- Responsible for inspecting and overseeing the installation of child safety seats, as well as, proper seat belt use.
- Accurately and completely document the Child Safety Seat Checklist Form.

Instruct parents and caregivers on securing their child properly in the child safety seat.

- Assign tasks to Recorder and/or Runners as necessary.
- Consult with Lead Checker on "gray issues" or "difficult situations".
- Consult with Lead Checker before offering a new child safety seat.
- Consult with Lead Checker, if possible, for final review of each vehicle.
- Ensure that the parent or caregiver installs the child safety seat before leaving the check-up event. Parent should be the last one to install the child safety seat.
- Document all information pertinent to each child safety seat inspection.
- Sign attendance roster.

RECORDER

- The Recorder does not require any specialized training, but should be familiar with the Child Safety Seat Checklist Form and recall list, and understand the importance of correct documentation.

The roles and responsibilities of the Recorder include:

- Assist the Checker with recording and documenting on the Child Safety Seat Checklist Form.
- Assist in locating the instructions for child safety seats or vehicle owner's manual when necessary.
- Complete an attendance roster of technicians at each check-up event.
- Search for the child safety seat on the recall list.
- Ensure that parents or caregivers have received educational handouts such as child passenger safety brochures.

TRAFFIC FLOW COORDINATOR

- Responsible for making sure vehicles are safely moved in and out of the designated check-up area.
- Placement of coordinators should be at the entrance and exit of the check-up area.
- Ensure all occupants are buckled up while their vehicle is in motion.
- Discourage participants from holding children on their lap when moving the vehicle up the line.
- Encourage parent or caregiver to leave the child in the safety seat (if possible) so it may be reviewed for misuse.

GREETER

- Responsible for welcoming people and explaining the child safety seat check-up process.
- Ensure preliminary demographic information is completed on the Child Safety Seat Checklist Form.
- Ensure that the parent or caregiver's signature is on the waiver.
- Keep families informed of how long the wait will be.

RUNNER

- Responsible for assisting Check-up teams as directed.

APPENDIX

HOW DO YOU STAY UPDATED?

Try some of these suggestions:

- Read the Child Passenger Safety Tech Report published on the National Child Passenger safety Board's web site at www.cpsboard.org
- Subscribe to Safe Ride News at www.saferidenews.com
- Access the National Highway Traffic Safety Administration web site at www.nhtsa.dot.gov
- Access the Safe Kids Worldwide Campaign web site at www.safekids.org or your local Coalition
- Access SafetyBeltSafe U.S.A. web site at www.carseat.org
- Join the National CPS list serve at CPSPList-subscribe@yahoogroups.com

- Access the Automotive Coalition for Traffic Safety, Inc. (ACTS) web site at www.actsinc.org
- Access the National Safety Council web site at www.nsc.org
- Access the American Academy of Pediatrics web site at www.aap.org
- Access the Insurance Institute for Highway Safety web site at www.hwysafety.org
- To find States' child restraint laws, go to the Advocates for Highway and Auto Safety web site at www.saferoads.org
- To find pupil transportation information, go to the school transportation web site at www.stnonline.com
- Attend a CPS Update/Refresher class in your region
- Recall lists can be found on the National Highway Traffic Safety Administration's web site at www.nhtsa.dot.gov and at Safety Belt Safe's web site at www.carseat.org