

**Low-Income Safety Seat
Distribution and Education Program**

POLICIES AND PROCEDURES

Revised March 2009

Contents

Page Number

Role Definitions	3
Role Responsibilities	
VDH Program Manager	3
VDH Program Trainer	4
VDH Safety Seat Program Assistant	4
District Coordinator	4
Site Coordinator	5
Safety Seat Educator	5
Training	
Staff	6, 14
Applicant	12, 13, 14, 15
Applicant Training Refusal	12, 13
Applicant Installation Referral	13, 15
Spanish-Speaking Clients	14
Program Reporting Requirements	
Monthly Tracking Forms	6
Recipient Exit Survey Forms	7, 13
Shipment Verification Forms	7
Safety Seat Allocation Change Forms	7
Allocation Cancellation Policy	7
Record Retention Requirements	8
Ordering Supplies and Materials	8
Qualifications to Receive a Safety Seat	8, 9, 10
Proof of Identification and Residency	9
Proof of Income Eligibility	9
Mandatory Qualifications	9
Replacement Policy	10
Application Procedure	10
General Guidance for Selecting and Issuing Restraint Types	11
Special Needs/Low Birth Weight	12
Liability Safeguard Measures	
Policy	14, 15, 16
Waiver Form Process	12, 15, 16
Permission Slip Form Process	12, 15
VDH Program Staff Contact Information	17

POLICIES AND PROCEDURES

Revised March 2009

ROLE DEFINITIONS

VDH Program Manager – Manager of the VDH, Low-Income Safety Seat Distribution and Education Program. Individual maintains certification as a National Highway Transportation Safety Administration, NHTSA, instructor in the National Standardized Child Passenger Safety Training Program, NSCPSTP.

VDH Program Trainer – Individual certified as either a NHTSA technician or NHTSA technician/instructor in the National Standardized Child Passenger Safety Training Program. This individual is also required to receive annual full-day program instructor training provided by the VDH Program Manager.

VDH Safety Seat Program Assistant – Program administration assistant of the VDH, Low-Income Safety Seat Distribution and Education Program. This is a shared position and therefore only provides very limited assistance to sites and coordinators.

District Coordinator – Individual who acts as the district coordinator and contact person for the entire Health District.

Site Coordinator – Individual who acts as the contact person for a local safety seat distribution site within a Health District.

Safety Seat Educator – Individual who has successfully completed the program's annual training and who is responsible for providing training and distribution of seats to clientele.

ROLE RESPONSIBILITIES

VDH Program Manager:

- Is responsible for managing the statewide safety seat distribution and education program
- Is the direct link to the District Coordinators and Site Coordinators
- Is responsible for development of program training curriculum and presentations

VDH Program Trainer:

- Must utilize training curriculum developed and supplied by the VDH Program Manager
- Is responsible for providing assigned, pre-approved trainings to the Site Safety Seat Educators, as designated by the VDH Program Manager
- Is responsible for reporting to the VDH Program Manager, those individuals who attended the annual eight-hour training in its entirety and who completed requirements to be considered adequately trained to instruct and distribute the program seat to recipients
- Must collect training evaluation forms from all individuals who attend the training

VDH Safety Seat Program Assistant:

- Is responsible for contacting District Coordinators and Site Coordinators for update requests
- Is responsible for contacting Site Coordinators for missing shipment verifications or reports
- Is responsible for mailing requested program materials to distribution sites

District Coordinator:

- Is responsible for the coordination of safety seat distribution efforts within the district
- Is the main contact for safety seat distribution, supply distribution, scheduling of staff training and evaluations for the district
- Is responsible for submitting safety seat shipment allocation modification forms to the VDH Program Manager no later than the 20th of the month prior to the month of the desired change
- Is responsible for ensuring the submittal of the district's Monthly Tracking forms for each local distribution site within their district to the VDH Program Manager within 30 days from the end of the month in which the educational sessions were provided.
- Is responsible for collecting the safety seat recipient exit surveys from Site Coordinators and submitting them with the Monthly Tracking forms no later than 30 days following the end of the month, in which the educational sessions were provided.

Site Coordinator:

- Is responsible for tracking site statistics and submitting Monthly Tracking forms to the District Coordinator and/or VDH Program Manager (see Reporting Requirements)
- Is responsible for collecting safety seat recipient Exit Surveys from all Site Educators and submitting them with the Monthly Tracking forms to District Coordinators and/or the VDH Program Manager. All forms must be submitted to VDH no later than 30 days following the end of the month, in which the educational sessions were provided.
- Is responsible for contacting the District Coordinator or VDH for supplies
- Is responsible for submitting Safety Seat Shipment Allocation Change-Request forms to the VDH Program Manager and/or the District Coordinator no later than the 20th of the month prior to the month of the desired change. (i.e., August allocation change must be submitted no later than July 20th)
- Is responsible for contacting either the District Coordinator and/or VDH Program Manager with training requests, and other needs
- Is responsible for immediate fax verification of seat shipments and their condition
- Is required to attend and successfully complete the annual staff program eight-hour training

Safety Seat Educator:

- Is responsible for providing all safety seat recipients with accurate and thorough training prior to distribution of the program safety seat
- Is responsible for the completion of clientele application forms and waiver forms
- Is responsible for conducting exit surveys with all safety seat recipients and submitting to Site and/or District Coordinators to be submitted with Monthly Tracking forms. All forms must be submitted to VDH no later than 30 days following the end of the month, in which the clients e educational sessions were conducted.
- Is required to attend and successfully complete the annual staff program eight-hour training

STAFF TRAINING

The VDH Program Manager will contact the District Coordinator to schedule their annual eight-hour training for all staff involved with education and/or safety seat distribution.

After the VDH Program Manager has scheduled training, she will either conduct the training session herself or assign a Program Trainer to conduct the eight-hour training. Necessary supplies, materials and forms will be provided for all individuals attending the staff training. At the completion of the eight-hour program training for Safety Seat Educators, the Program Trainer will be responsible for submitting the required paperwork listing all of the participants who attended the course in its entirety along with their respective agency. In addition, the trainer will submit a list of individuals who successfully completed the required Installation Technique Exercises, tests and evaluations. Due to liability concerns, all individuals participating in the instruction and distribution of seats are required to attend one day of training on an annual basis. Only currently certified Technicians of the National Highway Traffic Safety Administration's, NHTSA, certified National Standardized Child Passenger Safety Technician Program are exempt from annual program training. However, Technicians are required to receive annual programmatic updates.

Those individuals who have maintained the NHTSA child passenger safety technician status and who successfully complete annual two-day program training provided by the VDH Program Manager may train any additional staff at their participating site and/or district. These certified individuals who choose to train will be responsible for providing programmatic and technical updates to the staff by utilizing the VDH, Low-Income Safety Seat Distribution and Education Program's standardized curriculum.

PROGRAM REPORTING REQUIREMENTS

Monthly Tracking Forms:

Site Coordinators must complete Monthly Tracking forms at the end of each month. This monthly form should be submitted to the District Coordinator and the VDH Program Manager. The District Coordinator should submit or designate an individual to be responsible for submitting monthly tracking evaluation forms to the VDH Program Manager along with the Safety Seat Recipient Exit surveys no later than 30 days following the end of the month, in which the client educational sessions were conducted. Districts that fail to submit their Monthly Tracking forms and Recipient Exit Surveys will have safety seat shipments temporarily suspended until reports are received by the VDH Program Manager. (Six-month Tracking forms are no longer required.)

Recipient Exit Survey Forms:

All distribution sites will be required to conduct Safety Seat Recipient Exit Surveys on a monthly basis. Every client who receives a restraint through the program is required to complete an Exit Survey. All surveys/evaluations must be submitted with the required Monthly Tracking forms no later than 30 days following the end of the month in which the safety seat recipient's educational session was provided. Forms are available in English and Spanish. (Pre and Post Surveys are no longer required)

Shipment Verification Forms:

Site Coordinators are responsible for tracking the receipt of their site's scheduled delivery of safety seats. Upon receipt of the safety seats, the Site Coordinator should immediately fax the Shipment Verification form and trucking firm proof of delivery slip to the VDH Program Manager at (804) 864-7748. Noticeably damaged seats or boxes should be *refused*. Seat shortages must be documented on the trucking company's Proof of Delivery slip, (POD). Evenflo *cannot* be held responsible for any seat replacement that was not noted as refused or noted with shortages on the trucking delivery slip/ POD.

When problems occur with a shipment, contact the VDH Program Manager as soon as possible. Include a copy of the delivery slip (POD) that is marked with the problem notations when submitting the Shipment Verification Fax form. The trucking firms are contracted for inside delivery; if a problem arises with the service contact the Program Manager.

Since both seats are institutional products, both types of seat are usually shipped two to a box to reduce cost. However per Evenflo's discretion, on rare occasions seats may be single boxed, therefore report on the quantities of each style of seat, not the quantity of boxes received.

Evenflo's End-User Warranty allows removal of seats from their boxes for storage reasons. (Optional)

Safety Seat Allocation Change-Request Forms:

All safety seat shipment allocation change requests must be submitted by using the Shipment Allocation Change - Request form. The form needs to be completed in its entirety. Submit completed form no later than the 20th of the month prior to the month of the desired change (i.e., August allocation change must be submitted no later than July 20th) to allow the manufacturer processing and rescheduling time. According to vendor agreement, allocation adjustments can only be processed one per six-month time frame; per shipment site. Forms may be submitted either by fax or e-mail. Confirmation receipt of request will be emailed to the Distribution Site Coordinator. Upon receipt of confirmation from the manufacturer, the form will be faxed to the Site Coordinator with an approval or denial signature of the VDH Program Manager.

Allocation Cancellation Policy:

Emergency cancellations may be scheduled through utilization of the Shipment Allocation Change – Request form. Refusal of delivery by a shipment site, without prior allocation change submittal and approval, will result in freight and handling fees charged directly to that distribution site by Evenflo, Inc. If a properly submitted allocation request form is approved and delivery of restraints was not adjusted accordingly by Evenflo, the site has the option of refusing that delivery without penalty.

RECORD RETENTION REQUIREMENTS

The Site Coordinators must maintain completed Application Forms on file for a period of at least *five* years for liability and site visit evaluation purposes.

The Safety Seat Waiver of Liability signed by the safety seat recipients must be maintained for a period of at least *five* years (Waiver Permission Slip attached, if applicable).

The Waiver Permission Slip form is an optional form to be utilized by sites whenever a client is unable to attend a training session and needs another individual to attend in their behalf. This signed form or a note as specified in the Waiver of Liability section must be completed. Refer to Waiver of Liability for details. Permission slips should only be utilized in the event of an emergency. Slips or notes must also be maintained for a period of at least five years attached to the Waiver of Liability form.

ORDERING SUPPLIES AND MATERIALS

District Coordinators will receive application forms and other program brochures and supplies in three to four month bulk quantities. Site Coordinators should contact their District Coordinators or VDH when they need additional materials. VDH will supply coordinators on an on-going basis or as needed. Orders should be requested on the current program order form and faxed to (804) 864-7748 or by phone on the DIVP Resource Center information/resource line at 1-800-732-8333. Upon receipt of the order form the Program Assistant will email you confirmation; materials should be received within two weeks. Some of the program material quantities are restricted to the number of the site's safety seat allocations due to funding limitations.

QUALIFICATIONS TO RECEIVE A SAFETY SEAT

Clients must meet all mandatory requirements in order to be eligible to be issued a safety seat.

Safety seat should be issued per child *Not* per family. One type of safety seat may be issued to a child based on the manufacturer guidelines and best practice taught during the program staff training. The child may be eligible for another type of seat when they out grow their current seat.

***** *Program seats cannot be given or donated to agencies, or used for raffles and door prizes.* *****

The Low-Income Safety Seat Distribution and Education Program requires proof of identification, residency and income eligibility by each applicant and child. Add all sources of gross income from each household member to determine applicant's income eligibility. Types of income include: jobs, child support, unemployment compensation, disability payments, etc.

Examples of proof of identification and residency:

- Birth Certificate
- Drivers License
- Alien Registration Card
- Voter's Registration Card
- Work or School Identification Card
- Library Card
- Social Security Card

Examples of proof of income eligibility include:

- Medicaid card
- Current pay stub noting the pay period the income was earned plus the previous month's pay stub(s)
- Income tax return for the most recent calendar year plus current pay stub noting pay period and previous month's stub
- Food Stamp "Notice of Eligibility"
- National School Lunch participation verification
- FAMIS or FAMIS Plus (Family Access Medical Insurance Security Plan)
- TANF (Temporary Assistance for Needy Families) printout with case number
- WIC (Women, Infants, and Children) participant verification card

Mandatory Qualification Requirements:

- Medicaid, FAMIS, WIC eligible or proof of meeting the VDH, Low-Income Level Program Guidelines
- Last trimester of pregnancy or for children birth through 7 years of age at date of application; providing child is within program seat's manufacturer guidelines
- Parent, foster parent or legal guardian – Guardians *must* provide court documentation
- Attend Safety Seat Installation and Use Class for type of seat being issued (Not an option)
- Sign a Release of Liability Waiver form
- Reside in Virginia

Site Discretion according to availability of seats and staffing issues:

- Undocumented client who is a resident of Virginia, may be considered non- eligible until after the birth of their child, if the site is maintaining a waiting list.
- Special consideration for issuance of booster seat to a child eight or older if the child is short of stature due to a medical condition or not, as long as the child weighs less than 100 pounds and is no taller than 54 inches.

Replacement Seats:

- Replacement of a safety seat due to theft, motor vehicle collision, or fire: Applicant should file a claim with insurance agency first. If denied, then applicant must provide either a police report or fire report along with the insurance denial letter to Evenflo. If both of these agencies refuse replacement or if the restraint is not issued in a timely manner, then with proof of attempt and copies of the filed reports the site may reissue a safety seat.

However, if the client has the accident, theft or fire report and a denial letter from the insurance company you may opt to replace the seat if you have plenty in stock without going through Evenflo.

APPLICATION PROCEDURE

Application forms must be completed by all safety seat applicants for screening, processing, and tracking purposes. All applicants *must* be assigned an identifier; referred to as the “Applicant Program Code”. The applicant’s program code consists of the applicant’s last name plus the applicant’s last four (4) digits of the Social Security Number. No spaces should be inserted between the last name and their 4 digit number. This identification code will be utilized statewide when the automated forms and tracking reports are implemented into the program.

After an approved applicant has attended the training session, signed the waiver form, and received a safety seat, ensure that all the information in the grayed, boxed area of the form designed for Program Staff has been completed. The information can be transferred from the Waiver of Liability form utilized during the training session. This includes the type of safety seat issued to the client and the position it was instructed to be used. If installation assistance was not provided due to inclement weather or the client arrived by public transportation and no other vehicle was available for demonstration of correct installation practices, then the only alternative is to provide the client with a Permanent Fit Station or a certified NHTSA technician’s contact information. Referral information must also be documented on the application form along with the reason the hands-on installation was not provided. Refer to the Applicant Installation Referral section for more details regarding referrals.

GENERAL GUIDANCE FOR SELECTING / ISSUING RESTRAINT TYPES

Refer to these generalized and brief overview guidelines to help select the proper restraint for applicant's children. Each child is unique in body size and behavior and therefore Safety Seat Educators should always rely on the program's staff training and Evenflo's instruction booklet to ensure proper selection and usage for each child.

Titan Convertible Safety Seat:

- Child must weigh at least 5 lbs. and no more than 50 lbs.
- Child must be at least 19 inches in height and no more than 47 inches
- Rear-face all children under the age of one or who weighs less than 20 lbs.
- Child may remain rear-facing up to 35 lbs.
- Child may be positioned forward-facing if at least one year of age and weighs at least 20 lbs.
- Child should be issued the convertible with the harness system until they weigh at least 40 lbs, unless they have out the seat by height
- Child cannot be restrained in this seat if they weigh more than 50 lbs., exceed 47 inches, or have outgrown the height guidance set by the manufacturer for proper harnessing alignment.

Sightseer Belt-Positioning-Booster:

- Child should weigh at least 40 lbs. and no more than 100 lbs.
- Child must be less than 54 inches in height
- Child is preferably 4 years of age before issuing this belt-positioning booster seat, unless the child has outgrown the convertible seat by either weight or height.
- According to NHTSA's best practice guidelines, do not issue the booster seat to a child less than 40 lbs. unless they have outgrown the convertible safety seat by height.
- Vehicle that the child will be transported in must have a lap and shoulder safety belt.

SPECIAL NEEDS/LOW BIRTH WEIGHT

Although the Evenflo Titan child safety seat is rated from 5 pounds to 50 pounds, some babies will require the use of a special safety seat. If a baby is premature or of low birth weight (under 5 pounds), they may need a specially designed infant-only safety seat. Children with special needs (i.e. hydrocephalous, spina bifida, or apnea) may need a safety seat, which has a design compatible with their special needs.

Individuals with specialized training in this medical area may be located at www.safekids.org/certification. Click on “Find a Technician/Instructor” located on the right-hand side of the page and then select the state and Special Needs option at the bottom of the box. Whenever a question or concern arises regarding securing a child with special needs, please call upon one of these individuals for guidance.

Most pediatricians will write an equipment prescription for a special needs safety seat when warranted by a medical need. If the client is unable to receive a medically warranted car bed, contact your local Safe Kids Coalition or your community hospitals to inquire as to whether or not they loan special needs safety seats.

If a currently certified technician in the NSCPSTP is available to your staff, then VDH may be able to issue a car bed directly to the Technician to assist with installation for that client. Car beds cannot be issued by program educators who do not hold current Technician status. Applications, waivers and viewing of the program video will still apply and should be handled the Program Educators. Upon completion of the paperwork and video viewing, the client may be scheduled with a Technician in your area who has agreed to participate with your agency to teach the client how to install the car bed properly.

APPLICANT TRAINING

All seat recipients are required to attend an interactive educational session addressing the type of restraint that they will be issued. This educational session is not optional; clients who refuse training cannot be issued a program safety restraint. The recipient needs to be in attendance for the entire educational session.

If in an *extreme* circumstance the applicant cannot attend, a signed form or note of permission is required. Utilize the Waiver Permission Slip form and then attach it the Waiver of Liability form signed by the designated attendee. An alternative to the Waiver Permission Slip form is a note that must state the name of the individual who will be attending the training in their behalf, state the reason for not attending, state that they understand that the individual they designated to attend in their behalf is responsible for relaying the educational information to them and must also be signed by the applicant. This permission slip should be attached and filed with the Waiver of Liability form for a period of at least five years.

After signing the Waiver of Liability form, applicants must view the current program video. This consistent practice will help ensure a better understanding why correct usage should always be followed. The viewing also helps reduce our liability risk. Following the video, Safety Seat Educators must provide interactive education for correct usage of the safety being issued. Clients should understand why the seat they are being issued is the proper and safe selection for their child. They should be shown how to properly secure their child in the restraint and how to operate the features of the restraint. Understanding the correct method of installing a restraint in a vehicle is an extremely important component of our clientele's training, too. Individual hands-on installation training in the client's vehicle is considered the optimum method. However, this is not always feasible. The next best choice is to demonstrate to the clients as a group, how to install the restraint in a vehicle provided by your agency or in one of the client's vehicles. Whenever one of these two options is not followed, follow the guidelines stated in the Applicant Installation Referral section stated below.

Before concluding the training session, be sure to provide brochures and fact sheets to help reinforce the information shared. Conduct the Exit Survey evaluations for all clients; required for submittal with Monthly Tracking forms.

APPLICANT INSTALLATION REFERRAL

The recipients should be provided hands-on installation demonstrations. This is inclusive of demonstrating the correct method of securing a child a restraint and the correct method of installing a restraint in a vehicle. Clientele should actively participate with both installation exercises. This practice should enable them to install the seat for themselves at a future date. Remember this training is designed as a learning experience for the recipients, not as an installation service. According to our Federal grant and legislative funding, education must be provided with the dissemination of all restraints issued through this program. Clients do not have an option in this matter.

In the event of an emergency, applicants may be referred to credible Permanent Fit Stations for installation assistance. Inclement weather or a client arriving in public transportation with no other vehicle available for demonstration of correct installation practices, warrant referrals to Permanent Fit Stations or a currently certified NHTSA technician.

Distribution sites located in a metropolitan area without close by parking access for clients or sites located in an unsafe environment for demonstrating outside installations may also use the referral system.

Permanent Fit Stations or certified NHTSA Technician referral information must also be documented on the application form along with the reason why the hands-on installation was not provided. Visit www.safetyseatva.org and then select the "Permanent Fit Station" listing to locate a qualified station near your site to refer clients to. If a station is not listed close to your site, visit the national web site safekids.org/certification and click on the "Find a Tech or Instr" link to locate assistance from someone local with NHTSA Technician certification status.

SPANISH-SPEAKING CLIENTS

Even if a translator is not available, you may provide seats to Spanish-speaking clients. Their training needs can be met by...

- Using the Spanish version of the waiver form for signature.
(If a translator is present, request them to sign beside the recipient's name.)
- Showing the most current Spanish version of the program video
- Distributing the Spanish handout, "Buckle Up Virginia" brochure.
- Distributing the Spanish version of the Virginia Child Passenger Safety Law Sheet.
- Distributing Evenflo's Spanish version of the safety seat instructions. Instruction booklets attached to the safety restraints are not bi-lingual.
- Displaying and referring to the "Buckle Up Virginia" poster.
- Displaying and referring to the "Buckle Up Virginia" growth chart.
- Utilizing NHTSA's Child Passenger Safety Translation of Terms recourse tool.

Contact VDH to order additional copies of the Spanish versions of the program's safety seat instructions.

LIABILITY SAFEGUARD MEASURES

Abide by the following liability safeguards to help protect yourself, your agency, and the State in the event a lawsuit is ever filed:

- All individuals participating in the instruction and/or distribution of program seats must complete the annual eight-hour program training adapted from the NHTSA National Child Passenger Safety Certification Course. This more in depth child passenger safety training is available by contacting the national agency, Safe Kids Worldwide, at www.safekids.org/certification. For those individuals who successfully complete the National Standardized 4-Day Child Passenger Safety Certification Course and maintain a current technician status will be exempt from the program's annual training course. However, technicians must receive annual programmatic updates.

- Only disseminate accurate, up-to-date, approved program materials and handouts during seat recipients training. Do not incorporate any other materials into course without prior written consent from the VDH Program Manager.
- Waiver of Liability form must be signed and kept on file for a period of at least five years. Attach a copy of the permission slip when applicable, note any problems or concerns with installation on bottom of form and note if the participant was referred to a certified NHTSA Child Passenger Safety Technician for assistance with the installation. Encourage translators, interpreters, councilors, and/or parents of underage applicants to sign the waiver form, too.
- All seat recipients are required to attend an interactive educational session addressing the type of restraint that they will be issued. This educational session is not optional; clients who refuse training cannot be issued a program safety restraint.
- Viewing of the most recent installation video is a requirement of all safety seat recipients without exception. English and Spanish copies are provided for every distribution site.
- The recipients must be provided with hands-on installation techniques and clientele should actively participate with the installation exercise. This practice will enable them to install the seat for themselves at a future date. Remember this training is designed as a learning experience for the recipients, not as an installation service. In the event of inclement weather or a client arriving by public transportation and no other vehicle is available for demonstration of correct installation; the only alternative is to provide the client with referral contact information. Permanent Fit Stations or Technician referral information must be documented on the application and waiver form. Refer to the Applicant Installation Referral section of these Policies and Procedures for detailed guidance.

WAIVER OF LIABILITY FORM

In addition to the required educational/training components, all applicants *must* sign the Waiver of Liability form. If an *extreme* circumstance occurs and prevents the applicant from attending the mandatory training session, a *signed* permission slip requesting for someone else to attend in their behalf is required.

In the event a client is unable to attend, utilize the Waiver Permission Slip form and then attach it the Waiver of Liability form signed by the designated attendee. An alternative to the Waiver Permission Slip form is a note that must state the name of the individual who will be attending the training in their behalf, state the reason for not attending, state that they understand that the individual they designated to attend in their behalf is responsible for relaying the educational information to them and must also be signed by the applicant.

Encourage translators, councilors, and/or parents of underage applicants to sign the waiver form, too. The Waiver of Liability form and the permission slip, if applicable, must be kept on file for a period of at least five years

Educator marks the type of restraint issued and the positioning of restraint in the designated area.

Educator notations of installation incompatibilities should be noted on the boxed, bottom portion of the Waiver of Liability form in the designated area. Examples of incompatibilities are as follows:

- Recipient of the seat refused to follow recommended installation methods; released uninstalled. (State the recommendation the parent refused to follow.)
- Safety seat was released without hands-on installation training; the reason why stated and referral agency or technician name must be listed. (Refer to DIVP website for listing of Permanent Fitting Stations in your community or safekids.org for individual names of current, certified Technicians.)
- Safety seat issued uninstalled due to incompatibly issues with the vehicle (note specific issue).
- Safety seat issued uninstalled due to client arriving by public transportation.
- Booster seat was installed in the front passenger side of the vehicle because rear seating positions only equipped with lap belts. Air bags turned off. (If applicable) Positioned vehicle seat as far away from dash area as possible.
- Booster seat was issued uninstalled due to the client's vehicle only having a lap belt. Warned the client about the dangers of using a lap belt only with a BPB and recommended for the child to be transported in another vehicle equipped with both lap and shoulder belts.

PROGRAM CONTACT INFORMATION

Marcia Franchok-Hill
VDH, Statewide Safety Seat Program Manager

Phone: (804) 864-7737

Fax: (804) 864-7748

E-mail: marcia.franchok-hill@vdh.virginia.gov

Jennifer Schmid
Unintentional Injury Program Assistant
(Limited Assistance - Shared Position)

Phone : (804) 864-7746

Fax : (804) 864-7748

Physical Mailing Address :

Virginia Department of Health
Center For Injury & Violence Prevention
109 Governor Street, 8th Floor
Richmond, VA 23219

Web Site Address :

<http://www.vahealth.org/injury/safetyseat/lissdep.htm>

For clarification or comments, please contact the VDH Program Manager at the above contact listing.