

Low-Income Safety Seat Distribution And Education Program Reference Manual



September 2015

Low-Income Safety Seat Distribution And Education Program

Reference Manual

Developed by

Marcia Franchok-Hill, CPSTI

September 2015

Low-Income Safety Seat Distribution and Education Program

**On-Line Training:
Basic Injury Prevention, Crash Dynamics,
and Policies and Procedures**

Injury, Violence and Tobacco Prevention Program

Virginia Department of Health

September 2015



On-line Training Objectives

- Discuss Virginia Child Passenger Safety Laws
- Explain basic injury prevention and crash dynamics regarding motor vehicle crashes
- Provide an overview of policies and procedures
- Define roles and responsibilities of the District and Site Coordinators and Educators
- Outline eligibility criteria for issuing a safety seat
- Define client educational training requirements
- Review forms and reporting requirements

Course Credentials

LISSDEP Educators: Must maintain expertise with the two Evenflo program seats through the combined training of the On-Line training and Hands-On Technical training.

Additional training is required in order to provide education to clientele regarding any other variety of seats.



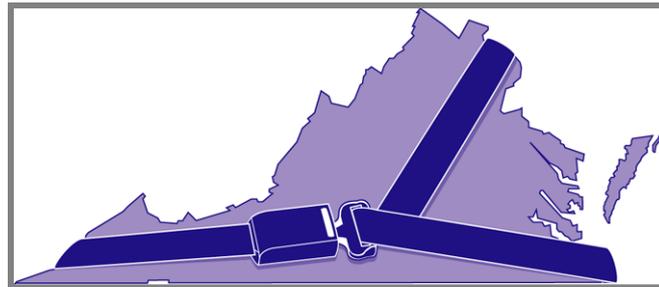
Titan65
Convertible



Maestro Belt
Positioning
Booster

Program's Mission

To reduce unnecessary and preventable motor vehicle injuries and fatalities to infants and children through increased education and distribution of free child safety seats to as many eligible residents of Virginia as funding permits.



Program Funding

Child Restraint Device Special Fund:

Civil penalties are collected from violators of Virginia Child Passenger Safety Law (46.2-1095). First offense is subject to 50 dollar fines, subsequent offenses on a different calendar date are subject to 500 dollar fines. Funding provides for the purchase of child restraints.

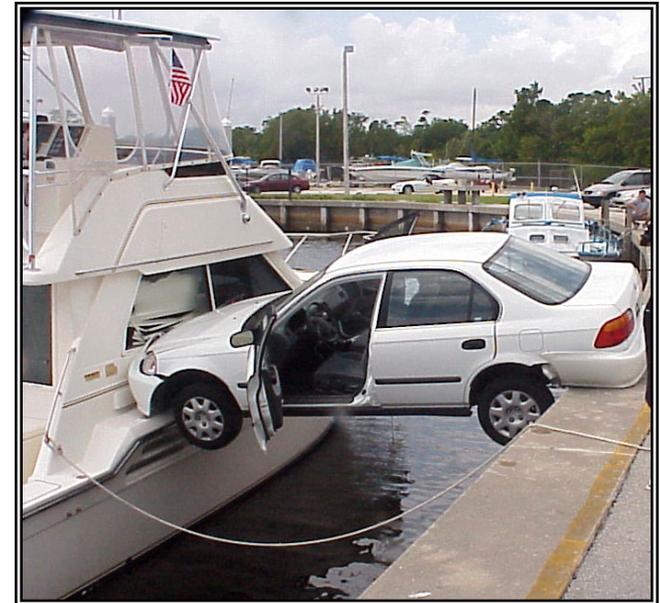
402 Federal Highway Safety Grant

Annual application submitted to HSO to receive Federal funding. Grant funding provides for the educational component of the program.

LISSDEP

Basic Injury Prevention and Crash Dynamics

Module A



Virginia's Child Passenger Safety Law

- Birth up to 8 years of age (7 years old and younger) must be **properly** secured in an appropriate restraint
- Child passengers 8 years of age up to 18 years old must also be **properly** secured
- Civil penalty - Fifty Dollars

Effective July 1, 2008, any person found guilty of violating child passenger safety laws a second or subsequent time when the violations occurred on different dates shall be subject to civil penalty of up to \$500

- Primary Law
- Pickup Truck Law
- Child Restraint Special Device Fund



Injury Prevention and Crash Dynamics



Buckle Up!



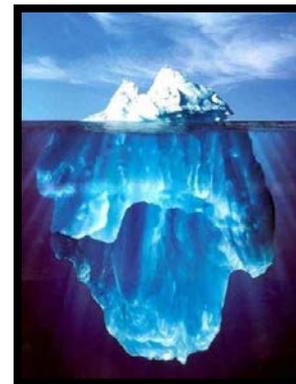
Crashes are preventable

Crashes are **not** always survivable



Leading Cause of Death

- Motor vehicle crashes on average killed 89 people each day in the United States during 2013, according to National Highway Traffic Administration
- In Virginia, during 2013, 700 individuals were killed by motor vehicle crashes and 63,384 were injured
- On average in Virginia, during 2013, one reported crash occurred every 4.37 minutes
- Injuries create higher health care costs to society than deaths
- Injury prevention measures reduce deaths and injuries caused by motor vehicle crashes
- Most crashes are preventable
- Parents are role models
- Buckling-up should be a life-long habit



Newton's Law of Motion

An object in motion continues to remain in motion at the original speed until acted on by an outside force, according to Newton's Law of Motion.

Occupants must strike something in order to stop their motion; hopefully by the vehicle seat belts or child safety restraint systems.



Three Collisions During a Crash

Collision I - Vehicle



Collision II - Human



Collision III - Internal



Forces of a Crash



Weight X Speed = Restraining Force

Crash Forces

If a vehicle traveling 40 mph strikes a solid object....

The passengers would feel the same crash forces if he or she had fallen off of a 50-foot cliff or fallen off of a 5-story building.



Types of Crashes

Frontal Impact: Most frequent type of crash



Type of Crashes

Side Impact (Lateral): Most dangerous for occupants who are sitting on the impact side of the vehicle



Types of Crashes

Rear Impact: Whiplash injuries occur; the occupant's head moves toward the point of impact while the vehicle seat keeps the upper body in place.



Types of Crashes

Rollovers: Ejection can easily occur without the use of a restraint. People who are ejected are likely to be crushed or pinned by the vehicle.



Types of Crashes

Non-Collisions: Spins, skids, swerves, and emergency braking. These actions are a common cause of unrestrained occupants being injured by other unrestrained occupants, striking hard surfaces in the interior of the vehicle or by being ejected.

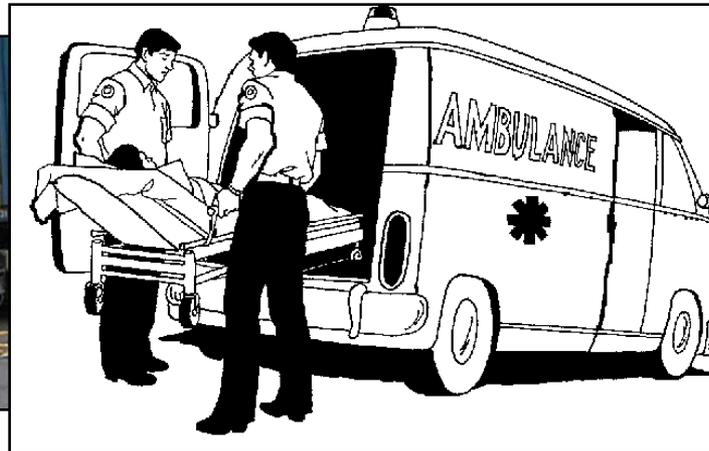


Reduce Injuries

Dramatic Change in speed causes injury

Change in speed during a short period of time
= **Greater** Risk of Injury

Change in speed over long period of time
= **Less** Risk of Injury



Basic Principles of Crash Protection

Protection From Ejection

Death 4 times more likely if unrestrained



Spreads Crash Forces

Restraints are designed to spread the crash forces over a wide area of the body and not concentrated in one area

Allows “Ride Down”

Restraint webbing stretches to allow the body of an occupant to slow down during a crash and prevent an abrupt stop.



Roles and Responsibilities

LISSDEP District Coordinator

- Is responsible for the coordination of safety seat distribution efforts within the district.
- Is the main contact for scheduling of staff training, safety seat distribution between sites, and training material supply distribution.
- Is responsible for ensuring timely submittal of Monthly Reports, Promotional Reports and Exit Surveys by Site Coordinators for all distribution sites within the district.
- Is responsible for providing guidance with maintaining program/clientele paperwork and destruction

Roles and Responsibilities

LISSDEP Site Coordinator

- Is responsible for tracking site statistics and completing timely Monthly Distribution Tracking Reports and submitting Exit Surveys on a monthly basis to VDH.
- Is responsible for submitting a Safety Seat Shipment Allocation Change Request Form when allocation changes are necessary.
- Is responsible for immediate fax verification of receipt seat shipments and their condition to VDH.

Roles and Responsibilities

LISSDEP Safety Seat Educator

- Is responsible for providing all safety seat recipients with accurate and thorough training, prior to dissemination of any program restraint without exception.
- Is responsible for completion and retention of clientele application and waiver/agreement forms.
- Is responsible for conducting Exit Surveys with all safety seat recipients, when imposed by grant requirements and submitting surveys to Site Coordinators.

Program Staff Training

- On-line Policy and Procedure Training is required for all individuals participating with the application process or distribution of seats. On-line training must be completed prior to attending the Hands-On Technical Training.
- Hands-On Technical Training is required for all individuals involved with education and/or dissemination of restraints. A copy of the Certificate of Completion for the On-Line Policy and Procedure Training must be presented to VDH Staff Training Instructor during registration.
- Installation Technique exercises and skill assessments must be successfully completed during the Hands-On Technical Training.

Safety Seat Eligibility Criteria

Must...

- be custodial parent, legal guardian or foster parent
- provide proof of identification for applicant and child
- be resident of Virginia and provide proof of residency within the distribution site's coverage area
- meet all eligibility criteria for WIC, FAMIS, Medicaid, or SNAP
- wait until the last trimester of pregnancy to apply
- attend Safety Seat Installation and Usage Class in it's entirety
- sign Waiver of Liability and Agreement form

And...

- Child must fit within the safety seat or booster seat guidelines

Safety Seat Eligibility Criteria

- Safety seats should be issued per child, not per family
- Educator's should encourage pregnant applicants to apply early in their last trimester of pregnancy
- A child may be eligible for another type of seat when he/she outgrows the current seat. A child should only be issued one each of each type of restraint.
- Program seats cannot be given or donated to agencies, nor used for raffles and door prizes.

Proof of Identification and Residency

- Custodial parents, foster parents and legal guardians are eligible to apply for child safety seats.
 - Proof of identification is required for all applicants and for all children.
 - Proof of residency must be provided to verify residency within the distribution site's coverage area.

Legal guardians are required to show court documentation.

Custodial parents are required to provide custody documentation

Proof of Identification and Residency

- Birth Certificate
- Driver's License
- Alien Registration Card
- Voter's Registration Card
- Social Security Card
- Notarized Verification of Support Form
- Work or School Identification Card
- WIC Card
- Insurance or Medicaid Card
- SNAP Paperwork
- Utility Bills
- Passport

Proof of Income Eligibility

- Medicaid Card
- WIC (Women, Infants, and Children) participant verification card
- FAMIS/FAMIS Plus (Family Access Medical Insurance Security Plan)
- TANF (Temporary Assistance for Needy Families) case number
- SNAP - Food Stamp Program's "Notice of Eligibility"
- National School Lunch participation verification
- Current pay stub noting the pay period the income was earned, plus the previous month's pay stub(s); refer to program income grid
- Notarized Employment Income Verification or Verification of Support form

Site Eligibility Discretions

The decision to render program services to undocumented immigrants is left up to the discretion of each distribution site's agency. If an agency has a policy in force which denies services to undocumented immigrants, then the site may deny issuing a seat to undocumented children.

Special consideration may be given for a child who is eight years of age or older. If the child is short of stature, weighs less than 110 lbs and meets other manufacturer guidelines, a seat may be issued if ample supply of booster seats are on hand.

Replacement Policy

Replacement steps due to theft, fire or motor vehicle collision:



- Client files claim with the responsible insurance company
- If denied by the insurance company, contact Evenflo for possible replacement
- Distribution site may replace a restraint with proof of denial or with documented site justification
- Client must attend a training session unless client attended a class within the past six months for the same type of restraint model number and the same mode

Mandatory Applicant Training

- All recipients are required to attend an interactive educational session, this Safety Seat Installation and Usage Class is not optional. No exceptions are permitted.
- Clients who refuse to attend cannot be issued a restraint.
- Clients that leave the educational session early, must reschedule and complete the training prior to receiving a safety seat.

Safety Seat Installation and Usage Class for Clients Consists of:

- Waiver and Agreement forms signed by applicants
- Program video viewing by clientele
- Hands-on exercise:

Proper method of securing a child in a restraint

- Hands-on installation exercise:

Proper method of installing restraint in a vehicle

Clientele should actively participate with both hands-on exercises. In the event of inclement weather or if clients arrived by public transportation with no other vehicle available for installation demonstration, a referral can be made to visit a Safety Seat Check Station.

Applicant Installation Referral

When hands-on installation demonstrations can not be provided:

Refer only to credible Safety Seat Check Stations if...

- weather prohibits
- no vehicle is available for demonstration
- parking lots are not close by the training facility

Locate approved Safety Seat Check Stations or Technicians

- www.vahealth.org/injury/safetyseat/lissdep.htm
- www.safetyseatva.org
- <http://cert.safekids.org>

Maintain record of referral locations for VDH site visits

Permission Slip Form

If an extreme circumstance occurs and prevents the applicant from attending the mandatory training, a signed and approved permission slip is required.

Virginia Department of Health
Safety Seat Distribution and Education Program
Waiver Permission Slip

I / We (Print Your Name) _____
understand that the training on proper use and installation of child safety seats is a requirement for receiving a safety seat from this program. However, I am unable to attend the mandatory training because of the following reason:

Due to this reason, I am requesting that the following individual attend the training in my behalf (Print Name) _____
I agree to inform the above named individual who will be attending the training, that they must bring proof of identification.

I understand that this individual will be held responsible for relaying the educational information to me. I agree to hold harmless the Commonwealth of Virginia, sponsoring organizations and volunteers from any and all liability and damages for injuries including death arising from or growing out of the child safety seat itself, the information received today pertaining to child occupant protection, the mass; and manner of installation, the operation of the vehicle or vehicles of others, and any other acts or omissions that may result in harm to person or property.

Applicant Signature: _____ Date: ___/___/___

.....

LISSDEP Site Educator Signature of Approval: _____
Date: ___/___/___

Print Name: _____ 
09-13

Form documents:

- Name of Individual who will be attending
- Reason for not attending
- Statement noting that the applicant understands the individual attending will be held responsible for relaying educational information
- Applicant's Signature
- Maintain form with Waiver of Liability and Agreement Form

Waiver of Liability And Agreement

- All applicants or the approved individual who is attending in behalf of the applicant must sign a Waiver of Liability and Agreement form to receive a seat
- The Waiver of Liability And Agreement form must be completed and signed for each child receiving a restraint
- Installation incompatibilities must be noted in the designated area with type of restraint issued
- Maintain files for a period of five years (applications, waiver forms, and permission slips)

Waiver of Liability And Agreement

Best Practice Agreement:

- Explain the AAP recommendations regarding use of restraints
- Explain the dangers revolving around the use of second-hand seats
- Warn against the practice of selling LISSEP restraints and the affiliated consequences

Application Procedure and Training

LISSDEP Staff Must:

- Collect demographics on clients for reporting purposes
- Maintain records documenting quantities of different types of restraints received and quantities of seat types issued to clientele
- Submit required paperwork and forms to VDH
- File application forms with waivers and permission slips for a period of five years

Application Form

Applicants must complete an application form

APPLICATION FOR CHILD SAFETY SEAT

Directions: Fill in application completely.

Applicant's Name: _____ Date of Birth: ____/____/____
(First) (Middle) (Last) (mm / dd / yyyy)

Street Address: _____ Apt. No.: _____

Mailing Address (if different): _____

City/County: _____ State: _____ Zip Code: _____

Telephone Number: (____) _____ Last Four (4) Digits of Social Security No: _____
(Area Code)

I am requesting a child safety seat for:

My Unborn Child: Due Date: ____/____/____

My Child: Child's Name: _____ Birth Date: ____/____/____
(First) (Middle) (Last) (mm / dd / yyyy)

Child's Age: ____ yr ____ mos Child's Weight: ____ lbs. Child's Height: ____' ____"

Child's Race: African American Caucasian Asian Native American Other: _____

Child's Ethnicity: Hispanic Non-Hispanic

Relationship To This Child: Parent Legal Guardian Foster Parent Other: _____

I am a Virginia Resident: Yes No

I or my child is a US citizen or a documented alien: Yes No

I or my child receives FAMIS, WIC, Medicaid, or TANF: Yes No # _____ (if applicable)

I am willing to attend a safety seat training session: Yes No

Applicant Signature: _____ Date: _____

To Be Completed By Child Safety Seat Program Staff For Reporting Purposes

Applicant's Program Code: _____
(Applicant's Last name plus last four (4) digits of Social Security Number)

Applicant met eligibility requirements: Yes No

<i>If Yes:</i> Date Approved: ____/____/____	<i>If No:</i> Date Denied: ____/____/____
Date Training Conducted: ____/____/____	<i>Check reason why applicant was denied:</i>
Date Safety Seat Issued: ____/____/____	<input type="checkbox"/> Supply Depleted <input type="checkbox"/> Child's Age Above Seven Year
Approved applicant showed up for training: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Not Virginia Resident <input type="checkbox"/> Did Not Want to Attend Training
Applicant Placed On Waiting List: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Income Too High <input type="checkbox"/> Other _____

Type of seat issued to child: Convertible: Issued as Rear-facing or Forward-facing
 Booster: Informed client to only use with a vehicle Lap and Shoulder Belt: Yes No

Type of Training Rec'd: Video, Class Instruction & Hands-On Installation or Video, Class Instruction, & Technician Referral
Reason why hands-on installation training was not provided: _____
Name of permanent fitting station or certified technician the client was referred to for installation assistance: _____

06-09

Basic Guidance for Issuing the Titan65 Convertible Seat

- Child is at least 5 lbs. but no more than 65 lbs.
- Child is at least 19" tall but no more than 54" tall
- Rear-face children under age one or if he/she weighs less than 22 lbs. or less than 28" in height
- Forward-face children if he/she is older than one year of age, weighs at least 22 lbs. and 28"
- Issue convertible seats for children under 40 lbs., 4 years of age or less than 38" in height



Basic Guidance for Issuing the Maestro Booster Seat

- Child is at least 4 years of age
- Child weighs at least 40 lbs., but no more than 110 lbs.
- Child is between 38” and 57” in height
- Vehicle used to transport a child in the booster must have lap and shoulder belts



Alternative Restraints for Mild Medical Conditions:

- Premature children may require a specially designed restraint such as a car bed.
- Children with Autism, poor head or trunk control, or obesity may need an alternative retail restraint.
- Safe Kids or your community hospitals may offer a special needs program in your area and may be able to assist clients.
- LISSDEP sites with currently certified technicians may access car beds provided by VDH; if available.

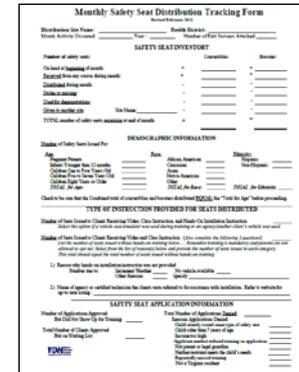


Special Needs Issuance Process

- If child's medical condition warrants use of a car bed or alternative restraint, the client must produce a prescription written by the child's pediatrician for medical equipment.
- Applicants will need to meet eligibility criteria, complete program application and waiver forms and view video.
- Staff will complete the Alternative Restraint/Special Needs Voucher
- Only designated, currently certified NHTSA technicians may issue restraints

Monthly Tracking Report

- Tracking Forms must be completed on a Monthly basis
- Submit a report for each distribution site independently
- Submit a report even if no activity occurred during the reporting month



The image shows a 'Monthly Safety Seat Distribution Tracking Form' from the Virginia Department of Health. The form is divided into several sections: 'Distribution Site Data' (Year, Month, Distribution Site, Health Region, Number of Seats Reported), 'SAFETY SEAT INVENTORY' (Number of safety seats, by type and condition), 'DEMOGRAPHIC INFORMATION' (Age, Sex, Ethnicity, etc.), 'TYPE OF DISTRIBUTION PROVIDED FOR SEAT DISTRIBUTION' (Checklist for distribution methods), and 'SAFETY SEAT APPLICATION INFORMATION' (Number of applications approved, etc.). The form includes checkboxes and lines for numerical data entry.

Periodic Recipient Exit Survey

728443234

Child Safety Seat Distribution and Education Program Exit Survey
Injury, Suicide and Violence Prevention Program
Virginia Department of Health

To help us evaluate our training, please answer the following questions. We will use this information to make our program better. Please mark one answer for each question.

1. Age
 0-19 20-29 30-39 40-49
 50 and above

2. Sex
 Male Female

3. Have you ever attended a child safety seat training before?
 Yes No

4. How did you find out about the program?
 WK
 DMV
 FAMIS
 1-800 phone line
 Internet
 Other (please tell us): _____

5. How did you come here today?
 Car Bus Train
 Truck Metro
 Walked Other _____

6. Virginia law requires that all children under the age of _____ use a safety seat when riding in a vehicle.
 5 years old 7 years old
 6 years old 8 years old

Please continue on the next page

838844323

If you were issued the Tintex convertible safety seat, please complete BOX A. If you were issued the Maestro booster seat, please skip to BOX B. If BOTH seats were issued to you, please complete BOTH Box A and Box B.

BOX A: Tintex Convertible

7. Did you receive training on a rear-facing or forward-facing convertible seat?
 Rear-facing Forward-facing
 Both

8. Where should the chest clip be placed?
 Close to the child's neck
 Level with the child's armpits
 At the child's stomach

9. The harness straps are tight enough when:
 I dig my fingers under the strap
 I dig my fingers under the strap
 It is tight enough that you cannot pinch the strap into a fold

10. When can a child ride safely in a safety seat facing the front of the vehicle?
 At least 1 year old AND weight at least 20 pounds
 At least 1 year old OR weight at least 20 pounds
 When they can sit up by themselves

11. Do you understand how to check to see if your safety seat is installed safely in a vehicle?
 Yes No

BOX B: Maestro Booster

12. Where should the shoulder portion of the seat belt rest across your child's body?
 Across the center of the chest and between neck and shoulder
 Across the chest and touching the side of the child's neck
 Across the chest and resting on the edge of the shoulder

13. What type of safety belt can be used with your booster seat?
 Lap belt
 Lap and shoulder belt

14. When should your child stop riding in a booster seat?
 When your child has outgrown the booster seat by weight/height or is at least 8 years old
 When your child is in the first grade
 When your child wants to ride with only a safety belt

15. Do you understand how to check to see if your booster seat is positioned safely in a vehicle?
 Yes No

- Surveys should be completed by all seat recipients.
- Mail surveys to VDH on a monthly basis; do not fax

Mandatory Shipment Verification

- Site Coordinators are responsible for tracking the receipt of safety seat shipments.
- Upon receipt of delivery, inspect condition and quantities. Make necessary notations and then immediately fax the Shipment Verification Form.
- Report on number of seats not the number of boxes.

**Safety Seat Shipment Verification
FAX FORM**

Low-Income Safety Seat Distribution and Education Program
FAX: (804) 864-7748

TO: Marcia Franchak Hill
Virginia Department of Health
Injury and Violence Prevention Program
325 Governor Street, 9th Floor
Richmond, VA 23219
(804) 864-7737

Site Contact Name: _____
Site Name: _____
Address: _____
Phone No.: () _____ Fax No.: () _____
E-mail: _____

Revised: January 2012

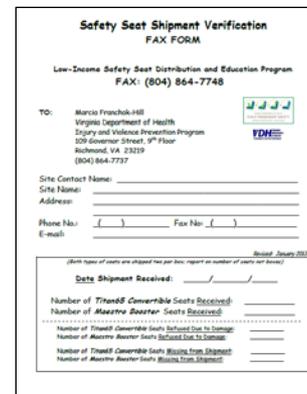
(Mark type of seats and shipment fee per box; report on number of seats not boxes)

Date Shipment Received: _____

Number of **Thailand Coverable Seats** Received: _____
Number of **Massive Booster Seats** Received: _____
Number of **Thailand Coverable Seats** Returned Due to Damage: _____
Number of **Massive Booster Seats** Returned Due to Damage: _____
Number of **Thailand Coverable Seats** Missing from Shipment: _____
Number of **Massive Booster Seats** Missing from Shipment: _____

Shipment Discrepancy

- Refuse damaged seats; document appropriately
- Refuse unscheduled seats; document appropriately
- Make notation of missing seats
- Fax Shipment Verifications
to (804) 864-7748



Safety Seat Shipment Verification
FAX FORM

Low-Income Safety Seat Distribution and Education Program
FAX: (804) 864-7748

TO: Marcia Franchak Hill
Virginia Department of Health
Injury and Violence Prevention Program
109 Governor Street, 9th Floor
Richmond, VA 23219
(804) 864-7737

Site Contact Name: _____
Site Name: _____
Address: _____
Phone No: () _____ Fax No: () _____
E-mail: _____

Revised January 2011

(Mark types of seats and adjust for any loss, report all number of seats not received)

Date Shipment Received: / /

Number of Titan® Convertible Seats Received: _____
Number of Maximo Booster Seats Received: _____
Number of Titan® Convertible Seats Subject to No Damage: _____
Number of Maximo Booster Seats Subject to No Damage: _____
Number of Titan® Convertible Seats Missing from Shipment: _____
Number of Maximo Booster Seats Missing from Shipment: _____

- Notify VDH immediately regarding any discrepancy

Ordering Program Supplies and Materials

- Complete the most current version of the LISSDEP order form and fax to (804) 864-7748.
- Some material quantities are restricted to the number of the safety seats distributed by the requesting site.
- Requested materials should be received by the requesting site within two weeks.

Marcia Franchok-Hill
Virginia Department of Health
109 Governor Street, 9th Floor
Richmond, Virginia 23219

804-864-7737

marcia.franchok-hill@vdh.virginia.gov

Low-Income Safety Seat Distribution and Education Program

Hands-On Technical Training:
Convertible Safety Seat and Belt-Positioning Booster

Injury, Violence and Tobacco Prevention Program

Virginia Department of Health

September 2015



Curriculum Adapted from:

National Highway Traffic Safety Administration's Child Passenger Safety Technician Certification Course

Developed for LISSDEP by:

Marcia Franchok-Hill

Virginia Department of Health



Course Credentials

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Additional training is required in order to provide education to clientele regarding any other variety of seats.



Titan65
Convertible



Maestro
Belt- Positioning
Booster

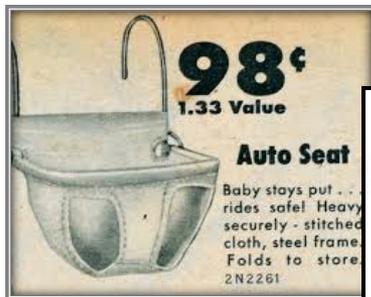
Hands-On Training Overview

- * **Convertible Safety Seat Parts and Functions**
- * **Securing a Child Safely**
- * **Air Bags**
- * **LATCH System**
- * **Vehicle Seat Belt Parts and Functions**
- * **Seat Belt Installation Basics**
- * **Booster Seat Parts and Functions**
- * **Application Outside in Vehicles**
- * **Testing Sign-Off by Program Staff Trainer**

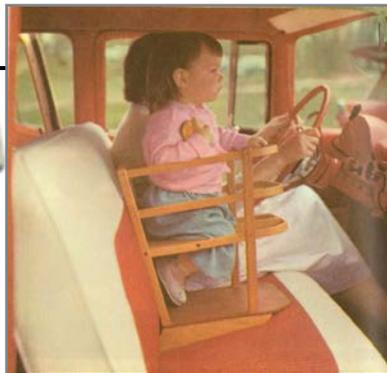
Don't Assume All Caregivers Are Injury Prevention Minded



Evolution of Child Safety Seats



1950's



1960's

SPRING/SUMMER 1971
WARDS

tiny world

caters to traveling tots

Wards new car seats (1) and (2) are to be used in cars equipped with standard safety belts. Baby's seat is secured in front or back by adult safety belts. Baby is held securely by his own shoulder and lap harness.

- 1) Deluxe model car seat. Can be folded forward to permit access to rear seat of 3-door cars. Strong tubular steel frame is beautifully chrome plated. Sturdy black vinyl auto-type upholstery over thick Wards-koon polyurethane padding and special energy absorbing materials. Padded headrest adjusts upward on baby's growth.
- 64 C 4101 A—Ship, wt. 14 lbs. 24.98
- 2) Regular model car seat. Heavy duty fixed tubular steel frame, brightly chrome plated. Black vinyl auto-type upholstery, over firm, resilient energy absorbing materials. Stationary high back for limited-head protection.
- 64 C 4102 A—Ship, wt. 18 lbs. 19.98
- 3) Stroller-sleeper is plumply padded with Wards-koon polyurethane—not only back of seat but quadrants too. Cover is wetproof. Heavy-duty plastic vinyl frame is chrome-plated tubular steel. Shovel wheels, brake.
- 64 C 3029 A—Fold. Ship, wt. 19 lbs. 23.98
- 4) High-back stroller-sleeper convertible to a sleeper.
- 5) Just raise footrest, lower backrest. Chrome-plated steel frame. Vinyl body. Fold. Wt. 17 lbs.
- 64 C 3008 A—Sun-shade, basket detach. 14.98
- 6) Replacement seat for (3), (4) or similar strollers.
- 64 C 3006 A—Ship, wt. 11 lbs. 15.79

WARDS CAR SEATS (1) and (2) Have Latest Safety Features

These seats are certified by the manufacturer to meet all Federal motor vehicle safety standards.

1971

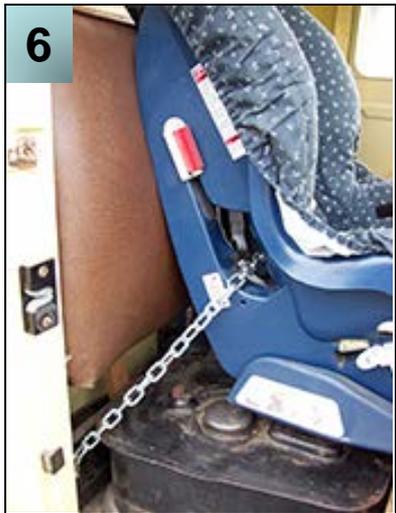
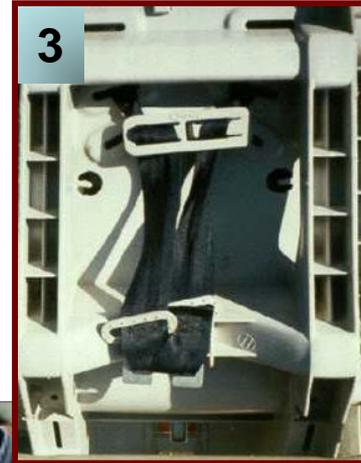


1973



1983

Why do I need to attend training? How hard could it be to install a safety seat?



Evenflo Titan65

- * Convertible Safety Seat
- * 5-Point Harness System
- * Rear-facing: 5 lbs up to 40 lbs.
19" up to 40" in height
- * Forward-facing: 22 lbs up to 65 lbs.
28" up to 54" in height



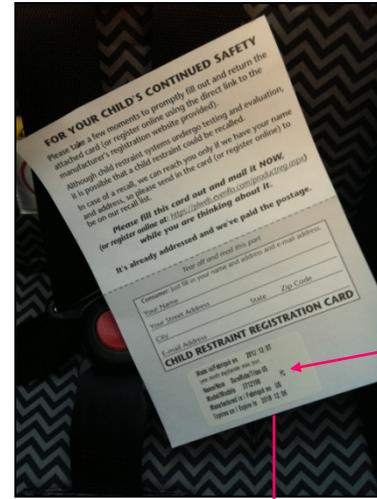
Evenflo Titan65

- * Institutional Model Advantages
- * Random Fabric Selection



Recalls

- * Registration Card
- * Sticker with Recall Information



(Locate and Identify Information on CSS Labels)

Registration Card Missing?

Utilize the “Child Safety Seat Registration Form”

**CHILD SAFETY SEAT REGISTRATION FORM
FOR YOUR CHILD'S CONTINUED SAFETY**

Although child safety seats undergo testing and evaluation, it is possible that your child seat could be recalled. In case of a recall it is important that the manufacturer be able to contact you as soon as possible so that your seat can be corrected.

All child safety seats manufactured since March 1993 have a registration form so that owners can provide their names/addresses to the manufacturer. In case of a safety recall, the manufacturer can use that information to send recall letters to owners. Also, child safety seat manufacturers have agreed to maintain owner names/addresses for child safety seats manufactured before March 1993, so they can notify those consumers in the event of a future safety recall. However, in order for the manufacturer to know which child safety seat you own, all of the information on the lower half of this page must be provided.

If you would like the National Highway Traffic Safety Administration (NHTSA) to give your name and address to the manufacturer of your child safety seat, so that you can be notified of any future safety recalls regarding your child safety seat, fill out this form. Please type or print clearly, sign and mail this postage-paid, pre-addressed form.

If you have any questions, or need help with any child safety seat or motor vehicle safety issue, call the U.S. Department of Transportation's toll-free Vehicle Safety Hotline at 1-888-424-9393 (Washington DC AREA RESIDENTS, 202-366-0123).

Your Name: _____ Telephone _____

Your Street Address _____

City: _____, State: _____ Zip Code: _____

IMPORTANT: The following information is essential and can be found on labels on your child seat.

Child Seat Manufacturer: _____

Child Seat Model Name & Number: _____

Child Seat Date of Manufacture: _____

I AUTHORIZE NHTSA TO PROVIDE A COPY OF THIS REPORT TO THE CHILD SAFETY SEAT MANUFACTURER.

SIGNATURE: _____ DATE: _____



Or register on-line at

www.nhtsa.gov

or

www.evenflo.com

Parts and Functions of the Titan65

Five Point Harness System



Harness Retainer Clip



Seat Padding

Harness Straps

Crotch Strap &
Two Adjustment
Slots

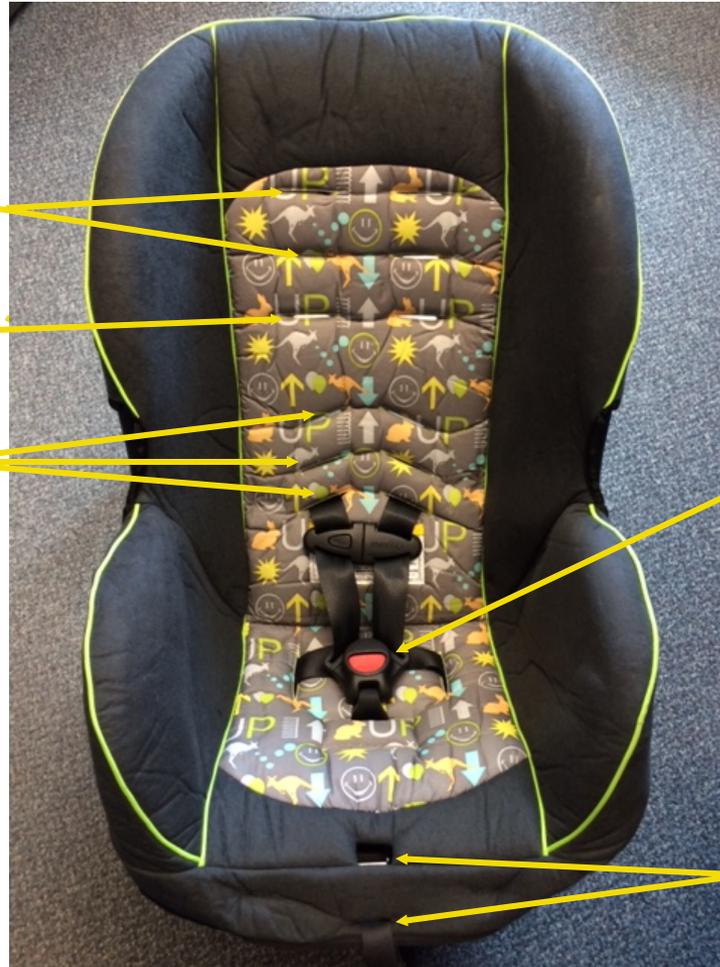
Parts and Functions of the Titan65

Harness Slots

Forward-Facing Only

Universal

Rear-Facing Only



Harness Buckle

Harness Strap
Adjuster and
Release Button

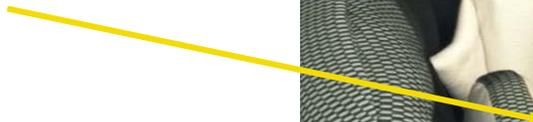
Parts and Functions of the Titan65

Pillow Inserts

Head Pillow



Body Pillow



Parts and Functions of the Titan65

Label providing recall information

Instruction Booklet

Splitter Plate

Locking Clip



Recline Stand

Parts and Functions of the Titan65



Label

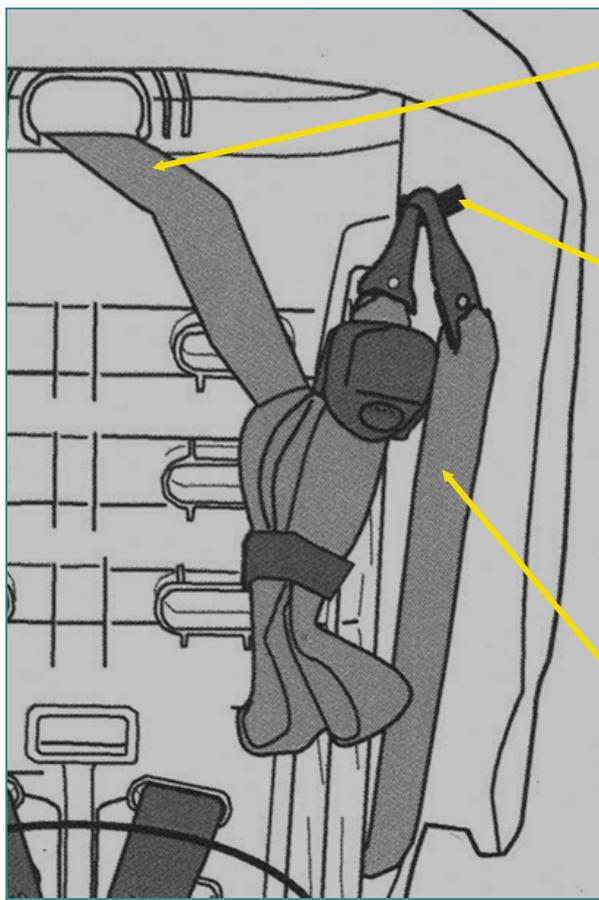
Rear-Facing Belt Path

Forward-Facing Belt Path



Parts and Functions of the Titan65

Tether and LATCH System



Tether Strap

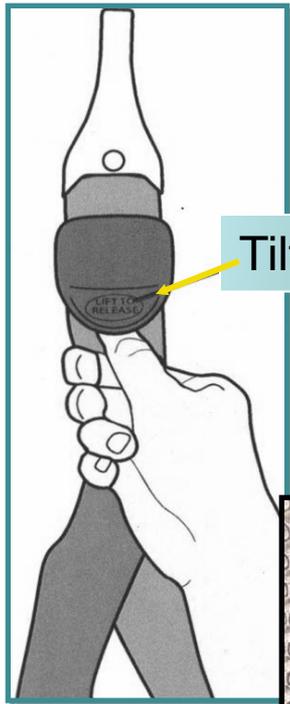
Storage Area
for
Lower Anchor Hook
and
Tether Hook

Lower Anchor Strap



Parts and Functions of the Titan65

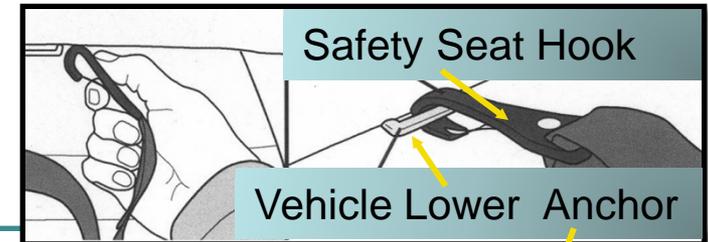
LATCH



Tilt Lock / Adjuster

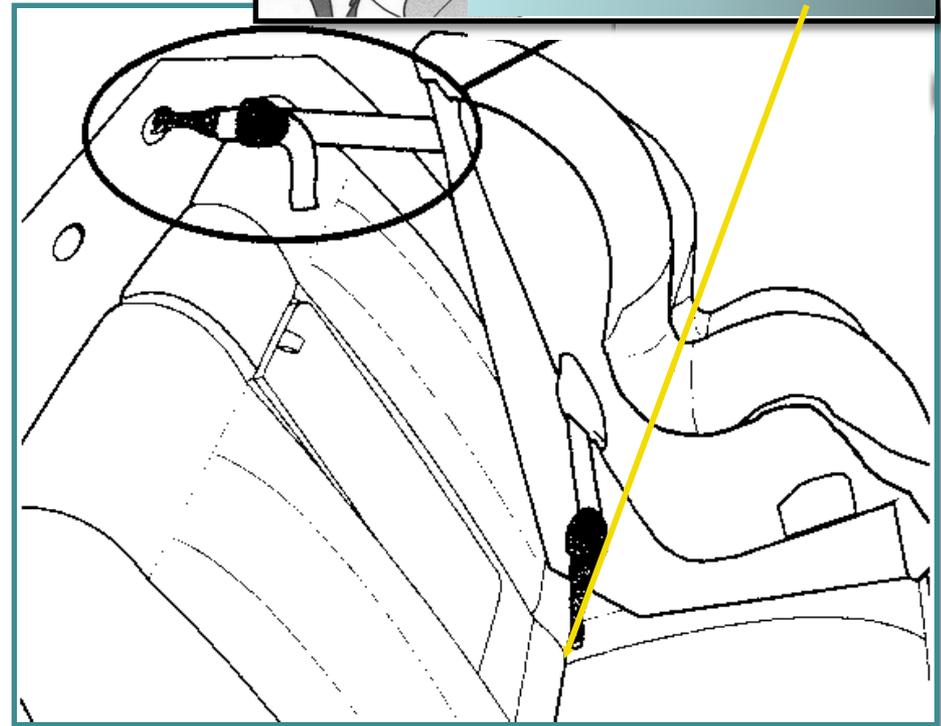


Push-Button
Lock/Adjuster



Safety Seat Hook

Vehicle Lower Anchor



Basic Steps for Securing a Child

- * Select the proper restraint for child

Convertible safety seat

or

Belt-positioning booster



- * Select appropriate direction and secure child accordingly

Rear-facing

or

Forward-facing

- * Select location in vehicle to install and the installation method

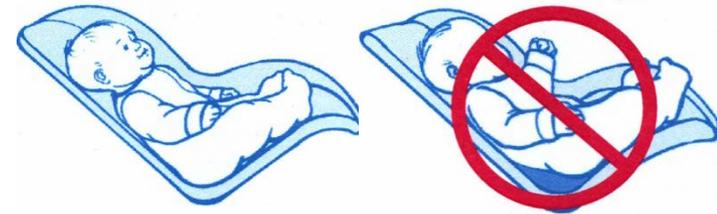
LATCH

or

Vehicle seat belt system

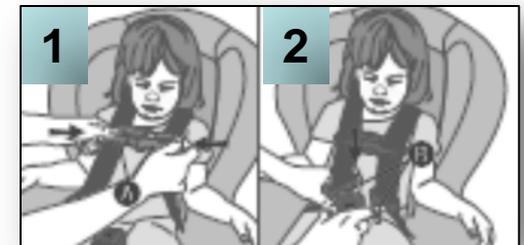
Securing a Child in Safety Seat

- * Determine proper direction (RF or FF)



- * Determine the correct harness slots

- * Place child firmly seated against the back and bottom of the safety seat



- * Ensure harness webbing is not twisted

- * Position retainer clip at armpit level



- * Conduct pinch test to ensure harness webbing is snug



Securing a Child in Safety Seat

Harness Strap Adjuster

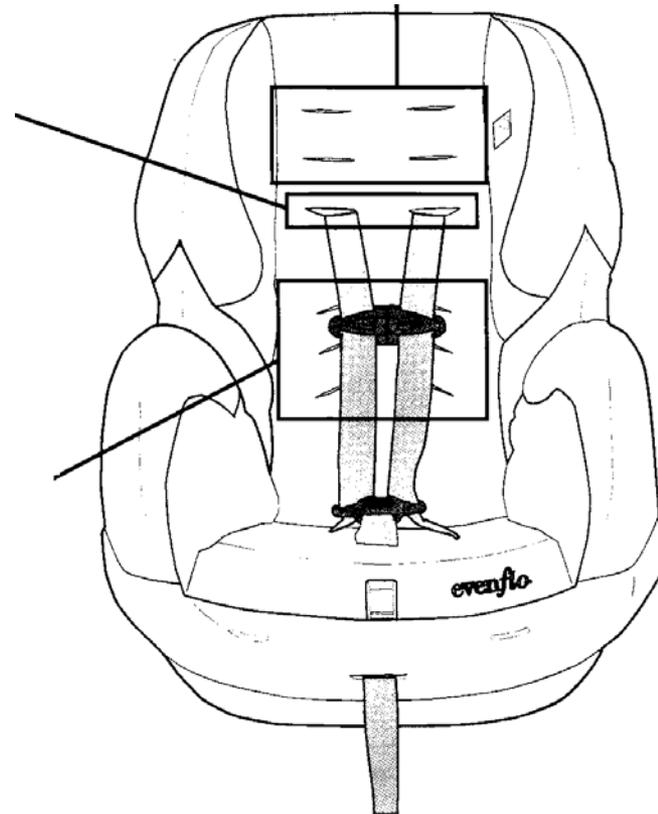


Selecting the Appropriate Harness Slots

Forward-facing ONLY;
Top Two Harness Positions

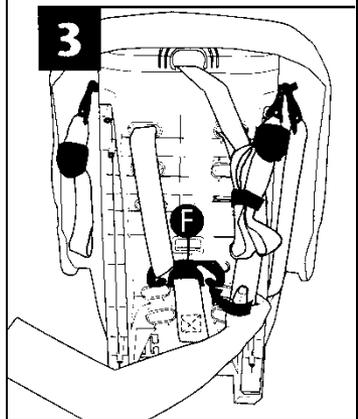
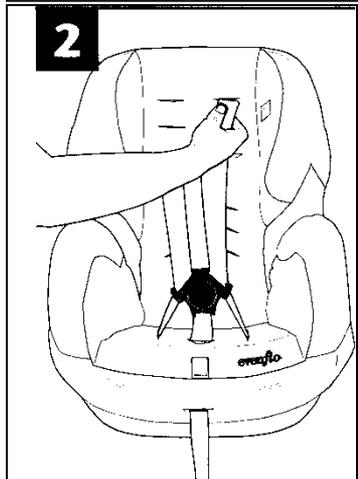
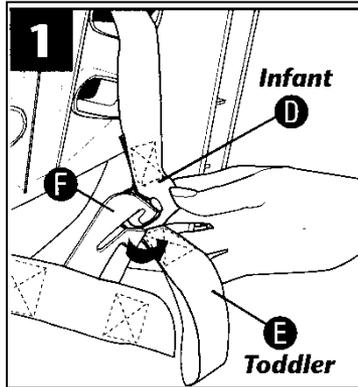
Forward-facing OR
Rear-facing
Universal Harness Position

Rear-facing ONLY;
Bottom Three
Harness Positions



*Child must be at least one year of age
and at least 22 lbs. and at least 28"
before he/she can ride forward-facing*

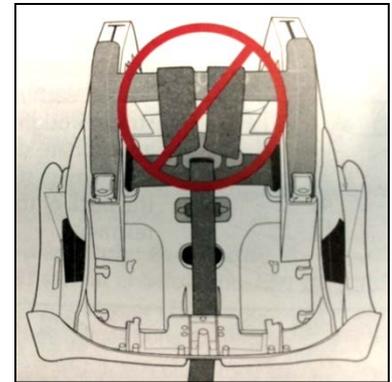
Threading Harnesses and Selecting Loops



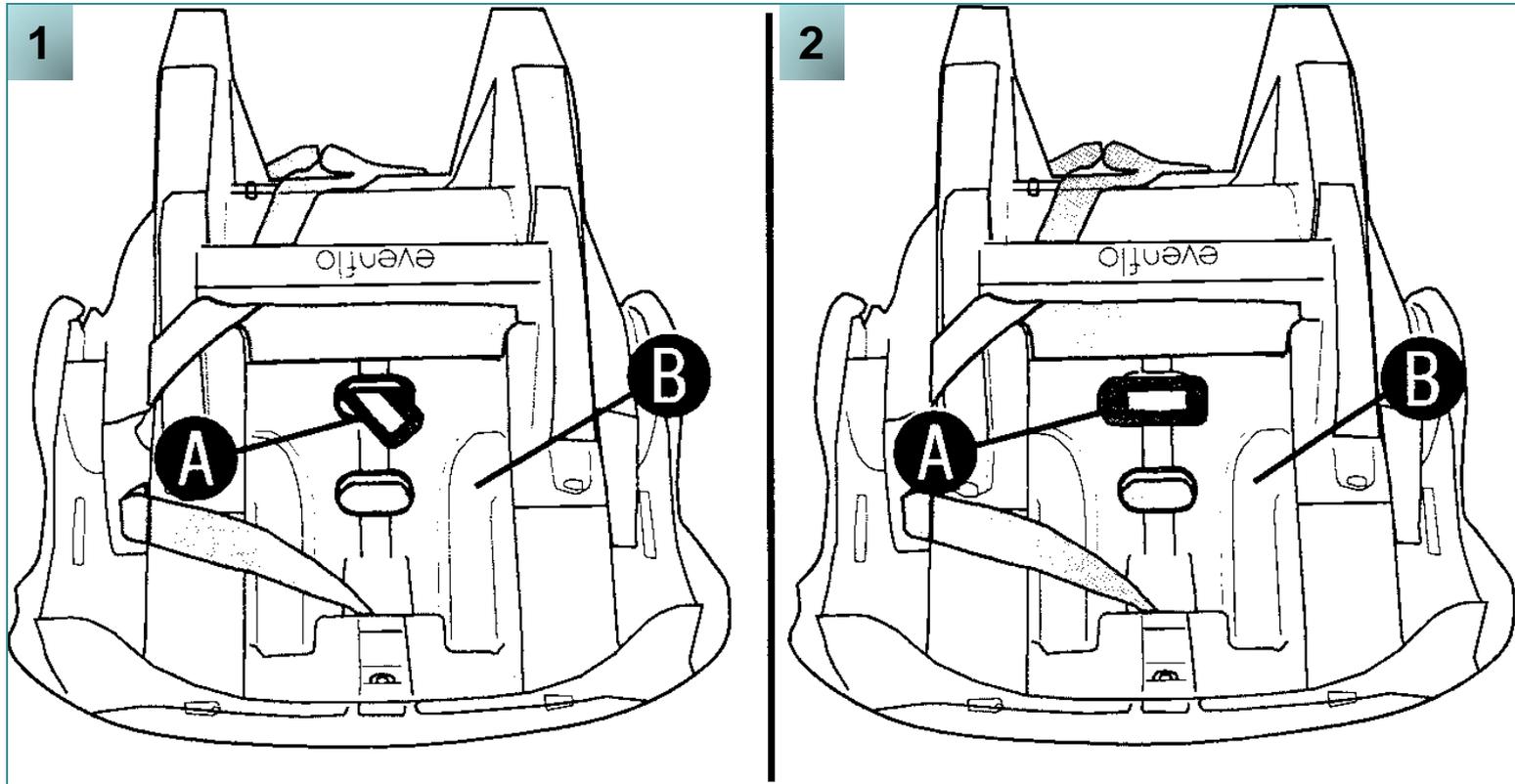
Select appropriate set of harness slots

Thread harness webbing correctly

Connect harness loops correctly

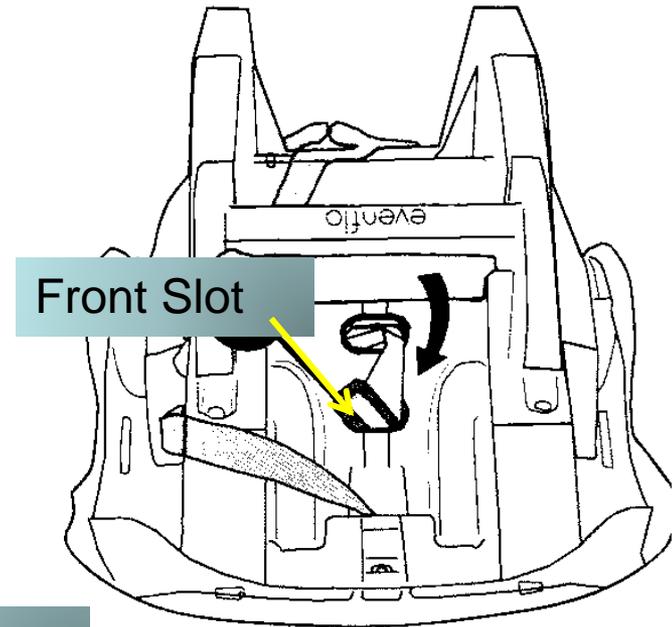
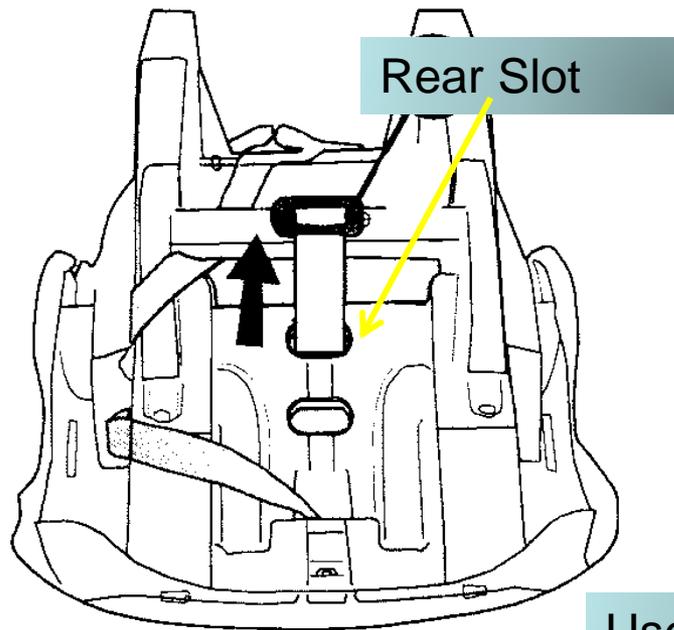


Adjusting the Crotch Strap

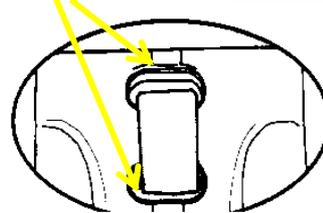


Two crotch slots; three positioning options available

Adjusting the Crotch Strap (Con't)



Use both slots



Newborn crotch strap positioning

Acceptable Padding



- * Do not pad behind a child's head or back, underneath a child's bottom or anywhere that causes lengthening of the harnesses
- * Optional body and head pillows are provided with all convertible restraints
- * Acceptable to pad along sides of the body and around the head for extra support
- * Remove coats and jackets before securing a child in a safety seat

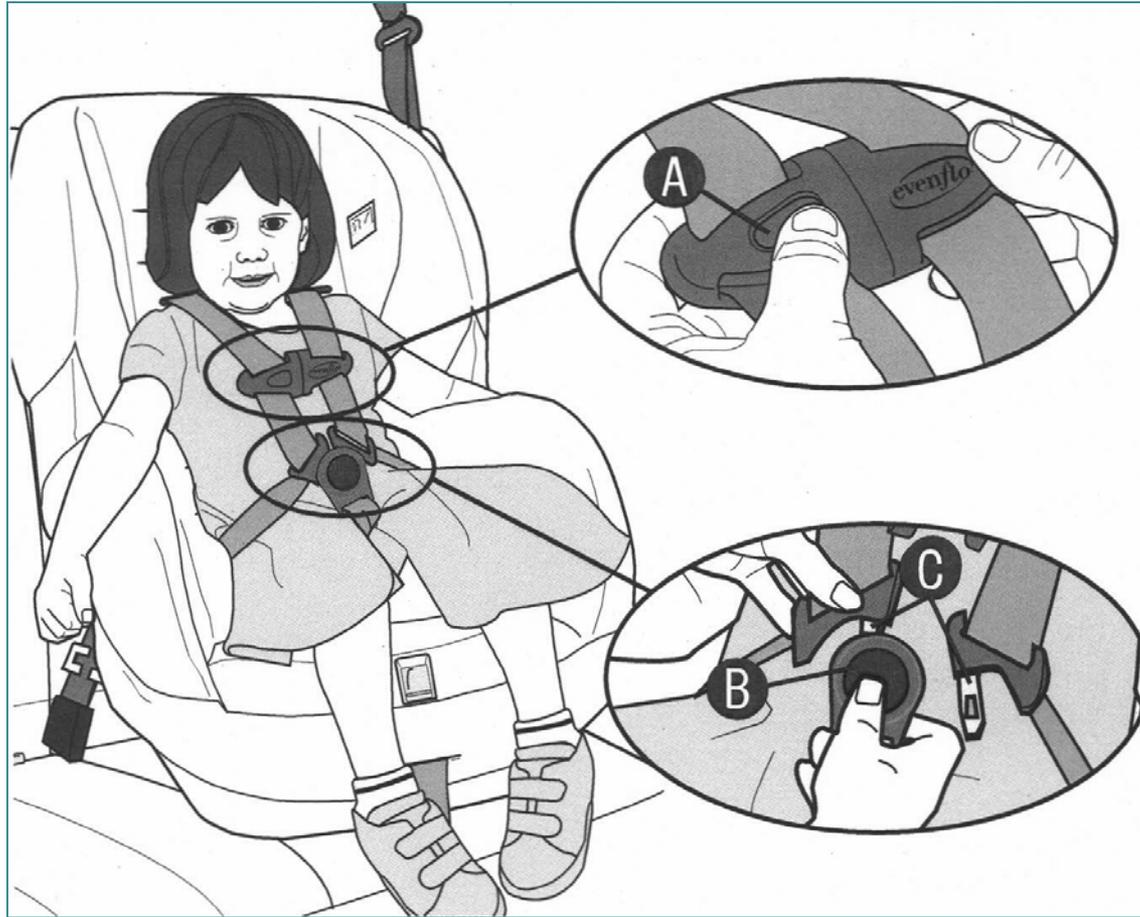
Non-Regulated Products

Evenflo states that additional padding, toys, or other devices that are not made by Evenflo, should NOT be attached to these program seats.

Non-regulated products are not tested or approved for use by the Federal Standards.



Removing a Child From the Seat



Care and Cleaning

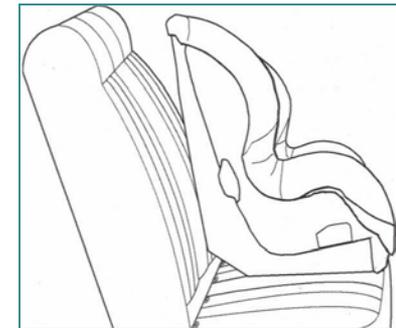
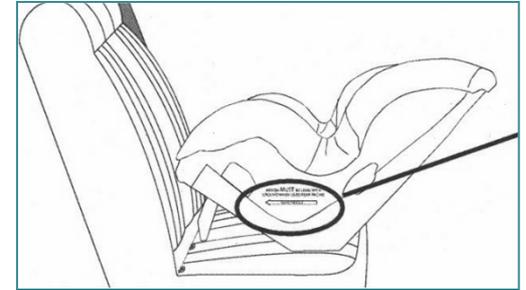
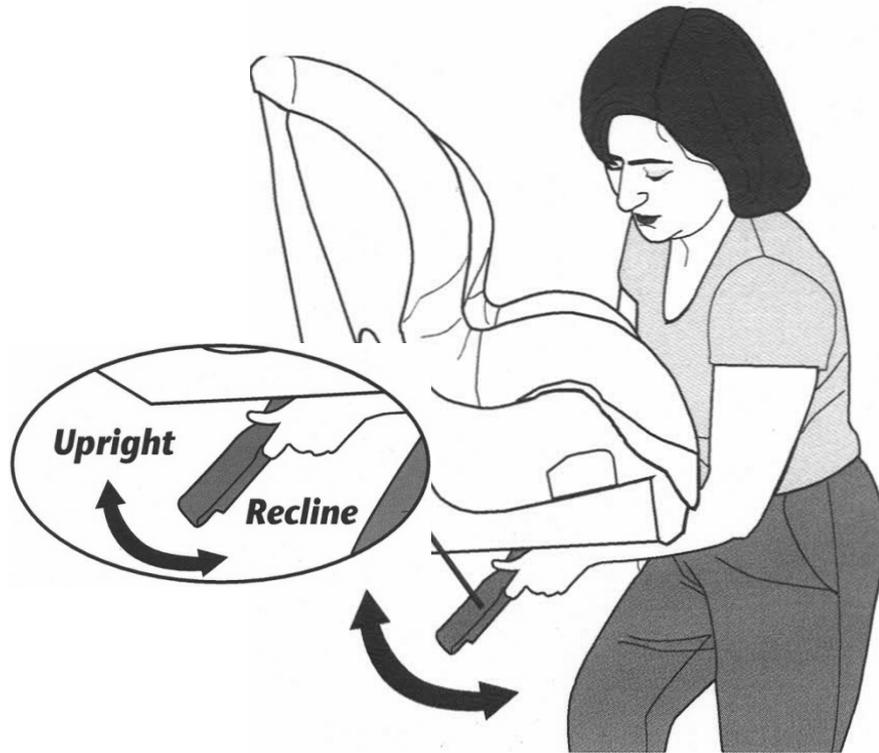
- * Wipe clean plastic and metal parts with mild soap and water
- Harnesses may be wiped clean with mild soap and water. Air dry only. Never use any heat method of drying
- * Do not immerse buckle in water or lubricate
- * The pad can be machine washed in cold water, delicate cycle and tumble dried for 10 to 15 minutes on low heat
- * Never use any chemicals such as starch, bleach, spray-on fabric care/wrinkle guard products nor abrasive cleaners

Exercise

All participants must practice with RF and FF:

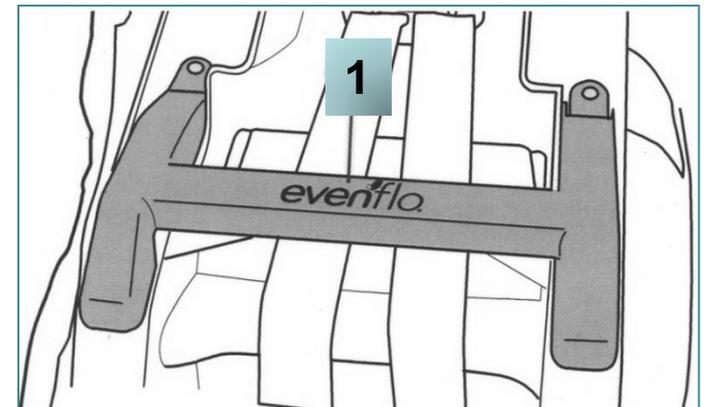
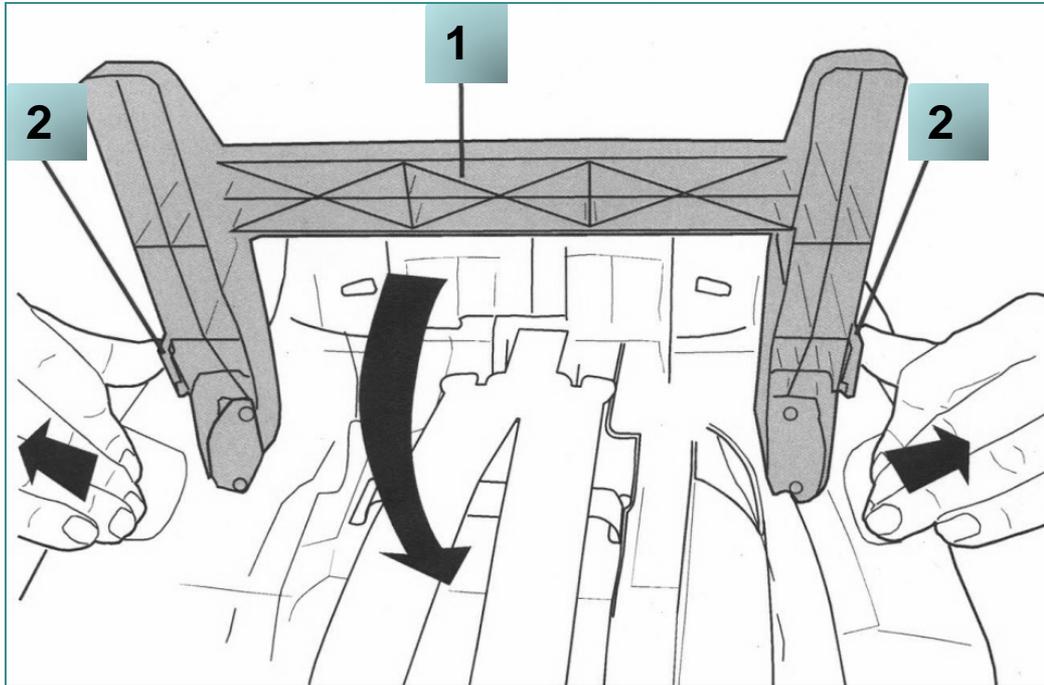
- * Identifying different seat features*
- * Securing demo dolls snugly in restraint*
- * Adjusting harness straps in different slots*
- * Adjusting crotch strap to different positions*

Rear-Facing Position



Adjusting the Recline Stand

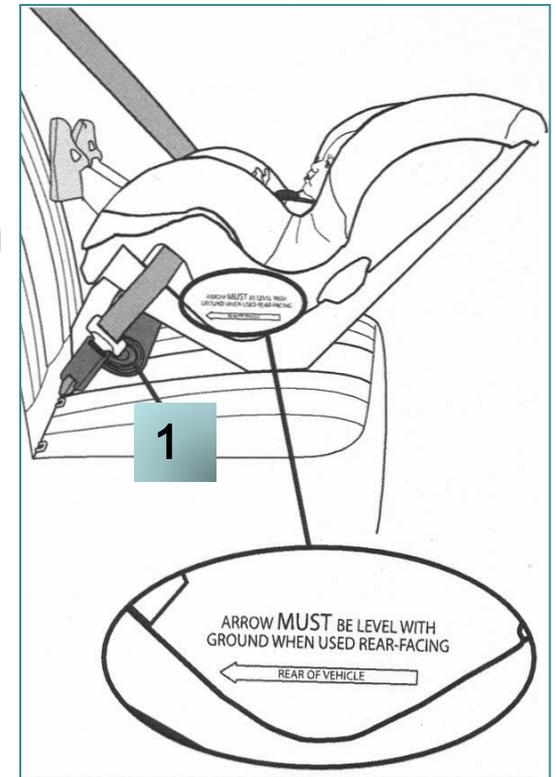
Rear-Facing Position



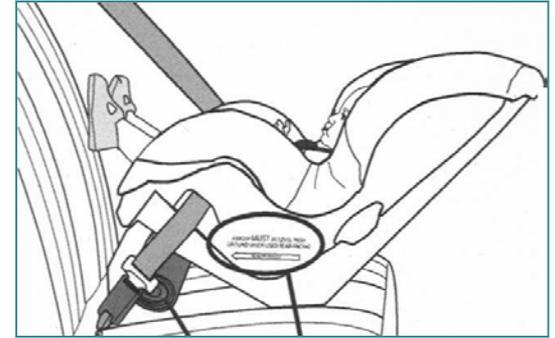
Adjusting the Recline Stand

Rear-Facing Position – Proper Angle

- * Use the recline stand and refer to the indicator line on the sides of the restraint to determine correct angle
- * May need to use a firm lightweight object such as a foam noodle to achieve the proper angle
- * Do not recline the restraint more than 45°
- * Follow the manufacturer's instruction booklet
- * Bottom of safety seat must be entirely on vehicle cushion

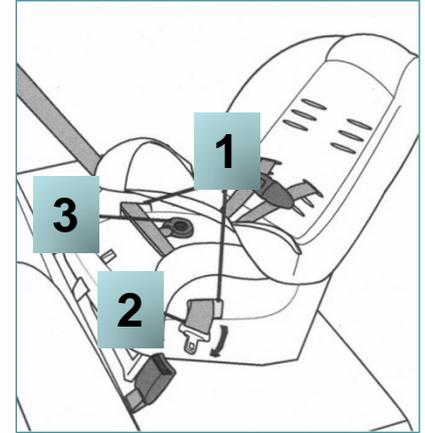


Rear-Facing Position



- * Child must weigh between 5 lbs and 40 lbs
- * Child must be at least 19” and no more than 40”
- * Rear-face until at least 22 lbs, 28” and one year of age
- * Select from only lower four sets of harness slots
- * Inner loops of harness system used for newborns
- * Harness straps must align at or below a child’s shoulders
- * Position retainer clip at armpit level
- * Always read instructions and vehicle owner’s manual

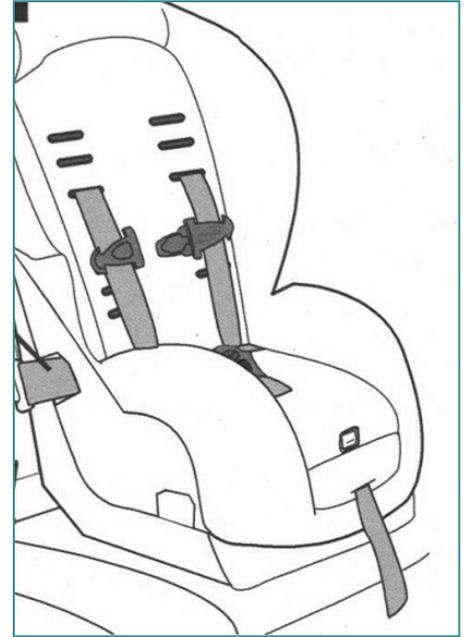
Rear-Facing Position (Con't)



- * Never install on a front seat with an active air bag
- * Never use a tether rear-facing; store it safely
- * Position in rear-facing direction and use infant belt routing path
- * Adjust recline stand and use indicator line for correct recline angle
- * Installed seat should not move more than one inch in any direction
- * Position headrests to lowest position, check for hidden armrests
- * Always read instructions and vehicle owner's manual

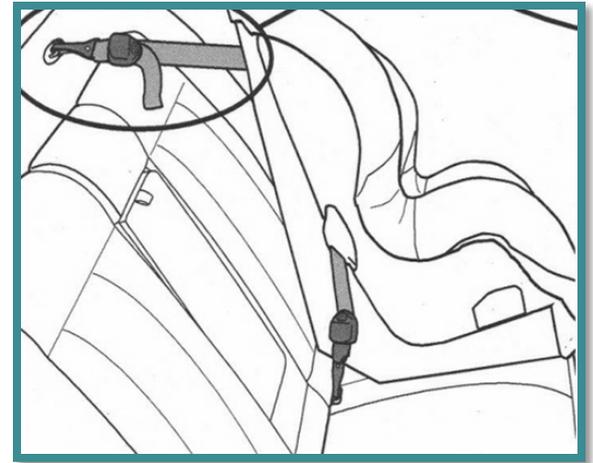
Forward-Facing Position

- * Child must be at a minimum, one year of age and at least 22 lbs, but no more than 65 lbs
- * Child must be at least 28" and no more than 54"
- * Select from only one of three top harness slots
- * Use loops at the end of harness webbing
- * Harness straps should align at or above a child's shoulders
- * Position retainer clip at armpit level
- * Always read instructions and vehicle owner's manual



Forward-Facing Position (Con't)

- * Position forward-facing and adjust to the upright position
- * Do not place foam noodles or other materials behind the safety seat
- * Use forward-facing belt routing path to secure safety seat to vehicle
- * Always use tether with lower anchor installation and whenever possible with a seat belt installation
- * Installed seat should not move more than one inch in any direction
- * Always read instructions and vehicle owner's manual



Different Ways to Outgrow the Forward-Facing Position

- * Weight Limitation of Seat (65 lbs)
- * Height Limitation of Seat (54")
- * Shoulders at or above uppermost harness slots
- * Top of ears are higher than Titan65's seat back

AIR BAGS



Frontal Air Bags



Passenger

Driver



Belted Driver Video



....With driver side air bag
....Without driver side air bag

Children and Air Bags



- * Never install a rear-facing CSS in front of active air bag



Side Impact and Rear Air Bags



Head



Torso



Center Side



Head and Torso



Rear



Knee

Shoulder-Belt Air Bags



Identify Presence Of An Air Bag

- » Sun visor
- » Seat belt
- » Vehicle seat
- » Air bag cover
- » Inside of vehicle door
- » Glove compartment door



Air Bag On-Off Switches

Check vehicle owner's manual to see if an on-off switch is installed in the vehicle and how to use it correctly



Air Bag Suppression

Passenger side air bags may automatically suppress for smaller occupants or if the vehicle seat is not occupied.

- * Check vehicle owner's manual
- * Identify the indicator light location
- * Identify how the system works



Positioning Determination



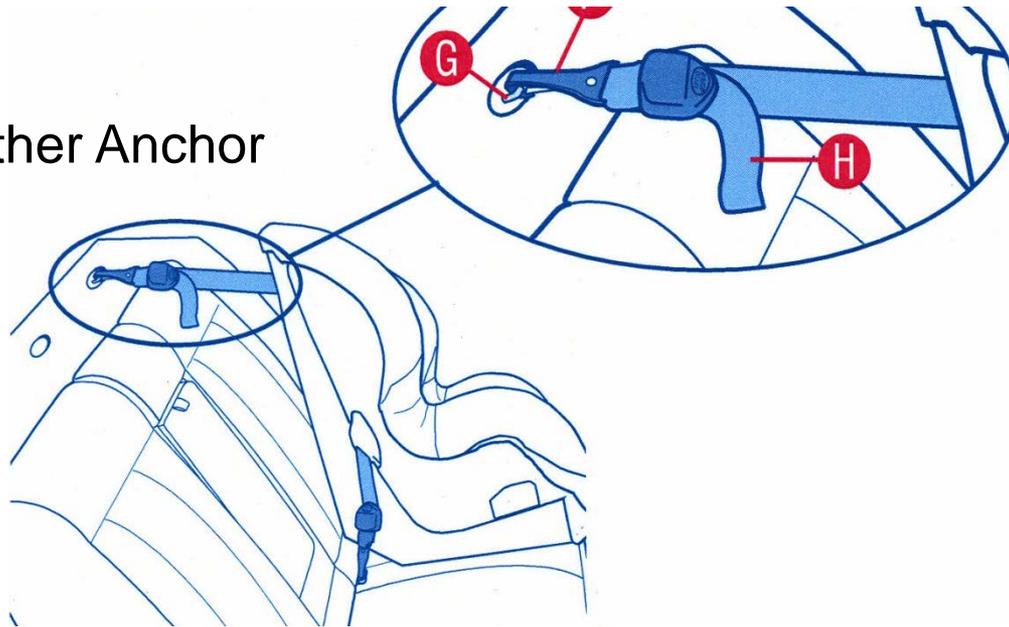
In Vehicle:

- * Determine safest location for restraint
- * Determine air bag deployment locations
- * Consider needs of other passengers
- * Decide seat belt or LATCH system use



LATCH System

One Tether Anchor

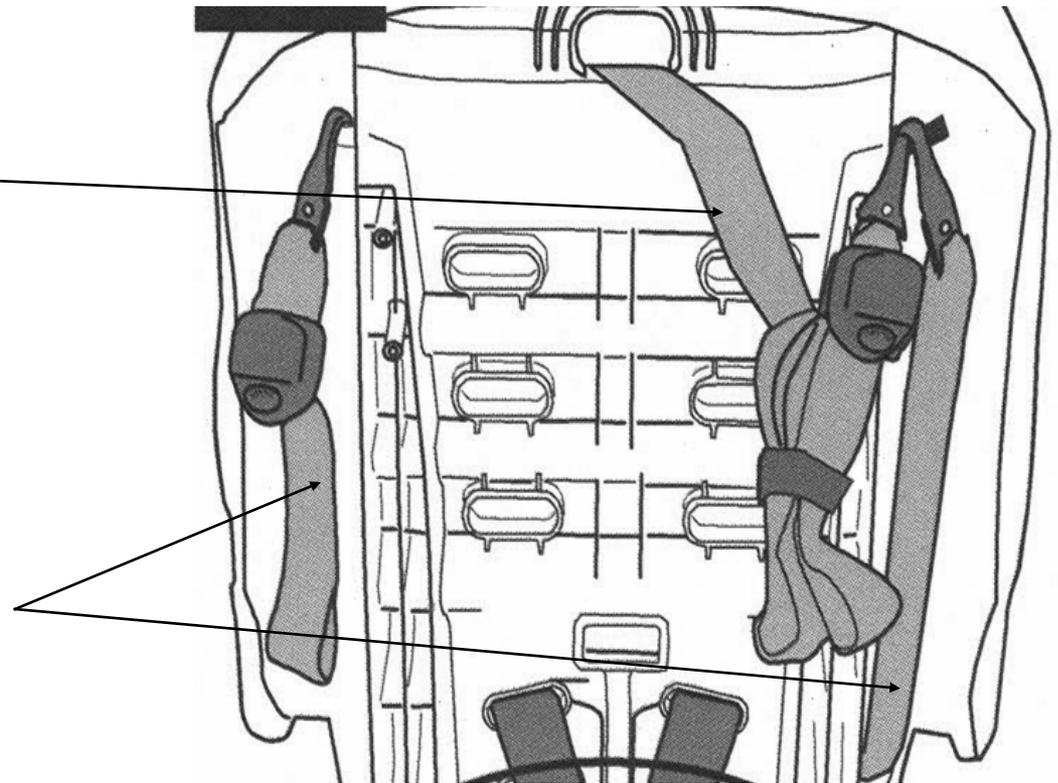


Two Lower Anchors

LATCH System

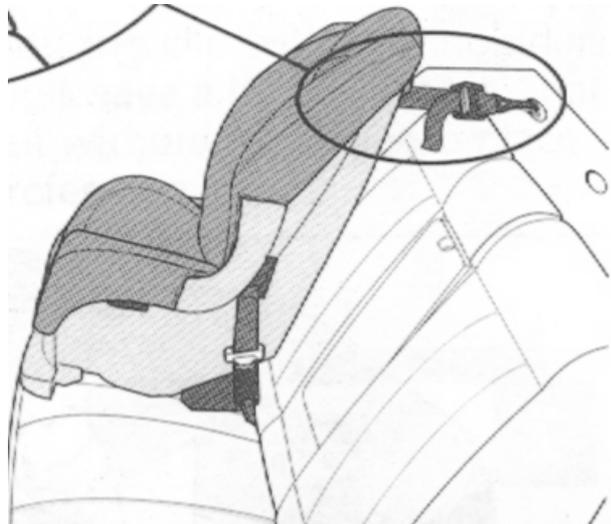
Tether

Lower Anchor
Straps



Tethers

- * Never use with a rear-facing installation
- * Must be used with forward-facing Latch installations
- * Should be used with forward-facing safety belt installations

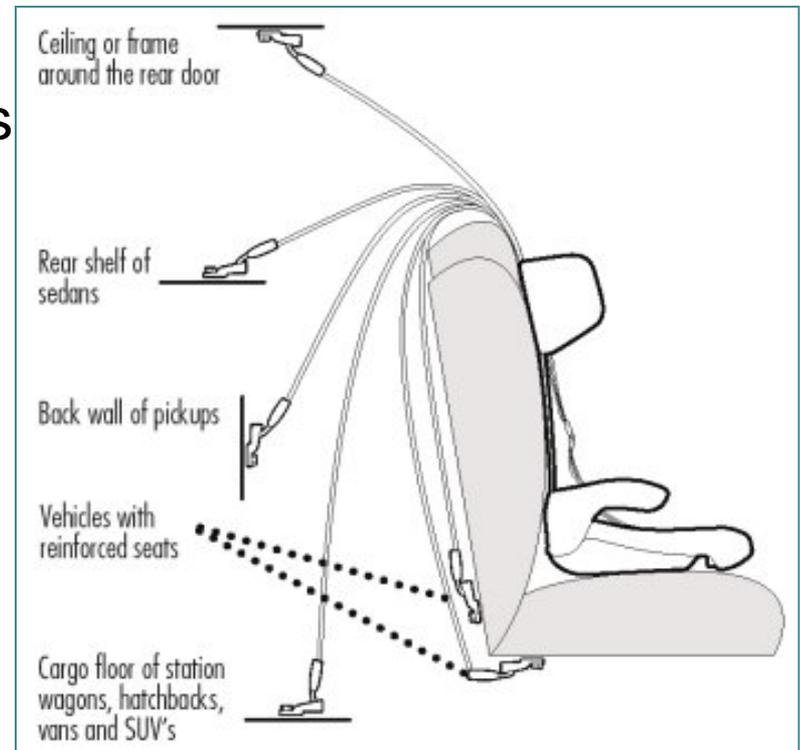


Forward-Facing Use Only

Vehicle Tether Anchor Locations

Tether anchors in vehicles may be located in various areas:

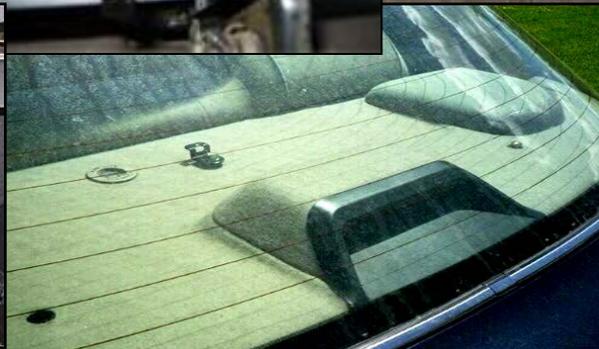
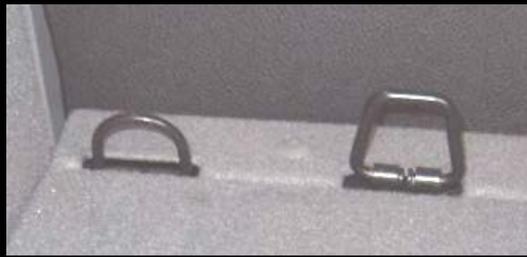
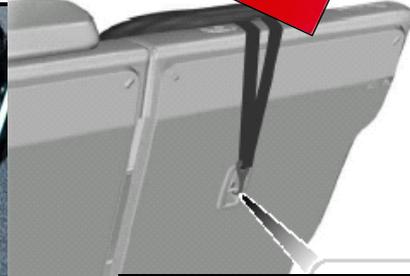
- * Ceiling above rear seating positions
- * Rear window shelf
- * Back of vehicle seat
- * Floor of cargo area
- * Underneath vehicle seat



**Always check vehicle owner's manual or LATCH manual
for approved locations**

Vehicle Tether Anchors

Read the vehicle owner's manual to locate proper tether anchors or refer to the LATCH manual



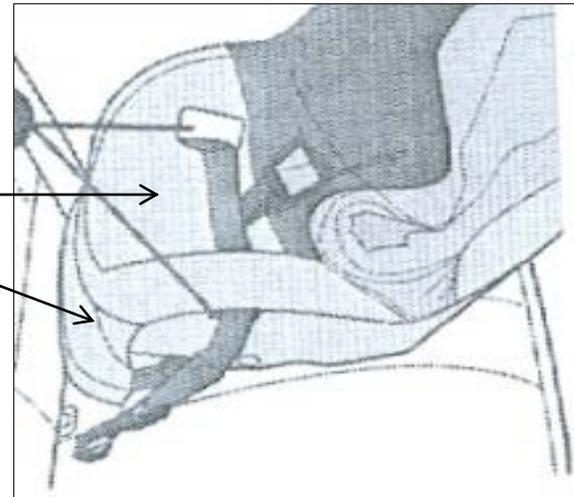
Vehicle Lower Anchors

Examples of Lower Anchor Locations

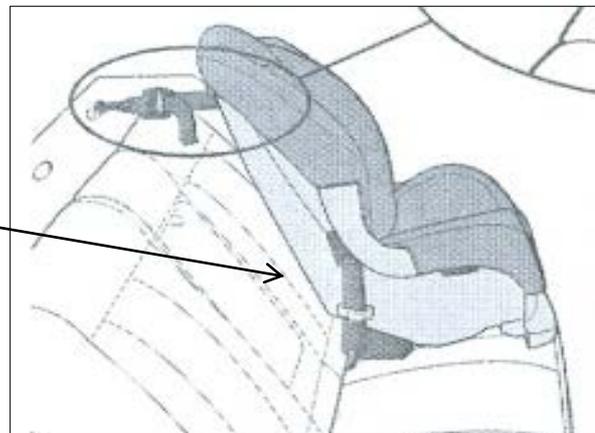


Threading Harnesses and Webbing for LATCH Installation

Rear-facing



Forward-facing



Exercise:

:

Correct Threading of Harnesses and Lower Anchor Webbing for LATCH Installations

Practice moving lower anchors to the rear-facing belt path and then routing back into the forward-facing belt path

LATCH Installation Basics



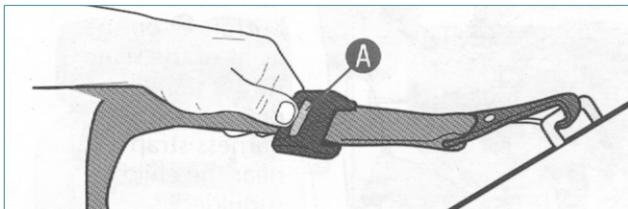
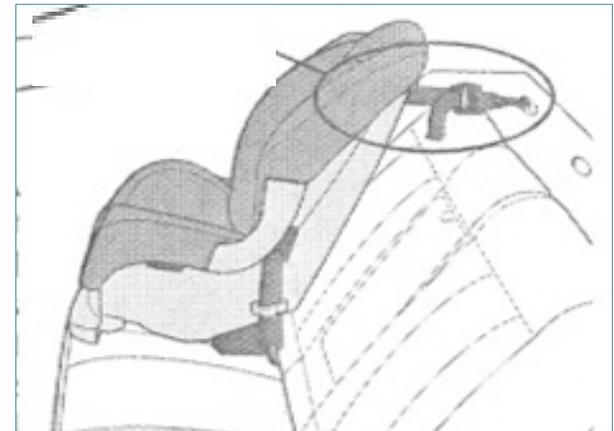
Lower anchor hooks must be attached so that the firm side of the hook is on top and the flexible prong side is on the bottom. The adjuster device should be upright.

LATCH Installation Basics (Con't)

Rear-facing →



Forward-facing →

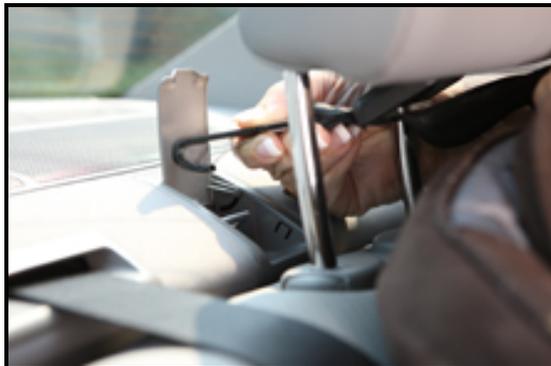
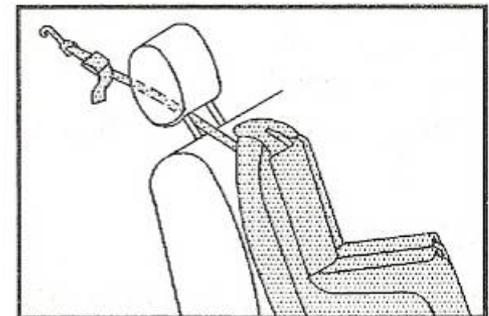
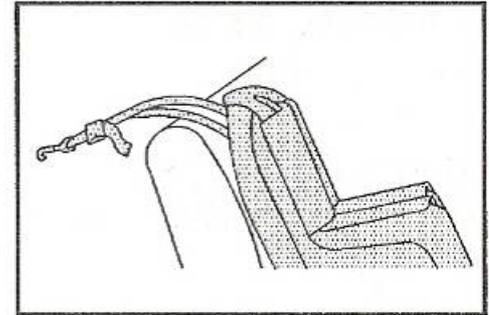


Test for secure attachment

Tether Routing with Headrests

Tether strap should be routed:

- * Over a non-adjustable headrest
and
- * Underneath an adjustable headrest



Exercise

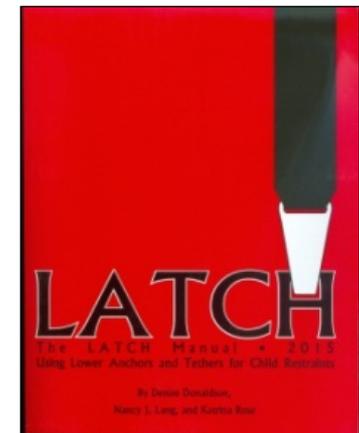
Identify restraint's weight limitations:

- * Tether anchors
- * Lower Anchors



Identify vehicle's weight limitations:

- * Tether anchors
- * Lower Anchors



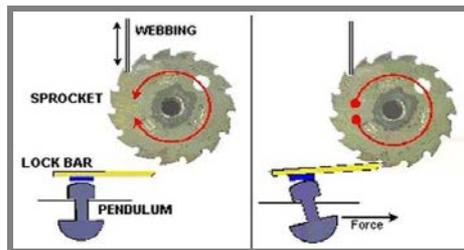
Vehicle Seat Belt System

- * All seat belts are designed to lock in a crash, but all systems are not designed to be pre-crash locking
- * Safety seat installation requires a pre-crash locking seat belt system or device
- * Locking clip usage may be required to achieve a pre-crash installation in a vehicle that is older than a 1996 model

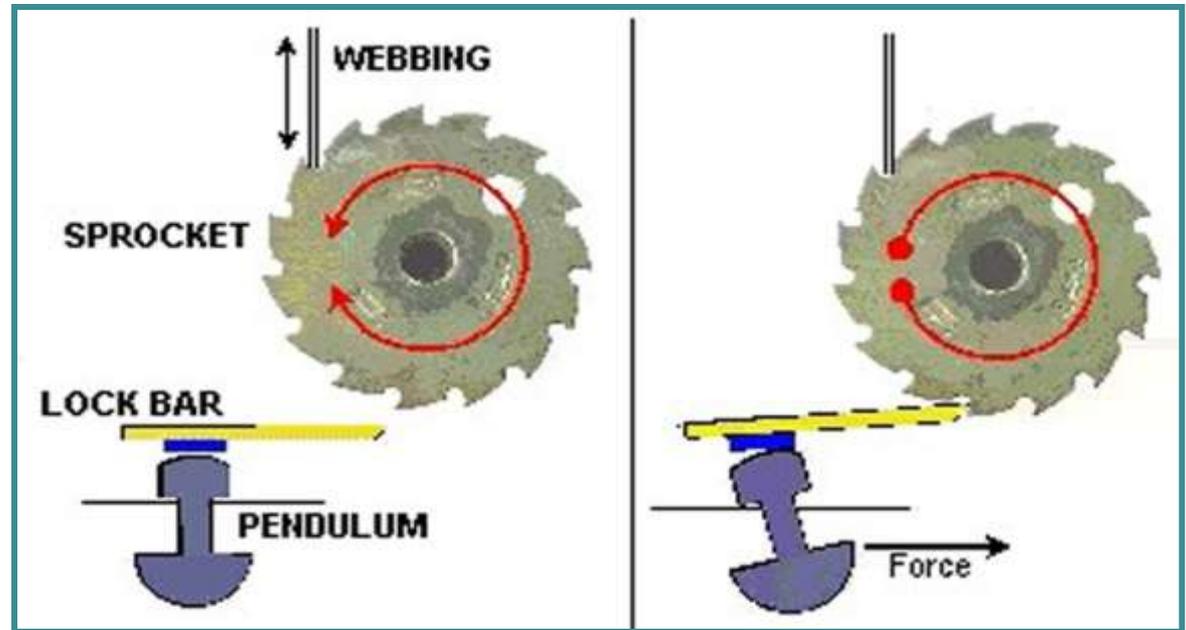
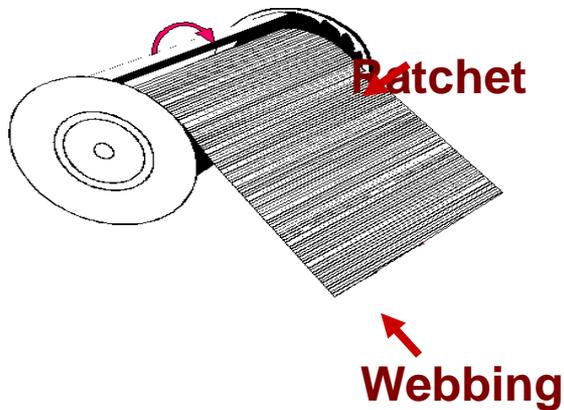


Vehicle Seat Belt System

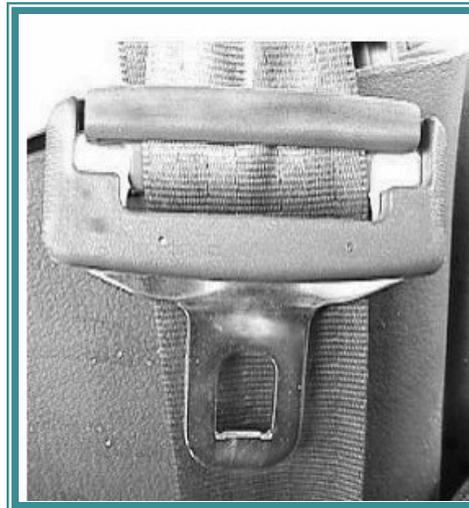
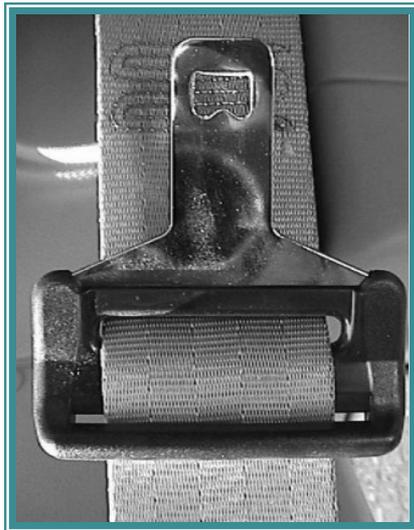
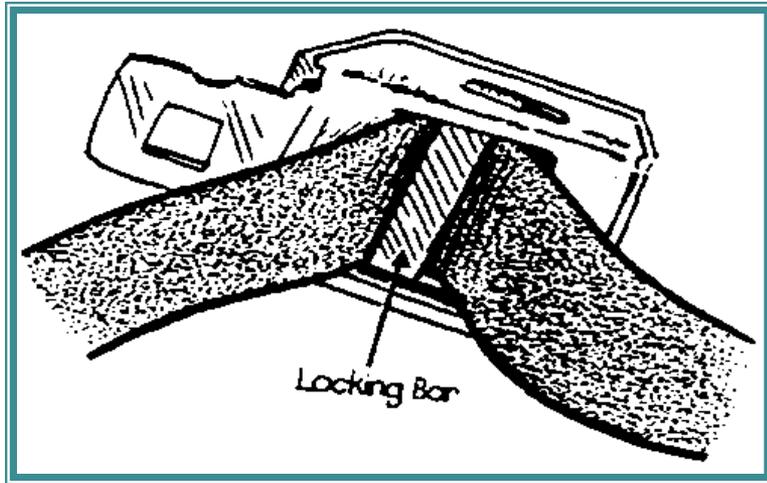
- * Buckle
- * Belt Anchor Point
- * Seat Bight
- * Belt Webbing
- * Latchplate
- * Retractors



Vehicle Seat Belt Systems - Retractors

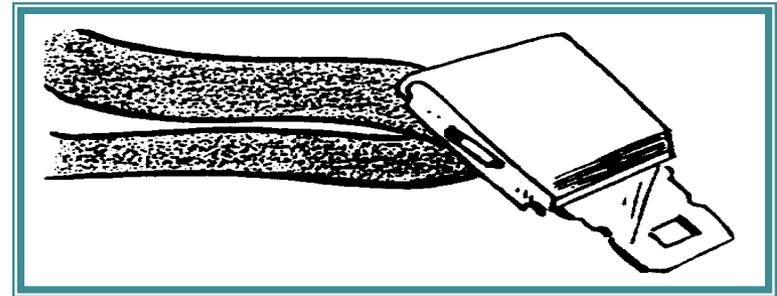
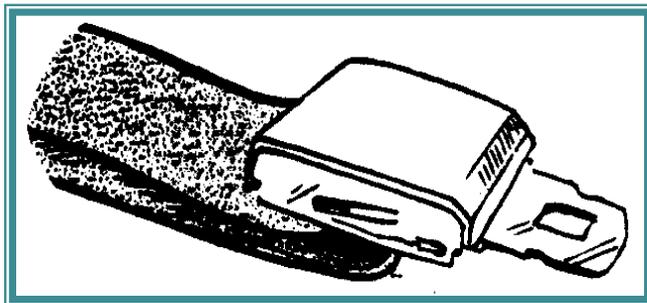
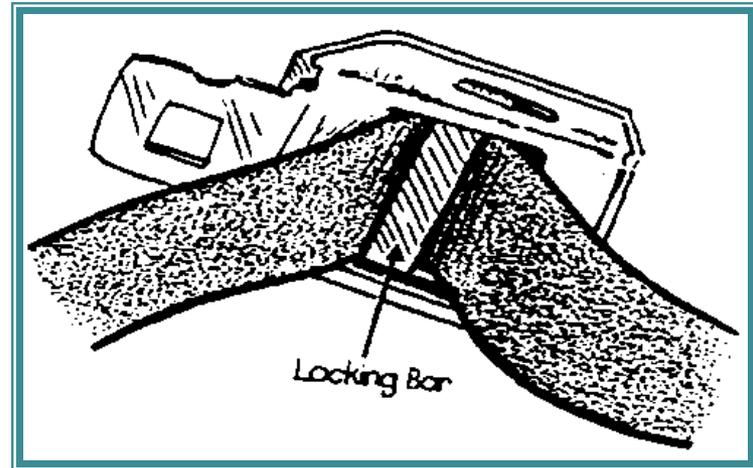


Latchplates



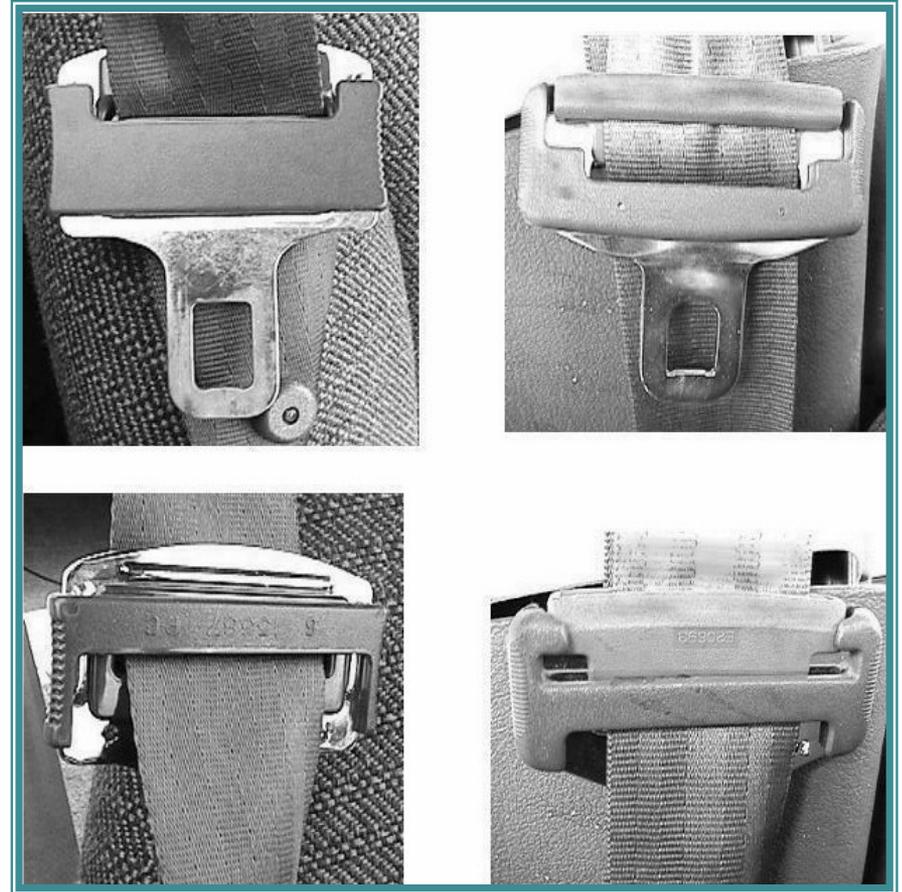
Locking Latchplates

- * Locking Latchplate
(Bar on backside)



Locking Latchplates (Con't)

- * Different variety of Locking Latchplates



Look for moveable parts

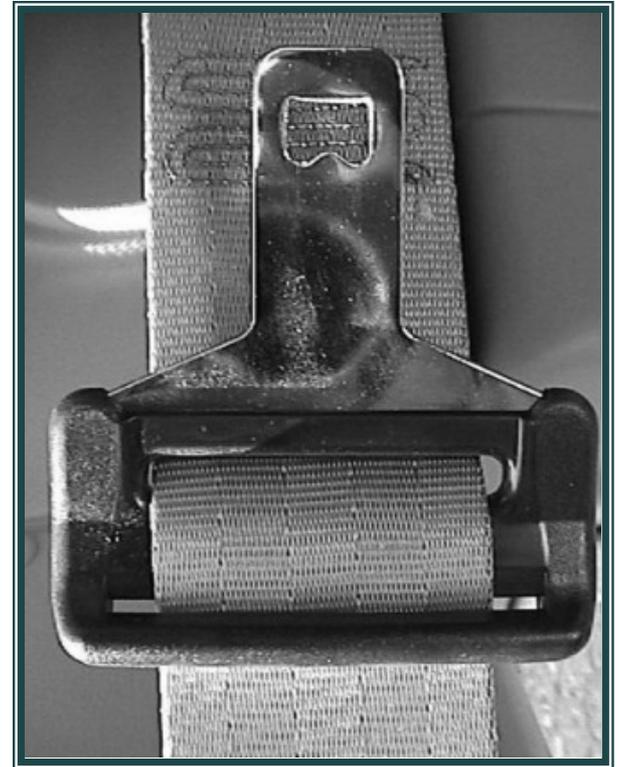
Locking Latchplates With Switchable Locking Features



Latchplates Without Pre-Crash Locking Features

- * Non-locking Latchplate

Moves freely on webbing



Latchplates Without Pre-Crash Locking Features (Con't)

- * Non-Locking Latchplate

Fixed position on webbing



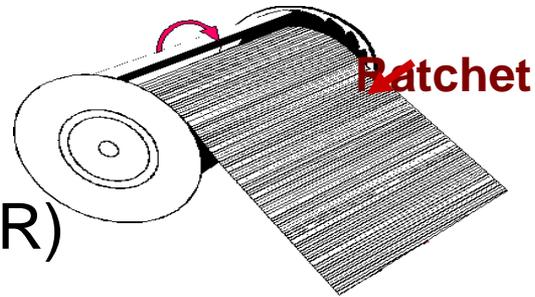
Latchplates Without Pre-Crash Locking Features: New Technology

Dynamic Latchplates



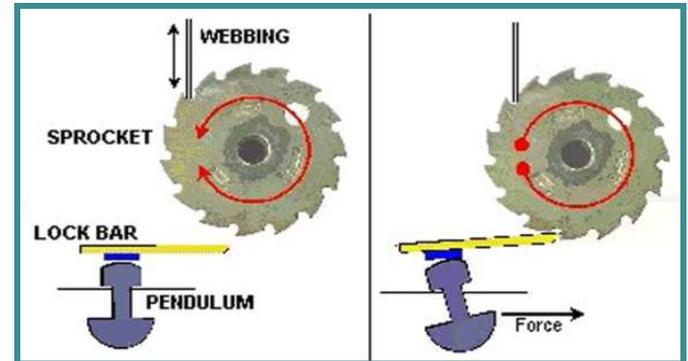
- * Movable parts
- * Non-Locking Latchplate
- * Only installed on lap and shoulder seat belts
- * Only found in front seating positions of vehicles
- * Not intended for use with child restraints

Retractor Types: Pre-crash and Emergency Only



- * Automatic Locking (ALR)
Pre-crash
- * Emergency Locking (ELR)
Without Pre-crash Feature
- * Switchable (ELR / ALR)
Pre-crash Feature

Webbing



Locking Devices for Seat Belt Systems Without Pre-Crash Locking Features

* Locking Clip

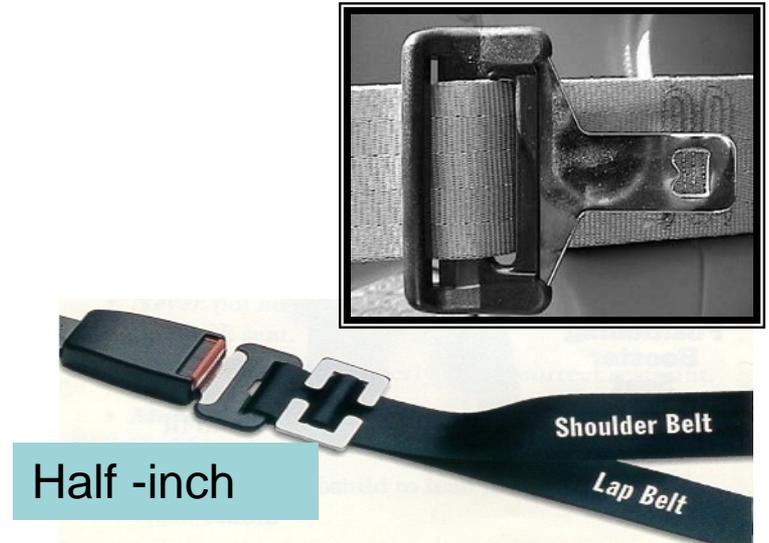


* Belt-Shortening Clip



Locking Clip Usage

- * First: Identify Latchplate
(No movable parts)



- * Second: Test the Shoulder Retractor
 - ... If the Shoulder Retractor is a Pre-Crash device, a locking clip installation should not be necessary
 - ... If the Shoulder Retractor is an ELR system without pre-crash locking features, use the locking clip located on the back of the Titan65

Belt-Shortening Clip Warning



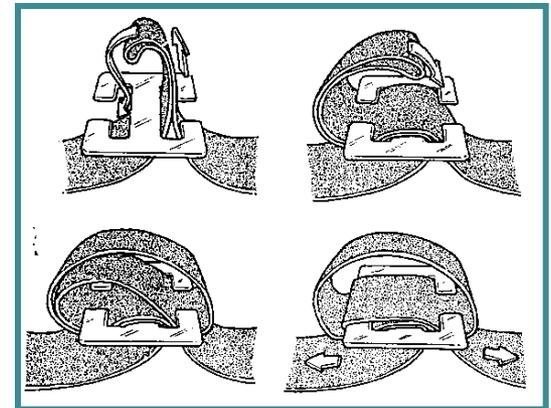
Latchplate identified:

Webbing sewn at the latchplate; not a pre-crash device

Retractor identified:

Lap retractor is an emergency only; not a pre-crash device

- * Try another seating position in the vehicle with a locking device
- * Do not install a safety seat with this type of seat belt system.



Door Mounted Seat Belts



Safety seat should not be installed in a vehicle with the lap-belt anchored to the door.

Shoulder-Belts Mounted On A Track Or Onto The Door



Basics of Seat Belt Installation



Prohibited Installations

Never install our program safety seat rear-facing:

- . . .in the front seat of a vehicle with a passenger-side air bag, unless it can be turned off or is a suppression type of air bag system
- . . .in the middle of the back seat with a hidden armrest, before checking the vehicle owner's manual disclaimers
- . . .in a vehicle with an adjustable head rest, unless the head rest is in the lowest position or removed

Prohibited Installations (Con't)

Never install our program safety seat:

- . . .in swivel captain chairs that do not lock in place (i.e., conversion vans)
- . . .with a lap-belt attached to the door of a vehicle
- . . .in a pick-up truck with side-facing jump seats
- . . .in a rear-facing vehicle seat (i.e., station wagons)

Prohibited Installations (Con't)

Never install our program safety seat:

- . . .in a vehicle where the seat belt anchors are narrower than the CRS seat base
- . . .on a vehicle seat which folds down for access to the trunk, if the vehicle seat does not lock
- . . .on a vehicle outboard seat equipped with a side air bag unless authorized by the vehicle manufacturer
- . . .with shoulder-belt air bags

Prohibited Installations (Con't)

Never install our program safety seat:

. . .in the Rear-Facing position unless the entire safety seat rests on the vehicle cushion; 100 % of the safety seat footprint must rest on the cushion

. . .in the Forward-Facing position unless at least 80 % of the safety seat base rests on the vehicle cushion

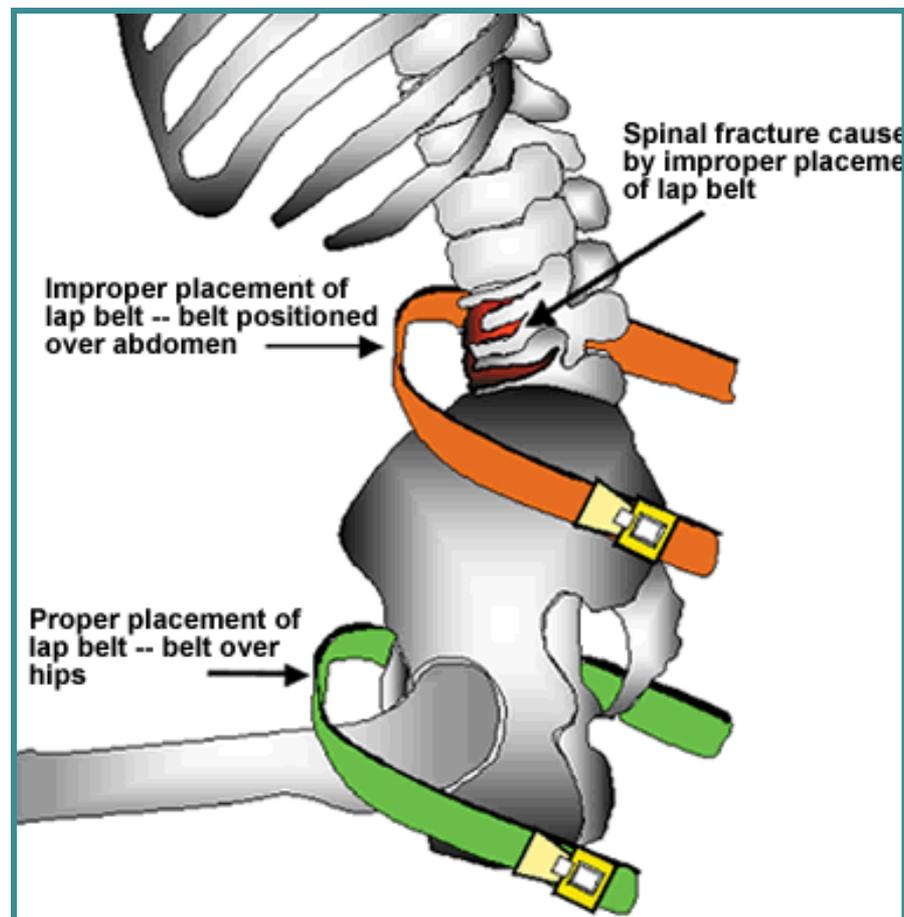
Belt-Positioning Booster Seat



Purpose of Boosters

Align seat belts properly on strongest parts of the body

Prevent
Seat Belt Syndrome



Correct Booster Belt Fit



Boosters seats provide a safe transition from the convertible seat to the vehicle seat belt system

Evenflo Maestro Belt-Positioning Booster



Child must:

.....weigh at least 40 lbs

.....not weigh more than 110 lbs

.....be at least 38" and no more than 57" in height

.....be at least four years of age

High-back v/s Backless

- * Offers whiplash protection for children riding in older vehicles with low vehicle seat backs
- * Helps keep a child from resting on the vehicle door



Maestro Seat Parts and Functions



Lap and Shoulder Belt Required

BPBs must be installed with a
Lap and Shoulder seat belt



Never use with a vehicle Lap-belt only!

Correct Use

Shoulder-belt guide

Location of the opening between the headrest and booster seat back



Headrest

Booster Installation Basics

- * Child must be at least four years of age
- * Child must weigh at least 40 lbs, but no more than 110 lbs
- * Child must be between 38" and 57" tall
- * Top of child's ears cannot be higher than the top of the booster
- * Use only with a vehicle lap and shoulder belt
- * Do not recline the vehicle seat
- * Position the BPB flush on the vehicle cushion back
- * Position the child in the BPB so that the child's back
and bottom rest flat against the restraint
- * Check vehicle manual for air bag disclaimers

Booster Installation Basics (Con't)

- Position the lap-belt low across hips by routing through the booster seat's lap-belt path and under red guides
- Position shoulder-belt across the center of the child's shoulder and route belt according to alignment of the child's shoulders with the opening between the booster's headrest and seat back.
- * Seat belt should be snug against child and bulky clothing should not be worn.
- * Never use foam noodles, towels, sheets, etc. to fill the void behind the child restraint
- * Never use a locking clip with this belt-positioning booster
- * Follow manufacturer's instructions

Buckle-Up the Booster

Booster seats that are not occupied can pose a threat to passengers if the seat is not buckled-up or secured.

Never Leave Children Unattended In or Around a Vehicle!

- * Hyperthermia (body temperature rises too high)
- * Hypothermia (body temperature falls too low)
- * Being accidentally run over (back-overs)
- * Setting the vehicle in motion
- * Strangulation from seatbelts, power windows, moon roof, or other power accessory
- * Kidnapping
- * Entrapment in truck or locked inside vehicle, unable to get out
- * Carbon monoxide poisoning



Common risks according to Car Safety 4 Kids

Hands-On Testing

Conducted Outside in Vehicles

- ✓ Rear-facing Installation with Seat Belt
- ✓ Rear-facing Installation with LATCH
- ✓ Forward-facing Installation with Seat Belt
- ✓ Forward-facing Installation with LATCH
- ✓ Standard Locking Clip Installation
- ✓ Belt-Positioning Booster Seat Installation

At completion of course and prior to leaving for the day, all attendees are responsible for ensuring that the Program Trainer has checked-off their name as having completed all six skills

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GLOSSARY

Child Passenger Safety Acronyms

AAP	American Academy of Pediatrics
ALR	Automatic Locking Retractor
BPB	Belt-Positioning Booster
CPS	Child Passenger Safety
CR	Child Restraint
CRS	Child Restraint System
CSS	Child Safety Seat
ELR	Emergency Locking Retractor
FMVSS	Federal Motor Vehicle Safety Standard
IC	Inflatable Curtain
LATCH	Lower Anchors and Tethers for Children
MY	Model Year
NHTSA	National Highway Traffic Safety Administration
NSCPSTP	National Standardized Child Passenger Safety Training Program
SIAB	Side Impact Air Bag
SIPS	Side Impact Protection System
SIR	Supplemental Inflatable Restraint
SRS	Supplemental Restraint System
TA	Tether Anchor

GLOSSARY

NHTSA Dictionary of Child Safety Seat Terms

2-Point Seat Belt: A vehicle restraint system with two attachment points. A lap belt only.

3-Point Child Restraint (CR) Harness: A child restraint system with three attachment points, two at the shoulder and one between the legs.

3-Point Seat Belt: A seat belt with both a lap and a shoulder belt; having three attachment points (one shoulder, two hips).

5-Point Child Restraint (CR) Harness: A harness on a child restraint with five attachment points, two at the shoulder, two at the hips, one between the legs.

Advanced Air Bags: Supplemental restraint systems with deployment adjustments to better protect children and improperly positioned adults.

Air Bag: A restraint system that automatically deploys during a crash to act as a cushion for the occupant. It creates a broad surface on which to spread the forces of the crash, to reduce head and chest injury. It is considered “supplementary” to the lap and shoulder belts because it enhances the protection the belt system offers in frontal crashes. Also known as SRS – Supplemental restraint system; SIR – supplemental inflatable restraint; SIPS – side impact protection system; IC – inflatable curtain; SIAB – side impact air bag, etc.

Armrest (Vehicle): Found in the middle of the back seat of some vehicles. These usually pull down from the top of the vehicle seat back cushion. Some child seats and vehicle manufactures recommend against placing a rear-facing child seat in a seating position, which has a pull down armrest.

Automatic Locking Retractor (ALR): A seat belt retractor that locks maintaining a fixed seat belt length on the lap belt portion during use. Good for child seat installation.

Automatic Restraint: Passive restraint that requires no action by the user; (e.g. shoulder or lap and shoulder belts that automatically wrap around the occupant, air bags.)

Base (Child Restraint): The base of a child seat is the lower portion that rests on the vehicle seat; also referred to as the footprint of a safety seat.

Belt Anchor Points: Fixed locations where the seat belt latchplate and buckle portion are anchored to the vehicle structure.

Belt Path or Route: The path on the restraint where the manufacture is required to create for a seat belt or lower anchorage to pass around or through on a child restraint. Some seats have multiple belt paths.

Belt-Positioning Booster Seat (BPB): A crash-tested device that raises the child so that the required lap and shoulder belts fit correctly. All BPBs act as pre-crash positioning devices and must be used with lap and shoulder belts. BPB models may have high backs, backless or a combination of both. Boosters are intended to be used as a transition to the lap and shoulder belts by older children who have outgrown convertible seats.

Belt-Shortening Clip: A heavy-duty locking clip intended for use to shorten lap belts which have emergency locking retractors (ELRs) for use with a child restraint. Not to be confused with a standard locking clip. Belt-Shortening locking clips can only be obtained through a vehicle manufacturer.

Belt Webbing: A term used to refer to the vehicle seat belt material.

Buckle: The locking mechanism of the vehicle belt and child safety seat buckle/latchplate system. Buckles are typically mounted/attached to fabric webbing and/or by metal or plastic stalks. Buckles must have a red release button.

Car Bed: A restraint, usually for small, premature, or medically fragile infants who should ride prone or supine. In most cases, the infant lies flat. The vehicle seat belt is used to anchor the car bed perpendicular to the direction of travel. The infant's head is placed toward the center of the vehicle and not next to the door. An internal harness system secures the child in the car bed.

Car Seat: Common term for a specially designed device that secures a child in a motor vehicle, meets federal safety standards, and reduces the risk of injury during a crash.

Caregiver: A person responsible for a child's well-being and safety.

Child Safety Seat/Child Restraint: A crash tested device that is specially designed to secures a child in a motor vehicle, meets federal safety standards, and reduces the risk of injury during a crash. This term includes vests and/ or ca beds.

Children With Special Transportation Needs: Children whose physical, medical, or behavioral condition makes the use of particular, often specially-designed, restraints necessary.

Combination (Switchable) ELR/ALR Retractor: A safety belt retractor that can be operated in the emergency locking mode for adults and switched to the automatic locking mode for use with a child safety seat.

Compliance Tests: Rigorous crash and static testing conducted to assure that manufactures meet required federal standards (in this case, FMVSS 213). These performance requirements were established by National Highway Traffic Safety Administration (NHTSA).

Convertible Child Safety Seat/Restraint: A two-positional child restraint that can be used in a rear-facing position for infants and younger children and in the forward-facing position for toddlers.

Crumple Zone: The zone of a car that absorbs energy upon impact. The purpose of a crumple zone is to increase the amount of time it takes the car to come to complete stop in comparison to the object the car hits. By increasing the time it takes for the car to come to a stop after hitting an object, the force is spread over a longer period of time.

Dead Zone: This occurs when an automatic locking retractor does not lock until the seat belt is extended a certain length. Locking will not occur in the dead zones until this length has been reached.

Emergency Locking Retractor (ELR): Allows the seat belt to move freely; locks only when the vehicle or occupant slows quickly/abruptly or stops suddenly. Will not secure a child safety seat. An ELR may be switchable, converting from an emergency locking to automatic locking system.

Excursion: The distance traveled by an occupant of test dummy in the direction of the impact during a crash.

FAA Approval: Certification that the child restraint meets the compliance test (within FMVSS 213) that is required for use on aircraft.

FMVSS No. 213: Federal Motor Vehicle Safety Standard that pertains to all restraint systems for use as crash protection in vehicles for children up to 65 pounds.

FMVSS No. 225: Federal Motor Vehicle Safety Standard that pertains to the standardized vehicle anchorage systems, tethers and lower anchors, for child safety seats that is independent of the vehicle seat belts.

Fixed Latchplate: Latchplate is permanently sewn/attached to the lap belt or the combination lap and shoulder belt.

Foam Noodle: These foam rods or tubes cut into sections the width of a safety seat's base/footprint. The noodles are used to recline the head portion of a child safety seat, in an effort to tilt a child's head back and downward so that the child's airway remains open. A rolled up towel or sheet can serve as the same purpose.

Forward-Facing Child Restraint: A restraint that is intended for use only in the forward-facing position for a child at least age one and at least 20 pounds up to the specified limits of the seat, set by the manufacturer. The Titan65 requires a child be at least one-year of age, 22 pounds and at least 28 inches.

Free Sliding Latchplate: Type of latchplate that has no locking feature to securely position the latchplate along the belt webbing. The latchplate “freely” slides along the belt. This type of system must have a locking retractor to keep the belt at a fixed length for child seat installation or it must be used with a regular locking clip.

Frontal Air Bag: A frontal air bag is one installed in the dashboard or steering wheel panel.

Frontal Collision/Impact: Impact of the front end of the vehicle; the most common type of collision. Impact with an oncoming vehicle or into a fixed object like a tree generates high forces.

Harness Adjuster: Mechanism used to tighten or loosen the internal harness of a child restraint system.

Harness Retainer (Chest) Clip: A plastic two-piece chest clip used to hold the two shoulder Harnesses close together over a child’s chest at armpit level; the clip’s two pieces fasten together. The clip is intended to correctly pre-crash position the harnesses on a child’s shoulders.

Harness Slots: The part of the child restraint where the harnesses pass through from the front to the back of the restraint.

Harness Webbing: A system of straps made of webbing that keeps a child from being ejected, distributes crash forces and helps a child “ride down” crash forces.

Incompatibility: The ways in which motor vehicle seats, seat belts, and other elements impede the correct use of child restraints. .

Integral/Integrated Child Seat: A child-sized, forward-facing restraint or belt-positioning booster built into a vehicle seat. Some have a full harness and hold children over 20 pounds; others are belt-positioning boosters for use with the adult lap and should belts.

Lap-Belt: A seat belt anchored at two points, positioned across the occupant’s thighs/hips.

Lap and Shoulder Belt: A seat belt that is anchored at three points and restrains an occupant at the hips and across the shoulder.

LATCH: Lower Anchors and Tethers for Children (acronym for standardized vehicle anchorage system).

Latchplate: The part of the buckle mechanism that locks, slides, or connects into the buckle; usually the part that affects the length of the belt.

Lateral Collision/Impact: Impact into the side of a vehicle. The vehicle is crushed inward by the intruding vehicle or object.

Level Indicator: The feature on the restraint that helps parents and caregivers identify the manufacturer's recommended correct angle for rear-facing restraints.

Locking Clip: A flat, metal clip intended to fasten together the lap and shoulder portions of a vehicle seat belt at a fixed length for pre-crash positioning. This clip comes attached to most child safety seats. This type of clip cannot be used in place of a Belt-Shortening Clip.

Locking Latchplate: This type of latchplate should secure and lock the lap-belt after it has been adjusted to a desired length. This style of latchplate should be able to secure a safety seat.

Lower Anchorage Strap: Adjustable fabric/webbing strap that may be used to secure the safety seat to the vehicle's anchorage attachments instead of using the seat belt system.

Lower Anchorage System: This system is used to affix a Child Restraint Systems (CRS) to vehicles independent of the vehicle seat belts.

Model Year: Date of manufacture of either a vehicle or a child restraint system.

Morbidity: Non-fatal injuries (or illnesses).

Mortality: Fatal injuries (or illnesses).

National Highway Traffic Safety Administration (NHTSA): The federal agency that sets performance requirements for motor vehicles and items of motor vehicle equipment such as child restraints.

Overhead Shield: See "Tray Shield".

Passenger Air Bag: An air bag that is in the right front part of the passenger compartment. It is larger than the driver bag and is intended to restrain either center and/or right-front occupants. Air bags are a supplement to the use of seat belts and designed to protect adult occupants in frontal crashes.

Passive Occupant Protection: Features of the vehicle that lessens the injury to the occupant without any necessary action by the occupant.

Rebound: Reactive motion in the opposite direction after initial impact has occurred.

Rear-Facing: Refers to the position when the child restraint is turned to face the rear of the vehicle. The rear-facing position supports the entire head, neck, and back; cradles and moves with the child to reduce stress to the neck and spinal cord in a crash.

Recalls: Voluntary or required actions taken to correct problems or deficiencies once products have been distributed or sold. Manufacturers must offer free repairs or replacement for products recalled for violations of safety standards.

Recline Adjustor: Allows a convertible restraint to be reclined rear-facing and semi-reclined or upright for forward-facing usage.

Registration Card: A postage-paid return card that comes with every child restraint; should be returned to the manufacture so owners can be notified of any recall or defect.

Retractor: A mechanism that rolls up the unused webbing of the seat belt when it is not in use and takes up slack around the user.

Ride Down: Ride down is the extension of time when the forces of a crash are felt by the occupant during a crash. A quick change in speed is what causes injury.

Seat Belt: The webbing, anchor, and buckle system that restrains an occupant and /or a child safety seat in the vehicle.

Seat Belt Syndrome: Separation of the lumbar vertebrae and associated paralysis, due to the effects of a crash where only a lap-belt was used.

Seat Bight/Seat Crack: The intersection between the bottom vehicle seat cushion and the back cushion.

Sewn-On Latchplate or Fixed Latchplate: This type of latchplate is permanently sewn onto a lap-belt or onto a lap and shoulder belt and cannot secure a safety seat independently.

Shell: The molded plastic structure of the child restraint. In some models, the shell is attached to or reinforced by a metal bar or frame.

Side Impact Air Bags: Provide additional chest protection to adults in many side crashes. Children who are seated in close proximity to a side air bag may be at risk of serious or fatal injury if the air bag deploys. Check with the vehicle dealer or vehicle owner's manual for information regarding risk of injury for children.

Sliding Latchplate: This style of latchplate can move freely on a continuous loop of vehicle belt webbing for the comfort of an adult. This latchplate cannot secure a safety seat into a vehicle independently.

Splitter Plate: Metal plate that connects the two ends of the shoulder harnesses to a single piece of webbing used for adjustment.

Switchable Retractor (ELR/ALR): These devices are designed for adults to use the emergency locking retractor (ELR) and for children riding in a safety seat to use the automatic locking retractor (ALR). Switchable retractors should convert from the ELR mode to ALR mode by pulling the seat belt all the way out of the retractor. As the seat belt rewinds, the retractor should lock the belt at a shorter and appropriate length for securing a safety seat.

Technician: A person who successfully completes the National Highway Traffic Safety Administration's (NHTSA) standardized child passenger safety certification program.

Tether Anchor: Attachment point in vehicle for child safety seat tether strap. Refer to the vehicle owner's manual regarding anchor location.

Tether Strap: A piece of webbing that anchors the top of a child safety seat to the vehicle structure. The webbing keeps the restraint from tipping forward on impact and thereby reduces the risk of head excursion and head injury.

Webbing Adjuster; These devices are located on the tether strap webbing and on the lower anchorage webbing and are intended to allow adjustments to the length of webbing used to secure a safety seat.

Whiplash Injury: An injury to the neck usually caused by sudden whipping of the head backward during a rear impact collision. Cervical strain.

Low-Income Safety Seat
Distribution and Education Program

POLICIES AND PROCEDURES

September 2015

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POLICIES AND PROCEDURES

Revised September 2015

ROLE DEFINITIONS

VDH - Agency which provides and manages the Low-Income Safety Seat Distribution and Education Program. Point of contact maintains instructor certification status with the National Highway Transportation Safety Administration's National Standardized Child Passenger Safety Training Program, NSCPSTP.

VDH Program Staff Trainer – Individual currently certified as a NHTSA technician/instructor in the National Standardized Child Passenger Safety Training Program. This individual is required to receive annual program instructor training provided by VDH.

VDH Safety Seat Program Assistant – Program 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 coordinators, which consists of ensuring confirmation of shipments are received and fulfilling supply orders.

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:

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

VDH Program Staff Trainer:

- Must utilize training curriculum developed and supplied by VDH.
- Is responsible for conducting VDH assigned, pre-approved trainings for the program staff
- Is responsible for reporting to VDH, those individuals who attended the annual training in its entirety and completed requirements to be considered adequately trained to educate and distribute program safety seats to the recipients.
- Is responsible for collecting training evaluation forms from all individuals who attend trainings.
- Is responsible for collecting on-line training certificates from all attendees who attend trainings.

VDH Safety Seat Program Assistant:

- Is responsible for contacting Site Coordinators in regards to missing shipment confirmations and/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 their assigned health district.
- Will serve as the main point of contact for VDH to schedule staff training. The District Coordinator will ensure all staff that issue seats to clientele complete both the on-line and hands-on training sessions. Following staff training sessions, VDH will send the District Coordinator a training follow-up memo, which lists the names of individuals who may issue restraints in behalf of the program. The District Coordinator will be responsible for maintaining the training follow-up memorandum on file for a period of five years. The District Coordinator will be responsible for issuing attendance certificates, provided by VDH, to staff following successful completion of the annual training.
- Is responsible for ensuring timely completion of the most current version of the Monthly Safety Seat Activity Reports and Promotion Reports by all sites within their assigned district to VDH. When imposed by grant requirements, will also ensure distribution sites submit monthly Exit Surveys.
- Is responsible for ensuring that program staff utilizes the most current version of the program forms and surveys. This individual is also responsible for ensuring distribution sites are maintaining clientele applications, liability waivers/agreements and other clientele programmatic paperwork for a period of five years. Following the required paperwork retention period, the District Coordinator will make certain the proper procedure is followed for purging outdated files.

Site Coordinator:

- Is responsible for tracking the monthly safety seat activity and statistics for their assigned location(s) and completing the Monthly Safety Seat Activity Report in a timely manner.
- Is responsible for collecting completed safety seat recipient Exit Surveys from all Site Educators and submitting them on a monthly basis to VDH; when imposed by grant requirements. The Site Coordinator is responsible for ensuring that all Site Educators utilize only the most current version of surveys and that they are submitted via mail.
- Is responsible for tracking promotional exhibits, presentations and/or events within the assigned coverage area and reporting on a monthly basis.
- Should provide Program Educators with the most current version of clientele programmatic forms and handouts. Additionally, should maintain clientele eligibility and CSS issuance paperwork for a period of five years, followed by proper purging of outdated files according to VDH policy and procedures.
- Will submit required paperwork to VDH when a change in the shipment allocation is necessary. The Site Coordinator is responsible for submitting a request to reflect the change on the Allocation Change Request Form to VDH in a timely manner.
- Is responsible for submitting verification of quantities and conditions of safety seat shipments. The Safety Seat Shipment Fax Form should be completed and faxed with the delivery packing slip upon immediate receipt of the seats to VDH.
- Must attend and successfully complete both the on-line and hands-on technical training sessions annually.

Safety Seat Educator:

- Is responsible for providing all safety seat recipients with accurate and thorough training, prior to the dissemination of any program safety seat.
- Is responsible for ensuring that clientele are eligible and current application forms and appropriate waiver/agreement forms are completed prior to issuing a restraint; without exception.
- Is responsible for ensuring current versions of the Exit Survey forms are completed by all recipients of restraints, when imposed by grant requirements.
- At completion of each recipient training session, will submit forms and surveys to the Site Coordinator so that the monthly activity reports can be completed on time.
- Must attend and successfully complete both the on-line and hands-on technical training sessions on an annual basis.

STAFF TRAINING

Annual program staff training is a two-step process:

First Step: On-Line Training, includes the basics regarding injury prevention and crash dynamics for motor vehicle crashes, is required for all individuals participating with the application process or distribution of seats. The on-line training must be completed prior to attending the Hands-On Technical Training. After successful completion of the On-Line Training a certificate must be printed and presented during registration at the Hands-On Technical Training.

Second Step: The Hands-On Technical Training is required for all individuals involved with education and/or dissemination of restraints. A copy of the Certificate of Completion for the On-Line Training must be presented to the VDH Staff Trainer during the Hands-On Technical Training registration. Installation technique exercises and skill assessments must be successfully completed during the Hands-On Technical Training session.

VDH will contact the District Coordinator to schedule their district's training for all staff involved with education and/or safety seat distribution.

After VDH has notified the District Coordinator of the time-frame to complete the On-Line Training session and the Hands-On Technical Training, the technical training session will be conducted either by VDH directly or by an assigned contract Program Trainer.

Necessary supplies, materials and forms will be provided for all individuals attending the staff training. After completion of the program training for Safety Seat Educators and Coordinators, the Program Trainer will be responsible for submitting the required paperwork listing all of the participants who successfully completed the On-Line Training and the Hands-On Technical Training in its entirety along with their respective agency name. In addition, the trainer will identify individuals who successfully completed the required Installation Technique Exercises, skill assessments and evaluations. Due to liability concerns, all individuals participating in the instruction and distribution of seats are required to successfully complete the LISSDEP training on an annual basis. Only currently certified Technicians of the National Highway Traffic Safety Administration's Standardized Child Passenger Safety Technician Certification Program are exempt from Hands-On Technical skill assessments. However, Technicians are required to complete the annual On-Line Training and present a copy of their National Technician certification. A follow-up training memo will be sent to the District Coordinator listing the names of attendees and their training capability status.

Those individuals who maintain a NHTSA child passenger safety technician/instructor status and who successfully complete an annual two-day program training provided by the VDH, may train any additional staff at their participating site and/or district. These certified individuals who choose to train will be responsible for providing necessary training equipment, 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 Safety Seat Activity Tracking and Reporting:

Submission of the Monthly Safety Seat Tracking Report is a mandatory requirement. The monthly report is used to capture the safety seat activity at each distribution site. Information collected includes inventory and quantity of restraints issued, identification of children's ages for whom the seats were issued, race and ethnicity of children as well tracking the level of training provided for each restraint (not the number of individuals who attended). Data is collected to determine the number of applications denied with the reasoning and the number of individuals who were approved to receive a restraint, but failed to attend the training session.

Site Coordinators are responsible for completing a monthly report for each distribution location independently. Reports should be completed on a monthly basis whether or not any seats were distributed or any type of activity occurred during the reporting month. The most recent version of the report may be downloaded from the coordinator's webpage.

Monthly safety seat activity reporting must be completed no later than 30 days following the end of the month, in which the clientele educational sessions were conducted.

Sites that fail to submit timely Monthly Safety Seat Activity Reports may be subject to suspension.

Promotional Reporting:

Promotional Reporting is a mandatory requirement for each distribution site. Any effort made to promote the program through displays, exhibits, presentations, and/or events should be reported. The date of the promotion, event name/location and type of promotional effort is all that is required.

Recipient Exit Survey Forms:

Periodically, completion of Exit Survey forms will be required by all safety seat recipients to collect additional applicant demographic information and to evaluate training effectiveness. During grant survey sampling periods, this process is a mandatory requirement.

Both the clientele and the Educators may benefit from the survey being read to the group. Some clients may be illiterate or may speak English as a second language, but cannot read English. These individuals are not always willing to share their inability to read the form and answer the questions appropriately. By reading the Exit Survey as a standard practice, Educators will not have to publicly identify participants who need assistance and will be able to control the timing of the activity more effectively.

During grant sampling periods, current versions of the surveys may be downloaded from the site website and need to be submitted monthly via mail; not faxed. Survey forms are scanned into a Teleform machine and therefore faxed forms, poorly lined-up copies of the surveys and forms reduced in size, cannot be scanned into the system. For identification purposes, always mail in the surveys with a cover sheet or attach a copy of the monthly report. Surveys should be received by VDH no later than the end of the month, following the month that the surveys were conducted. Example; surveys collected during the month of July, should be received by VDH no later than the end of August.

Safety Seat Shipment Verification Forms:

Site Coordinators are responsible for tracking the receipt and condition of their site's safety seat deliveries. Upon receipt of delivery, the Site Coordinator should immediately inspect the condition and quantities of seats.

Since both seats are institutional products, both types of seats are usually shipped two per box to reduce cost. However, Evenflo has the discretion of shipping single packs at no additional cost. Therefore you should report on the quantities of each style of seat; not the quantity of boxes received.

Seat shortages and refusal due to damages, must be documented on the trucking company's Proof of Delivery slip, POD, or on the trucking company's electronic scanner. The Safety Seat Shipment Fax form should also reflect any issue of shortages or damages that occurred with the shipment. Refusal of seats is permitted whenever substantial damage to the boxes is detected. Random refusal of an entire or partial shipment of unwanted seats is not permitted. Prior authorization must be requested to change quantities, followed by the request being approved by Evenflo. Otherwise the contractual agreement with the vendor maybe jeopardized. Seat allotment alteration requires adjustments to the pre-set shipment schedule by VDH and Evenflo. If an unauthorized refusal of unwanted seats occurs, the cost of the incoming and return freight will be charged to the refusing distribution location.

The program's fax form and packing slip serve as verification of receipt for payment purposes, as well as a notification and request for VDH to assist with resolution of an issue. Immediately upon delivery, conduct inspection and document any issues on the POD or Electronic Scanner as well as the LISSDEP Fax Form. Notations on the packing slip are not recognized by the freight company as creditable discrepancy documentation. The Site Coordinator should fax the Safety Seat Shipment Verification Fax form and the POD, if available, to VDH.

The trucking company is contracted for inside delivery; if a problem arises with delivery service contact VDH for assistance.

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

The most recent version of forms may be downloaded from the coordinator's webpage; www.vahealth.org/injury/safetyseat/lissdep.htm.

Safety Seat Allocation Change-Request Forms:

All safety seat shipment allocation change requests must be submitted on the Shipment Allocation Change – Request form. This form should be completed in its entirety. Submit the completed form no later than the 20th of the month prior to the month of the desired change. This will allow the manufacturer processing and rescheduling time. (Example: Request for an August shipment allocation change, must be submitted no later than July 20th.)

Requests for changes should only occur once in a six-month time period; per distribution site. Forms may be submitted by fax or as an e-mail attachment. Following a review of the request by VDH, a confirmation of receipt will be emailed to the requesting Site Coordinator. Upon receipt of confirmation from the manufacturer, the form will be faxed to the Site Coordinator with an approval or denial signature from VDH.

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. If a properly submitted allocation request form is approved and delivery of canceled restraints did not match the approved change, then the site should refuse that delivery overage; without penalty.

The most recent version of forms may be downloaded from the coordinator’s webpage;
www.vahealth.org/injury/safetyseat/lissdep.htm

RECORD RETENTION REQUIREMENTS

Site Coordinators are responsible for maintaining 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 and Agreement form signed by all safety seat recipients must also be maintained for a period of at least *five* years (Waiver Permission Slip attached, if applicable). Following the mandatory retention period, proper purging of outdated files should be conducted according to VDH policy and procedures.

ORDERING SUPPLIES AND MATERIALS

Whenever additional materials are needed, Coordinators should utilize the most current version of the LISSDEP Order Form. For the most rapid response, complete and fax the current order form to VDH at (804) 864-7748.

Upon receipt of the order form, the VDH Program Assistant will ship the requested materials within two weeks.

Due to funding restrictions, some of the program material quantities are limited and must correspond with the number of the safety seats distributed by the requesting site.

*The most recent version of forms may be downloaded from the coordinator’s webpage;
www.vahealth.org/injury/safetyseat/lissdep.htm*

SAFETY SEAT ELIGIBILITY CRITERIA

Clients must meet all mandatory requirements in order to be eligible to receive a safety seat or booster.

- The applicant must be the custodial parent, legal guardian or foster parent. Parents must provide custodial proof, when applicable. If an applicant applies as a legal guardian, court documentation must be provided.
- The applicant must provide proof of identification for themselves and for the child or children for whom they are applying for seats. This requirement of proof may be relaxed, only if the applicant and child are already identified as a client of your agency.
- All clients must reside within Virginia's boundaries. The applicant must provide proof that they reside within the distribution site's coverage area.
- Applicants must meet all eligibility criteria for WIC, FAMIS, Medicaid or SNAP.
- A pregnant mother may apply for her unborn child as soon as she reaches her last trimester.
- Applicants must attend a Safety Seat Installation and Usage Class in its entirety and sign the program's Waiver of Liability Release/Agreement form, prior to receiving a restraint. If a client is unwilling or unable to attend the training session in its entirety, the client cannot be issued a seat until the training is completed. These are not optional requirements.
- Children are eligible for a program seat as long as the child fits within the guidelines set by the safety seat manufacturer for the seat being issued.

Safety seats should be issued one per child, *not* per family. A safety seat should be issued to a child based on the manufacturer guidelines as well as NHTSA and AAP's best practices taught during the staff's hands-on training session.

Distribution sites should encourage pregnant families to plan ahead and encourage parents to apply for a safety seat and attend the training session as soon as the mother enters into her last trimester of pregnancy. Hopefully, expecting parents will prepare early for the arrival of their unborn child. Waiting until the last moment to apply for a safety seat may cause extreme stress for parents when a child is born earlier than expected. Client's should be made aware that a distribution site may not have any seats available at a moment's notice to issue to a client because of pre-set training schedules or due to lack of supply.

A child may be eligible for another type of seat when he/she outgrows the current seat. Only one each of each type of restraint should be issued to a child.

Program seats cannot be given or donated to agencies, nor 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 for each child.

Proof of Identification and Residency

Custodial parents, foster parents and legal guardians are eligible to apply for child safety seats. Proof of identification is required by all applicants and for the child or children for whom they are applying. This requirement of proof may be relaxed only if the applicant and the child or children are already enrolled as your agency's clients. If an applicant files as a legal guardian, court documentation must be provided as well as custodial documentation for parents when applicable.

Proof of residency must be provided for determination of residency within the distribution site's coverage area and within Virginia's boundaries. In a situation where the client cannot present proof of residency, the client may submit a notarized Verification of Support form. This situation may arise when multiple families live together and the client's name is not on a utility bill, lease, title or Virginia Driver's License.

Applications should be denied, if proof of identification, residency or relationship cannot be provided.

Examples of proof of identification and residency:

- Birth Certificate
- Driver's License
- Insurance or Medicaid Card
- SNAP Paperwork
- Social Security Card
- WIC Card
- Voter's Registration Card
- Alien Registration Card
- Notarized Verification of Support Form
- Work or School Identification Card
- Utility Bills
- Passport

Proof of Income Eligibility

Clientele are required to meet all eligibility requirements for WIC, Medicaid, SNAP or FAMIS.

If a client is enrolled in one of the following government assisted programs, proof of meeting income has been met: WIC, Medicaid, TANF, (Temporary Assistance for Needy Families), FAMIS or FAMIS Plus (Family Access Medical Insurance Security Plan), Food Stamps-SNAP (Supplemental Nutrition Assistance Program), and/or participation in the National School Lunch program.

In the event an applicant does not have documentation that they already participate in another government assisted program, income eligibility should be determined by referring to the LISSDEP Income Guideline grid. Current pay stubs or a notarized Employment Income Verification form or Verification of Support form should be provided to determine income eligibility.

Examples of proof of income eligibility include:

- Medicaid card
- WIC (Women, Infants, and Children) participant verification card
- FAMIS or FAMIS Plus (Family Access Medical Insurance Security Plan)
- SNAP (Supplemental Nutrition Assistance Program) Food Stamp Program “Notice of Eligibility”
- TANF (Temporary Assistance for Needy Families) printout with case number
- SNAP (Supplemental Nutrition Assistance Program) Food Stamp Program “Notice of Eligibility”
- Current pay stub(s) noting the pay period the income was earned, plus the previous month’s pay stub(s); refer to program income grid
- National School Lunch participation verification
- Notarized Verification of Support Form
- Notarized Employment Income Verification Form

Applications should be denied, if proof of income cannot be provided.

Program’s Income Guidelines Grid

The Program’s Income Guideline grid will assist with determination of income eligibility for applicants who are not currently enrolled in any other type of government assisted program. All sources of gross income should be added together from each household parent or guardian to determine eligibility. Types of income include their job or jobs, child support, unemployment compensation, disability payments, etc. Use a current pay stub noting the pay period when income was earned for calculation. Also request previous month’s pay stub or stubs for validation. In a situation where a client cannot present proof of participation in a government assisted program or present current pay stubs, the client may present a notarized Employment Income Verification or Verification of Support form as acceptable proof.

Eligibility Discretions

The decision to render program services to undocumented immigrants is left up to the discretion of each distribution site’s agency. If an agency has a policy in force for denial of services to undocumented immigrants, then the site may deny program seats to these applicants.

Another example of site eligibility discretion is when a child who is eight years of age or older, may need special consideration because he/she is short of stature and may require a booster seat to position an adult seat belt correctly and safely across his/her body. In these types of situations, a child may be issued a booster seat as long as the child weighs less than 110 lbs. and meets all other seat guidelines.

REPLACEMENT POLICY:

Whenever a safety seat is stolen or damaged due to fire or a motor vehicle collision, an applicant should first file a claim with the responsible insurance company. If denied, an applicant should request replacement directly from Evenflo by providing the insurance denial letter and a copy of the police or fire marshal's report.

The LISSDEP site may step in and reissue a safety seat to a client, if both the insurance company and Evenflo refuse replacement. Proof of attempt will still be required; the client must provide a copy of the fire/police report and the insurance denial letter. Whenever a safety seat is replaced, copies of the attempts and a copy of the fire/police report must be maintained with the application paperwork. If documentation is lacking, the site's written justification for issuing a replacement restraint should be maintained on file.

The client will not need to repeat the training session, if and only if the original training session was conducted within the past six-months and the seat being replaced is the same model number and will be used in the same mode/position

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 their 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 automated forms and tracking reports are implemented into the program.

The child's age, weight and height must be provided to accurately determine the correct restraint selection and positioning of the child. Applicants are strongly encouraged, but not required to report the child's race and ethnicity.

Applicants must declare their relationship to the child and whether or not they are residents of Virginia and if they are willing to attend a training session. If an applicant is not the custodial parent, the legal guardian or the assigned foster parent, the application must be immediately denied. If an applicant is not a Virginia resident and/or the applicant declines training at the time of application, then the application should be denied.

After an approved applicant has attended the training session, signed the waiver/agreement form, and received a safety seat, ensure that all the information is completed in the shaded area at the bottom of the form designated for Program Staff.

If hands-on installation education was not provided due to inclement weather or the client arrived by public transportation and no other vehicle or seat simulator was available for demonstration of correct installation practices, then the only alternative is to provide the client with a referral to a Safety Seat Check Station or to a certified NHTSA technician. 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.

BASIC GUIDANCE FOR SELECTING / ISSUING RESTRAINT TYPES

Refer to these generalized guidelines to help select the proper restraint for a child at time of application. Each child is unique in body size and behavior and therefore Educators should always rely on guidance provided Evenflo's instructions, vehicle owner's manual, LISSDEP's staff training, and NHTSA and AAP's best practice recommendations to ensure proper selection and usage.

Titan65 Convertible Safety Seat

Rear-facing Position - Basic Guidelines

- Child must weigh at least 5 lbs. and no more than 40 lbs.
- Child must be at least 19" in height and no more than 40"; and the child's head must rest at one inch below the top of the back of the restraint shell
- Child must rear-face until he/she is at least one year of age and weighs at least 22 lbs. and 28". Encourage using this seat rear-facing up to 40 lbs. and up to 40" in height.

Encourage parents to transport their children rear-facing for as long as the restraint's instructions permit and/or until the age of two. (Refer to NHTSA/AAP best practices.)

Forward-facing Position - Basic Guidelines

- Child forward-facing must minimally be at least one year of age, weigh at least 22 lbs. and 28"
- Child must be at least 28" in height, but no more than 54"
- Child may continue to forward-face up to 65 lbs. and up to 54" in height, as long as the top of the child's ears are below the top of the back of the restraint and as long as the harnesses can be threaded through a harness slot positioned above the child's shoulders
- Issue the convertible seat for a child until he/she weighs at least 40 lbs., 38" in height and is at least four years of age; unless he/she has outgrown the seat by other height guidelines.

Maestro Belt-Positioning-Booster

- Child must weigh at least 40 lbs. and no more than 110 lbs.
- Child's height must be between 38" and 57" in height
- Child must be at least four years of age
- Maestro BPB must be positioned in vehicle seat that is equipped with a lap and shoulder belt

ALTERNATIVE RESTRAINTS FOR MILD MEDICAL CONDITIONS

Although the Evenflo Titan65 child safety seat is rated from 5 lbs. to 65 lbs. and has the five-point harness system, some infants will require the use of a special safety seat designed for children born premature or have other mild medical conditions.

One of the most commonly used types of special needs restraints are car beds. Other varieties of retail restraints may be available for a child with Autism, poor head or trunk control, and obesity. Car beds and other types of alternative seats are provided by VDH, when medically warranted, when supply permits and if a designated, currently certified NHTSA technician is available to assist with proper usage and installation.

Clients will be required to produce an equipment prescription written by the child's physician, to demonstrate that their child's mild medical condition warrants the use of an alternative seat. Most insurance companies cover the cost of car beds; therefore the demand for car beds should be very infrequent. The distribution site should maintain a copy of the equipment prescription with the client's paperwork.

When a need arises, Program Educators should contact VDH to determine if assistance can be provided. If the required alternative restraint is available, VDH will only be able to ship the alternative seat directly to a designated technician for issuance and training provisions. If a currently certified technician is on staff at the distribution site, an alternative restraint may be issued at that location by the technician. If no one on site holds technician status, VDH will contact the closest regional technician to request assistance. If the designated regional technician is available to provide assistance for the client, it will be responsibility of the client to travel to a meeting location set by the technician.

Applicants will need to meet routine eligibility criteria, complete the regular program application and waiver/agreement form and then view the program's video. Program staff will need to complete the program's Alternative/Special Needs Voucher form. This form should be given to the client to present to the technician. The voucher form will identify the client and demonstrate that the client has met income eligibility and that the client was referred by LISSDEP to receive the restraint. The voucher should also provide the name and phone number of the technician that the client is being referred to for assistance.

The client will then be responsible for contacting the technician to schedule an appointment. With voucher in-hand the client will meet the technician for additional training regarding correct usage of the restraint that they are being issued. Upon completion of issuing the restraint, the technician will fax back the completed Alternative/Special Needs Voucher form to VDH and the referring distribution site. Both the voucher and the prescription will need to be maintained with the program application and waiver/agreement forms.

On occasion, a child will require a restraint with higher weight guidelines to accommodate obesity issues. VDH may be able to provide a restraint for these children as well. The same procedure will apply with the exception of the need for a medical equipment prescription.

APPLICANT TRAINING

All safety seat recipients are required to attend an interactive educational session addressing the type of restraint that they will be issued. The Safety Seat Installation and Usage Class is not optional. Clients who refuse to attend a training session cannot be issued a program safety seat. In addition, the safety seat recipient must attend the entire educational session; including the hands-on portion. If a client needs to leave the training early, he/she must reschedule and complete the training prior to being issued a program safety seat. No training exceptions are permitted for issuance of a safety seat.

The mandatory Safety Seat Installation and Usage Class should be an interactive learning experience. The training should begin with the program's Waiver of Liability/Agreement form being signed by attendees and then collected by the Educator before the educational session begins.

All clients must view the most recent version of the program's video for a holistic overview of safety seat types, how they protect children during a crash, and how to secure the seats in various types of vehicles. This comprehensive video helps ensure that all safety measures required for transporting a child safely are addressed. Even though this is a wonderful training tool used to convince clients about the importance of using a safety seat correctly every time they transport their child, it may be overwhelming for new parents. Educators should reassure attendees that demonstrations of how to correctly and safely transport children in the seats will be provided. At the completion of the video, program staff should help reinforce the injury prevention message, AAP best practices recommendations, and correct usage according to the child restraint manufacturer. Share with your clients that the Virginia Child Passenger Safety Law is a primary law enforced to protect the well being of children. Fines are collected for non-use as well as incorrect usage of restraints and seat belts.

The parts and features of the safety seat should be shown and education provided on how they help protect a child during a crash and sudden braking. Then an interactive demonstration should be conducted for the correct way to use the safety seat to secure a child in the restraint and the correct way to install the program's restraint in a vehicle. This interactive training should enable clients to install the safety seat themselves now and at a future date.

Understanding the correct method of installing a restraint in a vehicle is an extremely important component of clientele training. 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. A vehicle demonstration seat may be used as an alternative. Whenever one of these options is not followed, follow the guidelines stated in the Applicant Installation Referral section.

Before concluding the training session, be sure to provide the most recent version of the program's safety seat handouts and brochures to help reinforce the information shared. During grant required sampling periods, sites will be instructed to conduct the Exit Survey evaluations at the end of the educational session for all seat recipients.

APPLICANT INSTALLATION REFERRAL

The hands-on installation should preferably be demonstrated in the client's vehicle. However, if a client arrives via public transportation, the demonstration may be conducted in another client's vehicle, an agency vehicle or through utilization of a vehicle demonstration seat. Any of these practices will count as hands-on installation training. When hands-on installation demonstrations cannot be provided due to inclement weather or if the clients arrived by public transportation with no other vehicle was available for installation demonstration, a referral can be made to a visit a Safety Seat Check Station. The referral system may also be used by distribution sites located in a metropolitan area without access to nearby clientele parking or sites located in an unsafe environment for demonstrating installations.

Check to be sure that a Safety Seat Check Station is a credible referral with currently certified Technicians on hand to assist. The best way to locate a credible Safety Seat Check Station is to visit: www.vahealth.org/injury/safetysat/lissdep.htm. If a station is not listed close to the distribution site, visit the national web site, <http://cert.safekids.org/>, and click on the "Find a Tech or Instructor" link to locate assistance from someone local with NHTSA Technician certification status.

Whenever a client received only training with the mandatory video viewing and hands-on training and were referred to a Safety Seat Check Station, be sure to list the name of the referred Safety Seat Check Station or currently certified, NHTSA Technician on the Monthly report. Referral reason must also be documented on the application and waiver/agreement form stating why the hands-on installation was not provided. Maintain a referral listing of Safety Seat Check Station locations and their contact information with other program paperwork for reference during VDH site visits.

SPANISH-SPEAKING CLIENTS

Even if an interpreter is unavailable, you may provide seats to Spanish-speaking clients. Their training needs can be met by requesting the client to bring someone to be an interpreter and/or by...

- Using the Spanish version of the waiver/agreement form for signature.
- Showing the most current Spanish version of the program video
- Distributing the Spanish program's "Guide for Titan65 and Maestro Seats"
- Distributing the Spanish version of "Child Passenger Safety In Virginia" brochure.
- Distributing the Spanish version of the Virginia Child Passenger Safety Law Sheet.
- Distributing Evenflo's Spanish version of the safety seat instructions. Safety seat and booster seat instruction booklets are not bi-lingual; Spanish booklets are included in shipping boxes or tucked into the storage compartment on the side of the restraint shell.
- Displaying and referring to the "Child Passenger Safety In Virginia" poster.
- Utilizing NHTSA's Child Passenger Safety Translation of Terms reference tool.

LIABILITY SAFEGUARD MEASURES

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

- All individuals participating in the instruction and/or distribution of program seats must complete the annual LISSDEP training adapted from the NHTSA Standardized Child Passenger Safety Certification Course or be currently certified as a National CPS Technician.
- Applications, waiver of liability/agreement forms must be signed and kept on file for a period of at least five years. When applicable, the signed permission slips must also be maintained.
- Waiver/agreement forms should be completed in its entirety. This is inclusive of documenting any problems or concerns with installations on the bottom of form, notations regarding issuance of a restraint that was uninstalled, and notation if the participant was referred to a certified NHTSA Child Passenger Safety Technician for assistance with the installation. Interpreters, translators, councilors, and/or parents of underage applicants should be encouraged to sign the waiver form.
- Ensure all seat recipients 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.
- Only disseminate accurate, up-to-date, and approved programmatic materials and handouts during seat recipient's training. Do not incorporate any other materials or videos into the course without prior written consent from VDH.
- The recipients must be provided with hands-on installation techniques and clientele should actively participate with the installation exercise. This exercise will enable them to install the seat themselves now and in the future. 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 with no other vehicle available for demonstrations of correct installation; the only alternative is to provide the client with referral contact information. Safety Seat Check Stations or Technician referral information must be documented on the application and waiver forms and monthly safety seat activity report. Refer to the Applicant Installation Referral section of these Policies and Procedures for detailed guidance.
- Site Educators are encouraged, but not required, to attend the National Standardized Child Passenger Safety Course. This in depth child passenger safety training is available by contacting the national agency, Safe Kids Worldwide, at www.cert.safekids.org. Individuals that successfully complete this national certification course and maintain current technician status will be exempt from the program's annual Hands-On training skills/testing portion of the course.

WAIVER OF LIABILITY / AGREEMENT FORM

Educators should pass out and announce that the Waiver of Liability/Agreement Form must be completed before the training session can proceed. Additionally, Educators need to inform the clientele that NHTSA and AAP safety seat best practices will be discussed throughout the training and ensure that the forms are initialed documenting that they have been made aware.

Best practices are inclusive of recommendations of keeping a child rear-facing until age two or as long as the safety seat allows, keeping a child in a forward-facing seat with harnesses for as long as the seat permits and that a child should remain in a booster seat for as long as the seat allows, can help reduce the risk of injury during a crash. Reiteration of these best practices will be stated during the program video, and should be during the classroom training, and will be stated in the program's handouts.

In addition, best practice warns against the dangers of using second-hand seats. In an effort to protect other children from injury that may be caused by the use of second-hand seats, clientele should be instructed to render their used seats unusable by others and then discard. Staff should also inform clientele that they are not allowed to sell any program seat issued to them. Violation of this policy will jeopardize any future eligibility with the program and clients may be required to reimburse the program for the cost of the restraint. Program staff will be actively looking for violations of this policy.

Before proceeding with the training, Educators should collect the waiver/agreement forms ensuring that all forms are signed by the applicant for each child receiving a restraint or by the approved individual who is attending in their behalf. Encourage attending interpreters, translators, councilors, and/or parents of underage applicants to sign the waiver/agreement form on the designated line.

The Educator should mark the type of restraint issued for each child and the restraint positioning. Any problems or concerns with installation should be documented on the form in the designated area. Whenever a safety seat is issued to an applicant, but not installed in a vehicle, document that the safety seat was issued uninstalled. Document the reason the seat left uninstalled. (i.e., incompatibly issues with the vehicle, client left by public transportation, inclement weather, etc.)

Examples of incompatibilities and concerns are as follows:

- Safety seat was released without hands-on installation training; the reason why stated and referral agency, technician name and/or www.safetyseatva.org website must be listed. (Refer to the program website for listing of active Safety Seat Check Stations in your community.)
- 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.
- Recipient of the seat refused to follow recommended installation methods; released uninstalled. (State the recommendation the parent refused to follow.)

- Booster seat was installed in the front passenger side of the vehicle, because rear seating positions were 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.

The Educator should mark whether or not follow-up brochures and/or handouts were provided to the clients. These materials are provided to sites by VDH free of charge and should always be available. If brochures or handouts were not disseminated, a justification statement should be documented on the form.

The Educator who conducted the training session should sign the bottom of the form and print their name legibly.

These forms must be kept on file for a period of at least five years. The Permission Slip form must be maintained with the Waiver and Agreement form when applicable.

PERMISSION SLIP FORM

All approved applicants are required to attend an interactive educational training. If an extreme circumstance such as hospitalization or loss of employment risk occurs and prevents the applicant from attending the training, a Permission Slip Form may be used to delegate another individual to attend in their behalf.

The applicant will complete the form by listing their name, the name of the individual who will be attending the training and listing the reason the applicant is unable to attend. In addition, the applicant will sign the form stating that the applicant understands that the individual attending the training session in their behalf will be held responsible for relaying the educational information back to the applicant.

The Site Coordinator or Educator should review the request and has the authority to approve or deny the request. The individual who determines the approval status should sign and date the form and with their name printed legibly.

This Permission Slip Form must be presented at the training by the designated attendee along with proof of identification. The Waiver of Liability and Agreement Form must be signed by the attending individual during the training session. The Permission Slip Form should be attached to the Waiver of Liability and Agreement Form and maintained with the client's application form and relative paperwork for a period of five years.

*The most recent version of forms may be downloaded from the coordinator's web address:
www.vahealth.org/injury/safetyseat/lissdep.htm.*

PROGRAM CONTACT INFORMATION

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VDH, Statewide Safety Seat Program Coordinator

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Fax : (804) 864-7748

Physical Mailing Address :

Virginia Department of Health
Low-Income Safety Seat Distribution and Education Program
109 Governor Street, 9th Floor
Richmond, VA 23219

LISSDEP Web Site Address :

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

Monthly Safety Seat Distribution Tracking Form

Revised September 2015

Distribution Site Name: _____ Health District: _____
Month Activity Occurred: _____ Year: _____ Number of Exit Surveys Attached _____

SAFETY SEAT INVENTORY

Number of safety seats:		Convertibles		Boosters
On hand at <u>beginning</u> of month:	+	_____	+	_____
<u>Received</u> from any source during month:	+	_____	+	_____
<u>Distributed</u> during month:	-	_____	-	_____
<u>Stolen or missing</u> :	-	_____	-	_____
<u>Used for demonstrations</u> :	-	_____	-	_____
<u>Given to another site</u> :	Site Name: _____ -	_____	-	_____
TOTAL number of safety seats <u>remaining</u> at end of month:	=	_____	=	_____
COMBINED TOTAL of convertibles and boosters issued:	_____			

DEMOGRAPHIC INFORMATION

Number of Safety Seats Issued For:

<u>Age:</u>	<u>Race:</u>	<u>Ethnicity:</u>
Pregnant Parents _____	African American _____	Hispanic: _____
Infants Younger than 12 months _____	Caucasian _____	Non-Hispanic: _____
Children One to Four Years Old _____	Asian _____	
Children Five to Seven Years Old _____	Native American _____	
Children Eight Years or Older _____	Other _____	
TOTAL for Age: _____	TOTAL for Race: _____	TOTAL for Ethnicity: _____

Check to be sure that the "Combined Total of convertibles & boosters issued" **EQUAL** the total "Age" before proceeding.

TYPE OF INSTRUCTION PROVIDED FOR SEATS DISTRIBUTED

Number of Seats Issued to Clients Receiving Video, Class Instruction, and Hands-On Installation Instruction _____
Select this option if a vehicle seat simulator was used during training or an agency/another client's vehicle was used.

Number of Seats Issued to Clients Receiving Video and Class Instruction (Also complete the following 2 questions) _____
*List the number of seats issued without hands-on training below.... **Remember training is mandatory and parents are not allowed to opt out.** Select from the list of reason(s) below and provide the number of seats issued in each category. This total should equal the total number of seats issued without the hands-on training portion.*

- Reason why hands-on installation instruction was not provided
Number due to: Increment Weather _____ No vehicle of any type was available _____
Other Reasons _____ Specify _____
- Name of agency or certified technician that the clients were referred to for assistance with installation. Refer to website for up-to date listing: _____

SAFETY SEAT APPLICATION INFORMATION

Number of Applications Approved	Total Number for each reason that an application was denied:
But Did Not Show-Up for Training: _____	Child already issued same type of safety seat _____
	Income too high _____
	Not parent or legal guardian _____
Total Number of Clients Approved	Not a Virginia resident _____
But On a Waiting List: _____	Not a District resident of the distribution site _____
	Neither restraint meets the child's needs _____
	Applicant marked refused training on application _____
	Repeatedly missed scheduled training session _____
	Total Number of Applications <u>Denied:</u> _____

Attention: Marcia Franchok-Hill, Safety Seat Distribution and Education Program



Allocation Shipment Change - Request Form

Submit via Fax to (804) 864-7748 or to

E-mail address: Marcia.Franchok-hill@vdh.virginia.gov

VDH USE:

- Receipt Notice
- Evenflo Notice
- Excel Update
- Batch Listing
- Fax Notice



To request a change in safety seat shipment allocations, complete form 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.) According to vendor agreement, allocation adjustments can only be processed one time per six-months per shipment site. Refusal of delivery by a shipment site without prior allocation change approval, will result in freight and handling fees charged directly to that distribution site agency.

Submit form either by fax or e-mail. Confirmation of request will be faxed to the Distribution Site Coordinator with an approval or denial signature by the VDH Program Manager.

Revised: September 2015

Health District Name: _____ Distribution Agency Name: _____

District Coordinator Name: _____

Phone Number: _____ Fax Number: _____

E-mail Address: _____

Distribution Site Coordinator Name: _____

Phone Number: _____ Fax Number: _____

E-mail Address: _____

Ship-To-Site Agency Name: _____

Physical Address: _____

City or County: _____ Zip Code: _____

Ship-To-Site Contact Name: _____

Phone Number: _____ Fax Number: _____

E-mail Address: _____

Titan65 Convertible seats: Increase seats up to _____ per shipment Decrease seats down to _____ per shipment

Maestro Booster seats: Increase seats up to _____ per shipment Decrease seats down to _____ per shipment

CHANGE Shipment Schedule To: Monthly Shipments: _____ or Every Other Month Shipments: _____

CHANGE Shipment Address To: _____

Emergency CANCELLATION: Cancel one shipment of: Titan65s _____ and/or Maestros _____

EXTRA One-Time Shipment Request For: Titan65 Convertibles: _____ and/or Maestro Boosters: _____

Change / Cancellation Requested for Shipment Month: _____ (Within accordance of above mentioned policy)

Approval Signature: _____ Denial Signature: _____

Date: _____ Allocation Change Effective Month: _____ Additional Comments: _____

Denial Reason: Insufficient processing time: _____ Budget restrictions: _____ More than one request per period: _____

Safety Seat Shipment Verification FAX FORM

Low-Income Safety Seat Distribution and Education Program
FAX: (804) 864-7748



TO: Marcia Franchok-Hill
Virginia Department of Health
Injury and Violence Prevention Program
109 Governor Street, 9th Floor
Richmond, VA 23219
(804) 864-7737

Site Contact Name: _____

Site Name: _____

Address: _____

Phone No.: () Fax No: ()

E-mail: _____

Revised: September 2015

(Both types of seats are shipped two per box; report on number of seats not boxes)

Date Shipment Received: _____/_____/_____

Number of ***Titan65 Convertible*** Seats Received: _____

Number of ***Maestro Booster*** Seats Received: _____

Number of ***Titan65 Convertible*** Seats Refused Due to Damage: _____

Number of ***Maestro Booster*** Seats Refused Due to Damage: _____

Number of ***Titan65 Convertible*** Seats Missing from Shipment: _____

Number of ***Maestro Booster*** Seats Missing from Shipment: _____

LISSDEP Order Form

Revised September 2015



<u>Requester's Information:</u>	<i>(Please Print)</i>
Site Coordinator Name: _____	
Distribution Site Agency Name: _____	
Street Address: (Not P.O. Box) _____	
City or County: _____	State: <u>VA</u> Zip Code: _____
Phone Number: (_____) _____	E-mail Address: _____
<p><i>The following materials are approved and intended for LISSDEP promotion and/or for recipients of LISSDEP restraints.</i></p> <p>** Due to funding limitations, some program materials are issued in relation to the number of seats issued per site. **</p>	
Fax Number: (804) 864-7748	<p>XXXXXXXX Denotes material is not available</p> <p>** Denotes limited quantities</p>

<u>Item</u>	<u>Packaging Units</u>	<u>Quantity Request</u>		
		English	Spanish	Bilingual
<u>Brochures:</u>				
Child Passenger Safety In Virginia	Pkg of 25	XXXXXXXX	XXXXXXXX	
<u>Flyers:</u>				
Program Eligibility	Each			XXXXXXXX
Don't Let Cost Stand In Your Way	Pkg of 50		XXXXXXXX	XXXXXXXX
<u>Posters:</u>				
Child Passenger Safety In Virginia	Each	XXXXXXXX	XXXXXXXX	
<u>Forms:</u>				
Program Application	Pkg of 100			XXXXXXXX
Safety Seat Registration (in lieu of missing registration cards)	Pad of 50		XXXXXXXX	XXXXXXXX
<u>Response Postcards:</u>				
Approval Postcard	Pkg of 100			XXXXXXXX
Denial Postcard	Pkg of 100			XXXXXXXX
<u>Videos:</u>				
** Don't Risk Your Child's Life VIII - DVD	Each			XXXXXXXX
** Don't Risk Your Child's Life VIII - VHS	Each			XXXXXXXX
<u>Safety Seat Stickers:</u>				
** Child Identification Stickers	Each		XXXXXXXX	XXXXXXXX
<u>Foam Noodle Sections: (Provided only for rear-facing installations)</u>				
** Foam Noodle Sections	Each	Small 2 ½"	Large 4"	XXXXXXXX
<u>Recipient Handouts:</u>				
** Guide for Titan65 and Maestro Seats	Pkg of 50			XXXXXXXX

APPLICATION FOR CHILD SAFETY SEAT

Directions: Fill in application completely.

Applicant's Name: _____ Date of Birth: ____/____/____
(First) (Middle) (Last) (mm dd yyyy)

Street Address: _____ Apt. No.: _____

Mailing Address (if different): _____

City/County: _____ State: _____ Zip Code: _____

Telephone Number: (_____) _____ **Last Four (4) Digits of Social Security No:** ____-____-____-____
(Area Code)

I am requesting a child safety seat for:

My Unborn Child: Due Date: ____/____/____

My Child: Child's Name: _____ Birth Date: ____/____/____
(First) (Middle) (Last) (mm dd yyyy)

Child's Age: ____ yr ____ mos Child's Weight: ____ lbs. Child's Height: ____' ____"

Child's Race: African American Caucasian Asian Native American Other: _____

Child's Ethnicity: Hispanic Non-Hispanic

Relationship To This Child: Parent Legal Guardian Foster Parent Other: _____

I am a Virginia Resident: Yes No

I or my child is a US citizen or a documented alien: Yes No

I or my child receives FAMIS, WIC, Medicaid, or TANF: Yes No # _____ (If applicable)

I am willing to attend a safety seat training session: Yes No

Applicant Signature: _____ **Date:** _____

To Be Completed By Child Safety Seat Program Staff For Reporting Purposes

Applicant's Program Code: _____
(Applicant's Last name plus last four (4) digits of Social Security Number)

Applicant met eligibility requirements: Yes No

If Yes: Date Approved: ____/____/____

Date Training Conducted: ____/____/____

Date Safety Seat Issued: ____/____/____

Approved applicant showed up for training: Yes No

Applicant Placed On Waiting List: Yes No

If No: Date Denied: ____/____/____

Check reason why applicant was denied:

Supply Depleted Child's Age Above Seven Year

Not Virginia Resident Did Not Want to Attend Training

Income Too High Other _____

Type of seat issued to child: Convertible: Issued as Rear-facing or Forward-facing

Booster: Informed client to only use with a vehicle Lap and Shoulder Belt: Yes No

Type of Training Rec'd: Video, Class Instruction & Hands-On Installation or Video, Class Instruction, & Technician Referral

Reason why hands-on installation training was not provided: _____

Name of permanent fitting station or certified technician the client was referred to for installation assistance: _____

Virginia's Child Restraint Device Law

(Major Requirements of Code of Virginia Article 13 - Section 46.2)

- Child restraint devices are required for children **through the age of seven (until 8th birthday)**. Safety seats, booster seats and other types of restraints must be properly used and approved by the Department of Transportation's standards.
- Rear-facing safety seats must be placed in the back seat of a vehicle. If the vehicle does not have a back seat, the safety seat may be placed in the front passenger seat only if the vehicle is either not equipped with a passenger side air bag or the passenger side air bag has been deactivated.
- Children can no longer ride unrestrained in the rear cargo area of vehicles.
- The law applies to anyone (i.e. parents, grandparents, babysitters, friends, etc.) who provides transportation for a child in any vehicle manufactured after January 1, 1968. Public transportation (taxicabs and buses), regulation school buses, and farm vehicles are exempted.
- The child restraint law is **primary enforcement**. No other violation need be committed prior to ticketing for failure to have a child in an approved seat.
- A \$50 civil penalty fine is imposed for failure to have a child in a child restraint device. Any person found guilty a second or subsequent time, on different dates, will be fined up to \$500. A \$20 civil penalty fine is assessed when persons transporting a child exempted from this law due to medical reasons and that do not carry a written statement of the exemption. All fines collected go into a special fund to purchase safety seats for low-income families.

Virginia's Passenger Seat Belt Law

(Major Requirements of Code of Virginia Article 12 - Section 46-2)

- Children **age 8 through age 17 (until age 18)** must be belted correctly in a vehicle seat belt in vehicles manufactured after January 1, 1968. Exemptions are taxicabs, school buses, executive sedans and limousines.
- The child passenger seat belt law is also **primary enforcement**. No other violation need be committed prior to ticketing for failure to have a child correctly buckled up.

Virginia's Pickup Truck Law

(Major Requirement's of Code of Virginia Section 46.2 - 1156.1)

- No person under age 16 shall be transported in the rear cargo area of a pickup truck. There are exemptions for certain parades and farming operations.

For additional information call: 1-800-732-8333

VDH, Safety Seat Distribution and Education Program



Special Needs/Alternative Restraint Voucher

THIS IS TO CERTIFY THAT _____,
Applicant's Name

has completed the LISSDEP, Child Safety Seat Training and meets eligibility requirements to receive an Alternative Restraint for the following condition: _____.

Copy of physician script maintained with application: ___ Yes ___ No

If not, state reason: _____.

Name of Referring LISSDEP Program Site Educator:	
Print Name: _____	Signature: _____
Name of referring LISSDEP Program Distribution Site: _____	
Address of Referring Site: _____	
City or County: _____	Zip Code: _____
Referring Site Telephone Number: (____) _____	Fax Number: (____) _____
Date: _____	

NHTSA Certified Technician/Agency referred to for assistance with installation:	
Certified Technician's name or name of agency: _____	
_____	Technician Number: _____
Address: _____	
City or County: _____	Zip Code: _____
Phone No: (____) _____	

To be completed by NHTSA Certified Technician for tracking purposes:	
Type of Restraint Issued:	
___ Angel Ride Car Bed	___ Ride Safer Vest
___ Clek Ozzi BBT	___ Maxi-Cosi Pria 70 with Tiny Fit
___ Diono Radian RXT	___ Other: _____
Site Name and Address: _____	

Signature of Technician: _____	
Date: _____	
Signature of Applicant: _____	
Date: _____	

Please Fax Completed and Signed form back to the referring LISSDEP site and

***VDH, Low-Income Safety Seat Program Manager,
Marcia Franchok-Hill at Fax Number: 804 864-7748***

Low-Income Safety Seat Distribution and Education Program Program Trainer Evaluation

Training Date: _____

District Name: _____

Instructor Name: _____

Participant Name: (Optional) _____

Please circle the response closest to your opinion

- | | | Strongly
Agree | | | Strongly
Disagree |
|---|---|-------------------|---|---|----------------------|
| › Subject matter was effectively delivered | 5 | - | 4 | - | 3 - 2 - 1 |
| › Student participation was encouraged | 5 | - | 4 | - | 3 - 2 - 1 |
| › Classroom time was spent effectively | 5 | - | 4 | - | 3 - 2 - 1 |
| › Hands-on time was spent effectively | 5 | - | 4 | - | 3 - 2 - 1 |
| › Trainer was prepared for class | 5 | - | 4 | - | 3 - 2 - 1 |
| › Trainer demonstrated a high degree of knowledge | 5 | - | 4 | - | 3 - 2 - 1 |

- › Demonstration equipment utilized during course
- | | | |
|---------------------|-----|----|
| Dial-a-belt | Yes | No |
| Program seat | Yes | No |
| Locking clips | Yes | No |

If no was circled for any of the above, please comment on the instructor's reason for not utilizing the demonstration equipment during your training session _____

- › Power point presentation utilized Yes No
- If no was circled for the above, please comment on the instructor's reason for not providing the power point presentation during your training session _____

- › Training session conducted for a minimum of four (4) hours Yes No

› Additional Comments: _____

Safety Seat Distribution And Education Program

Guide for Titan65 and Maestro Seats

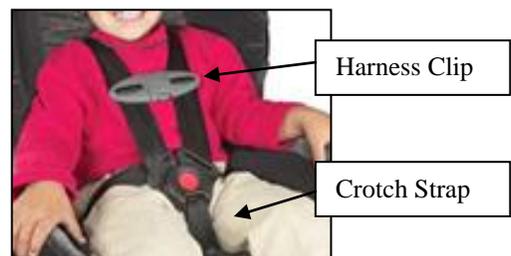
February 2015



Basic Use Tips – Titan65 Convertible Safety Seat

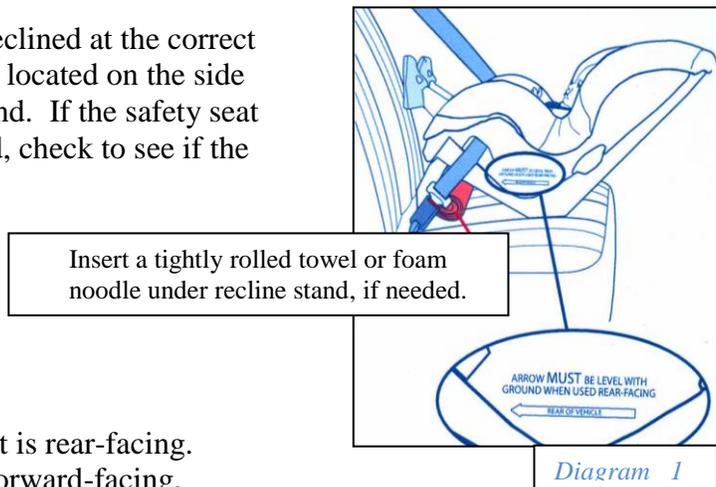
Rear-Facing

- An infant must weigh at least 5 lbs. to start using the Titan65 convertible safety seat. Children must ride rear-facing in the Titan65 until he/she weighs at least 22 lbs. and is at least one year of age. Both the National Highway Traffic Safety Administration and the American Academy of Pediatrics recommend rear-facing a child until he/she is at least two years of age or reaches the rear-facing upper weight and height limits. The Titan65 seat is crash tested for a child weighing up to 40 lbs. rear-facing.
- A child must be at least 19 inches in height and no taller than 40 inches. The top of a child's head must also be at least one inch below the top of the back of the safety seat.
- Position the harness straps so that they are at or below the child's shoulders.
- Only use one of the four lower sets of harness slots when rear-facing.
- Place the child all the way back in the safety seat with his/her back and bottom flat against the safety seat. Buckle the harness straps and crotch strap.
- Children should not wear bulky clothing (coats, snowsuits, etc.), or be wrapped in blankets. After the harness system is buckled-up, a blanket may be placed over top of the harness straps.
- Tighten harness straps snugly. A snug harness should not allow any slack and should lie in a relatively straight line without sagging. It should not press on the child's flesh or push the child's body into an unnatural position. If the harness webbing can be pinched together, the harness is too loose and needs to be tightened. Placing one finger or two fingers under the harness webbing is not a good way to check for snugness.
- Position the harness clip at a child's armpit level.
- The crotch strap should be snug against a child. Choose the slot that is closest to the child, but is not under the child's bottom. See special instructions in the safety seat manual for infants weighing 10 lbs. or less.
- Only install this safety seat on a vehicle cushion that faces forward towards the hood of the vehicle. Do not install on a vehicle cushion that faces to the rear or to the side of the vehicle. And only install on vehicle cushions with backs that lock into place.



- Children are safer in the back seat of a vehicle. It is illegal in Virginia to install a rear-facing safety seat in the front seat with an active passenger-side air bag. If the vehicle has side-impact air bags, refer to the vehicle owner’s manual to see if the safety seat may be installed next to the side-impact air bag. Do not install this safety seat using a shoulder-belt air bag.
- Recline rear-facing children by moving the recline stand towards the front of the seat so that the top of the safety seat leans back and downward.

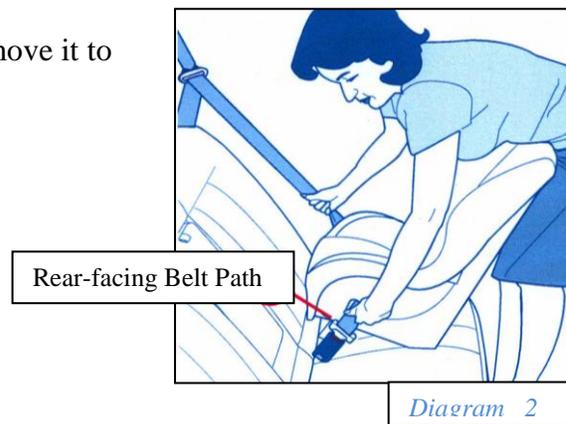
- Install the safety seat rear-facing and reclined at the correct angle. Check to be sure the level arrow located on the side of the safety seat is level with the ground. If the safety seat level arrow is not level with the ground, check to see if the recline stand is in the correct position. You may need to place a tightly rolled towel or foam noodle beneath the recline stand to help adjust the safety seat to the correct angle.



- Never use the tether strap when the seat is rear-facing. The tether is made for use only when forward-facing. When the tether strap or the lower anchor connectors are not being used, hook them to the back of the seat onto the storage clips.

- If the vehicle has an adjustable head restraint, move it to the lowest position.

- Only use the belt path located at the front of the safety seat when the seat is used rear-facing. See labels on the side of the seat for guidance.



- Check to be sure the safety seat is installed tightly. Place hands near the rear-facing belt path used to install the seat and then push and pull the safety seat from side to side across the vehicle cushion. The seat should not move more than one inch. Also check to be sure the safety seat does not move more than one inch back to front. If the seat moves more than one inch in any direction, the seat is too loose and needs to be tightened. If the seat is not tightly secured, try tightening the seat again or try moving it to another location.

Always read the safety seat’s instruction booklet for complete instructions and read the vehicle owner’s manual for correct usage in that vehicle.

Basic Use Tips – Titan65 Convertible Safety Seat

Forward-Facing

- A child must be at least one year of age and weigh at least 22 lbs. to ride forward-facing in this convertible safety seat. Both the National Highway Traffic Safety Administration and the American Academy of Pediatrics recommend children ride rear-facing until he/she is at two years of age or reaches the rear-facing upper weight and height limits. The Titan65 seat is crash tested for a child weighing up to 40 lbs. rear-facing. Continue to use this forward-facing safety seat until a child reaches 65 lbs. or outgrows the seat by height.



- A child must be at least 28 inches in height and no taller than 54 inches. The top of a child's ears cannot be higher than the top of the back of the safety seat.
- Position the harness straps so that they are at or above the child's shoulders.
- Only use one of the three higher sets of harness slots when forward-facing.
- Place the child all the way back in the safety seat with his/her back and bottom flat against the safety seat. Buckle the harness straps and crotch strap.

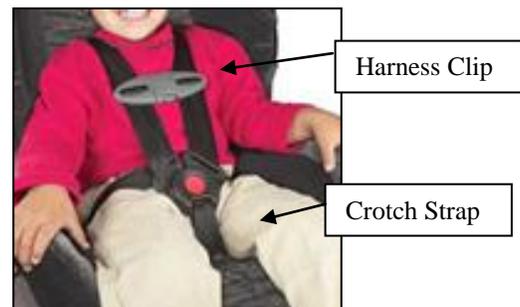


- Children should not wear bulky clothing (coats, snowsuits, etc.), or be wrapped in blankets. After the harness system is buckled-up, a blanket may be placed over top of the harness straps.

- Tighten harness straps snugly. A snug harness should not allow any slack and should lie in a relatively straight line without sagging. It should not press on the child's flesh or push the child's body into an unnatural position. If the harness webbing can be pinched together, the harness is too loose and needs to be tightened. Placing one finger or two fingers under the harness webbing is not a good way to check for snugness.

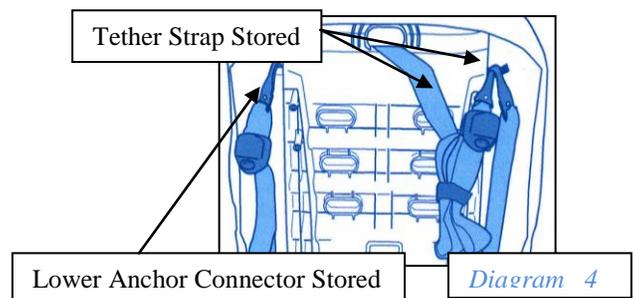
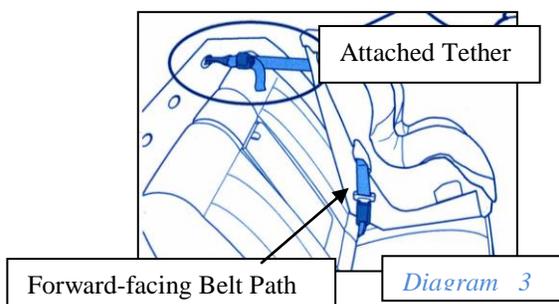


- Position the harness clip at the child's armpit level.
- The crotch strap should be snug against a child. Choose the slot that is closest to the child, but not under the child's bottom.



- A child has outgrown this convertible safety seat if he/she weighs more than 65 lbs., the child's shoulders cover the top set of harness slots or a child's ears are higher than the top of the back of the safety seat.

- Children are safer in the back seat of a vehicle. Check for side-impact air bags and then refer to the vehicle owner’s manual to see if the safety seat may be installed next to the side-impact air bag. Do not install this safety seat using a shoulder-belt air bag.
- Only install this safety seat on a vehicle cushion that faces forward. Do not install on a vehicle cushion that faces to the rear or to the side of the vehicle. And, only install on vehicle cushions with backs that lock into place.
- Position the safety seat in the upright position for children forward-facing. Children riding forward-facing cannot use the seat in the reclined position.
- Do not use foam noodles, rolled towels, sheets, etc., behind or under this forward-facing safety seat.
- Only use the belt path located at the back of the seat when forward-facing. See labels on the side of the seat for guidance.
- Always use the tether strap when a forward-facing safety seat is installed with the lower anchor connectors of the Latch system. When installing with a seat belt, check the vehicle to see if tether anchors are available and if so use the tether. Always refer to the manual for correct usage and weight limits.
- When the tether or the lower anchor connectors of the Latch system are not being used, hook them to the back of the seat onto the storage clips.



- Check to be sure the safety seat is installed tightly. Place hands near the forward-facing belt path used to install the seat and then push and pull the safety seat from side to side across the vehicle cushion. The seat should not move more than one inch. Also check to be sure the safety seat does not move more than one inch back to front. If the seat moves more than one inch in any direction, the seat is too loose and needs to be tightened. If the seat is not tightly secured, try tightening the seat again or try moving it to another location.

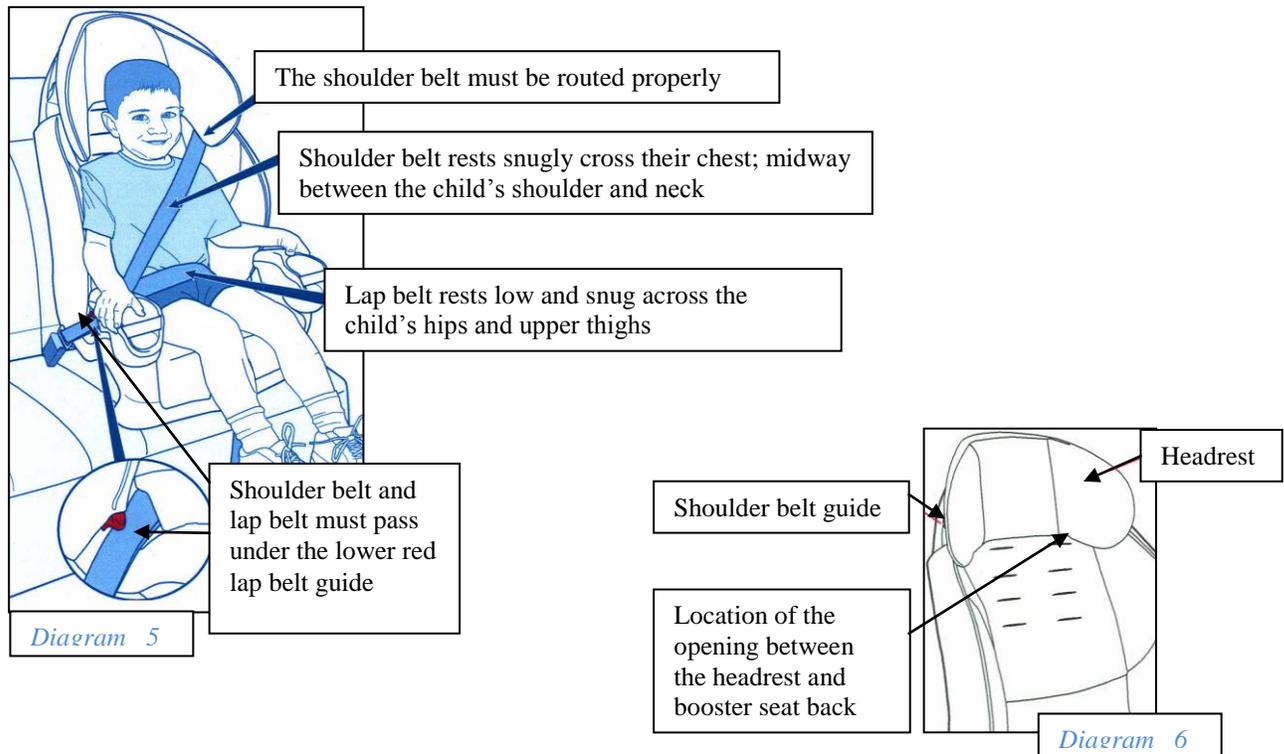
Always read the child restraint’s instruction booklet for complete instructions and read your vehicle owner’s manual for correct usage in your vehicle.

Basic Use Tips – Maestro Belt-Positioning Booster Seat

- A child must be at least four years of age and weigh at least 40 lbs. before he/she can ride in this booster seat. Both the National Highway Traffic Safety Administration and the American Academy of Pediatrics recommend keeping children in a safety seat with harnesses for as long as possible or until he/she outgrows the harnesses by upper weight and height limits. This booster seat is crash tested for a child up to 110 lbs.
- A child must be at least 38 inches in height and no taller than 57 inches. The top of a child's ears cannot be higher than the top of the back of the booster seat.
- Children are safer in the back seat of a vehicle. Do not position a child riding in this booster seat in the front seat of a vehicle with active air bags. If the vehicle has side-impact air bags, refer to the vehicle owner's manual to find out if the safety seat may be installed next to the side-impact air bag. Do not install this booster seat using a shoulder-belt air bag.
- Place the booster on a vehicle seat that has both a lap and shoulder seat belt. Never use this booster with a lap belt only. The seat belts cannot be mounted to the door of the vehicle or attached to an automatic track where the seat belt moves when the door opens and closes.
- Only install this safety seat on a vehicle cushion that faces forward. Do not install on a vehicle cushion that faces to the rear or to the side of the vehicle. And only install on vehicle cushions with backs that lock into place.
- Place the booster seat against the vehicle seat back. Make sure the bottom and back of the booster seat are touching the vehicle seat and back. Do not recline the vehicle seat when using this booster.
- Never use foam noodles, rolled towels or sheets behind or underneath the booster seat.
- Place a child in the booster so that the child's back and bottom are flat against the back and bottom surfaces of the booster. Children cannot wear thick coats or bulky clothing while riding in the seat.
- Pull the lap and shoulder safety belt across the child and fasten the buckle. The shoulder belt must be routed correctly. On one side of the booster seat the lap-belt must pass underneath the red lap belt guide. On the other side, both the lap and shoulder portions of the seat belt must pass under the other red lap belt guide and be fastened into the buckle.
- The vehicle shoulder belt should be routed under the booster's headrest, when a child's shoulders are at or below the opening between the booster's headrest and the seat back. The vehicle shoulder belt should be routed overtop of the booster's headrest, when a child's shoulders are higher than the opening between the booster's headrest and the seat back. See special instructions in the booster seat manual for correct usage.



- Be sure the booster and seat belts fit the child correctly. The lap portion of the safety belt should rest low and snug across the child's hips and upper thighs. The shoulder portion of the seat belt must cross over the child's chest snugly and rest midway between the child's shoulder and neck. The shoulder belt should not cross over the child's neck or fall off the child's shoulder.



- Children should continue to ride in a booster seat until the vehicle seat belt fits them correctly. Some children fit in a vehicle seat belt when he/she reaches 4' 9" in height. Before allowing any child to ride in a vehicle seat belt without a booster, check to be sure the child is ready for a seat belt.

The child must be able to . . .

- keep his/her back against the vehicle seat cushion
 - completely bend knees over the edge of the seat cushion
 - keep feet flat on the floor without slouching or scooting forward
 - keep the lap portion of the seat belt low and snug across his/her hips and upper thighs
 - keep the shoulder portion of the seat belt snug across his/her chest and rest midway between the shoulder and neck
 - stay seated this way throughout the entire trip
- The Virginia Child Passenger Safety Law requires that children must ride in a restraint until he/she reaches at least their 8th birthday. Children must also be secured correctly.
 - Secure the booster seat at all times, even when a child is not riding in it. If the seat is not buckled, the booster seat can be tossed around in the vehicle and injure other passengers during a crash or sudden stop.

Always read the child restraint's instruction booklet for complete instructions and read your vehicle owner's manual for correct usage in your vehicle.

Why Use a Booster Seat?

- Seat belts are designed for adults; not children. Children under the age of eight who have outgrown their safety seats are usually too small for seat belts. Even older children should continue to ride in a booster until they are able to fit a vehicle seat belt correctly.
- Booster seats used with a lap/shoulder belt serve as a step between a safety seat with a harness and the vehicle seat belt. A booster seat raises a child up so that the seat belt fits correctly and can provide better protection. Skipping this step is very unsafe.
- Booster seats provide more than twice as much protection than a vehicle seat belt. They help reduce risk of injury to a child's internal organs, head and back.
- A booster seat positions the seat belt so that it fits properly over the stronger parts of a child's body. The lap belt should lie snugly across the lower hips and upper thighs and not over the stomach area. The shoulder belt should cross snugly over his/her chest and rest midway between the child's shoulder and neck.
- Children are not ready to ride safely in a vehicle seat belt without a booster seat, if they are putting the shoulder belt behind their back or under their arm. If a child is allowed to ride this way, the child could be seriously injured or killed in a crash. This practice is also illegal.
- Children typically enjoy the benefits of a booster seat. Their new "big girl/boy" seat allows them to ride comfortably and see out of the car window with ease.
- Secure your child in a booster seat until he or she is big enough to fit into a vehicle lap and shoulder seat belt. Typically children who are at least 4 feet 9 inches in height and are between eight and twelve years of age, may be ready to safely use a vehicle seat belt system without a booster seat.
- Before placing a child in a vehicle seat belt without a booster, check to be sure the child fits the vehicle seat belt correctly. Is the child able to ...
 - ✓ keep his/her back against the vehicle seat cushion
 - ✓ completely bend knees over the edge of the seat cushion
 - ✓ keep feet flat on the floor without slouching or scooting forward
 - ✓ keep the lap portion of the seat belt low and snug across his/her hips and upper thighs
 - ✓ keep the shoulder portion of the seat belt snug across his/her chest and rest midway between the shoulder and neck
 - ✓ stay seated this way throughout the entire trip



Child riding dangerously without a booster seat



Child riding safely in a booster seat

Virginia's Child Restraint Device Law

(Major Requirements of Code of Virginia Article 13 - Section 46.2)

- Child restraint devices are required for children **through the age of seven (until 8th birthday)**. Safety seats, booster seats and other types of restraints must be properly used and approved by the Department of Transportation's standards.
- Rear-facing safety seats must be placed in the back seat of a vehicle. If the vehicle does not have a back seat, the safety seat may be placed in the front passenger seat only if the vehicle is either not equipped with a passenger side air bag or the passenger side air bag has been deactivated.
- Children can no longer ride unrestrained in the rear cargo area of vehicles.
- The law applies to anyone (i.e. parents, grandparents, babysitters, friends, etc.) who provides transportation for a child in any vehicle manufactured after January 1, 1968. Public transportation (taxicabs and buses), regulation school buses, and farm vehicles are exempted.
- The child restraint law is **primary enforcement**. No other violation need be committed prior to ticketing for failure to have a child in an approved seat.
- A \$50 civil penalty fine is imposed for failure to have a child in a child restraint device. Any person found guilty a second or subsequent time, on different dates, will be fined up to \$500. A \$20 civil penalty fine is assessed when persons transporting a child exempted from this law due to medical reasons and that do not carry a written statement of the exemption. All fines collected go into a special fund to purchase safety seats for low-income families.

Virginia's Passenger Seat Belt Law

(Major Requirements of Code of Virginia Article 12 - Section 46-2)

- Children **age 8 through age 17 (until age 18)** must be belted correctly in a vehicle seat belt in vehicles manufactured after January 1, 1968. Exemptions are taxicabs, school buses, executive sedans and limousines.
- The child passenger seat belt law is also **primary enforcement**. No other violation need be committed prior to ticketing for failure to have a child correctly buckled up.

Virginia's Pickup Truck Law

(Major Requirement's of Code of Virginia Section 46.2 - 1156.1)

- No person under age 16 shall be transported in the rear cargo area of a pickup truck. There are exemptions for certain parades and farming operations.

Notes

