**DCYF PROCESS FOR CHILD RESTRAINT TRAINING**

**CHILD RESTRAINTS**

DCYF staff meets with technician(s) to inventory current child restraints. Usually conducted on a Saturday when there is the most access to the vehicles and child restraints.

Each seat is checked for missing parts, harness route/twists, recalls, etc.

Establish a list of seats to include:

* Car seat manufacturer
* Model name
* Model number
* Manufacture date
* Expiration date
* Notes

**RESULTS:**

**Technician/DCYF:** Defective/expired/recalled seats taken out of inventory for destruction.

**Technician:** Provides spreadsheet of inventory results with link to manufacturer’s instructions.

Develop summary instruction cards for child restraints.

**DCYF:** Prints manufacturer’s instructions and stores near child restraints for easy access.

**VEHICLES**

DCYF provides technician with list of vehicles used for transport which includes...

* Year
* Make
* Model
* Color
* License plate

**RESULTS:**

**Technician:** Uses examples from agency vehicles during Car Seat Awareness Class.

**DCYF**: Ensures each vehicle has owner’s manual.

Earmarks the “child safety, child restraints” section in the vehicle manual OR

places a print-out of section in vehicle binder.

**EDUCATION**

**DCYF**: Schedules two-hour Car Seat Awareness Class with technician/instructor.

Promotes class with staff.

Reserves 2-3 vehicles for availability for hands-on practice.

Provides availability to various child restraints.

Provides sign-in sheet for class (optional).

Prints “Letters of Completion” for each attendee (optional).

**Technician:** Needs use of projector, screen, laptop (who is providing?).

Brings training seat and dolls.

Handouts for attendees.

Provides “Letter of Completion” if requested.

**RESULTS:**

**Technician:** Attaches summary instruction cards to child restraints.

**SUGGESTED ADDITIONAL STEPS:**

**DCYF:**  Develop written procedure for seat selection, check-out, and return.

 Purchasing seats; when ordering seats for child transport, consider selecting those with the least amount of steps for harness adjustment and installation.

 Feel free to consult your Car Seat Awareness instructor prior to purchase.

It is recommended child transporters attend a Car Seat Awareness Class every 1-2 years due to changes in the law, child restraints, motor vehicles, and recommendations from safety expects like American Academy of Pediatrics.