



# Child Passenger Safety Checklist

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

Fill in boxes, from left to right one letter/number per box 1 2 3 A B C Fill in circles like this ●

Caregiver First Name (Person Receiving Education)

Caregiver Last Name

Are you a citizen of the European Union (EU)?  YES

Address (Optional)

City  State  Zip

Phone  -  -  Email Address

Vehicle Make/Mfg. (e.g. Chevy, Buick)  Vehicle Model (e.g. Malibu, Enclave)  Vehicle Year

I understand and agree that the sole purpose of this program is to help reduce the incidence of improper child safety seat installation; that this inspection is being provided as a free educational service to me; that this program cannot fully evaluate the quality, safety or condition of the child safety seat, any child safety seat provided or any component of my vehicle, including the seats or safety belts; and that this program cannot guarantee my child's safety in a vehicle collision. I understand that it is important to read and follow the instruction manuals for both the vehicle and the car seat. For these reasons, I hereby release local, state and national passenger safety programs, certified technicians, and any program participants or agencies for any present or future liability for any injuries or damages that may result from a vehicle collision or otherwise.

Caregiver signature \_\_\_\_\_ Today's Date  /  /  20

Month Day Year

**TECHNICIAN - ALL QUESTIONS BELOW REFER TO YOUR STATE LAW**

**CHILD NUMBER ONE - COMMENT BOX ON BACK**

Child Present  Yes  No  Unborn

Child with Special Transport Needs?  Yes  No

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

Height/inches   Weight/lbs

Child Initials   Child First Name (Optional)

<p><b>ON ARRIVAL</b></p> <p><b>1. Child/CSS location in vehicle</b></p> <p><input type="radio"/> front row <input type="radio"/> Other seating location Explain: <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span></p> <p><input type="radio"/> back <input type="radio"/> 3rd row</p> <p><b>2. CSS installed using (select all that apply)</b></p> <p><input type="radio"/> No CSS (Mark - Go to #18) <input type="radio"/> Integrated Seat (Mark - Go to #7) <input type="radio"/> Unrestrained (Mark - Go to #18)</p> <p><input type="radio"/> Uninstalled (i.e in box) <input type="radio"/> Seatbelt <input type="radio"/> Tether <input type="radio"/> Lower anchors</p> <p><b>3. Restraint type:</b></p> <p><input type="radio"/> RF only w/o base <input type="radio"/> RF only w/ base <input type="radio"/> Base only <input type="radio"/> RF convertible <input type="radio"/> FF w/ harness <input type="radio"/> BP Booster <input type="radio"/> Lap/Shoulder (Mark -Go to #17) <input type="radio"/> Lap only (Mark - Go to #17) <input type="radio"/> Special Needs <input type="radio"/> Vest</p> <p><b>4. CSS MFG:</b></p> <p><input type="radio"/> Baby Trend <input type="radio"/> Britax <input type="radio"/> Chicco <input type="radio"/> UPPAbaby <input type="radio"/> Diono <input type="radio"/> Graco <input type="radio"/> Nuna <input type="radio"/> Clek <input type="radio"/> Recaro <input type="radio"/> Peg Perego <input type="radio"/> Evenflo <input type="radio"/> Bubble Bum <input type="radio"/> Dorel (Cosco, Eddie Bauer, Safety 1st,Maxi Cosi) <input type="radio"/> Other <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span></p> <p><b>5. Model Number</b> <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span></p> <p><b>6. MFG Date (MM/DD/YYYY)</b> <span style="border: 1px solid black; display: inline-block; width: 10px; height: 1.2em; vertical-align: middle;"></span> / <span style="border: 1px solid black; display: inline-block; width: 10px; height: 1.2em; vertical-align: middle;"></span> / <span style="border: 1px solid black; display: inline-block; width: 10px; height: 1.2em; vertical-align: middle;"></span> <span style="border: 1px solid black; display: inline-block; width: 10px; height: 1.2em; vertical-align: middle;"></span> <span style="border: 1px solid black; display: inline-block; width: 10px; height: 1.2em; vertical-align: middle;"></span> <span style="border: 1px solid black; display: inline-block; width: 10px; height: 1.2em; vertical-align: middle;"></span> <span style="border: 1px solid black; display: inline-block; width: 10px; height: 1.2em; vertical-align: middle;"></span></p>	<p><b>FINDINGS</b></p> <p><b>7. CSS history known</b> <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A</p> <p><b>8. CSS involved in a crash</b> <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A</p> <p><b>9. CSS labels missing</b> <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A</p> <p><b>10. CSS expired</b> <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A</p> <p><b>11. CSS recalled</b> <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A</p> <p style="text-align: center;"><b>BASED ON LAW</b></p> <p><b>12. CSS correct direction</b> <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A</p> <p><b>13. CSS harness correct</b> <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A</p> <p><b>14. Recline angle correct</b> <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A</p> <p><b>15. Lower anchors correct</b> <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A</p> <p><b>16. Tether correct</b> <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A</p> <p><b>17. Seatbelt correct</b> <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A</p> <p><b>ON DEPARTURE</b></p> <p><b>18. Child/CSS location in vehicle</b></p> <p><input type="radio"/> front row <input type="radio"/> Other seating location Explain: <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span></p> <p><input type="radio"/> back <input type="radio"/> 3rd row</p> <p><b>19. Child/CSS installed using (select all that apply)</b></p> <p><input type="radio"/> No CSS <input type="radio"/> Integrated Seat (Mark - Go to 25) <input type="radio"/> Uninstalled <input type="radio"/> Seatbelt <input type="radio"/> Tether <input type="radio"/> Lower anchors</p> <p><b>20. Coalition provided a new CSS?</b> <input type="radio"/> Yes <input type="radio"/> No</p> <p><b>21. Restraint type:</b></p> <p><input type="radio"/> RF only w/o base <input type="radio"/> RF only w/ base <input type="radio"/> Base only <input type="radio"/> RF convertible <input type="radio"/> FF w/ harness <input type="radio"/> BP Booster <input type="radio"/> Lap/Shoulder <input type="radio"/> Lap only <input type="radio"/> Special Needs <input type="radio"/> Vest</p>	<p><b>22. CSS MFG:</b></p> <p><input type="radio"/> Same as 4,5,6 (Mark - Go to 25) <input type="radio"/> Baby Trend <input type="radio"/> Britax <input type="radio"/> Chicco <input type="radio"/> UPPAbaby <input type="radio"/> Diono <input type="radio"/> Graco <input type="radio"/> Nuna <input type="radio"/> Clek <input type="radio"/> Recaro <input type="radio"/> Peg Perego <input type="radio"/> Evenflo <input type="radio"/> Bubble Bum <input type="radio"/> Dorel (Cosco, Eddie Bauer, Safety 1st,Maxi Cosi) <input type="radio"/> Other <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span></p> <p><b>23. Model Number:</b> <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span></p> <p><b>24. MFG Date (MM/DD/YYYY):</b> <span style="border: 1px solid black; display: inline-block; width: 10px; height: 1.2em; vertical-align: middle;"></span> / <span style="border: 1px solid black; display: inline-block; width: 10px; height: 1.2em; vertical-align: middle;"></span> / <span style="border: 1px solid black; display: inline-block; width: 10px; height: 1.2em; vertical-align: middle;"></span> <span style="border: 1px solid black; display: inline-block; width: 10px; height: 1.2em; vertical-align: middle;"></span> <span style="border: 1px solid black; display: inline-block; width: 10px; height: 1.2em; vertical-align: middle;"></span> <span style="border: 1px solid black; display: inline-block; width: 10px; height: 1.2em; vertical-align: middle;"></span> <span style="border: 1px solid black; display: inline-block; width: 10px; height: 1.2em; vertical-align: middle;"></span> <span style="border: 1px solid black; display: inline-block; width: 10px; height: 1.2em; vertical-align: middle;"></span></p> <p style="text-align: center;"><b>BASED ON STATE LAW</b></p> <p><b>25. Child / CSS Correct</b> <input type="radio"/> Yes <input type="radio"/> No</p> <p><b>26. CSS/Vehicle Compatible</b> <input type="radio"/> Yes <input type="radio"/> No</p> <p><b>27. Education Materials Given</b> <input type="radio"/> Yes <input type="radio"/> No</p> <p><b>28. Discussed Unattended Children In &amp; Around Cars</b> <input type="radio"/> Yes <input type="radio"/> No</p> <p><b>29. Next Steps Discussed</b> <input type="radio"/> Yes <input type="radio"/> No</p> <p style="text-align: center;"><b>CAREGIVER SIGN OFF:</b></p> <p><b>30. I harnessed child/doll in CSS</b> <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A</p> <p><b>31. I participated/installed CSS</b> <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A</p> <p><b>32. My Ethnicity (VOLUNTARY)</b></p> <p><input type="radio"/> Black or African American <input type="radio"/> White <input type="radio"/> Hispanic <input type="radio"/> Asian <input type="radio"/> Native Hawaiian/Other Pacific Islander <input type="radio"/> American Indian/Alaska Native <input type="radio"/> Other <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span></p> <p><b>33. I can install my car seat on my own</b> <input type="radio"/> Yes <input type="radio"/> Maybe <input type="radio"/> No</p> <p>Initials <span style="border: 1px solid black; display: inline-block; width: 10px; height: 1.2em; vertical-align: middle;"></span> <span style="border: 1px solid black; display: inline-block; width: 10px; height: 1.2em; vertical-align: middle;"></span> Donation \$ <span style="border: 1px solid black; display: inline-block; width: 10px; height: 1.2em; vertical-align: middle;"></span> <span style="border: 1px solid black; display: inline-block; width: 10px; height: 1.2em; vertical-align: middle;"></span> <span style="border: 1px solid black; display: inline-block; width: 10px; height: 1.2em; vertical-align: middle;"></span></p>
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Tech Last Name  Tech Worked alone  Tech Number  **COALITION #**

Tech Last Name  Senior Checker  Tech Number   CPS Class  Inspection Station  **Partner #**

Child Present  Yes  No  Unborn

**CHILD NUMBER TWO - COMMENT BOX BELOW**

Child with Special Transport Needs?  Yes  No

Child's age  0 - 12 Months

Height/inches

Weight/lbs

Child Initials

Child First Name (Optional)

13 - 23 Months

Years  
(write whole number only 2,3,4...)

**ON ARRIVAL**

**1. Child/CSS location in vehicle**

front row  Other seating location  
 back  3rd row  
Explain:

**2. CSS installed using (select all that apply)**

No CSS (Mark - Go to #18)  
 Uninstalled  Integrated Seat (Mark - Go to #7)  
 Seatbelt  Unrestrained (Mark - Go to #18)  
 Tether  
 Lower anchors

**3. Restraint type:**

RF only w/o base  RF only w/ base  
 Base only  RF convertible  
 FF w/ harness  BP Booster  
 Lap/Shoulder (Mark -Go to #17)  Lap only (Mark - Go to #17)  
 Special Needs  Vest

**4. CSS MFG:**

Baby Trend  Britax  
 Chicco  UPPAbaby  
 Diono  Graco  
 Nuna  Clek  
 Recaro  Peg Perego  
 Evenflo  Bubble Bum  
 Dorel (Cosco, Eddie Bauer, Safety 1st,Maxi Cosi)  
 Other

**5. Model Number**

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

/  /

**FINDINGS**

Yes No N/A

**7. CSS history known**

**8. CSS involved in a crash**

**9. CSS labels missing**

**10. CSS expired**

**11. CSS recalled**

**BASED ON LAW**  
**12. CSS correct direction**     
**13. CSS harness correct**

**14. Recline angle correct**

**15. Lower anchors correct**

**16. Tether correct**

**17. Seatbelt correct**

**ON DEPARTURE**

**18. Child/CSS location in vehicle**

front row  Other seating location  
 back  3rd row  
Explain:

**19. CSS installed using (select all that apply)**

No CSS  Integrated Seat (Mark - Go to 25)  
 Uninstalled  
 Seatbelt  
 Tether  
 Lower anchors

**20. Coalition provided a new CSS?**  Yes  No

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

**22. CSS MFG:**

Same as 4,5,6 (Mark - Go to 25)  
 Baby Trend  Britax  
 Chicco  UPPAbaby  
 Diono  Graco  
 Nuna  Clek  
 Recaro  Peg Perego  
 Evenflo  Bubble Bum  
 Dorel (Cosco, Eddie Bauer, Safety 1st,Maxi Cosi)  
 Other

**23. Model Number:**

**24. MFG Date (MM/DD/YYYY):**

/  /

**BASED ON STATE LAW**

**25. Child / CSS Correct**  Yes  No

**26. CSS/Vehicle Compatible**  Yes  No

**27. Education Materials Given**  Yes  No

**28. Discussed Unattended Children In & Around Cars**  Yes  No

**29. Next Steps Discussed**  Yes  No

**CAREGIVER SIGN OFF:**

Yes  No  N/A  
**30. I harnessed child/doll in CSS**     
**31. I participated/installed CSS**     
**33. I can install my car seat on my own**  
 Yes  Maybe  No

Initials   Donation \$

**Child# 2 - Comments**

Tech Last Name  Tech Worked alone

Tech Number

Tech Last Name  Senior Checker

Tech Number

**Child# 1 - Comments**

**QUICK REFERENCE: KNOW YOUR STATE LAWS**

**Direction:** All infants and toddlers should ride in a rear-facing CSS for as long as possible, until they reach the highest weight or height allowed by their CSS manufacturer. Most convertible seats have limits that will permit children to ride rear-facing for 2 years or more. (AAP updated August 2018).

**Location**

**All children under age 13 should ride in a back seat.** If a child must ride in the front seat, then the child with a full harness CSS or properly adjusted shoulder belt, seated in the correct forward facing and upright position, should sit there. Move the vehicle seat as far back from the airbag as possible. For older children sitting in safety belts next to side airbags, remind them to sit straight up and avoid resting their heads on a window or structural pillar of the vehicle.

**Harness - Know Your State Law**

Rear-facing CSS harness straps should pass through the slots at or below the child's shoulders. The forward facing CSS harness straps should pass through the slots at or above the child's shoulders. Read CSS instructions. Use all CSS until the upper height or weight limits are met. A child is too large for the CSS when the shoulders are above the top FF harness slots, the child's head is within 1 inch of the top of the rear facing CSS or he exceeds CSS weight or height limits. Harness straps must lay flat on the chest and over the hips. Harness straps must pass the "pinch" test: when the buckled straps are pinched at the shoulder, there should be no slack or extra webbing. The harness retainer clip must sit at the child's armpit level, and the straps must be threaded properly through the clip.

**Belt-Positioning Booster (BPB) Seats - Know Your State Law**

Use all BPBs with vehicle lap and shoulder safety belts. Check BPB instructions for use with switchable shoulder belts. Special products, such as vests and Y harnesses used with a booster base, must be used according to manufacturer's instructions and the vehicle owner's manual. Many children will be between 8-12 years before the safety belt alone fits properly. Use a BPB until that time.

**Installation:** Fully read and follow all labels plus CSS and vehicle manuals for every CSS installation.

Never install a rear-facing CSS in front of a frontal airbag. No system is fail-safe, so even if the passenger sensing system or airbag switch shows the right front passenger frontal airbag is turned off, secure rear-facing CSS in a back seat. Safety belts must pass through the CSS exactly as the manufacturer directs. CSS must not move more than 1 inch side to side or front to back when grasped at the belt path. In general, use either lower anchors or safety belt, not both together, unless allowed by both the CSS and vehicle manufacturers. Check vehicle manuals to identify designated lower anchor and tether anchor locations. Always use the top tether when directed by the CSS and vehicle instructions. Follow the current LATCH Manual if further guidance or clarification is needed. LATCH weight limits must be followed. Heavier children who ride in a harness CSS may require special arrangements. Seat belts in vehicles made after 1996 meet lockability requirements, so no locking clip should be needed. Always test vehicle safety belts to be sure they are locked at either the retractor or latchplate unless a lock off or locking clip has been used to secure the car seat. Treat unused safety belts as you would any cord by ensuring that they are out of reach of children, and that caregivers are aware of entanglement danger. Technology (e.g., inflatable seat belts) changes regularly and requires your full attention. You must read manuals! This summary does not take the place of reading manuals.

**Child Ready for Safety Belt**

With the child's back and bottom against vehicle seat back, the knees should bend naturally at vehicle seat edge. When the safety belt is buckled, the lap belt fits low on the hips, touching the thighs, and the shoulder belt rests between neck and shoulder on the collarbone. Never place the shoulder belt under arms or behind backs. Optimally, the child's feet should touch the floor.

**Other**

Remind caregivers to NEVER LEAVE A CHILD ALONE IN A CAR. The CSS is not a babysitter. Children should not spend excessive amounts of time in a CSS when outside of a vehicle.

