THE UNIVERSITY OF GEORGIA
GEORGIA TRAFFIC INJURY PREVENTION INSTITUTE
The Governor's Office of Highway Safety

CHILD PASSENGER CHECKLIST

Use one form per child and per CSS to document the way the child arrives

For optimum accuracy, please print in capital letters and avoid contact with the edge of the box. See above example.

CSS = Child Safety Seat

Senior checker initials

Check Up Location

Technician (Checker)

Scribe's Initials

Date of event (MM/DD/YY) / /

○ Parent ○ Grandparent ○ Other

Participant's First Name

Participant's Last Name

Child's First Name

Age(yrs) **(mos)** **Weight(lbs)** **Height(in.)**

NOTE: If child <1 mo, please indicate 1 mo

Child Present? ○ Y ○ N

Expectant parent? ○ Y ○ N

Address

City **State** **Zip Code (required)** **(Area Code) Telephone Number** ( ) -

Make of vehicle **Vehicle year** **Vehicle model**

Front-passenger air bag? ○ Y ○ N
Side air bag? ○ Y ○ N
If yes, is air bag active? ○ Y ○ N

How did you hear about this event?
○ Flyer ○ Newspaper ○ Friend/Relative
○ Radio ○ Internet ○ Drove by event
○ Television ○ Other _____

I understand and agree that the sole purpose of this program is to help reduce the incidence of the improper installation of car seats; that this inspection is being provided as a free service to me; that this program cannot fully evaluate the quality, safety, or condition of the car seat, the car 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. However, I understand that a properly used child safety seat can reduce fatal injury by 71% for infants and by 54% for toddlers and that it is important to read both the vehicle and car seat instruction manuals.

For these reasons, I hereby release The University of Georgia Traffic Injury Prevention Institute and other participating agencies and/or organizations and any program participants from any present or future liability for any injuries or damages that may result from a vehicle collision or otherwise.

Signature _____ **Date** _____

Above portion to be completed by participant

COMMENTS: Please describe any other misuse observed/recommendations, instructions:

OFFICIAL USE ONLY

STOP ***THIS SECTION MUST BE COMPLETED!!!***

○ No misuse observed
○ All corrections made
○ Not all corrections made (Explain in comment section)
○ Child arrived without CSS
○ CSS arrived uninstalled
○ CSS provided
○ Recommended a new CSS (No new CSS provided)

○ Participant helped install CSS

Materials given to participant:

○ Locking Clip ○ Printed Materials
○ Noodle ○ Slip guard material
○ Other _____

Complete below ONLY if new CSS is provided

○ Britax ○ Dorel ○ Graco
○ Century ○ Evenflo ○ Kolcraft
○ Other _____

CSS Name

CSS model number

Date of manufacture (MM/DD/YY) / /

OFFICIAL USE ONLY

TO CAR SEAT CHECKERS: Observe child in CSS first. Then identify CSS in which child is restrained. Completely fill in appropriate ovals. Discuss the findings with participants.

Child Arrives REAR-FACING

❑ Infant w/Base ❑ Infant w/o Base ❑ RF Convertible

Y	N	N/A	
○	○	○	CSS in back seat (not in front of air bag)
○	○	○	Child within recommended age/wt./ht. range
○	○		Rear-facing appropriate for child
○	○		CSS appropriate for rear-facing use
○	○	○	Appropriate recline (no more reclined than 45 degrees/head does not fall forward)
○	○	○	Harness strap at or below shoulders
○	○	○	Harness straps snug (no slack)
○	○	○	Harness attached securely and threaded correctly
○	○	○	Harness retainer clip used (if required in instructions)
○	○	○	Harness retainer clip at armpit level
○	○	○	Harness retainer clip threaded correctly
○	○	○	Carrying handle is in the correct position for travel
○	○		Safety belt routed correctly
○	○		Safety belt locking CSS tightly in vehicle with locking latchplate, switched retractor, locking clip, lock-off, etc. (1 inch test)
○	○	○	Locking clip used correctly (if needed)
○			Converted CSS to forward-facing
○			Recommended different CSS

CSS manufacturer

○ Britax ○ Graco
○ Century ○ Kolcraft
○ Dorel ○ Other _____
○ Evenflo

CSS Name

CSS model number

Date of manufacture (MM/DD/YY)

		/			/		

○ Information missing

Child Arrives FORWARD-FACING w/ Harness

❑ 5 Pt. Harness ❑ T-Shield ❑ Tray Shield
❑ Combination CSS ❑ Integrated ❑ Other _____
Ex.: Special needs, travel vest, inappropriately used infant CSS, etc.

Y	N	N/A	
○	○		Child within recommended age/wt./ht. range
○	○		Forward-facing appropriate for child
○	○		CSS appropriate for forward-facing use
○	○		CSS adjusted to upright position
○	○		Harness straps in top slots unless other slots reinforced (at or above shoulders)
○	○		Harness attached securely and threaded correctly
○	○	○	Harness straps snug (no slack)
○	○	○	Harness retainer clip present (if required in instructions)
○	○	○	Harness retainer clip at armpit level
○	○	○	Harness retainer clip threaded correctly
○	○		Safety belt routed correctly
○	○		Safety belt locking CSS tightly in vehicle with locking latchplate, switched retractor, locking clip, lock-off, etc. (1 inch test)
○	○	○	Locking clip used correctly (if needed)
○	○	○	Tether used correctly (if supplied)
○			Converted CSS to rear-facing
○			Converted CSS to belt-positioning booster
○			Recommended different CSS
○			Counseled participant on tethers

BELT-POSITIONING BOOSTER (No Harness)

❑ Backless ❑ High Back

Y	N	N/A	
○	○		Child within recommended wt./ht. range
○	○	○	Safety belt routed correctly
○	○	○	Lap/shoulder belt correctly positioned
○	○	○	Tether used correctly (if supplied)
○			Converted CSS to forward-facing with harness
○			Moved child to safety belt

Has this CSS been checked before? ○ Y ○ N
Original CSS owner/history known? ○ Y ○ N
Registration card sent in? ○ Y ○ N ○ Unable to determine
CSS in crash? ○ Y ○ N ○ Unable to determine
CSS in back seat? ○ Y ○ N ○ NA
CSS labeled to indicate it meets U.S. federal standards? ○ Y ○ N ○ Unable to determine
Is CSS on recall list? ○ Y ○ N ○ Unable to determine
If yes, has defect been repaired? ○ Y ○ N ○ Unable to determine

SHIELD BOOSTER*/LAPTOP

Y	N	N/A	
○	○		Child within recommended wt./ht. range
○	○	○	Shield snug against child
○	○		Safety belt routed correctly
○	○		Safety belt locking CSS tightly in vehicle with locking latchplate, switched retractor, locking clip, lock-off, etc.
○	○	○	Locking clip used correctly (if needed)

*Note: Currently, shield boosters are only for children between 30 and 40 lbs. Best practice: harness up to 40 lbs.

○ Removed shield, used base with lap/shoulder belts
○ Recommended retrofitting vehicle with shoulder belt
○ Recommended Y-harness/vest
○ Recommended different CSS

OTHER CHILD RESTRAINT

Y	N	N/A	
○	○		Child within recommended wt./ht. range
○	○		Restraint used according to manufacturer's instructions

VEHICLE SAFETY BELT

Y	N	N/A	
○	○		Child's legs bend over vehicle seat w/o slouching
○	○		Child's back against vehicle seat back
○	○	○	Belt over center of shoulder
○	○		Lap belt over upper thighs
○			Recommended booster seat
○			Recommended CSS with harness

- Shade the X where you found CSS.
- Shade the M if/where it was moved.

D	○ X ○ M	○ X ○ M
○ X ○ M	○ X ○ M	○ X ○ M
○ X ○ M	○ X ○ M	○ X ○ M

- D represents driver

LATCH system used correctly (if present)? ○ Y ○ N
Please describe any misuse observed:

_____
_____
_____
_____

08/04