



# Child Passenger Safety Checklist

Use blue, black, or #2 pencil and for mistakes use Wite-out correction tape.

WASHINGTON STATE  
CHILD PASSENGER SAFETY

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 Information)

Grid for Caregiver First Name

Caregiver Last Name

Grid for Caregiver Last Name

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

City, State, Zip

Phone, Email Address

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

Entiendo y acepto que el único propósito de este programa es el de ayudar a reducir la instalación de asiento de seguridad para niños incorrectamente; que esta inspección se me está proporcionando como un servicio de educación gratuita; que este programa no puede evaluar completamente la calidad, seguridad, condición del asiento de seguridad para niños, cualquier asiento de seguridad para niños que me proporcionaron, o ningún componente de mi vehículo, incluyendo el asiento o los cinturones de seguridad. Que este programa no puede tampoco garantizar la seguridad de mi niño en caso de un accidente vehicular. Entiendo que es importante leer y seguir las instrucciones de los manuales del vehículo y del asiento de seguridad para niños. Por esta razón, desligo las autoridades local, estatal y nacional, a los técnicos certificados y cualquier programa participante o agencia de toda responsabilidad presente o futura del programa de asiento de seguridad para niños, y de daños y heridas que resulten de un accidente de vehículo o de otro modo.

Today's Date Month / Day / Year

Caregiver signature

### STOP HERE

#### 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

Grid for Child Initials

#### ON ARRIVAL

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

Location options: front row, back, 3rd row, Other seating location

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

Installation options: No CSS, Uninstalled, Seatbelt, Tether, Lower anchors, Integrated Seat, Unrestrained

##### 3. Restraint type:

Restraint type options: RF only w/o base, Base only, FF w/ harness, Lap/Shoulder, Car bed, RF only w/ base, RF convertible, BP Booster, Lap only, Vest

##### 4. CSS MFG:

MFG options: Baby Trend, Chicco, Diono, Nuna, Recaro, Evenflo, Dorel, Other, Britax, UPPAbaby, Graco, Clek, Peg Perego, Bubble Bum

##### 5. Model Number

Model Number input box

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

MFG Date input boxes

#### 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

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

Location options: front row, back, 3rd row, Other seating location

##### 19. Child/CSS installed using (select all that apply)

Installation options: No CSS, Uninstalled, Seatbelt, Tether, Lower anchors, Integrated Seat

##### 20. Coalition provided a new CSS?

Yes No

##### 21. Restraint type:

Restraint type options: RF only w/o base, Base only, FF w/ harness, Lap/Shoulder, Car bed, RF only w/ base, RF convertible, BP Booster, Lap only, Vest

#### 22. CSS MFG:

MFG options: Same as 4,5,6, Baby Trend, Chicco, Diono, Nuna, Recaro, Evenflo, Dorel, Other, Britax, UPPAbaby, Graco, Clek, Peg Perego, Bubble Bum

#### 23. Model Number:

Model Number input box

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

MFG Date input boxes

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:

30. I harnessed child/doll in CSS  Yes  No  N/A

31. I participated/installed CSS  Yes  No  N/A

#### 32. My Ethnicity (VOLUNTARY)

Ethnicity options: Black or African American, White, Hispanic, Asian, Native Hawaiian/Other Pacific Islander, American Indian/Alaska Native, Other

#### 33. I can install my car seat on my own

Yes  Maybe  No

Initials Donation \$

Tech Last Name  Tech Worked alone

Grid for Tech Last Name

Tech Number

Grid for Tech Number

COALITION #

Grid for Coalition #

Tech Last Name  Senior Checker

Grid for Tech Last Name

Tech Number

Grid for Tech Number

CPS Class

Inspection Station

Partner #

Grid for 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

13 - 23 Months

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

**ON ARRIVAL**

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

front row  Other seating location Explain:   
  back  
  3rd row

**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 →  Rigid or  Flexible

**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  
 Car bed  (Mark - Go to #17) 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**

**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 Explain:   
  back  
  3rd row

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

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

**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  
 Car bed  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):**

**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

**Child# 1 - Comments**

Tech Last Name  Senior Checker

Tech Number

**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**

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**

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.