



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

7 Erba Lane, Scotts Valley, California 95066 (831) 438-0211 Fax (831) 438-0383

## Checklist for Making Child Restraint Inspection/Education Appointments

- Take the client's name and phone number.  
Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_
- Explain that before you can schedule the appointment, you need to ask a few questions, which may take several minutes. Explain that the inspection technician may call if more information is needed.
- Explain that a CPS certified technician will conduct the inspection and that this will be an educational session, not a quick installation service. (Goal is for child to leave safer than s/he came, but also to TEACH and instill confidence in parents that they can do what we're showing them!)
- Determine age or expected date of delivery (EDD) of baby, weight of child and type of child restraint to be inspected.  
Age/EDD: \_\_\_\_\_  
Weight: \_\_\_\_\_  
Manufacturer: \_\_\_\_\_  
Model Name: \_\_\_\_\_
- If seat to be inspected is used/not original owner/over 6 years old/been in a crash, etc., discuss risks and advise new seat is needed. If parent is low-income, refer to SEATS for KIDS site or plan to have appropriate seat available to give to parent.  
Seat History: \_\_\_\_\_
- Advise parent to read manufacturer's instructions and install seat prior to coming in for appointment.
- If at all possible, parent should bring child to ensure proper seat/fit and another adult to care for child/ren, so parent can maximize learning experience.
- Advise parent to bring copy of car seat instructions booklet and vehicle manual to appointment.
- Advise parent to plan for about 1 hour, as there are several factors, such as car seat/vehicle incompatibility that can make the install more time-consuming.
- Emphasize the importance of calling to cancel or reschedule if they will not be able to show up for the appointment.
- Tell parent that inspection/education session is free, but (if applicable) donations are encouraged to support continuation of service to the community.
- Schedule appointment. If staff time available, call one day prior to confirm appointment.  
Day/Date/Time: \_\_\_\_\_