

# SCOTTS VALLEY FIRE PROTECTION DISTRICT



<b>STANDARD OPERATING PROCEDURES</b>	<b>ARTICLE: III</b>	<b>SOP: 3302</b>
	<b>SECTION: 3300 PUBLIC EDUCATION</b>	
	<b>SUBJECT: CHILD PASSENGER SAFETY (CPS) PROGRAM</b>	
<b>DATE APPROVED:</b>	01/24/2008	
<b>APPROVED:</b>	<i>Melvin P. Murray</i>	

**Purpose:** The Scotts Valley Fire Protection District's Child Passenger Safety (CPS) Program will work to enhance the safety of child motor vehicle occupants by 1) educating the public in proper child safety seat and seat belt use and other vehicle related safety issues; 2) providing inspections of child safety seats to educate parents and other caregivers to ensure proper use and installation; and 3) provide child safety seats to needy residents, as funding permits.

**Scope:** To be utilized by all District Personnel for the Child Passenger Safety (CPS) Program.

**Procedure:**

Under direction of the Fire Chief, the Child Passenger Safety (CPS) Program will be administered by the program coordinator who will oversee all aspects of the program.

**Taking Appointments**

All inspections will be done by appointment only. Clients will contact the program through the District's administrative staff. Administrative staff will use *Form 3302-2 Child Safety Seat Appointment Checklist* to schedule the appointment. Administrative staff will send client information to the program coordinator via e-mail for verification. Calls received after hours will be directed to call back during business hours.

Communications with Client

For all inspections, administrative staff or the program coordinator will obtain the following information from clients:

- Child's age or expected date of delivery (EDD) of baby
- Child's weight and height
- Manufacturer and model name of car seat
- Make and model of automobile

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- Known history of car seat
- Give client the following information:
  - o Technicians Name
  - o Location of station where inspection will take place
  - o Time of inspection
  - o Duration of inspection: Advise parent to plan for 1 hour, as there are several factors, such as car seat/vehicle incompatibility that can make the install more time consuming.
- Explain Inspection Procedure:
  - o Car seat should come installed and child should be present, if possible; also, bring car seat instructions and vehicle manual, if available.
  - o This is an educational session. Technician will inspect the child's safety seat and installation, discuss safety issues and recommendations, and assist client in making appropriate corrections as needed.
  - o Cost of inspection service: FREE; we will provide an envelope if client wishes to make a donation to help defray the cost of purchasing seats for clients unable to afford them.

## Inspection Procedures

Technicians should be prepared with appropriate paperwork and all equipment and tools necessary for the inspection prior to the arrival of client. When the client arrives, introduce yourself and direct them to the location where you will do the inspection. Explain the inspection process to the client and have them read and sign the waiver portion of the inspection form and fill out the second part (personal contact and descriptive information). Proceed with inspection session, using the Child Safety Seat (CSS) inspection form and according to the Child Passenger Safety (CPS) best practices.

Upon completion of the inspection/education session, present the client with an envelope addressed to the Scotts Valley Fire Protection District "Child Passenger Safety (CPS) Program" for making a donation if they so wish. Checks should be made out to Scotts Valley Fire Protection District.

Forward completed Child Safety Seat (CSS) inspection form to the administrative office for record retention. The Administrative Staff will prepare a letter and receipt if a donation is made.

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***INSPECTION EQUIPMENT and SUPPLIES***

- Child Safety Seat (CSS) inspection forms
- Child Safety Seat (CSS) Manufacturers' instructions, Safe Belt Safe (SBS) pictorial (online ok)
- Current recall list (online ok)
- LATCH manual, most current version
- Child Passenger Seat (CPS) brochures, handouts, etc.
- Basic tool kit – Phillips and flathead screwdrivers
- Clipboards, pens, notepad
- Scissors, tape measure, scale
- Antibacterial wipes, gloves, and first aid kit
- Locking clips and belt-shortening clip
- Grip liner and pool noodles, as available

***Form 3302-1 Child Safety Seat Inspection Checklist***

***Form 3302-2 Child Safety Seat Appointment Checklist***