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## CHILD PASSENGER SAFETY

### SCOPE

This guideline shall apply to all members of the Stoney Point Fire Department and shall be adhered to by all members.

### PURPOSE

To establish the procedures for establishing and maintaining of Child Passenger Safety Checking Stations within Stoney Point Fire Department.

### DEFINITIONS

**Child Passenger Safety** – (CPS) branch of the SafeKids initiative focused upon safe installation of child car seats

**Guideline** - a general rule, principle, outline of a policy

**Member** – any career, volunteer, staff, and auxiliary personnel affiliated with the department

**National Highway Traffic Safety Administration** – (NHTSA) federal agency responsible for automobile and roadway safety regulations and enforcement

**Responsibility** - the state or fact of having a duty to deal with something or of having control over someone, being accountable for one's actions

**Shall** - indicates a mandatory requirement

Policy Number

**5B.002**

Page 1 of 5

### GUIDELINES

The promotion of public safety programs that improve the safety of the residents of our community is a priority for Stoney Point Fire Department. The establishment and proper operation of Child Passenger Safety Checking Stations and the training of Child Passenger Safety Technicians is an important part of our Public Safety program. CPS Technicians shall assist community residents with the proper installation and use of child restraint systems and seatbelts.

#### **Certification**

A minimum of 1 person per shift shall complete the 4-day National Highway Traffic Safety Administration Child Passenger Safety Technician certification course. All members are encouraged to complete the CPS Technician course to improve their own knowledge, skills, and abilities and increase the effectiveness of Stoney Point Fire Department's CPS program. CPS Technicians shall maintain their certification by following the guidelines enumerated on the NHSTA CPS recertification website.



### **Maintaining Certification**

All Stoney Point Fire Department personnel certified as a National Highway Traffic Safety Administration Child Passenger Safety Technicians shall be required to maintain their currency as a Technician. The National Child Passenger Safety Board has established the process of recertification. Each CPS Technician shall comply with the process to remain certified:

- Recertify every 2 years
- Participate in a minimum of one checkpoint or complete a hands-on evaluation annually
- Attend regular updates as scheduled

### **Coordinators**

Program coordinators serve as administrators and points of contact for the Stoney Point Fire Department Child Passenger Safety program. Coordinators are required to be certified and current CPS Technicians. Coordinators shall submit quarterly reports on Technician status, program status, completed inspections and installations and other data.

- **Primary Coordinator:** listed with the state of North Carolina as being the primary contact for the Stoney Point Fire Department, responsible for disseminating information to the public about CPS programs, and managing grants to the CPS program
- **Secondary Coordinator:** listed with the state of North Carolina as being the secondary contact for the Stoney Point Fire Department, manage all Primary Coordinator responsibilities in their absence, responsible for all tasks delegated by the Primary Coordinator

**Policy Number**  
**5B.002**  
**Page 2 of 5**

### **Child Passenger Safety Checking Station Hours of Operation**

Regular hours of operation are established and maintained to provide service to the community, these hours are posted on both Station 13 and Station 19 CPS Checking Station signs. Checking Station service is provided pending emergency calls.

- Standard hours of operation are Sunday through Monday, 0800-1900 hours
- In the absence of a CPS Technician, direct customers to next closest CPS Station
- If an installation is interrupted by an emergency call, have Parent/Guardian sign the Incomplete Installation Waiver



### **Child Passenger Safety Checking Station Equipment and Materials**

Each Child Passenger Safety Checking Station shall maintain an adequate supply of all required materials and equipment to conduct proper installation of child restraint systems. The Primary Coordinator shall provide a list and inspect Stations to ensure compliance:

- Child Restraint Systems –convertible, combination, and booster car seats
- Manufacturer’s instructions manual (hard copy or digital)
- LATCH manual (hard copy or digital)
- Foam Noodles
- Weight scales
- Clipboards, Pens, etc.
- Car seat inspection and Car seat distribution forms
- Incomplete Installation Waivers
- Locking Clips-regular and belt shortening clips
- Current Child Restraint system recall list ([www.buckleupnc.org](http://www.buckleupnc.org))

**Policy Number**  
**5B.002**  
**Page 3 of 5**

### **Child Passenger Safety Program Documentation**

Completion of, filing, and the maintenance of appropriate documentation is important to an effective and efficient Child Passenger Safety program. All documentation is maintained for a minimum of 3 years.

- North Carolina Child Passenger Safety Inspection Checklist shall be completed in its entirety. These forms are submitted by the Primary Coordinator to the Fayetteville Fire Department quarterly (December 1, March 1, June 1, September 1) and maintained for a minimum of 3 years.
- Child Restraint System registration forms shall be attached to each new distributed child restraint system and documented on the inspection form
- Incomplete Inspection Waiver form shall be signed by the parent or guardian and attached to the inspection form
- Child Restraint System recall list shall be maintained at each CPS Checking Station and be available for inspection ([www.buckleupnc.org](http://www.buckleupnc.org))
- NC Safe Kids Buckle Up Child Safety Seat Distribution Survey shall be completed for all new car seat distributions during an inspection. The survey is attached to the inspection form
- All CPS inspections and installations are entered into Firehouse as completed



### **Child Restraint System Inspection Procedure**

The proper inspection of a Child Restraint System is vitally important to ensuring the safety of children within our community. The following procedures shall be adhered to when conducting an inspection and installation:

- Greet the parent or guardian in a timely, professional, and courteous manner when they arrive at the checking station
- Gather the appropriate equipment and materials required to complete the inspection or installation and meet the parent or guardian at their vehicle
- Prior to beginning the inspection, have the parent or guardian read and sign the Parental/Caregiver consent on the NC Child Passenger Safety inspection checklist signifying that they agree to the conditions
- Verify that the Child Restraint System is not on the recall list
- Explain to the parent guardian what the inspection will entail and that they will be expected to be able to install the restraint system themselves, utilizing the information and demonstration provided by the CPS Technician
- Explain to them what they need do in the event that an emergency call is received to include previewing the IIW
- Distribute educational materials to the parent or guardian
- Inspect the Child Restraint System and observe the child
- Complete all forms and documents
- Document all findings, corrections and information that was provided on the form
- Educate and involve the parent or guardian as much as possible during the inspection and installation process
- Verify that all corrective actions, performed by the parent or guardian, were completed correctly
- Thank the parent or guardian for their willingness to have the inspection performed and encourage them to call or come back if they have any questions

**Policy Number**  
**5B.002**  
**Page 4 of 5**

Each interaction with community members should be a positive experience for both the resident and the Firefighter. Maintaining the public trust, as well as the safety of our community is our responsibility.



### **New Child Restraint System Distribution**

It may become necessary to distribute a new Child Restraint System to a resident to ensure the safety of the child. The following considerations must be adhered to:

- The child must be present to ensure proper sizing (age, height, and weight)
- The current restraint system shall be turned into the CPS Technician to ensure destruction
- Verify that the Child Restraint System is not on the recall list
- Determine that there is a need for a new Child Restraint System
- Complete the New Child Restraint System Distribution Survey from NC Safe Kids Buckle Up
- Complete the Child Restraint System registration form. Document on the distribution form and mail it in
- Annotate on the inspection form that a new Child Restraint System was distributed

**Policy Number**  
**5B.002**  
**Page 5 of 5**

### **Safety**

The safety of Stoney Point Fire Department personnel and all visitors to the Child Passenger Safety Checking Station is the priority. Every effort shall be made to ensure that safety is maintained. Safety considerations include:

- Ongoing activities and work (station duties, community service)
- Weather and other environmental conditions (consider moving the vehicle into an apparatus bay to provide a safe working area)
- Emergency response activities (access and egress of apparatus)
- Traffic safety (ensure all vehicle occupants are clear of traffic, working crews, and driveways)

### **References**

Child Passenger Safety

Public fire education planning: A five-step process

National CPS Certification