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## CHILD PASSENGER SAFETY CHECKING STATION SOG

### SCOPE

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

### PURPOSE

To establish a standard operating guideline that will address issues related to the establishment and continued operation of Child Passenger Checking Stations of Stoney Point Fire Departments.

### DEFINITIONS

**SHALL-** Indicates a mandatory requirement

### STAFFING

At least one person per day shift will have completed the 4 day National Highway Transportation Safety Authority (NHSTA) standardized Child Passenger Safety (CPS) Training Program. The staffing positions are as follows.

- A. Awareness Level: These personnel have attended the 16-hour NHSTA child passenger safety awareness program. These persons are to assist the technician level personnel in any child passenger safety inspection event.
- B. Technicians: These personnel will be expected to maintain a high skill and knowledge level by maintaining their respective certifications. These personnel will be considered a "senior checker" for the Stoney Point Fire Department. The process by which each employee will maintain this certification is as follows:
  - All personnel trained as a NHSTA CPS technicians have requirements to remain certified as technicians. The National Child Passenger Safety Board has set this

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process of recertification. For the purpose of this guideline, each technician will follow the process, as identified by the above mentioned board that is in place at this time.

- All personnel trained in the North Carolina Child Passenger Safety Course will be required to maintain their training every two years as follows:
  1. Participate in a minimum of one checkpoint as an active checker and/or complete a hands on evaluation.
  2. Attend state classes for updates on a regular basis as they are scheduled.
- Primary Coordinator: This person must maintain a current CPS Technician certification. The primary coordinator is listed with the state of North Carolina as being the primary contact for the Stoney Point Fire Department. The primary coordinator is responsible for submitting quarterly reports to the City of Fayetteville Fire Department. The primary coordinator or designee is responsible for disseminating information to the public about CPS programs. Any contact with the state of North Carolina in reference to grants or the CPS program shall be handled through the primary coordinator.
- Secondary Coordinator: This person must maintain a current CPS Technician certification. The secondary coordinator is listed with the state of North Carolina as being the secondary contact for the Stoney Point Fire Departments. In the event of the absence of the primary coordinator the secondary coordinator shall handle all primary coordinator responsibilities. The secondary coordinator may be responsible for tasks delegated by the primary coordinator.

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### **EQUIPMENT AND RESOURCES**

- A. Each checking station will be required to maintain a supply of all equipment that is needed to facilitate an effective fitting station. A list of these supplies include but are no limited to the following:
  1. Child Restraint Systems –convertibles, combinations, and booster seats
  2. Manufacturer’s instructions manual/CD
  3. LATCH manual
  4. Foam Noodles
  5. Weight scales
  6. Clipboards, Pens, car seat inspection forms, seat distribution forms
  7. Locking Clips-regular and belt shortening clips



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8. Child Restraint system recall list

**HOURS OF OPERATION**

- A. Each CS shall be available to perform inspections Monday through Sunday 0800-1900, pending emergency calls.
- B. The hours of operation will be made available to the public by advertisement on radio, newspaper and flyers. Other revenues will be used as the opportunities arise. This will be handled through the primary CPS coordinator.
- C. In the event a full station assignment is dispatched during a child safety seat inspection the following shall occur have the parent/caregiver sign the City of Fayetteville Incomplete Inspection Waiver.
- D. If there is not a CPS Technician available at the checking stations due to staffing issues, the following procedures shall occur:
- E. Direct the parent/caregiver to another checking station then have the parent/caregiver sign the IIW.

**DOCUMENTATION AND RETENTION**

In order to maintain accurate records the following documentation will be handled and filed:

- 1. North Carolina Child Passenger Safety Inspection Checklist (inspection form). This is a state form and is not to be altered. This form must be filled out in its entirety and sent to the CPS primary coordinator quarterly (December 1, March 1, June 1, September 1). These forms will be kept on file in the Fayetteville Fire Department Administrative offices for a minimum of three years. It is the responsibility of each certified technician to ensure that this form is handled appropriately to include filling out the entire form and submitting it to the CPS primary coordinator. As these forms are updated, changes will be made to this SOP as needed.
- 2. Child restraint system recall list- Each checking station will ensure that an updated recall list is available for each inspection. Updated lists are available on the internet at: [www.buckleupnc.org](http://www.buckleupnc.org)
- 3. Owner registration cards-Any new child restraint system that is distributed by the Stoney Point Fire Department will have a registration form attached. This card will be filled out with parent/caregiver information and mailed by the Stoney Point Fire Department. The CPS technician or designee will

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ensure this is completed. This action will be documented on the car seat inspection form.

4. NC Safe Kids Buckle Up Child Safety Seat Distribution Survey- This form is to be filled out to its entirety if a new car seat is distributed during the course of an inspection. It is to be attached to and sent with the inspection form quarterly to the CPS primary coordinator.
5. Incomplete Inspection Waiver (IIW) - In the event of an incomplete inspection, the IIW form must be signed by the parent/caregiver this form will be kept on file attached to the inspection form. Additionally, steps will be taken to ensure a safe fitting.
6. All inspections AND distribution sheets will be filled according to the month/year of the distribution.
7. All forms will be kept on file for a minimum of three years.
8. The Fire Department Day Shift Captain will ensure the CPS inspection is entered into the Firehouse Reporting System for inspections performed by the FD.

#### **CHILD SAFETY SEAT INSPECTION PROCEDURE**

- A. Personnel should greet the parent/caregiver when they arrive at the checking station in a timely manner. Those personnel who are to perform the inspection should gather all items needed and meet the parent/caregiver at the vehicle.
- B. Prior to beginning the hands on portion of the inspection, have the parent/caregiver read the Parental/Caregiver consent on the NC Child Passenger Safety inspection checklist and then sign the form signifying they agree to the statements. Make sure to explain to the parent/caregiver what the form is, what the inspection will entail and that they will be expected to be capable of putting the restraint system in themselves, using the information and demonstration by the CPS technician. Explain to them what they need do in the event of an emergency call- to include previewing the IIW.
- C. Distribute preprinted educational materials to the parent/caregiver.
- D. Observe the child and/or child restraint system.
- E. Ensure that the inspection form is completed in its entirety. Document all findings, corrections and information that was given on the form.
- F. Educate and involve the parent/caregiver as much as possible during the inspection process.
- G. Verify all corrective actions, if performed by the parent/caregiver, were done correctly.

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- H. If personnel performing the inspection are only at the Awareness Level, a technician shall review the inspection and sign the inspection form.
  - I. Thank the parent/caregiver for their willingness to have the inspection performed and encourage them to call or come back if they have any questions.

### **NEW SEAT DISTRIBUTION**

- A. Prior to issuing a new restraint system all of the following conditions must be met:
  - 1. Child **MUST** be present to ensure proper fitting.
  - 2. The current restraint system used by the child shall be turned into the CPS technician who will then ensure that it is destroyed and disposed of.
- B. Prior to issuing a new restraint system the following conditions may be considered:
  - 1. Whether or not the current restraint system used by the child is improper for the child's age and or weight- as determined during the inspection.
  - 2. Whether or not the current restraint system used by the child is on the recall list for a crash test failure or an irreparable safety violation-as determined during the inspection
  - 3. Whether or not the child would be able to leave the PCS safer than when they arrived unless a new seat was issued- as determined during the inspection.
- C. The requirements concerning the availability of new seats may vary depending on the source providing funding for the purchase of these seats.

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### *Child Safety Seat Distribution Procedure*

- A. Determine if there is a need for a new restraint system. See Action VI.
- B. Choose the appropriate seat for the child and vehicle (based on age, height, and weight).
- C. Complete the New Child Restraint system Distribution Survey from NC Safe Kids Buckle Up.
- D. Ensure that the Child Restraint System registration form is completed with the recipients' information. The technician should ensure the form is mailed and this action should be documented on the distribution form.
- E. Make a notation on the inspection form that a new seat was provided.



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**SAFETY**

- A. The safety of all employees and visitors to the PCS during an inspection must be given the highest priority at all times. There are often multiple activities occurring at the same time at fire department , therefore the following items must be considered:
1. On going activities and work.
  2. Weather and other environmental conditions – vehicles may be moved to inside bays if it would provide a safe working area.
  3. Access/Egress- emergency response vehicles should be given highest priority for access and egress from the fire department.
  4. Ensure all vehicle occupants are out of the way of other vehicle traffic, working crews, and driveways.
  5. Ensure the vehicle remains out of the way of the flow of traffic, working crews, and driveways

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