



Child Passenger Safety Checkup Events and Inspection Stations

PLANNING GUIDE



August 2024

Prepared by the National Child
Passenger Safety Board

By understanding the correct use of vehicle occupant protection systems, car seats and booster seats, Child Passenger Safety Technicians (CPSTs) educate caregivers and provide resources on the safe transportation of children in motor vehicles. Education can be accomplished through car seat checkup events, Child Passenger Safety (CPS) inspection stations (also known as fitting stations) or one-on-one interactions.

Car Seat Inspection Station Locator

Car Seat Inspection Station Locators are maintained by [National Highway Traffic Safety Administration](#) and [Safe Kids Worldwide](#).

- To add your inspection station to the NHTSA Inspection Station Finder, contact: [Amanda Jackson at CPSinspectionstations@dot.gov](#), National Child Passenger Safety Board NHTSA Regions Representative.
- To add your inspection station to the Safe Kids Inspection Station Listing, contact [Cass Herring](#), National Child Passenger Safety Board Safe Kids Representative.

Safety and Accessibility

Safety is the number one priority for staff and families.

- Schedule a walk-through or site visit prior to the event to evaluate the space.
 - Indoor locations can provide protection from weather.
 - Outdoor locations may provide more space and visibility to families driving in the area.
 - Check that bathrooms are easily accessible, clean and operational.
- Make certain that the location is safe and comfortable for caregivers and children.
 - The location should be out of the flow of routine traffic, with adequate space for vehicles to safely wait in line.
 - Signs and traffic cones can help with traffic flow, entrances, and exits.
 - Ask drivers to turn off the engine to prevent any accidental acceleration of the car.
- When possible, all events should be accessible to individuals with disabilities in accordance with the [Americans with Disabilities Act \(ADA\)](#).
- If the checkup event is held at a location where people will be working, be certain that ALL employees are notified that children will be in the area at various times.

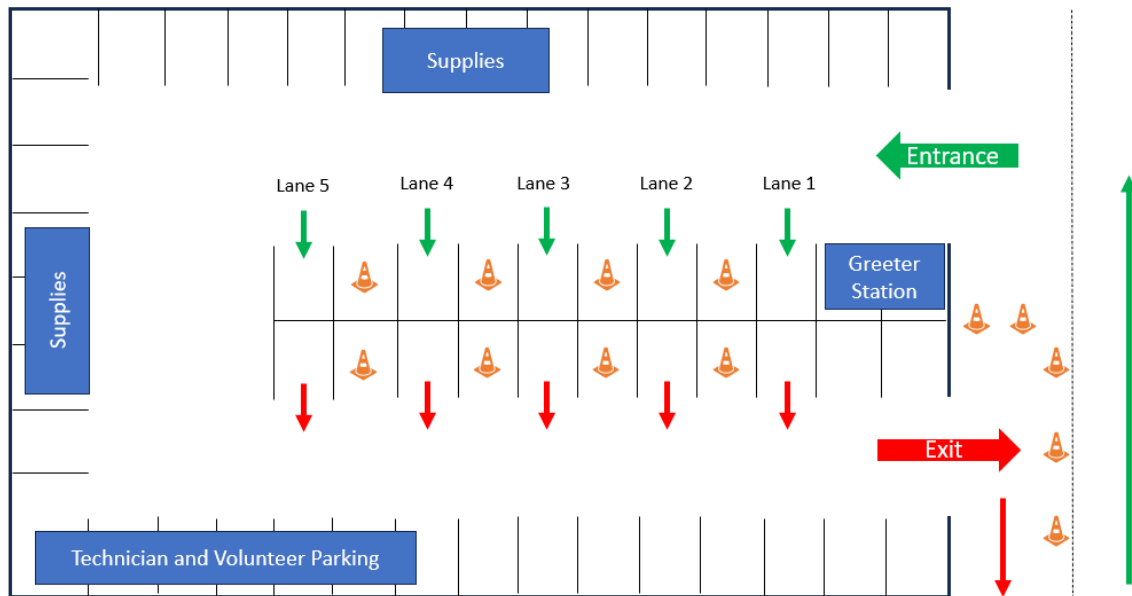
Create an Event Map

Once you have selected a location, design your checkup event by mapping out the event. This will help staff to understand traffic flow, waiting areas, supply stations, etc.

- Remember safety is your main priority.
- Identify entrances and exits. If possible, avoid having vehicles back up to exit.
- Identify a Greeter Station – the location for caregiver registration.

- Identify stations for the CPST teams. The stations should be well-spaced and clearly marked.
- Indicate supply stations where materials will be kept.
- Indicate where staff and volunteers should park.
- Indicate where vehicles can safely wait in line.

Sample Map for Checkup Event



Staffing a Checkup Event or Inspection Station

A CPST has the central role in conducting car seats checks. However, staffing a variety of roles and using a team approach can make your event more successful. In an ideal situation, people would be assigned separate roles, though one person may have several roles. One of the most important aspects of staffing is to assure that all individuals understand and their roles and responsibilities in the checkup event process.

Checkup Event Coordinator

- Plans, promotes and manages the event.

Greeter

- Ensures the smooth operation of the event by welcoming the caregivers upon their arrival and answering any questions.
- Can hand out the car seat check form to caregivers to fill out caregiver information.

Traffic Coordinator

- Directs vehicles as they enter and exit the event area.
- Ensures the public's safety during the event.
- Can verbally announce when cars are moving within the area.

Child Passenger Safety Technician

The CPST's certification must be current.

- Provides hands-on education to the caregiver on how to correctly install and use the car seat or booster seat.
- Allows caregivers to make final transportation decisions using the good/better/best model.
- Is not the last one to install the seat.

Lead Child Passenger Safety Technician

The Lead CPST's certification must be current.

- It can be helpful if the Lead CPS Technician is an Instructor, Technician Proxy, and/or Senior Checker.
- Serves as the final check on the car seat installation before the caregiver leaves the event.
- Checks that the car seat check form is completed correctly.

Scribe

- Assists the CPST during the car seat check.
- Gathers and records information about the vehicle, passengers, and car seats on arrival and departure.
- Should be familiar with the check form being used.

Supply List for Checkup Events and Inspection Stations

The following supplies are helpful during a checkup event or at an inspection station.

- ☐ Car seat check forms (Paper or a Device for use of **National Digital Check Form**)*
- ☐ Current car seat recall list or **NHTSA lookup tool**
- ☐ Education materials (in a variety of languages, if possible)
- ☐ Car seats and booster seats for distribution (optional)
- ☐ Technician Guide
- ☐ Dolls
- ☐ Locking clips
- ☐ Pool noodles or towels
- ☐ Traffic cones
- ☐ Directional signs
- ☐ Tents, tables and chairs
- ☐ Clipboards
- ☐ Pens, pencils, and markers
- ☐ Disposable gloves
- ☐ Scale and tape measure
- ☐ First aid kit
- ☐ Hand sanitizer
- ☐ Scissors or box cutters



* If using National Digital Check Form, please have Child Passenger Safety Technicians create an account at least one week before the event.

Liability Concerns

The following considerations may provide some assistance in crafting liability prevention protocol and procedures. However, it is advisable to consult with an attorney and insurance carrier knowledgeable and experienced in liability/risk-reduction issues for specific guidance.

Considerations to minimize liability:

- Provide accurate and current information.
- Teach correct installation and use of car seats and booster seats.
- Help families to leave safer than when they arrived.
- Refer to the vehicle owner's manuals and car seat instruction manuals.
- Check for recalls.

- Be consistent with documentation.
- Have a clear policy about replacement car seats.
- Have the caregiver complete the final installation.

Liability Coverage

It is advisable to first consult the sponsoring organization to determine how liability protection will be addressed. The following are the most common types of coverage used for events:

State Law

Many states have a “Good Samaritan” law that may cover the type of services provided by the CPS inspection station. In addition, several states have enacted immunity laws to specifically cover CPSTs. Check with your [state training contact](#) to determine whether such laws exist in your state.

General Insurance Policy

The activities of the inspection station or event may be covered under the general insurance policy (or through an additional rider) of the site host or sponsoring organization. Consult with the site host or sponsoring organization about specific terms and conditions.



Please contact secretariat@cpsboard.org with questions.