



STANDARD OPERATING PROCEDURE

Car Seat Distribution

Public Education

Posted DRAFT 4-4-08

Purpose:

The Public Education/Injury Prevention Committee of the NCTTRAC recognizes the importance of child safety seats in preventing injury and death to children involved in motor vehicle crashes. To play a part in furthering the use of these life-saving devices, this committee has designated budget money for the purchase of car seats, to be distributed to NCTTRAC agencies. The following procedure must be upheld in the distribution of these resources:

Procedure:

- An agency may only apply for car seats once a fiscal year.
- With each application, up to 20 car seats may be provided.
- The Public Education/Injury Prevention Committee will oversee the application process for car seats.

Applying agencies will:

- Seek to provide a Certified Child Passenger Safety Technician to help distribute and educate parents about the installation of the seats provided. On the application, the name and contact information of the technician must be provided for confirmation of their certification.
- If no Certified Child Passenger Safety Technician is available to the agency, the person coordinating the future distribution of the seats at the applying agency, must complete a 3-hour training provided by a Certified Child Passenger Safety Technician. This training must take place, after the application for car seats is received, however, before the order is placed.
- If no Certified Child Passenger Safety Technician is available to the agency, and the coordinator at the agency has been trained and received the car seats, the agency must have the families receiving the seats view the Saferiders Installation video prior to leaving with the free car seats. This video is approximately 12 minutes and is available in English and Spanish.
- Finally, as a means of quality assurance, all agencies receiving car seats from the NCTTRAC will document the age and weight of the children and which car seat they were given. This record will be due back to the Public Education/Injury

Supersedes:

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Prevention Committee of the NCTTRAC before that agency is eligible to receive car seats in subsequent years. The record will be reviewed by a Certified Child Passenger Safety Technician to ensure the agency is distributing seats appropriate for the individual children.

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CAR SEAT DISTRIBUTION LOG

Agency: _____

Coordinator: _____ Phone#: _____

Date Seats Received: _____ Date Completed: _____

Please check which seat was given

Date Given	Age	Weight	Convertible	Combination	Booster
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Upon completion, please fax this form back to the NCTTRAC Office 817-608-0399.

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