



CarFit Check--Up Reminder

- *Ask the driver to put the car in “park” (put in “neutral” for a manual transmission), roll down the driver-side window, turn off the engine, and apply the parking brake.*
 - *Tell the driver “thank you and please remain in the car.”*
 - *Ask for the checklist from the driver, and place it into your clipboard.*
 - *If there are others in the car, ask them to please go to the waiting area.*
 - *Explain why you are performing the check-up: to check positioning in the car, to check operation of vehicle controls, and to offer tips for safer driving.*
1. **Are you the only driver:** If not, mention that each driver should adjust position and controls to fit his or her own needs.
 2. **Is the driver using the vehicle’s safety belt:** **Safety belt:** Is it on? Does driver always wear? If yes, is it comfortable? If not, show driver how to adjust. If driver does not wear, ask why. Mention that wearing a seat belt is extremely important to preventing injuries. Ask driver to unbuckle belt, slip it all the way back, and then reach for and rebuckle it. Note any problems for OT.
 3. **Steering wheel tilt:** Can driver see speedometer? Use tilt feature? Offer to show driver how to adjust. If no tilt--talk to OT, suggest cushion?
 4. **Head restraint:** Mention that it is used to reduce neck injuries. Middle of back of head should match to middle of restraint. Offer to show driver how to adjust (driver may have to step out of car).
 5. **Distance between chest and steering wheel:** Observe. Is airbag at least 10 inches away from driver? Ask driver to look straight ahead as in driving. Use ruler to measure. If less than 10 inches--adjust seat back (show how if needed) If cannot reach pedals, put seat back and note for OT. If OK, remeasure distance. ****Suggest individual to return seat to where it was when they arrived****
 6. **Line of sight above steering wheel:** Should be minimum 3 inches above. Instruct driver to “look straight ahead.” Measure with ruler, if 3 inches or more--OK. If less than 3 inches, adjust seat up, ask if driver knows how (keep 10 inches distance intact and 2 inches from top of thigh). If still less than 3 inches--talk to OT at end (circle “no” on list).
 7. **Positioning to gas pedal:** Kneel down. Place right foot on gas pedal and press down. OK? Can driver reach without using toes? If not, circle “no” and talk with OT at end. (For a manual transmission, ask driver to put right foot on brake, left on clutch, and push both to floor. OK? If not, circle “no” on list and talk with OT.)
- **Positioning to brake pedal:** Ask driver to “place foot on brake and press down.” Any problems? If yes, mark for OT. Check movement of foot from gas to brake, looking for quick speed and landing well on brake (best for a quick stop). Ask driver to “place foot on gas but don’t depress. When I say ‘stop,’ move foot to brake and press fully. Do 3 times. Make sense? Ready? Foot on gas...stop. Foot back to gas.” Repeat and note any problems for OT.



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8. **Mirror use:** Can help prevent accidents during lane changes or merging, minimize blind spots, and maximize visibility to the rear and sides.
 - **Rearview mirror:** Does it frame rear window? If not, adjust. Have partner stand 10 feet behind car and hold up fingers. Ask driver to “place hands on steering wheel. Look in mirror. How many fingers do you see”?
 - **Outside mirrors:** Have partner stand on the left side of the car 3 feet from the rear bumper and hold up fingers. Ask driver to “look in left mirror. How many fingers do you see”? Repeat for right side. Show enhanced mirror settings, if time. If not, show CarFit brochure and suggest slowly adjusting mirrors over couple weeks so that driver can adapt to the change.
 - **Rearview to outside mirror:** Use to identify blind spots. Have partner stand 18 feet back, 3 feet to side of the car. Ask driver to “look from rear view to side view mirror and say when he or she no longer sees the person in side mirror.” Partner is now in blind spot. Enhanced mirror settings should reduce blind spot - partner can redo to show improvement. (*Return any mirrors to previous settings*)

9. **Neck mobility for blind spot check:** Have partner stand to back of passenger seat and step 5–6 feet to the left and hold up fingers. Instruct driver to “keep hands on steering wheel. Look in left side mirror. Do you see a person.” If yes, have partner move in 1-foot increments until the driver does not see him or her (blind spot). Ask driver to “turn head to left and indicate how many fingers you see.” Can’t do, note for OT. Repeat for right side.

10. **Ignition key:** Ask driver to remove key. Ask driver to “place car in park. Put key in and start.” Ask driver to “turn key to auxiliary (engine off but power on for lights, radio, etc.). Note any problems for OT.

11. **Vehicle controls:**
 - **Turn signals:** Ask driver to turn on left, then right turn signals. (Ask partner to check in back for appropriate signal use.)
 - **Headlights:** Ask driver to turn on headlights, then high beams (brights), and then off. (Ask partner to check in front for appropriate signal use.)
 - **Emergency flashers:** Ask driver to turn them on. If can’t, help driver find and use. Turn off. (Ask partner to check in back for appropriate signal use.)
 - **Windshield Wipers:** On and off.
 - **Parking brake:** Ask driver where it is and to apply and release it. Note any problems for the OT.
 - **Turn steering wheel:** Ask driver to turn wheel fully to the left and then return back to center. Do the same for the right. Note any problems for OT.

12. **Was the vehicle’s horn in working order? Say: Thank You! ([Send driver to checkout with OT!](#))**

Checkout with OT: Vehicle walk around: Turn car completely off. Ask driver to get in and out of the car. Walk beside driver. See any dents, ask how happened. Lights dirty? Mention how clean lights help with visibility. Go over and give checklist to driver. Ask driver to pull forward slowly to exit.