

KTSRO CPS TECHNICIAN EVALUATION TOOL

CPS Tech Name: _____ Tech # _____

Location: _____ Date: _____

<u>PRINCIPLE</u>	<u>TECHNICIAN ACTIVITY</u>	<u>PERFORMS TASK</u>			
		Rear-Facing Only	Rear-Facing Conv.	Forward-Facing Conv./Comb.	Booster
Greeting	Identifies Self				
	Greets all members of party				
Paperwork	Ensures driver/caregiver completes check form				
	Ensures signature is obtained				
	Methodically follows check form to evaluate Child and CR on arrival				
	Provide materials to take with them				
	Technician completes paperwork				
	Caregiver and technician initial completed form				
Selection	Determines: (If child is present)				
	Age of Child				
	Height of Child				
	Weight of Child				
	Developmental/Behavioral needs if applicable				
Child Restraint	Removes CR from vehicle				
	Determined history of CR				
	Inspects CR labels & instructions				
	Use CR manual to determine proper use, ie. handle position, if applicable				
	Ensures Ht. & Wt. parameters appropriate				
	Discuss next steps, and demonstrate changes, such as adjusting harness height, if applicable				
	Check for recalls				
Direction	Provides current AAP information, if indicated, regarding direction.				
	Advises on Best Practice, allows caregiver to make choice.				
Location	Obtains census of all occupants in vehicle				
	Reads vehicle owner's manual instructions				
	Educates caregiver regarding seating positions and considerations, such as airbags and LATCH availability				

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		Rear-Facing Only	Rear-Facing Conv.	Forward-Facing Conv./Comb.	Booster
Installation	Identifies & explains occupant protection systems				
	Demonstrates lockability features of vehicle seatbelt and/or LATCH				
	Demonstrates CR installation				
Harnessing or Seat Belt Fit	Demonstrates proper harnessing or safety belt fit.(At or Below/At or Above)				
	Demonstrate proper harness retainer clip placement on child				
	Tough choices allowed				
Wrap-up /Disposition	Provided written materials				
	Documents changes if indicated				
	Determine if caregiver has additional questions				
	Educates caregiver on additional issues such as airbags, projectiles, heat in cars and unused seat belts				
	If no vehicle or CR manual is available, advise caregiver where to find the information. (Homework!)				
	Get caregivers initials on form				
	Reminds all occupants to "Buckle Up"				
Checklane (C) or Mock (M)					
LATCH					

Instructor Name: _____

Instructor # I- _____