



KTSRO Child Passenger Safety Inspection Station Program Manual Updated January 2021

The Kansas Child Passenger Safety Seat and Inspection Station Program is funded and managed by the Kansas Traffic Safety Resource Office and KDOT's Bureau of Traffic Safety, Information and Technology.

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Introduction

Welcome to the State of Kansas Child Passenger Safety Program. Child Passenger Safety (CPS) is recognized and supported by the National Highway Traffic Safety Administration (NHTSA) and the Kansas Department of Transportation (KDOT). NHTSA provides funding to all states, Kansas included, for the purpose of supporting child passenger safety activities.

The goal of the Kansas Traffic Safety Resource Office (KTSRO) is to assure a statewide, comprehensive and integrated Child Passenger Safety program is in place to serve as a resource for families/caregivers, communities, professionals, agencies and organizations. KTSRO is continually working to improve its Child Passenger Safety Program by developing consistent guidelines and procedures that address program quality, effectiveness, efficiency, and communication, and to better address the needs of the residents of the State of Kansas.

KTSRO will work to assure quality by strengthening its support of state CPS technicians and instructors. This will be achieved through identifying technician and/or instructor candidates and supporting them through training opportunities. KTSRO will also monitor technician and instructor certification activity and help support re-certification with an annual “CPS Technician Update” including resources such as car seat sign-off opportunities and online continuing education.

While you are free to operate your program in a manner that best fits your needs and the needs of your community, we ask you to adhere to the procedures and guidelines described in this manual. **Communication is a key component to the CPS Program.** Technicians and instructors are encouraged to offer feedback on changes that may improve the overall efficiency and effectiveness of the program.

This manual should be considered a growing and changing document that will be updated as needed to improve program processes. This manual is meant to be a guide for the CPS Technicians and partners. Information contained within this guide is subject to change and may not be all inclusive of program policies. Site managers are encouraged to call KTSRO with questions or feedback about the program at 800-416-2522.

Inspection Station / Distribution Sites

Inspection Stations offer proper car seat installation education with hands-on techniques.

Inspection Station Training Requirement:

Inspection Stations **must** have a certified CPS Technician. Certification training is provided by KTSRO and other agencies at various locations throughout the state. The station or student will be responsible for the registration fee, payable to Safe Kids Worldwide. A list of current trainings in the state can be found at cert.safekids.org or www.ktsro.org/cpst-training.

Sites are strongly encouraged to have at least one certified technician attend the annual Kansas CPS Technician Update. The update is an opportunity for the technician(s) to strengthen their skills and receive CEU's required for recertification. The update is free to attend and alternates between Topeka and Wichita each year.

Inspection Station Contact Person:

The Inspection Station will designate a contact person to make administrative decisions for car seat distribution. KTSRO needs to be contacted when there has been a change in the site contact person or a change in the site location information.

Ordering Car Seats:

Inspection Stations will have the opportunity to order car seats every six months by completing and submitting the car seat request form to KTSRO. Order forms are sent out by email to the station contact person.

STATIONS WILL NO LONGER QUALIFY IF THE INSPECTION STATION:

- fails to return any required information by the requested due date.
- fails to confirm the receipt of the car seat order to KTSRO, which each station receives upon delivery of the car seat order.
- fails to complete digital OR paper car seat check forms.
- fails to complete two car seat check events per year.

Materials

To order additional materials, please email ktsro@dccca.org. The materials order form may be found at www.ktsro.org/materials-order-form. To download the car seat check form for printing in English or Spanish, go to www.carseatcheckform.org under "Resources."

Recall Lists

Recall information may be found at: www.nhtsa.gov/recalls or <https://www-odi.nhtsa.dot.gov/recalls/childseat.cfm>

Procedure

Inspection Stations should keep records/documents/forms based upon the agency's retention schedule requirements. Safe Kids Worldwide recommends keeping records for three years. Accountability is the key to continued funding of the CPS program.

Inspection Stations:

- ✓ Will provide the following to KTSRO:
 1. Completed KTSRO Inspection Station Verification Forms
 2. Six month or annual car seat order forms, including confirmation of receipt of shipment
 3. Digital car seat check forms through the app on tablets, phone, laptops or desktops. (More information can be found at www.carseatcheckform.org.) Technicians MUST first register on the website to utilize the application, and technicians MUST submit proof of recertification for each cycle on the digital car seat check form site. If you need help setting this up, contact the KTSRO office.
 4. **OR** Scanned or faxed copies of KTSRO car seat check forms, sent to ktsro@dccca.org or 785-233-1342. Preference is to submit through the app. **IF YOU SUBMIT THEM ON THE APP, DO NOT SEND A COPY TO KTRSO.**

- ✓ Will distribute program seats to eligible families that can show visual proof any of the following (*we do not need copies*):
 - **eWIC card**
 - **KanCare Health Plans**
 - **Vision Card**
 - **Kansas Farm Worker Health Program**

- ✓ Will provide a car seat to pregnant women 30 days before their due date, anything sooner is at the technician's discretion.

- ✓ Will limit distribution to **one seat, per child, per family**. Additional seats for extended and immediate family are NOT allowed and will not be provided by this program.

- ✓ Will provide another car seat to the same child if:
 - the child has outgrown the initial car seat issued, and the family can provide proof they are still eligible.
 - The family has been in a car crash and can provide a police report (either at that time or later, depending on circumstances).

- ✓ Will have caregivers sign the waiver on the car seat check form, digital or paper.

- ✓ Will provide a safe location for car seat inspection and education.
- ✓ Will help educate and install car seats for all individuals requesting the service without regard to age, disability, gender, race, national origin, religion, or sexual orientation.
- ✓ Are encouraged to provide services to eligible individuals.
- ✓ Will not distribute program seats to other distribution or inspection station sites, or non-qualified individuals without prior approval from KTSRO.
- ✓ Will **only** allow distribution of car seats by a Certified CPS Technician.
- ✓ No donation or payment for a car seat can be accepted. However, a donation for services may be accepted for the station's car seat program.
- ✓ Will teach parents/caregivers how to properly secure the child safety seat.
 - This is the most critical step to providing a child safety seat and **must** be done by a Certified CPS Technician.
 - CPS technicians will provide education and assistance to all parent/caregivers for child recipients, following current recommendations.

If a parent or guardian refuses to sign the liability waiver/release form or resists your instruction regarding safety seat use and installation, simply state that due to issues of liability, you cannot provide a safety seat.

Car Seat Check Events

STATIONS ARE REQUIRED TO HOLD A MINIMUM OF TWO COMMUNITY EVENTS PER YEAR TO MAINTAIN INSPECTION STATION STATUS.

****Exceptions will be made during COVID-19.***

A community event is an opportunity to educate the public and raise child passenger safety awareness. Events are recommended in high visibility areas. KTSRO is actively involved in developing and promoting car seat check events in all regions statewide. Please contact KTSRO ahead of an event, and it will be posted on the website and social media if available. An email can be sent to CPS technicians in your area to enlist their assistance with your event. This will also allow an opportunity for technicians to achieve requirements for recertification.

Event dates and number of people reached will be reported each year when stations submit their first car seat order of the calendar year.

Advertising:

Post information on the host location website, social media, and local media outlets. You may order promotional posters on the KTSRO website or print a flyer from <https://www.trafficsafetymarketing.gov/get-materials/child-safety/child-car-safety> that can be filled in with date, time and location.

Event supplies:

The following supplies are suggested for CPS Checkup Events or Inspection Stations:

Weight scale	Pens and pencils for forms or notes
Tape measure or other height measurement	Hand sanitizer and sanitizing wipes
Current car seat recall list	First aid kit
Educational materials (CPS brochures)	Latex gloves
LATCH manuals	Pool noodle sections
Digital device for check form OR paper forms	Table and a few chairs, if not provided by host
Clipboards x 4	Traffic cones, if not provided by host

*Kansas Highway Patrol Public Resource Officer CPS Trailers are equipped with these supplies.

Special Needs Car Seats

Occasionally families may ask technicians how they may obtain a special needs car seat when their insurance company has denied their request. They may contact: *Cherie Sage or Ashlee Barkley with Safe Kids Kansas 785-296-1223 or 785-296-0351*

DO NOT ATTEMPT TO CHOOSE A SPECIAL NEEDS SEAT WITHOUT SPECIALIZED TRAINING: THIS SHOULD BE DONE BY THE CHILD’S PHYSICIAN OR MEDICAL TEAM.

Additional Information

Disposal of Unsafe or Expired Seats:

Once a safety seat is found to be unsafe or expired, it is recommended that it is destroyed in a way that makes the seat unusable. This will prevent someone from picking it up and using it again.

Keeping Up With Child Passenger Safety Issues:

- The following websites are just a few excellent resources to share or reference:
 - National Highway Traffic Safety Administration <http://www.nhtsa.gov>
 - National Child Passenger Safety Board <http://cpsboard.org/>
 - KTSRO <https://www.ktsro.org/child-passenger-safety-technicians-and-instructors>
 - Safe Ride News <http://www.saferidenews.com>
 - American Association of Pediatrics www.aap.org
 - Safe Kids Worldwide www.safekids.org
 - Digital Car Seat Check Form www.carseatcheckform.org
 - AAP Parenting Website www.healthychildren.org