

SAFE RIDERS

**2024 DISTRIBUTION PARTNER SITE
IMPLEMENTATION GUIDE**



TEXAS
Health and Human
Services

Texas Department of State
Health Services

Texas Department of State Health Services

Safe Riders

Child Passenger Safety Education and Training Program

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Program Implementation Guide Introduction

About This Guide

The Safe Riders distribution partner site Program Implementation Guide provides an overview of the Texas Department of State Health Services (DSHS) Safe Riders protocols and guidelines. Program partners implementing the Safe Riders program in their community must adhere to this guide's operating protocols.

How To Use This Guide

As a Safe Riders distribution partner site, use this guide to implement your local child passenger safety (CPS) program. The guide includes guidelines and strategies for providing CPS education and distributing child safety seats (CSS).

Please review the entire guide with your staff before beginning your 2024 distribution partner site application to understand how to properly operate as a Safe Riders distribution partner site. By reviewing with all team members, you will set expectations for training, implementation, documentation, tracking, and communication.

Child Passenger Safety Overview

Motor vehicle traffic fatality is the leading cause of child deaths. In 2021, there were 42,939 traffic fatalities in the U.S., 1,184 (3%) were children ages 14 and younger.¹

In Texas, unintentional injury including motor vehicle crashes (MVCs) remains the number one cause of death among children ages 15 and younger and there were 502 MVC fatalities between 2018-2020.² Child safety seats are effective in reducing serious and fatal injury risks by 54-71%.³ However, a substantial number of families use child restraints incorrectly. The most recent national estimates indicate 46% of CSS had some sort of misuse, increasing a child's risk of serious injury or death in a crash.⁴

¹ Centers for Disease Control and Prevention (CDC). Web-based Injury Statistics Query and Reporting System (WISQARS) [online]. Atlanta, GA: U.S. Department of Health and Human Services, Centers for Disease Control and Prevention; 2022.

² National Highway Traffic Safety Administration (2021). People Killed, by State and Age Group, 2019.

³ National Center for Statistics and Analysis. (2023, May). *Children: 2021 data* (Traffic Safety Facts. Report No. DOT HS 813 456). National Highway Traffic Safety Administration.

⁴ U.S. Department of Transportation, National Highway Traffic Safety Administration. Traffic Safety Facts Research Note. June 2015.

Evidence-based Strategies

Safe Riders strongly recommends distribution partner site programs focus on parents and caregivers who cannot afford a CSS or need help understanding the importance of using a CSS. Safe Riders CSS education increases correct CSS caregiver use when:

- 1) Implemented in a range of settings;
- 2) Provided in a variety of population subgroups; and
- 3) Paired with a free CSS.⁵

The Texas Occupant Restraint laws with enhanced and high visibility enforcement campaigns demonstrate effectiveness in reducing injury and increasing CSS use.

Programmatically and in collaboration with law enforcement efforts, strategies such as mobile events, CSS inspection stations, and communications and outreach campaigns are proven effective CPS strategies.^{6,7,8}

Safe Riders is a community-based program supporting evidence-based interventions. Multi-faceted community-based intervention approaches are effective in reducing MVC injury risk and incidence as well as providing long-term program sustainability.^{9,10}

About Safe Riders

Since the passage of the first Texas seat belt law in 1985, Safe Riders has provided CPS leadership in Texas. The Injury Prevention Unit Safe Riders program receives Texas Department of Transportation (TxDOT) federal funds.

Safe Riders is a statewide CPS program dedicated to preventing child deaths and reducing child injuries due to motor vehicle crashes and authorized by Texas Health and

⁵ Motor Vehicle-Related Injury Prevention: Use of Child Safety Seats, Distribution and Education Programs. thecommunityguide.org/sites/default/files/assets/MVOI-ChildSeats-Distribution-Programs.pdf. Accessed online on October 2021.

⁶ Evidence-Based Strategies and Readings for Child Safety CollIN. childrensafetynetwork.org/sites/default/files/Evidence-Based%20Strategies%20and%20Readings%20for%20CS%20CollIN.pdf. Accessed online on October 2021.

⁷ Countermeasures that work nhtsa.gov/sites/nhtsa.gov/files/2021-09/15100_Countermeasures10th_080621_v5_tag.pdf. Accessed online on October 2021.

⁸ Centers for Disease Control and Prevention. Transportation Safety, What Works: Strategies to Increase Car Seat and Booster Seat Use. cdc.gov/transportationsafety/child_passenger_safety/strategies.html. Accessed online on October 2021.

⁹ Istre GR, McCoy MA, Womack KN, Fanning L, Dekat L, Stowe M. Increasing the use of child restraints in motor vehicles in a Hispanic neighborhood. *Am J Public Health*. 2002;92(7):1096-1099. doi:10.2105/ajph.92.7.1096

¹⁰ Nilsen P. (2006). The theory of community-based health and safety programs: a critical examination. *Injury prevention: journal of the International Society for Child and Adolescent Injury Prevention*, 12(3), 140–145. doi.org/10.1136/ip.2005.011239.

Safety Code, Chapter 45. For more than 30 years, Safe Riders has successfully implemented the program and continues to prioritize Texas CPS safety efforts.

Safe Riders develops partnerships with Texas stakeholders to coordinate, train, educate on CPS, and distribute CSS to families in need. Safe Riders refers families to distribution partner sites for CSS education and car seats. In fiscal year 2023 (FY23), Safe Riders and program partners distributed over 6,000 CSS in Texas.

Safe Riders Distribution Program Site Goals and Objectives

Goal 1: Reduce the number of unrestrained Texas children riding in motor vehicles.

Objective 1: Provide community-based CPS education through certified CPS technicians (CPSTs);

Objective 2: Provide free CSS to families in financial need; and

Objective 3: Work with local community stakeholders to establish best practice education and CSS distribution programs.

Goal 2: Serve as an education and training resource for distribution partner sites to build Texas capacity and sustainability.

Objective 1: Provide an implementation guide; and

Objective 2: Provide distribution site partner and CPST trainings.

Goal 3: Expand Safe Riders reach to additional Texas areas to address CPS disparities.

Objective 1: Use data to direct initiatives;

Objective 2: Conduct outreach to areas of need to identify, develop, or support CPS efforts; and

Objective 3: Work with community stakeholders to provide CPS services in areas of need.

Chapter 1: Expectations and Commitment

Program Partners

Safe Riders expects distribution partner site organizations to commit to the following:

1. **Services Frequency and Scope** – At least once a month, the program must offer services that are publicly available, including families experiencing financial hardship;
2. **Capacity and Training** – The program must maintain at least two certified CPSTs on staff and support technician recertification. In addition, distribution partner sites must attend quarterly mandatory Safe Riders trainings;
3. **Program Logistics** – The program must establish and maintain effective program logistics coordination (e.g., scheduling events, returning calls and messages, reporting, providing customer service, ordering, maintaining inventory, etc.);
4. **Program promotion and outreach** – The program must continuously seek to identify new and innovative ways to promote services in their local community;
5. **Education and distribution** – The program’s offered services must be publicly available and CSS distribution must be accompanied with an educational component (i.e., slide show presentation, video, discussion, or car side education); and
6. **Other funding** – Organizations receiving TxDOT direct CSS funding may be eligible to participate in the Safe Riders program if efforts through Safe Riders are clearly defined and separate from their other TxDOT-funded activities.

Frequency and Scope of Services - Distribution partner sites must be open to the public and may not exclusively operate as a client-based program for a specific agency or organization. Each distribution partner site must provide at least one monthly CPS educational session with CSS distribution.

Capacity and Training - Safe Riders requires each distribution partner site employ two CPSTs on staff and the CPSTs must serve as the program’s primary and secondary points of contact. One CPST will serve as the designated program lead and will manage and coordinate Safe Riders and its various components. Only CPSTs can coordinate CSS education with distribution services at the local distribution site. Distribution partner sites

must attend Safe Riders mandatory quarterly trainings. Safe Riders will send advanced notice of the mandatory trainings to distribution partner sites.

Distribution partner sites may collaborate with other CPSTs in the community to assist with education. The distribution partner site is responsible for all aspects of education, distribution, and reporting regardless of external partnerships.

Distribution partner site agencies must keep their staff CPSTs certified. If a site loses a CPST, they should immediately inform Safe Riders and provide an action plan. In this instance, sites may continue providing services for six months or until another CPST is hired. If a distribution partner site needs more than six months, the site will meet with Safe Riders to discuss options.

Logistics – Distribution partner sites are responsible for submitting monthly Safe Riders reports, returning phone calls, scheduling appointments, conducting regular educational sessions with CSS distribution, ordering Safe Riders CSS, tracking CSS inventory, attending Safe Riders trainings, maintaining CPST certification(s), etc. Safe Riders can provide technical assistance to support local efforts and sustainability.

Promotion and Outreach – Distribution partner sites must work collaboratively with local stakeholders to promote Safe Riders program services. Promotion includes posting program information on websites and through social media; sharing with local coalitions; and conducting outreach to stakeholders, schools, daycares, churches, etc. If distribution partner sites need assistance with promotion and outreach, notify Safe Riders as soon as possible.

Safe Riders is committed to working with distribution partner sites to implement education and distribution activities and support CPST and program sustainability.

Safe Riders expects distribution partner sites to submit required monthly reports, attend all required Safe Riders trainings and meetings, and communicate regularly with Safe Riders. Safe Riders expects distribution partner sites to communicate any changes in their local program (e.g., staff changes, referral phone numbers, registration sites, frequency of services, etc.) to Safe Riders, stakeholders, parents, and caregivers.

Distribution partner sites must email saferriders@dshs.texas.gov when communicating program changes, sharing challenges, or requesting assistance. Similarly, Safe Riders will communicate program updates via email or through a meeting. All distribution partner sites must sign the Safe Riders “Agreement to the Terms and Conditions of the Program” as part of the application.

Chapter 2: Implementation

Safe Riders distribution partner sites have flexibility to conduct CPS services and distribute CSS in a way that meets their community's needs and fits their organization's needs and capacity.

CSS Education and Distribution Guidelines

Only certified CPSTs can provide CSS education to families. [Appendix A](#) includes an education training outline for distribution partner site use. The Safe Riders [website](#) provides the Children's Hospital of Philadelphia videos for distribution partner site use as a family education tool. A distribution partner site must only give parents or caregivers a CSS after they attend a proper education session.

Education and Distribution Options

The CPST must offer consistent CSS education with distribution each month by appointment. Service options include:

1. **In-person Class** – The distribution partner site holds classroom education (can include a slideshow presentation, a video presentation, and/or CPST-led discussion with CSS distribution immediately after the class.) **CPSTs must provide hands-on CSS installation assistance in the family's vehicle.** Safe Riders recommends a 5:1 ratio for in-person classes – five attendees for every one CPST. *BEST PRACTICE OPTION*
2. **Virtual Class** – The distribution partner site holds virtual platform trainings (e.g., Zoom, Microsoft Teams). Families must make a separate appointment to pick up a CSS within one week of receiving CPS education. **CPSTs must provide hands-on CSS installation assistance in the family's vehicle at pick-up.**
3. **Car-Side Education** – The distribution partner site may provide one-on-one car-side education to families who schedule appointments. Car-side education includes hands-on CSS installation assistance in the family's vehicle. This option is for sites that have adequate CPSTs, time, and space. *BEST PRACTICE OPTION*

Distribution partner sites should follow best practice guidelines when providing car-side education:

- Schedule appointments in advance;
- Complete an inspection station checklist form for each appointment. Agencies can use their own checklist with their own liability statement or Safe Riders can provide a template. Sites can also download a template from the Safe Kids Certification website <https://cert.safekids.org/resources-faqs/forms>;
- Schedule family appointments with enough time to thoroughly educate each parent or caregiver:
 - For 1 child, block a 30-minute appointment;
 - For 2 children, block a 45-minute appointment; or
 - For 3 or more children, block a 1-hour appointment.
- Certified CPSTs providing car-side education to families should work alongside other technicians to support each other.

Safe Riders requires distribution partner sites to collect an attendee list at each educational session. For virtual education, distribution site partners should download an attendee list from the platform used (i.e., Zoom, Microsoft Teams). Distribution partner sites should store the attendee lists for five years.

Chapter 3: Logistics

CSS Delivery, Storage, and Tracking

Selecting a Storage Site

Distribution partner sites must have a secure storage space large enough to hold approximately 40-50 CSS. The storage space's location must have controlled or limited access, security features in place, and be climate-controlled to prevent possible weather or environmental damage (e.g., water, fire, rodents, etc.).

Some distribution partner sites receive donated space from churches, schools, or community centers. The ideal CSS storage space is in the same location as the education classes. Distribution partner sites may also store CSSs at an off-site retail storage facility with security features. Programs cannot store CSS at private residences.

CSS Storing Requirements and Tips

- Clearly and visibly mark **“Not for sale”** in permanent marker on every CSS shell prior to distributing them to families.
- Store the oldest CSS at the front of the storage space. This helps make sure the oldest CSS gets distributed first and decreases the risk of CSSs expiring before distribution.
- Safe Riders recommends keeping each CSS in the original shipping boxes. Distribution partner sites can also remove seats from boxes and stack them (this method takes up less space). If you decide to stack the CSS, please keep at least half of the original shipping boxes in case you need to ship or move seats.
- When storing boxes and seats, do not stack boxes or CSS too high as they may tip over and result in volunteer or staff injuries.

CSS Delivery

Safe Riders delivers CSS at no cost to distribution partner sites. Delivery drivers will not unload boxes inside the distribution partner site's facility so sites should plan appropriately and have people available to move boxes into the storage space. Distribution partner sites may want to consider renting, borrowing, or purchasing a dolly to save time.

Requesting Additional Seats

Distribution partner sites should place seat orders for three to four months of inventory at a time with a minimum order of 10 seats. Distribution partner sites can submit new requests once the site's CSS inventory is running low. To request additional CSS, distribution partner sites submit a Safe Riders CSS request form to saferiders@dshs.texas.gov. Distribution partner sites must be in good standing with monthly reporting and have no outstanding concerns or unresolved issues to receive additional seats. Safe Riders will fill CSS requests based on program inventory and cannot guarantee to fill all requests. See [Appendix B](#) for CSS options.

Safe Riders will work with each distribution partner site to determine CSS quantities needed. Distribution partner sites should anticipate approximately two weeks for a CSS delivery. Distribution partner sites will provide a shipment address and details with CSS seat orders. Once the shipment is in route, Safe Riders will not permit address changes.

CSS shipment arrival

1. Distribution partner sites must count the CSS (boxes of seats) to verify the order is complete before signing for the shipment. Usually there are multiple seats per box. While reviewing the order, check for any damage that occurred during the delivery process.
2. Distribution partner sites must email a CSS delivery confirmation to distributionreports@dshs.texas.gov.
3. For incomplete orders or damaged CSS, call 1-800-252-8255 or email distributionreports@dshs.texas.gov to report the issue. Take any damaged CSS out of service until Safe Riders gives further instruction.

Safe Riders expects distribution partner sites to begin offering classes within two weeks of receiving all necessary training and the first CSS delivery.

Tracking CSS

All distribution partner sites must keep an accurate CSS inventory and document CSS numbers added or removed from the storage area. Distribution partner sites should choose a method for tracking CSS inventory and collect the following information:

- Date each CSS was added or removed from storage;
- CSS numbers and types added or removed from storage;
- Name of the person or persons who added or removed CSS; and

- Total CSS numbers in the storage area.

Safe Riders recommends distribution partner sites conduct physical CSS inventory counts every month to confirm reporting accuracy.

Safe Riders CSS are the property of the state of Texas. Distribution partner sites agree to distribute CSS on behalf of Safe Riders. Safe Riders will ask distribution partner sites to replace lost or unaccounted-for seats. Failure to replace missing CSS will result in distribution partner site suspension or removal.

Chapter 4: Program Promotion and Referrals

Promotion

Safe Riders distribution partner sites must adequately promote the program to be successful. Safe Riders will assist by referring eligible families to distribution partner sites.

Safe Riders has English and Spanish promotional event flyers in the Safe Riders [website](#) toolkit and Safe Riders encourages distribution partner sites to promote the program through local community stakeholders, social media, [Safe Kids Worldwide](#), and traffic safety coalitions. See [Appendix C](#) for Safe Riders resources.

Promotional options include:

- Post the Safe Riders flyer in and around the agency;
- Email the Safe Riders flyer to other agencies who refer clients;
- Hand out program flyers to interested families;
- Cross-promote when working on other projects or programs (e.g., WIC offices);
- Send out a media advisory using the Safe Riders media template;
- Post a Safe Riders flyer on social media (e.g., Facebook, Instagram, and Twitter);
- Share DSHS content (Safe Riders social media posts, handouts, flyers);
- Ask to speak about Safe Riders at a local coalition or board meeting; and
- Promote services within the organization so other staff can refer families to the distribution partner site.



Safe Riders encourages distribution partner sites to continuously seek out new and innovative opportunities to promote the program.

If using the Safe Riders logo/text mark for promotional materials, distribution partner sites must submit a document draft for DSHS review and approval. DSHS will need at least four weeks to review and approve.

Referrals

Safe Riders maintains a toll-free number 1- 800-252-8255 and CPST staff are available to assist families with any CPS needs.

Distribution partner sites must have a phone number and voicemail message that informs families they are calling a Safe Riders distribution partner site. Safe Riders recommends distribution partner sites provide families a direct line to the program if possible. If the distribution partner site does not have a direct line, the agency must train everyone answering the phone to know the Safe Riders distribution program inquiry and referral process.

The distribution partner site referral phone number provided to Safe Riders should be the same phone number parents and caregivers call for services. Distribution partner sites must respond to families within two to three business days. A parent or caregiver must be the one to call and schedule an appointment and receive the education. Social workers, other family members, and family friends may not make an appointment or attend a class on behalf of the parent or caregiver.

Email saferriders@dshs.texas.gov if your site is unable to accept referrals for a particular month. This may happen if classes are full or there are changes in class frequency. Distribution partner sites must also notify Safe Riders if sites are overwhelmed with referrals and having trouble meeting the demand or if there are changes to program contacts, referral number, registration sites, or class location.

Voicemail Communication

At a minimum, the distribution partner site's outgoing voice message should include:

- The distribution partner site's name;
- Caller instructions for what information to include in a voicemail (e.g., name, phone number, and email address);
- *Preferred, but not required for outgoing voice message:*
 - When the caller can expect a return call;
 - Include a bilingual outgoing message; and
 - If applicable, refer callers to a website for more assistance or make an appointment.

If staff are out-of-office for more than a few days, the distribution partner site must email Saferiders@dshs.texas.gov. It is the distribution partner site's responsibility to respond to voicemails for the program upon return.

Making CSS Appointments

Eligible parents and caregivers must schedule an appointment. This allows the distribution partner site staff to gather accurate child information ahead of time, schedule enough CPST support, and bring the appropriate CSSs and equipment. Distribution partner sites should use the eligibility screening tool ([Appendix A](#)) when scheduling appointments.

Distribution partner sites should consider keeping a waiting list when registration is full. This can help fill vacancies when families cancel as well as identify opportunities to host additional classes. Distribution partner sites should not schedule Safe Riders classes more than two months in advance.

Distribution partner sites should advise caregivers when scheduling appointments that the site will only provide a CSS for the scheduled child(ren). The program cannot guarantee additional seats for children who arrive without an appointment. Communicating with caregivers about this before making an appointment will help the visit run smoothly and avoid delays.

Distribution partner site staff should be familiar with the Safe Riders program guidelines for answering phone calls. Collect the following information when making appointments:

- The parent or caregiver's name;
- The child's name, age, height, and weight;
- City and zip code; and
- Phone number and email address.

Chapter 5: Eligibility for Families Receiving a Child Safety Seat

The Safe Riders program provides CSS at no cost to [low-income families or families experiencing financial hardship](#). More than one child in a family may receive a CSS, but families may only receive one seat per child. Once a child outgrows a seat or if their CSS gets damaged, a distribution partner site can provide another seat.

Eligibility Requirements

- Families that communicate financial hardship and are unable to purchase their own CSS are generally [eligible for a seat](#) unless there are indications otherwise (families self-declare). See ineligibility section below.
- Someone in the household must have a vehicle or say they need a seat to regularly transport their child (e.g., carpool to school or doctor appointments).
- One of the child's primary caregivers must schedule an appointment and attend an educational session to receive a CSS. Other family members or caseworker(s) cannot make an appointment or attend class on behalf of the child's primary caregiver.
- Expectant mothers may schedule an appointment once they are in their **last trimester**. A parent/caregiver may not take a class early in their pregnancy and return later to pick up the CSS.

Distribution partner sites are not obligated to fulfill CSS requests for a family already at the hospital for delivery or before discharge, as this falls outside of Safe Riders scope. For these requests, distribution partner sites may provide community resources for use after discharge.

Distribution partner sites must verify eligibility when scheduling an appointment with each parent or caregiver.

Ineligibility

All families are eligible to receive CPS education. However, not all parents and caregivers are eligible to receive a Safe Riders CSS so please have other local referral options available for ineligible families. Individuals' ineligible for a Safe Riders CSS include:

- Non-Texas residents;

- Families who can afford to purchase a seat or already have a CSS for the child (self-declare);
- Families who only need help learning how to use and install their own seat;
- Families who want a second CSS for a child (i.e., parent wants a second CSS for a second vehicle);
- Family members (e.g., grandparents) that are not a primary caregiver/legal guardian of the child; or
- Pregnant mothers not in their third trimester.

Chapter 6: Other Transportation Needs

Social Workers, Case Workers, Agencies that Transport Children (Example: Day care centers)

Safe Riders helps parents and caregivers transport their own children in their own vehicle. Safe Riders does not have the capacity to provide CSS to agencies or businesses that transport children. Distribution partner sites may ask agencies to refer families to the Safe Riders program for assistance.

Premature Infants

Generally, Safe Riders does not have rear-facing only CSS for infants weighing less than 5 pounds and less than 19 inches in height. Parents of premature children should consider purchasing a rear-facing only seat, borrowing a rear-facing only CSS, or seeking another local resource for assistance.

The American Academy of Pediatrics (AAP) recommends infants born at less than 37 weeks gestation be monitored in a CSS by the hospital prior to discharge to assess for apnea, bradycardia, or oxygen desaturation. The AAP publication, “Safe Transportation of Preterm and Low Birth Weight Infants at Hospital Discharge”, can be found at preventinjury.pediatrics.iu.edu/wp-content/uploads/2018/09/Safe-Transportation-of-Preterm-and-LBW-Infants-at-Hospital-Discharge.pdf.

Children with Special Transportation Needs

Many times, a child with a disability can ride in a conventional CSS. If the child’s disability prevents them from riding in a conventional seat, the distribution partner site can refer the family to their medical specialist/provider or a local children’s hospital program for an initial evaluation. Please contact Saferiders@dshs.texas.gov for provider location assistance to assist the family.

Chapter 7: Qualtrics Reporting and Documentation

Each distribution partner site must submit a monthly report. Each month, Safe Riders will send an email with a Qualtrics reporting form link distribution partner sites must complete for the previous month's activities. Distribution partner sites must complete and submit reports no later than the fifth of the following month.

The Safe Riders report includes CSS inventory and distribution tracking as well as in-kind contribution. Safe Riders asks distribution partner sites to submit an annual in-kind estimate of storage space used for the Safe Riders program. Distribution partner sites will also report CSS inventory, distribution tracking, and staff hours monthly.

Safe Riders uses this information to track each distribution partner site's progress and report monthly totals to the Safe Riders grant funder, TxDOT, to help validate each program.

Timely reporting avoids any potential CSS delivery delays. Send any reporting questions to distributionreports@dshs.texas.gov.

Please complete monthly report no later than the fifth day of the following month. Each monthly report will be for the previous month's activities.

Chapter 8: Compliance

DSHS expects each distribution partner site to comply with all Safe Riders guidelines as outlined in this Guide and in the application agreement form submitted with the application. By doing this, sites remain in good standing with Safe Riders.

Good Standing Criteria

Safe Riders definition of “good standing” requires a distribution partner site:

- Submits monthly reports correctly and on time;
- Communicates program updates or distribution partner site needs and changes to Safe Riders as soon as possible (e.g., staff changes, referral changes, etc.);
- Attends mandatory Safe Riders trainings;
- Maintains a CSS inventory tracking system;
- Consistently provides education and distribution services every month; and
- Maintains two trained CPSTs on staff.

External Review

Safe Riders may place distribution partner sites on external review when there are consistent issues including:

- Reporting delays;
- Inaccurate reports;
- Seats not distributed monthly;
- Seats not distributed correctly;
- No reports for three or more consecutive months;
- Unresponsive to three Safe Riders communication attempts;
- Seat inventory issues (e.g., missing or unaccounted seats); or
- No corrective action plan submitted to address non-compliance issues (i.e., loss of certified CPST).

Safe Riders will notify all points of contact via email of external review status. The external review period will end after the distribution partner site agrees to the terms and submits a corrective action plan for review. Safe Riders will email the distribution partner site with permission to resume following the Safe Riders-approved corrective action plan review.

Dismissal from the Program

Safe Riders may issue an immediate dismissal if a distribution partner site:

- Does not distribute CSS appropriately according to a child's age, weight, height, special health care need, manufacturer's instructions, or program guidelines;
- Is unable to correct a reporting or inventory issue after three months; or
- Is unable to maintain two CPSTs on staff for a year or longer.

If dismissed, the distribution partner site is responsible for paying shipping costs to send the remaining CSS inventory to another distribution partner site or back to Safe Riders. The distribution partner site is responsible for replacing any unaccounted-for CSS.

Chapter 9: Liability and Forms

Many distribution partner site organizations express concern about being held liable if a child is injured while riding in an organization-provided CSS. Safe Riders distribution partner sites should consult their agency's legal representation to check liability policies and procedures are in place. Neither DSHS nor Safe Riders assumes liability for distribution partner sites.

Distribution partner sites should provide parents and caregivers up-to-date national resources for additional guidance and instruct them to always follow vehicle and car seat manufacturer's instructions. Below are some good national resources:

- Safe Kids Worldwide, [safekids.org](https://www.safekids.org);
- National Child Passenger Safety Board, [cpsboard.org/car-seat-safety/](https://www.cpsboard.org/car-seat-safety/);
- National Highway Traffic Safety Administration, [nhtsa.gov/equipment/car-seats-and-booster-seats](https://www.nhtsa.gov/equipment/car-seats-and-booster-seats);
- American Academy of Pediatrics, [healthychildren.org/English/safety-prevention/on-the-go/Pages/Car-Safety-Seats-Information-for-Families.aspx](https://www.healthychildren.org/English/safety-prevention/on-the-go/Pages/Car-Safety-Seats-Information-for-Families.aspx); and
- Centers for Disease Control and Prevention, Keep Child Passengers Safe, [cdc.gov/injury/features/child-passenger-safety/index.html](https://www.cdc.gov/injury/features/child-passenger-safety/index.html).

CSS Agreement and Release of Liability Form

Before a distribution partner site provides a CSS to a family, staff should have the parent or caregiver sign a liability form. Do not alter the form; only add information where prompted. Distribution partner sites should retain the original forms for five years.

Safe Rider Distribution Program Checklist

In addition to liability forms, there are additional distribution partner site precautions. The following checklist can help distribution partner sites provide services using best practices:

- Attend Safe Riders distribution program trainings to receive up-to-date recommendations;

- Examine each CSS thoroughly before giving it to a family. Each CSS should have all working parts and an instruction booklet;
- Only Certified CPSTs should educate and assist parents with installing CSS;
- Disseminate up-to-date recommendations and educational materials and remove any outdated CPS materials from inventory and circulation;
- Do not accept payment or take donations for Safe Riders CSS; and
- Destroy used CSSs the program replaces for the family. If the distribution partner site decides to keep any seats for training, Safe Riders recommends the distribution partner site mark the seat “for training only.”

Appendix A: Educational Training Outline

Introduction to Child Passenger Safety (CPS) and Its Importance (15 mins)

- Child Passenger Safety Technician (CPST) educators and students introduce themselves;
- CPST educates on child safety seat (CSS) effectiveness to keep children safe while traveling in a vehicle; and
- CPST uses up-to-date information and materials to share with families.

The CSS Education and Demonstration (30 mins)

For CSS Selection and Parts, CPST(s) should:

- Explain recommendations for CSS use at each stage – rear-facing, forward-facing, booster seat, and seat belt;
- Identify CSS parts and demonstrate how they function:
 - Recline adjustment;
 - Harness strap adjuster;
 - Harness clip;
 - Belt path(s); and
 - Lower Anchors and Tethers for Children (LATCH) system.
- Explain the CSS height and weight limits to educate on when the child will outgrow the seat;
- Point out CSS manufacturer labels;
- Highlight common misuses by CSS type and in the selection, direction, location, installation, and harnessing of the seat;
- Share the Texas child passenger safety law;
- Explain pre-owned or expired CSS usage risks;
- Explain unsafe non-approved product use; and
- Encourage seat belt use for everyone in the vehicle.

For Direction, the CPST(s) should:

- Emphasize the child should remain in each CSS stage for as long as possible, until reaching the highest height and weight limitation of each seat;
- Review CSS height and weight limitations being distributed, if applicable; and
- Check the proper belt path for the direction the CSS is used.

For Location, CPST(s) should:

- Discuss CSS location and position with other passengers in mind;
- Provide air bag warnings and review where to find these in the vehicles; and
- Emphasize the back seat is the safest place for children to ride in a vehicle. All children ages 13 and younger should ride in the back seat.

For CSS installation or seat belt fit, CPST(s) should:

- Provide hands-on car side installation assistance in the family's vehicle;
- Discuss how to securely attach the CSS in a vehicle using the safety belt or LATCH system (refer to the vehicle owner's manual);
- Explain proper installation shows there is less than one-inch movement of the CSS at the belt path (front-to-back and side-to-side);
- Encourage parent and caregivers to look in the vehicle manual for CSS installation instructions for their vehicle;
- Discuss the dangers of leaving children unattended in vehicles; and
- Emphasize **consistency** – use the CSS during every ride in the car, no matter how brief.

For Harnessing or seat belt fit; CFRT(s) should:

- Demonstrate, with a child or doll, how to properly harness a child in the CSS with the harness system according to the seat and vehicle manual instructions;
- Follow alongside the parent or caregiver as they practice harnessing with a child or doll;
- Demonstrate a snug fit by using the “pinch” test;
- Explain the danger of using bulky jackets; and

- Explain proper seat belt placement over the body if using a booster seat or vehicle seat belt.

Program Requirements (15 mins) – Information to Share with Attendees:

- Registration card - Discuss the CSS registration card. Ask attendees to complete and mail out the card following the class;
- Car seat instructions - Provide a CSS instruction booklet to the family in the family's appropriate language;
- Label CSS - Check each CSS is clearly marked on the shell "**Not for sale**" before distributing to a family;
- *Child Restraint Agreement and Release of Liability* form – All participants should sign the form. The distribution partner site should retain the original for five years and provide a copy to each attendee if requested;
- Damaged CSS - Explain if a CSS was involved in a crash, it should be destroyed and disposed of according to the manufacturer's instructions;
- Provide up-to-date educational materials and other helpful resources; and
- Allow time for questions and answers.

Appendix B: Child Safety Seats Specifications

Evenflo LiteMax – Rear Facing Only (RFO):

- Height – 17-32 inches (in);
- Weight – 4-35 pounds (lbs); and
- Only available for hospital-based programs.

Evenflo Tribute – Convertible:

- Height – 19-40 in;
- Weight – 5-40 lbs; and
- Available for all Safe Riders distribution site partners.

Evenflo Titan 65 – Convertible:

- Height – 19-54 in;
- Weight – 5-65 lbs; and
- Available for all Safe Riders distribution site partners.

Evenflo Secure Kid – Combination:

- Child must be age 1-4 using the harness:
 - Height – 28-50 in.
 - Weight – 22-65 lbs.
- Child must be over age 4 using a booster:
 - Height – 43-57 in.
 - Weight – 40-100 lbs.
- Available for all Safe Riders distribution site partners.

Evenflo GoTime Booster:

- Height – 44-57 in;
- Weight – 40-120 lbs;
- Child must be over age 4 to use CSS; and
- Available for all Safe Riders distribution site partners.

Appendix C: Safe Riders Toolkit

Safe Riders Resources and Material - dshs.texas.gov/injury-prevention/safe-riders/safe-riders-resources.

Rear-Facing (English) - youtube.com/watch?v=3v5q7Uc-U28&t=3s.

Rear-Facing (Spanish) - youtube.com/watch?v=jlKX31UTHLc.

Forward-Facing (English) - youtube.com/watch?v=1f5GjjYGOo.

Forward-Facing (Spanish) - youtube.com/watch?v=tsCJq0evF5g.

Booster Video (English) - youtube.com/watch?v=TPGjIzUenL0.

Booster Video (Spanish) - youtube.com/watch?v=EyoPp07izqk.

Airbags (English) - youtube.com/watch?v=oyNkq0pxBdg.

Airbags (Spanish) - youtube.com/watch?v=oyNkq0pxBdg.

Lower Anchors and Tethers for Children (LATCH) (English) - youtube.com/watch?v=SAkWf36dvzo.

LATCH (Spanish) - youtube.com/watch?v=u9V5Nox38Ds.

References and Guidance

Resources for Correct Use

Caregivers should reference child safety seat instructions, the vehicle owner's manual, and the resources listed below for guidance.

American Academy of Pediatrics

800-433-9016, aap.org

Safe Riders / Texas Department of State Health Services

800-252-8255, dshs.texas.gov/saferiders

Evenflo

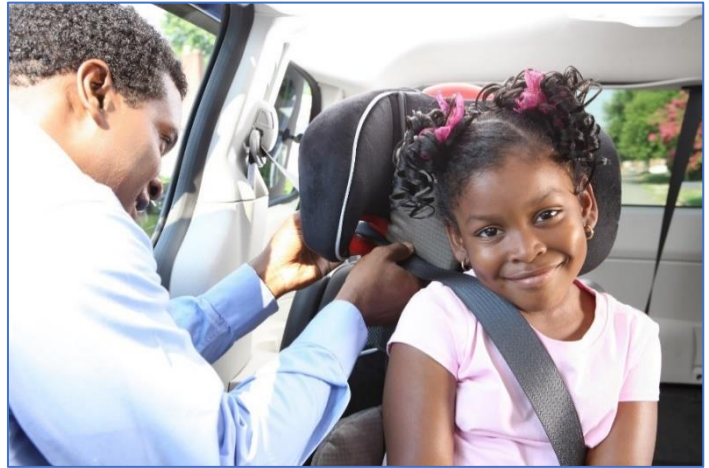
800-233-5921, evenflo.com

National Highway Traffic Safety Administration (NHTSA)

800-424-9393, nhtsa.gov

Contact Information

If you have any questions, contact Safe Riders at saferiders@dshs.texas.gov.



National Child Passenger Safety Certification Program

877-36-8154, cert.safekids.org

Attend a Child Safety Seat Checkup Event in Your Area

866-SEAT-CHECK, seatcheck.org
safekids.org
dshs.texas.gov/saferiders/checkup

Safe Riders Distribution Program
[***dshs.texas.gov/injury-
prevention/safe-riders***](https://dshs.texas.gov/injury-prevention/safe-riders)