



Title: Child Passenger Fitting Station			
Procedure #: N_200_3_PRO			
Creation Date:	4.24.24	Last Approved Date:	8.21.2024
		Reviewed Annually	
Description:	Procedure for Child Passenger Fitting Station		
<u>PHAB Domain/Standard/Measure (LINK):</u>	4.1.2 A Participate Actively in Community Health Coalitions		
Statutory Authority/ Evidence Base/ Links:	Child Safety Restraint Systems Section 347.48 Wisconsin Statutes		
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Procedure Approval Tracking			
Created/ Reviewed/ Revised Date	Division Supervisor Signature	Department Medical Advisor (if required)	Health Officer or Designee Signature (Name/Title)
Created 4.24.24	Sonja Jensen		Charles Sepers/ Health Officer

Purpose

A procedure for the Appleton Child Passenger Safety Fitting Station to ensure that the process is efficient and equitable for families who need child passenger safety seat installation and education.

Procedure

Scheduling

1. Schedule in Fitting Station Outlook Calendar, follow scheduling instructions.



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2. Schedule interpreter service if needed for fitting station after appointment with client is scheduled.

Day of Fitting Station

1. Print Excel spreadsheet for appointment schedule. This should have age, height, weight of child to determine what seats will be needed for car seat vouchers. Bring seats, if needed, to fire station. Update car seat inventory on spreadsheet.
2. Make sure you have copies of vouchers needed.
3. Have BOTS surveys if providing seats with voucher. One survey per seat given must be completed.
4. Try to use convertible seats for infants unless underlying circumstance. Convertible seats will last longer. Keep track of names of clients receiving seats so duplicate seats are not given to same client in the future.
5. Bring printed copy of Excel spreadsheet schedule.
6. Bring Safe Kids check in form for staff and volunteers to sign in and out.
7. All forms and supplies should be in bin located in storage closet at Fire Department #5.
8. Bring laptop to look up car seat manufacturer instructions if not available.

At Fire Department

1. If garage door is closed go to front door of fire station located off Brewster St.
2. If equipment is in stall find firefighter to clear/move equipment.
3. Supplies are in storage closet (storage bins, forms, pool noodles, scale, doll, extra seats, etc.)
4. Have all staff and volunteers sign in and out on Safe Kids Check In form (Needed for Buckle Up Grant).
5. When registrants arrive for appointments record how many adults and children attend for each appointment on schedule.
6. For example, if 2 adults and 2 children come for one time slot, record 2A2C. If registrant is a no-show record NS. For a pregnant mom use 1A1C.
7. If one family comes for multiple time slots only record information next to one of their appointments.
8. This information is needed for the Buckle Up Report.
9. Complete a car seat checklist form for each vehicle at the fitting station using pencil.
10. Check form for completion and ensure the tech has written their tech number on the form when they have finished installing the seat(s).
11. If registrant has a voucher, have them complete and sign a BOTS survey for each seat provided. Also have them sign the voucher form.
12. Bring all completed forms and donations back to health department at the end of the evening or the following day.
13. Check supplies to see if anything is needed for next fitting station (forms, noodles, etc.)



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After Fitting Station

1. After returning to health department, look over forms, make sure everything is filled in and completed correctly. If any errors use a white out pen to make corrections.
2. Fill out 'Buckle Up' grant form for all completed check list forms.
3. If voucher was used, make a copy of car seat checklist form. Place copies, signed vouchers, and completed BOTS surveys in Lead CPS Technician's mailbox for filing.
4. Paperclip original car seat check list forms and place in Lead CPS Technician's mailbox for filing.
5. Place completed registration cards for car seats in outgoing mail slot.
6. If any donations were received, write amount, and date on note and give to Administrative Assistant.

Definitions

Car seat-approved child passenger restraint system

CPS-Child Passenger Safety

BOTS – Bureau of Transportation Safety

Voucher – Wisconsin Bureau of Transportation Safety (BOTS) grant funded car seat documentation form

Attachments

The LATCH Manual (most recent version)

[National Child Passenger Safety Certification Training Program Technician Guide](#)

Voucher Form

Installation Checklist

Recipient Survey

Referral Tracking Document

[Car Seat Recall/Defects and Safety Notices](#)



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