

**NEW YORK STATE
GOVERNOR'S TRAFFIC SAFETY COMMITTEE**

6 Empire State Plaza, Room 414
Albany, New York 12228
www.safenyny.gov



Revised January 2010



STANDARDS OF PERFORMANCE

Important: To display correctly, set for 2 sided printing.

CHILD PASSENGER SAFETY STANDARDS OF PERFORMANCE

New York State takes pride in the fact that its Child Passenger Safety Program is comprised of highly qualified, professional, and dedicated advocates from a wide variety of professional disciplines. The following standards were established to help ensure that these advocates maintain the highest level of excellence. The requirements and capabilities regarding responsibilities and activities as stated in the Standards of Performance have been established as “best practice” recommendations. All Technicians and Technician Instructors in New York State are expected to uphold and abide by these standards as provided by the New York State Child Passenger Safety Advisory Board.

- Access the National Safety Council web site at www.nsc.org
- Access the American Academy of Pediatrics web site at www.aap.org
- Access the Insurance Institute for Highway Safety web site at www.hwysafety.org
- To find States' child restraint laws, go to the Advocates for Highway and Auto Safety web site at www.saferoads.org
- To find pupil transportation information, go to the school transportation web site at www.stnonline.com
- Attend a CPS Update/Refresher class in your region
- Recall lists can be found on the National Highway Traffic Safety Administration's web site at www.nhtsa.dot.gov Safety Belt Safe's web site at www.carseat.org and the University of North Carolina Highway Safety Research Center's web site at www.hsrc.unc.edu

CHILD PASSENGER SAFETY TECHNICIAN

Technician Requirements:

- **Must** maintain a **current** National Child Passenger Safety Technician Certification with Safe Kids Worldwide (Requires biannual re-certification)
- **Must** participate as Lead Checker or Checker in **at least 2** Child Safety Seat Check Up events per year, or work at least 18 hours per year at a fitting station or have employment obligations requiring child passenger safety activities.
- **Must** remain current on Child Passenger Safety issues (See list of suggestions)
- **Must** attend Update/Refresher class each year (if offered in your region).
- **Must** inform the Governor's Traffic Safety Committee (GTSC) of any changes to include: technician status, name, address, phone, fax, e-mail, etc.
- It is strongly recommended that New York technicians attend the annual Regional Child Passenger Safety Conference (see following narrative).

Capabilities:

- Provide one-on-one education to parents and caregivers on correct use/ misuses of child restraints.
- Operate a child safety seat distribution program.
- Provide presentations to parent classes, community groups, etc. on child passenger safety.

Perform Checker and Lead Checker duties at Child Safety Seat Check events.

- Conduct installations at fitting stations.
- Conduct CPS training workshops other than the Standardized Child Passenger Safety Technician Training Course.

Technician Responsibilities:

- Recommend notifying the Governor's Traffic Safety Committee at least 8 weeks (or as far in advance as possible) of any cps training workshops scheduled in New York such as refresher, update, special needs, school bus, community or agency awareness, or renewal.
- Keep a record of all attendees who have participated in your of all child passenger safety training workshops.
- Notify the Governor's Traffic Safety Committee of any child safety seat events one month prior to the event. The event will be posted on the GTSC's web site at www.safenyny.gov. (A Fax-Back form is available) or e-mail at SafeNY@dmv.ny.gov.

APPENDIX

HOW DO YOU STAY UPDATED?

Try some of these suggestions:

- Read the Child Passenger Safety Tech Report published on the National Child Passenger safety Board's web site at www.cpsboard.org
- Attend New York State Task Force Meetings (if held in your region).
- Attend the annual Regional Child Passenger Safety Conference.
- Subscribe to Safe Ride News at www.saferidenews.com
- Access the National Highway Traffic Safety Administration web site at www.nhtsa.dot.gov
- Access the Safe Kids Worldwide Campaign web site at www.safekids.org or your local Coalition
- Access SafetyBeltSafe U.S.A. web site at www.carseat.org
- Access the Governor's Traffic Safety Committee web site at <http://www.safenyny.gov/>
- Join the National CPS list serve at CPSPList-subscribe@yahoogroups.com
- Join the New York State CPS list serve. For more information, please contact Susan Katz at gkatz@yahoo.com. You need to tell her the name of your CPS Instructor and the location and dates of your class.
- Access the Automotive Coalition for Traffic Safety, Inc. (ACTS) web site at www.actsinc.org

NEW YORK STATE CHILD PASSENGER SAFETY ADVISORY BOARD

The New York State Child Passenger Safety Advisory Board was created in January 2004 as a result of the CPS task force meetings held statewide in 2003. The CPS Advisory Board advises the Governor's Traffic Safety Committee on child passenger safety issues and promotes a higher level of skill, knowledge, and participation of technicians and instructors to improve child passenger safety in all regions of New York State.

Members of the Board were chosen to represent 14 regions of the state, as well as, special interests regarding child passenger safety. Each Regional Coordinator has been given the responsibility to help improve communication, provide assistance and program direction, address regional problems and issues, and assure that the Child Passenger Safety Standards of Performance are upheld.

Further information about the NYS CPS Advisory Board and the current members can be obtained by visiting the Governor Traffic Safety Committee's website at <http://www.safeny.ny.gov/>.

16

CHILD PASSENGER SAFETY TECHNICIAN INSTRUCTOR

Instructor Requirements:

- **Must** maintain a **current** National CPS Technician Instructor Certification with Safe Kids Worldwide (Requires biannual re-certification, including teaching 20 hours of the NHTSA Standardized Technician Training Course).
- Attend mandatory pre-course instructor team meeting.
- **Must** stay up-to-date on Child Passenger Safety issues (See Appendix).
- **Must** attend Update/Refresher class each year (if offered in your region). Should not teach the Standardized Child Passenger Safety Technician Training Course unless instructor has attended the update/refresher course first.
- Attend the annual Regional Child Passenger Safety Conference.
- **Must** inform the Governor's Traffic Safety Committee of any changes to include: technician/instructor status, name, address, phone, fax, e-mail, etc.
- **Must** participate as Lead Checker or Checker in at least 2 Child Safety Seat Check Up events per year, or work at least 18 hours per year at a fitting station, or have employment obligations requiring child passenger safety activities.

Capabilities:

- Provide basic one-on-one education to parents or caregivers on correct use/misuses of child restraints.
- Operate a child safety seat distribution program.
- Provide CPS presentations to parent classes, community groups, etc.
- Perform Checker and Lead Checker duties at Child Safety Seat Check Up events.
- Conduct installations at fitting station.
- Conduct child passenger safety training workshops, including the NHTSA CPS Technician Certification Training workshops.
- Serve as an Instructor Mentor for Instructor Candidates.
- Mentor and monitor newly certified technicians.

Instructor Responsibilities:

- Course Administrators or Lead Instructors must notify GTSC in January each year of all Child Passenger Safety Training classes scheduled for that calendar year AND your regional coordinator listed at:
<http://www.safenyny.gov/CPS/cps-advise.htm>.
- The Lead Instructor must provide the GTSC with a copy of the class roster and welcome sheets **within 5 business days** from the last day of the class. Send to:

GTSC CPS Coordinator
6 ESP – Room 414
Albany, NY 12228
Phone: (518) 474-5111

REGIONAL CHILD PASSENGER SAFETY CONFERENCE

The Regional Child Passenger Safety Conference is a joint effort among representatives of New York, New Jersey, Connecticut, and regional partners to increase the level of knowledge and competence of child passenger safety educators, practitioners, technicians, and instructors who are actively engaged in child passenger safety arenas.

The aim of the conference is to focus on areas that include the following: education, inspection, program management, enforcement, car seat development, distribution, and special needs passengers. This is an opportunity for those who cannot attend a national conference to meet the vehicle and car seat manufacturers, as well as, government and regulatory officials who will offer the latest information and technology for child passenger safety. The conference will also provide the opportunity to network with other child passenger safety advocates in the tri-state area and to share information and ideas.

Attendance at the Regional Child Passenger Safety Conference is not mandatory, but it is **strongly recommended for child passenger safety advocates**. The information and activities offered at the conference are essential to remain current in the ever-changing arena of child passenger safety.

Only those Child Passenger Safety Technicians who are currently certified with Safe Kids Worldwide will be invited to this conference and be eligible for financial assistance.

TRAFFIC FLOW COORDINATOR

- Responsible for making sure vehicles are safely moved in and out of the designated check-up area.
- Placement of coordinators should be at the entrance and exit of the check-up area.
- Ensure all occupants are buckled up while their vehicle is in motion.
- Discourage participants from holding children on their lap when moving the vehicle up the line.
- Encourage parent or caregiver to leave the child in the safety seat (if possible) so it may be reviewed for misuse.

GREETER

- Responsible for welcoming people and explaining the child safety seat check-up process.
- Ensure preliminary demographic information is completed on the Child Safety Seat Checklist Form.
- Ensure that the parent or caregiver's signature is on the waiver.
- Keep families informed of how long the wait will be.

RUNNER

- Responsible for assisting Check-up teams as directed.

PRACTITIONER/TECHNICIAN ASSISTANT

Requirements:

- Attend one 8 to16-hour standardized Child Passenger Safety training class (such as Operation Kids Fire/Rescue; Operation Kids Law Enforcement; Moving Kids Safely in Child Care; Operation Kids RN curriculum).
- Stay up-to-date on Child Passenger Safety issues (See list of suggestions).
- Participate in **at least 2** Child Safety Seat Check Up events (including fitting stations) per year.

Capabilities:

- Provide basic one-on-one education to parents and caregivers on correct use/misuses of child restraints based on safety training education. (Do not exceed the scope of your knowledge).
- Assist a certified Child Passenger Safety Technician in operating a child safety seat distribution program.
- Provide presentations to parent classes, community groups, etc. on child passenger safety concepts based on safety training education (Must use current videos, brochures, and other cps materials).
- Perform "Greeter, Runner, and Recorder" duties at Child Safety Seat Check Up events under the supervision of at least one Lead Checker.
- Assist certified Child Passenger Safety Technician at fitting station.

EDUCATOR

- Attend one 4 to 8-hour Child Passenger Safety training class.
- Stay up-to-date on Child Passenger Safety issues (See list of suggestions).

Capabilities:

- Provide limited one-on-one education to parents or caregivers on correct use/misuses of child restraints based on safety training education (Do not exceed the scope of your knowledge and must use current videos and cps materials).
- Assist a certified child passenger safety technician in operating a child safety seat distribution program (Installation education must be conducted by a certified cps technician).
- Provide presentations to parent classes, community groups, etc. on basic child passenger safety concepts based on safety training education (Do not exceed the scope of your knowledge and must use current videos and cps materials).

- Consult with Lead Checker, if possible, for final review of each vehicle.
- Ensure that the parent or caregiver installs the child safety seat before leaving the check-up event. Parent should be the last one to install the child safety seat.
- Document all information pertinent to each child safety seat inspection.
- Sign attendance roster.

RECORDER

- The Recorder does not require any specialized training, but should be familiar with the Child Safety Seat Checklist Form and recall list, and understand the importance of correct documentation.

The roles and responsibilities of the Recorder include:

- Assist the Checker with recording and documenting on the Child Safety Seat Checklist Form.
- Assist in locating the instructions for child safety seats or vehicle owner's manual when necessary.
- Complete an attendance roster of technicians at each check-up event.
- Ensure that parents or caregivers have received educational handouts such as child passenger safety brochures.
- Search for the child safety seat on the recall list.

CHECKER

- It is recommended that the Checkers work in pairs, whenever possible. (Two Technicians, or a Practitioner and a Technician).
- Checker must have, at a minimum, successfully completed the National Highway Traffic Administration's Standardized Child Passenger Safety Technician Training.
- Provide current certification status if necessary (checker number, expiration date, etc.).

The roles and responsibilities of the Checker include:

- Instruct parents and caregivers on proper installation and securing of child safety seats.
- Responsible for inspecting and overseeing the installation of child safety seats, as well as, proper seat belt use.
- Accurately and completely document the Child Safety Seat Checklist Form.
- Instruct parents and caregivers on securing their child properly in the child safety seat.
- Perform "Recorder" duties at Child Safety Seat Check Up events.
- Assign tasks to Recorder and/or Runners as necessary.
- Consult with Lead Checker on "gray issues" or "difficult situations".
- Consult with Lead Checker before offering a new child safety seat.

CHILD SAFETY SEAT CHECK-UP EVENTS

A Child Passenger Safety Seat Check-Up Event is conducted to educate parents and caregivers about the proper ways to transport children safely using child safety seats and seat belts. The purpose of a child safety seat check is to focus on the appropriate child restraint selection and proper installation. As a test to insure the knowledge and capabilities of a parent/caregiver, they are requested to perform the final installation of the child safety seat in the vehicle before leaving the event.

Safety is the number one priority for staff and participants. To ensure the quality of Child Passenger Safety Seat Checks and limit liability concerns, the following guidelines and recommendations have been established: Only current materials should be given to parents and caregivers; use only a current recall list; and no child should sit in the vehicle's front seat during a check-up event.

STAFFING AT CHILD SAFETY SEAT CHECK-UP EVENTS

Child safety seat check events should be staffed with specially trained persons who will inspect and supervise the installations of child safety seats by parents and caregivers. Practitioners/Assistants must work with a certified Child Passenger Safety Technician when instructing parents how to install a child safety seat. **Every check-up event should have at least one Lead Checker.** Whenever possible, it is recommended that there be a Lead Checker for every three check up teams. All technicians are required to sign in on an attendance roster at each check-up event to provide documentation of participation.

Remember every technician needs to attend and participate in 2 events a year!

LEAD CHECKER

- A Lead Checker is the person with the most training and/or experience in inspecting, selecting, and installing child safety seats.
- When possible, the Lead Checker should be a nationally certified Child Passenger Safety Technician Instructor.
- Ideally, a Lead Checker should be a certified Technician for at least a year, and/or have participated in a minimum of three child safety seat check events after receiving certification from Safe Kids Worldwide. An Instructor may verify to the Technician that he/she is ready to advance to Lead Checker but it is not mandatory.
- The Lead Checker should always be available to all team members.
- The Lead Checker should not conduct individual safety seat checks (if at all possible).
- The Lead Checker has the sole responsibility of approving child restraint installations prior to the vehicle leaving the check-up site.

The roles and responsibilities of the Lead Checker include:

Supervise check-up teams to ensure safety seat checks are performed accurately and child safety seats are installed correctly.

- Perform a final brief inspection of all newly installed child restraints before vehicles leave the check-up site to ensure correct installation.

- Ensure all documentation is accurate and complete on the Child Safety Seat Checklist Form prior to releasing the vehicle from the check-up site.
- Assist checkers as needed on “gray issues” or “difficult situations” as needed. Assist in sharing appropriate information with parents and caregivers, explaining “best practices” and other options so parents may make informed choices on how best to transport their children safely.
- Consult with event sponsor on criteria for distributing new child safety seats.
- Assist check teams in determining whether a seat should be replaced or if a free seat should be given.
- Coordinate with host agency that all required safety materials are available, including the Manufacturer’s Instructions for Child Safety Seats.
- Ensure that check teams receive breaks and refreshments.
- Ensure safe traffic patterns exist for entering and exiting the check-up.
- Ensure overall safety seat check-up process is running smoothly.
- Ensure each technician is currently certified with Safe Kids Worldwide.
- Ensure all non-certified technicians (practitioners, educators, etc.) are paired with a certified technician.