

Safe Travel for All Children: Transporting Children with Special Health Care Needs

Course Preparation Check List

(Updated 12/05/2019)

This check-list was developed to assist instructors and course sponsors prepare for “*Safe Travel for All Children*”. Please note that some of the restraints and equipment are optional.

TRAINING SITE

- Classroom with adequate space for students, equipment, catering, and family visits
- Parking for students and parking stamp for validation, if necessary
- Parking lot for installation exercises and check-offs
- Cart for loading and unloading restraints
- Audio-visual equipment (LCD projector, screen, and lap top computer)
- Signs to direct students to classroom

CATERING

- Breakfast for both mornings
- Water throughout the day
- Lunch for both days
- Afternoon snacks for both days

REGISTRATION

- Confirmation letter with directions/map/lodging/agenda
- Reminder e-mail
- Name tags (two sets if using sticky-back name tags – one for each day)
- Pens and/or pencils
- Attendance sign-in

FAMILY VISITS

- Arrange family visits (1 family for every 5 course participants)
- Gift cards for families
- List of local resources for families
- Check-up forms if students assist at family vehicles
- Appropriate replacement CSS, if possible

PARTICIPANT MATERIALS

- Three-hole binder with pockets (insert agenda, roster, brochures, etc. in pockets)
- Participant manual text and appendices (three-hole punch)
- Copy of Power Point presentation (three-hole punch)
- Copy of restraint instruction manual or CD of instructions (optional)
- Special Needs brochure
- Sample set of fact sheets and order form
- Case Study handouts
- Agenda
- Attendance roster
- Release of Information form
- Course evaluation
- Positioning and Installation check-lists
- Instructor business card
- Medical Terms glossary
- Sample Letter of Medical Necessity
- OT Evaluation form
- Certificate of Completion (hand out at the end of course)

SPECIAL NEEDS POWER POINT PRESENTATIONS

- Introduction
- Medical Conditions
- Case Study Discussion
- Restraint Options
- Rehab Therapist Role
- Wheelchairs
- Resources

CHILD RESTRAINTS

More than one of the mandatory seats is helpful for classes of 15 participants or greater.

- Angel Ride Car Bed
- Dream Ride Car Bed
- Hope Car Bed
- Wallenberg
- Roosevelt
- Inspired by drive IPS Seat
- Wallaroo
- Modified E-Z-ON Vest
- Upright E-Z-ON Vest
- Churchill
- Y-Harness (optional)
- Floor Mount Tether System (optional)
- Quokka (optional)
- Inspired by drive Spirit/Spirit Plus (optional)
- Special Tomato (optional)
- Carrie Car Seat (optional)
- Ride Safer Vest (optional)
- Recaro Monza Nova 2 Reha (optional)
- Convaid Carrot 3 Car Seat (optional)
- Convaid Carrot 3 Booster Seat (optional)
- R82 Pilot (optional)
- Chamberlain (optional)
- Appropriate conventional or specialized seats to issue to families, if possible

POSITIONING CHECK-OFFS

- Proficiency Check-Off Forms (Student)
- Proficiency Check-Off Forms (Instructor Keys)
- Child restraints
- Casted doll (optional)
- Premie doll (optional)
- Infant dolls
- Toddler dolls
- Big Kid dolls
- Receiving blankets
- Wash cloths/towels

INSTALLATION CHECK-OFFS

- Proficiency Check-Off Forms (Student)
- Proficiency Check-Off Forms (Instructor Keys)
- Instruction manuals for restraints
- LATCH manual
- Clip boards and pens
- Vehicles (as many as possible)
- Child restraints
- Signs to identify stations (stations are optional)
- Locking Clips/One belt shortening clip
- Noodles
- Cones

EXAM

- Student Exam
- Instructor Exam Key
- Pens or pencils
- Alternate testing location (if necessary to accommodate student needs)

MISCELLANEOUS (ALL OPTIONAL)

- Vehicle demo seat
- WC-19 wheelchair
- Tie-downs
- School bus seat
- Ambulance cot
- Camera with photo consents