

Safe Travel for All Children:

Transporting Children with Special Health Care Needs

Roles and Responsibilities for Course Sponsor and Lead Instructor

(Updated 12/05/2019)

Course Sponsor:

1. Pay for all expenses related to course materials: photo copies, binders, projector, and general office supplies for participants (i.e., pens, scrap paper, name tags, etc.).
2. Arrange for catering for participant meals (breakfast and lunch) for the two (2) days of the course.
3. Determine course location and provide tables, chairs, LCD projector, and projector screen.
4. Provide all training car restraints: car beds (Angel Ride, Dream Ride, and Hope), Wallenberg, EZ-ON Vests (upright and modified), Churchill, Roosevelt, IPS Seat, Spirit/Spirit Plus, Wallaroo, Convoid Carrot 3 Car Seat(optional), Convoid Carrot 3 Booster Seat (optional), IPS (optional), Recar Monza Nova 2 Reha (optional), Special Tomato (optional), Carrie Car Seat (optional), and conventional car seats supplied to families at the facility upon discharge from the hospital.
5. Provide infant, child, and near adolescent sized dolls for demonstration purposes.
6. Assist with setup and tear down of the classroom.
7. Coordinate family visits for the afternoon of the second course day and supply all car seats provided to special needs families during car seat fittings, if available. Provide family with gift card.
8. Provide large area, such as parking lot, to park cars and complete car seat installation check-offs for participants.
9. Pay all instructor expenses, including flight, hotel, meals, taxi, etc., unless other arrangements have been made with the instructor team.

Lead Instructor:

1. Provide CD or hard copies of the participant's manual, slides, and other materials for the sponsor to copy for participants.
2. Assist with setup and tear down of the classroom.
3. Be present for the entire course.
4. Teach "Safe Travel for All Children" in its entirety.
5. Communicate on a regular basis with the course administrator about issues related to the class and provide advice and technical expertise to facilitate setup of the class (i.e., advice on how to set up family visits).
6. Supplement equipment if needed for the class.
7. Register the course with the National Center for the Safe Transportation of Children with Special Health Care Needs.
8. Contact the National Center for sample packets of fact sheets and brochures.
9. After the course has concluded, submit copies of participant roster, exams or exam scores, check lists, and evaluations to the National Center.

Please contact Anthony McGovern at 1-800-755-0912 or ajmcgove@iu.edu with any questions.