

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

Course Preparation Checklist

(Updated 03/19/2021)

This checklist 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 validation, if necessary
- Parking lot for installation exercises and check-offs
- Carts for loading and unloading restraints
- Audio-visual equipment (LCD projector, screen, and laptop 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

– If possible, secondary to Covid-19 - Videos available to supplement

- 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 car seat/restraint, 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 presentations (three-hole punch)
- Copy of restraint instruction manual or CD of instructions (optional)
- National Center brochures
- Sample set of fact sheets and order form
- Case Study handouts
- Agendas
- Attendance roster
- Release of Information forms
- Course evaluations
- Positioning and Installation checklists
- Instructor business cards
- Medical Terms glossary
- Sample Letter of Medical Necessity
- OT Evaluation form
- Certificate of Completion (hand out at the end of course)

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
- Wallaroo
- Lay down EZ-ON Vest
- Upright EZ-ON Vest
- Churchill
- Quokka (optional)
- Inspired by Drive Spirit/Spirit Plus (optional)
- Inspired by Drive IPS Seat (optional)
- Special Tomato (optional)
- Carrie Car Seat (optional)
- Ride Safer Vest (optional)
- Recaro Monza Nova 2 Reha (optional)
- Convoid Carrot 3 (optional)
- Convoid Carrot 3 Booster Seat (optional)
- Pilot (optional)
- Chamberlain (optional)
- Y-Harness (optional)
- Floor Mount Tether System (optional)
- Appropriate conventional or adaptive car seats to issue to families, if possible

POSITIONING CHECK-OFFS

- Proficiency Check-Off Forms (Student)
- Proficiency Check-Off Forms (Instructor Key)
- 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 Key)
- 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
- Safety 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
- Wheelchair Tie-downs
- School bus seat
- Ambulance cot
- Camera with photo consents