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Stanislaus  
County Office  
of Education

Barbara Tanner,  
Director of Human  
Resources

## **VEHICLE CHILD RESTRAINT SYSTEMS - SAFE DRIVER PROGRAM**

SCOE employees who transport children in SCOE vehicles must comply with specific training requirements and the vehicle restraint systems must meet the SCOE standard.

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## ASSIGNMENT OF RESPONSIBILITY

The SCOE Vehicle Child Restraint Lead Program Administrator is:

Tom Changnon, County Superintendent of Schools  
1100 H Street, Modesto, California 95354  
(209) 238-1700

*Tom Changnon*

*7.8.14*

Signature

Review Date

SCOE Vehicle Child Restraint Program Administrator is:

Barbara Tanner, Director of Human Resources  
1100 H Street, Modesto, California 95354  
(209) 238-1600

## Passenger and Child Vehicle Restraint Systems (VCRS)

Employees authorized to drive for the County Superintendent of Schools while conducting official business will comply with driver and passenger vehicle restraint system use. Children transported for SCOE business will be secured in an appropriate SCOE child restraint system installed in a SCOE vehicle in compliance with California Vehicle Code.

1. Drivers and all passengers must use separate seat belts and other safety restraint systems that meet federal motor vehicle standards. The driver shall ensure that the number of people in the vehicle does not exceed the number of available seat belts.
2. All passengers 16 years of age or older must be properly restrained by seat belts. When vehicles are used to transport children under 16 years of age, the child safety restraint practices below shall be followed.
3. Child passenger restraint systems that meet federal motor vehicle safety standards, are in good and safe condition, have no missing original parts, and are not older than five years must be used. The division/department assigned transportation coordinator(s) will make appropriate child restraint systems available for use by employees on official business.

### *Qualified Driver, VCRS*

Drivers who transport students and clients less than 8 years of age in child restraint systems will demonstrate competency and be deemed a *Qualified Driver, VCRS*. Requirements for VCRS include completing the SCOE driver form and training programs:

- a. SCOE Approved Driver Safety class
- b. Child Restraint Systems class
- c. Child Restraint Systems annual refresher class
- d. Qualified Driver, VCRS shall be registered with the SCOE Safety Coordinator

### *Other Qualified Persons, VCRS*

Other persons not driving the vehicle who have met the qualifications of Qualified Driver may ensure the child is safely secured:

- a. If the driver has not completed the Child Restraint Systems class, another passenger that has met the requirements to be *qualified* SCOE employee may secure the child.
  - b. If the parent secures the child a SCOE *qualified* person will ensure the child is properly restrained.
  - c. Another SCOE *qualified* person who is not the passenger or the driver may ensure the child is secure if the child will not be removed from the device during the trip (such as a need to transport an ill child home).
4. The driver is responsible for ensuring that all children under the age of 16 are properly secured in age and size appropriate seats in accordance with California law, National Highway Traffic Safety Administration car seat recommendations for children, and the following guidelines:
    - a. A child under 8 years of age and 4' 9" must be secured in a child passenger restraint system (safety seat or booster seat) and must ride in the back seat.

- b. Infants must ride in a rear-facing safety seat until they are a minimum of one year and weigh at least 20 pounds.
  - c. Children over one year and weighing at least 20 pounds must use forward-facing safety seats. Children over age 4 and weighing approximately 40 pounds shall be placed in booster seats and must face forward.
  - d. All children over 8 years and under 16 years of age must be properly secured in an appropriate child passenger restraint system or a seat belt unless specifically exempted by State law.
  - e. Children over age 8 or who are at least 4 feet 9 inches tall may be secured in a seat belt if the belt fits properly in the back seat. A seat belt fits properly if the lap belt lies across the upper thighs and the shoulder belt fits snugly across the shoulder and chest.
  - g. If possible, all children age 13 and under should ride in the back seat. Any child riding in the front seat in vehicles equipped with front passenger seat air bags should be seated as far back from the air bag as is reasonably possible.
5. Employees who transport children with disabilities must comply with any transportation requirements specified in the students' individualized family service plans (IFSPs) or individualized education programs (IEPs) and shall be appropriately trained to perform this duty.

In the event that an employee fails to follow the regulations specified above or otherwise abuses the privileges of driving for SCOE or using a SCOE fleet vehicle, the assistant deputy superintendent, Business Services, may suspend or deny the employee's driver privileges.

### Child Restraint System Devices

1. **Equipment Standard:** Child restraint devices must meet the SCOE standard, match the vehicle manufactures' recommendations and be approved by your division or department coordinator.
2. **Registration:** All child restraint devices will be properly registered with the manufacture. In the event of a safety recall all manufacturers are required to notify all registered owners by first class mail that their child restraint is included in the recall. Therefore, it is very important that the manufacturer of the SCOE child restraint has our current mailing address, and all of the information necessary to identify your child restraint. To register the SCOE child restraint you will need to provide the following information:
  - Contact Name
  - SCOE current mailing address

- Manufacturer's Name (Example: Graco, Britax, Evenflo, Combi, etc.)
- Date of Manufacture (Example: Label says "Manufactured in" )
- Model Number (Example: 8643CDR2, 808688, 317147P1, etc.)
- Model Name (if known) (Example: Snugride, Centre EX, Embrace, etc.)

### 3. Replacing Child Restraint Devices

*a.* Following NHTSA recommendations SCOE requires that child safety seats must be replaced following a moderate or severe crash in order to ensure a continued high level of crash protection for child passengers. The NHTSA recommends that child safety seats *do not automatically* need to be replaced following a minor crash.

*i. Minor crashes are those that meet all of the following criteria:*

- a. The vehicle was able to be driven away from the crash site;
- b. The vehicle door nearest the safety seat was undamaged;
- c. There were no injuries to any of the vehicle occupants;
- d. The air bags (if present) did not deploy; AND
- e. There is no visible damage to the safety seat

ii. Replace devices older than 5 years old

iii. Immediately replace car seats that have been recalled

### 4. Monitoring Child Restrain Devices

- a. Each device shall be registered with the manufacture
- b. Each unit shall be assigned a department number and entered into a tracking data system
- c. Child Restraint Systems shall be replaced every 5 years or immediately if damaged

Reference SCOE Policy and Administration Regulations: AR 3541.1, BP 3544.1 and California Vehicle Code §27360.