



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

### **Roles and Responsibilities for Host Site**

(Updated 04/30/2026)

#### **List of Host Site Responsibilities for Safe Travel for All Children Course**

1. Confirm that the *Safe Travel for All Children* Licensing Agreement has been completed. Contact the National Center at 1-800-543-6227 or [natlcnr@iu.edu](mailto:natlcntr@iu.edu) and discuss with the planned instructor.
2. All expenses related to materials for course: photocopies, binders, and general office supplies for participants (e.g., pens, name tags, etc.).
3. Determine location of course and provide tables, chairs, audio-visual needs (ie. laptop, projector, projector screen).
4. Arrange catering for participant meals (including breakfast and lunch) for the two days of the course.
5. Provide all training mandatory training restraints unless other arrangements are made with course instructor. Mandatory and Optional Restraints indicated below.
6. Provide infant, child, and near adolescent sized dolls for positioning/harnessing purposes.
7. Coordinate family visits for the afternoon of second course day and supply car seats provided during car seat fittings, if available. Provide family with gift card – if possible. Videos available if family visits are not possible.
8. Provide a large area, such as a parking lot, to park participant vehicles to complete installation checkoffs.
9. All expenses related to travel to the host site when applicable.
10. Pay all instructor expenses, including flight, hotel, meals, taxi, etc., unless other arrangements have been made with the instructor team. General honorarium recommendation set at \$500.00 per day. Instructors not employed by the National Center determine their own instructor fees.

#### **Mandatory Restraints to Host the Course**

1. Car beds (Angel Ride, Dream Ride, and Hope), Wallenberg, Roosevelt, Spirit/Spirit Plus, EZ-ON Upright Vests (303Z & 403PB) and Lay Down Vest (503), and Churchill booster. More than one of the mandatory seats is helpful for courses of 15 participants or greater.
2. Conventional car seats (RFO, Convertible, All-in-one, Combination) typically supplied to families at your facility upon discharge from the hospital or supplied at fitting station - if possible.

#### **Optional Restraints to Host the Course**

1. Jefferson Car Seat, Defender Reha, MPS Car Seat, Soft Touch Booster, Ride Safer Vest, Carrot 3 Child Restraint, Carrot 3 Booster, Hercules Prime, Moore Support Vest, Hercules Prime, Hercules Small, NEXTKID booster, Chamberlain, EZ-ON Y-Harness, Floor Mount Tether System, Recaro Monza Nova 2 Reha (now discontinued), Quokka (now discontinued), IPS Car Seat (now discontinued), Pilot Booster Seat (now discontinued)