



***Safe Travel for All Children:***  
***Transporting Children with Special Health Care Needs***  
**Course Preparation Checklist**

(Updated 04/30/2026)

This checklist was developed to assist instructors and course sponsors prepare for the *Safe Travel for All Children* course. 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 checkoffs
- ☐ Carts for loading and unloading restraints
- ☐ Audio-visual equipment (projector, screen, and laptop computer)
- ☐ Signs to direct students to classroom

**CATERING (if included)**

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

**REGISTRATION**

- ☐ Confirmation email/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 - Videos available to supplement)**

- ☐ Arrange family visits (1 family for every 5 course participants – if possible)
- ☐ Gift cards for families
- ☐ List of local resources for families
- ☐ 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/internet link
- ☐ Diagnosis specific brochures/internet link
- ☐ Case Study handouts
- ☐ Agendas
- ☐ Attendance roster
- ☐ Release of Information forms
- ☐ Course evaluations
- ☐ Positioning and Installation checklists and KEY
- ☐ Instructor business cards/contact information
- ☐ Medical Terms glossary
- ☐ Sample Letter of Medical Necessity
- ☐ OT Evaluation sample form
- ☐ Certificate of Completion (SafeKids pre-approval Event ID number provided by the National Center in Resources Power Point presentation)

### **POWER POINT PRESENTATIONS**

- ☐ Introduction
- ☐ Medical Conditions
- ☐ Case Study Discussion
- ☐ Conventional Restraint Options
- ☐ Car Beds/Spica/Jefferson Restraint Options
- ☐ Large Medical Seat Restraint Options
- ☐ Adaptive Booster and Vest 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.

#### **Mandatory Restraints**

- |                                             |                                                    |
|---------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Angel Ride Car Bed | <input type="checkbox"/> Spirit Plus or Spirit     |
| <input type="checkbox"/> Dream Ride Car Bed | <input type="checkbox"/> Lay Down EZ-ON Vest (503) |
| <input type="checkbox"/> Hope Car Bed       | <input type="checkbox"/> 303Z EZ-ON Vest           |
| <input type="checkbox"/> Wallenberg         | <input type="checkbox"/> 403PB EZ-ON Vest          |
| <input type="checkbox"/> Roosevelt          | <input type="checkbox"/> Churchill                 |



### **Optional Restraints**

- ☐ Jefferson
- ☐ Defender Max Reha
- ☐ Special Tomato MPS Car Seat
- ☐ Special Tomato Booster Seat
- ☐ Ride Safer Vest
- ☐ Carrot 3 Child Restraint
- ☐ Carrot 3 Booster Seat
- ☐ Moore Support Vest
- ☐ Chamberlain
- ☐ NEXTKID booster
- ☐ Hercules Small
- ☐ Hercules Prime
- ☐ MAX PV EZ-ON vest
- ☐ EZ-ON Y-Harness
- ☐ Floor Mount Tether System
- ☐ Appropriate conventional or adaptive car seats to provide to families, if possible
- ☐ Defender Reha (now discontinued)
- ☐ Recaro Monza Nova 2 Reha (now discontinued)
- ☐ Quokka (now discontinued)
- ☐ Pilot (now discontinued)
- ☐ IPS Car Seat (now discontinued)

### **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/Belt shortening clip
- ☐ Foam Noodles
- ☐ Safety Cones



### **EXAM**

- ☐ Student Exam
- ☐ Student Answer Sheet - Blank
- ☐ Instructor Exam Key
- ☐ Instructor Exam Sheet Key
- ☐ Pens or pencils
- ☐ Alternate testing location (if necessary, to accommodate student needs)

### **MISCELLANEOUS (ALL OPTIONAL)**

- ☐ Vehicle demo seat
- ☐ WC-19 wheelchair/medical stroller
- ☐ Wheelchair Tie-downs
- ☐ School bus seat
- ☐ Ambulance cot
- ☐ Camera with photo consents

Please contact the National Center at [natlcnt@iu.edu](mailto:natlcntr@iu.edu) with any questions.