



Series: Property Management COA: ASE 6.03
CFOP: NA
Procedure Name: Car Seats, Distribution & Maintenance
Procedure Number: PM-717
Revision #/Date: (1)10/01/08
Effective Date: 12/1/06

Applicable to: All applicable Providers, CBCB Staff

SUBJECT: Car Seat Distribution to Providers and Maintenance Standards

PURPOSE: To provide and maintain accountability of Car Seats issued to staff and contract providers.

PROCEDURE:

References

CBCB Procedures: AP430, AP446, PM710

Training

Any CBCB staff that may transport children in their personal vehicles (i.e., On Call Transporters) are expected to complete the Car Seat Training provided by the CBCB Car Seat Technician. This training is required for eligibility for staff to receive the vehicle insurance allowance as outlined in AP446.

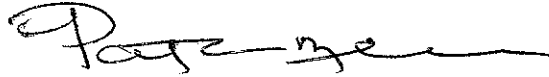
Guidelines for Issue and Maintenance

- The Car Seat Technician of CBCB will issue a car seat to all contract providers' staff that complete a Pre-service Training and when car seats are in stock.
- It is the Provider's responsibility to ensure that all assigned car seats are returned to their respective staff's CBCB Care Center Manager upon completion of their employment. Providers that do not return their staff's car seats to CBCB clean and in working order will be charged a \$20.00 replacement fee. Clean and working order is defined as follows:
 - Seats must be free of food, sticky substances and odors with all parts attached; including the operations manual, harness, locking clip, and harness chest clip.
- Upon a completed return of a car seat, a release form will be issued to the Provider by the CBCB Care Center Manager.
- The Car Seat Technician will conduct periodic inspections of car seats distributed to Provider's staff. Seats found unserviceable due to normal wear and tear will be replaced if car seats are in stock. Seats found unserviceable due to neglect will be replaced if car seats are in stock at the Provider's expense.

Community Based Care of Brevard, Inc. Policy and Procedure Manual

- The purchasing, recording, and tracking of all car seats will be governed by CBCB Procedures AP-430 and PM-710.

BY DIRECTION OF THE CHIEF EXECUTIVE
OFFICER:



DR. PATRICIA NELLIUS-GUTHRIE
Chief Executive Officer
CBC of Brevard, Inc.

APPROVAL DATE: 3/2/09