



***Policies and Procedures for the
Safe Kids Elkhart County Mobile Car Seat Check Up Van
Child Passenger Safety Education Program***

Driver Procedures

SEAT BELT USE IS MANDATORY ANYTIME THE VAN IS IN MOTION!
NO CELL PHONE USE WHILE DRIVING THE VAN
NO TOBACCO PRODUCT USE IN THE VAN
OBEY ALL TRAFFIC LAWS
NO AGGRESSIVE DRIVING
BE PATIENT AND STAY ALERT
THE VAN MAY NOT BE USED FOR PERSONAL USE UNDER ANY CIRCUMSTANCES
CHILDREN OF ANY AGE, SHALL NOT BE PASSENGERS IN THE VAN

Pick up/Return

Van pick up and return must be done in accordance with the MOU at the designated time and place. In case of delay, the van manager and coalition coordinator may be contacted no less than 1 hour prior to original meeting time.

Condition of the Van

It is expected that the van will return in the same condition it left. Washing of the van may only be done by hand or in a "Touchless" automatic wash. No pressure washing or automatic washes please, to protect the graphic wrap.

Crash Reporting

Once the van and driver are in a safe location, the van manager and/or coalition coordinator must be contacted. We will determine necessary procedure at that time.

Reporting

Events must be logged on the Van Activity Sheets provided upon return of the vehicle. Odometer readings and fuel mileage must be recorded on the log sheet. All supplemental materials such as photos, media hits, etc must be sent within two weeks of the event.

Equipment

Equipment status forms must be completed upon return of the van. Please let us know what you used/damaged/replaced in the van. It is important that we keep the van stocked so the next group to use it has what they need. REMEMBER, THE NEXT GROUP TO USE THE VAN, MAY BE YOURS! You are responsible for using the van and replacing any consumables in it.

Liability

Liability during clinics is the responsibility of the property owner, or event sponsor unless otherwise agreed to by the Coalition. Safe Kids Elkhart County is not responsible for damage or injury at such events.

Donations

To maintain our program, which is fully funded through grants and private donations, Safe Kids Elkhart County has implemented a donation policy for van use. Please see coordinator or van manager for details.