



## Safety Belt Check Instructions

This is for participants to use as a guide for conducting the Safety Belt Check portion of the campaign. This is not a required form.

1. A school administrator, faculty, staff member or parent should oversee each safety belt check.
2. A pairing of students should stand at the entrance or exit of each school parking lot with a good view of all vehicles entering or exiting. It may be helpful for one student to observe and call out their finding and the other to record the result.
3. Record the findings on the "Safety Belt Check Reporting Form", which can be printed and copied from the Forms section of the online system.
4. Check "No" if students do not have their safety belt on, are in the process of putting their safety belt on or are incorrectly wearing their safety belt. Note: Record **ONLY** the safety belt behavior of the students, not faculty, staff or parents or young children.
5. Check "Yes" if students have their safety belt correctly in place.
6. Add up the number of "**Yes**" and "**No**" students after the survey is complete and enter the results in the Forms Section of the online system under "Safety Belt Check Summary Form".
7. Repeat this process at the end of your campaign.

### How to tell if the safety belt is worn correctly:

- The lap belt should fit snugly across the upper thighs and not ride up on the stomach.
- The shoulder part of the belt should fit across the collarbone and chest and not cut into the neck or face.
- The shoulder belt should never be behind the back or under the arm.