



Armidale Family Day Care

Annual Vehicle and Car Seat Safety Checklist

Educator:Registration Plate Number.....
 Vehicle Registration Expiry Date.....Last Vehicle Service Date.....
 Number of seats/seatbelts in vehicle.....Number of Anchor Points in vehicle.....
 Educator Licence Number..... Expiry.....
 Number of child/baby seats (0-4 years).....Date of Manufacture for each.....
 Number of booster seats (4 – 7 years)Date of Manufacture for each.....
 Where is your first Aid Kit kept.....

The following checklist should be completed to mitigate the risks associated with vehicle and child car seat usage. If you answer “NO” to any questions, these must be rectified before using your vehicle/ car seats.

Vehicle	YES	NO
Is vehicle well maintained, inside and out?		
Does the vehicle contain a well-stocked first aid kit with all items in date?		
Has a risk assessment been carried out for transporting children in your vehicle?		
Have parents given written authorisation for their children to travel in your vehicle?		
Are anchorage points secure?		
Child Car Seats/ Booster Seats/ Seat Belts		
Are car seats/ booster seats fitted according to manufacturer instructions, or by an authorised restraint fitter?		
Are car seats/ booster seats compliant with Australian/New Zealand Standards 1754 (version 2004, 2010 and 2013)		
Are car seats clean and well maintained (e.g. no cracks or splits)?		
Are car seats less than 10 years old?		
I confirm the car seats have never been in a car accident.		
I confirm the seatbelts/ straps/ harnesses are not worn, frayed, or damaged.		
Are children under the age of 6 months secured in an approved rear facing car seat?		
Are children between the ages of 6 months to 4 years secured in either a rear or forward-facing car seat with an in-built harness?		
Are children between the ages of 4 years and 7 years secured in a forward-facing approved child car seat with in-built harness, or an approved booster seat?		
Are children aged 7 years and over who are too small to use a seatbelt , secured in an approved booster seat or approved child-car seat with in-built harness? The suggested minimum height for using a seatbelt is 145cm or taller.		
Are seatbelts free from twists and sitting firm and flat?		
Do you have access to the manufacturer’s instructions for the car seats?		

I have completed the checklist for the above vehicle:

Educators Name _____

Signature _____

Date _____