

COMMUNITY ACTION TEAM CHILD & FAMILY DEVELOPMENT PROGRAMS

Procedure for Safe Guard Star Seat installation on the bus

Restraints should be properly placed on buses. Be sure all pieces are in the package when you open it. Use manufacturer's instructions for installation and operation of restraints. Inspect restraints for wear and tear and only use if in good operating condition.

Star seats fit children who weigh 25-65 lbs, over 1 year of age, and 57" tall or less. Star Plus seats fit children who weigh 25-90 lbs, over 1 year of age and 57" tall or less. A child may need to be assigned a seat so the restraints don't have to be adjusted so often.

INSTALLATION OF STAR RESTRAINT

1. Position the STAR restraint on the bus seat. Place the three upper cam wrap straps around the top of the school bus seat back. Insert the two lower cam wrap straps through the opening at the rear of the school bus seat cushion.
2. If the opening at the rear of the school bus seat cushion is blocked, lift the school bus seat cushion and thread the two lower cam wrap straps through the opening. Lower the seat cushion to its original position and lock into place. Be sure the lower cam wrap straps are not trapped within the seat cushion.
3. Connect the left upper cam wrap strap to the left lower cam wrap strap. Connect the right upper cam wrap strap to the right lower cam wrap strap. Pull adjuster straps to tighten both outside cam wrap straps. **IMPORTANT:** Be sure to secure and tighten the two outer cam wrap straps before connecting the middle cam wrap strap.
4. Connect the middle upper cam wrap strap to the front cam wrap strap. Pull adjuster strap to tighten.

Tip: You may want to pull the regular bus seatbelts through to the back side of the seats and fold each belt together with a ziptie.

SECURING THE CHILD

1. Prepare the harness: Loosen harness
 - a. Push left harness adjuster button and pull up on left shoulder strap
 - b. Repeat with right shoulder strap
 - c. Open chest clip and unbuckle harness

2. Lay buckle flat, toward front of restraint. Place the child in restraint
 - a. Place child in restraint with child's back flat against the back of the restraint
 - b. Remove any twists from harness straps
 - c. Position harness should straps over child's shoulders
3. Buckle harness
 - a. Use buckle pull loop to pull buckle away from child
 - b. Make sure harness straps are not twisted
 - c. Insert buckle tongues into harness buckle. Listen for an audible click when each buckle tongue is fastened
 - d. Check buckle connection is secure by pulling on shoulder straps
4. Tighten harness
 - a. Pull free of harness strap, located on the outside of child's leg, until harness is snug around the child
 - b. Repeat with second harness strap

A snug strap should not allow any slack. It lies in a relatively straight line without sagging. It does not press on the child's flesh or push the child's body into an unnatural position. Be sure the harness is snug and tight on both the thighs and chest before each use.
5. Fasten harness chest clip
 - a. Fasten chest clip by pushing both sides together
 - b. Position chest clip at middle of child's chest, at armpit level
6. Adjust harness height: Position each yellow shoulder height adjuster at or just above child's shoulder

TO REMOVE CHILD FROM CHILD RESTRAINT

1. Open chest clip by squeezing middle tabs and pulling apart
2. Loosen harness: Pull shoulder strap up while pushing button on harness adjuster located on outside of child's leg
3. Repeat with second harness strap
4. Remove child
5. Rebuckle harness to prevent twisting of the straps

Information taken from SafeGuard STAR seat instructional manual

INSPECTION CHECKS

1. STAR Seats are checked for wear and tear:
 - a. Three times a year in September, January and April by the Center Manager and replaced if needed. Document on the Center Manager Health and Safety Checklist – Form 2-13b
 - b. Monthly by the Bus Driver and replaced if needed. Document on the Driver's Daily Pre-Trip Check Sheet – Form 1-59.