

## PROCEDURE

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<b>Series:</b>	<b>Property Management</b>	<b>COA: ASE 6.03</b> <b>CFOP: NA</b>
<b>Procedure Name:</b>	Car Seats, Distribution & Maintenance	
<b>Procedure Number:</b>	PM-717	
<b>Reviewed Date:</b>	4/29/13, 01/17/17	
<b>Revision #/Date:</b>	(1)10/01/08, 01/03/17, 10/28/2020	
<b>Effective Date:</b>	12/1/06	
<b>Applicable to:</b>	All applicable Providers, BFP FOA Staff	

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**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

BFP procedures: PM-710

### Training

It is the responsibility of the BFP Training Staff to provide initial car seat training to staff as part of their orientation process. Additionally, car seat training is provided to staff (BFP, CARES, and Family Allies) several times throughout the year as part of their annual training.

### Guidelines for Issue and Maintenance

- Car seats are available to be signed out at the Central and South Care Centers. It is the responsibility of the employee to return the car seat to their respective care center upon completion of their use.
- Car seats must be kept clean and in good working order. Staff utilizing car seats are to ensure seats are cleaned following each use and are free of food, sticky substances and odors with all parts attached including the operations manual, harness, locking clip, and harness chest clip.
- The Care Center designee is responsible for maintaining the inventory of car seats and will conduct periodic inspections of those car seats. Seats found unserviceable will be replaced. Car seats that reach their expiration date will be immediately replaced.
- The recording and tracking of all car seats will be governed by BFP procedures PM-710.



BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:

A handwritten signature in blue ink that reads "Philip J. Scarpelli".

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PHILIP J. SCARPELLI  
Chief Executive Officer  
Brevard Family Partnership Family of Agencies

APPROVAL DATE: 11/2/2020