

SAFE RIDERS' CHILD SAFETY SEAT DISTRIBUTION AND EDUCATION PROGRAM AGREEMENT FORM

TEXAS DEPARTMENT OF STATE HEALTH SERVICES (DSHS)
IN COOPERATION WITH TEXAS DEPARTMENT OF TRANSPORTATION (TxDOT)

By signing this agreement Tarrant County on behalf of TCPH agrees to

Organization
abide by Safe Riders Child Safety Seat Distribution and Education program policies as follows, if awarded seats. Primary and secondary contacts and director/supervisor must initial each section listed below.

REQUIRED TRAINING ATTENDANCE: The two contact people from each local program must attend a Safe Riders distribution and education program trainings on program implementation and reporting. Safe Riders will coordinate a distribution training with organizations whose applications are accepted.

MV IMC _____ Initials

ELIGIBILITY: The local program must provide Safe Rider seats to low-income families at no charge. The local program may not accept fees, donations, or other compensation for child safety seats. The client self-certifies low-income status by stating they are low-income and in need of a seat (more information about this will be provided during the Safe Riders distribution program training).

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OTHER SEAT ALLOTMENTS: Organizations that receive seats from other sources must keep that inventory separate from Safe Riders distribution program child safety seats and disclose the source and the distribution policies to Safe Riders in this application.

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CHILD PASSENGER SAFETY TECHNICIANS (CPSTs): The local program must maintain two CPSTs on staff. The CPSTs must serve as the program contact(s).

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RESTRICTIONS: Safe Riders seat distribution may not be restricted to only local program clients (clients should not be required to register or sign-up for other services) or for residents of specific cities, counties, or zip codes only, but must be made available for any eligible family attending the required education class. Private classes (classes conducted for specific groups) are not permissible.

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REFERRALS: Local programs must accept Safe Riders telephone referrals from a telephone line with a voicemail system. Further, the voicemail recording should mention the Safe Riders child safety seat program in the outgoing message. Local programs must return calls for child safety seat appointments within two to three business days. Local programs also agree to have their referral information posted online.

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EDUCATION: The local program must distribute child safety seats as approved to do so in the application. Services must be open to the public, at selected focus areas, by certified CPSTs, and by appointments. Local programs are required to offer a minimum of two services per month to the community, with a recommended caregiver to CPST ratio of five families per one CPST/instructor (5:1). Programs are expected to distribute child safety seats to meet their distribution goal. Additional classes or inspections can be offered only if the local program is able to do so. Details about expectations are listed in the Implementation Guide.

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CURRICULUM: Local programs must use the Safe Riders program outline when conducting education classes. Programs may supplement the curriculum but must submit a copy of the supplemented material to Safe Riders prior to use. Curriculum content should be able to be covered in a one-hour class.

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LIABILITY: A client release of liability form (provided by Safe Riders) must be signed by each client receiving a child safety seat. The local program should offer a copy to the client and retain the original. The local program must retain all education rosters for at least five years.

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AVAILABILITY: Classes must be offered on a continual basis, based on the availability of child safety seats and the demand for education. Families who do not need a child safety seat are welcome to attend a class.

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DELIVERY: Safe Riders will provide the shipment of child safety seats at no cost to the local program. However, inside delivery is not included. Once the shipment is in route, address delivery changes will not be permitted. Issues with shipment must be reported to Safe Riders immediately.

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MONTHLY REPORTS: The distribution site partner program must report monthly using the Safe Riders provided reporting forms. Local programs must complete the previous month's activity report and send to Safe Riders no later than the fifth day of every month.

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DISTRIBUTION SITE: This application is for one distribution site partner organization. Safe Riders child safety seats may not be given or shared with other organizations, locations, or sites that fall outside of the scope and focus area outlined and approved in the application. Local programs must communicate distribution site challenges to Safe Riders immediately.

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PROMOTION: Local programs must use the program flyer provided by Safe Riders. If the Safe Riders logo is used for other flyers, they must be reviewed and approved by Safe Riders.

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CONTACT INFORMATION: The local program must contact Safe Riders as soon as possible if there are changes to the program contact information or if the local program becomes unable to adhere to Safe Riders distribution protocols.

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MONITORING: Safe Riders may attend and observe distribution classes conducted by the local program at any time.

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RE-DISTRIBUTION: Safe Riders reserves the right to re-distribute car seats awarded to local programs at any time, but specifically for programs that no longer comply with all Safe Riders program policies or fail to distribute child safety seats. The local program agrees that they will be responsible for transferring seats to another site or back to Safe Riders and incur any shipping fees.

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SPANISH-SPEAKING CLIENTS: Local programs must accept and return calls from non-English-speaking clients within two to three business days. It is preferred to offer some classes in Spanish, if possible. Otherwise, Spanish-speaking clients should be informed that they will be accommodated in regularly scheduled classes if they bring an English-speaking person to translate for them.

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PROGRAM RULES AND GUIDELINES: Safe Riders reserves the right to enact new program rules or guidelines or to alter or eliminate existing guidelines as Safe Riders deems necessary. If the local program is unable or unwilling to abide by the updated guidelines, they will notify Safe Riders immediately.

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By signing this agreement, if selected I agree to comply with the *Safe Riders Child Safety Seat Distribution and Education program policies and procedures as outlined* in the Implementation Guide. I understand that non-compliance could result in suspension or dismissal of the local program as a Safe Riders distribution site partner. Failure to comply with any of these policies may have a negative impact on future distribution program applications.

Primary Contact Person Name: Marisol Veronesi
Signature: <u><i>Marisol Veronesi</i></u> <small>Marisol Veronesi (Jan 18, 2023 08:33 CST)</small>
Date: 01/18/2023
Secondary Contact Person Name: Isel M. Collazo
Signature: <u><i>Isel M. Collazo</i></u> <small>Isel M. Collazo (Jan 17, 2023 15:05 CST)</small>
Date: 01/17/2023
Organization Director/Board Member/Supervisor Name:
Signature:
Date:

➡ When sending electronically, please copy all contacts upon submission.
Send via email only to Saferiders@dshs.texas.gov

Please do not fax or hand-deliver applications – thank you!

APPROVED AS TO FORM:

Kimberly Colliet Wesley
Criminal District Attorney's Office*

*By law, the Criminal District Attorney's Office may only approve contracts for its clients. We reviewed this document as to form from our client's legal perspective. Other parties may not rely on this approval. Instead those parties should seek contract review from independent counsel.