



## 2023-2024 SEAT BELT OBSERVATION INSTRUCTIONS

**MATERIALS NEEDED:** Teams of two: one observer, and one recorder.

Clipboards and pencils

Observation forms (located in your packet, but you will need to make copies)

**REQUIREMENTS:**

Students **MUST** assist with second (midway) and third (final) seat belt checks!

**Note:** If not enough students attend the midway or final belt check and adults are needed for this to be completed, then the student may pair with an adult documenting/writing down the information called out by the student.

Community Liaison **MUST** be present at all seat belt checks!

Checks are to be completed in the morning a full 30 minutes prior the first warning bell!

**PROCEDURES:**

- 1) Determine which parking lot or lots you will be observing. Be sure to include the student drop off locations. **Observers should position themselves just inside the entrance(s) leading to the parking area(s). Select locations which safely provide a clear view of the vehicle but won't give drivers time to "last minute buckle up"!**
- 2) Use the same location and recorders each time. This is important for consistency. Pick a location near the curb, but not in the street, for observer to stand. The recorder can be back away from the street. It is good to be unobtrusive if possible; there will be less chance for "last minute" belt use.
- 3) Only record the high school students in the vehicle. **Parents, teachers, delivery drivers, bus drivers, and other adults are NOT to be recorded.**
- 4) As a vehicle approaches the check point, the observer calls out "yes" if the driver is properly buckled, and "no" if no seatbelt is worn, or if it is worn incorrectly, i.e. – shoulder portion under the arm or behind the back. Person wearing a backpack or lying backward is a NO.
- 5) If more than one person is in the vehicle, the observer must identify the location of the belt use (or non-use as the case may be.) EX: Driver – yes, front passenger – no, two in back – one "yes" and one "no". This helps the Recorder accuracy. It is not necessary to identify which back seat position is being recorded.
- 6) If you cannot visually tell whether a seatbelt is being worn or not – disregard the person.  
EX: Driver – "yes", front passenger – can't tell. This way you don't have to guess and it won't count against the school data.
- 7) If an adult is driving: Only record the students and leave the driver block "blank". It will not be counted against the school data.
- 8) When to conduct the belt check: A full 30-minute block of time BEFORE the first warning bell rings. This should be the same time as when the baseline check was done. Use the same block of time each time you conduct a check. You may change the day of the week, but use the same 30-minute time block. The check can run longer, but should not run shorter.  
EX: First warning bell rings at 7:15 am. Start check at 6:45 am and end at 7:15 am.  
You may need to count for a longer period of time in order to get the requisite number of data marks needed.
- 9) Schools are not to calculate percentages themselves. Complete the Observation Forms and hand them to your school's community liaison. You liaison will submit the pages to GIT.



## 2023-2024 SEAT BELT OBSERVATION FORM

RECORDER: \_\_\_\_\_ DATE: \_\_\_\_\_

SCHOOL: \_\_\_\_\_ PAGE: # \_\_\_\_\_ of Total # \_\_\_\_\_

START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_ LOCATION: \_\_\_\_\_

Driver		Front Pass.		Back Pass.		Back Pass.		Back Pass.	
Y	N	Y	N	Y	N	Y	N	Y	N
Y	N	Y	N	Y	N	Y	N	Y	N
Y	N	Y	N	Y	N	Y	N	Y	N
Y	N	Y	N	Y	N	Y	N	Y	N
Y	N	Y	N	Y	N	Y	N	Y	N
Y	N	Y	N	Y	N	Y	N	Y	N
Y	N	Y	N	Y	N	Y	N	Y	N
Y	N	Y	N	Y	N	Y	N	Y	N
Y	N	Y	N	Y	N	Y	N	Y	N
Y	N	Y	N	Y	N	Y	N	Y	N
Y	N	Y	N	Y	N	Y	N	Y	N
Y	N	Y	N	Y	N	Y	N	Y	N
Y	N	Y	N	Y	N	Y	N	Y	N
Y	N	Y	N	Y	N	Y	N	Y	N
Y	N	Y	N	Y	N	Y	N	Y	N
Y	N	Y	N	Y	N	Y	N	Y	N
Y	N	Y	N	Y	N	Y	N	Y	N
Y	N	Y	N	Y	N	Y	N	Y	N
Y	N	Y	N	Y	N	Y	N	Y	N
Y	N	Y	N	Y	N	Y	N	Y	N
Y	N	Y	N	Y	N	Y	N	Y	N
Y	N	Y	N	Y	N	Y	N	Y	N
Y	N	Y	N	Y	N	Y	N	Y	N
Y	N	Y	N	Y	N	Y	N	Y	N
Y	N	Y	N	Y	N	Y	N	Y	N
Y	N	Y	N	Y	N	Y	N	Y	N
Y	N	Y	N	Y	N	Y	N	Y	N
Y	N	Y	N	Y	N	Y	N	Y	N
Y	N	Y	N	Y	N	Y	N	Y	N
Y	N	Y	N	Y	N	Y	N	Y	N
Y	N	Y	N	Y	N	Y	N	Y	N
Y	N	Y	N	Y	N	Y	N	Y	N
Y	N	Y	N	Y	N	Y	N	Y	N
Y	N	Y	N	Y	N	Y	N	Y	N
Y	N	Y	N	Y	N	Y	N	Y	N

Please scan and email to [GIT@drivesafehr.org](mailto:GIT@drivesafehr.org)

Community Liaison Signature: \_\_\_\_\_