

## PROCEDURE

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**Series:** Operations **COA:** ASE 5 **CFOP:** NA

**Procedure Name:** Car Seats, Distribution & Maintenance  
**Procedure Number:** OP717  
**Reviewed Date:** 4/29/13, 01/17/17, 4/16/24  
**Revision #/Date:** (1)10/01/08, 01/03/17, 10/28/2020, 12/9/25  
**Effective Date:** 12/1/06

**Applicable to:** All Family Partnerships of Central Florida Staff and contracted providers.

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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.

**PROCEDURE:**

### References

FPOCF procedures: PM-710 and GOV 017 (Environmental Conservation)

### Training

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

### Guidelines for Issue and Maintenance

- Car seats are assigned to Case Management Units and Family Support Workers with additional car seats available for check out through the Special Projects Coordinator or other designee in the FPOCF Care Centers. It is the responsibility of the employee who checked out the car seat to return the car seat to their respective service center upon completion of their use and immediately report any damage incurred or if the car seat had been involved in an accident.
- 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 is governed by FPOCF procedures PM-710.



- Car seats, baby toys, play mats, bottles, strollers and walkers should not be disposed of in the landfills. Place items in designated 'Zero Waste' recycling box and ship, governed by FPOCF procedure GOV 017 "Environmental Conservation."

BY DIRECTION OF THE PRESIDENT AND  
CHIEF EXECUTIVE OFFICER:

A handwritten signature in blue ink that reads "Philip J. ScarPELLI". The signature is written in a cursive style with a large initial 'P'.

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PHILIP J. SCARPELLI  
President and Chief Executive Officer  
Family Partnerships of Central Florida

APPROVAL DATE: 02/19/2027