

Inventory Management

Tracking, maintaining, and disposing of CSRS

All CSRS should be inventoried and tracked to make sure that equipment is in good condition and can be located when necessary. The log should include a record of any servicing done or repairs made

to the CSRS. An organized inventory management procedure will ensure that inventory is clean, properly functioning, up to date, and free of recalls. Table 3.7 provides a sample system.

Table 3-7. Management of CSRS Inventory

One individual should be designated to manage all the safety equipment purchased and used on school buses. Certain activities can be delegated to other staff members, as suggested in the table below.

Task	Responsible Person (fill in)	Notes
Maintain Log Keep a record with a number for and details about each device, including all recall information.		Keep a file of all CSRS owned that includes manufacturer's name, model name, model number, date of manufacture, expiration date, and date of purchase. Provide space to note information on cleaning, adding replacement parts, and recalls.
Record inventory numbers If using an in-house numbering system, write the number on each CSRS.		Developing an inventory number system may help keep track of CSRS if they are often moved between school buses. Use an indelible marker, and write the information in a place that will be visible when the CSRS is installed. Do not write on or obscure the labels on the CSRS.
Register products Register each CSRS with its manufacturer for recall notification.		Register products online at the manufacturer's website or by mailing the registration card (attached to CSRS) upon purchase. Manufacturer will notify registered owners of any recalls.
Check inventory for recalls Whenever a recall is announced, check inventory log to see if it applies to stock.		Record in the log any recalls and completed repairs/replacement. Sign up for email notification of recalls at www.safercar.gov . That website offers a complete recall database as well. Manufacturers are required to provide free fix kits or product replacements for recalls, but it is the owner's responsibility to order these. Until the repair is made, adjust use to follow manufacturer's instructions, which may describe a safe way to use the CSRS until fixed or say to discontinue use altogether.
Keep CSRS instructions handy Keep one copy with the CSRS and a backup copy in a master file.		Most CSRS have a storage place for instructions. Additional copies are available from the manufacturer's website or on a DVD from SafetyBeltSafe U.S.A. (Go to www.carseat.org .)
Check for wear and tear Examine CSRS prior to each use for any missing parts or signs of wear.	Each driver and/or other person who installs CSRS daily	Replacement parts can be ordered from the manufacturer. In addition to daily observation, initial and date a check-off document for routine scheduled examination of key features.
Order replacement parts Make sure CSRS are functional by replacing parts that are lost or damaged.		Usually parts can be ordered from the manufacturer's website. Install replacements. Note replacement in CSRS log.
Clean CSRS As needed, following instructions.		Follow instructions provided in the CSRS user manual regarding cleaning agents and methods. Improper cleaning can cause damage.
Replace CSRS as necessary On a regular basis, check all CSRS for damage and expiration. Outdated products do not have new features that enhance safety. In some cases, products may deteriorate through constant use and exposure.		Check the expiration date, which should be noted in the inventory log. On the CSRS, the date may be found on a sticker, a cloth label, or be embossed on the plastic shell. Most stated CSRS lifespans are six to eight years. (See page 71 for more on this topic.) CSRS that are removed from inventory should be destroyed to ensure that they are not reused. (Crush or cut plastic CSRS shells, if possible, and cut up harness and padding. Put discarded parts into recycling, whenever possible.)
Replace CSRS after a crash, following guidelines Damage may not be visible.		Follow manufacturer's guidelines for replacement of CSRS. Refer to NHTSA's replacement policy at www.nhtsa.gov (search "car seat use after a crash"). If in doubt, contact CSRS maker.
Report any suspected product defects		Report problems to NHTSA's Vehicle Safety Hotline (888-327-4236 or www.nhtsa.gov) and to the manufacturer.