

<b>1. "Are you the only driver?"</b>	Yes	No	
If no, are the other drivers scheduled to go through the CarFit program today? Remind the driver that making adjustments for individual fit is important for all drivers and suggest they review the checklist at home.			
<b>2. Seat Belt Use: Describe to participant how seat belt is worn - crossing mid-shoulder, snug and low across hips.</b>			
Does the driver wear the seat belt every time they are in the car? If no, why?	Yes	No	
Is the shoulder belt in the correct position (NOT behind the driver's back or under their arm)?	Yes	No	
Is the lap belt in the correct position (Not hitting the mid-section of the stomach)?	Yes	No	
Circle the ✓ for additional education by the OT. ✓			
<b>At this point, take initial measurement of driver-vehicle fit to steering wheel position.</b>			
Distance Between Chest and Steering Wheel: Approx. _____ inches / cm			
Line of Sight Above Steering Wheel: Approx. _____ inches / cm			
<b>3. Steering Wheel Tilt, Position to Airbag</b>			
Is the steering wheel properly tilted (towards the driver's chest, not head)?	Yes	No	
Can the driver view the speedometer?	Yes	No	
Based on initial measurement, is the steering wheel a safe distance from the driver? (10+inches/25+cms). If no, provide education about the importance of the steering wheel pointed towards the chest and not head. If the vehicle has an adjustable steering column, review how to make the adjustment.	Yes	No	✓
<b>4. Head Restraint</b>			
Does the vehicle have an adjustable head restraint?	Yes	No	
If yes, is the head restraint properly adjusted? (Check with driver's hand on wheel. Head restraint should be centered mid-ear level, and 2½ inches/5 cm or less from back of head.)	Yes	No	
If no, review how to make the adjustment. Circle ✓ for addition education by the OT. ✓			
<b>5. Distance Between Chest and Steering Wheel</b>			
Was education provided regarding the minimum distance required?	Yes	No	
Second distance between chest and steering wheel: Approx. _____ inches / cm ( Optimal distance is 10+ inches/25+ cm)	Yes	No	
If an adjustment was made, has the driver achieved a safe distance?	Yes	No	
Circle the ✓ for additional education by the OT. ✓			
<b>6. Line of Sight Above Steering Wheel</b>			
Can the driver adjust the seat position?	Yes	No	
Was education provided (able to see gauges and achieve 3+inches/ 8+cm over steering column)	Yes	No	
Second line of sight above the steering wheel: Approx. _____ inches (Optimal distance 3+inches/ 8+cm)			
If an adjustment was made by driver, has the driver achieved a line of sight at least 3+inches/ 8+cm above the steering wheel? Is there any addition information that needs to be addressed by an OT? Comments:	Yes	No	✓
<b>7. Positioning to Gas Pedal and Brake Pedal</b>			
Looking at the road, is the driver able to reach and depress the gas pedal without reaching with toes? (Do the same exercise if the the driver has a clutch. Is the driver able to completely dress and hold the clutch in?)	Yes	No	
If no. review the technique to achieve an optimal distance. Circle the ✓ for additional education by the OT. ✓			
Looking at the road, is the driver able to reach and depress the brake pedal without reaching with toes?	Yes	No	
Are the brake lights in working order on this vehicle?	Yes	No	

Responses with any ✓ circled should be brought to the attention of the Occupational Therapist or Driver Rehabilitation Specialist at

Date:

Participant #

Vehicle Make, Model, Year

Was the driver wearing seatbelt when they arrived at the event? Yes No

Is the driver able to move foot between gas and brake pedals swiftly, and without issue? Yes No  
Circle the ✓ for additional education by the OT.

8. **Mirror Adjustments (assistance volunteer to stand at rear of vehicle)**
- Can driver identify the volunteer's cue using the left outside mirror? Yes No
- Can driver identify the volunteer's cue using the right outside mirror? Yes No
- Can driver identify the volunteer's cue using the rearview mirror? Yes No
- Provide education on mirrors and offer to guide them through alternate positioning. Inform driver that the adjustments can be made in small increments as they choose Yes No
- Circle the ✓ for additional education by the OT.

9. **Neck Mobility for Visual Blind Spot Check (assistant volunteer to stand right and left of vehicle)**
- Can driver identify object looking over left shoulder? Yes No
- Can driver identify object looking over right shoulder? Yes No
- If no, provide education on the importance of neck mobility. Circle the ✓ for additional education by the OT.

10. **Ignition Key or System (ask the driver to start the vehicle)**
- Is the driver able to insert the key and turn it with ease? If keyless, can the driver operate systems with ease? If no, circle the ✓ for additional education by the OT. Yes No
11. **Operation of Vehicle Controls**
- Is the driver able to reach/operate the left and right turn signals? Yes No
- Are the left and right turn signals in working order? Yes No
- Is the driver is able to reach and operate the headlights? Yes No
- Is the driver is able to identify and operate the high beam headlights? Yes No
- Are the headlights in working order? Yes No
- Is the driver able to reach and operate the emergency flashers? Yes No
- Is the driver able to locate the windshield wipers? Yes No
- Is the driver able to apply and release the parking brake? Yes No
- Is the driver able to turn the steering wheel with ease from far left to far right? Yes No
- Does the driver have any questions about the vehicle controls. Provide educations as needed. Circle the ✓ for additional education by the OT.

At this point, ask the driver to sound the horn of their vehicle. This will check that the horn is in working condition, and it will alert staff that a vehicle on property is about to move to the checkout station. Hand the clipboard to the driver and instruct them to proceed to checkout.

12. Was vehicle's horn in working order? Yes No
- To be completed at checkout by an OT, if available. Review of Checklist (ensure all items on the checklist were completed). Invite the driver to exit their vehicle and walk around the perimeter with you by their side.**

Was education provided on tires (traction, pressure, etc.) Yes No

Was education provided on the importance of cleanliness of headlights and windshield? Yes No

Are there any visible dents and scratches on the vehicle? If yes, review and discuss with driver. Yes No

Was the driver able to enter/exit the vehicle with ease? Yes No

Is driver currently using any adaptive devices? If yes, list: Yes No

Was education provided on adaptive devices that may be useful for the driver? If yes, please describe below: Yes No

List any other general notes or comments in the space provided below.

## 1. One or Several Drivers

Each person is unique and may require different settings behind the wheel (seat, steering wheel, etc.). If there is more than one driver of a vehicle, it is important to make the changes that give you the safest fit each time you drive. For example: if the other driver is taller than you—with longer legs—his or her seat adjustment will likely be much further back than yours.

## 2. Safety Belt (Seat Belt) (See Figure 1)

- Besides the crumple zone protection in your vehicle, your seat belt is your first line of defense in a crash. It is the easiest, quickest and most effective way to stay safe.
- The seat belt is intended to be used WITH the air bags for maximum safety benefit.
- Your safety belt must be used every time—on every trip—no matter how long or short the distance. It is also the law. Failure to use your safety belt could result in a fine.
- See diagram illustrating seatbelt adjustment. The seat belt should sit low on the hips and across the shoulder. The larger stronger shoulder and hip bones are better able to withstand crash/collision forces than other areas. Also, remember the full width of the belt is required to spread collision forces across the body. A seat belt should not be twisted, loose, under the arm or behind the back.
- Wearing a seat belt will help prevent displacement or ejection from the vehicle during a crash.

## 3. Steering Wheel Tilt

The steering wheel, housing the air bag in its center, should be adjusted so the center is aimed toward the driver's chest and NOT the head. If sitting too close to the steering wheel, the air bag does not have the space required to deploy safely.

## 4. Head Restraint (See Figure 2)

The head restraint is a safety device used to prevent whiplash and resulting neck injuries. It is in the correct position when it is within 2 ½ inches or closer (touching the back of the head is fine) from the center back area of your head.

## 5. Distance Between Chest and Steering Wheel (See Figure 3)

If deployed in a crash, the air bag is meant to absorb crash forces at the broadest part of the body, the upper torso/chest, (not the head). Sitting at least 10 inches away from the steering wheel offers a safe distance should your air bag need to deploy.

## 6. Line of Sight Above Steering Wheel

- Clear line of sight is essential to finding your safest fit. Your line of sight must be above the steering wheel and dashboard, allowing a clear view of the environment to the front and to the sides of the vehicle. Remember to ensure clear sight of the speedometer too.
- As we age, seated height commonly diminishes. This can occur slowly over time and changes often go undetected. Periodically measure your line of sight to ensure a clearance of 3 inches or more above adjusted steering wheel.
- Always use the adjustment features built into your vehicle to achieve your safest fit. Only add devices such as a wedge cushion when absolutely necessary to achieve the height to see the road. There are risks associated with using an aftermarket device such as a cushion, and it may be wise to consult with a professional to fully understand your options.

## 7. Positioning to Gas and Brake Pedal

- It is important to be able to move your foot from the gas to the brake in a quick fashion, without having to look at the pedals. Practicing this movement while the vehicle transmission is in PARK can offer a helpful “refresher” before heading out, particularly if driving an unfamiliar vehicle.
- Reaching with the toes to press the brake is unsafe, fatiguing and can be a cause for leg and low back pain. Adjust the seat so the brake is comfortably fully depressed with the ball of the foot.

## 8. Mirror Use

Mirror adjustments can be intimidating. Proper use of adjusted mirrors will help reduce blind spots and make merging into traffic and changing lanes easier and safer. Make small incremental changes to your mirror settings and allow yourself the opportunity to become familiar with any changes. Please review the detailed suggestions included in the CarFit brochure and available at

[www.Car-Fit.org](http://www.Car-Fit.org).

## 9. Neck Mobility

As we age, the flexibility in our neck may change. Neck mobility is important for the visual check before backing up or changing lanes. If neck mobility is painful it may be wise to seek advice from your physician.

## 10. Ignition Key

You should be able to turn the ignition key to start your vehicle without any difficulty. Sometimes conditions such as arthritis may prevent us from being able to perform this task without pain. If you are having trouble, there are adaptive devices that can aid you. An occupational therapist can offer more information.

## 11. Operation of Vehicle Controls

It is important that drivers can easily operate headlights, high beams, turn signals and emergency flashers or hazard lights.

Emergency flashers should be used if you pull to the side of the road, break down (e.g., flat tire, stalled, dead battery or out of fuel), or if stopped by law enforcement or in a crash. Emergency flashers should not be used when the vehicle is in motion.

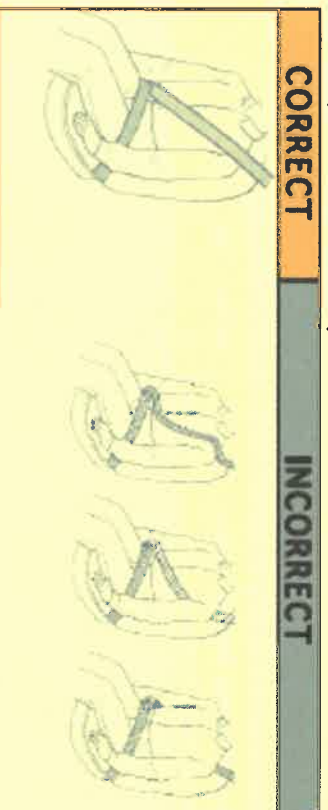
### 12. Vehicle Walk-Around

The vehicle walk-around reinforces the importance of taking the time to observe the outside of your vehicle noticing any dents, dings, or scrapes, maintaining proper tire pressure, and ensuring clean headlights and windows for good visibility.

Figure 1

The Correct way to wear a safety belt:

Over the shoulder (mid collarbone) and low on the hips



Wearing a safety belt: Reduces ejection, helps keep person in place during a crash, and helps absorb energy forces during a crash.

Figure 2

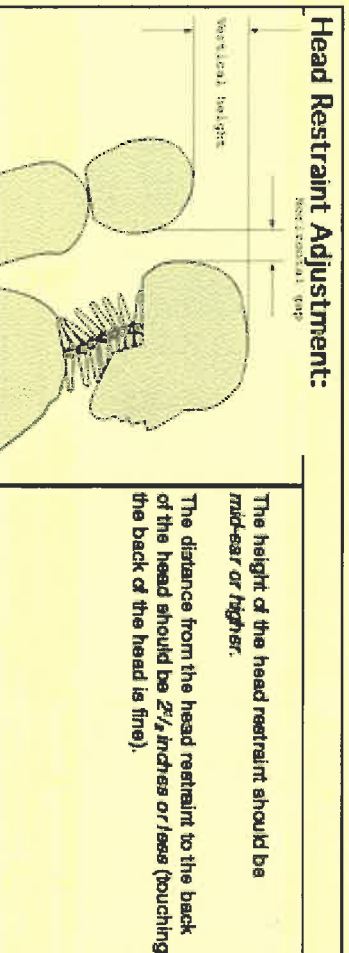


Figure 3

Air bags supplement the safety belt by reducing the chance that the occupant's head and upper body will strike some part of the vehicle's interior. They also help reduce the risk of serious injury by distributing crash forces more evenly across the occupant's body.

