GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of For-Hire Vehicles

First Amendment Request for Applications (RFA) Child and Family Services Agency (CFSA)-Education First Transportation Program Fiscal Year 2019

Release Date of RFA: March 8, 2019

Submission Deadline: March 29, 2019

Submission Details: Online submissions only.

Point of Contact: Guy Marcel, Grant Administrative Specialist, Phone: 202.671.0567
Email: guy.marcel@dc.gov.

Availability of RFA: https://dfhv.dc.gov/page/grant-funding.

DFHV reserves the right to issue addenda and/or amendments subsequent to the issuance of the NOFA or RFA or to rescind the NOFA or RFA. DFHV will post addenda or amendments to the online application. Applicants are responsible for reviewing and adhering to any RFA addenda or amendments.

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Part 1: Program Guidelines, Application Process, and Submission Instructions.

A. DESCRIPTION OF FUNDING OPPORTUNITY

In partnership with the DC's Child and Family Services Agency (CFSA), the Department of For-Hire Vehicles is seeking DFHV-licensed taxicab companies who have been granted operating authority as a Digital Taxicab Solution (DTS) Provider to provide transportation to and from school for children in the care and custody of CFSA. This amendment is for an increase of the scope of work that will now include students of all ages from infant to 18 years starting on September 1, 2019. The applicant will need to commit to the highest levels of transportation services, provide special training to operators, use state-of-the-art equipment, and use internal controls for quality assurances and prevent fraud, waste, and abuse of customers. Applicants must demonstrate the ability to meet the program requirements for the Education First Pilot Program (Program). Funding under this FY2019 Request For Applications (RFA) is approximately seven hundred fifty thousand nine hundred seventy-eight dollars ($750,978) in grant funds for Fiscal Year 2019 (FY19), subject to DFHV's legal and regulatory authority and funding availability as well as the possibility of additional funding with two optional one-year periods subject to performance, compliance and operating authority status of the selected grantee(s). DFHV will publish, on its websites, announcements of any additional funding or amendments made under this RFA.

B. GRANT MAKING AUTHORITY

Subject to regulatory reequipments and amendments, the DFHV is authorized to provided grants to owners of licensed taxicabs legally operating and incorporated in the District for purposes outlined in D.C. Official Code § 50-301.20 (b) (1).

C. ELIGIBILITY APPLICANT

DFHV licensed taxicab companies who have current and valid operating authority as a DTS Provider.

D. ELIGIBILITY CRITERIA

The District requires all grant recipients to meet the requirements listed below. To learn more about citywide grant requirements, visit the Office of Partnership and Grant's Citywide Grants Manual and Sourcebook (https://opgs.dc.gov/book/citywide-grants-manual-and-sourcebook).

1. Clean Hands Certificate: Compliance status will be checked by DFHV. Only compliant DTS providers at the time of submission will be forwarded to the panel for review.
2. Promises, Certifications, and Assurances: Appendix I must be signed and dated.
3. Insurance Affidavit: Appendix II must be signed and dated.
4. IRS W-9 form. A completed IRS (2017) form W-9.

Additionally, DTS Provider shall meet the eligibility and operating requirements of the CFSA's Education First Program in matters such as the following:

1. Driver ability to pass the mandatory CFSA Background Checks, receive CPR Aid Certification, and attend Designated Trainings
2. Company's ability to accommodate students of all ages: from infant to 18 years old.
3. Company's ability to ensure that a qualified aide will be present for each trip, the aide's role and duties, and your ability to provide appropriate child seat or booster seats as required. Please see requirements for child seat or booster seats at Appendix III.

E. APPLICATION PROCESS

Eligible applicants must complete and submit their application electronically via Quick Base. The application link can be found on the DFHV website at https://dfhv.dc.gov/page/grant-funding. DFHV will not accept applications submitted via hand delivery, mail or courier service. Late submissions and incomplete applications will not be reviewed.

Submission deadline is 4:00pm EST on March 29, 2019

RESERVATIONS

Funding for any grant award is contingent on continued grantor funding. The publication of this grant application does not commit DFHV to make any awards.

DFHV reserves the right to issue addenda and/or amendments subsequent to the issuance of the NOFA and RFA and to rescind the NOFA or RFA.

DFHV may suspend or terminate an outstanding RFA pursuant to its own grant making rule(s) or any DFHV, District, or federal regulation or requirement.

DFHV reserves the right to accept or deny any or all applications if DFHV determines that it is in the best interest of the District to do so. The DFHV shall notify the applicant if it rejects the applicant's proposal. The DFHV may suspend or terminate an outstanding RFA pursuant to its own grantmaking rules(s) or any applicable federal regulation or requirement.

DFHV shall not be liable for any costs incurred by an applicant in the preparation of one or more grant applications for this Program. The applicant understands and agrees that all costs incurred in developing and preparing any grant application shall be the applicant's sole responsibility.

DFHV may conduct pre-award on-site visits to verify information submitted in a grant application.

DFHV serves as its own reference in evaluating applications. Applicants' performance in managing previous grants will be factored into grant decisions.

DFHV may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the awardee's proposal that may result from the negotiations.

In the event of a conflict between the terms and conditions of the grant application and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control, and it shall be the responsibility of the applicant to ensure compliance.

Part 2: Application Questions and Evaluation Criteria

Application Questions:

1. **Program Implementation Approach**:

a. Describe your proposed program implementation approach for the CFSA Education First Program. Please include how you will kick-start the program, recruit and train the driver(s) including new drivers into the industry, sponsor a driver if necessary for the grant's purpose, and what you will develop or enhance your in current operations to help this initiative to achieve success.

b. Explain how your company will resolve customer, CFSA or DFHV concerns in matters such as the following:

   i. An operator's late arrival for a scheduled trip request made an hour or more in advance and an operator who does not show up for a customer trip request.

   ii. An operator's conduct such as: complaining to customers regarding a trip or destination requests, being rude to customers or aides, failing to accommodate a customer's or aide's request regarding air conditioning or heat during extreme temperatures, and requesting a customer or aide get out of their vehicle prior to their destination.

2. **Operational and Program Management:**

Provide a summary of how, as a DTS Provider, your company will meet the eligibility and operating requirements of the CFSA's Education First Program in matters such as the following:

a. Driver ability to pass the mandatory CFSA Background Checks, receive CPR Aid Certification, and attend Designated Trainings

b. Explain your company's ability to accommodate students of all ages: from infant to 18 years old.

c. Explain how you will ensure that a qualified aide will be present for each trip, the aide's role and duties, and your ability to provide appropriate child seat or booster seats as required.

3. **Recruitment, Communications, and Training:**

Provide and describe your proposed driver and aide recruitment strategy for the CFSA Education First Program. In addition, describe your deactivation policy when behavior is not consistent with CFSA's standard customer service policies. Please state how often your company will provide a new and refresher training (for program changes and equipment upgrades), and how program changes will be communicated to the staff and drivers with language barriers and inform DFHV in an effectively and timely manner.

4. **Quality of Service and Customer Service**:

Describe your proposed customer service standards and how you will address low customer satisfaction ratings (must include frequency) and customer service complaints in a timely manner for the CFSA's Education First Program. Explain your internal control structure that will prevent a student from arriving late to their destination. What is your company's remedy on behalf of a CFSA student for an operator's late arrival for a Program trip request? Explain how you will conduct a survey to collect feedback from

users, drivers, foster parents, course of action to address complaints and positive feedback. Describe the format of your customer feedback analysis and results report on a quarterly basis to DFHV.

5. **Financial and Program Management:**

Describe your proposed financial and program management plans to responsibly manage the grant budget for the CFSA Education First Program. Please include how you will track the grant budget and spending to ensure compliance with the grant agreement(s) and not exceed the purchase order amount(s). Describe how your company will continue transportation services during times of possible funding shortfalls or during unexpected events. Please also include how you will submit timely invoices with required data and supporting documentation to DFHV.

F. Evaluation Criteria (Applications will be evaluated on a 100-point scale)

Protecting the safety and well-being of children in the care of CFSA is a unique and critical aspect of the Education First Pilot Program, which mandates a commitment by approved providers to the highest levels of transportation service. This commitment includes providing specially-trained operators, state of-the-art equipment; outstanding performance levels, and internal controls by each applicant for quality assurance and to prevent fraud and abuse of customers; high-quality maintenance of vehicles; and fixed fares that incentivize the delivery of service and participation by operators. Applicants will be evaluated based on the following criteria:

1. Ability to provide aides and taxicab operators with required child protective screening clearance, including providing Child Protection Registry documents required by DC law. (**15 points)**

2. Ability to provide evidence that aides and taxicab operators are currently certified to provide First Aid and CPR to children and teens that receive transportation service. **(10 points)**

3. Provide evidence that demonstrates you will have child safety seats and booster seats by the start date of the Program. (See definitions in Appendix III for safety seats and belts) **(10 points)**

4. Ability to provide your company's written policies for operators, call center, and dispatch staff for providing service in the Program. Include in your written policies procedures for suspension and/or termination of operators from the Program for failure to meet Title 31 DCMR and Program requirements. **(15 points)**

5. Ability of your company to provide daily, weekly accurate monthly trip data reports for submission to DFHV's Event Hub. **(10 points)**

6. Describe in detail the roles, responsibilities and contact information of the following key personnel for this Program. **(10 points)**

i. Person(s) who would be overseeing the Program
ii. ii. Person(s) who would be responsible for completing the monthly reports
iii. iii. Person(s) who would be responsible for customer service including dispatch

7. Demonstrate how your company will provide transportation services to serve children with immediate need for transportation, including providing services outside of the District of Columbia's borders when necessary. Describe how your company will effectively communicate with independent operators or other business partners during non-business hours to ensure transportation needs and requests are met for the next business day, as well as how aides are assigned for an immediate need. **(10 points)**

8. Demonstrate how your company will ensure accurate trip data will be captured in the DFHV's Event Hub, as well as the monthly trip log report, and accurate information is detailed in the invoice **(10 points)**

9. Demonstrate how your company will ensure all operators have certifications and/or training in safe/defensive driving, and provide best practices strategies that make transportation safe, secure and reasonably comfortable. **(10 points)**

Part 3: Award Information

A. **Permissible Use of Grant Funds** - Grantees may use grant funds only for allowable grant project expenditures. Grant funds will be provided on a reimbursement basis, except that an advance of funds may be provided in limited circumstances with prior written approval from the DFHV.

B. **Period of Awards**: The performance period will begin in September 1, 2019 and end on September 30, 2020. DFHV may elect to continue the funded program for two additional one-year option periods. Continued funding would be determined based upon satisfactory program performance, grant compliance, operating authority status, the availability of funding, and regulatory requirements.

C. **Non-Allowable Costs of Grant Funds** - Non-Allowable Costs for this Grant include for such long-term items as real estate, and other expenditures including:

1. Lobbying, including salaries and overhead and out-of-pocket expenses;
2. Entertainment;
3. Most food;
4. Land purchases;
5. Rental of office space, some vehicles, and some equipment;
6. Employee salaries and benefits;
7. Contractor labor, including professional services;
8. Accounting and bookkeeping services;
9. Communications, including telephone and data services;
10. Printing, reproduction, including signage;
11. Many computers and printers;
12. Plants and tree-plantings;
13. Small tools;
14. Some field equipment, typically below $5,000 in value;
15. Postage, shipping;
16. Some travel, meals and lodging; and
17. Insurance

APPENDIX I: PROMISES, CERTIFICATIONS, AND ASSURANCES

Certifications Regarding Lobbying, Debarment, and Suspension, Other Responsibility Matters, and Requirements for a Drug-Free Workplace

Grantees should refer to the regulations cited below to determine the certification to which they are required to attest. Grantees should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact.

1. **Lobbying**
As required by Section 1352, Title 31 of the U.S. Code and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over $100,000, as defined at 28 CFR Part 69, the Grantee certifies that:

(a) No Federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress; an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant 01 cooperative agreement;

(b) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - III, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including subgrants, contracts under grants and cooperative agreements, and subcontracts and that all sub-recipients shall certify and disclose accordingly;

(d) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - III, "Disclosure of Lobbying Activities," in accordance with its instructions;

(e) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including subgrants, contracts under grants and cooperative agreements, and subcontracts and that all sub-recipients shall certify and disclose accordingly.

2. Debarments and Suspension, and Other Responsibility Matters

As required by Executive Order 12549, "Debarment and Suspension," and implemented by 2 CFR 180, for prospective participants in primary covered transactions and is not proposed for debarment or presently debarred as a result of any actions by the District of Columbia Contract Appeals Board, the Office of Contracting and Procurement, or any other District contract regulating Agency

The Grantee certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public Federal, State, or local transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) That the applicant is not proposed for debarment or presently debarred, suspended, or declared ineligible; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or Local) terminated for cause or default; and

(e) Where the Grantee is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3.Drug-Free Workplace (Awardees Other Than Individuals)

As required by the Drug Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F. for Awardee as defined at 28 CFR Part 67 Sections 67.615 and 67.620:

The Grantee certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
(b) Establishing an on-going drug-free awareness program to inform employees about the dangers of drug abuse in the workplace; the Grantee's policy of maintaining a drug-free workplace; any available drug counseling, rehabilitation, and employee assistance programs; and the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a).

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee would abide by the terms of the statement; and notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
(e) Notifying the agency, in writing, within ten (10) calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: The DC Department of For-Hire Vehicles Operator Services, D.C. Department of For-Hire Vehicles, 2235 Shannon Place, SE, Suite 3001, Washington DC 20020. Notice shall include the identification number(s) of each effected grant.
(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted;

i. Taking appropriate personnel action against such an employee, up to and incising termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
ii. ii. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, law enforcement, or other appropriate agency.
iii. iii. Making a good faith effort to continue to maintain a drug-free workplace through implementation of the above paragraphs.

(g) The Grantee may insert (in the space provided below) the sites for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Drug-Free Workplace Requirements (Awardees who are Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, subpart F, for Awardees as defined at 28 CFR Part 67; Sections 67615 and 67.620-

(h) As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

(i) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within ten (10) calendar days of the conviction, to: District of Columbia Department of For-Hire Vehicles, 2235 Shannon Place, SE, Suite 3001 Washington, DC 20020.

4. **Assurances and Certifications Assurances**

• Funding for this award is contingent on continued funding from the grantor. The RFA does not commit the Agency to make an award.
• The Agency reserves the right to accept or deny any or all applications if the Agency determines it is in the best interest of the Agency to do so.
• The Agency shall notify the applicant if it rejects that applicant's proposal.

The Agency may suspend or terminate an outstanding RFA pursuant to its own grant making rule(s) or any applicable federal regulation or requirement.

• The Agency reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.

• The Agency shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.

• The Agency may conduct pre-award on-site visits to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the services intended. • The Agency may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the applicant's proposal that may result from negotiations.

• The Agency shall provide the citations to the statute and implementing regulations that authorize the grant or subgrant; any applicable federal and District regulations, such as OMB Circulars A- 102, A133, 2 CFR 180, 2 CFR 225, 2 CFR 220, and 2 CFR 215; payment provisions identifying how the grantee will be paid for performing under the award; reporting requirements, including programmatic, financial and any special reports required by the granting Agency; and compliance conditions that must be met by the grantee.

• If there are any conflicts between the terms and conditions of the RFA and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control, and it shall be the responsibility of the applicant to ensure compliance.

• Statement of certification signed by the duly authorized officer of the applicant organization, the truth of which is sworn or attested to by the applicant, which states:

- o The individuals, by name, title, address, and phone number who are authorized to negotiate with the Agency on behalf of the organization;
- o That the applicant is able to maintain adequate files and records and can and will meet all reporting requirements;
- o That all fiscal records are kept in accordance with Generally Accepted Accounting Principles ("GAAP") and account for all funds, tangible assets, revenue, and expenditures whatsoever; that all fiscal records are accurate, complete and current at all times; and that these records will be made available for audit and inspection as required;
- o That the applicant is current on payment of all federal and District taxes, including Unemployment Insurance taxes and Workers' Compensation premiums. This statement of certification shall be accompanied by a certificate from the District of Columbia Office of Tax and Revenue ("OTR") stating that the entity has complied with the filing requirements of District of Columbia tax laws and has paid taxes due to the District of Columbia, or is in compliance with any payment agreement with OTR;
- o That the applicant has the demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative, performance and audit trail;
- o That, if required by the grant making Agency, the applicant is able to secure a bond, in an amount not less than the total amount of the funds awarded, against losses of money and other property caused by fraudulent or dishonest act committed by any employee, board member, officer, partner, shareholder, or trainee;
- o That the applicant is not proposed for debarment or presently debarred, suspended, or declared ineligible, as required by Executive Order 12549, "Debarment and Suspension," and implemented by 2 CFR 180, for prospective participants in primary covered transactions (https://www.sam.gov/index.html/#1) and is not proposed for debarment or presently debarred as a result of any actions by the District of Columbia Contract Appeals Board, the Office of Contracting and Procurement, or any other District contract regulating Agency;

o That the applicant has the financial resources and technical expertise necessary for the production, construction, equipment, and facilities adequate to perform the grant or the ability to obtain them;
o That the applicant has the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing and reasonably expected commercial and governmental business commitments;
o That the applicant has a satisfactory record performing similar activity as detailed in the award or, if the grant award is intended to encourage the development and support of organizations without significant previous experience, that the applicant has otherwise established that it has the skills and resources necessary to perform the grant. In this connection, Agencies may report their experience with an applicant's performance to the Office of Partnerships and Grant Services ("OPGS") which shall collect such reports and make the same available on its intranet website;
o That the applicant has a satisfactory record of integrity and business ethics;
o That the applicant has the necessary organization, experience, accounting and operational controls, and technical skills to implement the grant, or the ability to obtain them;
o That the applicant complies with all District licensing and tax laws and regulations;
o That the applicant complies with provisions of the Drug-Free Workplace Act;
o That the applicant meets all other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations; and

The grantee agrees to indemnify, defend and hold harmless the Government of the District of Columbia and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this grant from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the District on account of any claim therefore, except where such indemnification is prohibited by law.

As the duly authorized representative of the applicant/grantee organization, I hereby certify that the applicant or Grantee, if awarded, will comply with the above certifications.

_____
Applicant/Grantee Name

_____
Street Address

_____
City, State, Zip Code

_____ _____
Application Number and/or Project Name Grantee IRS/Vendor Number

_____
Typed Name and Title of Authorized Representative

Signature _____ Date_____

APPENDIX II: INSURANCE POLICIES AFFIDAVIT

Insurance Policies Affidavit

As the duly authorized officer of _____, a _____ [LLC, corporation, etc.] ("Applicant"), with a business address of_____, an applicant for the _____ Grant with the Department of For-Hire Vehicles "DFHV"), I certify that the following are the names of the Applicant's current insurance carriers with the type of insurance coverage under each policy:

Insurance Carrier	Type of Coverage
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

By signing this form, the Applicant agrees that if DFHV decides to award Applicant a grant under this Grant Program/RFA, Applicant will provide DFHV with the following insurance documents if requested:

i) A copy of the binder or cover sheet of each current policy that covers activities that might be undertaken in connection with the performance of the grant;

ii) Endorsements for each of these policies - except for Worker's Compensation, Errors and Omissions, and Professional Liabilities – that name the Government of the District of Columbia and its officers, employees, agents, and volunteers as additional named insured for liability arising out of performance of the award; and

iii) A written waiver of subrogation against the Government of the District of Columbia and its officers, employees, agents, volunteers, contractors, and subcontractors from each of the applicant's insurance carriers providing coverage for activities that might be undertaken in connection with the performance of the grant.

Applicant Name_____ Date_____

APPENDIX III: SEAT BELTS AND SAFETY DEFINITIONS:

1. Children over one (1) year of age, weighing between 20 – 40 pounds, must be secured in forward facing child safety seats with harness straps at or above the shoulders until they reach the upper weight or height limit of the particular seat.

2. Older children, weighing between 40 – 80 points, unless they are at least 4'9" tall, should be secured in a forward-facing, booster seat until the seat belt fits properly.

3. Seat belts fit properly when the lap belt lays across the upper thighs and the shoulders belt fits across the chest (usually at age 8 or when the child is 4'9" tall)

4. When children outgrow their booster seats, (usually at the age 9 or when a child is at least 4'9" tall), they can use the adult seat belt if it fits properly (lap belt lays across the upper thighs and the shoulder belt fits across the chest).