

2 Seconds to Click Seat Belt Observation Instructions



Preparing for your seat belt observations

- Give one person with good organizational skills overall responsibility for the operation. The number of people needed to record this activity will depend on the number of entrances to your organization's parking facilities.
- Conduct an unannounced observational survey of all employees either in the days prior to the start of the campaign or as an activity to kick off your campaign. This will identify the number of employees who are buckled/unbuckled as they drive to work.
- Select locations for collecting data prior to the day you will be conducting the observations (for example, the entrances and exits to employee parking areas).
- Determine the best times to collect data (usually in the morning as employees are driving to work).
- Use the **Seat Belt Observation Recording Sheet** provided and gather clipboards, pens, signs, etc.
- Make sure their actions are passive so as not to cause a traffic bottleneck that delays employee arrivals and departures.
- Collect, tabulate and analyze data to determine your organization's belt use rate.

Following your campaign (after week 4), repeat the observational seat belt survey to measure progress. You may publicly recognize those employees who buckle up. Something as simple as a wrapped candy for those who are buckled will add enthusiasm to the activity. You might also choose to print small reminder cards for those who are not buckled. A sample card is provided in the tool kit.

Observation methods:

- Observers should arrive 15 minutes prior to the time that employees will start arriving for work and end 15 minutes after the work day has started.
- Belt use will be observed for front seat occupants only.
- Observe and record data for the driver and (optional) passenger in the right front seat.
- As you observe the vehicle, record whether the driver is restrained by shoulder belt (yes or no).
- If the vehicle is equipped with shoulder belts but the person has the shoulder strap under his/her arm or behind the back, this should be recorded as **not restrained** since this is improper use of the seat belt.
- Observe belt use by looking through the front windshield of the vehicle as it approaches, or from the side window as the vehicle passes.
- Tabulate the use at the bottom of the page in the space provided.