

SAFE RIDERS DISTRIBUTION PARTNER SITE
2025 APPLICATION PACKET

In cooperation with the Texas Department of Transportation



TEXAS
Health and Human
Services

Texas Department of State
Health Services

Safe Riders Distribution Partner Site applications are due February 21, 2025, and must be submitted by email to saferiders@dshs.texas.gov.

Contents

Introduction	4
Organizations Interested in Becoming a Distribution Partner Site.....	4
Application Submission Instructions	4
Program Eligibility and Partners.....	5
Additional Requirements	6
Organization Contact Information and Definitions	6
Selection Criteria	9
Upon Distribution Partner Site Approval	9
Application Instructions	9
Contact Information.....	10
Safe Riders Child Safety Seat Distribution and Education Program Application Packet Checklist	11

Introduction

The Texas Department of State Health Services (DSHS), in cooperation with the Texas Department of Transportation (TxDOT), is pleased to offer an opportunity to join Safe Riders, a statewide Child Passenger Safety (CPS) Education and Child Safety Seat (CSS) Distribution Program. The Safe Riders Program is dedicated to reducing Texas child injuries and fatalities due to motor vehicle crashes. The Safe Riders program provides CPS education to Texas families, helps low-income families access free CSSs for safe travel, and reinforces compliance with Texas CPS laws. Safe Riders supports families, child passenger safety technicians (CPSTs), and safety advocates by offering car seat inspections, seat checkup events, CPS presentations and trainings, National CPST certification courses, and educational materials and resources.

Thank you for your interest in becoming a Safe Riders distribution partner site. Any organization with a minimum of two certified CPSTs and meeting the selection criteria listed on page 9 can apply. Safe Riders distribution partner sites provide CPS education and CSS at no cost to families in financial need.

Safe Riders has limited resources and cannot select every applying organization. Safe Riders does not provide funding support to organizations approved to be Safe Riders distribution partners. Safe Riders only provides resource materials, training, technical assistance, and child safety seats. Approved organizations are responsible for the storage, distribution and tracking, and reporting of CSSs issued by Safe Riders.

Organizations Interested in Becoming a Distribution Partner Site

To participate as a Safe Riders CSS distribution partner site, please review this application packet and refer to the [Safe Riders 2025 Distribution Partner Site Implementation Guide](#) for more information. These documents outline expectations and requirements for operating as a distribution partner site.

Application Submission Instructions

To apply, please submit a completed application by 5:00 pm (CST) on **Friday, February 21, 2025**. Safe Riders will not accept applications after the application period due date. **Safe Riders will notify applicants of distribution partner site application status by Wednesday, March 5, 2025.**

If you have any questions, contact Safe Riders via email at saferiders@dshs.texas.gov.

Program Eligibility and Partners

Safe Riders distribution partner site organizations are expected to commit to the following:

1. **Frequency and Scope** – The distribution partner site must offer services at least once a month and make them publicly available. Acceptable services must include an educational component along with CSS distribution;
2. **Capacity and Training** – The distribution partner site must maintain at least two certified CPSTs on staff and support technician recertification. In addition, distribution partner sites must attend quarterly mandatory Safe Riders meetings and trainings;
3. **Program Logistics** – The distribution partner site must establish and maintain effective program logistics coordination (e.g., scheduling events, returning calls and messages, reporting, providing customer service, ordering, maintaining inventory, etc.);
4. **Program Promotion and Outreach** – The distribution partner site must continuously seek to identify new and innovative ways to promote services in their local community; and
5. **Implementation (Education and Distribution)** – The distribution partner site must provide an educational component (i.e., slide show presentation, video, discussion, or car side education) and installation assistance with CSS distribution. The distribution partner site must also remain current on CPS practices.

Please refer to the [2025 Safe Riders Distribution Partner Site Implementation Guide](#) for more details on each of the sections mentioned above.

Each month, distribution partner sites must offer consistent CSS education with distribution by scheduling family appointments with a CPST. Options available:

1. **Virtual Class** – The distribution partner site holds virtual platform trainings (e.g., Zoom, Microsoft Teams). Families must make a separate appointment to pick up a CSS within one week of receiving the virtual CPS education. CPSTs must provide hands-on CSS installation assistance in the family’s vehicle at pick-up. **GOOD OPTION**
2. **In-person Class** – The distribution partner site holds classroom education (can include a slideshow presentation, a video presentation, demonstration, and/or CPST-led discussion with CSS distribution and installation immediately after the

class.) CPSTs must provide hands-on CSS installation assistance in the family's vehicle. Safe Riders recommends a maximum 5:1 ratio for in-person classes – five attendees for every one CPST. **BETTER OPTION**

3. **Inspection Station/Checkup event** – The distribution partner site provides one-on-one car-side education to families who schedule appointments. Car-side education includes hands-on CSS installation assistance in the family's vehicle. This option is for sites that have adequate CPSTs, time, and space. **BEST OPTION**

Additional Requirements

- Distribution partner site staff must be available to receive and respond to referrals during regular business hours, Monday-Friday from 8:00 a.m.-5:00 p.m., year-round, except for state and federal holidays. Organizations that are only open intermittently are not eligible (i.e., schools, summer programs, etc.).
- If an organization or program contact previously participated in the Safe Riders program, the organization must be in good standing, fulfilled all program requirements, and met reporting deadlines for the participation time.
- Applying organizations need to clearly define their proposed service area, justify the need in that area using local information and data, and list site locations where they will educate and distribute CSS. If more than one site is proposed, applicants must list and justify each site separately. Safe Riders allows multiple implementation sites if the sites remain consistent in each proposed service area; and as outlined in the [Safe Riders 2025 Distribution Partner Site Implementation Guide](#).
- Organizations receiving separate TxDOT CSS funding may be eligible to participate in the Safe Riders program if efforts through Safe Riders are clearly defined and separated from their other TxDOT-funded activities.

Organization Contact Information and Definitions

- **Contact Information** – Contacts listed in the application must be employees of the applying organization.
- **Individual Email Address** – Each contact person must have their own email address. Please do not list the same email address for more than one contact. General or group-assigned email addresses will not be accepted. Emails will be the

primary communication avenue for Safe Riders to connect with distribution partner sites.

- **Individual Phone Numbers** – Each contact person must have their own phone number. Please do not list the same phone number for more than one contact.
- **Organization Name** – If your organization is part of a larger parent organization, please specify which location is applying to become a distribution partner site. For example, if a hospital system is applying, specify the department name or clinic. Or clarify by using city, e.g., DSHS – Archer City.
- **Primary Contact Person Information** – The organization should identify one person who will be responsible for the day-to-day operation and implementation of the distribution partner site. Should Safe Riders select your organization to be a distribution partner site, the primary contact person will be required to attend all mandatory Safe Riders distribution trainings. The primary contact person will receive all Safe Riders communications regarding the distribution partner site program. This person may not be listed as the secondary contact or as the organization director. This person may not serve as another Safe Riders distribution partner site program contact. This person must be a CPST or CPST Instructor (CPSTI) at the time of submission. Please include the CPST/CPSTI number in the application.
- **Secondary Contact Person Information** – The organization should identify one person who will work with the primary contact person to implement the program. This person serves as the primary contact’s backup for implementation and reporting. Safe Riders also requires the secondary contact person to attend all mandatory Safe Riders trainings. The secondary contact person will receive all Safe Riders distribution program communications. The secondary contact person may not be listed as the primary contact or the organization director. This person may not serve as another Safe Riders distribution partner site program contact. This person must be a CPST or CPSTI at the time of the application submission. Please include the CPST/CPSTI number in the application.
- **Director of Organization Contact Information** – The organization should identify one person as the supervisor of the primary and secondary contacts. If your organization is a nonprofit organization with a small staff, it might be necessary to have a board member serve in this capacity. This person will receive all Safe Riders

distribution program communications. This person may not be listed or serve as the primary or secondary contact person. This person does not have to be a CPST/CPSTI.

- **Organization Physical Address** – The application must list where your organization’s offices are located. Do not list a post office box.
- **Site Physical Address** – The site physical address is where you plan to host your Safe Riders education. For example, this address may be different from the organization’s physical address if you have a separate building location for classes. If you plan to host your classes at the same location listed as your organization’s physical address, then these addresses will be the same.

Selection Criteria

To be considered for a Safe Riders distribution partner site, local organizations must meet all application requirements. Safe Riders approval is based on the following criteria:

1. The applicant's implementation plan aligns with Safe Riders goals and objectives;
2. The applicant demonstrates the capacity to support consistent services at sites proposed in their application;
3. The application demonstrates a clear implementation plan using evidence-based injury prevention practices;
4. The application is fully and thoroughly completed;
5. The applying organization has a sustainability plan in place for the program and CPST retention; and
6. The applicant agrees to comply with the Safe Riders program guidelines as outlined in the [Implementation Guide](#).

Upon Distribution Partner Site approval, Safe Riders will provide:

- An allotment of CSS (amount determined by Safe Riders based on implementation plan and storage space);
- Educational materials – educational outline, videos, presentation, and posters (English and Spanish available);
- Administrative materials – checklist template, recipient list, phone screening tool, reporting tools, and liability forms;
- Promotional materials such as program flyers and flyer templates; and
- Distribution partner site onboarding training on CSS education and distribution, monthly reporting and submission, and quarterly updates.
- Ongoing technical assistance on program implementation, promotion, and sustainability.
- Program contact who is assigned to your region.

Application Instructions

1. Read and complete the entire application and agreement form;
2. Submit applications by email to saferiders@dshs.texas.gov;
3. Do not alter or reformat application questions except to add requested information; and
4. All three contacts must initial, sign, and date the agreement forms.

Please contact Safe Riders with any application questions:

Contact Information

Safe Riders

Texas Department of State Health Services
1100 West 49th Street
Mail Code 1922
Austin, Texas 78714

Phone: 800-252-8255

saferiders@dshs.texas.gov

dshs.texas.gov/the-office-injury-prevention/saferiders



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- All three contacts (primary, secondary, and director of organization) listed in the application have read the:
 - [Safe Riders Application Packet](#) (application instructions);
 - [Safe Riders Application Form](#); and
 - [Safe Riders Implementation Guide for Distribution Program Partners](#).

- The primary and secondary contacts are CPSTs or CPSTIs.

- The three contacts have signed and initialed the agreement form.

- The organization answered all application questions completely with no blank questions (failure to answer questions completely or leave questions blank may affect an applicant's eligibility for consideration into the program).

- Each contact person has an Application Packet copy for his or her records.

- The applicant emailed the Application and Agreement Forms to Safe Riders (saferriders@dshs.texas.gov) before the February 21st, 2025, deadline.

Safe Riders Child Passenger Safety Program

***[dshs.texas.gov/injury-
prevention/safe-riders](https://dshs.texas.gov/injury-prevention/safe-riders)***