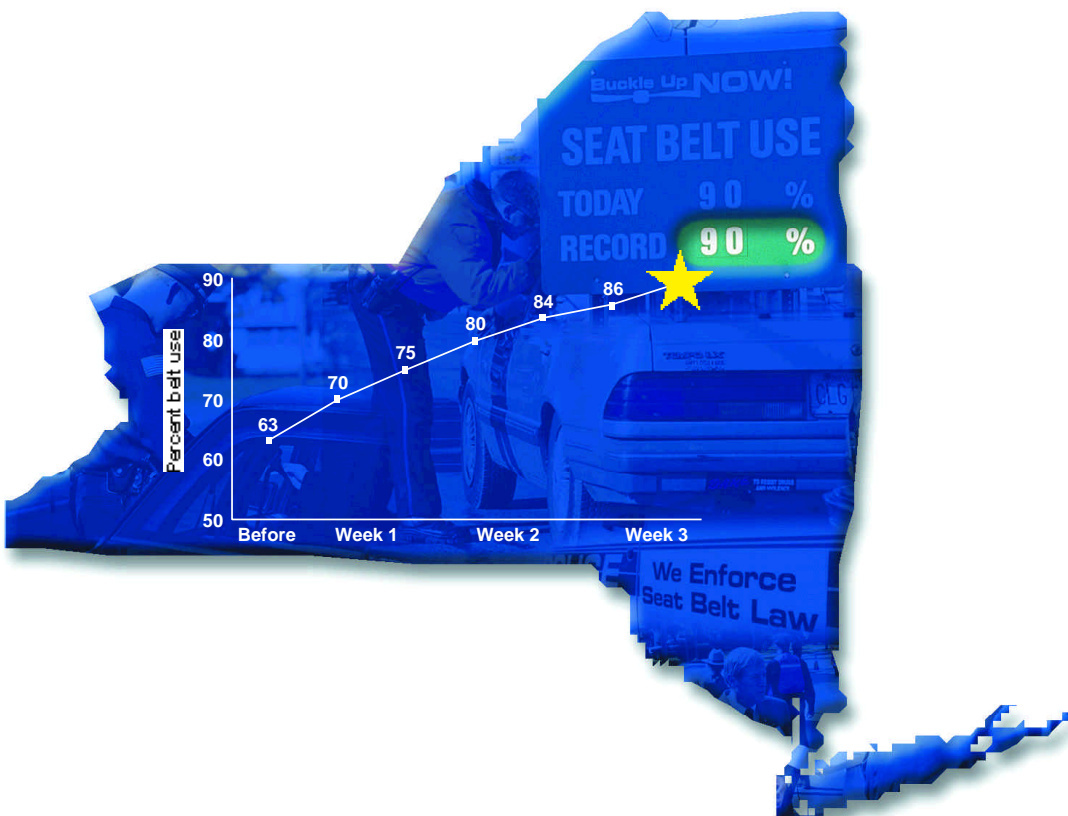


# Achieving a High Seat Belt Use Rate

*A Guide for Selective Traffic Enforcement Programs*



*“The single most effective action we can take to save lives on America's roadways is to increase seat belt and child safety seat use.”*

*Rodney Slater, Former Secretary of Transportation*

When used properly, lap/shoulder belts reduce the risk of fatal injury to front-seat passenger car occupants by 45 percent and the risk of moderate-to-critical injury by 50 percent. Even greater risk reduction results when seat belts are used properly in light trucks.

Although seat belts have been installed in automobiles since the 1950s, the seat belt use rate was only 14 percent as late as 1984. The use rate grew rapidly to 42 percent by 1987 as 31 states passed seat belt use laws, and the rate continued to increase each year as additional states adopted seat belt legislation. In 1998, the national seat belt use rate was 69 percent.

In 1997, President Clinton initiated the Buckle Up America Campaign. The goal of the campaign is to increase seat belt use to 90 percent by 2005. The four elements of the plan are: building public-private partnerships; enacting strong legislation; conducting well-coordinated education; and maintaining active, high-visibility enforcement.

This report summarizes recent advances in achieving and publicizing high-visibility enforcement. Publicity and enforcement strategies are available NOW that will enable communities to reach the 90 percent belt use goal.



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## Development of sTEPs

High seat belt use rates are directly related to vigorous enforcement of a comprehensive belt use law. A Selective Traffic Enforcement Program (sTEP) can produce large gains in belt use over short periods of time. Continuing enforcement between periods of sTEP activity can maintain these gains.

Canada was the first country in North America to demonstrate that highly publicized occupant protection enforcement can increase compliance with seat belt laws. In the mid-70s, following passage of Canada's mandatory seat belt laws, usage surged as high as 71 percent within months, but then declined. High-visibility, short-duration enforcement programs, conducted in several provinces, led to sharp increases in belt use. Continued use of occupant protection sTEPs contributed to Canada's achievement of an 87 percent use rate by the early 1990s.

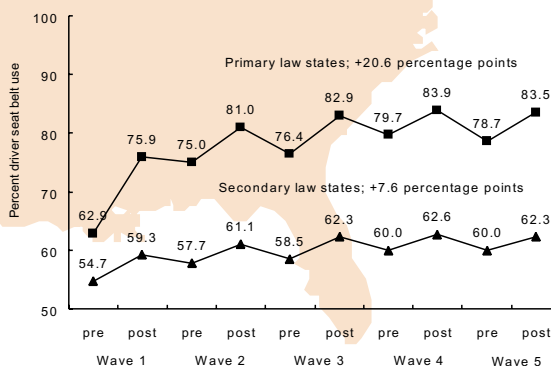
New York State experienced a similar rise, and then decline, in belt use rates following its passage of the first statewide seat belt law in 1984. In 1985, Chemung County, New York, implemented an enforcement program based on the Canadian model. The "Elmira Program" demonstrated that periodic sTEPs can increase use of passenger restraints in the U.S. The first sTEP conducted in Chemung County increased belt use from 49 percent to 77 percent in three weeks. A second sTEP conducted in spring 1986 produced a peak belt use rate of 80 percent.

In North Carolina, seat belt use rates rose to 78 percent shortly after a primary law was passed in 1986, but then declined to 65 percent by 1993. The state conducted a series of occupant protection sTEPs in 1994 and increased driver belt use to 81 percent.

Later in 1994, NHTSA funded further tests of statewide sTEPs in New Mexico, South Carolina, Vermont, and Oregon. The result was an overall increase of four percentage points in belt use in participating communities.

NHTSA's Campaign Safe and Sober funded sTEPs in 20 states in 1996 and 1997. More than a quarter million seat belt citations were written as part of sTEP enforcement activity. Belt use increases averaged +8 percentage points in secondary law states (where an officer needs some other reason to stop a vehicle) and +21 percentage points in states with primary laws (where an officer can stop a vehicle based on an observed belt law violation alone). In the states completing at least five sTEP waves, the largest increases in belt use rates occurred during the first sTEP (wave 1). Smaller increases were seen through each successive sTEP wave (waves 2-5) in both primary and secondary law states.

Campaign Safe and Sober sTEP Results, 1996-97



## Buckle Up NOW in Elmira

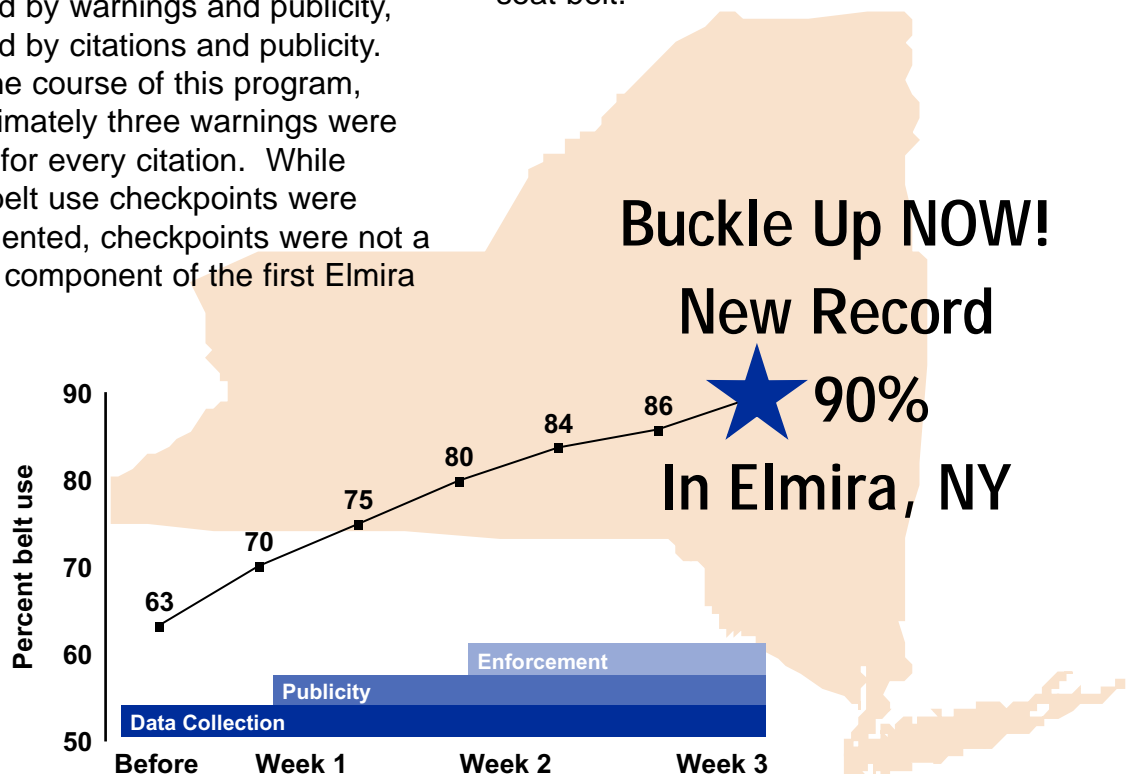
In October 1999, NHTSA and the Insurance Institute for Highway Safety contracted with the Preusser Research Group, Inc., to conduct an updated “Elmira” sSTEP in Chemung County, New York. The goal was to demonstrate that seat belt use can be increased to achieve the President's 90 percent goal. The belt use rate in Chemung County on October 1, 1999, was 63 percent. In just three weeks, belt use increased to 90 percent.

Occupant restraint sSTEP enforcement has been evolving as public attitudes change and new strategies are developed and tested. The primary goal of the Buckle Up NOW sSTEP in Elmira was to develop an updated program capable of achieving 90 percent belt use.

The first 1985 Elmira sSTEP was a three-week program of publicity, followed by warnings and publicity, followed by citations and publicity. Over the course of this program, approximately three warnings were issued for every citation. While some belt use checkpoints were implemented, checkpoints were not a central component of the first Elmira sSTEP.

In later sSTEPs, as belt use laws became more widely accepted by the public, warnings were issued less frequently. The “2nd generation” sSTEP model called for a period of “soft” publicity about the value of wearing a seat belt; followed by a brief period of “hard” publicity during which the public was told that intensified enforcement was coming; followed by a period of intensive enforcement with continued publicity.

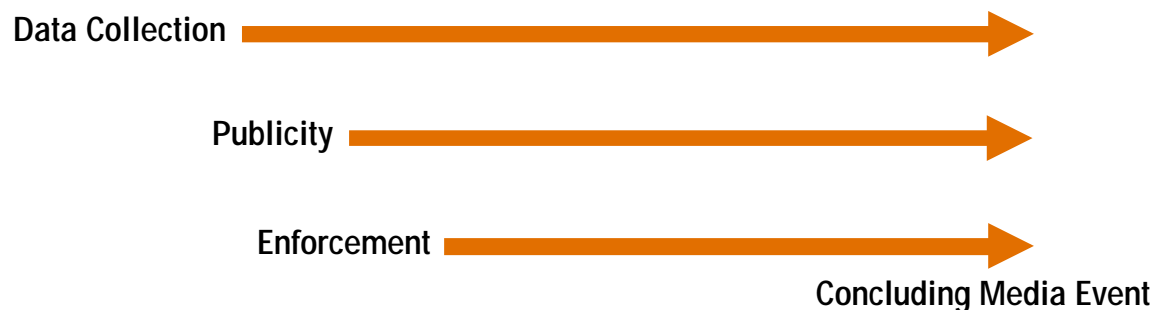
The Buckle Up NOW sSTEP in Elmira began with a brief period of direct, sharply focused, “hard” publicity, and then moved immediately to no-excuses high-visibility enforcement. The media plan was designed to reach every motorist in the target area. Checkpoints were used extensively, since they are the most visible enforcement strategy. The enforcement goal was to make it virtually impossible to drive without getting a citation when not wearing a seat belt.



A successful sSTEP program takes considerable time and resources to organize. Community coalitions need to be built, official and enforcement support garnered, and a public information and education plan structured. But, once developed, the ability to carry out effective, periodic sSTEP waves will be in place, as long as community support and resources remain.

A sSTEP program includes: 1) data collection, before the enforcement begins and throughout its duration; 2) publicity that announces the beginning of strict enforcement and continues to keep the public aware of enforcement; 3) highly visible enforcement each day of the enforcement period; and 4) a media event announcing program results and thanking all participants in the community.

### sSTEP Program Model



#### Integrate the following elements into your sSTEP program:

- Formation of a community coalition, spearheaded by enforcement leaders and with official support
- Highly publicized, zero-tolerance enforcement of seat belt and child restraint violations, including safety checkpoints if allowed
- Intensive publicity focusing on enforcement
- Collection of data to monitor program result
- Feedback to the community on enforcement results and progress toward the usage goal



## Where to Do Community sTEPs

The goal of special traffic enforcement is to change motorist behavior. Gaining law enforcement and community support and achieving high visibility are primary considerations in doing a sSTEP.

**Data indicate the community is in need of improvement; crashes are high or belt use is low**

Analysis of crash locations and belt use can be helpful in determining the need for improvement and for targeting efforts.

**The community should be a well-defined geographic area**

sSTEP areas should be defined so that residents have a common sense of belonging to a community. Thus, the community may be a single city, town, or county, but it may also be a central city plus the surrounding suburbs. Alternatively, it may be one or more rural counties. However, there should be media outlets that specifically serve the selected area so that the enforcement message can be delivered directly to the target audience.

**Official Support must be garnered**

sTEPs work best in communities where enforcement agencies can partner with local government, public service organizations, the media, and businesses to generate overwhelming program intensity.

**Enforcement must be willing and able to support the sSTEP**

Since communities typically include several political jurisdictions, sTEPs are most successful when all enforcement agencies in the community are involved. Urban centers often are surrounded by suburbs and outlying rural areas, each with its own enforcement agency. The entire community may be served by the same media and the same business outlets, and drivers may cross several political jurisdictions on a single trip. Considerable energy can be achieved when sTEPs involve the state, county, and local enforcement agencies serving the community.

**Both the publicity plan and the enforcement plan need sufficient resources to reach every driver in the community. In general, when supporting community sTEPs, states should try to include as large a percentage of the state's population as resources permit. However, each selected community must be manageable within existing resources. To achieve high belt use, the sSTEP model requires adequate resources to permit full enforcement and publicity saturation.**

## Organizing Local Efforts

Strong local leadership and coordination are essential to conducting a successful sTEP. Since enforcement agencies play a central role in conducting these campaigns, the leadership role generally is filled by a high-ranking law enforcement official. Safe Communities or Community Traffic Safety Programs have also taken the lead in coordinating successful campaigns, particularly where multiple enforcement agencies are involved. Regardless of who coordinates the campaign, up-front commitment to the program is needed from top management in each participating enforcement agency.

A high-level enforcement official should take the lead in carrying the message to the public. This program spokesperson may also oversee program planning and coordination, although successful programs have been implemented with different people acting in these two roles.

The leadership role for Elmira's **Buckle Up NOW!** was assumed by Sheriff Charles D.W. Houper of Chemung County. The Sheriff also assumed the overall planning and coordination function. All other local enforcement agencies participated in the planning and implementation of the program; each conducted special enforcement within its jurisdiction. Other participating local enforcement leaders included the Chiefs of the police departments of the City of Elmira, the Town of Elmira, and the Villages of Elmira Heights, Horseheads, and Southport.

Sub-coordinators can be designated for specific elements of the program:

- 1) Planning and coordinating enforcement
- 2) Planning and coordinating data collection
- 3) Developing public information materials
- 4) Planning and coordinating publicity

Community involvement is essential. sTEP organizers must have the full support of elected officials. The program also should be coordinated with the courts, since their caseloads will be affected directly by the number of citations issued.



## Publicizing a sSTEP

The publicity surrounding a sSTEP is just as important as the actual enforcement. In fact, it is not likely that enforcement alone will generate the level of public exposure and perception of risk needed to make a significant impact on the community. Since the main goal of occupant protection sTEPs is to get the public to buckle up, the more visibility your program receives, the better.

Publicity for Elmira's Buckle Up NOW program concentrated almost entirely on informing the public about the enforcement effort. Health and safety messages that have been promoted for many years were less visible. Elmira's message was simple and straight-forward: *Buckle Up NOW, or you will get a ticket.*

Publicity can be generated in many ways, including distribution of publicity materials, paid advertising, public service announcements, and earned media (i.e., news coverage). Messages tailored to the community are most effective. State and federal sources offer a variety of generic materials. Often it is possible to customize these materials with a local logo or tag line.

### Publicizing the Elmira sSTEP

- Press Conferences
- News Releases
- Large Newspaper Ads
- Variable Message Boards
- Radio Spots
- Signs on Patrol Cars
- Banners
- Posters
- Flyers
- Radio, Television, and Newspaper Coverage



Paid advertising is the most expensive alternative and usually is not reimbursed by enforcement grant funding. Sometimes a commercial sponsor may be willing to fund it in return for a tag line identifying the company as a sponsor, or to add the occupant enforcement message to their company's own advertising.

Earned media and media advocacy approaches are powerful tools for changing community attitudes and norms about a variety of public health issues. Earned media is the media coverage your program earns whenever it makes the news on television or radio, or in the newspapers. In Elmira, press events announced the beginning of the sSTEP program. Typically, kick-off press events feature speakers that validate the campaign's importance to the community, such as elected officials, enforcement leaders, medical personnel, prominent members of the business community, and crash victims or their surviving families.

To maintain the program's visibility throughout the program period, frequent press releases can report changing seat belt use rates, citation counts, or other indicators of activity. During the enforcement period, media representatives may be invited to observe belt use checkpoints and other enforcement activities.

Checkpoints are effective because they are highly visible, and not necessarily because they result in the issuance of a large number of citations. Police can put signs on all patrol vehicles, designating them as seat belt enforcement vehicles. Concentrating vehicles on high traffic corridors enhances visibility and conveys the impression that enforcement is intense. Officers, on every contact, should tell motorists that occupant restraint laws are being enforced, and they should commend motorists who are using seat belts and child safety seats.



**Feedback Signs** are a highly effective way to increase seat belt use in the context of a sSTEP. These roadside signs, conspicuously posted on heavily traveled roads, frequently update belt use rates and the high record use rate. The signs remind motorists about wearing their seat belt and imply a constant and vigorous enforcement presence. They become part of the publicity about the community's usage goal and progress toward that goal. The 1999 Elmira sSTEP used 18 feedback signs in heavily traveled locations. Use rates were updated every two days, starting the week before enforcement began and continuing throughout the campaign.



## Enforcement Strategies

The first action of the coordinating enforcement agency is to develop a sTEP enforcement plan, integrating the efforts of all participating agencies. The plan specifies special enforcement activities by day of week and time of day. Days, locations, and times should be staggered so that virtually all motorists, regardless of when or where they drive, will encounter enforcement. Operations conducted jointly with participating agencies convey a unified enforcement presence and strengthen the message.

Enforcement efforts may involve checkpoints, saturation patrols, regular patrols, or a combination. The particular type of enforcement will vary based on state laws, size of agency, and staff resources. The goal in selecting enforcement strategies is to let residents know that there is near certainty of a ticket if they don't wear their seat belt.

### Checkpoints

Checkpoints are the most visible type of occupant protection enforcement. Productivity is highest when checkpoints are done in daylight hours and when officers are posted to spot violators before vehicles reach the checkpoint location. Checkpoints should be conducted on weekdays and weekends, at different locations, and at different times of the day.

### Saturation Patrols

Checkpoints may be supplemented with saturation and foot patrols.

Saturation-type enforcement may be necessary in secondary law states and in jurisdictions that do not permit checkpoints.

Saturation patrols assign officers to a designated area; this might include posting officers at intersections along a corridor, or assigning roving patrols to an area of the city. They are a good strategy for several law enforcement agencies working together because a united front is presented. Saturation enforcement may be achieved by re-deploying officers on regular shifts to a concentrated area or by bringing in extra officers on overtime. The purpose is to raise the perception of risk among the public by making the enforcement activities highly visible.

### Checkpoint Advantages

- Checkpoints offer the opportunity to make many contacts with drivers in a short time period
- They usually earn a great deal of news coverage
- Occupant protection checkpoints can be performed successfully with as few as two to four police officers
- Sometimes arrests are made for other criminal offenses
- Checkpoints involving several enforcement agencies reinforce a unified enforcement image

## Regular Patrols

Enforcement of seat belt and child passenger safety laws should occur also on regular patrols. During the sSTEP enforcement blitz, all officers should emphasize safety belts. This is particularly important for those law enforcement agencies working in states where belt enforcement is secondary. Command staff and patrol supervisors must emphasize to officers working regular patrol that enforcement of occupant restraint must occur during every enforcement contact.



## Enforcement for Buckle Up NOW! in Chemung County

The two-week enforcement blitz conducted in Chemung County (population 92,000) included the following:

- 32 seat belt checkpoints conducted throughout the county in a 12-day period
- At least 3 checkpoints conducted each weekday
- 823 traffic tickets written
  - ✓ 474 seat belt citations
  - ✓ 10 child restraint citations
  - ✓ 236 tickets for other non-moving violations
  - ✓ 103 citations for moving traffic violations
- 1 person arrested for DWI and 4 persons arrested for non-traffic-related crimes

## Use Available Training

Officers working the sTEP will be more effective and motivated if properly trained. Several courses are available.

NHTSA recently published a new training curriculum for enforcement officers named Traffic Occupant Protection Strategies (TOPS). The course encourages enforcement agencies to enforce occupant protection laws, reach out to the community with presentations and media messages, and have strong seat belt agency policies that insure high belt use among officers.

Operation Kids is a two-day workshop developed jointly by NHTSA and the International Association of Chiefs of Police (IACP). It encourages officers to take a more personal, active role in promoting child passenger safety through enhanced enforcement and community education.

More advanced training in child passenger safety is available through a new Child Passenger Safety Technician certification program developed by NHTSA and administered by AAA. The four-day technician course deals with safe installation of the many types of child safety seats in vehicles with different seat configurations and passenger restraint systems. The course provides technical information and hands-on practice. An even more rigorous "train the trainer" certification program is available.

***"Officer training is key to implementing an effective enforcement program. Officers who understand seat belt and child safety seat laws and the reasons why enforcement is so crucial to increasing belt use are more likely to earnestly and effectively carry out a seat belt enforcement program."***

***NHTSA, 2000***

Each of the 10 NHTSA Regional Offices has a Regional Law Enforcement Liaison (LEL). The LEL works with state highway safety offices and local law enforcement organizations to increase active and visible enforcement of seat belt and child passenger safety laws. More information on any of these training programs can be obtained from the LEL in your NHTSA Regional Office.



## Using Data

Tracking the progress of the sSTEP and reporting this progress to the community achieve a heightened perception of risk and provide accountability to campaign sponsors.

A sSTEP program should be tracked in four areas: seat belt use; enforcement activity; publicity; and community attitudes and perceptions.

### Track Belt Use

Local observational surveys of seat belt and child restraint use are integral to conducting a sSTEP. Observational surveys determine the seat belt use rate in the community shortly before the campaign is kicked off and when it is completed. These surveys give all parties involved in the sSTEP the satisfaction that their work has produced results.

Conducting frequent or daily observations during the sSTEP is necessary for a feedback sign and for news releases for frequent press coverage during the campaign.

Routine periodic seat belt surveys can track trends in seat belt use, and signal the need for another wave of special enforcement. Documentation of the need for special enforcement can be helpful both in securing funding to do it and in garnering the necessary community support to do it well.

Since seat belt use frequently varies by location, sampling a sufficient number of vehicles at each of multiple locations is essential.

When conducting observational surveys:

- Conduct surveys exactly the same way each time, using the same locations, directions of travel, days of the week, and times of day
- Train observers in the field and provide them with a detailed schedule, a set of procedures, and easy-to-use reporting forms

Typically, observers check the belt use of front seat occupants only, or in some cases, only drivers. It may be useful, however, to collect other information like child safety seat use, occupant characteristics, and vehicle type. Care should be taken, though, to limit the amount of information to that which an observer can record accurately during the brief observation of each vehicle. Observations of 100 vehicles at each of several locations can be accomplished very quickly in locations with a constant flow of traffic.

### Track Enforcement Activity

It is useful to track and report enforcement results such as citations for seat belt and child passenger safety violations, citations for other motor vehicle offenses, and criminal arrests. The number of vehicles passing through checkpoints, dedicated patrol hours, and number of officers participating also document the effort.

### Track Publicity

Tracking public information and education activity will indicate what resources were used and how widely the sSTEP program reached. Newspaper clippings, number of television, and radio mentions are some activities that can be tracked.



## Track Attitudes and Perceptions

Public opinion surveys can identify what was most effective in reaching the public, determine longer-term shifts in attitudes and beliefs, and measure the level of community support for enforcement. Self-reported seat belt use rates can be informative, particularly as they reveal characteristics of groups with low seat belt usage and the reasons for not using seat belts. This knowledge can be helpful in defining and targeting educational efforts.

## Post-Enforcement Publicity

A press event at the end of a sSTEP program is the ideal way to announce the successes of your sSTEP program to the community. Gather the law enforcement officers, community leaders, media, and the public to share in the success.

## Acknowledgement

It is important to recognize the efforts of everyone that helped and to honor those who made outstanding contributions. It is especially gratifying to law enforcement officers to know that their efforts to enforce the seat belt laws make a positive contribution to the safety of the community. It encourages officers to continue enforcement of the law on their daily patrols, long after the special enforcement period is over.



## Timing sTEPs

Many states have chosen to run sTEPs spaced about three months apart. Seat belt use rates generally increase with each successive sSTEP, but the amount of improvement diminishes as more and more sTEPs are conducted. Apparently, special enforcement becomes less "special" when repeated frequently. For some enforcement agencies, some sSTEP coordinators participating in the NHTSA-funded demonstration program noted that as quarterly waves progressed, it became increasingly difficult to obtain good media coverage.

There is no scientific evidence that less frequent repetitions of sTEPs are more efficient or effective than quarterly repetitions. Still, less frequent, but more intensive, sTEPs – with more consistent routine seat belt enforcement between sTEPs – may yield more "bang for the buck" in terms of increased seat belt usage. Although the publicity and enforcement efforts in the Buckle Up NOW sSTEP in Elmira lasted only three weeks, planning and preparing the publicity materials began several months before the program kick-off.

## Timeline of Events Elmira

6/15/99	Hold initial meeting on roles and responsibilities, funding, overall program goals
7/15	Finalize roles and responsibilities, overall schedule, program elements and contract with a public relations firm
8/2	Specify media mix to carry theme
8/10	Develop campaign theme
8/11	Meet with enforcement agencies to discuss enforcement plan and agency roles
8/16	Schedule pre-program presentations to service organizations, editorial boards, and other community groups
8/20	Write copy for news releases, mock tickets, banners, print ads, radio ads, posters, magnetic car door signs, fact-sheets
8/27	Establish relationships with participating law enforcement agencies for overtime services
9/1	Create media schedules specifying media mix and placement of advertisements
9/17	Book all paid time (radio) and space (print), schedule enforcement including overtime coordinated across all agencies, and develop earned publicity plan
9/24	Pre-program presentations to community groups
9/24	Produce mock ticket pieces, banners, print ads, radio ads, posters, car door signs
9/30	Conduct baseline belt use observations
10/1	Begin daily belt use observations for feed back signs
10/4	Hold initial press conference, distribute mock tickets, hang banners and posters, begin advertising and publicity, and unveil feedback signs
10/11	Begin enforcement, hold media event to highlight enforcement kickoff, monitor belt use rates and number of tickets issued
10/22	Achieve 90% Belt Use
10/25	Announce results to press, thank all participants

## Overall Statewide Effort

Community sTEPs are a powerful tool for increasing seat belt use. However, they are most effective when conducted within the context of a statewide comprehensive occupant restraint program.

In developing a comprehensive program, states should consider that statewide belt use rates are related both to the state's belt use law and to enforcement of that law. Higher belt use rates are associated with:

- Primary laws versus secondary laws
- Laws that cover trucks, vans, and utility vehicles versus laws that cover only passenger cars
- Laws that provide higher fines
- Higher levels of ticketing

sSTEP enforcement is most effective within a state that has a strong primary enforcement law. sTEPs are used successfully in secondary enforcement situations, but intensive and direct publicity about enforcement is even more critical in increasing the perception of risk. Alerting the public that the police will be issuing seat belt citations at every stop will send the message that seat belts are important.

sSTEP programs can raise belt use

rates more substantially and more quickly than any other currently available program. sSTEP enforcement should be coordinated with ongoing statewide “wave” programs and with national buckle-up activities to boost statewide belt usage. sTEPs still will require substantial resources deployed within a defined community. In developing a statewide occupant restraint use plan, states should consider implementing sSTEP programs in well-defined communities that are committed to taking a high visibility, proactive approach to belt use and are willing to continue seat belt enforcement between special programs.

# Appendices

## Appendix A - Sample Seat Belt Survey Directions

- Each observation session is one hour. The schedule will allow fifteen minutes to move from one observation site to the next. During each session, you will observe traffic at a designated intersection. You will be given a daily schedule and a set of maps; the daily schedule will tell you the day of week, time of day, location, and direction of traffic to observe (north/south or east/west). It is critically important that you follow the schedule each day. It is equally important to re-visit each designated location at the same time of day. Therefore, plan ahead and follow a schedule each time you do a survey.

Each session is divided into two 30-minute segments. As designated in the schedule, during the first 30 minutes you will observe traffic moving either north or east, and during the second 30-minute segment you will observe traffic moving either south or west.

The following procedures will be used in conducting belt use observations:

- Eligible vehicles must have only four tires. Exclude vehicles with more than four tires; emergency vehicles; any vehicles with mounted colored lights; government vehicles or taxis.
- As shown on your site map, at each intersection you will observe traffic going north/east and south/west. You will observe only the traffic in the lane nearest you.
- When the light is red, observe as many stopped vehicles as possible, walking down the line of stopped vehicles to conduct the observations. Begin with the first vehicle in the nearest lane, and then move to the second vehicle, the third, etc., until the light changes.
- When the light is green, you will be given a reference point (noted on your map) to choose the vehicles to observe. To begin the observations when the light turns green, select the first vehicle passing the reference point to observe. When that vehicle has been observed and the information recorded, select the next vehicle passing the reference point, etc.
- Observe all drivers. Also observe front-seat passengers 7 years old or older. Do not observe passengers who are six years old or younger or children riding in child safety seats. Use your best judgment to estimate a child's age. If unsure of passenger belt use, place a question mark in a passenger box for that observation.
- Observe shoulder belt use only; do not observe use of lap belts
- Indicate observed belt use with a checkmark for "Y" (yes), "N" (no), or "I" (incorrect). "I" (incorrect) is used if the belt is behind the person's back or under the person's arm.
- Following the daily schedule, observe 100 vehicles or 30 minutes, whichever comes first, on the north or east side of the street. Then cross to other side of the street and observe the south or west traffic, observing 100 vehicles or 30 minutes, whichever comes first.
- Observations should be conducted in light rain or drizzle, but not a hard rain or down-pour. If it rains during the scheduled observations but later clears up, conduct the observations later in the day but be careful to note the time change and reason on the data forms.

# Appendix A - Sample Seat Belt Survey Data Collection Form

	DRIVER			PASSENGER		
	Y	N	I	Y	N	I
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	DRIVER			PASSENGER		
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Circle Direction  
Observed  
N S E W

## DRIVER SEAT BELT OBSERVATION FORM

Location: \_\_\_\_\_ Survey Date: \_\_\_\_\_

Observer(s): \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

# Appendix A - Sample sTEP Enforcement Activity Report Form

Host Agency: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

## Enforcement Information

Type of Enforcement: \_\_\_\_\_  
(e.g., Checkpoint, Saturation, Other)

Date of Activity: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Location: \_\_\_\_\_

Participating Agencies: \_\_\_\_\_ Number of Officers/Officer Hours: \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_

Violations	Number Tickets	Number Persons Arrested
Seat Belt		
Child Restraint		
Speed		
Other Moving Violations		
Non-Moving Violations		
DWI/DWAI - Related		
Non-Traffic Misdemeanor		
Non-Traffic Felony		

Please describe significant incidents, including any non-traffic arrests, resulting from checkpoint.

\_\_\_\_\_  
\_\_\_\_\_

## Appendix B - NHTSA Resources

### Federal Resources

National Highway Traffic Safety Administration  
400 Seventh Street, SW  
Washington, DC 20590  
Phone 800/424-9393 (Auto Safety Hotline)  
Web site <http://www.nhtsa.dot.gov>

### Regional Administrators

REGION I (CT, ME, MA, NH, RI, VT)  
Volpe National Transportation Systems  
Center  
Kendall Square, Code 903  
Cambridge, MA 02142  
Phone 617/494-3427  
Fax 617/494-3646

REGION II (NY, NJ, PR, VI)  
222 Mamaroneck Avenue, Suite 204  
White Plains, NY 10605  
Phone 914/682-6162  
Fax 914/682-6239

REGION III (DE, DC, MD, PA, VA, WV)  
10 South Howard Street  
Suite 4000  
Baltimore, MD 21201  
Phone 410/962-0077  
Fax 410/962-2770

REGION IV (AL, FL, GA, KY, MS, NC,  
SC, TN)  
Atlanta Federal Center  
Suite 17T30  
Atlanta, GA 30303  
Phone 404/562-3739  
Fax 404/562-3763

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REGION VI (AR, LA, NM, OK,  
INDIAN NATIONS)  
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REGION VII (IA, KS, MO, NE)  
6301 Rockhill Road, Room 100  
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REGION VIII (CO, MT, ND, SD, UT, WY)  
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REGION IX (AZ, CA, HI, NV, AMERICAN  
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REGION X (AK, ID, OR, WA)  
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915 Second Street  
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