

Rental Operations

Child Safety Seats

Purpose: As in all matters related to the safety of our travelers, Advantage places the highest priority on ensuring all equipment meets safety and quality guidelines. Advantage works directly with a child safety seat manufacturer to provide equipment compliant with all federal and state laws. Advantage is committed to providing a safe, reliable rental experience for all of its travelers and will continue to reinforce this through quality products and knowledgeable employees.

Policy managed by: Operations

Policy: Advantage Rent A Car will comply with all applicable laws and regulations and expects its directors, officers, and Employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws pertaining to the safe transportation of children in a rental vehicle. Field management should ensure that all employees are knowledgeable of, and familiar with, child safety seat laws in their state of rental. Information regarding federal and state laws may be obtained by contacting the Advantage corporate legal department.

Child safety seats may be ordered through Advantage corporate headquarters (Supply Department) at any time. Seats are available in sizes to meet all current laws. However, if your location is in need of a child safety seat in order to provide safe transportation of a child and comply with all legal requirements and you do not have the appropriate equipment, Location Management should utilize an approved purchase method to buy the proper equipment immediately. The safe transportation of a child is the highest priority; do not hesitate to purchase child safety seats if the location does not have one in clean, working order.

Following, please find the procedure by which child safety seats will be properly inventoried, cleaned and disposed of:

- 1) When a new child safety seat is purchased, location management will:
 - a) Ensure (if purchased by local management) that the child safety seat purchased is a current model that is certified/approved for use by the National Highway Transportation Safety Administration.
 - b) Register the child safety seat for Advantage Rent A Car according to the manufacturer's instructions. This is a critical element of child safety seat ownership as safety information and recalls will be sent automatically to the registered owner of the seat.
 - c) Tag the child safety seat with the following:
 - i) Advantage logo
 - ii) Control number (determined by location management)
 - iii) In-service date
 - d) Ensure the owner's manual is present and kept with the seat to provide to renters upon rental of the seat. If, for any reason, the owner's manual is lost, a new one may be obtained at the website of the seat manufacturer.

- e) Place the owner's manual on the seat and enclose entire clean, sanitized unit in a clear plastic bag for each rental.
- 2) An inventory of the location's child safety seats will be kept in database format (MS Excel or Access) with the following information. The database will be maintained and preserved as a record of Advantage compliance.
 - i) Manufacturer
 - ii) Make / Model / Serial #
 - iii) In-service date
 - iv) Out-of-service date
- 3) Locations will ensure that child safety seats are inventoried, cleaned and checked for proper working condition upon return from rental. Additionally, any concerns raised by Advantage customers to management regarding improper, non-working or undesirable equipment must be addressed, documented and corrected immediately. To ready seats for rental, seats will be cleaned, disinfected with antibacterial solution / antibacterial wipes and placed in a new, unused plastic bag with the owner's manual for the next rental.
- 4) Seats will be destroyed and disposed of **immediately** two years from their in-service date or at any date prior to their two-year anniversary date if they become unsafe or undesirable due to damage or cleanliness. Seats may not simply be thrown away; seats must be destroyed in order to ensure there will be no future use of the seat.
- 5) When seats are returned upon check-in of the rental, they should be checked for damage and stains. If unsuitable for use, it should be immediately destroyed, disposed of and replaced.

NOTE:

Advantage employees must not install child safety seats in the rental vehicles for customers. Proper installation and use of the child safety seat is the responsibility of the rental customer.

Scope: This policy applies to all Advantage Directors, Officers and Employees.