Dear [insert name],

Hello, my name is [insert name], and I am [insert job title] with [insert employer/location]. I am a trained nationally certified child passenger safety technician/instructor. I would like the opportunity to talk to you about safely transporting children with special healthcare needs. Many children can use child restraints available from local retailers but there are others who require specialized child restraints. Making that determination can present challenges, especially at discharge. Transportation is an extremely important aspect of any child’s care plan, especially once the additional challenges resulting from a child’s medical condition are taken into consideration.

I would like to speak to your [therapy/nursing/administrative] staff and provide them with a general awareness presentation, which would last approximately 45 minutes, with time for questions after that. The presentation is designed to introduce practitioners to the tools they need to ensure that their patients are being transported safely. Participants will receive materials, including information about local and national resources and advanced trainings. There is no charge for the presentation or materials.

Information about the medical and behavioral conditions that require special attention were contributed by Dr. Marilyn Bull, MD, FAAP, a developmental pediatrician at Riley Hospital for Children at IU Health in Indianapolis. Dr. Bull is considered a pioneer in the field of special needs transportation and is recognized nationally and internationally for her advocacy on behalf of children with special healthcare needs.

Thank you for your time. I look forward to having the opportunity to share this information with the [insert name of facility where you want to present] team. Have a great day!

Sincerely,

[Insert Name/Credentials]

[Insert Address]

[Insert Address]