

# BRAKE LIGHT CLINIC INTAKE STEPS

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- Have the person sign a waiver at the intake table. If the person can't make it to the table because of accessibility issues or other reasons such as having children to take care of, bring the waiver to them. Either way, make sure they sign in first.
- Give them a pamphlet and introduce yourself.
- Ask how they found out about the event.
- Listen/Organize
- When checking their lights:
  1. Check tail lights (by turning on car's lights)
  2. Check **both** brake lights (tap on brakes)
  3. Remember that tail lights and brake lights are often the same bulb with two different filaments
  4. Check each turn signal
  5. Check reverse lights (put car in reverse, but do not move the car)
  6. Have the person hold any small parts you remove from the car so they do not get lost
  7. Keep the person engaged in an organizing conversation with yourself and another organizer, but also communicate what you are doing with their vehicle
- Return tools
- Ask if the person would like to sign up to volunteer at another clinic or learn more about DSA, and have them sign up!

