SAFE ROUTES TO SCHOOL DATA COLLECTION OVERVIEW

The National Center for Safe Routes to School has developed a set of data collection forms and tools intended to help local and state Safe Routes to School programs measure and understand results.

**Downloadable Forms and Instructions**

**How do I get the forms?** Data Collection forms and instructions are available for download at [www.saferoutesinfo.org/resources](http://www.saferoutesinfo.org/resources) under the “Evaluation” tab.

**Student Tally Form**

**What does the tally form do?** The form helps measure how students get to school and identify changes in student travel behavior to and from schools with SRTS programs.

**Who fills out the form?** Teachers in each classroom or SRTS program volunteers.

**Who gets tallied?** K-8 graders at participating schools.

**How many days are students tallied?** The tallies should be conducted in each classroom on two days (Tuesday, Wednesday, or Thursday only – not Monday or Friday) of one week.

**Parent Survey Form**

**What does the parent survey do?** The survey gathers information about factors that affect whether parents allow their children to walk or bike to school, the presence of safety-related conditions along routes to school, and other background information. Results help determine how to improve opportunities for children to walk or bike to school, and measure parental attitude changes as local SRTS programs occur.

**How is the survey administered?** Surveys can be administered in three main ways: as a take-home survey, distributed as part of parent-teacher conferences, or as part of homework assignments.

**Who gets surveyed?** Parents of all K-8 graders at participating schools should be asked to complete the survey. (One per household per school.)

**Timing of Tallies and Surveys**

**When should the tallies and surveys occur?** Information should be collected at the beginning of the school year and at the end of the school year. Midyear counts are optional but helpful.

- Start of year: 2nd, 3rd, or 4th week of school year (“Baseline”)
- End of year: during one of the last 4 weeks of school year (“Post Activity”)

**Data Entry and Viewing**

**How do I enter data?** Completed forms can be converted to useful data in two ways:

1. Enter the data yourself using the online “DataTools” program at [www.saferoutesinfo.org/tracking](http://www.saferoutesinfo.org/tracking). Data is available immediately for usage.; or
2. Send completed forms to the National Center’s Centralized Data Entry Program. Forms are scanned and data is entered into the National SRTS Program Tracking Database. Local programs receive an email with instructions on how to access their data online. Data will be available in 2-4 weeks.

**Where do I send completed forms?** Completed forms, along with a one-page cover sheet (downloadable) can be sent to the address here.

**National Center for Safe Routes to School**

Attn: SRTS Data Entry

730 Martin Luther King, Jr. Blvd, Suite 300

Chapel Hill, NC, 27599

**How do I view my data?** Once data is entered (either by the user or through the Central Data Entry Program), users can view their data through the online “DataTools” system. Summaries of data, including basic tables and charts, can be viewed and copied for local use. The completed data is also part of the National SRTS Program Tracking Database and can be used to help evaluate the national SRTS program.

*Detailed instructions are also available at [www.saferoutesinfo.org/resources](http://www.saferoutesinfo.org/resources).*

Please contact: Craig Raborn, Program Manager, [raborn@unc.edu](mailto:raborn@unc.edu) for more information.
Dear Parent or Caregiver,

Your child’s school wants to learn your thoughts about children walking and biking to school. This survey will take about 5 - 10 minutes to complete. We ask that each family complete only one survey per school your children attend. If more than one child from a school brings a survey home, please fill out the survey for the child with the next birthday from today’s date.

After you have completed this survey, send it back to the school with your child or give it to the teacher. Your responses will be kept confidential and neither your name nor your child’s name will be associated with any results.

Thank you for participating in this survey!

+ CAPITAL LETTERS ONLY – BLUE OR BLACK INK ONLY +

School Name:

1. What is the grade of the child who brought home this survey? ☐ Grade (PK,K,1,2,3,...)

2. Is the child who brought home this survey male or female? ☐ Male ☐ Female

3. How many children do you have in Kindergarten through 8th grade? ☐

4. What is the street intersection nearest your home? (Provide the names of two intersecting streets) and

Place a clear ‘X’ inside box. If you make a mistake, fill the entire box, and then mark the correct box.

5. How far does your child live from school?

☐ Less than ¼ mile ☐ ½ mile up to 1 mile ☐ More than 2 miles

☐ ¼ mile up to ½ mile ☐ 1 mile up to 2 miles ☐ Don’t know

Place a clear ‘X’ inside box. If you make a mistake, fill the entire box, and then mark the correct box.

6. On most days, how does your child arrive and leave for school? (Select one choice per column, mark box with X)

**Arrive at school**

☐ Walk ☐ Bike ☐ School Bus

☐ Family vehicle (only children in your family) ☐ Carpool (Children from other families)

☐ Transit (city bus, subway, etc.) ☐ Other (skateboard, scooter, inline skates, etc.)

**Leave from school**

☐ Walk ☐ Bike ☐ School Bus

☐ Family vehicle (only children in your family) ☐ Carpool (Children from other families)

☐ Transit (city bus, subway, etc.) ☐ Other (skateboard, scooter, inline skates, etc.)

Place a clear ‘X’ inside box. If you make a mistake, fill the entire box, and then mark the correct box.

7. How long does it normally take your child to get to/from school? (Select one choice per column, mark box with X)

**Travel time to school**

☐ Less than 5 minutes ☐ 5 – 10 minutes

☐ 11 – 20 minutes ☐ More than 20 minutes

☐ Don’t know / Not sure

**Travel time from school**

☐ Less than 5 minutes ☐ 5 – 10 minutes

☐ 11 – 20 minutes ☐ More than 20 minutes

☐ Don’t know / Not sure

+ +
8. Has your child asked you for permission to walk or bike to/from school in the last year?  
   □ Yes  □ No

9. At what grade would you allow your child to walk or bike to/from school without an adult?  
   (Select a grade between PK,K,1,2,3...) □ grade  (or)  □ I would not feel comfortable at any grade

10. What of the following issues affected your decision to allow, or not allow, your child to walk or bike to/from school? (Select ALL that apply)
   □ Distance...........................................................................................................
   □ Convenience of driving.....................................................................................
   □ Time..................................................................................................................
   □ Child's before or after-school activities..............................................................
   □ Speed of traffic along route..............................................................................
   □ Amount of traffic along route...........................................................................
   □ Adults to walk or bike with...............................................................................  
   □ Sidewalks or pathways......................................................................................
   □ Safety of intersections and crossings...............................................................  
   □ Crossing guards...............................................................................................  
   □ Violence or crime.............................................................................................  
   □ Weather or climate...........................................................................................  

11. Would you probably let your child walk or bike to/from school if this problem were changed or improved? (Select one choice per line, mark box with X)
   □ My child already walks or bikes to/from school
   □ Yes  □ No  □ Not Sure

12. In your opinion, how much does your child’s school encourage or discourage walking and biking to/from school?  
   □ Strongly Encourages  □ Encourages  □ Neither  □ Discourages  □ Strongly Discourages

13. How much fun is walking or biking to/from school for your child?
   □ Very Fun  □ Fun  □ Neutral  □ Boring  □ Very Boring

14. How healthy is walking or biking to/from school for your child?
   □ Very Healthy  □ Healthy  □ Neutral  □ Unhealthy  □ Very Unhealthy

15. What is the highest grade or year of school you completed?
   □ Grades 1 through 8 (Elementary)  □ College 1 to 3 years (Some college or technical school)
   □ Grades 9 through 11 (Some high school)  □ College 4 years or more (College graduate)
   □ Grade 12 or GED (High school graduate)  □ Prefer not to answer

16. Please provide any additional comments below.
Safe Routes to School Students Arrival and Departure Tally Sheet

**CAPITAL LETTERS ONLY – BLUE OR BLACK INK ONLY**

School Name: ____________________________________________________________________________

Teacher’s First Name: _____________________________________________________________________

Teacher’s Last Name: _____________________________________________________________________

Grade: (PK,K,1,2,3,...)  Monday’s Date (Week count was conducted)  Number of Students Enrolled in Class:

| 0 | 2 | M | M | D | D | Y | Y | Y | Y | Y | Y | Y | 1 | 5 |

- Please conduct these counts on two of the following three days Tuesday, Wednesday, or Thursday. (Three days would provide better data if counted)
- Please do not conduct these counts on Mondays or Fridays.
- Before asking your students to raise their hands, please read through all possible answer choices so they will know their choices. Each Student may only answer once.
- Ask your students as a group the question “How did you arrive at school today?”
- Then, reread each answer choice and record the number of students that raised their hands for each. Place just one character or number in each box.
- Follow the same procedure for the question “How do you plan to leave for home after school?”
- You can conduct the counts once per day but during the count please ask students both the school arrival and departure questions.
- Please conduct this count regardless of weather conditions (i.e., ask these questions on rainy days, too).

**Step 1.**
Fill in the weather conditions and number of students in each class

**Step 2.**
AM – “How did you arrive at school today?” Record the number of hands for each answer.
PM – “How do you plan to leave for home after school?” Record the number of hands for each answer.

<table>
<thead>
<tr>
<th>Key</th>
<th>Weather</th>
<th>Student Tally</th>
<th>Walk</th>
<th>Bike</th>
<th>School Bus</th>
<th>Family Vehicle</th>
<th>Carpool</th>
<th>Transit</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>S = sunny</td>
<td>R = rainy</td>
<td>O = overcast</td>
<td>SN = snow</td>
<td></td>
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<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Number in class when count made</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Sample AM | S N | 2 0 | 2 | 3 | 8 | 3 | 3 |
| Sample PM | R | 1 9 | 3 | 3 | 8 | 1 | 2 |
| Tues. AM | | | | | | | |
| Tues. PM | | | | | | | |
| Wed. AM | | | | | | | |
| Wed. PM | | | | | | | |
| Thurs. AM | | | | | | | |
| Thurs. PM | | | | | | | |

Please list any disruptions to these counts or any unusual travel conditions to/from the school on the days of the tally.