

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 forms and instructions are available for download www.saferoutesinfo.org/data/

Data Collection Forms: The Student Travel Tally and The Parent Survey

What does the **Student Travel Tally** form do? The form helps measure how students travel to and from school. It can be used to identify changes in students' school travel behavior with SRTS programs.

Who gets tallied? Students in K-8 classrooms at participating schools.

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

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) during a normal week.

What does the **Parent Survey** do? This 5-10 minute questionnaire 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 school travel data. Results can help determine how to improve opportunities for children to walk or bike to school, and measure parental attitude changes as local SRTS programs occur.

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

How is the questionnaire administered? The questionnaire can be administered to parents in two ways: paper-based or online surveying. Paper questionnaires can be given as a take-home survey as homework or an extra credit assignment. Paper or online surveys can be completed as part of parent-teacher conferences. For schools that communicate primarily through email with their parents, on online surveying may be a reasonable option.

Detailed instructions are available at www.saferoutesinfo.org/data/materials/Specific_Form_Instructions.pdf

Timing of Student Tally and Parent Surveys

When should the tallies and surveys occur? Ideally, data would be collected at the beginning of the school year and toward the end of the school year.

For example: 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")

If a local SRTS program is applying for or has received funding from their State SRTS program and the State program requires a collection timeline different than the one proposed here, then follow the State SRTS program defined schedule.

Data Entry and Viewing

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

1. Enter the data yourself using the online "DataTools" program at www.saferoutesdata.org Data is available immediately for usage; or
2. Send completed forms to the National Center's Data Entry Program for processing. Data are usually available in 4 weeks and local programs are emailed instructions on how to access their data online.

Where do I send completed questionnaires? Completed surveys, and tallies along with coversheets should be sent to:

To generate the coversheets please visit the instructions at: www.saferoutesinfo.org/resources/evaluation_cover-sheets.cfm

National Center for Safe Routes to School
Attn: SRTS Data Entry
730 Martin Luther King Jr. Blvd., Suite 300
Chapel Hill, NC 2799-3430

How do I view my data? Once data are entered (either by the user or by the National Center), users can view their data through the online data system. Summary reports of the data can be viewed and shared. The completed data is also part of the National SRTS Program tracking efforts and can be used to better understand the national SRTS program.

Instructions for accessing the data system are available at www.saferoutesinfo.org/data/materials/SRTS_DataTools_overview.pdf

Please contact: data@saferoutesinfo.org if you have questions.