

# Learn it. Do it. Live it!

## STUDENT TRAVEL TALLY



The Student Travel Tally is a quick, in-class survey that provides valuable information on student travel patterns. Collecting tallies on an annual basis is a great way to track the impact of your SRTS program.

### Here's the way to do it:

#### ✓ Identify a coordinator

The coordinator works with the school administration to:

- Set the dates for the tally.
- Inform teachers of the tally dates and process.
- Distribute the online link or tally forms to teachers.
- Be a cheerleader for the tally collection process and help make it happen.
- Make sure teachers collect and submit tallies.

#### ✓ Set the dates

- Student Travel Tallies should be completed annually, at the same time of the year to make the results easier to compare. In Virginia, schools conduct Student Travel Tallies over one week in September or October.
- Student Travel Tallies should be collected on two days during the same week, on a Tuesday, Wednesday, or Thursday.
- Student Travel Tallies should be collected in a way that ensures that all students are counted, and no students are double counted. The easiest way is to require that tallies be conducted by home room teachers during first period.

#### ✓ Inform teachers of the tally dates and procedures

- Tally dates and procedures can be communicated by email and/or at a staff meeting, or both.
- It is best if these communications come from the school principal. *See example principal letter on back.*

Download the paper tally form to use in the classroom from the Virginia SRTS website:

[http://www.virginiadot.org/programs/resources/safe\\_routes/2014/SRTS\\_Two\\_Day\\_Tally.pdf](http://www.virginiadot.org/programs/resources/safe_routes/2014/SRTS_Two_Day_Tally.pdf)

Got questions? Contact our hotline at 1.855.601.7787 or email us at [info@virginiasrts.org](mailto:info@virginiasrts.org)

#### ✓ Distribute tally forms

- Distribute the online link or paper tally form prior to the first student tally collection day.
- The online link can be generated at [saferoutesdata.org](http://saferoutesdata.org).
- The downloadable paper forms are available on the Virginia SRTS website. See the blue call out box for the link.
- The paper form can be printed and distributed to teachers or emailed to teachers as a fillable PDF.
- Consider using colored paper to print the paper form to make them stand out.

#### ✓ Be a cheerleader for the tally collection process and help make it happen

- Make an announcement the morning of each tally date to remind teachers and students that it's Student Travel Tally Day! *See the sample script on back.*
- Be the point of contact for questions. Contact the Virginia SRTS hotline at 1.855.601.7787 for any questions you may have.

#### ✓ Collect and submit completed tally forms

- Determine if teachers will enter the student tally data online themselves, or send a completed paper tally form for the school's Student Travel Tally Coordinator to enter.
- It may be easier for teachers to collect tally information on the paper form, then enter it into the online form shortly afterwards at a convenient time.
- Regardless of the method of entry, the school's Student Travel Tally Week Coordinator should keep track of teachers who enter the student tally information online.
- Aim to meet the **November 15** deadline for entering tally information online to be eligible for incentives, including banners for schools that participate for the first time.



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## STUDENT TRAVEL TALLY



### Example Principal Letter to School Staff

Dear School Staff,

We will be conducting Student Travel Tallies on [day 1] and [day 2]. The Student Travel Tally is a short survey about student travel that is conducted in the classroom. The results will help us better understand how students travel to and from school and will help us gauge our efforts to encourage walking and bicycling. You play a critical role in administering the Tally. To ensure that all students are counted and no students are double counted, the tallies will be conducted by ... [Describe who will be conducting the tallies and at what time of day, e.g., by home room teachers during first period.]

A form to record the tallies will be distributed to you prior to [day 1]. Please, fill in the boxes at the top of the form (school name, teacher's name, grade, etc.). Then, for each day, please:

- Fill in the weather conditions and the number of students in the classroom.
- Explain that this survey asks about how each student traveled to school that day and how they expect to travel home (or to after school care). The examples at the bottom of this letter may help explain what this means.
- Ask students to raise their hands to indicate the way they traveled to school that morning and record the results on the tally form.
- Ask students to raise their hands again to indicate how they expect to travel from school. Please note that 'school bus' is the best option for students who take a school bus home OR to travel to after care.

After the tally is complete on [day 2], please return the tally form to [coordinator name].

Thank you for your assistance with this important effort!

[Principal name]

*This example assumes paper forms but can be easily adapted in the case of online forms.*

### Example Morning Announcement

"Good morning! Today is Student Travel Tally Day. This is the first/second of two days we'll complete student tallies this week.

Teachers, you have been provided with a Safe Routes to School Student Travel Tally form. Please fill out the information at the top of the form. Put Monday's date, \_\_\_\_\_, in the date field. Please also record today's weather in the far left column. The weather this morning is \_\_\_\_\_. The weather this afternoon will be \_\_\_\_\_.

Students, this survey will ask you how you arrived at school and how you will be going home. The options are: walk, bike, school bus, family car, carpool with other families, city bus/transit, and other (for example skateboards, day care bus, etc.).

Now take two minutes to complete the survey, teachers.

*This example assumes paper forms but can be easily adapted in the case of online forms.*

[We'll do this again tomorrow, so keep your Tally form ready].

Thank you."

### Examples and scripts for teachers to explain to students which travel option is best for them

**Example 1:** *Today, I walked to school with my older brother (he's in the eighth grade).*

**How did you travel to school?** Walking – raise your hand when I ask for those who got to school by the 'walk' mode

**Example 2:** *Today, my uncle drove me to my school bus stop and I took the school bus to school.*

**How did you travel to school?** School bus – raise your hand when I ask for those who got to school

**Example 3:** *After school, I'll take the after care school bus to the recreation center.*

**How will you travel from school?** School bus – raise your hand when I ask for those who will travel from school by school bus.

**Example 4:** *Today, I rode with my parents in our car to school. We parked the car in the school parking lot, then walked into school together.*

**How did you travel to school?** Car – raise your hand when I ask for those who got to school by a family vehicle.

**Want more data to support and grow your Safe Routes program?**

**Survey parents! Get started by calling the hotline or go online**

[http://guide.saferoutesinfo.org/evaluation/appendix\\_b\\_safe\\_routes\\_to\\_school\\_parent\\_survey.cfm](http://guide.saferoutesinfo.org/evaluation/appendix_b_safe_routes_to_school_parent_survey.cfm)