The Student Travel Tally is a quick, in-class survey that provides valuable information on student travel patterns. Collecting tallies each fall 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. Virginia Travel Tally Week is the third week in September. Complete the tallies another week in September if this week does not work for your school.
  • 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 process to conduct tallies.
  • 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.

✓ Distribute tally form
  • Distribute the paper tally form prior to the first student tally collection day.
  • The paper forms are available at www.virginiadot.org/saferoutes under Student Travel Tally Week.
  • The paper form can be printed and distributed to teachers or emailed to teachers as a fill-able PDF.

✓ 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 to 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 October 3rd deadline for entering tally information online in order to be eligible for the incentive event banner or banner decal.

Got questions?
Contact our hotline at 1.855.601.7787 or email us at info@VirginiaSRTS.org
“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.

We’ll do this again tomorrow, so keep your Tally form ready.

Thank you.”

Want more information to support your Safe Routes program? Survey parents! Get started by calling the hotline or go online www.saferoutesinfo.org/program-tools/evaluation-parent-survey