

# Safe Routes to School (SRTS) Student Arrival and Departure Tally Process for New Jersey Department of Transportation SRTS Grant Applications

In order for applications to the NJ Department of Transportation (NJDOT) Safe Routes to School (SRTS) infrastructure grants to be eligible for review, the SRTS Student Arrival and Departure Tally process must be completed and forms submitted to the NJ SRTS Resource Center at Rutgers University for analysis. Please follow the process below:

### 1. Conduct the SRTS Student Arrival and Departure Tally

- Student Arrival and Departure Tally forms and instructions can be downloaded from the NJ SRTS Resource Center at, http://saferoutesnj.org/documents/SRTS Tally Sheet-1.pdf
- Arrival and Departure Tallies should be conducted at school locations that will be impacted by the proposed infrastructure improvements.
- Arrival and Departure Tallies should include every grade level of the school (K-8.)
- Arrival and Departure Tally Sheets should be submitted from every class of every grade level of the school, but at a minimum one class per grade.
- Conduct travel counts on at least two of the following three days: Tuesday, Wednesday, or Thursday. Three days would provide better data.
- Do not conduct travel counts on Mondays or Fridays.
- Conduct travel counts regardless of weather conditions.

### 2. Submit SRTS Student Arrival and Departure Tally forms

- Arrival and Departure Tallies should be scanned and submitted electronically to the NJ Safe Routes to School Resource Center at Rutgers University. Please email to <a href="mailto:srts@ejb.rutgers.edu">srts@ejb.rutgers.edu</a>.
- Include a cover letter with contact name, title, organization, email and phone. Specify the school district and municipality where the arrival and departure tallies were conducted.
- If Arrival and Departure Tallies are not able to be scanned, please make copies and send via U.S. mail to the NJ SRTS Resource Center. Please note that mailed tallies take *at least 10 business days to arrive*. Please retain copies of the tallies in case they get lost in the mail. The NJ SRTS Resource Center is not responsible for tally forms lost in the mail.

#### Please mail to:

New Jersey Safe Routes to School Resource Center
Attention: Sean Meehan
Alan M. Voorhees Transportation Center
Edward J. Bloustein School of Planning and Public Policy
Rutgers, The State University of New Jersey
33 Livingston Avenue – room 450
New Brunswick, NJ 08901

- Upon receipt of the Arrival and Departure Tally Forms, an email confirmation and receipt will be sent to the contact name on the cover letter. The receipt can be used as verification of submission for NJDOT SRTS grant submissions.
- In order for NJDOT SRTS grant applications to be deemed complete, grant applications must include either results of the arrival and departure tallies for school locations that will be impacted by infrastructure improvements or the receipt from the NJ SRTS Resource Center that arrival and departure tally forms have been submitted.
- Arrival and Departure Tallies must be completed and submitted to NJ SRTS Resource Center <u>by</u>
   <u>July 31</u> in order to be counted toward a complete application for NJDOT SRTS grants.
- For questions or more information about conducting or submitting SRTS Student Arrival and Departure Tallies, contact (848) 932-7901, <a href="mailto:srts@ejb.rutgers.edu">srts@ejb.rutgers.edu</a> or visit <a href="www.saferoutesnj.org">www.saferoutesnj.org</a>

# Safe Routes to School Students Arrival and Departure Tally Sheet

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School Name	School Name:									-	Tea	eacher's First				Name:				Teacher's Last Name:							
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Grade: (PK,K,:	1,2,3)	N	1ond	ay's	Date	(Wee	k cou	nt wa	s con	ducte	ed)	Nu	nbe	r of	St	uden	ts E	nrol	led	in C	lass	<b>6:</b>					
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Student may only answer once.  • Ask your students as a group the question "How did you arrive at school today?"																											
<ul> <li>Ask your students as a group the question. How did you arrive at school today?</li> <li>Then, reread each answer choice and record the number of students that raised their hands for each. Place just one character or</li> </ul>																											
number in each box.																											
<ul> <li>Follow the same procedure for the question "How do you plan to leave for home after school?"</li> <li>You can conduct the counts once per day but during the count please ask students both the school arrival and departure questions.</li> </ul>																											
Please conduct this count regardless of weather conditions (i.e., ask these questions on rainy days, too).																											
Step 1. Step 2.																											
Fill in the weather conditions and number of students in each class  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																											
number of students in each class    PM - "How do you plan to leave for home after school?" Record the number of hands for each answer.															. 101												
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	S= sunny R= rainy			Number in		_			<b>-</b> s		-							Riding with children from other families				Sk	Skate-board, scooter, etc.				
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riease iis	Please list any disruptions to these counts or any unusual travel conditions to/from the school on the days of the tally.														ıy.												
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Alan M. Voorhees Transportation Center Rutgers, The State University of New Jersey 33 Livingston Avenue New Brunswick, New Jersey 08901 www.policy.rutgers.edu/vtc

Tele 848-932-2832 Fax 732-932-3714

## Memorandum

**Subject:** Safe Routes to School Student Arrival and Departure Tallies Confirmation **From:** New Jersey Safe Routes to School Resource Center, Rutgers University **Date:** 

Thank you for submitting Safe Routes to School Student Arrival and Departure Tallies for (name of School) in (name of municipality), NJ. Your tallies have been received on (date) and will be processed as soon as possible.

Please retain this notification as confirmation of receipt of your Student Arrival and Departure Tallies. This notification can be used as proof of completion for NJ Department of Transportation Safe Routes to School grant applications until results are available and returned to you.

Please contact us with any questions. Thank you!

New Jersey Safe Routes to School Resource Center Alan M. Voorhees Transportation Center Edward J. Bloustein School of Planning and Public Policy Rutgers, The State University of New Jersey 33 Livingston Avenue New Brunswick, NJ 08901 848-932-7901 srts@ejb.rutgers.edu www.saferoutesnj.org