



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 srts@ejb.rutgers.edu.
- 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 **by July 31** 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, srts@ejb.rutgers.edu or visit www.saferoutesnj.org

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!

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