



## Safe Routes to School Data System Shutdown FAQs

What do I need to do before June 30, 2024?

Data System users can directly download all their data in two steps:

1. Hovering over “My Tallies” and selecting “View Existing Tally.” In the resulting Tally table, click on the “Export Data” link (the right-most column in the table). This will automatically export a csv file (which can be saved as an Excel file if that is preferable) of each school’s Student Travel Tally data for the corresponding month and year (e.g., May 2024).
2. To download schools’ Parent Survey data, repeat step one above, but instead hover over “My Surveys” and select “View Existing Survey.”

If working with others to access or download your data...

How do I give someone access to my Schools’ or School groups’ information?

1. In the top navigation bar, hover over “Manage Users” to see the drop-down menu, and select “Add User.”
  - a. Every time you add a user, the data system requires you to search to see if that user already has an account.
2. Fill in at least the person’s email OR their First and Last Name.
3. Click “Search” at the bottom of the page.

If the person I’m searching for is on the list...

1. On the right, next to the User’s State, click “Select.”
2. Under the two tables, select either “Edit School Permissions” or “Edit School Group Permissions.”
3. Check the box to the right next to the School OR School Group or Interest and select “Specify Permissions.”

If the person I’m searching for is NOT on the list...

1. In the top navigation bar, hover over “Manage Users” to see the drop-down menu, and select “Add User.”
  - a. Every time you add a user, the data system requires you to search to see if that person already has an account.
2. If “no users were found in the system”, select “add new user”
3. Enter the person’s first name, last name, email, phone, state, and specify whether you’d like to give the person access to a School Group or to select Schools. Select “Add User.”
4. Check the boxes to the right of the School Groups or Schools you’d like to which you’d like to give the person access. Select “Specify Permissions.”
5. From the “Edit Permission Level” drop-down select the level of access you would like the user to have to that School or School Group: “No Access”, “Run Reports”, or “Edit Data.”

- a. For School Groups, there is an “Administrator” level of access. “School Group Administrator” level access gives users the ability to run reports, edit, and grant others access to Schools’ and School Groups’ information.

What other data collection methods might help ease the transition away from using the National Center’s data system?

- Check out the <https://bikewalkroll.org/> website, which offers online school travel data collection services and can be used for monitoring one schools’ travel trends and benchmarking schools’ trends with those of other schools.
- Talk with assistant school principals, as these professionals tend to be responsible for school travel and can provide reasonable estimates on travel mode numbers.
- Provide students with radio frequency identification (RFID) tags to both count the number of students traveling to school on foot and by bike and let parents know their children have arrived at school. For example, the town of Bowling Green, Ohio is planning to use RFID tags for these purposes: [www.bgohio.org/DocumentCenter/View/4667/Bowling-Green-Safe-Routes-to-School-Travel-Plan-PDF](http://www.bgohio.org/DocumentCenter/View/4667/Bowling-Green-Safe-Routes-to-School-Travel-Plan-PDF)
- Conduct observational counts of students walking and biking to schools, including counting bikes at schools’ bike racks if it is not feasible to observe school drop-off.
- Register with travel apps such as Love to Ride: [www.lovetoride.net](http://www.lovetoride.net) to track individuals’ and group’s active travel patterns.
- Check out Michigan’s SRTS Survey Process, which includes Student Tally, Student Survey, and Parent Survey instruments: <https://saferoutesmichigan.org/surveys/>
- Consider adding school transportation questions to the CDC’s Youth Risk Behavior Survey (YRBS): [www.cdc.gov/healthyyouth/data/yrbs/pdf/yrbs\\_conducting\\_your\\_own.pdf](http://www.cdc.gov/healthyyouth/data/yrbs/pdf/yrbs_conducting_your_own.pdf). This survey is administered at private and public middle schools and high schools across all 50 U.S. states every other year. The YRBS measures six categories of priority health-risk behaviors among youth, including inadequate physical activity. You can download the survey here: <http://www.cdc.gov/yrbss> and add school travel questions, such as “how does your youngest child typically get to school? Select the primary way your child gets to school: Walk, Bike, School bus, Family vehicle (just your family), Carpool (with other households), Uber/Lyft, Public transit, Other (skateboard, scooter, etc.)” AND then “How often does your youngest child get to school [by the mode selected above]? For every trip to school, For nearly every trip to school, For about half of the trips to school.”