

School Road Safety Survey Database

USER GUIDE



Preface

The primary function of this software is to record all information obtained through the school road safety survey (included in the Road Safety Around School Guidelines).

Survey information

All school survey data can be inputted into the database. The information can then be used to produce a draft action plan for your school.

Opening the database

You can open the database a number of different ways:

1. In Windows Explorer locate the database on the network and double click on the icon.
2. If you have a copy on your desktop simply double click on the icon.
3. Open Microsoft Access then select **File** → **Open**. Locate the database on the network and highlight it, then click on **Open**.

Entering Survey Details

All survey data can either be tallied manually and the totals entered into the Survey Details screen, or you can enter each survey returned individually.

When opening the database, the following screen will appear:

Safe Routes to Schools

File Edit Insert Records Window Help Adobe PDF Type a question for help

Survey Details

Survey Number: 1 Survey Date: Month: January Year: 2007 << Previous Next >>

Surveys Distributed: 0 Male: 0
Surveys Returned: 0 Female: 0

Update Totals Print Survey Data report Resurvey
Enter Details Print Draft Action Plan Student Details >>

Is this School being entered manually?

Q1 | Q2 | Q3-4 | Q5-6 | Q7-8 | Q9 (Road A) | Q9 (Road B) | Q9 (Road C) | Q9 (Road D) | Q11 | DAP Items

Question 1
How does your child get to and from school on MOST DAYS:

Dry Weather		Wet Weather	
Car:	0	Car:	0
Walk or Cycle:	0	Walk or Cycle:	0
Bus:	0	Bus:	0
Walking School Bus:	0	Walking School Bus:	0
Other:	0	Other:	0

Start | In-box - Microsoft D... | MSN Hotmail - Tod... | Annual Conference... | Road Safety Safe ... | Microsoft PowerPoi... | Safe Routes to... | Microphone | 10:13 AM

Enter the **Survey Number** by clicking on the number next to the word survey number. For example, the first time the school conducts the survey will be survey number 1. Follow-up surveys conducted to evaluate action plan successes or re-evaluate school road safety issues each year should be numbered survey 2, 3, 4 etc.

Enter the **Month** and **Year** the survey was conducted using the drop down menus.

Enter the total number of surveys distributed in the **Surveys Distributed** field.

Enter the total number of surveys returned back in the **Surveys Returned** field.

Of the surveys returned, determine the number of male participants and enter the total in the **Male** field.

Of the surveys returned, determine the number of female participants and enter the total in the **Female** field.

Questions (1-11) and the Draft Action Plan are separated into tabs on the Survey Details screen. To get to a particular question simply click on the tab reference. For example see below.

Safe Routes to Schools

Survey Details

Survey Number: 1

Survey Date: Month: January Year: 2007

Surveys Distributed: 0

Surveys Returned: 0

Male: 0

Female: 0

Update Totals

Print Survey Data report

Resurvey

Enter Details

Print Draft Action Plan

Student Details >>

Is this School being entered manually?

Q1 | Q2 | Q3-4 | Q5-6 | Q7-8 | Q9 (Road A) | Q9 (Road B) | Q9 (Road C) | Q9 (Road D) | Q11 | DAP Items

Question 1

How does your child get to and from school on MOST DAYS:

Dry Weather	Wet Weather
Car: <input type="text" value="0"/>	Car: <input type="text" value="0"/>
Walk or Cycle: <input type="text" value="0"/>	Walk or Cycle: <input type="text" value="0"/>
Bus: <input type="text" value="0"/>	Bus: <input type="text" value="0"/>
Walking School Bus: <input type="text" value="0"/>	Walking School Bus: <input type="text" value="0"/>
Other: <input type="text" value="0"/>	Other: <input type="text" value="0"/>

Start | Inbox - Microsoft Outlook | Annual Conference List... | Road Safety Safe Route... | Microsoft PowerPoint - [...] | Safe Routes to Sch... | 10:32 AM

Survey Details - Individual Entries

On the **Survey Details** screen click on the **Enter Details** button.

The screenshot shows the 'Survey Details' window in the 'Safe Routes to Schools' application. The window title is 'Safe Routes to Schools'. The menu bar includes File, Edit, Insert, Records, Window, Help, and Adobe PDF. The toolbar has a search icon and the text 'Type a question for help'. The main content area is titled 'Survey Details' and contains the following elements:

- Survey Information:** Survey Number: 1, Survey Date: Month: January, Year: 2007. Navigation buttons: << Previous, Next >>.
- Statistics:** Surveys Distributed: 0, Surveys Returned: 0, Male: 0, Female: 0.
- Buttons:** Update Totals, Print Survey Data report, Resurvey, Enter Details (highlighted with a red circle), Print Draft Action Plan, Student Details >>.
- Form:** A question form for 'Question 1' titled 'How does your child get to and from school on MOST DAYS:'. It has two columns: 'Dry Weather' and 'Wet Weather'. Each column has input fields for Car, Walk or Cycle, Bus, Walking School Bus, and Other, all with a value of 0.
- Navigation:** A row of buttons for questions: Q1, Q2, Q3-4, Q5-6, Q7-8, Q9 (Road A), Q9 (Road B), Q9 (Road C), Q9 (Road D), Q11, DAP Items.

The Windows taskbar at the bottom shows the Start button and several open applications: Inbox - Microsoft Outlook, Annual Conference List..., Road Safety Safe Route..., Microsoft PowerPoint - [...], and Safe Routes to Sch... The system clock shows 10:32 AM.

The following screen will appear:

The screenshot shows the 'Form View' for 'Question 1' in the 'Safe Routes to Schools' application. The window title is 'Safe Routes to Schools - [frmSURVEY_DET5 : Form]'. The menu bar includes File, Edit, View, Insert, Format, Records, Tools, Window, Help. The toolbar contains various icons for editing and navigation. The form is divided into several sections:

- Year Level:** Radio buttons for K, PP, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12.
- Student Age:** Radio buttons for 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17.
- Gender:** Radio buttons for Female, Male, Other Children.
- Question 1:** Two columns: 'Dry Weather' and 'Wet Weather'. Each column has radio buttons for Car, Walk or Cycle, Bus, Walking School Bus, and Other.
- Question 2:** Radio buttons for Car (One to Ten), Walking, Bus, Bicycle, Walking School Bus, and Other.
- Question 3:** Radio buttons for 0.5 Km, 0.5 to 1 Km, 1 to 2 Km, 2 to 3 Km, 3 to 5 Km, and 5 Km or more.
- Question 4:** Checkboxes for Too Far, Weather, Time, Too young, Day Care bus service, Crossing major roads, Dropped off on way to other destinations, Too Busy, Safety, Health, Laziness, Stranger Danger, No Traffic Warden.
- Other Question 4 Reasons:** A text input field.
- Question 5:** Checkboxes for Is child accompanied? (Yes/No), If 'Yes' by whom: Adult, Older sibling, Yngr sibling, Other Student, with corresponding Age input fields.
- Question 6:** Radio buttons for Very important, Important, Moderately important, Somewhat important, Not important.
- Question 7:** Radio buttons for Very high, Above average, Average, Below average, Limited.
- Question 8:** Radio buttons for Very safe, Fairly safe, Not Sure, Fairly Unsafe, Very unsafe.
- Question 9:** Radio buttons for Road (A), Road (B), Road (C), Road (D). Checkboxes for Congestion, Double Parking, Parking NO Standing/Parking zone, Parking on verge, Parking in bus bay, Parking/driving through teachers carpark, U-turns in front of school, Lack of parking, Children crossing the road to cars parked on opposite side of road to school, Pulling into and reversing out of private driveways.
- Question 11:** Description: [input field], Responsibility: [input field].

The bottom of the form shows 'of 1' and navigation buttons: <<, <, >, >>, NEW. The status bar at the bottom shows 'Form View', 'FLTR', and 'NUM'.

Enter each survey one at a time. Transfer the information from each survey individually.

Enter the Year level, Student Age, Gender details using the buttons provided.

Question 1

Click the appropriate buttons for each part of question one as indicated.

Question 2

If you make an error on Question 2 simply click the **Clear** button next to the Question 2 heading. This will clear all settings on Question 2.

Question 3

Enter the distance travelled by clicking the appropriate button.

Question 4

Enter the reasons by clicking on the appropriate buttons.

Enter any Other Reasons one at a time in the **Other Question 4 Reasons** field. Enter a brief description of the Other Reason. To add another reason, click in the **Other Question 4 Reasons** field on the next row. Continue doing this for additional reasons.

Questions 5, 6, 7 & 8

Click the appropriate buttons for each question as indicated.

Question 9

Question 9 can record information on up to 4 roads (Roads A, B, C and D). Roads A, B, C and D all record the same information relating to the particular road.

To enter information on Road A ensure the tab reference for Road A is selected. To enter information on Road B ensure the tab reference for Road B is selected etc.

If after entering a description you decide that you do not want that description to appear in any reports tick the **Void** option, which is located next to the Question 9 Description heading.

If you would like the Street Name for the road to appear in reports tick the **Include Street** option, which is located next to the Question 9 Description heading.

Question 11

Enter the description of other road safety danger spots around your school in the Description field. To enter the Responsibility for that Description click on the drop down arrow on the Responsibility field and select from the list.

If after entering a description you decide that you do not want that description to appear in any reports tick the **Void** option, which is located next to the Question 11 Description heading.

If after entering a description you decide that you would like to delete it click on the Delete button, which is located next to the Question 11 Description heading.

New Survey

To enter the next survey, simply click on the **New** button at the bottom of the screen.

Repeat the above steps for all individual surveys.

Scrolling

To scroll between surveys already entered into the database, click on the left and right arrows at the bottom of the screen.

Updating Totals

When all of the survey data information has been entered into the database, click the **Update Totals** button on the **Survey Details** screen. This will update all of the survey data totals.

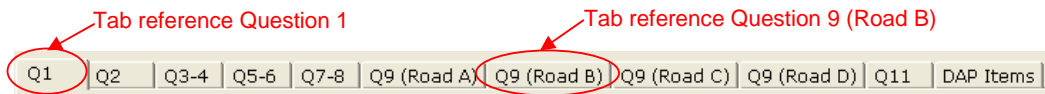
The screenshot shows the 'Survey Details' window for Survey Number 1. The survey date is set to January 2007. The 'Update Totals' button is circled in red. Below the buttons, there is a navigation bar with tabs for Q1, Q2, Q3-4, Q5-6, Q7-8, Q9 (Road A), Q9 (Road B), Q9 (Road C), Q9 (Road D), Q11, and DAP Items. The main content area displays 'Question 1' with a table for transportation modes under 'Dry Weather' and 'Wet Weather' conditions. All input fields are currently set to 0.

Dry Weather		Wet Weather	
Car:	0	Car:	0
Walk or Cycle:	0	Walk or Cycle:	0
Bus:	0	Bus:	0
Walking School Bus:	0	Walking School Bus:	0
Other:	0	Other:	0

Survey Details – Totals Only

IMPORTANT: If entering totals only, you must ensure you tick the **Is this School being entered manually** field which is located on the Survey Details screen.

This screenshot is similar to the previous one, but the 'Is this School being entered manually?' checkbox is checked and circled in red. The rest of the interface, including the 'Update Totals' button and the question data table, remains the same.



Question 1

If you are not already there, click on the Q1 tab reference.

Manually calculate the Question 1 totals from each survey returned and enter the figures for both Dry Weather and Wet Weather for the following fields: car, walk or cycle, bus, walking school bus and other.

If the total for a particular field is 0, ensure that 0 is entered. *Do not leave a field blank or null.*

Question 2

Click on the Q2 tab reference. The screen below will appear:

Adam Road Primary School

Surveys Distributed: 0 Male: 0
 Surveys Returned: 0 Female: 0

Is this School being entered manually?

Buttons: Update Totals, Print Survey Data report, School Resurvey, Enter Details, Print Draft Action Plan, Student Details >>

Navigation: Q1 | Q2 | Q3-4 | Q5-6 | Q7-8 | Q9 (Road A) | Q9 (Road B) | Q9 (Road C) | Q9 (Road D) | Q11 | DAP Items

Question 2:
 How many times LAST WEEK did your child travel to/from school by:

	CAR	BUS	BICYCLE	WALK	WALKING SCHOOL BUS	OTHER	Description
1:	0	0	0	0	0	0	
2:	0	0	0	0	0	0	
3:	0	0	0	0	0	0	
4:	0	0	0	0	0	0	
5:	0	0	0	0	0	0	
6:	0	0	0	0	0	0	
7:	0	0	0	0	0	0	
8:	0	0	0	0	0	0	
9:	0	0	0	0	0	0	
10:	0	0	0	0	0	0	
Totals:	0	0	0	0	0	0	

Manually calculate the Question 2 totals from each survey returned and enter the figures for car, walk or cycle, bus, walking school bus and other. If a total is entered into the Other field, a brief description of the travel mode must be entered into the corresponding **Description** field.

Examples:

If 12 children travel by car to school 4 times a week, enter 12 into the field under the **Car** column and the row labelled **4:**.


If 4 children rollerblade to school twice a week, enter 4 into the field under the **Other** column and the row labelled **2:**, then enter **Rollerblade** in the **Description** field on the same row.

Questions 3 and 4

Click on the Q3-4 tab reference. The screen below will appear:

Calculate the totals for Question 3 and Question 4 and enter them into the appropriate fields.

For Question 4 **Other**, enter each reason individually in the **Reasons** field and then either press tab or click in the corresponding number field to the right and enter the total number for that reason. To enter another reason press the tab key to move to the next row and enter the next Reason.

To delete an **Other Reason** click the delete key  next to the corresponding **Reason** to delete. You will be asked if you are sure you want to delete the record. Click Yes to delete and No is keep the record.

If the total for a particular field is 0, ensure that 0 is entered. *Do not leave a field blank or null.*

Questions 5 and 6

Click on the Q5-6 tab reference.

Manually calculate the Question 5 and Question 6 totals from each survey returned and enter the figures into the corresponding fields on the screen.

If the total for a particular field is 0, ensure that 0 is entered. *Do not leave a field blank or null.*

Questions 7 and 8

Click on the Q7-8 tab reference.

Manually calculate the Question 7 and Question 8 totals from each survey returned and enter the figures into the corresponding fields on the screen.

If the total for a particular field is 0, ensure that 0 is entered. *Do not leave a field blank or null.*

Questions 9 (Road A, B, C and D)

Depending on which road is being entered click on the required tab reference.

Manually calculate the Question 9 totals from each survey returned and enter the figures into the corresponding fields on the screen.

If the total for a particular field is 0, ensure that 0 is entered. *Do not leave a field blank or null.*

Question 9 (Road C and D) have an additional field called **Show Road on Report**. If you have entered information into either of these screens and would like this information to appear on reports tick this box.

DAP Items (Draft Action Plan Items)

Enter the description in the Description field.

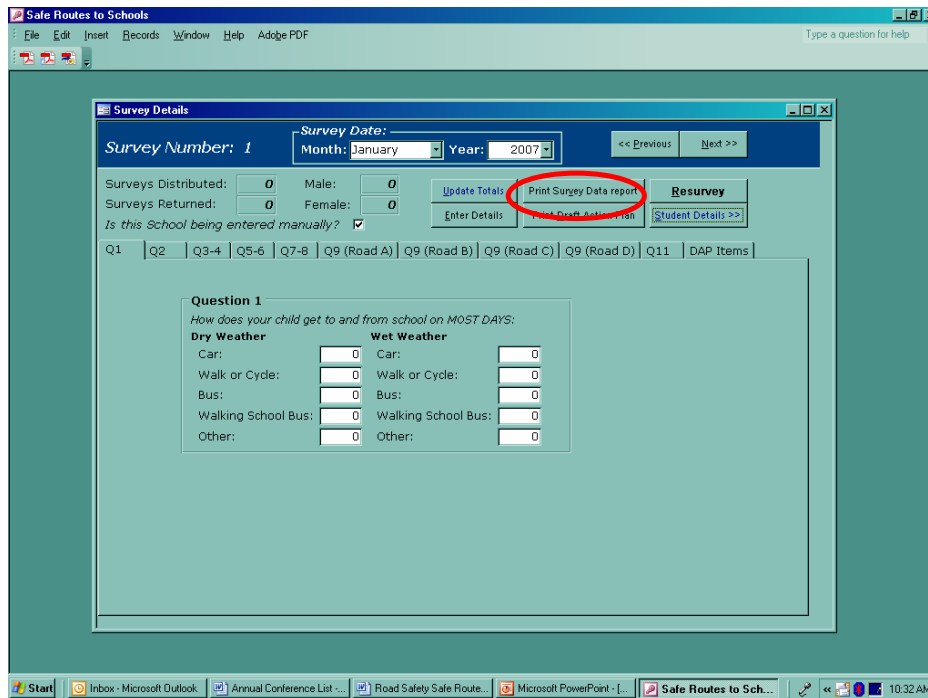
To enter the Responsibility for that Description, click on the drop down arrow on the Responsibility field and select from the list.

If after entering a description you decide that you do not want that description to appear in any reports tick the **Void** option, which is located next to the DAP Items Description heading.

If after entering a description you decide that you would like to delete it, click on the Delete button, which is located next to the DAP Items Description heading.

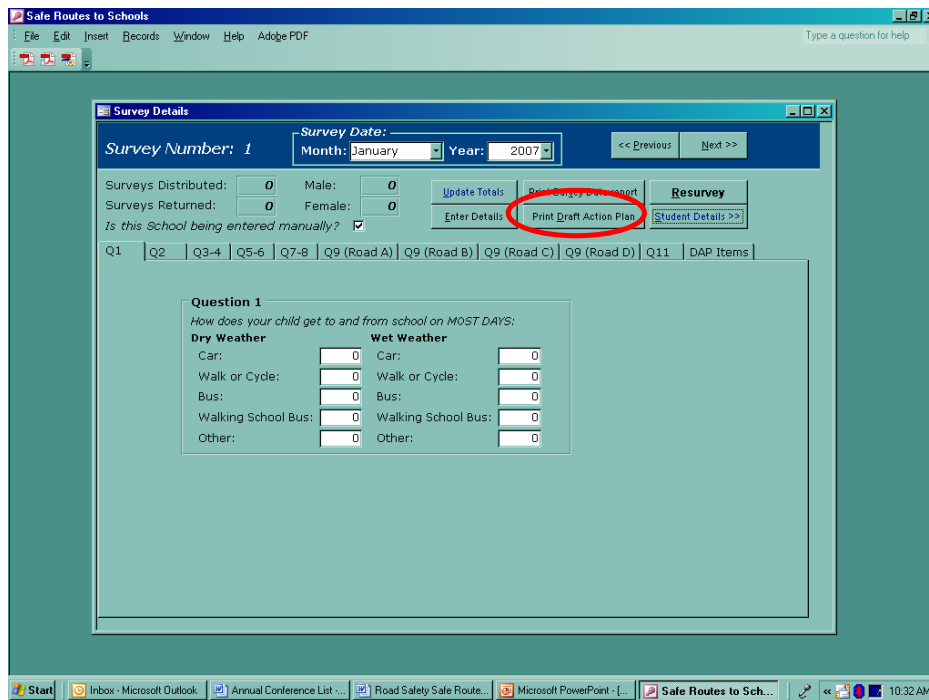
Print Survey Data report

After all the survey data has been entered, you can print the Survey Data report. To do this press the **Print Survey Data report** button on the **Survey Details** screen. A print preview will appear. If you are happy with this press the print button.



Print Draft Action Plan

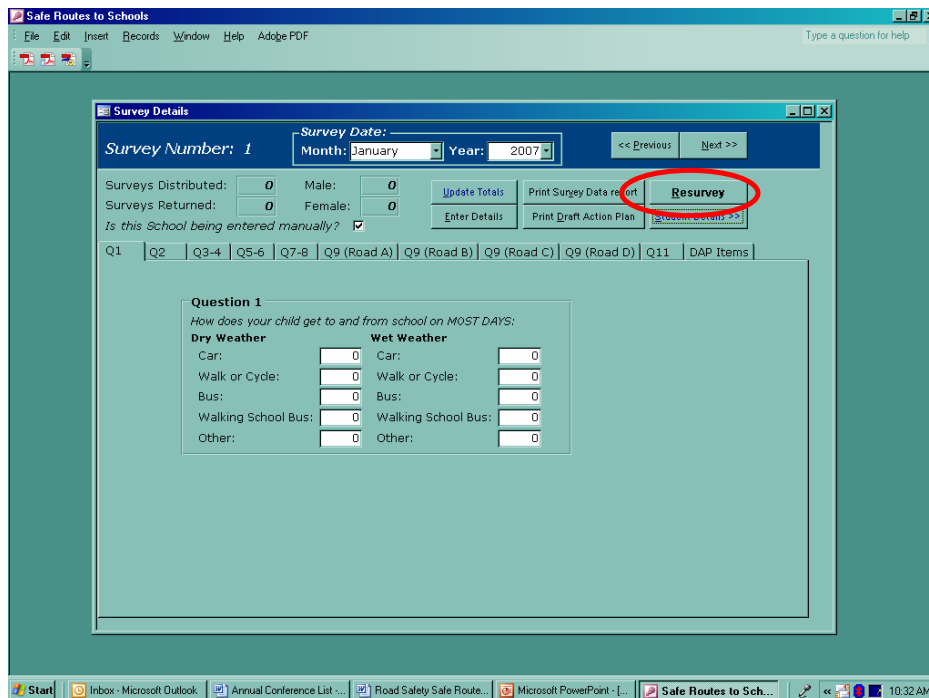
After all the Draft Action Plan data has been entered you can print the Draft Action Plan. To do this, press the **Print Draft Action Plan** button on the **Survey Details** screen. A print preview will appear. If you are happy with this press the print button.



School Resurvey

The database allows for a school to be resurveyed at any time. On the Survey Details screen click the **School Resurvey** button. This will save the existing survey data information and clear the screen for entering the latest survey information.

After you have pressed the **School Resurvey** button simply follow the instructions above for entering survey data.



The **Previous** and **Next** buttons will allow you to access the results of previous surveys conducted and inputted into the database.

Entering Student Details

Details on student number years, student number age groups, sibling number years and sibling number age groups are manually calculated from the surveys returned and entered into the following screen. To enter these details click on **the Student Details >>>** button on the **Survey Details** screen.

Student Numbers					
Student numbers in the following years:			Sibling numbers in the following years:		
Kindergarten:	<input type="text" value="5"/>	Pre-primary:	<input type="text" value="31"/>	Kindergarten:	<input type="text" value="5"/>
Pre-primary:	<input type="text" value="31"/>	Kindergarten:	<input type="text" value="5"/>	Pre-primary:	<input type="text" value="14"/>
Year 1:	<input type="text" value="10"/>	Year 5:	<input type="text" value="18"/>	Year 9:	<input type="text" value="0"/>
Year 2:	<input type="text" value="21"/>	Year 6:	<input type="text" value="18"/>	Year 10:	<input type="text" value="0"/>
Year 3:	<input type="text" value="17"/>	Year 7:	<input type="text" value="4"/>	Year 11:	<input type="text" value="0"/>
Year 4:	<input type="text" value="7"/>	Year 8:	<input type="text" value="0"/>	Year 12:	<input type="text" value="0"/>
Student numbers in the following age groups:			Sibling numbers in the following age groups:		
Age 4:	<input type="text" value="15"/>	Age 9:	<input type="text" value="7"/>	Age 14:	<input type="text" value="0"/>
Age 5:	<input type="text" value="22"/>	Age 10:	<input type="text" value="20"/>	Age 15:	<input type="text" value="0"/>
Age 6:	<input type="text" value="14"/>	Age 11:	<input type="text" value="15"/>	Age 16:	<input type="text" value="0"/>
Age 7:	<input type="text" value="20"/>	Age 12:	<input type="text" value="10"/>	Age 17:	<input type="text" value="0"/>
Age 8:	<input type="text" value="14"/>	Age 13:	<input type="text" value="0"/>		
Age 4:	<input type="text" value="4"/>	Age 9:	<input type="text" value="13"/>	Age 14:	<input type="text" value="0"/>
Age 5:	<input type="text" value="9"/>	Age 10:	<input type="text" value="9"/>	Age 15:	<input type="text" value="0"/>
Age 6:	<input type="text" value="10"/>	Age 11:	<input type="text" value="7"/>	Age 16:	<input type="text" value="0"/>
Age 7:	<input type="text" value="6"/>	Age 12:	<input type="text" value="3"/>	Age 17:	<input type="text" value="0"/>
Age 8:	<input type="text" value="9"/>	Age 13:	<input type="text" value="0"/>		