

MA Safe Routes Survey.org

Massachusetts Safe Routes to School Survey Administrator Account Setup & Usage Guide

MA Safe Routes Survey.org is a tool that can be utilized statewide to collect student travel data and help determine how we can improve the environment around the school, target investments, track progress toward goals and ultimately develop local programs that benefit students, parents and our communities.

In addition to Safe Routes to School program staff, stakeholders can also have administrative access to the tool to assist with administering surveys and analyzing data within the school(s) or community you serve. Your SRTS Coordinator can provide assistance setting up your account, navigating the online survey tool and assisting with the survey administration process.

Home Page Overview

- "About" provides additional survey info
- Nine different language options across the top
- Please select your school district – only shows districts with an *active* survey
- Please select your school – only shows schools within selected district that have an *active* survey
- "Please click here to email us" link at bottom to submit questions
- "Are you an administrator? Log in or Register" link at bottom for registration/log in

How to Complete A Survey

1. Select school district and school
2. Select "Open School Survey Form" to open the 6 question survey
3. Question 1 – "What is your approximate home location?"
 - a. You can click on a location on the map to place a house icon OR
 - b. Click on "...or tell us the street intersection closest to your home" below the map and use the first drop down menu to indicate your street and the second drop down menu to choose a cross-street closest to where you live
4. Question 2 – "What grade is your child in?" – answered with dropdown menu
5. Question 3 – "How does your child get TO school on most days?" – answered with dropdown menu
6. Question 4 – "How does your child get home FROM school on most days?" – answered with dropdown menu
7. In cases where a household has more than one child click on the "Add another child at this school button" and answer questions 2 through 4 for additional child; this can be repeated as necessary
8. Question 5 – "How many vehicles do you have in your household?" – answered with dropdown menu
9. Question 6 – "How many people in your household have a driver's license?" – answered with dropdown menu
10. Final Step is to click on the Submit Button to complete Survey



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How to Register as an Administrator

1. At the bottom of the home page, select "Register"
2. Create your user name and password along with the rest of the requested information (note: username and password are case sensitive)
3. Select the school district you work with (note: if you work with more than one school district, you will need to complete a separate registration for each one)
4. Select the school that you work with (note: if you leave the school blank and only complete the district, then you will have access to all schools in that district)
5. As indicated on the next screen, SRTS program staff must review and approve each registration. Once this approval occurs, you will receive a confirmation e-mail (note: allow up to 48 hours for processing)

Administrative Rights Overview

- Select Account header to view/edit your profile, change password and log out (note: one click to log out)
- Select District header to view all school districts, # of schools associated with each district, and # of surveys completed
- Select "XXX Schools" (ex. Worcester Schools) to view the schools in your district, # of surveys completed, whether the survey is active (TRUE) or inactive (FALSE) and paper survey option (Begin Batch)

How to Activate a Survey

1. At the bottom of the home page, select "Administration Account" to log in
2. Select School District
3. Select School you want to survey
4. Under "Edit School", select "yes" to activate survey
5. Final step is to click on the Save Button
6. To close survey period, follow steps #1-4 and select "no" to de-activate survey

How to Enter Paper Surveys

1. Log into your account
2. At the top header, select "XXX Schools" (ex. Worcester Schools)
3. The school's survey must be in active mode (TRUE)
4. Select "Begin Entry"
5. Enter the information as it appears on the paper survey (note: one paper survey must be completed for each child)
6. Final step is to click on the Submit Button

How to Generate a Report for a School

1. Log into your account
2. At the top header, select "XXX Schools" (ex. Worcester Schools)
3. Select the school you want to generate the report for (ex. Grafton Street School)
4. Under "Surveys" enter the survey report time period "Start Date" and "End Date" (note: the default date range will be the date of the first and last survey entered into the system)
5. Final Step is to click on the "Generate Report" Button
6. You will receive an email that the report is available for download as a PDF. In addition, it will generate in your current tab



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