

## Buckinghamshire County Council - Transport Strategy Team

### Guidance for completing the class survey using the Form and the school collation sheet

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A copy of the 'Hands-Up Travel survey' class form should be provided to each class for completion. The information from all the class surveys should be added to the 'Hands Up Survey – collation sheet'. Both sides of the Collation sheet should be completed and sent to the Transport Strategy Team at County Hall.

#### Some suggestions for conducting the survey

- Some School Travel Plan (STP) Co-ordinators or Working Group members go into the school to conduct the travel survey with each class (so that the results will tie in with their monitoring work for the STP). Whether or not this is feasible for the STP Coordinator will depend on the size of school and their availability. Please ask your STP Coordinator if they would like to be involved. Many schools conduct the survey during registration.
- Some STP Co-ordinators are gaining assistance from School Council members, Junior Road Safety Officers, or enthusiastic older pupils to help with conducting the survey, this method is particularly useful if the task can be incorporated into a curriculum activity.

#### Guidance for the **Walk** question

This includes pupils who walk to school as part of a walking initiative such as, for example, a 'Crocodile', 'Allig8tor' or 'Go for Gold'

#### Guidance for the **Park and Walk** question VERY IMPORTANT INFORMATION

It is important to recognise pupils who walk at least part of the journey to school. This category includes pupils who are driven to a Park and Walk site away from the school gates, and then walk the rest of their journey to school, **at least 5 minutes for Primary pupils and 10 minutes for Secondary students.**

#### Guidance for the **Car** use question

Car use is split to determine **Car Share** and single occupancy **Car Use** to school.

**Car sharing** is defined as 'travel in a car with another child/children also going to school who does not/ do not live in the same house'.

- The total number of pupils travelling to school by car (**not** by car sharing) will be indicated by the total figure in column H.
- The total number of pupils travelling to school by car share will be indicated by the total figures in Column G.

#### Guidance for the **Preferred Mode** survey

The "preferred mode" section has been added to determine the potential for encouraging different modes of travel and identify areas the school could focus their initiatives and work on.

The survey is to be conducted in the same way as the "actual mode of travel to school" question.

If you are adding your data to STARS you must add a number in to the 'total' column for 'preferred mode'. Please add a number into the 'Unknown' box to balance the columns.

**Surveys should be completed by the last FRIDAY in November**

MANY THANKS

