

INSTRUCTIONS:

ADMINISTERING THE SURVEY



(External)

You now have two options for administering the survey – paper or electronic. Electronic surveys can be completed on a computer or mobile device. Instructions for both are below.

Electronic Instructions:

1. Please administer this survey in a classroom or school setting. Only the teacher / sponsor of the Teens in the Driver Seat program should administer the survey.
2. The survey should take 5 to 10 minutes to complete. It is preferred that the students completing the survey represent a good cross-section of your student population. We would prefer that the responses are received from males and females, a variety of ages (Freshmen through Seniors), a variety of races, etc... to the best of your ability.
3. Prior to administration, please read the following to the students:
 - a. The purpose of this survey is to provide a tool for measuring changes in awareness of risks to teenage drivers and passengers and for measuring changes in self-reported behavior that may be attributed to the program.
 - b. Your responses are anonymous and have no impact on your grade or driving record. These will be used for general statistical purposes only.
 - c. You are not required to complete the survey and may stop at any time.
 - d. Please do not make any input any additional marks, other than your answers, on the survey, including your name. These should remain anonymous.
 - e. Please provide answers (as best you can) whether you currently drive or not – your opinions and feedback are important!
 - f. Please be sure to complete all screens and click the submit button to record your answers.
4. Direct students to the following URL: www.t-driver.com/jrhsurvey
5. You will be assigned a school code. Please be sure to write down your school code. Your school code is:
6. Check back with your Teens in the Driver Seat® Regional Representative for your school's specific results.

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Paper Instructions:

1. Please administer this survey in a classroom or school setting. Only the teacher / sponsor of the Teens in the Driver Seat program should administer the survey.
2. It is recommended that the survey be photocopied onto 1 page (front and back), as shown by the provided sample.
3. The survey should take 5 to 10 minutes to complete. It is preferred that the students completing the survey represent a good cross-section of your student population. We would prefer that the responses are received from males and females, a variety of ages (Freshmen through Seniors), a variety of races, etc... to the best of your ability.
4. Prior to administration, please read the following to the students:
 - a. The purpose of this survey is to provide a tool for measuring changes in awareness of risks to teenage drivers and passengers and for measuring changes in self-reported behavior that may be attributed to the program.
 - b. Your responses are anonymous and have no impact on your grade or driving record. These will be used for general statistical purposes only.
 - c. You are not required to complete the survey and may stop at any time.
 - d. Please do not make any additional marks, other than your answers, on the survey, including your name. These should remain anonymous.
 - e. Please provide answers (as best you can) whether you currently drive or not – your opinions and feedback are important!
 - f. Once complete, please place your survey in this envelope/folder.
5. Please mail the completed forms to the TTI -San Antonio office at the following address:

Texas A&M Transportation
Institute Attn: Anna Hernandez
1100 NW Loop 410, Suite 605
San Antonio, TX 78213
210-979-9411

Staff in the San Antonio office will key the information into the system as soon as possible, in the order they are received.
6. Check back with your Teens in the Driver Seat® Regional Representative for your school's specific results.