

# ANNUAL SURVEY INSTRUCTIONS

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

1. Prior to administering this survey, please distribute the *Texas A&M University Human Subjects Protection Program Information Sheet* (electronically or paper format) to parents of students who may be taking part in the survey. The form is designed to inform parents of their child’s involvement in the survey, not to obtain parental consent or to be returned to the teacher/sponsor.
2. The annual survey should be administered in a classroom or school setting with the teacher/sponsor of the Teens in the Driver Seat (TDS) program overseeing the administration.
3. The survey should take about 5 minutes to complete. It is important to make sure you survey a good cross-section of your student population.
4. PAPER SURVEYS: We recommend printing on a single page (front and back), like the copy provided in your Welcome Folder.

ELECTRONIC SURVEYS: Students will need your unique school code which was provided in your Welcome E-mail; contact your regional representative if you do not have your school code. Then, direct students to: [www.t-driver.com/survey](http://www.t-driver.com/survey) or use this QR code:



5. Prior to administration, please distribute a copy of the front page of the *Teen Driving Experiences* document to each student and review:
  - a. You are being asked by the Texas A&M Transportation Institute (TTI) at Texas A&M University to complete this survey, noting your driving and educational experiences. The purpose is to gather information to help in the development of programs to reduce teenage traffic fatalities. You are providing this information anonymously and all answers will be used only for general statistical purposes.
  - b. Completing this survey will not affect your grade or driving record.
  - c. Do not write your name or any other identifying remarks on the survey.
  - d. Your cooperation in providing this information is greatly appreciated, but you are not required to complete the survey and you may stop at any time. Participation is voluntary.
  - e. By completing the survey, you are giving permission for your information to be used for research purposes.
  - f. Please provide answers whether you currently drive or not – your experiences are important!
  - g. PAPER SURVEYS: Once done, please place your completed or incomplete survey in the envelope provided by your teacher. Once all surveys have been completed, the envelope will be sealed and sent to TTI.
  - h. ELECTRONIC SURVEYS: Participants should complete all screens and click the submit button to record their answers.
6. Mail completed paper surveys to the following address where TDS staff will record responses as quickly as possible, in the order the surveys are received:

**TEXAS A&M TRANSPORTATION INSTITUTE  
ATTN: ANNA HERNANDEZ  
1100 NW LOOP 410, SUITE 605  
SAN ANTONIO, TX 78213**
7. Your Regional Representative will provide you with a report on your school’s specific results.