



## 5. TACS Administration and Follow Up

### 5.1 TACS Demonstration / Order Form

Before every demonstration you must complete this form (**Appendix 6**) giving the date, venue and number of children in attendance together with merchandise requirements.

Please remember to include the full name of the contact at the school and the full address of the school, the merchandise available and quantities required are shown on the form.

### 5.2 Teachers Pack

The Teachers Packs are a recent addition to the TACS programme and will be sent by the Foundation to the school, one per class. Once you place your order, on the merchandise order form, the Foundation will send the required number directly to the school. The information contained in the packs allows the teachers to start talking to the children about road safety before you arrive to give a demonstration.

The pack explains to teachers about TACS and the road safety messages you give to the children during a TACS demonstration. These are divided into three areas: **Sight; Sound and Safety**.

So teachers can work with children to emphasise the messages in your demonstration the pack has:-

- Quizzes for the teachers to use with children
- A diagram of a truck
- Scenarios for teachers to use as a basis for discussions with the children
- Three TACS games the children can play– “The Goggles Game”, Play Your Trucks Right” and “Topple Trucks”
- Invitations to parents / guardians to attend the demonstration.

NB. We are currently reviewing the validity of the teacher packs and as such will not be sending out any copies to schools. A copy of the teachers pack can be found on the TACS Website and **Appendix 10**.



## 5.3 Feedback Questionnaire

**Objective: To ensure that feedback is obtained from teachers on the effectiveness of a TACS demonstration and to obtain ideas on how to improve the programme.**

Following the demonstration, a Feedback Questionnaire (**Appendix 7**) should be completed by a teacher and then a TACS demonstrator and then returned to the Foundation. The information from the questionnaire is used to evaluate TACS demonstrations and, in light of comments received, highlight any possible changes that may need to be implemented to the TACS programme.

Demonstrators should aim to receive one completed questionnaire for every TACS demonstration day delivered; this can cover all children who have received a TACS demonstration that day. The Foundation keeps a central register of all schools and numbers of children who receive a TACS demonstration along with details of merchandise provided and activity of each demonstrator.

### **Please remember:**

- You are required to send your completed feedback forms to the Foundation within two weeks of the demonstration taking place. If the feedback form is not returned you will receive a reminder call from the Foundation.
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- Ensure the names of all the demonstrators that took part in your demonstration are shown on the form. The Foundation measures the activity of each demonstrator so it is important that you tell us when you have taken part in a demonstration
- If you persistently do not return the required feedback forms, the Foundation will not provide merchandise for future demonstrations and your line manager will be advised

## 5.4 Administration

### 5.4.1 Change of Contact Details / TACS withdrawal Form

This form (**Appendix 8**) should be completed by demonstrators for any changes to their contact details or if for any reason they are no longer able to fulfill the role of TACS demonstrator.