

**Information and Communications Technology Needs Assessment Survey
Cover Letter for INITIAL Mailing**

Final version of this document will be vetted and approved by the labor unions and by FRA.

Hello:

The attached questionnaire is part of a survey being conducted by the US Department of Transportation Volpe Center, on behalf of the Federal Railroad Administration Office of Research, Development and Technology.

With this survey, we hope to learn more about the following from railroaders, like you:

- Information and communications technology use by railroaders like you.
- How to better communicate important safety information to the railroad industry.
- Awareness and use of the *Railroaders' Guide to Healthy Sleep* website.

Please read the attached Informed Consent Form before you start. It describes how we protect your responses. The questionnaire should take you 15–20 minutes to complete.

There are two ways you can participate by <date>. **Please choose one.** Either:

1. Fill out the attached questionnaire and mail it in the included **postage-paid** envelope.

OR

2. Go to www.tinyurl.com/ICT_study and use the information below as your login info.

User ID: XXXXX

Password: ZZZZ

Please fill out the questionnaire before <date> so that we can use your responses.
Thank you for your time, and we greatly appreciate your participation!

Sincerely,

The Volpe ICT Survey Team
US Department of Transportation Volpe Center
55 Broadway, Kendall Square
Cambridge, MA 02142

10/26/2018

**Information and Communications Technology Needs Assessment Survey
Cover Letter for FINAL Mailing**

Final version of this document will be vetted and approved by the labor unions and FRA.

Hello:

A few weeks ago, we sent you an invitation to participate in a Federal Railroad Administration Office of Research, Development and Technology study. This is a final reminder that the survey will close on <date>, and we have not received a response from you. We have enclosed another copy of the survey, in case you have misplaced your original version.

With this study, we hope to learn more about the following from railroaders, like you:

- Information and communications technology use and preferences.
- How to better communicate important safety information to the railroad industry.
- Awareness and use of the *Railroaders' Guide to Healthy Sleep* website.

Please read the attached Informed Consent Form before you start. It describes how we protect your responses. The questionnaire should take you 15–20 minutes to complete.

There are two ways you can participate by <date>. **Please choose one.** Either:

1. Fill out the attached questionnaire, and mail it in the included **postage-paid** envelope.
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Please fill out the questionnaire before <date> so that we can use your responses. Thank you for your time, and we greatly appreciate your participation!

Sincerely,

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US Department of Transportation Volpe Center
55 Broadway, Kendall Square
Cambridge, MA 02142