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COUNT AND SURVEY INSTRUCTIONS

Please review these instructions before going to the count or survey site.

Items you should bring to the site include:
1. These instructions
2. Safety vest
3. Location map
4. Count/Survey forms
5. Clipboard
6. Pen or pencil and a spare
7. Watch or time to record 15 minute intervals
8. Count/survey manager business cards
9. Optional: hat, sunscreen, jacket, snacks, water

Once you’ve reached the site please ensure your safety. Be aware of your surroundings.

It is best to arrive at the site 15 minutes before the count period. Once you’ve arrived:
1. Find a safe location to conduct the survey or counts.
2. Record the background information at the top of the count/survey form.

If conducting a survey, be sure to approach the bicyclists or pedestrians in a friendly engaging manner. A suggested script is:

“Hello, do you have time to answer a few questions about walking and biking?”

If yes:

“My name is __________ and I’m conducting this survey for _________________. The information will be used to better understand why people walk and bike where they do. The survey will take about 5 minutes.

“You don’t have to answer all the questions, and you can stop taking the survey at any time. I won’t ask for any personal information. Would you like to take the survey?”

After completing your count or survey period, return your forms to the count/survey manager as soon as possible.
## STANDARD SCREENLINE COUNT FORM

Name: __________________________ Location: __________________________ # ______
Date: ___________ Time Period: ___________ Weather Conditions: ___________

Please fill in your name, count location, date, time period, and weather conditions (fair, rainy, very cold). Count all bicyclists and pedestrians crossing your screen line under the appropriate categories.

- Count for two hours in 15 minute increments.
- Count bicyclists who ride on the sidewalk.
- Count the number of people on the bicycle, not the number of bicycles.
- Pedestrians include people in wheelchairs or others using assistive devices, children in strollers, etc.
- People using equipment such as skateboards or rollerblades should be included in the “Other” category.

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Bicycles</th>
<th>Pedestrians</th>
<th>Others</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Female</td>
<td>Male</td>
<td>Female</td>
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<tr>
<td>00-1:15</td>
<td></td>
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<td>45-1:00</td>
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<td>1:00-1:15</td>
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<td>1:45-2:00</td>
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<td><strong>Total</strong></td>
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</tbody>
</table>
STANDARD BICYCLE INTERSECTION COUNT FORM

Name: ______________________ Location: ______________________
Date: ___________ Time Period: ___________ Weather: ___________

Please fill in your name, count location, date, time period, and weather conditions (fair, rainy, very cold). Count all bicyclists crossing your through the intersection under the appropriate categories.

• Count for two hours in 15 minute increments.
• Count bicyclists who ride on the sidewalk.
• Count the number of people on the bicycle, not the number of bicycles.

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Leaving Leg A</th>
<th>Leaving Leg B</th>
<th>Leaving Leg C</th>
<th>Leaving Leg D</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A to B</td>
<td>A to C</td>
<td>A to D</td>
<td>B to C</td>
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<td>Total</td>
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</tbody>
</table>

Street Name A to C: Location 1 (Total Leg A + Total Leg C) =
Street Name B to D: Location 2 (Total Leg B + Total Leg D) =
STANDARD PEDESTRIAN INTERSECTION COUNT FORM

Name: ______________________ Location: ______________________
Date: ___________ Time Period: ___________ Weather: ___________

Please fill in your name, count location, date, time period, and weather conditions (fair, rainy, very cold). Count all pedestrians crossing your through the intersection under the appropriate categories.

- Count for two hours in 15 minute increments.
- Pedestrians include people in wheelchairs or others using assistive devices, children in strollers, etc.
- People using equipment such as skateboards or rollerblades should be included in the “Other” category.

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Crossing Leg A</th>
<th>Crossing Leg B</th>
<th>Crossing Leg C</th>
<th>Crossing Leg D</th>
</tr>
</thead>
<tbody>
<tr>
<td>00-1:15</td>
<td>4 to 1</td>
<td>1 to 4</td>
<td>2 to 1</td>
<td>3 to 4</td>
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<tr>
<td>1:15-2:00</td>
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<td>Total</td>
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</tbody>
</table>

Street Name A to C: Location 1 (Total Leg A + Total Leg C) =
Street Name B to D: Location 2 (Total Leg B + Total Leg D) =
# STANDARD PEDESTRIAN SURVEY

Location:  
Date:  
Time:  

Surveyor:  
Weather:  (sunny, cloudy, rainy, windy, hot, and/or cold) 

"Excuse me, but may I ask you a few questions? I’m with [name of agency] and we want to learn more about why people walk where they do. This will take less than two minutes and the information will be kept confidential."

1. What is your home zip code?  
   Home zip code:  

2. What best describes the purpose of this trip?  
   - Exercising (a)  
   - Work commute (b)  
   - School (c)  
   - Recreation (d)  
   - Shopping/doing errands (e)  
   - Personal business (medical, visiting friends, etc.) (f)  

3. In the past month, about how often have you walked here?  
   - First time (a)  
   - 0 – 5 times (b)  
   - 6 – 10 times (c)  
   - 11 – 20 times (d)  
   - Daily (e)  

4. Please check the seasons in which you walk.  
   - All Year (a)  
   - Summer (b)  
   - Fall (c)  
   - Winter (d)  
   - Spring (e)  

5. What is the total length of this trip (start to finish)? *(complete one or more of the following)*  
   - Distance:  
     - and/or  
     - Time:  

   - Origin (zip code)  
     - and/or  
   - Destination (zip code)  

   *Address, intersection, landmark, etc.*

6. Will any part of this current trip be taken on public transit?  
   - Yes (a)  
   - No (b)  

7. If you were not walking for this trip, how would you be traveling?  
   - Car (a)  
   - Carpool (b)  
   - Transit (c)  
   - Bicycle (d)  
   - I would not make this trip (e)  

8. Why are you using this route as opposed to walking somewhere else? *(please check all that apply)*  
   - Accessible/close (a)  
   - Direct (b)  
   - Lower traffic volumes (c)  
   - Heard about it through friends, media, etc. (d)  
   - Scenic qualities (e)  
   - Level (f)  
   - Personal safety (g)  
   - Connection to transit (h)  

9. What would you like to see improved along this route (mark with an ‘X’) and community in general (mark with an ‘O’)? *(please check all that apply)*  
   - Wider sidewalks (a)  
   - Better surface (b)  
   - Better street crossings (c)  
   - More shade trees (e)  
   - Benches (f)  
   - Access to shops, etc. (g)  
   - More sidewalks (h)  

10. What ethnic group do you belong to? *(please check all that apply) *(optional)*  
    - Hispanic/Latino (a)  
    - African American (b)  
    - Anglo/Caucasian (c)  
    - Asian (d)  

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STANDARD PEDESTRIAN SURVEY
STANDARD BICYCLE SURVEY

Location: ___________________________ Date: ___________ Time: _________

Surveyor: __________________________ Weather: ____________________________ (sunny, cloudy, rainy, windy, hot, and/or cold)

"Excuse me, but may I ask you a few questions? I’m with [name of NTPP agency] and we want to learn more about why people bike where they do. This will take less than two minutes and the information will be kept confidential."

1. What is your home zip code?
   Home zip code: ________________

2. What best describes the purpose of this trip?
   □ Exercising (a) □ Work commute (b) □ School (c)
   □ Recreation (d) □ Shopping/doing errands (e) □ Personal business (medical, visiting friends, etc.) (f)

3. In the past month, about how often have you ridden a bicycle here?
   □ First time (a) □ 0 – 5 times (b) □ 6 – 10 times (c) □ 11 – 20 times (d) □ Daily (e)

4. Please check the seasons in which you bicycle.
   □ All Year (a) □ Summer (b) □ Fall (c) □ Winter (d) □ Spring (e)

5. What is the total length of this trip (start to finish)? (complete one or more of the following)

   1. Distance: _______ miles (a) and/or 2. Time: _______ minutes (b)

   3. Origin (zip code) __________ (c) and Destination (zip code) __________ (d)
      Or location description other than zip code:*
      * Address, intersection, landmark, etc.

6. Will any part of this current trip be taken on public transit?
   □ Yes (a) □ No (b)

7. If you were not biking for this trip, how would you be traveling?
   □ Car (a) □ Carpool (b) □ Transit (c) □ Walking (d) □ I would not make this trip (e)

8. Why are you using this route as opposed to riding somewhere else? (please check all that apply)
   □ Accessible/close (a) □ Direct (b) □ Lower traffic volumes (c) □ Scenic qualities (d)
   □ Level (e) □ Bike lanes (f) □ Wider lanes (g) □ Separation from traffic (h)
   □ Connection to transit (i) □ Heard about it through friends, media, etc. (j)

9. What would you like to see improved along this route (mark with an ‘X’) and community in general (mark with an ‘O’)? (please check all that apply)
   □ Bike lanes (a) □ Better surface (b) □ Shoulders (c) □ Less traffic (d)
   □ Signs/stencils (e) □ Better maintenance (f) □ Signal detection (g) □ Better crossings (h)

10. What ethnic group do you belong to? (please check all that apply) (optional)
    □ Hispanic/Latino (a) □ African American (b) □ Anglo/Caucasian (c) □ Asian (d)
BACKGROUND DATA SHEET

The Background Data Sheet is included in the Data Tabulation Form Excel Spreadsheet. The Spreadsheet is downloadable from the NBPD website (www.bikepeddocumentation.org).

Each count and survey location will be identified by a Location Number that in turn is associated with a Background Data Sheet. If possible, include a numbered digital photo with each count and survey location. The Background Data Sheet is intended to allow researchers to test the impact of various background materials against count and survey results. Please fill out the data to the best of your ability. Most of this data is available through published sources such as the U.S. Census (demographics, journey to work), Bureau of Transportation Statistics (National Household Travel Survey), or by regional agencies.

The Bicycle Friendly Community website (www.bicyclefriendlycommunity.org) website also provides direct links to most of the relevant U.S. Census and other data sources. You may leave these blank if you do not know the answers, or if the information is not available.

The following key will help you fill in the required fields in the excel spreadsheet:

**General Area Background:**
*General area is described as the jurisdictions where the counts or surveys are being conducted, which could range from a community to a region*

- Name of Jurisdiction: region, city, town, county, or community
- If County or Region, number of local agencies included in count or survey area
- Source of demographic data
- Year of data
- Population of survey or count area
- Density (people per square mile)
- Bicycle mode share: Journey to Work
- Pedestrian mode share: Journey to Work
- Average age
- Average income
- Number of annual visitors to area (if not published, enter best guess in round numbers)

**Count and Survey Location Description:**
*To be completed for each count and survey location.*

Type of facility:
- 1 = paved multi use path at least 8 feet wide
- 2 = unpaved trail
- 3 = bike lane with standard signing and striping
- 4 = signed bike route
- 5 = street or road with marked shoulders (min. 2 feet wide)
- 6 = street or road with no shoulders or less than 2 feet wide
- 7 = sidewalk (at least 4 feet wide)
- 8 = unimproved (dirt, gravel) shoulder
Type of setting:
- 1 = urban
- 2 = suburban
- 3 = rural

Scenic Quality:
- 1 = high scenic qualities (views, shaded, quiet, historical)
- 2 = neutral or better scenic qualities
- 3 = poor scenic qualities

Surrounding land uses (within 1 to 2 miles):
- 1 = residential
- 2 = rural/agricultural/open space
- 3 = retail
- 4 = office
- 5 = manufacturing/warehouse

Schools, parks, visitor destinations adjacent or close to the facility:
- 1 = none
- 2 = 1-2
- 3 = 3-5
- 4 = 6 and over

Quality of connecting facilities (paths, bike lanes, routes):
- 1 = no connections, poor access
- 2 = limited connections (one end only)
- 3 = good system connections (both ends)
- 4 = excellent system connections (both ends and intermediate)

Length of Facility:
- 1 = less than 1 mile
- 2 = 1-2 miles
- 3 = 2-5 miles
- 4 = 5-10 miles
- 5 = over 10 miles
- 6 = part of sidewalk network

Access:
- 1 = poor direct access from adjacent neighborhoods
- 2 = adequate access
- 3 = excellent access, including trailheads
- 4 = part of sidewalk system

Quality of overall network:
- 1 = poor community system of bikeways or walkways
- 2 = adequate community system (intermittent)
- 3 = good community system (continuous, good condition)
Traffic volumes (ADT) of adjacent road:
1 = under 2,500 ADT
2 = 2,500 – 7,500 ADT
3 = 7,500 – 15,000 ADT
4 = over 15,000 ADT

Traffic speeds (posted) of adjacent roads:
1 = 25mph
2 = 26-35 mph
3 = 36-45 mph
4 = 46-55mph
5 = 56mph or over

Crossings and Intersections (average number per linear feet):
1 = every 400 feet or less
2 = every 400-1,000 feet
3 = every 1,000-5,000 feet
4 = 5,000-10,000 feet
5 = none

Crossing and Intersection Traffic:
1 = all minor streets (less than 2,500 ADTs)
2 = minor to moderate traffic (2,501 – 7,500 ADTs)
3 = minor to high traffic (7,501 – 15,000 ADTs)
4 = minor to very high traffic (over 15,001 ADTs)

Crossing and Intersection Protection:
1 = inadequate (no crosswalks, stop signs, or signals)
2 = minimal: crosswalks only
3 = adequate: crosswalks, stop signs, and signals as needed

Condition:
1 = poor condition (rough surface, vandalism, debris, etc.)
2 = good condition (smooth surface, good maintenance)

Topography:
1 = level
2 = moderate grades
3 = steep topography
### Count or Survey Data

*To be completed for each count or survey*

**Date:** date of count or survey

**Time period:**
- 1 = weekday, 7-9am
- 2 = weekend, 12-2pm
- 3 = weekday, 3-5pm
- 4 = weekday, 7am – 7pm
- 5 = weekend, 7am – 7pm

**Weather:**
- 1 = extreme (heavy rain, snow, freezing, very humid, over 95 degrees)
- 2 = poor (32-50 degrees, 90-95 degrees, light rain, wind)
- 3 = acceptable (50-90 degrees, no rain)

**Bicycles:** number of bicycles counted or interviewed during period

**Pedestrians:** number of pedestrians counted or interviewed during period

**Other:** number of equestrians, skaters, bladders, skateboards, and others counted or interviewed
INSTRUCTIONS FOR SURVEY TABULATION

Use the survey tabulation form to compile the answers to surveys on one sheet. There is a tabulation form for each type of survey. For each survey, mark an “x” in the box that corresponds with the answer to each question. For questions with more than one answer, mark an “x” next to each answer given.

For example, for the pedestrian survey question one: “What best describes why you are out here today?” survey respondent one answered “a: Exercising” and survey respondent two answered “b: Going to Work.” For sidewalk survey question two: “In the past month, about how often have you walked or rode here?” respondent one answered “a. First time” and respondent two answered “d. 10-20 times.” To tabulate these results, you would record the respondent one’s answers in column 1 and respondent two’s answers in column 2. Answers would be recorded next to the appropriate question number.

An example of this hypothetical situation is below:

Example Sidewalk Survey Tabulation Form

<table>
<thead>
<tr>
<th>Answer Number</th>
<th>1</th>
<th>2</th>
<th>3</th>
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</tbody>
</table>
PEDESTRIAN SURVEY TABULATION FORM

Name: _______________________ Location: _____________________ # _____
Date: _______________ Time Period: ____________ Sheet # ____________

<table>
<thead>
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# BICYCLE SURVEY TABULATION FORM

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