

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.