

## Phase 2.2: Traffic Observation Task List Option 1

The following tasks are recommended for a full-fledged School Travel Planning (STP) program; however, it is understood that not all schools will have the ability to complete all tasks. Mandatory tasks are coloured dark blue ■ while optional tasks are coloured light blue □. Each task is listed in chronological order.

<i>Tasks</i>	<i>Person(s) Responsible</i>
<b><i>Set Up &amp; Preparations</i></b>	
■ Sign out the Traffic Count Bin (contains clipboards, pens, safety vests, etc.) using the Traffic Counts & Observation Sign Out Inquiry Instructions for <b>London-Middlesex, Oxford, or Elgin-St. Thomas</b>	
■ Identify Traffic Observations Checkpoint Locations at and around the school. <ul style="list-style-type: none"> <li>● Checkpoint locations should be based on:               <ul style="list-style-type: none"> <li>○ Observed travel patterns before and/or after school to identify: (a) Entry/exit points to the school property; (b) High traffic volume areas (i.e. parking lot)</li> <li>○ Paths leading to/from the school (either walk the grounds or use Google maps to identify path locations)</li> </ul> </li> </ul>	
■ Create a Traffic Observation Map Using <b>Traffic Observation Map template</b> with the checkpoint locations identified and labelled (i.e., Checkpoint A, B, C etc.) (see <b>Traffic Observation Map Example</b> )	
■ Create a Traffic Observations Record Sheet for each checkpoint location using <b>Traffic Observations Record Sheet Template</b>	
■ Use Traffic Observation Map and Traffic Observations Record Sheets to organize the clipboards for each checkpoint location.	

	<ul style="list-style-type: none"> <li>• Print and Prepare a Traffic Observations Map for each checkpoint location.</li> <li>• Print a Traffic Observations Record Sheet for each checkpoint location for each session.</li> <li>• Compile 1 Traffic Observation Record Sheet with the corresponding Map based on the check point location to the clipboard.</li> <li>• Place all clipboards and the <b>Traffic Observation Sign-Up sheet</b> in the Traffic bin for the Traffic observation day.</li> </ul>	
	<p>Work with STP Team to assign checkpoint locations and determine availability for conducting Observations for at least 1 day at each location. (for example: If you have 2 volunteers and 6 check points locations, it will take 3 days to observe all locations)</p>	
	<p>Recruit additional volunteers (if needed) to help observe traffic before and after school each day.</p> <ul style="list-style-type: none"> <li>• See <b>Traffic Counts &amp; Observations Invitation Email Template</b> and <b>Traffic Counts &amp; Observations Sign Up Sheet</b></li> <li>• <b>Contact ASRTS committee through STP lead if more volunteers needed.</b></li> </ul> <p>Consider recruiting neighbours, secondary school students, or post-secondary school students for help / volunteering for traffic observation.</p>	
	<p>Determine the time frame for the Traffic Observations and organize the volunteers accordingly</p> <ul style="list-style-type: none"> <li>• In the morning, aim to observe traffic for 20 minutes before the bell to 5 minutes after. <b>Ask volunteers to arrive 30 minutes before the bell</b> to provide time to pick up their <b>Traffic Observations Record Sheet Template</b>, read the instructions on the template, and travel to their checkpoint location</li> </ul>	

	<ul style="list-style-type: none"> <li>In the afternoon, aim to observe traffic from 10 minutes before the bell to 15 minutes after. <b>Ask volunteers to arrive 20 minutes before the bell</b> to provide time to pick up their observation sheet, read instructions, and travel to their checkpoint location</li> </ul>	
	<p>Send an email to all volunteers at least 2 days before the Traffic Observations date to provide instructions about the day of and specific arrival/departure times</p> <ul style="list-style-type: none"> <li>See <b>Traffic Observations Instruction Email Template</b></li> </ul>	
<b><i>Traffic Observations Day</i></b>		
	<p>Take the Traffic Bin to the school</p> <ul style="list-style-type: none"> <li>Arrive before the volunteers are scheduled to arrive to be ready to hand out the supplies to each volunteer</li> </ul>	
	<p>Provide each volunteer with a pencil and clipboard based on their assigned checkpoint location</p> <ul style="list-style-type: none"> <li>Each clipboard should be ready with the <b>Traffic Observation Record Sheet</b> and <b>Traffic Observations Map</b> that were created for the corresponding checkpoint location</li> </ul>	
	<p>Review Instructions on the back of the Traffic Observation Record Sheet template with volunteers:</p> <ul style="list-style-type: none"> <li>Remind volunteers to complete each section of the Traffic Observation Record Sheet template including the date, time and weather</li> <li>Provide each volunteer with the start and end times for observing or pre-record them on the Traffic Observation Record Sheet template</li> </ul>	
	<p>Provide direction for each volunteer to travel to their assigned checkpoint location</p>	

	Carry out the Traffic Observations using Traffic Observation Record Sheet.	
	After the counting and observing is finished, collect the clipboards and make sure all sections have been filled out	
	Repeat steps for each counting session	
<b><i>Post Traffic Observations</i></b>		
	<p>Input the data from your <b>Traffic Observations Record Sheet</b> and <b>STP Bussing Tally Sheet</b> (if applicable) to HEAL at &lt;LINK&gt;</p> <ul style="list-style-type: none"> <li>• HEAL will provide a summary report of your traffic and bus counts</li> <li>• Traffic Observation data will be used to help plan and support the Walkabout</li> </ul>	