

## Phase 2.2: 1-2 Day Traffic Counts & Observations Task List Option 2

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 Counts and Observations Checkpoint Locations at or around the school site. <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 Counts and Observations Map using <b>Traffic Counts and Observation Map Template</b> with the checkpoint locations identified and labelled (i.e. Checkpoint A, B, C, etc.) ( <b>see Traffic Counts and Observation Map Example</b> )	
■ Create a Traffic Counts & Observations Tally Sheet for each checkpoint location using <b>Traffic Counts &amp; Observations Tally Sheet Template</b> .	

	<p>Use the Checkpoint location instructions to determine what mode, persons, and directions of travel each Traffic Counts &amp; Observations Tally Sheet will include</p> <p>Note: If there are two checkpoints are located on the same street (i.e. either side of the parking lot/ at the same school entrance), decide which location will count which mode, persons, and direction of travel (i.e. # of students walking, wheeling and vehicle, going towards the school or east on the street). This will help to eliminate double counting (being counted by both counters).</p>	
	<p>Use the <b>Traffic Counts &amp; Observations Map</b> and <b>Traffic Counts &amp; Observations Tally Sheets</b> to organize the clipboards for each checkpoint location.</p> <ul style="list-style-type: none"> <li>• Print a Traffic Counts &amp; Observations Map for each Checkpoint location</li> <li>• Print a Traffic Counts &amp; Observations Tally Sheet for each Checkpoint location for each session</li> <li>• Compile 1 Tally Sheet with the corresponding Traffic Counts and Observations Map based on the checkpoint location to the clipboard</li> <li>• Place all clipboards and the <b>Traffic Counts &amp; Observations Sign-Up Sheet</b> in the Traffic count bin for the Traffic Count and Observations day</li> </ul>	
	<p>Work with STP Team to assign checkpoint locations and determine availability for conducting Traffic Counts and Observations for 1 or consecutive 2 days</p>	
	<p>Recruit additional volunteers (if needed) to help count 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> </ul>	

	<ul style="list-style-type: none"> <li>• <b>Contact ASRTS committee through STP lead if more volunteers needed.</b></li> </ul> <p>Consider recruiting neighbours, secondary students, or post-secondary students for help/ volunteering for traffic observation.</p>	
	<p>Determine the timing frame for the Traffic Counts &amp; Observations and organize the volunteers accordingly</p> <ul style="list-style-type: none"> <li>• In the morning, aim to count and observe traffic from 20 minutes before the bell to 5 minutes after. Ask volunteers to arrive 30 minutes before the bell to provide time to pick up their tally sheet, read instructions, and travel to their checkpoint location</li> <li>• In the afternoon, aim to count and 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 tally 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 Counts and 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 Counts &amp; Observations Instruction Email Template</b></li> </ul>	

<b><i>Traffic Counts &amp; Observations Day</i></b>	
<p>Take the Traffic Count 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 Traffic Counts &amp; Observations Tally Sheet and Traffic Counts and Observations Map created for the corresponding checkpoint location</li> </ul>	
<p>Review Instructions on the back of the Traffic Counts &amp; Observations Tally Sheet template with volunteers:</p> <ul style="list-style-type: none"> <li>• Remind volunteers to complete each section of the Traffic Counts &amp; Observations Tally Sheet including the date, time and weather</li> <li>• Provide each volunteer with the start and end times for counting and observing or pre-record them on the Traffic Counts &amp; Observations Tally Sheet</li> </ul>	
<p>Provide direction for each volunteer to travel to their assigned checkpoint location</p>	
<p>Carry out the Traffic Counts and Observations using the <b>Traffic Counts &amp; Observations Tally Sheet</b></p>	
<p>After the counting and observing is finished, collect the clipboards and make sure all sections have been filled out</p>	
<p>Repeat steps for each counting session</p>	
<b><i>Post Traffic Counts &amp; Observations</i></b>	
<p>Input the data from your <b>Traffic Counts &amp; Observations Tally Sheet</b> and <b>STP Bussing Tally Sheet</b> to HEAL at &lt;LINK&gt;</p>	

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| <ul style="list-style-type: none"><li>• HEAL will provide a summary report of your traffic and bus counts</li><li>• Traffic Count and Observation data will be used to help plan and support the Walkabout</li></ul> |  |
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