

Phase 2.2: 3 Day Traffic Counts & Observations Task List Option 3

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>
<i>Set Up & Preparations</i>	
■ Sign out the Traffic Count Bin (contains clipboards, pens, safety vests, etc.) using the Traffic Counts & Observation Sign Out Inquiry Instructions for London-Middlesex, Oxford, or Elgin-St. Thomas	
■ Identify Traffic Counts and Observations Checkpoint Locations at or around the school site. <ul style="list-style-type: none"> ● Checkpoint locations should be based on: <ul style="list-style-type: none"> ○ 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) ○ Paths leading to/from the school (either walk the grounds or use Google maps to identify path locations) 	
■ Create a Traffic Counts and Observations Map using Traffic Counts and Observation Map Template with the checkpoint locations identified and labelled (i.e. Checkpoint A, B, C, etc.) (see Traffic Counts and Observation Map Example)	
■ Create a Traffic Counts & Observations Tally Sheet for each checkpoint location using Traffic Counts & Observations Tally Sheet Template .	

	<p>Use the Checkpoint location instructions to determine what mode, persons, and directions of travel each Traffic Counts & 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 Traffic Counts & Observations Map and Traffic Counts & Observations Tally Sheets to organize the clipboards for each checkpoint location.</p> <ul style="list-style-type: none"> • Print a Traffic Counts & Observations Map for each Checkpoint location • Print a Traffic Counts & Observations Tally Sheet for each Checkpoint location for each session • Compile 1 Tally Sheet with the corresponding Traffic Counts and Observations Map based on the checkpoint location to the clipboard • Place all clipboards and the Traffic Counts & Observations Sign-Up Sheet in the Traffic count bin for the Traffic Count and Observations day 	
	<p>Work with STP Team to assign checkpoint locations and determine availability for conducting Traffic Counts and Observations for 3 consecutive 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"> • See Traffic Counts & Observations Invitation Email Template and Traffic Counts & Observations Sign Up Sheet 	

	<ul style="list-style-type: none"> • Contact ASRTS committee through STP lead if more volunteers needed. <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 & Observations and organize the volunteers accordingly</p> <ul style="list-style-type: none"> • 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 • In the afternoon, aim to count and observe traffic from 10 minutes before the bell to 15 minutes after. Ask volunteers to arrive 20 minutes before the bell to provide time to pick up their tally sheet, read instructions, and travel to their checkpoint location 	
	<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"> • See Traffic Counts & Observations Instruction Email Template 	

<i>Traffic Counts & Observations Day</i>	
	<p>Take the Traffic Count Bin to the school</p> <ul style="list-style-type: none"> • Arrive before the volunteers are scheduled to arrive to be ready to hand out the supplies to each volunteer
	<p>Provide each volunteer with a pencil and clipboard based on their assigned checkpoint location</p> <ul style="list-style-type: none"> • Each clipboard should be ready with the Traffic Counts & Observations Tally Sheet and Traffic Counts and Observations Map created for the corresponding checkpoint location
	<p>Review Instructions on the back of the Traffic Counts & Observations Tally Sheet template with volunteers:</p> <ul style="list-style-type: none"> • Remind volunteers to complete each section of the Traffic Counts & Observations Tally Sheet including the date, time and weather • Provide each volunteer with the start and end times for counting and observing or pre-record them on the Traffic Counts & Observations Tally Sheet
	<p>Provide direction for each volunteer to travel to their assigned checkpoint location</p>
	<p>Carry out the Traffic Counts and Observations using the Traffic Counts & Observations Tally Sheet</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>
<i>Post Traffic Counts & Observations</i>	
	<p>Input the data from your Traffic Counts & Observations Tally Sheet and STP Bussing Tally Sheet to HEAL at <LINK></p>

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