

INSTRUCTIONS: SCREENLINE COUNT FORM

Please review these instructions before going to the count location and contact Emily Hultquist (ehultquist@crcog.org, 860-522-2217 x219) with any questions.

It is best to arrive at the count location 15 minutes before the count period. Orient yourself by using a practice sheet. Remember that you will be counting for a 2-hour period and that there may or may not be any facilities nearby to purchase water, food, or use the bathroom.

Items you should bring to the site:

1. These instructions and count forms
2. Safety vest (if you have one)
3. Clipboard
4. Pen or pencil and a spare
5. A stop watch or wrist watch to record 15 minute intervals
6. Optional: Chair, Hat, sunscreen, jacket, water, snack

PLEASE RETURN ALL COMPLETED FORMS TO:

MIKE CIPRIANO
CRCOG
241 MAIN ST
HARTFORD, CT 06106

Before beginning the count, fill out various information on the form:

- Fill in location, either the street name or the trail name. If counting on the Farmington Canal Trail, north of Route 10, enter "Farmington Canal Trail", circle "N" then enter "Route 10" after the word "of".
- Fill in the municipality, your name, and the date.
- Time period: enter the two hour time period that you are counting.
- Interval – you will be counting (8) 15 minute intervals. Before you begin your count, write in the actual time that you will be counting under each interval (i.e., 4:00 to 4:15, 4:15 to 4:30, and so on).

Immediately before counting:

- Enter the code for weather:
 - 1. Extreme – heavy rain, snow freezing rain, very humid, over 95
 - 2. Poor – 32 to 50 or 90 to 95 degrees, light rain, light wind
 - 3. Acceptable – 50 to 90 degrees, no rain

During the Count:

- Imagine that there is a line across the road or trail at the location where you are counting. You will count every pedestrian and bicyclist who crosses that line.
- Count all bicyclists and pedestrians crossing through the screenline using tick marks, ex:  equal 5 bicyclists or pedestrians.

- Bicyclists: Place a tally mark to indicate whether the cyclist was on the sidewalk, on road riding with traffic or on road riding against traffic, and in the appropriate row for male or female. If you are counting on a trail, the location of all bicyclists will be placed in the “on sidewalk/trail” column. We are not concerned with whether the bicyclist is on the correct side of the trail. You will place an additional tally mark in the appropriate row if the cyclist is not wearing a helmet.
- Pedestrians: Place a tally mark to indicate the gender of the pedestrian in the proper column. Consider a skateboarder, rollerblader, or person using a scooter to be a “recreational user”. Any pedestrian using an assistive device such as a wheelchair, walker, cane or seeing eye dog would be placed in the “assisted” column. When tallying a child or teenager, place the tally mark in the “children (Incl. Stroller)” column.

After Completing each Interval:

- After completing each 15 minute count, transition to the next two rows on the form.

After completing the count:

- Write in the numerical value for the tally marks recorded in each cell of the table.
- Tally the totals in the table (summing the columns and the rows, but do NOT include the No Helmet column in your totals.) Please use numerical values and not tally marks for the totals.