CRCOG CAPITOL REGION COUNCIL OF GOVERNMENTS
Working together for a better region.

241 Main Street / Hartford / Connecticut / 06106
Phone (860) 522-2217 / Fax (860) 724-1274
www.crcog.org

INSTRUCTIONS: INTERSECTION COUNT FORM

Please review these instructions before going to the count location and contact Mike Cipriano (mcipriano@crcog.org or Ryan Faulkner (rfaulkner@crcog.org) with any questions.

It is best to arrive at the count location 15minutes 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 forms:

- You will be counting for 2 hours in 15 minute increments, so have 8 copies of the form plus one practice sheet.
- Fill in location, municipality, your name, and date on each form.
- Start time: the beginning of your count period. For example, if you are counting from 4 PM to 6 PM, you will enter 4 PM on each of your count forms.
- Interval number – you will be counting eight 15 minute intervals. Label the forms 1 through 8. Fill this in at the bottom right corner of the form as well.
- Time period: pre-label your sheets for each interval that you will be counting (ie, 4:00 to 4:15, 4:15 to 4:30, and so on.)
- It is much easier to label the forms before beginning your count, so that transitioning to the next form can be done quickly.

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
- If the weather changes during your count, please make a note of this on the appropriate interval form.
- Decide the best place to observe from. If parking car in a retail or commercial lot, please be sure to get permission for doing so.
- Label the streets on the intersection with north in the upward position, as indicated on the form

Andover / Avon / Berlin / Bloomfield / Bolton / Canton / Columbia / Coventry / East Granby / East Hartford / East Windsor / Ellington / Enfield / Farmington
Glastonbury / Granby / Hartford / Hebron / Manchester / Marlborough / Mansfield / New Britain / Newington / Plainville / Rocky Hill / Simsbury / Somers
South Windsor / Southington / Stafford / Suffield / Tolland / Vernon / West Hartford / Wethersfield / Willington / Windsor / Windsor Locks

A voluntary Council of Governments formed to initiate and implement regional programs of benefit to the towns and the region

During the Count:

- Count all bicyclists and pedestrians crossing through the intersection using tick marks,

  ex: ⊬⊬⊬ equal 5 bicyclists or pedestrians.

- Counting bicyclists:
    - Bicyclists are marked in the unshaded boxes on the diagram at the bottom of the count form.
    - Count the number of people on the bicycle, not the number of bicycles.
    - On the diagram, mark the direction the bicyclist is traveling in. A wrong way bicyclist traveling east and a bicyclist traveling east on the proper side of the road will be marked in the same place on the diagram.
    - After indicating in the diagram the direction of the bicyclist, you will <u>also</u> record information about the bicyclist in the table at the top of the form. 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 column for male or female. If the bicyclist is not wearing a helmet, you will add an <u>additional</u> tally mark in the appropriate column for no helmet. **Ex**. A male cyclist wearing a helmet traveling on the sidewalk will be marked in the intersection diagram in the direction he was traveling and also in the table under male on sidewalk. A female cyclist without a helmet traveling with traffic will be marked in the intersection diagram in the direction she was traveling, in the table under female with traffic <u>AND</u> in the table under female no helmet.

- Counting pedestrians:
    - Pedestrians are marked in the shaded boxes on the diagram
    - Mark pedestrians in the crosswalks (if a pedestrian is on the sidewalk but does not cross the street, you will not count him or her).
    - Note any pedestrian crossing diagonally by placing the tally mark next to the appropriate arrow.
    - For every tally mark you place in the diagram, you will <u>also</u> record information about the pedestrian in the table at the top of the form. 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 row. **Ex:** a man in a wheelchair will be marked in the intersection and in the assisted row under male in the table; a mom pushing stroller with one child, place 2 tally marks in intersection and 1 tally mark in the adult on foot row under female and 1 tally mark in the children row under female. It is not necessary to make an extra attempt to indicate gender of child unless you can determine that from your view point.
    - NOTE: a pedestrian may use two crosswalks at your location. You should record each use of a crosswalk as a separate pedestrian. That is, if a pedestrian uses the north south crosswalk and then the east west crosswalk, your count will show 1 tally mark in each of the appropriate crosswalks, and you will record the pedestrian characteristics twice in the table above.

- o We have provided the "Other" category for you to use for a category other than those listed. For example, you could use this category to record pedestrians who appear to be school children. If you use this category, be sure to label what type pedestrians you are counting.
- Other observations: Please offer any observations that may be useful when analyzing this information. Observations may include but are not limited to: line of sight issues, information about vegetation or signs that may obstruct views or be confusing to bicyclists or pedestrians. Also note if intersection markings/paint or crosswalks are faded or not visible, as well as any missing/malfunctioning pedestrian signals beacons or buttons.

After Completing each Interval:
- After completing each 15 minute count, transition to the next form.

After completing the count:
- Write in the numerical value for the tally marks recorded in each cell of the table and each cell of the diagram and tally the totals in the table (summing the columns and the rows, but for the column totals, do NOT include the No Helmet row.)