National Bicycle and Pedestrian Documentation Project

FORMS

Table of Contents

COUNT AND SURVEY INSTRUCTIONS 1
STANDARD SCREENLINE COUNT FORM 3
STANDARD BICYCLE INTERSECTION COUNT FORM 5
STANDARD BICYCLE INTERSECTION COUNT TALLY SHEET 7
STANDARD PEDESTRIAN SURVEY 8
STANDARD BICYCLE SURVEY 9
ENCUESTA PEATONAL 10
ENCUESTA DE CICLISTA 11
BACKGROUND DATA SHEET 12
INSTRUCTIONS FOR SURVEY TABULATION 16
EXAMPLE PEDESTRIAN SURVEY TABULATION FORM 17
EXAMPLE EBICYCLE SURVEY TABULATION FORM 18

COUNT AND SURVEY INSTRUCTIONS

Please review these instructions before going to the count or survey site.

Items you should bring to the site include:

1. These instructions
2. Safety vest
3. Location map
4. Count/Survey forms
5. Clipboard
6. Pen or pencil and a spare
7. Watch or time to record 15 minute intervals
8. Count/survey manager business cards
9. Optional: hat, sunscreen, jacket, snacks, water

Once you've reached the site please ensure your safety. Be aware of your surroundings.

It is best to arrive at the site 15 minutes before the count period. Once you've arrived:

1. Find a safe location to conduct the survey or counts.
2. Record the background information at the top of the count/survey form.

If conducting a survey, be sure to approach the bicyclists or pedestrians in a friendly engaging manner. A suggested script is:

> "Hello, do you have time to answer a few questions about walking and biking?"
>
> If yes:
>
> "My name is _____ and I'm conducting this survey for _____. The information will be used to better understand why people walk and bike where they do. The survey will take about 5 minutes.
>
> "You don't have to answer all the questions, and you can stop taking the survey at any time. I won't ask for any personal information. Would you like to take the survey?

After completing your count or survey period, return your forms to the count/survey manager as soon as possible.

STANDARD SCREENLINE COUNT FORM

Name: _____ Location: _____

Date: _____ Start Time: _____ End Time: _____

Weather: _____

Please fill in your name, count location, date, time period, and weather conditions (fair, rainy, very cold). Count all bicyclists and pedestrians crossing your screen line under the appropriate categories.

- Count for two hours in 15 minute increments.
- Count bicyclists who ride on the sidewalk.
- Count the number of people on the bicycle, not the number of bicycles.
- Pedestrians include people in wheelchairs or others using assistive devices, children in strollers, etc.
- People using equipment such as skateboards or rollerblades should be included in the "Other" category.

	Bicycles		**Pedestrians**		**Others**
	Female	**Male**	**Female**	**Male**	
00-:15					
15-:30					
30-:45					
45-1:00					
1:00-1:15					
1:15-1:30					
1:30-1:45					
1:45-2:00					
Total					

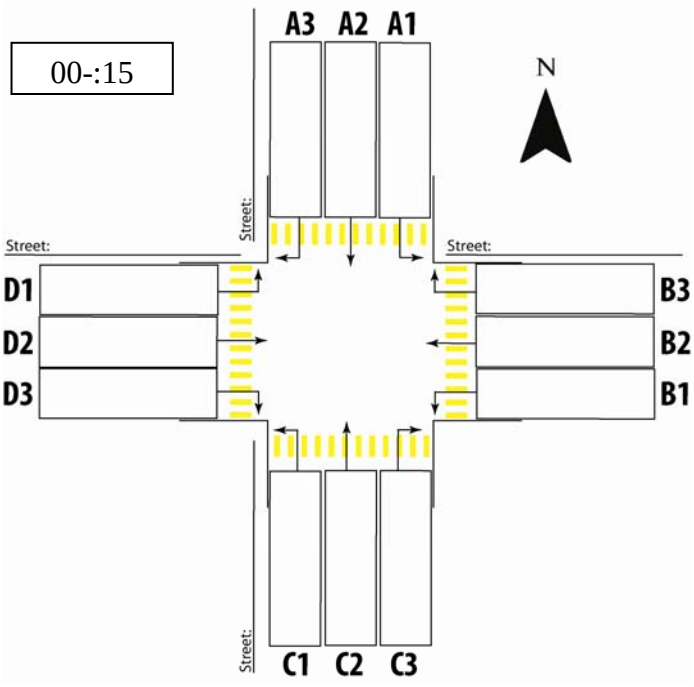
STANDARD BICYCLE INTERSECTION COUNT FORM

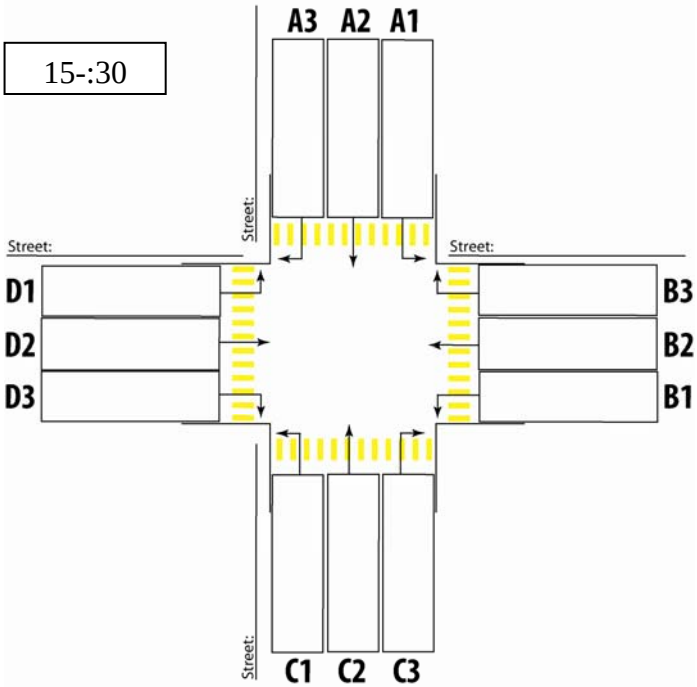
Name: _____ Location: _____

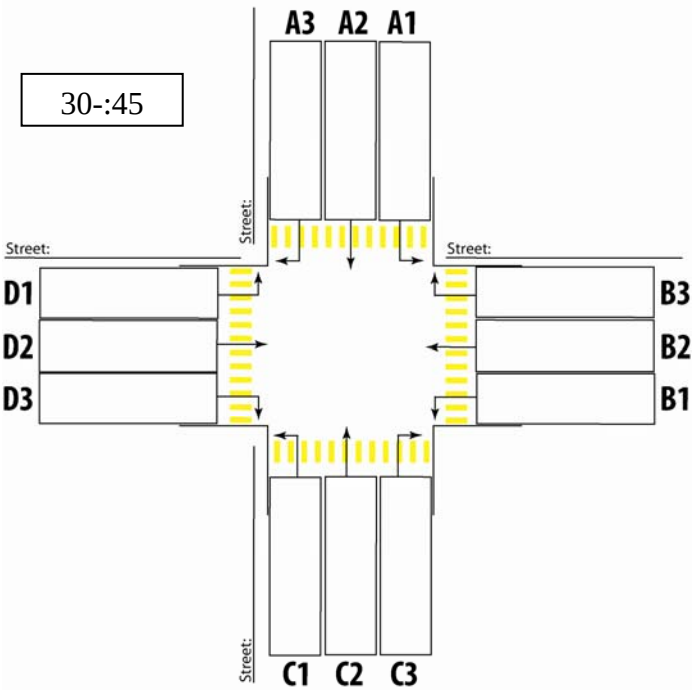
Date: _____ Start Time: _____ End Time: _____
Weather: _____

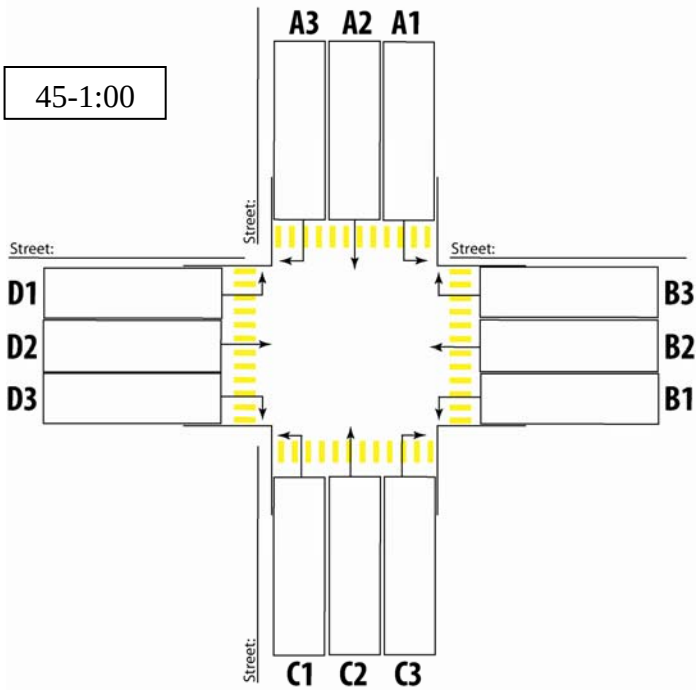
Please fill in your name, count location, date, time period, and weather conditions (fair, rainy, very cold). Count all bicyclists crossing through the intersection under the appropriate categories.

- Count for two hours in 15-minute increments.
- Count bicyclists who ride on the sidewalk.
- Count the number of people on the bicycle, not the number of bicycles.
- Use one intersection graphic per 15-minute interval.

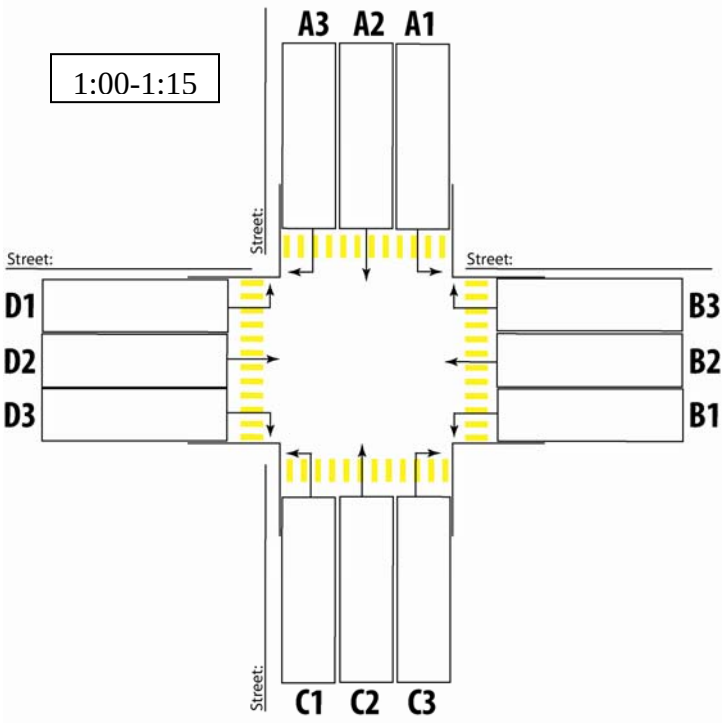




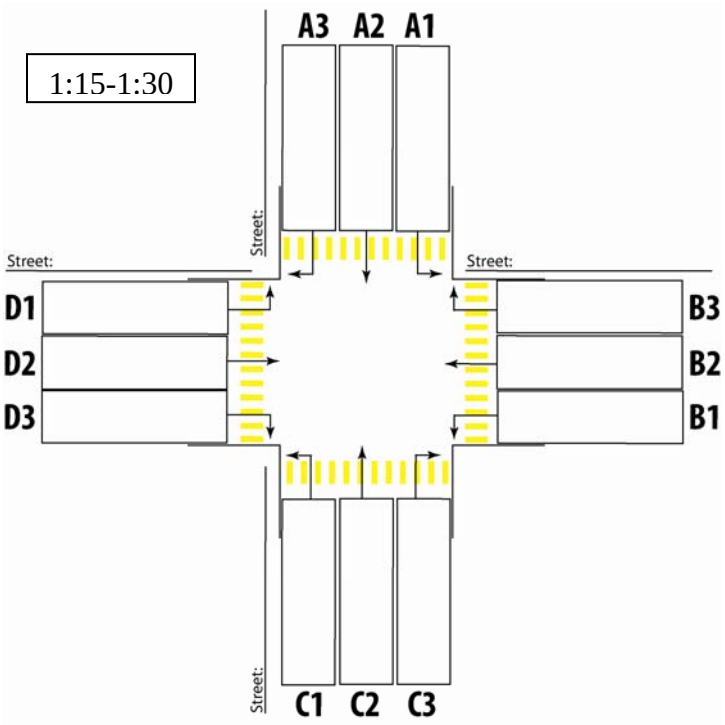




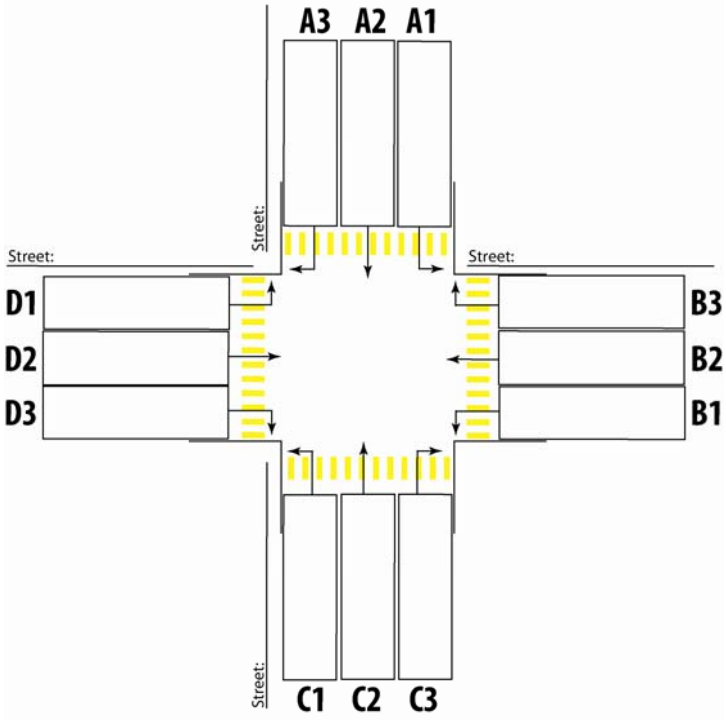
1:00-1:15



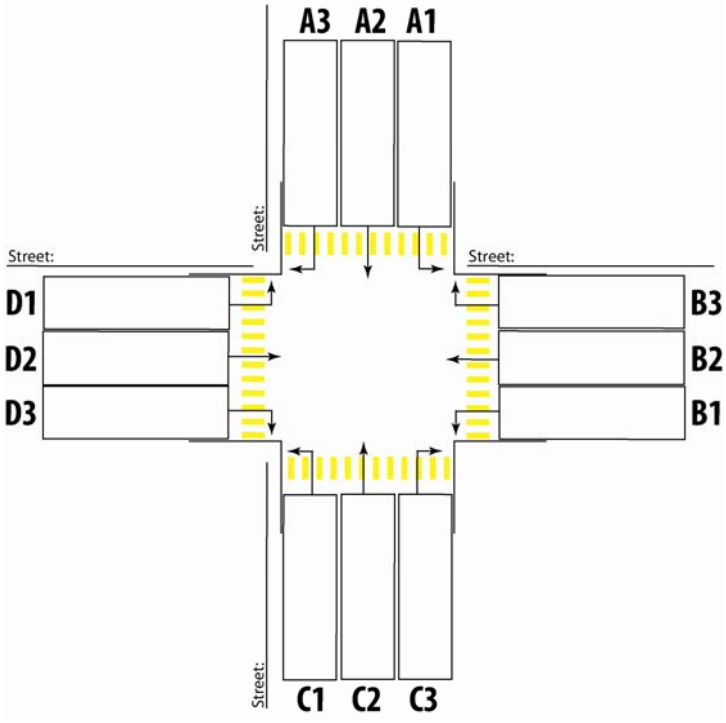
1:15-1:30



1:30-1:45



1:45-2:00



Notes:

STANDARD BICYCLE INTERSECTION COUNT TALLY SHEET

	Bicycle Counts											
Time Period	Leaving Leg A			Leaving Leg B			Leaving Leg C			Leaving Leg D		
	A1	A2	A3	B1	B2	B3	C1	C2	C3	D1	D2	D3
00-:15												
15-:30												
30-:45												
45-1:00												
1:00-1:15												
1:15-1:30												
1:30-1:45												
1:45-2:00												
Total												
Total Leg:												

Street Name A to C: **Location 1 (Total Leg A + Total Leg C) =**

Street Name B to D: **Location 2 (Total Leg B + Total Leg D) =**

STANDARD PEDESTRIAN SURVEY

Location: _____ Date: _____ Time: _____

Surveyor: _____ Weather: _____
(sunny, cloudy, rainy, windy, hot, and/or cold)

"Excuse me, but may I ask you a few questions? I'm with [name of agency] and we want to learn more about why people walk where they do. This will take less than two minutes and the information will be kept confidential."

1. What is your home zip code?

Home zip code: _____

2. What best describes the purpose of this trip?

☐ Exercising (a) ☐ Work commute (b) ☐ School (c)

☐ Recreation (d) ☐ Shopping/doing errands (e) ☐ Personal business (medical, visiting friends, etc.) (f)

3. In the past month, about how often have you walked here?

☐ First time (a) ☐ 0 – 5 times (b) ☐ 6 – 10 times (c) ☐ 11 – 20 times (d) ☐ Daily (e)

4. Please check the seasons in which you walk.

☐ All Year (a) ☐ Summer (b) ☐ Fall (c) ☐ Winter (d) ☐ Spring (e)

5. What is the total length of this trip (start to finish)? *(complete one or more of the following)*

1. Distance: _____ miles		***and / or***	***2. Time:*** _____ minutes
and / or	***3. Origin (zip code)*** _____ *Or location description other than zip code:** _____ ** Address, intersection, landmark, etc.*	***and***	***Destination (zip code)*** _____ *Or location description other than zip code:** _____ ** Address, intersection, landmark, etc.*

6. Will any part of this current trip be taken on public transit?

☐ Yes (a) ☐ No (b)

7. If you were not walking for this trip, how would you be traveling?

☐ Car (a) ☐ Carpool (b) ☐ Transit (c) ☐ Bicycle (d) ☐ I would not make this trip (e)

8. Why are you using this route as opposed to walking somewhere else? *(please check all that apply)*

☐ Accessible/close (a) ☐ Direct (b) ☐ Lower traffic volumes (c) ☐ Heard about it through friends, media, etc.(d)

☐ Scenic qualities (e) ☐ Level (f) ☐ Personal safety (g) ☐ Connection to transit (h)

9. What would you like to see improved along this route (mark with an 'X') and community in general (mark with an 'O')? *(please check all that apply)*

☐ Wider sidewalks (a) ☐ Better surface (b) ☐ Better street crossings (c)

☐ More shade trees (d) ☐ Benches (e) ☐ Access to shops, etc. (f)

☐ More sidewalks (g)

10. What ethnic group do you belong to? *(please check all that apply) (optional)*

☐ Hispanic/Latino (a) ☐ African American (b) ☐ Anglo/Caucasian (c) ☐ Asian (d)

STANDARD BICYCLE SURVEY

Location: _____ Date: _____ Time: _____

Surveyor: _____ Weather: _____
(sunny, cloudy, rainy, windy, hot, and/or cold)

"Excuse me, but may I ask you a few questions? I'm with [name of NTPP agency] and we want to learn more about why people bike where they do. This will take less than two minutes and the information will be kept confidential."

1. What is your home zip code?

Home zip code: _____

2. What best describes the purpose of this trip?

☐ Exercising (a) ☐ Work commute (b) ☐ School (c)

☐ Recreation (d) ☐ Shopping/doing errands (e) ☐ Personal business (medical, visiting friends, etc.) (f)

3. In the past month, about how often have you ridden a bicycle here?

☐ First time (a) ☐ 0 – 5 times (b) ☐ 6 – 10 times (c) ☐ 11 – 20 times (d) ☐ Daily (e)

4. Please check the seasons in which you bicycle.

☐ All Year (a) ☐ Summer (b) ☐ Fall (c) ☐ Winter (d) ☐ Spring (e)

5. What is the total length of this trip (start to finish)? *(complete one or more of the following)*

1. Distance: _____ miles (a)		***and / or***	***2. Time:*** _____ minutes (b)
and / or	***3. Origin (zip code)*** _____ (c) *Or location description other than zip code:** _____ ** Address, intersection, landmark, etc.*	***and***	***Destination (zip code)*** _____ (d) *Or location description other than zip code:** _____ ** Address, intersection, landmark, etc.*

6. Will any part of this current trip be taken on public transit?

☐ Yes (a) ☐ No (b)

7. If you were not biking for this trip, how would you be traveling?

☐ Car (a) ☐ Carpool (b) ☐ Transit (c) ☐ Walking (d) ☐ I would not make this trip (e)

8. Why are you using this route as opposed to riding somewhere else? *(please check all that apply)*

☐ Accessible/close (a) ☐ Direct (b) ☐ Lower traffic volumes (c) ☐ Scenic qualities (d)

☐ Level (e) ☐ Bike lanes (f) ☐ Wider lanes (g) ☐ Separation from traffic (h)

☐ Connection to transit (i) ☐ Heard about it through friends, media, etc. (j)

9. What would you like to see improved along this route (mark with an 'X') and community in general (mark with an 'O')? *(please check all that apply)*

☐ Bike lanes (a) ☐ Better surface (b) ☐ Shoulders (c) ☐ Less traffic (d)

☐ Signs/stencils (e) ☐ Better maintenance (f) ☐ Signal detection (g) ☐ Better crossings (h)

10. What ethnic group do you belong to? *(please check all that apply) (optional)*

☐ Hispanic/Latino (a) ☐ African American (b) ☐ Anglo/Caucasian (c) ☐ Asian (d)

ENCUESTA PEATONAL

Location: _____ Date: _____ Time: _____

Surveyor: _____ Weather: _____
(sunny, cloudy, rainy, windy, hot, and/or cold)

"¿Perdone, pero le puedo preguntar algunas preguntas? Trabajo para [name of agency] y queremos aprender más acerca de por qué personas caminan donde ellos hacen. Esta tomará menos de dos minutos y la información será mantenida confidencial".

1. ¿Cual es el código postal de su domicilio?

Código postal _____

2. ¿Qué describe mejor el propósito de este viaje?

☐ Para propósito ejercicio (a) ☐ Para ir/regresar del trabajo (b) ☐ Para ir/regresar a la Escuela (c)

☐ Para propósito recreativo (d) ☐ Para ir de compras o mandatos (e) ☐ Negocios personales (médicos, visitando amigos, etc.)(f)

3. ¿En el último mes, cuantas veces ha caminado aquí?

☐ Primera vez (a) ☐ 0 – 5 veces (b) ☐ 6 – 10 veces (c) ☐ 11 – 20 veces (d) ☐ Diario (e)

4. Por favor indique todas las estaciones en que usted camina.

☐ Todo el año (a) ☐ Verano (b) ☐ Otoño (c) ☐ Invierno (d) ☐ Primavera (e)

5. ¿Cuál es la distancia aproximada de este viaje (de principio a fin)? (complete uno o más de los siguientes)

***1.** Distancia :* _____ millas		***y / o***	***2.** Tiempo:* _____ minutos
Y / o	***3. Origen (código postal) _____*** *O descripción de ubicación de otra manera que código postal:** _____ ** Dirección, intersección, punto de referencia, etc.*	***y***	***Destinación (código postal) _____*** *O descripción de ubicación de otra manera que código postal:** _____ ** Dirección, intersección, punto de referencia, etc.*

6. ¿Será tomada cualquier parte de este viaje sobre el tránsito público?

☐ Sí (a) ☐ No (b)

7. ¿Si no caminara para este viaje, cómo se viajaría?

☐ Automóvil (a) ☐ Carpool (b) ☐ Tránsito Público (c) ☐ Bicicleta (d) ☐ No me llevaría por este viaje (e)

8. ¿Por qué utiliza esta ruta en lugar de caminar en algún otro lugar? (indique todas los que aplican)

☐ Accesibilidad/proximidad (a) ☐ Directo (b) ☐ Menos volumen de tráfico (c)

☐ Lo oí por un amigo, los medios, etc., los medios, etc. (d) ☐ Calidad escénica (e)

☐ Plano (f) ☐ La seguridad (g) ☐ Conexión al tránsito público (h)

9. ¿ Qué le gustaría ver mejorado a lo largo de esta ruta (indique con un 'X') y de la comunidad en general (indique con un 'O')? (indique todas las que aplican)

☐ Banquetas más amplias (a) ☐ Mejor superficie (b) ☐ Mejores cruces peatonal (c)

☐ Mas árboles de sombreados (d) ☐ Bancos (e) ☐ Acceso a tiendas, etc. (f)

☐ Más banquetas (g)

10. ¿A qué grupo étnico pertenece usted? (indique todas las que aplican) (opcional)

☐ Hispano/Latino (a) ☐ Afro-Americano (b) ☐ Anglo/Caucásico (Blanco/No-Hispano) (c) ☐ Asiático (d)

ENCUESTA DE CICLISTA

Location: _____ Date: _____ Time: _____

Surveyor: _____ Weather: _____
(sunny, cloudy, rainy, windy, hot, and/or cold)

"¿Perdone, pero le puedo preguntar algunas preguntas? Trabajo para [name of agency] y queremos aprender más acerca de por qué personas pasean en bicicleta donde ellos hacen. Esta tomará menos de dos minutos y la información será mantenida confidencial".

1. ¿Cual es el código postal de su domicilio?

Código postal _____

2. ¿Qué describe mejor el propósito de este viaje?

☐ Para propósito ejercicio (a) ☐ Para ir/regresar del trabajo (b)

☐ Para ir/regresar a la Escuela (c) ☐ Para propósito recreativo (d)

☐ Para ir de compras o mandatos (e) ☐ Negocios personales (médicos, visitando amigos, etc.) (f)

3. ¿En el último mes, cuantas veces ha paseado la bicicleta aquí?

☐ Primera vez (a) ☐ 0 – 5 veces (b) ☐ 6 – 10 veces (c) ☐ 11 – 20 veces (d) ☐ Diario (e)

4. Por favor indique todas las estaciones en que usted usa la bicicleta.

☐ Todo el año (a) ☐ Verano (b) ☐ Otoño (c) ☐ Invierno (d) ☐ Primavera (e)

5. ¿Cuál es la distancia aproximada de este viaje (de principio a fin)? (complete uno o más de los siguientes)

1. *Distancia :* _____ millas		***y / o***	***2.*** *Tiempo:* _____ minutos
Y / o	***3. Origen (código postal) _____*** *O descripción de ubicación de otra manera que código postal:** _____ ** Dirección, intersección, punto de referencia, etc.*	***y***	***Destinación (código postal) _____*** *O descripción de ubicación de otra manera que código postal:** _____ ** Dirección, intersección, punto de referencia, etc.*

6. ¿Será tomada cualquier parte de este viaje sobre el tránsito público?

☐ Sí (a) ☐ No (b)

7. ¿Si no usara la bicicleta para este viaje, cómo se viajaría?

☐ Automóvil (a) ☐ Carpool (b) ☐ Tránsito Público (c) ☐ Caminar (d) ☐ No me llevaría por este viaje (e)

8. ¿Por qué utiliza esta ruta en lugar de pasear por algún otro lugar? (indique todas los que aplican)

☐ Accesibilidad/proximidad (a) ☐ Directo (b) ☐ Menos volumen de tráfico (c)

☐ Calidad escénica (d) ☐ Plano (e) ☐ Ciclovías (f)

☐ Vías más amplias (g) ☐ Separación del tráfico (h)

☐ Conexión al tránsito público (i) ☐ Lo oí por un amigo, los medios, etc. (j)

9. ¿ Qué le gustaría ver mejorado a lo largo de esta ruta (indique con un 'X') y de la comunidad en general (indique con un 'O')? (indique todas las que aplican)

☐ Ciclovías (a) ☐ Mejor superficie (b) ☐ Acotamiento (c)

☐ Menos trafico (d) ☐ Símbolos/plantillas (e) ☐ Mejor mantenimiento (f)

☐ Detectores en los semáforos para ciclistas (g) ☐ Mejores áreas de cruce ciclista (h)

10. ¿A qué grupo étnico pertenece usted? (indique todas las que aplican) (opcional)

☐ Hispano/Latino (a) ☐ Afro-Americano (b) ☐ Anglo/Caucásico (Blanco/No-Hispano) (c) ☐ Asiático (d)

BACKGROUND DATA SHEET

The Background Data Sheet is included in the Data Tabulation Form Excel Spreadsheet. The Spreadsheet is downloadable from the NBPD website (www.bikepeddocumentation.org).

Each count and survey location will be identified by a Location Number that in turn is associated with a Background Data Sheet. If possible, include a numbered digital photo with each count and survey location. The Background Data Sheet is intended to allow researchers to test the impact of various background materials against count and survey results. Please fill out the data to the best of your ability. Most of this data is available through published sources such as the U.S. Census (demographics, journey to work), Bureau of Transportation Statistics (National Household Travel Survey), or by regional agencies.

The Bicycle Friendly Community website (www.bicyclefriendlycommunity.org) website also provides direct links to most of the relevant U.S. Census and other data sources. You may leave these blank if you do not know the answers, or if the information is not available.

The following key will help you fill in the required fields in the excel spreadsheet:

General Area Background:

General area is described as the jurisdictions where the counts or surveys are being conducted, which could range from a community to a region

- Name of Jurisdiction: region, city, town, county, or community
- If County or Region, number of local agencies included in count or survey area
- Source of demographic data
- Year of data
- Population of survey or count area
- Density (people per square mile)
- Bicycle mode share: Journey to Work
- Pedestrian mode share: Journey to Work
- Average age
- Average income
- Number of annual visitors to area (if not published, enter best guess in round numbers)

Count and Survey Location Description:

To be completed for each count and survey location.

Type of facility:

1 = paved multi use path at least 8 feet wide
2 = unpaved trail
3 = bike lane with standard signing and striping
4 = signed bike route
5 = street or road with marked shoulders (min. 2 feet wide)
6 = street or road with no shoulders or less than 2 feet wide
7 = sidewalk (at least 4 feet wide)
8 = unimproved (dirt, gravel) shoulder

Type of setting:
- 1 = urban
- 2 = suburban
- 3 = rural

Scenic Quality:
- 1 = high scenic qualities (views, shaded, quiet, historical)
- 2 = neutral or better scenic qualities
- 3 = poor scenic qualities

Surrounding land uses (within 1 to 2 miles):
- 1 = residential
- 2 = rural/agricultural/open space
- 3 = retail
- 4 = office
- 5 = manufacturing/warehouse
- 6= mixed use

Schools, parks, visitor destinations adjacent or close to the facility:
- 1 = none
- 2 = 1-2
- 3 = 3-5
- 4 = 6 and over

Quality of connecting facilities (paths, bike lanes, routes):
- 1 = no connections, poor access
- 2 = limited connections (one end only)
- 3 = good system connections (both ends)
- 4 = excellent system connections (both ends and intermediate)

Length of Facility:
- 1 = less than 1 mile
- 2 = 1-2 miles
- 3 = 2-5 miles
- 4 = 5-10 miles
- 5 = over 10 miles
- 6 = part of sidewalk network

Access:
- 1 = poor direct access from adjacent neighborhoods
- 2 = adequate access
- 3 = excellent access, including trailheads
- 4 = part of sidewalk system

Quality of overall network:

1 = poor community system of bikeways or walkways
2 = adequate community system (intermittent)
3 = good community system (continuous, good condition)

Traffic volumes (ADT) of adjacent road:

1 = under 2,500 ADT
2 = 2,500 – 7,500 ADT
3 = 7,500 – 15,000 ADT
4 = over 15,000 ADT

Traffic speeds (posted) of adjacent roads:

1 = 25mph
2 = 26-35 mph
3 = 36-45 mph
4 = 46-55mph
5 = 56mph or over

Crossings and Intersections (average number per linear feet):

1 = every 400 feet or less
2 = every 400-1,000 feet
3 = every 1,000-5,000 feet
4 = 5,000-10,000 feet
5 = none

Crossing and Intersection Traffic:

1 = all minor streets (less than 2,500 ADTs)
2 = minor to moderate traffic (2,501 – 7,500 ADTs)
3 = minor to high traffic (7,501 – 15,000 ADTs)
4 = minor to very high traffic (over 15,001 ADTs)

Crossing and Intersection Protection:

1 = inadequate (no crosswalks, stop signs, or signals)
2 = minimal: crosswalks only
3 = adequate: crosswalks, stop signs, and signals as needed

Condition:

1 = poor condition (rough surface, vandalism, debris, etc.)
2 = good condition (smooth surface, good maintenance)

Topography:

1 = level
2 = moderate grades
3 = steep topography

Count or Survey Data
To be completed for each count or survey

Date: date of count or survey

Time period:
1 = weekday, 7-9am
2 = weekend, 12-2pm
3 = weekday, 5-7pm
4 = weekday, 7am – 7pm
5 = weekend, 7am – 7pm

Weather:
1 = extreme (heavy rain, snow, freezing, very humid, over 95 degrees)
2 = poor (32-50 degrees, 90-95 degrees, light rain, wind)
3 = acceptable (50-90 degrees, no rain)

Bicycles: number of bicycles counted or interviewed during period

Pedestrians: number of pedestrians counted or interviewed during period

Other: number of equestrians, skaters, bladders, skateboards, and others counted or interviewed

INSTRUCTIONS FOR SURVEY TABULATION

Use the survey tabulation form to compile the answers to surveys on one sheet. There is a tabulation form for each type of survey. For each survey, mark an "x" in the box that corresponds with the answer to each question. For questions with more than one answer, mark an "x" next to each answer given.

For example, for the pedestrian survey question one: "What best describes why you are out here today?" survey respondent one answered "a: Exercising" and survey respondent two answered "b: Going to Work." For sidewalk survey question two: "In the past month, about how often have you walked or rode here?" respondent one answered "a. First time" and respondent two answered "d. 10-20 times." To tabulate these results, you would record the respondent one's answers in column 1 and respondent two's answers in column 2. Answers would be recorded next to the appropriate question number.

An example of this hypothetical situation is below:

Example Survey Tabulation Form
(please enter data on NBPD data spreadsheet)

	Survey Numbers															
Answer Number		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	1a	X														
	1b		X													
	1c															
	2a	X														
	2b															
	2c															
	2d		X													
	2e															

EXAMPLE PEDESTRIAN SURVEY TABULATION FORM

(please enter data on NBPD data spreadsheet)

Name: _____ Location: _____# _____
Date: _____ Time Period: _____ Sheet # _____

Answer Number	Survey Numbers														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1a															
1b															
1c															
2a															
2b															
2c															
2d															
2e															
3a															
3b															
3c															
3d															
3e															
4a															
4b															
4c															
4d															
5a															
5b															
5c															
5d															
6a															
6b															
6c															
6d															
6e															
6f															

EXAMPLE BICYCLE SURVEY TABULATION FORM

(please enter data on NBPD data spreadsheet)

Name: _____ Location: _____# _____

Date: _____ Time Period: _____ Sheet # _____

		Survey Numbers														
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Answer Number	1a															
	1b															
	1c															
	2a															
	2b															
	2c															
	2d															
	2e															
	3a															
	3b															
	3c															
	3d															
	3e															
	4a															
	4b															
	4c															
	4d															
	5a															
	5b															
	5c															
	5d															
	6a															
	6b															
	6c															
	6d															
	6e															
	6f															
	6g															
	7a															
	7b															
	7c															
	7d															
	7e															
	7f															
	7g															