

## Little Rock Bike Count Instructions September 2018

**Thank you** for volunteering your time to help make Little Rock a safer and friendlier place to walk and ride! These counts are critical to help understand how our transportation network is being used so that we can target and justify and target future improvements.

**BikePed Count Instructions** – As you can see on Count Form, you'll be counting bicyclists and pedestrians that pass in 15 minute intervals. For the sake of uniformity across count locations, we've established the following guidelines:

- 1) *Review Materials Prior to Count Day:* Please review all materials prior to the day of the count so that I can answer any questions you may have ([jlandosky@littlerock.gov](mailto:jlandosky@littlerock.gov), 371-4430)
- 2) *Arrival Time:* Please try to get to your location a few minutes early so that you can be set up and counting when your shift begins. If you are running late, please note the actual time you started and do 15 minute intervals from that point for two hours to make locations as comparable as possible. For example, if your shift starts at 12pm but you start counting at 12:20pm, your first 15 minute block would be 12:20pm-12:35pm and try to stay until 2:20pm if possible.
- 3) *Fill Out Data Sheets Completely:* Please fill out all blanks on the data sheets. This can help us resolve illegible handwriting and other issues during data entry. Please also complete the "15 min interval" box with actual start and end time of the row.
- 4) *Who Counts?:* If a cyclist or pedestrian comes within a city block (i.e. ~400 ft.) of your intersection, please count them as crossing your intersection. If they are crossing at the intersection next to yours (i.e. one city block over), do not count them. If you are counting at a bridge, please only count those bicyclists and pedestrians that cross the bridge.
- 5) *Demographics:* As people (or especially a group of people) ride by quickly, there may be some judgment calls about Youth vs. Adult, Male vs. Female, or actual number of riders. Use your best judgment.

**Survey Instructions** – We are providing signs for you to display to let people know they can fill out bicycle or pedestrian surveys with you. These surveys are "icing on the cake". If you didn't pick up a sign or don't feel like displaying a sign, it's OK. However, if people do choose to fill out these surveys, we will have a deeper understanding of the bicycle and pedestrian communities and their needs.

**What to Bring** – Most importantly, be safe. Please wear the provided bright vest. Let us know if you have other suggestions of what to bring in the future.

- 1) Vest (provided)
- 2) Binder with forms/instructions (provided)
- 3) Pencils/Pens (provided)
- 4) Sign to alert people that they can fill out a Bike or Ped survey (provided)
- 5) Water and snacks
- 6) Fold-out chair (optional)

**Thanks again, we really appreciate it!**