

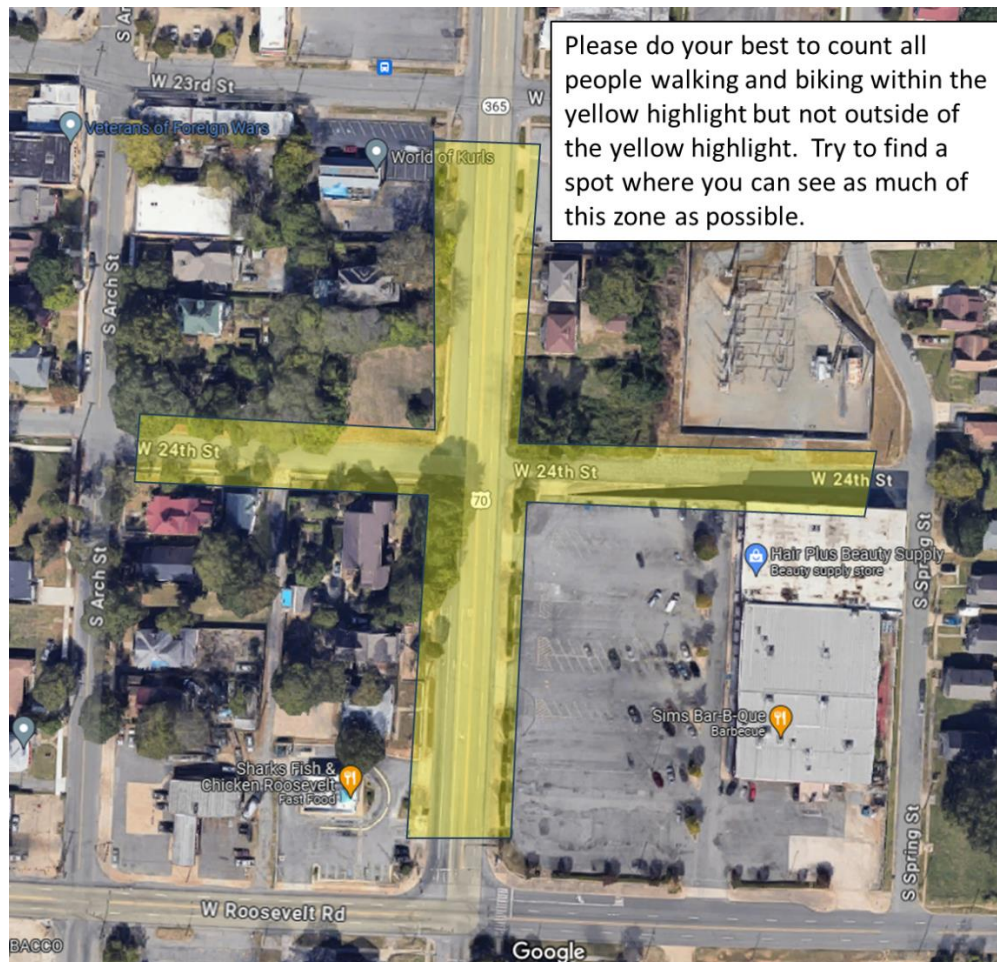
Little Rock Bike Count Instructions

Broadway and 24th

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 justify and target future improvements.

BEFORE Count Day

- 1) **Register on VolunteerMark:** The City of Little Rock now coordinates all of its volunteer efforts through VolunteerMark. Register for a specific location, or as an alternate, there. If you can't make your scheduled time, contact me ASAP so I can try to find a replacement.
- 2) **Obtain Materials:** The most critical materials are the instruction sheet (you're reading it), the count sheet, a pen or pencil, and something to write on. You can download and print these two sheets or you can pick them up along with a 3-ring binder and hi-vis jacket at 701 W. Markham.
- 3) **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 (contact info below).
- 4) **Know Your Location:** We will not be getting together at a central location on count day. You'll go to your location on your own. Please make sure you know where you're going.



ON Count Day

- 5) **Arrival Time:** Please try to get to your location at least 5 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.
- 6) **Fill Out Data Sheets Completely:** Please fill out all blanks on the data sheet. Your name 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.
- 7) **Who Counts?**
 - a) **Distance away:** If a cyclist or pedestrian comes within a city block (i.e. ~330 ft.) of your intersection/location on or along the street or crossing the street, please count them. If they are crossing at the intersection next to yours (i.e. one city block over), do not count them. See map for clarification for your specific site.
 - b) **Drivers:** If someone parks in a parking lot associated with a business, goes into the business, then comes back out into her car, she doesn’t count. If someone parallel parks on the street or otherwise uses the sidewalk, she counts.
 - c) **Frequency:** What if the same person passes by multiple times? If you’re sure it’s the same person, do not count them within the same 15 minute interval. Do count them if they pass within a different 15 minute interval. This also applies to people with “help wanted” signs at intersections. They count once per 15 minutes.
- 8) **Demographics:** As people (or especially a group of people) ride by quickly, there may be some judgment calls about Youth (18 and under) vs. Adult (over 18 years old), Male vs. Female, or actual number of riders. Use your best judgment.
- 9) **Notes:** If you are not sure if/how to count someone in a particular situation, please write a note on your data sheet. It will allow me to tally the most accurate data possible and improve the instruction sheet over time. 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 and between years, we’ve established the following guidelines:

Within a Week AFTER Count Day

If you pick up materials, all materials will need to be returned. If you download and print, you can physically turn in the count sheet or scan or photograph it and send it to me (contact info below).

Surveys – In past counts, we’ve also offered cyclists and pedestrians an opportunity to stop and complete a survey. In the interest of COVID precautions, *we are not doing that this year.*

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) Water, snacks, and sunscreen (optional)
- 5) Fold-out chair and umbrella (optional)

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