

## COUNT INSTRUCTIONS

Please review these instructions and the forms before going to the count site.

Items you should bring to the site include:

1. These instructions
2. Count forms
3. Location map (to confirm where you should be counting)
4. Clipboard (or hard magazine/book and clip to attach forms)
5. Pen or pencil and a spare
6. Watch to record 15 minute intervals
7. Optional: snacks, water, folding chair (whatever you need to be comfortable!)

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

It is best to arrive at the site 10-15 minutes before the count period. Once you've arrived:

- Find a safe location to conduct the counts.
- Try to stand/sit so you are out of the way of people on the sidewalk.
- Make sure you can see the entire area or intersection you are counting.
- Record the background information at the top of the count/survey form.

If people ask what you are doing, here's a sample response:

"I'm counting people walking and bicycling to support the Pedestrian & Bicycle Plan for Dutchess County. The information will be used to better understand where people walk and bike, and how many people are walking and bicycling."

You can give them Emily's contact info (below) if they have further questions.

If someone else is counting your location after you, please tell Emily if you needed to adjust your location or encountered any issues so she can let the other counter know.

After completing your counts, email/fax/mail your forms to Emily Dozier **within one week**.

### **Emily's contact information:**

Dutchess County Transportation Council

85 Civic Center Plaza, Suite 107

Poughkeepsie, NY 12601

Phone: (845) 486-3600 Fax: (845) 486-3610

Email: edozier@dutchessny.gov

**For volunteers only:** Emily's cell phone: 845-625-9909.

Call me if you have issues; I may not have access to email.