Instructions for using the bicycle count form

Arrive at count location at least 10 minutes before count time (3:50pm or 6:50am) to prepare the count forms. You should use one page for each hour.

You can find all of the 2023 materials and information at portland.gov/bicycle-counts

Refer to the annotated count form on page 3 for each step.

1. Complete the top portion of the form with information about where & when you are counting. Repeat this for both hours.
   - **Location**: typically names of intersecting streets, include site ID # if you know it. (See the volunteer site list)
   - **Date**: include date & day of week (this should be a Tues, Wed, or Thurs; See the count calendar for possible count dates)
   - **Time**: clearly label the time, one hour per page
   - **Weather**: general weather information (cool, cold, warm, hot, sunny, raining, overcast, etc.). Avoid counting on rainy days or during extreme heat.
   - **Notes**: anything unusual, such as nearby construction that might affect people riding bikes, lots of wrong-way riding by people on bikes, or many people riding on the sidewalk.
2. Establish the North arrow.
   - If you are unsure which way is north, draw in landmarks such as a park, grocery store, or other business.
3. Label the streets on the intersection drawing.
   - Modify the 4-way intersection drawing (or use a blank form) for T-intersections or other non-standard intersections.
4. Draw in arrows representing each move that can be made by a person on a bike (straight through, right turn, left turn, etc).
5. Count each person biking passing through the intersection by making a tick mark in two locations: 1) next to the arrow in the diagram that describes their movement through the intersection, and 2) in the corresponding box for helmet use & presumed gender. *(See the step-by-step on pages 4-6 for additional detail with images)*
   - Try to distinguish between e-bikes and other bikes by putting the tally for e-bikes in the lower part of the box.
   - Mark the assumed gender of people biking. Gender data will be imperfect, but it still provides valuable metrics about the perceived safety and availability of Portland's bike network.

- Begin counts precisely at the beginning of the hour and end promptly at the end of the hour.
- Remember to flip to page 2 for the second hour. Set an alarm if you'll need a reminder.

6. For people using skateboards, e-scooters, or one-wheels, record a single tally in the 'Micromobility Tally' at the bottom of the page. Do not include them in the diagram or table for people biking. *(See the step-by-step on pages 4-6 for details with images)*
7. After two hours, count your tally marks and record in each section.
   - Record the totals for each of the gender/helmet boxes
   - Record the subtotals for e-bikes in each of the gender/helmet boxes
   - Record the totals for each movement in the lower diagram
8. Sum the boxes to get the totals and record in the appropriate places. Record the total from the directional count in the lower right-hand corner.
   - When there is a discrepancy between the gender/helmet tally and the directional tally, the directional tally will be used.
9. Submit results. Use the online form to submit all your results. You will be asked to send in images of your results at the end of the survey.

Tips for Counting:

- Mark the tally only after the bicycle has passed through the intersection, rather than trying to anticipate their movement. Try picking a visual point the bike must pass before you record the information.
- When working with a partner, especially at busy intersections, it generally works best if one person records the directional information and the other records the gender appearance and helmet information on a separate sheet.
- Do not try to add the tally information after the first hour; wait until the count is complete.
- DO INCLUDE people riding on the sidewalks and/or making illegal movements through the intersection.
- DO NOT INCLUDE people walking their bikes.
- Tandem bikes count as two bikes *only if* both people are pedaling.

Bicycle Count Form

use a different form for each hour

Location (cross streets & location ID): NE 12th + Tillamook

Date: wed July 12th Time: 4-5pm Daylight ☒ After dark ☐ (1)

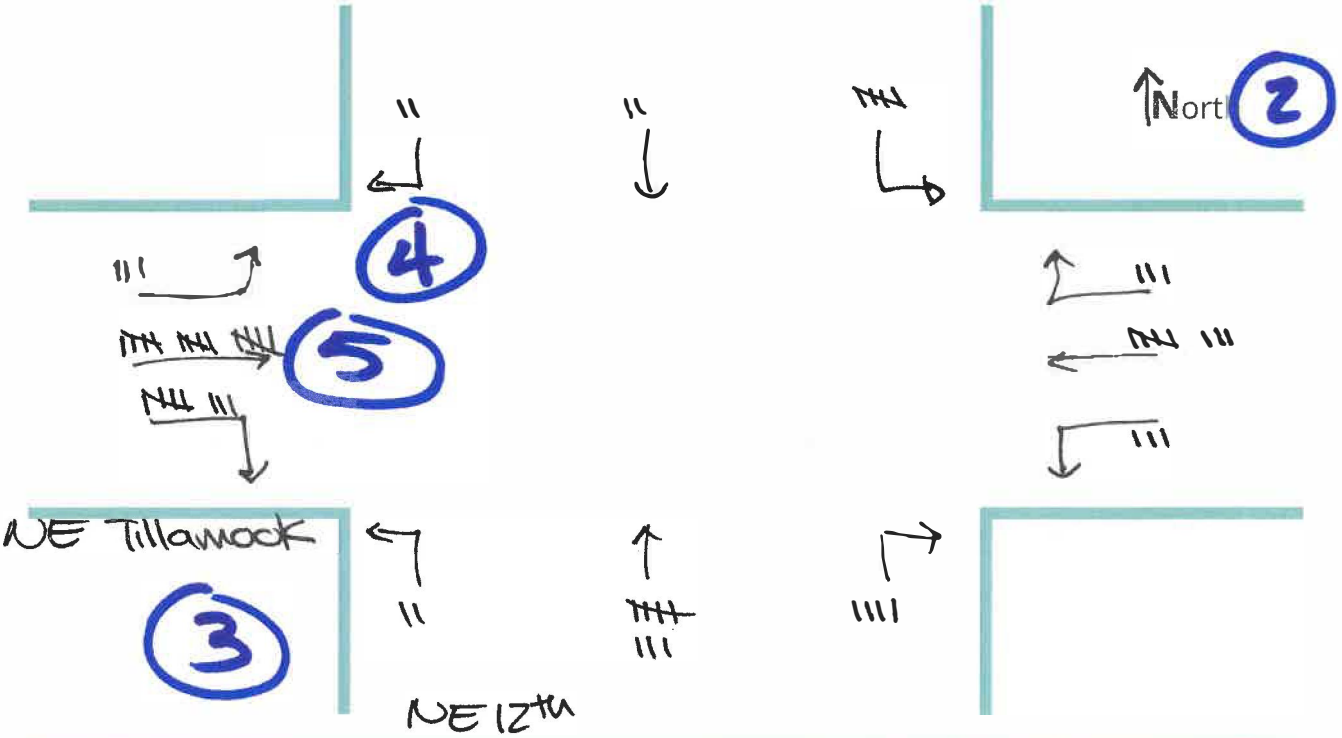
Volunteer Name: John Doe Weather: 83, sunny

Notes:

Tables: record only people riding (any type of) a bicycle. If possible, distinguish between e-bikes and other bikes by placing e-bike tallies in the bottom half of the cells. For people riding skateboards, e-scooters, or one-wheels, use the "Micromobility Tally" at the bottom.

	Men	Women	Totals
Biking **with** helmet	25 e-bikes: 3	19 e-bikes: 4	44/7
Biking **no** helmet	9 e-bikes: 1	8 e-bikes: 0	17/1
Totals (7)	34/4	27/4	61/8 (8)

Diagram: Indicate movement of people **biking** thru the intersection with arrows to show the direction of travel. Indicate north. Label the legs of the intersection. If not a 4-way intersection, use a blank form and draw the design.



Micromobility Tally (6)	Skateboards:	E-scooters:	One-wheels:
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New count form step-by-step

It's not much different!

You'll still record gender and helmet of every person you see riding a bike past your count location.

You'll still record the movements of every bike on the street layout below.

So, what has changed?

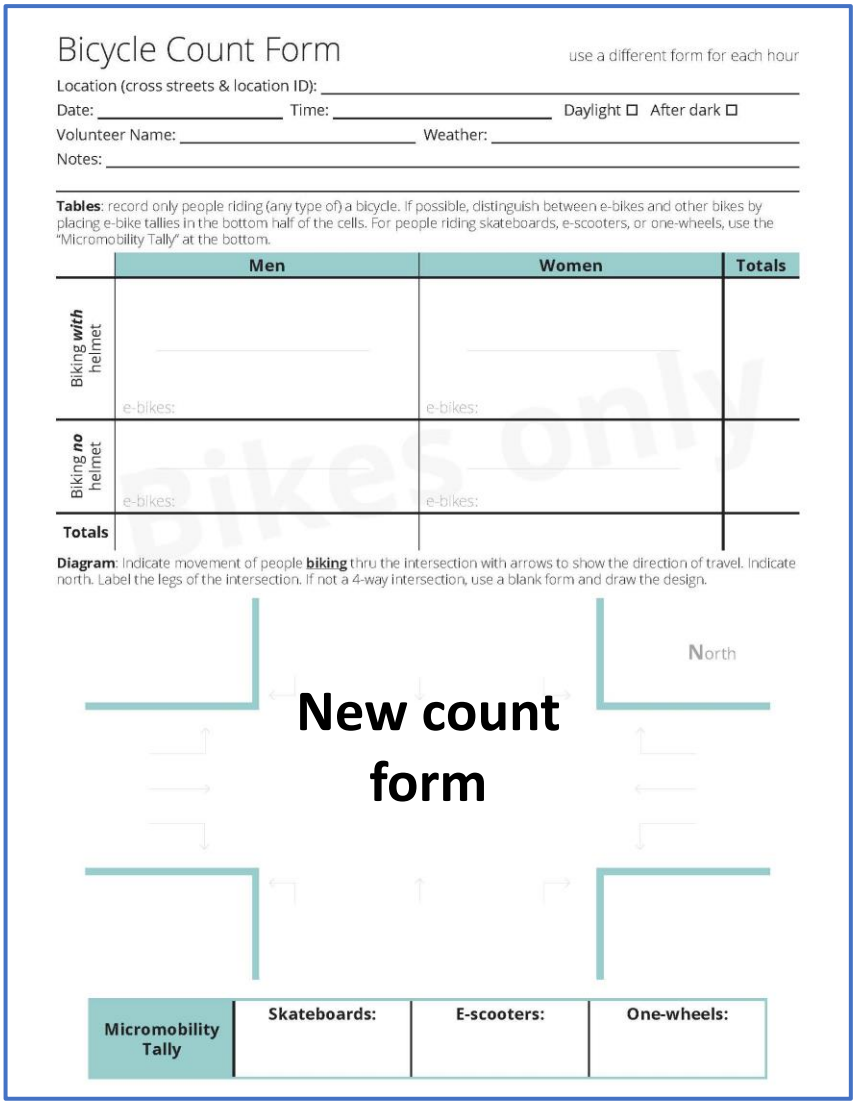
Two things have changed:

1. In addition to bikes, please count other forms of "micromobility," including skateboards, e-scooters, and one-wheels.

The only place you'll enter data about anything other than a bike is in the "micromobility tally" table at the bottom.

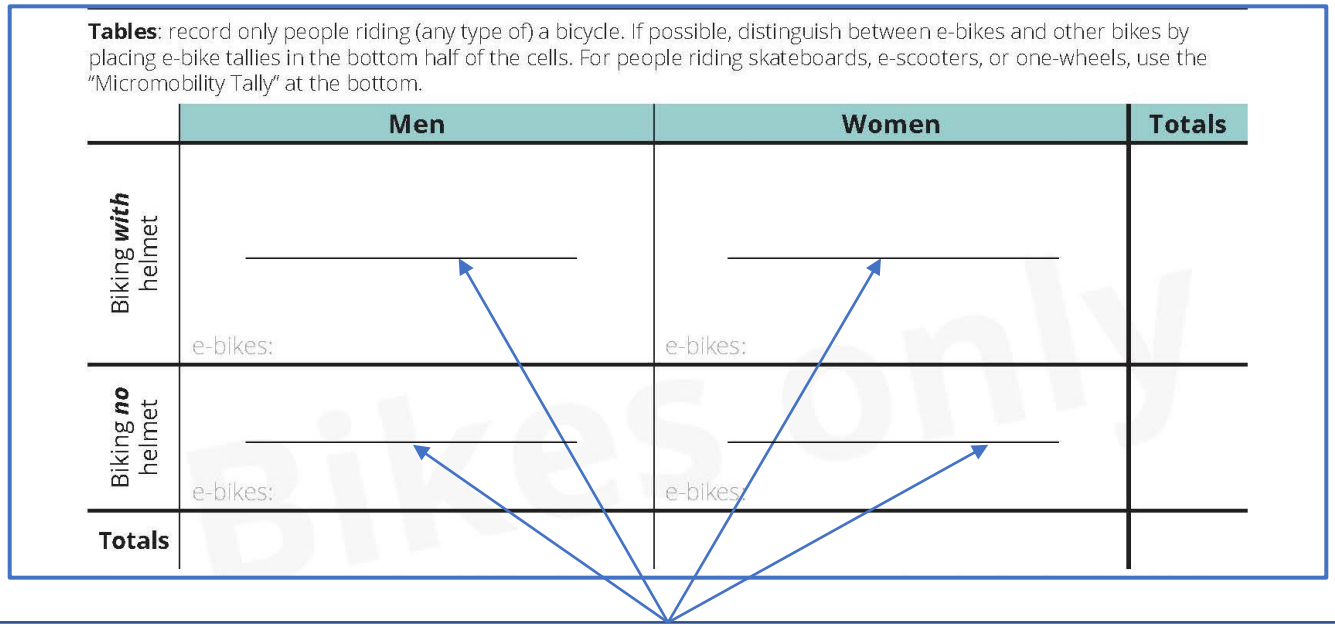
2. To the best of your ability, separate out standard (i.e., non-electric bikes) from electric bikes in the "gender-helmet" table at the top. The form dives the four boxes into two.

Turn the page for more detailed descriptions



This part of the form is for bikes, only

Any type of bike! Standard. Electric. Cargo. With Trailer. Tricycle.

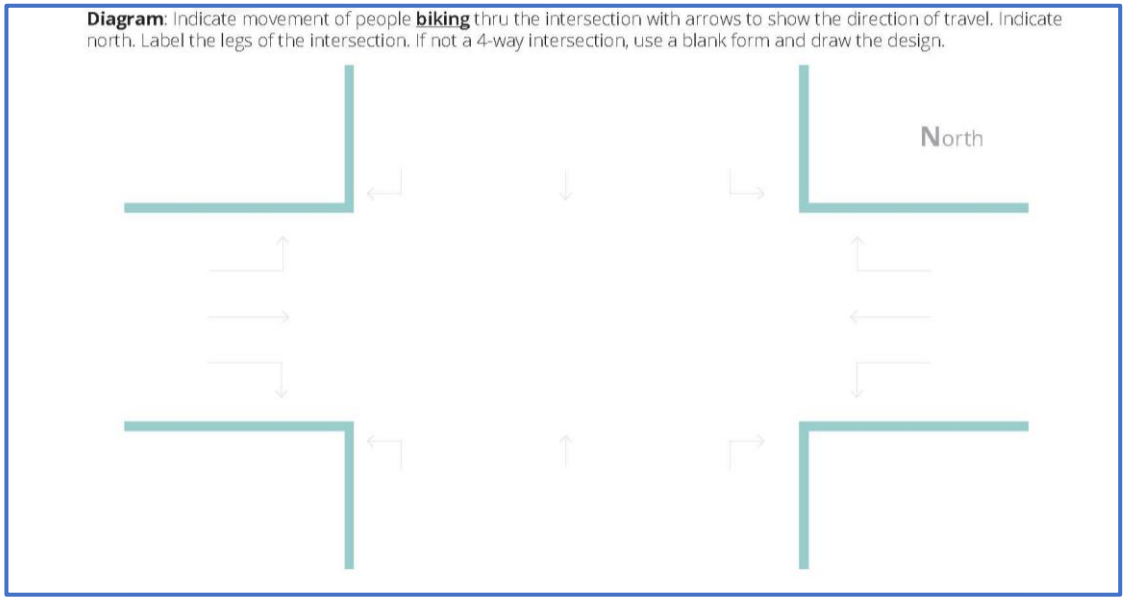


To the best of your ability, record the number of standard bikes above these lines and the number of e-bikes below the lines. It's not always easy to tell e-bike from standard bike. Just do your best.

Regardless, make sure to record <u>all</u> bikes!

This part of the form is also for bikes, only

Any type of bike! Standard. Electric. Cargo. With Trailer. Tricycle.



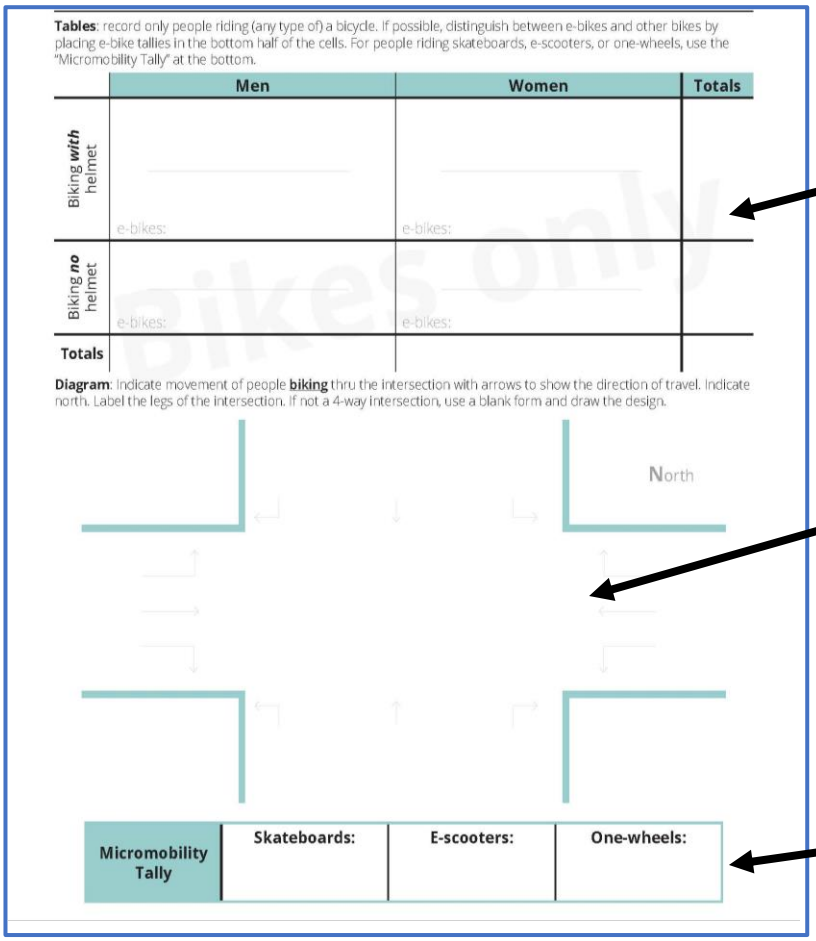
Use this part of the form to record the movements of <u>bikes, only</u> through your count location.

Finally, the (only) part of the form that's for other types of vehicles

Enter here tallies of any other type of micromobility vehicle you see. This is the only place on the form where you'll provide information about vehicles other than bikes.

Micromobility Tally	Skateboards:	E-scooters:	One-wheels:

To recap:



Tables: record only people riding (any type of) a bicycle. If possible, distinguish between e-bikes and other bikes by placing e-bike tallies in the bottom half of the cells. For people riding skateboards, e-scooters, or one-wheels, use the "Micromobility Tally" at the bottom.

	Men	Women	Totals
Biking *with* helmet	e-bikes:	e-bikes:	
Biking *no* helmet	e-bikes:	e-bikes:	
Totals			

Diagram: Indicate movement of people **biking** thru the intersection with arrows to show the direction of travel. Indicate north. Label the legs of the intersection. If not a 4-way intersection, use a blank form and draw the design.

North

Micromobility Tally	Skateboards:	E-scooters:	One-wheels:

Counts of all bikes (and only bikes) go here. Do your best to separate e-bikes from other bikes.

Information about the movements of all bikes (and only bikes) go here.

This is the <u>only</u> place on the form to enter information about non-bike micromobility.