|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Apartment Shuttle Name/Description:** |  | |  | |  | |  | |
| **Time Increments** | **Female** | **Male** | **Female** | **Male** | **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:** |  |  |  |  |  |  |  |  |
| **ADA Users & Strollers** |  |  |  |  |  |  |  |  |
| **General Comments:** |  | | | | | | | |

**SHUTTLE COUNT FORM**

**University of South Carolina Alternative Transportation Count Plan**

Name:      Date:

Location:

Existing Facilities:

Other Counters Present?     If yes, how many?

Start Time: End Time:

Weather Conditions:

Safety Conditions:

Take and save a picture of your count site before beginning counts.

**Please promptly return/send this form AND a photo of your count area to:**

Lauren Earle- Alternative Transportation Coordinator

Email: [Learle@email.sc.edu](mailto:Learle@email.sc.edu)

Text: (781)-956-2297

**Instructions:**

Bring these items to your site before beginning counts:

1. Count forms
2. Safety vest
3. Location map (location details are included on the sign-up sheet. Utilize GoogleMaps for further information prior to count day)
4. Clipboard
5. Pen or pencil and a spare
6. Watch or timer to record 15-minute intervals
7. Smart phone or camera to take a photo of the area
8. Optional: chair, jacket, hat, sunscreen, snacks, water

**Arrive at your site 15 minutes before the count period**. Once you have arrived:

1. Find a safe location to conduct the counts. Ensure you can see both sidewalk and on-road commuters.
2. Be aware of your surroundings. If the area is not safe, do NOT put yourself in harm’s way. Contact the Count Organizer if conditions are too dangerous and in the event of inclement weather.
3. Record the background information at the top of the form.
4. Take a picture of your full count location.

Please fill in your name, count location, date, time period, and safety and weather conditions (fair, rainy, very cold). Also list any shuttle-specific features, such as sidewalks, paved shoulder, bus lanes, marked bus stations, or bus shelters (covered and uncovered). In preparation for multiple shuttles unloading at one time, form a plan as to who will take counts from which bus. Record your counts with tally marks.

* Be alert and aware, as many shuttles drop off at once. Be prepared to count quickly and precisely.
* As buses arrive, write in the names of each at the top of the sheet (i.e., Stadium Suites, USC). If unsure, enter a bus description.
* Count for two hours in 15 minute increments.
* Count each person that enters **and** exits each shuttle
* Make note of any people in wheelchairs, using assistive devices, those carrying strollers, etc.
* If you run out of spaces for the number of shuttles, record on a new sheet

**For the “ADA Users & Strollers” box at the bottom of the form, tally those users twice, once in the time period you saw them and again in the special category**. For example, a male using crutches and exiting the shuttle between 1:00 and 1:15 will get a mark in that gender/time slot box, plus another mark in the male column of the “ADA Users & Strollers” box at the bottom. The resulting information will tell us out of the total males exiting the shuttle for that time period, X number were ADA users.

ADA users include wheelchairs, walkers, motorized sitting scooters, canes and other assistive devices. Stroller occupants will be counted separately from the person pushing the stroller. For example, a woman carrying a stroller and exiting the shuttle with two boys between 1:00 and 1:15 will be tallied as 1 female and 2 males for that time slot. Then in the “ADA users and stroller” special category at the bottom, tally 2 males, but do not tally the female carrying the stroller.

**Contact Numbers:**

If there is an emergency, please call 911.

* Your local Count Lauren Earle 781-956-2297
* USCPD Non-Emergency Line 803-777-4215
* USC Vehicle Management Office 803-777-4209

**Please promptly return/send the 2-page count form and a picture of your count site to:**

Lauren Earle- Alternative Transportation Coordinator

Email: [Learle@email.sc.edu](mailto:Learle@email.sc.edu)

Text: (781)-956-2297

**THANK YOU FOR YOUR HELP!**