

TRAVEL SURVEY INSTRUCTIONS

THE FOLLOWING ITEMS ARE ENCLOSED:

- **Individual Travel Diaries (yellow cards)** are enclosed for **each member** of your household. This travel diary will help members of your household keep track of their trips on their travel day. Extra cards (**ivory sheets**) have been enclosed in the event one or more members of your household travel to more than 11 destinations on your travel day. If additional travel diary cards are used, please attach them to the appropriate person's travel diary.
- **Sample diary on blue paper**. A sample trip diary (**blue sheet**) for the trips listed below has been included in this packet. The sample diary shows three trips:
 - #1 YOU LEAVE HOME AND DRIVE YOUR CHILD TO THE DAYCARE CENTER
 - #2 THEN YOU DRIVE TO WORK
 - #3 THEN YOU RETURN HOME FROM WORK
- **2010 Regional Transportation Survey** to be filled out by **each person who is at least age 18**. This is printed on a large 11x17 (**yellow sheet**) of paper folded to booklet size.
- **Orange card giving your travel day**—has a magnet, so it can be put on your refrigerator.

DIRECTIONS:

- 1) Please ensure that an **INDIVIDUAL TRAVEL DIARY (yellow cards)** is completed for EVERYONE in your household. **For children under age 10** or persons with disabilities, please have another member of your household (i.e., parent) complete the travel diary. If your child goes on a **field trip while at school**, please ensure that the trip is recorded.
- 2) **Record ALL Trips that you make on your travel day, including walking and biking trips.**
- 3) Please ensure that the INDIVIDUAL TRAVEL DIARY is completed **ON THE DAY SHOWN ON THE ORANGE CARD** that is enclosed with this packet. **Everyone should complete the travel diary on the same date.** Your **travel day begins at 2:00 am on the day shown on the orange card and goes until 2:00 am the next day.** (**If you are at work at 2:00 am, begin your travel diary at work.**)
- 4) Please ask **all members of your household who are completing the travel diary** to carry a travel diary with him/her on the travel day and to record each trip after it is made. **Be sure to record each place that you go, not just your final destination.** For example, if you stop for gas on your way home from work, record the trip from work to the gas station and the trip from the gas station to your home separately. **Travel diaries should not be completed while you are driving a vehicle.**
- 5) **At the top of the Individual Travel Diary** be sure to record the travel day and date, the demographic and employment data requested, and where the first trip of the day begins. **Please provide complete addresses whenever possible** for each destination you visit. **Include the street prefix (E, N, S, W) and the street suffix (Ave, St, Lane, Terr) when applicable.** **For example write 123 W. Main St not 123 Main.**
- 6) **If 2 or more persons in the household travel together, the trip should appear on each person's travel diaries.**
- 7) A person should use extra sheets (**ivory sheets**) if one diary is not enough.
- 8) Please mail your diaries using the postage paid envelope provided.
- 9) If a **person does not travel anywhere** on your household's travel day, write: "DID NOT GO ANYWHERE TODAY" for Trip #1. If **a person is Outside the State of Kansas for the entire day (all 24 hours)** write: "OUTSIDE THE REGION ALL DAY" for Trip #1.
- 10) Each person age 18 and older who is able to complete a survey without assistance should complete the **2010 Regional Transportation Survey** printed on the 11x17 yellow sheet of paper folded to booklet size.

Questions??? Please call the toll-free travel "hotline" at 1-888-801-5368.

Please return your travel diaries and transportation surveys in the postage-paid envelope provided the day after you complete your travel.