



**Turning 1hour.xls & Turning 15min.xls**

This is used for traffic counts conducted at an intersection, to identify problems with signal timings, traffic control device placements. The template also gives information about school children, pedestrians and people making U-turns at the intersection.

**1) Hard Copies**

- Completed excel template (15min/1hr)
- CLV diagram sheet, which should include Level of Service (LOS)
- Intersection Diagram
- Pictures of the count location

**2) Electronic Files - All files should be labeled with the job number**

- Excel Template (15min/1hr)
- Electronic file for CLV (Adobe Acrobat pdf /excel format)
- Digital Pictures showing the lane configuration of all the legs of the intersection (See the Digital Documents)
- Example naming convention (J54716.xls, J54716\_clv.pdf, J54716\_WB.jpg)

**Notes on filling the excel templates:**

These templates are in a specific format and **must not be modified**. There are four parts to be filled out.

**1) The header information:**

Request Number	The request number associated with the particular count
Job Number	The job number is the same as the request number
Location	The location where the count is conducted
Date	Date the count is conducted
Recorder	Identifies the person performing the count
Interval	This signifies the time increments the data is collected(15/60min)
County	County in which the count was done
City/Town	The name of the city/town where count is conducted
Weather	The weather on the day of the count
LOS	The level of service
V/C Ratio	The volume capacity ratio

**2) The vehicle data section:**

Street Name	This contains the street name of each leg of the count. This must be done according to the appropriate direction. Note: Do not put an apostrophe in the name of the street.
Data for each leg is filled out according to the <b>ending hour</b> .	
Each Leg is split into four parts:	
<b>U turn</b>	Vehicles coming out of the leg and returning
<b>L</b>	Vehicles coming out of the leg and making a left turn
<b>T</b>	Vehicles coming out of the leg and going through the intersection
<b>R</b>	Vehicles coming out of the leg and making a right turn
The totals are calculated automatically	

**3) The school children, pedestrian, & bicycle data section:**

This is a mandatory part of the count. Each Turning Movement count must be accompanied with a pedestrian count. Note that the time in this field is also the ending hour.

**4) Comments section:**

If there are no pedestrians then the comment “**No Pedestrians**” should be placed in the comment field. If there is any special event at the time of the count, make note of it in the comments section, i.e., lane closures, accidents, construction, etc.

**Note:**

If there are no vehicles/pedestrians within a particular interval of the count, it should be represented by zeros instead of blanks. The cells not included in the count duration should be left blank.

**Printing:** Some fields in excel template may be hidden for printing purposes, but the electronic files that are submitted should not have any fields hidden.