



Puget Sound Transportation Panel



TRAVEL DIARY INSTRUCTIONS



There are two diaries for each person in your household age 15 and older.

Each diary is labeled with a name, ID#, and date/day of the week. You must fill out your diaries on the two consecutive days of the week indicated. If you forget or cannot fill out your diaries on your assigned dates, you may wait a week and fill the out on the same days of the following week. All members of the household should fill out diaries for the same two days.

UPDATE PHONE

Please check the telephone number printed on the diary labels and correct if necessary.

I STARTED THE DAY:

Record where you were first thing in the morning. This will be home for most people.

I LEFT AT:

In the "I Left At" column, write the time you left to begin your trip.

TO GO TO:

In the "To Go To" column, write the complete address of your stop. Please remember to include directionals (N, S, E, W, NE, SE, NW, SW) and street type (Ave, St, Ct, Rd, Cir, etc.). If you do not know the exact address, please give us the nearest cross streets. If you do not know those either -- then as a last resort -- please write the name of the area or building. Remember that some stores and services have more than one location. Thus, "Thriftway, Seattle" is not specific enough because there is more than one Thriftway in Seattle.

Please remember that the last line in the diary should show your last return trip of the day, or where you were at 1 a.m. This will be home for most people, so don't forget your trip home.

GOT THERE AT:

In this column, write the time at which you reached your stop.

REASON FOR TRIP:

What was the purpose of the trip? For example:
Commuter to / from work, other work-related travel, commute to / from school, commute to / from college, taking child to / from school or lesson, visiting friends, errand, doctor appointment, delivery, shopping, dining, etc.

HOW?

What mode of transportation did you use? For example:
Car, truck, vanpool, motorcycle, bus, school bus, walk, walk-on ferry, drive-on ferry, bicycle, taxi, monorail, train.

DRIVER OR RIDER?

Circle "D" or "R" to show whether you were a driver or rider on the trip.

HOW MANY TOTAL?

Include yourself. If you and a friend take the bus shopping, record "2", but if you took the bus and met each other at the shopping center, record "1". If you take the bus, do not count the total number of people on the bus. However, if you carpool, do record the total number of people in the carpool.

WHO?

Please list the relationship -- such as husband, son or daughter, co-worker, friend, friend's child, child's friend -- of the people with whom you traveled.

TRAVEL INFORMATION?

Indicate whether or not you consulted traffic, transit, or ferry information prior to or during any part of your trip. Travel information may include things such as traffic reports on the radio or television, accessing bus route or traffic information online, etc. If you circle “yes” for any trips, please continue by filling out the **Diary Supplement**.

WHAT IS A TRIP?

Every stop you make should be recorded on a separate line. So, if you walk from home to Safeway, then to the post office and then back to home, you would record these individual trips on three separate lines, ending with your trip home.

FERRY TRIPS:

List as three trips: the first is the trip to the ferry terminal, the second is the trip across water, and the third is the trip to your next stop.

CARPOOLS/VANPOOLS:

If you ride in a carpool/vanpool, you do not need to show the stops to pick up or drop off riders. If you are the driver of a carpool/vanpool, please write down all of your stops, including pick-ups or drop-offs.

PARK-AND-RIDE USERS:

List as two trips: the first is the trip to the park-and-ride lot, and the second is the trip to your next stop.

WALKING TO THE BUS:

Walking to a nearby bus stop does not need to be shown as a separate trip.

BUS TRANSFERS:

Do not count transfers as another trip.

STAYED HOME:

If you did not go anywhere on your assigned day, please check the box on the right hand side of the diary.

VACATION:

If you were outside the four county area (King, Pierce, Snohomish, Kitsap) on both of your diary days, then please fill out your diaries the following week on the same days of the week.

WHEN YOU COMPLETE YOUR DIARIES:

Please collect completed diaries **and Diary Supplements** from each household member and return them to Northwest Research Group in the postage-paid envelope provided.

*** Please list ALL trips you make ***

*** Please write each stop on a SEPARATE LINE ***

QUESTIONS?

If you have any questions, please call us collect at 1-800-555-0000.
Contact Person will be glad to answer your questions.