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TRICS Multi-Modal Methodology 2020



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1. What is TRICS?

- 1.1. TRICS® (see www.trics.org) is the system that challenges and validates assumptions about the transport impacts of new developments. It is the industry standard system for assessing trip rate generation across the UK and Ireland, with a membership of approximately 370 organisations, including local authorities, consultants, and educational establishments. Its software is used at around 500 locations, with well-attended annual TRICS® User Meetings and TRICS® Training & Development Forums held at regional locations. TRICS® has an ongoing programme of system development and data collection, incorporating an interactive “community” approach involving all member organisations.
- 1.2. As of March 2020, the TRICS® database consists of 5,770 development sites and 8,371 directional transport surveys across the UK and Ireland, covering 117 separate land use classifications from retail superstores to hospitals, offices to schools; a wide variety of development types covering a range of strategic location types. Its annual data collection programme consists of many vehicular and multi-modal transport surveys across the UK and Ireland. Over the last 20 years, the proportion of surveys being multi-modal in nature has significantly increased, and multi-modal surveys regularly outnumber traffic surveys within the annual programme.
- 1.3. A free 1-month trial of the latest version of the TRICS® software is currently available without any obligation. Please visit www.trics.org for further details.

2. Methodology Background

- 2.1. TRICS® has been actively engaged in annual data collection programmes since its 1989 launch, with multi-modal (“person trip”) surveys undertaken since 2000. The methodology outlined in this document applies to multi-modal surveys, but it is also valid for undertaking traffic-only surveys to the TRICS® standard.

- 2.2. In addition to the annual data collection programme, TRICS® has also produced the Standardised Assessment Methodology (SAM) for monitoring the effect of Travel Plans. Following this methodology, numerous independently commissioned surveys take place each year, with the results added to the TRICS® database. SAM surveys are in a similar format to our standard multi-modal surveys, with additional information on a site’s Travel Plan also included. This document sets out the methodology for all multi-modal TRICS®-compliant surveys, from the initial site visit through to the production of a detailed survey specification, and can be used as guidance for anyone wishing to undertake multi-modal or traffic surveys that are compatible with TRICS®.

3. Methodology Overview

- 3.1. To undertake a multi-modal TRICS® survey, data collectors should follow the procedures in this document to ensure that the survey will be compatible with TRICS® data standards and definitions.
- 3.2. There are some requirements that need to be met. Firstly, the site should be visited, with a number of checks undertaken including boundary integrity, site access, identification of local public transport provision, on-site and off-site parking provision, and assessment of other factors such as “through trips” and non-site activity, all of which are explained in this document. Data collectors should put these checks into practice at each site visited.
- 3.3. The second stage of the process is to produce a survey specification, which is designed to be as thorough yet as straightforward as possible, so that it can be passed on to a third party to undertake the survey. The survey specification will identify exactly what needs to be recorded at each individual enumerator location, both in terms of visual observation and face-to-face interview. The specification will include an initial section of information on the site’s location and survey duration, followed by instructions covering what is required at each enumeration point. Finally, photographs of site access points and any other important site features are included at the end, linked to the descriptive text in the specification.
- 3.4. Once the specification has been produced, the survey itself can be undertaken, following the instructions given. If the survey is conducted in accordance with the specification, then the final results will be compatible for inclusion in the TRICS® database (subject to the TRICS® data collection forms being completed in full, and all supplied data being put through standard TRICS® validation testing).

4. Undertaking a Site Visit

4.1. The first stage in the multi-modal survey process is a visit of the site. The site characteristics must be clearly determined, and a “shorthand” specification prepared at the site using the standard TRICS® site visit form (see Appendix A).

4.2. The checks undertaken during a site visit should be as follows:

- Site boundary integrity
- On-site parking provision and use of site parking by non-site users
- Relevance and observation of off-site parking
- Local public transport provision
- Total number of access points
- Exclusion of through-trips
- “Cross-over” trips from adjacent sites
- Exceptions for some “town centre” and “embedded” developments
- Exceptions for surveys at schools
- Avoidance of double counting
- Type of survey required (“Fully Observational, Part Observational, Full Interview”)
- Requirement of head counts
- Determining if a Servicing Vehicles count can be included
- Optional “Journey Purpose” counts for Employment and Residential SAM sites
- Additional count modes for Greater London sites
- Special survey conditions
- Total number of enumerator locations required at any one time
- Requirements of each enumerator location
- Site photographs

4.3. **Check 1: Site boundary integrity**

4.3.1. The first thing to determine is whether the site has a secure boundary which would allow the survey to be undertaken at the site boundary access points rather than at the front door(s) of the site building(s) (see 4.9). The general rule is the lower number of access points the better, requiring less enumeration staff, but sometimes sites with many access points cannot be avoided. Access points should include vehicle accesses, pedestrian/cycle accesses, and “unofficial” pedestrian accesses (such as a clearly marked worn grassed area etc. which is obviously used by visitors to and from the site).

4.3.2. From time to time there are sites with a large open frontage, which means that people can access the site across a wide area. For smaller open frontages it might be possible to have “patrolling” enumerators in place, but for larger frontages a full interview survey at doors to the site building(s) would be more appropriate than a survey at external access points.

4.4. Check 2: On-site parking provision and use of site parking by non-site users

- 4.4.1. The site should be checked to see what type of on-site parking provision is available, if any. All types of parking provision should be noted. For most land uses this will consist of communal marked or unmarked parking areas, sometimes with spaces reserved for specific people. For residential developments parking may consist of on-street availability, driveways, garages, allocated bays and communal (non-allocated) parking areas. All such availability should be recorded.
- 4.4.2. An important part of this check is to see whether any non-site users are likely to use the site's parking facilities. Such activity should always be excluded from the survey count, as this could lead to misrepresentation in the count data. An example of this situation may be a school located next to a leisure centre. If you were going to survey the leisure centre, you would clearly need to exclude all vehicles and occupants using the leisure centre car park for the purposes of picking up and dropping off children at the school next door.
- 4.4.3. You will need to ascertain whether parking activity by non-site users is likely to take place, and if so, how to deal with it. If such activity cannot be directly observed and excluded, enumerators will need to interview pedestrians at strategic locations to ensure that both the unwanted vehicle and vehicle occupant trips are excluded from the count.
- 4.4.4. A factor that may influence whether non-site activity takes place at the site is whether parking restrictions apply (and if so, whether such restrictions are enforced with penalties). For example, a residential development may display signs stating that only resident permit holders are permitted to park at the site. Another example may be a food superstore which has a car park operated and maintained by a company enforcing a "maximum stay" or "customers only" rule through visible measures. Anyone commissioning a survey should take such restrictions and measures into account when producing the survey specification on a site-by-site basis.

4.5. Check 3: Relevance and observation of off-site parking

- 4.5.1. When checking parking at a site, it is always best to do so at times of peak site activity, to ascertain if it is likely that parking will reach capacity at any time during the survey. Peak times will vary by site type: examples might be 0800-0900 and 1700-1800 for office sites, or 0800-0900 and 1500-1600 for school sites. If the car park does get full (or on-site parking is simply not available/on-site parking is charged), you will need to include off-site parking for use of the site within the survey specification.
- 4.5.2. The identification of off-site parking for use of the site may sometimes be straightforward. For example, there may be a road just outside the site that is suitable for parking when the site car park is full. In such a case, enumerators should be strategically placed so that such parking (but only for the use of the site) can be identified. At other sites it may not be so clear, with off-site parking taking place outside of the enumerator's view. In this instance, interviews of pedestrians entering and exiting the site at appropriate access points should include the identification of off-site vehicle and vehicle occupant trips. The interviewer will need to identify what type of vehicle has been used, and whether the person (or people) have been dropped off or have parked themselves. If people have been dropped off, both a vehicle arrival and a departure will need to be recorded. This process will of course be reversed for people walking out of the same access point(s).

- 4.5.3. An important rule to remember is that drivers of vehicles picking up and dropping off at a site must always be excluded from the vehicle occupants survey count wherever this is possible. Only occupants of vehicles who physically visit the site itself should be recorded as true vehicle occupants. This rule applies to drivers of private vehicles as well as taxis.
- 4.5.4. There will clearly be sites where there is very limited parking, and in these cases a careful decision will need to be made as to whether all off-site parking can be reliably observed, or if interviews are needed covering all pedestrian arrivals and departures. In any case, it is vital that all parking for visiting a site is correctly recorded, rather than just the parking that can be observed directly, to avoid under-counting. There is no physical distance threshold for off-site parking by site users. All traffic generated by a site must be identified and recorded.

4.6. Check 4: Local public transport provision

- 4.6.1. The availability of any observational bus/tram stops which may be used to access the site needs to be recorded during the site visit, as well as the general availability of bus routes and train stations within the local area.
- 4.6.2. In some very rare cases, bus passengers may be observable, but in almost all cases there will be the need for interviews to correctly ascertain the main mode of travel. There is no “outer limit” for the inclusion of bus passengers – if the option to use a bus to visit the site being surveyed is available, then this mode of travel should be included in interviews to ascertain the main mode used, this main mode being judged by the greatest distance travelled by any one method.
- 4.6.3. If there is a train station within the town/city that could potentially be used as the main method of transport for any site visitors, there will be the need to include the train passenger option for all interviews where mode of travel is not clear. The general rule here is to consider rail as a mode option if it is at all possible that main mode would be by rail.
- 4.6.4. The same rule as 4.6.2 applies to any underground/metro passengers. The identification of any relevant stations in the locality will be required, and the interviews adapted accordingly.
- 4.6.5. The important thing to remember here is that people may walk a significant distance from the nearest bus stop to the site (or from the local train station), and that interviews incorporating all relevant modes will be required whenever there is doubt as to the main mode of travel being used.
- 4.6.6. Taking this into account, you can then identify whether public transport trips are to be part of the multi-modal survey count, and whether such trips can be identified through observation, interview, or both. Note that almost all multi-modal surveys require an element of interviewing to take place.
- 4.6.7. If a site has a single access for all modes onto a main road, with a bus/tram stop either side of the road just outside the access, with no train station in the town, and no other relevant bus stops in the local area, then the recording of bus/tram passenger trips are made simple. The enumerator will be able to identify bus/tram passengers by standing at the site access and recording site users which also use either of the two bus/tram stops.
- 4.6.8. However, sites are rarely so easy to survey. If there are bus/tram stops outside any clearly observational distance, which could possibly be used by bus/tram passengers, or if there is a

local rail facility available, interviews covering all potential main mode options will be necessary. All pedestrians walking into the site at the appropriate access point should be asked if they have walked to the site or arrived by bus/tram/train/underground etc, and vice versa for departures from the same access point.

- 4.6.9. Of course, unless a railway station is located directly opposite a site access (and is the only station that could possibly be used), interviews of pedestrians will always be required if a station is located within a reasonable distance (judged on a site-by-site and land use category basis).

4.7. Check 5: Total number of access points

- 4.7.1. All access points crossing the site boundary must be included in the survey specification (unless a full interview survey at doors to the site building(s) is to be undertaken). During the site visit each access point should be identified through a thorough check around the site perimeter. The total number of access points should be recorded, as should the total number of access points that are available to vehicles. This will give a rough idea of the level of enumeration staff that will be required at the site when the survey commences, with this number being refined once the complexity and workload of the survey is fully determined.
- 4.7.2. Access points should include both official and unofficial accesses. For unofficial accesses, the site visit should carefully determine if such locations are to be included in the survey. For example, a hole in a fence may be used often by site users, this fact being identified by evidence of use such as worn out grassed areas etc. In such an instance the unofficial access should be included. However, if such a potential access does not show this evidence of people passing through it, then it can be ignored after careful consideration. In cases where it is not clear that an unofficial access point is used or not, it should always be included in the survey.

4.8. Check 6: Exclusion of through-trips

- 4.8.1. It is very important that all trips passing through a site, which are not associated with visiting the site itself, are excluded from the survey count. This can often happen with some types of residential development (amongst others), whereby there is a main access for all modes at the front of the site, and a rear access for pedestrians. Such a scenario can often be described as a short-cut for the local population, either on foot or by cycle.
- 4.8.2. There are two ways to exclude through trips; observation and interview. For enumerators to be able to fully observe and exclude through trips, all access points potentially used for through trips must be in full view. Where through trips cannot be observed, they must be identified and excluded by interview whenever there is the possibility of such trips taking place. Such interviews will need to be conducted, inbound and outbound, at all access points potentially used for through trips in each case. For example, if someone walks or cycles into the main access at the front, the enumerator recording this access should first ask the pedestrian whether they are visiting the site or passing through it. If passing through, the trip should be ignored. When the pedestrian/cyclist subsequently arrives at the exiting access, the question should be whether the pedestrian has come from the site or walked/cycled through it. If the interviews are conducted correctly, the through trip would have been completely and successfully excluded. This approach also guarantees that genuine trips to and from the site are recorded correctly.

4.8.3. The above deals with non-vehicular through trips, but there can also be the possibility of the site being used as a vehicular through-route. In such cases, ANPR technology will be necessary to identify such trips taking place and excluding them from the survey count (for both the various vehicle count types and the vehicle occupants count). A through-trip time threshold will need to be established, with all vehicles (and vehicle occupants) passing through a site within that threshold considered to be a through-trip (and therefore deducted from the inbound and outbound trips observed by the enumerators at the appropriate access points).

4.9. **Check 7: “Cross-over” trips from adjacent sites**

4.9.1. There may be a scenario where “cross-over” trips to and from an adjacent site may take place. Such trips also need to be correctly identified and recorded. An example of a cross-over trip could be where there is a retail park being surveyed, and right next to it is a stand-alone retail store, the two sites separated only by a very low wall, a standard access or something similar, which allows pedestrians to walk between the two sites.

4.9.2. As all trips to and from the development being surveyed need to be recorded, so too do such cross-over trips, as long as all of these trips involve an actual visit to the site being surveyed, and are not “through trips” (see 4.8). Again, correct recording of cross-over trips can be achieved by observation or interview, whichever is appropriate. The key is to make sure that the correct main mode by which the person visited the combined retail park and adjacent store is recorded, rather than the “pedestrian” walk between the two developments, which would of course give misrepresentative results.

4.9.3. The best way to achieve a correct result in these situations is to include pedestrian “cross-over” all-mode interviews at the appropriate location where the two sites meet. The enumerator would ask all those walking into the retail park (or whatever type of site it is) if they have arrived by vehicle, on foot, by bus, etc. in the usual way. The area connecting the two sites then simply becomes an additional access to the site being surveyed. The reverse would of course be necessary for outbound cross-over trips. Sometimes such trips could be observable, but if any doubt, interviews are always the safest option.

4.9.4. In both of the following cases a vehicle arrival and departure should be recorded, with the appropriate number of vehicle occupants:

a) Person parks in adjacent site, walks into surveyed site via a pedestrian access, visits the surveyed site, and then walks out of it at the pedestrian access before driving away.

b) Person parks in the surveyed site, visits it, walks out of the site at the pedestrian access to the adjacent site, and then returns to the surveyed site via the access before driving away.

4.9.5. In each instance of a) and b) above, the pedestrian movement between the two sites should always be excluded from the survey count. Of course, if the person visiting both sites has arrived in the area on foot (and departs on foot) then a pedestrian arrival and departure should be recorded (the same applies to bus trips etc).

4.9.6. In all cases, it is important to remember that only trips which include a visit to the site being surveyed are included in the survey count (see 4.4 and 4.8).

4.10. Check 8: Exceptions for some “town centre” and “embedded” developments

- 4.10.1. There are some important interview exceptions that need to be put in place for certain development types in “town centre” and “embedded” locations (the latter possibly being a retail unit being surveyed on its own within a larger retail park). These are important, as without them surveys could end up with misleading results. Data collectors should be very careful in identifying a site that is likely to be part of a “greater trip”, as wordings of interviews vary slightly (but with potentially significant implications for survey results) at such developments. There are slightly different exception approaches to certain “town centre” sites when compared to “embedded” sites, as explained below.
- 4.10.2. For “town centre” developments, not all land use types are subject to interview exceptions. For example, a hotel in a town centre can be surveyed using the standard multi-modal interview technique (i.e. people walking in and out of the hotel building can be asked what their main method of transport is for the particular trip being made). Exceptions requiring more careful interview formats do apply to developments such as town centre convenience stores, where trips may be part of a “greater journey” or a pedestrian trip taken during a work break etc, and they also apply to centrally located pub/restaurants and similar. It is important that the correct context of the trip being made is identified for such sites.
- 4.10.3. Using a town centre convenience store as an example (a site without its own on-site parking), any pedestrian/cyclist trips taken during a break from the place of work/study (and directly from the home) first need to be identified by asking the question: “Have you walked/cycled here from your home, place of work or study?” If the answer is yes, then the trip can be dealt with by recording a pedestrian or pedal cycle arrival. If the answer is no, it then we need to establish whether the person has just arrived in the local area. If they have, then the general question asking what main method of transport has been used for the trip can be asked. However, if the person has not just arrived in the local area, and is visiting the site as part of a “greater trip”, then they should be recorded as a pedestrian or cyclist accordingly, as it is not the site being surveyed that is the main attractor of the journey to the local area. The key here is to ensure that the correct context of the trip to the surveyed site is captured and recorded correctly. Of course, this principle applies to both inbound and outbound trips. Failure to record the context of each trip correctly would lead to misrepresentative results by each mode. For example, without interview exceptions in place, someone walking into a town centre convenience store may give their main method of transport as being vehicle, when in fact the vehicle trip was actually made earlier to the town centre and it is actually a pedestrian trip that is being generated by the store. An example of a “town centre” exception survey specification is provided at the end of this document.

4.10.4. The following table provides guidance on the rules for recording trips to and from “town centre” exception sites such as convenience stores etc without on-site parking availability. Note the same approach as shown below to vehicle trips also applies to other modes; it is the timing of the trip that provides its context in being recorded.

Someone walks to the site during a work lunch break and then walks back to work.	Pedestrian arrival and a pedestrian departure recorded.
Someone drives to the local area and visits the site first, before moving on to other developments in the town centre.	Vehicle and vehicle occupant arrival and a pedestrian departure recorded.
Someone drives to the local area and visits various developments before visiting the site last and then driving home.	Pedestrian arrival and a vehicle and vehicle occupant departure recorded.
Someone drives to the local area and visits the site mid-way between visiting other local developments before driving home.	Pedestrian arrival and a pedestrian departure recorded.

4.10.5. If a town centre exception site does have its own car park, then the following, more complex guidance rules would apply. The complexity of this scenario means that such sites are not often surveyed, as the interviews would need to be significantly more detailed than sites without their own on-site parking, and the layout of the site would have to be such that each of the trip scenarios could be correctly identified. Again, the example mentions vehicle trips, but the same principles would apply to other modes.

Someone walks to the site during a work lunch break and then walks back to work.	Pedestrian arrival and a pedestrian departure recorded.
Someone drives to the site and parks there, visits the site, and then straight afterwards drives home again.	Vehicle and vehicle occupant arrival and a vehicle and vehicle occupant departure recorded.
Someone drives to the site and parks there, visits the site, and then goes on to visit other local developments before returning to the site and driving home.	Vehicle and vehicle occupant arrival, followed by a pedestrian departure, followed by a pedestrian arrival, followed by a vehicle and vehicle occupant departure recorded.
Someone drives to the site and parks there, walks straight out of the site to visit the local area, and returns to visit the site later (and interacts with it) before driving home.	Vehicle and vehicle occupant arrival, followed by a pedestrian departure, followed by a pedestrian arrival, followed by a vehicle and vehicle occupant departure recorded.
Someone drives to the site and parks there but only uses the site as a car park to visit the local area and does not actually visit the site.	All trips ignored.
Someone drives to the local area and parks away from the site, and then visits the site at some point during their stay.	Pedestrian arrival and a pedestrian departure recorded.

4.10.6. Note that the “town centre” approach may occasionally also be needed outside of actual town centres, where there is the possibility of similar “multi-trip” activity taking place, but most of the time exceptions will apply to actual town centre sites.

4.10.7. For “embedded” developments, there is the example of an individual retail store being surveyed within a greater retail park in a suburban location. In such a case, people walking from another store to the store being surveyed cannot be recorded as pedestrian trips, as this would be equally as misleading. What needs to be identified in such cases is the main method of transport that visitors to the surveyed store use to arrive at/depart from the greater retail park. This just requires a slight change to the wording of the main mode question in the survey interview. For non-exception sites the question may look like this: “For this particular journey, has your main method of transport been vehicle, walking, cycle, bus or train?” For an embedded development, the wording would change to this: “Has your main method to this retail park been vehicle, cycle, walking, bus or train?” This slight change makes the context of the trip much clearer for people being interviewed. An example of an “embedded” survey specification is included at the end of this document.

4.11. **Check 9: Exceptions for surveys at schools**

4.11.1. There is also an important exception for surveys at primary and secondary schools. For TRICS surveys at such sites it is important to prevent over-representation in the counts when compared to other development types, so surveys at schools have a specific requirement that needs to be observed. This exception applies to parents and others who drop their children off and pick them up at schools by vehicle. In short, drivers of any vehicles that physically enter and exit schools within their vehicles should be recorded as vehicle occupants, whilst those that park off-site and walk in and out of schools with their children should be excluded (and in effect considered the same as taxi drivers). In all cases, all children arriving at and departing from a school should be included.

4.11.2. The reasoning behind this exception is to achieve a balance between those considered to be truly making a vehicular trip to and from a school and those who are deemed to be undertaking a vehicular pick-up or drop-off, without making the survey too complicated and resource intensive. The exception is, therefore, designed to prevent over-representation, whilst at the same time recording parents and guardians who are physically entering and exiting a school development within their vehicles being a genuine trip to and from the school as vehicle occupants, which is a necessity due to the practicalities of surveying school sites. This approach therefore also records school staff (and visitors) driving to and from work and parking within the site correctly as vehicle occupants. Any staff or visitors that park off-site for visiting the school should, wherever possible, also be recorded as vehicle occupants, and enumerators should take special care to correctly identify such trips. Careful observation should allow most of these trips to be recorded correctly.

4.11.3. These rules are also designed to avoid survey enumerators having to be located within the school premises, which would both be impractical in terms of the number of enumerators that would be required (presumably in many cases covering many front doors within a school), and is also designed to avoid any potential legal issues. TRICS believes that this approach is the most representative and easiest way of dealing with what is a complex issue, allowing clear consistency.

4.11.4. It should also be noted that although parents and other drivers dropping off and picking up children off-site are not recorded as vehicle occupants (whilst their children are recorded), their vehicles should always be recorded as inbound and outbound trips, both for morning drop-offs and afternoon pick-ups, as all vehicles visiting a school should always be recorded, regardless of whether they physically enter a site, to provide an accurate record of vehicles on the network.

- 4.11.5. Another point to note is parents or others who take children to and from school by modes other than vehicle should always be recorded as genuine trips to and from the school, so this exception only applies to vehicle occupants. All non-vehicular trips are, therefore, recorded in the same way as for any other development type. For example, a parent walking to school with their child and then walking home on their own would be recorded as two pedestrian arrivals and one pedestrian departure.
- 4.11.6. Considering the above, here are some practical examples of how trips should be dealt with for school surveys.

Someone walks to the school with their child, drops them off, and then walks home.	Two pedestrian arrivals and one pedestrian departure recorded.
Someone drives their child to the school, with the vehicle physically entering the site, drops off their child, and then drives home.	The vehicle is recorded both inbound and outbound. The parent is recorded as both an inbound and outbound vehicle occupant, and the child is recorded as an inbound vehicle occupant.
Someone drives their child to the school, parking off-site and then walking the child to the school gate, before returning to the vehicle and driving home.	The vehicle is recorded as both inbound and outbound. The child is recorded as an inbound vehicle occupant.
Someone travels to the school by public bus, gets off the bus near the school, and walks the last part to the school gate with their child, before returning home using the same bus service.	Two bus passenger arrivals are recorded, followed by one bus passenger departure.
A teacher drives their vehicle into the school and uses the internal car park.	One vehicle arrival is recorded, along with one vehicle occupant arrival.
A teacher or a visitor parks off-site for visiting the school, and then walks into the site.	One vehicle arrival is recorded, along with one vehicle occupant arrival.

4.12. Check 10: Avoidance of double counting

- 4.12.1. When visiting a site, you must also ensure that there will be no possibilities of double counting taking place. Some of the situations described earlier in this document show how double counting can creep into the data collection process, so all such potential instances of this should be avoided.
- 4.12.2. An example of a double counting hazard might be a small leisure centre with its own car park, but also where off-site parking for visiting the centre takes place. If someone was placed at the leisure centre front door to interview pedestrians, but someone else was placed at the vehicle access to record vehicles entering and exiting the site car park, it is clear that there could be a potential problem of double counting, but only if the survey specification is produced incorrectly. If the wording of the survey specification is not clear enough, you may find a situation arises in this example where the vehicle occupants are first recorded arriving at the car park, and are then interviewed as they arrive at the front door to the site building, therefore doubling the count.
- 4.12.3. Another example of double counting would be a site where there are several buildings, with interviews being necessary at the front doors to each of these buildings. In such a case, there would be the possibility of “internal trips” (i.e. people walking between the two buildings),

and, if not observable, such trips should be identified and excluded by interview, along the lines of “are you walking between buildings?” By carefully considering what is included and excluded by each enumerator during the survey, you will be able to avoid double counting in any situation. There are many individual circumstances on a site-by-site basis which could potentially cause such issues, and which therefore need to be addressed.

4.13. Check 11: Type of survey required (“Fully Observational”, “Part Observational”, “Full Interview”)

- 4.13.1. There are three types of TRICS® survey which, during the site visit and the production of a shorthand specification, you will be able to decide on in the case of each individual site. The three survey types can be defined as follows.
- 4.13.2. **Fully Observational:** All trips to and from the site can be identified by mode through observation alone (very rare).
- 4.13.3. **Part Observational:** Some trips to and from the site can be identified by mode through observation, with the remaining trips requiring face-to-face interviews due to observational restrictions (common).
- 4.13.4. **Full Interview:** All trips to and from the site need to be identified by face-to-face interview, as no trips can be directly observed (common).
- 4.13.5. When visiting a site, each access point will need to be assessed, along with public transport provision (and whether this can be observed), for it to become clear which type of survey will need to be undertaken. Surveys vary from site to site, and there is no fixed formula by which all sites can be surveyed. TRICS® allows great flexibility when producing survey specifications, subject to all appropriate site visit checks being undertaken correctly.

4.14. Check 12: Requirement of head counts

- 4.14.1. In some cases, sites may be so busy at peak times that a 100% sample of interviews (if interviews are required) will not be able to be undertaken. It is a good idea to visit a site with well-defined peak times of activity (such as large employment sites with high numbers of staff) at the busiest times, to see whether or not a 100% sample of interviews could be undertaken in the most hectic period. If not, the use of head counts should be incorporated into the survey specification.
- 4.14.2. When visiting the site, the number of enumerators that would be required to obtain the equivalent of a 100% survey sample should be decided. This may or may not require the need for head counts to factor up interviews to 100% from the lower sample obtained. If a head count is necessary, you will need to determine whether dedicated enumerators should be present at peak periods only to undertake a head count, or whether they will be required throughout the duration of the survey.
- 4.14.3. In a scenario of a full-interview survey, an enumerator could record all people walking in/out of the front door of the site building, whilst other enumerators interview as big a sample of people as is possible, to ascertain individual trip modes. The resultant interviews would then be factored up by the head count, so that a 100% equivalent interview sample is obtained. As with all samples, it is important that as many interviews as possible are obtained to maximise

the reliability of the factoring process. Factoring should take place based on the mode split proportions obtained through the survey interviews.

- 4.14.4. It is possible that a head count may be required at one part of a site, and not at another. It should, therefore, be made very clear what interviews are to be factored up, and which are not, to avoid any possibilities of misrepresentation and double counting.
- 4.14.5. Another consideration with head counts is the possibility of them leading to over-counting if certain trips (such as through-trips) are taking place at a site. Therefore, steps should be taken in such circumstances to ensure that only the proportion of survey interviews that exclude through-trips or other unwanted trip types is reflected when the head count is factored up to get an equivalent 100% interview sample. For example, say there were 100 inbound trips recorded through a head count, and 75 interviews were undertaken, with 15 of these being identified as through-trips. In such a case, the proportion of actual trips identified by interview (60) compared to through-trips (15) would be 80% to 20%. Therefore, before factoring takes place, the total inbound head count should also be reduced to 80%.

4.15. Check 13: Determining if a Servicing Vehicles count can be included

- 4.15.1. For all multi-modal TRICS® surveys a Servicing Vehicles count should always be included in a survey specification in cases where such a count is considered physically possible, meaning where a significant majority of vehicles of this type can be correctly identified. To decide whether a survey can include a Servicing Vehicles count, it is important to understand this count's definition, and how it interacts with the overall set of "standard" TRICS® counts.
- 4.15.2. Firstly, it is important to understand that the Servicing Vehicles count is not in addition to the "standard" TRICS® count. Instead, it is to be considered an extract of it. So, all count figures in a Servicing Vehicles count will also be included in the overall standard count. This means that what TRICS® considers a servicing vehicle entering a site being surveyed will be recorded in the standard count (for whichever vehicle type it is), whilst also being duplicated in the Servicing Vehicles count. It should also be noted that the Servicing Vehicles count only includes OGV's, LGV's, cars and motorcycles, with the count being split between these four sub-types. Therefore, it should be noted that, as the Servicing Vehicles count is an extract of the standard overall count, a figure in the Servicing Vehicles count for any given time period can never be higher than the corresponding figure (i.e. time period and inbound/outbound direction) in the overall count.
- 4.15.3. A servicing vehicle is defined by TRICS® as a vehicle undertaking any servicing activity at a site, such as the following types:
- Delivery vehicles
 - Refuse and recycling vehicles
 - Utility company vehicles
 - Couriers
 - Fast food deliveries
 - Building and repair vehicles
 - Plumbers and maintenance vehicles
- 4.15.4. It is important to note that any vehicles that are owned by the development being surveyed that are also technically performing any of these servicing activities should be included in the Servicing Vehicles count. For example, if a courier distribution depot is being surveyed, all the

delivery vehicles of that courier company entering and exiting the site should be included as Servicing Vehicles as well as in the standard overall count.

- 4.15.5. For a Servicing Vehicles count to be included in a survey specification, it is essential that all such vehicles could be correctly identified. If there is a reasonable chance that a significant proportion of such vehicles could be missed or incorrectly identified, then a Servicing Vehicles count should be excluded from the survey specification. We can take two examples to illustrate this. The first is a large industrial estate. At such a site, we have learned that a Servicing Vehicles count could be very difficult, as potentially many vehicles such as work vans could either be undertaking a servicing activity or could merely be employees of industrial units arriving at or departing from work, and there is no easy way to identify the difference. A second example is a site where servicing activity might be easier to observe and identify, and this is a small residential street. In this case, although some inbound vans might belong to residents returning home from work etc, there is a greater likelihood of such trips being correctly identified, given that vans undertaking servicing activity are likely to be marked as such. Of course, there is no guarantee for any site that all servicing vehicles would be correctly identified, but a decision should be made based on the likelihood (or not) that a high proportion of such vehicles could be identified and recorded with a good level of confidence. In the case of a full interview (front door) survey, unless servicing vehicles could be observed in some way, then this count should be excluded.

4.16. Check 14: Optional “Journey Purpose” and “Origin & Destination” counts at Employment and Residential SAM sites

- 4.16.1. Standardised Assessment Methodology (SAM) surveys at sites within the TRICS® Employment and Residential land use categories can also include a Journey Purpose count. It is rare that surveys include this additional count type, and it is always excluded from the annual TRICS® regional data collection programme, but it is an option for those wishing to directly commission TRICS®-compliant multi-modal surveys. This count is designed to record a split of journey purposes based on the “Total People” count, obtained through additional interviews. When visiting a site, decisions will need to be made as to how journey purpose is to be identified. These decisions will affect the production of the survey specification accordingly.
- 4.16.2. Because the gathering of journey purpose data requires interviews of car drivers and passengers (in addition to interviews of non-car users), it is highly likely that interviews will need to be undertaken at building front doors within the site, rather than at site boundary access points, to avoid causing traffic congestion. Of course, at sites where there is no on-site car park, the methodology will probably not need to be altered significantly. Surveys incorporating journey purpose cannot be conducted without interviews, so the number of enumerators required should be carefully considered in these cases.
- 4.16.3. Another optional count type for SAM surveys is an Origin and Destination count. This count is not split by mode or time period. Instead, it is presented in TRICS as a straightforward list of postcodes (the first part) and frequencies, by arrivals (origins) and departures (destinations). This count can only apply in situations where there is a “front door” interview survey taking place, as TRICS® surveys cannot include stopping vehicles and interviewing passengers. An example where an O/D count may take place could be a city centre office without its own car park, where everyone visiting the site walks in and out of the front door. Note that an O/D count should not be factored up using a head count, with the table of postcodes and frequencies representing just the interviews that were successfully undertaken.

- 4.16.4. During the site visit, the inclusion of an O/D count should be considered if this is deemed to be a requirement by whoever is commissioning and planning the survey. Careful consideration should be given to where the enumerators are to be positioned, as of course anyone undertaking a TRICS survey with an O/D element will need to be able to gather the maximum amount of O/D interview data. So, consideration must be given as to whether a site boundary access point survey or a front door survey at the entrance to the site building(s) would be the most appropriate and efficient. Each site should be judged on a case by case basis in this respect.
- 4.16.5. It should be noted that Journey Purpose and O/D counts are not included as standard for any TRICS® survey. They are to be considered as “optional extras”. However, the TRICS® system is set up to be able to include these additional count types for any commissioned multi-modal survey whenever they may be needed.

4.17. Check 15: Additional count modes for Greater London sites

- 4.17.1. TRICS® surveys in Greater London (i.e. within any of the London Boroughs) are treated slightly differently to elsewhere, in that there are an increased number of transport mode sub-types required. However, the general approach to site visits is the same for Greater London as elsewhere.
- 4.17.2. When undertaking a site visit at a Greater London development, the following non-vehicular mode types should be taken into consideration:
- Cyclists
 - Pedestrians
 - Public Transport Users
 - Total Rail Passengers
 - ◆ Underground Passengers
 - ◆ Overground Passengers
 - ◆ National Rail Passengers
 - ◆ Docklands Light Rail Passengers
 - Bus/Tram Passengers
 - ◆ Bus Passengers
 - ◆ Tram Passengers
 - Coach Passengers
 - Water Service Passengers

So, as you can see, whereas for sites outside of Greater London the Total Rail count records rail passengers of all types in a single count, within Greater London we have this broken down into Underground, Overground, Docklands Light Rail and National Rail passengers. Likewise, whereas for sites outside of Greater London the Bus/Tram Passengers is one single count, within Greater London this is split between Bus Passengers and Tram Passengers. Also note that, unique to Greater London, there is also a Water Service Passengers count required, which also contributes to the total Public Transport Users count.

4.18. Check 16: Special survey conditions

- 4.18.1. There may be unusual survey conditions which need to be considered and actioned for a survey to proceed correctly. There a variety of conditions that could apply on a site-by-site basis, most of which have been covered in this document so far. It is important that these

conditions are highlighted and detailed on each individual survey specification. There may be other special conditions not mentioned in the following list, so care should always be taken when producing a finalised survey specification.

- (i) Head counts (see 4.14).
- (ii) Identification and exclusion of through trips (see 4.8).
- (iii) Cross-over trips from adjacent sites (see 4.9).
- (iv) A unit within a site (for example a small office within a residential development), which needs to be excluded from the count (which may need a dedicated enumerator to identify trips and then deduct them from the total).
- (v) Parking at the site for non-site purposes (needing to be excluded – see 4.4).
- (vi) Off-site parking taking place for use of the site (see 4.5).
- (vii) Identification and exclusion of “internal trips” and other double counting (see 4.12).
- (viii) The need for “Journey Purpose” interviews for Employment and Residential surveys undertaken using the SAM methodology (see 4.16).
- (ix) The need for “Origin and Destination” interviews to be undertaken using the SAM methodology (see 4.16).

4.19. Check 17: Total number of enumerator locations required at any one time

- 4.19.1. An enumerator location is defined as one person recording trips (or a head count) at any one time at a stated location. It is vital during the site visit that the total number of enumerators at any one time is identified, and exactly what each enumerator is expected to count and/or interview.
- 4.19.2. During a site visit, a basic diagram of the site should be drawn on the site visit form (see Appendix A), identifying the positions of access points, other relevant site elements and enumerators. By building up an overall picture of the site, you will be able to identify the exact number of enumerators that will be required at any one time. You will need to take account of how busy each access point is (in terms of trips by mode), and whether enumerators will be able to deal with more than one specific task at one time.
- 4.19.3. For example, a site may have a single vehicle access also used by pedestrians, but it may be extremely busy. In such cases, you may require 4 enumerators (2 to record vehicles and occupants – 1 in and 1 out, and the other 2 to interview pedestrians/bus passengers etc. – 1 in and 1 out). At a less busy site, you may be able to use just 2 enumerators instead of 4 (1 recording all modes in, and 1 out). Alternatively, in the case of an access requiring only 2 enumerators, you may feel that 1 enumerator could manage all inbound and outbound vehicles and vehicle occupants, with the second enumerator managing all pedestrian/bus passenger etc. inbound and outbound trips. TRICS® is very flexible here, and it is down to the person undertaking the site visit to decide what they feel will work best given the individual circumstances. However, the most important thing to remember is that the total number of enumerators should be able to obtain 100% of all trips associated with the site (using head counts where necessary to factor up the interview sample), covering all access points.

4.20. Check 18: Requirements of each enumerator location

- 4.20.1. Once all other features of the site have been identified and recorded, you will then need to detail what each enumerator will need to record, through observation and/or interview. This will need to be written down on the site visit form (see Appendix A).

- 4.20.2. The location of each enumerator should be made clear, the direction(s) which are to be counted/interviewed, and the mode(s) which are to be recorded, along with any special conditions also clearly detailed. The total sum of all recordings by all enumerator locations on the form must equal all trips to and from the site by all modes, without any double counting taking place. Care must be taken when identifying the individual enumerator requirements, as this is the information that will be translated from shorthand (written during the site visit) into the detailed survey specification, which is to be used to issue direct instructions to those undertaking the survey count.

4.21. Check 19: Site photographs

- 4.21.1. Site photographs are visual aids in understanding the final survey specification. It is important that the site's accesses and any other relevant site features are recorded in digital format, as these will be needed in the production of the specification. Photographs can often simplify a more complicated specification dealing with a site with numerous access points, helping to avoid any potential uncertainty or confusion, so they are considered very important.
- 4.21.2. It is also important that an overall site photograph, capturing the most relevant element of the site (usually the main site building or activity), is taken and supplied for inclusion with the final survey data collected, as this is an important element of the TRICS® database, designed to give TRICS® users visual impressions of individual sites. A relevant image will vary by land use type. For example, for a school site, the main school building should be shown (a playing field will not be that relevant to users), with a food superstore showing the main site building and its car park. A large industrial estate should show an appropriate representative section of the site buildings, whilst a residential site should show the layout of some typical dwellings within the site. An approach of common sense is required on a site-by-site basis, to ensure that site photographs are of greatest relevance to TRICS® users.

5. Producing a Survey Specification

5.1. The bulk of the work undertaken in identifying a survey specification takes place during the site visit. Producing the actual final specification is a process of taking the site visit notes (in shorthand) and expanding them into detailed and plain-English instructions for those planning the survey and supervising the enumerators involved in it.

5.2. A survey specification should consist of the following components.

- 1) Identification of the site and its location
- 2) Identification of TRICS® land use classification
- 3) Day of the week and survey duration required
- 4) Total number of access points for all modes and vehicles
- 5) Total number of enumerators required at any one time
- 6) Type of survey required
- 7) Identification of special survey conditions required
- 8) Individual enumerator requirements
- 9) Site photographs with descriptive headings

5.3. Component 1: Identification of the site and its location

5.3.1. The site should be clearly identified by name, with the street/road off which the site is directly accessed being shown. Also, the full postcode of the site should be shown, as should the Google Maps reference (being digital latitude and longitude figures to 5 decimal places). This information is important if the survey is going to be undertaken by a third party who will need to identify the site's whereabouts. An extract from Google Maps showing the illustrative location of the site should also be displayed as a quick visual aid.

5.4. Component 2: Identification of TRICS® land use classification

5.4.1. The correct TRICS® land use classification should be displayed (e.g. 01/A for food superstores, 05/D for private hospitals, etc). All TRICS® land use classifications can be found from the opening menu of the software, with full definitions of each category available within the Help section of the system. A full list of these classifications and their definitions can also be supplied upon request to organisations that do not have a TRICS user licence.

5.5. Component 3: Day of the week and survey duration required

- 5.5.1. All surveys should be undertaken on what is considered a “peak day” of activity, unless otherwise specified by the organisation commissioning the surveys, and this should be clearly displayed on the specification (for example “Typical weekday (Monday-Friday)”, “Friday or Saturday”, etc. Public and school holidays must always be avoided, apart from specific land use categories such as play centres, leisure parks, holiday accommodation and cinemas, where surveys on such days would be acceptable.
- 5.5.2. Also, it is important that appropriate survey commencement and end times are clearly shown. All surveys should commence an hour before a site is opened (the exceptions being sites with 24-hour activity taking place), and should end an hour after a site closes, with all peak activity at the site covered. Generally, a 12-hour count is usually enough, although durations can vary from around 8 hours up to 16 hours or even more, depending on individual site circumstances.
- 5.5.3. Examples of appropriate survey durations might be 0700-1900 for employment (0500-2100 for industrial estates), school and residential developments (apart from residential surveys in Greater London where we recommend an end time of 2100), 0700-2200 for colleges, 0700-2200 for food superstores (apart from Sundays), 1000-2400 for pub/restaurants, 1000-2400 at leisure parks (cinema with nightclub, bowling, etc.), and so on. Some quick and simple research will ensure that a survey duration does not miss out on any important peak activity at a site. TRICS® does not want to issue strict guidance on survey days and durations, with survey organisers needing to apply common sense and decide these times relevant to individual site circumstances.

5.6. Component 4: Total number of access points for all modes and vehicles

- 5.6.1. The total number of access points to be surveyed should be shown in the survey specification. This figure will either include all potential points at which the site can be accessed by any mode (for a survey covering the site’s full boundary), or in the case of a full interview “front door” survey, the number of doors that are to be covered by enumerators. Note that there could possibly be exceptions to this, depending on the layout of an individual site and the conditions of the survey, but the general rule is to ensure that the number covers all points where surveying is to take place. Underneath this figure, the total number of access points that can be used by vehicles (taken from the first total) should also be displayed.

5.7. Component 5: Total number of enumerators required at any one time

- 5.7.1. The total number of enumerators that will be required during the survey should then be stated. It is important to note that this does not equate to the total number of staff active on the day, but the total number required to be counting/interviewing at any one time.

5.8. Component 6: Type of survey required

- 5.8.1. As discussed earlier in this document (see 4.13), there are three types of survey at TRICS® sites, these being “Fully Observational”, “Part Observational”, and “Full Interview”. Although the specifics of sites can vary greatly, even within these three general groupings, the correct overall type should be identified in the survey specification.

5.9. Component 7: Identification of special survey conditions required

- 5.9.1. As discussed previously within this document, there are numerous potential special survey conditions that need to be considered when putting a survey specification together. The most common of these are the inclusion of off-site parking, the exclusion of on-site parking by non-site users, the exclusion of through-trips, and the need for head counts to factor up interview samples to 100%, and the requirement (or not) of a Servicing Vehicles count. These five conditions are listed on the standard survey specification form, and a “yes/no” indicator as to their inclusion in the specification should be given.
- 5.9.2. There may also be other special conditions apart from the five mentioned above, and if this is the case details of these should also be clearly stated.
- 5.9.3. For specifically commissioned multi-modal surveys, other special conditions may include the requirement for “Journey Purpose” and “Origin/Destination” counts (see 4.16). These should be clearly stated as a clear and descriptive comment.
- 5.9.4. For surveys at primary and secondary schools there is an additional level of complexity to survey specifications (see 4.11 for details). An example of the format of a survey specification for a school is shown in Appendix G.

5.10. Component 8: Individual enumerator requirements

- 5.10.1. The instructions for each individual enumerator position should be clearly written in detail on the survey specification, firstly stating where the enumerator is to be located, and then listing the full count/interview instructions for that enumerator.
- 5.10.2. It may not always be the case that the enumerator is required to stand directly at a site access. In some specific cases an enumerator might be better positioned opposite an access (across the road for example), or between two separate access points (for example where one enumerator could easily cover both accesses). The wording of the enumerator location should always be clear, and if required, supported by photographs.
- 5.10.3. The survey requirements of an individual enumerator should include the following:
 - (i) Direction(s) of trips to be recorded
 - (ii) Observational count types to be recorded (if applicable)
 - (iii) Details of interviews to be undertaken (if applicable)
 - (iv) Instructions on any head counts required (if applicable)
 - (v) Details of special survey conditions required (if applicable)
- 5.10.4. There are different possible elements of observations/interviews for each individual enumerator, which are summarised as follows:
 - Observations: Recording various modes of transport directly.
 - Pedestrian/Public Transport User interview splits: Where pedestrians need to be split between pedestrians and public transport users through interview.
 - All-mode interviews: Where vehicles, vehicle occupants, cyclists (in some cases), pedestrians and public transport users need to be identified through interview. In the case of vehicles, the

type of vehicle also needs to be identified (from the 7 standard TRICS vehicle classifications), and whether or not the vehicle parked or was picking up/dropping off passengers (so that the appropriate number of arrivals and departures can be correctly recorded).

- Identification and exclusion of through trips: Where people walk through the site without visiting it, this needs to be identified by interview and excluded accordingly.
- Any other special conditions: To be included as appropriate.

5.10.5. It is highly recommended that the survey specification examples shown in Appendices B, C and D are used as general templates for specifications covering the 3 standard survey types (“Fully Observational”, “Part Observational” and “Full Interview”). However, it should be noted that specifications can differ significantly in complexity within each of these groupings, on a site-by-site basis, depending on individual circumstances. Appendices E and F relate to “town centre” and “embedded” interview exception sites (see 4.10) which require a slightly different interview approach. Appendix G provides an example of a multi-modal specification at a school (see 4.11), and Appendix H provides an example of a multi-modal survey in Greater London (see 4.17), with additional public transport sub-modes being included.

5.11. Component 9: Site photographs with descriptive headings

5.11.1. At the bottom of each individual survey specification, site photographs as taken during the initial site visit should be displayed, linked to the main text of the specification through an identification number. The photographs should be displayed to complement the specification text, and to assist in the understanding of the specification should it be given to a third party.

6. Further Reading & Contact Details

- 6.1. The **TRICS® Good Practice Guide** is a widely used document which provides useful guidance on the best approach to using the TRICS® software. It is essential reading for both those producing TRICS trip rate calculations and for those tasked with auditing them. The latest version of this guidance is always contained within the Library module of the TRICS software, and can be downloaded from our website at www.trics.org.
- 6.2. The **Standardised Assessment Methodology (SAM)** is the TRICS® approach to monitoring travel plans at individual developments. This approach has been adopted by numerous organisations and local authorities throughout the UK. Details of the SAM process can also be found at www.trics.org, and anyone requiring further information is encouraged to contact a member of the TRICS team. It should be noted that SAM surveys usually include an additional data section which provides details of a site's travel plan elements.
- 6.3. TRICS® has produced a **Data Collection Note for Clients and Site Operators**, which is a comprehensive guidance note detailing the data that is required from a SAM survey client or a site operator to supplement the survey count data (which is necessary for a survey to be considered TRICS®-compliant). This note includes full definitions on supplementary development, travel plan and parking information, broken down into individual data fields, and is designed to greatly assist in the understanding of TRICS® data requirements by those who may not be familiar with the system. It is freely available upon request.
- 6.4. A similar note to the above, this time aimed at those undertaking TRICS® surveys, has also been produced. The **Data Collection Note for Contractors** is also available upon request, providing guidance on the supplementary data on a site's local environment and surroundings, the collection of supporting public transport information, and the full set of definitions for survey count types. Used in conjunction with the note above, these two documents will cover all definitions of data fields within the TRICS database.
- 6.5. Any requests for further clarification on the TRICS survey methodology, or suggestions for additions or amendments for future editions of this note, should be directed to **Ian Coles, Project Manager at TRICS Consortium Limited** (ian.coles@trics.org).



APPENDIX A

TRICS Site Visit Forms 2020

TRICS – Multi Modal Site Visit Notes (2020 Programme)

REGION AND LAND USE TYPE	
Region	
	Code Description
Main Land Use Category	
Land Use Sub Category	
ADDRESS AND LOCATION OF SITE	
Name of site	
Street/Road name	
Area/District	
Town/City	
Location (main category)	
Location (sub category)	
LOCAL SURROUNDINGS	
Developments local to site	
PARKING DETAILS	
Parking types within site	
Details of any parking restrictions	
Details of any parking charges	
Would non-site vehicles enter site?	
Is off-site parking relevant?	
Will off-site parking be observable?	
Parking restrictions outside site	
LOCAL PUBLIC TRANSPORT	
Are there bus stops within the site?	
Nearest external bus stop facilities	
Nearest train station facilities	
Nearest tram facilities	
Nearest metro/underground facilities	
SITE ACCESS POINTS	
Total number of access points	
Access points allowing vehicles	
Site used for "through-trips"?	



TYPE OF SURVEY REQUIRED			
Observational/Part-Observational/Full Interview			
Would there be head counts required?			
Can servicing vehicles be identified?			
Any unusual survey requirements?			
SITE DIAGRAM AND ADDITIONAL SITE NOTES			
Site diagram giving basic overview		Additional survey notes	
SURVEY COUNT SPECIFICATION			
Total number of enumerators at any one time			
ENUMERATOR POSITION 1			
Location of enumerator			
Count direction		Count	
Interview direction		Interview	
ENUMERATOR POSITION 2			
Location of enumerator			
Count direction		Count	
Interview direction		Interview	
ENUMERATOR POSITION 3			
Location of enumerator			
Count direction		Count	
Interview direction		Interview	
ENUMERATOR POSITION 4			
Location of enumerator			

Count direction		Count	
Interview direction		Interview	
ENUMERATOR POSITION 5			
Location of enumerator			
Count direction		Count	
Interview direction		Interview	
ENUMERATOR POSITION 6			
Location of enumerator			
Count direction		Count	
Interview direction		Interview	
ENUMERATOR POSITION 7			
Location of enumerator			
Count direction		Count	
Interview direction		Interview	
ENUMERATOR POSITION 8, 9, 10, 11, etc...			
Add further enumerators as required.			
SITE CONTACT DETAILS AND PERMISSION			
Permission obtained in principle?			
Site contact name			
Telephone number			
Email address			



APPENDIX B

Example of a Fully Observational Survey Specification



TRICS® Multi-Modal Survey Specification 2020

Region 14: Munster (Ire) Specification Code:.....

Land Use & Location

TRICS® land use: 07/D (Swimming Pool)
 Site name: Aqua Dome
 Street/Road name: Ballyard Road
 Area/District: Ballyard
 Town/City: Tralee
 Postcode: n/a
 Google Ref: 52.263552, -9.709906

Survey Day, Duration & Type

Survey day: Typical Weekday (Monday-Thursday)
 Survey period: 0600-2200
 Total access points: 2
 Vehicular access points: 1
 Enumerator positions: 3
 Survey type: Observational *

***See note at the end of this document regarding the use of video equipment**

Special Survey Conditions

Off-site parking to be included in survey: No
 Exclusion of parking at site for non-site purposes necessary: No
 Exclusion of through trips necessary: No
 Head counts required to factor up interview sample: No
 Servicing Vehicles count to be included: Yes
 Any other special conditions (specified below): No

Enumerator Position 1

Position of Enumerator	At the vehicle access (Photograph 1).
Vehicles Count	Record all vehicles entering the site. Vehicles should be broken down into the 7 standard classifications (car, motorcycle, taxi, light goods vehicle, public service vehicle, OGV1, OGV2).
Vehicle Occupants Count	Record all vehicle occupants entering the site. NOTE: This enumerator should exclude all drivers of vehicles dropping off/picking up passengers at the site, if this can be observed.
Cycles Count	Record all pedal cycles entering the site at this access.
Servicing Vehicles Count	In addition to the standard vehicles count (which should include all vehicles), separately record vehicles arriving at the site to service it, split by the car, light goods vehicle, OGV(1), OGV(2) and motorcycle categories. Examples of servicing vehicles include delivery vehicles, refuse and recycling lorries, utility company vehicles, couriers, fast food deliveries, building and repairs vehicles, plumbers and maintenance vehicles, etc.
Pedestrians Count	All people that walk into the site at this access should be recorded as pedestrian arrivals.
Special Conditions	None

Enumerator Position 2

Position of Enumerator	At the vehicle access (Photograph 1).
Vehicles Count	Record all vehicles exiting the site. Vehicles should be broken down into the 7 standard classifications (car, motorcycle, taxi, light goods vehicle, public service vehicle, OGV1, OGV2).
Vehicle Occupants Count	Record all vehicle occupants exiting the site. NOTE: This enumerator should exclude all drivers of vehicles dropping off/picking up passengers at the site, if this can be observed.
Cycles Count	Record all pedal cycles exiting the site at this access.
Servicing Vehicles Count	In addition to the standard vehicles count (which should include all vehicles), separately record vehicles departing from the site having serviced it, split by the car, light goods vehicle, OGV(1), OGV(2) and motorcycle categories. Examples of servicing vehicles include delivery vehicles, refuse and recycling lorries, utility company vehicles, couriers, fast food deliveries, building and repairs vehicles, plumbers and maintenance vehicles, etc.
Pedestrians Count	All people that walk out of the site at this access should be recorded as pedestrian departures.
Special Conditions	None

Enumerator Position 3

Position of Enumerator	By the pedestrian access at the front corner of the site (Photograph 2).
Cycles Count	Record all pedal cycles entering and exiting the site at this access.
Pedestrians Count	All people that walk into the site at this access should be recorded as pedestrian arrivals. All people that walk out of the site at this access should be recorded as pedestrian departures.
Special Conditions	None

Photograph 1



Vehicle access.

Photograph 2



Pedestrian access at front corner of site.

Use of Cameras in TRICS Surveys

If Video equipment is being used as part of the TRICS Survey, it is the responsibility of the Survey Company to attain permission from the client before the survey is undertaken, stating the reasons why the use of video is required.

Permission might also be required from the Local Highway Authority if equipment is being mounted on street furniture. Adequate signage in the vicinity of the video recording equipment needs to be provided to notify individuals of surveillance information processing, the signs should also state people's rights of access to recordings/images of themselves. Video equipment should only be placed in areas required for the purposes of the survey and should have consideration to the privacy of the general public, the survey company should undertake a Privacy Impact Assessment (PIA) to ensure that all cameras serve a legitimate purpose for the undertaking of the specific transportation survey. All camera locations will be agreed, in writing, between the site operator and the survey company prior to the survey being undertaken.

The video footage should only be used for the purposes of the survey being undertaken and should use as low resolution as possible for the purpose of the survey to ensure that recognition of facial features is minimised, video records should not contain any audio content. Once completed the video files should be securely stored in compliance with General Data Protection Regulations and access restricted to authorised personnel only. The video files should be deleted once the survey data has been fully validated by TRICS Consortium Limited.



APPENDIX C

Example of a Part Observational Survey Specification



TRICS® Multi-Modal Survey Specification 2020

Region 11: Scotland

Specification Code:.....

Land Use & Location

TRICS® land use: 02/B (Business Park)
 Site name: City View Business Park
 Street/Road name: Craighshaw Drive
 Area/District:
 Town/City: Aberdeen
 Postcode: AB12 3BE
 Google Ref: 57.12239, -2.08961

Survey Day, Duration & Type

Survey day: Typical Weekday (Monday-Friday)
 Survey period: 0700-1900
 Total access points: 2
 Vehicular access points: 1
 Enumerator positions: 3
 Survey type: Part Observational (counts + interviews) *
***See note at the end of this document regarding the use of video equipment**

Special Survey Conditions

Off-site parking to be included in survey: No
 Exclusion of parking at site for non-site purposes necessary: No
 Exclusion of through trips necessary: No
 Head counts required to factor up interview sample: Yes
 Servicing Vehicles count to be included: Yes
 Any other special conditions (specified below): No

Enumerator Position 1

Position of Enumerator	By the vehicle access (Photograph 1).
Vehicles Count	Record all vehicles entering the site. Vehicles should be broken down into the 7 standard classifications (car, motorcycle, taxi, light goods vehicle, public service vehicle, OGV1, OGV2).
Vehicle Occupants Count	Record all vehicle occupants entering the site. NOTE: This enumerator should exclude all taxi drivers.
Cycles Count	Record all pedal cycles entering the site at this access.
Servicing Vehicles Count	In addition to the standard vehicles count (which should include all vehicles), separately record vehicles that arrive at the site to service it, split by the car, light goods vehicle, OGV(1), OGV(2) and motorcycle categories. Examples of servicing vehicles include delivery vehicles, refuse and recycling lorries, utility company vehicles, couriers, fast food deliveries, building and repairs vehicles, plumbers and maintenance vehicles, etc.
Head Count (Inbound)	Record all people walking into the site at this access as an inbound head count. This head count is to be used to factor up the inbound interview sample at this access to 100%.
Pedestrian/Public Transport User Interviews	All people that walk into the site at this access should be asked the following question: <i>“For this particular journey, has your main method of transport been walking, bus or train?”</i> If the answer is “walking” then record as a pedestrian arrival. If the answer is “bus” then record as a bus passenger arrival. If the answer is “train” then record as a train passenger arrival. All people that walk out of the site at this access should be asked the following question: <i>“For this particular journey, will your main method of transport be walking, bus or train?”</i> If the answer is “walking” then record as a pedestrian departure. If the answer is “bus” then record as a bus passenger departure. If the answer is “train” then record as a train passenger departure.
Special Conditions	None

Enumerator Position 2

Position of Enumerator	By the vehicle access (Photograph 1).
Vehicles Count	Record all vehicles exiting the site. Vehicles should be broken down into the 7 standard classifications (car, motorcycle, taxi, light goods vehicle, public service vehicle, OGV1, OGV2).
Vehicle Occupants Count	Record all vehicle occupants exiting the site. NOTE: This enumerator should exclude all taxi drivers.
Cycles Count	Record all pedal cycles exiting the site at this access.
Servicing Vehicles Count	In addition to the standard vehicles count (which should include all vehicles), separately record vehicles that depart from the site having serviced it, split by the car, light goods vehicle, OGV(1), OGV(2) and motorcycle categories. Examples of servicing vehicles include delivery vehicles, refuse and recycling lorries, utility company vehicles, couriers, fast food deliveries, building and repairs vehicles, plumbers and maintenance vehicles, etc.

Head Count (Outbound)	Record all people walking out of the site at this access as an outbound head count. This head count is to be used to factor up the outbound interview sample at this access to 100%.
Pedestrian/Public Transport User Interviews	<p>All people that walk into the site at this access should be asked the following question: <i>“For this particular journey, has your main method of transport been walking, bus or train?”</i></p> <p>If the answer is “walking” then record as a pedestrian arrival. If the answer is “bus” then record as a bus passenger arrival. If the answer is “train” then record as a train passenger arrival.</p> <p>All people that walk out of the site at this access should be asked the following question: <i>“For this particular journey, will your main method of transport be walking, bus or train?”</i></p> <p>If the answer is “walking” then record as a pedestrian departure. If the answer is “bus” then record as a bus passenger departure. If the answer is “train” then record as a train passenger departure.</p>
Special Conditions	None

Enumerator Position 3

Position of Enumerator	By the unofficial pedestrian access (Photograph 2).
Cycles Count	Record all pedal cycles entering and exiting the site at this access.
Head Counts	Record all people walking into and out of the site at this access as separate inbound and outbound head counts. These head counts are to be used to factor up the inbound and outbound interview samples at this access to 100%.
Pedestrian/Public Transport User Interviews	<p>All people that walk into the site at this access should be asked the following question: <i>“For this particular journey, has your main method of transport been walking, bus or train?”</i></p> <p>If the answer is “walking” then record as a pedestrian arrival. If the answer is “bus” then record as a bus passenger arrival. If the answer is “train” then record as a train passenger arrival.</p> <p>All people that walk out of the site at this access should be asked the following question: <i>“For this particular journey, will your main method of transport be walking, bus or train?”</i></p> <p>If the answer is “walking” then record as a pedestrian departure. If the answer is “bus” then record as a bus passenger departure. If the answer is “train” then record as a train passenger departure.</p>
Special Conditions	None

Photograph 1



Vehicle access.

Photograph 2



Unofficial pedestrian access.

Use of Cameras in TRICS Surveys

If Video equipment is being used as part of the TRICS Survey, it is the responsibility of the Survey Company to attain permission from the client before the survey is undertaken, stating the reasons why the use of video is required. Permission might also be required from the Local Highway Authority if equipment is being mounted on street furniture. Adequate signage in the vicinity of the video recording equipment needs to be provided to notify individuals of surveillance information processing, the signs should also state people's rights of access to recordings/images of themselves. Video equipment should only be placed in areas required for the purposes of the survey and should have consideration to the privacy of the general public, the survey company should undertake a Privacy Impact Assessment (PIA) to ensure that all cameras serve a legitimate purpose for the undertaking of the specific transportation survey. All camera locations will be agreed, in writing, between the site operator and the survey company prior to the survey being undertaken.

The video footage should only be used for the purposes of the survey being undertaken and should use as low resolution as possible for the purpose of the survey to ensure that recognition of facial features is minimised, video records should not contain any audio content. Once completed the video files should be securely stored in compliance with General Data Protection Regulations and access restricted to authorised personnel only. The video files should be deleted once the survey data has been fully validated by TRICS Consortium Limited.



APPENDIX D

Example of a Full Interview Survey Specification



TRICS® Multi-Modal Survey Specification 2020

Region 4: East Anglia

Specification Code:.....

Land Use & Location

TRICS® land use: 07/C (Leisure Centre)
 Site name: Riverside Leisure Centre
 Street/Road name: Wherry Road
 Area/District: Riverside
 Town/City: Norwich
 Postcode: NR1 1WX
 Google Ref: 52.62222, -1.30639

Survey Day, Duration & Type

Survey day: Typical Weekday (Monday-Thursday)
 Survey period: 0600-2300
 Total access points: 1
 Vehicular access points: 0
 Enumerator positions: 3
 Survey type: Full Interview *

***See note at the end of this document regarding the use of video equipment**

Special Survey Conditions

Off-site parking to be included in survey: Yes
 Exclusion of parking at site for non-site purposes necessary: No
 Exclusion of through trips necessary: No
 Head counts required to factor up interview sample: Yes
 Servicing Vehicles count to be included: No
 Any other special conditions (specified below): Yes

A record of all delivery vehicles throughout the duration of this survey should be obtained from the site and included in the vehicle and vehicle occupants counts accordingly.

Enumerator Position 1

Position of Enumerator	By the front door to the site building (Photograph 1).
Head Counts	Record all people walking into and out of the site building as separate inbound and outbound head counts. These head counts are to be used to factor up the inbound and outbound interview samples at this site to 100%.
All Mode Interviews (Inbound)	<p>All people that walk into the site building should be asked the following question: <i>“For this particular journey, which of the following has been your main method of transport?”</i></p> <ul style="list-style-type: none"> • <i>Vehicle</i> • <i>Walking</i> • <i>Cycle</i> • <i>Bus</i> • <i>Train”</i> <p>If the answer is “vehicle” then the type of vehicle needs to be determined by interview (one of the 7 standard classifications of car, motorcycle, taxi, light goods vehicle, public service vehicle, OGV1, OGV2). The following question will then need to be asked: <i>“Have you parked, or were you dropped off?”</i></p> <p>If the answer is “parked” then record the vehicle as a vehicle arrival, and also record the appropriate number of vehicle occupant arrivals.</p> <p>If the answer is “dropped off” then record the vehicle as both an arrival and a departure, and record the appropriate number of vehicle occupant arrivals.</p> <p>If the answer is “walking” then record as a pedestrian arrival.</p> <p>If the answer is “cycle” then record as a pedal cycle arrival.</p> <p>If the answer is “bus” then record as a bus passenger arrival.</p> <p>If the answer is “train” then record as a train passenger arrival.</p> <p><i>NOTE: This enumerator should take care to ensure that the correct modes and numbers are recorded when groups of people arrive at the site together.</i></p>
All Mode Interviews (Outbound)	<p>All people that walk out of the site building should be asked the following question: <i>“For this particular journey, which of the following will be your main method of transport?”</i></p> <ul style="list-style-type: none"> • <i>Vehicle</i> • <i>Walking</i> • <i>Cycle</i> • <i>Bus</i> • <i>Train”</i> <p>If the answer is “vehicle” then the type of vehicle needs to be determined by interview (one of the 7 standard classifications of car, motorcycle, taxi, light goods vehicle, public service vehicle, OGV1, OGV2). The following question will then need to be asked: <i>“Have you parked, or are you being picked up?”</i></p> <p>If the answer is “parked” then record the vehicle as a vehicle departure, and also record the appropriate number of vehicle occupant departures.</p> <p>If the answer is “picked up” then record the vehicle as both an arrival and a departure, and record the appropriate number of vehicle occupant departures.</p> <p>If the answer is “walking” then record as a pedestrian departure.</p> <p>If the answer is “cycle” then record as a pedal cycle departure.</p>

	<p>If the answer is “bus” then record as a bus passenger departure. If the answer is “train” then record as a train passenger departure. NOTE: This enumerator should take care to ensure that the correct modes and numbers are recorded when groups of people depart from the site together.</p>
Special Conditions	None

Enumerator Position 2

Position of Enumerator	By the front door to the site building (Photograph 1).
All Mode Interviews (Inbound)	<p>All people that walk into the site building should be asked the following question: <i>“For this particular journey, which of the following has been your main method of transport?”</i></p> <ul style="list-style-type: none"> • Vehicle • Walking • Cycle • Bus • Train” <p>If the answer is “vehicle” then the type of vehicle needs to be determined by interview (one of the 7 standard classifications of car, motorcycle, taxi, light goods vehicle, public service vehicle, OGV1, OGV2). The following question will then need to be asked: <i>“Have you parked, or were you dropped off?”</i></p> <p>If the answer is “parked” then record the vehicle as a vehicle arrival, and also record the appropriate number of vehicle occupant arrivals. If the answer is “dropped off” then record the vehicle as both an arrival and a departure, and record the appropriate number of vehicle occupant arrivals. If the answer is “walking” then record as a pedestrian arrival. If the answer is “cycle” then record as a pedal cycle arrival. If the answer is “bus” then record as a bus passenger arrival. If the answer is “train” then record as a train passenger arrival. NOTE: This enumerator should take care to ensure that the correct modes and numbers are recorded when groups of people arrive at the site together.</p>
All Mode Interviews (Outbound)	<p>All people that walk out of the site building should be asked the following question: <i>“For this particular journey, which of the following will be your main method of transport?”</i></p> <ul style="list-style-type: none"> • Vehicle • Walking • Cycle • Bus • Train” <p>If the answer is “vehicle” then the type of vehicle needs to be determined by interview (one of the 7 standard classifications of car, motorcycle, taxi, light goods vehicle, public service vehicle, OGV1, OGV2). The following question will then need to be asked: <i>“Have you parked, or are you being picked up?”</i></p> <p>If the answer is “parked” then record the vehicle as a vehicle departure, and also record the appropriate number of vehicle occupant departures.</p>



	<p>If the answer is “picked up” then record the vehicle as both an arrival and a departure, and record the appropriate number of vehicle occupant departures.</p> <p>If the answer is “walking” then record as a pedestrian departure.</p> <p>If the answer is “cycle” then record as a pedal cycle departure.</p> <p>If the answer is “bus” then record as a bus passenger departure.</p> <p>If the answer is “train” then record as a train passenger departure.</p> <p>NOTE: This enumerator should take care to ensure that the correct modes and numbers are recorded when groups of people depart from the site together.</p>
Special Conditions	None

Enumerator Position 3

Position of Enumerator	By the front door to the site building (Photograph 1).
All Mode Interviews (Inbound)	<p>All people that walk into the site building should be asked the following question:</p> <p><i>“For this particular journey, which of the following has been your main method of transport?”</i></p> <ul style="list-style-type: none"> • Vehicle • Walking • Cycle • Bus • Train” <p>If the answer is “vehicle” then the type of vehicle needs to be determined by interview (one of the 7 standard classifications of car, motorcycle, taxi, light goods vehicle, public service vehicle, OGV1, OGV2). The following question will then need to be asked:</p> <p><i>“Have you parked, or were you dropped off?”</i></p> <p>If the answer is “parked” then record the vehicle as a vehicle arrival, and also record the appropriate number of vehicle occupant arrivals.</p> <p>If the answer is “dropped off” then record the vehicle as both an arrival and a departure, and record the appropriate number of vehicle occupant arrivals.</p> <p>If the answer is “walking” then record as a pedestrian arrival.</p> <p>If the answer is “cycle” then record as a pedal cycle arrival.</p> <p>If the answer is “bus” then record as a bus passenger arrival.</p> <p>If the answer is “train” then record as a train passenger arrival.</p> <p>NOTE: This enumerator should take care to ensure that the correct modes and numbers are recorded when groups of people arrive at the site together.</p>
All Mode Interviews (Outbound)	<p>All people that walk out of the site building should be asked the following question:</p> <p><i>“For this particular journey, which of the following will be your main method of transport?”</i></p> <ul style="list-style-type: none"> • Vehicle • Walking • Cycle • Bus • Train” <p>If the answer is “vehicle” then the type of vehicle needs to be determined by interview (one of the 7 standard classifications of car, motorcycle, taxi, light goods vehicle, public service</p>

Special Conditions	<p>vehicle, OGV1, OGV2). The following question will then need to be asked: <i>“Have you parked, or are you being picked up?”</i> If the answer is “parked” then record the vehicle as a vehicle departure, and also record the appropriate number of vehicle occupant departures. If the answer is “picked up” then record the vehicle as both an arrival and a departure, and record the appropriate number of vehicle occupant departures. If the answer is “walking” then record as a pedestrian departure. If the answer is “cycle” then record as a pedal cycle departure. If the answer is “bus” then record as a bus passenger departure. If the answer is “train” then record as a train passenger departure. <i>NOTE: This enumerator should take care to ensure that the correct modes and numbers are recorded when groups of people depart from the site together.</i></p>
Special Conditions	None

Photograph 1



Front door to the site building.

Use of Cameras in TRICS Surveys

If Video equipment is being used as part of the TRICS Survey, it is the responsibility of the Survey Company to attain permission from the client before the survey is undertaken, stating the reasons why the use of video is required. Permission might also be required from the Local Highway Authority if equipment is being mounted on street furniture. Adequate signage in the vicinity of the video recording equipment needs to be provided to notify individuals of surveillance information processing, the signs should also state people’s rights of access to recordings/images of themselves. Video equipment should only be placed in areas required for the purposes of the survey and should have consideration to the privacy of the general public, the survey company should undertake a Privacy Impact



Assessment (PIA) to ensure that all cameras serve a legitimate purpose for the undertaking of the specific transportation survey. All camera locations will be agreed, in writing, between the site operator and the survey company prior to the survey being undertaken.

The video footage should only be used for the purposes of the survey being undertaken and should use as low resolution as possible for the purpose of the survey to ensure that recognition of facial features is minimised, video records should not contain any audio content. Once completed the video files should be securely stored in compliance with General Data Protection Regulations and access restricted to authorised personnel only. The video files should be deleted once the survey data has been fully validated by TRICS Consortium Limited.



APPENDIX E

Example of a “Town Centre Exception” Survey Specification



TRICS® Multi-Modal Survey Specification 2020

Region 7: Yorkshire & N Lincs **Specification Code:.....**

Land Use & Location

TRICS® land use: 07/1 (Art Gallery/Museum/Exhibition)
 Site name: Green Howards Regimental Museum
 Street/Road name: Church Wynd
 Area/District: Richmond
 Town/City: Richmond
 Postcode: DL10 4QN
 Google Ref: 54.40317, -1.73755

Survey Day, Duration & Type

Survey day: Typical Weekday (Monday-Friday)
 Survey period: 0900-1700
 Total access points: 1
 Vehicular access points: 0
 Enumerator positions: 2
 Survey type: Full Interview *

***See note at the end of this document regarding the use of video equipment**

Special Survey Conditions

Off-site parking to be included in survey: Yes
 Exclusion of parking at site for non-site purposes necessary: No
 Exclusion of through trips necessary: No
 Head counts required to factor up interview sample: No
 Servicing Vehicles count to be included: Yes
 Any other special conditions (specified below): No

Enumerator Position 1

<p>Position of Enumerator</p> <p>Servicing Vehicles Count</p>	<p>By the front door access to the site building (Photograph 1).</p> <p>In addition to the standard vehicles count (which should include all vehicles), separately record vehicles that arrive at the site to service it, split by the car, light goods vehicle, OGV(1), OGV(2) and motorcycle categories. Examples of servicing vehicles include delivery vehicles, refuse and recycling lorries, utility company vehicles, couriers, fast food deliveries, building and repairs vehicles, plumbers and maintenance vehicles, etc.</p>
<p>All Mode Interviews (Inbound)</p>	<p>All people that walk into the site building should be asked the following question: <i>“Have you walked/cycled here from your home, place of work or study?”</i></p> <p>If the answer is “yes” then record as a pedestrian arrival or a pedal cycle arrival.</p> <p>If the answer is “no” then ask the following question: <i>“Have you just arrived in the local area?”</i></p> <p>If the answer is “no” then record as a pedestrian arrival or a pedal cycle arrival.</p> <p>If the answer is “yes” then ask the following question: <i>“For this particular journey, has your main method of transport been vehicle, walking, bus or train?”</i></p> <p>If the answer is “vehicle” then the type of vehicle needs to be determined by interview (one of the 7 standard classifications of car, motorcycle, taxi, light goods vehicle, public service vehicle, OGV1, OGV2). The following question will then need to be asked: <i>“Have you parked, or were you dropped off?”</i></p> <p>If the answer is “parked” then record the vehicle as a vehicle arrival, and also record the appropriate number of vehicle occupant arrivals.</p> <p>If the answer is “dropped off” then record the vehicle as both an arrival and a departure, and record the appropriate number of vehicle occupant arrivals.</p> <p>If the answer is “walking” then record as a pedestrian arrival.</p> <p>If the answer is “bus” then record as a bus passenger arrival.</p> <p>If the answer is “train” then record as a train passenger arrival.</p> <p><i>NOTE: This enumerator should take care to ensure that the correct modes and numbers are recorded when groups of people arrive at the site together.</i></p>
<p>All Mode Interviews (Outbound)</p>	<p>All people that walk out of the site building should be asked the following question: <i>“Are you walking/cycling to your home, place of work or study?”</i></p> <p>If the answer is “yes” then record as a pedestrian departure or a pedal cycle departure.</p> <p>If the answer is “no” then ask the following question: <i>“Are you just departing from the local area?”</i></p> <p>If the answer is “no” then record as a pedestrian departure or a pedal cycle departure.</p> <p>If the answer is “yes” then ask the following question: <i>“For this particular journey, will your main method of transport be vehicle, walking, bus or train?”</i></p> <p>If the answer is “vehicle” then the type of vehicle needs to be determined by interview (one of the 7 standard classifications of car, motorcycle, taxi, light goods vehicle, public service</p>

	<p>vehicle, OGV1, OGV2). The following question will then need to be asked: <i>“Have you parked, or are you being picked up?”</i> If the answer is “parked” then record the vehicle as a vehicle departure, and also record the appropriate number of vehicle occupant departures. If the answer is “picked up” then record the vehicle as both an arrival and a departure, and record the appropriate number of vehicle occupant departures. If the answer is “walking” then record as a pedestrian departure. If the answer is “bus” then record as a bus passenger departure. If the answer is “train” then record as a train passenger departure.</p> <p>NOTE: This enumerator should take care to ensure that the correct modes and numbers are recorded when groups of people depart the site together.</p>
Special Conditions	None

Enumerator Position 2

Position of Enumerator	By the front door access to the site building (Photograph 1).
Servicing Vehicles Count	<p>In addition to the standard vehicles count (which should include all vehicles), separately record vehicles that depart from the site having serviced it, split by the car, light goods vehicle, OGV(1), OGV(2) and motorcycle categories. Examples of servicing vehicles include delivery vehicles, refuse and recycling lorries, utility company vehicles, couriers, fast food deliveries, building and repairs vehicles, plumbers and maintenance vehicles, etc.</p>
All Mode Interviews (Inbound)	<p>All people that walk into the site building should be asked the following question: <i>“Have you walked/cycled here from your home, place of work or study?”</i> If the answer is “yes” then record as a pedestrian arrival or a pedal cycle arrival. If the answer is “no” then ask the following question: <i>“Have you just arrived in the local area?”</i> If the answer is “no” then record as a pedestrian arrival or a pedal cycle arrival. If the answer is “yes” then ask the following question: <i>“For this particular journey, has your main method of transport been vehicle, walking, bus or train?”</i> If the answer is “vehicle” then the type of vehicle needs to be determined by interview (one of the 7 standard classifications of car, motorcycle, taxi, light goods vehicle, public service vehicle, OGV1, OGV2). The following question will then need to be asked: <i>“Have you parked, or were you dropped off?”</i> If the answer is “parked” then record the vehicle as a vehicle arrival, and also record the appropriate number of vehicle occupant arrivals. If the answer is “dropped off” then record the vehicle as both an arrival and a departure, and record the appropriate number of vehicle occupant arrivals. If the answer is “walking” then record as a pedestrian arrival. If the answer is “bus” then record as a bus passenger arrival.</p>



	<p>If the answer is “train” then record as a train passenger arrival.</p> <p>NOTE: This enumerator should take care to ensure that the correct modes and numbers are recorded when groups of people arrive at the site together.</p>
<p>All Mode Interviews (Outbound)</p>	<p>All people that walk out of the site building should be asked the following question: <i>“Are you walking/cycling to your home, place of work or study?”</i></p> <p>If the answer is “yes” then record as a pedestrian departure or a pedal cycle departure. If the answer is “no” then ask the following question: <i>“Are you just departing from the local area?”</i></p> <p>If the answer is “no” then record as a pedestrian departure or a pedal cycle departure. If the answer is “yes” then ask the following question: <i>“For this particular journey, will your main method of transport be vehicle, walking, bus or train?”</i></p> <p>If the answer is “vehicle” then the type of vehicle needs to be determined by interview (one of the 7 standard classifications of car, motorcycle, taxi, light goods vehicle, public service vehicle, OGV1, OGV2). The following question will then need to be asked: <i>“Have you parked, or are you being picked up?”</i></p> <p>If the answer is “parked” then record the vehicle as a vehicle departure, and also record the appropriate number of vehicle occupant departures. If the answer is “picked up” then record the vehicle as both an arrival and a departure, and record the appropriate number of vehicle occupant departures. If the answer is “walking” then record as a pedestrian departure. If the answer is “bus” then record as a bus passenger departure. If the answer is “train” then record as a train passenger departure.</p> <p>NOTE: This enumerator should take care to ensure that the correct modes and numbers are recorded when groups of people depart the site together.</p>
<p>Special Conditions</p>	<p>None</p>

Photograph 1



Front door access to the site building.

Use of Cameras in TRICS Surveys

If Video equipment is being used as part of the TRICS Survey, it is the responsibility of the Survey Company to attain permission from the client before the survey is undertaken, stating the reasons why the use of video is required. Permission might also be required from the Local Highway Authority if equipment is being mounted on street furniture. Adequate signage in the vicinity of the video recording equipment needs to be provided to notify individuals of surveillance information processing, the signs should also state people's rights of access to recordings/images of themselves. Video equipment should only be placed in areas required for the purposes of the survey and should have consideration to the privacy of the general public, the survey company should undertake a Privacy Impact Assessment (PIA) to ensure that all cameras serve a legitimate purpose for the undertaking of the specific transportation survey. All camera locations will be agreed, in writing, between the site operator and the survey company prior to the survey being undertaken.

The video footage should only be used for the purposes of the survey being undertaken and should use as low resolution as possible for the purpose of the survey to ensure that recognition of facial features is minimised, video records should not contain any audio content. Once completed the video files should be securely stored in compliance with General Data Protection Regulations and access restricted to authorised personnel only. The video files should be deleted once the survey data has been fully validated by TRICS Consortium Limited.



APPENDIX F

Example of a “Embedded Exception” Survey Specification



TRICS® Multi-Modal Survey Specification 2020

Region 9: North

Specification Code:

Land Use & Location

TRICS® land use: 01/G (Other Individual Non-Food Superstore)
 Site name: Go Outdoors
 Street/Road name: Portrack Lane
 Area/District: Portrack
 Town/City: Stockton-on-Tees
 Postcode: TS18 2QA
 Google Ref: 54.576724, -1.278062

Survey Day, Duration & Type

Survey day: Saturday
 Survey period: 0800-2000
 Total access points: 2
 Vehicular access points: 0
 Enumerator positions: 2
 Survey type: Full Interview *

***See note at the end of this document regarding the use of video equipment**

Special Survey Conditions

Off-site parking to be included in survey: Yes
 Exclusion of parking at site for non-site purposes necessary: Yes
 Exclusion of through trips necessary: No
 Head counts required to factor up interview sample: Yes
 Servicing Vehicles count to be included: No
 Any other special conditions (specified below): Yes

A record of all deliveries during the survey period should be obtained, and included in the vehicles and vehicle occupants counts as appropriate.

Enumerator Position 1

Position of Enumerator	By the front doors to the site building (Photograph 1).
Head Count (Inbound)	Record all people walking into the site building as an inbound head count. This head count is to be used to factor up the inbound interview sample at this site to 100%.
All Mode Interviews (Inbound)	<p>All people that walk into the site building at the front door should be asked the following question: <i>“Has your main method of transport to this retail park been vehicle, walking, cycle, bus or train?”</i></p> <p>If the answer is “vehicle” then the type of vehicle needs to be determined by interview (one of the 7 standard classifications of car, motorcycle, taxi, light goods vehicle, public service vehicle, OGV1, OGV2). The following question will then need to be asked: <i>“Have you parked, or were you dropped off?”</i></p> <p>If the answer is “parked” then record the vehicle as a vehicle arrival, and also record the appropriate number of vehicle occupant arrivals.</p> <p>If the answer is “dropped off” then record the vehicle as both an arrival and a departure, and record the appropriate number of vehicle occupant arrivals.</p> <p>If the answer is “walking” then record as a pedestrian arrival. If the answer is “cycle” then record as a pedal cycle arrival. If the answer is “bus” then record as a bus passenger arrival. If the answer is “train” then record as a train passenger arrival.</p> <p><i>NOTE: This enumerator should take care to ensure that the correct modes and numbers are recorded when groups of people arrive at the site together.</i></p>
All Mode Interviews (Outbound)	<p>All people that walk out of the site building at the front door should be asked the following question: <i>“Will your main method of transport from this retail park be vehicle, walking, cycle, bus or train?”</i></p> <p>If the answer is “vehicle” then the type of vehicle needs to be determined by interview (one of the 7 standard classifications of car, motorcycle, taxi, light goods vehicle, public service vehicle, OGV1, OGV2). The following question will then need to be asked: <i>“Have you parked, or are you being picked up?”</i></p> <p>If the answer is “parked” then record the vehicle as a vehicle departure, and also record the appropriate number of vehicle occupant departures.</p> <p>If the answer is “picked up” then record the vehicle as both an arrival and a departure, and record the appropriate number of vehicle occupant departures.</p> <p>If the answer is “walking” then record as a pedestrian departure. If the answer is “cycle” then record as a pedal cycle departure. If the answer is “bus” then record as a bus passenger departure. If the answer is “train” then record as a train passenger departure.</p>

	NOTE: This enumerator should take care to ensure that the correct modes and numbers are recorded when groups of people depart from the site together.
Special Conditions	None

Enumerator Position 2

Position of Enumerator	By the front doors to the site building (Photograph 1).
Head Count (Outbound)	Record all people walking out of the site building as an outbound head count. This head count is to be used to factor up the outbound interview sample at this site to 100%.
All Mode Interviews (Inbound)	<p>All people that walk into the site building at the front door should be asked the following question: <i>“Has your main method of transport to this retail park been vehicle, walking, cycle, bus or train?”</i></p> <p>If the answer is “vehicle” then the type of vehicle needs to be determined by interview (one of the 7 standard classifications of car, motorcycle, taxi, light goods vehicle, public service vehicle, OGV1, OGV2). The following question will then need to be asked: <i>“Have you parked, or were you dropped off?”</i></p> <p>If the answer is “parked” then record the vehicle as a vehicle arrival, and also record the appropriate number of vehicle occupant arrivals.</p> <p>If the answer is “dropped off” then record the vehicle as both an arrival and a departure, and record the appropriate number of vehicle occupant arrivals.</p> <p>If the answer is “walking” then record as a pedestrian arrival. If the answer is “cycle” then record as a pedal cycle arrival. If the answer is “bus” then record as a bus passenger arrival. If the answer is “train” then record as a train passenger arrival.</p> <p>NOTE: This enumerator should take care to ensure that the correct modes and numbers are recorded when groups of people arrive at the site together.</p>
All Mode Interviews (Outbound)	<p>All people that walk out of the site building at the front door should be asked the following question: <i>“Will your main method of transport from this retail park be vehicle, walking, cycle, bus or train?”</i></p> <p>If the answer is “vehicle” then the type of vehicle needs to be determined by interview (one of the 7 standard classifications of car, motorcycle, taxi, light goods vehicle, public service vehicle, OGV1, OGV2). The following question will then need to be asked: <i>“Have you parked, or are you being picked up?”</i></p> <p>If the answer is “parked” then record the vehicle as a vehicle departure, and also record the appropriate number of vehicle occupant departures.</p> <p>If the answer is “picked up” then record the vehicle as both an arrival and a departure, and record the appropriate number of vehicle occupant departures.</p> <p>If the answer is “walking” then record as a pedestrian departure. If the answer is “cycle” then record as a pedal cycle departure.</p>

	<p>If the answer is “bus” then record as a bus passenger departure. If the answer is “train” then record as a train passenger departure.</p> <p>NOTE: This enumerator should take care to ensure that the correct modes and numbers are recorded when groups of people depart from the site together.</p>
Special Conditions	None

Photograph 1



Front doors to the site building.

Use of Cameras in TRICS Surveys

If Video equipment is being used as part of the TRICS Survey, it is the responsibility of the Survey Company to attain permission from the client before the survey is undertaken, stating the reasons why the use of video is required. Permission might also be required from the Local Highway Authority if equipment is being mounted on street furniture. Adequate signage in the vicinity of the video recording equipment needs to be provided to notify individuals of surveillance information processing, the signs should also state people’s rights of access to recordings/images of themselves. Video equipment should only be placed in areas required for the purposes of the survey and should have consideration to the privacy of the general public, the survey company should undertake a Privacy Impact Assessment (PIA) to ensure that all cameras serve a legitimate purpose for the undertaking of the specific transportation survey. All camera locations will be agreed, in writing, between the site operator and the survey company prior to the survey being undertaken.

The video footage should only be used for the purposes of the survey being undertaken and should use as low resolution as possible for the purpose of the survey to ensure that recognition of facial features is minimised, video records should not contain any audio content. Once completed the video files should be securely stored in compliance with General Data Protection Regulations and access restricted to authorised personnel only. The video files should be deleted once the survey data has been fully validated by TRICS Consortium Limited.



APPENDIX G

Example of a School Survey Specification



TRICS® Multi-Modal Survey Specification 2020

Region 7: Yorkshire & N Lincs Specification Code:.....

Land Use & Location

TRICS® land use: 04/B (Secondary School)
 Site name: Skipton Girls High School
 Street/Road name: Gargrave Road
 Area/District:
 Town/City: Skipton
 Postcode: BD23 1DN
 Google Ref: 53.96350, -2.02740

Survey Day, Duration & Type

Survey day: Typical Weekday (Monday to Friday)
 Survey period: 0700-1900
 Total access points: 3
 Vehicular access points: 2
 Enumerator positions: 6
 Survey type: Part-Observational (counts and interviews) *

***See note at the end of this document regarding the use of video equipment**

Special Survey Conditions

Off-site parking to be included in survey: Yes
 Exclusion of parking at site for non-site purposes necessary: No
 Exclusion of through trips necessary: No
 Head counts required to factor up interview sample: Yes
 Servicing Vehicles count to be included: Yes
 Any other special conditions (specified below): Yes

Although all children arriving and departing the site by vehicle should be included in the survey as vehicle occupants, only drivers of vehicles that physically enter or exit the site should also be recorded as vehicle occupants. All drivers of vehicles that do not physically enter or exit the site within their vehicles should be excluded from the vehicle occupants count. See individual enumerator instructions.

Enumerator Position 1

Position of Enumerator	By the first vehicle and pedestrian access to the site (Photograph 1).
Vehicles Count	Record all vehicles entering the site. Vehicles should be broken down into the 7 standard classifications (car, motorcycle, taxi, light goods vehicle, public service vehicle, OGV1, OGV2).
Vehicle Occupants Count	Record all vehicle occupants entering the site at this access. NOTE: For all vehicles that physically enter the site, vehicle occupants should include both parents and children.
Cycles Count	Record all pedal cycles entering the site at this access.
Servicing Vehicles Count	In addition to the standard vehicles count (which should include all vehicles), separately record vehicles that arrive at the site to service it (using this access), split by the car, light goods vehicle, OGV(1), OGV(2) and motorcycle categories. Examples of servicing vehicles include delivery vehicles, refuse and recycling lorries, utility company vehicles, couriers, fast food deliveries, building and repairs vehicles, plumbers and maintenance vehicles, etc.
Head Count (Inbound)	Record all people walking into the site at this access as an inbound head count. This head count should be used to factor up the inbound interview sample at this access to 100%.
All Mode Interviews (Inbound)	<p>All people that walk into the site at this access should be asked the following question: <i>“For this particular journey, which of the following has been your main method of transport?”</i></p> <ul style="list-style-type: none"> • Vehicle • Walking • Bus • Train” <p>If the answer is “vehicle” then the type of vehicle needs to be determined by interview (one of the 7 standard classifications of car, motorcycle, taxi, light goods vehicle, public service vehicle, OGV1, OGV2). The following question will then need to be asked: <i>“Have you parked, or were you dropped off?”</i></p> <p>If the answer is “parked” then record the vehicle as a vehicle arrival, and also record the appropriate number of vehicle occupant arrivals.</p> <p>If the answer is “dropped off” then record the vehicle as both an arrival and a departure, and record the appropriate number of vehicle occupant arrivals.</p> <p>NOTE: Only children should be included as vehicle occupants, with the parents driving the children to school being excluded from the vehicle occupants count.</p> <p>If the answer is “walking” then record as a pedestrian arrival. If the answer is “bus” then record as a bus passenger arrival. If the answer is “train” then record as a train passenger arrival.</p> <p>NOTE: This enumerator should take care to ensure that the correct modes and numbers are recorded when groups of people arrive at the site together.</p>
All Mode Interviews (Outbound)	<p>All people that walk out of the site at this access should be asked the following question: <i>“For this particular journey, which of the following will be your main method of transport?”</i></p> <ul style="list-style-type: none"> • Vehicle • Walking

	<ul style="list-style-type: none"> • Bus • Train” <p>If the answer is “vehicle” then the type of vehicle needs to be determined by interview (one of the 7 standard classifications of car, motorcycle, taxi, light goods vehicle, public service vehicle, OGV1, OGV2). The following question will then need to be asked: <i>“Have you parked, or are you being picked up?”</i></p> <p>If the answer is “parked” then record the vehicle as a vehicle departure, and also record the appropriate number of vehicle occupant departures.</p> <p>If the answer is “picked up” then record the vehicle as both an arrival and a departure, and record the appropriate number of vehicle occupant departures.</p> <p>NOTE: Only children should be included as vehicle occupants, with the parents picking up the children from school being excluded from the vehicle occupants count.</p> <p>If the answer is “walking” then record as a pedestrian arrival. If the answer is “bus” then record as a bus passenger arrival. If the answer is “train” then record as a train passenger arrival.</p> <p>NOTE: This enumerator should take care to ensure that the correct modes and numbers are recorded when groups of people depart from the site together.</p>
Special Conditions	<p>For secondary school surveys, only parents who physically drive their vehicles into the site should be recorded as vehicle occupants. In all cases where vehicles do not enter the school, only the children should be recorded as vehicle occupants. The exception to this is when parents visit the school themselves for meetings etc, in which case they should be recorded as vehicle occupants or whatever other mode applies.</p>

Enumerator Position 2

Position of Enumerator	By the first vehicle and pedestrian access to the site (Photograph 1).
Vehicles Count	Record all vehicles exiting the site. Vehicles should be broken down into the 7 standard classifications (car, motorcycle, taxi, light goods vehicle, public service vehicle, OGV1, OGV2).
Vehicle Occupants Count	Record all vehicle occupants exit the site at this access. NOTE: For all vehicles that physically exit the site, vehicle occupants should include both parents and children.
Cycles Count	Record all pedal cycles exiting the site at this access.
Servicing Vehicles Count	In addition to the standard vehicles count (which should include all vehicles), separately record vehicles that depart from the site having serviced it (using this access), split by the car, light goods vehicle, OGV(1), OGV(2) and motorcycle categories. Examples of servicing vehicles include delivery vehicles, refuse and recycling lorries, utility company vehicles, couriers, fast food deliveries, building and repairs vehicles, plumbers and maintenance vehicles, etc.
Head Count (Outbound)	Record all people walking out of the site at this access as an outbound head count. This head count should be used to factor up the outbound interview sample at this access to 100%.
All Mode Interviews (Inbound)	All people that walk into the site at this access should be asked the following question: <i>“For this particular journey, which of the following has been your main method of transport?”</i>

	<ul style="list-style-type: none"> • <i>Vehicle</i> • <i>Walking</i> • <i>Bus</i> • <i>Train</i> <p>If the answer is “vehicle” then the type of vehicle needs to be determined by interview (one of the 7 standard classifications of car, motorcycle, taxi, light goods vehicle, public service vehicle, OGV1, OGV2). The following question will then need to be asked: <i>“Have you parked, or were you dropped off?”</i></p> <p>If the answer is “parked” then record the vehicle as a vehicle arrival, and also record the appropriate number of vehicle occupant arrivals.</p> <p>If the answer is “dropped off” then record the vehicle as both an arrival and a departure, and record the appropriate number of vehicle occupant arrivals.</p> <p><i>NOTE: Only children should be included as vehicle occupants, with the parents driving the children to school being excluded from the vehicle occupants count.</i></p> <p>If the answer is “walking” then record as a pedestrian arrival. If the answer is “bus” then record as a bus passenger arrival. If the answer is “train” then record as a train passenger arrival.</p> <p><i>NOTE: This enumerator should take care to ensure that the correct modes and numbers are recorded when groups of people arrive at the site together.</i></p>
<p>All Mode Interviews (Outbound)</p>	<p>All people that walk out of the site at this access should be asked the following question: <i>“For this particular journey, which of the following will be your main method of transport?”</i></p> <ul style="list-style-type: none"> • <i>Vehicle</i> • <i>Walking</i> • <i>Bus</i> • <i>Train</i> <p>If the answer is “vehicle” then the type of vehicle needs to be determined by interview (one of the 7 standard classifications of car, motorcycle, taxi, light goods vehicle, public service vehicle, OGV1, OGV2). The following question will then need to be asked: <i>“Have you parked, or are you being picked up?”</i></p> <p>If the answer is “parked” then record the vehicle as a vehicle departure, and also record the appropriate number of vehicle occupant departures.</p> <p>If the answer is “picked up” then record the vehicle as both an arrival and a departure, and record the appropriate number of vehicle occupant departures.</p> <p><i>NOTE: Only children should be included as vehicle occupants, with the parents picking up the children from school being excluded from the vehicle occupants count.</i></p> <p>If the answer is “walking” then record as a pedestrian arrival. If the answer is “bus” then record as a bus passenger arrival. If the answer is “train” then record as a train passenger arrival.</p> <p><i>NOTE: This enumerator should take care to ensure that the correct modes and numbers are recorded when groups of people depart from the site together.</i></p>
<p>Special Conditions</p>	<p>For secondary school surveys, only parents who physically drive their vehicles out of the site should be recorded as vehicle occupants. In all cases where vehicles do not exit the school, only the children should be recorded as vehicle occupants. The exception to this is when parents visit the</p>

	school themselves for meetings etc, in which case they should be recorded as vehicle occupants or whatever other mode applies.
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Enumerator Position 3

Position of Enumerator	By the second vehicle and pedestrian access to the site (Photograph 2).
Vehicles Count	Record all vehicles entering the site. Vehicles should be broken down into the 7 standard classifications (car, motorcycle, taxi, light goods vehicle, public service vehicle, OGV1, OGV2).
Vehicle Occupants Count	Record all vehicle occupants entering the site at this access. NOTE: For all vehicles that physically enter the site, vehicle occupants should include both parents and children.
Cycles Count	Record all pedal cycles entering the site at this access.
Servicing Vehicles Count	In addition to the standard vehicles count (which should include all vehicles), separately record vehicles that arrive at the site to service it (using this access), split by the car, light goods vehicle, OGV(1), OGV(2) and motorcycle categories. Examples of servicing vehicles include delivery vehicles, refuse and recycling lorries, utility company vehicles, couriers, fast food deliveries, building and repairs vehicles, plumbers and maintenance vehicles, etc.
Head Count (Inbound)	Record all people walking into the site at this access as an inbound head count. This head count should be used to factor up the inbound interview sample at this access to 100%.
All Mode Interviews (Inbound)	<p>All people that walk into the site at this access should be asked the following question: <i>“For this particular journey, which of the following has been your main method of transport?”</i></p> <ul style="list-style-type: none"> • <i>Vehicle</i> • <i>Walking</i> • <i>Bus</i> • <i>Train</i> <p>If the answer is “vehicle” then the type of vehicle needs to be determined by interview (one of the 7 standard classifications of car, motorcycle, taxi, light goods vehicle, public service vehicle, OGV1, OGV2). The following question will then need to be asked: <i>“Have you parked, or were you dropped off?”</i></p> <p>If the answer is “parked” then record the vehicle as a vehicle arrival, and also record the appropriate number of vehicle occupant arrivals.</p> <p>If the answer is “dropped off” then record the vehicle as both an arrival and a departure, and record the appropriate number of vehicle occupant arrivals.</p> <p>NOTE: Only children should be included as vehicle occupants, with the parents driving the children to school being excluded from the vehicle occupants count.</p> <p>If the answer is “walking” then record as a pedestrian arrival. If the answer is “bus” then record as a bus passenger arrival. If the answer is “train” then record as a train passenger arrival.</p> <p>NOTE: This enumerator should take care to ensure that the correct modes and numbers are recorded when groups of people arrive at the site together.</p>
All Mode Interviews (Outbound)	All people that walk out of the site at this access should be asked the following question:

	<p><i>“For this particular journey, which of the following will be your main method of transport?”</i></p> <ul style="list-style-type: none"> • <i>Vehicle</i> • <i>Walking</i> • <i>Bus</i> • <i>Train”</i> <p>If the answer is “vehicle” then the type of vehicle needs to be determined by interview (one of the 7 standard classifications of car, motorcycle, taxi, light goods vehicle, public service vehicle, OGV1, OGV2). The following question will then need to be asked: <i>“Have you parked, or are you being picked up?”</i></p> <p>If the answer is “parked” then record the vehicle as a vehicle departure, and also record the appropriate number of vehicle occupant departures.</p> <p>If the answer is “picked up” then record the vehicle as both an arrival and a departure, and record the appropriate number of vehicle occupant departures.</p> <p><i>NOTE: Only children should be included as vehicle occupants, with the parents picking up the children from school being excluded from the vehicle occupants count.</i></p> <p>If the answer is “walking” then record as a pedestrian arrival. If the answer is “bus” then record as a bus passenger arrival. If the answer is “train” then record as a train passenger arrival.</p> <p><i>NOTE: This enumerator should take care to ensure that the correct modes and numbers are recorded when groups of people depart from the site together.</i></p>
Special Conditions	<p>For secondary school surveys, only parents who physically drive their vehicles into the site should be recorded as vehicle occupants. In all cases where vehicles do not enter the school, only the children should be recorded as vehicle occupants. The exception to this is when parents visit the school themselves for meetings etc, in which case they should be recorded as vehicle occupants or whatever other mode applies.</p>

Enumerator Position 4

Position of Enumerator	By the second vehicle and pedestrian access to the site (Photograph 2).
Vehicles Count	Record all vehicles exiting the site. Vehicles should be broken down into the 7 standard classifications (car, motorcycle, taxi, light goods vehicle, public service vehicle, OGV1, OGV2).
Vehicle Occupants Count	Record all vehicle occupants exit the site at this access. <i>NOTE: For all vehicles that physically exit the site, vehicle occupants should include both parents and children.</i>
Cycles Count	Record all pedal cycles exiting the site at this access.
Servicing Vehicles Count	In addition to the standard vehicles count (which should include all vehicles), separately record vehicles that depart from the site having serviced it (using this access), split by the car, light goods vehicle, OGV(1), OGV(2) and motorcycle categories. Examples of servicing vehicles include delivery vehicles, refuse and recycling lorries, utility company vehicles, couriers, fast food deliveries, building and repairs vehicles, plumbers and maintenance vehicles, etc.
Head Count (Outbound)	Record all people walking out of the site at this access as an outbound head count. This head count should be used to factor up the outbound interview sample at this access to 100%.

<p>All Mode Interviews (Inbound)</p>	<p>All people that walk into the site at this access should be asked the following question: <i>“For this particular journey, which of the following has been your main method of transport?”</i></p> <ul style="list-style-type: none"> • <i>Vehicle</i> • <i>Walking</i> • <i>Bus</i> • <i>Train”</i> <p>If the answer is “vehicle” then the type of vehicle needs to be determined by interview (one of the 7 standard classifications of car, motorcycle, taxi, light goods vehicle, public service vehicle, OGV1, OGV2). The following question will then need to be asked: <i>“Have you parked, or were you dropped off?”</i></p> <p>If the answer is “parked” then record the vehicle as a vehicle arrival, and also record the appropriate number of vehicle occupant arrivals.</p> <p>If the answer is “dropped off” then record the vehicle as both an arrival and a departure, and record the appropriate number of vehicle occupant arrivals.</p> <p><i>NOTE: Only children should be included as vehicle occupants, with the parents driving the children to school being excluded from the vehicle occupants count.</i></p> <p>If the answer is “walking” then record as a pedestrian arrival. If the answer is “bus” then record as a bus passenger arrival. If the answer is “train” then record as a train passenger arrival.</p> <p><i>NOTE: This enumerator should take care to ensure that the correct modes and numbers are recorded when groups of people arrive at the site together.</i></p>
<p>All Mode Interviews (Outbound)</p>	<p>All people that walk out of the site at this access should be asked the following question: <i>“For this particular journey, which of the following will be your main method of transport?”</i></p> <ul style="list-style-type: none"> • <i>Vehicle</i> • <i>Walking</i> • <i>Bus</i> • <i>Train”</i> <p>If the answer is “vehicle” then the type of vehicle needs to be determined by interview (one of the 7 standard classifications of car, motorcycle, taxi, light goods vehicle, public service vehicle, OGV1, OGV2). The following question will then need to be asked: <i>“Have you parked, or are you being picked up?”</i></p> <p>If the answer is “parked” then record the vehicle as a vehicle departure, and also record the appropriate number of vehicle occupant departures.</p> <p>If the answer is “picked up” then record the vehicle as both an arrival and a departure, and record the appropriate number of vehicle occupant departures.</p> <p><i>NOTE: Only children should be included as vehicle occupants, with the parents picking up the children from school being excluded from the vehicle occupants count.</i></p> <p>If the answer is “walking” then record as a pedestrian arrival. If the answer is “bus” then record as a bus passenger arrival. If the answer is “train” then record as a train passenger arrival.</p> <p><i>NOTE: This enumerator should take care to ensure that the correct modes and numbers are recorded when groups of people depart from the site together.</i></p>

Special Conditions	For secondary school surveys, only parents who physically drive their vehicles out of the site should be recorded as vehicle occupants. In all cases where vehicles do not exit the school, only the children should be recorded as vehicle occupants. The exception to this is when parents visit the school themselves for meetings etc, in which case they should be recorded as vehicle occupants or whatever other mode applies.
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Enumerator Position 5

Position of Enumerator	By the third (pedestrian) access to the site (Photograph 3).
Cycles Count	Record all pedal cycles entering the site at this access.
Servicing Vehicles Count	In addition to the standard vehicles count (which should include all vehicles), separately record vehicles that arrive at the site to service it (using this access), split by the car, light goods vehicle, OGV(1), OGV(2) and motorcycle categories. Examples of servicing vehicles include delivery vehicles, refuse and recycling lorries, utility company vehicles, couriers, fast food deliveries, building and repairs vehicles, plumbers and maintenance vehicles, etc.
Head Count (Inbound)	Record all people walking into the site at this access as an inbound head count. This head count should be used to factor up the inbound interview sample at this access to 100%.
All Mode Interviews (Inbound)	<p>All people that walk into the site at this access should be asked the following question: <i>“For this particular journey, which of the following has been your main method of transport?”</i></p> <ul style="list-style-type: none"> • <i>Vehicle</i> • <i>Walking</i> • <i>Bus</i> • <i>Train”</i> <p>If the answer is “vehicle” then the type of vehicle needs to be determined by interview (one of the 7 standard classifications of car, motorcycle, taxi, light goods vehicle, public service vehicle, OGV1, OGV2). The following question will then need to be asked: <i>“Have you parked, or were you dropped off?”</i></p> <p>If the answer is “parked” then record the vehicle as a vehicle arrival, and also record the appropriate number of vehicle occupant arrivals.</p> <p>If the answer is “dropped off” then record the vehicle as both an arrival and a departure, and record the appropriate number of vehicle occupant arrivals.</p> <p><i>NOTE: Only children should be included as vehicle occupants, with the parents driving the children to school being excluded from the vehicle occupants count.</i></p> <p>If the answer is “walking” then record as a pedestrian arrival. If the answer is “bus” then record as a bus passenger arrival. If the answer is “train” then record as a train passenger arrival.</p> <p><i>NOTE: This enumerator should take care to ensure that the correct modes and numbers are recorded when groups of people arrive at the site together.</i></p>
All Mode Interviews (Outbound)	<p>All people that walk out of the site at this access should be asked the following question: <i>“For this particular journey, which of the following will be your main method of transport?”</i></p> <ul style="list-style-type: none"> • <i>Vehicle</i> • <i>Walking</i>

	<ul style="list-style-type: none"> • <i>Bus</i> • <i>Train</i> <p>If the answer is “vehicle” then the type of vehicle needs to be determined by interview (one of the 7 standard classifications of car, motorcycle, taxi, light goods vehicle, public service vehicle, OGV1, OGV2). The following question will then need to be asked: <i>“Have you parked, or are you being picked up?”</i></p> <p>If the answer is “parked” then record the vehicle as a vehicle departure, and also record the appropriate number of vehicle occupant departures.</p> <p>If the answer is “picked up” then record the vehicle as both an arrival and a departure, and record the appropriate number of vehicle occupant departures.</p> <p><i>NOTE: Only children should be included as vehicle occupants, with the parents picking up the children from school being excluded from the vehicle occupants count.</i></p> <p>If the answer is “walking” then record as a pedestrian arrival. If the answer is “bus” then record as a bus passenger arrival. If the answer is “train” then record as a train passenger arrival.</p> <p><i>NOTE: This enumerator should take care to ensure that the correct modes and numbers are recorded when groups of people depart from the site together.</i></p>
Special Conditions	None

Enumerator Position 6

Position of Enumerator	By the third (pedestrian) access to the site (Photograph 3).
Cycles Count	Record all pedal cycles exiting the site at this access.
Servicing Vehicles Count	In addition to the standard vehicles count (which should include all vehicles), separately record vehicles that depart from the site having serviced it (using this access), split by the car, light goods vehicle, OGV(1), OGV(2) and motorcycle categories. Examples of servicing vehicles include delivery vehicles, refuse and recycling lorries, utility company vehicles, couriers, fast food deliveries, building and repairs vehicles, plumbers and maintenance vehicles, etc.
Head Count (Outbound)	Record all people walking out of the site at this access as an outbound head count. This head count should be used to factor up the outbound interview sample at this access to 100%.
All Mode Interviews (Inbound)	<p>All people that walk into the site at this access should be asked the following question: <i>“For this particular journey, which of the following has been your main method of transport?”</i></p> <ul style="list-style-type: none"> • <i>Vehicle</i> • <i>Walking</i> • <i>Bus</i> • <i>Train</i> <p>If the answer is “vehicle” then the type of vehicle needs to be determined by interview (one of the 7 standard classifications of car, motorcycle, taxi, light goods vehicle, public service vehicle, OGV1, OGV2). The following question will then need to be asked: <i>“Have you parked, or were you dropped off?”</i></p> <p>If the answer is “parked” then record the vehicle as a vehicle arrival, and also record the appropriate number of vehicle occupant arrivals.</p>

	<p>If the answer is “dropped off” then record the vehicle as both an arrival and a departure, and record the appropriate number of vehicle occupant arrivals.</p> <p>NOTE: Only children should be included as vehicle occupants, with the parents driving the children to school being excluded from the vehicle occupants count.</p> <p>If the answer is “walking” then record as a pedestrian arrival. If the answer is “bus” then record as a bus passenger arrival. If the answer is “train” then record as a train passenger arrival.</p> <p>NOTE: This enumerator should take care to ensure that the correct modes and numbers are recorded when groups of people arrive at the site together.</p>
<p>All Mode Interviews (Outbound)</p>	<p>All people that walk out of the site at this access should be asked the following question: <i>“For this particular journey, which of the following will be your main method of transport?”</i></p> <ul style="list-style-type: none"> • <i>Vehicle</i> • <i>Walking</i> • <i>Bus</i> • <i>Train”</i> <p>If the answer is “vehicle” then the type of vehicle needs to be determined by interview (one of the 7 standard classifications of car, motorcycle, taxi, light goods vehicle, public service vehicle, OGV1, OGV2). The following question will then need to be asked: <i>“Have you parked, or are you being picked up?”</i></p> <p>If the answer is “parked” then record the vehicle as a vehicle departure, and also record the appropriate number of vehicle occupant departures. If the answer is “picked up” then record the vehicle as both an arrival and a departure, and record the appropriate number of vehicle occupant departures.</p> <p>NOTE: Only children should be included as vehicle occupants, with the parents picking up the children from school being excluded from the vehicle occupants count.</p> <p>If the answer is “walking” then record as a pedestrian arrival. If the answer is “bus” then record as a bus passenger arrival. If the answer is “train” then record as a train passenger arrival.</p> <p>NOTE: This enumerator should take care to ensure that the correct modes and numbers are recorded when groups of people depart from the site together.</p>
<p>Special Conditions</p>	<p>None</p>

Photograph 1



First vehicle and pedestrian access.

Photograph 2



Second vehicle and pedestrian access.

Photograph 3



Third (pedestrian) access.

Use of Cameras in TRICS Surveys

If Video equipment is being used as part of the TRICS Survey, it is the responsibility of the Survey Company to attain permission from the client before the survey is undertaken, stating the reasons why the use of video is required. Permission might also be required from the Local Highway Authority if equipment is being mounted on street furniture. Adequate signage in the vicinity of the video recording equipment needs to be provided to notify individuals of surveillance information processing, the signs should also state people's rights of access to recordings/images of themselves. Video equipment should only be placed in areas required for the purposes of the survey and should have consideration to the privacy of the general public, the survey company should undertake a Privacy Impact Assessment (PIA) to ensure that all cameras serve a legitimate purpose for the undertaking of the specific transportation survey. All camera locations will be agreed, in writing, between the site operator and the survey company prior to the survey being undertaken.

The video footage should only be used for the purposes of the survey being undertaken and should use as low resolution as possible for the purpose of the survey to ensure that recognition of facial features is minimised, video records should not contain any audio content. Once completed the video files should be securely stored in compliance with General Data Protection Regulations and access restricted to authorised personnel only. The video files should be deleted once the survey data has been fully validated by TRICS Consortium Limited.



APPENDIX H

Example of a Greater London Survey Specification



TRICS® Multi-Modal Survey Specification 2020

Region 1b: Greater London **Specification Code:.....**

Land Use & Location

TRICS® Land Use	03/C (Flats Privately Owned)
Site Name	Thomas Jacomb Place
Street or Road Name	Erskine Road
Area or District	
Town or City	Walthamstow
Postcode	E17 6GR
Google Reference	51.584567, -0.024458

Survey Day, Duration & Type

Survey Day	Typical Weekday (Monday-Friday)
Survey Period	0700-2100
Total Access Points	2
Vehicular Access Points	1
Enumerator Positions	2
Survey Type	Part-Observational (counts and interviews) *

***See note at the end of this document regarding the use of video equipment**

Special Survey Conditions

Off-site parking to be included in survey?	Yes
Exclusion of parking at site for non-site purposes necessary?	No
Exclusion of through trips necessary?	No
Head counts required to factor up interview sample?	Yes
Servicing Vehicles counts to be included?	Yes
Any other special conditions? (specified below)	No

Enumerator Position 1

Position of Enumerator	By the vehicle access to the site (Photograph 1) and the adjacent pedestrian access to the site (Photograph 2).
Vehicles Count	Record all vehicles entering the site. Vehicles should be broken down into the 7 standard classifications (car, motorcycle, taxi, light goods vehicle, public service vehicle, OGV1, OGV2).
Vehicle Occupants Count	Record all vehicle occupants entering the site. NOTE: This enumerator should exclude all drivers of vehicles picking up and dropping off passengers at the site, if this can be observed.
Cycles Count	Record all pedal cycles entering the site at either access.
Servicing Vehicles Count	In addition to the standard vehicles count (which should include all vehicles), separately record vehicles arriving at the site to service it, split by the car, light goods vehicle, OGV(1), OGV(2) and motorcycle categories. Examples of servicing vehicles include delivery vehicles, refuse and recycling lorries, utility company vehicles, couriers, fast food deliveries, building and repairs vehicles, plumbers and maintenance vehicles, etc.
Head Count (Inbound)	Record all people walking into the site at either access as an inbound head count. This head count is to be used to factor up the inbound interview sample at this site to 100%.
All Mode Interviews (Inbound)	<p>All people walking into the site at either access should be asked the following question: <i>“For this particular journey, which of the following has been your main method of transport?”</i></p> <ul style="list-style-type: none"> • <i>Vehicle</i> • <i>Walking</i> • <i>Bus</i> • <i>Underground</i> • <i>Overground</i> • <i>National Rail</i> <p>If the answer is “vehicle” then the type of vehicle needs to be determined by interview (one of the 7 standard classifications of car, motorcycle, taxi, light goods vehicle, public service vehicle, OGV1, OGV2). The following question will then need to be asked: <i>“Have you parked, or were you dropped off?”</i></p> <p>If the answer is “parked” then record the vehicle as a vehicle arrival, and also record the appropriate number of vehicle occupant arrivals.</p> <p>If the answer is “dropped off” then record the vehicle as both an arrival and a departure, and record the appropriate number of vehicle occupant arrivals.</p> <p>If the answer is “walking” then record as a pedestrian arrival. If the answer is “bus” then record as a bus passenger arrival. If the answer is “underground” then record as an underground passenger arrival. If the answer is “overground” then record as an overground passenger arrival. If the answer is “national rail” then record as a national rail passenger arrival.</p> <p>NOTE: This enumerator should take care to ensure that the correct modes and numbers are recorded when groups of people arrive at the site together.</p>
All Mode Interviews (Outbound)	All people walking out of the site at either access should be asked the following question:

	<p><i>“For this particular journey, which of the following will be your main method of transport?”</i></p> <ul style="list-style-type: none"> • <i>Vehicle</i> • <i>Walking</i> • <i>Bus</i> • <i>Underground</i> • <i>Overground</i> • <i>National Rail”</i> <p>If the answer is “vehicle” then the type of vehicle needs to be determined by interview (one of the 7 standard classifications of car, motorcycle, taxi, light goods vehicle, public service vehicle, OGV1, OGV2). The following question will then need to be asked: <i>“Have you parked, or are you being picked up?”</i></p> <p>If the answer is “parked” then record the vehicle as a vehicle departure, and also record the appropriate number of vehicle occupant departures.</p> <p>If the answer is “picked up” then record the vehicle as both an arrival and a departure, and record the appropriate number of vehicle occupant departures.</p> <p>If the answer is “walking” then record as a pedestrian departure.</p> <p>If the answer is “bus” then record as a bus passenger departure.</p> <p>If the answer is “underground” then record as an underground passenger departure.</p> <p>If the answer is “overground” then record as an overground passenger departure.</p> <p>If the answer is “national rail” then record as a national rail passenger departure.</p> <p><i>NOTE: This enumerator should take care to ensure that the correct modes and numbers are recorded when groups of people depart from the site together.</i></p>
Special Conditions	None.

Enumerator Position 2

Position of Enumerator	By the vehicle access to the site (Photograph 1) and the adjacent pedestrian access to the site (Photograph 2).
Vehicles Count	Record all vehicles exiting the site. Vehicles should be broken down into the 7 standard classifications (car, motorcycle, taxi, light goods vehicle, public service vehicle, OGV1, OGV2).
Vehicle Occupants Count	Record all vehicle occupants exiting the site. <i>NOTE: This enumerator should exclude all drivers of vehicles picking up and dropping off passengers at the site, if this can be observed.</i>
Cycles Count	Record all pedal cycles exiting the site at either access.
Servicing Vehicles Count	In addition to the standard vehicles count (which should include all vehicles), separately record vehicles departing from the site having serviced it, split by the car, light goods vehicle, OGV(1), OGV(2) and motorcycle categories. Examples of servicing vehicles include delivery vehicles, refuse and recycling lorries, utility company vehicles, couriers, fast food deliveries, building and repairs vehicles, plumbers and maintenance vehicles, etc.
Head Count (Outbound)	Record all people walking out of the site at either access as an outbound head count. This head count is to be used to factor up the outbound interview sample at this site to 100%.

<p>All Mode Interviews (Inbound)</p>	<p>All people walking into the site at either access should be asked the following question: <i>“For this particular journey, which of the following has been your main method of transport?”</i></p> <ul style="list-style-type: none"> • <i>Vehicle</i> • <i>Walking</i> • <i>Bus</i> • <i>Underground</i> • <i>Overground</i> • <i>National Rail</i> <p>If the answer is “vehicle” then the type of vehicle needs to be determined by interview (one of the 7 standard classifications of car, motorcycle, taxi, light goods vehicle, public service vehicle, OGV1, OGV2). The following question will then need to be asked: <i>“Have you parked, or were you dropped off?”</i></p> <p>If the answer is “parked” then record the vehicle as a vehicle arrival, and also record the appropriate number of vehicle occupant arrivals.</p> <p>If the answer is “dropped off” then record the vehicle as both an arrival and a departure, and record the appropriate number of vehicle occupant arrivals.</p> <p>If the answer is “walking” then record as a pedestrian arrival.</p> <p>If the answer is “bus” then record as a bus passenger arrival.</p> <p>If the answer is “underground” then record as an underground passenger arrival.</p> <p>If the answer is “overground” then record as an overground passenger arrival.</p> <p>If the answer is “national rail” then record as a national rail passenger arrival.</p> <p><i>NOTE: This enumerator should take care to ensure that the correct modes and numbers are recorded when groups of people arrive at the site together.</i></p>
<p>All Mode Interviews (Outbound)</p>	<p>All people walking out of the site at either access should be asked the following question: <i>“For this particular journey, which of the following will be your main method of transport?”</i></p> <ul style="list-style-type: none"> • <i>Vehicle</i> • <i>Walking</i> • <i>Bus</i> • <i>Underground</i> • <i>Overground</i> • <i>National Rail</i> <p>If the answer is “vehicle” then the type of vehicle needs to be determined by interview (one of the 7 standard classifications of car, motorcycle, taxi, light goods vehicle, public service vehicle, OGV1, OGV2). The following question will then need to be asked: <i>“Have you parked, or are you being picked up?”</i></p> <p>If the answer is “parked” then record the vehicle as a vehicle departure, and also record the appropriate number of vehicle occupant departures.</p> <p>If the answer is “picked up” then record the vehicle as both an arrival and a departure, and record the appropriate number of vehicle occupant departures.</p> <p>If the answer is “walking” then record as a pedestrian departure.</p> <p>If the answer is “bus” then record as a bus passenger departure.</p>

	<p>If the answer is “underground” then record as an underground passenger departure. If the answer is “overground” then record as an overground passenger departure. If the answer is “national rail” then record as a national rail passenger departure. <i>NOTE: This enumerator should take care to ensure that the correct modes and numbers are recorded when groups of people depart from the site together.</i></p>
Special Conditions	None.

Photograph 1



Vehicle access.

Photograph 2



Pedestrian access (next to the vehicle access).

Use of Cameras in TRICS Surveys

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The video footage should only be used for the purposes of the survey being undertaken and should use as low resolution as possible for the purpose of the survey to ensure that recognition of facial features is minimised, video records should not contain any audio content. Once completed the video files should be securely stored in compliance with General Data Protection Regulations and access restricted to authorised personnel only. The video files should be deleted once the survey data has been fully validated by TRICS Consortium Limited.