NTA Traffic Data Template User Checklist

Please Note: the following checklist is for your internal use only and is not to be submitted to the database. This can be used for both clients and data processers.

Survey Location/Site:

The following is a checklist of items which need to be adhered to by those using the new NTA dataset formats for compiling data. In the case that you can’t tick off any items then your dataset will need further attention to ensure seamless upload to the new database.

1. Generic Checklist

 Are two datasets provided per location?

 Are all 4 tabs completed in the spread sheet?

 Are the tab names consistent with Templates and Examples supplied?

 Are all numbers inputted into cells raw data and not linked to other tabs/files?

 Have Co-ordinates been supplied in both Latitude/Longitude and Easting/Northing?

 Are all cells where information is required filled?

 Has the data been captured in 15 minute intervals?

 Do the first and last lines of data correspond to the first and last 15 min time intervals of the survey?

 Does the first line of data correspond to the first 15 min time interval of the survey?

 Does the first line of data correspond with the number 1 in the index column?

 Is a site map included in the map tab?

 Has the site map been annotated appropriately?

 Has the site map been annotated previous to input and has been included as a single jpeg entity?

 Have imagery of the relevant equipment been included in the equipment tab?

 Is the dataset free of text boxes and company logos?

 Is missing data (due to equipment failure etc.) represented by a ‘-‘ rather than a 0?

2 Automatic Traffic Count Dataset Checklist

 Have all cells (A2 – P2) been completed in the Info tab?

 Has disaggregated data been aggregated into: CAR, LGV, OGV1, OGV2, PSV, M/C?

 Has an average speed per user class per 15 min interval per direction been given?

 Has an 85th percentile speed per 15 min interval per direction been given?

 Has a non-existent Average speed been identified by a ‘-‘?

 Has the map been marked with a pin identify the exact locations

 Has the map been labelled with North/South bound (or East/West bound) and arrows?

 Have the directions been inserted into the appropriate cells on the map tab?

3 Junction Turning Count Dataset Checklist

 Has disaggregated data been aggregated into: CAR, LGV, OGV1, OGV2, PSV, M/C, P/C?

 Has a complete matrix been created and supplied?

 Has the site been treated as a complete site?

 Have counts been conducted with arm labelling A – F starting from the north and moving clockwise?

 Are barred movements for both non-existent arms and one-way links correctly labelled?

 Have all U-turn movements been included?

4 Junction Turning Count – Pedestrian Only - Dataset Checklist

 Has disaggregated data been aggregated into: Child < 5, Child < 16, Adult, OAP, Disabled?

 Are pedestrian movements captured for those entering and exiting an arm as well as bidirectional flows crossing an arm?

 Are counts for pedestrians entering and exiting each arm a sum of flows on both sides of the street?

 Has the map been labelled showing arms and numbered directions relating to the data tab numbers?

 In the case of non-existent arms are they correctly labelled as barred movements?

5 Vehicle Occupancy Dataset Checklist

 Has disaggregated data been aggregated into: OCC1, OCC2, OCC3, OCC4, OCC5, OCC6 or

OCC7?

 Has the site been treated as a complete site?

 Have vehicle occupancy counts been recorded in hourly intervals

6 Bus Occupancy/Boarding and Alighting Dataset Checklist

 Has disaggregated data been aggregated into the relevant bus classifications?