

LIST 1 - METHOD OF TRAVEL

NON-MOTORIZED TRAVEL:

1

Walk

2

Bike

3

Wheelchair / Mobility Scooter

4

Other Non-Motorized (skateboard, etc.)

PRIVATE VEHICLE:

5

Auto / Van / Truck Driver

6

Auto / Van / Truck Passenger

7

Carpool / Vanpool (RTC Trip Match)

8

Motorcycle / Scooter / Moped

PRIVATE TRANSIT:

9

Taxi / Hired Car / Limo

10

Rental Car / Vehicle

11

Private Shuttle (employer, hotel, etc.)

12

Greyhound Bus

13

Airplane

14

Other Private Transit

PUBLIC TRANSIT:

Bus:

15

RTC Ride

16

RTC Access (paratransit services)

17

RTC Intercity

18

Sierra Spirit

19

RTC Rapid

20

RTC Vanpool

21

TART

22

Amtrak

23

School Bus

24

Other Bus

STOP

Did you remember to record...

✓

Each place you went, even short walks, quick stops, and places you went in the evening?

✓

Complete place names and addresses?

✓

Activities you did at each place along with the start and end times?

✓

Exact accurate arrival and departure times?

Privacy Policy

We take your privacy very seriously. All information collected will be held strictly confidential and used only in combination with information provided from other participating households.

LIST 2 is inside flap

How Do I Provide My Travel Information?

Online

Enter your information online at:  
**www.RTCSurvey.com**  
Use the PIN# on the front of this diary.

OR

Mail

Return your completed diaries in the postage-paid envelope provided in your packet.  
*Please note that we may need to call you to clarify or to collect any missing information.*

OR

Phone

Keep your completed diaries by the phone and we will call you to collect the information.  
Or, you can call our toll-free survey hotline (1-877-221-7828) to provide your information.

For more information, visit the survey website at:  
**www.RTCSurvey.com**

For questions or help filling out your Travel Diary:  
**Call the toll-free survey hotline  
1-877-221-7828**

Thank you for your participation!

Survey conducted by NuStats on behalf of:

RTC

Your RTC. Our Community.

REGIONAL TRANSPORTATION COMMISSION

Planning • Streets and Highways • Public Transportation

Metropolitan Planning Organization

Travel Diary for:

1a. What is the name and address of your regular workplace (primary job)?

☐ Not employed

☐ Work at home (for pay)

☐ Self-employed

Name of Workplace (primary job):

Street Address or Nearest Cross-streets:

City:

State:

Zip Code:

1b. Did you go to work today?

☐ Yes

☐ No

Why not:

2a. What is the name and address of your school?

☐ Not a student

☐ Home school

Name of School:

Street Address or Nearest Cross-streets:

City:

State:

Zip Code:

2b. Did you go to school today?

☐ Yes

☐ No

Why not:

Continue inside

DIARY INSTRUCTIONS

Use this diary to record information about ALL the PLACES you visit on your travel day. Begin at 12 a.m. on your travel day and end at 11:59 p.m. the same day.

We ask that a parent or guardian fill out the travel diaries for children under age 16.

A PLACE IS: Any location you travel to, no matter how long you are there.

Examples: • stopping for gas • a drive-through window • dropping off or picking up someone • walking to lunch • driving to a meeting during your workday • biking to the park • attending a sporting event, etc.

A place can be a transfer point such as a transit stop or a parking location.

Please provide the following information:

✓ PLACES you visit. Record one place per page.  
The place name, exact address or nearest cross streets, city, state, and the zip code are critical for analyzing areas with traffic congestion.

Some points to remember...

Trips to nearby states:

If you travel to the Lake Tahoe area or to places in other states, please record full addresses or cross-streets.

Trips out of the country:

If you travel to Canada or Mexico, please record the province or colonia.

Work-related trips:

If you drive as part of your job duties, only record those trips made if the vehicle you drive is owned by you or serves as your personal vehicle.

Parking locations:

If you park your car and walk more than 5 minutes to your destination, record the parking location as a separate place.

✓ EXACT TIMES you arrive and leave each place.

✓ How you TRAVEL to each place. Write the code from LIST 1 - Method of Travel (codes are on the flap of the back cover). We are interested in all types of travel: by auto, walking, biking, transit, etc.

✓ ACTIVITIES or what you do at each place and the starting and ending times for each activity. Write the code from LIST 2 - Activities (codes are on the flap).

Once you have completed your travel diary, follow the instructions for providing your

Questions? Call the toll-free survey hotline: 1-877-221-7828

EXTRA PLACES

If you used all of the previous pages, use the chart below to write information about the other places you visited. Don't forget to record your exact times!

PLACE #	A What TIME did you ARRIVE? <small>(record exact times)</small>	B WHAT is this PLACE? WHAT is the NAME and ADDRESS?	C HOW did you TRAVEL? <small>(use LIST 1)</small>	E What ACTIVITIES? <small>(use LIST 2)</small>	F What TIME did you LEAVE? <small>(record exact times)</small>
12	: am / pm				: am / pm
13	: am / pm				: am / pm
14	: am / pm				: am / pm
15	: am / pm				: am / pm
16	: am / pm				: am / pm
17	: am / pm				: am / pm
18	: am / pm				: am / pm
19	: am / pm				: am / pm
20	: am / pm				: am / pm
21	: am / pm				: am / pm

LIST 2 - ACTIVITIES

AT MY HOME:

1

Personal activities (*sleeping, personal care, leisure, chores, etc.*)

2

Preparing meals / eating

3

Hosting visitors / entertaining guests

4

Exercise (*with or without equipment*) / *playing sports*

5

Study / schoolwork

6

Work for pay at home using telecommunications equipment

7

Using computer / telephone / cell or smartphone or other communications device for personal activities

8

All other activities at my home

AT MY WORK OR VOLUNTEER LOCATION:

9

Work / job duties

10

Training

11

Meals at work

12

Work-sponsored social activities (*holiday or birthday celebrations, etc.*)

13

Non-work related activities (*social clubs, etc.*)

14

Exercise / sports

15

Volunteer work / activities

16

All other work-related activities at my work

AT MY SCHOOL (Preschool, K-12, College, etc.):

17

In school / classroom / laboratory

18

Meals at school / college

19

After school or non-class-related sports / physical activity

20

All other after school or non-class-related activities (*library, band rehearsal, clubs, etc.*)

QUICK STOPS / TRIPS:

21

Change type of transportation / transfer

22

Pickup / drop off passenger(s)

23

Drive-through meals (*snacks, coffee, etc.*)

24

Drive-through other (*ATM, bank, etc.*)

AT OTHER PLACES:

25

Work-related (*meeting, sales call, delivery*)

26

Service private vehicle (*gas, oil, lube, repairs*)

27

Routine shopping (*groceries, clothing, convenience store, household maintenance*)

28

Shopping for major purchases or specialty items (*appliance, electronics, new vehicle, major household repairs*)

29

Household errands (*bank, dry cleaning, etc.*)

30

Personal business (*visit government office, attorney, accountant*)

31

Eat meal at restaurant / diner

32

Health care (*doctor, dentist, eye care, chiropractor, veterinarian*)

33

Civic / Religious activities

34

Outdoor exercise (*sports, jogging, bicycling, walking, walking dog, etc.*)

35

Indoor exercise (*gym, yoga, etc.*)

36

Entertainment (*movies, watch sports, etc.*)

37

Social / Visit friends / relatives

38

Other (*write code and specify*)

LIST 1 is outside flap

QUESTIONS?

Visit the survey website:  
www.RTCSurvey.com

or

Call the toll-free survey hotline:  
1-877-221-7828