Dirt, Gravel, and Low Volume Road Program (DGLVRP)
Traffic Count Instructions for Applicants
4/13/2023

This document is intended to provide instructions to applicants for performing traffic counts. For details of the Program's Traffic Count Policy, see the Program's Administrative Manual chapter 7.5 at https://dirtandgravel.psu.edu/pa-program-resources/program-specific-resources/administrative-guidance-manual/7-additional-program-policies/#agm_7-5

- A traffic count of 500 vehicles per day or less is required for a road to be eligible for LVR funding. Level 2 counts supersede Level 1 counts if there is a discrepancy.
- Traffic counts only apply to a segment of road between intersections, not to an entire length of road. Application sites that include intersections may require multiple counts.
- Traffic counts should be done on the proposed project location, or on a section of road that ensures that traffic on the project location can be determined.

Traffic Count Location – This section is to enter basic information about the location of the traffic count such as the name and location of the road, county and township, and the name of the road owning entity. GIS coordinates are helpful to locate the project on a map, but if this is not known, please describe the location so that it can be easily found (i.e. Intersection of Elk Lane and Beaver Creek Road).

Choose one of the 3 methods below to determining traffic count:

- Existing Data or Extrapolation - Indicate whether this traffic count is taken from existing data or extrapolated from existing data. See Chapter 7.5 of the Administrative Manual for more details on data extrapolation. Page two of the form can be used to describe the methodology used to extrapolate from existing traffic data.

- Level 1 Traffic count details – Record the date and time the count was performed, describe what method was used to take the count (i.e. camcorder). Indicate the name of the person taking the count, and who they work for. For a 2 hour count, multiply the number of cars counted by 12 to determine the average daily traffic (ADT).

  The level 1 traffic count involves counting traffic for a two hour period, either by hand tally, video recording, or an automated traffic counter. A Level 1 count must meet the following criteria:
  - It must be conducted between March 1 and the week before Thanksgiving.
  - It cannot be conducted on a holiday, or the day before or after a holiday.
  - It must be conducted on a Tuesday, Wednesday, or Thursday
  - It must be conducted for a minimum of two consecutive hours between 3:00 pm and 6:00 pm.
  - Only the number of vehicle passes is counted, regardless of direction of travel or type of vehicle.
  - The traffic count for the time period will be adjusted to a 24 hour period by simply multiplying the 2 hour count volume times twelve (12)
  - Applicants may skip the Level 1 count and go straight to a Level 2 count if desired
  - Only licensed motor vehicles should be counted.

- Level 2 traffic count details – Record the length of the count, the dates and times of the count, and the type of counter used, including the make and model of the counter. Indicate the name of the person taking the count, and who they work for. Record the total count, then adjust to a 24 hour count if needed (i.e. 800 cars counted in 48 hours = 400 ADT).

  A Level 2 count involves the placement of an automated traffic counter on the road for a minimum period of 24 hours. Note that these are the minimum criteria for a count. More comprehensive or longer counts can be substituted as long as they meet the minimum requirements below for a "Level 2 count". A level 2 count must meet the following criteria:
  - It must be conducted between March 1 and the week before Thanksgiving.
  - It cannot be conducted on a holiday, or the day before or after a holiday.
  - It must be conducted between 12 AM Tuesday and 12 AM Friday.
  - It must be conducted for a minimum of 24 consecutive hours.
  - Only the number of vehicle passes is counted, regardless of direction of travel or type of vehicle.

Applicant Validation – Applicant must print and sign and date the validation form. Indicate the position held by the person signing the validation.

Conservation District Validation - Conservation District must print and sign and date the validation form. Indicate the position held by the person signing the validation.

Note: A traffic count survey cannot be conducted in a timeframe or manner that intentionally causes artificially low average daily traffic counts on a particular road segment. This includes conducting a traffic count during summer recess for a school access road, or conducting a traffic count when access to a road segment is temporarily or partially restricted or reduced (i.e. detoured, weight, or size restricted, etc.) or conducting a traffic count in any other timeframe or manner that intentionally causes low average daily traffic counts.