

Volume 1hour.xls & Volume 15min.xls

These templates is used to show the number of vehicles passing through a location in the 15 min / 1 hour increments. These templates are in a specific format and **must not be modified**. Each template is for one direction. There are three parts to be filled out in the template.

1) **Header Section:**

Request No	The request number associated with the particular count
Job No	The job number associated with the particular count
Location	Description of the place where count is conducted
End Date	The last day the count is conducted, if it was more than a day.
Lane/s	Total number of lanes at the count location
Lane No	The lane number according to the standard format, starting form the primary direction (Northbound/Eastbound) slow lane and counting across the entire road, to the opposing slow lane
County	County in which the count is conducted
City/Town	The name of the city/town where count is conducted
Date	Date the count is conducted
Recorder	Identifies the person performing the count
Direction	The direction of travel of the traffic in the lane being counted

2) **Data section:**

The template has space for the entire week, so the data is to be filled in accordance to the day of the week. The date section has to be filled out for the entire week. The number of vehicles should be filled out according to the ending hour.

3) **Comments Section:**

If there is any special event at the time of the count, make note of it in the comments section, i.e., lane closures, accidents, construction, etc.