

## **APPENDIX F**

### **SURVEY DOCUMENTS**

This Appendix contains samples of the documents sent to the respondents, including:

Pre-Interview Letter

Cover letter sent with travel diaries

Travel diary

Reminder note for Travel Day

Odometer reading card.

The survey process is described in **Chapter 2** of this User's Guide.



U.S. Department  
of Transportation

**Federal Highway  
Administration**

Office of the Administrator

400 Seventh St., S.W.  
Washington, D.C. 20591

Resident

Refer to: HPM-40

Dear Resident:

I am writing to ask your cooperation in a survey of the daily travel experiences of a representative sample of U.S. households. We at the U.S. Department of Transportation recognize that transportation is much more than streets and highways, public transit, walkways, bike paths, and carpool services. Transportation is really about your ability to get where you need to go, whether it is to work, school, shopping, or someplace else. Occasionally, we need to ask you about your daily travel so we can determine if we are moving in the right direction.

Our computer randomly selected your telephone number from all possible phone numbers in the U.S. We then obtained your address from the telephone directory in order to mail you this letter. Within a few weeks your household will be contacted and asked to provide information on your local and long distance travel for a single day. The interview will be conducted by telephone. The information you provide will be kept strictly confidential.

The survey is being conducted for the Department of Transportation by Research Triangle Institute (RTI), a not-for-profit research firm affiliated with Duke University, the University of North Carolina, and North Carolina State University. An interviewer from RTI will telephone you within the next few weeks. Your participation, while strictly voluntary, is extremely important in assessing the Nation's transportation needs. The survey results will be used to determine transportation patterns of the U.S. population and to project the amount and type of travel that will take place in the future.

If you have any questions or concerns, please contact Brett Anderson at RTI by calling 1-800-334-8571, ext. 6038 between the hours of 9 a.m. and 5 p.m. Eastern time. The project manager at the Federal Highway Administration is Susan Liss who can be reached at 1-800-307-8243 between the hours of 9 a.m. and 5 p.m. Eastern time. You may also leave a message for her after hours and she will return your call.

Thank you for your help.

Sincerely yours,

Rodney E. Slater  
Federal Highway Administrator

Dear NPTS Household:

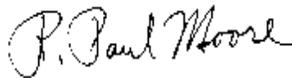
Recently you completed a telephone interview as part of the 1995 Nationwide Personal Transportation Survey (NPTS). As we discussed on the phone, this envelope contains a one-day diary for each member of your household who is 5 years old or older. We ask that each household member complete his or her own diary for the one day listed at the top of the form. Even though your household's travel on this day may be unusual for some reason, we still want to know about your trips on this particular day. If there are young children in your household, please have an adult household member who knows about the child's activities complete the diary. An example diary is enclosed. (If you should run out of space on the diary, please continue recording trips on the back or on a separate piece of paper.) In appreciation of your help in our research, we have enclosed a two-dollar payment for each diary.

After your designated diary completion day, one of our professional telephone interviewers will call to collect the information and ask some additional transportation-related questions. We would like to talk with each person 14 or older individually and ask an adult to respond for younger household members.

If any vehicles were reported for your household, you will also find an Odometer Reading Form enclosed. By collecting odometer readings now and again in a few months, the Department of Transportation obtains accurate data on the miles vehicles are driven.

It may be helpful for household members to leave their completed diaries and the Odometer Reading Form by the telephone so they are available when our interviewer calls. If you have any questions about completing your diary or collecting the odometer readings, please call Research Triangle Institute at 1-800-334-8571 between the hours of 9:00 am and 5:00 pm Eastern time and ask for Brett Anderson. Thank you in advance for your cooperation. Your participation is critical to the success of our study.

Sincerely,



R. Paul Moore, Project Director  
Nationwide Personal Transportation Survey

## **SPECIAL INSTRUCTIONS FOR HOUSEHOLDS WITH YOUNG CHILDREN**

We have enclosed a travel diary for every member of your household 5 years old or older. We prefer that household members complete their own travel diary. However, we understand that this will not be possible in all cases. For households with young children please follow these guidelines:

- Children who are old enough to read and write may enjoy completing their own travel diary. With help from an adult household member it is perfectly acceptable for these children to complete their own diaries.
- For children who are not able to complete their own travel diaries, we ask that an adult household member who is knowledgeable about the child's activities complete the diary.
- Household members who report for children should use their best judgement to answer the detailed questions about trips made by the child.
- Remember to include trips made by the child which do not include other members of the household. Examples include: bus rides or walking to school, class trips, traveling to after school activities, and biking or walking to visit friends.

complete one line below for each time you traveled from one place to another on your travel day.

- Remember to record each return trip to home or work.
- Be specific. Record each place you went on a separate line, even if you stopped several places on one journey.
- The first trip should be the first place you traveled to after 4 a.m.
- The last trip should be to your home, or wherever you ended the day.

LABEL HERE

	WHERE DID YOU GO? (home, bank, restaurant, work, friend's house, etc.)	WHAT TIME DID YOU BEGIN YOUR TRIP?	HOW FAR DID YOU TRAVEL TO GET THERE? (6 blocks, 3 miles, etc.)	WHAT MEANS OF TRANSPORTATION DID YOU USE? (car, bus, subway, walk, bike, etc.)	HOW LONG DID IT TAKE TO GET THERE?	WHO WAS WITH (friends, son, wi dayworker, no on
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# REMEMBER



Complete your diary for:  
**Thursday**  
**September 14th**



An RTI interviewer will call you within a few days to collect the diary information. If you have any questions in the meantime, you can call Brett Anderson

at 1-800-334-8571

between the hours of 9:00 am and 5:00 pm Eastern time.

