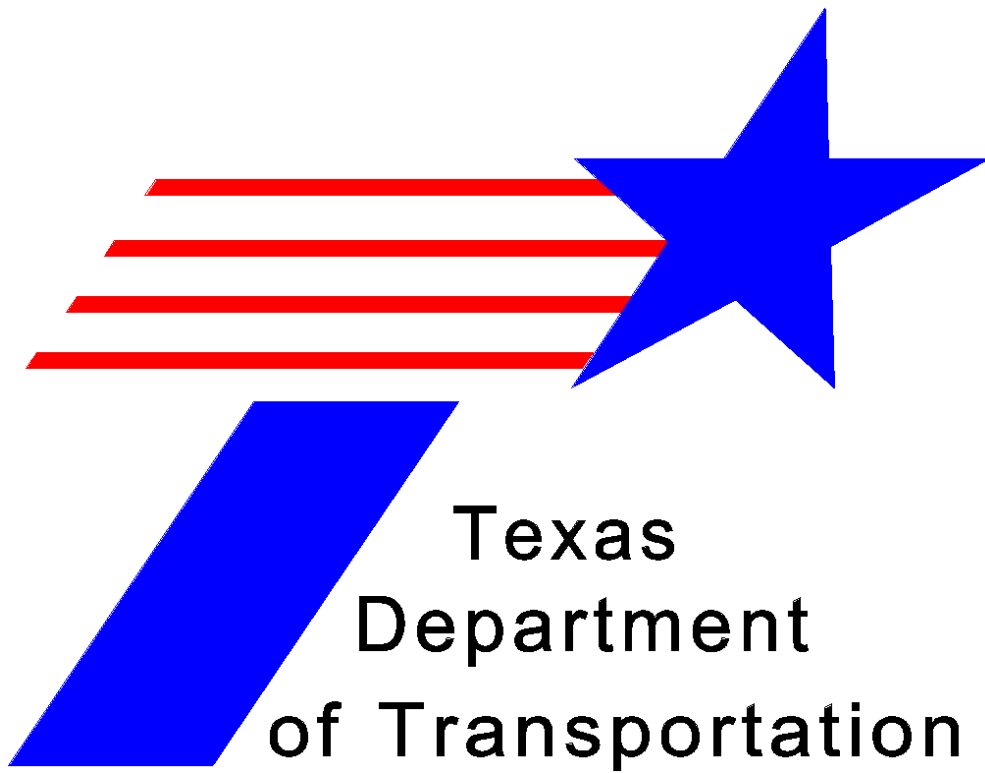


**Traffic Recorder Instruction
Manual
Manual Notices Archive**



Manual Notice 2011-1

From: James L. Randall, P.E., Director, TPP Division

Manual: Traffic Recorder Instruction Manual

Effective Date: April 01, 2011

Purpose

This new manual has been developed to provide safe and accurate procedures for TxDOT personnel who manually classify, count, and record traffic data and transmit the data in paper and electronic formats.

Contents

Chapter 1, **Introduction**, states the focus of the manual, the importance of traffic data, a general description of collecting reliable data, and definitions that are necessary to understanding the activity of manual traffic counts.

Chapter 2, **Safety**, requires proper use of state vehicles and safety attire, and gives guidance for collisions, strandings, and working in difficult or dangerous situations. Resources for road condition reports are also provided.

Chapter 3, **Preparing for Counts**, identifies necessary preparations prior to traveling, such as obtaining the correct traffic counting equipment and supplies; synchronizing timepieces; and reviewing scheduled assignments, station locations, and safe parking/leaving practices.

Chapter 4, **Classifying Vehicles**, provides an illustration and descriptive text for the FHWA 13-Category Scheme, essential to TxDOT personnel for accurately classifying vehicles during manual counts.

Chapter 5, **Counting Vehicles**, uses text, tables, and graphics to give instructions for three scenarios of counting vehicles and recording them by classification with a mechanical tally counter.

Chapter 6, **Using Form 1617A**, explains how to correctly report classification counts and the weather and traffic conditions on Form 1617A.

Chapter 7, **Communications**, instructs TxDOT's traffic counting personnel when to report problems to supervisors and how to communicate favorably with the public and law enforcement.

The manual also provides the following appendices:

Appendix A - Graphic of the FHWA 13-Category Scheme used for vehicle classification.

Appendix B - Example of Form 1617A (official paper size is 11" x 17").

Appendix C - TxDOT district map and code numbers.

Appendix D - Example of a counting schedule.

Appendix E - Station examples (with GPS location descriptions).

Appendix F - Header information examples for Form 1617A.

Appendix G - Texas counties and TxDOT code numbers.

Appendix H - Identification of formats to submit collected traffic data to TPP.

Contact

Readers may direct questions or suggestions for this manual to the Traffic Analysis Section of the Transportation Planning and Programming Division, (512) 486-5101.

Archives

This new manual has no archive of manual notices.