

## Nova Scotia Travel Activity (NovaTRAC) Survey Travel Log Instructions

Your participation in the survey will be easier if you use the travel log provided with this survey to record your daily travel activities. This document gives you a travel log example (completed) and blank travel logs for you and the members of your household. Printable versions are available at [www.dal.ca/sites/daltrac/novatrac-info.html](http://www.dal.ca/sites/daltrac/novatrac-info.html).

Please carry this log with you on your travel day and record the places you visit and what you do there as you go. This helps you remember to record all the places you visit, what you do there, arrival/departure times and complete addresses.

Remember: **Your recorded travel day must be a weekday** (i.e. Monday- Friday, excluding holidays).

**Step 1:** Begin your log wherever you are at 3 am on your travel day. Record every PLACE you go, even quick stops on the way to work/school, or after you get home, including walking the dog, biking, or jogging. Please record the address information as complete as possible (Example: *1360 Barrington Street, Halifax, B3H 4R2* or *near the intersection of Barrington Street and Spring Garden Road*). This will help you to find the location of the place in the map provided in the NovaTRAC web survey.

**Step 2:** Using the *LIST 1 Activity Purpose (What did you do there?) Code Guide* select the code that best represents what you did at this location. (Example: If you were sleeping at home you would choose CODE 2 – *All other activities at home*).

**Step 3:** Record the exact time you left this place (Example: *7:49 AM*), and then the time you arrived at your next location (Example: *8:54 AM*).

**Step 4:** Record how you got to this new location using the *LIST 2 Travel Mode Code* (Example: CODE 3 – *Transit bus*). Also, record WHO was travelling with you, *LIST 3 code* (Example: CODE 1 - *Alone*).

**Step 5:** If you traveled in a VEHICLE owned by your HOUSEHOLD, tell us the Make and Model. (For the example case, it will be Not Applicable, *N/A*)

**Step 6:** If you took Transit, record which route number or line you used. (Example: *MetroTransit Route #75*)

**Step 7:** Repeat **steps 1 - 6** until you record all places you have visited and trips you have made for the day.

Please advise other members of your household, so they too can take advantage of recording their travel log information for you to complete the survey accurately.

Providing you the 24-hour travel log constitutes consent to the survey for an adult member of the household. The respondent must seek consent from a parent/guardian for any household member under the age of 18. For additional information and informed consent, please refer household members to our survey information website at [www.dal.ca/sites/daltrac/novatrac-info.html](http://www.dal.ca/sites/daltrac/novatrac-info.html).

**Once you receive members' travel logs or information about their activities for the same travel day, please log in** to submit your information at [www.daltrac.com](http://www.daltrac.com). **Thank you!**

If you have any further questions, please feel free to contact Sara Campbell, DalTRAC project coordinator, via email at [daltrac@dal.ca](mailto:daltrac@dal.ca).

**Don't forget** to enter to win one \$200 VISA gift card or one of ten \$25 VISA gift cards.

(Example) Travel Log of *Joe Smith*

	For each place: Please record the <b>NAME OF THE PLACE</b> you visited And the <b>EXACT ADDRESS</b> or <b>NEAREST INTERSECTION,</b> <b>CITY</b> and <b>POSTAL CODE</b>	What <b>TIME</b> did you <b>ARRIVE?</b> (Record exact time)	<b>WHO</b> was travelling with you? (Use With Whom code)	<b>HOW</b> did you <b>GET</b> there? (Use <i>Travel Mode Code</i> )	<b>IF AUTO:</b> Which household <b>VEHICLE</b> used? ( <i>Make &amp; Model</i> )	<b>IF TRANSIT,</b> which <b>ROUTE</b> number?	<b>WHAT</b> did you <b>DO</b> there? (Use <i>Trip Purpose Code</i> )	What <b>TIME</b> did you <b>LEAVE?</b> (Record exact time)
Place 1	Your location at 3:00 am: <input checked="" type="checkbox"/> My Home <input type="checkbox"/> My School <input type="checkbox"/> Other Place <input type="checkbox"/> My Work <input type="checkbox"/> Bus stop or ferry terminal Address: <i>1360 Barrington Street, Halifax, B3H 4R2</i> (or Google Map)	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	2	<i>7:49 am</i>
Place 2	<input type="checkbox"/> My Home <input type="checkbox"/> My School <input type="checkbox"/> Other Place <input checked="" type="checkbox"/> My Work <input type="checkbox"/> Bus stop or ferry terminal Address: <i>5425 Sackville Street, Halifax, B3J 3Y3</i> (or Google Map)	<i>10:00 am</i>	1	3	<i>N/A</i>	75	3	<i>5:33 pm</i>
Place 3	<input type="checkbox"/> My Home <input type="checkbox"/> My School <input checked="" type="checkbox"/> Other Place <input type="checkbox"/> My Work <input type="checkbox"/> Bus stop or ferry terminal Address: <i>Atlantic Superstore, Barrington Street, Halifax</i> (or Google Map)	<i>5:49 pm</i>	5	5	<i>N/A</i>	<i>N/A</i>	11	<i>7:49 pm</i>
Place 4	<input checked="" type="checkbox"/> My Home <input type="checkbox"/> My School <input type="checkbox"/> Other Place <input type="checkbox"/> My Work <input type="checkbox"/> Bus stop or ferry terminal Address: <i>1360 Barrington Street, Halifax, B3E 4R2</i> (or Google Map)	<i>8:12 pm</i>	1	1	<i>Nissan Rogue</i>	<i>N/A</i>	2	<i>N/A</i>

Nova Scotia Travel Activity (NovaTRAC) Survey

Travel Log of

Travel Log Codes

List 1: WHO was travelling with you?

- (1) Alone
- (2) Spouse/Partner
- (3) Child(ren) of the household
- (4) Relative/Family member(s)
- (5) Co-workers
- (6) Friend(s)
- (7) Other

List 2: Travel Mode Code (How did you GET there?)

- (1) Auto Driver
- (2) Auto Passenger
- (3) Transit: Bus
- (4) Transit: Ferry
- (5) Walk
- (6) Bike
- (7) Dial-A-Ride Transit
- (8) Other Community Transit
- (9) School Bus
- (10) Taxi
- (11) Other

List 3: Activity Purpose (What did you do there?)

- At My Home:**
- (1) Working at home (*for pay*)
  - (2) All other activities at home (e.g. sleeping, meals, etc.)
- At My Work Location:**
- (3) Work/Job (*for pay or volunteer*)
  - (4) All other activities at workplace
- At My School:**
- (5) Attending class
  - (6) All other activities at school
- While Traveling:**
- (7) Change type of transportation/transfer (*from car to bus/ferry, walk to bus/ferry, etc.*)
  - (8) Dropped-off passenger in car
  - (9) Picked-up passenger in car
  - (10) Other
- At Other Places:**
- (11) Routine Shopping (*groceries, clothing, convenience store, household maintenance*)
  - (12) Shopping for major purchases of specialty items (*appliances, electronics, new vehicle, major household repairs, etc.*)
  - (13) Household errands (*bank, dry cleaning, etc.*)
  - (14) Work-related errands (*pickups, drop-offs, meetings, etc.*)
  - (15) Personal business (*visit government office, attorney, accountant, etc.*)
  - (16) Health care (*doctor, dentist*)
  - (17) Eat meal outside of home
  - (18) Civic/Religious activities
  - (19) Recreation/Entertainment
  - (20) Visit friends/relatives
  - (21) Other

	For each place: Please record the <b>NAME OF THE PLACE</b> you visited And the <b>EXACT ADDRESS</b> or <b>NEAREST INTERSECTION, CITY</b> and <b>POSTAL CODE</b>	What <b>TIME</b> did you <b>ARRIVE?</b> <i>(Record exact time)</i>	<b>WHO</b> was travelling with you? <i>(Use With Whom code)</i>	<b>HOW</b> did you <b>GET</b> there? <i>(Use Travel Mode Code)</i>	<b>IF AUTO:</b> Which household <b>VEHICLE</b> used? <i>(Make &amp; Model)</i>	<b>IF TRANSIT,</b> which <b>ROUTE</b> number?	<b>WHAT</b> did you <b>DO</b> there? <i>(Use Trip Purpose Code)</i>	What <b>TIME</b> did you <b>LEAVE?</b> <i>(Record exact time)</i>
Place 1	Your location at 3:00 am: <input type="checkbox"/> My Home <input type="checkbox"/> My School <input type="checkbox"/> Other Place <input type="checkbox"/> My Work <input type="checkbox"/> Bus stop or ferry terminal Address:	X	X	X	X	X		__:__:__ (am/pm)
Place 2	<input type="checkbox"/> My Home <input type="checkbox"/> My School <input type="checkbox"/> Other Place <input type="checkbox"/> My Work <input type="checkbox"/> Bus stop or ferry terminal Address:	__:__:__ (am/pm)						__:__:__ (am/pm)
Place 3	<input type="checkbox"/> My Home <input type="checkbox"/> My School <input type="checkbox"/> Other Place <input type="checkbox"/> My Work <input type="checkbox"/> Bus stop or ferry terminal Address:	__:__:__ (am/pm)						__:__:__ (am/pm)
Place 4	<input type="checkbox"/> My Home <input type="checkbox"/> My School <input type="checkbox"/> Other Place <input type="checkbox"/> My Work <input type="checkbox"/> Bus stop or ferry terminal Address:	__:__:__ (am/pm)						__:__:__ (am/pm)
Place 5	<input type="checkbox"/> My Home <input type="checkbox"/> My School <input type="checkbox"/> Other Place <input type="checkbox"/> My Work <input type="checkbox"/> Bus stop or ferry terminal Address:	__:__:__ (am/pm)						__:__:__ (am/pm)
Place 6	<input type="checkbox"/> My Home <input type="checkbox"/> My School <input type="checkbox"/> Other Place <input type="checkbox"/> My Work <input type="checkbox"/> Bus stop or ferry terminal Address:	__:__:__ (am/pm)						__:__:__ (am/pm)
Place 7	<input type="checkbox"/> My Home <input type="checkbox"/> My School <input type="checkbox"/> Other Place <input type="checkbox"/> My Work <input type="checkbox"/> Bus stop or ferry terminal Address:	__:__:__ (am/pm)						__:__:__ (am/pm)