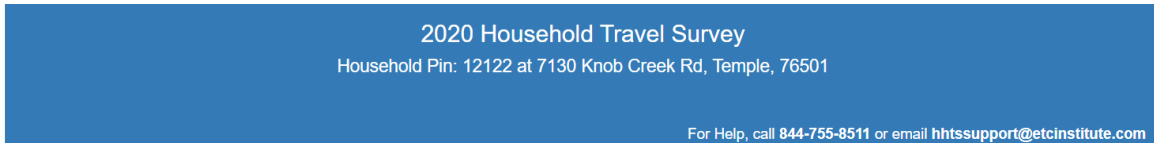


Instructions for the Household Survey External Landing Page

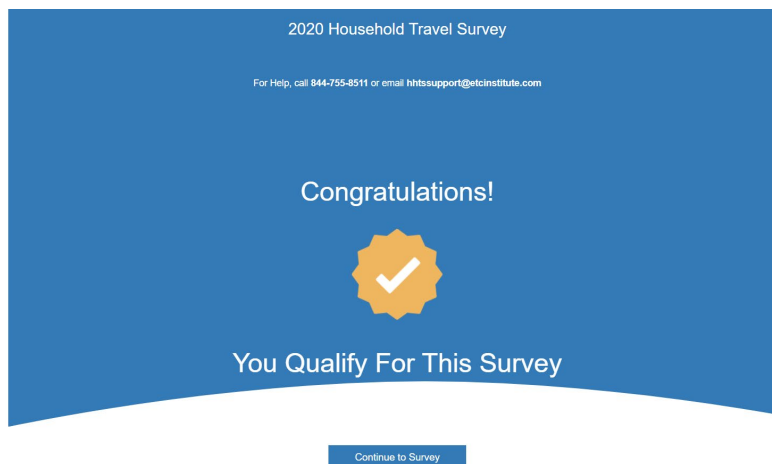
1. Go to https://etcinstitute.com/2020_hh_travel_ktws/ and enter the unique Household PIN you were given to see if you qualify.



Thank you for your interest in this very important survey. The information you provide will help local planning organizations better understand the transportation and travel needs of your community.

Answer the questions below to see if you qualify.

- If your household address information is incorrect, select “No”, and enter in the correct information.
- Answer subsequent information before continuing on. Please be accurate as that will determine whether your household may qualify for the study or not.
 - **NOTE:** If you do not answer the household income information, it will disqualify you from the study, so that information must be filled in to the best of your knowledge.
- The next page after you select “Check qualification” will let you know whether your household qualifies or not.
 - If yes, review the information you’ve entered on the previous page, and select “Next”
 - If no, review the information you’ve entered on the previous page
 - If everything you’ve entered is correct, unfortunately you do not qualify for the study and don’t have to do anything else.
 - If you need to correct any of the information, select “Go Back” and re-check
- If you’ve qualified for the study, it will take you to a page that looks like the one shown below.



2. Once you’ve determined if you qualify for the study, select the “Continue to Survey” at the bottom of the page.

STEP 1 – HOUSEHOLD INFORMATION

This section collects information about your household such as household motor vehicles, bikes, home dwelling type, etc. Please answer “0” if any answer is none.

1. Answer the following questions about your household:
 - a. How many motorized vehicles in working condition does your household have?
 - i. This includes motorcycles, cars, trucks, etc. and includes everyone’s vehicle who lives in your household.
 - b. Prior to COVID-19 Pandemic, how many household members were employed either full-time or part-time?
 - i. Prior to COVID-19 Pandemic refers to mid-March of 2020.
 - c. How many bicycles in working condition are available for use by members of your household?
 - d. Which one of the following BEST describes your home?
 - i. Please pick from the options provided.
 - e. How many years have you lived in your current home?
 - i. If it is LESS THAN 5 years, it will ask you additional questions including if your previous home was in the same area, and the zip code where your previous home was located.

HOUSEHOLD INFORMATION

You will now be asked to provide age, employment status, and other factors about each member of your household, as those factors can impact travel patterns. Please answer all questions for each household member.

Select the pencil icon under **Edit/Delete** to begin entering the first person in your households’ information.

Page 1

- Enter the first name or initials for Person 1.
- Enter (numeric value) the age of Person 1.
 - If you don’t know the exact age of the person, select “Refused” and enter the approximate age from the options provided.
- Select the Gender for Person 1.
- Select Person 1’s role in the household (i.e. Head of Household, Husband/Wife, Son/Daughter, etc.)
- Select the Drivers License status of Person 1.
- Enter (numeric value) the number of days in the PAST 7 DAYS, Person 1 has used a bicycle.
 - If more than “0” is entered, please provide information regarding trip purpose for using the bicycle (i.e. Recreation/Exercise, Shopping, Other, etc.)

Page 2

- Select Person 1's Race/Ethnicity.
 - Note- if someone is two or more races, you may select more than one race.
- Select the employment status of Person 1.
 - *If "No"*, select the option that best represents Person 1's situation regarding not being employed.
- Select the highest education level achieved for Person 1.
- Select whether Person 1 is a current student.
- Select whether Person 1 has a travel related disability.
 - A travel related disability is defined as a disability that makes it difficult to travel.

Page 3 – Employment Related Questions

(If you selected "No" for the employment question, you will not see Page 3-6)

- Enter (numeric value) the approximate number of hours Person 1 works a week (each week) at their primary employment.
- Did Person 1 work from home or telecommute for work prior to the COVID-19 Pandemic on a regular basis.
- Select the appropriate response for if Person 1 is a commercial vehicle driver.
 - *If "Yes"*, what type of commercial vehicle does Person 1 drive.

Page 4 – Employment Related Questions (Cont'd)

- Select if Person 1 is considered self-employed at their PRIMARY place of employment.
- Select Person 1's PRIMARY place of employment.
- Select Person 1's PRIMARY occupation type.
- Select Person 1's PRIMARY working industry type.

Page 5 – Employment Related Questions (Cont'd)

- Type in the name or address of Person 1's PRIMARY employment location and select the appropriate address from the drop-down list that will appear. (See example below)

Page 1

Page 2

Page 3

Page 4

Page 5

Page 6

Student Information

Ease of Travel

Primary Employment Location
(Please edit/change address as needed, using the map interface)
selected location: 725 W Frontier Ln #7203, Olathe, KS 66061, USA

725 W Frontier Ln #7203, Olathe, KS 66061, USA

Map Satellite

Zoom to KML

Google

ETC Institute

725 W Frontier Ln #7203

Olathe

Kansas

66061

38.862363

-94.827653

Map data ©2020 Terms of Use

- Select whether Person 1's primary job is a home-based business.
 - Note: Telecommute is different than being a home-based business.

Page 6 – Employment Related Questions (Cont'd)

- Select the appropriate response for if Person 1 works from home or telecommutes on a regular basis for their PRIMARY job.
- Select the appropriate response for if Person 1's PRIMARY job has them on a Flexible/Variable schedule, a Fixed/Unchanging schedule, or something else.
 - A Fixed/Unchanging schedule is when the work schedule is set and doesn't change, meaning it is the same hours and same days.
- Enter (numeric value) the number of days Person 1 typically works at their PRIMARY job.
- Enter (numeric value) the number of days of the last 7 days Person 1 has worked at home for their PRIMARY job.
- Select whether Person 1 has more than one job.
 - If "Yes", how many total jobs does Person 1 have (numeric value).
 - If "Yes", approximately how many hours per week does Person 1 work at their SECONDARY job.

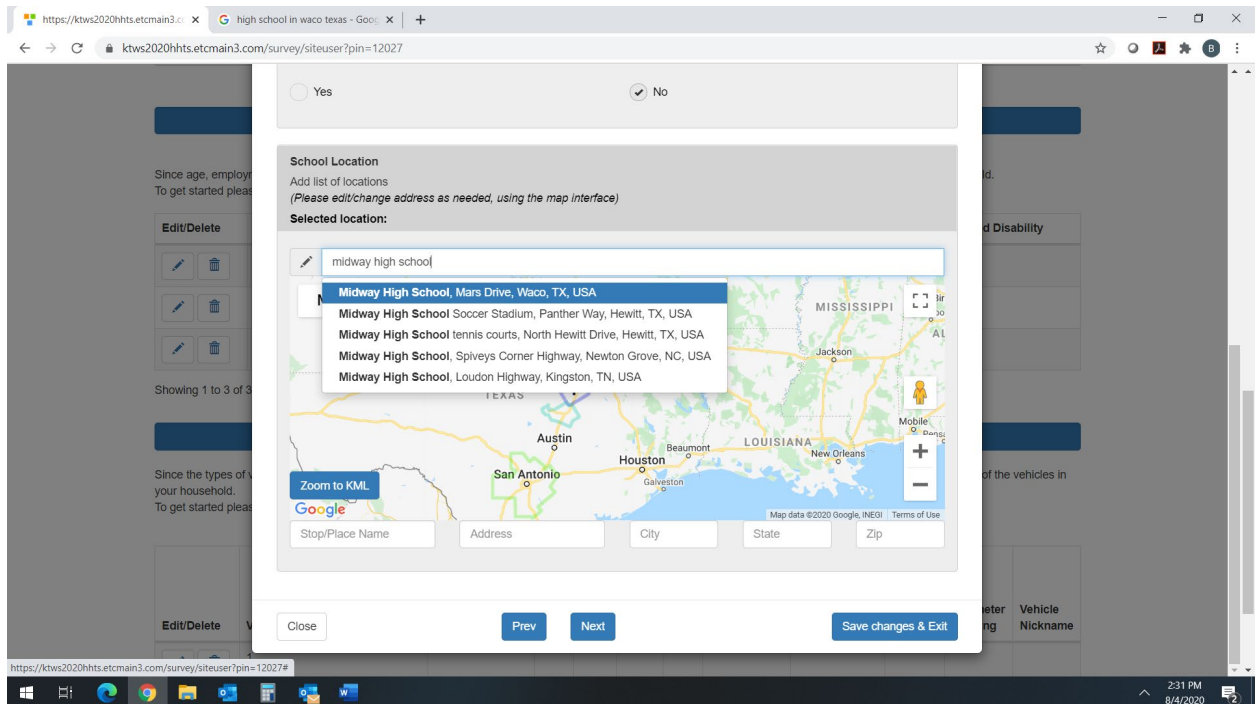
Page 7 – SECONDARY Employment Related Questions

(If you selected Person 1 does not have a second job, you will not see Page 7)

- Select if Person 1 is considered self-employed at their SECONDARY place of employment.
- Select Person 1's SECONDARY place of employment.
- Select Person 1's SECONDARY occupation type.
- Select Person 1's SECONDARY working industry type.

Student Info

- Select the type of school Person 1 goes to.
- Select if Person 1 is home schooled or not.
 - If "Yes", was Person 1 homeschooled PRIOR to COVID-19 Pandemic?
- Select if Person 1 attends an online school.
 - If "Yes", did Person 1 attend an online school PRIOR to COVID-19 Pandemic?
- If Person 1 answers "No" to both homeschooling and online schooling, then it will ask for school location in the map feature provided. Example below:



Ease of Travel

- Please select the greatest factor referring to the biggest problem with transportation where Person 1 lives.
- Please select any strategies that Person 1 would support to reduce traffic congestion in the region. *You may select more than one.*
- For the next three questions, please select the accurate response in regard to Person 1's travel to Austin-San Antonio, Dallas -Fort Worth, and Houston areas.
- Would Person 1 use passenger rail if it were available to travel to Austin-San Antonio, Dallas-Fort Worth, or Houston areas?

Save changes & Exit

If you have more than 1 household member, begin entering the next household members information (Person 2, Person 3, and so on).

HOUSEHOLD VEHICLE INFORMATION

You will now be asked to provide the types of vehicles being used, and the purpose for which they are being used, for every working vehicle in the household.

Select the pencil icon under **Edit/Delete** to begin entering the first vehicle in your households' information.

Page 1

- Select the type for Vehicle 1.
- Enter vehicle make, model, and year for Vehicle 1.
 - Note: You can type in the make/model/year, but it will ask you to select from the drop-down that pops up if applicable (see example below).

The screenshot shows a web browser window displaying a survey form titled "Vehicle Info [FORD--2013]". The form is divided into several sections:

- Page 1** and **Page 2** navigation tabs.
- Vehicle Type** section with radio button options: Motorcycle (includes mopeds), Van (mini and passenger), Pickup truck (selected), Service Vehicle, Don't Know, Car (includes station wagons), Sport Utility Vehicle, Cargo Van, Other, and Refused.
- Vehicle make**, **Vehicle model**, and **Vehicle year** input fields. The make is "FORD", the model is "mustang" (with a dropdown menu showing "MUSTANG"), and the year is "2013".
- Fuel Your Vehicle Uses** section with radio button options: Gasoline, Natural Gas, Diesel, Electricity, Other, Propane, Gas/Electric Hybrid, and Refused.

- Select the type of fuel used for Vehicle 1.
- Select whether Vehicle 1 is used for commercial purposes.
 - If “Yes”, how is Vehicle 1 used commercially?
- Select if a household member owns or leases Vehicle 1.
- Enter (numeric value) the odometer reading of Vehicle 1.
 - Select “Don’t Know” if you’re not sure, otherwise approximate is okay.
- Give Vehicle 1 a Nickname for travel diary purposes.
 - The Nickname is to easily distinguish it in the list when selecting which vehicle was used during your travel date. For example, you can type in “FORD” or “{Name’s} Car” if you have more than one Ford.

Save changes & Exit

If you have more than 1 vehicle in your household, begin entering the next vehicle information (Vehicle 2, Vehicle 3, and so on).

Go to the bottom of the page after reviewing all of your inputted information and select **NEXT**. The next page will indicate how each person will be participating in the survey.

STEP 1 – HOW WILL YOU PARTICIPATE

One person will need to be in charge ensuring that everyone is entering in their travel information accurately, so please check that person’s name from the options.

Now we will ask questions regarding how each person in the household will participate in the travel portion of the survey and contact information.

1. Check the pencil icon under **Edit** to begin entering in contact information.
2. Answer how this person will fill out their travel diary.
 - a. *If the person has a smart phone, the smart phone app is recommended.*
3. Enter email address for that person.
4. Enter phone number (in either of the appropriate formats) for that person.

*If you have more than 1 person in your household, repeat the previous steps for each member of your household. **If you have a household member under the age of 16 it will not ask you to provide an email address or phone number and will only allow their responses to be entered in online or over the phone.***

Save changes and exit

Save and exit and then you will be able to pick your travel day for your entire household. The travel day will include all travel for each person in the household for a 24-hour period. Click save the date once you select a travel day.

If all household members are participating via smartphone or by mail, you do not need to return to this webpage.

You may now close this webpage.