

CLAC360 — Public Transport Occupancy Survey Sheet

General professional field-recording template — adapt to project, operator, mode and jurisdiction requirements. | v1.0

1. SURVEY IDENTIFICATION

Project / Survey Name:		Survey ID:		Route / Line:		Route ID:			
Survey Location / Stop:			Stop ID:		Direction:		Survey Method:		
Date:	Day:	Survey Start:		Survey End:		Weather / Conditions:		Capacity Basis:	
Observer / Initials:		Survey Team / Crew:			Operator / Service Provider:			Page:	

CORE LOGIC: Load After = Load Before + Boardings – Alightings | Total Load = Seated + Standing (where both observed) | Load Factor % = (Load After ÷ Defined Capacity) × 100 (only if capacity known) | Record 0 for zero; U or blank for Unknown — do not invent values.

2. OBSERVATION RECORD (One row per vehicle. Exact counts preferred. Record 0 for zero. Use U for Unknown capacity/load. Do not invent values.)

Obs	Arr. Time	Dep. Time	Route / Vehicle / Trip	Dir.	Stop / Location	Load Before	Board	Alight	Load After	Seated	Standing	Capacity	Irregularity / Remarks
01													
02													
03													
04													
05													
06													
07													
08													
09													
10													
11													
12													

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Survey ID: _____ Date: _____ Location / Stop: _____ Direction: _____

2. OBSERVATION RECORD (continued)													
Obs	Arr. Time	Dep. Time	Route / Vehicle / Trip	Dir.	Stop / Location	Load Before	Board	Alight	Load After	Seated	Standing	Capacity	Irregularity / Remarks
13													
14													
15													
16													
17													
18													
19													
20													
21													
22													
23													
24													
25													
26													
27													
28													
29													
30													

CLAC360 — Public Transport Occupancy Survey Sheet — NOTES, SIGN-OFF & LIMITATIONS

Survey ID: _____ Date: _____ | v1.0

3. SURVEY NOTES / INTERRUPTIONS / SPECIAL CONDITIONS									

4. OBSERVER SIGN-OFF														
Observer Signature / Initials:					Printed Name:					Date:				
Checked By (optional):					Signature:					Date:				

LIMITATIONS: This CLAC360 resource is a general professional public transport occupancy survey template. It does not replace operator-specific procedures, project survey protocols, capacity standards or formal data-quality requirements. Users must adapt the form to the applicable project, mode, operator and jurisdiction. Do not invent capacity values. Distinguish observed counts from estimates and derived values. Load Factor is only valid when a defined capacity basis is known and stated. Exact passenger counts take precedence over qualitative occupancy bands. This form is a field survey instrument and does not constitute an official government or operator reporting form.