Interreg Danube Region

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Active2Public Transport

A2PT Checklist

CHECKLIST FOR ON-SITE SURVEY

This checklist is used for on-site surveys as part of multimodality checks of public transport stations. All problem areas, but also good solutions, should be documented with photos during the assessment. Maps of the selected walking and cycling routes support the structured on-site assessment.

*Todos **BEFORE** you are starting your on-site assessment:*

1. ***Prepare a map (format A3) of the station including the surrounding***
   - *insert 100 / 250 / 500m catchments (concentric circles) around the station*
   - *Print the map*
   - *during the assessment: mark relevant areas/point in the map with numbers and link them with the description of your assessment results in the text*

For bigger stations (e.g. city main station) please consider including a plan of the station itself

2. ***Provide a short description of the station based on the applied selection criteria** (e.g. Average frequency of service, number of passengers getting on/off trains and busses, highest ranking means of transport at the station, settlement structure, importance for cycle/pedestrian tourists*

General information about the station

Name of PT station: _____

Survey time: _____ (day of the week/date/time)

Weather conditions: _____ (on the morning of the survey day)

Bike&Ride and Park&Ride

Number of parking spaces covered: _____of which occupied: _____

not covered: _____of which occupied: _____

Inadequate use: number of other vehicles (scooters, motorcycles, etc.) parked at the facility: _____

Bike box(es) available: O (if yes, number: ____) offering long term O and short term O rental options

Bike garage available: O (if yes, parking spaces: ____) offering long term O and short term O rental options

Park&Ride facility available < 10 parking spaces O <50 parking spaces O >50 parking spaces O

Part A - The station and its immediate vicinity

For all users 

General facilities at the station

Not all assessment criteria will be applicable for each of the selected station. Especially at smaller stations or bus stops some of these criteria will not be useful. Please consider that for the conclusions you are drawing from your on-site assessment.

Standard configuration	OK	Comments on minor / significant deficiencies
General facilities		
Weather-protected (rain, wind, sun) waiting area at the platform	O	
Waiting room (heating and/or AC)	O	
Continuous lighting of the station area/access routes	O	
Adequate seating possibilities	O	
Luggage storage or luggage lockers	O	
Optional: Local suppliers (e.g. bakery, tobacconist), post office or restaurants		
WiFi available		
Information and customer service		
Ticket/info desk available		
Ticket machine(s) - easily accessible from all entrances	O	
Departure monitors (in the entrance area and on the train/bus platform)	O	
Printed timetable notice	O	
Map of the surrounding area (incl. e.g. cycle paths and 5-minute walking isochrone)	O	
Bus platform allocation plan for connecting bus lines, if applicable	O	
Information about alternative transport options (taxi, sharing	O	

services, etc.)		
Internal signposting/routing	O	
Accessibility - usability for all		
Accessible train and bus platforms	O	
Ramp gradients <=4%	O	
Accessible, spacious and visible elevators	O	
High-contrast marking of at least the first and last step on staircases	O	
Double doors or automatic doors in the station building	O	
High-contrast signposting/signage at the stop (e.g. white on dark blue) and in the appropriate size	O	
Tactile guidance system (tactile floor indicators, guide strips for the blind on platforms, tactile handrail signs)	O	
Barrier-free toilets	O	
Departure monitors AND voice announcements	~~O~~	
Barrier-free ticket counter (/machine) / operating elements / display accessible for wheelchair users	O	
General condition and cleanliness		
Good condition of the stop (flooring, plaster, platform furniture, etc.)	O	
No litter/garbage in and around the bus stop	O	
Good condition of the paths (no damage to the surface, no weeds, etc.)	O	

Infrastructure and services for cyclists

Standard configuration	OK	Comments on minor / significant deficiencies
Parking facilities		
Adequate, covered and illuminated parking facilities	O	
Adequate capacity (sufficient capacity reserves - capacity utilisation <80%)	O	
Additional, secure parking facilities, e.g. for expensive bikes (bike boxes or devices with comparable security standards)	O	
Positioning, signposting and information		
Positioning of the parking facilities in the immediate vicinity on the way to the stop/platform or directly adjacent to the platform	O	
In case of multiple access points to the station: parking facilities at all access points	O	
Direct connection to the cycle network (cycle infrastructure or traffic-calmed roads)	O	
Good visibility and preferably in a lively environment or under video surveillance	O	
clearly recognisable (labelling/designation) or with appropriate signposting	O	
Barrier-free access, ramp gradient 6% max. 10%	O	
If necessary, clearly presented information about the rental options for bike boxes/bike garages	O	
Departure monitor in the vicinity/visible area of the parking facilities	O	
Additional services		
Lockers (to safely store helmets, rainwear, etc.)	O	
Charging options for e-bike batteries	O	
Bike service stations with repair facilities/air pump	O	

Bike station (manned, with repair facilities, secure parking, etc.)	O	
Sharing services		
Bikesharing offer in the immediate vicinity of the stop/platform access	O	
Year-round operation of the rental / sharing service	O	
Sufficient number of bikes provided (more than 1 bike available at the time of collection)	O	
Clearly visible labelling/designation of the service and clearly understandable information about the rental process	O	

In the case of railway stations: Bus stop(s) at the station (if available)

Standard configuration	OK	Comments on minor / significant deficiencies
Facilities and positioning of the bus stop		
Station & bus stop: Positioning of stops in the immediate vicinity of the station - short distances to/from the platform	O	
Transfer route: barrier-free, safe and, if reasonable and feasible, protected from the weather	O	
Bus stop: weather-protected (rain, wind, sun) waiting area / seating	O	
Bus stop: Proper lightening	O	
Bus stop: waiting area, non-permeable/paved, min. 1.5m wide, min. bus length[1] , raised curb 12cm[2]	O	
Bus stop: Available / usable of (enough) dust bins	O	
Bus stop: general cleanliness		
Signposting and information		
Dynamic passenger information bus and train (display board/monitor)	O	
Timetable: clearly readable, up-to-date, easy to find, visible	O	
Clear labelling/signage of bus platforms incl. info about assigned routes	O	
Signposting to/from the platform (high-contrast, clearly readable, in good condition)	O	
Tactile guidance/orientation system	O	

[1] According to national regulation
[2] According to national regulation

Part B – Walking to the station

Try to identify and select routes that are most important for accessing the station e.g. the route city center to the station, school to the station or big company to the station. In case you would like to assess more than one route apply the following assessment criteria to each of them.

Walking route assessed - name(s) of street(s):_____

Criteria	OK	Comments on minor / significant deficiencies
Directness: routes are as direct as possible, not even minor detours; avoid differences in altitude as far as possible (critically questioning of the need for overpasses/underpasses)	O	
Orientation and routing: availability of a pedestrian guidance system, preferably with information on walking time to destinations to motivate the local population to walk and improve orientation for non-locals	O	
Type of infrastructure and design: safe infrastructure of sufficient width adapted to the traffic conditions; non permeable, non-slippery surface (e.g. asphalt); barrier-free design (curbs, ramps <= 4% incline etc.); continuous lightning	O	
Crossings/crossing assistance: safe crossing options especially at major roads; avoidance of barrier effects due to lack of crossing options or long waiting times at traffic light-controlled crossings/crossings, safe, barrier free view axis / sight relations	O	

Shading and wind protection: Avoid longer sections exposed to the sun or wind, e.g. with rows of trees, windbreaks, etc.	O	
Surroundings and complementary infrastructure: lively surroundings are desirable, no areas of fear; attractive open space design/urban gardening measures; resting/relaxation areas (seating with backrests and armrests and therefore suitable for all user groups); street furniture, dust bins, proper lightening	O	
Condition, maintenance and winter service: year-round usability, regular inspection of the condition - repair of damaged pavement, removal/trimming of (visually) obstructive vegetation, cleanliness (litter, dog waste, etc.)	O	

Part C - Cycling to the station

Try to identify and select routes that are most important for accessing the station e.g. the route city center to the station, school to the station or big company to the station. In case you would like to assess more than one route apply the following assessment criteria to each of them.

Cycling route assessed - name(s) of street(s): _____

Criteria	OK	Comments on minor / significant deficiencies
Networks/consistency: continuous routes with no (major) obstacles or gaps	O	
Directness: routes should be as direct as possible, only minor detours; avoid differences in altitude as far as possible (critically questioning of the need for overpasses/underpasses)	O	
Design and construction: safe infrastructure of sufficient width adapted to the traffic conditions; non permeable surface (e.g. asphalt); no pushing sections (steps etc.); continuous lightning	O	
Crossings/crossing assistance: safe crossing options on all major routes; avoidance of barrier effects due to lack of crossing options or long waiting times at traffic light-controlled crossings/crossings	O	
Shading and wind protection: Avoid	O	

longer sections exposed to the sun or wind, e.g. with rows of trees, windbreaks, etc.		
Surroundings and complementary infrastructure: lively surroundings (e.g. shops, opportunities); attractive public space	O	
Orientation: integration into local/regional guidance system for cycling, minimum requirement for signage centre<->station		
Condition, maintenance and winter service: year-round usability, regular inspection of the condition - repair of damaged pavement, removal/trimming of (visually) obstructive vegetation, cleanliness (litter, dog waste, etc.)	O	