

Booklet 2: Vehicle Driving Diary

(to be completed here or online)

Step 2: Prepare for your Diary

Your diary will help us understand your transportation needs. It may also help you think about how a hybrid, plug-in hybrid or electric vehicle *may or may not* fit into your household's lifestyle.

This section will provide the necessary instructions to complete your three-day Driving Diary. Please read it carefully, and refer back to it while completing your Driving Diary as needed. These instructions include the following sections:

1. Important Notes
2. Instructions
3. Driving Diary Example
4. Detailed Descriptions
5. Frequently Asked Questions

1. IMPORTANT NOTES

- **ONLY record trips taken in your Diary Vehicle** indicated on the cover letter, and not any other vehicle.
 - *Note: If it is not possible for you to complete the diary using your Diary Vehicle, then you may use another vehicle to complete the diary. Record the new vehicle's make and model in your diary.*
- **Record ALL trips** (regardless of the driver) taken in your Diary Vehicle **during your assigned three-day period** (indicated on the cover letter), starting on the morning of the first day.
 - *Note: Because this is a **vehicle** diary, please explain this diary to other members of your household who might drive the Diary Vehicle during the three-day period. Please ensure that they fill out this diary with all of the details of any trips they make with the diary vehicle.*
- **If your Diary Vehicle is not driven at all** during the three-day period, please shift your start day to the next day this vehicle is driven.
- **If you have any questions**, contact George at 778-885-1271 or vehicles@sfu.ca.

2. INSTRUCTIONS

1. **At the start of each day**, complete the top section of each of the three diary days.
2. **Record every trip** taken in your Diary Vehicle over the three-day period. Please record **ALL details** for each trip.
 - A **“trip”** is when your vehicle is driven from one address to another address (*or potentially back to where it started*). A “trip” ends when you have achieved your trip purpose by reaching your destination. A new “trip” begins when you have a new trip purpose.
 - A **“trip” is one-way**, so driving from home **to** work and then driving **back** home is recorded as **two** trips.
 - A **pick-up (or drop-off) should be recorded as a “trip”**. An example of how a drop-off is recorded is provided in the example on the next page.
3. **At the end of each day**, confirm that all trips have been recorded. Confirm your odometer readings at the start and end of your day, and record the number of trips you took that day.

3. EXAMPLE DRIVING DIARY

Below is an example of how the driving diary is filled out. For more details about how to fill out each section, please refer to the next page.

Driving Diary Day: 1

Vehicle: 2005 Honda Accord

Starting location: Home
 Other (specify): Friend's House

Odometer: 176,185 km miles
 (Starting)

Type of Parking: Personal garage, carport, or driveway
 (at starting location) On the street
 Parking lot: assigned space
 Parking lot: unassigned space
 Other

Date: March 26

Day of the Week: M Tu W Th F Sa Su
 (circle one)

Recharge: 0 1 2
 (at starting location) (circle one)

Driving Diary Day: 1						
Start Time	End Time	Driver Initials	Trip Purpose <i>(select from the following)</i> Home Work School Shopping (groceries, etc.) Personal (gym, etc.) Social (dining, etc.) Pick up / drop off Other - please specify	Type of Parking at destination <i>(circle one)</i> PG = Personal garage, carport or driveway St = On the street PL/a = Parking lot: assigned PL/u = Parking lot: unassigned O = Other	Outlet or Charger at destination <i>(circle one)</i> 0 = none 1 = outlet 2 = station	Odometer at destination
6:30	6:40	JS	Personal	PG St PL/a <input checked="" type="radio"/> PL/u O	<input checked="" type="radio"/> 0 1 2	176,192
7:50	8:20	JS	Work	PG St <input checked="" type="radio"/> PL/a PL/u O	0 1 <input checked="" type="radio"/> 2	176,215
4:45	5:30	JS	Pick-up / drop-off	PG St PL/a PL/u O	0 1 2	176,238
5:30	5:35	JS	Home	<input checked="" type="radio"/> PG St PL/a PL/u O	0 <input checked="" type="radio"/> 1 2	176,240
7:30	7:40	AW	Shopping	PG St PL/a <input checked="" type="radio"/> PL/u O	<input checked="" type="radio"/> 0 1 2	176,246
8:20	8:30	AW	Home	<input checked="" type="radio"/> PG St PL/a PL/u O	0 <input checked="" type="radio"/> 1 2	176,252
AM PM	AM PM			PG St PL/a PL/u O	0 1 2	
AM PM	AM PM			PG St PL/a PL/u O	0 1 2	

Record drop-offs and pick-ups as trips, as seen here. If you don't park your vehicle, leave the "Type of Parking" and "Outlet or Charger" fields blank.

SAMPLE


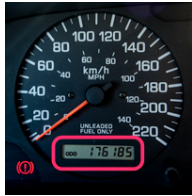
Make sure other drivers also record their trips

Make sure to circle AM or PM

Each time you park, record the "Type of Parking" and "Recharge Potential"

After each trip, the odometer should increase by the distance of that trip.

4. DETAILED DESCRIPTIONS

Section	Description	Example
Start Time	Write the time when you started the trip (time of departure). Circle AM or PM.	7:50 AM PM
End Time	Write the time when the trip ended (when you arrived at your destination). Circle AM or PM.	8:20 AM PM
Driver Initials	Write the driver’s initials (so we know when different people are driving).	JS
Trip Purpose	Write the trip purpose that best describes your trip. Select from the following list: Home: going home Work: going to work School: going to school Shopping: going to the market for groceries, going to the mall, etc. Personal: running personal errands, going to the gym, etc. Social: going out for dinner, etc. Pick up / drop off: including trips when you don’t need to park (e.g. drive-thru). Other: if you select ‘Other’, briefly describe your trip purpose or destination.	Work
Type of Parking	Circle the type of parking that best describes your parking location from the list provided: PG = Personal garage, carport or driveway St = On the street PL/a = Parking lot: assigned – <i>you are <u>always</u> able to park in the same spot, such as an assigned condo parking space.</i> PL/u = Parking lot: unassigned – <i>you may <u>not</u> be able to park in the same spot, such as at a shopping mall parking lot.</i> O = Other You will need to record this for your starting location for each day, as well as for parking locations at each destination .	PG S PL/a PL/u O
Outlet or Charger <i>Is there an outlet or charging station nearby?</i>	Circle the 0 , 1 or 2 based on whether you see an electrical outlet or electric vehicle charger near your parking spot. Select from one of three types : <ul style="list-style-type: none"> ▪ “0” indicates that there is no recharge opportunity at your parking spot because it is NOT near an electrical outlet or recharge station. Circle the “0” if the parking spot is not a Type “1” or “2” described below. ▪ “1” indicates that your parking spot is within 25 feet (~8m) of an existing normal electrical outlet (110/120-V). An example of a normal outlet is shown to the right. Circle the “1” if this describes your parking location. ▪ “2” indicates that your parking spot is near an EXISTING electric-vehicle recharge station (or that you could have parked at the recharging station). These stations are rare and are clearly marked for “electric-vehicles only”. Circle the “2” if you see an existing electric-vehicle recharge station at your parking location. You can also locate them at www.plugshare.com. 	0 1 2
Odometer	Record your vehicle’s odometer reading at the start of each day AND at the end of each trip . This is very important to remember. The odometer measures the distance your car has been driven. It is usually located in the middle of the speedometer. 	176,185

5. FREQUENTLY ASKED QUESTIONS

Q1. What if nobody drives the Diary Vehicle during my entire assigned three-day period?

A1. If nobody drives your Diary Vehicle during your assigned three-day period, please **shift your start day to the next day this vehicle is driven**. It is fine if your vehicle is not driven on the second or third day of your three-day period.

Q2. What if I have an empty page?

A2. If you **do not have any trips** to enter on **an entire page**, please draw a large “X” across the page. Make sure to complete your “start of day” details for all days, even there are no trips for a given day.

Q3. How do I fill out the details of a trip if I don’t park my car (e.g. dropping somebody off)?

A3. Please fill out the trip as you would any other trip by recording the departure and arrival times, trip purpose (“Pick-up/Drop-off”), and odometer reading at the end of the trip (when you drop them off). However, you do not need to fill in the columns related to parking (type of parking and presence of outlet/charger).

Q4. What if we can’t find any electrical outlets near a parking spot?

A4. This is fine. Many parking spots will not have a normal outlet or charging station nearby. Just take a look—you might be surprised at what you find.

Q5. What if I forget to record one or more trips?

A5. If you forget to record a trip, **please go back** to the diary and **add this trip** to the correct Diary Day. You can make an estimate of the odometer reading (please mark with an asterisk) by using **Google Maps** to calculate the distance of the missed trip: www.google.com/maps.

If you have any further questions or need any assistance, feel free to contact George Kamiya, our survey administrator, by phone at (778) 885-1271 or by e-mail at vehicles@sfu.ca.

Continue to Step 3: Your Driving Diary... 

Step 3: Complete your Driving Diary

Driving Diary Day: 1

Vehicle: _____

Starting location: Home
 Other (specify): _____

Odometer: _____ km
 (Starting) _____ miles

Type of Parking: Personal garage, carport, or driveway
 (at starting location) On the street
 Parking lot: assigned space
 Parking lot: unassigned space
 Other

Date: _____

Day of the Week: M Tu W Th F Sa Su
 (circle one)

Outlet or Charger: 0 1 2 0 = none
 (at starting location) (circle one) 1 = outlet
 2 = station

Driving Diary Day: 1

Start Time	End Time	Driver Initials	Trip Purpose <i>(select from the following)</i> Home Work School Shopping (groceries, etc.) Personal (gym, etc.) Social (dining, etc.) Pick up / drop off Other - please specify	Type of Parking at destination <i>(circle one)</i> PG = Personal garage, carport or driveway St = On the street PL/a = Parking lot: assigned PL/u = Parking lot: unassigned O = Other	Outlet or Charger at destination <i>(circle one)</i> 0 = none 1 = outlet 2 = station	Odometer at destination
AM PM	AM PM			PG St PL/a PL/u O	0 1 2	
AM PM	AM PM			PG St PL/a PL/u O	0 1 2	
AM PM	AM PM			PG St PL/a PL/u O	0 1 2	
AM PM	AM PM			PG St PL/a PL/u O	0 1 2	
AM PM	AM PM			PG St PL/a PL/u O	0 1 2	
AM PM	AM PM			PG St PL/a PL/u O	0 1 2	
AM PM	AM PM			PG St PL/a PL/u O	0 1 2	
AM PM	AM PM			PG St PL/a PL/u O	0 1 2	
AM PM	AM PM			PG St PL/a PL/u O	0 1 2	
AM PM	AM PM			PG St PL/a PL/u O	0 1 2	
AM PM	AM PM			PG St PL/a PL/u O	0 1 2	

Driving Diary Day: 1						
Start Time	End Time	Driver Initials	Trip Purpose <i>(select from the following)</i> Home Work School Shopping (groceries, etc.) Personal (gym, etc.) Social (dining, etc.) Pick up / drop off Other - please specify	Type of Parking at destination <i>(circle one)</i> PG = Personal garage, carport or driveway St = On the street PL/a = Parking lot: assigned PL/u = Parking lot: unassigned O = Other	Outlet or Charger at destination <i>(circle one)</i> 0 = none 1 = outlet 2 = station	Odometer at destination
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AM PM	AM PM			PG St PL/a PL/u O	0 1 2	
AM PM	AM PM			PG St PL/a PL/u O	0 1 2	
AM PM	AM PM			PG St PL/a PL/u O	0 1 2	
AM PM	AM PM			PG St PL/a PL/u O	0 1 2	
AM PM	AM PM			PG St PL/a PL/u O	0 1 2	
AM PM	AM PM			PG St PL/a PL/u O	0 1 2	
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AM PM	AM PM			PG St PL/a PL/u O	0 1 2	
AM PM	AM PM			PG St PL/a PL/u O	0 1 2	
AM PM	AM PM			PG St PL/a PL/u O	0 1 2	
AM PM	AM PM			PG St PL/a PL/u O	0 1 2	

Summary of Day 1	
Number of trips, Day 1: _____	trips
Starting odometer: _____	<input type="checkbox"/> km <input type="checkbox"/> miles
Ending odometer: _____	<input type="checkbox"/> km <input type="checkbox"/> miles
Total distance, Day 1: _____	<input type="checkbox"/> km <i>(Optional)</i> <input type="checkbox"/> miles

Driving Diary Day: 2

Vehicle: _____

Starting location: Home
 Other (specify): _____

Odometer: _____
 (Starting) km miles

Type of Parking: Personal garage, carport, or driveway
 (at starting location) On the street
 Parking lot: assigned space
 Parking lot: unassigned space
 Other

Date: _____

Day of the Week: M Tu W Th F Sa Su
 (circle one)

Outlet or Charger: 0 1 2
 (at starting location) (circle one)
 0 = none
 1 = outlet
 2 = station

Driving Diary Day: 2						
Start Time	End Time	Driver Initials	Trip Purpose <i>(select from the following)</i> Home Work School Shopping (groceries, etc.) Personal (gym, etc.) Social (dining, etc.) Pick up / drop off Other - please specify	Type of Parking at destination <i>(circle one)</i> PG = Personal garage, carport or driveway St = On the street PL/a = Parking lot: assigned PL/u = Parking lot: unassigned O = Other	Outlet or Charger at destination <i>(circle one)</i> 0 = none 1 = outlet 2 = station	Odometer at destination
AM PM	AM PM			PG St PL/a PL/u O	0 1 2	
AM PM	AM PM			PG St PL/a PL/u O	0 1 2	
AM PM	AM PM			PG St PL/a PL/u O	0 1 2	
AM PM	AM PM			PG St PL/a PL/u O	0 1 2	
AM PM	AM PM			PG St PL/a PL/u O	0 1 2	
AM PM	AM PM			PG St PL/a PL/u O	0 1 2	
AM PM	AM PM			PG St PL/a PL/u O	0 1 2	
AM PM	AM PM			PG St PL/a PL/u O	0 1 2	
AM PM	AM PM			PG St PL/a PL/u O	0 1 2	
AM PM	AM PM			PG St PL/a PL/u O	0 1 2	
AM PM	AM PM			PG St PL/a PL/u O	0 1 2	
AM PM	AM PM			PG St PL/a PL/u O	0 1 2	
AM PM	AM PM			PG St PL/a PL/u O	0 1 2	

Driving Diary Day: 2						
Start Time	End Time	Driver Initials	Trip Purpose <i>(select from the following)</i> Home Work School Shopping (groceries, etc.) Personal (gym, etc.) Social (dining, etc.) Pick up / drop off Other - please specify	Type of Parking at destination <i>(circle one)</i> PG = Personal garage, carport or driveway St = On the street PL/a = Parking lot: assigned PL/u = Parking lot: unassigned O = Other	Outlet or Charger at destination <i>(circle one)</i> 0 = none 1 = outlet 2 = station	Odometer at destination
AM PM	AM PM			PG St PL/a PL/u O	0 1 2	
AM PM	AM PM			PG St PL/a PL/u O	0 1 2	
AM PM	AM PM			PG St PL/a PL/u O	0 1 2	
AM PM	AM PM			PG St PL/a PL/u O	0 1 2	
AM PM	AM PM			PG St PL/a PL/u O	0 1 2	
AM PM	AM PM			PG St PL/a PL/u O	0 1 2	
AM PM	AM PM			PG St PL/a PL/u O	0 1 2	
AM PM	AM PM			PG St PL/a PL/u O	0 1 2	
AM PM	AM PM			PG St PL/a PL/u O	0 1 2	
AM PM	AM PM			PG St PL/a PL/u O	0 1 2	
AM PM	AM PM			PG St PL/a PL/u O	0 1 2	
AM PM	AM PM			PG St PL/a PL/u O	0 1 2	
AM PM	AM PM			PG St PL/a PL/u O	0 1 2	
AM PM	AM PM			PG St PL/a PL/u O	0 1 2	

Summary of Day 2	
Number of trips, Day 2:	_____ trips
Starting odometer:	_____ <input type="checkbox"/> km <input type="checkbox"/> miles
Ending odometer:	_____ <input type="checkbox"/> km <input type="checkbox"/> miles
Total distance, Day 2:	_____ <input type="checkbox"/> km <input type="checkbox"/> miles (Optional)

Driving Diary Day: 3

Vehicle: _____

Starting location: Home
 Other (specify): _____

Odometer: _____
 (Starting) km miles

Type of Parking: Personal garage, carport, or driveway
 (at starting location) On the street
 Parking lot: assigned space
 Parking lot: unassigned space
 Other

Date: _____

Day of the Week: M Tu W Th F Sa Su
 (circle one)

Outlet or Charger: 0 1 2
 (at starting location) (circle one)
 0 = none
 1 = outlet
 2 = station

Driving Diary Day: 3

Start Time	End Time	Driver Initials	Trip Purpose <i>(select from the following)</i> Home Work School Shopping (groceries, etc.) Personal (gym, etc.) Social (dining, etc.) Pick up / drop off Other - please specify	Type of Parking at destination <i>(circle one)</i> PG = Personal garage, carport or driveway St = On the street PL/a = Parking lot: assigned PL/u = Parking lot: unassigned O = Other	Outlet or Charger at destination <i>(circle one)</i> 0 = none 1 = outlet 2 = station	Odometer at destination
AM PM	AM PM			PG St PL/a PL/u O	0 1 2	
AM PM	AM PM			PG St PL/a PL/u O	0 1 2	
AM PM	AM PM			PG St PL/a PL/u O	0 1 2	
AM PM	AM PM			PG St PL/a PL/u O	0 1 2	
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AM PM	AM PM			PG St PL/a PL/u O	0 1 2	
AM PM	AM PM			PG St PL/a PL/u O	0 1 2	
AM PM	AM PM			PG St PL/a PL/u O	0 1 2	
AM PM	AM PM			PG St PL/a PL/u O	0 1 2	
AM PM	AM PM			PG St PL/a PL/u O	0 1 2	
AM PM	AM PM			PG St PL/a PL/u O	0 1 2	
AM PM	AM PM			PG St PL/a PL/u O	0 1 2	

Driving Diary Day: 3

Start Time	End Time	Driver Initials	Trip Purpose <i>(select from the following)</i> Home Work School Shopping (groceries, etc.) Personal (gym, etc.) Social (dining, etc.) Pick up / drop off Other - please specify	Type of Parking at destination <i>(circle one)</i> PG = Personal garage, carport or driveway St = On the street PL/a = Parking lot: assigned PL/u = Parking lot: unassigned O = Other	Outlet or Charger at destination <i>(circle one)</i> 0 = none 1 = outlet 2 = station	Odometer at destination
AM PM	AM PM			PG St PL/a PL/u O	0 1 2	
AM PM	AM PM			PG St PL/a PL/u O	0 1 2	
AM PM	AM PM			PG St PL/a PL/u O	0 1 2	
AM PM	AM PM			PG St PL/a PL/u O	0 1 2	
AM PM	AM PM			PG St PL/a PL/u O	0 1 2	
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AM PM	AM PM			PG St PL/a PL/u O	0 1 2	
AM PM	AM PM			PG St PL/a PL/u O	0 1 2	

Summary of Day 3

Number of trips, Day 3: _____ **trips**

Starting odometer: _____ km miles

Ending odometer: _____ km miles

Total distance, Day 3: _____ km miles *(Optional)*

THANK YOU FOR COMPLETING THE DIARY!

You are helping us learn about your vehicle needs. We hope you are learning about your driving and recharge access as well.

Now that you are done, please do your best to:

- Check that your diary is fully complete. There should be no gaps between trips.
- Complete any missing trips.
- If you still have known gaps in your Diary, please tell us about them below.

INFORMATION ABOUT MISSING TRIPS

If you missed any trips, please fill out the table below, providing as much information as possible.

Diary Day (1, 2 or 3)	Approximate Time(s)	Distance Driven (Approx., in km)	Destination (Trip Purpose)	Reason for missing this trip (optional)

Step 4: Send Your Diary Results

When you have finished your diary, you can send us your results online OR by mail:

ONLINE OPTION: Click the link that was emailed to you to enter your diary online. Remember, you will triple your chances to win one of the \$500 prize draws by completing your diary online.

MAIL OPTION: If you prefer to mail the diary back to us:

1. Place the following items in your **postage-paid envelope**:
 - Completed Recharge Questionnaire (Booklet 1)
 - Completed three-day Driving Diary (Booklet 2).

Please tear off the instructions and send back the completed diary (pages 5-11).
2. Seal the envelope and **mail it** back to Sentis.
3. Remember, **DO NOT** mail the *Vehicle Buyers' Guide* – you will need it for *Part 3*.

Within two weeks, we will email you a link to *Part 3* of the survey. *Part 3* will be a 20 to 30-minute online questionnaire. **If you do not receive your link, please e-mail us at vehicles@sfu.ca.**

After you complete *Part 3*, you will receive your compensation in the mail.

Sincerely,

Jonn Axsen, PhD
 Assistant Professor
 Energy and Materials Research Group
 Simon Fraser University