

A close-up of emergency lights, likely from a police car, showing a bright blue light and a red light. The lights are blurred, suggesting motion or a shallow depth of field.

INVESTIGATOR'S MANUAL FOR THE CONNECTICUT MMUCC V4 CRASH REPORT



CONNECTICUT DEPARTMENT OF TRANSPORTATION

JANUARY 1, 2015

Assistance or Additional Forms

Assistance with interpretation of instructions contained within this manual or an additional supply of police crash report forms may be obtained by contacting the Crash Data and Analysis Section of the Connecticut Department of Transportation at (860) 594-2095.

Completed Reports

Per Chapter 246 Section 14-108a of the Connecticut General Statutes, copies of completed investigations must be forwarded to the Connecticut Department of Transportation within five working days of the completion of the report. The Department has established an electronic submittal process for all crash reports. Please contact the ConnDOT Help Desk at (860) 594-3500 for more information on how to submit your data electronically.

Acknowledgements

The Department of Transportation would like to thank state and local law enforcement for their technical and administrative contributions to development of the new MMUCC compliant CT PR-1 course. This curriculum for the first time will include formal instructional tools such as a Lesson Plan, Instructor Slides, Student Manual, Videos, an electronic PDF, crash scenarios, and an Investigator's Guide. The training coordinator team comprised of state and local law enforcement made contributions in the areas of data element definitions and attributes, graphics and pictures, types of course materials to be developed, instructional methods, formatting and packaging of materials, and content of crash scenarios.

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Introduction

Connecticut General Statutes (Chapter 246, Sec. 14-108a) delegates to the Commissioner of the Department of Transportation, the authority and the obligation to prescribe a Uniform Police Crash Report Form (PR-1) for use in the investigation of crashes within the state of Connecticut.

The updates to the crash form in Connecticut are based on The Model Minimum Uniform Crash Criteria Guideline (MMUCC) version 4. The first edition of MMUCC was released in 1998 under a program funded by the National Highway Traffic Safety Administration (NHTSA), and jointly managed by NHTSA and the Governors Highway Safety Association (GHSA) with input from other offices in the U.S. Department of Transportation. One of the keys to the widespread acceptance of MMUCC in so many states has been the collaborative approach to developing the Guideline. Professionals from all over the country representing law enforcement, state Department of Transportations (DOTs) and Department of Motor Vehicles (DMVs), the safety and medical communities, federal agencies, state governments, emergency responders, medicine, and other stakeholder groups have been closely involved with MMUCC development and implementation since its inception.

The purpose of MMUCC is to provide a dataset for describing crashes of motor vehicles in operation that will generate the information necessary to improve highway safety within each State and nationally. Statewide motor vehicle traffic crash data systems provide the basic information necessary for effective highway and traffic safety efforts at any level of government – local, State, or Federal. State crash data are used to perform problem identification, establish goals and performance measures, allocate resources, determine the progress of specific programs, and support the development and evaluation of highway and vehicle safety countermeasures. Unfortunately, the use of State crash data is often hindered by the lack of uniformity between and within States. MMUCC was established to counteract these issues.

Prior to January 1, 2015, the Connecticut PR-1 was last updated in August of 1994. After twenty years of use the 1994 PR-1 no longer met the needs of the transportation safety community. Input from investigators involved in development and pilot testing was used to modify the form and create a data collection tool that is compliant with national guidelines. This form was presented to the Commissioner of Transportation for his approval, which was granted on October 1, 2014.

Authority

Sec. 14-108a. Uniform investigation of accident report. Requirements and policy for identifying and notifying person's family or household member of motor vehicle accident in which person was killed.

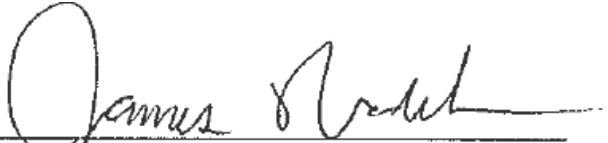
(1) The Commissioner of Transportation shall prescribe for the Division of State Police within the Department of Public Safety and for each police department and officer and other suitable agencies or individuals a uniform investigation of accident report, in such form as the Commissioner shall prescribe, which form shall be followed in filing all such reports.

(2) In each motor vehicle accident in which any person is killed or injured or in which damage to the property of any one individual, including the operator, in excess of one thousand dollars is sustained, the police officer, agency or individual who, in the regular course of duty, investigates such accident, either at the time of or at the scene of the accident or thereafter, by interviewing the participants or witnesses, shall, **within five days after completing such investigation, complete and forward one copy of such report to the Commissioner of Transportation.** Such report shall call for and contain all available detailed information to disclose the location and cause of the accident, the conditions then existing, the persons and vehicles involved and the names of the insurance companies issuing their automobile liability policies, as well as the enforcement action taken. The Commissioner of Transportation shall forward to the Commissioner of Motor Vehicles one copy of each report of any accident involving a school bus. The Commissioner of Motor Vehicles may inquire into or investigate any accident reported pursuant to this subsection and may request the assistance of the Division of State Police within the Department of Public Safety for such purposes.

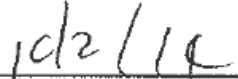
Commissioner's Declaration

Pursuant to the authority vested in the Commissioner of Transportation under Connecticut General Statute 14-108a, I, hereby, authorize the use of the revised Connecticut Uniform Police Crash Report Form, PR-1 REV July 2014.01.

Investigating officers and agencies may initiate the usage of the revised form upon completion of a process designed to familiarize them with the new features of the form, provided that each such investigating officer and agency shall initiate usage of this form no later than January 1, 2015.



James P. Redeker
Commissioner



Date

General Instructions for Completing a PR-1

- Each report, at a minimum, consists of three sets of sections:
 - 1) **Crash Summary**,
 - 2) **Vehicle Information**, one for each vehicle involved and
 - 3) **Driver Information**, one sheet for each driver involved.
- Each page of the report should contain the case number in the upper right corner of the page.
- Each page of the report should contain the page number and the total number of pages in the report in the upper left corner of the report.
- Numeric data entry boxes that are not applicable should be completed with a value of 88 in the appropriate boxes.
- In circumstances where the response to the required data element is unknown, the officer should complete the boxes using 99 for numeric data fields.

Crash Summary Information

The Crash Summary Information section of the report is designed to collect basic information about the crash. These items would include but are not limited to: date, time, location, severity, crash factors and conditions, work zone crash information, crash diagram and narrative description documented by the investigating officer. The upper right hand corner of this report is reserved for a police department case number that should be duplicated on all pages of the report and shall be a code that allows for a unique identifier for each crash investigated. The upper left corner of the crash summary section is reserved to document the number of motor vehicles and number of non-motorists involved in the crash. The back of the crash summary sheet is reserved for the crash diagram at the top of the page and the officer's narrative and information at the bottom of the page. If additional space is needed to complete the narrative, an Appendix has been designed (Appendix A) to allow the officer as much room as needed to describe the events and additional details of the crash and outcomes.

Motor Vehicle Information

The Motor Vehicle Information section of the report is designed to collect basic information about the vehicle(s) involved in the crash. The officer is required to complete one of these sections for each motor vehicle involved in the crash. This section includes, but is not limited to: motor vehicle information (e.g. VIN, make model, year, registration, etc.) vehicle specific crash information (e.g. vehicle action, sequence of events, body type, vehicle damage. etc.) insurance information, vehicle ownership information, special vehicle information and property damaged by that vehicle. This section was designed such that the back of the form would only be used in low crash frequency events, therefore, allowing officers to skip the back of this section for a large number of crashes.

At the top left corner of the vehicle section the officer is asked to assign the vehicle an ID number and document the total number of occupants in the motor vehicle (the driver should be included in that tally). Then refer to this numbering convention in the narrative.

Driver Information

The Motor Vehicle Driver Information section of the report is designed to collect information about each driver involved in the crash. This section should include, but is not limited to: driver information (name, address, date of birth, gender) driver's license information, driver actions, driver distractions, ejection status, restraint system usage, airbag status, injury status and Emergency Medical Service (EMS) information, enforcement actions taken by law enforcement and drug and alcohol test information. The top left corner of this section is reserved for the officer to assign this driver a motor vehicle. The number in this box should match the vehicle ID entered on the Motor Vehicle Information section for the vehicle each driver was driving.

Passenger Information

On the back side of the driver information section is the Motor Vehicle Passenger Information section. Information for up to four (4) occupants can be entered on this sheet. The top left corner of this section is reserved for the officer to identify which motor vehicle all persons contained on the sheet occupied. If a vehicle contains more than four (4) occupants additional sheets can be used, making sure to document the vehicle number. If a crash involves a bus, Appendix C must be used, and was designed to allow for entry of a large number of occupants on a single sheet. Nineteen persons can be entered on a single Appendix. Multiple Appendix C sheets can be used if necessary to document all passengers.

Non-Motorist Information

For crashes that involve a non-motorist (pedestrian, bicyclist, skater, etc.) the non-motorist section should be completed. The top left corner of this sheet reserves a section where the officer should assign an identification number for each non-motorist involved in the crash. Pedestrians are numbered on the non-motorist page and should be referred to with this non-motorist number in the narrative. Similar to the driver section, information is obtained on the non-motorist involved in the crash, which includes, but is not limited to: non-motorist type, identification, actions and circumstances both prior to and during the crash, law enforcement actions and drug and alcohol test information, injury status and EMS information.

Appendix A: Narrative Continued

This Appendix is used when the narrative section on the back of the crash summary page is insufficient. Appendix A should only be used for continuation of narrative from the Crash Summary Information Form, not to initiate a narrative.

Appendix B: Commercial Vehicle

This Appendix is required only for a: QUALIFYING VEHICLE in a QUALIFYING CRASH. A qualifying vehicle is defined as any motor vehicle displaying a hazardous material placard OR- A motor vehicle having a gross vehicle weight rating (GVWR) or a gross combination weight rating (GCWR) of more than 10,000 LBS used on public highways to carry property OR- Any motor vehicle designed to transport more than eight persons including the driver.

Any crash that involves a qualifying vehicle AND which results in one of the following is a qualifying crash:- Fatality to any person, OR- Injury to any person that requires immediate medical treatment away from the crash site OR- Disablement of any vehicle as a result of damage sustained in the crash. The top left corner of this Appendix reserves a section where the officer should assign an identification number

that is identical to the vehicle ID number from the vehicle information page for that commercial vehicle. The rest of the Appendix contains information as requested by the United States Department of Transportation (USDOT), Federal Motor Carrier Safety Administration (FMCSA) for tracking of commercial vehicle safety in the United States. This information includes, but is not limited to: cargo body type, carrier type, vehicle configuration, gross weight and hazardous materials information.

Appendix C: Bus

This Appendix is required when a crash involves a bus. The top left corner of this Appendix reserves a section where the officer should assign an identification number that is identical to the vehicle ID number from the vehicle information page for that vehicle. Information on Appendix C includes, but is not limited to: name, age, date of birth, gender, injury status, and seating position.

Appendix D: Bicycle

This Appendix is required for all crashes that involve a bicycle. The information collected on this Appendix is requested to be completed to the best ability of the officer. It is understood that some fields (e.g. make, model, year, serial number, etc.) may not be readily accessible or even attainable. It is requested that if these fields can be easily collected that they be included in the crash report. Other information to be collected includes, but is no limited to: sequence of events, contributing circumstances, damage, and roadway information.

Appendix E: Witness

This Appendix should be used to collect information about witnesses to a crash. The top left corner of this Appendix reserves a section where the officer should document the number of reported witnesses to the crash. Each Appendix page is designed to hold information for up to three witnesses. Multiple sheets can be used to accommodate as many witnesses as required. Witnesses should be assigned a person ID and statements can be taken on a Department's statement form. The witnesses (person) ID should be used to identify witnesses in both the provided statement and the diagram, if appropriate. Information to be collected includes, but is not limited to: name, address, birth date, statement source and type, and verification data.

Fatal Supplement (form PR-2)

This supplemental report is required for a crash in which at least one person is fatally injured. A fatal injury is any injury that results in death within 30 days after the injury occurred (**calculated by a measure of 720 hours (i.e. 30, 24hr. periods) from the crash time**). If the person did not die at the scene but died within 30 days of the motor vehicle crash in which the injury occurred, the injury classification should be changed from the attribute previously assigned to the attribute "Fatal."

Glossary of Terms and Data Elements

For each of the data elements below the element name is given followed by the MMUCC V4 identifier in parentheses for that data element. This will allow users to cross-reference the MMUCC definitions with those contained in the Connecticut crash report, if desired. The MMUCC web site can be found at www.mmucc.us.

Page Number of Total Report Pages

Instructions: Be sure to fill in at the top left on every sheet, which page (sheet) you are completing. For double-sided pages, each side of the sheet represents a separate single page. Enter the number of the first sheet and last sheet in the **Page ___ of ___** field. For example: Page 1 of 5, Page 3 of 6, Page 8 of 8, etc. Fill out accordingly, for each page until all pages are numbered. It may be necessary to complete pagination after completion of the entire report to ascertain and properly indicate how many total pages the report includes. This is especially the case for larger crashes.

Definition: Pagination is the assignment of page numbers to each and every sheet for each crash report (PR-1). Page numbers are essential information for organizing, completing, filing, retrieving and using crash reports.

Rationale: This is very critical information for the users as it is passed from agency to agency. This will allow other data users to verify they have a complete report.

Page ___ of ___

CRASH SUMMARY INFORMATION

Number of Motor Vehicles

Instructions: Record the number of motor vehicles involved in the crash.

Definition: A count of the number of motorized vehicles involved in the crash.

Rationale: This field is used to quickly identify crashes that involve only a single car or multiple cars. This field also serves as a check to ensure that the appropriate number of vehicle pages have been added to the report.

Number of Motor Vehicles:
Automobiles, Motorcycles, etc.

- **Notes on Use:** Record the total number of motorized vehicles (autos, trucks, motorcycles, motor scooters, mopeds, low speed vehicles, golf carts, all-terrain vehicles, snowmobiles, buses, farm equipment and heavy machinery, etc.) involved in the crash. A vehicle that may have caused the crash without necessarily making physical contact with other vehicles **IS** counted as a crash vehicle. Investigators should use investigative skill to determine if in fact there was a noncontact vehicle involved. A trailer or semi-trailer should NOT be included in Number of Motor Vehicles. When a Qualifying Vehicle is in a Qualifying Crash, any trailer or semi-trailer information will be recorded on the Appendix B Commercial Vehicle form. When a vehicle towing a trailer or semi-trailer is involved in a crash that does NOT meet the criteria of Appendix B, the trailer information should be recorded at the end of the crash narrative. Information should include owner, make, model, vin, marker plate and state and any damage."

Number of Non-motorists

Instructions: Record the number of non-motorists involved in the crash.

Definition: A count of the number of non-motorists involved in the crash.

Rationale: This field is used to quickly identify crashes that involve non-motorists (bicyclist, pedestrians, skaters, Segway riders, etc.). This field also serves as a check to ensure that the appropriate number of non-motorist pages have been added to the report.

Number of Non-Motorists:
Pedestrians, Bicyclists, etc.

Notes on Use: Record the total number of non-motorists involved in the reported crash. Non-motorists include, among other possibilities, pedestrian(s), person(s) in a wheelchair, person(s) in a building, skater(s), bicyclist(s), person(s) in non-motorized pedal-powered vehicles other than a bicycle, such as a unicycle or adult tricycle, and person(s) in a horse-drawn carriage or

other animal drawn conveyance. Any person in a motorized vehicle would not be included as a non-motorist.

Case Number

Instructions: Enter the case number issued by the reporting officer's agency assigned to the crash. The number may be issued by your dispatch and should also be written on each page of your crash form for your agency records.

Definition: The unique identifier within a given year that identifies a given crash within a State.

Rationale: Used to document a specific crash. If this identifier is available at the scene, it can also be recorded on the EMS record for linkage purposes. Enables subfields to be created for analyses and linked back to the crash data file.

Case Number:

Notes on Use: A unique case number must be assigned to every crash report. The number of digits used is not specified, however, there should be no more than 27 characters used. The case number is defined within each police agency for every crash coded. There can never be two identical case numbers within a given police jurisdiction.

Crash Date, Time, Severity, and Location

Date and Time of Crash

Instructions: Using numeric values, report the month, day, year and time that the crash occurred. If an officer responds immediately to the crash, please use the time given by dispatch as the time of crash. If an officer is notified after the crash occurs (and in the event of inclement, snowy weather where they may be an excessive number of crashes, this could be several days), please use the estimated time given by the party who is notifying you of the crash. This field can be left blank if the date or time of the crash cannot be determined through the crash investigation.

Definition: The date (year, month, and day) and military time (0000-2359) at which the crash occurred.

Rationale: Important for management/administration, evaluation, and linkage.

Date of Crash (YYYYMMDD)	Time (0000-2359)
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Notes on Use: This should represent the date the crash occurred not the date of notification of law enforcement or EMS. Midnight is designated as 00:00 and is considered the start of a new

day. In rare situations MMDD can be unknown. For example, a fatal crash that occurs and is discovered and investigated the following morning where no involved persons are available to interview may have an "unknown" time. In these circumstances it is recommended that as much detail be included as to the correct date be established through investigation of the incident.

Town Name

Instructions: Report the official town name in which the crash occurred.

Definition: The city/town (political jurisdiction) in which the crash occurred.

Rationale: Important for analyses of local area programs such as "Safe Communities." Critical for linkage of the crash file to other state data files (EMS, hospital, roadway, etc.).

Town Name

Town

Instructions: Report the official town number that corresponds to the town name in which the crash occurred.

Definition: The town identification number for city/town (political jurisdiction) in which the crash occurred.

Rationale: Important for analyses of local area programs such as "Safe Communities." Critical for linkage of the crash file to other state data files (EMS, hospital, roadway, etc.).

Town #

Notes on Use: All Towns, Cities, Municipalities in Connecticut carry a legislatively assigned unique number from 1 through 169. The number, if not familiar to the investigating officer, can be obtained from a "Town Codes" table located at the end of this Manual.

Crash Severity

Instructions: Select the crash severity classification based upon the most severely injured person involved in the crash. Only one selection is allowed.

Definition: This field is used to quickly identify crashes that involve a fatality, injury or only property damage.

Rationale: The severity and frequency of crashes is one of the factors used to determine when and why type(s) of intervention(s) are required to reduce the number of such events. Crash severity is a key characteristic in crash data query and analysis.

Crash Severity

<input type="radio"/> Fatal	<input type="radio"/> Injury	<input type="radio"/> PDO
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Notes on Use: It may be helpful to fill out the injury severity codes for all persons involved first. This will help you determine the most severe overall injury of the crash. See the “Injury Status” data element in the Driver and Passenger sections of this report.

Attribute Definitions:

Fatal-A fatal crash is one in which any person involved in the crash dies due to injuries sustained in the crash at least **30 days (720 hours)** (i.e. 30, 24hr. periods)) after the crash occurred.

Injury-Any crash where at least one person is injured in the crash

Property Damage Only –A crash in which there is no physical evidence of injury and all person(s) involved do not report any change in normal function.

Latitude and Longitude

Instructions: GPS coordinates are entered in these boxes. A crash should be referenced at the point of the first harmful event location if possible. If a vehicle has left the roadway, the next alternative is to locate the nearest location on the roadway where the vehicle left the roadway. In the case of multiple vehicle crashes, please do your best to reference the first harmful event location of the crash.

Definition: The exact location on the roadway to document where the first harmful event of the crash occurred.

Rationale: Critical for problem identification, prevention programs, engineering evaluations, mapping, and linkage purposes. The optimum definition of Crash Location is a route name and GPS (global positioning system)/GIS (geographic information system), if a highway agency has a linear referencing system that can relate geographic coordinates to specific locations in road inventory, traffic, driver, and other files. The location information in a crash file must have the capability to be linked to location information in these other important files required to study site-specific safety issues. GPS/GIS provide the latitude/longitude coordinates indicating where the crash occurred.

Latitude

Longitude

Crash Location

Instructions: Enforcement, highway design and traffic control improvement programs depend upon knowledge of exact crash locations for their effectiveness. It is important that distances to reference points be accurately measured and recorded by the investigating officer. For rural crashes, when tape measurements are not practical because of the distances involved, the investigating officer should drive to the nearest intersection, reference point or other identifiable landmark and record the distance carefully using the patrol vehicle odometer. Measurements should also be given to permanent landmarks near the crash scene, such as culverts, buildings, or physical structures, etc. It is essential that the crash location is described so the site can be located by traffic engineers or investigators for subsequent on-scene inspections.

If a crash occurs on private property, identify the property and indicate the address where it is located and the direction the vehicle was going at the time of the crash. Location fields are critical for ConnDOT. An agency should include latitude and longitude of the crash if at all possible. Continue to fill out the entire location section when using GPS. Many local jurisdictions use this information for city planning and engineering and do not have access to GPS maps.

Definition: The exact location on the roadway to document where the first harmful event of the crash occurred.

- Road name the crash occurred on
- Intersecting road name OR distance and direction from nearest intersection

Rationale: Critical for problem identification, prevention programs, engineering evaluations, mapping, and linkage purposes.

Crash occurred on (street name or route #) at its intersection with (street name or route #)	
<input type="text"/>	at <input type="text"/>
If not at an intersection: distance	<input type="radio"/> Feet
<input type="text"/>	N, S, E, W
<input type="radio"/> Tenths of Mile	name of nearest intersecting road, town line, or mile marker
<input type="text"/>	of <input type="text"/>

Attribute Definitions:

Street Name or Route # –List the municipal street name or state route number on which the crash occurred, and the intersecting street name or state route number, when crashes occur at intersections.

Distance, Direction, from Named Intersection, Town Line, or Mile Marker – When the crash does not occur at an intersection, include the nearest intersecting road, town line or state route mile marker, and the distance in feet or tenths of a mile from this intersecting identifier. It should also be indicated whether the direction from this nearest intersecting road, town line or mile marker to the crash location is north, south, east or west. (Example, 50 feet north of Durham Town Line)

Crash Factors and Conditions

Trafficway Ownership

Instructions: Select the appropriate attribute that describes the owner of the property on which the sequence of events took place leading up to the crash. Note that at any point if the vehicle is traveling on public property then the crash shall be listed as a public road crash.

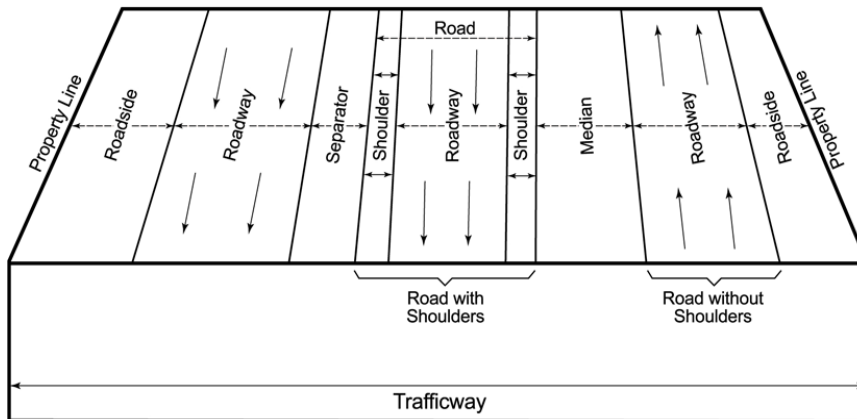
Definition: This element is used to identify ownership of the land where the crash occurred.

Rationale: The information this data element provides is used to classify the crash as being a motor vehicle traffic crash or not based on the location where it occurred. Collecting this data on the crash report allows research and resources to be targeted and countermeasures to be evaluated based on the characteristics of the crash.

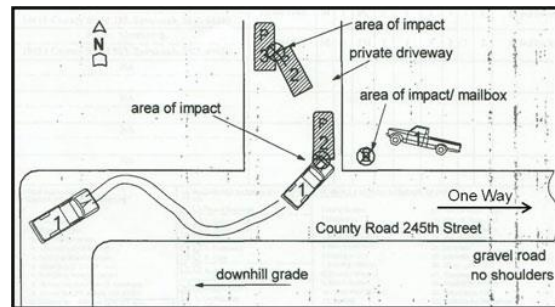
TRAFFICWAY OWNERSHIP	
01. Public Road	<input style="width: 40px; height: 20px;" type="checkbox"/>
02. Private Road	
88. Not Applicable	

Attribute Definitions:

Trafficway—Any land way open to the public as a matter of right or custom for moving persons or property from one place to another.

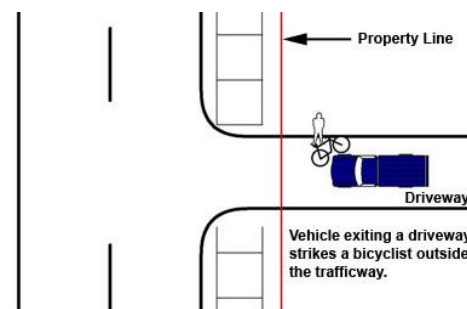


Public Road: Used for any crash that occurs and is entirely contained within a location that is owned by the public. Also use this attribute for crashes that originate on a location that is owned by the public where a harmful event occurs on private property. For example, a vehicle that departs the roadway and impacts a tree in a citizen’s front yard should be classified as "Public Property". The crashes depicted in the diagrams below would be identified as "Public Property" in the element Crash Classification.



Public Road Crash Example

Private Road: is used for a crash that occurs and is entirely contained within a location that is *not* owned by the public. Do *not* use this selection for crashes that originate on private property where a harmful event occurs on public property. That circumstance should be classified as “public property.” For example, a crash where a driver loses control of their vehicle backing from their private driveway and



Private Road Crash Example

impacts a vehicle on the roadway should be classified as “public property.”

NOTE: This would include all land within the "right of way" (i.e., within the boundaries of the trafficway). A land way under construction is not a trafficway if traffic is prohibited from entering by signing or barriers that are in conformance with applicable standards. However, if any part of the land way is open to traffic while the remainder is closed, the part that is open for traffic is a trafficway. Likewise, any temporary bypass of a construction site is a trafficway.

Not Applicable: This option would be used when a crash occurs on private property or in a privately owned parking lot, since these are not technically considered a roadway.

Trafficway Class

Instructions: Select that appropriate trafficway class based on the location of the first harmful event.

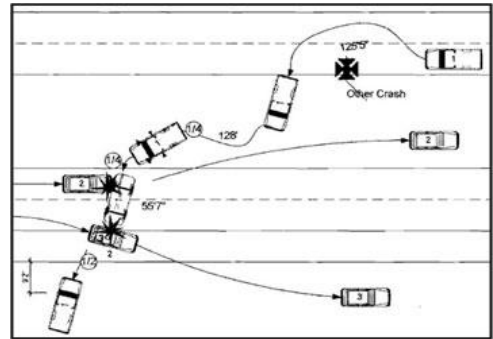
Definition: This element is used to identify the characteristics of the crash with respect to its location on or off a trafficway.

Rationale: The information this data element provides is used to classify the crash. Collecting this data on the crash report allows research and resources to be targeted and countermeasures to be evaluated based on the characteristics of the crash.

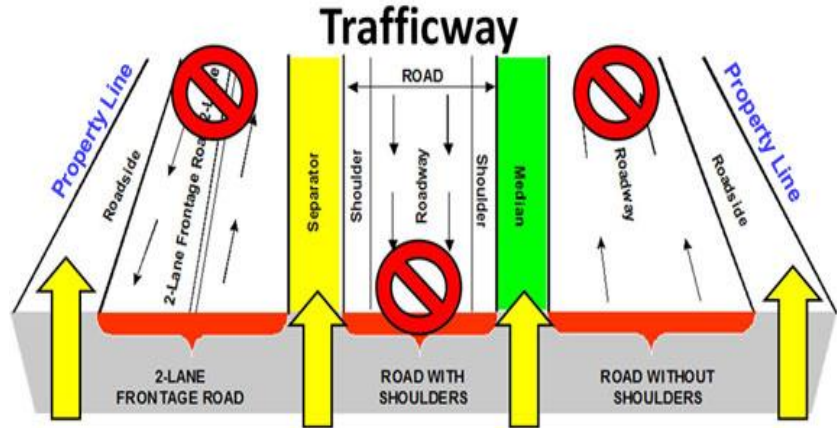
TRAFFICWAY CLASS	
01. Trafficway, On Road	<input type="text"/>
02. Trafficway, Not on Road	
03. Non-Trafficway	
04. Parking Lot	

Attribute Definitions:

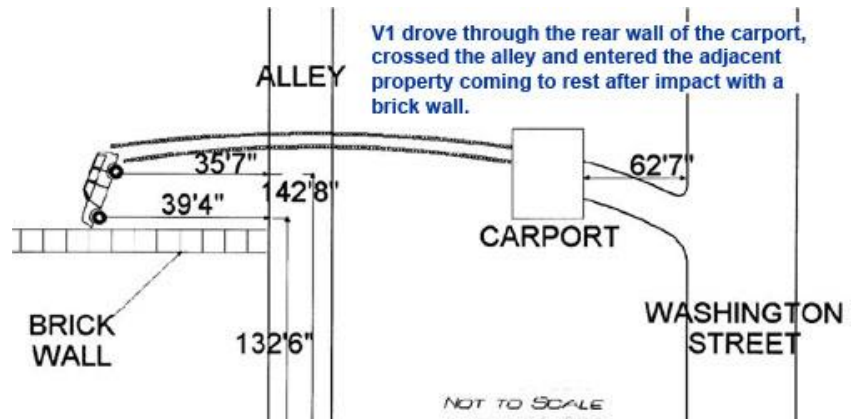
Trafficway, On Road– Used for motor vehicle traffic crashes where the crash event originates on the roadway or shoulder or at least one harmful event occurs on the roadway or shoulder. For example if a motor vehicle driving on a roadway runs off the road and crashes into a tree, OR if a motor vehicle driving on a roadway crosses the centerline and crashes into another motor vehicle, OR if a motor vehicle backs out of a private driveway, into the trafficway, and crashes into another motor vehicle on the roadway. The crash depicted in the diagram to the right would be identified as "Public Road" and "Trafficway, On Road" in the element Trafficway Class.



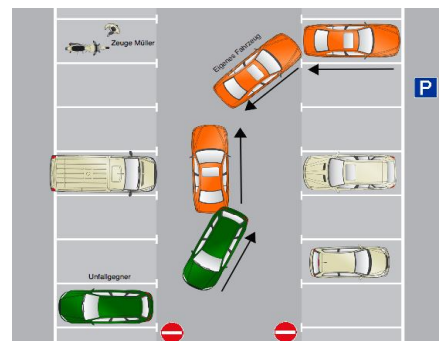
Trafficway, Not on Road—Is used for motor vehicle traffic crashes where the crash event does not originate on the roadway or shoulder and no harmful events occur on the roadway or shoulder. For example, if a motor vehicle is purposely driving entirely on the roadside (within the trafficway), runs off the roadside and crashes into a tree, OR if a motor vehicle is purposely driving entirely in the median and crashes into a traffic sign. A crash that would receive this attribute would not have harmful events occur on or originate in any of the trafficway components identified as "excluded" in the diagram below.



Non-trafficway— Is used for motor vehicle crashes where both of these conditions apply: (1) the crash originates outside the boundaries of the trafficway and (2) no harmful event occurs within the boundaries of the trafficway. For example, if a motor vehicle is driving on a dirt trail (not a recognized trafficway), and overturns. The crashes depicted in the diagram to the right would be identified as "Private Road", "Non-trafficway".



Parking Lot— Is used for motor vehicle crashes where a collision occurs within the parking area of private property. However, this attribute should not be selected for vehicles that are entering the trafficway from a parking lot, OR from on street parking.



Light Conditions

Instructions: Enter the appropriate code for light conditions at the time of the crash.

Definition: The type/level of light that existed at the time of the motor vehicle crash.

Rationale: Important for management/administration and evaluation. This element is critical for prevention programs and engineering evaluations.

Attribute Definitions:

Daylight - Whenever the sun is above the horizon at a given location.

Dawn - The transition period going from "dark of night" until sunrise. This is typically the 30 minute period before sunrise.

Dusk - The transition period going from a daylight condition to the "dark of night". This is typically the 30 minute period after the sun sets.

Dark- Lighted - The scene of the crash is illuminated at night, or another period of darkness, by street lamps or other man-made light sources.

Dark- Not Lighted - The scene of the crash is not illuminated at night, or another period of darkness, by street lamps or other man-made light sources.

Dark Unknown Lighting - It is known that the crash occurred at night or during another period of darkness, but it is not known if the crash scene was illuminated by a man-made light source.

Other - if the code "Other" is used it is recommended that it be explained in the narrative.

Unknown - Unknown

LIGHT CONDITIONS	
01. Daylight	<input type="text"/>
02. Dawn	
03. Dusk	
04. Dark- Lighted	
05. Dark- Not Lighted	
06. Dark Unknown Lighting	
97. Other	

Weather Conditions

Instructions: Enter the appropriate code for weather conditions at the time of the crash.

Definition: The prevailing atmospheric conditions that existed at the time of the crash.

Rationale: Important for management/administration and evaluation, critical for prevention programs and engineering evaluations.

Attribute Definitions:

Clear - Includes partial cloudiness if sunlight is not diminished.

Cloudy - Usually "overcast" but may include partial cloudiness if light is diminished.

Fog, Smog, Smoke - This includes natural or man-made conditions that cause reduced visibility.

Rain - This refers to precipitation other than snow, hail or sleet, or freezing rain. Precipitation falling as "mist" should be coded as "Rain".

WEATHER CONDITIONS (choose up to 2)	
01. Clear	<input type="text"/>
02. Cloudy	
03. Fog, Smog, Smoke	
04. Rain	
05. Sleet or Hail	
06. Freezing Rain/Drizzle	
07. Snow	
08. Blowing Snow	
09. Severe Crosswinds	
10. Blowing Sand, Soil, Dirt	
88. Not Applicable	
97. Other	

Sleet or Hail - This attribute would apply to conditions where precipitation is falling as ice (sleet/hail).

Freezing Rain/Drizzle - A fine mist or rain passing from a liquid to a solid state on contact with a surface due to temperature drop.

Snow - Frozen precipitation in the form of white or translucent hexagonal ice crystals that fall in soft flakes or soft pellets.

Blowing Snow - Wind-driven snow that reduces visibility. Blowing snow can be falling snow or snow that has already accumulated but is picked up and blown by strong winds.

Severe Crosswinds - Strong air flow perpendicular to the intended path of travel. **NOTE:** In order to be considered a "cataclysm" and therefore not a crash the winds would have to be at or above the minimum speed associated with a category one hurricane (75 mph or more).

Blowing Sand, Soil, Dirt - Earthen particles being blown about by the wind, reducing visibility.

Other - This attribute would be used for a condition that is not addressed by the previous attribute options. If this attribute is used it is recommended it is explained in the narrative.

Unknown - Unknown

Not Applicable – This code is to be used in the event that a second weather condition does not apply.

Trafficway Surface Conditions

Instructions: Enter the appropriate code for road surface conditions at the time of the crash.

Definition: The roadway surface condition at the time and place of a crash.

Rationale: Important to identify and correct high wet-surface crash locations and provide information for setting coefficient of pavement friction standards, critical for crash prevention programs and engineering evaluations.

Attribute Definitions:

Dry - Dry, lack of moisture on the surface

Wet - Describes a roadway surface that is covered with water from rain or melted snow.

Snow - Describes a roadway surface that is covered with snow.

Slush - Accumulated snow or ice that has partially melted.

Ice/Frost - Would include a roadway covered with ice from freezing rain.

Moving Water - Water on the roadway surface that is flowing or in motion (e.g. flood water over a bridge).

Sand - Would include sand on the roadway as a result of sand blown by wind or sand discharged on the roadway by highway trucks.

Mud, Dirt, Gravel - Would indicate that these substances are present on the surface of the roadway at the crash location, not the surface type of the roadway by design.

Oil - Would include fuel spilled on the roadway.

Standing Water - Water on the roadway surface that is not flowing or in motion (e.g. puddle).

TRAFFICWAY SURFACE CONDITIONS	
01. Dry	<input type="text"/>
02. Wet	
03. Snow	
04. Slush	
05. Ice/Frost	
06. Moving Water	
07. Sand	
08. Mud, Dirt, Gravel	
09. Oil	
10. Standing Water	
97. Other	

Other - Would include spilled substances such as grain, wet leaves, and liquids other than those listed above. If the code "Other" is used it is recommended that it be explained in the narrative.

Location of First Harmful Event

Instructions: Select the appropriate attribute that best describes the location of the first harmful event.

Definition: The location of the first harmful event as it relates to its position within or outside the trafficway. See diagram of the trafficway in the trafficway ownership section above. A first **harmful event** is the first **event** during a crash that causes an injury (fatal or nonfatal) or property damage.

Rationale: Important to identify highway geometric deficiencies.

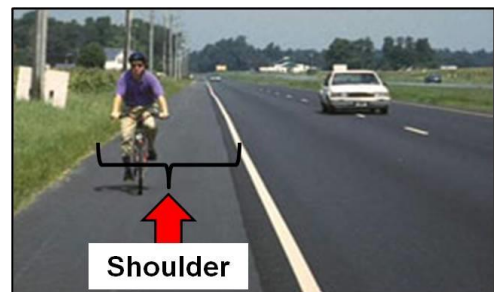
Attribute Definitions:

On Roadway – The portion of the trafficway normally designed for vehicular traffic. **NOTE:** A divided highway will have two roadways separated by a median. A crash that occurs within a driveway access (area at the end of a driveway within the trafficway boundaries) will also get coded with the attribute "Roadway" with respect to the location of the First Harmful Event.

Shoulder – That part of a trafficway contiguous with the roadway for emergency use, for accommodation of stopped motor vehicles, and for lateral support of the roadway structure. **NOTE:** Not all trafficways are designed with a shoulder. The area in question should be designed, improved, and/or maintained for the purposes identified above. The roadside is the area beyond the shoulder to the trafficway boundary line. For trafficways without shoulders, the roadside begins beyond the roadway edge line.

Median – An area of trafficway between parallel roads separating travel in opposite directions. **NOTE:** Medians may be depressed, raised or flush. Flush medians can be as little as 4-feet wide between roadway edgelines. Painted roadway edgelines four (4) or more feet wide denote medians. Medians of lesser width must have a barrier to be considered a median. Continuous Left-turn Lanes are not considered Medians (see On Roadway).

LOCATION OF FIRST HARMFUL EVENT	
01. On Roadway	<input type="checkbox"/>
02. Shoulder	<input type="checkbox"/>
03. Median	<input type="checkbox"/>
04. Roadside	<input type="checkbox"/>
05. Gore	<input type="checkbox"/>
06. Separator	<input type="checkbox"/>
07. In Parking Lane or Zone	<input type="checkbox"/>
08. Off-Roadway Location Unknown	<input type="checkbox"/>
09. Outside Right-of-Way (trafficway)	<input type="checkbox"/>
97. Other	<input type="checkbox"/>



Roadside – The outermost part of the trafficway from the property line or other boundary in to the edge of the first road. **NOTE:** Use this attribute if the first harmful event occurs in a raised or painted center island (directional or channeling) of a traffic circle, roundabout or junction. The roadside is the area beyond the shoulder to the trafficway boundary line. For trafficways without shoulders, the roadside begins beyond the roadway edge line.



Gore – An area of land where two roadways diverge or converge. The area is bounded on two sides by the edges of the roadways, which join at the point of divergence or convergence. The direction of traffic must be the same on both sides of these roadways. The area includes shoulders or marked pavement, if any, between the roadways.



Separator – A separator is the area of a trafficway between parallel roads separating travel in the same direction or separating a frontage road from other roads.



In Parking Lane or Zone – Crash location outside the roadway in a space designated for parking motor vehicles. **NOTE:** This includes curbside and edge of roadway parking (for example, legal residential parking, city-street parking, etc.). Sometimes a strip of roadway can be designated for parking at certain hours of the day (parking lane) and for regular travel at other hours (travel lane). This code should NOT be used during hours when parking is NOT permitted (see **On Roadway**).



Off-Roadway Location Unknown – The first harmful event is off the roadway, but the location of the property line is unknown.

Outside Right-of-Way (trafficway) – Not physically located on any land way open to the public as a matter of right or custom for moving persons or property from one place to another.

Unknown – Unknown

Crash Specific Location

Instructions: Select the appropriate attribute from the list that describes the crash location based on the location of the first harmful event.


Definition: The coding of this data element is based on the location of the first harmful event of the crash. It identifies the crash's location with respect to presence in a junction or proximity to components typically in junction or interchange areas.

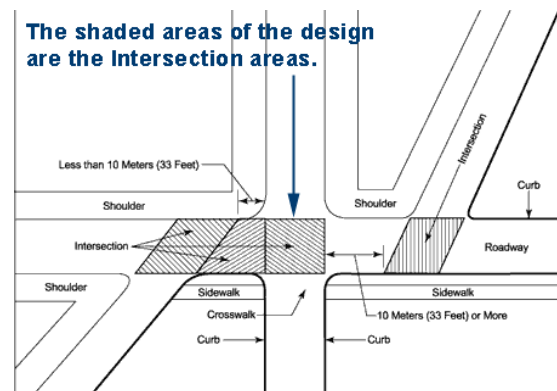
Rationale: Important for site-specific safety studies to identify locations with actual or potential problems.

Attribute Definitions:

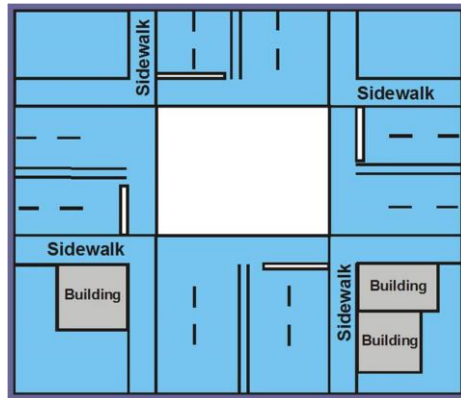
Non-Junction – Any roadway location that is not an intersection or a connection between a driveway access and a roadway other than a driveway access. **NOTE:** This attribute is used for crashes where the first harmful event occurs outside an interchange area and does not occur in or related to a junction, ramp, rail grade crossing, crossover, or shared-use path or trail. The attributes "Through Roadway" and "Other Location Within an Interchange Area" are used for non-junction crashes in an Interchange Area. "Non-junction" is also used for crashes that occur on a parking lot way (access road) at the connection of a parking aisle. **An interchange area is defined in general terms to extend approximately 0.48 km (0.3 mi) upstream from the gore of the first ramp of a particular interchange to approximately 0.48 km (0.3 mi) downstream from the gore of the last ramp of the given interchange.**

Intersection – An area that 1) contains a crossing or connection of two or more roadways not classified as driveway access and 2) is embraced within the extended projection of the lateral curb lines, or, if none, the lateral boundary lines of the roadways. Where the distance along a roadway between two areas meeting these criteria is less than 10m (33ft.), the two areas and the roadway connecting them are considered to be parts of a single intersection. **NOTE:** The last sentence of the definition refers to channelized intersections, traffic circles, and roundabouts.

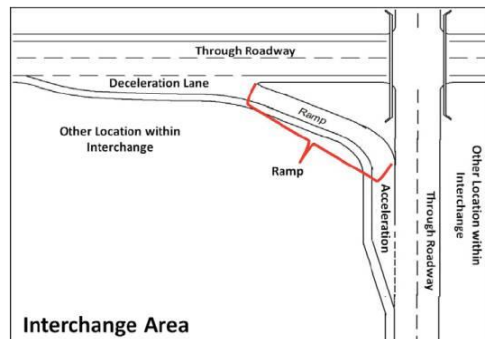
CRASH-SPECIFIC LOCATION	
01. Non-Junction	
02. Intersection	
03. Intersection-Related	
04. Entrance / Exit Ramp	
05. Entrance / Exit Ramp-Related	
06. Railway Grade Crossing	
07. Crossover-Related	
08. Driveway Access	
09. Driveway Access-Related	
10. Shared-Use Path or Trail	
11. Through Roadway	
12. Acceleration / Deceleration Lane	
13. On A Bridge	
14. HOV Lane	
15. Service or Rest Area	
16. Weigh Station	
17. Other Location Not Listed Above Within an Interchange Area (median, shoulder and roadside)	
97. Other	



Intersection-Related – A crash in which the first harmful event (1) occurs on an approach to or exit from an intersection and (2) results from an activity, behavior or control related to the movement of traffic units through the intersection. **NOTE:** There is no set foot distance from the intersection boundary but typically Intersection-Related crashes would occur in the shaded area in the diagram. Examples include a pedestrian struck in a crosswalk, a crash occurs outside the intersection as a vehicle is attempting to use the channelized turn lane, or a rear-end crash in a queue at a traffic sign or signal.



Entrance / Exit Ramp – Crash occurs on an approach to or exit from a roadway or results from an activity, behavior or control related to the movement of traffic units entering or exiting a ramp. **NOTE:** This attribute is used when the first harmful event occurs on an entrance or exit ramp roadway and is not the result of an activity, behavior or control related to the movement of traffic units through an intersection (i.e., it is not "Intersection-related"). This would include all the areas between the gore and entrance/exit ramp intersection.



Entrance / Exit Ramp-Related – This attribute is used when the First Harmful Event occurs off the entrance/exit ramp roadway, but is related to the use of or entry onto the ramp.

Railway Grade Crossing –An intersection between a roadway and train tracks that cross each other at the same level (at grade).

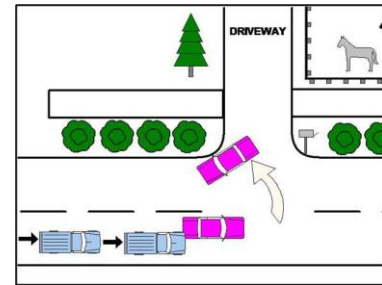
Crossover-Related – Crash located in the area of the median of a divided trafficway where motor vehicles are permitted to cross the opposing lanes of traffic or do a U-turn. The crash has to be related to the use of the Cross Over.



Driveway Access – A driveway is a private way that provides vehicular access to the public from a trafficway to property, parking, or loading areas outside the boundaries of the trafficway, but is considered to be not open to the public for transportation purposes as a trafficway. A driveway is outside the trafficway and is typically not provided an official identification name or number.

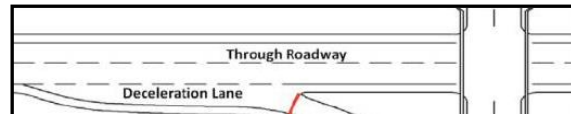


Driveway Access-Related – A crash that (1) occurs adjacent to a driveway, (2) is not a driveway access crash, and (3) results from an activity, behavior, or control related to the movement of traffic units onto or out of a driveway.



Shared-Use Path or Trail – A bikeway physically separated from motorized vehicular traffic by an open space or barrier and either within the highway right of way or an independent right of way. Shared use paths will also be used by pedestrians, skaters, wheelchairs, joggers and other non-motorized users.

Through Roadway – A crash would have this code when it is in an Interchange area and it does NOT occur: 1) On an Entrance/Exit ramp 2) In an Intersection or related to an intersection or other junction.



Acceleration / Deceleration Lane – A lane in the roadway that is designated for vehicles to either increase vehicle speed to reach traffic speed, or to reduce speed.

On a Bridge – This attribute is used when the first harmful event occurs on a bridge.

HOV Lane – This attribute is used when the first harmful event occurs in the High Occupancy Vehicle (HOV) Lane.

Service or Rest Area – This attribute is used when the first harmful event occurs in or at a service area or rest area.

Weigh Station – This attribute is used when the first harmful event occurs in or at a weigh station.

Other Location Not Listed Above Within an Interchange Area (median, shoulder and roadside) – This attribute is used when the first harmful event occurs within an interchange area, off of the roadway (e.g. median, shoulder, roadside) and is not related to the use of or the entry onto a ramp. Examples: (1) A vehicle on the Through Roadway portion of the interchange departs the roadway and overturns in the median. (2) A vehicle leaves the Through Roadway portion of the interchange and strikes a vehicle parked on the shoulder.

Other – Any location other than those listed above.

Unknown – Unknown

Type of Intersection

Instructions: Select that attribute that best describes the location of the crash. An Intersection Type should be selected if Intersection or Intersection Related were selected in Crash Specific Location.

Definition: An intersection consists of two or more roadways that intersect at the same level.

Rationale: Important for site-specific safety studies to identify actual or potential safety problem locations.

Attribute Definitions:

Not an Intersection – Identifies that this crash was not intersection or intersection-related. **NOTE:** An intersection-related crash would occur outside the boundaries of the intersection but would occur: (1) on an approach to or exit from an intersection and (2) results from an activity, behavior or control related to the movement of traffic units through the intersection.

TYPE OF INTERSECTION	
01. Not an Intersection	<input type="checkbox"/>
02. Four-Way Intersection	
03. T-Intersection	
04. Y-Intersection	
05. L-Intersection	
06. Traffic Circle	
07. Roundabout	
08. Five-Point, or More	

Four-Way Intersection – Where two roadways cross or connect.

T-Intersection – An intersection where two roadways connect in a perpendicular manner and one roadway does not continue across the other roadway. The roadways form a “T.”

Y-Intersection – An intersection where three roadways connect and none of the roadways continue across the other roadways. The roadways form a “Y.”

L-Intersection – This is a two-armed intersection in which one road intersects with another road but neither road extends beyond the other road.

Traffic Circle – An intersection of roads where motor vehicles must travel around a circle to continue on the same road or leave on any intersecting road. **NOTE:** Traffic circles are not the same as roundabouts. A traffic circle may not have yield control on all legs. Signals may be used in a traffic circle, but not in a roundabout. Traffic in the circle may stop due to signals or inconsistent yield rules.

Roundabout – Circular traffic patterns in which yield control is used on all entries, circulating vehicles have the right-of-way and should never stop, pedestrian access is allowed only across the legs of the roundabout behind the yield line and circulation is counter-clockwise and passes to the right of the central island.

Five-Point, or More – Refers to an intersection where more than two roadways cross or connect.

School Bus-Related

Instructions: Indicate if a school bus was involved in the crash.

Definition: Indicates whether a school bus or motor vehicle functioning as a school bus for a school-related purpose is involved in the crash. The “school bus,” with or without a passenger on board, must be directly involved as a contact motor vehicle or indirectly involved as a non-contact motor vehicle (children struck when boarding or alighting from the school bus, two vehicles colliding as the result of the stopped school bus, etc.).

Rationale: Important in determining where and how school children are at the greatest risk of injury when being transported by a school bus and the extent to which school bus operations affect overall traffic safety.

SCHOOL BUS RELATED	
01. No	<input type="checkbox"/>
02. Yes, a school bus was directly involved	
03. Yes, a school bus was indirectly involved	

Attribute Definitions:

No - Is used when there is no indication of a school bus, or motor vehicle functioning as a school bus, being involved in the crash.

Yes, a School Bus Was Directly Involved – Used when a school bus, or vehicle functioning as a school bus, is involved in any component of the crash as a contact vehicle (i.e. the bus has a harmful event).

Yes, a School Bus Was Indirectly Involved – Used when a school bus, or vehicle functioning as a school bus, is involved in any component of the crash as a non-contact vehicle (i.e. the bus did not cause a harmful event but the crash is somehow related to it). Examples include (1) a school bus stops on the roadway. Subsequently an approaching motor vehicle swerves to avoid the stopped bus and contacts another motor vehicle head-on; (2) a child exited a school bus and was crossing in front of the stopped bus when a vehicle passed the bus on the left side and struck the child; and (3) a line of cars is stopped for a school bus that is discharging passengers. A motor vehicle approaches and is unable to stop in time and strikes the last stopped motor vehicle in the line.

First Harmful Event

Instructions: Select the attribute that best describes the event that caused the first harm to the vehicle/occupants.

Definition: The first injury or damage-producing event that characterizes the crash type.

Rationale: Needed for uniformity in reported motor vehicle crash statistics, understanding crash causation, and identifying possible crash avoidance countermeasures. For analytic purposes it may be desirable to collect and use information about subsequent events, some of which may be harmful. (See Motor Vehicle Crash Information sheet, Sequence of Events)

Attribute Definitions:

Non-Collision:

Overturn/Rollover – A motor vehicle that has overturned at least 90 degrees to its side.

Fire / Explosion – A fire or explosion that was the cause or result of the crash. A fire/explosion is a non-collision harmful event.

Immersion, Full or Partial – Entry of a vehicle into liquid so that it is completely covered or there is damage to the vehicle or harm to an occupant. **NOTE:** In immersion injuries/fatalities the injury to the person may be noted as “drowning”.

Jackknife – An uncontrolled articulation between a tractor and trailer(s) that occurs at any time during the crash sequence. Jackknife as a First Harmful Event would only occur as the first injury or damage producing event of the crash. **NOTE:** This condition reflects a loss of control of the vehicle by the driver in which the trailer(s) deviate from its normal straight-line path behind the power unit. As an event in a vehicle's Sequence of Events this event is not necessarily harmful to the vehicle that jackknifes. If a jackknifing vehicle strikes another motor vehicle in operation the proper event sequence is "Jackknife" followed by "Motor Vehicle In operation" for that vehicle.

Cargo/Equipment Loss or Shift – As a non-collision event in First Harmful Event, the loss or shift would have to cause damage to the motor vehicle or occupants that is transporting the cargo/equipment or the cargo or equipment itself. **NOTE:** If cargo/equipment is lost and strikes another vehicle causing a collision event. For example, if lumber falls from the bed of a flatbed truck and lands on a vehicle in the adjacent lane, that would be the collision event "Struck by Falling, Shifting Cargo or Anything Set in Motion by Motor Vehicle."

Fell/Jumped from Motor Vehicle – Motor vehicle occupant either involuntarily fell or intentionally leapt from the vehicle. For example, a passenger of a motor vehicle in operation leans against the car door, it opens and the passenger falls out and is injured by the fall.

Thrown or Falling Object - A non-collision event where an object is thrown or falls on or near a motor vehicle in operation at the time of the crash. **NOTE:** Examples would include falling trees/tree limbs or large rocks from a hillside that fall on a vehicle.

Other Non-Collision – 1) driving off a cliff where damage is not the result of an overturn or a collision with a fixed object, (2) an unbelted passenger hits his or her head on the roof of a vehicle and is injured, when the vehicle travels over a sharp dip in the road, (3) situations where a passenger is sickened or dies due to carbon monoxide fumes leaking from a motor vehicle in operation. (4) This also includes when an occupant of a vehicle is run over by his/her own vehicle after falling from the vehicle.

Collision with Person, Vehicle, or Non-Fixed Object:

Pedestrian – A person who is not an occupant of a motor vehicle in operation or a pedalcyclist. Includes a person who is adjacent to the motor vehicle regardless of their actions.

Pedalcycle/Pedalcyclist – Includes bicycles, tricycles, unicycles, pedal cars, etc. **NOTE:** This attribute is used only for occupied pedalcycles. A bicycle in the roadway without a rider that is struck would be an "**Other Non-Fixed Object**".

Other Non-motorist – Includes person's on personal conveyances (e.g. Segway, scooter, skateboard), person's riding an animal (e.g. person on horseback), and person's in or on an animal drawn conveyance and the device itself when occupied (e.g. a horse and buggy).

Railway Vehicle (train, engine) – Any land vehicle (train, engine) that is (1) designed primarily for moving persons or property from one place to another on rails and (2) not in use on a land way other than a railway. **NOTE:** This would include a motor vehicle (e.g. pickup truck) specially equipped to operate on rails when in use on a railway.

Deer – A live deer strike. **NOTE:** A dead animal (carcass) should be entered as "Other Non-Fixed Objects".

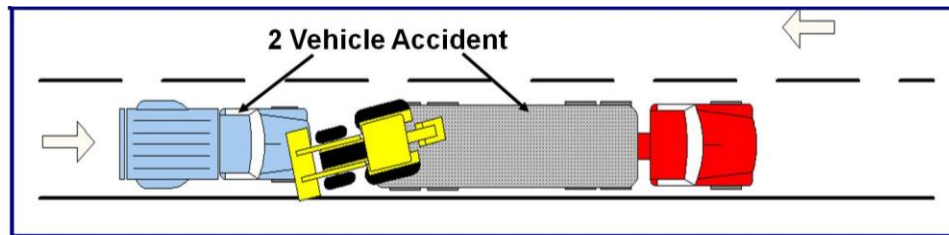
FIRST HARMFUL EVENT	
Non-Collision:	<input type="checkbox"/>
01. Overturn/Rollover	
02. Fire / Explosion	
03. Immersion, Full or Partial	
04. Jackknife	
05. Cargo/Equipment Loss or Shift	
06. Fell/Jumped from Vehicle	
07. Thrown or Falling Object	
08. Other Non-Collision	
Collision with Person, Vehicle, or Non-Fixed Object:	
09. Pedestrian	
10. Pedal cycle/Pedal-cyclist	
11. Other Non-motorist	
12. Railway Vehicle (<i>train, engine</i>)	
40. Deer	
13. Animal Other Than Deer (<i>live</i>)	
14. Motor Vehicle in Operation	
15. Parked Motor Vehicle	
16. Struck by Falling, Shifting Cargo or Anything Set in Motion by Motor Vehicle	
17. Work Zone/Maintenance Equipment	
18. Other Non-Fixed Object	
Collision With Fixed Object:	
19. Impact Attenuator/Crash Cushion	
20. Bridge Overhead Structure	
21. Bridge Pier or Support	
22. Bridge Rail	
23. Cable Barrier	
24. Culvert	
25. Curb	
26. Ditch	
27. Embankment	
28. Guardrail Face	
29. Guardrail End	
30. Concrete Traffic Barrier	
31. Other Traffic Barrier	
32. Tree (<i>standing</i>)	
33. Utility Pole/Light Support	
34. Traffic Sign Support	
35. Traffic Signal Support	
36. Fence	
37. Mailbox	
38. Other Post, Pole or Support	
39. Other Fixed Object (<i>wall, building, tunnel, etc.</i>)	

Animal Other Than Deer (live) – This attribute is used for collisions with live animals (domesticated or wild) that are not themselves being used as transportation or to draw a wagon, cart or other transport device (see Other Non-motorist). A dead animal (carcass) should be entered as "Other Non-Fixed Objects". **NOTE:** Default to Animal (live) if it cannot be determined if the struck animal was alive or dead at the time of the crash.

Motor Vehicle in Operation – A motor vehicle is any motorized (mechanically or electrically powered) road vehicle not operated on rails. When applied to motor vehicles, “in-operation” refers to being in motion or on a roadway. Inclusions: motor vehicle in traffic on a highway, driverless motor vehicle in motion, motionless motor vehicle abandoned on a roadway, disabled motor vehicle on a roadway, etc.

Parked Motor Vehicle – A parked motor vehicle is a motor vehicle not in-operation, other than a working motor vehicle, that is not in motion and not located on the roadway. In roadway lanes used for travel during some periods and for parking during other periods, a parked motor vehicle should be considered to be in-operation during periods when parking is forbidden. Any stopped motor vehicle where the entirety of the vehicle’s primary outline as defined by the four sides of the vehicle (e.g., tires, bumpers, fenders) and load, if any, is not within the roadway is parked.

Struck by Falling, Shifting Cargo or Anything Set in Motion by Motor Vehicle – Motor vehicle or non-motorist is struck by cargo or other object that was set in motion by a motor vehicle. Examples include logs falling off or coming loose from a truck and striking a vehicle behind the truck, or a motor vehicle striking a parked car and pushing it into a passing pedestrian.



Work Zone/Maintenance Equipment – A motor vehicle in the act of performing construction, maintenance, or utility work related to the trafficway. This “work” may be located within open or closed portions of the trafficway and motor vehicles performing these activities can be within or outside of the trafficway boundaries. **NOTE:** This attribute excludes vehicles being operated on the trafficway for other "work" purposes such as, garbage trucks, delivery trucks, police vehicles, etc.

Other Non-Fixed Object – A collision with an object other than a motor vehicle in-operation, a pedestrian, another road vehicle in operation, a parked motor vehicle, a railway vehicle, a pedalcycle, an animal, or a fixed object. Fallen trees are one example.

Collision With Fixed Object:

Impact Attenuator/Crash Cushion – A barrier at a spot location, less than 25 ft. (7.6 m) away, designed to prevent an errant motor vehicle from impacting a fixed object hazard by gradually decelerating the motor vehicle to a safe stop or by redirecting the motor vehicle away from the hazard.



Bridge Overhead Structure – Any part of a bridge that is over the reference or subject roadway. In crash reporting, this typically refers to the beams or other structural elements supporting a bridge deck. **NOTE:** The support structures in the middle of the bridge (piers or columns) and at the ends (abutments) are captured under attribute "Bridge Pier or Support".

Bridge Pier or Support – Support for a bridge structure including the ends (abutments).

Bridge Rail – A barrier attached to a bridge deck or a bridge parapet to restrain motor vehicles, pedestrians or other users. **NOTE:** A "bridge rail" may be constructed of various materials including metal, concrete, stone, wood, and/or combinations of these materials. For example a longitudinal barrier along the on top of a bridge that is faced with "guardrail" material should still be coded as "Bridge Rail".

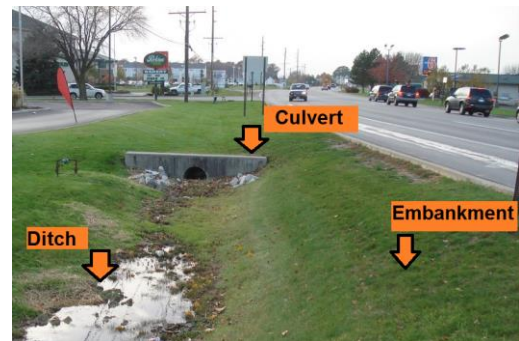


Cable Barrier – Refers to a flexible barrier system which uses several cables typically supported by steel posts. These can be used on the roadside or as a median barrier. These barriers are designed to help lessen impact or keep vehicles within the confines of the road.

Culvert – An enclosed structure providing free passage of water under a roadway with a clear opening of less than twenty feet measured along the center of the roadway.

Curb – A raised edge or border to a roadway. Curbs may be constructed of concrete, asphalt or wood typically have a face height of less than 9 inches.

Ditch – This includes any man-made structure for drainage purposes. A ditch ends where a culvert begins and resumes on the opposite side of the culvert. A collision with the sides of a ditch ("ditchbank" or "ditch embankment") should be coded as a Ditch rather than an embankment.



Embankment- Earthen structure used to support a channel or roadway.

Guardrail Face-Surface area of the guardrail other than the end.

Guardrail End- The end of the guardrail (guiderail). **NOTE:** As in the photo to the right, the guardrail end is typically painted a warning color and may include a breakaway or redirection design feature not to be confused with an impact attenuator.



Concrete Traffic Barrier – Refers to the longitudinal traffic barriers constructed of concrete and located on the outside of the road surface, in a median, or in gore areas. This includes all temporary concrete barriers regardless of location (i.e., temporary "Jersey Barrier" on a bridge being used to control traffic during bridge repair/construction). **NOTE:** Concrete walls (vertical side surfaces) such as the walls of a tunnel do not apply here; see Other Fixed Object.

Other Traffic Barrier – Longitudinal barriers other than guardrails, concrete traffic barriers, or cable barriers. They may be composed of material such as wood or rock.



Tree (standing) – Tree is upright and in the ground. A standing tree is a fixed object as opposed to a fallen tree that is a moveable object (see attribute Other Non-Fixed Object). **NOTE:** This attribute would include a tree stump. An entire tree or branches/limbs from a tree that fall on a vehicle would be the Non-collision Event "Thrown or Falling Object".

Utility Pole/Light Support - Constructed for the primary function of supporting an electric line, telephone line or other electrical-electronic transmission line or cable. This includes the support poles for roadway lighting.

Traffic Sign Support – A pole, post or other type of support for a traffic sign.

Traffic Signal Support – A pole, post or other type of support for a traffic signal.

Fence – This attribute includes fence posts. A fence can be made of wood, chain link, stone, etc. This would exclude shrubs or hedges serving as containment for property. Shrubs or hedges would be coded as "Other Fixed Objects".

Mailbox – Denotes a collision with a mailbox.

Other Post, Pole or Support – Post, pole or support that does not include a highway safety sign.

Other Fixed Object (wall, building, tunnel, etc.) –

Other fixed objects include walls, buildings, tunnels, etc.

Unknown – Unknown



Manner of Impact

Instructions: Identify the manner in which two (or more) motor vehicles in operation initially came together without regard to direction or force. When more than two motor vehicles are involved, enter the Manner of Collision code for the two vehicles involved in the initial or first collision. **NOTE:** Use code "88" Not Applicable, for single vehicle crashes.

Definition: The identification of the manner in which two or more motor vehicles in operation initially came together without regard to the direction or force. This

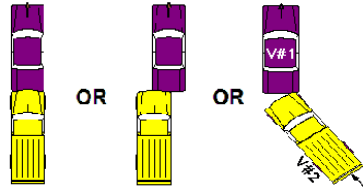
MANNER OF IMPACT	
(Applies to: multi-vehicle crashes)	<input type="text"/>
01. Front to Rear	
02. Front to Front	
03. Angle	
04. Sideswipe, Same Direction	
05. Sideswipe, Opposite Direction	
06. Rear to Side	
07. Rear to Rear	
88. Not Applicable	
97. Other	

data element refers only to crashes where the first harmful event involves a collision between two motor vehicles in operation.

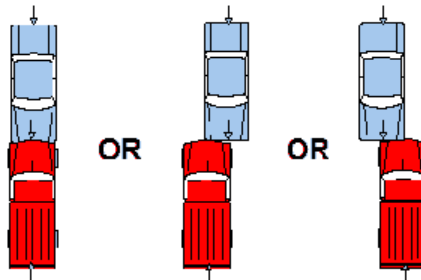
Rationale: Important for evaluation of occupant injuries and structural defects. This data element can be used in conjunction with Motor Vehicle Action to describe the crash.

Attribute Definitions:

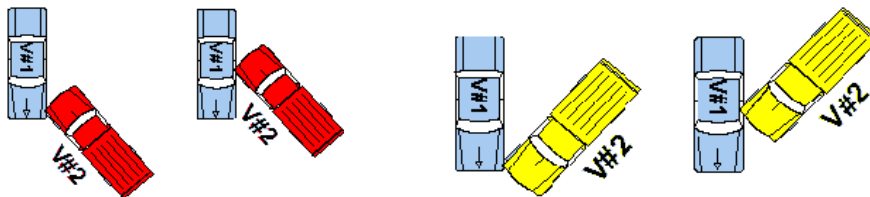
Front to Rear – The front end of one vehicle collides with the back of another vehicle, while the two vehicles are traveling in the same direction.



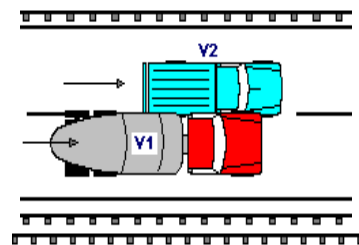
Front to Front – The front end of one vehicle collides with the front end of another vehicle, while the two vehicles are traveling in opposite directions.



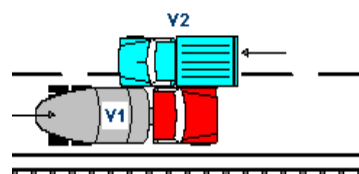
Angle – A crash where two motor vehicles impact at an angle. For example, the front of one motor vehicle impacts the side of another motor vehicle.



Sideswipe, Same Direction – Two vehicles traveling in the same direction impact one another where the initial engagement does not overlap the corner of either vehicle so that there is no significant involvement of the front or rear surface areas. The impact then swipes along the surface of the vehicle parallel to the direction of travel.

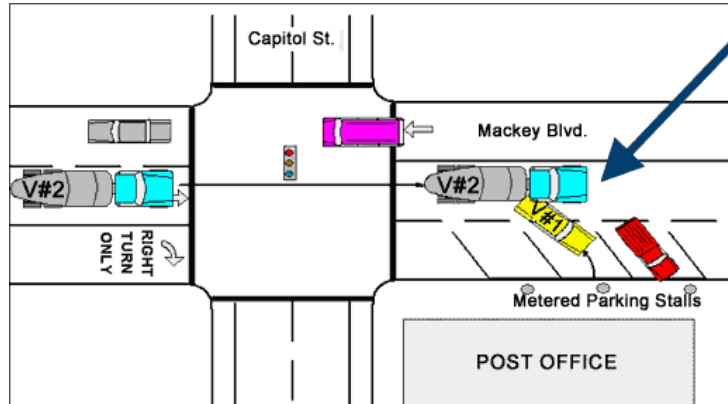


Sideswipe, Opposite Direction – Two vehicles traveling in the opposite direction impact one another where the initial engagement does not overlap the corner of either vehicle so that there is no significant involvement of the front or

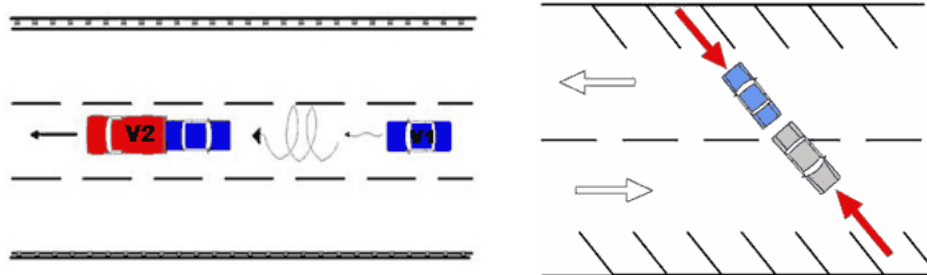


rear surface areas. The impact then swipes along the surface of the vehicle parallel to the direction of travel.

Rear to Side – The “rear” of a vehicle, and not the front, makes contact with the side of another. This can happen when a vehicle backs up into the side of another vehicle.



Rear to Rear – The “rear” of a vehicle makes contact with the “rear” of another. This can happen when two vehicles are backing up or if a vehicle spins out of control and strikes another vehicle.



Other – Used for collisions where one vehicle's end swipes (end-swipe) another vehicle instead of their sides swiping. Also, this attribute should be used for any collision between two motor vehicles where the collision is not described by the other attributes. Examples include: When one vehicle is airborne and makes contact with its front to the other vehicle's hood or top. Cargo or other load on one motor vehicle in operation shifts and lands or is thrown onto/into another vehicle. A vehicle occupant or motorcyclist falls or is thrown from a vehicle striking or is struck by another vehicle.

Unknown – Unknown

Not Applicable – Used when at least two vehicles are not involved in the crash event.

Contributing Circumstances, Environmental

Instructions: Select the Environmental conditions that potentially contributed to the crash. Choose at least one condition, but you may choose up to three. All boxes must be coded, i.e., If less than three conditions are selected the other conditions should be listed as not applicable “88”.

Definition: Apparent environmental conditions that may have contributed to the crash.

Rationale: Important to determine existence of unusual conditions that could be useful in determining the need for additional traffic control devices or geometric improvements.

Attribute Definitions:

None – None

Weather Conditions – Indication that the environmental conditions recorded in Weather Conditions contributed to the crash.

Visual Obstruction(s) –An object that blocked the driver’s sight, contributing to the crash (such as a bush, tree, etc.).

Glare – A very harsh, bright, dazzling light that impairs vision.

Animal(s) in Roadway –This would include live wild or domestic animals but would exclude animals pulling a conveyance or ridden animals.

Other – If other is selected it should be explained in the narrative.

Unknown – Unknown

Not Applicable – If less than three contributing circumstances are coded, the remaining boxes must be coded as 88.

CONTRIBUTING CIRCUMSTANCES, ENVIRONMENTAL (choose up to 3)	
00. None	<input type="text"/>
01. Weather Conditions	
02. Visual Obstruction(s)	
03. Glare	
04. Animal(s) in Roadway	
88. Not Applicable	
97. Other	

Contributing Circumstances, Road

Instructions: Select the road conditions that potentially contributed to the crash. Choose at least one condition, but you may choose up to three. All boxes must be coded, i.e., If less than three conditions are selected the other conditions should be listed as not applicable “88”.

Definition: Apparent condition of the road that may have contributed to the crash.

Rationale: Important to determine highway maintenance and possible engineering needs.

Attribute Definitions:

None – This would indicate that there were no contributing circumstances in this crash related to the road/roadway.

Backup Due to Prior Crash – An accumulation of traffic caused by vehicles slowing or stopping the traffic flow. **NOTE:** This attribute is only used for prior traffic crashes. The distance from the prior crash does not matter, just its relevance to this crash.

Backup Due to Prior Non-Recurring Incident – An accumulation of traffic caused by vehicles slowing or stopping the traffic flow. **NOTE:** Examples would include a funeral procession, a sporting event or other gathering, a parade, a traffic signal outage, etc.

Backup Due to Regular Congestion – An accumulation of traffic caused by vehicles slowing or stopping the

CONTRIBUTING CIRCUMSTANCES, ROAD (choose up to 3)	
00. None	<input type="text"/>
01. Backup Due to Prior Crash	
02. Backup Due to Prior Non-recurring Incident	
03. Backup Due to Regular Congestion	
04. Toll Booth/Plaza Related	
05. Road Surface Condition (wet, icy, snow, slush, etc.)	
06. Debris	
07. Ruts, Holes, Bumps	
08. Work Zone (construction/ maintenance/utility)	
09. Worn, Travel-Polished Surface	
10. Obstruction in Roadway	
11. Traffic Control Device Inoperative, Missing, or Obscured	
12. Shoulder (none, low, soft, high)	
13. Non-Highway Work	
88. Not Applicable	
97. Other	

traffic flow. **NOTE:** This pertains to daily traffic volume congestion issues. This could occur any day of the week but typically would occur during peak work travel periods in the morning and evening.

Toll Booth/Plaza Related – Is used for a crash that occurred at or in the vicinity of a toll booth (manned or unmanned) or a toll plaza. Includes crashes that occur in the upstream approach to the toll booth/plaza area, continues as the approach area (where the toll road begins to widen) leading up to the toll booths, and in the departure area where the road begins to narrow leading back to the normal number of lanes comprising the toll road downstream departure area.

Road Surface Condition (wet, icy, snow, slush, etc.) – The condition on the surface of the road contributed to the collision.

Debris – Object(s) in the roadway that may have contributed to the crash, such as cardboard boxes, trash, or other materials that have fallen from another vehicle. **NOTE:** These would be objects in the roadway that are not large enough to block travel (see Obstruction In Roadway) but could cause damage or a loss of control. Other examples include items such as dislodged cargo, parts from a vehicle, tire tread, broken glass, or animal carcasses.

Ruts, Holes, Bumps – Irregular roadway surface, either concave in the case of ruts and holes, or convex in the case of bumps.

Work Zone (construction/maintenance/utility) – A work zone is an area of a trafficway where construction, maintenance, or utility work activities are identified by warning signs/signals/indicators, including those on transport devices (e.g., signs, flashing lights, channelizing devices, barriers, pavement markings, flagmen, warning signs and arrow boards mounted on the vehicles in a mobile maintenance activity) that mark the beginning and end of a construction, maintenance or utility work activity. It extends from the first warning sign, signal or flashing lights to the END ROAD WORK sign or the last traffic control device pertinent for that work activity. Work zones also include roadway sections where there is ongoing, moving (mobile) work activity such as painting of pavement markings or roadside mowing only if the beginning of the ongoing, moving (mobile) work activity is designated by warning signs or signals.

Worn, Travel-Polished Surface – A road surface that is well used, often very smooth or shiny in appearance.

Obstruction in Roadway – A blockage in the roadway, such as that caused by a fallen tree or a large boulder.

Traffic Control Device Inoperative, Missing, or Obscured – This would include traffic control devices disabled or not functioning properly, lane markings faded or missing, signs that are down or covered by foliage, etc.

Shoulder (none, low, soft, high) – The shoulder is that part of a trafficway contiguous with the roadway for emergency use, for accommodation of stopped motor vehicles, and for lateral support of the roadway structure.

Non-Highway Work – Maintenance or other types of work occurring near or in the trafficway but not related to the trafficway.

Not Applicable - If less than three contributing circumstances are coded, the remaining boxes must be coded as 88.

Other – If the attribute "Other" is selected it is recommended that it be clarified in the narrative.

Unknown – Unknown

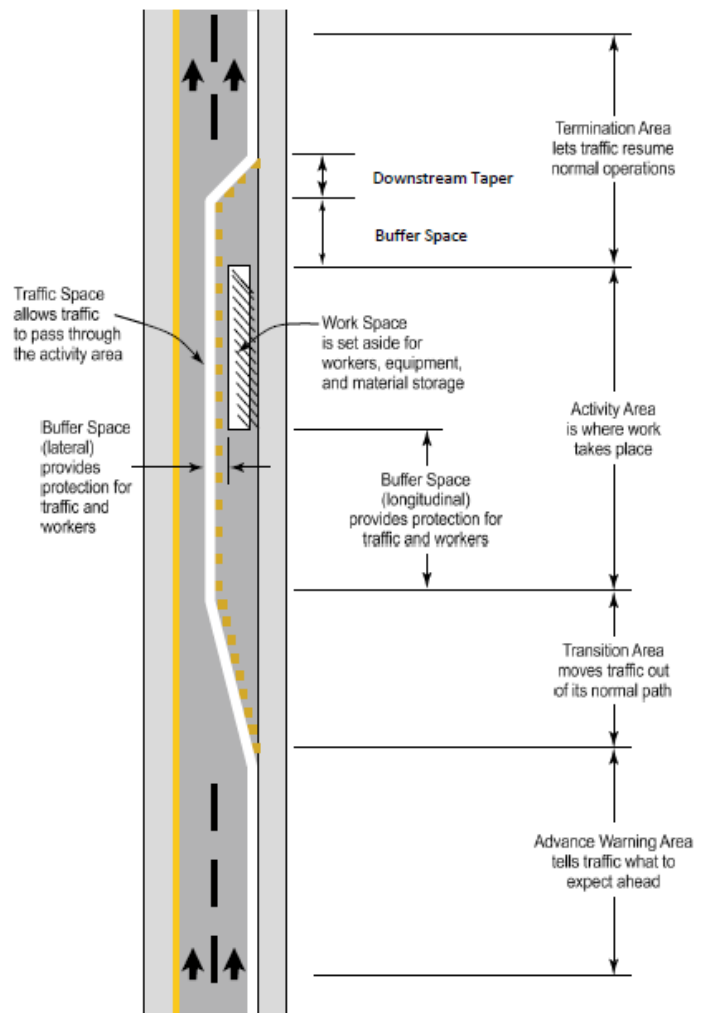
Work Zone Information

Instructions: Complete this section if the crash occurs in the vicinity of a work zone. A work zone is an area of highway that contains construction, maintenance, or utility work activities. The work zone typically extends from the first advance warning sign to the END ROAD WORK sign, or the last traffic control device. Work zones may exist for short or long durations and may include stationary or moving activities. It is not necessary for workers or work vehicles to be present to be considered a work zone. Traffic control devices define a work zone. A work zone crash is a traffic crash, including both collision and non-collision crashes, that has the First Harmful Event occurring:

- A. Within the boundaries of a work zone, or;
- B. On an approach to or exit from a work zone, when the crash results from an activity, behavior, or control related to the movement of the traffic units through the work zone.

A work zone crash excludes single vehicle crashes involving working vehicles not located in the trafficway. For example: 1) a maintenance truck strikes a highway worker inside the work site; 2) a utility worker repairing the electrical lines over the trafficway falls from the bucket of a cherry picker.

Work Zone Area



Work zones represent special hazards on the roadways. It is important to capture information about crashes occurring in and around roadway work. Collection of this information helps to make our roadways safer for drivers, their passengers, workers, and law enforcement officers who assist in monitoring work zone areas

Definition: A crash that occurs in or related to a construction, maintenance, or utility work zone, whether or not workers were actually present at the time of the crash. 'Work zone-related' crashes may also include those involving motor vehicles slowed or stopped because of the work zone, even if the first harmful event occurred before the first warning sign. See diagram above for a typical work zone area.

Rationale: Important to assess the impact on traffic safety of various types of on-highway work activity, to evaluate Traffic Control Plans used at work zones, and to make adjustments to the Traffic Control Plans for the safety of workers and the traveling public. This data element needs to be collected at the scene because work zones are relatively temporary or moving operations that are not recorded in permanent road inventory files.

WORK ZONE	LOCATION	TYPE	WORKERS PRESENT	ENFORCEMENT PRESENT
01. No 02. Yes	01. Before the First Work Zone Warning Sign 02. Advance Warning Area 03. Transition Area 04. Activity Area 05. Termination Area 88. Not Applicable	01. Lane Closure 02. Lane Shift / Crossover 03. Work on Shoulder or Median 04. Intermittent or Moving Work 88. Not Applicable 97. Other	01. No 02. Yes 88. Not Applicable	01. No 02. Yes 88. Not Applicable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Work Zone

Instructions: Select the appropriate attribute to designate whether or not this crash occurred in a work zone. If the crash did not occur in a work zone then the rest of the work zone section should be completed using the value of “88”, Not Applicable.

Attribute Definitions:

No – The crash DID NOT occur within the boundaries of a work zone or on an approach to or exit from a work zone, resulting from an activity, behavior or control related to the movement of the traffic units through the work zone.

Yes – The crash occurred within the boundaries of a work zone or on an approach to or exit from a work zone, resulting from an activity, behavior or control related to the movement of the traffic units through the work zone.

Unknown – Unknown

Location

Instructions: Select the appropriate attribute to designate where in the work zone the crash occurred. This box should be coded as not applicable “88” if the crash did not occur in a work zone.

Attribute Definitions:

Before the First Work Zone Warning Sign – This is an area before the start of the actual marked work zone. This attribute applies when the First Harmful Event of the crash occurs outside (before) the first warning sign, signal, or indicator marking the start of the work zone but is related to the movement of the traffic units through or entry into the work zone area.

Advance Warning Area – Located after the first warning sign but before the work area. **NOTE:** This is the area within a work zone where motorists are warned of changes in the flow of traffic as a result of the work



zone. This attribute applies when the First Harmful Event of the crash occurs inside the work zone (after) the first warning sign, signal, or indicator marking the start of the work zone but before any change in the flow of traffic by restriction, re-routing, or closure of travel lanes. Not all work zones will have Advance Warning Areas.

Transition Area – Where lanes are shifted or tapered for lane closure. **NOTE:** This is the area within a work zone where motorists are transitioned from the normal flow of traffic as a result of the work zone. This attribute applies when the First Harmful Event of the crash occurs inside the work zone in the area where the flow of traffic is modified by restriction, re-routing, or closure of travel lanes before entering the location where the work activity is taking place. Not all work zones will have Transition Areas.

Activity Area – Located adjacent to actual work area, whether workers and equipment were present or not. **NOTE:** This is the area within a work zone where the work activity associated with the marked work zone takes place. This attribute applies when the First Harmful Event of the crash occurs inside the work zone in the area where the work activity is taking place. All work zones will have Activity Areas.

Termination Area – Located after the activity area but before traffic resumes normal conditions. **NOTE:** This is the area within a work zone where motorists are transitioned from the modified flow of traffic in the work zone back to the normal flow of traffic for the trafficway. This attribute applies when the First Harmful Event of the crash occurs inside the work zone in the area where motorists are transitioned back to the normal flow of traffic or outside the work zone (i.e. beyond the “End Road Work” sign if present) but is related to the movement of the traffic units exiting the work zone.

Not Applicable – Used when not a work zone crash.

Type

Instructions: Select the appropriate attribute to designate type of work zone where the crash occurred. This box should be coded as not applicable “88” if the crash did not occur in a work zone.

Attribute Definitions:

Lane Closure – A type of work zone. **NOTE:** This is a work zone where the work activity results in the closure of a travel lane in one direction resulting in the re-routing of vehicles to a different lane for travel in that direction.

Lane Shift / Crossover – A type of work zone. **NOTE:** This is a work zone where the work activity results in the re-routing of vehicles through a lane shift where the number of lanes is maintained and those lanes are shifted several feet to one side to enable more workspace by using the shoulder to carry traffic.

Work on Shoulder or Median – This is a work zone where the work activity is occurring on the shoulder or median adjacent to the travel lanes. This type of work zone would not require a closure of a lane or shift of vehicle travel.

Intermittent or Moving Work – This is a work zone where the work activity involves the construction vehicles traveling (moving) along the trafficway and either stopping periodically to perform work (e.g., pothole patching) or performing slow-moving operations (e.g., pavement marking convoys).

Other – Examples include rolling road blocks, or complete road closures utilizing detour routes for maintenance of traffic.

Not Applicable – Used when not a work zone crash.

Workers Present

Instructions: Select the appropriate attribute to designate if workers were present when the crash occurred. This box should be coded as not applicable “88” if the crash did not occur in a work zone.

Attribute Definitions:

No – No workers present

Yes – Workers on site

Unknown – Unknown

Not Applicable – Used when not a work zone crash.

Enforcement Present

Instructions: Select the appropriate attribute to designate if law enforcement were present in or before the work zone when the crash occurred. This box should be coded as not applicable “88” if the crash did not occur in a work zone.

Attribute Definitions:

No – No enforcement present

Yes – Officer Present

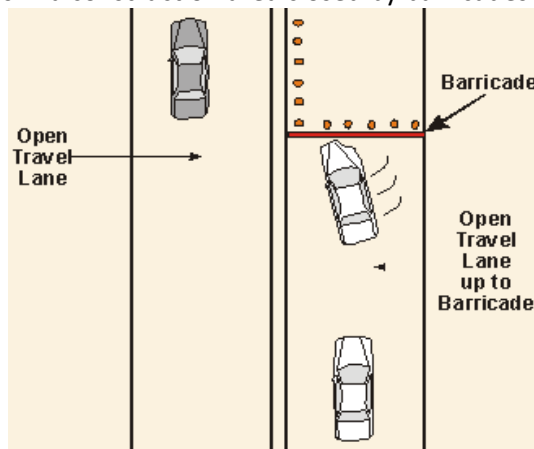
Unknown – Unknown

Not Applicable – Used when not a work zone crash.

Examples

Work Zone Example 1

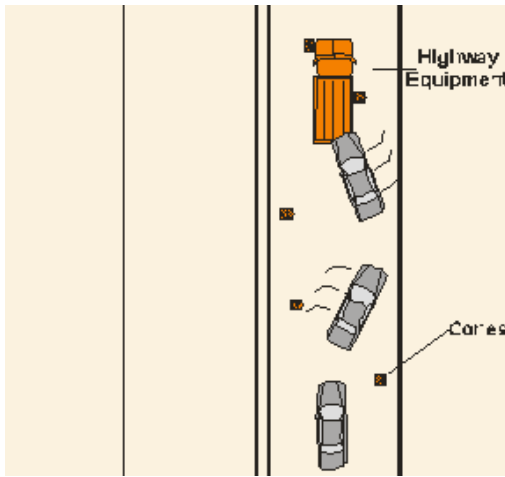
The crash begins on a portion of the trafficway open to the public and the first harmful event occurs in a construction area closed by barricades or cones.



Work Zone Crash? YES
Location? ACTIVITY AREA
Type? LANE CLOSURE

Work Zone Example 2

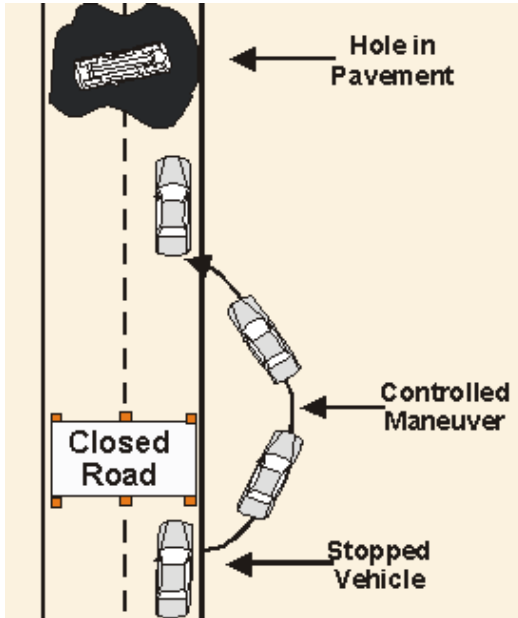
The crash begins on a portion of the trafficway open to the public and the first harmful event occurs in a construction area closed by barricades or cones.



Work Zone Crash? YES
Location? ACTIVITY AREA
Type? LANE CLOSURE

Work Zone Example 3

The crash begins on a portion of the trafficway closed to the public due to construction and the first harmful event occurs in the construction area closed by barricades or cones.



Work Zone Crash? NO, this is a Non-trafficway Crash
Location? N/A
Type? N/A

Diagram

Case Number

Number should match the case number listed on all other pages of the report. See the Crash Summary Section for more information.

Diagram

Instructions: Generate a diagram to describe the crash.

Definition: This space will be utilized to draw a diagram of the crash occurrence. The maneuvers and paths of all motor vehicles, pedestrians and pedalcyclists are to be included in the diagram. An arrow indicating north should be placed on the diagram.

Rationale: A diagram relates occurrences and events spatially to each other and in relationship to the immediate surroundings. It provides a visual connection to some of the textual categories and descriptions provided in other parts of the crash report.

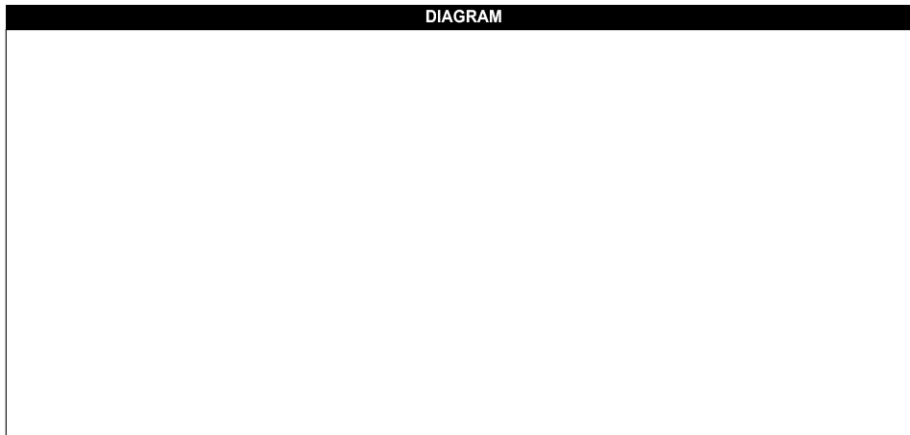
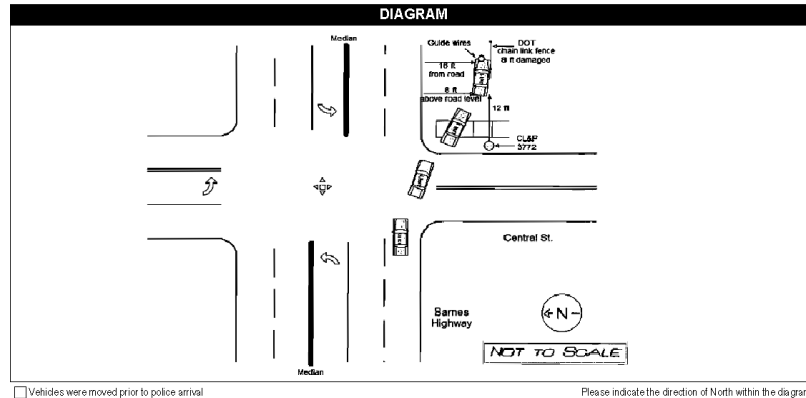


Diagram -Notes on Use:

- All involved vehicles should be numbered in such a manner that the vehicle numbers are coincidental with the vehicle numbers described in the narrative section, and the motor vehicle information report.
- The paths of vehicles prior to a collision should be indicated by an unbroken line. _____
- The paths of vehicles after a collision should be indicated by a broken line. _ _ _ _
- The paths of pedestrians should be shown as a broken line. _ _ _ _
- Non-contact vehicles should be indicated as "NC"
- Pedestrians should be shown as a stick figure or letter "P" within a circle.
- Pedalcyclists should be shown as a bike symbol or letter "B" within a circle.
- All roadways must be labeled with a name or route number.
- House #'s, utility pole #'s and business names may be used in the diagram.
- Include traffic controls and crosswalks where appropriate.

Sample Diagram:



Narrative

Instructions: Use this area to describe what happened prior to, during, and after the crash. It should contain pertinent facts and information that can be used with the diagram to describe the complete crash event.

Definition: This space is provided for entry of an appropriate text description of the crash occurrence as investigated by the officer.

Rationale: As nearly every crash scene contains unique aspects or circumstances, the investigating officer's narrative description of observed events provides crucial additional information that cannot be captured in designated text fields.

Definition: Affiliation of the person completing the crash report.

- Officer Name
- Officer Badge Number
- Police Agency Code (ID for department completing the report)

Rationale: Important for quality control and identification purposes. The law enforcement reporting agency identifier is critical.

Officer First Name	Officer Last Name	Badge Number	Police Agency Code
--------------------	-------------------	--------------	--------------------

Attribute Definitions:

Officer First Name- First name of officer investigating the crash.

Officer Last Name- Last name of officer investigating the crash.

Badge Number- The investigating officer’s badge, ID or employee number.

Police Agency Code – A unique identifier for the law enforcement agency that investigated and generated the crash report.

Case Status, Officer Signature, Report Date and Supervisor Approval

Instructions: complete this section to document that the case is closed (or still open). Furthermore, enter the names of the reporting officer and the supervisor that has approved closing of the report. By entering names in these boxes, this serves as signatures and approvals of the report.

Definition: Indicates if the case has been closed or if this report is a revision to a previously closed case.

Rationale: The case status box allows the officer to communicate that the case is closed and no further investigation will be completed. Cases that are closed should be submitted to ConnDOT within five (5) business days of being closed. The form also includes a check box to allow officers to indicate if this is a revision to a case that was previously closed. This will alert ConnDOT to update their record of this crash on file.

Case Status O - Open C - Closed <input type="checkbox"/>	Officer Signature: Date & Time : 2 0 1 4 0 5 1 6	Supervisor: Date & Time :
---	---	----------------------------------

This report is a revision to a previously submitted report

Attribute Definitions:

Case Status Open- Crash investigation is still ongoing.

Case Status Closed- Crash investigation is closed and a copy of the report should be submitted to ConnDOT within 5 days.

Officer Signature- “Signature” of the officer that is completing the report.

Supervisor- “Signature” of supervisor that approved the contents of the report.

This report is a revision to a previously submitted report- this box should be checked if this report is a revision to a report that was previously closed and submitted to ConnDOT.

MOTOR VEHICLE INFORMATION

Motor Vehicle ID

Instructions: Assign a motor vehicle ID to each motor vehicle involved in the crash beginning with # 1. This ID will be used throughout the report, including diagrams and narrative, to maintain continuity and referencing.

Definition: Motor vehicle unit type and number assigned to uniquely identify each motor vehicle involved in the crash. This number is not assigned to pedestrians or bicyclists. (See Non-Motorist Number .)

Rationale: Uniquely identifies each motor vehicle unit involved in the crash. Permits occupants to be assigned to the appropriate motor vehicle.

Motor Vehicle ID:

Number of Occupants in Motor Vehicle

Instructions: Report the number of occupants in the motor vehicle. This count would include the driver.

Definition: The total number of injured and uninjured occupants in this motor vehicle involved in the crash, including persons in or on the motor vehicle at the time of the crash.

Rationale: Important for the officer at the scene to indicate how many people (injured and uninjured) are involved for reporting purposes. Useful for evaluating the effectiveness of countermeasures that prevent or reduce injury and injury severity.

Number of occupants in vehicle:
(including the driver)

Case Number

Number should match the case number listed on all other pages of the report. See the Crash Summary Section for more information.

Motor Vehicle Information

Vehicle Identification Number

Instructions: Indicate the vehicle identification number or serial number, which can be obtained from various locations on the vehicle, usually available from the driver's side dashboard near the windshield. **Please print clearly and legibly.** **NOTE:** Although an officer may be tempted take the VIN from a registration or insurance card, it should always be verified with the stamped VIN off

of the vehicle. Do NOT simply copy the VIN from the vehicle registration; typographical errors may exist, or the plates may be on the wrong vehicle. The VIN should have 17 alphanumeric characters for vehicles manufactured after 1980. If VIN is missing or removed, select the “VIN missing or removed” box.

Definition: A unique combination of alphanumeric or numeric characters assigned to a specific motor vehicle that is designated by the manufacturer.

Rationale: Important to identify specific motor vehicle design characteristics and occupant protection systems for effectiveness evaluations.

VIN:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

 VIN missing or removed

Hit and Run

Instructions: Check this box if the driver of this vehicle evaded responsibility, or left the scene of the crash without stopping to render aid or report the crash.

Definition: Refers to cases where the vehicle or the driver of the vehicle in operation is a contact vehicle in the crash and departs the scene without stopping to render aid or report the crash.

Rationale: Important for uniformity, quality control and identification purposes in reported motor vehicle crash statistics.

<input type="checkbox"/> Driver Evaded Responsibility

Attribute Definitions: Each person operating a motor vehicle who is knowingly involved in an accident which causes serious physical injury to or results in the death of any other person or physical injury to any other person or injury or damage to property shall at once stop and render such assistance as may be needed and shall give (his/her) name, address and operator's license number and registration number to (the person injured / any officer or witness to the accident / the owner of the property).

Make

Instructions: Indicate the general make of the vehicle as shown on the registration card. For example: Chevrolet (Chev), Ford, Toyota (Toyt), etc. Appropriate character abbreviations can be used in this box.

Definition: The distinctive (coded) name applied to a group of motor vehicles by a manufacturer.

Rationale: Important for use in identifying motor vehicle make, for evaluation, research and crash comparison purposes.

Make:

--

Model and Color

Instructions: Indicate the model and color of the vehicle. If no model is indicated, then mark a dash.

Definition: The manufacturer-assigned name denoting a family of motor vehicles (within a make) that have a degree of similarity in construction, such as body, chassis, etc.

Rationale: Important for use in identifying the motor vehicle model for evaluation, research, and crash comparison purposes.

Model:

Color:

Model – Assigned by motor vehicle manufacturer (obtain from the vehicle registration).
Generally the secondary name given to a vehicle indicated on the registration card, such as Escalade, 4Runner, Camry, Camaro, etc.

Color – Best estimate by officer on the scene (e.g. Blue, White, Gray, etc.)

Year

Instructions: Indicate the model year (YYYY) of the vehicle (obtain from the vehicle registration).

Definition: The year that is assigned to a motor vehicle by the manufacturer.

Rationale: Important for use in identifying motor vehicle model year for evaluation, research, and crash comparison purposes.

Year:

Plate

Instructions: Enter the license plate information for the vehicle. If the plate/registration is invalid (expired, cancelled, suspended, revoked or misused) or the plate is missing select the appropriate box to the right.

Definition: The alphanumeric identifier or other characters, exactly as displayed, on the registration plate or tag affixed to the motor vehicle. For combination trucks, motor vehicle plate number is obtained from the power unit or tractor.

Rationale: Critical for linkage between the crash and motor vehicle registration files

Plate #: Invalid
 No Plate

Plate State

Instructions: Indicate the state in which the vehicle is registered.

Definition: The State, commonwealth, territory, Indian nation, U.S. Government, foreign country, etc., issuing the registration plate as indicated on the registration plate displayed on the motor vehicle. For foreign countries, MMUCC requires only the name of the country. Border States may want to collect the name of individual Canadian Provinces or Mexican states.

Rationale: This element is critical in providing linkage between the crash and motor vehicle registration files to access the motor vehicle identification number.

Plate State:

Road on Which Vehicle Was Traveling

Instructions: Document the name of the road on which this vehicle was traveling (or parked) and the direction of travel at the time of the collision. If the vehicle was not in the roadway or if the direction is unknown then check the appropriate box to the right.

Definition: The direction of a motor vehicle's travel on the roadway before the crash. Notice that this is not a compass direction, but a direction consistent with the designated direction of the road. For example, the direction of a State-designated North-South highway must be either northbound or southbound even though a motor vehicle may have been traveling due east as a result of a short segment of the highway having an east-west orientation.

Rationale: Important to indicate direction the motor vehicle was traveling before the crash for evaluation purposes.

Road on which vehicle was traveling: Vehicle was not in roadway
 Unknown direction

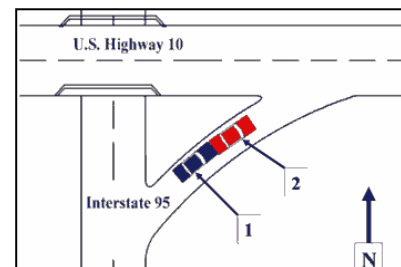
Direction of Travel
N, S, E, W

Attribute Definitions:

Northbound (N), Southbound (S), Eastbound (E), Westbound (W)– This is the directional designation of the travel lane for the trafficway the vehicle was on. This is not a compass direction.

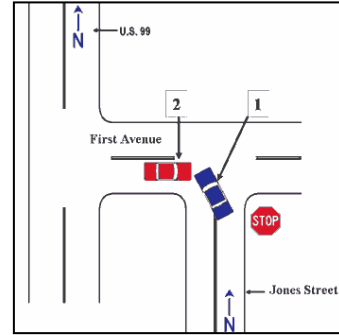
Not on Roadway – This is used for a vehicle that is not traveling on the roadway at the time of the crash (e.g. an ATV cutting across a trafficway overturns in the median).

Example 1 In the example below, Interstate 95 is a designated N/S route and U.S. 10 is E/W. Vehicle (1) strikes vehicle (2) on the ramp from I-95 to Eastbound U.S. 10. Although both intended to go Eastbound on U.S. 10, the Direction of Travel for vehicles on ramps and connector roads should be determined by assuming that the route direction of the parent highway is the true direction. Thus, both



would be recorded as Northbound on Interstate 95.

Example 2 When a collision occurs while a vehicle is making a turn at an intersection and the location of the collision is within the intersection, the direction of travel is the direction of the vehicle prior to the turning movement. In the example, V#1 is making a left hand turn in a westerly direction but would be recorded as NORTHBOUND. V#2 would be recorded as EASTBOUND.



Total Lanes in Roadway

Instructions: Record the total number of lanes contained on the road on which the vehicle was traveling. **NOTE:** review differences between Divided and Undivided highways with respect to number of lanes.

Definition: Total number of lanes in the roadway on which this motor vehicle was traveling.

Rationale: Used in studying roadway safety issues as well as identifying the environment of a particular crash.

Total lanes in roadway:

Attribute Definitions:

For undivided highways – Enter the total through lanes in both directions, excluding designated turn lanes.

For divided highways – Enter the total through lanes for the roadway direction on which the motor vehicle under consideration was traveling.



Bike Lanes/Sharrows Present

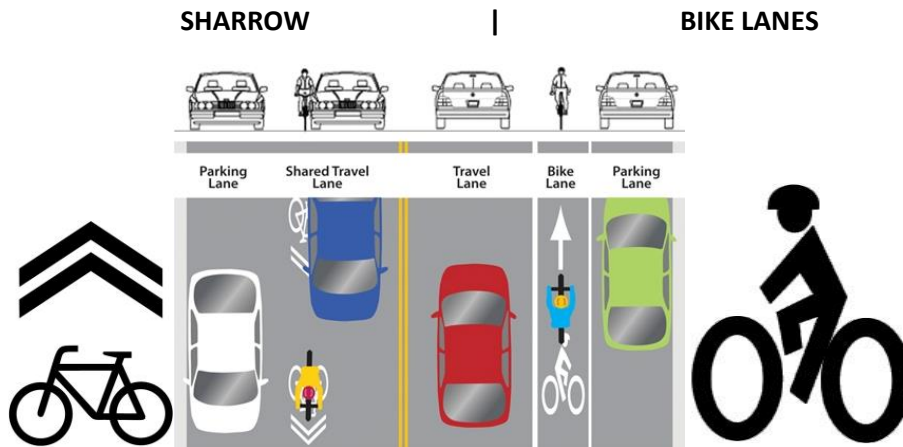
Instructions: Check this box if a Bike lane(s) or Sharrow(s) are present on the road in which this vehicle is traveling.

Definition: Bike lanes are defined as a portion of the roadway that has been designated by striping, signing and pavement marking for the preferential or exclusive use by bicyclists. A sharrow is defined as lanes that are shared by both cars and bicycle. The lanes have special arrow markings within to help alert cars to take caution and allow cyclists to safely travel in these lanes when striping is not possible.

Rationale: Bike lanes and sharrows are specific transportation safety treatments used to increase safety for bicyclists. By collecting information on the use, availability and application of bike lanes and sharrows, safety benefits or unintended consequences can be analyzed and future decisions on their use can be made using a data driven approach.

Bike lanes/sharrows present

Attribute Definitions:



Motor Vehicle Crash Information

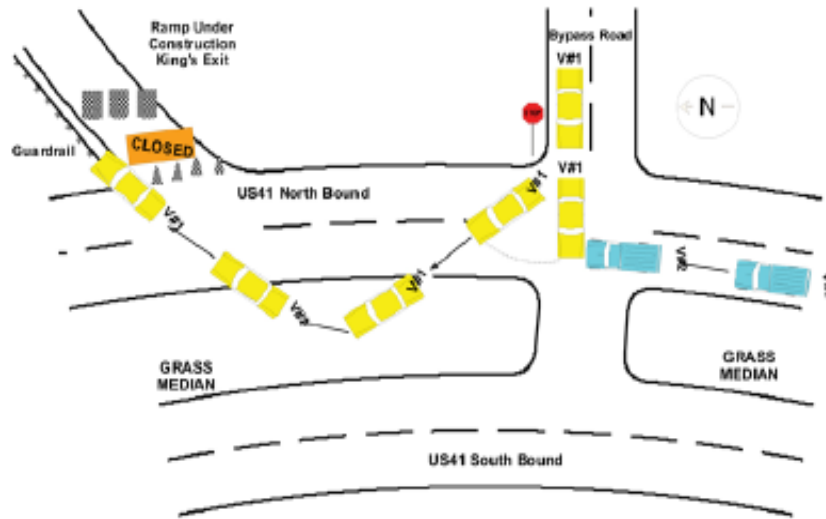
Sequence of Events and Most Harmful Event

Instructions: Enter the events of the crash specific to this vehicle as they occurred in chronological order. Also select which one of these events was the most harmful. NOTES: The sequence of events boxes are used to describe what occurred during the crash. In order to account for the complex scenarios, you may enter up to four events per vehicle. If there are more than four events, record the four most significant events. All boxes must be coded, i.e., If less than four events are selected the other event boxes should be coded as not applicable “88”. The sequence of events codes are grouped into three categories: non-collision (i.e. ran-off road and rollover), collisions with non-fixed objects (i.e. motor vehicle vs. motor vehicle and motor vehicle pedestrian), and collisions with fixed objects (i.e. light poles and trees).

Definition: The events in sequence related to this motor vehicle (NOT THE DRIVER), including both non-collision as well as collision events. See two examples from MMUCC below.

Rationale: Important for use in conjunction with most harmful event and motor vehicle maneuver to generate complete information about the crash.

Sequence of Events Examples



NARRATIVE

D#1 was stopped at the stop sign on the south end of the bypass road around the King's Mine Overpass construction. Upon entering US41 with the intention of crossing over the northbound lanes and then turning to the south, D#1 failed to see V#2 northbound on US41. V#2 struck the front driver's side of V#1 causing it to spin clockwise.

D#1 was either unconscious or disoriented. D#1 apparently had her foot on the accelerator and went approx. 1000 feet to the north in the median and then crossed over northbound US41.

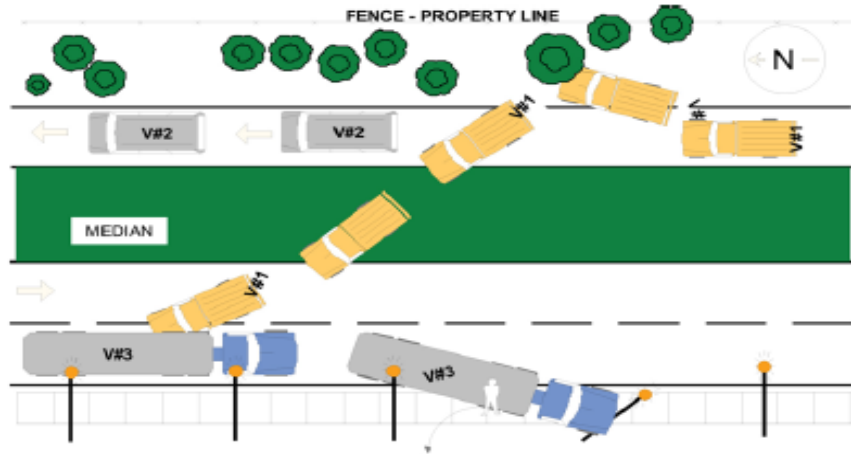
After crossing the northbound lanes, V#1 started up the ramp at the King's Mine Interchange which is currently closed for construction. V#1 went head-on into the guardrail end on the west side of the ramp.

VEHICLE 1 SEQUENCE OF EVENTS (V20):

Motor Vehicle In-Transport
 Ran off Roadway - Left
 Reentering Roadway**
 Ran off Road - Right
 Guardrail End

VEHICLE 2 SEQUENCE OF EVENTS (V20):

Motor Vehicle In-Transport



NARRATIVE

V#1, a pickup, was traveling in the right-hand lane of northbound SR7 following V#2, a van. V#2 slowed suddenly. D#1 did not notice V#2 slowing in time and swerved to the right to avoid striking V#2. V#1 struck a tree off the right side of the road. V#1 veered off the tree and proceeded to cross over the center median grass striking V#3 traveling in the right-hand southbound lane injuring the driver of V#1.

After being struck by V#1, V#3 struck the curb on the right-hand side of the road, crossed over the sidewalk, and struck a pedestrian and then a light pole. V#2 did not know the accident had occurred and kept on driving.

VEHICLE 2 FROM DIAGRAM:

There would be no Sequence of Events recorded for this vehicle as it was a "non-contact" vehicle.

VEHICLE 1 SEQUENCE OF EVENTS (V20): VEHICLE 3 SEQUENCE OF EVENTS (V20):

Ran off Roadway – Right
 Tree (Standing)
 Reentering Roadway**
 Cross Median
 Motor Vehicle In-Transport

Motor Vehicle In-Transport
 Curb
 Ran off Roadway—Right**
 Pedestrian
 Utility Pole/Light Support

**MMUCC recommends a minimum of four events be recorded on the crash report. For states that record only four, it is recommended that non-harmful events be eliminated first for crashes where more than four events occur in a vehicle's sequence.

Attribute Definitions:

Non-Collision:

Overturn/Rollover – A motor vehicle that has overturned at least 90 degrees to its side.

Fire / Explosion – A fire or explosion that was the cause or result of the crash. A fire/explosion is a non-collision harmful event.

Immersion, Full or Partial – Entry of a vehicle into liquid so that it is completely covered **or** there is damage to the vehicle or harm to an occupant. **NOTE:** In immersion injuries/fatalities the injury to the person may be noted as “drowning”.

Jackknife – An uncontrolled articulation between a tractor and trailer(s) that occurs at any time during the crash sequence. **NOTE:** This condition reflects a loss of control of the vehicle by the driver in which the trailer(s) yaw from its normal straight-line path behind the power unit. As an event in a vehicle's **Sequence of Events** this event is not necessarily harmful to the vehicle that jackknifes. If a jackknifing vehicle strikes another motor vehicle in-operation the proper event sequence is "**Jackknife**" followed by "**Motor Vehicle In Operation**" for that vehicle.

Cargo/Equipment Loss or Shift – As a non-collision event in First Harmful Event, the loss or shift would have to cause damage to the motor vehicle or occupants that is transporting the cargo/equipment or the cargo or equipment itself. **NOTE:** If cargo/equipment is lost and strikes another vehicle that would be a collision event. For example, if lumber falls from the bed of a flatbed truck and lands on a vehicle in the adjacent lane, that would be the collision event "Struck by Falling, Shifting Cargo or Anything Set in Motion by Motor Vehicle."

Equipment Failure (blown tire, brake failure, etc.) – Mechanical failures of a vehicle's parts such as a tire blowout, broken fan belt, or broken axle are not considered harmful events but can start the crash event and begin or occur as part of a vehicle's Sequence of Events.

Separation of Units – When the truck or truck tractor becomes separated from the semi-trailer and/or trailer(s) they are pulling.

Ran Off Roadway Right – Failure of the driver to keep the motor vehicle on the roadway. **NOTE:** The roadway is that part of a trafficway designed, improved and

SEQUENCE OF EVENTS

(choose up to four, in chronological order)

Non-Collision

- 01. Overturn/Rollover
- 02. Fire / Explosion
- 03. Immersion, Full or Partial
- 04. Jackknife
- 05. Cargo/Equipment Loss or Shift
- 06. Equipment Failure (*blown tire, brake failure, etc*)
- 07. Separation of Units
- 08. Ran Off Roadway Right
- 09. Ran Off Roadway Left
- 10. Cross Median
- 11. Cross Center Line
- 12. Downhill Runaway
- 13. Fell/Jumped From Motor Vehicle
- 14. Reentering Roadway
- 15. Thrown or Falling Object
- 16. Other Non-Collision

Collision With Person, Motor Vehicle, or Non-Fixed Object

- 17. Pedestrian
- 18. Pedal Cycle/Pedal-cyclist
- 19. Other Non-motorist
- 20. Railway Vehicle (*train, engine*)
- 21. Animal (*live*)
- 22. Motor Vehicle In Motion
- 23. Parked Motor Vehicle
- 24. Struck By Falling, Shifting Cargo or Anything Set In Motion By Motor Vehicle
- 25. Work Zone/Maintenance Equipment
- 26. Other Non-Fixed Object

Collision With Fixed Object

- 27. Impact Attenuator/Crash Cushion
- 28. Bridge Overhead Structure
- 29. Bridge Pier or Support
- 30. Bridge Rail
- 31. Cable Barrier
- 32. Culvert
- 33. Curb
- 34. Ditch
- 35. Embankment
- 36. Guardrail Face
- 37. Guardrail End
- 38. Concrete Traffic Barrier
- 39. Other Traffic Barrier
- 40. Tree (*standing*)
- 41. Utility Pole
- 42. Traffic Sign Support
- 43. Traffic Signal Support
- 44. Other Post, Pole, or Support
- 45. Fence
- 46. Mailbox
- 47. Other Fixed Object (*wall, building, tunnel, etc.*)
- 48. Light Support
- 88. Not Applicable

1st

2nd

3rd

4th

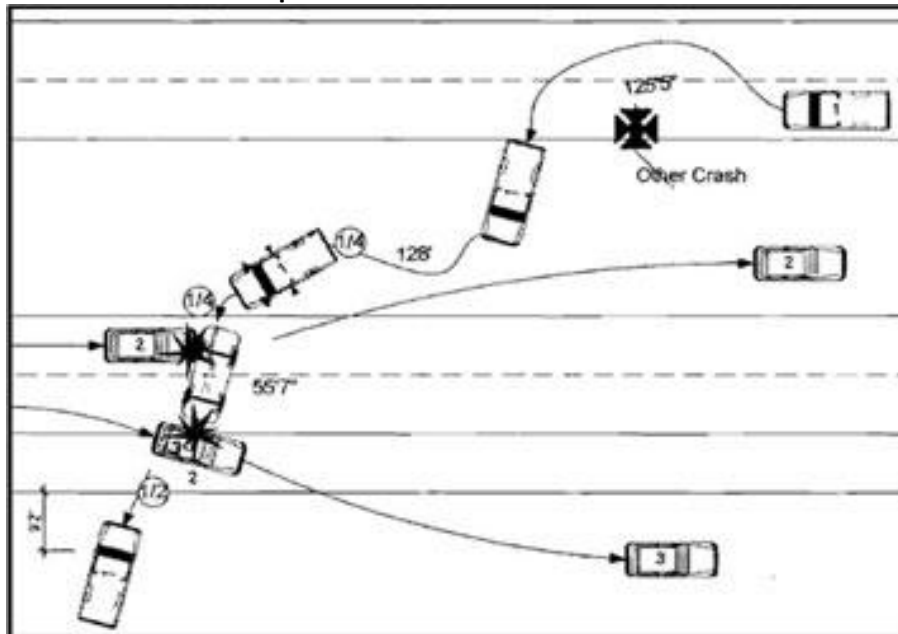
Most Harmful Event

ordinarily used for motor vehicle travel. For vehicles departing the roadway when turning at "T" intersections, it is recommended that right or left be chosen based on the direction of travel for the vehicle's proper travel lane for their intended path. For vehicles traveling straight through, use Ran Off Roadway Right, as it would be departing to the right side of the trafficway at the top of the "T".

Ran Off Roadway Left – Failure of the driver to keep the motor vehicle on the roadway. See Note above.

Cross Median – Is used when a vehicle departs its roadway and traverses the median and enters the shoulder or travel lanes on the opposite side of a divided highway. **NOTE:** In the example diagram to the right, vehicle 1 would be recorded with the Sequence of Events items identified below. The initial roadway departure to the left into the median and final rest off the roadway would be eliminated if only recording 4 events.

1. **Cross Median**
2. **Overturn/Rollover**
3. **Motor Vehicle In-operation**
4. **Motor Vehicle In-operation**



Cross Centerline – This attribute is used when a vehicle crosses over the centerline of a two-way, undivided highway. The "centerline" should be delineated with paint or raised markers. This also includes crash events involving vehicles completely crossing over a continuous left turn lane.

Downhill Runaway – Refers to any vehicle that cannot decelerate on a downhill grade.

Fell/Jumped From Motor Vehicle – Motor vehicle occupant either involuntarily fell or intentionally leapt from the vehicle.

Reentering Roadway – This attribute is used when a vehicle that departed the roadway portion of the trafficway returns to the same roadway (e.g., a motor vehicle in operation runs off the roadway right, strikes the guardrail face, then re-enters the roadway and collides with another motor vehicle in operation).

Thrown or Falling Object – A non-collision event where an object is thrown or falls on or near a motor vehicle in operation at the time of the crash. **NOTE:** Examples would include falling trees/tree limbs or large rocks from a hillside that fall on a vehicle.

Other Non-Collision – Examples would include (1) driving off a cliff where damage is not the result of an overturn or a collision with a fixed object, (2) an unbelted passenger hits his or her head on the roof of a vehicle and is injured, when the vehicle travels over a sharp dip in the road, (3) situations where a passenger is sickened or dies due to carbon monoxide fumes leaking from a motor vehicle in operation, (4) occupant of a vehicle is run over by his/her own vehicle after falling from the vehicle.

Collision with Person, Motor Vehicle, or Non-fixed Object:

Pedestrian – A person who is not an occupant of a motor vehicle in operation or a pedalcyclist. Includes a person who is adjacent to the motor vehicle regardless of their actions.

Pedalcycle/Pedalcyclist – Includes bicycles, tricycles, unicycles, pedal cars, etc. **NOTE:** This attribute is used only for occupied pedalcycles. A bicycle in the roadway without a rider that is struck would be an "**Other Non-Fixed Object**".

Other Non-motorist – Includes person's on personal conveyances (e.g. Segway, scooter, skateboard), person's riding an animal (e.g. person on horseback), and person's in or on an animal drawn conveyance and the device itself when occupied (e.g. a horse and buggy).

Railway Vehicle (train, engine) – Any land vehicle (train, engine) that is (1) designed primarily for moving persons or property from one place to another on rails and (2) not in use on a land way other than a railway. **NOTE:** This would include a motor vehicle (e.g. pickup truck) specially equipped to operate on rails when in use on a railway.

Animal (live) – This attribute is used for collisions with live animals (domesticated or wild) that are not themselves being used as transportation or to draw a wagon, cart or other transport device (see Other Non-motorist). A dead animal (carcass) should be entered as "Other Non-Fixed Objects". **NOTE:** Default to Animal (live) if it cannot be determined if the struck animal was alive or dead at the time of the crash.

Motor Vehicle in Operation – A motor vehicle is any motorized (mechanically or electrically powered) road vehicle not operated on rails. When applied to motor vehicles, "in-operation" refers to being in motion or on a roadway. Inclusions: motor vehicle in traffic on a highway, driverless motor vehicle in motion, motionless motor vehicle abandoned on a roadway, disabled motor vehicle on a roadway, etc.

Parked Motor Vehicle – A parked motor vehicle is a motor vehicle not in-operation, other than a working motor vehicle, that is not in motion and not located on the roadway. In roadway lanes used for travel during some periods and for parking during other periods, a parked motor vehicle should be considered to be in-operation during periods when parking is forbidden. Any stopped motor vehicle where the entirety of the vehicle's primary outline as defined by the four sides of the vehicle (e.g., tires, bumpers, fenders) and load, if any, is not within the roadway is parked.

Struck by Falling, Shifting Cargo or Anything Set in Motion by Motor Vehicle – Motor vehicle or non-motorist is struck by cargo or other object that was set in motion by a motor vehicle. Examples include logs falling off or coming loose from a truck and striking a vehicle behind the truck, or a motor vehicle striking a parked car and pushes it into a passing pedestrian.

Work Zone/Maintenance Equipment – A motor vehicle in the act of performing construction, maintenance, or utility work related to the trafficway. This "work" may be located within

open or closed portions of the trafficway and motor vehicles performing these activities can be within or outside of the trafficway boundaries. **NOTE:** This attribute excludes vehicles being operated on the trafficway for other "work" purposes such as, garbage trucks, delivery trucks, police vehicles, etc.

Other Non-Fixed Object – A collision with an object other than a motor vehicle in-operation, a pedestrian, another road vehicle in transit, a parked motor vehicle, a railway vehicle, a pedalcycle, an animal, or a fixed object. Fallen trees are one example.

Collision with Fixed Object:

Impact Attenuator/Crash Cushion – A barrier at a spot location, less than 25 ft. (7.6 m) away, designed to prevent an errant motor vehicle from impacting a fixed object hazard by gradually decelerating the motor vehicle to a safe stop or by redirecting the motor vehicle away from the hazard.



Bridge Overhead Structure – Any part of a bridge that is over the reference or subject roadway. In crash reporting, this typically refers to the beams or other structural elements supporting a bridge deck. **NOTE:** The support structures in the middle of the bridge (piers or columns) and at the ends (abutments) are captured under attribute "Bridge Pier or Support".

Bridge Pier or Support – Support for a bridge structure including the ends (abutments).

Bridge Rail – A barrier attached to a bridge deck or a bridge parapet to restrain motor vehicles, pedestrians or other users. **NOTE:** A "bridge rail" may be constructed of various materials including metal, concrete, stone, wood, and/or combinations of these materials. For example a longitudinal barrier along the top of a bridge that is faced with "guardrail" material should still be coded as "Bridge Rail".

Cable Barrier – Refers to a flexible barrier system that uses several cables typically supported by steel posts. These can be used on the roadside or as a median barrier. These barriers are designed to help lessen impact or keep vehicles within the confines of the road.

Culvert – An enclosed structure providing free passage of water under a roadway with a clear opening of less than twenty feet measured along the center of the roadway.

Curb – A raised edge or border to a roadway. Curbs may be constructed of concrete, asphalt or wood and typically have a face height of less than 9 inches.

Ditch – This includes any man-made structure for drainage purposes. A ditch ends where a culvert begins and resumes on the opposite side of the culvert. A collision with the sides of a ditch ("ditchbank" or "ditch embankment") should be coded as a Ditch rather than an embankment.



Embankment- Earthen structure used to support a channel or roadway.

Guardrail Face-Surface area of the guardrail (guiderail) other than the end.

Guardrail End– The end of the guardrail. **NOTE:** As in the photo to the right, the guardrail end is typically painted a warning color and may include a breakaway or redirection design feature not to be confused with an impact attenuator.



Concrete Traffic Barrier – Refers to the longitudinal traffic barriers constructed of concrete and located on the outside of the road surface, in a median, or in gore areas. This includes all temporary concrete barriers regardless of location (i.e., temporary "Jersey Barrier" on a bridge being used to control traffic during bridge repair/construction). **NOTE:** Concrete walls (vertical side surfaces) such as the walls of a tunnel do not apply here; see Other Fixed Object.

Other Traffic Barrier – Longitudinal barriers other than guardrails, concrete traffic barriers, or cable barriers. They may be composed of material such as wood or rock.



Tree (standing) – Tree is upright and in the ground. A standing tree is a fixed object as opposed to a fallen tree that is a moveable object (see attribute Other Non-Fixed Object). **NOTE:** This attribute would include a tree stump. An entire tree or branches/limbs from a tree that fall on a vehicle would be the Non-collision Event "Thrown or Falling Object".

Utility Pole/Light Support - Constructed for the primary function of supporting an electric line, telephone line or other electrical-electronic transmission line or cable. This includes the support poles for roadway lighting.

Traffic Sign Support –A pole, post or other type of support for a traffic sign.

Traffic Signal Support – A pole, post or other type of support for a traffic signal.

Fence – This attribute includes fence posts. A fence can be made of wood, chain link, stone, etc. This would exclude shrubs or hedges serving as containment for property. Shrubs or hedges would be coded as "Other Fixed Objects".

Mailbox – Denotes a collision with a mailbox.

Other Post, Pole or Support – Post, pole or support that does not include a highway safety sign.

Other Fixed Object (wall, building, tunnel, etc.) –Other fixed objects include walls, buildings, tunnels, etc.

Not Applicable - If less than five sequence of events boxes are coded, the remaining unused boxes must be coded as 88.

Unknown – Unknown



Motor Vehicle Action

Instructions: Document the actions of the motor vehicle just prior to the collision.

Definition: The controlled maneuver for this motor vehicle prior to the beginning of the sequence of events.

Rationale: Important for crash evaluation, particularly when combined with sequence of events.

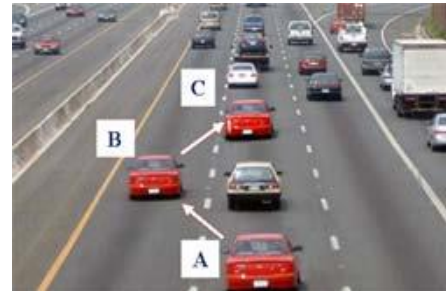
Attribute Definitions:

Straight Ahead – This attribute is used when this vehicle's path of travel was straight ahead on the roadway without any attempted or intended changes. See attribute "Other" for vehicles traveling on off-roadway locations.

Negotiating a Curve – This attribute is used for a motor vehicle in the process of moving along a curved travel lane. This includes the action or intended action of the driver. For example, a vehicle that unsuccessfully negotiates a curve and goes “straight” off the roadway would be “Negotiating a Curve” as the “straight” departure was an uncontrolled movement (“Run off Roadway”) that would begin that vehicle’s Sequence of Events.

Backing – A start from a parked or stopped position in the direction of the rear of the motor vehicle.

Changing Lanes – Shift from one traffic lane to another traffic lane while moving in the same direction. In the example photo to the right, the red car could be in the act of overtaking the white car (Position A B C). The arrows show the points where the red car was changing lanes. Determination of whether this is changing lanes or passing would be by officer investigation. **Note** that on an undivided highway moving into an opposing travel lane would not be changing lanes.



Overtaking/Passing Motor Vehicle – a motor vehicle that moves from behind a motor vehicle to in front of the same motor vehicle. **NOTE:** In the example photo above, the red car could be in the act of **overtaking** the white car (Position A B C). The arrows show the points where the red car was changing lanes. Determination of whether this is changing lanes or passing would be by officer investigation. **Note** that on an undivided highway moving into an opposing travel lane would not be changing lanes.

Turning Right - This attribute is used when this vehicle was moving forward and turned right, maneuvering from one roadway to a different roadway or landway (e.g., from or to a driveway, parking lot or intersection).

Turning Left - This attribute is used when this vehicle was moving forward and turned left, maneuvering from one roadway to a different roadway or landway (e.g., from or to a driveway, parking lot or intersection).

Making U-Turn - This attribute is used for a vehicle that is turning around to reverse direction on the same trafficway. It includes both legal and illegal U-turns.

MOTOR VEHICLE ACTION

01. Straight Ahead
02. Negotiating a Curve
03. Backing
04. Changing Lanes
05. Overtaking/Passing Motor Vehicle
06. Turning Right
07. Turning Left
08. Making U-Turn
09. Leaving Traffic Lane
10. Entering Traffic Lane
11. Slowing
12. Parked
13. Stopped in Traffic
14. Overtaking/Passing Cyclist
15. Wrong Way or Wrong Side
16. Traveling in Bike Lane
97. Other



Leaving Traffic Lane – A motor vehicle moving outside the travel lane. **NOTE:** This is used for a vehicle that would be "exiting" a travel lane to; utilize a ramp, enter the shoulder or roadside, enter a curbside parking position, etc. This would not be used for a vehicle that was turning from one roadway to another.

Entering Traffic Lane – This is used for a vehicle that would be "entering" a travel lane by; merging from a ramp, entering after being stopped on the shoulder or roadside, leaving a curbside parking position, etc. This would not be used for a vehicle that was turning from one roadway to another.

Slowing – This attribute is used when this vehicle was traveling straight ahead within the road portion of the trafficway and was decelerating.

Parked – A parked motor vehicle is a motor vehicle not in-operation, other than a working motor vehicle, that is not in motion and not located on the roadway. In roadway lanes used for travel during some periods and for parking during other periods, a parked motor vehicle should be considered to be in-operation during periods when parking is forbidden. Any stopped motor vehicle where the entirety of the vehicle's primary outline as defined by the four sides of the vehicle (e.g., tires, bumpers, fenders) and load, if any, is not within the roadway is parked.

Stopped in Traffic – Applies to a vehicle that is stopped on the trafficway in an area normally used for vehicle travel (i.e. outside a parking lane). It includes, but is not limited to, motor vehicles legally stopped for a stop sign or signal, motor vehicles stopped to turn PRIOR to initiating a turn, motor vehicles stopped in traffic due to a slowdown in traffic ahead, and motor vehicles illegally stopped in a traffic lane. A vehicle stopped in traffic may or may NOT have a driver and the vehicle engine may or may NOT be running. Most "double parked" vehicles are actually stopped in traffic rather than parked.

Overtaking/Passing Cyclist – a motor vehicle that moves from behind a cyclist to in front of the same cyclist.

Wrong Way or Wrong Side- denotes a vehicle that was traveling in the wrong direction (in the case of a one way street) or on the wrong side of the road.

Traveling in Bike Lane- Denotes a vehicle that was traveling in a lane marked specifically for pedalcycles.

Other –This attribute is used when this vehicle's maneuver is known but none of the specified attributes are applicable. An example would be a vehicle operating in an off-road location within the trafficway such as an ATV traveling along the roadside. If this is selected it is recommended it be explained in the narrative.

Unknown – Unknown

Contributing Circumstances Motor Vehicle (*Choose up to 2*)

Instructions: Indicate any preexisting motor vehicle defects or maintenance conditions that may have contributed to the crash. If more than one condition exists, enter up to two and identify the circumstances that most directly contributed to the crash. All boxes must be coded, i.e., If only one condition is selected the other box must be coded as not applicable "88".

Definition: Pre-existing motor vehicle defects or maintenance conditions that may have contributed to the crash.

Rationale: Important for determining the significance of pre-existing problems, including equipment and operation, in motor vehicles involved in crashes that could be useful in determining the need for improvements in manufacturing and consumer alerts.

Attribute Definitions:

Brakes – Includes loss of brake fluid (or system error), faded brakes, or ineffective brakes due to a grossly overloaded vehicle. Excludes locked wheels.

Exhaust System – Includes exhaust system leaking into vehicle and exhaust manifold(s), headers, muffler, catalytic converter, tailpipe, etc.

Body, Doors – Includes trunk, hood, tailgate, rear doors of cargo vans, etc.

Steering – Includes failure of manual or power steering mechanism, tie rod, kingpin, ball joint, etc.

Power Train – Includes twisted or sheared driveline, or driveline that has become detached. Also includes universal joint drive shaft transmission, engine clutch, gas pedal, motorcycle chain, gears, etc.

Suspension – Includes springs, shock absorbers, MacPherson struts, axle bearing, control arms, etc. Modification to standard suspension (Suspension Lift Kit).

Tires – Defective tires, tread separation, sidewall failure, excessively worn, bubbled, or bald tires. Tires improperly sized for this vehicle. (Excludes improper tire pressure, which is due to driver irresponsibility.)(Excludes: Tire damage produced in the crash (hitting pot hole, curb, etc.).

Wheels – includes wheels that have collapsed or split, or bolts that have sheared, allowing the wheel to detach from the vehicle. Also includes hub caps, multiple-piece rings.

Lights (head, signal, tail) – Defective/faulty/under-maintained as opposed to failure to use or misuse.

Windows/Windshield – Includes window tinting that would obscure driver's vision.

Mirrors – Includes missing mirrors.

Wipers – Defective/faulty/under-maintained as opposed to failure to use.

Truck Coupling / Trailer Hitch / Safety Chains – Defective trailer hitch denotes improperly adjusted trailer hitch, lack of safety chain, 5th wheel hitch, etc. Improper towing denotes towing without a hitch, towing by cable, rope, chain, etc.

Other – If chosen should be explained in narrative. Would include defects such as horn, defrosters, broken engine belts that result in loss of power steering, restraint system (accidental air bag deployment), exhaust system failure, fuel system.

Unknown – Unknown

CONTRIBUTING CIRCUMSTANCES	
MOTOR VEHICLE (choose up to 2)	
00. None	
01. Brakes	
02. Exhaust System	
03. Body, Doors	<input type="checkbox"/>
04. Steering	
05. Power Train	
06. Suspension	
07. Tires	
08. Wheels	
09. Lights (head, signal, tail)	
10. Windows/Windshield	
11. Mirrors	
12. Wipers	
13. Truck Coupling / Trailer Hitch / Safety Chains	
88. Not Applicable	
97. Other	

Posted/Statutory Speed Limit

Instructions: The posted/statutory speed limit for the road on which this motor vehicle was traveling at the time of the crash.

Definition: The posted/statutory speed limit for the motor vehicle at the time of the crash. The authorization may be indicated by/on the posted speed limit sign, blinking sign at construction zones, etc.

Rationale: Important for evaluation purposes (even though the speed of the motor vehicle at the time of the crash may differ significantly from the authorized speed limit).

Attribute Definitions:

Posted/Statutory Value (miles per hour) – On a divided trafficway with different speed limits (e.g. Northbound 45mph Southbound 55mph) use the posted/displayed value for the travel lane on which the vehicle is traveling. When applicable, use the maximum speed limit designated for each vehicle type where the collision occurred. (e.g. Truck/Bus Speed on a rural highway that is reduced to 45mph) Advisory or Warning signs are not considered the Legal Speed limit (e.g. Yellow background ramp suggested speed signs as in the photo below) in these cases use the statutory speed limit for this roadway. If not posted enter the speed limit established for that type of road or street by statute or regulation.

POSTED/STATUTORY SPEED LIMIT <i>(record the posted/statutory value as miles per hour)</i> 01. Not Posted 88. Not Applicable	<input type="text"/>
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Not Posted – This attribute applies only when there is no posted speed limit and no law that governs the maximum speed that you can drive. (e.g. Dirt Roads, Private roads open to the public) This is not used for roadways with a posted advisory speed where the statutory limit is in effect but not posted. (e.g. Interchange Ramps)

Not Applicable – this would be used when the crash occurs in an area where speed limits are not applicable (E.g. driveways, parking lots, etc.)

Towed

Instructions: Enter information to describe if the vehicle was towed and the reason why.

Definition: Disabling damage implies damage to the motor vehicle that is sufficient to require the motor vehicle to be towed or carried from the scene. Towed Due to Disabling Damage identifies if a vehicle involved in a crash is removed from the scene due to damage incurred. Towing assistance without removal of the vehicle from the scene, such as pulling a vehicle out of a ditch, is not considered to be “towed” for the purposes of this element.

Rationale: Towed Due to Disabling Damage is important for identifying non-injury, “tow-away” crashes due to damage sustained in the crash. This information is vital to FMCSA in their selection criteria for truck and bus crashes.

Attribute Definitions:

Towed Due to Disabling Damage – This attribute is used for any towing that is due to disabling damage caused by this crash that prohibits vehicle movement under its own power. Vehicles that could be driven but would be further damaged by doing so should be counted as disabled.

TOWED 01. Towed Due to Disabling Damage 02. Towed, But Not Due to Disabling Damage 03. Not Towed	<input type="text"/>
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Towed, But Not Due to Disabling Damage – The vehicle did not sustain disabling damage, but the vehicle had been removed from the scene of the crash by tow truck or other vehicle for other reasons (e.g., arrest). **NOTE:** For a vehicle that is towed both because it is disabled and for other reasons (e.g. driver arrest) the attribute "**Towed, Disabling Damage**" should be used.

Not Towed - This attribute is used for a vehicle that can depart the scene of the crash under its own power (not disabling damage) and did not have to be towed for other reasons. A vehicle that can be driven but would be further damaged by doing so should be considered "disabled".

Towed To

Instructions: Enter a brief description of where the vehicle was towed. (i.e business name, contact info, address,.. etc.)

Definition: A text description of where the vehicle was towed.

Rationale: This information will be used by owners, lien holders, insurance agencies or town officials to identify where they can find a vehicle once it has been removed from the scene of the crash. Officers are asked to provide enough detail to allow those involved to contact the location to which the vehicle was towed.

TOWED TO

Body Type

Instructions: Indicate the body type of this vehicle.

Definition: The category indicating the general configuration or shape of a motor vehicle distinguished by characteristics such as number of doors, rows of seats, windows, or roof line. Personal conveyances – such as skateboards, motorized toy cars, and wheelchairs are not considered motor vehicles.

Rationale: Important to identify the specific type of motor vehicle involved in the crash for evaluation and comparison purposes.

Attribute Definitions:

Passenger Car – Motor vehicles used primarily for carrying passengers.

(Sport) Utility Vehicle – A motor vehicle other than a motorcycle or bus consisting primarily of a transport device designed for carrying ten or fewer persons, and generally considered a multi-purpose vehicle that is designed to have off-road capabilities. These vehicles are generally four-wheel-drive (4X4) and have increased ground clearance. A utility vehicle has a gross vehicle weight rating (GVWR) of 10,000 pounds or less. Utility vehicles with wheelbases greater than 88 inches are classified by overall width. The

BODY TYPE

01. Passenger Car	<input type="checkbox"/>
02. (Sport) Utility Vehicle	<input type="checkbox"/>
03. Passenger Van	
04. Cargo Van (<10,000 lbs GVWR)	
05. Pickup	
06. Motor Home	
07. School Bus	
08. Transit Bus	
09. Motorcoach	
10. Other Bus	
11. Motorcycle	
12. Moped	
13. Low Speed Vehicle	
14. Golf Cart	
15. All Terrain Vehicle (ATV)	
16. Snowmobile	
17. Other Light Trucks (10,000 lbs GVWR or less)	
18. Medium/Heavy Trucks (more than 10,000 lbs GVWR)	
97. Other	

wheelbase and overall width should be rounded to the nearest inch. Sizes range from mini, small, midsize, full-size and large.

Passenger Van – A van body style that is configured to carry people.

Cargo Van (10,000 lbs GVWR or less) – A cargo van is any van where the area behind the driver or cab is designed for transporting cargo or operated for general commercial use. Important Note - Vans with a GVWR greater than 10,000 lbs. would be classified as Medium/Heavy Trucks (see attribute list).

Pickup – Any utility vehicle identifiable by a body style consisting of an open cargo area bed behind the cab.

Motor Home – A van where a frame-mounted recreational unit is added behind the driver or cab area or mounted on a bus/truck chassis that is suitable to live in and drive across the country.

School Bus – A motor vehicle used for the transportation of any school pupil at or below the 12th-grade level to or from a public or private school or school-related activity. It is externally identifiable by the color yellow, the words “school bus”, flashing red and amber lights located on the front and rear, and lettering on both sides identifying the school or school district served, or the company operating the bus.

Transit Bus – A bus sold for public transportation provided by, or on behalf of a State or local government, that is equipped with a stop-request system and that is not an over-the-road bus. An “Over-the-road bus” means a bus is characterized by an elevated passenger deck located over a baggage compartment. . This type of bus may contain non-forward-facing seating. This bus may be operated as a common carrier in urban transportation along a fixed route with frequent stops.

Motorcoach – A bus with a gross vehicle weight rating (GVWR) of 11,793 kilograms (26,000 pounds) or greater, 16 or more designated seating positions (including the driver), and at least 2 rows of passenger seats, rearward of the driver’s seating position, that are forward-facing or can convert to forward-facing without the use of tools. Motorcoach includes buses sold for intercity, tour, and commuter bus service, but **does not include** a school bus, or an urban transit bus sold for operation as a common carrier in urban transportation along a fixed route with frequent stops.

Other Bus – A motor vehicle consisting primarily of a transport device designed for carrying more than eight persons per the regulations of the Federal Motor Carrier Safety Administration.

Motorcycle – A motor vehicle with two or three wheels in contact with the ground (excluding trailers suitable for motorcycle hauling) and having a seat or a saddle for driver and passenger as well as possessing wheel rim diameters of 10 inches or more. A motorcycle may or may not have an enclosure over the driver and passenger.

Moped – Possessing two wheels in contact with the ground, a seat or saddle for driver and passenger, a steering handle bar, and a brake horsepower not exceeding 2 HP. Unlike motorcycles, a moped by definition cannot include an enclosure.

Low Speed Vehicle – A low speed vehicle (LSV) is a motor vehicle with four or more wheels whose top speed is greater than 20 miles per hour, but not greater than 25 miles per hour. LSVs are required to be equipped with basic items of safety equipment: headlamps, stop



lamps, turn signal lamps, tail lamps, reflex reflectors, parking brake, windshields of either type AS-1 or type AS-5 glazing, rearview mirrors, seat belts and vehicle identification numbers (VINs).

Golf Cart – A self-propelled vehicle not designed primarily for operation on roadways. A golf cart has a design speed of less than 20 miles per hour, at least three wheels in contact with the ground, and an empty weight of not more than 1,300 lbs.

All Terrain Vehicle (ATV) – All Terrain Vehicle

Snowmobile- a motorized vehicle designed with sleds and tracks for traveling over snow.

Other Light Trucks (10,000 lbs GVWR or less) – Truck (from ANSI D-16.1): a motor vehicle designed primarily for carrying property. Important Note: This does not include Sport Utility Vehicles, Vans (Passenger/Cargo), or Pickups.

Medium/Heavy Trucks (more than 10,000 lbs GVWR) – A truck with a GVWR greater than 10,000 pounds.

Other – would apply to body styles that do not fit any of the other attributes such as; farm equipment or heavy machinery.

Motor Vehicle Damage

Instructions: Indicate the areas of damage to the motor vehicle caused by the crash. These areas include the areas of the motor vehicle that received the initial impact and the area that was most damaged.

Definition: This element is intended to collect the approximate contact point on this vehicle associated with this vehicle’s initial harmful event. If the initial harmful event does not involve a collision, then code “Non-Collision”(see definition below). Damaged Areas identifies all areas damaged on the vehicle as a result of this crash.

Rationale: Important for use in evaluating injury severity in relation to motor vehicle impact and crash severity.

MOTOR VEHICLE DAMAGE

Use diagram above for values 1-12

Initial Contact Point

13. Non-Collision

14. Top

15. Undercarriage

16. Cargo loss

Damaged Areas (choose up to 3)

00. None

14. Top

15. Undercarriage

17. All Areas

88. Not Applicable

Examples of clock diagrams for other vehicles

NOTE: 01-12 (Clock Values) refers to the points on a clock (see diagrams below) to identify all areas on the vehicle that were damaged in the crash. See values "Top" and "Undercarriage" for damage from impacts from above or below the vehicle. These values should be maintained for vehicles in other than an upright position. For a vehicle that is on its roof the driver side door is still at "9".

Attribute Definitions:

Initial Contact Point

Values 01-12 (Clock Values) - Refers to the points on a clock (see diagrams above) to identify all areas on the vehicle that were damaged in the crash. See values "Top" and "Undercarriage" for damage from impacts from above or below the vehicle. These values should be maintained for vehicles in other than an upright position. For a vehicle that is on its roof the driver side door is still at "9".

Non-Collision - This attribute would be used when the initial harmful event for this vehicle was one of the non-collision harmful events that include; overturn/rollover, fire/explosion, immersion, jackknife, cargo/equipment loss or shift, fell/jumped from motor vehicle, thrown or falling object, or other non-collision.

Top – This attribute is used when the initial contact was received from a vertical direction above an upright vehicle or to the "top" area of a vehicle that is on its side. For example, a tree falls on a vehicle, a vehicle goes airborne landing on another, or a vehicle on its side from a previous crash is struck in the roof in a second crash.

Undercarriage –This attribute is used for impacts to the underside of a vehicle such as contacts to tires/wheels, axles, exhaust system, etc.

Cargo loss – Is used for a vehicle when its initial harmful event involves striking another vehicle, person, or property (a collision event) by virtue of a load/cargo that falls from or is propelled by the vehicle. For example, "Cargo Loss" would be selected for a log truck if, in the initial harmful event, logs fall from a log truck onto the top of a vehicle in an adjacent lane.

Damaged Areas

Values 01-12 (Clock Values) - Refers to the points on a clock (see diagrams above) to identify all areas on the vehicle that were damaged in the crash. See values "Top" and "Undercarriage" for damage from impacts from above or below the vehicle. These values should be maintained for vehicles in other than an upright position. For a vehicle that is on its roof the driver side door is still at "9".

None - No Damage- This attribute is used when the vehicle has harmful events but the events do not produce physical damage to the vehicle itself and thus there are not damaged areas to record. Examples include:

1. Vehicles that have the non-collision harmful events of gas inhalation, injured in vehicle, fell/jumped from vehicle, or other non-collision.
2. Vehicles that have a collision event but the event does not produce damage to the vehicle such as; running over a pedestrian lying in the roadway or striking a bicyclist.
3. One vehicle striking another vehicle where only the struck vehicle is damaged.
4. When the only collision event for a vehicle is cargo falling from it that lands on another vehicle or person. The vehicle that lost the cargo may have no damage.

Top – This attribute is used to identify damage to the hood, windshield, roof, rear window, and/or truck deck.

Undercarriage – This attribute is used to identify damage to the tires/wheels, axles, exhaust system, etc.

All Areas – This attribute is used for a vehicle with damage to all planes/clock value areas on the vehicle (01-12, Top and Undercarriage). For example a vehicle that rolls and is then consumed by fire or involved in a severe crash with multiple impacts resulting in damage all over the vehicle.

Not Applicable - If less than three damaged area boxes are coded, the remaining unused boxes must be coded as 88.

Unknown - Unknown

Extent of Damage

Instructions: Select the option that best fits the extent of damage sustained to this vehicle as a result of the crash.

Definition: An estimation of total damage to the motor vehicle caused by the crash. Disabling damage implies damage to the motor vehicle that is sufficient to require the motor vehicle to be towed or carried from the scene.

Rationale: Important for use in evaluating injury severity in relation to motor vehicle impact and crash severity

Attribute Definitions:

No Visible Damage -This attribute is used when the vehicle has harmful events but the events do not produce physical damage to the vehicle itself and thus there is not damage to this vehicle even though involved in the crash.

EXTENT OF DAMAGE	
01. No Visible Damage	
02. Minor Damage	
03. Functional Damage	
04. Disabling Damage	<input type="checkbox"/>

Minor Damage – Damage that does not affect the operation of or disable the motor vehicle in operation.

Functional Damage – Damage that is not disabling, but affects operation of the motor vehicle or its parts.

Disabling Damage –Damage that precludes departure of the motor vehicle from the scene of the crash in its usual daylight-operating manner after simple repairs. As a result, the motor vehicle had to be towed, or carried from crash scene, or assisted by an emergency motor vehicle. NOTE: For combination vehicles (e.g. truck-trailer, tractor semi-trailer) the entire unit should be considered for this element. For example if the trailer portion of a combination vehicle is disabled in a crash, but the power unit is not, the entire vehicle should be considered "Disabled". Disabling damage includes circumstances where a vehicle could be driven but would be further damaged by doing so.

Unknown – Unknown

Motor Vehicle Type

Instructions: Indicate how the vehicle was being used at the time of the crash.

Definition: Motor vehicle unit type identifies the role of each motor vehicle involved in the crash.

Rationale: This field is used to identify the role or action of each vehicle involved in the crash. The data collected will be used to identify if this vehicle had an active or passive role in the collision.

Attribute Definitions:

Motor Vehicle in Operation- A motor vehicle is any motorized (mechanically or electrically powered) road vehicle not operated on rails. When applied to motor vehicles, “in operation” refers to being in motion or on a roadway. Inclusions: motor vehicle in traffic on a highway, driverless motor vehicle in motion, motionless motor vehicle abandoned on a roadway, disabled motor vehicle on a roadway, etc.

MOTOR VEHICLE TYPE

- 01. Motor Vehicle in Operation
- 02. Parked Motor Vehicle
- 03. Working Vehicle/Equipment
- 04. Non-Collision Vehicle

Parked Motor Vehicle- A parked motor vehicle is a motor vehicle not in operation, other than a working motor vehicle, that is not in motion and not located on the roadway. In roadway lanes used for travel during some periods and for parking during other periods, a parked motor vehicle should be considered to be in operation during periods when parking is forbidden. Any stopped motor vehicle where the entirety of the vehicle’s primary outline as defined by the four sides of the vehicle (e.g., tires, bumpers, fenders) and load, if any, is not within the roadway is parked. **NOTE:** A vehicle that is stopped and on the roadway portion of the trafficway is in operation even if the vehicle is unoccupied and/or the intent of the operator is/was to "park" the vehicle.

Working Vehicle/Equipment- A vehicle not intended for highway transport being used for construction, maintenance or utility work related to the trafficway. The “work” may be located within open or closed portions of the trafficway, and the vehicle performing these activities can be within or outside the trafficway. Examples of working vehicles include: asphalt roller paving or flattening a roadway, a highway maintenance crew painting lane lines on the road or mowing grass, a street sweeping vehicle, and a utility truck performing maintenance on power lines along the roadway.

Non-Collision Vehicle- Any motor vehicle that was involved in the crash but may not have made contact with any other vehicle or fixed object.

Trafficway Description

Instructions: Select an attribute that best describes the road design on which this vehicle is traveling.

Definition: Indication of whether or not the trafficway for this vehicle is divided and whether it serves one-way or two-way traffic. A divided trafficway is one on which roadways for travel in opposite directions are physically separated by a median.

TRAFFICWAY DESCRIPTION

- 01. Two-Way, Not Divided
- 02. Two-Way, Not Divided w/
a Continuous Left Turn Lane
- 03. Two-Way, Divided, Unprotected
(Painted >4 Feet) Median
- 04. Two-Way, Divided, Positive Median Barrier
- 05. One-Way Trafficway
- 88. Not Applicable

Rationale: Used in classifying crashes as well as identifying the environment of a particular crash. Note that the data must be in a road inventory file or collected by the reporting officer at the scene. It is not readily derived from other road data such as classification or route. Important to guide future trafficway design and traffic control.

Attribute Definitions:

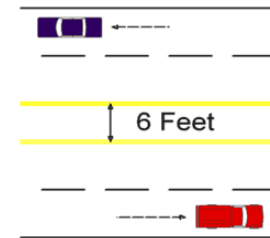
Two-Way, Not Divided – This attribute is used whenever there is no median. Generally, medians are not designed to legally carry traffic. Although gores separate roadways, and traffic islands (associated with channels) separate travel lanes, neither is involved in the determination of trafficway division.



Two-Way, Not Divided w/ a Continuous Left Turn Lane – This attribute is used whenever the trafficway has a two-way left turn lane positioned between opposing straight-through travel lanes. It is designed to allow left turns to driveways, shopping centers, businesses, etc., while at the same time providing a separation of opposing straight-through travel lanes.



Two-Way, Divided, Unprotected (Painted >4 Feet) Median – This attribute is used for two-way trafficways that are physically divided by an unprotected median (e.g., painted median > 4ft., vegetation, gravel, trees, water, embankments and ravines that separate a trafficway). Raised curbed medians do not constitute a "positive barrier" by themselves and would be included here.



Two-Way, Divided, Positive Median Barrier – This attribute is used whenever the traffic is physically divided and the division is protected by any concrete, metal, or other type of longitudinal barrier (i.e., all manufactured barriers). For underpass support structures and bridge rails acting as a barrier, use this attribute. "Traffic Barrier" refers to a physical structure such as a guardrail, concrete safety barrier, cable barrier, or other structure designed to mitigate or prevent cross-median travel. Therefore, trees, curbing, rumble strips, drainage depressions, etc. are not considered traffic barriers.



One-Way Trafficway – This attribute is used whenever the trafficway is undivided and traffic flows in but one direction (e.g., one-way streets).

Unknown – Unknown

Not Applicable – to be used when the crash did not occur on a trafficway.

Roadway Grade

Instructions: Enter the appropriate value to best describe the road grade at the crash location for the road on which this vehicle was traveling.

Definition: The inclination characteristics of the roadway in the direction of travel for this vehicle.

Rationale: Important to document the grade of the roadway as it relates to this specific vehicle involved in the crash for the purpose of evaluating vehicles that run-off-road, rollover, or are runaways.

Attribute Definitions:

Level – This attribute would indicate that the vehicle was traveling on a roadway prior to the crash that exhibited no change in inclination.

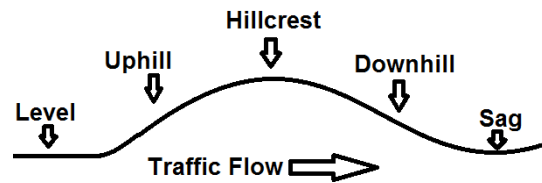
Uphill – This attribute would indicate that the vehicle was traveling on a roadway prior to the crash that exhibited inclination going up in elevation.

Hillcrest – The top of a hill. This is the top section of a hill or bridge when the grade transitions from an upgrade to a downgrade. It may be a flat section of roadway on top of a hill or bridge.

Downhill – This attribute would indicate that the vehicle was traveling on a roadway prior to the crash that exhibited inclination going down in elevation.

Sag (bottom) – The bottom of a hill. A sag is a designed transition feature between a change of grade at the bottom of a hill. It is not a dip. A dip is a flaw in the roadway.

ROADWAY GRADE	
01. Level	<input type="text"/>
02. Uphill	
03. Hillcrest	
04. Downhill	
05. Sag (bottom)	



Roadway Alignment

Instructions: Enter the appropriate value to best describe the road curvature at the crash location for the road on which this vehicle was traveling.

Definition: The geometric or layout and characteristics of the roadway in the direction of travel for this vehicle.

Rationale: Important to document the horizontal alignment of the roadway as it relates to this specific vehicle involved in the crash for the purpose of evaluating vehicles that run-off-road or rollover.

Attribute Definitions:

Straight – This attribute would indicate that the vehicle was traveling on a roadway prior to the crash that exhibited no change in horizontal direction.

Curve Left – This attribute would indicate that the vehicle was traveling on a roadway prior to the crash that exhibited curvature to the left (from the driver's perspective).

Curve Right – This attribute would indicate that the vehicle was traveling on a roadway prior to the crash that exhibited curvature to the right (from the driver's perspective).

ROADWAY ALIGNMENT	
01. Straight	<input type="text"/>
02. Curve Left	
03. Curve Right	

Traffic Control Device Type

Instructions: Indicate if a traffic control device was present in the vicinity of the crash and/or relevant to this crash regardless if it is functioning or missing.

Definition: The type of traffic control device (TCD) applicable to this motor vehicle at the crash location.

Rationale: This element needs to be collected at the scene because the presence of specific devices is better verified at the time of the crash. It is also important for ascertaining the relationship between the use of various traffic control devices (TCD) and crashes and identifying the need for upgraded TCDs at specific crash locations.

Attribute Definitions:

No Control Device – This should be used only in situations when no traffic controls are present. This excludes situations where existing controls are knocked down, obscured, or malfunctioning. For example, a Stop Sign that is knocked down or obscured would still be recorded as present. The fact that it is not operating properly will be recorded in a subsequent element.

Person (including flagger, law enforcement, crossing guard, etc.) – Includes flaggers, law enforcement personnel, crossing guards, etc.

Traffic Control Signal – Controls traffic movements by illuminating systematically, a green, yellow, or red light or by flashing a single color light.

Flashing Traffic Control Signal – A flashing or a single light flashing red or yellow.

School Zone Sign/Device – Signs or devices that change the speed limit on road adjacent to schools on school days, signs that give advance warning of school and signs that warn of children crossing the road.

Stop Sign – A six-sided red sign with “STOP” on it, requiring motor vehicles to come to a full stop and look for on-coming traffic before proceeding with caution.

Yield Sign – Three-sided signs that require motor vehicles to give way to other vehicles.

Warning Sign – A sign intended to warn traffic of existing or potentially hazardous conditions on or adjacent to a road.

Railway Crossing Device – Any sign, signal, or gate that warns of on-coming trains or train tracks crossing the roadway.

Marked Uncontrolled Crosswalk- Uncontrolled crosswalks are marked crosswalks where no traffic controls such as a stop sign or signal exist.

Pedestrian Button – Identifies that a pedestrian button exists to allow pedestrians request a signal phase to cross the street.

Bicycle Detection – Identifies that a technology exists at the intersection to detect bicyclists at signal and gives them priority or a special signal phase to cross the street.

Other- Any other type of traffic control devices or signage not included in the categories above.

Unknown – Unknown

TRAFFIC CONTROL DEVICE TYPE	
01. No Control Device	
02. Person (<i>flagger, law enforcement, crossing guard, etc.</i>)	<input type="text"/>
03. Traffic Control Signal	
04. Flashing Traffic Control Signal	
05. School Zone Sign/Device	
06. Stop Sign	
07. Yield Sign	
08. Warning Sign	
09. Railway Crossing Device	
10. Marked Uncontrolled Crosswalk	
11. Pedestrian Button	
12. Bicycle Detection	
97. Other	

Traffic Control Device Functional?

Instructions: Indicate if the traffic control device is functional or missing. If there is not a traffic control device at the scene of the crash enter “88” for Not Applicable.

Definition: The type of traffic control device (TCD) applicable to this motor vehicle at the crash location.

Rationale: This element needs to be collected at the scene because the presence and condition of specific devices is best verified at the time of the crash. It is also important for ascertaining the relationship between the use of various traffic control devices (TCD) and crashes and identifying the need for upgraded TCDs at specific crash locations.

Attribute Definitions:

No – This attribute indicates that the identified traffic control device was not operating as intended at the time of the crash. It is used for static signs (e.g. stop, yield) that are down or obscured such that they cannot be seen by drivers as intended or for traffic signals that are down, obscured, or not operating properly.

TRAFFIC CONTROL DEVICE FUNCTIONAL?
01. No
02. Yes
03. Missing
88. Not Applicable

Yes – This attribute indicates that the identified traffic control device was operating as intended.

Missing – This attribute indicates that there is physical evidence that a traffic control device was present at one point in time but at the moments prior to the crash the control device was not in place.

Not Applicable – This should be selected if there is not a traffic control device applicable to this crash.

Unknown – Unknown

Insurance Information

Insurance Company, Policy and Expiration

Instructions: Record all the necessary information to document the insurance company, policy and expiration date of the company that provides coverage for this vehicle.

Definition: Name of the Insurance Company that the owner of the vehicle has retained to provide coverage for expenses or loss incurred due to the operation of the motor vehicle. The policy number indicates the account of the policy holder and the expiration date indicates if the coverage is valid.

Rationale: Collection of insurance information is necessary so that involved parties and in some cases town officials know who is financially responsible for damages caused as result of the crash.

INSURANCE COMPANY	INSURANCE POLICY NUMBER	INSURANCE EXPIRATION DATE
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Attribute Definitions:

Insurance Company- Name of the company that provides coverage for this vehicle.

Insurance Policy Number- The unique number issued by the insurance company to identify the policy of the customer.

Insurance Expiration Date- Date on which insurance coverage expires.

Motor Vehicle Ownership Information

Instructions: Complete this section with information about the owner of the vehicle. If the driver of the vehicle is also the owner, simply check the “Information same as driver” box and move onto the next data element. The driver/owner information will be captured on the driver page of the report.

Definition: The Information of the owner of the vehicle.

Rationale: Collected to document the owner of the vehicle and how that person may differ from the driver of the vehicle.

Vehicle Owner Name <i>(Last, First, Middle, Suffix)</i> <input type="checkbox"/> Information same as driver			
Street Address or Post Office Box			
City	State/Prov	Country	Postal Code
Email Address <i>(optional)</i>		Phone <i>(optional)</i>	

Motor Vehicle Information Special Vehicles

Special Vehicle Function

Instructions: Select the most appropriate field for this element based on the intended function of this vehicle.

Definition: The type of special function being served by this vehicle regardless of whether the function is marked on the vehicle.

Rationale: Important to evaluate the outcome of vehicles used for special uses that are involved in crashes.

Attribute Definitions:

No Special Function – This vehicle is not used for a special function.

Taxi - Is selected when this vehicle was being used during this trip (at the time of the crash) on a “fee-for-hire” basis to transport persons.

SPECIAL VEHICLE FUNCTION 01. No Special Function 02. Taxi 03. Vehicle Used as School Bus 04. Vehicle Used as Other Bus 05. Military 06. Police 07. Ambulance 08. Fire Truck 09. Non-Transport Emergency 10. Incident Response Services Vehicle	<input style="width: 40px; height: 20px;" type="checkbox"/>
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Taxis and drivers that are off-duty at the time of the crash are coded as (No Special Function). If it is unknown whether or not the taxi is on-duty, use (Taxi). Most of these vehicles will be marked and formally registered as taxis; however, vehicles which are used as taxis, even though they are not registered (e.g., Gypsy Cabs), are included here. Passengers do not have to be present at the time of the crash.

Vehicle Used as School Bus – Is selected for any motor vehicle that satisfies all the following criteria: (1) operated, leased, owned or contracted by a public or private school-type institution; (2) where the institution’s students may range from pre-school through high school; (3) whose occupants, if any, are associated with the institution; and, (4) at the time of the crash the vehicle is being used for transportation to and from a school or on a school-sponsored activity or trip. Note: This attribute also includes vehicles which are not externally identifiable as a school/pupil transport vehicle, but do meet all of the other criteria above. (For example, a transit bus, at the time of the crash, used exclusively [no other passengers except students] to transport students to/from the school or school-related activity).

Vehicle Used as Other Bus – Is selected when a motor vehicle is designed for transporting nine or more persons including the driver and does not satisfy the above “school bus” criteria. For example, BODY TYPE code “School Bus” transporting senior citizens to an activity.

Military –Any vehicle which is owned by any of the Armed Forces regardless of body type.

Police – A vehicle equipped with police emergency devices (lights and siren) that is owned or subsidized by any local, county, State or Federal government entity. The police vehicle is presumed to be in special use at all times, although not necessarily in “emergency use.” Vehicles not owned by a government entity that are used by law enforcement officers (e.g., undercover) are excluded.

Ambulance – a vehicle specially equipped for taking sick or injured people to and from the hospital, especially in emergencies.

Fire Truck –Any readily identifiable (lights or markings) vehicles specially designed and equipped to respond to fire, hazmat, medical and extrication incidents. This attribute includes medium and heavy vehicles such as engines, pumpers, ladder, platform aerial apparatus, heavy rescue vehicles, water tenders or tankers, brush or wilderness firefighting vehicles, etc.

Non-Transport Emergency – This would be selected for an emergency services vehicle not specially designed or equipped to transport injured persons.

Incident Response Services Vehicle – Government vehicles typically equipped with a variety of tools, emergency medical equipment, traffic cones and control signs, absorbent material (for responding to spills), emergency and work lighting. These multi-purpose response units are intended to assist law enforcement, fire and rescue personnel with trafficway incident management.

Unknown - Unknown

Emergency Vehicle

Instructions: Use this box to identify if an emergency vehicle is in an active operation or emergency situation.

Definition: Indicates operation of any motor vehicle that is legally authorized by a government authority to respond to emergencies with or without the use of emergency warning equipment, such as a police vehicle, fire truck, or ambulance while actually engaged in such response.

Rationale: Driver behavior related to emergency vehicle response is an emerging national issue. This is true for both operators of emergency vehicles and operators of vehicles in the vicinity of an emergency vehicle engaged in a response. It is the intent of this element to gather information that will guide development of training or other countermeasures to reduce the number of crashes involving emergency vehicle response.

Attribute Definitions:

Non-Emergency Situation, Not

Transporting Patient – The emergency vehicle operator is not using emergency lighting, audible siren or emergency vehicle maneuvers and is not transporting a passenger for non-emergency treatment.

EMERGENCY VEHICLE	
01. Non-Emergency Situation, Not Transporting Patient	<input type="checkbox"/>
02. Non-Emergency Transport of Passenger	
03. Emergency Operation, Emergency Warning Equipment Not in Use	
04. Emergency Operation, Emergency Warning Equipment in Use	
88. Not Applicable	

Non-Emergency Transport of Passenger – The authorized emergency vehicle has been dispatched to an incident or has initiated a transport-related operation in a non-emergency mode. The emergency vehicle operator is not using emergency lighting, audible siren or emergency vehicle maneuvers. Example: transport of a suspect from one location to another or interfacility transport of a patient in an ambulance to a nursing home.

Emergency Operation, Emergency Warning Equipment Not in Use – The authorized emergency vehicle has been dispatched to an incident or has initiated an emergency operation and has no emergency lighting or audible siren in use. The emergency vehicle operator may be using emergency vehicle maneuvers as allowed under state law. Examples: a police car in the last mile approaching a bank robbery; transport of a patient in an ambulance for which lights and sirens are not used per protocol.

Emergency Operation, Emergency Warning Equipment in Use – The authorized emergency vehicle has been dispatched to an incident or has initiated an emergency operation and is using an audible siren and/or has illuminated its emergency lighting devices. The emergency vehicle operator is using or is prepared to use emergency vehicle maneuvers as allowed by state law.

Not applicable – This would indicate that this vehicle is not legally authorized by a government authority to respond to emergencies.

Unknown - Unknown

Bus Use

Instructions: Use this element to identify how a bus was being used, if it was being used.

Definition: This element describes the common type of bus service this vehicle was being used as at the time of the crash. Buses are any motor vehicle with seats to transport nine (9) or more people, including the driver’s seat. This element does not include vans that are owned and operated for personal use.

Rationale: This data element provides additional information to evaluate the outcome of motor vehicles used as buses that are involved in crashes.

Attribute Definitions:

Not a Bus – Vehicles that do not have a bus body type and are not being used as a bus in the crash. This should be used for vehicles with less than 9 seats (including the driver) and personal-use vans with 9 or more seats (including the driver).

School– This attribute would be used for a vehicle that meets the definition of a bus and is being used by a public or private school or district or contracted carrier operation on behalf of the entity, providing transport for school children (up to the 12th grade) to/from school or any other school function or activity.

BUS USE	
01. Not a Bus	<input type="text"/>
02. School	
03. Transit/Commuter	
04. Intercity	
05. Charter/Tour	
06. Shuttle	
88. Not Applicable	

Transit/Commuter – A government entity or private company providing passenger transportation over fixed, scheduled routes, within primarily urban geographical areas. (For example, inner-city mass transit bus service.)

Intercity – A company providing for-hire, long-distance passenger transportation between cities over fixed routes with regular schedules (for example, Greyhound bus service between major cities).

Charter/Tour – A company providing transportation on a for-hire basis and demand-response basis, usually round-trip service for a tour group or outing.

Shuttle –Private companies providing transportation services for their own employees, non-governmental organizations (such as churches and non-profit groups), and non-educational units of government (such as departments of corrections). (Examples include transporting people from airports, hotels, rental car companies, and business facility to facility.)

Not applicable – Select when this field does not apply to the motor vehicle in the crash

Property Damaged

Instructions: Use these free form text boxes to describe the private property that was damaged and to identify the owner of the property damaged. This section is **not to include information about damaged vehicles in the crash**. Up to three properties can be identified. More sheets should be used if more than three property owners were impacted.

Definition: The nature and extent of damage to property, public or private, by involved vehicle.

Rationale: The extent and property damaged are recorded so that the private or public property that is damaged is documented in the crash report. This will allow the owner of the damaged property to seek repair of the damages. In many instances the town or utility owner will need this information to know who (person or insurance company) to charge for repair of their property.

NATURE AND EXTENT OF DAMAGE TO PROPERTY 1
NAME OF OWNER OF PROPERTY 1
NATURE AND EXTENT OF DAMAGE TO PROPERTY 2
NAME OF OWNER OF PROPERTY 2
NATURE AND EXTENT OF DAMAGE TO PROPERTY 3
NAME OF OWNER OF PROPERTY 3

MOTOR VEHICLE DRIVER INFORMATION

Motor Vehicle ID

Instructions: Enter a consecutive number to uniquely identify each motor vehicle involved in the crash. This will be the vehicle ID number for each vehicle and this number should be referenced in the diagram and narrative.

Definition: Each motor vehicle involved in the crash should be assigned a unique ID that is a number and consecutive.

Rationale: This unique identifier will be used to identify vehicles within the report. It will be used to identify the vehicle each person was occupying.

Motor Vehicle ID:

Person ID

Instructions: Enter a consecutive number to uniquely identify each person involved in the crash. This will be the ID number for each person involved in the crash. Therefore each person should have a unique person ID number. When appropriate, the person number should be referenced in the diagram and narrative.

Definition: Each person involved in the crash should be assigned a unique ID that is a number and consecutive.

Rationale: This unique identifier will be used to identify persons within the report.

Person ID:

Case Number

Number should match the case number listed on all other pages of the report. See the Crash Summary Section for more information.

Driver Information

Driver Contact Information

Instructions: Complete this section to document all the relevant contact information for the driver of this vehicle.

Definition: The full name and address of the driver involved in the crash.

Rationale: This data element should be collected to facilitate linkage when names are available in the health and insurance files and to corroborate the driver's license number of driver. When possible, obtain this information from the driver's license.

Name (Last, First, Middle, Suffix): _____
 Street Address or PO Box: _____
 City: _____ State or Prov: _____ Postal Code: _____ Phone/Email (optional): _____

Gender

Instructions: Identify the gender of the driver of this vehicle.

Definition: The sex of the driver involved in the crash.

Rationale: Necessary, for example, to evaluate the effect of sex of the driver involved on occupant protection systems and motor vehicle design characteristics.

Attribute Definitions:

Male- Male

Female- Female

Unknown-Gender unknown (i.e. evading, unknown driver, ambiguous)

GENDER	
01. Male	<input type="checkbox"/>
02. Female	<input type="checkbox"/>
99. Unknown	<input type="checkbox"/>

Date of Birth

Instructions: Indicate the date of birth. This information should be taken from identification (if present), statement or other identification received in the investigation. The date of birth shall be listed numerically YYYYMMDD. If date of birth is unknown use the check box below the data entry boxes.

Definition: The year, month, and day of birth, of the driver involved in the crash.

Rationale: Accurate reporting of date of birth is used to assess the effectiveness of occupant protection systems for specific age groups, and to identify the need for safety programs directed toward them.

Attribute Definitions:

YYYYMMDD – Identifies the year, month, and day of a driver's date of birth. Used to calculate age. Record the date of birth exactly as it appears on the driver's license (when present). **Note** that unborn fetuses are not considered persons for the purposes of crash reporting.

Unknown – date of birth is unknown.

DATE OF BIRTH (YYYYMMDD)							
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Date of Birth is unknown							

License Information

License Number and State

Instructions: Indicate the driver's driver license number. Be sure to copy the number completely and accurately.

Definition: A unique set of alphanumeric characters assigned by the authorizing agent issuing a driver's license to the individual.

Rationale: This information is mandated by FMCSA for commercial drivers. This element is critical to providing linkage between the crash and driver's license files at the State level.

Attribute Definitions:

License Number – Alphanumeric identifier assigned by the authorizing jurisdiction (State, foreign country, U.S. Government, Indian Nation, etc.)

State – If a domestic license, enter the state that issued the license.

LICENSE NUMBER	
STATE	CT

Driver's License Jurisdiction

Instructions: Indicate the geographic or political entity issuing a driver's license.

Definition: The geographic or political entity issuing a driver's license. Includes the States of the United States (including the District of Columbia and outlying areas), Indian Nations, U.S. Government, Canadian Provinces, and Mexican States (including the Distrito Federal), as well as other jurisdictions.

Rationale: Necessary to evaluate the effectiveness of various licensing laws. This element is also critical in providing linkage between the crash and driver's license files at the state level.

Attribute Definitions:

Not Licensed – This attribute indicates that the driver has **no driver's license at all**. For drivers with suspended, expired, or revoked licenses it is recommended that the state of issue still be recorded as the information pertinent to this driver/circumstance would still be linkable to driver's license files.

State – Attribute indicates a state of the U.S. issued the license.

Tribal Nation – Is used for a federally recognized Indian tribe with sovereign authority to interact on a government-to-government basis directly with federal agencies.

U.S. Government – This attribute is used to indicate the license was issued by the U.S. Government, such as military or State Department Foreign Service.

Canadian Province – Attribute indicates a license issued by a Canadian Province.

Mexican State – Attribute indicates a license issued by Mexico.

International License (other than Mexico and Canada) – Attribute indicates a license issued by a country other than Mexico or Canada.

DRIVER LICENSE JURISDICTION	
01. Not Licensed	
02. State	<input type="checkbox"/>
03. Tribal Nation	
04. U.S. Government	
05. Canadian Province	
06. Mexican State	
07. International License (other than Mexico and Canada)	
08. Valid License (other country)	
88. Not Applicable	

Valid license (other Country) – Attribute indicates a license issued by a country other than Mexico or Canada that is valid for use in the US.

Not Applicable – This attribute would be used for any non-driver involved in crash. On a crash report form or in an electronic collection format where this data was completed only for drivers, this attribute would not be needed.

Unknown – Driver’s license information is unknown (i.e. license not produced, evading driver, etc.)

License Class

Instructions: Identify the driver’s license class as indicated on the license.

Definition: A unique set of alphanumeric characters assigned by the authorizing agent issuing a driver’s license to the individual.

Rationale: This information is mandated by FMCSA for commercial drivers. This element is critical to providing linkage between the crash and driver’s license files at the State level.

Attribute Definitions:

None – No license class

Class A – Any combination of vehicles with a gross combination weight rating (GCWR) of 26,001 pounds or more provided the GVWR of the vehicle(s) being towed is in excess of 10,000 pounds. Qualifies driver for operation of vehicles in classes B and C.

Class B – Any single vehicle with a GVWR of 26,001 or more pounds, or any such vehicle towing a vehicle not in excess of 10,000 pounds GVWR. Qualifies driver for operation of vehicles in class C.

Class C – Any single vehicle with a GVWR of less than twenty-six thousand one (26,001) pounds or any such vehicle towing a vehicle with a GVWR not in excess of ten thousand (10,000) pounds comprising:

- Vehicles designed to transport sixteen or more passengers, including the driver, or designed to transport more than ten passengers, including the driver, and used to transport students under the age of twenty-one years to and from school;
- Vehicles used to transport hazardous materials which are required to be placarded in accordance with 49 CFR 172, Subpart F, as amended.

Class D – Regular Driver’s License Class Any regular or standard driver license issued for the operation of automobiles and light trucks by States that separate these vehicles from Class “C”. Other class designation codes such as “D”, “R” and others may be used by States to indicate a regular driver license class.

Class M – Motorcycles, Mopeds, Motor-Driven Cycles

Not Applicable – license class does not apply

LICENSE CLASS	
00. None	<input type="text"/>
01. Class A	
02. Class B	
03. Class C	
04. Class D	
05. Class M	
88. Not Applicable	

Commercial License

Instructions: Indicate if the driver has a commercial driver’s license.

Definition: A commercial driver's license is a driver's license required in the United States to operate any type of vehicle that has a gross vehicle weight rating (GVWR) of 26,001 lb (11,793

kg) or more for commercial use, or transports quantities of hazardous materials that require warning placards under United States Department of Transportation regulations, or that is designed to transport 16 or more passengers, including the driver. This includes (but is not limited to) tow trucks, tractor trailers, and buses.

Rationale: This indicates whether the driver’s license is a commercial driver’s license . Also, this information is important to separate the non-commercial licenses included by some States in Class C with the commercial licenses.

Attribute Definitions:

No – No commercial license

Yes –Commercial license

COMMERCIAL LICENSE	
01. No	<input type="checkbox"/>
02. Yes	<input type="checkbox"/>

Endorsements

Instructions: Check off the appropriate endorsements held by the driver of the vehicle.

Definition: Endorsements are issued by the DMV to signify that a driver has passed the required testing to operate a commercial vehicle with the respective restriction.

Rationale: The collection of endorsement information is critical to understanding if the driver is qualified to operate a vehicle which falls under DMV restrictions.

Attribute Definitions:

A – Activity Vehicles: “A” endorsement is required prior to operating a student transportation vehicle (or other vehicle that requires a “F” endorsement) used in connection with school sponsored events and activities, but not used to transport students to and from school.

F – Taxi, Livery, Service Bus, Motor Bus or Motor Coach: “F” endorsement is required for operation of a taxi, livery vehicle, service bus, motor bus or motor coach.

H – Hazardous Material: “H” endorsement is required if the vehicle being driven requires a Class A, B or C CDL and is transporting hazardous materials which are placarded.

M- Motorcycles: “M” A motorcycle endorsement, designated by the letter "M" on a Connecticut Driver's License, allows you to operate a motorcycle on public highways.

N – Tank Vehicles: “N” endorsement is required if the vehicle being driven requires a Class A or B CDL and is designed to haul a liquid or liquid gas in a permanently mounted cargo tank rated at 119 gallons, or more or a portable tank rated at 1,000 gallons or more. A tank endorsement is also required for Class C vehicles when the vehicle is used to transport hazardous materials in liquid or gas form in the above described rated tanks.

P – Passenger: “P” endorsement is required if the vehicle being driven requires a Class A, B or C CDL and is transporting passengers.

Q- Fire Fighting Vehicles: Issued by request of the Fire Chief only

ENDORSEMENTS	
<input type="checkbox"/>	A - Activity Vehicles
<input type="checkbox"/>	F - Taxi, Livery, Motor Coach
<input type="checkbox"/>	H - Hazardous Materials
<input type="checkbox"/>	M - Motorcycles
<input type="checkbox"/>	N - Tank Vehicles
<input type="checkbox"/>	P - Passenger
<input type="checkbox"/>	Q - Fire Fighting Vehicles
<input type="checkbox"/>	S - School Bus
<input type="checkbox"/>	T - Double/Triple Trailers
<input type="checkbox"/>	V - Student Transportation
<input type="checkbox"/>	X - Combination of Tank Vehicle and Hazardous Materials

- S – School Bus:** “S” endorsement is required before operating a school bus. “P” endorsement is also required.
- T – Double/Triple Trailers:** “T” endorsement is required if the vehicle being driven requires a Class A CDL and is towing more than one trailer.
- V – Student Transportation:** “V” endorsement is required for operation of a student transportation vehicle; transporting students to and from school, including vehicles transporting special education students.
- X – Combination of Tank Vehicle and Hazardous Materials:** “X” endorsement is required if the vehicle being driven requires a Class A, B or C CDL and is transporting hazardous materials via a tank.

Ejection

Instructions: Identify if the driver was ejected from the vehicle and the degree to which they were ejected if applicable.

Definition: Driver completely or partially thrown from the interior of the motor vehicle, excluding motorcycles, as a result of a crash.

Rationale: Protection systems prevent or mitigate ejections to various degrees. Analyses of the effectiveness of safety systems depend on information from this data element.

Attribute Definitions:

Not Ejected –This attribute is used for persons who are neither totally nor partially ejected from the vehicle.

Ejected, Partially – This attribute is used when some part but not all of a drivers body is, at some time during the crash sequence, outside the occupant compartment.

Ejected, Totally –This attribute is used when the driver’s body is entirely outside the vehicle, This option is valid even if the body is still in contact with the outside of the vehicle.

Not Applicable –This attribute is used for drivers on the exterior of a vehicle and for motorcycle drivers. Exterior of the vehicle includes running boards, roof, fenders and bumpers, but not the bed of pickup trucks, open tail gate or boot of a convertible.

Unknown –This would be used when it is not known if this driver was ejected or not from the vehicle.

EJECTION	
01. Not Ejected	<input type="checkbox"/>
02. Ejected, Partially	
03. Ejected, Totally	
88. Not Applicable	

Restraint System

Instructions: Indicate the use of safety/restraint equipment for the driver.

Definition: The restraint equipment in use by the driver at the time of the crash.

Rationale: Proper classification of the use of available occupant restraint systems is vital to evaluating the effectiveness of such equipment.

Attribute Definitions:

None Used-Motor Vehicle Occupant – This attribute is used for drivers that **did not use a restraint in a seat position where there was a restraint available.**

Shoulder and Lap Belt Used – Occupant restraint system where both the shoulder belt and lap belt portions are connected to a buckle.

Shoulder Belt Only Used – Occupant restraint system where only the shoulder belt is connected to a buckle and the lap belt is not used.

Lap Belt Only Used – Use of a lap safety belt either because the motor vehicle is equipped only with lap belt or because the shoulder belt is not in use.

Restraint Used Type Unknown – This attribute is used for drivers when it is known that a restraint was used but it is not known which restraint attribute applies.

Not Applicable – This attribute is used for drivers in seat positions where **no restraint was available.** For example, drivers who are in the sleeper section of the cab of a truck, or drivers in unenclosed cargo areas, such as a bed of a pickup truck.

Other – This attribute is used when some other type of restraint not described in the previous attributes was being used at the time of the crash.

Unknown – Unknown

RESTRAINT SYSTEM
00. None Used-Motor Vehicle Occupant
01. Shoulder and Lap Belt Used
02. Shoulder Belt Only Used
03. Lap Belt Only Used
04. Restraint Used Type Unknown
88. Not Applicable
97. Other

Helmet Use

Instructions: Identify if the driver of the vehicle was wearing a helmet at the time of the crash.

Definition: The helmet in use by a motorcycle driver at the time of the crash.

Rationale: Proper classification of the helmet in use is vital to evaluating the effectiveness of such equipment.

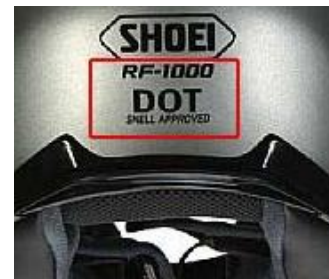
Attribute Definitions:

No Helmet- Used for a driver that was riding without a helmet of any type.

DOT-Compliant Motorcycle Helmet- Motorcycle helmets that are compliant with Federal Motor Vehicle Safety Standards typically weigh approximately 3 pounds, have an inner liner at least one-inch thick of firm polystyrene foam, have an inside label that states the manufacturer, model, and date of manufacture, and have a DOT sticker on the back of the helmet. A DOT sticker alone is not sufficient evidence to indicate that the helmet is DOT-compliant, as counterfeit stickers have been found affixed to non-compliant helmets.

Helmet, Other Than DOT-Compliant Motorcycle Helmet- A helmet that is not a DOT-compliant motorcycle helmet. This includes bicycle helmets, skateboard helmets, and novelty helmets. Motorcycle helmets that are compliant with Federal Motor Vehicle Safety Standards typically weigh approximately 3 pounds, have an inner liner at least one-inch thick of firm polystyrene foam, have an inside label that states the manufacturer, model, and date of manufacture, and have a DOT sticker on the back of the helmet. A DOT sticker alone is not

HELMET USE
01. No Helmet
02. DOT-Compliant Motorcycle Helmet
03. Helmet, Other Than DOT-Compliant Motorcycle Helmet
04. Helmet, Unknown If DOT-Compliant
88. Not Applicable



sufficient evidence to indicate that the helmet is DOT-compliant, as counterfeit stickers have been found affixed to non-compliant helmets.

Helmet, Unknown If DOT-Compliant- Used for drivers when it is known that a helmet was worn but whether the helmet was DOT Compliant is not known.

Not Applicable- Used for drivers of motor vehicles where wearing a helmet is not common or required.

Air Bag

Instructions: Indicate if airbags were deployed in the crash.

Definition: Deployment status of an air bag relative to the position in the vehicle for this driver. Refer to diagram below for types of air bags.

Rationale: Necessary to evaluate the effectiveness of air bags and other occupant protection equipment, especially at a time when air bags are becoming standard equipment.

Attribute Definitions:

Not Deployed- This attribute indicates **the vehicle is equipped** with an air bag (air bags) for this driver, but it (they) did not deploy in this crash.

Deployed-Front- Driver seat air bag is out of its cover and protruding into driver compartment. Bag is fully or partially deflated or inflated.

Deployed-Side- Air bag on driver side of motor vehicle is out of its cover and protruding into occupant compartment. Bag is fully or partially deflated or inflated.

Deployed-Curtain- Curtain air bag is out of its cover and protruding into driver compartment. Bag is fully or partially deflated or inflated.

Deployed-Other- A knee air bag, air belt, or other new air bag technology is deployed.

Deployed-Combination- More than one air bag deploys, including front driver and front passenger, front and side, or front, side and other, etc.

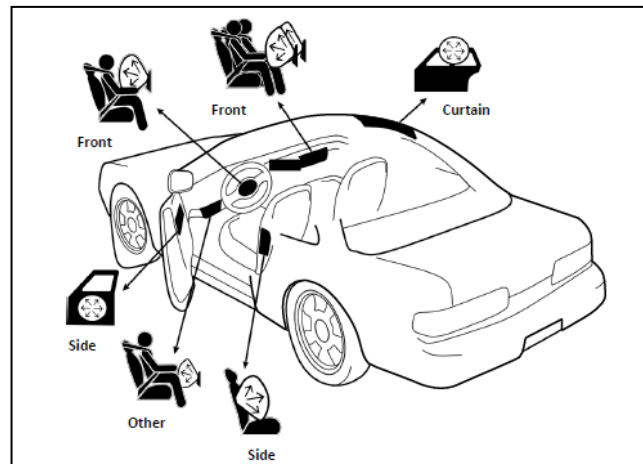
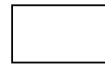
Not Applicable- This attribute would apply to any person who is:

- Driver in a seat position not equipped with an air bag **in vehicles that have air bags in some seat positions.**
- **Every seating position in vehicles that are not equipped with air bags** in any seat position.

Unknown- Not known if air bag is out of its cover and protruding into occupant compartment.

AIRBAG

- 01. Not Deployed
- 02. Deployed-Front
- 03. Deployed-Side
- 04. Deployed-Curtain
- 05. Deployed-Other
- 06. Deployed-Combination
- 88. Not Applicable



Speed Related

Instructions: Indicate if the driver is suspected of speeding or racing based on verbal or physical evidence and not on speculation alone.

Definition: Indication of whether the investigating officer suspects that the driver involved in the crash was speeding based on verbal or physical evidence and not on speculation alone.

Rationale: Important for evaluating preventive programs and engineering assessments.

Attribute Definitions:

No – This attribute would indicate that the investigating officer does not suspect that the crash was "**Speeding Related**" based on verbal or physical evidence.

Racing – When two or more motor vehicles are engaged in a speed-related competition on the trafficway.

Exceeded Speed Limit – When a motor vehicle is traveling above the posted/statutory speed limit on certain designated roadways and/or by certain types of vehicles; e.g., for trucks, buses, in school zone, etc.).

Too Fast for Conditions – Traveling at a speed that was unsafe for the road, weather, traffic, or other environmental conditions at the time of the crash.

Unknown – Unknown if speed was a factor in the crash.

SPEED RELATED	
01. No	<input type="text"/>
02. Racing	
03. Exceeded Speed Limit	
04. Too Fast for Conditions	

Seating Position

Instructions: Identify the place at which driver was seated when the crash occurred. The majority of crashes will have a driver in seat position 11. **NOTE:** Mail or foreign vehicles may be right hand drive and the driver will be listed as seat position 13.

Definition: The location for this driver in, on, or outside of the motor vehicle prior to the first event in the sequence of events.

Rationale: Without knowing the seating position of the driver, it is not possible to fully evaluate, for example, the effect of driver protection programs.

Attribute Definitions:

- 11. Front Seat – Left Side (Driver's Side)
- 12. Front Seat – Middle
- 13. Front Seat – Right Side
- 18. Front Seat – Other

SEATING POSITION FIRST DIGIT	
1_ Front Row	<input type="text"/>
SECOND DIGIT	
_1. Left Seat (usually the motor vehicle or motorcycle driver except for postal vehicles and some foreign vehicles)	<input type="text"/>
_2. Middle Seat	
_3. Right Seat	
_8. Other Seat	

Driver Actions (choose up to 4)

Instructions: Indicate actions performed by the driver that may have contributed to the crash. You may select only one or up to four different actions. However, code "88" must be included in all boxes not coded with a driver action.

Definition: The actions by the driver that may have contributed to the crash. This data element is based on the judgment of the law enforcement officer investigating the crash and need not match Violation Codes.

Rationale: Important for evaluating the effect that dangerous driver behavior has on crashes.

Attribute Definitions:

No Contributing Action – This attribute indicates that, in the officer's judgment, the driver took no improper driving actions at the time of the crash that contributed to the crash.

Ran Off Roadway – Failure of the driver to keep the motor vehicle on the roadway.

Failed to Yield Right-of-Way – Driver failed to yield right-of-way to another motor vehicle or non-motorist as required.

Ran Red Light – Driver continues through traffic signal shortly before or after it turns red.

Ran Stop Sign – Is used for a driver failing to stop at a stop sign.

Disregarded Other Traffic Sign – Used for failing to obey traffic signs, such as yield signs, and other regulatory or advisory signs. This does not include stops signs or exceeding the posted speed limit or advisory speed.

Disregarded Other Road Markings – Used for failing to obey other roadway markings.

Improper Turn – Driver performed an improper turning maneuver.

Improper Backing – Driver performed an improper backing maneuver.

Improper Passing – Driver performed an improper passing maneuver

Wrong Side or Wrong Way – Driver operated the motor vehicle on the wrong side of the road or in the wrong direction in the case of a one way street.

Followed Too Closely – Driver was positioned at a distance behind another motor vehicle that was too close to permit safe response to any change in movement or behavior by the other motor vehicle or non-motorist.

Failed to Keep in Proper Lane – Driver did not maintain position in appropriate travel lane.

Operated Motor Vehicle in Reckless Aggressive Manner – Driver actions could include but not be limited to Excessive Speed, Frequent or Unsafe Lane Changes, Tailgating, etc.

Operated Motor Vehicle in Inattentive, Careless, Negligent, or Erratic Manner – Actions could include but not limited to Failure to Yield the Right of Way, Disregarding Traffic Controls, Impaired Driving, Failure to Signal, Cell phone / electronic device use, etc.

Swerved or Avoided Due to Wind, Motor Vehicle, Object, Non-Motorist in Roadway, etc. – Defensive driver action to defend against an apparent danger in, on, or due to the condition of the roadway or the presence of a motor vehicle or object or non-motorist in the roadway in order to avoid a crash.

Over-Correcting/Over-Steering – Driver actions that result in over-steering/correction, resulting in and loss of control of the vehicle.

Overtaking Cyclist – Driver attempted to pass a non-motorist on a bicycle or other type of human powered cycle.

Not Applicable- Use when multiple actions do not apply to this driver.

DRIVER ACTIONS (choose up to 4)	
01. No Contributing Action	<input type="checkbox"/>
02. Ran Off Roadway	<input type="checkbox"/>
03. Failed to Yield Right-of-Way	<input type="checkbox"/>
04. Ran Red Light	<input type="checkbox"/>
05. Ran Stop Sign	<input type="checkbox"/>
06. Disregarded Other Traffic Sign	<input type="checkbox"/>
07. Disregarded Other Road Markings	<input type="checkbox"/>
08. Improper Turn	<input type="checkbox"/>
09. Improper Backing	<input type="checkbox"/>
10. Improper Passing	<input type="checkbox"/>
11. Wrong Side or Wrong Way	<input type="checkbox"/>
12. Followed Too Closely	<input type="checkbox"/>
13. Failed to Keep in Proper Lane	<input type="checkbox"/>
14. Operated Vehicle in Reckless Aggressive Manner	<input type="checkbox"/>
15. Operated Motor Vehicle in Inattentive, Careless, Negligent, or Erratic Manner	<input type="checkbox"/>
16. Swerved or Avoided Due to Wind, Motor Vehicle, Object, Non-Motorist in Roadway, etc.	<input type="checkbox"/>
17. Over-Correcting/Over-Steering	<input type="checkbox"/>
18. Overtaking Cyclist	<input type="checkbox"/>
88. Not Applicable	<input type="checkbox"/>
97. Other Contributing Action	<input type="checkbox"/>

Other Contributing Action – Any action not listed above.

Driver Distracted By

Instructions: Indicate if the officer suspects that a driver was distracted while driving based on verbal or physical evidence and not on speculation alone.

Definition: Distractions which may have influenced the driver's performance. The distractions can be inside the motor vehicle (internal) or outside the motor vehicle (external).

Rationale: Important to identify specific driver behavior during a crash and understand and mitigate the effects of distracting activities.

Attribute Definitions:

Not Distracted – This attribute indicates that the driver was "attentive" to the driving task in the officer's assessment.

Manually Operating an Electronic Communication Device (texting, etc.) – The driver was in the act of manually manipulating an electronic communication device (cell phone, smart phone, hand-held radio, etc.).

Talking on Hands-Free Electronic Device – The driver was conversing using a hands-free electronic device such as a headset/earpiece or vehicle-integrated system.

Talking on Hand-Held Electronic Device – The driver was conversing on a hand-held electronic device such as a cell phone.

Other Activity, Electronic Device – The driver was in the act of using an electronic device for some purpose other than communicating, such as operating a navigation device, playing a game, or watching a video.

Passenger – A passenger was the source of distraction affecting the driver.

Other Inside the Vehicle (eating, hygiene, etc.) – Other distractions inside the vehicle affecting the driver. This may include actions taken by the driver such as eating, drinking, smoking, shaving etc., or distractions within the vehicle originating from neither the driver nor passengers, such as a pet or flying insect.

Outside the Vehicle – The driver was distracted by something outside the vehicle. **Unknown-Unknown**

DRIVER DISTRACTED BY	
01. Not Distracted	
02. Manually Operating an Electronic Communication Device (<i>Texting, etc</i>)	<input type="checkbox"/>
03. Talking on Hands-Free Electronic Device	
04. Talking on Hand-Held Electronic Device	
05. Other Activity, Electronic Device	
06. Passenger	
07. Other Inside the Vehicle (<i>eating, hygiene, etc.</i>)	
08. Outside the Vehicle	

Condition at Time of Crash

Instructions: Indicate the condition of the driver at the time of the crash based on verbal or physical evidence and not on speculation alone.

Definition: Any relevant condition of the driver that is directly related to the crash.

Rationale: Important for evaluating the effect that fatigue, medications/alcohol/drugs, or other conditions have on the crash.

Attribute Definitions:

Apparently Normal – This attribute indicates that, in the course of the investigation, the officer could not identify any condition that would indicate abnormal driver condition at the time of the crash.

Physically Impaired – A condition that results in some decrease in a physical ability.

Emotional (depressed, angry, etc.) –Examples include; depressed, angry, disturbed. Includes; fighting, disagreements, emotionally upset, road rage, etc.

Ill (sick), Fainted – Examples include; diabetic reactions, allergic reactions, seizures, heart attack, high/low blood pressure.

Asleep or Fatigued – Driver experienced a temporary loss of consciousness or was operating in a reduced physical and mental capacity due to weariness, medication, or other drugs.

Under the Influence (Medications/Drugs/Alcohol) – Indicates this driver is suspected of being under the influence of alcohol or drugs. This includes any legal prescription drug or over-the-counter medication such as cough syrup as well as illegal drugs of any type.

Not Applicable- Use when multiple actions do not apply to this driver.

Other – Indicates a condition relevant to this driver other than one of the available attributes. If this is selected it is recommended it be explained in the narrative.

Unknown – Unknown

CONDITION AT TIME OF CRASH (choose up to 2)	
01. Apparently Normal	<input type="checkbox"/>
02. Physically Impaired	<input type="checkbox"/>
03. Emotional (depressed, angry, etc.)	<input type="checkbox"/>
04. Ill (sick), Fainted	<input type="checkbox"/>
05. Asleep or Fatigued	<input type="checkbox"/>
06. Under the Influence (Meds/Drugs/Alcohol)	<input type="checkbox"/>
88. Not Applicable	<input type="checkbox"/>
97. Other	<input type="checkbox"/>

Injury and EMS Information

Injury Status

Instructions: Indicate the injury status of the driver of the vehicle.

Definition: The injury severity level for a driver Involved in a crash. The determination of which attribute to assign should be based on the latest information available at the time the report is completed, except as described below for fatal Injuries.

Rationale: Necessary for injury outcome analysis and evaluation.

Attribute Definitions:

Fatal Injury (K) – A fatal injury is any injury that results in death within **30 days** after the motor vehicle crash in which the injury occurred. If the driver did not die at the scene but died within 30 days of the motor vehicle crash in which the injury occurred, the injury classification should be changed from the attribute previously assigned to the attribute **"Fatal Injury."** **NOTE:** The "**30 days**" is typically calculated by a measure of **720 hours** (i.e. 30, 24hr. periods) from the crash time.

Suspected Serious Injury (A) – A suspected serious injury is any injury other than fatal which **results in one or more of the following:**

INJURY STATUS	
K. Fatal Injury	<input type="checkbox"/>
A. Suspected Serious Injury	<input type="checkbox"/>
B. Suspected Minor Injury	<input type="checkbox"/>
C. Possible Injury	<input type="checkbox"/>
O. No Apparent Injury	<input type="checkbox"/>

- Severe laceration resulting in exposure of underlying tissues/muscle/organs or resulting in significant loss of blood
- Broken or distorted extremity (arm or leg)
- Crush injuries
- Suspected skull, chest or abdominal injury other than bruises or minor lacerations
- Significant burns (second and third degree burns over 10% or more of the body)
- Unconsciousness when taken from the crash scene
- Paralysis

Suspected Minor Injury (B) – A suspected minor injury is any injury that is evident at the scene of the crash, **other than fatal or serious injuries**. Examples include lump on the head, abrasions, bruises, minor lacerations (cuts on the skin surface with minimal bleeding and no exposure of deeper tissue/muscle).

Possible Injury (C) – A possible injury is any injury reported or claimed that is not a fatal, suspected serious or suspected minor injury. Examples include momentary loss of consciousness, claim of injury, limping, or complaint of pain or nausea. Possible injuries are those which are reported by the person or are indicated by his/her behavior, but **no wounds or injuries are readily evident**.

No Apparent Injury (O) – No apparent injury is a situation where there is no reason to believe that the driver received any bodily harm from the motor vehicle crash. There is no physical evidence of injury and the person does not report any change in normal function.

Transport to First Medical Facility

Instructions: Indicate if the driver was transported to a medical facility.

Definition: Type and identity of unit providing transport to the first medical facility receiving the patient.

Rationale: Important to trace victim from the scene of crash through the health care system.

Attribute Definitions:

Not Transported – Used for victims who are dead on the scene and for those who are not taken (or do not go) to a treatment facility or hospital **for treatment**. For example, this would be used for an uninjured occupant rides along with an injured person to a treatment facility.

EMS Air – LIFE STAR

EMS Ground – Ambulance

Law Enforcement – Transported by a law enforcement officer.

Other – Any other method used to transport a victim to the hospital.

TRANSPORT TO FIRST MEDICAL FACILITY	
01. Not Transported	
02. EMS Air	
03. EMS Ground	
04. Law Enforcement	<input type="checkbox"/>
97. Other	

EMS Information

Instructions: Complete this section to identify the EMS company name, run number and intended receiving facility if known. This section is to be completed to the best of your ability based on the information collected at the scene of the crash. If at all possible it is requested that this information be collected but it is understood that this may be difficult to obtain for every crash.

Definition: Company Name or ID for EMS agency that responds to transport the person to the first medical facility.

Rationale: Important to trace victim from the scene of crash through the health care system.

EMS COMPANY NAME	_____
EMS RUN NUMBER	_____
INTENDED RECEIVING FACILITY	_____

Enforcement Actions Taken

Action By Officer

Instructions: Indicate if the driver was warned or charged with an infraction or violation of state statute.

Definition: Specifies what action was taken by the police officer with regards to this driver.

Rationale: This element is critical to aiding in understanding which vehicle or person was at fault in the crash.

Attribute Definition:

No Action – This would indicate no enforcement action was taken by the officer.

Verbal Warning – Officer verbally warns the vehicle operator that his/her behavior violates a specific law(s).

Written Warning – Officer issues a Written Warning ticket to the vehicle operator to warn him/her the behavior violates a specific law(s).

Infraction – Officer issues an infraction ticket to the vehicle operator for a violation of law(s).

Arrest/Summons – Officer issues a summons to or arrests a vehicle operator for a violation of law(s).

ACTION BY OFFICER 00. None Taken 01. Verbal Warning 02. Written Warning 03. Infraction 04. Arrest/Summons
<input type="checkbox"/>

Violation Statutes

Instructions: Record the state statutes that the driver of this vehicle has been charged with.

Definition: All motor vehicle-related violation codes, if any, which apply to this driver.

Rationale: Important for evaluation of safety laws and enforcement practices.

VIOLATION STATUTES

Attribute Definition:

Violation Code – Enter the statute numbers or ordinance numbers that were violated by this vehicle operator.

Drug and Alcohol Test

Alcohol Test Status and Type

Instructions: Indicate if the driver was tested for alcohol and the type of test administered.

Definition: Indication of alcohol by test and type administered.

Rationale: Alcohol remains the most prevalent drug involved in motor vehicle crashes. Capturing alcohol related information is critical for prevention programs.

Attribute Definitions:

Alcohol Test Status

Test Not Given – This attribute indicates that this driver was not given a test for the detection of alcohol.

Test Refused – This attribute indicates that this driver **refused to provide a specimen** to be tested for the detection of alcohol for a test that was requested by law enforcement.

Test Given – This attribute indicates that this driver was given a test for the detection of alcohol.

Unknown if Tested – This attribute indicates that it is unknown if a test was administered for the detection of alcohol for this driver.

Type of Alcohol Test

Blood – Also called "Whole" blood test where blood is drawn to be tested.

ALCOHOL TEST STATUS	
01. Test Not Given	<input type="checkbox"/>
02. Test Refused	
03. Test Given	
99. Unknown if Tested	

TYPE OF ALCOHOL TEST	
01. Blood	<input type="checkbox"/>
02. Urine	
03. Breath	
88. Not Applicable 97. Other	

Urine – A urinalysis, also known as routine and microscopy, is an array of tests performed on urine.

Breath –Includes evidential Breath Alcohol test or a Pre-Arrest Breath Test.

Not Applicable- Use when test was not administered for this driver.

Other – This would be used to indicate a type of test for the detection of alcohol other than testing performed on the driver's blood, breath, or urine. Examples include tests that may be performed on fatally injured driver such as vitreous (fluid from the eye), liver, and blood plasma.

Drug Test Status and Type

Instructions: Indicate if the driver was tested for drugs and the type of test administered.

Definition: Indication of the type of drug test given to the driver. Excludes drugs administered post-crash.

Rationale: Identifying if test were administered and the type of test helps develop and evaluate programs directed at reducing their involvement. Whenever evidence of other drug use is available, it should be captured.

Attribute Definitions:

Drug Test Status

Test Not Given –This attribute indicates that this person was not given a test for the detection of Drugs.

Test Refused – This attribute indicates that this person **refused to provide a specimen** to be tested for the detection of Drugs for a test that was requested by law enforcement.

Test Given – This attribute indicates that this person was given a test for the detection of Drugs.

Unknown if Tested – This attribute indicates that it is unknown if a test was administered for the detection of Drugs for this person.

DRUG TEST STATUS	
01. Test Not Given	<input type="text"/>
02. Test Refused	
03. Test Given	
99. Unknown if Tested	

Type of Drug Test

Blood – Also called "Whole" blood test where blood is drawn to be tested.

Urine – A urinalysis, also known as routine and microscopy, is an array of tests performed on urine.

Not Applicable- Use when test was not administered for this driver.

Other – This would be a used to indicate a type of test for the detection of drug other than testing performed on the person's blood, breath, or urine. Examples include tests that may be performed on fatally injured persons such as vitreous (fluid from the eye), liver, and blood plasma.

TYPE OF DRUG TEST	
01. Blood	<input type="text"/>
02. Urine	
88. Not Applicable	
97. Other	

MOTOR VEHICLE PASSENGER INFORMATION

Motor Vehicle ID

Instructions: Indicate the ID number of the motor vehicle in which these passengers were riding. See the Motor Vehicle Information Section for more information.

Case Number - Number should match the case number listed on all other pages of the report. See the Crash Summary Section for more information.

Passenger Information

(Use additional sheets if more than 4 passengers occupy one motor vehicle)

Instructions: Similar to the driver information record the following fields for each person that was an occupant that is identified in the motor vehicle ID at the top of this section.

Definition: Similar to the driver, data are collected for all passengers involved in the crash. Each passenger involved in the crash should be assigned a unique Person ID that is a number and consecutive.

Rationale: Information about the passengers such as date of birth, seat position, restraint use, injury status etc. aid in research of methods to protect passengers and all persons potentially involved in future crashes.

PERSON ID		PASSENGER INFORMATION		<i>For all numeric fields: 99 = 'Unknown'</i>	
NAME:		PERSON TYPE:	<input type="text"/>	SEATING POSITION:	<input type="text"/>
ADDRESS:				RESTRAINT SYSTEM:	<input type="text"/>
CITY:		STATE or PROV:	<input type="text" value="CT"/>	POSTAL CODE:	<input type="text"/>
DATE OF BIRTH (YYYYMMDD):	GENDER:	INTENDED RECEIVING FACILITY:		EJECTION:	<input type="text"/>
<input type="text"/>	01. Male 02. Female 99. Unknown			AIR BAG:	<input type="text"/>
<input type="checkbox"/> Date of Birth is unknown	<input type="text"/>			INJURY STATUS:	<input type="text"/>
EMS COMPANY NAME:		EMS RUN NUMBER:		TRANSPORTED TO 1st MEDICAL FACILITY BY:	
<input type="text"/>		<input type="text"/>		<input type="text"/>	

Passenger Information Includes:

Person ID

Instructions: Enter a consecutive number to uniquely identify each person involved in the crash. This will be the ID number for each person involved in the crash. Therefore each person should

have a unique person ID number. When appropriate the person number should be referenced in the diagram and narrative.

Definition: Each person involved in the crash should be assigned a unique ID that is a number and consecutive.

Rationale: This unique identifier will be used to identify persons within the report.

Person ID:

Person Type

Instructions: Indicate the type of person (passenger)

Definition: Type of person involved in a crash.

Rationale: Need to know person type for classification purposes to evaluate specific countermeasures designed for specific people.

Attribute Definitions:

Passenger – Occupant (s) of motor vehicle other than the driver. In regard to driver distraction, a passenger can be the source of distraction affecting the driver.

Occupant of Parked Motor Vehicle – Used for persons in all seat positions in motor vehicles not in-operation. It would include all persons occupying parked and working motor vehicles (e.g., maintenance vehicles, garbage trucks, etc.).

Unknown – Unknown

PERSON TYPE
02. Passenger
07. Occupant of Parked Motor Vehicle
99. Unknown

Seating Position

Instructions: Indicate the seat number in which the person was seated at the time of the crash.

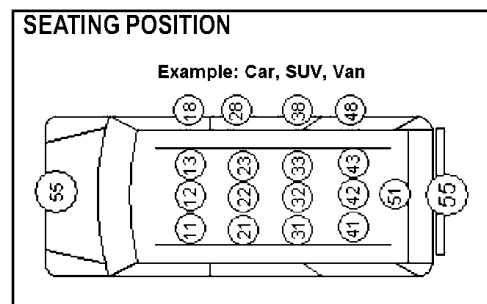
Note: If a person is seated on a passengers lap use the same seating position as the person on which they are seated. Furthermore in the case of bench seats if 4 people occupy a seat designed for 3, One passenger should be assigned the middle seat (the belted passenger, if there is one) is the other passenger is assigned the “other” position.

Definition: The location for this occupant in, on, or outside of the motor vehicle prior to the first event in the sequence of events. Refer to diagrams below of common vehicle types.

Rationale: Without known seating position for each person in the motor vehicle, it is not possible to fully evaluate, for example, the effect of occupant protection programs.

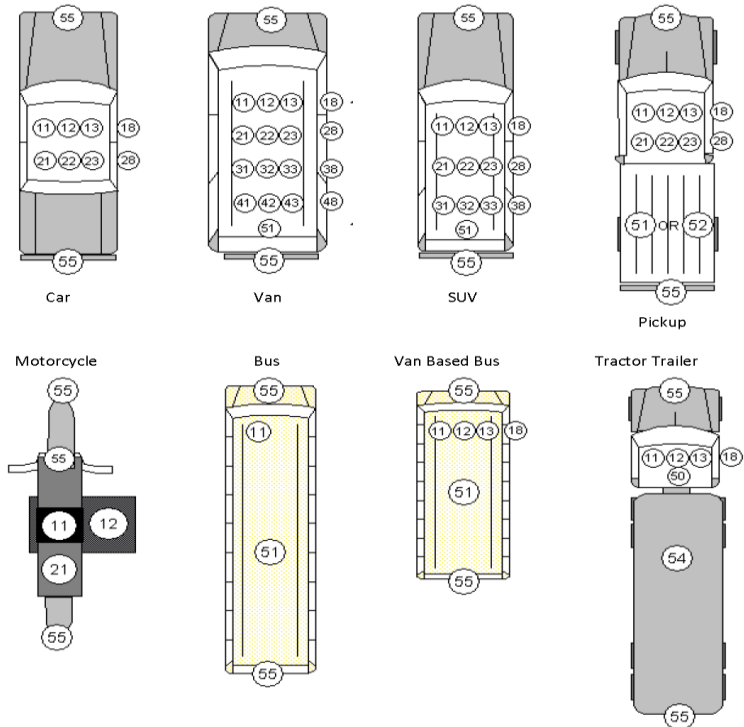
Attribute Definitions:

- 00 Non-Motorist
- 11 Front Seat – Left Side (Driver’s Side)
- 12 Front Seat – Middle
- 13 Front Seat – Right Side
- 18 Front Seat – Other

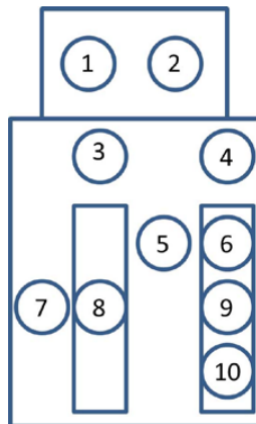


19 Front Seat – Unknown

- 21 Second Seat – Left Side
- 22 Second Seat – Middle
- 23 Second Seat – Right Side
- 28 Second Seat – Other
- 29 Second Seat – Unknown
- 31 Third Seat – Left Side
- 32 Third Seat – Middle
- 33 Third Seat – Right Side
- 38 Third Seat – Other
- 39 Third Seat – Unknown
- 41 Fourth Seat – Left Side
- 42 Fourth Seat – Middle
- 43 Fourth Seat – Right Side
- 48 Fourth Seat – Other
- 49 Fourth Seat – Unknown
- 50 Sleeper Section of Cab (Truck)
- 51 Other Passenger in enclosed passenger or cargo area (includes passengers in 5th row of 15-seat, 5-row vans)
- 52 Other Passenger in unenclosed passenger or cargo area
- 53 Other Passenger in passenger or cargo area, unknown whether or not enclosed
- 54 Trailing Unit
- 55 Riding on Vehicle Exterior
- 99 Unknown



Example of Conventional Ambulance, MMUCC Seating Position Translation



- 1 Front seat row, left (driver)
- 2 Front, right (passenger)
- 3 Second, middle (EMT seat at head of patient)
- 4 Second, right (patient reclining on bench seat)
- 5 Third, middle (Standing, unseated)
- 6 Third, right (Seated in forward most position on bench seat)
- 7 Fourth, left (EMT seat at side of patient)
- 8 Fourth, middle (Patient on stretcher/cot)
- 9 Fourth, right (Seated in center position on bench seat)
- 10 Other, right (Seated in rear most position on bench seat)

Restraint System

Instructions: Indicate the restraint system used for passengers in this vehicle.

Definition: The restraint equipment in use by the occupant at the time of the crash.

Rationale: Proper classification of the use of available occupant restraint systems is vital to evaluating the effectiveness of such equipment.

Attribute Definitions:

None Used-Motor Vehicle Occupant – This attribute is used for persons that **did not use a restraint in a seat position where there was a restraint available.**

Shoulder and Lap Belt Used – Occupant restraint system where both the shoulder belt and lap belt portions are connected to a buckle.

Shoulder Belt Only Used – Occupant restraint system where only the shoulder belt is connected to a buckle.

Lap Belt Only Used – Use of a lap safety belt either because the motor vehicle is equipped only with lap belt or because the shoulder belt is not in use.

Child Restraint System Forward Facing – Child passenger faces forward in the child restraint system. This does not imply correct use or placement but requires the child to be buckled into the safety seat. This system is recommended for children who weigh between 20 and 40 pounds.

Child Restraint System Rear Facing –

Child passenger faces the rear in the child restraint system. This does not imply correct use or placement but requires the child to be buckled into the safety seat. This system is recommended for infants from birth to 30 pounds.

Booster Seat – A “belt-positioning seat” that positions a child on a vehicle seat to improve the fit of the child in a lap and shoulder seat belt system.

Child Restraint Type Unknown – Used when it is known that a child restraint was used, but it is unknown if it was forward or rear facing.

Not Applicable – This attribute is used for persons in seat positions where **no restraint was available.** For example, persons who are riding in the sleeper section of the cab of a truck, persons who are riding on the exterior of the vehicle, or persons in unenclosed cargo areas, such as a bed of a pickup truck. This attribute also would apply to any person that is not a motor vehicle occupant.

Other – This attribute is used when some other type of restraint not described in the previous attributes was being used at the time of the crash. For example, this attribute would apply to situations where any type of restraint was used that is not part of, or connected to the manufactured vehicle restraint system. (e.g. a person restrained in a wheelchair). This would not apply to motorcycle occupants.

Unknown – Unknown

RESTRAINT SYSTEM

00. None Used-Motor Vehicle Occupant
01. Shoulder and Lap Belt Used
02. Shoulder Belt Only Used
03. Lap Belt Only Used
04. Restraint Used Type Unknown
05. Child Restraint System Forward Facing
06. Child Restraint System Rear Facing
07. Booster Seat
08. Child Restraint Type Unknown
88. Not Applicable
97. Other
99. Unknown

Helmet Use

Instructions: Identify if the passenger of the vehicle was wearing a helmet at the time of the crash.

Definition: The helmet in use by a motorcyclist at the time of the crash.

Rationale: Proper classification of the helmet in use is vital to evaluating the effectiveness of such equipment.

Attribute Definitions:

DOT-Compliant Motorcycle Helmet- Motorcycle helmets that are compliant with Federal Motor Vehicle Safety Standards typically weigh approximately 3 pounds, have an inner liner at least one-inch thick of firm polystyrene foam, have an inside label that states the manufacturer, model, and date of manufacture, and have a DOT sticker on the back of the helmet. A DOT sticker alone is not sufficient evidence to indicate that the helmet is DOT-compliant, as counterfeit stickers have been found affixed to non-compliant helmets.

HELMET USE
01. DOT-Compliant Motorcycle Helmet
02. Helmet, Other Than DOT-Compliant Motorcycle Helmet
03. Helmet, Unknown If DOT-Compliant
04. No Helmet
88. Not Applicable
99. Unknown If Helmet Worn

Helmet, Other Than DOT-Compliant Motorcycle Helmet

A helmet that is not a DOT-compliant motorcycle helmet. This includes bicycle helmets, skateboard helmets, and novelty helmets. Motorcycle helmets that are compliant with Federal Motor Vehicle Safety Standards typically weigh approximately 3 pounds, have an inner liner at least one-inch thick of firm polystyrene foam, have an inside label that states the manufacturer, model, and date of manufacture, and have a DOT sticker on the back of the helmet. A DOT sticker alone is not sufficient evidence to indicate that the helmet is DOT-compliant, as counterfeit stickers have been found affixed to non-compliant helmets.



Helmet, Unknown If DOT-Compliant-Used for motorcycle occupants when it is known that a helmet was worn **but** whether the helmet was DOT Compliant is not known.

No Helmet -Used for a motorcycle occupant that was riding without a helmet of any type.

Not Applicable – If the vehicle type is not one in which a driver (or occupant would normally wear a helmet (e.g. Passenger Car, SUV, etc.) then this attribute would be used to identify that helmet use does not apply to this driver/occupant.

Unknown If Helmet Worn

Used for motorcycle occupants when it is not known if any type of helmet was worn (i.e. if helmet was found at scene but not on the crash victim).

Ejection

Instructions: Identify if the passenger was ejected from the vehicle and the degree to which they were ejected if applicable.

Definition: Occupant completely or partially thrown from the interior of the motor vehicle, excluding motorcycles, as a result of a crash.

Rationale: Occupant protection systems prevent or mitigate ejections to various degrees. Analyses of the effectiveness of safety systems depend on information from this data element.

Attribute Definition:

Not Ejected –

This attribute is used for persons who are neither totally nor partially ejected from the vehicle.


Ejected, Partially – This attribute is used when some part but not all of an occupant's body is, at some time during the crash sequence, outside the

occupant compartment. This does not apply to occupants who are not initially in the seating compartment of the vehicle (e.g., pickup beds and persons riding on open tailgates), since any ejection for them is coded as **(Totally Ejected)**. This attribute should not be used for any person with a Seating Position of **(Riding on Motor Vehicle Exterior)**.

Ejected, Totally –This attribute is used when the occupant's body is entirely outside the vehicle but may be in contact with the vehicle. This includes occupants who are not initially in the seating compartment of the vehicle (e.g., pickup beds and persons riding on open tailgates). This attribute should not be used for any person with a Seating Position of **(Riding on Motor Vehicle Exterior)**.

Not Applicable –This attribute is used for persons who are riding on the exterior of a vehicle or for motorcycle occupants. Exterior of the vehicle includes running boards, roof, fenders and bumpers, but not the bed of pickup trucks, open tail gate or boot of a convertible. This attribute also would apply to any person that is not a motor vehicle occupant.

Unknown –This would be used when it is not known if this occupant was ejected or not from the vehicle. For example, an occupant that has been transported from the scene prior to arrival by law enforcement and information regarding their ejection status is not obtainable from other sources such as EMS or witness statements.

EJECTION	
01. Not Ejected	
02. Ejected, Partially	
03. Ejected, Totally	
88. Not Applicable	
99. Unknown	

Air Bag

Instructions: Indicate if airbags were deployed in the crash.


Definition: Deployment status of an air bag relative to the position in the vehicle for this occupant. Refer to diagram below for types of air bags.

Rationale: Necessary to evaluate the effectiveness of air bags and other occupant protection equipment, especially at a time when air bags are becoming standard equipment.

Attribute Definitions:

Not Deployed- This attribute indicates **the vehicle is equipped** with an air bag (air bags) for this occupant's seat position, but it (they) did not deploy in this crash.

Deployed-Front- Driver or front seat passenger air bag is out of its cover and protruding into driver compartment. Bag is fully or partially deflated or inflated.

AIRBAG	
01. Not Deployed	
02. Deployed-Front	
03. Deployed-Side	
04. Deployed-Curtain	
05. Deployed-Other	
06. Deployed-Combination	
88. Not Applicable	
99. Deployment Unknown	

Deployed-Side- Air bag on side of motor vehicle is out of its cover and protruding into occupant compartment. Bag is fully or partially deflated or inflated.

Deployed-Curtain- Curtain air bag is out of its cover and protruding into driver or passenger compartment. Bag is fully or partially deflated or inflated.

Deployed-Other- A knee air bag, air belt, or other new air bag technology is deployed.

Deployed-Combination- More than one air bag deploys, including front driver and front passenger, front and side, or front, side and other, etc.

Not Applicable- This attribute would apply to any person who is:

- Not an occupant of a vehicle in operation (**non-motorists**).
- Occupants in seat positions not equipped with an air bag **in vehicles that have air bags in some seat positions**.
- **Every seating position in vehicles that are not equipped with air bags** in any seat position.

Unknown- Not known if air bag is out of its cover and protruding into occupant compartment.

Injury Status

Instructions: Indicate the injury status of the passenger of the vehicle.

Definition: The injury severity level for a person involved in a crash. The determination of which attribute to assign should be based on the latest information available at the time the report is completed, except as described below for fatal Injuries.

Rationale: Necessary for injury outcome analysis and evaluation. This element is also critical in providing linkage between the crash, EMS, and hospital records.

Attribute Definitions:

Fatal Injury (K) – A fatal injury is any injury that results in death within **30 days** after the motor vehicle crash in which the injury occurred. If the person did not die at the scene but died within 30 days of the motor vehicle crash in which the injury occurred, the injury classification should be changed from the attribute previously assigned to the attribute “**Fatal Injury**.” **NOTE:** The “**30 days**” is typically calculated by a measure of **720 hours** (i.e. 30, 24hr. periods) from the crash time.

Suspected Serious Injury (A) – A suspected serious injury is any injury other than fatal which **results in one or more of the following:**

- Severe laceration resulting in exposure of underlying tissues/muscle/organs or resulting in significant loss of blood
- Broken or distorted extremity (arm or leg)
- Crush injuries
- Suspected skull, chest or abdominal injury other than bruises or minor lacerations
- Significant burns (second and third degree burns over 10% or more of the body)
- Unconsciousness when taken from the crash scene
- Paralysis

Suspected Minor Injury (B) – A suspected minor injury is any injury that is evident at the scene of the crash, **other than fatal or serious injuries**. Examples include lump on the head,

INJURY STATUS	
K. Fatal Injury	
A. Suspected Serious Injury	
B. Suspected Minor Injury	
C. Possible Injury	
O. No Apparent Injury	<input type="checkbox"/>

abrasions, bruises, minor lacerations (cuts on the skin surface with minimal bleeding and no exposure of deeper tissue/muscle).

Possible Injury (C) – A possible injury is any injury reported or claimed that is not a fatal, suspected serious or suspected minor injury. Examples include momentary loss of consciousness, claim of injury, limping, or complaint of pain or nausea. Possible injuries are those which are reported by the person or are indicated by his/her behavior, but **no wounds or injuries are readily evident**.

No Apparent Injury (O) – No apparent injury is a situation where there is no reason to believe that the person received any bodily harm from the motor vehicle crash. There is no physical evidence of injury and the person does not report any change in normal function.

Transport to First Medical Facility

Instructions: Indicate if the passenger was transported to a medical facility.

Definition: Type and identity of unit providing transport to the first medical facility receiving the patient.

Rationale: Important to trace victim from the scene of crash through the health care system. Facilitates linkage of injured crash victims with EMS data files.

Attribute Definitions:

Not Transported – Used for victims who are dead on the scene and for those who are not taken (or do not go) to a treatment facility or hospital **for treatment**. For example, this would be used for an uninjured occupant rides along with an injured person to a treatment facility.

EMS Air – LIFE STAR

EMS Ground – Ambulance

Law Enforcement – Transported by officer in patrol car

Other – Any other method used to transport a victim to the hospital

TRANSPORTED TO FIRST MEDICAL FACILITY BY	
01. Not Transported	
02. EMS Air	
03. EMS Ground	
04. Law Enforcement	<input type="checkbox"/>
97. Other	

EMS Information

Instructions: Complete this section to identify the EMS company name, run number and intended receiving facility if known. This section is to be completed to the best of your ability based on the information collected at the scene of the crash.

Definition: Company Name or ID for EMS agency that responds to transport the person to the first medical facility.

Rationale: Important to trace victim from the scene of crash through the health care system. Facilitates linkage of injured crash victims with EMS data files. If at all possible it is requested that this information be collected but it is understood that this may be difficult to obtain for every crash.

NON-MOTORIST INFORMATION

Person ID

Instructions: Enter a consecutive number to uniquely identify each person involved in the crash. This will be the ID number for each person involved in the crash. Therefore, each person should have a unique person ID number. When appropriate, the person number should be referenced in the diagram and narrative.

Definition: Each person involved in the crash should be assigned a unique ID that is a number and consecutive.

Rationale: This unique identifier will be used to identify persons within the report.

Person ID:

Case Number - Number should match the case number listed on all other pages of the report. See the Crash Summary Section for more information.

Road on Which Non-motorist Was Traveling/located

Instructions: Document the name of the road on which this person was traveling and the direction of travel at the time of the collision. If the person was not in the roadway or along the sidewalk or if the direction is unknown then check the appropriate box to the right.

Definition: The direction of travel on the roadway before the crash. Notice that this is not a compass direction, but a direction consistent with the designated direction of the road. For example, the direction of a State-designated North-South highway must be either northbound or southbound even though a motor vehicle may have been traveling due east as a result of a short segment of the highway having an east-west orientation.

Rationale: Important to indicate direction the person was traveling before the crash for evaluation purposes.

Road on which non-motorist was traveling/located:

Non-motorist was not in roadway Unknown direction Direction of travel (N, S, E, W):

Non-Motorist Information

Non-Motorist Contact Information

Instructions: Complete this section to document all the relevant contact information for the non-motorist.

Definition: The full name and address of the individual involved in the crash.

Rationale: This data element should be collected to facilitate linkage when names are available in the health and insurance files and to corroborate the driver's license number or ID card. When possible, obtain this information from the driver's license.

Name (Last, First, Middle, Suffix): _____
 Street Address or P.O. Box: _____
 City: _____ State or Prov: _____ Postal Code: _____ Phone/Email (optional): _____

Gender

Instructions: Identify the gender of the non-motorist of this vehicle.

Definition: The sex of the person involved in the crash.

Rationale: Necessary, for example, to evaluate the effect of sex of the person involved on occupant protection systems and motor vehicle design characteristics.

Attribute Definitions:

Male- Male

Female- Female

Unknown- Gender unknown (i.e. evading, unknown driver, ambiguous)

GENDER	
01. Male	<input type="checkbox"/>
02. Female	
99. Unknown	

Date of Birth

Instructions: Indicate the date of birth. This information should be taken from identification (if present), statement or other identification received in the investigation. The date of birth shall be listed numerically YYYYMMDD. If the date of birth is unknown use the check box below the data entry boxes.

Definition: The year, month, and day of birth, of the person involved in a crash.

Rationale: Accurate reporting of date of birth is used to assess the effectiveness of occupant protection systems for specific age groups, and to identify the need for safety programs directed toward them. This element is also critical in providing linkage between the crash, EMS, and hospital records.

DATE OF BIRTH (YYYYMMDD)

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Date of Birth is unknown

Attribute Definitions:

YYYYMMDD – identifies the year, month, and day of a person's date of birth. Used to calculate age. **Note** that unborn fetuses are not considered persons for the purposes of crash reporting.

Unknown – date of birth is unknown.

Non-Motorist Person Type

Instructions: Indicate the type of non-motorist involved in the crash.

Definition: Type of non-motorist involved in a crash.

Rationale: It is important to know what type of non-motorist was involved in the crash to search for trends or non-motorist common crash types.

Attribute Definitions:

Pedestrian – A person who is not an occupant of a motor vehicle in operation or a pedalcyclist. Includes a person who is adjacent to the motor vehicle regardless of their actions.

Other Pedestrian (wheelchair, person in a building, skater, pedestrian conveyance) –is used for persons on a personal conveyance (person in a wheelchair, skater, etc.) and for any person in a building.

Bicyclist – is used for a two-wheel, non-motorized cycle. Includes all persons (operator and passengers) on a bicycle.

Other Cyclist – Non-motorist using a non-motorized pedal-powered vehicle other than a bicycle, such as a unicycle or adult tricycle.

Occupant of a Non-Motor Vehicle Transportation Device- is used for persons riding in an animal-drawn conveyance (e.g. horse-drawn carriage), on an animal, or injured occupants of railway vehicles, etc.

Unknown– is used only when it cannot be determined which attribute is applicable for a person that is known to have not been in a motor vehicle.

NON-MOTORIST PERSON TYPE
03. Pedestrian
04. Other Pedestrian (<i>wheelchair, person in a building, skater, pedestrian conveyance</i>)
05. Bicyclist
06. Other Cyclist
08. Occupant of a Non-Motor Vehicle Transportation Device

Identification Information

Identification Number; Issued By

Instructions: If the non-motorist has an ID card or Driver’s license record the ID number.

Definition: A unique identification number assigned to the non-motorist involved in the crash, taken from a driver’s license or other government issued identification card. The issuer of the card, such as a specific state or agency, must be included.

Rationale: Important for management/administration and evaluation. Needed to determine number and type of non-motorists involved in crash. Needed to track non-motorist action before the crash, as well as injuries sustained.

IDENTIFICATION NUMBER
ISSUED BY

Driver's License Jurisdiction

Instructions: If the non-motorist has a driver's license or identification on their person then record the geographic or political entity issuing the driver's license or ID.

Definition: The geographic or political entity issuing a driver's license or identification card. Includes the States of the United States (including the District of Columbia and outlying areas), Indian Nations, U.S. Government, Canadian Provinces, and Mexican States (including the Distrito Federal), as well as other jurisdictions.

Rationale: Necessary to evaluate the effectiveness of various licensing laws. This element is also critical in providing linkage between the crash and driver's license files at the state level.

Attribute Definitions:

Not Licensed – This attribute indicates that the non-motorist has **no driver's license**.

State – Attribute indicates a state of the U.S. issued the license.

Tribal Nation – Is used for a federally recognized Indian tribe with sovereign authority to interact on a government-to-government basis directly with federal agencies.

U.S. Government – This attribute is used to indicate the license was issued by the U.S. Government, such as military or State Department Foreign Service.

Canadian Province – Attribute indicates a license issued by a Canadian Province.

Mexican State – Attribute indicates a license issued in Mexico.

International License (other than Mexico and Canada) – Attribute indicates a license issued by a country other than Mexico or Canada.

Valid license (other Country) – Attribute indicates a license issued by a country other than Mexico or Canada which is valid for use in the US.

Not Applicable – This attribute would be used for any non-motorist involved in a crash who has no identification card (driver's license or other).

Unknown – Unknown

DRIVERS LICENSE JURISDICTION	
01. Not Licensed	
02. State	
03. Tribal Nation	
04. U.S. Government	
05. Canadian Province	
06. Mexican State	
07. International License (other than Mexico and Canada)	
08. Valid License (Other Country)	
88. Not Applicable	
99. Unknown	<input type="text"/>

Non-Motorist Action/Circumstances Prior to Crash

Instructions: Indicate the actions of the non-motorist just prior to the crash based on verbal or physical evidence, but not on speculation alone.

Definition: The action of the non-motorist immediately prior to the crash.

Rationale: The development of effective roadway design and operation, education, and enforcement measures to accommodate pedestrians and bicyclists and prevent crashes with motor vehicles is enhanced by the collection of the actions and circumstances prior to the crash.

Attribute Information:

None- No contributing action

Crossing Roadway – non-motorist that was in the process of crossing the roadway (travel lanes).

Waiting to Cross Roadway –Used for a non-motorist **before they began** the process of crossing the roadway (travel lanes).

Walking/Cycling Along Roadway With Traffic (In or Adjacent to Travel Lane)- Describes a non-motorist that was walking or cycling along a roadway with traffic.

Walking/Cycling Along Roadway Against Traffic (In or Adjacent to Travel Lane)- Describes a non-motorist that was walking or cycling along a roadway against traffic.

Walking/Cycling on Sidewalk- Describes a non-motorist that was walking or cycling on the sidewalk.

In Roadway - Other (Working, Playing, etc.) – Non-motorist in roadway, such as a child playing or a mechanic working on a motor vehicle.

Adjacent to Roadway (e.g., Shoulder, Median)- Describes a non-motorist that was adjacent to the roadway, for example, on the shoulder or in the median.

Working in Trafficway for Incident Response- Describes a non-motorist that was working in trafficway as part of the response to an incident

Not Applicable- select if this does not apply to the non-motorist

Other- Used for any other situation not described above.

Unknown – Unknown

NON-MOTORIST ACTION/ CIRCUMSTANCE PRIOR TO CRASH	
00. None	
01. Crossing Roadway	
02. Waiting to Cross Roadway	
03. Walking/Cycling Along Roadway With Traffic (In or Adjacent to Travel Lane)	
04. Walking/Cycling Along Roadway Against Traffic (In or Adjacent to Travel Lane)	
05. Walking/Cycling on Sidewalk	
06. In Roadway - Other (Working, Playing, etc.)	
07. Adjacent to Roadway (e.g., Shoulder, Median)	
08. Working in Trafficway for Incident Response	
88. Not Applicable	<input type="checkbox"/>
97. Other	

Non-Motorist Actions/ Circumstances at Time of Crash

Instructions: Identify the actions of the non-motorist just prior to the crash. Enter up to two conditions for this element. All boxes must be coded, i.e., If less than two actions/circumstances are selected the other condition should be coded as not applicable “88”.

Definition: The actions/circumstances of the non-motorist that may have contributed to the crash. This data element is based on the judgment of the law enforcement officer investigating the crash.

Rationale: The development of effective roadway design and operation, education, and enforcement measures to accommodate pedestrians and cyclists and prevent crashes with

motor vehicles is enhanced by the collection of the actions and circumstances at the time of the crash.

Attribute Definitions:

No Improper Action – This attribute is used when, in the opinion of the investigating officer, no improper action was taken by the non-motorist.

Dart/Dash – Non-motorist entering from off the roadway, including running, jogging, or stumbling, etc.

Failure to Yield Right-Of-Way – This would indicate a right of way violation **by the non-motorist** other than failing to obey a traffic control device.

Failure to Obey Traffic Signs, Signals, or Officer – This would indicate failing to obey a traffic control device **by the non-motorist**.

In Roadway Improperly (Standing, Lying, Working, Playing)- Improper use of the roadway by the non-motorist.

Disabled Vehicle Related (Working on, Pushing, Leaving/Approaching) – This would include vehicles with a mechanical disablement (e.g. flat tire) and vehicles disabled from damage in a previous crash.

Entering/Exiting Parked/Standing Vehicle- non-motorist was exiting a vehicle.

Inattentive (talking, eating, etc.) – This would indicate inattention **by the non-motorist**.

Not Visible (Dark Clothing, No Lighting, etc.) – This attribute is used when the non-motorist was not visible to the driver of the motor vehicle because of blocked views, insufficient lighting, dark clothing, or other reasons.

Improper Turn/Merge – This would indicate an improper turn **by the non-motorist**.

Improper Passing – This would indicate an improper passing maneuver **by the non-motorist**.

Wrong-Way Riding or Walking – A non-motorist walking or riding in a direction other than that required by statute.

Use of Electronic Device- The non-motorist was using, and possibly was distracted by, an electronic device (i.e cell phone, GPS, game system, etc.).

Not Applicable- select if this does not apply to the non-motorist

Other – examples would include; being pushed into a roadway, falling from a bicycle, traveling on a prohibited trafficway. If used, it should be explained in the narrative.

Unknown-Unknown

NON-MOTORIST ACTION/ CIRCUMSTANCES AT TIME OF CRASH	
<i>(choose up to 2)</i>	
01. No Improper Action	
02. Dart/Dash	
03. Failure to Yield Right-Of-Way	
04. Failure to Obey Traffic Signs, Signals, or Officer	
05. In Roadway Improperly <i>(Standing, Lying, Working, Playing)</i>	
06. Disabled Vehicle Related <i>(Working on, Pushing, Leaving/Approaching)</i>	
07. Entering/Exiting Parked/Standing Vehicle	
08. Inattentive <i>(talking, eating, etc.)</i>	
09. Not Visible <i>(Dark Clothing, No Lighting, etc.)</i>	
10. Improper Turn/Merge	
11. Improper Passing	
12. Wrong-Way Riding or Walking	
13. Use of Electronic Device	
88. Not Applicable	<input type="checkbox"/>
97. Other	

Non-Motorist Location at Time of Crash

Instructions: Identify where the non-motorist was located at the time of the crash.

Definition: The location of the non-motorist with respect to the roadway at the time of crash.

Rationale: The development of effective roadway design and operation, education, and enforcement measures to accommodate pedestrians and cyclists and prevent crashes with motor vehicles is enhanced by the collection of the location of the non-motorist at the time of crash.

Attribute Definitions:

Intersection – Marked Crosswalk – A marked crosswalk is that portion of the roadway that is distinctly indicated for pedestrian crossing by lines or other markings on the surface of the roadway.

Intersection – Unmarked Crosswalk – is that portion of the roadway at an intersection outside of the lateral lines that connect the curbs where the "crosswalk" is not distinctly marked on the roadway.

Intersection – Other – In an intersection, but not within a location typically designated for non-motorists to cross the roadway.

Midblock – Marked Crosswalk- A cross walk that is not located at an intersection (i.e. located midway between intersections).

Travel Lane – Other Location- Located In a travel lane but not in the crosswalk or in the intersection. (i.e. jaywalking)

Bicycle Lane – A bikeway adjacent to travel lanes that has been designated for preferential or exclusive use by pedalcyclists via line striping, signage, or other pavement markings.

Shoulder/Roadside – Not in the travel lanes.

Sidewalk –is any improved surface primarily constructed for use by pedestrians. Do not select this attribute for sidewalks within a "Driveway Access", "Median/Crossing Island" or "Non-Trafficway Area".

Median/Crossing Island – Median is an area of trafficway between parallel roads separating travel in opposite directions. A median should be four or more feet wide.

Crossing Island is a cement or grassy area in the middle of a trafficway.

Driveway Access –is a portion of the trafficway at the end of a driveway providing access to property adjacent to a trafficway.

Shared-Use Path or Trail- A bikeway physically separated from motorized vehicular traffic by an open space or barrier and either within the highway right of way or an independent right of way. Shared use paths will also be used by pedestrians, skaters, wheelchairs, joggers and other non-motorized users.

Non-Trafficway Area – This attribute would be used for a non-motorist that was struck while outside the trafficway boundaries. For example a person in a building/house, in their front yard or private driveway, or a person in a parking lot stall or aisle.

Sharrow – a shared use lane in the trafficway marked with a picture of a bicycle and chevrons.

Other –This attribute would be used when the location does not reflect the listed attributes for this data element. If this attribute is selected it is recommended that it be explained in the narrative.

Unknown – This attribute indicates that the non-motorist's location was not known at the time of the crash.

NON-MOTORIST LOCATION AT TIME OF CRASH	
01. Intersection - Marked Crosswalk	
02. Intersection - Unmarked Crosswalk	
03. Intersection - Other	
04. Mid Block - Marked Crosswalk	
05. Travel Lane - Other Location	
06. Bicycle Lane	
07. Shoulder/Roadside	
08. Sidewalk	
09. Median/Crossing Island	
10. Driveway Access	
11. Shared-Use Path or Trail	
12. Non-Trafficway Area	
13. Sharrow/Shared Lane Marking	
97. Other	<input type="checkbox"/>



Non-Motorist Safety Equipment

Instructions: Indicate the type of non-motorist safety equipment used, if any. All boxes must be coded, i.e., If less than two safety equipment boxes are selected the other boxes should be coded as not applicable "88".

Definition: The safety equipment(s) used by the non-motorist.

Rationale: Used to evaluate effectiveness of non-motorist safety equipment. Important to calculate usage statistics for the development and evaluation of the effectiveness of educational countermeasures. The use of two fields allows for the recording of two types of safety equipment, such as a helmet and reflective clothing.

Attribute Definitions:

None –This would indicate that the non-motorist did not utilize any safety equipment.

Helmet- This would indicate that the non-motorist was wearing a helmet.

Protective Pads Used –Elbows, knees, shins, etc.

Reflective Clothing –Jacket, backpack, etc.

Lighting –This would be lighting affixed to or held by the non-motorist to make them more visible.

ANSI Approved Bicycle Helmet- this attribute indicates that the helmet worn is approved by the American National Standards Institute for use with a bicycle.

Not Applicable- This attribute would be used for occupants of motor vehicles that are not in-operation (parked or working vehicles) or for occupants of railway vehicles. Both are "non-motorists" by technical definition but not applicable to this element.

Other – If the attribute "Other" is used it is recommended that it be explained in the narrative.

Unknown – Unknown

NON-MOTORIST SAFETY EQUIPMENT
(choose up to 2)
00. None
01. Helmet
02. Protective Pads Used
03. Reflective Clothing
04. Lighting
05. ANSI Approved Bicycle Helmet
88. Not Applicable
97. Other
<input type="text"/>

Non-Motorist Distracted By

Instructions: Indicate if the non-motorist was distracted prior to the crash based on observation or statements taken at the scene, but not on speculation alone.

Definition: Distractions which may have influenced the non-motorist's actions.

Rationale: Distractions are a growing concern with crashes. Collection of this data will allow for research into how distractions for non-motorists may be impacting crashes.

Attribute Definitions:

Not Distracted –This attribute indicates that the non-motorist was "attentive" to the task in the officer's assessment.

Manually Operating an Electronic Communication Device

(texting, etc) – The non-motorist was in the act of manually manipulating an electronic communication device (cell phone, smart phone, hand-held radio, etc.). The type of device manipulations include dialing, texting, and typing.

Talking on Hands-Free Electronic Device – The non-motorist was conversing using a hands-free electronic device such as a Bluetooth equipped headset/earpiece.

Talking on Hand-Held Electronic Device – The non-motorist was conversing on a hand-held electronic device such as a cell phone.

Other Activity, Electronic Device – The non-motorist was in the act of using an electronic device for some purpose other than communicating, such as operating a navigation device, playing a game, or watching a video.

Other Inside the Vehicle (eating, hygiene, etc.) – Other distractions inside the vehicle affecting the non-motorist such as loud music. This may include actions taken by the driver such as shouting, eating, drinking, smoking, etc., or distractions within the vehicle originating from neither the driver nor passengers, such as a barking dog.

Outside the Vehicle – The non-motorist was distracted by something outside the vehicle such as a loud noise, litter, birds or other animals, or pedestrian activities. This may include unspecified external distractions.

Unknown– This attribute indicates that in the officer's assessment it is not known if the non-motorist was attentive or distracted at the time of the crash.

NON-MOTORIST DISTRACTED BY
01. Not Distracted
02. Manually Operating an Electronic Communication Device <i>(Texting, etc)</i>
03. Talking on Hands-Free Electronic Device
04. Talking on Hand-Held Electronic Device
05. Other Activity, Electronic Device
06. Other Activity, Inside the Vehicle <i>(eating, hygiene, etc.)</i>
07. Other, Outside the Vehicle
<input type="checkbox"/>

Non-Motorist Condition at Time of Crash

Instructions: Indicate the condition of the non-motorist at the time of the crash based on verbal or physical evidence and not on speculation alone. All boxes must be coded, i.e., If less than two conditions are selected the other conditions should be coded as not applicable "88".

Definition: Any relevant condition of the individual (non-motorist) that is directly related to the crash.

Rationale: The mental and physical state of a non-motorist may provide valuable insight into the cause of the crash and indicate fault.

Attribute Definitions:

Apparently Normal – This attribute indicates that in the officer's assessment none of the Non-Motorist **Condition at the Time of Crash** attributes apply to this person.

Physically Impaired – A condition that results in some decrease in a physical ability.

Emotional (depressed, angry, etc.) – Examples include; depressed, angry, disturbed. Includes; fighting, disagreements, emotionally upset, screaming, etc.

NON-MOTORIST CONDITION AT TIME OF CRASH
<i>(choose up to 2)</i>
01. Apparently Normal
02. Physically Impaired
03. Emotional <i>(depressed, angry, etc.)</i>
04. Ill (sick), Fainted
05. Asleep or Fatigued
06. Under the Influence <i>(Meds/Drugs/Alcohol)</i>
97. Other
<input type="checkbox"/>

Ill (sick), Fainted – Examples include; diabetic reactions, allergic reactions to medications/drugs, failure to take required medication, seizures, heart attack, high/low blood pressure.

Asleep or Fatigued – Non-motorist experienced a temporary loss of consciousness or was in a reduced physical and mental capacity due to weariness, medication, or other drugs.

Under the Influence (Medications/Drugs/Alcohol) – Indicates this person is suspected of being under the influence of alcohol or drugs. This includes any legal prescription drug or over-the-counter medication such as cough syrup as well as illegal drugs of any type.

Other – Indicates a condition relevant to this person other than one of the available attributes. If this is selected it is recommended that it be explained in the narrative.

Unknown – Unknown

Going To/From School

Instructions: Indicate if the non-motorist was heading to or coming from school.

Definition: Whether the non-motorist was walking or cycling to, or from school.

Rationale: The development of effective roadway design and operation, education, and enforcement measures to accommodate pedestrians and bicyclists and prevent crashes with motor vehicles is enhanced by the collection of the actions and circumstances prior to the crash. This information would be used to evaluate the impacts of the “Safe routes to school” program.

GOING TO / FROM SCHOOL	
01. No	<input type="checkbox"/>
02. Yes	

Injury and EMS Information

Injury Status

Instructions: Indicate the injury status of the non-motorist.

Definition: The injury severity level for a person involved in a crash. The determination of which attribute to assign should be based on the latest information available at the time the report is completed, except as described below for fatal injuries.

Rationale: Necessary for injury outcome analysis and evaluation. This element is also critical in providing linkage between the crash, EMS, and hospital records.

Attribute Definitions:

Fatal Injury (K) – A fatal injury is any injury that results in death within **30 days** after the motor vehicle crash in which the injury occurred. If the person did not die at the scene but died within 30 days of the motor vehicle crash in which the injury occurred, the injury classification should be changed from the attribute previously assigned to the attribute **“Fatal Injury.”** **NOTE:** The **“30 days”** is typically calculated by a measure of **720 hours** (i.e. 30, 24hr. periods) from the crash time.

INJURY STATUS	
K. Fatal Injury	<input type="checkbox"/>
A. Suspected Serious Injury	
B. Suspected Minor Injury	
C. Possible Injury	
O. No Apparent Injury	

Suspected Serious Injury (A) – A suspected serious injury is any injury other than fatal which **results in one or more of the following**:

- Severe laceration resulting in exposure of underlying tissues/muscle/organs or resulting in significant loss of blood
- Broken or distorted extremity (arm or leg)
- Crush injuries
- Suspected skull, chest or abdominal injury other than bruises or minor lacerations
- Significant burns (second and third degree burns over 10% or more of the body)
- Unconsciousness when taken from the crash scene
- Paralysis

Suspected Minor Injury (B) – A suspected minor injury is any injury that is evident at the scene of the crash, **other than fatal or serious injuries**. Examples include lump on the head, abrasions, bruises, minor lacerations (cuts on the skin surface with minimal bleeding and no exposure of deeper tissue/muscle).

Possible Injury (C) – A possible injury is any injury reported or claimed which is not a fatal, suspected serious or suspected minor injury. Examples include momentary loss of consciousness, claim of injury, limping, or complaint of pain or nausea. Possible injuries are those which are reported by the person or are indicated by his/her behavior, but **no wounds or injuries are readily evident**.

No Apparent Injury (O) – No apparent injury is a situation where there is no reason to believe that the person received any bodily harm from the motor vehicle crash. There is no physical evidence of injury and the person does not report any change in normal function.

Transport to First Medical Facility

Instructions: Indicate if the non-motorist was transported to a medical facility.

Definition: Type and identity of unit providing transport to the first medical facility receiving the patient.

Rationale: Important to trace victim from the scene of crash through the health care system. Facilitates linkage of injured crash victims with EMS data files.

Attribute Definitions:

Not Transported – Used for victims who are dead on the scene and for those who are not taken (or do not go) to a treatment facility or hospital **for treatment**. For example, this would be used for an uninjured non-motorist rides along with an injured person to a treatment facility.

EMS Air – LIFE STAR

EMS Ground – Ambulance

Law Enforcement – Transported by officer in patrol car.

Other – Any other method used to transport a victim to the hospital.

TRANSPORTED TO FIRST MEDICAL FACILITY BY	
01. Not Transported	
02. EMS Air	
03. EMS Ground	
04. Law Enforcement	<input type="checkbox"/>
97. Other	

EMS Information

Instructions: Complete this section to identify the EMS company name, run number and intended receiving facility, if known. This section is to be completed to the best of your ability based on the information collected at the scene of the crash.

Definition: Company Name or ID for EMS agency that responds to transport the person to the first medical facility.

Rationale: Important to trace victim from the scene of crash through the health care system. Facilitates linkage of injured crash victims with EMS data files. If at all possible, it is requested that this information be collected but it is understood that this may be difficult to obtain for every crash.

EMS COMPANY NAME	_____
EMS RUN NUMBER	_____
INTENDED RECEIVING FACILITY	_____

Enforcement Actions Taken

Action By Officer

Instructions: Indicate if the non-motorist was warned or charged with an infraction or violation of state statute.

Definition: Specifies what action was taken by the police officer with regards to this person.

Rationale: This field captures if whether or not the non-motorist was charged or warned about violating a state statute. This element is critical to aiding in understanding which vehicle or person was at fault in the crash.

Attribute Definitions:

No Action – This would indicate that no violations are being charged to this non-motorist.

Verbal Warning – Officer verbally warns the non-motorist that his/her behavior violates a specific law(s).

Written Warning – Officer issues a Written Warning ticket to the non-motorist to warn him/her the behavior violates a specific law(s).

Infraction – Officer issues an infraction ticket to the non-motorist for a violation of law(s).

Arrest/Summons – Officer issues a summons to or arrests a non-motorist for a violation of law(s).

ACTION BY OFFICER
00. None Taken
01. Verbal Warning
02. Written Warning
03. Infraction
04. Arrest/Summons
<input type="checkbox"/>

Violation Statutes

Instructions: Record the state statutes for which the non-motorist has been charged.

Definition: All violation codes, if any, which apply to this non-motorist.

Rationale: Important for evaluation of safety laws and enforcement practices. This information is not available from the driver's license file.

VIOLATION STATUTES

Attribute Definition:

Violation Code – Enter the statute numbers or ordinance numbers that were violated by this non-motorist.

Drug and Alcohol Information

Alcohol Test Status and Type

Instructions: Indicate if the non-motorist was tested for alcohol and the type of test administered.

Definition: Indication of the presence of alcohol by test, type and result.

Rationale: Alcohol remains the most prevalent drug involved in motor vehicle crashes. Capturing alcohol concentration whenever a driver or non-motorist is tested will provide an accurate assessment of the role of alcohol involvement. The type of test used to obtain the alcohol concentration also is important information to collect.

Attribute Definitions:

Alcohol Test Status

Test Not Given – This attribute indicates that this person was not given a test for the detection of alcohol.

Test Refused – This attribute indicates that this person **refused to provide a specimen** to be tested for the detection of alcohol for a test that was requested by law enforcement.

Test Given – This attribute indicates that this person was given a test for the detection of alcohol.

ALCOHOL TEST STATUS	
01. Test Not Given	<input type="checkbox"/>
02. Test Refused	
03. Test Given	
99. Unknown if Tested	

Unknown if Tested – This attribute indicates that it is unknown if a test was administered for the detection of alcohol for this person.

Type of Alcohol Test

Blood – Also called "Whole" blood test where blood is drawn to be tested.

Urine – A urinalysis, also known as routine and microscopy, is an array of tests performed on urine.

Breath – Includes evidential Breath Alcohol Test or a Pre-Arrest Breath Test.

Other – This would be selected to indicate the type of test used for the detection of alcohol other than testing performed on the person's blood, breath, or urine. Examples include tests that may be performed on fatally injured persons such as vitreous (fluid from the eye), liver, and blood plasma.

TYPE OF ALCOHOL TEST	
01. Blood	<input type="checkbox"/>
02. Urine	<input type="checkbox"/>
03. Breath	
88. Not Applicable	
97. Other	

Drug Test Status and Type

Instructions: Indicate if the non-motorist was tested for drugs and the type of test administered.

Definition: Indication of the presence of drug test, type, and result. Excludes drugs administered post-crash.

Rationale: Identifying drug-related crashes helps develop and evaluate programs directed at reducing their involvement. Whenever evidence of other drug use is available, it should be captured.

Attribute Definitions:

Drug Test Status

Test Not Given – This attribute indicates that this person was not given a test for the detection of Drugs.

Test Refused – This attribute indicates that this person **refused to provide a specimen** to be tested for the detection of Drugs for a test that was requested by law enforcement.

Test Given – This attribute indicates that this person was given a test for the detection of Drugs.

Unknown if Tested – This attribute indicates that it is unknown if a test was administered for the detection of Drugs for this person.

DRUG TEST STATUS	
01. Test Not Given	<input type="checkbox"/>
02. Test Refused	<input type="checkbox"/>
03. Test Given	
99. Unknown if Tested	

Type of Drug Test

Blood – Also called "Whole" blood test where blood is drawn to be tested.

Urine – A urinalysis, also known as routine and microscopy, is an array of tests performed on urine.

Other – This would be selected to indicate the type of test used for the detection of a Drug other than testing performed on the person's blood, breath, or urine. Examples include tests that may be performed on fatally injured persons such as vitreous (fluid from the eye), liver, and blood plasma.

TYPE OF DRUG TEST	
01. Blood	<input type="checkbox"/>
02. Urine	<input type="checkbox"/>
88. Not Applicable	
97. Other	

APPENDIX A: NARRATIVE CONTINUED

This Appendix is a continuation of the narrative page from the back of the crash summary page. Please see the crash summary section for questions about individual elements on this Appendix.

APPENDIX B: COMMERCIAL VEHICLE

This Appendix is required only for a: QUALIFYING VEHICLE in a QUALIFYING CRASH. A qualifying vehicle is defined as any motor vehicle displaying a hazardous material placard OR- A motor vehicle having a gross vehicle weight rating (GVWR) or a gross combination weight rating (GCWR) of more than 10,000 LBS used on public highways to carry property OR- Any motor vehicle designed to transport more than eight persons including the driver.

Any crash that involves a qualifying vehicle **AND** which results in one of the following is a qualifying crash: Fatality to any person, OR Injury to any person that requires immediate medical treatment away from the crash site OR- Disablement of any vehicle as a result of damage sustained in the crash.

Motor Vehicle ID

Instructions: Indicate the ID number of the motor vehicle. See the Motor Vehicle Information Section for more information.

Case Number - Number should match the case number listed on all other pages of the report. See the Crash Summary Section for more information.

Carrier Information

Motor Carrier Identification

Instructions: Record all the required information listed below to properly identify the carrier involved in the crash.

Definition: The identification number, name and address of an individual, partnership or corporation responsible for the transportation of persons or property as indicated on the shipping manifest.

Rationale: (**Required by the Federal Motor Carrier Safety Administration CFR 350.201.) The FMCSA has the authority to fine and sanction unsafe interstate (and some intrastate) truck and bus companies. A key way to identify potentially unsafe motor carriers is to collect crash data by the identification number, name, and address of the company. The street address allows FMCSA to visit carriers to conduct review of compliance with Federal Motor Carrier Safety Regulations

and provides a crosscheck for the correct identity of the carrier. The identification number (found on the power unit, and assigned by the U.S. DOT or by a State) is a key element for carrier identification in the FMCSA databases for crashes and other carrier information. This data element is collected at the scene to meet FMCSA 90-day reporting requirements.

CARRIER NAME		US DOT NUMBER (8 digits, right justified):		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
STREET ADDRESS or P.O. BOX		If no US DOT Number, please enter:								
		STATE:	<input type="text"/>	AND STATE ISSUED ID NUMBER:	<input type="text"/>					
CITY	STATE or PROVINCE	POSTAL CODE	COUNTRY							

Attribute Definitions:

Name – In addition to identifying the responsible motor carrier, it is critical to accurately record the USDOT number, the complete name and/or DBA “doing business as” name of the carrier and the carrier’s complete physical address (not PO Box). All three pieces of information are extremely important. Many carriers around the country have the same or similar names. Additionally, in circumstances involving leased vehicles multiple names can legally appear on the vehicle. As a result, any recording errors or omissions are difficult to accurately resolve with incomplete information.

US DOT Number (8 digits, right justified) – Used to identify the responsible motor carrier. US DOT numbers are required by FMCSA for all interstate carriers. The FMCSA has the authority to fine and sanction unsafe interstate truck and bus companies. These numbers are used to identify potentially unsafe motor carriers when analyzing crash data. The identification number (found on the power unit, and assigned by the USDOT or by a State) is a key element in the FMCSA databases for both carrier safety and regulatory purposes. If the carrier was issued a state ID number, then record that number in the box provided.

Power Unit Owner Information

Please use the Motor Vehicle Information sheet to document the owner of the power unit. If the driver of the power unit is different from the owner, please use the back of the Motor Vehicle Information Sheet to document owner.

Trailer Owner Information

Trailer Owner Identification

Instructions: Record all the required information listed below to properly identify the owners of the trailers pulled by the power unit involved in the crash.

Definition: The name and address of the owner of the trailer as found on the registration form. The trailer will also have a separate (from the power unit) plate #, Plate State and serial number or VIN .

Rationale: The FMCSA has the authority to fine and sanction unsafe interstate (and some intrastate) truck and bus companies. This data element is collected at the scene to meet FMCSA 90-day reporting requirements.

TRAILER 1 OWNER INFORMATION			
OWNER NAME <input type="checkbox"/> Info same as carrier <input type="checkbox"/> Info same as power unit		Plate #: <input type="text"/> <input type="checkbox"/> Invalid <input type="checkbox"/> No Plate	
STREET ADDRESS or P.O. BOX		Plate State: <input type="text"/>	
		Trailer Serial Number/VIN: <input type="text"/>	
CITY	STATE or PROVINCE	POSTAL CODE	COUNTRY
TRAILER 2 OWNER INFORMATION			
OWNER NAME <input type="checkbox"/> Info same as carrier <input type="checkbox"/> Info same as power unit <input type="checkbox"/> Info same as trailer 1		Plate #: <input type="text"/> <input type="checkbox"/> Invalid <input type="checkbox"/> No Plate	
STREET ADDRESS or P.O. BOX		Plate State: <input type="text"/>	
		Trailer Serial Number/VIN: <input type="text"/>	
CITY	STATE or PROVINCE	POSTAL CODE	COUNTRY

Commercial Vehicle Information

Cargo Body Type

Instructions: Indicate the body type of the commercial vehicle from the list provided.

Definition: The type of body for buses and trucks more than 10,000 lbs GVWR.

Rationale: (**Required by the Federal Motor Carrier Safety Administration CFR 350.201.) This data element provides additional information about the motor vehicle, including all major cargo body types. The information it provides can be important in helping FMCSA make decisions on regulatory strategies for different types of motor vehicles. This data element is collected at the scene because FMCSA requires reporting within 90 days.

No Cargo Body – (bobtail, light motor vehicle with

CARGO BODY TYPE

01. No Cargo Body - (bobtail, light motor vehicle with hazardous materials [HM] placard, etc.)
02. Bus
03. Van/Enclosed Box
04. Grain/Chips/Gravel Truck
05. Pole-Trailer
06. Cargo Tank
07. Log
08. Inter-modal Container Chassis
09. Vehicle Towing Another Vehicle
10. Flatbed
11. Dump
12. Concrete Mixer
13. Auto Transporter
14. Garbage/Refuse
88. Not Applicable
97. Other
99. Unknown

- hazardous materials [HM] placard, etc.)-** Is used for passenger vehicles that are recorded here because they are placarded for hazardous materials AND for vehicles with no cargo hauling capability such as fire trucks, or truck tractors without a trailer. A tow truck without a vehicle attached should be considered No Cargo Body. However, if a vehicle is attached the correct Cargo Body is Vehicle Towing Another Vehicle.
- Bus** – A motor vehicle with seating for transporting nine or more persons, including the driver.
- Van/Enclosed Box** –A single-unit truck, truck/trailer, or tractor/semi-trailer having an enclosed body integral to the frame of the motor vehicle.
- Grain/Chips/Gravel Truck** –Describes a cargo body type used for hauling these or other similar bulk commodities. They may be referred to as “open hoppers” or “belly dumps.”
- Pole-Trailer** – A trailer designed to be attached to the towing vehicle by means of a reach or pole, or by being boomed or otherwise secured to the towing motor vehicle, and ordinarily used for carrying property of a long or irregular shape.
- Cargo Tank** – A single-unit truck, truck/trailer, or tractor semi-trailer having a cargo body designed to transport dry bulk (fly, ash, etc.), liquid bulk (gasoline, milk, etc.) or gas bulk (propane, etc.).
- Log** –Is a cargo body type for trailers with a fixed middle beam and side support posts specifically designed for carrying logs. If the trailer can "telescope" to carry different log lengths, then it should be considered a pole trailer.
- Intermodal Container Chassis** – Is a cargo body type used for a trailer specifically designed to have a rail or ship container mounted directly on the chassis. These should not be confused with van/enclosed box cargo body types. Intermodal containers may also be mounted on a flatbed trailer, in which case "flatbed" is the cargo body type.
- Vehicle Towing Another Vehicle** –Refers to vehicles that have no cargo carrying capability but are in the act of towing another motor vehicle. These are often called "drive-away, tow-aways" and will be applicable to tow trucks and specially rigged truck tractors.
- Flatbed** –Cargo body is without sides or roof, with or without readily removable stakes which may be tied together with chains, slats, or panels. This includes trucks transporting containerized loads.
- Dump** – A cargo body type that can be tilted or otherwise manipulated to discharge its load by gravity.
- Concrete Mixer** – A single-unit truck having a body specifically designed to mix or agitate concrete.
- Auto Transporter** – Describes a cargo body type that is specifically designed to transport multiple, fully assembled automobiles. Single-unit flatbed tow-trucks hauling cars DO NOT qualify. Auto transporters are typically configured as truck-trailers.
- Garbage/Refuse** – A single-unit truck having a body specifically designed to collect and transport garbage or refuse. This includes both conventional rear loading and over-the-top bucket loading garbage trucks.
- Not Applicable** – (motor vehicle 10,000 lbs or less not displaying HM placard)
- Other** – This attribute is used when the cargo body type is other than the body types listed above. This includes pickups greater than 10,000 lb without a trailer. This does not include a pickup pulling a trailer (truck/trailer). Use the Cargo Body Type of the attached trailer in these situations.
- Unknown**- Unknown

Carrier Type

Instructions: Identify the type of carrier that was involved in the crash.

Definition: Type of carrier that was involved in the crash.

Rationale: (**Required by the Federal Motor Carrier Safety Administration CFR 350.201.) This data element provides additional information about the motor vehicle, including all major cargo body types. The information it provides can be important in helping FMCSA make decisions on regulatory strategies for different types of motor vehicles. This data element is collected at the scene because FMCSA requires reporting within 90 days.

Attribute Definitions:

Interstate Carrier – A commercial vehicle in the United States where the transit between the points of origin and termination does not occur entirely with the borders of the state of origin. A

motor carrier that has authority to operate across state lines. Interstate operators are required to have a USDOT Number by the Federal Motor Carrier Administration.

Intrastate Carrier – A motor carrier that operates entirely within the state and does not have the authority to engage in interstate commerce. Intrastate operators are not required to have a USDOT Number by the Federal Motor Carrier Safety Administration; however, some states do require that certain intrastate operators secure a USDOT Number.

Not in Commerce/Government – This selection is used for any qualifying government vehicle whether it is operated by the local, state, or federal government. In most circumstances, the government-owned vehicle will not have a USDOT Number. If this category is selected, record the name of the government entity responsible for the safe movement of the vehicle in "**Carrier Name**" on the crash report form and all other required information.

Not in Commerce/Other Truck – This selection is used for qualifying personal rental vehicles (e.g., U-haul, Ryder, Penske) that qualify by size (Over 10,000 lbs. GVWR/ GCWR) that are operated by a private individual.

Unknown – Unknown

CARRIER TYPE

- 01. Interstate Carrier
- 02. Intrastate Carrier
- 03. Not in Commerce/Government
- 04. Not in Commerce/Other Truck
- 99. Unknown

Vehicle Configuration

Instructions: Indicate the vehicle configuration of the commercial vehicle involved in the crash.

Definition: Indicates the general configuration of this motor vehicle.

Rationale: (**Required by the Federal Motor Carrier Safety Administration CFR 350.201.)





















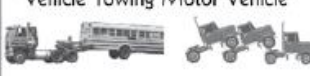



This data element provides information about

the general configuration of the motor vehicle that is important to evaluate the types of motor

VEHICLE CONFIGURATION

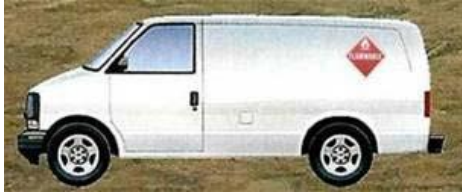
- 01. Vehicle 10,000 pounds or less placarded for hazardous materials
- 02. Single-Unit Truck (2-axle and GVWR more than 10,000 lbs)
- 03. Single-Unit Truck (3 or more axles)
- 04. Truck Pulling Trailer(s)
- 05. Truck Tractor (Bobtail)
- 06. Truck Tractor/Semi-Trailer
- 07. Truck Tractor/Double
- 08. Truck Tractor/Triple
- 09. Truck More Than 10,000 lbs, Cannot Classify
- 10. Bus/Large Van (seats for 9-15 occupants, including driver)
- 11. Bus (seats for more than 15 occupants, including driver)
- 99. Unknown

vehicles that have the most crashes and the effectiveness of various safety countermeasures. This data element is collected at the scene because FMCSA requires reporting within 90 days.

VEHICLE CONFIGURATION		
Bus (9-15 Seats, Including Driver) 	Truck/Trailer (Single-Unit Truck Pulling a Trailer) 	
Bus (16 or More Seats, Including Driver) 	Truck Tractor (Bobtail) 	
Single-Unit (2 Axles, 6 Tires) 	Tractor/Semi Trailer (One Trailer) 	
Single-Unit (3 or More Axles) 	Truck Tractor/Double (Two Trailers) 	
	Truck Tractor/Triple (Three Trailers) 	
CARGO BODY TYPE		
Bus (9-15 Seats, Including Driver) 	Dump 	Pole 
Bus (16 or More Seats, Including Driver) 	Concrete Mixer 	Log 
Van/Enclosed Box 	Auto Transporter 	Intermodal Chassis 
Cargo Tank 	Garbage/Refuse 	Vehicle Towing Motor Vehicle 
Flat Bed 	Grain, Chips, Gravel 	No Cargo Body 

Attribute Definitions:

Vehicle 10,000 pounds or less placarded for hazardous materials – See Photo below.



Single-Unit Truck (2-axle and GVWR more than 10,000 lbs) – A power unit that includes a permanently mounted cargo body (also called a straight truck) that has only two axles and a GVWR of over 10,000 pounds.



Single-Unit Truck (3 or more axles) – A power unit that includes a permanently mounted cargo body (also called a straight truck) that has three or more axles.



Truck Pulling Trailer(s) – See photo below.



Truck Tractor (Bobtail) – A motor vehicle consisting of a single motorized transport device designed primarily for pulling semi-trailers.



Truck Tractor/Semi-Trailer –
A truck tractor that is pulling a semi-trailer.



Truck Tractor/Double –
A truck tractor that is pulling a single semi-trailer and one full-trailer.



Truck Tractor/Triple –

A truck tractor that is pulling a single semi-trailer and two full- trailers.



Truck More Than 10,000 lbs, Cannot Classify –

This attribute would apply to vehicles that do not fit into any other category. Typically, this would be farm equipment or heavy machinery and would be classified as 'Other' or 'No Cargo Body' in Cargo Body Type.



Bus/Large Van (seats for 9-15 occupants, including driver) –

A motor vehicle with seating for transporting nine to fifteen persons, including the driver.



Bus (seats for more than 15 occupants, including driver) –

A motor vehicle with seating for transporting fifteen or more persons, including the driver.



Unknown – Unknown

Gross Weight

Instructions: Select the appropriate G.C.W.R. /G.V.W.R. range of the commercial vehicle.

Definition: The Gross Vehicle Weight Rating (GVWR) is the amount recommended by the manufacturer as the upper limit to the operational weight for a motor vehicle and any cargo (human or other) to be carried. The Gross Combination Weight Rating (GCWR) is the sum of all GVWRs for each unit in a combination unit motor vehicle. Thus, for single-unit trucks there is no difference between the GVWR and the GCWR. For combination trucks (truck tractors pulling a single semi-trailer, truck tractors pulling double or triple trailers, trucks pulling trailers, and trucks pulling other motor vehicles) the GCWR is the total of the GVWRs of all units in the combination.

Rationale: (**Required by the Federal Motor Carrier Safety Administration CFR 350.201.) The FMCSA imposes certain regulations on all single or combination-unit trucks that have a GCWR of more than 10,000 lbs. Additional regulations are imposed on all motor vehicles with GCWRs of more than 26,000 lbs. This data element is collected at the scene because FMCSA requires reporting within 90 days.

Attribute Definitions:

10,000 lbs. or less – Should be used for passenger cars and light trucks with 10,000 lbs. or less GVWR/GCWR when displaying a hazardous materials placard or for buses with 9 or more seats (including driver) with 10,000 lbs. GVWR or less.

10,001 - 26,000 lbs.- Should be used for all vehicles (except motor homes or buses less than nine seats) for GVWR/GCWR from 10,001 through 26,000 lbs.

More than 26,000 lbs.- Should be used for all vehicles (except motor homes or buses less than nine seats) for GVWR/GCWR over 26,000 lbs.

Not Applicable – Should be used for vehicles 10,000 lbs. or less, not displaying a hazardous materials placard, for buses less than 9 seats (including driver), and for all motor homes.

GROSS WEIGHT (GVWR/GCWR)	
01. 10,000 lbs. or less	
02. 10,001 - 26,000 lbs.	
03. More than 26,000 lbs.	
88. Not Applicable	<input type="checkbox"/>
99. Unknown	

Hazardous Materials Placard and ID Numbers







Instructions: Indicate the hazardous materials placard ID number(s), and whether hazardous materials were released during the crash.

Definition: Indication of whether or not the motor vehicle had a hazardous materials placard as required by Federal/State regulations, and whether or not hazardous materials were released. (Refer to diagram below displaying hazardous materials classes and reporting information.)






Reporting Hazardous Materials Information

ACCURATE REPORTING SAVES LIVES

Data you collect is used to calculate risk assessment, determine response methods, and develop regulations. Vehicles carrying hazardous materials are required to carry shipping papers containing the HM Class and ID number (or name). Your Accident or Collision Report/ Supplement may ask the following hazardous materials questions (exact wording will vary by State):

<p>1. DOES THE VEHICLE HAVE A HAZARDOUS MATERIALS PLACARD? YES <input type="radio"/> NO <input type="radio"/></p> <p>Placards should be on all four sides of the vehicle. For containers with bulk packages inside, if the required ID# marking is not visible, the transport vehicle must be marked on each side and each end.</p> <p>Some Common Placards</p> 	<p>2. ENTER THE FOUR-DIGIT NUMBER (OR NAME) FROM THE PLACARD 1 9 9 3</p> <p>The four-digit number may be on an orange panel or a white "square-on-point" panel. If no four-digit number appears on the placard, enter the Placard Name.</p>   
<p>3. ENTER THE HAZARDOUS MATERIALS CLASS NUMBER FROM THE BOTTOM OF THE PLACARD 3</p> <p>The Class Number can be a one- or two-digit number with a decimal in the middle. 5.1</p> <p>It is critical for identifying and studying various types of hazardous materials involved in traffic crashes.</p>  	<p>4. WAS HAZARDOUS CARGO RELEASED? YES <input type="radio"/> NO <input type="radio"/></p> <p>The intent of this question is to determine whether any of the placarded material was released or escaped from its transport container into the environment. Fuel or oil carried by the vehicle for its own use is NOT considered cargo and should not be reported in this section.</p>

Nine Classes of Hazardous Materials

<p>Class 1: Explosives Divisions: 1.1, 1.2, 1.3, 1.4, 1.5, 1.6</p> 	<p>Class 2: Gases Divisions: 2.1, 2.2, 2.3</p> 	<p>Class 3: Flammable Liquid and Combustible Liquid</p> 	<p>Class 4: Flammable Solid, Spontaneously Combustible, and Dangerous When Wet Divisions: 4.1, 4.2, 4.3</p> 	<p>Class 5: Oxidizer and Organic Peroxide Divisions: 5.1, 5.2</p> 
<p>Class 6: Poison (Toxic) and Poison Inhalation Hazard</p>	<p>Class 7: Radioactive</p> 	<p>Class 8: Corrosive</p> 	<p>Class 9: Miscellaneous</p> 	<p>Dangerous</p> 

Federal Motor Carrier Safety Administration U.S. Department of Transportation www.fmcsa.dot.gov

Rationale: (**Required by the Federal Motor Carrier Safety Administration CFR 350.201.)

FMCSA devotes special attention to motor carriers that transport hazardous materials (HM), including calculating risk assessments, determining response methods, imposing tighter regulations and conducting compliance reviews on a higher percentage of HM carriers. Getting good data on crashes involving trucks carrying HM and whether HM are spilled during the crashes helps FMCSA focus law enforcement efforts. This data element is collected at the scene because FMCSA requires reporting within 90 days.

Attribute Definitions:

Hazardous Materials (HM) Placard

No –This would be used for a vehicle that was transporting hazardous materials without the appropriate placard affixed to the vehicle.

HAZARDOUS MATERIALS PLACARD			
01. No			
02. Yes			<input type="checkbox"/>
88. Not Applicable			<input type="checkbox"/>
4-DIGIT HAZARDOUS MATERIALS ID NUMBER			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1-DIGIT CLASS NUMBER FROM BOTTOM OF DIAMOND			
<input type="text"/>			<input type="checkbox"/>
RELEASE OF HAZARDOUS MATERIALS			
01. No			
02. Yes			<input type="checkbox"/>
88. Not Applicable			<input type="checkbox"/>

Yes – If yes, placards should be on all four sides of the vehicle. For containers with bulk packages inside, if the required ID# marking is not visible, the transport vehicle must be marked on each side and each end.

Not Applicable – This would be used for a vehicle that was not transporting hazardous materials.

4-digit Hazardous Materials ID number – The four-digit number may be on an orange panel or a white "square-on-point" panel. If no four-digit number appears on the placard, enter the Placard Name. **Note**, the ID Number is required to be on the shipping papers. This number identifies the specific material being transported.



1-digit Class number from bottom of diamond – The Class Number (1-9) can be a one- or two-digit number with a decimal in the middle. The number after the decimal is called the division. These are applicable to classes 1, 2, 4, 5, and 6. The class is critical for identifying and studying various types of hazardous materials involved in traffic crashes."



Release of Hazardous Materials

No –This would be used for a vehicle that was transporting hazardous material as cargo and there was no release of that material in the crash.

Yes –This would be used for a vehicle that was transporting hazardous material as cargo and there was a release of that material in the crash. The intent of this question is to determine whether any of the placarded material was released or escaped from its transport container into the environment. **Fuel or oil carried by the vehicle for its own use is NOT considered cargo and should not be reported in this section.**

Not Applicable –This would be used for a vehicle that was not transporting hazardous materials.

APPENDIX C: BUS

This appendix should be used with any crash involving a bus. This appendix is designed to collect person information for a large number of individuals in a compact space.

Motor Vehicle ID

Instructions: Indicate the ID number of the motor vehicle in which the passengers were riding. See the Motor Vehicle Information Section for more information.

Case Number –

Number should match the case number listed on all other pages of the report. See the Crash Summary Section for more information.

Bus Occupant Information

Bus Occupant Information

Instructions: Complete a series of rows for each person on the bus at the time of the crash other than the driver.

Definition: Similar to the driver, data are collected for all bus passengers involved in the crash. Each passenger involved in the crash should be assigned a unique ID that is a number and consecutive.

Rationale: Information about the passengers such as age, seat position, injury status etc. aid in research of methods to protect passengers and all persons potentially involved in future crashes.

ID	NAME <small>(Last, First, Middle, Suffix)</small>	GENDER	AGE
SEATING POSITION	EJECTION	INJURY STATUS	DATE OF BIRTH <small>(YYYYMMDD)</small>

ID

Instructions: This is the “Person ID.” Enter a consecutive number to uniquely identify each person involved in the crash. This will be the ID number for each person involved in the crash. Therefore each person should have a unique person ID number. When appropriate the person number should be referenced in the diagram and narrative.

Definition: Each person involved in the crash should be assigned a unique ID that is a number and consecutive.

Rationale: This unique identifier will be used to identify persons within the report.

Name

Instructions: Record the name of the passenger

Definition: Name of person involved in a crash.

Rationale: This data element should be collected to facilitate linkage when names are available in the health and insurance files. When possible, obtain this information from the passenger.

Gender

Instructions: select the gender of the passenger.

Definition: The sex of the person involved in the crash.

Rationale: Necessary, for example, to evaluate the effect of sex of the person involved on occupant protection systems (or lack thereof) and motor vehicle (bus) design characteristics.

Attribute Definitions:

Male-Male

Female-Female

Unknown – Unknown

GENDER
01. Male
02. Female
99. Unknown

Age

Instructions: Record the age of the passenger if the date of birth cannot be determined (i.e. child knows they are 5 years old but do not know their date of birth). This field can be left blank if the date of birth is entered.

Definition: Time measured by years from date of birth.

Rationale: This element is collected for bus passengers since some passengers may not know their actual birthdate. Young children are much more likely to know their age as opposed to their actual date of birth.

Seating Position

Instructions: Identify the place at which the passenger was located when the crash occurred.

NOTE: For buses the aisle is seat D, and there is the potential for three seats on each side of the aisle. If there are only two seats on each side of the aisle use the window and aisle seat designations, and do not use the middle seat code.

Definition: The location for this occupant in, on, or outside of the motor vehicle prior to the first event in the sequence of events. The seating position chart is different for buses due to seating arrangements aboard buses being different from passenger vehicles. Refer to the bus seating diagram below for seating/positioning.

Rationale: Without known seating position for each person in the bus, it is not possible to fully evaluate, for example, the effect of occupant protection programs.

Attribute Definitions:

Seat Position - The first digit should be the row. The second digit should be the seat A-F. Where:

- A= Window left**
- B= Middle Left**
- C= Aisle Left**
- D=Aisle**
- E= Aisle Right**
- F= Middle Right**
- G=Window Right**

1D- Standing in the front of the bus in the exit area.

Other Passenger in Enclosed Passenger Cabin- This would cover any passengers that are laying on the floor or in locations other than designated seats

Riding on Motor Vehicle Exterior – is used when an occupant is riding outside of a motor vehicle on the roof, hood, fender, running board, trunk, etc.

Unknown- Unknown

Ejection

Instructions: Identify if the passenger was ejected from the vehicle and the extent to which they were ejected, if applicable.

Definition: Occupant completely or partially thrown from the interior of the bus, as a result of a crash.

Rationale: Occupant protection systems prevent or mitigate ejections to various degrees. Analyses of the effectiveness of safety systems depend on information from this data element.

Attribute Definitions:

Not Ejected –

This attribute is used for persons who are neither totally nor partially ejected from the vehicle.

Ejected, Partially – This attribute is used when some part but not all of an occupant's body is, at some time during the crash sequence, outside the occupant compartment. This does not apply to occupants who are not initially inside the bus, since any ejection for them is coded as (**Totally Ejected**). This attribute should not be used for any person with a Seating Position of (Riding on Motor Vehicle Exterior)

BUS SEAT POSITION
FIRST DIGIT(S) - ROW POSITION
 2_ Row 2
 3_ Row 3
 Etc. Continue counting as many rows as contained on the bus.

FOLLOWING LETTER-SEAT POSITION
 _A. Window Left
 _B. Middle Left
 _C. Aisle Left
 _D. Standing in Aisle
 _E. Aisle Right
 _F. Middle Right
 _G. Window Right

OTHER CASES
 1D. Standing in the front of the bus
 51. Other passenger in Enclosed Passenger Cabin
 55. Riding on Motor Vehicle Exterior
 99. Unknown

School Bus

The diagram shows a top-down view of a school bus interior. At the front (top) is a box labeled '11'. Below it are rows labeled 'ROW 2' through 'ROW 12'. Each row contains seven seats labeled 'A', 'B', 'C', 'D', 'E', 'F', and 'G' from left to right. An aisle is shown between seats C and D in each row.

EJECTION

- 01. Not Ejected
- 02. Ejected, Partially
- 03. Ejected, Totally
- 88. Not Applicable
- 99. Unknown

Ejected, Totally –This attribute is used when the occupant's body is entirely outside the bus but may be in contact with the bus. This includes occupants who are not initially in the seating compartment of the vehicle. This attribute should not be used for any person with a Seating Position of (**Riding on Motor Vehicle Exterior**).

Not Applicable –This attribute is used for persons who are riding on the exterior of a bus. Exterior of the bus includes running boards, roof, fenders and bumpers.

Unknown –This would be used when it is not known if this occupant was ejected or not from the bus. For example, an occupant that has been transported from the scene prior to arrival by law enforcement and information regarding their ejection status is not obtainable from other sources such as EMS or witness statements.

Injury Status

Instructions: Indicate the injury status of the passenger of the bus.

Definition: The injury severity level for a person involved in a crash. The determination of which attribute to assign should be based on the latest information available at the time the report is completed, except as described below for fatal Injuries.

Rationale: Necessary for injury outcome analysis and evaluation. This element is also critical in providing linkage between the crash, EMS, and hospital records.

Attribute Definitions:

Fatal Injury (K) – A fatal injury is any injury that results in death within **30 days** after the motor vehicle crash in which the injury occurred. If the person did not die at the scene but died within 30 days of the motor vehicle crash in which the injury occurred, the injury classification should be changed from the attribute previously assigned to the attribute "**Fatal Injury**." **NOTE:** The "**30 days**" is typically calculated by a measure of **720 hours** (i.e. 30, 24hr. periods) from the crash time.

Suspected Serious Injury (A) – A suspected serious injury is any injury other than fatal which **results in one or more of the following:**

- Severe laceration resulting in exposure of underlying tissues/muscle/organs or resulting in significant loss of blood
- Broken or distorted extremity (arm or leg)
- Crush injuries
- Suspected skull, chest or abdominal injury other than bruises or minor lacerations
- Significant burns (second and third degree burns over 10% or more of the body)
- Unconsciousness when taken from the crash scene
- Paralysis

Suspected Minor Injury (B) – A suspected minor injury is any injury that is evident at the scene of the crash, **other than fatal or serious injuries**. Examples include lump on the head, abrasions, bruises, minor lacerations (cuts on the skin surface with minimal bleeding and no exposure of deeper tissue/muscle).

Possible Injury (C) – A possible injury is any injury reported or claimed which is not a fatal, suspected serious or suspected minor injury. Examples include momentary loss of consciousness, claim of injury, limping, or complaint of pain or nausea. Possible injuries are

INJURY STATUS	
K. Fatal Injury	
A. Suspected Serious Injury	
B. Suspected Minor Injury	
C. Possible Injury	
O. No Apparent Injury	<input type="checkbox"/>

those which are reported by the person or are indicated by his/her behavior, but **no wounds or injuries are readily evident**.

No Apparent Injury (O) – No apparent injury is a situation where there is no reason to believe that the person received any bodily harm from the motor vehicle crash. There is no physical evidence of injury and the person does not report any change in normal function.

Date of Birth

Instructions: Indicate the date of birth. This information should be taken from identification (if present), statement or other identification received in the investigation. The date of birth shall be listed numerically in the order of year, month and day (YYYYMMDD).

Definition: The year, month, and day of birth, of the person involved in a crash.

Rationale: Accurate reporting of date of birth is used to assess the effectiveness of occupant protection systems for specific age groups, and to identify the need for safety programs directed toward them. This element is also critical in providing linkage between the crash, EMS, and hospital records.

Attribute Definitions:

YYYYMMDD – identifies the year, month, and day of a person's date of birth. Used to calculate age. **Note** that unborn fetuses are not considered persons for the purposes of crash reporting.

APPENDIX D: BICYCLE

The majority of the elements on this Appendix are the exact same elements from the vehicle section of the main report. Please refer to the vehicle section for more information on each data element. Attributes for the data elements in the vehicle section have been removed from the list of choices as they pertain only to motor vehicles. Therefore, only applicable options for each data element are presented on the bicycle Appendix.

Bicycle ID

Instructions: Enter a consecutive number to uniquely identify each bicycle involved in the crash. This will be the ID number for each bicycle involved in the crash. Therefore each bicycle should have a unique ID number. When appropriate the bicycle number should be referenced in the diagram and narrative.

Definition: The unique number assigned for this crash to a bicycle on which this person was riding, or an occupant. Persons ejected or who fall from a bicycle are still considered occupants.

Rationale: Important to link occupants with bicycles on which they were riding.

Bicycle ID:

Number of Occupants on Bicycle

Instructions: Identify the number of occupants on the bicycle including the operator of the bicycle.

Definition: The total number of injured and uninjured occupants involved in the crash for this bicycle, including persons on the bike at the time of the crash.

Rationale: Important for the officer at the scene to indicate how many people (injured and uninjured) are involved for reporting purposes. Useful for evaluating the effectiveness of countermeasures that prevent or reduce injury and injury severity.

Number of occupants on bicycle:

Case Number

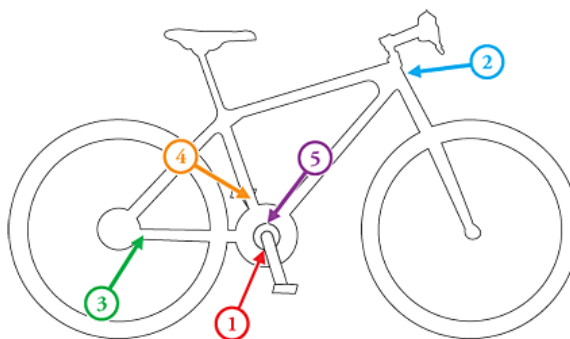
Number should match the case number listed on all other pages of the report. See the Crash Summary Section for more information.

Bicycle Information

Serial Number

Instructions: If easily accessible and visible, record the serial number of the bicycle involved in the crash. **NOTE:** For most bikes this information will be difficult to locate and unnecessary. For high-end and expensive road bikes this is critical information for the person involved in the crash for reporting purposes.

Definition: The majority of serial numbers are located under the bottom bracket where the two pedal cranks meet. Simply turn the bike upside down and record the number. If there is no serial number there then check places like the headset at the front of the bike or the rear stays. The diagram below indicates the five most common serial number locations. The option has also been added to document that the serial number has been removed if the officer notices that it has been tampered with in an attempt to hide a stolen bicycle.



Rationale: The best chance at recovering a stolen bicycle is having a registered serial number. These numbers are used by police across the nation. The manufacturer's serial number is needed to register a bicycle.

Serial Number: Serial number missing or removed

Make, Model, Color and Year

Instructions: If known, record the make, model, color and model year of the bike involved in the crash.

Definition: Descriptions of the manufacturer's model and color of bicycle.

Rationale: Information is collected so that the owner can document the exact bicycle that was involved in the crash for insurance purposes. Some bicycles can cost as much as a motor vehicle and are insured just like motor vehicles.

Make: Color:
Model: Year:

Road on Which Bicycle Was Traveling

Instructions: Document the name of the road on which this bicycle was traveling (or parked) and the direction of travel at the time of the collision. If the bike was not in the roadway or if the direction is unknown then check the appropriate box to the right. See also "Road on Which Vehicle Was Traveling" in the Motor Vehicle Information section.

Definition: The direction of a bicycle’s travel on the roadway before the crash. Notice that this is not a compass direction, but a direction consistent with the designated direction of the road. For example, the direction of a State-designated North-South highway must be either northbound or southbound even though a bicycle may have been traveling due east as a result of a short segment of the highway having an east-west orientation.

Rationale: Important to indicate direction the bicycle was traveling before the crash for evaluation purposes.

Total Lanes in Roadway

Instructions: See “Total Lanes in Roadway” in the Motor Vehicle Information section.

Bike Lanes/Sharrows Present

See “Bike Lanes/Sharrows Present” in the Motor Vehicle Information section.

Bicycle Crash Information

Sequence of Events

See “Sequence of Events” in the Motor Vehicle Information section.

Bicycle Action

See “Motor Vehicle Action” in the Motor Vehicle Information section.

Contributing Circumstances (*Choose up to 2*)

See “Contributing Circumstances” in the Motor Vehicle Information section.

Bicycle Damage

See “Vehicle Damage” in the Motor Vehicle Information section.

Extent of Damage

See “Extent of Damage” in the Motor Vehicle Information section.

Posted/Statutory Speed Limit

See “Posted/Statutory Speed Limit” in the Motor Vehicle Information section.

Bicycle Unit Type

Instructions: Report the type of bicycle involved in the crash.

Definition: Bicycle unit type identifies the role of each bicycle involved in the crash.

Rationale: This field is used to identify the role or action of each bicycle involved in the crash. The data collected will be used to identify if the bicycle had an active or passive role in the collision.

Attribute Definitions:

Bicycle in Operation- “in operation” refers to being in motion or on a roadway.

Parked- A parked bicycle is one that is not in operation, i.e. not in motion and not located on the roadway.

Work Bicycle- A bicycle being used for work instead of recreational purposes.

Non-Collision Vehicle – Any bicycle that was involved in the crash but may not have made contact with any other vehicle or fixed object.

BICYCLE UNIT TYPE

01. Bicycle in Operation

02. Parked

03. Work Bicycle

04. Non-Collision Bicycle



Trafficway Description

See “Trafficway Description” in the Motor Vehicle Information section.

Roadway Grade

See “Roadway Grade” in the Motor Vehicle Information section.

Roadway Alignment

See “Roadway Alignment” in the Motor Vehicle Information section.

Traffic Control Device Type

See “Traffic Control Device Type” in the Motor Vehicle Information section.

Traffic Control Device Functional?

See “Traffic Control Device Functional?” in the Motor Vehicle Information section.

Hit and Run

See “Hit and Run” in the Motor Vehicle Information section.

APPENDIX E: WITNESS

This supplement is used to document information for witnesses to a crash.

Number of Witnesses

Instructions: Indicate the number of witnesses that have come forward to detail the crash.

Definition: A count of the number of witnesses to the crash. Each form can document up to three witnesses. However, multiple forms can be used if necessary.

Rationale: By documenting the number of witnesses the investigators will know how many witness statements or potential witnesses they should find listed in the report.

Number of Witnesses:

Case Number - Number should match the case number listed on all other pages of the report. See the Crash Summary Section for more information.

Witness ID Information

Witness Information

Instructions: Document the name and address for each witness to the crash. Each witness should also be assigned a Person ID.

Definition: Name and contact information for witnesses to a crash. Each witness should be assigned a unique person ID that is a number and consecutive.

Rationale: This information is collected so that witnesses can be contacted in the future, if necessary, to provide information about what occurred before, during or after the crash.

PERSON ID		
NAME:		
ADDRESS:		
CITY:	STATE or PROV:	POSTAL CODE:

Witness Date of Birth

Instructions: Indicate the witness date of birth. This information should be taken from identification (if present), statement or other identification received in the investigation. The date of birth shall be listed numerically in the order of year, month, day (YYYYMMDD).

Definition: The year, month, and day of birth, of the witness to a crash.

DATE OF BIRTH (YYYYMMDD)							
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Date of Birth is unknown							

Attribute Definitions:

YYYYMMDD – identifies the year, month, and day of a person's date of birth. Used to calculate age. **Note** that unborn fetuses are not considered persons for the purposes of crash reporting.

Unknown – date of birth is unknown.

Witness Statement Source

Instructions: Identify the source of the statement that will be taken by the officer. All boxes must be coded, i.e., if less than four sources are identified and coded the other boxes should be coded as not applicable "88".

Definition: A description completed by the officer to document the nature of what the witness claims to have observed.

Rationale: This data element was requested by the State's attorney's office to aid in determining what the witness was able (or claimed) to observe at the scene of the crash.

WITNESS STATEMENT SOURCE	
(choose all that apply; max 4)	<input type="checkbox"/>
01. Observed Crash Occur	
02. Overheard Statements by Person Involved	
03. Observed illegal activities by persons involved in the crash prior to police arrival	
04. Observed other illegal behavior by a vehicle involved in the crash or resulting in the crash occurring	
88. Not Applicable	

Attribute Definitions:

Observed Crash- First hand observation of the crash taking place

Overheard Statements by Person Involved

Observed illegal activities by persons involved in the crash prior to police arrival

Observed other illegal behavior by a vehicle involved in the crash or resulting in the crash occurring

Not Applicable – If less than four witness statement source boxes are coded, the remaining unused boxes must be coded as 88.

Witness Statement Type

Instructions: Identify the type of statement taken from the witness. All boxes must be coded, i.e., if less than two statement types are coded the other box should be coded as not applicable "88".

Definition: Type of statement, if any, provided by the witness

Rationale: This data element was requested by the State's attorney's office to provide information on exactly what the witness provided in terms of a statement or if they were willing to provide a statement.

Attribute Definitions:

No Statement Taken- no statement, written or otherwise was taken from the witness.

Provided Written Statement- the witness provided a written statement.

Willing to Provide a

Written Statement- The witness is willing to provide a written statement but did not do so at the scene or time of the crash.

Oral Statement Only- Witness only provided an oral statement to the officer which may or may not have been recorded in the officer's narrative of the crash.

Statement Confirmed by other Witness- The statement (oral or written) is confirmed by other witnesses to the crash.

Not Applicable – If less than two witness statement type boxes are coded, the remaining unused boxes must be coded as 88.

WITNESS STATEMENT TYPE

(choose all that apply; max 2)

- 01. No Statement Taken
- 02. Provided Written Statement
- 03. Willing to Provide a Written Statement
- 04. Oral Statement Only
- 05. Statement Confirmed by other Witness

Witness Observation Verification

Instructions: While at the scene of the crash the officer should document whether sightlines have been verified pertaining to whether the witness could see what they claimed to be able to see. All boxes must be coded, i.e., if less than three witness verifications are identified and coded the other boxes should be coded as not applicable "88".

Definition: Officer's verification as to whether the witness could have observed what they claim.

Rationale: The officer on the scene, at the time of the crash, is in the best position to document whether the witness could have possibly seen what they claim to have seen.

Attribute Definitions:

Sight Lines Verified By Reporting Officer- Line of sight from witness position to scene of crash has been verified by the reporting officer.

WITNESS OBSERVATION VERIFICATION

(choose all that apply; max 3)

- 01. Sight Lines Verified By Reporting Officer
- 02. Sight Lines Verified By Other Officer
- 03. Sight Lines Confirmed by Other Witness
- 04. Verification Not Possible
- 05. Verification Not Undertaken

Sight Lines Verified By Other Officer- Line of sight from witness position to scene of crash has been verified by an officer other than the reporting officer.

Sight Lines Confirmed by Other Witness- Line of sight from witness position to scene of crash has been confirmed by another witness to the crash.

Verification Not Possible- Due to circumstances at the scene of the crash, verification was not possible.

Verification Not Undertaken- Due to circumstances at the scene of the crash, verification was not undertaken.

Not Applicable – If less than three witness observation verification boxes are coded, the remaining unused boxes must be coded as 88.

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Town Codes

001	Andover	043	East Hartford	085	Monroe	127	Sherman
002	Ansonia	044	East Haven	086	Montville	128	Simsbury
003	Ashford	045	East Lyme	087	Morris	129	Somers
004	Avon	046	Easton	088	Naugatuck	130	Southbury
005	Barkhamsted	047	East Windsor	089	New Britain	131	Southington
006	Beacon Falls	048	Ellington	090	New Canaan	132	South Windsor
007	Berlin	049	Enfield	091	New Fairfield	133	Sprague
008	Bethany	050	Essex	092	New Hartford	134	Stafford
009	Bethel	051	Fairfield	093	New Haven	135	Stamford
010	Bethlehem	052	Farmington	094	Newington	136	Sterling
011	Bloomfield	053	Franklin	095	New London	137	Stonington
012	Bolton	054	Glastonbury	096	New Milford	138	Stratford
013	Bozrah	055	Goshen	097	Newtown	139	Suffield
014	Branford	056	Granby	098	Norfolk	140	Thomaston
015	Bridgeport	057	Greenwich	099	North Branford	141	Thompson
016	Bridgewater	058	Griswold	100	North Canaan	142	Tolland
017	Bristol	059	Groton	101	North Haven	143	Torrington
018	Brookfield	060	Guilford	102	North Stonington	144	Trumbull
019	Brooklyn	061	Haddam	103	Norwalk	145	Union
020	Burlington	062	Hamden	104	Norwich	146	Vernon
021	Canaan	063	Hampton	105	Old Lyme	147	Voluntown
022	Canterbury	064	Hartford	106	Old Saybrook	148	Wallingford
023	Canton	065	Hartland	107	Orange	149	Warren
024	Chaplin	066	Harwinton	108	Oxford	150	Washington
025	Cheshire	067	Hebron	109	Plainfield	151	Waterbury
026	Chester	068	Kent	110	Plainville	152	Waterford
027	Clinton	069	Killingly	111	Plymouth	153	Watertown
028	Colchester	070	Killingworth	112	Pomfret	154	Westbrook
029	Colebrook	071	Lebanon	113	Portland	155	West Hartford
030	Columbia	072	Ledyard	114	Preston	156	West Haven
031	Cornwall	073	Lisbon	115	Prospect	157	Weston
032	Coventry	074	Litchfield	116	Putnam	158	Westport
033	Cromwell	075	Lyme	117	Redding	159	Wethersfield
034	Danbury	076	Madison	118	Ridgefield	160	Willington
035	Darien	077	Manchester	119	Rocky Hill	161	Wilton
036	Deep River	078	Mansfield	120	Roxbury	162	Winchester
037	Derby	079	Marlborough	121	Salem	163	Windham
038	Durham	080	Meriden	122	Salisbury	164	Windsor
039	Eastford	081	Middlebury	123	Scotland	165	Windsor Locks
040	East Granby	082	Middlefield	124	Seymour	166	Wolcott
041	East Haddam	083	Middletown	125	Sharon	167	Woodbridge
042	East Hampton	084	Milford	126	Shelton	168	Woodbury
						169	Woodstock

