

Automated Crash Reporting System



FIELD REFERENCE GUIDE

Field Reference Guide

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1 Introduction

The Automated Crash Reporting System (ACRS) report format was developed in order to capture detailed information on crashes and therefore provide much needed data and information to both law enforcement agencies and transportation authorities in Maryland. This format conforms to the Model Minimum Uniform Crash Criteria (MMUCC) standards established by the United States Department of Transportation (4th Edition 2012). The MMUCC standards were created to provide a standardized process for describing crashes of motor vehicles that will generate the information necessary to improve highway safety within each State and nationally.

The ACRS report will allow the user to incorporate the scanning capabilities of E-TIX to facilitate the input of information onto the form. The ACRS report is supported by the Delta Plus program, which is the same system used by E-TIX, therefore users will be able to access ACRS from their Delta Plus sign-in screen.

With the scanning capability and ease of pull-down option screens, both experienced and newly trained officers should find that the ACRS report bridges the gap between documentation of the crash and data gathering as a solid technological tool with which to facilitate their investigations of motor vehicle crashes.



2 Crash Elements



2.1 Report Number

Definition:

The number is automatically assigned by the ACRS application for each new ACRS Report.

Explanation:

This number is automatically generated when a new report is opened.

Allowed Responses:

N/A

Validations:**Field Level**

N/A

Across Fields:

N/A



2.2 Local Case Number

Definition:

The case number that is assigned to this crash by the agency initiating the report.

Explanation:

This is not the ACRS Report Number, it is specific to the individual agency reporting the crash.

Allowed Responses:

Only numbers and letter characters are allowed. No dashes or other characters are accepted.

Validations:**Field Level**

An entry is required for this field.

Local Agency case numbers are validated to a regex of what they gave as their local case number format.

Across Fields:

N/A



2.3 Local Codes

Definition:

Local codes that are affiliated with the specific agency reporting the crash.

Explanation:

Local jurisdictions may have codes such as "clearance codes" that they require on their reports.

Allowed Responses:

This is an open field.

Validations:**Field Level**

Not a required field.

Across Fields:

N/A.

2.4 Crash Date

Definition:

The date that the crash occurred.

Explanation:

The date the crash occurred listed as Day of the Week, Month and Year. Automatically generated for current date unless changed. In the event of a hit & run crash, where the date of the crash is unknown (e.g. occurred sometime over the weekend), select the date the report was taken.

Allowed Responses:

The date must be selected as the current date or a previous date. Future dates are not accepted.

Validations:**Field Level**

Date will remain current date unless changed.

Across Fields:

N/A



2.5 Crash Time

Definition:

The time that the crash actually occurred.

Explanation:

Specify the time in military style, e.g. 3:00pm is expressed as 1500.

Times cannot be in the future relative to the time the report is being prepared; if you are preparing the report at 0900, you cannot indicate the crash time as 1500 for that day.

Allowed Responses:

Only numeric entries are acceptable.

Validations:**Field Level**

This is a required field.

Across Fields:

Times indicated as in the future will not be accepted.

2.6 Report Type

Definition:

The type of crash that occurred.

Explanation:

The **most serious** condition resulting from the following list:

- Fatal
- Personal Injury, including minor and possible injuries
- Property Damage Only

Example- Three people are involved in a crash. One is hurt, one reports no injuries and the third is deceased. This report would be coded as a **FATAL**.

Allowed Responses:

You can only select one code for this element.

Validations:**Field Level**

One code must be selected.

Across Fields:

If Injury or Fatal codes are selected, a Driver, Non-Motorist or Passenger must be listed as injured or as a fatality. The Report Type box will remain as an error until an injured person is listed for Injury or Fatal crash selections.



2.7 GPS X - Coordinates

Definition:

The "X" coordinates as they relate to Global Positioning Systems (GPS).

Explanation:

This is acquired either through the vehicle GPS system or mapping.

Allowed Responses:

Two numbers then a period, followed by additional numbers.

Validations:**Field Level**

Required Field. Value must fall within Maryland.

Across Fields:

N/A

2.8 GPS Y - Coordinates

Definition:

The "Y" coordinates as they relate to Global Positioning Systems (GPS).

Explanation:

This is acquired either through the vehicle GPS system or mapping.

Allowed Responses:

Two numbers then a period, followed by additional numbers.

Validations:**Field Level**

Required Field. Value must fall within Maryland.

Across Fields:

N/A



2.9 County/Municipality/Road County

Definition:

The Maryland County in which this crash occurred (or Baltimore City).

Explanation:

This is the County in which the crash occurred (or Baltimore City, if applicable).

Allowed Responses:

You can only select one code for this element.

Validations:**Field Level**

One code must be selected

Across Fields:

The "Road" and "Intersecting Road" names cannot be selected until this selection is completed.



2.10 On Road - County Street Data

Definition:

The roadway on which the crash occurred.

Explanation:

If the crash occurred on a public roadway/ street, it is considered to be "On Road."

Example 1- A crash occurring on an Interstate Highway is "On Road."

Example 2- A crash occurring in a shopping center parking lot is not "On Road."

Allowed Responses:

You can only select one code for this element.

Validations:**Field Level**

One code must be selected.

Across Fields:

A County (or Baltimore City) must be indicated before a main road/ street and intersecting road/ street can be selected. An intersecting road/ street must be selected once the main road/ street is indicated.

County/Municipality Section ¹⁹



2.11 Off Road

Definition:

A crash that occurs anywhere other than a public roadway/ street.

Explanation:

Examples of "Off Road" would be; shopping center parking lots and private driveways. "Off Road" does not include the shoulder of the roadway.

Allowed Responses:

This is a free text field.

Validations:**Field Level**

A description of the "Off Road" area must be entered into the description box., (e.g. "Parking Lot of the Hill Top Mall 123 Maple Avenue, Rockville, MD 20851")

Across Fields:

Once "Off Road" is selected, all codes related to "On Road" will no longer be available.

2.12 New Road

New Road

A crash that occurs on a road that is not listed in the State Highway road file, (e.g. A new development of homes or businesses). If the road name is not found in the system, select "New Road" and complete with the information known at the scene.



2.13 County street data

Definition:

The Main Road Name and Intersecting Road Name for the location of the crash in the selected Maryland County or Baltimore City..

Explanation:

Once the Main Road Name and Intersecting Road Name have been selected, the information will be imported to the "Municipal Name, Main Route Codes, Main Road Name, Intersecting Route Codes, Intersecting Road Name, Mile Point and Mile Point Direction."

The information for these fields cannot be manually entered, they will be populated after a selection is made from the "County street data" field unless "NewRoad" was indicated..

Allowed Responses:

Two selections can be made for this field.

Validations:**Field Level**

This is a required field.

Across Fields:

N/A

2.14 Municipal Name

Definition:

The Municipal Name for the location of the crash if appropriate.

Explanation:

Municipalities are indicated in the Log Mile Reference and assigned by the State of Maryland.

Allowed Responses:

The information for this field cannot be manually entered, it will be populated after a selection is made from the "County street data" field.

Validations:**Field Level**

N/A

Across Fields:

N/A



2.15 Main Route Codes

Definition:

The Main Route Code as designated in the Log Mile Reference.

Explanation:

These numbers are assigned by the State of Maryland and found in the Log Mile to designate the selected Main Road Name.

Allowed Responses:

The information for this field cannot be manually entered, it will be populated after a selection is made from the "County street data" field unless "NewRoad" is indicated. Enter the route codes ONLY IF KNOWN, otherwise, leave blank..

Validations:**Field Level**

N/A

Across Fields:

N/A



2.16 Main Road Name

Definition:

The Main Road Name is the road on which the crash occurred.

Explanation:

This is the Main Road on which the crash occurred.

In the event the crash occurs within the confines of an intersection, a hierarchical rule exists where the Main Road Name will be the road which is highest in this order. The hierarchy of Main Roads (highest to lowest) is:

1. Interstates (IS)
2. National roads (US)
3. State roads (MD)
4. County roads(CO)
5. Municipal roads (MU)

Example- A crash occurs in the intersection of Rockville Pike MD 0355 and Elm Street CO 0114. The Main Road Name will be indicated as Rockville Pike MD 0355 and the intersecting road as Elm Street CO 0114.

If both roadways are State or County or Municipal roads, use the road name with the **lowest** Route Number.

Example- A crash occurs in the intersection of Joppa Rd CO 1400 and Silver Spring Rd CO 4090. The Main Road Name will be indicated as Joppa Rd CO 1400..

Allowed Responses:

The information for this field cannot be manually entered, it will be populated after a selection is made from the "County street data" field unless "NewRoad" is indicated..

Validations:**Field Level**

N/A

Across Fields:

N/A



2.17 Intersecting Route Codes

Definition:

The Intersecting Route Codes are designated by the Log Mile Reference.

Explanation:

These numbers are assigned by the State of Maryland and found in the Log Mile to designate the selected Intersecting Road Name.

Allowed Responses:

The information for this field cannot be manually entered, it will be populated after a selection is made from the "County street data" field unless "New Road" is indicated.. Enter the route codes ONLY IF KNOWN, otherwise, leave blank.

Validations:**Field Level**

N/A

Across Fields:

N/A



2.18 Intersecting Road Name

Definition:

The Intersecting Road Name is the road closest to the location on the Main Road where the crash occurred.

Explanation:

This is the Intersecting Road nearest the location on the Main Road where the crash occurred.

Allowed Responses:

The information for this field cannot be manually entered, it will be populated after a selection is made from the "County street data" field unless "NewRoad" is indicated..

Validations:**Field Level**

N/A

Across Fields:

N/A



2.19 Distance

Definition:

The distance from the referenced Intersecting Road to the crash site.

Explanation:

The distance in feet or miles from the Intersecting Road to crash site. *If the crash occurred in the intersection, enter "0" for Distance.*

Allowed Responses:

Enter numeric characters only.

Validations:**Field Level**

At least one numeric must be entered

Across Fields:

N/A

2.20 Units

Definition:

The type of units described in the distance from the crash scene on the main street to the intersecting street.

Explanation:

Units are described in a measure of feet or miles. *If the crash occurred in the intersection, select "Unknown".*

Allowed Responses:

You can only select one code for this element.

Validations:**Field Level**

One code must be selected.

Across Fields:

N/A



2.21 Distance Direction

Definition:

The compass direction describing the direction going from the primary and intersecting roads to the crash.

Explanation:

Units are described in compass points, i.e. North, South East and West. *If the crash occurred in the intersection, select the compass point referenced in the Mile Point Direction box above.*

Allowed Responses:

You can only select one code for this element.

Validations:**Field Level**

One code must be selected.

Across Fields:.

N/A

2.22 Collision Type

Definition:

The movement direction of a vehicle usually, but not necessarily the same as the orientation direction of the vehicle.

Explanation:

A Head On crash type would be the correct answer for one vehicle going forward and striking another vehicle backing.

Allowed Responses:

You can only select one code for this element.

Validations:**Field Level**

One code must be selected

Across Fields:

N/A



2.23 Fixed Object Struck

Definition:

An object other than a Vehicle or Non-Motorist that was struck and damaged as a result of this collision. These objects can either be public or privately owned.

Explanation:

Fixed objects such as poles, fences, guardrails and trees are examples of fixed objects. If multiple fixed objects were struck, select the one that produced the greatest degree of damage or injury.

Allowed Responses:

You can only select one code for this element.

Validations:**Field Level**

One code must be selected

Across Fields:

N/A

2.24 School Bus Involvement

Definition:

Indicates whether a school bus or a motor vehicle functioning as a school bus for a school-related purpose is involved in the crash.

Explanation:

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.

Example 1- Children are struck when boarding or alighting from a stopped school bus (*Indirectly Involved*).

Example 2- Two vehicles colliding as the result of the stopped school bus (*Indirectly Involved*).

Example 3- A school bus is struck in the rear while stopped for a traffic light (*Directly Involved*).

Allowed Responses:

You can only select one code for this element. DO NOT select Not Applicable. If a school bus is NOT involved, select Not Involved

Validations:**Field Level**

One code must be selected

Across Fields:

If DIRECTLY INVOLVED or INDIRECTLY INVOLVED are selected for this field, you must also select Vehicle Used as School Bus under **Special Function**⁷⁶.



2.25 Harmful Event One

Definition:

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

Explanation:

This is the first event in a crash to cause injury or damage.

Example- A motor vehicle runs off the roadway onto the shoulder and strikes a guardrail, causing damage to the vehicle. Running off the road onto the shoulder is not the "First Harmful Event" - the "First Harmful Event" for this scenario is the guardrail (fixed object) as it was the first event to cause damage or injury.

Allowed Responses:

You can only select one code for this element.

Validations:**Field Level**

One code must be selected.

Across Fields:

N/A

2.26 Harmful Event Two

Definition:

A second injury or damage-producing event that characterizes the crash type.

Explanation:

A second injury or damage --producing event that occurs as a result of the crash and after Harmful Event One.

Example- One motor vehicle runs into the back of another motor vehicle causing damage only (First Harmful Event). The first motor vehicle then veers off the roadway and strikes a tree causing additional damage and injury (Harmful Event Two).

Allowed Responses:

You can only select one code for this element.

Validations:**Field Level**

One code must be selected. If no second event occurred, the correct selection is "00"
Not Applicable.

Across Fields:

N/A



2.27 Contrib. Circumstance - Road

Definition:

Apparent condition of the road which may have contributed to the crash.

Explanation:

A condition that existed at the time of the crash that may have contributed to that crash.

Example- A wet roadway caused motorcycle to slide when the brakes were applied which resulted in the motorcycle operator losing control and crashing. In this example, "61 - WET" would be a correct selection.

Allowed Responses:

You may select as many codes as are applicable to this field.

Validations:**Field Level**

One or more codes must be selected.

Across Fields:

If WET, you cannot select Dry for **Surface Condition**⁵².

2.28 Construction Zone

Definition:

A crash that occurs in or related to a construction, maintenance, or utility zone, whether or not workers are present at the time of the crash.

Explanation:

"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.

Allowed Responses:

You can only select one code from this element.

Validations:**Field Level**

One code must be selected.

Across Fields:

By selecting "Yes" for this field, three additional buttons will open and must be completed (Construction Location, Construction Workers Present and Construction Closure)

2.28.1 Construction Location

Definition:

The location at the the construction zone site where the crash occurred.

Explanation:

The location of the crash may also be outside the construction zone if the involved motor vehicles were slowing or stopping for the zone.

Allowed Responses:

You can only select one code for this element.

Validations:**Field Level**

One code must be selected.

Across Fields:

N/A

2.28.2 Construction Workers Present

Definition:

Indicates the physical presence of construction workers in the zone at the time of the crash.

Explanation:

Indicate whether or not workers were at the zone when the crash occurred.

Allowed Responses:

You can only select one code for this element.

Validations:

Field Level

One code must be selected.

Across Fields:

N/A

2.28.3 Construction Closure

Definition:

Indicates the type of construction closure that was in place at the time of the crash.

Explanation:

The type of construction work being performed, (e.g. painting line on the roadway would be considered "04 - Intermittent or Moving Work").

Allowed Responses:

You can only select one code for this element.

Validations:

Field Level

One code must be selected.

Across Fields:

N/A

2.29 Light

Definition:

The type/ level of light that existed at the time of the crash.

Explanation:

The lighting condition for darkened hours include streetlights on or off as options. Additionally, you can select the appropriate lighting conditions in a darkened area (e.g. a parking garage with or without lighting), regardless of outside lighting conditions.

Allowed Responses:

You can only select one code for this element.

Validations:**Field Level**

One code must be selected.

Across Fields:

An error may occur if the selection is in direct conflict with **Crash Time**^{D15}.



2.30 Contrib. Circumstances - Environment

Definition:

Apparent environmental conditions which may have contributed to the crash.

Explanation:

Any environmental condition that may have contributed to the crash.

Allowed Responses:

You may select multiple codes for this element as are appropriate.

Validations:**Field Level**

A code or codes must be selected.

Across Fields:

Certain codes in this field must correspond with your selection for **Surface Condition**

□⁵²



2.31 Weather

Definition:

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

Explanation:

Select the most appropriate code for the weather conditions at the time of the crash.

Allowed Responses:

You can only select one code for this element.

Validations:**Field Level**

One code must be selected.

Across Field:

Certain codes must correspond with **Surface Condition**⁵² selection.



2.32 Traffic Control Device

Definition:

The type of traffic control device applicable to the motor vehicle(s) at the crash location.

Explanation:

Traffic control devices located at or near the scene of the crash which effected the motor vehicle(s) involved in the crash. These devices must be official in nature and capable of lawfully controlling traffic in a designated manner.

Example 1- Traffic Control Device: Flashing, school zone, stop, yield, warning, railway crossing signs, signals and overhead traffic signals.

Example 2- Not a Traffic Control Device: A sign placed by a neighbor near a roadway advising motor vehicles to "slow down."

Allowed Responses:

You can only select one code for this element.

Validations:**Field Level**

One code must be selected.

Across Fields:

N/A

2.33 Government Property

Definition:

If any government property was damaged as a result of this collision.

Explanation:

The term "Government" includes Federal, State, Local, and Municipal . This is property damaged in the crash that is owned by a "Government" entity.

This field is not to be used for government motor vehicles as they will be identified in the Vehicle Section.

If "Yes" is indicated, provide a brief summary of the item damaged and the government entity that owns the damaged property in the narrative box.:

"Light Support Pole #1455678 Owner: State of Maryland"

Allowed Responses:

This becomes a free text field if the "Yes" button is selected.

Validations:**Field Level**

Not a required element.

Across Fields:

N/A



2.34 Road Alignment

Definition:

The geometric or layout and inclination characteristics of the roadway in the immediate area of the crash.

Explanation:

Indicates the alignment of the roadway at the point of the crash.

Allowed Responses:

You can only select one code for this element.

Validations:**Field Level**

One code must be selected.

Across Fields:

N/A



2.35 Road Grade

Definition:

The geometric or layout and inclination of the roadway in the immediate area of the crash.

Explanation:

Select the most appropriate grade of the roadway in the area of the crash.

Allowed Responses:

You must select one code for this element.

Validations:**Field Level**

One code must be selected.

Across Fields:

N/A



2.36 Road Division

Definition:

The division of the road way as it appears at the location of the crash.

Explanation:

The divisions may include both painted or some type of barrier dividing the roadway. A "Positive Median Barrier" indicates a physical device such as a "Jersey Barrier" designed to keep motor vehicles from entering the opposite lane(s) of traffic.

Allowed Responses:

You can only select one code for this element.

Validations:**Field Level**

One code must be selected.

Across Fields:

N/A

2.37 Road Condition

Definition:

The most significant and correct condition of the road the crash occurred on.

Explanation:

This is simply the condition of the roadway in the immediate area of the crash. This condition, if any, did not have to contribute to the crash, but was the condition that the roadway was in at the time of the crash.

Allowed Responses:

You can select only one code for this element.

Validations:**Field Level**

One code must be selected.

Across Fields:

N/A



2.38 Interchange Area

Definition:

The area in which a system of interconnecting roadways in conjunction with one or more grade separations, providing for the movement of traffic between two or more roadways on different levels.

Explanation:

An Interchange can best be described the area where one roadway passes over another roadway and includes exits and entrances onto each roadway from the other.

Example- A roadway that passes above an interstate highway that includes exit and or entrance ramps for access to both roadways. The "Interchange Area" for this example would basically include the area immediately surrounding that location to include the extension of the ramps.

Allowed Responses:

You can select only one code for this element.

Validations:**Field Level**

This is not a required field.

Across Fields:

N/A

2.39 Junction

Definition:

Roadway that is an intersection or a connection between a driveway access and a roadway other than a driveway access

Explanation:

The crash may occur within, near or completely outside a junction. Select the most appropriate code for this field as it applies to this crash.

Allowed Responses:

You can only select one code for this element.

Validations:**Field Level**

One code must be selected.

Across Fields:

N/A



2.40 Intersection Type

Definition:

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

Explanation:

The crash may occur in the intersection or it can be intersection related. Select the most appropriate code for this field as it applies to this crash.

Allowed Responses:

You can only select one code for this element.

Validations:**Field Level**

One code must be selected.

Across Fields:

If the code NON INTERSECTION is selected for **Junction**⁵⁰, this field will be disabled.

2.41 Surface Condition

Definition:

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

Explanation:

The surface condition of the roadway in the immediate area of the crash.

Allowed Responses:

You can only select one code for this element.

Validations:**Field Level**

One code must be selected.

Across Fields:

Selections for this field must not conflict with selections from **Weather**⁴².



2.42 Number Of Lanes

Definition:

The total number of lanes in the roadway on which the crash occurred.

Explanation:

- For undivided roadways, enter the total number of lanes in both directions, excluding designated turn lanes.
- For divided roadways, enter the total number of lanes, excluding designated turn lanes only from that side of the roadway from which the crash occurred.

If the crash occurred in an area such as a parking lot, that has no traffic lanes associated with it, the correct entry for this field is "0" For areas such as gores, shoulders, crossover areas, etc. still enter the number of lanes for that roadway.

Allowed Responses:

Use the keypad to select the total number of lanes.

Validations:**Field Level**

A number must be indicated for this field.

Across Fields:

N/A

2.43 Lane

Definition:

The lane or area of traffic on which this crash occurred.

Explanation:

If the crash occurred in a designated traffic lane, select the appropriate code. Thru-Lanes are designated in order from "1" beginning closest to the median or center of the roadway and proceeding to the right on the roadway.

Allowed Responses:

You can only select one code for this element.

Validations:**Field Level**

One code must be selected.

Across Fields:

N/A



2.44 Lane Direction

Definition:

The lane direction on which this crash occurred.

Explanation:

Indicate the lane's direction of travel of the vehicles involved.

Allowed Responses:

You can only select one code for this element.

Validations:**Field Level**

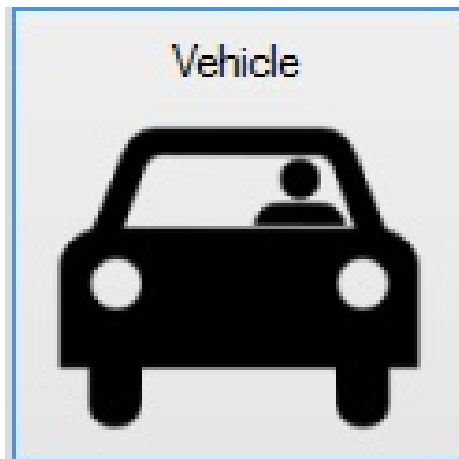
One code must be selected.

Across Fields:

N/A



3 Vehicle Elements



3.1 Vehicle Unknown

Definition:

Refers to cases where the motor vehicle, or the driver of the motor vehicle in transport, is a contact vehicle in the crash and departs the scene without stopping to render aid or report the crash.

Explanation:

If a driver fails to stop to provide information and or render aid after being a contact vehicle in a crash, this is a Hit and Run crash, regardless of fault. If the vehicle identifiers are unknown, then click the "Vehicle Unknown" button to indicate this condition. Tag #, State, Make and Model fields will auto-populate with UNKNOWN, XX, UNKNOWN and UNKNOWN, respectively. The rest is left blank.

Allowed Responses:

N/A

Validations:**Field Level**

N/A

Across Fields:

N/A



3.2 Tag

Definition:

The license plate of this motor vehicle.

Explanation:

Either manually enter or scan the information from the registration.

Allowed Responses:

Entries can contain either numeric or alpha identifiers or a combination of both.

Validations:**Field Level**

An entry is required for this field.

Across Fields:

N/A



3.3 State

Definition:

The current State, Territory or Region (e.g. Puerto Rico, Nova Scotia) where the vehicle is registered.

Explanation:

The two-character abbreviation for all 50 states and the District of Columbia:

AL	Alabama	GA	Georgia	MD	Maryland	NJ	New Jersey	SC	South Carolina
AK	Alaska	HI	Hawaii	MA	Massachusetts	NM	New Mexico	SD	South Dakota
AZ	Arizona	ID	Idaho	MI	Michigan	NY	New York	TN	Tennessee
AR	Arkansas	IL	Illinois	MN	Minnesota	NC	North Carolina	TX	Texas
CA	California	IN	Indiana	MS	Mississippi	ND	North Dakota	UT	Utah
CO	Colorado	IA	Iowa	MO	Missouri	OH	Ohio	VT	Vermont
CT	Connecticut	KS	Kansas	MT	Montana	OK	Oklahoma	VA	Virginia
DC	District of Columbia	KY	Kentucky	NE	Nebraska	OR	Oregon	WA	Washington
DE	Delaware	LA	Louisiana	NV	Nevada	PA	Pennsylvania	WV	West Virginia
FL	Florida	ME	Maine	NH	New Hampshire	RI	Rhode Island	WI	Wisconsin
								WY	Wyoming
US	Federal Government								

The two-character abbreviation for the Canadian Provinces: The
 two-character abbreviation for these Commonwealth/Territories:

AB	Alberta	AS	American Samoa
BC	British Columbia	FM	Federated States of Micronesia
MB	Manitoba	GU	Guam
NB	New Brunswick	MH	Marshall Islands
NL	Newfoundland and Labrador	MP	Northern Mariana Islands
NS	Nova Scotia	PW	Palau



NT Northwest Territories
NU Nunavut
ON Ontario
PE Prince Edward Island
QC Quebec
SK Saskatchewan
YT Yukon

PR Puerto Rico
VI Virgin Islands

For locations not included above, indicate "XX".

Allowed Responses:

You must select one code for this element.

Validations:

Field Level

One code must be selected.

Across Fields:

N/A



3.4 Type

Definition:

The type of motor vehicle.

Explanation:

Motor vehicle body types as defined by MMUCC

Allowed Responses:

You can only select one code for this element.

Validations:**Field Level**

One code must be selected

Across Fields:

N/A

3.5 VIN

Definition:

The Vehicle Identification Number (VIN) assigned by the manufacturer for this vehicle.

Explanation:

N/A

Allowed Responses:

This is a free text field.

Validations:**Field Level**

An entry is required for this field.

Across Fields:

N/A



3.6 Expiration Year

Definition:

The year in which the license plate will expire.

Explanation:

Specify the year of expiration as shown on the registration document (first preference) or as shown on the license plate or validation sticker. If the vehicle has no license plate, type "NONE" in the block.

Allowed Responses:

A 4 digit year

Validations:**Field Level**

This is not a required field.

Across Fields:

N/A

3.7 Year

Definition:

The year of manufacture for this motor vehicle.

Explanation:

Record the model year as shown on the vehicle registration. This information can be manually entered or scanned from the registration.

Allowed Responses:

A 4 digit year

Validations:**Field Level**

An entry is required for this field.

Across Fields:

N/A



3.8 Make

Definition:

The name of the manufacturer of this motor vehicle.

Explanation:

Enter the full name of the manufacturer.

Allowed Responses:

This is a free text field..

Validations:**Field Level**

An entry is required for this field..

Across Fields:

N/A



3.9 Model

Definition:

The model of this motor vehicle as assigned by the manufacturer.

Explanation:

Enter the model name or number from the manufacturer

Allowed Responses:

This is a free text field.

Validations:**Field Level**

An entry is required for this field.

Across Fields:

N/A



3.10 Company Name

Definition:

The name of the insurance company that insures this motor vehicle.

Explanation:

Enter the name of the insurance company in this field. This information should come from the driver/ owner or insurance card, e.g. State Farm, Nationwide.

Allowed Responses:

This is a free text field.

Validations:**Field Level**

An entry is required for this field.

Across Fields:

N/A

3.11 Policy Number

Definition:

The policy number assigned by the insurance company that insures this motor vehicle.

Explanation:

Enter the policy number from the insurance card or from the driver/ owner.

Allowed Responses:

This is a free text field.

Validations:**Field Level**

An entry is required for this field.

Across Fields:

N/A



3.12 Registered Owner Name

Definition:

The full name of the registered owner as it appears on the registration card.

Explanation:

Enter First, Middle and Last name in the spaces provided.

Allowed Responses:

Scan or free text the information for this field.

Validations:**Field Level**

An entry is required for this field.

Across Fields:

N/A



3.13 Address

Definition:

The current address of the registered owner.

Explanation:

The current address is not always the one that appears on the registration. Inquire from the driver/ owner if this is correct.

Allowed Responses:

Scan or free text the information for this field.

Validations:**Field Level**

An entry is required for this field.

Across Fields:

N/A



3.14 City

Definition:

The current city in which the registered owner resides.

Explanation:

None

Allowed Responses:

Scan or free text the information for this field.

Validations:**Field Level**

An entry is required for this field.

Across Fields:

N/A

3.15 State

Definition:

The current State, Territory or Region where the registered owner resides.

Explanation:

Click Here⁵⁹ for a Listing of the Abbreviations of States, Territories and Countries Allowed for This Element

Allowed Responses:

You must select one code for this element.

Validations:**Field Level**

One code must be selected.

Across Fields:

N/A



3.16 ZIP Code

Definition:

The current ZIP Code for the registered owner's address.

Explanation:

Enter the ZIP Code for the address. ACRS will not accept the "Plus-Four" ZIP Code. For territories or countries outside the US that are listed in the **STATE** drop-down box (e.g. Virgin Islands, Ontario), fill in the appropriate 6 or 7 character postal code (numeric or alpha/numeric). If the region or country is NOT listed, complete this block with a single "0".

Allowed Responses:

Scan or free text the information for this field.

Validations:**Field Level**

An entry is required for this field.

Across Fields:

If State is within US, only 5 digits are allowed.

If State is outside US, up to 7 alphanumeric are accepted.

3.17 Home Phone

Definition:

The home phone number of the individual.

Explanation:

Phone numbers can be very important for follow-up purposes and should be included if available.

Allowed Responses:

A maximum of ten digits may be entered

Validations:**Field Level**

Only 10 numeric allowed

Across Fields:

N/A



3.18 Other Phone

Definition:

Alternate phone number for individual.

Explanation:

Phone numbers can be very important for follow-up purposes and should be included if available.

Allowed Responses:

A maximum of ten digits may be entered.

Validations:**Field Level**

Only 10 numeric allowed

Across Fields:

N/A

3.19 Special Function

Definition:

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

Explanation:

A special function assigned and performed by this vehicle. The vehicle does not have to be marked for this function, but is designated to perform the duties of the special function. For example, an unmarked police vehicle still serves the "Special Function" of being a police vehicle even without any official markings or external emergency equipment visible.

Allowed Responses:

You can only select one code for this element.

Validations:**Field Level**

One code must be selected.

Across Fields:

N/A



3.20 Towed Vehicle

Definition:

A vehicle that is being towed by a motor vehicle.

Explanation:

A towed vehicle would include trailers, farm equipment, travel homes, etc. The selection of "06 - AUTOMOBILE" means that the motor vehicle is towing another automobile, e.g.

A tow truck towing a disabled motor vehicle at the time of the crash, NOT as a result of the crash.

Allowed Responses:

You can only select one code for this element.

Validations:**Field Level**

One code must be selected.

Across Fields:

Selecting a "Towed Vehicle" of any type will open a separate tab entitled "Towed Trailer One" at the top of the current page.

3.21 Emergency Motor Vehicle Use

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.

Explanation:

Select "Yes" only if the emergency motor vehicle involved in the crash was on an emergency response, regardless of whether or not the emergency equipment was in use.

Example 1- A police vehicle is responding to a burglary-in-progress, but the operator deactivates the vehicles emergency equipment as it nears the scene so as to not alert the perpetrators. After doing so, the police vehicle becomes involved in a crash. The correct response to this field is "Yes."

Example 2- A fire truck is responding to an emergency with its lights and siren activated and becomes involved in a crash, the correct response is "Yes."

Example 3- A police vehicle is simply on patrol and not responding to an emergency and becomes involved in a crash, the correct response to this field is "No."

Allowed Responses:

You may only select one code for this element.

Validations:**Field Level**

One code must be selected.

Across Fields:

N/A



3.22 Left Scene of Crash

Definition:

Refers to cases where the motor vehicle, or the driver of the motor vehicle in transport, is a contact vehicle in the crash and departs the scene without stopping to render aid or report the crash.

Explanation:

If a driver fails to stop to provide information and or render aid after being a contact vehicle in a crash, this is a Hit and Run crash and the correct response to the field is "Yes." Even if the driver stops his vehicle, but flees the scene on foot without identifying himself or rendering aid, the correct response is still "Yes" for this field.

Allowed Responses:

You can only select one code for this element.

Validations:**Field Level**

One code must be selected.

Across Fields:

N/A

.

3.23 Driverless

Definition:

Applies to a motor vehicle in transport that does not have a driver in the vehicle at the time of the crash. A person in the motor vehicle capable of driving but not controlling or attempting to control the vehicle is not a driver.

Explanation:

This indicates a motor vehicle moving on its own with no human control.

Example- A driver stops the motor vehicle to unload groceries from the trunk while leaving the transmission in neutral. As the driver exits the motor vehicle and walks to the trunk area, the vehicle begins to move backwards and strikes the driver.

Allowed Responses:

You can only select one code for this element.

Validations:**Field Level**

One code must be selected.

Across Fields:

If you select "Yes" for this field, a "Driver" for this motor vehicle cannot be entered and will result in an error. Any person responsible for the vehicle not being properly attended to will be listed in the narrative. Once they are not in control of the vehicle, they are not a "Driver."



3.24 Commercial Vehicle Use

Definition:

A motor vehicle used for the transportation of goods or persons in Interstate or Intrastate commerce which has a GVWR (Gross Vehicle Weight Rating) and/ or a GCWR (Gross Combination Weight Rating) of 10,001 pounds or greater and/or capable of transporting nine or more passengers including the driver and/or placarded for hazardous materials.

Explanation:

Vehicles that qualify under the above definition may be either *commercial or government owned*. Following are some examples of qualifying vehicles:

Example 1- A tractor trailer with a GVWR of 95,000 pounds.

Example 2- A single truck operated by the United States Post Office that has a GVWR of 40,000 pounds.

Example 3- A school bus with a capacity of thirty-six passengers including the driver and being operated by a County government.

Example 4- A pick-up truck with a GVWR of 6,000 pounds owned by a building company and placarded for explosives.

Vehicles that do not qualify include:

Example 1- A family of ten persons taking a trip in their twelve person van.

Example 2- A homeowner towing a trash to the dump in a their personally owned pickup truck with a GVWR of 12,000 pounds.

Example 3- A personally owned pickup truck towing a boat, horse or utility trailer with a GVWR greater than 10,000 pounds not operating in commerce or as part of a business.

If the motor vehicle does not qualify for this field, select "00 - NORMAL"

Allowed Responses:

You can only select one code for this element.

Validations:

Field Level

One or more codes must be selected.

Across Fields:

By selecting a code or combination of the codes, a new tab will appear at the top of the current page indicating "Additional Vehicle Information" that must be completed.

3.24.1 Additional Vehicle Information Tab

Once you have selected a code or codes from the "Vehicle Use" field that indicates a motor vehicle meeting the definition of that field, complete the information in the

"Additional Vehicle Information" page.

3.24.2 Carrier Information

Definition:

The "Carrier" is the company or government operating this motor vehicle and not necessarily the owner of this motor vehicle.

Explanation:

The "Carrier" is the company conducting business with this vehicle. In the "Registered Vehicle Owner" section, to satisfy all red outlined blocks, split the name of the carrier between the First and Last name blocks. Also, it is important to differentiate between the owner of the motor vehicle and the company that is conducting business as they may possibly be different.

Example 1- A single truck that has a GVWR of 40,000 pounds is owned by the Acme Seafood Company which conducts deliveries with the truck of its products. Acme Seafood Company is the Carrier since they both own and operate the truck for their business.

Example 2- A single truck with a GVWR of 30,000 pounds is owned by the Hertz Rental Company and leased to the Smith Meat Company that uses the truck to deliver its products. The Smith Meat Company is the Carrier even though the truck is owned by Hertz.

Example 3- A tractor trailer with a GVWR of 90,000 pounds owned by the United States Postal Service is used for delivering items between Postal facilities. The Carrier is the Postal Service since they both own and operate the vehicle exclusively for the Postal Service.

Example 4- An individual rents a single truck with a GVWR of 40,000 pounds from the Ryder Company for the sole purpose of moving their personal belongings from one home to another. Even though the vehicle qualifies in size, it is operated by a private individual not in commerce. Therefore, the Ryder Company is not the Carrier, nor is the private person. *Leave this section blank* as it will be addressed under the "Carrier Classification" field.

Allowed Responses:

This is a free text field.

Validations:**Field Level**

An entry is required.

Across Fields:

N/A



3.24.3 Carrier Address

Definition:

The current address of the Carrier

Explanation:

Make sure the address provided is current for the Carrier.

Allowed Responses:

This is a free text field.

Validations:**Field Level**

An entry is required.

Across Fields:

N/A

3.24.4 Carrier City

Definition:

The current city in which the Carrier is located.

Explanation:

None

Allowed Responses:

This is a free text field.

Validations:**Field Level**

An entry is required.

Across Fields:

N/A

3.24.5 Carrier State

Definition:

The State or Region where the Carrier address is located.

Explanation:

Click Here⁵⁹ for a Listing of the Abbreviations of States, Territories and Countries Allowed for This Element

Allowed Responses:

You must select one code for this element.



Validations:**Field Level**

One code must be selected.

Across Fields:

N/A

3.24.6 Carrier ZIP Code**Definition:**

The current ZIP Code for the registered owner's address.

Explanation:

Enter the ZIP Code for the address. ACRS will not accept the "Plus-Four" ZIP Code. For territories or countries outside the US that are listed in the **STATE** drop-down box (e.g. Virgin Islands, Ontario), fill in the appropriate 6 or 7 character postal code (numeric or alpha/numeric). If the region or country is NOT listed, complete this block with a single "0".

Allowed Responses:

Scan or free text the information for this field.

Validations:**Field Level**

An entry is required for this field.

Across Fields:

If State is within US, only 5 digits are allowed.

If State is outside US, up to 7 alphanumeric are accepted.

3.24.7 Carrier Classification**Definition:**

This is the method by which this motor vehicle is used by the Carrier.

Explanation:

The difference between Interstate and Intrastate is that Interstate Carriers operate between states, while Intrastate Carriers only operate within one State. "03 - NOT IN COMMERCE GOVERNMENT" motor vehicles may operate within or between States, but because they are government owned, they are classified under this code. "04 - NOT IN COMMERCE OTHER TRUCK" refers to a personal rental vehicle (e.g. U-Haul, Ryder, Penske) that qualify by size (10,001 pounds or greater GVWR/ GCVW) that are



operated by a private individual not for the purposes of commerce.

Example: An individual rents a truck with a GVWR of 40,000 pounds to move his personal belongings from one home to another. In these situations the rental company is not the Carrier and should not be recorded.

Allowed Responses:

You can only select one code for this field.

Validations:

Field Level

One code must be selected.

Across Fields:

N/A

3.24.8 Cargo Body Type

Definition:

The type of body for buses and trucks with a GVWR of more than 10,000 pounds.

Explanation:

This field is for the single unit only

Example 1- For a standard tractor-trailer combination vehicle, the correct selection for the tractor would be "03 - Truck Tractor".

Example 2- For a standard tractor-trailer combination vehicle, the correct selection for the trailer(s) would be "02 - Van/Enclosed Box" .

Example 3- For a single vehicle truck (two or three axles), such as a bread truck or USPS/UPS truck, the correct selection would also be "02 - Van/Enclosed Box" .

Some definitions/clarifications:

02 - Van/Enclosed Box: select this for a multitude of vehicles, including a standard trailer on a tractor/trailer.

03 - Truck Tractor: A tractor/trailer without the trailer, commonly known as a "bobtail" tractor.

04 - Cargo Tank: Enclosed trailer designed to haul liquid (e.g. oil, gasoline, milk, pool water)

10.88 - Hopper: Box open on the top to allow cargo to be loaded by a front-end loader, crane, etc.

12.88 - Grain, Chips, Gravel: Also known as an "ag hopper" (agricultural). This hopper is higher off the ground than a standard hopper to allow for a chute underneath the center of the trailer to empty cargo.

11.88 - Pole Trailer: Used to haul poles and other elongated cargo. Generally has two sets of stanchions to keep the cargo from rolling off. The length can be shortened or lengthened to suit the size of the cargo.

13.88 - Log Trailer: Similar to a pole trailer. May have multiple sets of stanchions to hold the logs in place. Generally a fixed length.

14.88 - Intermodal Container Carrier: Flat, skeleton-like trailer used to transport shipping containers, such as those loaded to and unloaded from cargo ships.

Allowed Responses:

You can only select one code for this field.

Validations:

Field Level

One code must be selected.

Across Fields:

N/A

3.24.9 GVW

Definition:

The value specified by the manufacturer as the recommended maximum load weight of a single motor vehicle which includes the combination weight of a motor vehicle and any towed vehicles attached to the motor vehicle.

Explanation:

Check both the registration card and door plate or registration plate for trailers to obtain the correct GVW. For combination vehicles (e.g. tractor trailers), add both tractor and trailer GVW together in order to properly complete this field.

Allowed Responses:

You can only select one code for this field.

Validations:

Field Level

One code must be selected.

Across Fields:

N/A



3.24.10 DOT Number

Definition:

The required Federally assigned number for commercial motor vehicles that are used for Interstate commerce.

Explanation:

This number is usually located on the door of the power unit and will not be found on trailers.

Allowed Responses:

Enter the number using the keypad.

Validations:**Field Level**

This is an optional field.

Across Fields:

N/A

3.24.11 Configuration

Definition:

Indicates the general configuration of this motor vehicle.

Explanation:

Configurations may consist of either single or combination units such as tractor-trailers.

Some definitions/clarifications:

02 - Van/Enclosed Box: select this for a multitude of vehicles, including a standard trailer on a tractor/trailer.

03 - Truck Tractor: A tractor/trailer without the trailer, commonly known as a "bobtail" tractor.

04 - Cargo Tank: Enclosed trailer designed to haul liquid (e.g. oil, gasoline, milk, pool water)

10.88 - Hopper: Box open on the top to allow cargo to be loaded by a front-end loader, crane, etc.

12.88 - Grain, Chips, Gravel: Also known as an "ag hopper" (agricultural). This hopper is higher off the ground than a standard hopper to allow for a chute underneath the center of the trailer to empty cargo.

11.88 - Pole Trailer: Used to haul poles and other elongated cargo. Generally has two sets of stanchions to keep the cargo from rolling off. The length can be shortened or lengthened to suit the size of the cargo.

13.88 - Log Trailer: Similar to a pole trailer. May have multiple sets of stanchions to hold the logs in place. Generally a fixed length.

14.88 - Intermodal Container Carrier: Flat, skeleton-like trailer used to transport shipping containers, such as those loaded to and unloaded from cargo ships.

Allowed Responses:

You can only select one code for this field.

Validations:

Field Level

One code must be selected.

Across Fields:

N/A

3.24.12 Number of Axles

Definition:

The total number of axles for this vehicle.

Explanation:

The total number of axles includes both the power unit and trailers for combination unit.

Example- A tractor-trailer including a tractor (power unit) and a semi trailer. The power unit consists of three axles and the semi trailer has two axles. The correct entry for this for would then be five total axles.

Allowed Responses:

Enter the correct number using the keypad.

Validations:

Field Level

This is a required field.

Across Fields:

N/A



3.24.13 MC Number

Definition:

The Federal Motor Carrier (MC) Number for a vehicle.

Explanation:

If an MC Number has been assigned to this vehicle, it will normally appear on the door panel. This is an optional number and the vehicle may have a DOT Number, but no MC Number. Inquire of the driver if you are unsure.

Allowed Responses:

Use the keypad to enter number.

Validations:**Field Level**

This is an optional field.

Across Fields:

N/A

3.24.14 Bus Use

Definition:

The common type of bus service this vehicle was being used as at the time of the crash.

Explanation:

Buses are any motor vehicles with seating for nine (9) or more persons including the driver. This element does not include vans which are owned and operated for personal use.

Allowed Responses:

You can select only one code for this field.

Validations:**Field Level**

This is an optional field.

Across Fields:

N/A

3.24.15 Placard Displayed

Definition:

Indicates whether or not the motor vehicle had hazardous materials placarding as required by Federal/ State regulations.

Explanation:

Hazardous materials placarding is identified by a four point-on-point placard located on the front, rear and each side of a vehicle carrying materials listed as hazardous and

requiring such identification by either Federal or State mandate. These placards will display a four digit number identifying the hazardous material and a single digit number in the bottom portion identifying the hazard class. The placards are located at the front, rear and both sides of the vehicle. If this vehicle is displaying hazardous materials placarding, indicate this as "Visible." Select "Not Visible" if no placards were displayed regardless of whether or not they were required for this vehicle.

Allowed Responses:

You can only select one code for this field.

Validations:**Field Level**

This is an optional field.

Across Fields:

If Visible selected for this field, HAZMAT Class, HAZMAT Spill and Placard Number fields become mandatory fields.

3.24.16 HAZMAT Class**Definition:**

The number representing the hazard class of the material(s) represented by the placard.

Explanation:

This is normally a single digit number located on the lower portion of the placard, however, occasionally two numbers separated by a decimal point may be indicated. In these cases, record the first digit as the HAZMAT Class number.

Example 1- The number "1" located in the bottom portion of the placard indicates a Class 1 hazardous material. Indicate "1" as the HAZMAT Class.

Example 2- The number "2.2" located in the bottom portion of the placard indicates a Division 2.2 hazardous material. Record "2" as the HAZMAT Class.

Allowed Responses:

This is a free text field.

Validations:**Field Level**

N/A

Across Fields:

If you selected "Visible" for the "Placard Displayed" field you must select one code.



3.24.17 HAZMAT Spill

Definition:

A release of hazardous materials from a package contained on this vehicle as a result of the crash.

Explanation:

Only include hazardous materials that were part of this vehicle's cargo, regardless of whether or not the vehicle was placarded.

Example 1- A motor vehicle is placarded for a "Corrosive" material, e.g. batteries. As a result of the crash, the batteries are damaged and leaking battery acid into the vehicle, this is a HAZMAT Spill.

Example 2- A motor vehicle is involved in a crash which results in the release of gasoline from the vehicle's fuel tank onto the roadway. Since this is fuel that is part of the vehicle and not the HAZMAT package it is not considered a HAZMAT spill.

Allowed Responses:

You may only select one code for this field.

Validations:**Field Level**

N/A

Across Fields:

If Visible is selected for the Placard Displayed⁸⁹, you must select one code.

3.24.18 Placard Number

Definition:

The four digit identification number displayed on a hazardous materials placard. This may also be the word for the HAZMAT product, e.g. "OXYGEN."

Explanation:

If a vehicle displays multiple placards, simply select one. If there was a HAZMAT spill, be sure to include at least the number of at least one of the materials that was released.

Allowed Responses:

This is a free text field, so if the word for the HAZMAT product is on the placard instead of the four digit number, type in the name for this field.

Validations:**Field Level**

N/A

Across Fields:

If Visible is selected for the Placard Displayed⁸⁹, you must select one code.

3.25 Vehicle Towed Away

Definition:

If the vehicle was towed from the scene of the crash due to disabling damage.

Explanation:

Do not select "Yes" if the vehicle was driven from the scene or towed for other reasons (e.g., the driver is arrested or without required license, vehicle is placed out of service because it is unsafe to drive or impounded). 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.

Allowed Responses:

You may select one code for this field.

Validations:**Field Level**

This is an optional field.

Across Fields:

By selecting "Yes," two additional fields will open for free text entry. They are "Vehicle Removed By" and "Vehicle Removed To"



3.26 Damage Extent

Definition:

Estimation of total damage to the motor vehicle from this crash.

Explanation:

The appropriate estimation is determined by the opinion of the investigator. Disabling damage implies damage to the motor vehicle that is sufficient to require that vehicle to be towed or carried from the scene. "**Destroyed**" is a higher degree than "Disabling"-extensive frame damage, the interior is completely uninhabitable, vehicle is completely crushed or torn apart are examples of a destroyed vehicle.

Allowed Responses:

You can select only one code for this element.

Validations:**Field Level**

One code must be selected.

Across Fields:

N/A

3.27 Most Harmful Event

Definition:

The event that resulted in the most severe injury, if no injury, the greatest amount of damage involving this motor vehicle.

Explanation:

Remember that this is not necessarily the first event that caused damage and or injury to this motor vehicle, but the most severe.

Example- A motor vehicle strikes another motor vehicle in the rear causing minor damage, but then veers off the roadway striking a tree which results in severe damage to the vehicle and injury to the driver. The Most Harmful Event would be indicated as "09 - FIXED OBJECT", as the tree is what caused the most severe damage and or injury.

Allowed Responses:

You can only select one code for this element.

Validations:**Field Level**

One code must be selected.

Across Fields:

N/A



3.28 Fire

Definition:

A vehicle catching fire as a result of the crash.

Explanation:

The ensuing fire involving this motor vehicle must be as a result of the crash.

Example 1- A motor vehicle collides with a guardrail and the engine compartment catches fire resulting in fire damage to the vehicle. This is indicated as "Yes" for this element.

Example 2- A driver parks the motor vehicle over a pile of dry leaves in front of their house. The heat from the catalytic converter causes a fire to begin under the vehicle. A second driver in a motor vehicle sees the fire and swerves, striking the vehicle on fire. This is indicated as "No" for this element.

Allowed Responses:

You can only select one code for this element.

Validations:**Field Level**

This is an optional field.

Across Fields:

N/A

3.29 First Impact

Definition:

The first impact point that caused damage to this motor vehicle.

Explanation:

Select the most appropriate area that indicates the first damage or injury causing impact for this motor vehicle.

Allowed Responses:

You can only select one area for this element.

Validations:**Field Level**

Not a required field.

Across Fields:

N/A



3.30 Main Impact

Definition:

The impact point on this motor vehicle that caused the most damage.

Explanation:

The Main Impact may or may not necessarily be consistent with the First Impact as secondary collisions may cause more severe damage.

Example- A motor vehicle strikes another motor vehicle with its front portion which results in moderate damage to the front. The striking vehicle then slides to the right striking a guardrail and sustaining severe damage to its right side passenger door area. The Main Impact is the passenger door area, even though the front portion of the vehicle would be recorded as the First Impact area, since the majority of the damage was sustained to the passenger door area.

Allowed Responses:

You can only select one area for this element.

Validations:**Field Level**

Not a required field.

Across Fields:

N/A

3.31 Areas Damaged

Definition:

The areas damaged on this vehicle as a result of the crash.

Explanation:

Since you can only select three areas for this element, your selections should include the First Impact area if possible.

Allowed Responses:

You may select up to three areas for this element.

Validations:**Field Level**

Not a required field.

Across Fields:

N/A



3.32 Non-Collision

Definition:

Any motor vehicle crash not involving a collision.

Explanation:

These include crashes resulting from an event or events other than direct contact with other motor vehicles or objects. Examples include overturn/ rollover, fire/ explosion, immersion, jackknife, cargo/equipment loss or shift, equipment failure, separation of units, fell or jumped from motor vehicle, thrown or falling object, impact by occupant(s) with the interior of the vehicle due to sudden movement or deceleration.

Allowed Responses:

You may only select one code for this element.

Validations:**Field Level**

Not a required field.

Across Fields:

N/A

3.33 Top

Definition:

Indicates only the top of the motor vehicle was damaged.

Explanation:

Example- A motor vehicle traveling on the roadway strikes a low hanging tree branch and damages the roof.

Allowed Responses:

You may only select one code for this element.

Validations:**Field Level**

Not a required field.

Across Fields:

N/A



3.34 Underside

Definition:

Indicates the underside of the motor vehicle was damaged in the crash.

Explanation:

Example 1: A motor vehicle strikes a speed hump at a high rate of speed causing damage to the under carriage.

Allowed Responses:

You can only select one code for this element.

Validations:**Field Level**

Not a required element.

Across Fields:

N/A

3.35 Unknown

Definition:

Circumstances where the damage to the motor vehicle is not known.

Explanation:

Example- A contact motor vehicle leaves the scene of a crash without stopping to render aid or provide information to the other parties (Hit & Run). It is known that there is damage to this vehicle, but since it has not been located, it is not known where, or to what extent, the damage is on that vehicle.

Allowed Responses:

You can only select one code for this element.

Validations:**Field Level**

Not a required field.

Across Fields:

N/A



3.36 Speed Limit

Definition:

The posted/ statutory speed limit for the motor vehicle at the time of the crash.

Explanation:

The speed limit for the roadway that this vehicle was traveling on at the time of the crash. The authorization may be indicated by the posted speed limit, blinking sign at construction zones etc.

Allowed Responses:

You may select only one code for this element.

Validations:**Field Level**

One code must be selected.

Across Fields:

N/A

3.37 Vehicle Movement

Definition:

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

Explanation:

This indicates the movement of the vehicle immediately prior to the First Harmful Event.

Allowed Responses:

You can only select one code for this element.

Validations:**Field Level**

One code must be selected.

Across Fields:

N/A



3.38 Going Direction

Definition:

The direction of the motor vehicles travel on the roadway prior to the crash.

Explanation:

This is not necessarily a compass direction, but must be consistent with the "Distance Direction" from the Log Mile Information for this roadway.

Allowed Responses:

You can only select one code for this element.

Validations:**Field Level**

This is an optional field.

Across Fields:

Distance Direction⁵⁵ must be consistent with the Log Mile Reference.

3.39 Continuing Direction

Definition:

The direction in which this motor vehicle was intending to continue.

Explanation:

This is not necessarily the compass direction, but must be consistent with the "Distance Direction" from the Log Mile Information for this roadway.

Example- A motor vehicle is traveling North on a roadway as is indicated by the "Distance Direction" for the Log Mile Information of that roadway. The driver then moves to the left lane to negotiate a left turn, when the vehicle is struck in the rear by another vehicle as the first vehicle is attempting the turn maneuver. The correct code for this field is "W" (West) since the intention of the driver was to continue West from the original path of travel, which was North.

Allowed Responses:

You can only select one code for this field.

Validations:**Field Level**

This is an optional field.

Across Fields:

Distance Direction⁵⁵ must be consistent with the Log Mile Reference.



3.40 Contrib. Circum. - Vehicle

Definition:

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

Explanation:

Example- A motor vehicle has four obviously bald tires. It is raining and a driver states he slid on the wet pavement causing him to crash into the vehicle in front of him. "52 - TIRES" would be an acceptable code for this element.

Allowed Responses:

You may select as many codes as are relevant for this element.

Validations:**Field Level**

This is an optional field.

Across Fields:

N/A

3.41 Sequence of Events

Definition:

The events in sequence related to this motor vehicle including both non-collision as well as collision events specific to the crash.

Explanation:

Starting with the first event and working in descending order of occurrence, indicate all the relevant events occurring to this vehicle as the result of the crash.

Example- A motor vehicle strikes another motor vehicle, swerves off the roadway and through a fence, strikes a mailbox and then comes to rest after striking a tree. The sequence of events would be listed as: STRUCK MOTOR VEHICLE IN TRANSPORT, FENCE, MAILBOX, TREE.

Allowed Responses:

You may select as many codes as are applicable to this element.

Validations:**Field Level**

This is an optional field.

Across Fields:

N/A



4 Driver Elements



4.1 Driver Unknown

Definition:

Refers to cases where the driver of the motor vehicle in transport, is a contact vehicle in the crash and departs the scene without stopping to render aid or report the crash.

Explanation:

If a driver fails to stop to provide information and/or render aid after being a contact vehicle in a crash, this is a Hit and Run crash, regardless of fault. If the driver identifiers are unknown, then click the "Driver Unknown" button to indicate this condition. First and Last name fields will auto-populate with UNKNOWN. The rest is left blank.

Allowed Responses:

N/A

Validations:**Field Level**

N/A

Across Fields:

N/A



4.2 Driver License Class

Definition:

The class of driver license assigned to this Driver by the issuing State.

Explanation:

Enter the class of driver license as it appears on the license presented by the Driver.

Allowed Responses

This is a free text field.

Validations:**Field Level**

This is an optional field.

Across Fields:

N/A

4.3 CDL

Definition:

Commercial Driver License (CDL)

Explanation:

Must be indicated on the license from the issuing State.

Allowed Responses:

Click the box to indicate if this was a CDL license. Leave the box unchecked if it is not a CDL license.

Validations:**Field Level**

This is an optional field.

Across Fields:

N/A



4.4 Soundex

Definition:

The driver license number assigned to this Driver by the issuing State.

Explanation:

None

Allowed Responses:

This is a free text field that can be scanned or manually entered.

Validations:**Field Level**

An entry is required for this field.

Across Fields:

N/A



4.5 State

Definition:

The current State, Territory or Region (e.g. Puerto Rico, Nova Scotia) where the vehicle is registered.

Explanation:

The two-character abbreviation for all 50 states and the District of Columbia:

AL	Alabama	GA	Georgia	MD	Maryland	NJ	New Jersey	SC	South Carolina
AK	Alaska	HI	Hawaii	MA	Massachusetts	NM	New Mexico	SD	South Dakota
AZ	Arizona	ID	Idaho	MI	Michigan	NY	New York	TN	Tennessee
AR	Arkansas	IL	Illinois	MN	Minnesota	NC	North Carolina	TX	Texas
CA	California	IN	Indiana	MS	Mississippi	ND	North Dakota	UT	Utah
CO	Colorado	IA	Iowa	MO	Missouri	OH	Ohio	VT	Vermont
CT	Connecticut	KS	Kansas	MT	Montana	OK	Oklahoma	VA	Virginia
DC	District of Columbia	KY	Kentucky	NE	Nebraska	OR	Oregon	WA	Washington
DE	Delaware	LA	Louisiana	NV	Nevada	PA	Pennsylvania	WV	West Virginia
FL	Florida	ME	Maine	NH	New Hampshire	RI	Rhode Island	WI	Wisconsin
								WY	Wyoming
US	Federal Government								

The two-character abbreviation for the Canadian Provinces:
two-character abbreviation for these Commonwealth/Territories:

The

AB	Alberta	AS	American Samoa
BC	British Columbia	FM	Federated States of Micronesia
MB	Manitoba	GU	Guam
NB	New Brunswick	MH	Marshall Islands
NL	Newfoundland and Labrador	MP	Northern Mariana Islands
NS	Nova Scotia	PW	Palau



NT Northwest Territories
NU Nunavut
ON Ontario
PE Prince Edward Island
QC Quebec
SK Saskatchewan
YT Yukon

PR Puerto Rico
VI Virgin Islands

For locations not included above, indicate "XX".

Allowed Responses:

You must select one code for this element.

Validations:

Field Level

One code must be selected.

Across Fields:

N/A



4.6 DOB

Definition:

The Date of Birth of the Driver.

Explanation:

Enter the name exactly as it appears on the driver license. The DOB must be within a reasonable range (no year prior to 1895) and with a valid format (mm/dd/yyyy).

Allowed Responses:

This is a free text field that can be scanned or manually entered.

Validations:**Field Level**

An entry is required for this field.

Across Fields:

N/A



4.7 Name

Definition:

Name of the Driver on the license.

Explanation:

Enter the name exactly as it appears on the driver license.

Allowed Responses:

This field can be scanned or manually entered.

Validations:**Field Level**

An entry is required for this field.

Across Fields:

N/A



4.8 Address

Definition:

The address of the Driver as it appears on the license.

Explanation:

Make sure this is the current address of the Driver.

Allowed Responses:

This field can be scanned or manually entered.

Validations:**Field Level**

An entry is required for this field.

Across Fields:

N/A



4.9 City

Definition:

The city in which the Driver resides as it appears on the license.

Explanation:

None.

Allowed Responses:

This field can be scanned or manually entered.

Validations:**Field Level**

An entry is required for this field.

Across Fields:

N/A



4.10 State

Definition:

The current State, Territory or Region (e.g. Puerto Rico, Nova Scotia) where the vehicle is registered.

Explanation:

The two-character abbreviation for all 50 states and the District of Columbia:

AL	Alabama	GA	Georgia	MD	Maryland	NJ	New Jersey	SC	South Carolina
AK	Alaska	HI	Hawaii	MA	Massachusetts	NM	New Mexico	SD	South Dakota
AZ	Arizona	ID	Idaho	MI	Michigan	NY	New York	TN	Tennessee
AR	Arkansas	IL	Illinois	MN	Minnesota	NC	North Carolina	TX	Texas
CA	California	IN	Indiana	MS	Mississippi	ND	North Dakota	UT	Utah
CO	Colorado	IA	Iowa	MO	Missouri	OH	Ohio	VT	Vermont
CT	Connecticut	KS	Kansas	MT	Montana	OK	Oklahoma	VA	Virginia
DC	District of Columbia	KY	Kentucky	NE	Nebraska	OR	Oregon	WA	Washington
DE	Delaware	LA	Louisiana	NV	Nevada	PA	Pennsylvania	WV	West Virginia
FL	Florida	ME	Maine	NH	New Hampshire	RI	Rhode Island	WI	Wisconsin
								WY	Wyoming
US	Federal Government								

The two-character abbreviation for the Canadian Provinces:
two-character abbreviation for these Commonwealth/Territories:

The

AB	Alberta	AS	American Samoa
BC	British Columbia	FM	Federated States of Micronesia
MB	Manitoba	GU	Guam
NB	New Brunswick	MH	Marshall Islands
NL	Newfoundland and Labrador	MP	Northern Mariana Islands
NS	Nova Scotia	PW	Palau



NT Northwest Territories
NU Nunavut
ON Ontario
PE Prince Edward Island
QC Quebec
SK Saskatchewan
YT Yukon

PR Puerto Rico
VI Virgin Islands

For locations not included above, indicate "XX".

Allowed Responses:

You must select one code for this element.

Validations:

Field Level

One code must be selected.

Across Fields:

N/A



4.11 ZIP Code

Definition:

The current ZIP Code for the registered owner's address.

Explanation:

Enter the ZIP Code for the address. ACRS will not accept the "Plus-Four" ZIP Code. For territories or countries outside the US that are listed in the **STATE** drop-down box (e.g. Virgin Islands, Ontario), fill in the appropriate 6 or 7 character postal code (numeric or alpha/numeric). If the region or country is NOT listed, complete this block with a single "0".

Allowed Responses:

Scan or free text the information for this field.

Validations:**Field Level**

An entry is required for this field.

Across Fields:

If State is within US, only 5 digits are allowed.

If State is outside US, up to 7 alphanumeric are accepted.



4.12 Home Phone

Definition:

The home phone number of the individual.

Explanation:

Phone numbers can be very important for follow-up purposes and should be included if available.

Allowed Responses:

A maximum of ten digits may be entered

Validations:**Field Level**

Only 10 numeric allowed

Across Fields:

N/A

4.13 Other Phone

Definition:

Alternate phone number for individual.

Explanation:

Phone numbers can be very important for follow-up purposes and should be included if available.

Allowed Responses:

A maximum of ten digits may be entered.

Validations:**Field Level**

Only 10 numeric allowed

Across Fields:

N/A



4.14 Sex

Definition:

The gender of this Driver.

Explanation:

The reported gender of this Driver. If the Driver advises that they are "Non-Binary", indicate the sex with "U".

Allowed Responses:

You can select one code for this element.

Validations:**Field Level**

One code must be selected.

Across Fields:

N/A

4.15 At Fault

Definition:

Indicates if this Individual was "At Fault" (YES) or not "At Fault" (NO) in this crash.

Explanation:

This is the opinion of the law enforcement officer investigating this crash.

In the past, many departments have required that the "At Fault" Unit had to be designated as Unit #1. This informal rule no longer applies and any Unit may be designated as the "At Fault" Unit regardless of its numeric designation in the report.

If there are three motor vehicles with three Drivers involved in a crash, the "At Fault" Driver could be assigned as Unit #2 or Unit #3. The "At Fault" Unit does not have to be listed as Unit #1 as previous informal policy suggested.

Allowed Responses:

You can select only one code for this element.

Validations:**Field Level**

One code must be selected.

Across Fields:

N/A



4.16 Contrib. Circum. - Persons Actions

Definition:

The actions by the Driver that may have contributed to the crash.

Explanation:

One or more actions by the Driver that may have contributed to this crash.

Allowed Responses:

You can select as many codes as are applicable for this Driver.

Validations:**Field Level**

This is an optional field.

Across Fields:

N/A

4.17 Ejection

Definition:

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

Explanation:

Partial ejection would include having half of the Driver's body hanging out a window of the vehicle. These types of ejections commonly occur with rollovers. The term "trapped" indicates the Driver was pinned in the vehicle and required extrication. This would not include a situation where the doors of the vehicle became jammed and the Driver could not exit the vehicle, but could still move freely around the interior of the vehicle.

Allowed Responses:

You can select only one code for this element.

Validations:**Field Level**

One code must be selected.

Across Fields:

N/A



4.18 Driver Distracted By

Definition:

Distractions that may have influenced the Driver's performance. The distractions can be inside the motor vehicle (internal) or outside the motor vehicle (external).

Explanation:

If multiple distractions occurred, select the one that had the greatest influence on the Driver.

Allowed Responses:

You can only select one code for this element.

Validations:**Field Level**

One code must be selected.

Across Fields:

N/A

4.19 Citations Issued

Definition:

The Maryland traffic citation issued to this Driver.

Explanation:

If a traffic citation was issued to this Driver, either indicate the citation number manually or use the ETix program to issue the citation(s). If issuing from ETix, the citation(s) number will be imported into the citation box after entry is complete.

Allowed Responses:

Citation numbers are either manually entered or entered via ETix.

Validations:**Field Level**

This is an optional field.

Across Fields:

N/A



4.20 Safety Equipment Used

Definition:

The restraint equipment in use by the Driver, or the helmet use by a Motorcyclist at the time of the crash.

Explanation:

This is the safety equipment actually in use by the Driver at the time of the crash, not necessarily that was available.

Allowed Responses:

You can select one code for this element.

Validations:**Field Level**

One code must be selected.

Across Fields:

N/A

4.21 Equipment Problem

Definition:

Issues with the safety equipment that was in use by the Driver at the time of the crash which may have caused the equipment to fail or have its effectiveness reduced.

Explanation:

The failure or reduced effectiveness of the Driver's safety equipment can be caused as a direct result of the Driver's actions or mechanical in nature.

Allowed Responses:

You can only select one code for this element.

Validations:**Field Level**

One code must be selected.

Across Fields:

4.22 Air Bag Deployed

Definition:

Deployment status of an air bag relative to the position in the motor vehicle of the Driver.

Explanation:

If an airbag was available to the driver, but did not deploy due to minor impact or malfunction, the correct selection for this field is "1 - NOT DEPLOYED."

If the motor vehicle was not equipped with an airbag for the driver, the correct selection would be "0 - NOT APPLICABLE."

If an airbag deployed from the steering wheel, the correct response would be "2 - DEPLOYED - FRONT."

Allowed Responses:

You can select only one code for this element.

Validations:**Field Level**

One code must be selected.

Across Fields:

4.23 Injury Severity

Definition:

The injury severity level for the individual involved in the crash.

Explanation:

From MMUCC 4th Edition-

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.

NOTE: Attribute definitions are provided for Injury Status to emphasize that some attribute names and definitions have changed from the 3rd Edition of MMUCC even though the “KABCO” acronym remains. Most notably, “Suspected Serious Injury” (A) has replaced “Incapacitating Injury” and “Suspected Minor Injury” (B) has replaced “Non-incapacitating Injury.”

Attributes:

- **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.”

- **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 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.

Rationale: Necessary for injury outcome analysis and evaluation. This element is also critical in providing linkage between the crash, EMS, and hospital records.

Allowed Responses:

You can only select one code for this element.

Validations:

Field Level

One code must be selected.

Across Fields:

This field is directly related to Report Type¹⁶.

If Property Damage Crash - Must have no injuries listed

If Personal Injury Crash - Must have one person injured

If Fatal Crash - Must have one fatal injury

4.24 Condition

Definition:

Any relevant condition of the individual Driver that is directly related to the crash.

Explanation:

A condition either confirmed by the law enforcement investigator or implied by the Driver that may have directly or indirectly contributed to the crash.

Allowed Responses:

You can select only one code for this element.

Validations:**Field Level**

One code must be selected.

Across Fields:

N/A



4.25 EMS Unit

Definition:

The Emergency Medical Service (EMS) that provided medical aid and or transportation to a medical facility to this Driver.

Explanation:

In cases where a Driver may be treated by an EMS Unit, but refuses transportation, that EMS Unit information should still be captured for this element.

Select EMS Unit, new EMS, EMS Ground Transport and then complete the "Injured Taken By" with the word "Refused".

Allowed Responses:

You can only select one code for this element.

Validations:**Field Level**

This is an optional field.

Across Fields:

N/A

4.26 Substance Use

Definition:

Indicates the presence and or use of or combination of an illegal substance, alcohol or prescription medication for this Driver.

Explanation:

This element includes the actual physical presence of any illegal substance, alcohol or medication or combination thereof in the vehicle or on the Driver's person. If there is both the presence of, or a combination of these substances and the driver is found to be under the influence of one or a combination of these substances, select one of the "Contributed" codes for this element.

Example 1- A Driver involved in a crash is found to have alcohol and prescription medications in his vehicle at the time of the crash. The Driver is also suspected of being under the influence of both alcohol and prescription medication. The correct entry for this element would be "24 - COMBINATION CONTRIBUTED."

Example 2- A bag of marijuana is located on the drivers seat after a crash. The Driver is not found to be under the influence of any substance. The correct entry would be "12 - ILLEGAL DRUG PRESENT."

Allowed Responses:

You must select one code for this element.

Validations:**Field Level**

One code must be selected.

Across Fields:

N/A



4.27 Alcohol Test

Definition:

Indication of the presence of alcohol, by test type and result for this Driver.

Explanation:

If both a preliminary and evidence test were conducted, the evidence test should be recorded.

Example- A Driver submits to a Preliminary Breath Tester (PBT) at the scene of a crash with positive results. The Driver is then placed under arrest and transported to a police station, where he submits to an Intoximeter Test. The correct code for this element would be "03 - EVIDENCE TEST GIVEN" and the results of that test provided for "Alcohol Test Type and BAC" in the ensuing element fields.

Allowed Responses:

You can select only one code for this element.

Validations:**Field Level**

One code must be selected.

Across Fields:

By selecting a code indicating a test was performed, two additional elements will be opened ("Alcohol Test Type and BAC.")

4.27.1 Alcohol Test Type

Definition:

The type of test administered to the Driver for the presence of alcohol.

Explanation:

This can either be a preliminary or evidence test administered to this Driver. If both a preliminary and evidence test were administered, capture the information for the evidence test.

Example- A Driver at the scene of a crash is given a Preliminary Breath Test which provides a reading of .13 for alcohol. The Driver is then transported to a hospital due to injuries sustained in the crash and submits to a blood test for alcohol at the hospital. The correct code for this element would be "02 - BLOOD."

Allowed Responses:

You can select only one code for this element.

Validations:**Field Level**

This is an optional field.



Across Fields:

N/A

4.27.2 BAC**Definition:**

Blood/Breath Alcohol Content (BAC) for this Driver by way of test.

Explanation:

If an evidence test for alcohol was performed and a result was indicated. *Do not make an entry in the case of a blood test since no results will be immediately available.*

Allowed Responses:

Use the keypad to enter the results if available.

Validations:**Field Level**

This is an optional field.

Across Fields:

N/A



4.28 Drug Test

Definition:

Indication of the presence of drug test, type and results for this Driver.

Explanation:

If the Driver submits to Blood testing as requested by the DRE after a drug evaluation, indicate "03 - Evidence Test Given".

If the Driver refuses the Blood test as requested by the DRE after a drug evaluation, indicate "01 - Test Refused"

Example- A DRE, after conducting a drug evaluation on a Driver, believes that person is under the influence of cocaine. The Driver then refuses to submit to a blood test. As there is no evidentiary (blood) testing conducted and the Drug Test button indicated "01 - Test Refused", the Drug Test Result button will not appear..

As there is no preliminary drug testing available in Maryland, do NOT use "02 - Positive Preliminary Test".

Allowed Responses:

You can select only one code for this element.

Validations:**Field Level**

One code must be selected.

Across Fields:

N/A

4.28.1 Drug Test Result

Definition:

The result of a drug test administered to this Driver.

Explanation:

In most cases, a Drug Recognition Expert (DRE) will conduct a drug evaluation of the suspected Driver for drug influence, after which a blood test will be requested from the Driver. Since the results of the DRE blood testing are considered evidence for court purposes, any positive blood results should be considered as "P- Positive" for testing.

Example- A DRE, after conducting tests on a Driver, believes that person is under the influence of marijuana. The Driver then submits to a blood test. Since the results of the blood test will not be immediately available, the correct procedure is to leave this radio button unchecked until the results of the blood test are known. When the blood tests are returned AND a positive indication is made, then the reporting officer will request that the report be reopened to check this button as "P - POSITIVE". If the blood results come

back "No Drugs Detected", then the report should be reopened and the radio button checked "N - NEGATIVE".

Allowed Responses:

You can only select one code for this element. *Do not use "Positive Preliminary Test" as there is no such test for blood in this State.*

Validations:

Field Level

This is an optional field.

Across Fields:

N/A



5 Passenger Elements



5.1 DOB

Definition:

The Date of Birth of this Passenger.

Explanation:

The DOB must be within a reasonable range (no year prior to 1895) and with a valid format (mm/dd/yyyy).

Note: If the passenger refuses to reveal their DOB (embarrassment, pride, etc), fill in the DOB block with the current date of the crash. There is no other default for an unknown DOB.

Allowed Responses:

This is a free text field that can be scanned or manually entered.

Validations:**Field Level**

An entry is required for this field.

Across Fields:

N/A



5.2 Name

Definition:

Name of this Passenger.

Explanation:

Enter the full name of this Passenger.

Allowed Responses:

This field may be scanned or manually entered.

Validations:**Field Level**

An entry is required for this field.

Across Fields:

N/A



5.3 Address

Definition:

The address of this Passenger.

Explanation:

Make sure this is the current address of the Passenger.

Allowed Responses:

This field can be scanned or manually entered.

Validations:**Field Level**

An entry is required for this field.

Across Fields:

N/A



5.4 City

Definition:

The city where the Passenger resides.

Explanation:

None.

Allowed Responses:

This field can be scanned or manually entered.

Validations:**Field Level**

An entry is required for this field.

Across Fields:

N/A



5.5 State

Definition:

The current State, Territory or Region (e.g. Puerto Rico, Nova Scotia) where the vehicle is registered.

Explanation:

The two-character abbreviation for all 50 states and the District of Columbia:

AL	Alabama	GA	Georgia	MD	Maryland	NJ	New Jersey	SC	South Carolina
AK	Alaska	HI	Hawaii	MA	Massachusetts	NM	New Mexico	SD	South Dakota
AZ	Arizona	ID	Idaho	MI	Michigan	NY	New York	TN	Tennessee
AR	Arkansas	IL	Illinois	MN	Minnesota	NC	North Carolina	TX	Texas
CA	California	IN	Indiana	MS	Mississippi	ND	North Dakota	UT	Utah
CO	Colorado	IA	Iowa	MO	Missouri	OH	Ohio	VT	Vermont
CT	Connecticut	KS	Kansas	MT	Montana	OK	Oklahoma	VA	Virginia
DC	District of Columbia	KY	Kentucky	NE	Nebraska	OR	Oregon	WA	Washington
DE	Delaware	LA	Louisiana	NV	Nevada	PA	Pennsylvania	WV	West Virginia
FL	Florida	ME	Maine	NH	New Hampshire	RI	Rhode Island	WI	Wisconsin
								WY	Wyoming
US	Federal Government								

The two-character abbreviation for the Canadian Provinces:
two-character abbreviation for these Commonwealth/Territories:

The

AB	Alberta	AS	American Samoa
BC	British Columbia	FM	Federated States of Micronesia
MB	Manitoba	GU	Guam
NB	New Brunswick	MH	Marshall Islands
NL	Newfoundland and Labrador	MP	Northern Mariana Islands
NS	Nova Scotia	PW	Palau



NT Northwest Territories
NU Nunavut
ON Ontario
PE Prince Edward Island
QC Quebec
SK Saskatchewan
YT Yukon

PR Puerto Rico
VI Virgin Islands

For locations not included above, indicate "XX".

Allowed Responses:

You must select one code for this element.

Validations:

Field Level

One code must be selected.

Across Fields:

N/A

5.6 ZIP Code

Definition:

The current ZIP Code for the registered owner's address.

Explanation:

Enter the ZIP Code for the address. ACRS will not accept the "Plus-Four" ZIP Code. For territories or countries outside the US that are listed in the **STATE** drop-down box (e.g. Virgin Islands, Ontario), fill in the appropriate 6 or 7 character postal code (numeric or alpha/numeric). If the region or country is NOT listed, complete this block with a single "0".

Allowed Responses:

Scan or free text the information for this field.

Validations:**Field Level**

An entry is required for this field.

Across Fields:

If State is within US, only 5 digits are allowed.

If State is outside US, up to 7 alphanumeric are accepted.



5.7 Home Phone

Definition:

The home phone number of the individual.

Explanation:

Phone numbers can be very important for follow-up purposes and should be included if available.

Allowed Responses:

A maximum of ten digits may be entered

Validations:**Field Level**

Only 10 numeric allowed

Across Fields:

N/A

5.8 Other Phone

Definition:

Alternate phone number for individual.

Explanation:

Phone numbers can be very important for follow-up purposes and should be included if available.

Allowed Responses:

A maximum of ten digits may be entered.

Validations:**Field Level**

Only 10 numeric allowed

Across Fields:

N/A



5.9 Sex

Definition:

The gender of this Passenger.

Explanation:

The reported gender of this Passenger. If the Passenger advises that they are "Non-Binary", indicate the sex with "U".

Allowed Responses:

You can select one code for this element.

Validations:**Field Level**

One code must be selected.

Across Fields:

N/A

5.10 Occupant Seating Location

Definition:

The location for this Passenger in, or outside of the motor vehicle prior to the first event in the sequence of events.

Explanation:

Select the code that best describes the location of the Passenger at the time of the crash.

Allowed Responses:

You can select only one code for this element.

Validations:**Field Level**

One code must be selected.

Across Fields:

If any of the following codes are selected for this element, The following "Occupant Seating" and "Occupant Seating Row" buttons will be turned off: "12.88 - SLEEPER SECTION OF CAB, 13.08 - OTHER ENCLOSED CARGO AREA, 14.08 - UNENCLOSED CARGO AREA, 15.88 - TRAILER UNIT, 08 - CARGO AREA, 09 - RIDING ON MOTOR VEHICLE EXTERIOR, 88 - OTHER, 99 - UNKNOWN, 00 - N/A."

If the code "04 - REAR MOTORCYCLE PASSENGER" is selected, the "Occupant Seat" element will automatically default to "LEFT."



5.11 Occupant Ejection

Definition:

Passenger completely or partially thrown from the interior of the motor vehicle, *excluding motorcycles*, as a result of the crash.

Explanation:

Partial ejection would include having half of the drivers body hanging out a window of the vehicle. These types of ejections commonly occur with rollovers. The term "trapped" indicates the Passenger was pinned in the vehicle and required extrication. This would not include a situation where the doors of the vehicle became jammed and the Passenger could not exit the vehicle, but could still move freely around the interior of the vehicle.

This block helps to evaluate the effectiveness of vehicle restraints. Motorcycles, by their design, have no such restraints, hence they are excluded from consideration.

Allowed Responses:

You can select only one code for this element.

Validations:**Field Level**

One code must be selected.

Across Fields:

N/A

5.12 Occupant Seat

Definition:

The location for this Passenger in, or outside of the motor vehicle prior to the first event in the sequence of events.

Explanation:

This is the specific location that this Passenger was located at the time of the crash. If the vehicle is a right-hand drive, the front seat passenger would most likely be "In Vehicle - 01".

Allowed Responses:

You can select only one code for this element.

Validations:**Field Level**

One code must be selected.

Across Fields:

If this Passenger was on a motorcycle, the code selection for this element will automatically default to "LEFT" after the selection of "04 - REAR MOTORCYCLE PASSENGER" in the "Occupant Seating Location" element.



5.13 Occupant Seating Row

Definition:

The row number in the vehicle that this Passenger was located in at the time of the crash.

Explanation:

The front driver area of the vehicle is "Row 1" and the seats behind "Row 1" are "Row 2" etc. If this was a motorcycle Passenger, indicate the seating row as "2."

Allowed Responses:

Use the keypad to select the appropriate number.

Validations:**Field Level**

One code must be selected.

Across Fields:

N/A

5.14 Safety Equipment Used

Definition:

The restraint equipment in use by this Passenger, or the helmet use by a Motorcycle Passenger at the time of the crash.

Explanation:

This is the safety equipment actually in use by the Passenger at the time of the crash, not necessarily that was available.

Allowed Responses:

You can select one code for this element.

Validations:**Field Level**

One code must be selected.

Across Fields:

N/A



5.15 Equipment Problem

Definition:

Issues with the safety equipment that was in use by the Passenger at the time of the crash which may have caused the equipment to fail or have its effectiveness reduced.

Explanation:

The failure or reduced effectiveness of the Passenger's safety equipment can be caused as a direct result of the Passenger's actions or mechanical in nature.

Allowed Responses:

You can only select one code for this element.

Validations:**Field Level**

One code must be selected.

Across Fields:

N/A



5.16 Air Bag Deployed

Definition:

Deployment status of an air bag relative to the position in the motor vehicle of the Passenger.

Explanation:

If an airbag was available to the Passenger, but did not deploy due to minor impact or malfunction, the correct selection for this field is "1 - NOT DEPLOYED."

If the motor vehicle was not equipped with an airbag for the Passenger, the correct selection would be "0 - NOT APPLICABLE."

If an airbag deployed from dashboard, the correct response would be "2 - DEPLOYED - FRONT."

Allowed Responses:

You can select only one code for this element.

Validations:**Field Level**

One code must be selected.

Across Fields:

N/A



5.17 Injury Severity

Definition:

The injury severity level for the individual involved in the crash.

Explanation:

From MMUCC 4th Edition-

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.

NOTE: Attribute definitions are provided for Injury Status to emphasize that some attribute names and definitions have changed from the 3rd Edition of MMUCC even though the “KABCO” acronym remains. Most notably, “Suspected Serious Injury” (A) has replaced “Incapacitating Injury” and “Suspected Minor Injury” (B) has replaced “Non-incapacitating Injury.”

Attributes:

- **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.”

- **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 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.

Rationale: Necessary for injury outcome analysis and evaluation. This element is also critical in providing linkage between the crash, EMS, and hospital records.

Allowed Responses:

You can only select one code for this element.

Validations:

Field Level

One code must be selected.

Across Fields:

This field is directly related to Report Type¹⁶.

If Property Damage Crash - Must have no injuries listed

If Personal Injury Crash - Must have one person injured

If Fatal Crash - Must have one fatal injury



5.18 EMS Unit

Definition:

The Emergency Medical Service (EMS) that provided medical aid and or transportation to a medical facility to this Passenger.

Explanation:

In cases where a Passenger may be treated by an EMS Unit, but refuses transportation, that EMS Unit information should still be captured for this element. Select EMS Unit, new EMS, EMS Ground Transport and then complete the "Injured Taken By" with the word "Refused".

Allowed Responses:

You can only select one code for this element.

Validations:**Field Level**

This is an optional field.

Across Fields:

N/A

6 Non-Motorist Elements

Non Motorists can include:

Pedestrians
Pedacyclists
Riders of Animals
Machine Operators
Occupants of Animal-Drawn Vehicles

As such, some Non Motorists can be treated like Motorists if they are impaired as well as involved in the crash.



6.1 Driver License Class

Definition:

The class of driver license assigned to this Non-Motorist by the issuing State.

Explanation:

Enter the class of driver license as it appears on the license presented by the Non-Motorist.

Allowed Responses

This is a free text field.

Validations:**Field Level**

This is an optional field.

Across Fields:

N/A

6.2 CDL

Definition:

Commercial Driver License (CDL)

Explanation:

Must be indicated on the license from the issuing State.

Allowed Responses:

Click the box to indicate if this was a CDL license. Leave the box unchecked if it is not a CDL license.

Validations:**Field Level**

This is an optional field.

Across Fields:

N/A



6.3 Soundex

Definition:

The driver license number assigned to this Passenger by the issuing State.

Explanation:

None

Allowed Responses:

This is a free text field that can be scanned or manually entered.

Validations:**Field Level**

This is an optional field for Non-Motorists

Across Fields:

N/A



6.4 State

Definition:

The State, Region or Territory where the license for this Non-Motorist is issued.

Explanation:

The two-character abbreviation for all 50 states and the District of Columbia:

AL	Alabama
AK	Alaska
AZ	Arizona
AR	Arkansas
CA	California
CO	Colorado
CT	Connecticut
DC	District of Columbia
DE	Delaware
FL	Florida
GA	Georgia
HI	Hawaii
ID	Idaho
IL	Illinois
IN	Indiana
IA	Iowa
KS	Kansas
KY	Kentucky
LA	Louisiana
ME	Maine
MD	Maryland
MA	Massachusetts
MI	Michigan
MN	Minnesota
MS	Mississippi
MO	Missouri
MT	Montana
NE	Nebraska
NV	Nevada
NH	New Hampshire
NJ	New Jersey
NM	New Mexico
NY	New York
NC	North Carolina
ND	North Dakota
OH	Ohio
OK	Oklahoma
OR	Oregon
PA	Pennsylvania
RI	Rhode Island



SC	South Carolina
SD	South Dakota
TN	Tennessee
TX	Texas
UT	Utah
VT	Vermont
VA	Virginia
WA	Washington
WV	West Virginia
WI	Wisconsin
WY	Wyoming

The two-character abbreviation for the Canadian Provinces:

AB	Alberta
BC	British Columbia
MB	Manitoba
NB	New Brunswick
NL	Newfoundland and Labrador
NS	Nova Scotia
NT	Northwest Territories
NU	Nunavut
ON	Ontario
PE	Prince Edward Island
QC	Quebec
SK	Saskatchewan
YT	Yukon

The two-character abbreviation for these Commonwealth/Territories:

AS	American Samoa
FM	Federated States of Micronesia
GU	Guam
MH	Marshall Islands
MP	Northern Mariana Islands
PW	Palau
PR	Puerto Rico
VI	Virgin Islands

For locations not included above, indicate "XX".

Allowed Responses:

You must select one code for this element.

Validations:

Field Level

One code must be selected.



Across Fields:
N/A



6.5 DOB

Definition:

The Date of Birth of this Non-Motorist.

Explanation:

The DOB must be within a reasonable range (no year prior to 1895) and with a valid format (mm/dd/yyyy).

Allowed Responses:

This is a free text field that can be scanned or manually entered.

Validations:**Field Level**

One code must be selected.

Across Fields:

N/A

6.6 Name

Definition:

Name of this Non-Motorist.

Explanation:

Enter the full name of this Non-Motorist.

Allowed Responses:

This field may be scanned or manually entered.

Validations:**Field Level**

An entry is required for this field.

Across Fields:

N/A



6.7 Address

Definition:

The address of the Non-Motorist.

Explanation:

Make sure this is the current address of the Non-Motorist.

Allowed Responses:

This field can be scanned or manually entered.

Validations:**Field Level**

An entry is required for this field.

Across Fields:

N/A

6.8 City

Definition:

The city in which the Non-Motorist resides.

Explanation:

None.

Allowed Responses:

This field can be scanned or manually entered.

Validations:**Field Level**

An entry is required for this field.

Across Fields:

N/A



6.9 State

Definition:

The current State, Territory or Region (e.g. Puerto Rico, Nova Scotia) where the vehicle is registered.

Explanation:

The two-character abbreviation for all 50 states and the District of Columbia:

AL	Alabama	GA	Georgia	MD	Maryland	NJ	New Jersey	SC	South Carolina
AK	Alaska	HI	Hawaii	MA	Massachusetts	NM	New Mexico	SD	South Dakota
AZ	Arizona	ID	Idaho	MI	Michigan	NY	New York	TN	Tennessee
AR	Arkansas	IL	Illinois	MN	Minnesota	NC	North Carolina	TX	Texas
CA	California	IN	Indiana	MS	Mississippi	ND	North Dakota	UT	Utah
CO	Colorado	IA	Iowa	MO	Missouri	OH	Ohio	VT	Vermont
CT	Connecticut	KS	Kansas	MT	Montana	OK	Oklahoma	VA	Virginia
DC	District of Columbia	KY	Kentucky	NE	Nebraska	OR	Oregon	WA	Washington
DE	Delaware	LA	Louisiana	NV	Nevada	PA	Pennsylvania	WV	West Virginia
FL	Florida	ME	Maine	NH	New Hampshire	RI	Rhode Island	WI	Wisconsin
								WY	Wyoming
US	Federal Government								

The two-character abbreviation for the Canadian Provinces: The
 two-character abbreviation for these Commonwealth/Territories:

AB	Alberta	AS	American Samoa
BC	British Columbia	FM	Federated States of Micronesia
MB	Manitoba	GU	Guam
NB	New Brunswick	MH	Marshall Islands
NL	Newfoundland and Labrador	MP	Northern Mariana Islands
NS	Nova Scotia	PW	Palau



NT Northwest Territories
NU Nunavut
ON Ontario
PE Prince Edward Island
QC Quebec
SK Saskatchewan
YT Yukon

PR Puerto Rico
VI Virgin Islands

For locations not included above, indicate **"XX"**.

Allowed Responses:

You must select one code for this element.

Validations:

Field Level

One code must be selected.

Across Fields:

N/A



6.10 ZIP Code

Definition:

The current ZIP Code for the registered owner's address.

Explanation:

Enter the ZIP Code for the address. ACRS will not accept the "Plus-Four" ZIP Code. For territories or countries outside the US that are listed in the **STATE** drop-down box (e.g. Virgin Islands, Ontario), fill in the appropriate 6 or 7 character postal code (numeric or alpha/numeric). If the region or country is NOT listed, complete this block with a single "0".

Allowed Responses:

Scan or free text the information for this field.

Validations:**Field Level**

An entry is required for this field.

Across Fields:

If State is within US, only 5 digits are allowed.

If State is outside US, up to 7 alphanumeric are accepted.

6.11 Home Phone

Definition:

The home phone number of the individual.

Explanation:

Phone numbers can be very important for follow-up purposes and should be included if available.

Allowed Responses:

A maximum of ten digits may be entered

Validations:**Field Level**

Only 10 numeric allowed

Across Fields:

N/A



6.12 Other Phone

Definition:

Alternate phone number for individual.

Explanation:

Phone numbers can be very important for follow-up purposes and should be included if available.

Allowed Responses:

A maximum of ten digits may be entered.

Validations:**Field Level**

Only 10 numeric allowed

Across Fields:

N/A

6.13 Sex

Definition:

The gender of this Non-Motorist.

Explanation:

The reported gender of this Driver.

Allowed Responses:

You can select one code for this element.

Validations:**Field Level**

One code must be selected.

Across Fields:

N/A



6.14 Non-Motorist Type

Definition:

The type of Non-Motorist this was.

Explanation:

A Non-Motorist is any person other than the occupant of a motor vehicle in transport. This includes pedestrians, bicyclists, and other cyclists, occupants of other motor vehicles not in transport and occupants of transport vehicles other than motor vehicles.

Allowed Responses:

You can select one code for this element.

Validations:**Field Level**

One code must be selected.

Across Fields:

N/A.

6.15 Non-Motorist Location

Definition:

The location of the Non-Motorist with respect to the roadway at the time of the crash.

Explanation:

None.

Allowed Responses:

You can select one code for this element.

Validations:**Field Level**

One code must be selected.

Across Fields:

N/A



6.16 Non-Motorist Obey Traffic Signal

Definition:

Whether or not a Non-Motorist obeyed a traffic signal if one was present at the scene of the crash.

Explanation:

This element includes only those traffic signals which were directly effecting the Non-Motorist at the time of the crash. Non-Motorists must also obey regular traffic signals at an intersection or walkway that are intended for motor vehicles if that signal faces the Non-Motorist and no specific pedestrian signal exists. Non-Motorist bicyclists are also obligated by law to obey traffic signals as they ride on roadways.

Example 1: A Non-Motorist pedestrian is attempting to cross a four-way intersection that is controlled by a traffic signal. Although there is no cross walk or specific pedestrian signal in place, the Non-Motorist pedestrian must obey the light that he or she is facing before attempting to cross the roadway. Therefore, this would be considered a traffic signal for the purposes of this element.

Example 2: A Non-Motorist bicyclist is riding in a lane of traffic on a roadway at an intersection controlled by a traffic signal. The Non-Motorist bicyclist is mandated by law to stop if he or she faces a red signal at that intersection.

Allowed Responses:

You can select one code for this element.

Validations:**Field Level**

One code must be selected.

Across Fields:

N/A

6.17 Movement

Definition:

The action of the Non-Motorist immediately prior to the crash and an indication of whether the Non-Motorist was walking/cycling to/from school.

Explanation:

None.

Allowed Responses:

You can select one code for this element.

Validations:**Field Level**

One code must be selected.

Across Fields:

N/A



6.18 Actions at Time of Crash

Definition:

The actions/circumstances of the Non-Motorist that may have contributed to the crash.

Explanation:

None.

Allowed Responses:

You can select one code for this element.

Validations:**Field Level**

One code must be selected.

Across Fields:

N/A



6.19 Non-Motorist Visibility

Definition:

The type of clothing or additional safety device that this Non-Motorist was wearing at the time of the crash.

Explanation:

The codes "05 - HEAD LIGHT" and "06 - REAR REFLECTOR" as well as "07 - HEADLIGHT AND REFLECTORS" are more specific to bicycles and other such ridden devices that Non-Motorists may be on. Select the most appropriate code (in the investigator's opinion) for this element.

Allowed Responses:

You can select one code for this element.

Validations:**Field Level**

One code must be selected.

Across Fields:

N/A



6.20 At Fault

Definition:

Indicates if this Non-Motorist was "At Fault" (YES) or not "At Fault" (NO) in this crash.

Explanation:

This is the opinion of the law enforcement officer investigating this crash.

In the past, many departments have required that the "At Fault" Unit had to be designated as Unit #1. This informal rule no longer applies and any Unit may be designated as the "At Fault" Unit regardless of its numeric designation in the report.

Allowed Responses:

You can select only one code for this element.

Validations:**Field Level**

One code must be selected.

Across Fields:

N/A

6.21 First Struck By

Definition:

Select the unit number of the motor vehicle that was the first motor vehicle to strike the Non-Motorist.

Explanation:

The first motor vehicle to make contact with the Non-Motorist.

Allowed Responses:

You can select only one code for this element.

Validations:**Field Level**

This is an optional field.

Across Fields:

A motor vehicle must first be entered on the report before this selection can be made.



6.22 Safety Equipment Used

Definition:

The safety equipment, if any, used by this Non-Motorist.

Explanation:

Since only one option is available, select the most appropriate code in the opinion of the investigator which applies to this Non-Motorist.

Allowed Responses:

You can select one code for this element.

Validations:**Field Level**

One code must be selected.

Across Fields:

N/A



6.23 Injury Severity

Definition:

The injury severity level for the individual involved in the crash.

Explanation:

From MMUCC 4th Edition-

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.

NOTE: Attribute definitions are provided for Injury Status to emphasize that some attribute names and definitions have changed from the 3rd Edition of MMUCC even though the “KABCO” acronym remains. Most notably, “Suspected Serious Injury” (A) has replaced “Incapacitating Injury” and “Suspected Minor Injury” (B) has replaced “Non-incapacitating Injury.”

Attributes:

- **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.”

- **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 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.

Rationale: Necessary for injury outcome analysis and evaluation. This element is also critical in providing linkage between the crash, EMS, and hospital records.

Allowed Responses:

You can only select one code for this element.

Validations:

Field Level

One code must be selected.

Across Fields:

This field is directly related to Report Type¹⁶.

If Property Damage Crash - Must have no injuries listed

If Personal Injury Crash - Must have one person injured

If Fatal Crash - Must have one fatal injury

6.24 Condition

Definition:

Any relevant condition of the individual Non-Motorist that is directly related to the crash.

Explanation:

A condition either confirmed by the law enforcement investigator or implied by the Non-Motorist that may have directly or indirectly contributed to the crash.

Allowed Responses:

You can select only one code for this element.

Validations:**Field Level**

This is an optional field.

Across Fields:

N/A



6.25 EMS Unit

Definition:

The Emergency Medical Service (EMS) that provided medical aid and or transportation to a medical facility to this Non-Motorist.

Explanation:

In cases where a Non-Motorist may be treated by an EMS Unit, but refuses transportation, that EMS Unit information should still be captured for this element. Select EMS Unit, new EMS, EMS Ground Transport and then complete the "Injured Taken By" with the word "Refused".

Allowed Responses:

You can only select one code for this element.

Validations:**Field Level**

This is an optional field.

Across Fields:

N/A

6.26 Substance Use

Definition:

Indicates the presence and or use of or combination of an illegal substance, alcohol or prescription medication for this Non-Motorist.

Explanation:

This element includes the actual physical presence of any illegal substance, alcohol or medication or combination thereof in the vehicle or on the Non Motorist's person. If there is both the presence of, or a combination of these substances and the Non Motorist is found to be under the influence of one or a combination of these substances, select one of the "Contributed" codes for this element.

Example 1- A Non Motorist involved in a crash is found to have alcohol and prescription medications on his person at the time of the crash. The Non Motorist is also suspected of being under the influence of both alcohol and prescription medication.

The correct entry for this element would be "24 - COMBINATION CONTRIBUTED."

Example 2- A bag of marijuana is located on the Non Motorist after a crash. The Non Motorist is not found to be under the influence of any substance. The correct entry would be "12 - ILLEGAL DRUG PRESENT."

Allowed Responses:

You must select one code for this element.

Validations:**Field Level**

One code must be selected.

Across Fields:

N/A



6.27 Alcohol Test

Definition:

Indication of the presence of alcohol, by test type and result for this Non-Motorist.

Explanation:

If both a preliminary and evidence test were conducted, the evidence test should be recorded. While pedestrians will generally not be arrested for alcohol impairment, remember that Non-Motorists also include bicyclists, moped riders, animal riders, etc, who CAN be charged with DUI.

Allowed Responses:

You can select only one code for this element.

Validations:**Field Level**

One code must be selected.

Across Fields:

By selecting a code indicating a test was performed, two additional elements will be opened ("Alcohol Test Type and BAC.")

6.27.1 Alcohol Test Type

Definition:

The type of test administered to the Non-Motorist for the presence of alcohol.

Explanation:

This can either be a preliminary or evidence test administered to the Non-Motorist. If both a preliminary and evidence test were administered, capture the information for the evidence test.

Example- A Non-Motorist at the scene of a crash is given a Preliminary Breath Test which provides a reading of .13 for alcohol. The Non-Motorist is then transported to a hospital due to injuries sustained in the crash and submits to a blood test for alcohol at the hospital. The correct code for this element would be "02 - BLOOD."

Allowed Responses:

You can select only one code for this element.

Validations:**Field Level**

This is an optional field.

Across Fields:

N/A



6.27.2 BAC

Definition:

Blood/Breath Alcohol Content (BAC) for this Non-Motorist by way of test.

Explanation:

If an evidence test for alcohol was performed and a result was indicated. *Do not make an entry in the case of a blood test since no results will be immediately available.*

Allowed Responses:

Use the keypad to enter the results if available.

Validations:**Field Level**

This is an optional field.

Across Fields:

N/A



6.28 Drug Test

Definition:

Indication of the presence of drug test, type and results for this Non-Motorist.

Explanation:

If the Non Motorist submits to Blood testing as requested by the DRE after a drug evaluation, indicate "03 - Evidence Test Given".

If the Non Motorist refuses the Blood test as requested by the DRE after a drug evaluation, indicate "01 - Test Refused"

Example- A DRE, after conducting a drug evaluation on a Non Motorist, believes that person is under the influence of cocaine. The Non Motorist then refuses to submit to a blood test. As there is no evidentiary (blood) testing conducted and the Drug Test button indicated "01 - Test Refused", the Drug Test Result button will not appear..

Allowed Responses:

You can select only one code for this element.

Validations:**Field Level**

One code must be selected.

Across Fields:

N/A

6.28.1 Drug Test Result

Definition:

The result of a drug test administered to this Non-Motorist.

Explanation:

In most cases, a Drug Recognition Expert (DRE) will conduct a drug evaluation of the suspected Non Motorist for drug influence, after which a blood test will be requested from the Non Motorist. Since the results of the DRE blood testing are considered evidence for court purposes, any positive blood results should be considered as "P-Positive" for testing. While pedestrians will generally not be arrested for drug impairment, remember that Non-Motorists also include bicyclists, moped riders, animal riders, etc, who CAN be charged with DUI.

Example 1- A DRE, after conducting a drug evaluation on a Non Motorist, believes that person is under the influence of cocaine. The Non Motorist then refuses to submit to a blood test. As there is no evidentiary (blood) testing conducted and the Drug Test button indicated "01 - Test Refused", the Drug Test Result button will not appear..

Example 2- A DRE, after conducting tests on a Non Motorist, believes that person is under the influence of marijuana. The Non Motorist then submits to a blood test. Since

the results of the blood test will not be immediately available, the correct procedure is to leave this radio button unchecked until the results of the blood test are known. When the blood tests are returned AND a positive indication is made, then the reporting officer will request that the report be reopened to check this button as "P - POSITIVE". If the blood results come back "No Drugs Detected", then the report should be reopened and the radio button checked "N - NEGATIVE".

Allowed Responses:

You can only select one code for this element.

Validations:**Field Level**

This is an optional field.

Across Fields:

N/A



7 Witness Elements



7.1 Name

Definition:

Name of this Witness.

Explanation:

Enter the full name of this Witness.

Allowed Responses:

This field may be scanned or manually entered.

Validations:**Field Level**

An entry is required for this field.

Across Fields:

N/A



7.2 Address

Definition:

The address of this Witness.

Explanation:

Make sure this is the current address of the Witness.

Allowed Responses:

This field can be scanned or manually entered.

Validations:**Field Level**

An entry is required for this field.

Across Fields:

N/A



7.3 City

Definition:

The city in which the Witness resides.

Explanation:

None.

Allowed Responses:

This field can be scanned or manually entered.

Validations:**Field Level**

An entry is required for this field.

Across Fields:

N/A



7.4 State

Definition:

The current State, Territory or Region (e.g. Puerto Rico, Nova Scotia) where the vehicle is registered.

Explanation:

The two-character abbreviation for all 50 states and the District of Columbia:

AL	Alabama	GA	Georgia	MD	Maryland	NJ	New Jersey	SC	South Carolina
AK	Alaska	HI	Hawaii	MA	Massachusetts	NM	New Mexico	SD	South Dakota
AZ	Arizona	ID	Idaho	MI	Michigan	NY	New York	TN	Tennessee
AR	Arkansas	IL	Illinois	MN	Minnesota	NC	North Carolina	TX	Texas
CA	California	IN	Indiana	MS	Mississippi	ND	North Dakota	UT	Utah
CO	Colorado	IA	Iowa	MO	Missouri	OH	Ohio	VT	Vermont
CT	Connecticut	KS	Kansas	MT	Montana	OK	Oklahoma	VA	Virginia
DC	District of Columbia	KY	Kentucky	NE	Nebraska	OR	Oregon	WA	Washington
DE	Delaware	LA	Louisiana	NV	Nevada	PA	Pennsylvania	WV	West Virginia
FL	Florida	ME	Maine	NH	New Hampshire	RI	Rhode Island	WI	Wisconsin
								WY	Wyoming
US	Federal Government								

The two-character abbreviation for the Canadian Provinces: The
 two-character abbreviation for these Commonwealth/Territories:

AB	Alberta	AS	American Samoa
BC	British Columbia	FM	Federated States of Micronesia
MB	Manitoba	GU	Guam
NB	New Brunswick	MH	Marshall Islands
NL	Newfoundland and Labrador	MP	Northern Mariana Islands
NS	Nova Scotia	PW	Palau



NT Northwest Territories
NU Nunavut
ON Ontario
PE Prince Edward Island
QC Quebec
SK Saskatchewan
YT Yukon

PR Puerto Rico
VI Virgin Islands

For locations not included above, indicate **"XX"**.

Allowed Responses:

You must select one code for this element.

Validations:

Field Level

One code must be selected.

Across Fields:

N/A



7.5 Zip Code

Definition:

The current ZIP Code for the registered owner's address.

Explanation:

Enter the ZIP Code for the address. ACRS will not accept the "Plus-Four" ZIP Code. For territories or countries outside the US that are listed in the **STATE** drop-down box (e.g. Virgin Islands, Ontario), fill in the appropriate 6 or 7 character postal code (numeric or alpha/numeric). If the region or country is NOT listed, complete this block with a single "0".

Allowed Responses:

Scan or free text the information for this field.

Validations:**Field Level**

An entry is required for this field.

Across Fields:

If State is within US, only 5 digits are allowed.

If State is outside US, up to 7 alphanumeric are accepted.

7.6 Home Phone

Definition:

The home phone number of the Witness.

Explanation:

Phone numbers can be very important for follow-up purposes and should be included if available.

Allowed Responses:

A maximum of ten digits may be entered, e.g. "3015551212"

Validations:**Field Level**

This is an optional field.

Across Fields:

N/A



