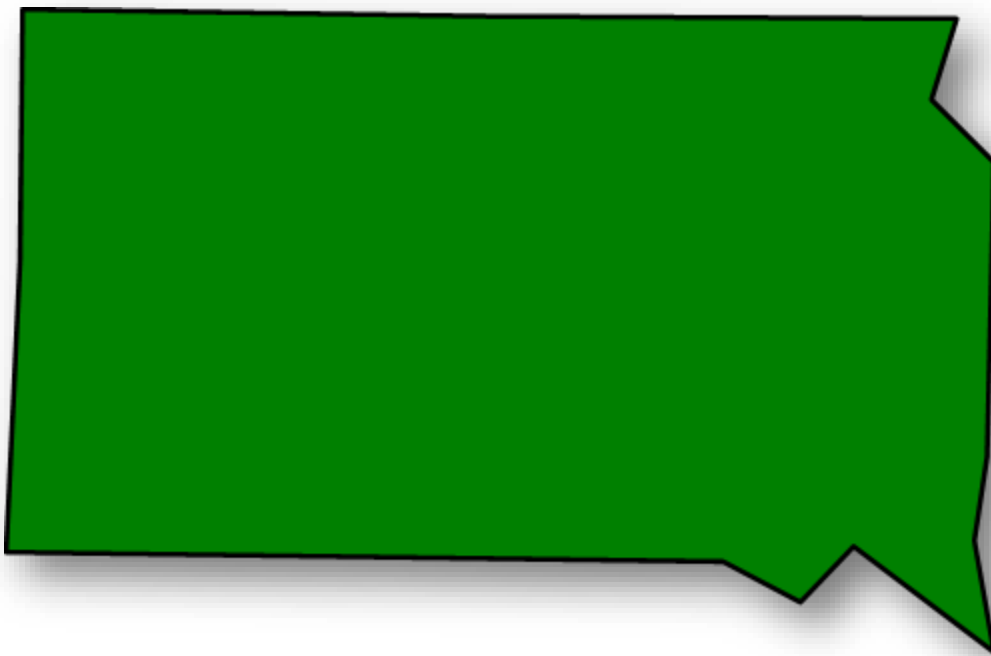


# South Dakota's Motor Vehicle Traffic Accident Reporting Instruction Manual



**Office of Accident Records 2024**

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## **Introduction**

The primary goal of the South Dakota Department of Public Safety Office of Accident Records is to produce statistical data for use in identifying problems and developing countermeasures necessary to reduce motor vehicle traffic crashes in the State of South Dakota. Law enforcement officers and administrative staff are a key factor in achieving this goal. The Office of Accident Records finalizes state reportable crash data to send to stake holders that will then be used at the local, state, and federal level for road safety measures.

The Office of Accident Records analyzes each crash report against national standards such as the American National Standard Institute Manual on Motor Vehicle Crashes (ANSI D-16) and the Model Minimum Uniform Crash Criteria (MMUCC) to ensure data quality standards are maintained.

## **The Office of Accident Records**

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## **South Dakota Codified Law Definitions:**

### **32-34-7. Duty to give immediate notice of accident to law enforcement officer – Violation as misdemeanor.**

The driver of any motor vehicle involved in an accident resulting in bodily injuries or death to any person or property damage to an apparent extent of one thousand dollars or more to any one person's property or two thousand dollars per accident shall immediately, by the quickest means of communication, give notice of the accident to the nearest available law enforcement officer who has jurisdiction. A violation of this section is a Class 2 misdemeanor.

### **32-34-10. Duty of law enforcement officer upon receipt of notice of accident – Report to department.**

Each law enforcement officer or other person assigned by a law enforcement agency to investigate traffic accidents shall, after receiving notice that an accident described in § 32-34-7 occurred, cause a notice to be affixed in a manner prescribed by the secretary of public safety to the vehicle damaged, indicating that the accident has been reported and the circumstances surrounding the accident are being investigated. The law enforcement officer or other person assigned by a law enforcement agency to investigate traffic accidents shall forward to the Department of Public Safety, within three days after completion of the investigation of the accident, an investigator's report of the accident so reported. After July 1, 2013, any law enforcement officer or other person assigned by a law enforcement agency to investigate traffic accidents and complete a report pursuant to § 32-34-7 is required to file the report by electronic means with the department if the submissions pursuant to § 32-34-7 for that law enforcement agency total more than sixty reports during the prior calendar year.

### **32-34-13. Accident reports not privileged--Fees for locating and furnishing reports.**

Reports pursuant to §§ 32-34-7 to 32-34-12, inclusive, and the information contained in such reports is not privileged and may not be held confidential. The secretary of public safety shall collect four dollars for each request to locate a report on file. The secretary shall furnish to any person requesting a search, at no additional cost, any report located by the search. All sums collected shall be deposited in the state highway fund.

#### **32-34-13.1. Fees of local law enforcement personnel for furnishing copies of accident reports.**

County or municipal law enforcement personnel may collect four dollars for each copy of an accident report furnished to any person by their office. Accident reports furnished to the Department of Public Safety pursuant to § 32-34-10 shall be provided at no cost to the state. For reports supplied by county law enforcement personnel, collected funds shall be accounted for pursuant to chapter 7-11. For reports supplied by municipal law enforcement personnel, collected funds shall be accounted for pursuant to chapter 9-22.

### **32-34-23. Repair of vehicle with reportable damage prohibited unless required notice affixed-- Violation as misdemeanor.**

The person in charge of any garage or repair shop shall not commence repair on any motor vehicle which shows evidence of having been involved in a reportable accident or struck by any bullet unless the

vehicle bears the notice provided for in § 32-34-10. Any person violating the provisions of this section shall be guilty of a Class 2 misdemeanor.

**32-12-61. Individual records of accidents, convictions, disqualifications, and other licensing actions – Certain convictions and accidents recorded separately.**

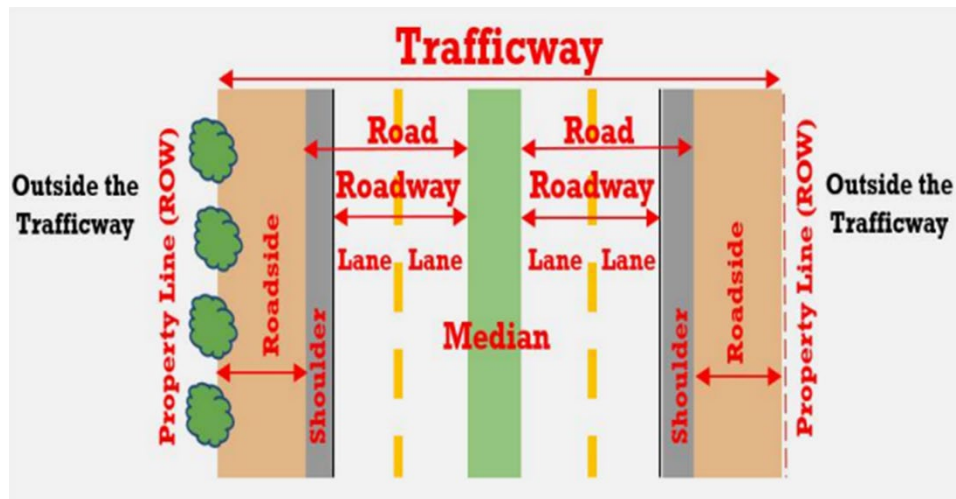
No accident may be entered on the driving record of a law enforcement officer, firefighter, or emergency medical technician if the accident occurred while the law enforcement officer, firefighter, or emergency medical technician was lawfully engaged in the performance of official duties as a law enforcement officer, firefighter, or emergency medical technician and the law enforcement officer, firefighter, or emergency medical technician was driving an emergency vehicle. The accident shall be recorded separately. No accident may be entered on the driving record of an operator of emergency snow removal equipment if the accident occurred while the operator's response to an emergency call of duty as an operator of emergency snow removal equipment and the operator was lawfully engaged in the performance of official duties in support of an emergency call of duty by a law enforcement officer, firefighter, or emergency medical technician and was driving official snow removal equipment. The accident shall be recorded separately.

## State Reportable Crash Instructions

To determine when a crash should be reported to the state, it is important to have a clear understanding of the definition of a Motor Vehicle Traffic Crash and an unstabilized situation occurring within a trafficway before state codified law is applied to the crash.

An **unstabilized situation** is a set of events not under human control. It originates when control is lost and terminates when control is regained or in the absence of people who are able to regain control, when all persons and property are at rest.

A **trafficway** is any land way open to the public as a matter of right or custom for moving persons or property from one place to another.



To determine if a road is open to the public and therefore reportable to the state, please refer to the following link. Click on the road in question, if a roadway information box populates when the road is clicked on it is considered a public road. *Take note, Forest Service roads are considered a public road.*

<https://sdgis.sd.gov/portal/apps/experiencebuilder/experience/?id=11c04e90b67b440abe089ede9042b179&draft=true>

### South Dakota Reportable Requirements per State Codified Law:

- Motor vehicle in transport in relation to or within a trafficway
- Damage amount must be over \$1,000.00 worth of damage to any one person's property or over \$2,000.00 worth of total damages.
- Injury of any degree

## Reportable vs Non-Reportable Traffic Crashes

The examples below provide crash scenarios which DO and DO NOT meet the criteria for a Motor Vehicle Traffic Crash in the State of South Dakota.

- A passenger car loses control on a curve and runs off the road where it sustains extensive body damage (over \$1000.00) after it leaves the trafficway right of way and enters a shelterbelt. No damage to the vehicle or injury to the occupants was sustained while within the right of way.

**This incident does qualify as a motor vehicle traffic crash even though no injury or damage took place within the right of way. The determining factor is that the unstabilized situation began within the trafficway.**

- A snowmobile traveling in the ditch of a state highway impacts a drainage culvert. The driver sustains a broken arm.

**This incident does qualify as a motor vehicle traffic crash because snowmobiles are considered motor vehicles, the incident took place within the trafficway right of way of a public highway, and injuries were sustained.**

- A driver loses control of a vehicle while backing from a garage on private property. The vehicle travels out of the driveway and impacts a car legally parked along the curb on the opposite side of the street. The vehicles sustain accumulated damage of \$2000.00 because of the impact.

**This incident does qualify as a motor vehicle traffic crash even though the unstabilized situation began on private property. The determining factor is that the damage causing event occurred within the trafficway.**

- A driver stops a vehicle at the side of the road to check an unusual noise in the engine compartment. The engine is left running, and the car is in parking gear. After the driver raises the hood, the transmission jumps out of park and the driver is killed when the vehicle runs over him.

**This incident does qualify as a motor vehicle traffic crash even though the vehicle was driverless at the time of the incident. *Note that the definition of a motor vehicle crash presented above does not require that a vehicle have a driver.***

- A motorhome is traveling on the interstate when a hose from an attached propane tank disconnects and begins to burn. The fire spreads to the motorhome. The motorhome is brought to a stop and all persons escape without injury, but the motorhome is completely destroyed by fire. The motorhome was valued at \$4000.00.

**This incident does qualify as a motor vehicle traffic crash even though there was no collision or rollover.**

- Two vehicles collide in a supermarket parking lot. Both vehicles sustain damage amounting to more than \$1000.00 and one driver sustains a gash from impacting the windshield.

**This incident does NOT qualify as a motor vehicle traffic crash because the entire unstabilized situation occurred outside of a trafficway. The injury and damage are irrelevant in this case.**

**Note!** If there is any question as to whether or not a particular incident qualifies as a motor vehicle traffic crash, you should contact the Office of Accident Records and we will make the final determination.



## Crash Data Element Definitions – Crash Summary

**Agency Use** – This space is available for the law enforcement agency’s use.

<b>Agency Use</b>

**Date of Accident** – Enter the date on which the crash occurred. The crash date must be entered in Month/Day/Year format. In cases where the exact date of the crash may be in question (e.g. crashes occurring near midnight, officer judgement should be used).

<b>Date of Accident</b>
03/05/2024

**Time of Accident** – Enter the time on which the crash occurred. The time of the crash must be entered in a 24-hour clock format (military time). Note that midnight = “00:00”. One minute after midnight is entered as “00:01”. In cases where the exact time of the crash may be in question, use “00:00”.

<b>Time of Accident</b>

**Location** – Utilize the locating tool within LEOS to populate roadway information. If the crash is unable to be located within the locating tool ensure the lat and long information are completed and leave the remaining information blank.

LOCATE					Location Description				
Latitude	Longitude	Highway Class	County	City or Rural					
		▼	▼	▼					
On Road, Street, or Highway					At Intersection with:				
Distance		Units		Direction of		MRM (milepost)			
		▼		▼					
Distance	Units	Direction and/or	Junction or Intersecting Street	Name of Junct, Rd, St, or Hwy					
	▼	▼	▼						

**School Bus Related?** – Indicate if a school bus or vehicle functioning as a school bus for a school-related purpose as a contact vehicle, or indirectly as a non-contact vehicle, related to the crash.

- 00 - NO
- 01 - DIRECTLY INVOLVED
- 02 - INDIRECTLY INVOLVED
- 95 - WILD ANIMAL HIT
- 96 - NOT APPLICABLE
- 99 - UNKNOWN

**Note** – Only a school bus or vehicle functioning as a school bus directly involved as a contact vehicle can be listed as a unit on the crash report. A school bus or vehicle functioning as a school bus indirectly involved as a non-contact vehicle should be listed in the narrative and drawn in the diagram. A non-contact vehicle should never be recorded as a unit.

**a. Examples of indirect involvement:**

- i. A child, as a pedestrian, is struck by a passing motor vehicle either as the child is approaching or leaving a school bus stopped with its red lights flashing.
- ii. Two vehicles colliding as the result of the stopped school bus.

**Work Zone** – A crash that occurs in or related to a construction, maintenance, or utility work zone, whether workers were present at the time of crash or not.

**Work Zone Related?**

- iii. “Work zone related” crashes may 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.
- iv. Was the crash in or near a construction, maintenance, or utility work zone? If “no” is marked, the other work zone fields will autofill to “96-not applicable”.

**Workers Present?**

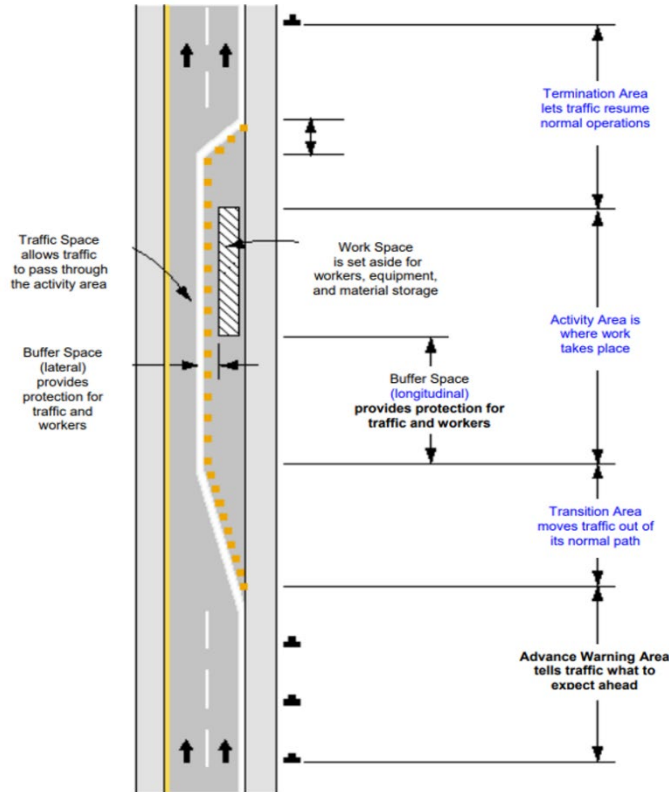
Work Zone Related?	Work Zone	Workers Present?
▼	▼	▼

- 01 - YES
- 02 - NO
- 96 - NOT APPLICABLE
- 99 - UNKNOWN
- 95 - WILD ANIMAL HIT

- 01 - LANE CLOSURE
- 02 - LANE SHIFT/CROSSOVER
- 03 - WORK ON SHOULDER OR MEDIAN
- 04 - INTERMITTENT OR MOVING WORK
- 95 - WILD ANIMAL HIT
- 96 - NOT APPLICABLE
- 97 - OTHER
- 99 - UNKNOWN

- 01 - YES
- 02 - NO
- 96 - NOT APPLICABLE
- 99 - UNKNOWN
- 95 - WILD ANIMAL HIT

Diagram of a Work Zone Area



**Work Zone Codes:**

- 01 Lane Closure** – one or more lanes of traffic are temporarily closed to accommodate this work zone.
- 02 Lane shift/crossover**- Lane shift is one or more lanes of traffic that are temporarily shifted to accommodate this work zone. Crossover is one or more traffic lanes that are temporarily transferred across a median away from an adjacent work zone.
- 03 Work on shoulder or median**- the work activity is on or involves the shoulder or median.
- 04 Intermittent or moving work**- temporary work activity that may move or shift frequently.
- 95 Wild animal hit**
- 96 Not applicable**
- 97 Other**- The work zone involves something other than a Crossover, Lane Shift, Lane Closure, Intermittent or moving work, or Work on shoulder of median.
- 99 Unknown**

**Law Enforcement Present?** - Refers to if a law enforcement officer is present to assist in the flow of traffic in relation to a work zone.

**Work Zone Location** - A crash that occurs in relation to a construction, maintenance, or utility work zone. 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.

Work Zone Location

- 01 - BEFORE THE FIRST WORK ZONE WARNING SIGN
- 02 - ADVANCE WARNING AREA (AFTER THE FIRST WARNING SIGN BUT BEFORE THE WORK AREA)
- 03 - TRANSITION AREA (WHERE LANES ARE SHIFTED OR TAPERED FOR LANE CLOSURE)
- 04 - ACTIVITY AREA (ADJACENT TO ACTUAL WORK AREA, WHETHER WORKERS AND EQUIPMENT WERE PRESENT OR NOT)
- 05 - TERMINATION AREA (AFTER THE ACTIVITY AREA BUT BEFORE TRAFFIC RESUMES NORMAL CONDITION)
- 96 - NOT APPLICABLE
- 99 - UNKNOWN
- 95 - WILD ANIMAL HIT

**Codes:**

- 01- Before the first work zone warning sign
- 02- Advance warning area (after the first warning sign but before the work area)
- 03- Transition area (where lanes are shifted or tapered for lane closure)
- 04- Activity Area (adjacent to actual work area, whether workers and equipment were present or not)
- 05- Termination area (after the activity area but before traffic resumes normal conditions)
- 95- Wild animal
- 96- Not applicable
- 99- Unknown

**First Harmful Event** - The first event during a crash that caused injury or property damage.

First Harmful Event

**Manner of Collision (With motor vehicle in transport)** - This data element refers only to crashes where the first harmful event involves a collision between two motor vehicles in transport, without regard to the direction of force.

- 00 - NO COLLISION BETWEEN 2 MV IN TRANSPORT
- 01 - REAR-END (FRONT-TO-REAR)
- 02 - HEAD-ON (FRONT-TO-FRONT)
- 03 - ANGLE
- 04 - SIDESWIPE, SAME DIRECTION
- 05 - SIDESWIPE, OPPOSITE DIRECTION
- 06 - REAR-TO-REAR
- 95 - WILD ANIMAL HIT
- 96 - NOT APPLICABLE
- 99 - UNKNOWN

Manner of Collision

**Codes:**

**00- No collision between two Motor Vehicles in transport**

**01- Rear End (Front to rear)** – A crash where the front of one motor vehicle impacts the rear of another motor vehicle.

**02- Head-on (Front to front)** – A crash where the front ends of two motor vehicles impact together.

**03- Angle** – A crash where two motor vehicles impact at an angle. For example, the front of one motor vehicle impacts the side of another motor vehicle. Includes front-to-side, same direction, opposite direction, right angle and direction not specified.

**04- Sideswipe, same direction** – Crashes where two motor vehicles are traveling the same direction and impact on the side.

**05- Sideswipe, opposite direction** – Crashes where two motor vehicles are traveling in the opposite direction and impact on the side.

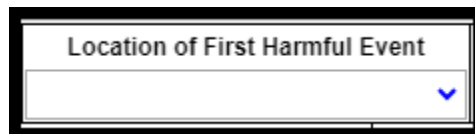
**06- Rear-to-rear** – A crash where the backs of two motor vehicles impact together.

**95- Wild animal hit**

**96- Not applicable**

**99- Unknown**

**Location of First Harmful Event** - Enter the code which best describes the location of the first injury or damage causing event. The final resting place of the vehicle(s) is not a determining factor.



- 01 - ON ROADWAY
- 02 - SHOULDER
- 03 - MEDIAN
- 04 - ROADSIDE
- 05 - GORE
- 06 - SEPARATOR
- 07 - IN PARKING LANE OR ZONE
- 08 - OFF ROADWAY, LOCATION UNKNOWN
- 09 - OUTSIDE ROW
- 99 - UNKNOWN

**Codes:**

**01- On Roadway**– Review code 7 “In Parking Lane or Zone” before entering this code if the crash location is in a city or town.

**02- Shoulder**– the part of a trafficway contiguous with the roadway for emergency use, for accommodation of stopped vehicles, and for lateral support of the roadway structure. A shoulder should be improved or maintained for these purposes (can be paved or unpaved). Not all roadways have shoulders

**03- Median**– A median is an area of a trafficway between parallel roads separating travel in opposite directions. A median should be four or more feet wide. Examples: A depressed grassy median separating directions of travel of a divided highway. A median

with a concrete traffic barrier, guardrail or other physical barrier, separating roads of a multi-lane divided highway. A flush, painted median of four or more feet of a divided highway.

**04- Roadside**- The outer most part of the trafficway from the property line or other boundary to the edge of the first road. Excludes roadways, shoulders, separators, and medians.

**05- Gore**- is an area of land where two roadways diverge or converge.

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

**Example:** A depressed grassy or a concrete separator of a freeway between the main travel lanes and a frontage road.

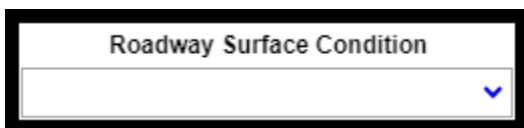
**07- In Parking Lane or Zone**- refers to an area on the roadway or next to the roadway on which parking is permitted in marked or unmarked spaces. This includes curbside and edge-of-roadway parking (legal residential parking, city-street parking, etc.). Sometimes a strip of roadway can be designated for parking at certain hours of the day (parking lane) and for regular travel at other hours (travel lane). This code should NOT be used during hours when parking is NOT permitted.

**08- Off Roadway, Location Unknown**- Refers to a location off the roadway. But it is unknown if the location was the shoulder, median, roadside, gore, outside the trafficway, etc. This should only be used when no reasonable assessment can be made as to the location of the first harmful event because the information in the case is too ambiguous.

**09- Outside ROW (Non-trafficway)**- Is used for areas not open to the public as a matter of right or custom for moving people or property. This includes property beyond the roadside, outside the boundaries of the trafficway. Also, a portion of the trafficway closed for construction is not a trafficway and would be considered outside right of way.

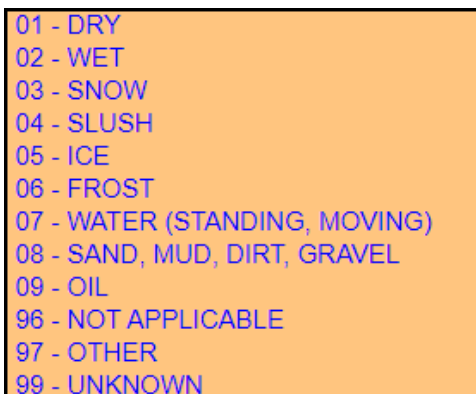
**99- Unknown**

**Roadway Surface Condition** -The roadway surface condition at the time and place of a crash.

A screenshot of a dropdown menu with a black border. The text "Roadway Surface Condition" is centered at the top. Below it is a white box with a blue downward-pointing arrow on the right side.

**Codes:**

- 01- Dry
- 02- Wet
- 03- Snow
- 04- Slush
- 05- Ice
- 06- Frost
- 07- Water (standing, moving)
- 08- Sand, mud, dirt, gravel
- 09- Oil
- 96- Not applicable
- 97- Other

- 
- A list of roadway surface condition codes displayed in blue text on an orange background. The codes are: 01 - DRY, 02 - WET, 03 - SNOW, 04 - SLUSH, 05 - ICE, 06 - FROST, 07 - WATER (STANDING, MOVING), 08 - SAND, MUD, DIRT, GRAVEL, 09 - OIL, 96 - NOT APPLICABLE, 97 - OTHER, 99 - UNKNOWN.

99- Unknown

**Roadway Surface Type** - Enter the code which best describes the type of surface of the roadway at the scene of the crash.

Roadway Surface Type

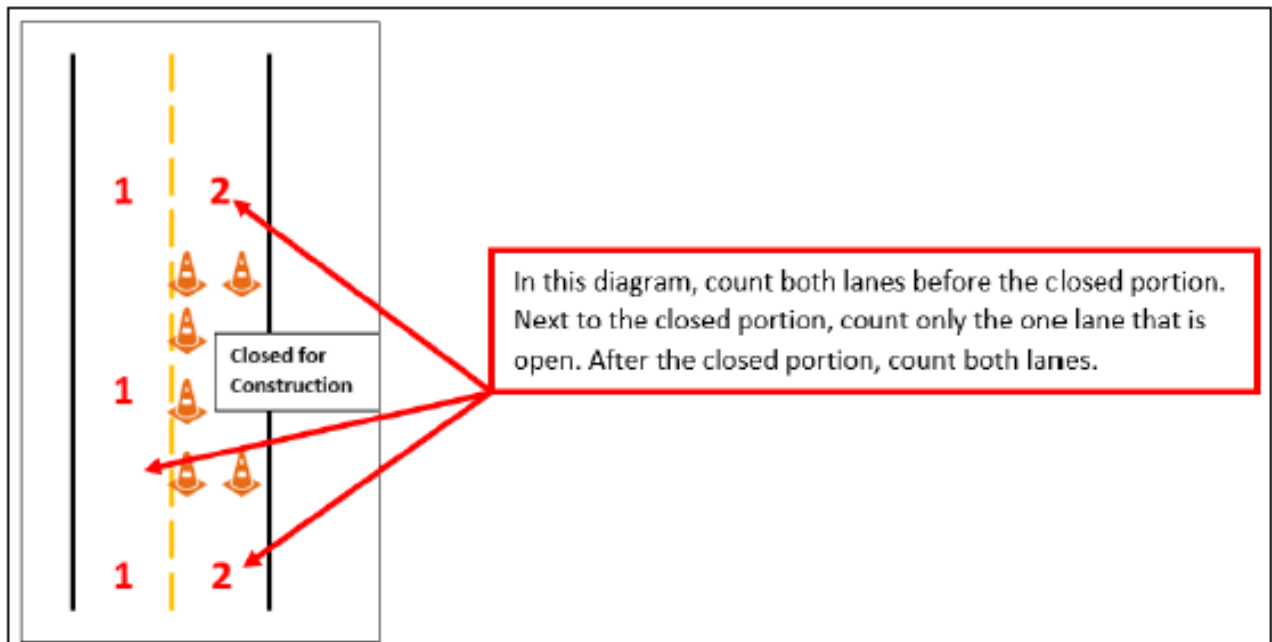
- 01 - CONCRETE
- 02 - ASPHALT (BLACKTOP)
- 03 - GRAVEL
- 04 - DIRT
- 05 - BRICK OR BLOCK
- 95 - WILD ANIMAL HIT
- 96 - NOT APPLICABLE
- 97 - OTHER
- 99 - UNKNOWN

**Codes:**

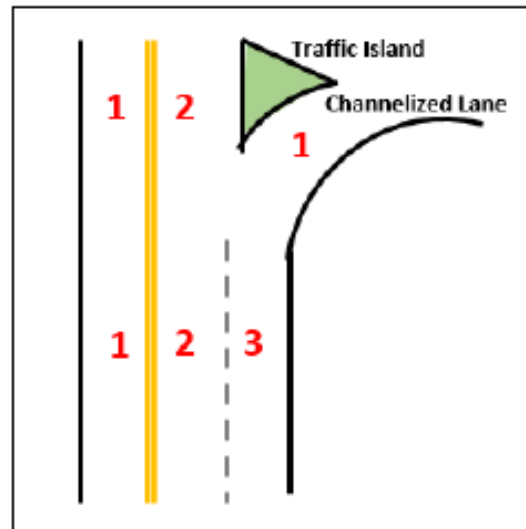
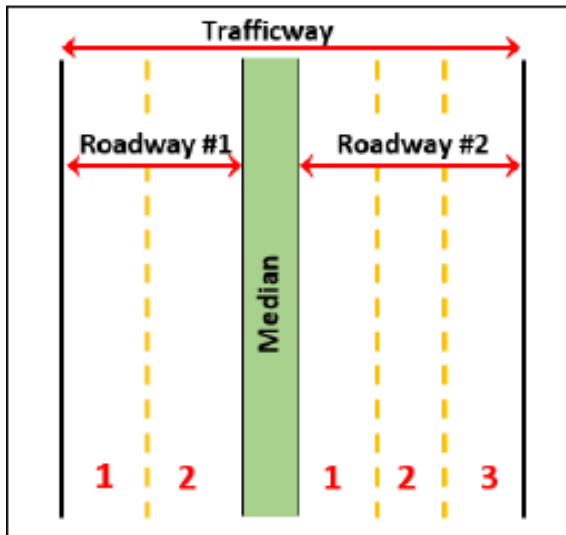
- 01- Concrete
- 02- Asphalt (Blacktop)
- 03- Gravel
- 04- Dirt
- 05- Brick or Block
- 95- Wild animal hit
- 96- Not applicable
- 97- Other
- 99- Unknown

**Total Lanes** - Total number of open lanes in this motor vehicles environment just prior to this vehicles involvement in the crash including through lanes, turn lanes, acceleration or deceleration lanes or any other lanes.

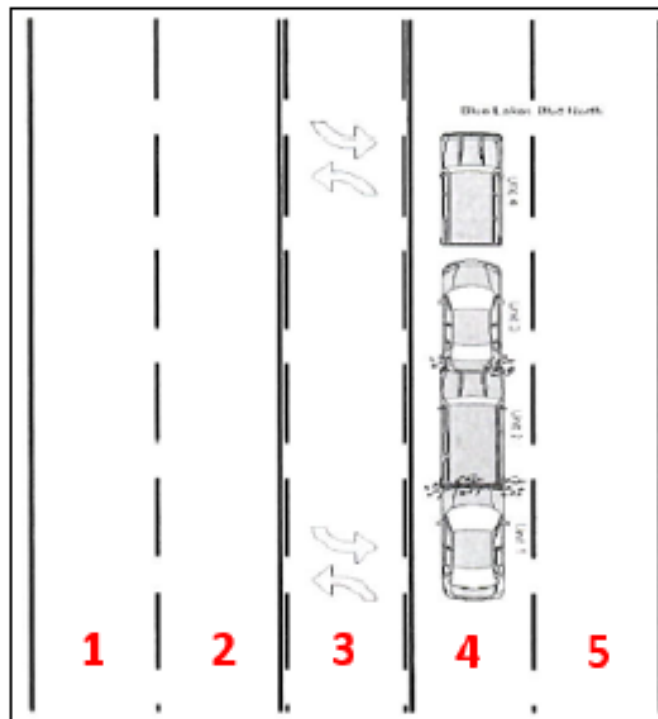
**Examples:**



Total Lanes Examples Continued:



Example of counting lanes in a trafficway with a median      Example of counting lanes around a channelized lane



Example of counting lanes in a trafficway with a continuous left-turn lane



## Roadway Alignment/Grade

### Codes:

- 01- Straight and level
- 02- Straight and hill crest
- 03- Straight on grade
- 04- Curve and level
- 05- Curve and hill crest
- 06- Curve on grade
- 95- Wild Animal Hit
- 96- Not Applicable
- 99- Unknown

- 01 - STRAIGHT AND LEVEL
- 02 - STRAIGHT AND HILL CREST
- 03 - STRAIGHT ON GRADE
- 04 - CURVE AND LEVEL
- 05 - CURVE AND HILL CREST
- 06 - CURVE ON GRADE
- 95 - WILD ANIMAL HIT
- 96 - NOT APPLICABLE
- 99 - UNKNOWN

**Relation to Junction** - The location of the first harmful event with respect to presence in a junction or proximity to components typically in junction or interchange areas.

- A junction is either an intersection or the connection between a driveway access and a roadway other than a driveway access.
- Enter the code for this data element which best reflects the relation to a junction of the first injury or damage causing event in the crash. **The final resting place of the units is not a determining factor.**

- 00 - NON-JUNCTION
- 01 - FOUR-WAY INTERSECTION
- 02 - T - INTERSECTION
- 03 - Y - INTERSECTION
- 04 - FIVE-POINT, OR MORE
- 05 - INTERSECTION RELATED
- 06 - ALLEY INTERSECTION
- 07 - ALLEY INTERSECTION RELATED
- 08 - INTERCHANGE AREA
- 09 - DRIVEWAY ACCESS
- 10 - DRIVEWAY ACCESS RELATED
- 11 - RAILWAY CROSSING
- 12 - RAILWAY CROSSING RELATED
- 13 - CROSSOVER
- 14 - CROSSOVER RELATED
- 15 - BIKE PATH OR TRAIL

- 16 - BIKE PATH OR TRAIL RELATED
- 95 WILD ANIMAL HIT
- 96 NOT APPLICABLE
- 97 OTHER
- 99 UNKNOWN

### Codes:

**00- Non-junction** – This code should be used when a crash does not occur within the boundaries of any kind of junction and is not related to any type of junction.

**01- Four-way intersection** – This code should be used when the FIRST injury or damage causing event in the crash is within the boundaries of a Four-way intersection. A Four-way intersection is where two roadways cross or connect.

**02- T- intersection** – This code should be used when the FIRST injury or damage causing event in the crash is within the boundaries of a T-intersection.

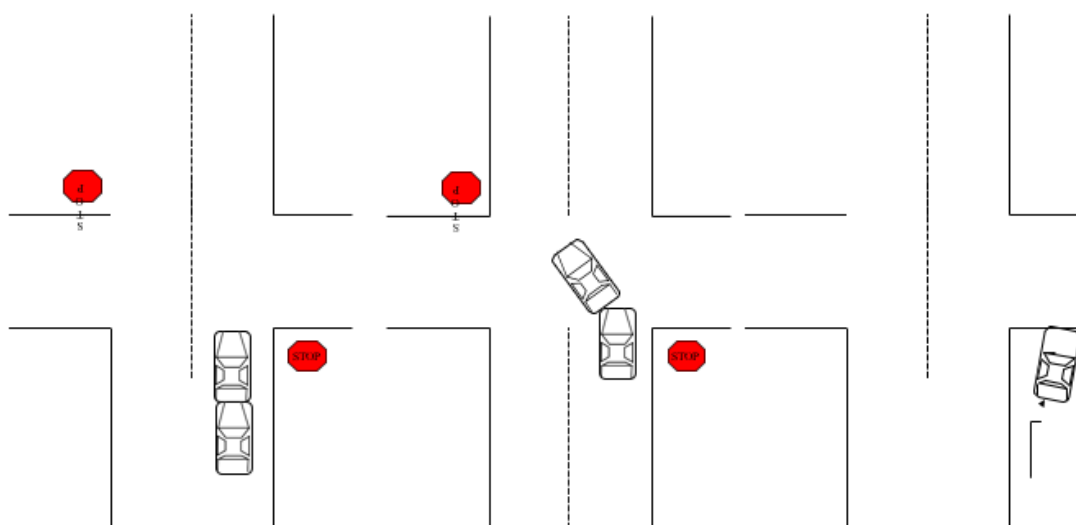
**03- Y- intersection** – This code should be used when the FIRST injury or damage causing event in the crash is within the boundaries of a Y-intersection (See Figure A Y-intersection is where **three** roadways connect.

**04- Five-point, or more** – This code should be used when the FIRST injury or damage causing event in the crash is within the boundaries of a Five-point or more intersection (See Figure 1). A Five-point, or more intersection is where more than two roadways cross or connect.

**05- Intersection Related** - A junction where two or more roads converge, diverge, meet, or cross, as opposed to an interchange, which uses grade separations to allow for the movement of traffic between two or more roadways. The intersections of two or more roads presents an opportunity for conflict among vehicles. Intersection related – Use this code when the first injury or damage causing event of the crash meets all the following criteria:

- a. Occurs within 150 feet of an approach to any type of an intersection or within 50 feet of an exit from any type of an intersection, and
- b. Results from an activity, behavior, or control related to the movement of traffic units through the intersection including the crosswalk, and
- c. Does not occur within the actual boundaries of the intersection.

The three examples and diagrams below will help to clarify use of this code.



**Included:  
Intersection Related**

A motor vehicle stopped at a stop sign is rear-ended

**Excluded:  
Intersection**

A motor vehicle in an intersection waiting to make a left turn is rear-ended

**Excluded:  
Non-Junction**

A motor vehicle left roadway when driver fell asleep and hit an approach of a county road

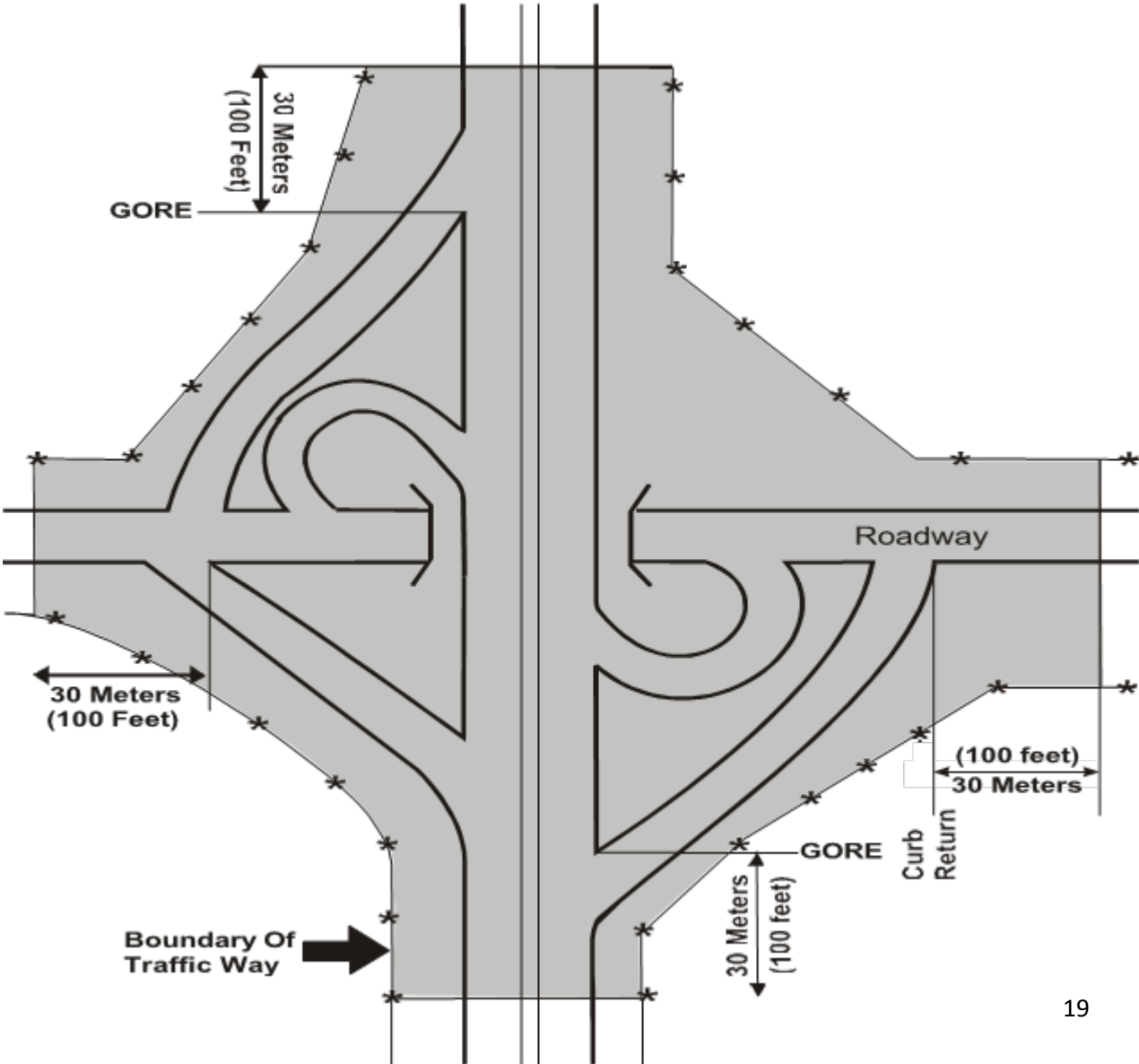
**06- Alley intersection** – This code should be used when the FIRST injury or damage causing event in the crash is within the boundaries of the intersection of a street and alley.

**07- Alley intersection related** – Review the definition for code 5 – “Intersection related” and substitute the words “alley intersection” for “intersection”.

**08- Interchange area** – Use this code when the FIRST injury or damage causing event in the crash occurs in an interchange area. An interchange area is defined as follows: A system of interconnecting roadways in conjunction with one or more grade separations, providing movement of traffic between two or more roadways on different levels.

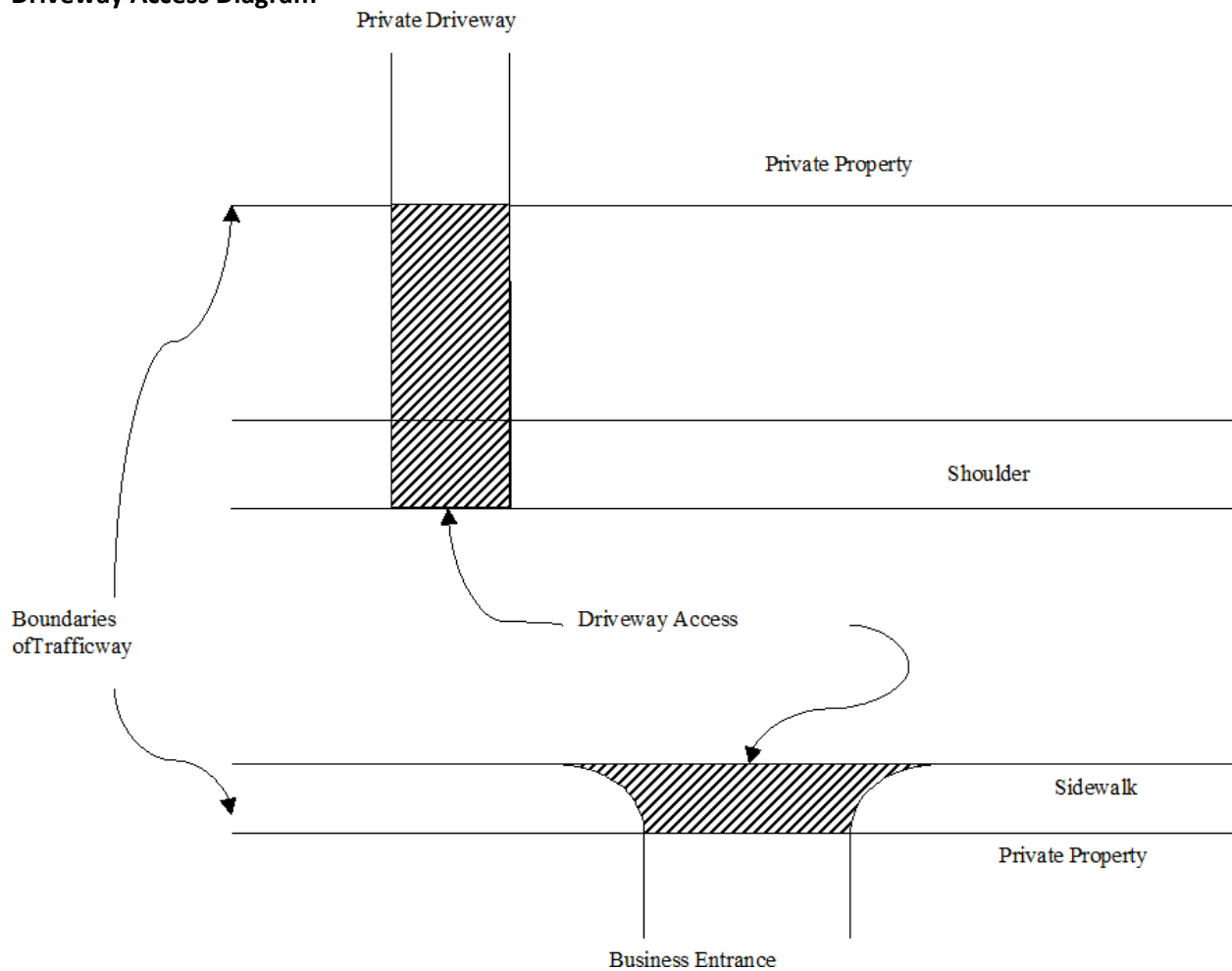
**NOTE:** In South Dakota interchanges are located primarily on the Interstate system with a few exceptions on other state trunk highways.  
The diagram of an interchange area will help to clarify the definition.

**Interchange Area**



**09- Driveway access** – Use this code when the FIRST injury or damage causing event in the crash occurs within the boundaries of a driveway access. A driveway access is defined as follows: A driveway access is a roadway providing access to property adjacent to a trafficway. Only portions of the driveway within the trafficway are included. Included are the portions of home, business, and gas station entrances that are within the trafficway. Entrances and exits to most rest areas are also included.

**Driveway Access Diagram**



**10- Driveway access related** – Use this code when the first injury or damage causing event in the crash occurs near a driveway access and meets all of the following criteria: (1) occurs on a road (other than the driveway) on an approach to or exit from a driveway access, and (2) results from an activity, behavior, or control related to the movement of traffic units into or out of a driveway access, and (3) does not occur within the actual boundaries of the driveway access.

**11- Railway crossing** – Use this code when the First injury or damage causing event in the crash occurs within the boundaries of the intersection of the roadway and rail grade crossing.

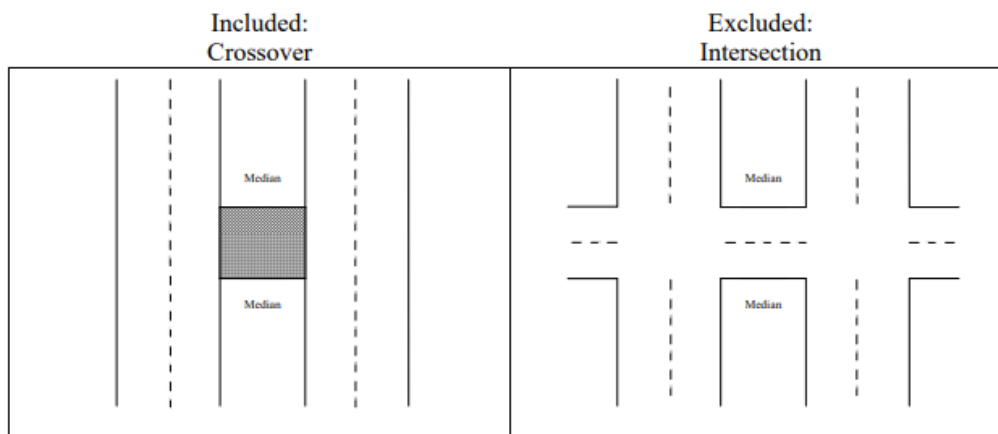
This would include the collision of one motor vehicle with another motor vehicle while in the boundaries of the intersection.

The collision of one motor vehicle with a railway vehicle.

**12- Railway crossing related** –is used when the first harmful event occurs outside the railway crossing but is related to the movement of traffic through the railway crossing.

**13- Crossover** – is used when the first harmful event occurs within the boundaries of the crossover. **Note:** A crossover is the area of the median of a divided trafficway where motor vehicles are permitted to cross the opposing lane of traffic or execute a U-turn. Breaks in a median designated for “authorized vehicles only” are not considered crossovers.

**14- Crossover related** – Use this code when the first injury or damage causing event in the crash occurs near a crossover and occurs on a road or street (other than the crossover) on an approach to or exit from a crossover and does not occur within the actual boundaries of the crossover. **EXCEPTION:** Intersection type codes have priority when the crossover is part of an intersection. The two examples and diagrams below will help to clarify use of this code.



**15- Bike path or trail** – is used when the first harmful event occurs at the crossing of a roadway and a bike path or trail. At least one non-motorist must be physically in the crossing of the roadway and the bike path, and the crash has to be related to the use of it.

**16- Bike path or trail related** – is used when the first harmful event occurs outside the boundaries of the bike path or trail but is related to the use of it.

**95- Wild Animal Hit**

**96- Not Applicable**

**97- Other**

## 99- Unknown

**Trafficway Description** - This element identifies the value that best describes the trafficway flow just prior to this vehicle's first harmful event. For vehicles departing the trafficway prior to their first harmful event, the trafficway selected for classification is the one the vehicle departed. If this vehicle is in a junction just prior to its first harmful event, the trafficway selected for classification is the one it is on before entering the junction.

Trafficway Description
▼

- 01 - TWO-WAY, NOT DIVIDED
- 02 - TWO-WAY, NOT DIVIDED WITH A CONTINUOUS LEFT TURN LANE
- 03 - TWO-WAY, DIVIDED, UNPROTECTED (PAINTED >4 FEET) MEDIAN
- 04 - TWO-WAY, DIVIDED, POSITIVE MEDIAN BARRIER
- 05 - ONE-WAY TRAFFICWAY
- 95 - WILD ANIMAL HIT
- 96 - NOT APPLICABLE
- 99 - UNKNOWN

### Codes:

- 01- Two-way, not divided
- 02- Two-way, not divided with a continuous left turn lane
- 03- Two-way, divided, unprotected (painted >4 feet) median
- 04- Two-way, divided, positive median barrier
- 05- One-way trafficway
- 95- Wild Animal Hit
- 96- Not Applicable
- 99- Unknown

**Light Condition**- Enter the code which best describes the light conditions at the time of the crash. This element should be coded without regard to whether light conditions contributed to causing the crash.

Light Condition
▼

- 01 - DAYLIGHT
- 02 - DARK - ROADWAY NOT LIGHTED
- 03 - DARK - LIGHTED ROADWAY
- 04 - DARK - UNKNOWN ROADWAY LIGHTING
- 05 - DAWN
- 06 - DUSK
- 97 - OTHER
- 99 - UNKNOWN

**Codes:**

- 01- Daylight
- 02- Dark- roadway not lighted – Not lighted refers to the absence of street or highway lighting.
- 03- Dark – lighted roadway – Lighted refers to the presence of street or highway lights. Lighted areas will generally include streets within cities or towns and some interchange areas.
- 04- Dark - unknown roadway lighting – Refers to an inability to determine whether the crash location was illuminated. This code should only be used when a crash is not investigated at the scene and then, only when lighting cannot be determined.
- 05- Dawn
- 06- Dusk
- 97- Other
- 99- Unknown

**Weather Conditions** - Enter the code(s) which best describes the weather conditions at the scene of the crash. Up to two codes can be used to describe the weather conditions. If only one code is used per unit leave the second box “blank”. This element identifies the prevailing atmospheric conditions that existed at the time of the crash without regard to whether they were a contributing factor to the crash.

<b>Weather Conditions</b>	<input type="text"/>	▼
	<input type="text"/>	▼

- 01 - CLEAR
- 02 - CLOUDY
- 03 - RAIN
- 04 - SLEET, HAIL (FREEZING RAIN OR DRIZZLE)
- 05 - SNOW
- 06 - FOG, SMOG, SMOKE
- 07 - BLOWING SAND, SOIL, DIRT
- 08 - BLOWING SNOW
- 09 - SEVERE CROSSWINDS
- 96 - NOT APPLICABLE
- 97 - OTHER
- 99 - UNKNOWN

**Codes:**

- 01- Clear
- 02- Cloudy
- 03- Rain
- 04- Sleet, hail (freezing rain or drizzle)
- 05- Snow
- 06- Fog, smog, smoke
- 07- Blowing sand, soil, dirt
- 08- Blowing snow
- 09- Severe crosswind

- 96- Not Applicable
- 97- Other
- 99- Unknown

**Ownership of Trafficway** - This element identifies the ownership of the trafficway in relation to state reportable crashes.

The image shows a screenshot of a web-based dropdown menu. The menu is titled "Ownership of Trafficway" and is currently open, displaying two options: "01 - PUBLIC PROPERTY" and "02 - PRIVATE PROPERTY". The options are listed in blue text on a light orange background.

**Codes:**

- 01- Public Property
- 02- Private Property

**Note** – Select private property if the crash is deemed non-state reportable, this will move the crash to the non-reportable tile in LEOS and will not be sent to the state repository.

**Characteristics**- This element is used to identify the characteristics of the crash with respect to its location on or off a trafficway in relation to the first harmful event; this is also used to identify ownership of land where the crash occurred.

The image shows a screenshot of a web-based dropdown menu. The menu is titled "Characteristics" and is currently open, displaying three options: "01 - TRAFFICWAY, ON ROAD", "02 - TRAFFICWAY, NOT ON ROAD", and "03 - NON-TRAFFICWAY". The options are listed in blue text on a light orange background.

**b. Codes:**

- 01- Trafficway, on road
- 02- Trafficway, not on road
- 03- non-trafficway

**Secondary Crash**- Did this crash result from a prior crash?

The image shows a screenshot of a web-based dropdown menu. The menu is titled "Secondary Crash?" and is currently open, displaying two options: "01 - YES" and "02 - NO". The options are listed in blue text on a light orange background.

**c. Codes:**

- 01- Yes
- 02- No



## Crash Data Element Definitions – Unit Level

### Driver/ Non-Motorist Information

**IMPORTANT:** Remember, you must have at least one motor vehicle in-transport involved in the crash for this to be a reportable case.

**Unit Type** - This element is used to collect information concerning the person driving the vehicle at the time of the crash or the non-motorist identified in the unit section.

**Note!** This element identifies the type of unit that applies to this motor vehicle/non motorist at the time it became an involved unit in the crash.

Unit Type
01 - MOTOR VEHICLE IN TRANSPORT WITH DRIVER
02 - MOTOR VEHICLE - PARKED
03 - MOTOR VEHICLE IN TRANSPORT WITHOUT DRIVER - NOT PARKED
04 - MOTOR VEHICLE USED AS EQUIPMENT (SNOWPLOW PLOW)
05 - PEDESTRIAN
06 - PEDALCYCLE
07 - RAILWAY VEHICLE
08 - ANIMAL (WITH RIDER)
09 - ANIMAL DRAWN VEHICLE
10 - EMERGENCY RESPONSE MOTOR VEHICLE WITH OR WITHOUT DRIVER

### Codes:

**01- Motor vehicle in transport with driver** - is used to indicate that this is a motor vehicle in-transport. "In-Transport" means any part of the vehicle's primary outline as defined by the four sides of the vehicle or load, if any, is within the roadway or the vehicle is in motion anywhere within or outside the trafficway boundaries.

#### Examples:

1. Motor vehicle in traffic on the highway.
2. Motionless motor vehicle abandoned on the roadway travel lanes.
3. Motor vehicle on roadway stopped at traffic signal.
4. Motor vehicle driving or in motion on the shoulder, median, or roadside.
5. Motor vehicle driving down a private driveway.
6. Motor vehicle in motion, outside the trafficway boundaries (vehicle pulling up to a pump in a gas station, not within trafficway; vehicle in motion in a parking lot aisle; lawn tractor driving in a field adjacent to the trafficway; ATV driving on a dirt track next to trafficway; etc.).
7. A tractor trailer with its load hanging over the roadway edge line.
8. A pickup truck on the shoulder with lumber extending into the travel lanes.

**02- Motor vehicle - parked** - A parked motor vehicle is a motor vehicle that is not in motion or on a roadway (the normal driving portion of a trafficway). To be considered parked, the motor vehicle must have been outside the area designated as the roadway

and not moving. If any portion of the motor vehicle outline (excluding open doors, mirrors, etc.) is on a roadway it is not parked.

**03- Motor vehicle in transport without driver - not parked** - used to indicate that this is a “driverless” motor vehicle in-transport (driverless vehicle stopped in a travel lane).

**04- Motor vehicle used as equipment (snowplow plowing, etc.)** - is used to indicate that this is a motor vehicle that was in the act of performing highway construction, maintenance, or utility work related to the trafficway when it became an involved unit.

**Examples:**

- Asphalt/steam roller working in a highway construction zone paving the roadway or flattening dirt.
- State highway maintenance crew painting lane lines on the road, mowing grass on the roadside or median, repairing potholes, removing debris from the roadway, etc.
- Utility truck or a “cherry picker,” performing maintenance on power lines along the roadway or maintaining a traffic signal.
- A private excavating company contracted by the State digging the foundation for a new overpass.
- A State, county, or privately owned snowplow, plowing ice/snow as part of a highway maintenance activity.
- Street sweeper sweeping the street.
- A vehicle in a mobile work convoy displaying arrow boards or other signaling devices warning motorists of the work activity.
- A law enforcement vehicle that is participating strictly in a stationary construction or mobile maintenance activity as a traffic slowing, control, signaling, or calming influence.

**05- Pedestrian** - used for all pedestrians including a person pushing a vehicle or being carried by another person.

**06- Pedalcycle** - Non-motorist using a device propelled by pedaling (by foot, hand, or other adaptive means).

**Examples include** bicycle, unicycle, tricycle, pedal car, handcycle, which can be solely propelled by human power and those that can be propelled by human power and/or a motor.

**07- Railway vehicle**- any land vehicle that is designed primarily for, or in use for, moving persons or property from one place to another on rails.

**08- Animal (with rider)**

**09- Animal drawn vehicle**

**10- Emergency response motor vehicle with or without driver** - use for emergency responders on duty operating an emergency apparatus. (This keeps the crash from going on the personal driving record of the first responder - must be Emergency Medical Service (EMS), Fire and Rescue, Law Enforcement.)

**Hit and Run-** Check the box which indicates whether the motor vehicle driver committed a “Hit and Run” offense.

Hit and Run
-------------

- 01 - YES
- 02 - NO
- 03 - YES LEFT SCENE, BUT WAS LATER FOUND
- 96 - NOT APPLICABLE
- 99 - UNKNOWN
- 95 - WILD ANIMAL HIT

- 01- Yes
- 02- No
- 03- Yes left scene, but was later found.
- 95- Wild Animal Hit
- 96- Not Applicable
- 99- Unknown

**Vehicle Known?**

Vehicle Known?
----------------

- YES
- NO

**Driver’s Information**

Driver's Last Name	First Name	Middle Name

Address
---------

**Full Name-** (Last, First, Middle) – Enter the name of the operator/driver of the unit or the pedestrian identified as this unit. Names are to be entered for all unit types. If the unit is a motor vehicle without a driver, enter “Driverless”. Enter the operator/driver’s full name in last, first, middle format. If the operator/driver is operating a motor vehicle and is licensed, the name **MUST** be entered exactly as it appears on the driver’s license.

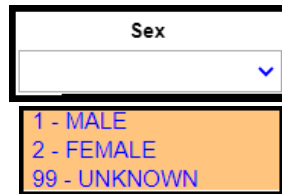
**Address** - If there is a name in the unit’s full name field, enter the current address of that person. If there is no name in the full name field, enter “Unknown”.

**Date of Birth** - Enter the date of birth of the person in the Date of Birth field. Date of birth should be entered in the Month/Day/Year format as it appears on the driver's license.

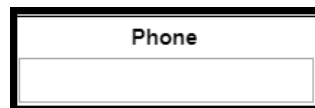
A rectangular input field with a black border. The title "Date of Birth" is centered at the top. Below the title, the text "MM/DD/YYYY" is displayed in blue, followed by a small calendar icon on the right.

**Sex** - Enter the code indicating the sex of each person listed matching their driver's license.

- 1- Male
- 2- Female
- 99- Unknown

A dropdown menu with a black border. The title "Sex" is centered at the top. Below the title is a white input area with a blue downward arrow on the right. The dropdown is open, showing a list of options: "1 - MALE", "2 - FEMALE", and "99 - UNKNOWN" in blue text.

**Phone Number** - Enter the phone number of the driver in the phone number field.

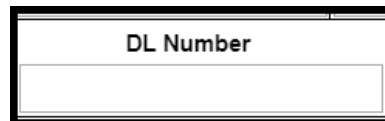
A rectangular input field with a black border. The title "Phone" is centered at the top. Below the title is a white input area.

**DL State** - For drivers of motor vehicles, enter the State issuing the driver's license. For unlicensed drivers, enter "NO-None".

A dropdown menu with a black border. The title "Driver License State" is centered at the top. Below the title is a white input area with a blue downward arrow on the right.

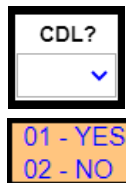
**DL Class** - For drivers of motor vehicles, enter the class as it appears on the driver's license. For unlicensed drivers or out of state drivers without a class, enter "9".

**Driver's License Number** - For drivers of motor vehicles, enter the driver's license number. If the person does not have a driver's license, enter "98". Do not enter an Identification Card number as a driver's license number.

A rectangular input field with a black border. The title "DL Number" is centered at the top. Below the title is a white input area.

**CDL - Commercial Driver's License**

- 01 Yes
- 02 No

A dropdown menu with a black border. The title "CDL?" is centered at the top. Below the title is a white input area with a blue downward arrow on the right. The dropdown is open, showing a list of options: "01 - YES" and "02 - NO" in blue text.

**Endorsements**

- 00-** None/Not applicable
- 01-** Hazardous Materials
- 02-** Tank Vehicle
- 03-** Passenger
- 04-** School
- 05-** Double/Triple Trailers
- 06-** Combination of tank vehicle and hazardous materials
- 07-** Other non-commercial endorsements

<b>Endorsements</b>
▼

- 00 - NONE/NOT APPLICABLE
- 01 - HAZARDOUS MATERIALS
- 02 - TANK VEHICLE
- 03 - PASSENGER
- 04 - SCHOOL
- 05 - DOUBLE/TRIPLE TRAILERS
- 06 - COMBINATION OF TANK VEHICLE AND HAZARDOUS MATERIALS
- 07 - OTHER NON-COMMERCIAL ENDORSEMENTS

**DL Status** - For drivers of motor vehicles, check the appropriate box to indicate the current status of an individual’s driver license.

- 01** Normal within restrictions
- 02** No license required
- 03** Beyond restrictions
- 04** Under Suspension
- 05** Revoked
- 06** No license endorsement for this vehicle type
- 07** No license
- 08** Expired license
- 96** Not Applicable
- 99** Unknown

<b>Status</b>
▼

- 01 - NORMAL WITHIN RESTRICTIONS
- 02 - NO LICENSE REQUIRED
- 03 - BEYOND RESTRICTIONS
- 04 - UNDER SUSPENSION
- 05 - REVOKED
- 06 - NO LICENSE ENDORSEMENT FOR THIS VEHICLE TYPE
- 07 - NO LICENSE
- 08 - EXPIRED LICENSE
- 96 - NOT APPLICABLE
- 99 - UNKNOWN

**Driver License Restrictions** – Open text field for driver specific restrictions

<b>Driver License Restrictions</b>

**Alcohol Use - COLLECT FOR ALL UNIT TYPES.**

Investigating officer's assessment of whether alcohol was used by the units.

**NOTE:** An indication of alcohol use in this area does not necessarily imply that alcohol use was a contributing circumstance. Alcohol use should be coded here whether or not it is coded as a contributing circumstance.

Alcohol Use
00 - NONE USED 01 - ALCOHOL USED 95 - WILD ANIMAL HIT 99 - UNKNOWN 96 - NOT APPLICABLE

**Codes:**

- 00- None used.** This code should be used if there is no alcohol use by the unit operator.
- 01- Alcohol used.** This code should be used if there is reasonable evidence to suggest that the units have alcohol in his/her bloodstream. Use of this code does not necessarily mean or imply a DUI situation.
- 95- Wild Animal Hit**
- 96- Not Applicable**
- 99- Unknown.** Use this code when it is impossible to determine whether or not there is alcohol in the unit's bloodstream.

**Alcohol Test - COLLECT FOR ALL UNIT TYPES.**

Alcohol Test
90 - TEST REFUSED 91 - TEST NOT GIVEN 92 - TEST GIVEN, CONTAMINATED SAMPLE/UNUSABLE 93 - TEST GIVEN 95 - WILD ANIMAL HIT 96 - NOT APPLICABLE 99 - UNKNOWN

If a Blood Alcohol Concentration test or a Digital PBT test was administered, the results of either test should be entered in the space provided. A decimal point is implied before the first digit of the number entered. For example, a test result of "0.15" should be entered as "15". For law enforcement agencies without breath testing equipment, results of chemical tests will not be available immediately. **HOLD THE CRASH REPORT UP TO 5 WORKING DAYS TO ALLOW FOR THE RESULTS OF CHEMICAL TESTS TO BE RETURNED.** If the results of a chemical test are not available in 5 working days, the report should be submitted without the BAC value. If a test was administered and the report is submitted without the results, "93" should be coded in the space provided for test results. The following additional codes may be used for this data element.

**Test results (list actual BAC)**

**Codes:**

- 90- Test refused
- 91- Test not given
- 92- Test given, contaminated sample/unusable
- 93- Test given
- 95- Wild Animal Hit
- 96- Not Applicable
- 99- Unknown

**Test Type-** he bodily tissue or fluid used to perform a chemical test for the presence of alcohol (ethanol) in this person.

**Codes:**

- 01- Blood
- 02- PBT
- 03- Urine
- 97- Not Applicable (Test not given)
- 98- Other

Test Type
▼
01 - BLOOD 02 - PBT 03 - URINE 97 - NOT APPLICABLE (TEST NOT GIVEN) 98 - OTHER

**Test Result-** Select the actual BAC (.00-.60)

**Codes:**

- 96 Pending
- 97 Not Applicable
- 99 Unknown

Test Result
▼

**Drug Use-** Investigating officer's assessment of whether drugs were used by the unit.

COLLECT FOR ALL UNITS.

Drug Use
▼
00 - NONE USED 01 - DRUGS USED 95 - WILD ANIMAL HIT 96 - NOT APPLICABLE 99 - UNKNOWN

**NOTE:** This pertains only to drugs which could possibly affect driving performance. Drugs of this type include both legal drugs (prescription and over the counter) and illegal drugs. An indication of drug use in this area does not necessarily imply that drug use was a contributing circumstance.

**Codes:**

**00- None used.** This code should be used if there is no drug usage.

**01- Drugs used.** This code should be used if there is reasonable evidence to suggest that the unit has drugs in his/her bloodstream. Use of this code does not necessarily mean or imply a DUI situation.

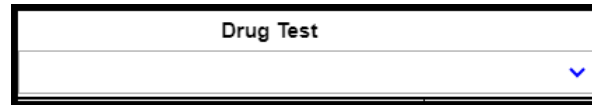
**95- Wild Animal Hit**

**96- Not Applicable**

**99- Unknown.** Use this code when it is impossible to determine whether or not there are drugs in the unit's bloodstream.

**Drug Test-** If a drug test was administered, HOLD THE CRASH REPORT UP TO 5 WORKING DAYS TO ALLOW FOR THE RESULTS OF THE TEST TO BE RETURNED. If a test was administered and the report is submitted without the results, "6" should be coded in the space provided for test results. The following additional codes may be used for this data element.

COLLECT FOR ALL UNITS.

A dropdown menu with a white background and a black border. The text "Drug Test" is centered at the top. A small blue downward-pointing arrow is visible in the bottom right corner.

- 01 - TEST REFUSED
- 02 - TEST NOT GIVEN
- 03 - TEST GIVEN, NO DRUGS REPORTED
- 04 - TEST GIVEN, DRUGS REPORTED
- 05 - TEST GIVEN, CONTAMINATED SAMPLE/UNUSABLE
- 06 - TEST GIVEN, BUT UNOBTAINABLE AT TIME REPORT FILED
- 95 - WILD ANIMAL HIT
- 96 - NOT APPLICABLE
- 99 - UNKNOWN

**Codes:**

**01-** Test refused

**02-** Test not given

**03-** Test given, no drugs reported

**04-** Test given, drugs reported

**05-** Test given, contaminated sample/unusable

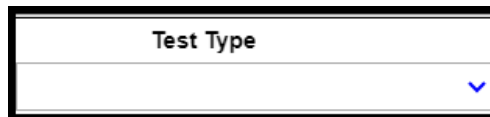
**06-** Test given, but unobtainable at time of report filed

**95-** Wild Animal Hit

**96-** Not Applicable

**99-** Unknown

**Test Type-** The bodily tissue or fluid used to perform a chemical test for the presence of drugs in this person.

A dropdown menu with a white background and a black border. The text "Test Type" is centered at the top. A small blue downward-pointing arrow is visible in the bottom right corner.

**Codes:**

**01-** Blood

**02-** Saliva

**03-** Urine

**97-** Not Applicable

- 01 - BLOOD
- 02 - SALIVA
- 03 - URINE
- 97 - NOT APPLICABLE
- 98 - OTHER



98- Other

**Test Results**

- 01- Negative
- 02- Amphetamine
- 03- Cocaine
- 04- Marijuana
- 05- Opiate
- 06- Other Controlled Substance
- 07- PCP
- 08- Other drug (excludes post-crash drugs)
- 97- Not Applicable (Test not given)
- 99- Unknown

Test Result
▼

- 01 - NEGATIVE
- 02 - AMPHETAMINE
- 03 - COCAINE
- 04 - MARIJUANA
- 05 - OPIATE
- 06 - OTHER CONTROLLED SUBSTANCE
- 07 - PCP
- 08 - OTHER DRUG (EXCLUDES POST-CRASH DRUGS)
- 97 - NOT APPLICABLE (TEST NOT GIVEN)
- 99 - UNKNOWN

**Driver Contributing Circumstances-** Two codes should be entered for each motor vehicle with a driver. If there are less than two contributing circumstances, "0" should be entered in the remaining boxes. If there are more than two codes which fit the crash, use the two which impacted the crash the most.

Driver Contributing Circumstances	▼
	▼

- 00 - NONE
- 01 - FAILED TO YIELD TO VEHICLE
- 02 - FAILED TO YIELD TO PEDESTRIAN
- 03 - DISREGARDED TRAFFIC SIGNS OR SIGNALS
- 04 - EXCEEDED POSTED SPEED LIMIT
- 05 - DRIVING TOO FAST FOR CONDITIONS
- 06 - IMPROPER TURN
- 07 - WRONG SIDE OR WRONG WAY
- 08 - IMPROPER SIGNAL OR FAILURE TO SIGNAL
- 09 - IMPROPER LANE CHANGE
- 10 - IMPROPER PASSING
- 11 - IMPROPER START FROM PARKED POSITION
- 12 - IMPROPER PARKING
- 13 - IMPROPER BACKING
- 14 - FOLLOWED TOO CLOSELY
- 15 - FAILURE TO KEEP IN PROPER LANE
- 16 - RUNNING OFF ROAD
- 17 - SWERVING OR AVOIDING DUE TO WIND, SLIPPERY SURFACE, VEHICLE, OBJECT, NON-MOTORIST, ETC.
- 18 - OVER-CORRECTING/OVER-STEERING
- 19 - FATIGUED/ASLEEP
- 20 - DRINKING
- 21 - DRUGS-MEDICATION
- 22 - DRUGS-OTHER
- 23 - ILLNESS (HEART ATTACK, STROKE, ETC.)
- 24 - PHYSICAL IMPAIRMENT
- 25 - ILLEGALLY IN ROADWAY
- 26 - CELL PHONE
- 27 - OTHER ELECTRONIC DEVICE (LIST IN NARRATIVE)
- 28 - DISTRACTED (LIST DISTRACTION IN NARRATIVE)
- 95 - WILD ANIMAL HIT
- 96 - NOT APPLICABLE
- 97 - OTHER
- 99 - UNKNOWN

**Codes:**

- 00- None
- 01- Failed to yield to vehicle
- 02- Failed to yield to pedestrian

- 03- Disregarded traffic signs or signals
- 04- Exceeded posted speed limit
- 05- Driving too fast for conditions
- 06- Improper turn
- 07- Wrong side or wrong way
- 08- Improper signal or failure to signal
- 09- Improper lane change
- 10- Improper passing
- 11- Improper start from parked position
- 12- Improper parking
- 13- Improper backing
- 14- Followed too closely
- 15- Failure to keep in proper lane
- 16- Running off road
- 17- Swerving or avoiding due to wind, slippery surface, vehicle, object, non-motorist, etc.
- 18- Over-correcting/over-steering
- 19- Fatigued/asleep
- 20- Drinking
- 21- Drugs – medication
- 22- Drugs – other
- 23- Illness (heart attack, stroke, etc.)
- 24- Physical impairment
- 25- Illegally in roadway
- 26- Cell phone
- 27- Other electronic device (list in narrative)
- 28- Distracted (list distraction in narrative)
- 95- Wild Animal Hit
- 96- Not Applicable
- 97- Other (list distraction in narrative) Use this code only if the contributing circumstances cannot be adequately described by the other codes listed above.
- 99- Unknown

**Vision Contributing Circumstances-** Enter the code describing the vision obscurity that contributed to causing the crash for this vehicle.

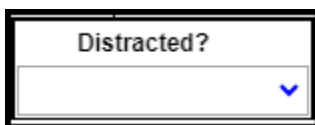
**Vision Contributing Circumstances**

- 00 - NONE
  - 01 - WEATHER CONDITION
  - 02 - PHYSICAL OBSTRUCTION
  - 03 - WINDSHIELD OR OTHER WINDOW OBSCURED BY FROST, SNOW, MUD, ETC.
  - 04 - SNOW BANK
  - 05 - TREES, CROPS, BUSHES, OTHER VEGETATION
  - 06 - GUARDRAIL/BARRIER
  - 07 - MOTOR VEHICLE (INCLUDING LOAD) PARKED
  - 08 - MOTOR VEHICLE (INCLUDING LOAD) NOT PARKED
  - 09 - BUILDING
  - 10 - SIGNS, BILLBOARDS, ETC.
  - 11 - GLARE
  - 96 - NOT APPLICABLE
  - 97 - OTHER
  - 99 - UNKNOWN
  - 95 - WILD ANIMAL HIT

**Codes:**

- 00- None
- 01- Weather conditions
- 02- Physical obstruction
- 03- Windshield or other window obscured by frost, snow, mud, etc.
- 04- Snow bank
- 05- Trees, crops, bushes, other vegetation
- 06- Guardrail / barrier
- 07- Motor Vehicle (including load) parked
- 08- Motor Vehicle (including load) not parked
- 09- Building
- 10- Signs, billboards, etc.
- 11- Glare
- 95- Wild Animal Hit
- 96- Not Applicable
- 97- Other\* – This code should only be used if one of the other codes listed above does not adequately describe the vision obscurity contributing to the crash. If this code is used, it must be explained in the crash narrative.
- 99- Unknown

**Distractions?**- This element reports on the presence of any distractions that may or may not have contributed to the crash. Distraction from the primary task of driving occurs when drivers divert their attention from the driving task to some other activity.

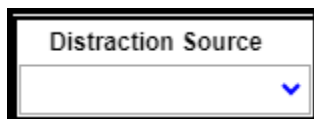


- 00 - NOT DISTRACTED
- 01 - TALKING/LISTENING
- 02 - MANUALLY OPERATING DEVICE
- 03 - OTHER ACTION (LOOKING AWAY, ETC.)
- 99 - UNKNOWN

**Codes:**

- 00- Not Distracted
- 01- Talking/Listening
- 02- Manually operating device
- 03- Other Action (Looking away, etc.)
- 99- Unknown

**Distraction Source**



- 01 - HANDS-FREE MOBILE PHONE
- 02 - HAND-HELD MOBILE PHONE
- 03 - OTHER ELECTRONIC DEVICE
- 04 - VEHICLE-INTEGRATED DEVICE
- 05 - PASSENGER/OTHER NON-MOTORIST
- 06 - EXTERNAL (TO VEHICLE)
- 07 - OTHER DISTRACTION (ANIMAL,FOOD,ETC.)

**Codes:**

- 01-** Hands-free mobile phone
- 02-** Hand-held mobile phone
- 03-** Other electronic device
- 04-** Vehicle-integrated device
- 05-** Passenger/other non- motorist
- 06-** External (to vehicle)
- 07-** Other distraction (animal, food, etc.)

**Non-Motorist Location-** Enter the code that best describes the non-motorist's (pedestrian or pedalcycle operator) location at the time of impact.

**Non-Motorist Location**

- 01 - MARKED CROSSWALK AT INTERSECTION
- 02 - AT INTERSECTION BUT NO CROSSWALK
- 03 - NON-INTERSECTION CROSSWALK
- 04 - DRIVEWAY ACCESS CROSSWALK
- 05 - IN ROADWAY (NOT IN CROSSWALK OR INTERSECTION)
- 06 - MEDIAN (BUT NOT ON SHOULDER)
- 07 - ISLAND
- 08 - SHOULDER
- 09 - SIDEWALK
- 10 - ROADSIDE
- 11 - OUTSIDE TRAFFICWAY
- 12 - SHARED-USE PATH OR TRAILS
- 13 - IN BUILDING
- 95 - WILD ANIMAL HIT
- 96 - NOT APPLICABLE
- 97 - OTHER
- 99 - UNKNOWN

**Codes:**

- 01-** Marked crosswalk at intersection
- 02-** At intersection but no crosswalk
- 03-** Non-intersection crosswalk
- 04-** Driveway access crosswalk
- 05-** In roadway (not in crosswalk or intersection)
- 06-** Median (but not on shoulder)
- 07-** Island
- 08-** Shoulder
- 09-** Sidewalk
- 10-** Roadside
- 11-** Outside trafficway

- 12- Shared-use path or trails
- 13- In building
- 95- Wild animal hit
- 96- Not Applicable
- 97- Other
- 99- Unknown

**Non-Motorist Contributing Circumstances** - Enter the code(s) that best describes the non-motorist (pedestrian or pedalcycle operator) contributing circumstances, which contributed to the crash. Up to two codes can be used to describe the non-motorist contributing circumstances. If there are not two contributing circumstances, enter a '0' in the second drop down.

Non-Motorist Contributing Circumstances		▼
		▼

- 00 - NONE
- 01 - DART/DASH
- 02 - DISABLED VEHICLE-RELATED (WORKING ON, PUSHING, ETC.)
- 03 - ENTERING/EXITING PARKED/STANDING VEHICLE
- 04 - FAILURE TO OBEY TRAFFIC SIGNS, SIGNALS, OR OFFICER
- 05 - FAILURE TO YIELD RIGHT-OF-WAY
- 06 - IMPROPER PASSING
- 07 - IMPROPER TURN/MERGE
- 08 - INATTENTIVE (TALKING, EATING, ETC.)
- 09 - IN ROADWAY IMPROPERLY (STANDING, LYING, ETC.)
- 96 - NOT APPLICABLE
- 98 - OTHER
- 99 - UNKNOWN
- 10 - NOT VISIBLE (DARK CLOTHING, NO LIGHTING, ETC.)
- 11 - WRONG-WAY RIDING OR WALKING
- 95 - WILD ANIMAL HIT

**Codes:**

- 00- None
- 01- Dart/Dash
- 02- Disabled vehicle- related (working on, pushing, etc.)
- 03- Entering/Exiting parked/standing vehicle
- 04- Failure to obey traffic signs, signals, or officer
- 05- Failure to yield right-of-way
- 06- Improper passing
- 07- Improper turn/merge
- 08- Inattentive (talking, eating, etc.)
- 09- In roadway improperly (standing, lying, etc.)
- 10- Not visible (dark clothing, no lighting, etc.)
- 11- Wrong-way riding or walking
- 95- Wild Animal
- 96- Not Applicable
- 98- Other
- 99- Unknown

**Non-Motorist Action-** Enter the code that describes the non-motorist's (pedestrian or pedalcycle operator) action prior to the crash.

**Non-Motorist Action**

01 - ENTERING OR CROSSING SPECIFIED LOCATION  
02 - WALKING, RUNNING, JOGGING, PLAYING, CYCLING, SKATING  
03 - PLAYING OR WORKING ON MOTOR VEHICLE  
04 - PUSHING MOTOR VEHICLE  
05 - APPROACHING OR LEAVING MOTOR VEHICLE  
06 - WORKING  
07 - STANDING  
08 - LAYING  
95 - WILD ANIMAL HIT  
96 - NOT APPLICABLE  
97 - OTHER  
99 - UNKNOWN

**Codes:**

- 01- Entering or crossing specified location
- 02- Walking, running, jogging, playing, cycling, skating
- 03- Playing or working on motor vehicle
- 04- Pushing motor vehicle
- 05- Approaching or leaving motor vehicle
- 06- Working
- 07- Standing
- 08- Laying
- 95- Wild Animal
- 96- Not Applicable
- 97- Other
- 99- Unknown

**Non-Motorist Origin/Destination**

**Codes:**

- 01- Going to or from school (K-12)
- 02- Going to or from transit
- 97- Not Applicable
- 99- Unknown

**Non-Motorist Origin/Destination**

01 - GOING TO OR FROM SCHOOL (K-12)  
02 - GOING TO OR FROM TRANSIT  
97 - NOT APPLICABLE  
99 - UNKNOWN

**Initial Contact Point on Non-Motorist**

**Initial Contact Point on Non-Motorist**

03 - RIGHT  
 06 - REAR  
 09 - LEFT  
 12 - FRONT  
 99 - UNKNOWN

**Codes:**

- 03- Right
- 06- Rear
- 09- Left
- 12- Front
- 99- Unknown

**Injury Status of Unit-** Enter the code for the injury status which best describes the injuries resulting from the motor vehicle traffic crash for each unit.

Injury Status

▼

01 (K) FATAL INJURY  
 02 (A) SUSPECTED SERIOUS INJURY  
 03 (B) SUSPECTED MINOR INJURY  
 04 (C) POSSIBLE INJURY  
 05 (O) NO APPARENT INJURY  
 95 - WILD ANIMAL HIT  
 96 - NOT APPLICABLE

**Codes**

**01 (K) Fatal** – An injury which results in death. An injury caused death that occurs within 30 days of a crash is considered a crash fatality.

**02 (A) Suspected Serious Injury** – Any injury, other than a fatal injury, which results in one or more of the following:

INCLUDED:

- Crush Injuries
- Significant burns (2<sup>nd</sup> or 3<sup>rd</sup> degree burns covering over 10% or more of the body)
- Paralysis
- Severe lacerations
- Broken or distorted limbs
- Skull or chest injuries
- Abdominal injuries
- Unconsciousness at or when taken from scene
- Unable to leave the crash scene without assistance

EXCLUDED:

- Momentary unconsciousness

**03 (B) Suspected Minor Injury** – Any injury, other than a fatal injury or an incapacitating injury, which is evident to observers at the crash scene.

INCLUDED:

- Lumps on head, abrasions, bruises, minor lacerations

**EXCLUDED:**

- Limping (injury cannot be seen).

**04 (C) Possible Injury** – Any injury reported or claimed which is not a fatal injury, incapacitating injury, or non-incapacitating injury.

**INCLUDED:**

- Momentary unconsciousness
- Claim of injuries not evident/visible
- Limping
- Nausea
- Hysteria
- Complaint of pain

**05 (O) No Apparent Injury**

**Ejection** - Identifies if the occupant was completely or partially thrown from the interior of the motor vehicle as a result of this crash.

Ejection

- 00 - NOT EJECTED
- 01 - EJECTED, TOTALLY
- 02 - EJECTED, PARTIALLY
- 96 - NOT APPLICABLE (MOTORCYCLE, SNOWMOBILE, PEDESTRIAN, PEDALCYCLIST, ETC.)
- 99 - UNKNOWN
- 95 - WILD ANIMAL HIT

**Codes**

**00-** Not ejected

**01-** Ejected, Totally – Occupant’s body completely thrown from the motor vehicle as a result of the crash.

**02-** Ejected, Partially – The location of an occupant’s body not completely thrown from the motor vehicle as a result of the crash.

**95-** Wild Animal

**96-** Not applicable (motorcycle, snowmobile, pedestrian, pedalcyclist, etc.)

**99-** Unknown

**Seating Position-** Enter the seating position of the person identified for this unit.

Seating Position

- |                              |  |
|------------------------------|--|
| 01 - OPERATOR                | 20 - TRAILING UNIT                           |
| 02 - FRONT SEAT - MIDDLE     | 21 - ON VEHICLE EXTERIOR (NON-TRAILING UNIT) |
| 03 - FRONT SEAT - RIGHT      | 22 - UNENCLOSED CARGO AREA                   |
| 04 - SECOND ROW - LEFT       | 23 - ENCLOSED CARGO AREA                     |
| 05 - SECOND ROW - MIDDLE     | 24 - SLEEPER SECTION OF CAB (TRUCK)          |
| 06 - SECOND ROW - RIGHT      | 95 - WILD ANIMAL HIT                         |
| 07 - THIRD ROW - LEFT        | 96 - NOT APPLICABLE                          |
| 08 - THIRD ROW - MIDDLE      | 97 - OTHER                                   |
| 09 - THIRD ROW - RIGHT       | 25 - SEATING POSITION 1 - NOT OPERATOR       |
| 10 - FOURTH ROW - LEFT       | 99 - UNKNOWN                                 |
| 11 - FOURTH ROW - MIDDLE     |  |
| 12 - FOURTH ROW - RIGHT      |  |
| 13 - FRONT ROW - OTHER       |  |
| 14 - SECOND ROW - OTHER      |  |
| 15 - THIRD ROW - OTHER       |  |
| 16 - FOURTH ROW - OTHER      |  |
| 17 - MOTORCYCLE PASSENGER    |  |
| 18 - PEDAL CYCLIST PASSENGER |  |



## Codes

- 01- Operator (Whether right or left seat)
- 02- Front seat – middle
- 03- Front seat – right
- 04- Second row – left
- 05- Second row – middle
- 06- Second row – right
- 07- Third row – left
- 08- Third row – middle
- 09- Third row – right
- 10- Fourth row – left
- 11- Fourth row – middle
- 12- Fourth row – right
- 13- Front row other (Lying on the floor or across the seats)
- 14- Second row other (Lying on the floor or across the seats)
- 15- Third row other (Lying on the floor or across the seats)
- 16- Fourth row other (Lying on the floor or across the seats)
- 17- Motorcycle passenger
- 18- Pedalcycle passenger
- 19- Bus passenger
- 20- Trailing unit
- 21- On vehicle exterior (non-trailing unit)
- 22- Unenclosed cargo area
- 23- Enclosed cargo area
- 24- Sleeper section of cab (truck)
- 25- Seating Position “1” NOT Operator
- 95- Wild Animal
- 96- Not applicable (Pedestrian)
- 97- Other (passengers of railway vehicle, snowmobile, moped, all terrain, animal drawn vehicle and persons seated in vans with more than 4 rows)
- 99- Unknown

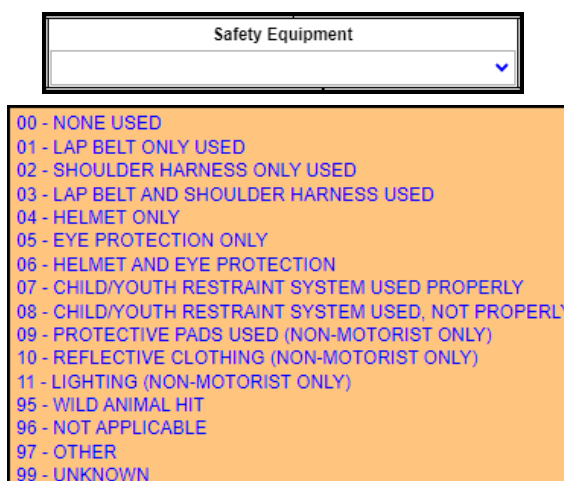
**Air Bag Deployed-** Deployment status of an airbag relative to the position in the vehicle for this occupant.

- 00 - NOT DEPLOYED
- 01 - DEPLOYED-FRONT
- 02 - DEPLOYED-SIDE
- 03 - DEPLOYED-OTHER
- 04 - DEPLOYED-COMBINATION
- 96 - NOT APPLICABLE (MOTORCYCLE, SNOWMOBILE, PEDESTRIAN, PEDALCYCLE, ETC.)
- 99 - UNKNOWN
- 95 - WILD ANIMAL HIT

### Codes

- 00-** Not deployed (if airbag is not installed or not available for a motor vehicle code "0" zero)
- 01-** Deployed- front
- 02-** Deployed- side
- 03-** Deployed- other (knee, air belt, etc.)
- 04-** Deployed- combination
- 95-** Wild Animal
- 96-** Not applicable (motorcycle, snowmobile, pedestrian, pedalcyclist, etc.)
- 99-** Unknown

**Safety Equipment** - Code the appropriate safety equipment used for each person. Indicate only protective devices that are being used.



The image shows a screenshot of a software interface. At the top is a dropdown menu with the text "Safety Equipment" and a small blue downward arrow on the right. Below the dropdown is a list of codes and descriptions, each on a new line. The list is as follows:

- 00 - NONE USED
- 01 - LAP BELT ONLY USED
- 02 - SHOULDER HARNESS ONLY USED
- 03 - LAP BELT AND SHOULDER HARNESS USED
- 04 - HELMET ONLY
- 05 - EYE PROTECTION ONLY
- 06 - HELMET AND EYE PROTECTION
- 07 - CHILD/YOUTH RESTRAINT SYSTEM USED PROPERLY
- 08 - CHILD/YOUTH RESTRAINT SYSTEM USED, NOT PROPERLY
- 09 - PROTECTIVE PADS USED (NON-MOTORIST ONLY)
- 10 - REFLECTIVE CLOTHING (NON-MOTORIST ONLY)
- 11 - LIGHTING (NON-MOTORIST ONLY)
- 95 - WILD ANIMAL HIT
- 96 - NOT APPLICABLE
- 97 - OTHER
- 99 - UNKNOWN

### Codes

- 00-** None used
- 01-** Lap belt only used
- 02-** Shoulder harness only used
- 03-** Lap belt and shoulder harness used
- 04-** Helmet only – This code is appropriate for both operators and passengers of motorcycles, mopeds, snowmobiles and pedalcyclists.
- 05-** Eye protection only – This code is appropriate for both operators and passengers of motorcycles, mopeds, snowmobiles and pedalcyclists.
- 06-** Helmet and eye protection - This code is appropriate for both operators and passengers of motorcycles, mopeds, snowmobiles and pedalcyclists.
- 07-** Child/Youth restraint system used properly
- 08-** Child/Youth restraint system used, not properly
- 09-** Protective pads used (Non-Motorist Only)
- 10-** Reflective clothing (Non-Motorist Only)

- 11- Lighting (Non-Motorist Only)
- 95- Wild Animal
- 96- Not Applicable
- 97- Other
- 99- Unknown

**Source of Transport** - Type of unit providing transport to the first medical treatment facility receiving the patient. A morgue is not a medical treatment facility.

**Codes:**

- 00- Not Transported
- 01- EMS Air
- 02- EMS Ground
- 03- Law Enforcement
- 95- Wild Animal
- 96- Not Applicable
- 98- Other
- 99- Unknown

Source of Transport

00 - NOT TRANSPORTED

01 - EMS AIR

02 - EMS GROUND

03 - LAW ENFORCEMENT

98 - OTHER

99 - UNKNOWN

95 - WILD ANIMAL HIT

96 - NOT APPLICABLE

**Transported To-** Medical facility refers to an injury treatment facility (hospital, clinic, trauma center, etc.). The treatment facility is the first medical facility to which the person is taken. Use appropriate attribute, even if the person dies enroute to the treatment facility. A morgue is not an injury treatment facility.

Transported To

**EMS Trip Number-** Enter the emergency medical services (EMS) trip number assigned to the injured person transported.

EMS Trip Number

**EMS Response Agency Identifier-** The Agency identifier and run number of the EMS Agency that responded to this crash and attended to this person.

EMS Response Agency Identifier

**Citation Charge?**

List any violations with which the person in the unit's full name field was charged. Note that in cases where charges are pending, the report may be held up to five (5) working days to allow for determination of actual charges filed.

CITATION
Citation Charge?
Citation 1
Citation 2
Citation 3
Citation 4

**Codes:**

**01-** Yes

**02-** No

**03-** Pending

**95-** Wild Animal

**96-** Not Applicable

**99-** Unknown

## Crash Data Element Definitions – Vehicle Level

**Owner Information-** This data element is used in tracking vehicle damage history, vehicle ownership and responsibility, and documenting out-of-state vehicles.

OWNER INFORMATION			
Is Driver the Owner? ▼	Owner Last Name	First	Middle
Address			
City	State ▼	Zip	

### Is Driver the Owner?

- Yes
- No

1. **Owner's Name** – Enter the full name of the owner. If the owner of the unit is the same as the operator/driver of the unit, check the “Is Driver the Owner?” dropdown. The operator/driver name does not need to be re-entered. For railway vehicles, enter the name of the Railroad Company.
2. **Owner's Address** – Enter the current address of the owner. If the owner is the same as the operator/driver, their information will be auto filled after selecting “yes” in dropdown.

## Vehicle Information

VEHICLE INFORMATION				
Year	Make ▼	Model	Motor Vehicle Identification Number	
License Plate #	State ▼	Year	Damage Amount (Vehicle and Contents)	
Insurance Co. Name ▼				
Insurance Policy Number			Effective Date MM/DD/YYYY	Expiration Date MM/DD/YYYY

**Model Year** – Enter the year assigned to a motor vehicle by the manufacturer.

**Make** – Enter the name assigned by motor vehicle manufacturer (e.g., Ford, Chevrolet, Toyota).

**Model** – Enter the manufacturer-assigned name denoting a family of motor vehicles within a make that have a degree of similarity in construction, such as body, chassis, etc. (e.g., F-150, Silverado, Camry).

**VIN** - Enter the vehicle identification number of the motor vehicle. Note- if VIN needs to be decoded, go to [www.vpic.nhtsa.dot.gov/decoder/](http://www.vpic.nhtsa.dot.gov/decoder/)

**License Plate Number** – Enter the vehicle license plate number, state, and year of license. The license plate number should be entered even if the plate has expired. If the motor vehicle does not have a license plate, enter “98”.

**Damage Amount (Vehicle and Contents)** – Enter the total dollar value of damage to the motor vehicle, pedalcycle, railway vehicle, animal drawn vehicle (animal and drawn vehicle) and its contents. Contents include anything carried within the vehicle other than persons. Also included are any property in the trunk or cargo area of a passenger vehicle and the load of any truck including the load in a semi-trailer.

**Insurance Co. Name** – Enter the Insurance Company Name as it appears on the proof of insurance card.

**Insurance Policy Number** – Enter the Insurance policy number as it appears on the proof of insurance card.

**Effective Date** – Enter the date the insurance was effective.

**Expiration Date** – Enter the date the insurance will expire.

**Total Occupants**- Enter the number of injured and uninjured occupants for this unit. Occupants should include the operator/driver and all passengers of the unit.

**Speed Limit**- Enter the legal speed limit for the section of the trafficway on which the motor vehicle was traveling.

**Estimated Travel Speed**- Enter the estimated speed of the motor vehicle as it was traveling on the trafficway before the crash.

**Speed – How Estimated?** - Indicate how the travel speed estimate was made.

**Codes:**

- 00** Officer Estimate– This box should be checked when travel speed was estimated by skid tests, skid marks and measurements, or by the officer’s professional judgment. (extent of vehicle damage, etc.)
- 01** Driver Statement– This box should be checked when the estimated travel speed was provided by the vehicle driver.
- 02** Occupant Statement– This box should be checked when the estimated travel speed was provided by a vehicle occupant other than the vehicle driver.

- 03 Witness Statement– This box should be checked when the estimated travel speed was provided by a non-occupant (by-stander) who witnessed the crash.
- 04 No Estimate- This box should be used only when the estimated travel speed is unknown.
- 95 Wild Animal Hit
- 96 Not Applicable

**Damage Extent-** Check the box describing the total damage to the motor vehicle from the crash.

**Codes:**

- 05 None – No Damage– The vehicle did not sustain any damage as a result of this crash.
- 06 Minor Damage – Damage that does not affect the operation of or disable the motor vehicle.
- 07 Functional Damage – Damage that is not disabling but affects operation of the motor vehicle or its parts.
- 08 Disabling Damage – Damage that precludes departure of the motor vehicle from the scene of the crash in its usual daylight-operating manner after simple repairs as a result, the motor vehicle had to be towed, carried from crash scene, or assisted by an emergency motor vehicle.
- 95 Wild Animal Hit
- 96 Not Applicable
- 99 Unknown – Used when the extent of damage as a result of this crash is not known.

**Vehicle Towed?** - Identifies whether the vehicle was towed or carried from the scene of the crash.

**Codes:**

- 01- Yes
- 02- No
- 95- Wild Animal
- 96- Not Applicable
- 99- Unknown

**Emergency Vehicle Use?** - Use when a crash was related to the presence of an emergency vehicle (or vehicles) engaged in an emergency operation at the time of the crash. Emergency vehicles include police cars, ambulances, fire trucks, etc. These vehicles may be contact or non-contact vehicles in the crash engaged in a response either with or without lights and/or sirens.

**Note** - Services such as escorting a funeral procession, providing traffic control assistance at a work zone, or for a motorcade or parade would not qualify as emergency response.

**Non-Contact example-** A vehicle moves over to allow an ambulance on an emergency response to pass and strikes a pedestrian.

**Codes:**

- 01 Yes
- 02 No
- 95 Wild Animal Hit
- 96 Not Applicable
- 99 Unknown

**TRAILER TYPE-** The primary cargo carrying capability of this trailer.

**Codes:**

- 00 No trailer/attachment** – Use this code if the unit does not have a trailer or attachment of any type.
- 01 Semi-trailer/double/triple** – When vehicle configuration is coded 21 tractor/semi-trailer, 22 tractor/doubles, or 23 tractor/triples this code must be used.
- 02 Pup trailer** – A small version of the single-unit truck used to haul material like the truck. Example: a gravel truck pulling a smaller pup trailer.
- 03 Mobile home**
- 04 Camping trailer**
- 05 Boat trailer**
- 06 Horse trailer**
- 07 Towed motor vehicle** (vehicle using tow rope to tow disabled motor vehicle, tow truck using wheel lift or tow hook)
- 08 Small utility** (one axle)
- 09 Large utility** (2 or more axles)
- 10 Combination** (camper and boat, etc.)
- 11 Farm trailer** (gravity box, hay rack, etc.)
- 12 Farm equipment** (disk, plow, etc.)
- 95 Wild Animal Hit**
- 96 Not Applicable**
- 97 Other** - Use this code if one of the other trailer type codes given above does not adequately describe the trailer/attachment. If this code is used, explain in the narrative.
- 99 Unknown**

**Trailer License Plate Number** - Enter the trailer license plate number, state and year of license. The license plate number should be entered even if the plate has expired. If the trailer does not have a license plate, enter "98".

**Vehicle Configuration**- The category indicating the general configuration or shape of a motor vehicle distinguished by characteristics such as numbers of doors, rows of seats, windows, or roof line.

**Codes:**

- 01 Passenger car**
- 02 SUV** (sport utility/suburban)
- 03 Mini-van/passenger van with seats for 8 or less, including driver**
- 04 Cargo van** - GVWR 10,000 lbs or less
- 05 Cargo van** - GVWR 10,001 lbs or more
- 06 Van/Bus with seats for 9 -15 people, including driver**
- 07 Van/Bus with seats for 16 or more people, including driver**
- 08 Motor Home**
- 09 Motorcycle**
- 10 Moped**
- 11 All-terrain vehicle (ATV)/Utility-terrain vehicle (UTV)/Recreational offroad vehicle (ROV)**
- 12 Snowmobile**
- 13 Farm machinery**
- 14 Heavy equipment** – Examples include motor graders, end loaders, truck mounted cranes and backhoes, scrapers, etc.



- 15 Light truck** (2-axle, 4 tires)
- 16 Single-unit truck** (2-axle, 6 tires) Gross Vehicle Weight Rating (**GVWR**) 10,000 lbs. or less
- 17 Single-unit truck** (2-axle, 6 tires) **GVWR** 10,001 lbs or more)
- 18 Single-unit truck** (3 or more axles)
- 19 Truck pulling trailer(s)** -Gross Combination Weight Rating (**GCWR**) 10,001 lbs. or more
- 20 Truck tractor only** (bobtail)
- 21 Tractor/semi-trailer**
- 22 Tractor/doubles**
- 23 Tractor/triples**
- 24 Tractor/mobile home**
- 96 Not Applicable**
- 97 Other\*** This category should used when one of the categories listed above cannot adequately describe the motor vehicle configuration. If this category is used, explain in the narrative.
- 99 Unknown**

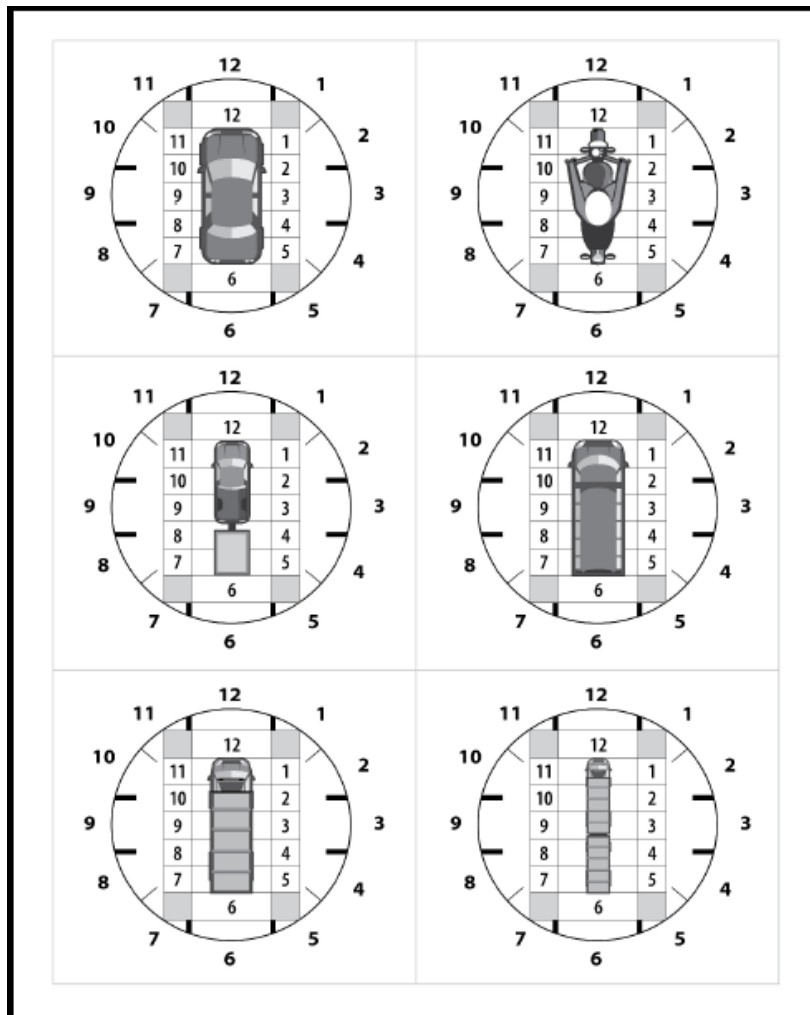
**Direction of Travel Before Crash-** The direction of a vehicle’s travel on the roadway before the crash. Notice that this is not a compass direction, but a direction consistent with the designated direction of the road. For example, the direction of a state designated north-south highway must be either northbound or southbound even though a vehicle may have been traveling due east as a result of a short segment of the highway having an east- west orientation.

**Codes:**

- 01 Northbound**
- 02 Southbound**
- 03 Eastbound**
- 04 Westbound**
- 05 Not on roadway** (also use for parked motor vehicle) Note – If a vehicle is stopped in traffic on a roadway do not use this code. Indicate the travel direction of the vehicle before it stopped on the roadway.
- 96 Not applicable** (immobile from previous crash, stuck, etc.)
- 99 Unknown**

**Initial Point of Impact / Most Damaged Area** - Refer to the diagram that represents a vehicle or combination of vehicles and enter the codes that best indicate the **Initial Point of Impact** where the first damage occurred on the vehicle and the area of the unit that was the **Most Damaged Area**.

*Note – If the only event is an overturn, the crash is considered a non-collision and the impact points are coded 15.*



**Codes:**

- 00 No Damage**
- 01-12 12-point clock diagram**
- 13 Top (roof)**
- 14 Undercarriage**
- 15 Non-collision/ Rollover**
- 95 Wild Animal**
- 96 Not Applicable**

## 99 Unknown

**Underride/Override-** Indicated whether this vehicle experienced an underride or override with another vehicle during the crash. An underride refers to this motor vehicle sliding under another motor vehicle during a crash. An override refers to this motor vehicle riding up over another motor vehicle during a crash. Either can occur with a parked or working motor vehicle.

### Codes:

- 00- None - No underride or override**
- 01- Underride, compartment intrusion**
- 02- Underride, no compartment intrusion**
- 03- Underride, compartment intrusion unknown**
- 04- Override, motor vehicle in transport**
- 05- Override, other motor vehicle (parked)**
- 95- Wild Animal Hit**
- 96- Not applicable**
- 99- Unknown**

**Traffic Control Device Type-** Enter the code that describes the traffic control device at the scene of the crash that regulates this unit.

### Codes:

- 00 No controls** – This code should be used in all situations when no traffic controls are present.
- 1 Traffic control signal** – Controls traffic movements by illuminating a green, yellow, or red light.
- 2 Flashing traffic control signal** – This code should be used for controls which are designed only as flashing signals and for stop and go signals which are in a flash cycle at the time of the crash.
- 3 School zone signs** – Signs which change the speed limit on roads adjacent to a school on school days; signs which give advance warning of a school; and signs which warn of children crossing the road.
- 4 Stop sign** – A sign requiring motor vehicles to come to a full stop and look for on-coming traffic before proceeding with caution.
- 5 Yield sign** – A sign that requires motor vehicles to give way to other vehicles.
- 6 Warning sign** – Warn traffic of existing or potentially hazardous conditions on or adjacent to a road.
- 7 Railway crossing signal with gate** – An intersection between a roadway and train tracks which cross each other with a signal and gate that warns of on- coming trains or train tracks crossing the roadway.
- 8 Railway crossing with signal** – An intersection between a roadway and train tracks which cross each other with only a signal that warns of on-coming trains or train tracks crossing the roadway.
- 9 Railway crossing with cross buck only** – An intersection between a roadway and train tracks which cross each other with only a cross buck that warns of on- coming trains or train tracks crossing the roadway.
- 10 Traffic control person** – flagger, law enforcement officer, crossing guard

**95- Wild Animal Hit**

**96- Not Applicable**

**97 Other\*** – This code should ONLY be used when one of the other codes listed above does not adequately describe the traffic control device at the crash scene. If this code is used, it MUST be explained in the crash narrative. Note that curve signs and speed signs are NOT included in this category

**99 Unknown**

**Any Inoperable?** – This data element is a subpoint of the traffic control device type and defines the device type prior to the crash event.

**Codes:**

**00- None Inoperable or Missing**

**01- Traffic Control Signal**

**02- Flashing Traffic Control Signal**

**03- School Zone Signs**

**04- Stop Sign**

**05- Yield Sign**

**06- Warning Sign**

**07- Railway Crossing Signal with Gate**

**08- Railway Crossing with Signal**

**09- Railway Crossing with Crossbuck Only**

**10- Traffic Control Person**

**95- Wild Animal Hit**

**96- Not Applicable**

**97- Other**

**99- Unknown**

00 - NONE INOPERABLE OR MISSING  
01 - TRAFFIC CONTROL SIGNAL  
02 - FLASHING TRAFFIC CONTROL SIGNAL  
03 - SCHOOL ZONE SIGNS  
04 - STOP SIGN  
05 - YIELD SIGN  
06 - WARNING SIGN  
07 - RAILWAY CROSSING SIGNAL WITH GATE  
08 - RAILWAY CROSSING WITH SIGNAL  
09 - RAILWAY CROSSING WITH CROSSBUCK ONLY  
10 - TRAFFIC CONTROL PERSON  
95 - WILD ANIMAL HIT  
96 - NOT APPLICABLE  
97 - OTHER  
99 - UNKNOWN

**Vehicle Contributing Circumstances** - Pre-existing motor vehicle defects or maintenance conditions that may have contributed to the occurrence or severity of the crash.

**Codes:**

**0 None**

**1 Brakes**

**2 Steering**

**3 Power Train**

**4 Suspension**

**5 Tires**

**6 Exhaust**

**7 Headlights**

**8 Signal Lights**

**9 Tail Lights**

**10 Horn**

**11 Windows / windshield**

**12 Wheels**

**13 Truck coupling / trailer hitch / safety chains**

**14 Cargo**

**15 Fuel System**

00 - NONE  
01 - BRAKES  
02 - STEERING  
03 - POWER TRAIN  
04 - SUSPENSION  
05 - TIRES  
06 - EXHAUST  
07 - HEADLIGHTS  
08 - SIGNAL LIGHTS  
09 - TAIL LIGHTS  
10 - HORN  
11 - WINDOWS/WINDSHIELD  
12 - WHEELS  
13 - TRUCK COUPLING / TRAILER HITCH / SAFETY CHAINS  
14 - CARGO  
15 - FUEL SYSTEM  
16 - MIRRORS  
17 - WIPERS  
18 - BODY, DOORS, HOOD  
95 - WILD ANIMAL HIT  
96 - NOT APPLICABLE  
97 - OTHER  
99 - UNKNOWN

- 16 Mirrors
- 17 Wipers
- 18 Body, doors, hood
- 97 Other
- 99 Unknown

**Vehicle Maneuver-** Enter the code which best describes the maneuver of the motor vehicle just prior to the crash. **Note** that there may be situations in which more than one code describes the vehicle maneuver just prior to the crash. That is, in a few special situations the codes listed below may overlap somewhat. If this is the case, choose the code which best describes the maneuver and provide additional detail in the narrative.

**Codes:**

- 1 Straight ahead** – This code should be used for vehicles traveling straight ahead on straight trafficways and vehicles following the curvature of curved trafficways.
- 2 Backing** – A start from a parked or stopped position in the direction of the rear of the motor vehicle.
- 3 Changing lanes** – Shift from one traffic lane to another traffic lane moving in the same direction.
- 4 Overtaking/passing** – A motor vehicle that moves from behind a motor vehicle to in front of the same motor vehicle or is in the process of making this maneuver.
- 5 Turning right** – Use only when in the actual process of executing a turn at an intersection, interchange, driveway access, etc. Do not code turning if a vehicle is stopped in traffic waiting to initiate a turn. **Note-** vehicles traveling on curved trafficways should be coded “Straight ahead”.
- 6 Turning left** – Use only when in the actual process of executing a turn at an intersection, interchange, driveway access, etc. Do not code turning if a vehicle is stopped in traffic waiting to initiate a turn. **Note-** vehicles traveling on curved trafficways should be “Straight ahead”.
- 7 Making U-turn**
- 8 Leaving traffic lane** – A motor vehicle moving outside the travel lane.
- 9 Entering traffic lane** – A motor vehicle moving into the travel lane.
- 10 Slowing in traffic lane**
- 11 Stopped in traffic lane** – A vehicle stopped in traffic lane is defined as a vehicle, which is stopped on the trafficway in an area normally used for vehicle travel (i.e. outside a parking lane). Stopped in traffic lane includes but is not limited to motor vehicles legally stopped for a stop sign or signal, motor vehicles stopped to turn PRIOR to initiating a turn, motor vehicles stopped in traffic due to a slow down in traffic ahead, and motor vehicles illegally stopped in a traffic lane. A vehicle stopped in traffic may or may NOT have a driver and the vehicle engine may or may NOT be running. Most “double parked” vehicles are actually stopped in traffic rather than parked.
- 12 Starting in traffic lane**
- 13 Parking maneuver** – Note that “parking maneuver” implies movement in an area normally reserved for parking. The engine of the vehicle must be running. If this code is used, the vehicle must have a driver.
- 14 Immobile from previous crash**

**15 Parked** – Parked implies stopped in an area normally reserved for parking. The engine of a parked vehicle may or may not be running. Parked vehicles do not have drivers, even

if someone is sitting behind the wheel. Note that “double parked” vehicles are considered stopped in traffic.

**95- Wild Animal Hit**

**96- Not Applicable**

**97 Other\*** – This code should be used only if one of the other codes listed above does not adequately describe vehicle maneuver. If this code is used, it must be explained in the crash narrative.

**99 Unknown**

**Avoidance Maneuver** - Identifies movements or actions taken by the driver after the driver realizes there is an impending danger. This element assesses what the driver’s action was in response to this realization.

**Codes:**

**00-No Driver Present/Unknown if Driver Present**

**01- Accelerating**

**02- Accelerating and Steering Left**

**03- Accelerating and Steering Right**

**04- Braking and Steering Left**

**05- Braking and Steering Right**

**06- Braking (Lockup)**

**07- Braking (Lockup Unknown)**

**08- Braking (No Lockup)**

**09- No Avoidance Maneuver**

**10- Releasing Brakes**

**11- Steering Left**

**12- Steering Right**

**98- Other Actions**

**99- Unknown**

00 - NO DRIVER PRESENT/UNKNOWN IF DRIVER PRESENT
01 - ACCELERATING
02 - ACCELERATING AND STEERING LEFT
03 - ACCELERATING AND STEERING RIGHT
04 - BRAKING AND STEERING LEFT
05 - BRAKING AND STEERING RIGHT
06 - BRAKING (LOCKUP)
07 - BRAKING (LOCKUP UNKNOWN)
08 - BRAKING (NO LOCKUP)
09 - NO AVOIDANCE MANEUVER
10 - RELEASING BRAKES
11 - STEERING LEFT
12 - STEERING RIGHT
98 - OTHER ACTIONS
99 - UNKNOWN

**Road Contributing Circumstances-** Enter the code describing the road condition that contributed to the occurrence of the crash for this vehicle.

**Codes:**

**0 None**

**1 Road surface condition (wet, icy, snow, slush, etc.)**

**2 Debris**

**3 Rut, holes, bumps**

**4 Work zone (construction/maintenance/utility)**

**5 Worn, travel-polished surface**

**6 Obstruction in roadway**

**7 Traffic control device inoperative, missing or obscured**

**8 Pedestrian, bicyclists, other non-occupants in road**

**9 Shoulders (none, low, soft, high)**

**10 Non-highway work – Maintenance or other types of work occurring near or in the trafficway but not related to the trafficway.**

**11 Animal in roadway**

**12 Non-contact vehicle caused evasive action**

**95- Wild Animal Hit**

**96- Not Applicable**

**97 Other\* Use this code ONLY if one of the other codes listed above does not adequately describe the "other" contributing circumstance. If this code is used it MUST be explained in the crash narrative.**

**99 Unknown**

**Red Tag #** - Enter the number of the red tag issued for the damaged motor vehicle.

## **Crash Data Element Definitions – Commercial Vehicle**

Crashes involving commercial motor vehicles and some non-commercial motor vehicles must be reported on a state's crash report and to the Federal Motor Carrier Safety Administration (FMCSA) via SafetyNet. A commercial motor vehicle is any motor vehicle that is used on a trafficway for the transportation of goods, property, or people in the interstate or intrastate commerce.

FMCSA devotes special attention to motor carriers that transport hazardous materials, including calculating risk assessments, determining response methods, imposing tighter regulations, and conducting compliance reviews on a higher percentage of hazardous material carriers. Obtaining high quality data on crashes involving vehicles carrying hazardous materials and whether hazardous materials are spilled during the crashes helps FMCSA focus law enforcement efforts.

**FMCSA analyzes crashes involving the following criteria:**

**IF the vehicle meets one or more of the following:**

- The vehicle has a Gross Combined Weight Rating (GCWR) of 10,001 or more pounds.
- The vehicle displays a hazardous material placard.
- The vehicle is designed to transport 9 or more people, including driver.


**AND, the crash resulted in one or more of the following:**

- A fatality occurred.
- An injury requiring transportation for immediate medical attention.
- Any vehicle was disabled requiring a towaway from the scene. Note – please review instructions for data field "Vehicle Towed?"

***If none of the vehicles within the crash meet the requirements above, the Commercial Motor Vehicle fields should be left blank.***



Below is a quick reference guide from FMCSA that the Office of Accident Records encourages printing off for officers.

Truck and Bus Crashes Reportable to FMCSA		
REPORT A TRAFFIC CRASH IF IT INVOLVES...		
<p><b>Any truck</b> that has a gross vehicle weight rating (GVWR) of more than 10,000 pounds or a gross combination weight rating (GCWR) of more than 10,000 pounds used on public highways</p>	<b>OR</b>	<p><b>Any motor vehicle</b> with seating to transport nine (9) or more people, including the driver's seat</p>
	<b>OR</b>	<p><b>Any motor vehicle</b> displaying a hazardous materials placard (regardless of weight)</p>
...AND RESULTS IN		
<p><b>A fatality:</b> any person(s) killed in or outside of <u>any</u> vehicle (truck, bus, car, etc.) involved in the crash or who dies within 30 days of the crash as a result of an injury sustained in the crash</p>	<b>OR</b>	<p><b>An injury:</b> any person(s) injured as a result of the crash who immediately receives medical treatment away from the crash scene</p>
	<b>OR</b>	<p><b>A tow-away:</b> any motor vehicle (truck, bus, car, etc.) disabled as a result of the crash and transported away from the scene by a tow truck or other vehicle</p>
Federal Motor Carrier Safety Administration		 U.S. Department of Transportation www.fmcsa.dot.gov

Crashes involving commercial motor vehicles and some non-commercial motor vehicles must be reported on a State's crash report and to the FMCSA. A commercial motor vehicle is any motor vehicle that is used on a trafficway for the transportation of goods, property, or people in interstate or intrastate commerce.

INCLUDED:	EXCLUDED:
<p>Here are some examples of commercial and non-commercial operations that, when involved in a crash, should be included if they meet the criteria on the front of this card.</p> <p><b>Examples:</b></p> <ol style="list-style-type: none"> <li>1. A trucking company or individual owner/operator hauling the goods of a business for a fee.</li> <li>2. A manufacturing company hauling its own products to retail stores, or a retail store delivering products to its buyers.</li> <li>3. A farm hauling its produce to market.</li> <li>4. A motorcoach, airport shuttle, or hotel-owned shuttle bus or limousine service transporting passengers.</li> <li>5. A government-owned truck or bus.</li> <li>6. A school bus transporting students to/from school or school-related activities.</li> <li>7. A rented or leased truck used to transport either commercial or personal goods.</li> <li>8. A truck or truck tractor owned and operated for commerce being used for a personal trip or to transport personal goods.</li> </ol>	<p>Here are some examples of non-commercial operations that, when involved in a crash, should <u>not</u> be included.</p> <p><b>Examples:</b></p> <ol style="list-style-type: none"> <li>1. A non-commercial horse owner transporting hay bales from his pasture on one side of the road to his stables on the other side of the road in a truck with a GVWR greater than 10,000 pounds.</li> <li>2. A homeowner carrying recyclables to a drop-off point in a personally owned pickup truck with a GVWR greater than 10,000 pounds.</li> <li>3. A family of 10 persons taking a trip in the family's 12-person van.</li> <li>4. A personally owned pickup truck hauling a boat, horse or utility trailer with a GCWR greater than 10,000 pounds not operating in commerce or as part of a business.</li> <li>5. A family operating a personally owned and registered recreational vehicle or motor home.</li> </ol>

**Accident Involved Vehicle – Purpose** – Check the box that identifies the purpose or use of this vehicle.

**Codes:**

- 01- Commercial Interstate
- 02- Commercial Intrastate
- 03- Government
- 04- Personal
- 95- Wild Animal Hit
- 96- Not Applicable

- 01 - COMMERCIAL INTERSTATE
- 02 - COMMERCIAL INTRASTATE
- 03 - GOVERNMENT
- 04 - PERSONAL
- 95 - WILD ANIMAL HIT
- 96 - NOT APPLICABLE












**Cargo Body Type**- Enter the primary cargo-carrying capability of this vehicle. **Note** – Some light trucks of the pickup design may have a GVWR of 10,001 lbs. or more but should be coded as 00 – No cargo body.

**Codes:**

- 00- No Cargo Body
- 01- Bus
- 02- Van/Enclosed Box
- 03- Hopper (Grain/Chips/Gravel)
- 04- Pole
- 05- Cargo Tank
- 06- Flatbed
- 07- Dump
- 08- Concrete Mixer
- 09- Auto Transporter
- 10- Garbage/Refuse
- 95- Wild Animal Hit
- 96- Not Applicable
- 97- Other
- 99- Unknown

- 00 - NO CARGO BODY
- 01 - BUS
- 02 - VAN/ENCLOSED BOX
- 03 - HOPPER (GRAIN/CHIPS/GRAVEL)
- 04 - POLE
- 05 - CARGO TANK
- 06 - FLATBED
- 07 - DUMP
- 08 - CONCRETE MIXER
- 09 - AUTO TRANSPORTER
- 10 - GARBAGE/REFUSE
- 95 - WILD ANIMAL HIT
- 96 - NOT APPLICABLE
- 97 - OTHER
- 99 - UNKNOWN

**Cargo Body Type Examples:**

<p>No Cargo Body</p> 		
<p>Bus</p> 		<p>Grain, Chip, or Gravel</p> 
<p>Cargo Tank</p> 	<p>Van/Enclosed Box</p> 	
<p>Auto Transporter</p> 	<p>Log</p> 	<p>Garbage/Refuse</p> 
<p>Dump</p> 	<p>Concrete Mixer</p> 	<p>Flatbed</p> 

**Carrier Name** – Enter the Carrier Name - the name of an individual, partnership or corporation responsible for the transportation of persons or property as indicated on the shipping manifest.

The identification of the Carrier can be found in three different ways:

1. The Carrier's name may be displayed on both sides of the vehicle, usually the Driver's side door of the cab.
2. The Carrier's name should be on the shipping papers carried by the Driver. In the case of a bus, the driver carries a trip manifest or a charter order, which gives the name of the Motor Carrier.



**Hazardous Material Released?** – Select the box that indicates whether or not hazardous material was released from the cargo compartment. Hazardous material release should be documented whether or not the motor vehicle displayed a placard.

**Note:** Fuel spilled from the vehicle fuel tank should NOT be recorded as a hazardous material release, even though it is hazardous material.

**Hazardous Material Content Code**– If the vehicle has a hazardous materials placard, record the 4-digit placard number or name taken from the middle of the diamond and the 1-digit placard number from bottom of the diamond.

**Hazardous Materials Description**- This element indicates the hazardous materials identification and class being transported by the motor vehicle and whether hazardous materials were released.

## Crash Data Element Definition – Sequence of Events

**Sequence of Events-** This section of the Investigating Officer’s Crash Report details information concerning the sequence of events, most harmful and first harmful events of the crash.

SEQUENCE OF EVENT S/MOST HARMFUL EVENT/FIRST HARMFUL EVENT (Front page of form, lower right)		Collision of a Motor Vehicle in Transport with fixed object:	
<u>Non-collision:</u>	<u>Collision of a Motor Vehicle in Transport with:</u>	40 Impact attenuator/crash cushion	55 Curb
1 Equipment failure (tires, brakes, etc)	20 Pedestrian	41 Bridge overhead structure	56 Ditch
2 Separation of units	21 Pedalcycle	42 Bridge pier or support	57 Embankment
3 Ran off road right	22 Railway vehicle	43 Bridge rail	58 Approach
4 Ran off road left	23 Animal - wild	44 Guardrail face	59 Construction - pavement cutout/road materials
5 Cross median/centerline	24 Animal - domestic	45 Guardrail end	60 Fence
6 Downhill runaway	25 Motor vehicle in transport	46 Concrete traffic barrier	61 Mailbox
7 Overturn/rollover	26 Parked motor vehicle	47 Other traffic barrier	62 Tree/shrubbery
8 Fire/explosion	27 Motor vehicle used as equipment (Snowplow plowing, etc)	48 Highway traffic sign post/sign	63 Delineator post
9 Immersion	28 Work zone/maintenance equipment	49 Traffic signal support/signal	64 Rock
10 Jackknife	29 Barricade	50 Overhead sign support/sign	65 Snow bank
11 Cargo/equipment loss or shift	30 Other* movable object	51 Light/luminaire support	66 Other* fixed object (wall, building, tunnel, etc)
12 Fell/jumped from motor vehicle		52 Utility pole	
13 Other* non-collision		53 Other post, pole or support	
		54 Culvert	

Code the events in sequence by vehicle from beginning to end of the crash. If more than four events occurred for a particular vehicle add subsequence events in the narrative. All codes listed above are valid for sequence of events.

**Most Harmful Event for this Vehicle** – Code the event that produced the most severe injury to an occupant of this vehicle or, if no injury, the greatest property damage to this vehicle. ONLY use codes 7-66. **Note – Codes 1 through 6 are not, in themselves, harmful events.**

### Example of assigning events to a vehicle:

Unit 1 loses control as it is traveling down the roadway, the vehicle leaves the roadway on the right side, collides with a delineator post and overturns in the ditch.

### Sequence of Events:

*First Event-* (3) Ran off road right

*Second Event-* (63) Delineator post

*Third Event-* (7) Overturn/rollover

**Most Harmful Event for this Vehicle** – (7) Overturn/rollover

### Motor Vehicle Automation

This is considered a dynamic element to address the rapidly developing automated vehicles systems technology. This is not a required field and is subject to Officer discretion. Complete this section to the best of your ability.

## Crash Data Element Definition – Damaged Object

**Damaged Object-** This section of the Investigating Officers Crash Report details information concerning object(s) damaged other than vehicles as a result of the crash.

DAMAGED OBJECT		
Damaged Objects?	Damaged Object (property other than Vehicles)	Estimate of Damage
Owner's Last Name	First Name	Middle Name
Address		
City	State	Zip Code

### Damaged Objects?

- Yes
- No

**Damage Object (property other than vehicles)** – List all objects of value damaged as a result of the crash. Motor vehicles, motor vehicle contents (including load), persons and persons clothing **do not** belong in the damaged object section, they should be included in the unit damage amount.

Note: Example of included objects – sign posts, guard rails, fences, buildings, domestic animals with value such as cattle. Each damaged object should have its own entry.

**Estimate of Damage** – Enter the total dollars amount of damage to the objects listed previously. Make the best estimate of dollar amount damage using the information you have available to you. In cases involving damage to animals of value, use the owner’s estimate of value.

**Owner’s Name (Last, First, Middle)** – Enter the name of the owner(s) of the damaged object(s) listed previously. For objects such as sign posts and guard rails enter “SD DOT” or the appropriate county or local governmental agency.

**Address, City, State and Zip** – Enter the address of the owner(s) of the damaged object(s) listed previously. (If SD DOT, enter the address 700 E. Broadway Ave Pierre, SD 57501)





## DOT DAMAGE ESTIMATES

<p><b>W-Beam Type Rail</b></p>  <p>End = \$5,000.00 Rail = \$400.00 per Linear Foot</p>	<p><b>High Tension Rail System</b></p>  <p>End = \$3,000.00 Rail = \$80.00 per Linear Foot</p>
<p><b>MGS Midwest Guardrail</b></p>  <p>End = \$5,500.00 Rail = \$400.00 per Linear Foot</p>	<p><b>3-Cable Rail System</b></p>  <p>End = \$3,750.00 Rail = \$100.00 per Linear Foot</p>
<p><b>Speed Board</b></p>  <p>\$1,000.00 - \$2,000.00</p>	<p><b>Large Sign</b></p>  <p>\$200.00 - \$400.00</p>
<p><b>Chevron Delineators - \$100.00 to \$200.00</b> <b>Delineators - \$20.00 to \$50.00</b></p>	



## Crash Data Element Definition – Injured Person

**Injured Person-** Complete this element for all injured passengers of each unit. 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.

INJURED PERSON				
Injured Person?	Unit #	Last Name	First Name	Middle Name
Address				
City	State	Zip Code	Date of Birth	Sex
Injury Status	Ejection	Seating Position		
Safety Equipment		Air Bag Deployed		
Source of Transport	Transported to	EMS Trip #		

### Injured Person?

- Yes
- No

**Unit #** - Enter the number corresponding to the unit in which the injured person was a passenger.

**Name and Address of Person Injured** – Enter the full name and address of all injured passengers. This would include passengers in motor vehicles, bicycle passengers, etc.

**Date of Birth of Person Injured** – Enter the date of birth of the person injured. Date of birth should be entered in the Month/Day/Year format.

### Sex-

- 1 Male
- 2 Female
- 99 Unknown

**Injury Status-** The injury severity level for a person involved in a crash, using the KABCO scale.

### Codes:

- 01 (K) Fatal Injury
- 02 (A) Suspected Serious Injury
- 03 (B) Suspected Minor Injury
- 04 (C) Possible Injury

05 (O) No Apparent Injury

**Ejection-**

**Codes:**

- 00- Not Ejected
- 01- Ejected, totally
- 02- Ejected, partially
- 95- Wild animal hit
- 96- Not applicable (Motorcycle, snowmobile, pedestrian, pedalcyclist, etc.)
- 99- Unknown

**Seating Position-** The location for this occupant in, on, or outside of the motor vehicle prior to the first event in the sequence of events.

**Codes:**

- 02 – Front seat- middle** (Use this code for persons seated in the middle seat of the front row. If there are more than three persons seated side by side, use this code for all persons other than those seated on the far left and far right.)
- 03 – Front seat- right**
- 04 – Second row- left**
- 05 – Second row- middle** (Use this code for persons seated in the middle seat of the second row. If there are more than three persons seated side by side, use this code for all persons other than those seated on the far left and far right.)
- 06 – Second row- right**
- 07 – Third row- left**
- 08 – Third row- middle** (Use this code for persons seated in the middle seat of the third row. If there are more than three persons seated side by side use this code for all persons other than those seated on the far left and far right.)
- 09 – Third row- right**
- 10 – Fourth row- left**
- 11 – Fourth row- middle** (Use this code for persons seated in the middle seat of the fourth row. If there are more than three persons seated side by side use this code for all persons other than those seated on the far left and far right.)
- 12 – Fourth row- right**
- 13 – Front row- other** (This code should be used for persons lying on the first-row seat or lying on the floor in front of first row seat.)
- 14 – Second row- other** (This code should be used for persons lying on the second-row seat or lying on the floor in front of second row seat.)
- 15 – Third row- other** (This code should be used for persons lying on the third-row seat or lying on the floor in front of third row seat.)
- 16 – Fourth row- other** (This code should be used for persons lying on the fourth-row seat or lying on the floor in front of fourth row seat.)
- 17 – Motorcycle passenger** (Use this code for motorcycle passengers including motorcycle sidecar passengers.)
- 18 – Pedalcycle passenger**
- 19 – Bus passenger** (Use this code for all persons in buses, excluding the operator.)
- 20 – Trailing unit** (in camper, utility trailer, semi-trailer, etc.)

- 21 – On vehicle exterior (non-trailing unit) (hood, running board, top, etc.)
- 22 – Unenclosed cargo area (pickup box)
- 23 – Enclosed cargo area (back of seat-less cargo van)
- 24 – Sleeper section of cab (This code is only applicable for tractor/semi-trailer vehicle)
- 25 – Seating Position 1- Not Operator (Parked car with injured person in seating position (01), a child sitting on the operator’s lap.)
- 95- Wild Animal Hit
- 96 – Not applicable (pedestrian)
- 97 – Other (passengers of railway vehicle, snowmobile, moped, all terrain, animal drawn vehicle and persons seated in vans with more than 4 rows.)
- 99 – Unknown

**Safety Equipment** - Code the appropriate safety equipment used for each person. Indicate only protective devices that are being used.

**Codes:**

- 00- None Used
- 01- Lap Belt Only Used
- 02- Shoulder Harness Only Used
- 03- Lap Belt and Shoulder Harness Used
- 04- Helmet Only
- 05- Eye Protection Only
- 06- Helmet and Eye Protection
- 07- Child/Youth Restraint System Used Properly
- 08- Child/Youth Restraint System Used Properly
- 09- Protective Pads Used (Non-Motorist Only)
- 10- Reflective Clothing (Non-Motorist Only)
- 11- Lighting (Non-Motorist Only)
- 95- Wild Animal Hit
- 96- Not Applicable
- 97- Other
- 99- Unknown

**Air Bag Deployed-** Deployment status of an airbag relative to the position in the vehicle for this occupant.

Air Bag Deployed

- 00 - NOT DEPLOYED
- 01 - DEPLOYED-FRONT
- 02 - DEPLOYED-SIDE
- 03 - DEPLOYED-OTHER
- 04 - DEPLOYED-COMBINATION
- 96 - NOT APPLICABLE (MOTORCYCLE, SNOWMOBILE, PEDESTRIAN, PEDALCYCLE, ETC.)
- 99 - UNKNOWN
- 95 - WILD ANIMAL HIT

**Codes**

- 00- Not deployed (if airbag is not installed or not available for a motor vehicle code "0" zero)

- 01- Deployed- front
- 02- Deployed- side
- 03- Deployed- other (knee, air belt, etc.)
- 04- Deployed- combination
- 95- Wild Animal
- 96- Not applicable (motorcycle, snowmobile, pedestrian, pedalcyclist, etc.)
- 99- Unknown

**Source of Transport** - Type of unit providing transport to the first medical treatment facility receiving the patient. A morgue is not a medical treatment facility.

**Codes:**

- 00- Not Transported
- 01- EMS Air
- 02- EMS Ground
- 03- Law Enforcement
- 95- Wild Animal
- 96- Not Applicable
- 98- Other
- 99- Unknown

Source of Transport

00 - NOT TRANSPORTED

01 - EMS AIR

02 - EMS GROUND

03 - LAW ENFORCEMENT

98 - OTHER

99 - UNKNOWN

95 - WILD ANIMAL HIT

96 - NOT APPLICABLE

**Transported To-** Medical facility refers to an injury treatment facility (hospital, clinic, trauma center, etc.). The treatment facility is the first medical facility to which the person is taken. Use appropriate attribute, even if the person dies enroute to the treatment facility. A morgue is not an injury treatment facility.

Transported To

**EMS Trip Number-** Enter the emergency medical services (EMS) trip number assigned to the injured person transported.

EMS Trip Number

## **Crash Data Element Definitions – Diagram & Narrative**

**Crash Diagram** - This section of the Investigating Officers Crash Report should be used to draw a picture that visually details how the crash occurred. The crash diagram, in conjunction with the crash narrative, describes the main events of the crash and shows the sequence of events prior to and during the crash. Clearly label units and roadways in the diagram.

**Narrative**- This section of the Investigating Officers Crash Report should be used to describe the main events of the crash and provide a time sequence to aid in the understanding of the crash diagram. Remember someone reading the crash report will not have the benefit of viewing the crash scene like the investigating officer does. When someone reads the crash narrative, the sequence of events in the crash should be clear. Use the following guidelines in writing the crash narrative.

- Refer to vehicles, drivers, and other persons involved in the crash by the unit numbers assigned to them on Front of the crash report.
- Data elements that are coded "Other\*" should be explained in the narrative.

## Crash Data Element Definitions – Witness

**Witness-** This section of the Investigating Officers Crash Report is used to document witness contact information.

Witness - 1				Add Section	Clear Section	
WITNESS						
Witness?	Last Name	First Name	Middle Name	Address		
<input type="checkbox"/>						
Address						
City		State	Zip Code	Phone		

### Witness?

Codes:

Yes

No

**Witness (Last, First, Middle)** – Enter the Witness’s full name.

**Address, City, State and Zip** – Enter the Witness’s complete address, city, state and zip code.

**Phone**– Enter the Witness’s complete telephone number.

## Crash Data Element Definitions – Signature & Approval

**Signature/Approval-** This section of the Investigating Officers Crash Report is used to enter the approving officer's credentials.

**Note to Approving Officers:** After the report has been approved, it will be available for purchase on safesd.gov and sent to the Office of Accident Records the following day. Ensure to review the entire report for incorrect information or coding errors prior to approval.

**Date Notified/Time Notified** -Enter the date and time when Law Enforcement was notified of the crash.

**Date Arrived/Time Arrived-** Enter the date and time a law enforcement agency arrived at the crash scene.

**Agency Type-** The type of Agency that investigated the crash.

Note: This field will be auto populated with the investigating officer's information.

**Investigation made at scene?** - Indicate whether or not the investigation was made at the scene.

**Codes:**

**01- Yes**

**02- No**

**96- Not Applicable**

**Photos Taken?** - Indicate whether or not photographs of the crash scene were taken. It is the responsibility of the law enforcement agency taking photographs to retain them.

**Date Approved** - Enter the date on which the crash report was approved.

**Approval Officer Name** – This field will auto populate once crash report has been approved. If administrative staff approve crash reports, they will need to enter their first and last name.

# **Crash Coding Examples**



## Motor Vehicle in transport VS Motor Vehicle used as Equipment

Motor Vehicle Used as Equipment- is a motor vehicle (**government authorized**) in the act of performing construction, maintenance, or utility work related to the trafficway.

\***Example:** DOT plowing the interstate

School Bus Related? 00 - NO	Work Zone Related? 02 - NO	Work Zone 96 - NOT APPLICABLE	Workers Present? 96 - NOT APPLICABLE	Law Enforcement Present? 98 - NOT APPLICABLE
Work Zone Location 96 - NOT APPLICABLE		First Harmful Event 27 - MOTOR VEHICLE USED AS EQUIPMENT (SNOWPLOW PLOW)		
Manner of Collision 00 - NO COLLISION BETWEEN 2 MV IN TR/	Location of First Harmful Event 01 - ON ROADWAY	Roadway Surface Condition 03 - SNOW	Roadway Surface Type 01 - CONCRETE	
Total Lanes	Roadway Align/Grade 01 - STRAIGHT AND LEVEL	Relation to Junction 00 - NON-JUNCTION	Interchange Area Location 00 - NOT APPLICABLE & NOT INTERCHANGE (DEFAULT)	

Manner of Collision-  
Manner of Collision should be (0)-  
No collision between 2 MV in  
transport.  
This is because the snowplow is  
NOT considered a motor vehicle in  
transport.



First Harmful Event-  
(27)- Motor Vehicle used as  
equipment.

Unit 1 (DOT Snowplow)

Unit - 1		Add Section	Clear Section	
DRIVER / NON-MOTORIST INFORMATION				
Unit Type 04 - MOTOR VEHICLE USED AS EQUIPMENT (SNOWPLOW PLOW)		Hit and Run 02 - NO	Vehicle Known? YES	
Driver's Last Name EXAMPLE	First Name EXAMPLE	Middle Name		
Address 118 W CAPITOL AVE				
City PIERRE	State SD - SOUTH DAKOTA	Zip Code 57501	Date of Birth 01/01/1901	Sex 2 - FEMALE
				Phone (605)773-3868

Unit 1- DOT Snowplow- **Unit Type** would be:  
04 Motor Vehicle Used as  
Equipment

Continue

SEQUENCE OF EVENTS	
First Event	Second Event
25 - MOTOR VEHICLE IN TRANSPORT	
Third Event	Fourth Event
Most Harmful Event for this Vehicle	
25 - MOTOR VEHICLE IN TRANSPORT	

Unit 1 (Motor Vehicle Used as Equipment- DOT snowplow)  
**Sequence of Events-**  
 First Event- (25) Motor Vehicle in Transport.  
 Most Harmful Event- (25) Motor Vehicle in Transport.  
**\*\*This is because this is what the plow made contact with\*\***

**Unit 2-**

Unit - 2		Add Section	Clear Section	
DRIVER / NON-MOTORIST INFORMATION				
Unit Type		Hit and Run		Vehicle Known?
01 - MOTOR VEHICLE IN TRANSPORT WITH DRIVER		02 - NO		YES
Driver's Last Name	First Name	Middle Name		
EXAMPLE	EXAMPLE			
Address				
118 W CAPITOL AVE				
City	State	Zip Code	Date of Birth	Sex
PIERRE	SD - SOUTH DAKOTA	57501	01/01/1901	2 - FEMALE
Phone				
(605)773-3868				

Unit 2- (Other vehicle involved in accident, not the DOT Snowplow)-  
**Unit Type-** (01) Motor Vehicle in Transport with Driver

Unit 2 (Motor Vehicle in Transport)  
**Sequence of Events-**  
 First Event- (27) Motor Vehicle used as equipment.  
 Most Harmful Event- (27) Motor Vehicle used as equipment.  
**\*\*This is because this is what the vehicle made contact with\*\***

SEQUENCE OF EVENTS	
First Event	Second Event
27 - MOTOR VEHICLE USED AS EQUIPMENT (SNOWPLOW PLOWING)	
Third Event	Fourth Event
Most Harmful Event for this Vehicle	
27 - MOTOR VEHICLE USED AS EQUIPMENT (SNOWPLOW PLOWING)	

**\*\*NOTE\*\***

If the plow was not actively plowing, you would treat this as a 2-unit crash (with both vehicles being motor vehicles in transport).