

Utah Crash Report

Instruction Manual



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Created June 2021

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INTRODUCTION

The Highway Safety Office, The Utah Department of Transportation, and the University of Utah have worked together to create Utah Transportation and Public Safety Crash Data Initiative (UTAPS-CDI), a data warehouse where all crash reports are stored electronically. UTAPS-CDI was developed with the primary goal of compiling accurate crash reports to assist in finding trends to help reduce the number and severity of motor vehicle crashes in the State of Utah. Every law enforcement officer who investigates crashes is instrumental in reaching this goal.

Much has been written about the need for better crash reporting. Crash reports are the key to successfully relating crashes to highway locations and physical features of the highway.

Crash records systems must rely on the full participation of state, county and local enforcement units. The accuracy of any crash records system is dependent on the active role of the enforcement agencies. **A high standard of reporting is required for accurate crash records.**

The primary objective of this manual is to encourage statewide uniformity in reporting motor vehicle crashes in order to obtain accurate and adequate accounts of all reportable traffic crashes on all roadway systems in the State of Utah. It does not contain all the answers in every situation, but serves as a guide. Motor vehicle crash reports provide the foundation for an effective traffic safety program. They provide the basic information needed to:

- Determine the magnitude and nature of the vehicle crash problem on a local and statewide scale
- Identify changes and trends in the magnitude and nature of vehicle crashes
- Detect high or potentially high crash locations
- Detect behavioral, health, or other factors contributing to crashes
- Evaluate the effectiveness of vehicle crash countermeasures.

Accurate crash reporting is an essential part of the foundation for any effective traffic safety program. Crash prevention programs are data-driven and must be based on accurate collections and competent analysis of facts. The information is only as good as the reports from which the information is acquired. With increased emphasis on data-driven programs the efforts placed on accurate reporting will have a noticeable and lasting effect on the overall quality of the crash data system.

This instructional manual is designed to provide step by step guidelines for each data element, and why it is necessary. Familiarity with the manual's content will save time and effort at the crash scene and will help complete an acceptable and essential report.

USE OF THE CRASH DATA

Information gathered from the crash report allows data managers to make infrastructure, behavioral, emergency response and enforcement decisions to improve Utah's roadways and reduce the fatalities and serious injuries. The data provides information such as R where and when the crash happened, who participated, what drivers and vehicles were doing and intending to do, what kinds of vehicles were involved, and the how and why the crash happened.

Each data element is important. The list below shows the variety of data users interested in crash data. Plus there are many other agencies not listed in detail who work on prevention, and adjudication of traffic crashes.

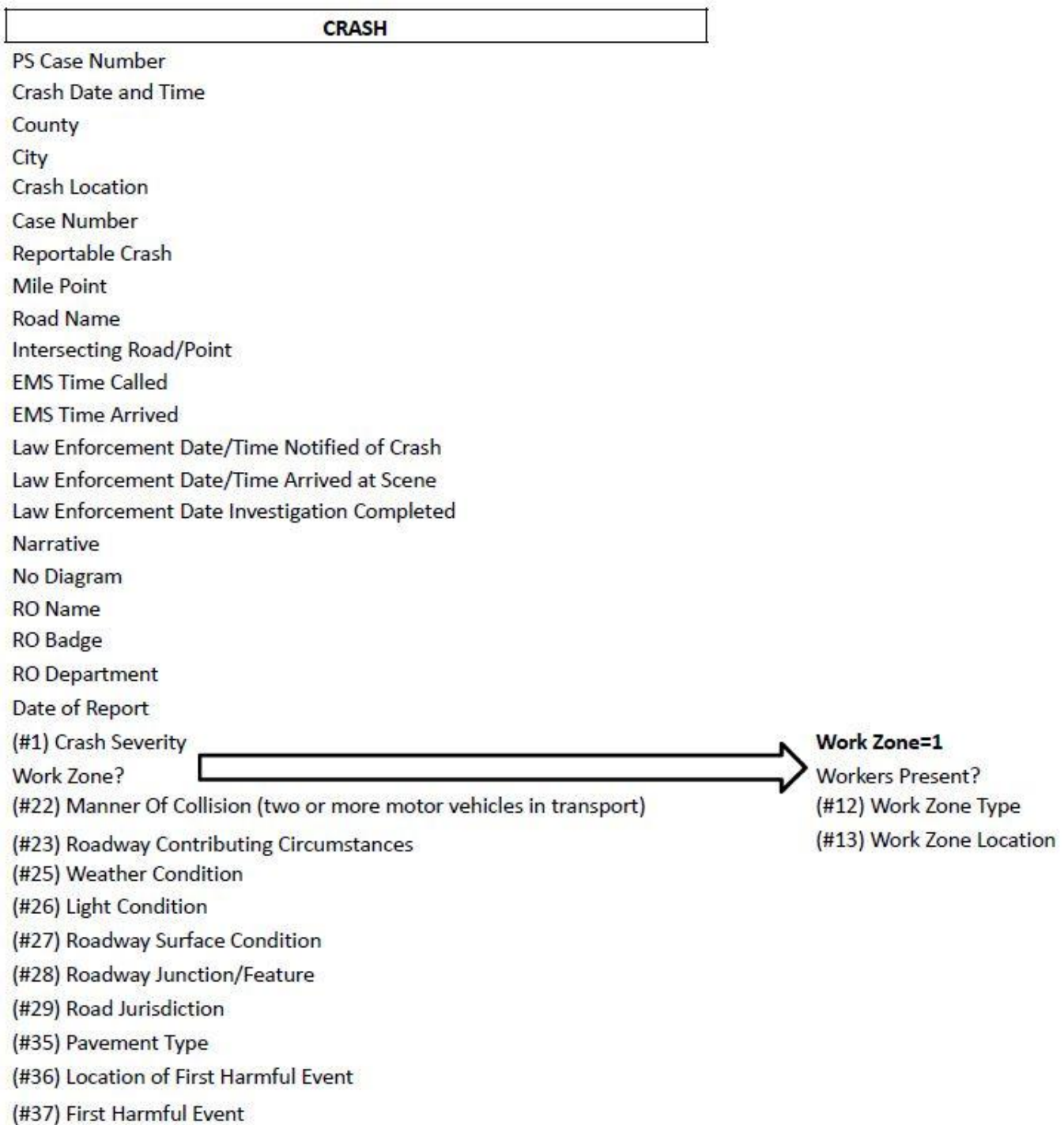
AAA
AARP
Utah Department of Transportation (UDOT)
Utah Department of Public Safety (DPS)
Driver License Division, DPS
FARS
Federal Highway Administration
Federal Motor Carrier Safety Administration
Governors Highway Safety Association
Utah Department of Health
Local Health Departments
Highway Safety Office
Intermountain Injury Control Research Center (IICRC)
Law Enforcement – local, county, and state
LOBBYISTS
MADD
Media – local, state, and national
National Highway Traffic Safety Administration
Private Citizens
SADD
University of Utah (UTAPS)
Local and National University Researchers
Utah Legislature
Zero Fatalities

GENERAL INSTRUCTIONS

1. The crash data elements are uniform across all vendors within Utah. All crashes must be entered utilizing a crash application or Utah's Crash Webservice. There are validations and edit checks in place to ensure required fields are completed prior to electronic submission.. There is no longer a DI-9 form.
2. Data elements with drop down boxes with options, may include an option for a code *99- Unknown or . 96- Not Applicable* These are to be used ONLY with there are no other options available for that particular data element. Utilizing these elements out of ease skews the data.
3. Occasionally, crashes occur as a result of a previous stabilized crash. When this occurs and there is an obvious connection, whether there is contact between the multiple crashes or not, indicate in the narrative the name of the other drivers for reference purposes and give a brief description of what the connection was.
4. If a report is submitted prior to receiving the Blood-Alcohol Content (BAC) information, edit the original Crash report and resubmit it.
5. Submit the crash report electronically to the State crash database within 10 days of the event.

All completed reports are to be submitted immediately to the state upon completion of the **initial investigation** or as otherwise directed. All investigations should be pursued diligently without unreasonable delay. **41-6a-402 Accident reports** -- Duty of operator and investigative officer to file. (1) The department may require any operator of a vehicle involved in an accident resulting in injury to or death of any person or total property damage to the apparent extent of \$2,500 or more to file within 10 days after the request: (a) a report of the accident to the department in a manner specified by the department; and (b) a supplemental report when the original report is insufficient in the opinion of the department. (6) (a) A peace officer who, in the regular course of duty, investigates a motor vehicle accident described under Subsection (1) shall file an electronic copy of the report of the accident with the department within **10 days after completing the investigation**.

FLOW CHART



VEHICLE

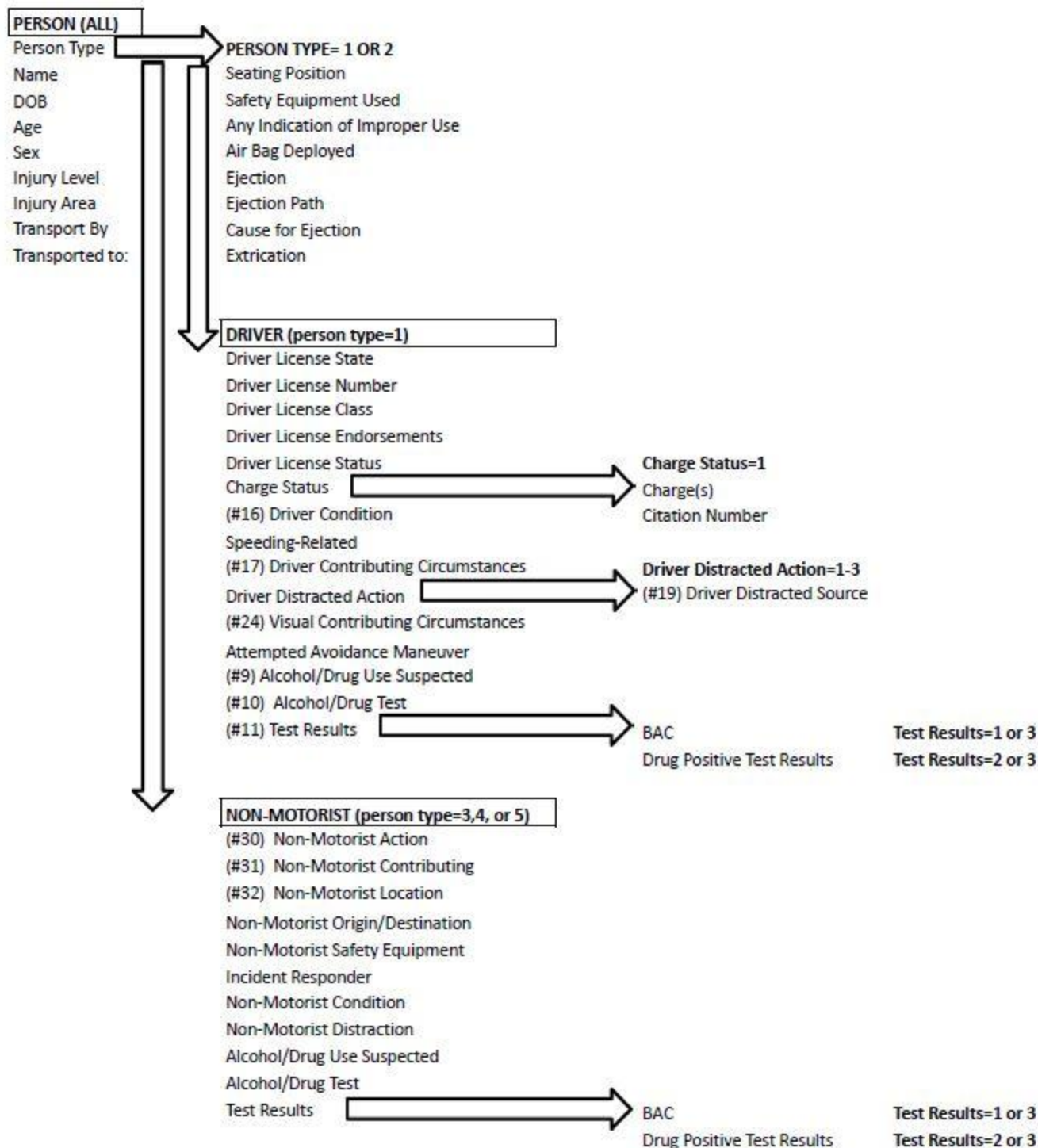
Vehicle Number
 VIN
 Vehicle License Plate State
 Vehicle License Plate Number
 Vehicle Registration Expiration Date (MMYY)
 Vehicle Year
 Vehicle Make
 Vehicle Model
 Vehicle Color
 (#2) Motor Vehicle Body Type
 (#3) Vehicle Trailing Unit(s)
 (#5) Special Function of Motor Vehicle
 (#6) Vehicle Area of Initial Impact
 (#7) Location of Damaged Area(s)
 (#8) Vehicle Extent of Damage
 (#14) Direction of Vehicle Travel
 (#15) Vehicle Contributing Circumstances
 (#18) Vehicle Maneuver
 (#20) Traffic Control Device
 (#21) Roadway Description
 (#33) Horizontal Alignment
 (#34) Vertical Alignment
 Posted Speed
 Vehicle Posted Advisory Speed
 Vehicle Estimated Travel Speed
 Vehicle Estimated Impact Speed
 Vehicle Speed Estimated By
 Sequence of Events
 Most Harmful Event
 Hit and Run
 Vehicle Estimated Damage
 Towed Status
 Commercial Vehicle

Vehicle Trailing Unit(s)=1-97
 Trailer License Plate Number
 Trailer License Plate State
 Trailer License Plate Expiration Date

Commerical Vehicle=2

LARGE VEHICLE

 Motor Carrier Name
 Motor Carrier Address
 US DOT #
 CVSA Inspection #
 GCWR/GVWR
 Hazardous Materials Placard Displayed
 HazMat Placard # or Name - Class
 HazMat Released
 (#4) Vehicle Cargo Body Type



CRASH

The Crash Data Elements information on the DI-9 includes time, location, vehicle, plate, driver's license, number of occupants, insurance, commercial vehicle specific information, work zone, damage, witnesses, and report status. Actual views of each section will be included in the manual.

Law Enforcement Activity

LE Date & Time Notified Of Crash

Enter the military time the officer was notified of the crash, as well as the date that the crash was reported. This will usually be the same as the date of the crash, but may differ for crashes occurring near midnight or crashes that are not witnessed. Use mm/dd/yy format for the date.

Arrived At Scene

Enter the military time officer arrived on scene.

Investigation Completed

Enter the date investigation was completed. Use mm/dd/yy format for the date.

EMS Time Called

Enter the military time, from Dispatch, that the first EMS unit to arrive on the scene was notified.

EMS Time Arrived

Enter the military time of the first EMS unit to arrive on the scene, also provided by dispatch.

Report Type

The original report needs to be submitted to the state. When supplemental information needs to be added or information on the report needs to be amended, the **original report** must be edited and resubmitted to the state.

Examples- include information obtained later about the driver of a hit and run vehicle or drug and alcohol test results that became available after the original report has been filed, etc.

Crash Information

This section is located at the top of the form as shown below

INVESTIGATING OFFICER'S REPORT OF TRAFFIC ACCIDENT													Page 1 of	
TIME	DATE OF CRASH:		TIME	CASE NO		DPS CASE NUMBER								
	LE NOTIFIED	ARRIVED	COMPLETED	EMS NOTIFIED	ARRIVED	1ST SUBMIT TO UDPS	LAST SUBMIT TO UDPS	GENERATED	VEHICLES	LANES	WORK ZONE?	WORKERS?	VIDEO	PHOTOS

Military Time/Time Crash Occurred

County

The county in which the crash occurred. Use the appropriate two-digit code to indicate the county where the crash occurred.

County	
01	Beaver
03	Box Elder
05	Cache
07	Carbon
09	Daggett
11	Davis
13	Duchesne
15	Emery
17	Garfield
19	Grand
21	Iron
23	Juab
25	Kane
27	Millard
29	Morgan
31	Piute
33	Rich
35	Salt Lake
37	San Juan
39	Sanpete
41	Sevier
43	Summit
45	Tooele
47	Uintah
49	Utah
51	Wasatch
53	Washington
55	Wayne
57	Weber

City or Town of Jurisdiction

Indicate the city or town (political jurisdiction) where the crash occurred. Any city or town, whether it is incorporated or unincorporated, can be used for location purposes.

Road, Street, Highway Crash Occurred

Indicate the road number upon which the crash occurred. Use “I” for Interstate and “SR” for other state maintained roadways. Where a specific number or name is not given to a road, identify as follows: Road to Diamond Mountain, or Road to Jones Ranch. Identify the road if possible. If the road does not have a number or a name, enter “County or City

road – unidentified.”

On limited access highways, after identifying the road on which the crash occurred, indicate, placing in parenthesis, the direction of travel and whether the crash occurred on the “off ramp,” “on ramp,” or “collector” as it applies. Example: I-15 (southbound collector) or county road (unidentified), etc.

Location on Road/Intersection

Indicate the intersected streets in line 1 if the crash occurred within an intersection. Indicate the nearest streets in line 2 if the crash did not at an intersection.

Mile Point

If mile markers (reference posts) are present on the street or highway on which the crash occurred, ALWAYS indicate the tenths of a mile to the nearest milepost or reference point (i.e. .7 miles). Also indicate whether the distance is north, south, east, or west from the mile marker.

If no mile markers are present on the street or highway on which the crash occurred, please indicate with a dash.

Latitude/Longitude

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

Reportable Crash

Does the crash meet the following criteria- If yes, it is deemed Reportable.

1. Did the incident include one or more occurrences of injury or damage?
2. Did the incident involve one or more motor vehicles?
3. Of the motor vehicles involved, was there at least one in transport?
4. Did the unstabilized situation originate on a trafficway or did injury or damage occur on a trafficway?

Crash Related

This section shown below is located after the location fields on the crash report.

CODES	1	SEVERITY	26	LIGHT CONDITION	32	NON-MOTORIST LOCATION
	12	WORK ZONE TYPE	27	ROADWAY SURFACE CONDITION	33	HORIZONTAL ALIGNMENT
	13	WORK ZONE LOCATION	28	ROADWAY JUNCTION/FEATURE	34	VERTICAL ALIGNMENT
	22	MANNER OF COLLISION	29	ROAD JURISDICTION	35	PAVEMENT TYPE
	23	ROADWAY CONTRIBUTING CIRCUMSTANCES	30	NON-MOTORIST ACTION	36	LOCATION OF FIRST HARMFUL EVENT
	25	WEATHER CONDITION	31	NON-MOTORIST CONTRIBUTING CIRCUMSTANCES	37	FIRST HARMFUL EVENT

Severity

The severity of a crash is based on the most severe injury to any person involved in the crash.

No Apparent Injury (Property Damage Only)- No Apparent Injury: No apparent injury is a situation where there is no reason to believe that the person received any bodily harm from the motor vehicle crash. There is no physical evidence of injury and the person does not report any change in normal function.

Possible Injury– Any injury reported or claimed which is not a fatal, suspected serious, or suspected minor injury. Examples include momentary loss of consciousness, claim of injury, limping, or complaint of pain or nausea. Possible injuries are those that are reported by the person or are indicated by his/her behavior, but no wounds or injuries are readily evident.

Suspected -Minor Injury– Any injury that is evident at the scene of the crash, other than fatal or serious injuries. Examples include lump on the head, abrasions, bruises, minor lacerations (cuts on the skin surface with minimal bleeding and no exposure of deeper tissue/muscle).

Suspected Serious Injury– Any injury other than fatal which results in one or more of the following: • Severe laceration resulting in exposure of underlying tissues/muscle/organs or resulting in significant loss of blood • Broken or distorted extremity (arm or leg) • Crush injuries • Suspected skull, chest or abdominal injury other than bruises or minor lacerations • Significant burns (second and third-degree burns over 10% or more of the body) • Unconsciousness when taken from the crash scene • Paralysis

Fatal– Any injury that results in death within 30 days after the motor vehicle crash in which the injury occurred. If the person did not die at the scene but died within 30 days of the motor vehicle crash in which the injury occurred, the injury classification should be changed from the attribute previously assigned to the attribute “Fatal Injury.”

Crash Severity Codes	
01	No injury/PDO
02	Possible injury
03	Suspected Minor Injury
04	Suspected Serious Injury
05	Fatal
88	Invalid
89	Not Provided

Work Zone

A work zone is an area of roadway that contains construction, maintenance, or utility work activities. The work zone typically extends from the first advance warning sign to the End Road Work sign, or the last traffic control device. Work zones may exist for short or long durations and may include stationary or moving activities. It is not necessary for workers or work vehicles to be present to be considered a work zone. Temporary traffic control devices define a work zone.

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

Work Zone?	
01	Yes
02	No
03	Unknown

Workers Present

When a work zone crash occurs, determine whether or not workers were actually present at the time of the crash. Select the appropriate field whether or not workers were present at the time of the crash.

Workers Present?	
01	Yes
02	No
03	Unknown

Work Zone Type

The general type of work zone present at the crash location.

A Lane Shift/Crossover means that the number of lanes remains the same but traffic is shifted from the normal lanes. This includes two-way traffic on freeways.

Intermittent Work is an operation where work stops at multiple locations along the highway, but for short durations. Moving Work is an operation where work does not stop along the highway, usually moving at slow speeds.

Work Zone Type Codes			
01	Lane Closure	89	Not Provided
02	Lane Shift/Crossover	96	Not Applicable/No Work Zone
03	Work on Shoulder or Median	97	Other*
04	Intermittent or Moving Work	99	Unknown
88	Invalid		

Work Zone Location

The location of the crash with respect to the work zone. Knowing where the crash occurred in the work zone helps in improving the safety of work zones.

Work Zone Location Codes			
01	Before the First Work Zone Warning Sign	88	Invalid
02	Advanced Warning Area (after the first warning sign, but before the work area)	89	Not Provided
03	Transition Area (where lanes are shifted or tapered for lane closure)	96	Not Applicable/No Work Zone

04	Activity Area (adjacent to actual work area, whether workers and equipment were present or not)	99	Unknown
05	Termination Area (after the activity area, but before traffic resumes normal conditions)		

Manner of Collision

The identification of the manner in which two motor vehicles in transport initially came together without regard to the direction of force. This data element refers only to crashes where the first harmful event involves a collision between two motor vehicles in transport. Identify the manner in which two (or more) motor vehicles in transport initially came together without regard to direction of force. **Use code 96- Not Applicable/Single Veh for single vehicle crashes.**

Manner Of Collision Codes			
01	Angle	08	Rear to Rear
02	Front to Rear	88	Invalid
03	Head On (front-to-front)	89	Not Provided
04	Sideswipe Same Direction	96	Not Applicable/Single Veh
05	Sideswipe Opposite Direction	97	Other*
06	Parked Vehicle	99	Unknown
07	Rear to Side		

Roadway Contributing Circumstances

Apparent condition of the roadway which may have contributed to the crash. If more than one condition exists, enter the one that most directly contributed to the crash.

Roadway Contributing Circumstances Codes			
00	None	11	Prior Crash
01	Debris	12	Emergency/Maintenance/Tow Vehicle Displaying Lights Prior to Crash
02	Rut, Hole, Bump	13	HOV/Express Lane Related
03	Road Surface Condition (wet, icy, snow, slush, etc.)	14	Obstruction in Roadway
04	Work Zone (construction/maintenance/utility)	15	Related to a Bus Stop
05	Worn, Travel-Polished Surface	16	School Bus Involved
06	Traffic Control Device (inoperative, missing, or obscured)	17	Traffic Incident (not including a prior crash)
07	Shoulder (none, low, soft, high)	88	Invalid

Weather Condition

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

Weather Condition Codes			
01	Clear	07	Fog, Smog

02	Cloudy	08	Severe Crosswinds
03	Rain	99	Unknown
04	Snowing	88	Invalid
05	Blowing Snow	89	Not Provided
06	Sleet, Hail		

Light Condition

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

Light Condition Codes			
01	Daylight	06	Dusk
02	Dark - Lighted	88	Invalid
03	Dark - Not Lighted	89	Not Provided
04	Dark - Unknown Lighting	99	Unknown
05	Dawn		

Roadway Surface Condition

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

Roadway Surface Condition Codes			
01	Dry	09	Oil
02	Wet	10	Dirt
03	Snow	11	Gravel
04	Slush	12	Sand
05	Ice/Frost	88	Invalid
06	Water (standing, moving)	89	Not Provided
07	Mud	97	Other*
08	Sand, Dirt, Gravel	99	Unknown

Roadway/Junction Feature

An intersection consists of two or more roadways that intersect at the same level. Roadway/Junction Features include: (1) all at-grade intersections; (2) connections between a driveway or alley and a roadway which is not a driveway or alley; or (3) connection between a driveway access and an alley access or Bike/Ped Path.

Roadway Junction/Feature Codes			
00	No Special Feature/Junction	21	T-Intersection
01	Bridge (overpass/underpass)	22	Y-Intersection
02	Railroad Crossing	23	5-Leg or More Intersection
03	Business Drive	24	Roundabout/Traffic Circle
04	Farm/Residential Drive	25	Ramp Intersection With Crossroad
05	Alley	26	Multi Use Path/Trail Intersection
06	Crossover in Median	88	Invalid

07	On-Ramp Merge Area (Acceleration Lane)	89	Not Provided
08	Off-Ramp Diverge Area (Deceleration Lane)	96	Not Applicable (for back compatibility)
09	On-Ramp	97	Other*
10	Off-Ramp	99	Unknown
20	4-Leg Intersection		

Road Jurisdiction

Choose the code that best describes the jurisdiction of the road upon which the crash occurred.

Road Jurisdiction Codes			
10	Public Property, Publicly Accessible	88	Invalid
11	Public Property, Not Publicly Accessible	89	Not Provided
12	Private Property, Publicly Accessible	96	Not Applicable
13	Private Property, Not Publicly Accessible	99	Unknown

Pavement Type

The type of pavement on the roadway at the crash location.

Pavement Type Codes			
01	Concrete	88	Invalid
02	Asphalt (blacktop)	89	Not Provided
03	Gravel,Stone	97	Other*
04	Dirt	99	Unknown
05	Brick,Block		

Location of First Harmful

The location of the first harmful event as it relates to its position within or outside the trafficway.

Location of First Harmful Event Codes			
01	On Roadway	09	Parking Lot Aisle or Stall
03	Median	10	Quasi-public Road or Parking Lot Way
04	Gore	11	Shoulder, Left Side
05	Roadside (outside of shoulder)	12	Shoulder, Right Side
06	In Parking Lane or Zone (Within Trafficway)	13	Separator/Traffic Island
07	Off Roadway, Location Unknown	99	Unknown
08	Outside Trafficway		

First Harmful Event

The first injury or damage-producing event of the crash.

First Harmful Event Codes			
---------------------------	--	--	--

07	Overturn/Rollover	30	Passenger Heavy Rail	54	Utility Pole/Light Support
08	Cargo Equipment Loss or Shift	31	Thrown or Fallen Object	55	Traffic Signal Support
09	Jackknife	32	Collision Between Motor Vehicle in Transport and Vehicle Cargo/Part or Object Set in Motion by Motor Vehicle	56	Culvert
10	Fire/Explosion	39	Other Non-Fixed Object*	57	Ditch
11	Immersion	40	Guardrail	58	Embankment
12	Fell/Jumped From Motor Vehicle	41	Concrete Barrier	59	Snow Bank
19	Other Non-Collision*	42	Cable Barrier	60	Tree/Shrubbery
20	Collision With Other Motor Vehicle in Transport	43	Crash Cushion	62	Fence
21	Collision With Parked Motor Vehicle	44	Guardrail End Section	63	Curb
22	Pedestrian	45	Concrete Sloped End Section	64	Fire Hydrant
23	Pedacycle	46	Cable Barrier End Section	65	Mailbox
24	Other Non-Motorist*	48	Bridge Rail	66	Building
25	Animal - Wild	49	Bridge Pier or Support	67	Utility Box
26	Animal - Domestic	50	Bridge Overhead Structure	68	Other Traffic Barrier*
27	Work Zone/Maintenance Equipment	51	Traffic Sign Support	69	Other Fixed Object*
28	Freight Rail	52	Delineator Post		
29	Light Rail	53	Other Post, Pole or Support		

Crash Diagrams

A basic diagram should be included for all crashes, and is especially important for fatal crashes. Provide a concise diagram showing movements, direction, and positions of all traffic units in relationship to the trafficway. Identify (label) the street(s) and traffic unit(s) along with the area of impact where possible. Refer to the vehicles and pedestrians by the numbers assigned in the report.

*Always indicate the direction of North, in conjunction with the diagram of the crash.

Narrative

This space is provided for entry of an appropriate text description of the crash occurrence as investigated by the officer. When filling in a Narrative on the crash report remember the following information.

- If a field is coded as “other,” include detailed information explaining what “other” means.
- The narrative should never be a reference to a different report, ie: “See investigative/supplemental report.”
- Personal information should not be included in the narrative.

Total Number of Lanes on Roadway

Total number of lanes in the roadway on which this motor vehicle was traveling. • For undivided highways- Total "thru" lanes in both directions (excluding designated turn lanes).

• For divided highways- Total "thru" lanes for the roadway (on which the motor vehicle under consideration

was traveling). A divided highway is a facility that is continuously separated by either a barrier or a raised/depressed median between the opposing directions of traffic.

Write the number of lanes in one direction of the roadway if divided and total number of lanes if undivided roadway.

Number of Vehicles Involved 2, 3, 4, etc.

The total number of motor vehicles (automobiles, single-unit trucks, truck combinations, motorcycles, etc.) that are involved in the crash. Total number of vehicles can be derived by counting the number of motor vehicles involved in a crash as indicated in Motor Vehicle Unit Type and Number V2, V3, V4, etc.

VEHICLE INFORMATION

This section shown below is located after the Crash code fields on the crash report.

CODES	2	MOTOR VEHICLE BODY TYPE	7	MOST DAMAGED AREA	14	DIRECTION OF VEHICLE TRAVEL	18	VEHICLE MANEUVER			
	3	TRAILING UNITS	8	EXTENT OF DEFORMITY-MOST DAMAGED AREA	15	VEHICLE CONTRIBUTING CIRCUMSTANCES	19	DRIVER DISTRACTION			
	4	CARGO BODY TYPE	9	ALCOHOL/DRUG USE SUSPECTED	16	DRIVER CONDITION	20	TRAFFIC CONTROL DEVICE			
	5	SPECIAL FUNCTION OF MOTOR VEHICLE	10	ALCOHOL/DRUG TEST	17	DRIVER CONTRIBUTING CIRCUMSTANCES	21	ROADWAY DESCRIPTION			
	6	AREA OF INITIAL IMPACT	11	TEST RESULTS	17	DRIVER CONTRIBUTING CIRCUMSTANCES	24	VISUAL CONTRIBUTING CIRCUMSTANCES			
VEHICLE #	VEH#	VIN	PLATE	STATE	EXPIRATION	COLOR	MAKE	MODEL	YEAR	OCC	
	DRIVER NAME / ADDRESS								PHONE		
	DL NUMBER	CLASS	ENDORSEMENTS	RESTRICTIONS	DL EXPIRATION	DATE OF BIRTH	AGE	CHARGES			
	OWNER NAME / ADDRESS								PHONE		
	CARRIER NAME / ADDRESS								PHONE		
	CDL PRESENTED AT SCENE <input type="checkbox"/>								PHONE		
	US DOT #	CVSA INSPECTION #	OPERATING AUTHORITY (ICC)		WEIGHT	HAZMAT	RELEASED <input type="checkbox"/>	CARGO	PURPOSE OF USE		
	#1 TRAILER PLATE #	STATE	EXPIRATION DATE	#2 TRAILER PLATE #	STATE	EXPIRATION DATE	#3 TRAILER PLATE #	STATE	EXPIRATION DATE		
	SPEED POSTED	ADVISORY	TRAVEL	IMPACT	ESTIMATED BY	EVENT 1		2	3	4	Most Harmful
	ESTIMATE	DISPOSITION		TOWED BY		INSURANCE COMPANY		EFFECTIVE DATE		EXPIRATION DATE	
POLICY NUMBER		AGENCY THAT SOLD POLICY				APPEARS VALID <input type="checkbox"/>		PHONE			

Officers will collect information in this section for specific vehicles, driver(s) and/or owner(s). It is important to fill out complete information so individuals can be contacted at a later date if needed. DLD and the Courts use this information when citations are issued. This information is critical for enforcement. Each vehicle has a section. Vehicle 1 is the vehicle at fault.

"Motor Vehicle in Transport" means in motion or within the portion of a transport way ordinarily used by similar transport vehicles.

Inclusions:

- Motor vehicle in traffic on a highway
- Driverless motor vehicle in motion
- Motionless motor vehicle abandoned on a roadway
- Disabled motor vehicle on a roadway
- And others

In roadway lanes used for travel during rush hours and parking during off-peak periods, a parked motor vehicle is in transport during periods when parking is forbidden.

Vehicle Number 1

Motor vehicle unit type and number assigned to uniquely identify each motor vehicle involved in the crash. Assign a number for each vehicle, i.e. 1, 2, 3, etc. The vehicle known or thought to be “at fault” will take position # 1.

Trailers

If a crash involves a vehicle with trailer(s), fill out the report with all units (truck, tractor, or other vehicle) as one (1) vehicle. Information on each trailer should be entered in the appropriate section of the corresponding motor unit to trailer. All applicable trailer information should be included (ie. Insurance, Owner, Driver same as power unit driver, etc.).

Vehicle Identification Number (VIN)

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

Indicate the vehicle identification number (VIN) or serial number, which can be obtained from various locations on the vehicle. Although an officer may take the VIN from a registration or insurance card, it should always be verified with the stamped VIN off of the vehicle.

Vehicle License Plate State

Indicate the state that issued the vehicle license plate. Use the two letter postal abbreviation code. For example: UT (Utah), CA (California), etc.

Vehicle License Plate Number

Indicate the license plate number assigned to the vehicle.

Vehicle Registration Expiration Date (MMYY)

Indicate numerically the month and year that the license plate expires in the mm/yy box. Use only the last two-digits for the year.

Color

The color of the motor vehicle.

Make

The distinctive (coded) name applied to a group of motor vehicles by a manufacturer. Indicate the general make of the vehicle as shown on the registration card. For example: Chevrolet (Chev), Ford, Toyota (Toyt), etc. Appropriate character abbreviations can be used in this box.

Model

The manufacturer-assigned code denoting a family of motor vehicles (within a make) that have a degree of similarity in construction, such as body, chassis, etc. Generally the secondary name given to a vehicle indicated

on the registration card, such as Escalade, Four Runner, Camry, Camaro, etc.

Year

The model year assigned to a motor vehicle by the manufacturer. Indicate the model year of the vehicle. Non-motor vehicles such as trains, road graders, bicycles, etc. do not need a model year identification. Use a dash for non-motor vehicles.

Motor Vehicle Body Type

The category indicating the general configuration or shape of a motor vehicle distinguished by characteristics such as the number of doors, rows of seats, windows etc. Note that buses are any motor vehicle with seats to transport nine (9) or more people, including the driver's seat. This element does not include vans that are owned and operated for personal use.

Motor Vehicle Body Type Codes			
01	Passenger Car	25	Passenger Van (<9 seats)
04	Pickup	26	Passenger Van (9-12 seats)
05	Sport Utility Vehicle	27	Passenger Van (15 seats)
07	Single Unit Truck	28	Limousine
09	Truck Tractor	29	Transit Bus
11	Heavy Truck Other	30	Motorcoach
13	School Bus	31	Other Bus Type*
15	Farm Equipment (tractor, combine, etc.)	32	Construction Equipment (backhoe, bulldozer, etc.)
16	Motorized Scooter/Moped/Motorized Bicycle, etc.	33	Snowmobile
18	RV/Motor Home	34	Golf Cart
20	ATV - Street Legal	88	Invalid
21	ATV/OHV - Off Road	89	Not Provided
22	Motorcycle (2 wheels)	97	Other*
23	Motorcycle (3 wheels)	99	Unknown
24	Cargo Van		

Trailing Units

Determine the type of trailing unit.

Vehicle Trailing Unit(s) Codes			
00	No Trailer/Attachment	08	Semi-Trailer - Doubles
01	Utility Trailer	09	Semi-Trailer - Triples
02	Boat Trailer	10	Mobile Home
03	Camping Trailer	11	Farm Equipment/Trailer
04	Horse Trailer	88	Invalid
05	Towed Motor Vehicle	89	Not Provided
06	Combination - 2 +	97	Other*
07	Semi-Trailer - Single	99	Unknown

Cargo Body Type

The element relates to the type of body for commercial vehicles. If a vehicle is not a commercial vehicle use code 96 (not applicable).

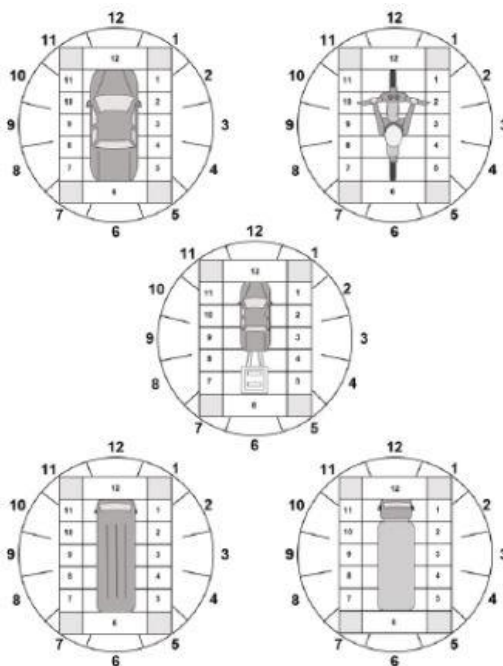
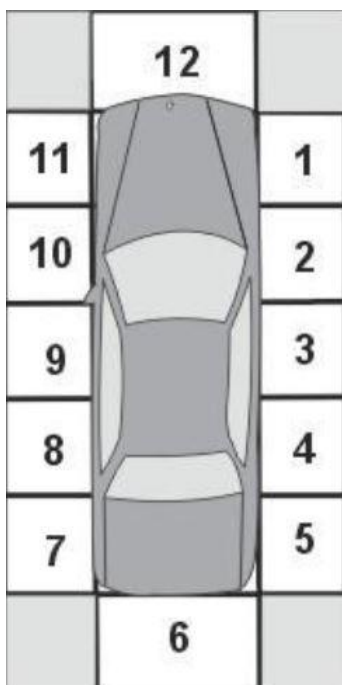
Special Function of Motor Vehicle

The type of special function (Emergency, Non-Emergency, In Use) being served by each vehicle at the time of the crash, regardless if the function is marked on the vehicle. Determine the type of special function of each vehicle. If the vehicle has no special function, enter '00' for none.

Special Function of Motor Vehicle Codes			
00	None	10	Mail Carrier
01	Law Enforcement - Emer	11	Military
02	Law Enforcement - Non-Emer	12	Public Utility
03	Ambulance - Emer	13	Incident Management
04	Ambulance - Non-Emer	14	Taxi
05	Fire - Emer	15	Vehicle Used for Electronic Ride-hailing (transportation network company)
06	Fire - Non-Emer	16	RideShare
07	Snowplow - in Use	88	Invalid
08	Tow Truck - in Use	89	Not Provided
09	Roadway/Maintenance - in Use	99	Unknown

Damaged Areas

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



Area of Initial Impact

The area of the motor vehicle that received the initial impact in the crash. This information is useful in determining the direction of the initial forces involved in a crash.

Vehicle Area of Initial Impact Codes			
00	Impact, No Damage	11	Driver Side Front
01	Passenger Side Front	12	Front
02	Passenger Side Door	13	Top (roof)
03	Passenger Side	14	Undercarriage
04	Pass Side Rear Door	15	Damage, No Impact
05	Passenger Side Rear	16	No Impact, No Damage
06	Rear	17	Cargo Loss
07	Driver Side Rear	88	Invalid
08	Driver Side Rear Door	89	Not Provided
09	Driver Side	99	Unknown
10	Driver Side Door		

Most Damaged Area

The area of the vehicle that received the most damage. This information is important when assessing the likelihood of receiving an injury for passengers sitting in different parts of the vehicle. Often, the area of initial impact and most damaged area will be the same. However, this is not always true.

Location of Damaged Area(s) Codes			
00	Impact, No Damage	10	Driver Side Door
01	Passenger Side Front	11	Driver Side Front
02	Passenger Side Door	12	Front
03	Passenger Side	13	Top (roof)

04	Pass Side Rear Door	14	Undercarriage
05	Passenger Side Rear	15	Damage, No Impact
06	Rear	16	No Impact, No Damage
07	Driver Side Rear	17	Cargo Loss
08	Driver Side Rear Door	99	Unknown
09	Driver Side		

Extent of Deformity for Most Damaged Area

Estimation of total damage to motor vehicle from the crash. Disabling damage implies damage to the motor vehicle that is sufficient to require the motor vehicle to be towed from the scene. Estimate the level of deformity sustained by this motor vehicle caused by the crash. This information is useful in estimating the forces involved in the crash and estimating the likelihood of injury for passengers in the motor vehicle.

Vehicle Extent of Damage Codes	
00	None
01	Minor Damage
02	Functional Damage
03	Disabling Damage
99	Unknown

Direction of Vehicle Travel

The direction of a motor vehicle's travel on the roadway before the crash.

Direction of Vehicle Travel Codes			
01	North	08	South West
02	South	09	North West
03	East	88	Invalid
04	West	89	Not Provided
05	Off Roadway/Parked	96	Not Applicable
06	North East	99	Unknown
07	South East		

Vehicle Contributing Circumstances

Pre-existing motor vehicle defects or maintenance conditions that may have contributed to the crash. Indicate any preexisting motor vehicle defects or maintenance conditions that may have contributed to the crash. If more than one condition exists, enter the one that most directly contributed to the crash.

Vehicle Contributing Circumstances Codes			
00	None	12	Wheels
01	Brakes	13	Truck Coupling/Trailer Hitch/Safety Chains
02	Steering	14	Cargo
03	Power Train	16	Mirrors
04	Suspension	17	Wipers

05	Tires	18	Body, Doors, Hood
06	Exhaust	97	Other*
07	Headlights	99	Unknown
08	Signal Lights	88	Invalid
09	Tail Lights	89	Not Provided
11	Windows/Windshield		

Vehicle Maneuver

The controlled maneuver for this motor vehicle prior to the beginning of the sequence of events. Enter the appropriate code for the controlled maneuver for each motor vehicle prior to the beginning of the sequence of events.

Vehicle Maneuver Codes			
01	Straight Ahead	11	Slowing in Traffic Lane
02	Backing	12	Mechanically Disabled in Traffic Lane
03	Changing Lanes	13	Parked
04	Overtaking/Passing	14	Parking Maneuvers
05	Turning Right	15	Negotiating a Curve
06	Turning Left	16	Starting to Move in Traffic Lane
07	Making U-turn	17	Merging
08	Leaving Traffic Lane	97	Other*
09	Entering Traffic Lane	99	Unknown
10	Stopped in Traffic Lane		

Traffic Control Device

The type of traffic control device (TCD) applicable to the motor vehicle at the crash location. This needs to be collected at the scene because the presence of specific devices is better verified at the time of the crash. Important for ascertaining the use of various traffic control devices (TCD) and crashes, and identifying the need for upgraded TCDs at specific crash locations. These can include flashing signals, school zones, stop, yield warning, railway crossing signs/signals, etc.

Traffic Control Device Codes			
00	None	09	School Zone - Inactive
01	Traffic Control Signal	10	School Zone - Active
02	Flashing Traffic Control Signal	11	Railroad Crossing - No Signal
03	Stop Sign	12	Railroad Crossing - Signal/Gate
04	Yield Sign	13	Lane Use Control Signal
05	Warning Sign	97	Other*
06	Person (including flagger, officer, crossing guard, etc.)	99	Unknown
08	Ramp Metering - Active		

Horizontal Alignment

The horizontal layout and inclination characteristics of the roadway in the direction of travel for this vehicle.

Horizontal Alignment Codes	
01	Straight
03	Curve Left
04	Curve Right
88	Invalid
89	Not Provided
99	Unknown

Roadway Description

Indication of whether or not the trafficway for this vehicle is divided and whether it serves one-way or two-way traffic. A divided highway is a facility that is continuously separated by either a barrier or a raised/depressed median between the opposing directions of traffic.

Roadway Description Codes			
01	Two-Way, Not Divided	07	Quasi-public Road or Parking Lot Way
02	Two-Way, Not Divided With a Continuous Left Turn Lane	88	Invalid
03	Two-Way, Divided, Unprotected Median	89	Not Provided
04	Two-Way, Divided, Positive Median Barrier	96	Not Applicable (not on roadway)
05	One-Way	99	Unknown
06	Parking Lot Aisle or Stall		

Horizontal Alignment

This element identifies the value that best represents the roadway alignment prior to the vehicle's Critical Precrash Event.

Horizontal Alignment Codes	
01	Straight
03	Curve Left
04	Curve Right
88	Invalid
89	Not Provided
99	Unknown

Vertical Alignment

The Vertical layout and inclination characteristics of the roadway in the direction of travel for this vehicle.

Vertical Alignment Codes			
01	Level	06	Downhill
03	Hillcrest	88	Invalid
04	Sag (bottom)	89	Not Provided
05	Uphill	99	Unknown

Posted Speed

Authorized speed limit for the motor vehicle at the time of the crash. The speed limit may be indicated by a regulatory speed limit sign.

Posted Speed Codes			
05	5 MPH	50	50 MPH
10	10 MPH	55	55 MPH
15	15 MPH	60	60 MPH
20	20 MPH	65	65 MPH
25	25 MPH	70	70 MPH
30	30 MPH	75	75 MPH
35	35 MPH	80	80 MPH
40	40 MPH	96	Not Applicable
45	45 MPH	99	Unknown

Vehicle Posted Advisory Speed

If there is a warning sign with a posted advisory speed (such as for curves, construction, etc.) enter the advisory speed in the vehicle posted advisory speed field for each vehicle.

Vehicle Posted Advisory Speed Codes			
05	5 MPH	50	50 MPH
10	10 MPH	55	55 MPH
15	15 MPH	60	60 MPH
20	20 MPH	65	65 MPH
25	25 MPH	70	70 MPH
30	30 MPH	75	75 MPH
35	35 MPH	80	80 MPH
40	40 MPH	96	Not Applicable
45	45 MPH	99	Unknown

Vehicle Estimated Impact Speed

Enter the estimated speed of each vehicle at impact. This speed may or may not be the same as the est. travel speed. The speed will depend up many factors including any attempts to brake or swerve.

Vehicle Estimated Impact Speed: Codes			
05	5 MPH	50	50 MPH
10	10 MPH	55	55 MPH
15	15 MPH	60	60 MPH
20	20 MPH	65	65 MPH
25	25 MPH	70	70 MPH
30	30 MPH	75	75 MPH
35	35 MPH	80	80 MPH
40	40 MPH	96	Not Applicable
45	45 MPH	99	Unknown

Vehicle Speed Estimated By

Vehicle Speed Estimated By: Codes			
00	None	04	Witness
01	Officer	05	Crash Reconstruction
02	Driver	88	Invalid
03	Passenger	89	Not Provided

Sequence of Events

The events, in sequence, **related to the motor vehicle (NOT DRIVER)**, including both non-collision and collision events.

The sequence of events field is used to describe what occurred during the crash. In order to account for the complex scenarios, you may enter up to four events per vehicle. If there are more than four events, record the four most significant events. The sequence of events codes are grouped into three categories: non-collision (i.e. ran-off road and rollover), collisions with non-fixed objects (i.e. motor vehicle vs. motor vehicle and motor vehicle pedestrian), and collisions with fixed objects (i.e. light poles and trees).

First Crash Event

This is the first event of the chain of events that took place during a crash. (How did the crash start?)

Second Crash Event

This is the second event of the chain of events that took place during the crash. Enter the two-digit code, indicating the most appropriate code from the list below. If there is not a second event, enter 96 (not applicable).

Third Crash Event

This is the third event of the chain of events that took place during the crash. Enter the two-digit code, indicating the most appropriate code from the list below. If there is not a third event, enter 96 (not applicable).

Fourth Crash Event

This is the fourth event of the chain of events that took place during the crash. Enter the two-digit code, indicating the most appropriate code from the list below. If there is not a fourth event, enter 96 (not applicable).

Most Harmful Event for Vehicle

Vehicle event that resulted in the most severe injury or, if no injury, the greatest property damage involving this motor vehicle.

This data item is designed to capture which event was most responsible for the injuries that resulted from the crash. This may not necessarily be the first event. For instance, if a vehicle leaves the road and strikes a tree, then a code of 60 (tree/shrubbery) should be entered here.

Striking the tree was most responsible for the injuries; likely, no injuries resulted in simply leaving the road. Also, not all codes listed under sequence of events can cause injuries. For this reason, codes 80 through 88 CANNOT be used in this box.

The following codes will be used for the First Event, Second Event, Third Event, Most Harmful Event and First Harmful Event of the Crash.

Sequence of Events Codes					
07	Overturn/Rollover	39	Other Non-Fixed Object*	60	Tree/Shrubbery
08	Cargo Equipment Loss or Shift	40	Guardrail	62	Fence
09	Jackknife	41	Concrete Barrier	63	Curb
10	Fire/Explosion	42	Cable Barrier	64	Fire Hydrant
11	Immersion	43	Crash Cushion	65	Mailbox
12	Fell/Jumped From Motor Vehicle	44	Guardrail End Section	66	Building
19	Other Non-Collision*	45	Concrete Sloped End Section	67	Utility Box
20	Collision With Other Motor Vehicle in Transport	46	Cable Barrier End Section	68	Other Traffic Barrier*
21	Collision With Parked Motor Vehicle	48	Bridge Rail	69	Other Fixed Object*
22	Pedestrian	49	Bridge Pier or Support	80	Crossed Centerline
23	Pedacycle	50	Bridge Overhead Structure	81	Crossed Median
24	Other Non-Motorist*	51	Traffic Sign Support	82	End Departure (T-intersection, dead-end, etc.)
25	Animal - Wild	52	Delineator Post	83	Downhill Runaway
26	Animal - Domestic	53	Other Post, Pole or Support	84	Equipment Failure (blown tire, brake failure, etc.)
27	Work Zone/Maintenance Equipment	54	Utility Pole/Light Support	85	Ran Off Road Left
28	Freight Rail	55	Traffic Signal Support	86	Ran Off Road Right
29	Light Rail	56	Culvert	87	Reentering Roadway
30	Passenger Heavy Rail	57	Ditch	88	Separation of Units
31	Thrown or Fallen Object	58	Embankment	96	Not Applicable (used only to fill unused box(es))
32	Collision Between Motor Vehicle in Transport and Vehicle Cargo/Part or Object Set in Motion by Motor Vehicle	59	Snow Bank		

Hit and Run

This element refers to cases where a vehicle is a contact vehicle in the crash and does not stop to render aid (this can include drivers who flee the scene on foot). It does not matter whether the hit-and-run vehicle was striking or struck. The hit-and-run vehicle(s) is (are) the one(s) that “departed prior to investigation by the police,” or that vehicle which is “abandoned” at the scene when its occupant(s) fled from the area.

Hit and Run Codes	
01	No

02	Yes, Driver or Car and Driver Left Scene
----	--

Estimated Damage

Use for each vehicle involved in the crash. It is important to note that any vehicles being towed or carried on another vehicle such as a truck or flatbed trailer would be considered cargo and not classified as vehicles. Enter the code that best describes your estimate of the damage to each vehicle. If the vehicle was not damaged, mark “No Damage” in the box.

Vehicle Estimated Damage Codes	
00	No Damage
01	\$1-\$1499
02	\$1500 or more

Towed Status

This data element describes the mode in which the vehicle left the scene of the crash. Towing includes vehicles carried from the scene on a flatbed tow truck. If the vehicle is a combination vehicle (power unit and at least one trailer), the power unit and/or trailer(s) are considered when determining tow status. If the available information indicates the power unit, or trailer of a combination unit, sustained enough damage to require towing, consider this vehicle as towed due to damage.

COMMERCIAL VEHICLES

For the purposes of crash reporting, the term “commercial vehicle” means any vehicle involved in a crash with one or more of the following:

- a truck having a GCWR of 10,001 or more pounds; OR
- a vehicle displaying a hazardous material placard; OR
- a vehicle designed to transport 9 or more people, including driver; OR AND
- a fatality; OR
- an injury requiring transportation for immediate medical attention; OR
- a vehicle was disabled requiring a tow away from the scene

Commercial Vehicles are regulated by Utah Department of Transportation and the Federal Motor Carrier Safety Administration (FMCSA)

Motor Carrier Name & Address Information

If the carrier is the same as the owner, check the ‘Same as Owner's Field. If not, enter the name of the carrier. Indicate the Carrier's name, complete address, and phone number including the area code. Verify the carrier address by using registration, shipping, or lease paperwork. It is extremely important to obtain a correct phone number so that the parties can later be contacted to verify or provide additional information needed. Also check the CDL Presented field if the CDL was presented by the driver. This information is required by the Drivers License Division. If the driver does not have license to present do not enter anything in that field.

US DOT Number (United States Department Of Transportation Number)

The identification number, name and address of an individual, partnership or corporation responsible for the transportation of persons or property as indicated on the shipping manifest.

Enter the appropriate number off the side of the commercial vehicle. This includes taxis and limousines.

The Federal Motor Carrier Safety Administration (FMCSA) along with Utah Department of Transportation (UDOT) have the authority to fine and sanction unsafe interstate and intrastate truck and bus companies. A key way to identify potentially unsafe motor carriers is to collect crash data by the identification number, name and address of the company. The street address allows UDOT and FMCSA to visit carriers to conduct review of compliance with Federal Motor Carrier Safety Regulations and provides a crosscheck for the correct identity of the carrier.

The identification number (found on the power unit, and assigned by the U.S. DOT or by a state) is a key element for carrier identification in the UDOT and FMCSA databases for crashes and other carrier information. This data element is collected at the scene to meet FMCSA 90 day reporting requirements.

CVSA Inspection Number

If an inspection was conducted at the scene, enter the ten (10) digit inspection number in the box.

G.C.W.R. / G.V.W.R.

The Gross Vehicle Weight Rating (GVWR) is the amount recommended by the manufacturer as the upper limit to the operational weight for a motor vehicle and any cargo (human or other) to be carried. The Gross Combination Weight Rating (GCWR) is calculated by summing the GVWRs for each unit in a combination-unit motor vehicle. Thus for single-unit trucks there is no difference between the GVWR and the GCWR. For combination trucks (truck tractors pulling a single trailer, truck tractors pulling double or triple trailers, trucks pulling trailers, and trucks pulling other motor vehicles) the GCWR is the total of the GVWRs of all units in the combination.

Additional regulations are imposed on all motor vehicles with GCWR/GVWRs of more than 26,000 lbs (11,793 kg). Manufacturer's weight rating can be found on the plate usually located on the door jam.

Check the appropriate G.C.W.R. /G.V.W.R. field of the commercial vehicle:

Hazardous Materials

Indication that a motor vehicle had a hazardous materials placard as required by federal/state regulations.

Hazardous materials that were released from the cargo compartment should be documented whether or not the motor vehicle displayed a placard.

Any substance or material which has been determined by the U.S. Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce and which has been so designated under regulations of the USDOT. A truck transporting hazardous materials can be identified by a diamond shaped sign that must be affixed to any motor vehicle that carries hazardous materials. It usually contains a four-digit number in the middle of the placard, a one-digit number at the bottom that indicates the hazard class and specific material being carried.

HazMat Released

Check the appropriate field for hazardous materials released from the cargo compartment.

Note: Leaking fuel from the power unit does not constitute a reportable hazard release of material.

This only refers to cargo.

HazMat Placard Displayed

If the vehicle has a HazMat Card indicate Yes or No.

Hazardous Materials Placard Displayed Codes	
01	Yes
02	No

HazMat Placard Number – Class

Enter the appropriate four-digit USDOT placard number and one- or two-digit class number with a decimal in the field provided. These can be found on the diamond shaped hazardous material sign if present. If the vehicle placard is not visible, retrieve the numbers from other sources AFTER the hazardous material is determined.

Description of Cargo

This section to be used with Commercial Vehicles Only, unless Haz-Mat is being transported. Identify the cargo being transported in the field provided

Description of Cargo Codes					
01	Agriculture Farm Supplies	14	Household Goods	27	Paper Products
02	Beverages	15	Intermodal Containers	28	Passengers
03	Building Materials	16	Liquids Gasses	29	Radioactive
04	Chemicals	17	Livestock	30	Refrigerated Food
05	Coal, Coke	18	Livestock Containers	31	Rock, Sand, Gravel
06	Commodities, Dry Bulk	19	Logs, Poles, Beams, Lumber	32	Salt
07	Concrete	20	Machinery, Large Objects	33	US Mail
08	Construction	21	Meat	34	Utilities
09	Drive-Away, Tow-Away	22	Metal	35	Water Well
10	Fresh Produce	23	Mobile Home	97	Other*
11	Garbage, Refuse, Trash	24	Motor Vehicles	99	Unknown
12	General Freight	25	Oilfield Equipment		
13	Grain, Feed, Hay	26	Ore		

Vehicle Cargo Body Type

This element identifies the primary cargo carrying capability of the vehicle.

Vehicle Cargo Body Type Codes			
01	Van/Enclosed Box	10	Cargo Tank

02	Hopper (grain,gravel,etc)	11	Pole
03	Bus/Van (seats for 9 -15 people, including driver)	12	Log Truck
04	Bus (Seats more than 15 people, including driver)	13	Dump
05	Intermodal Container Chassis	88	Invalid
06	Auto Transporter	89	Not Provided
07	Concrete Mixer	96	Not Applicable
08	Garbage/Refuse	97	Other*
09	Flatbed	99	Unknown

Purpose of Use

Government (Govt): Any government agency or exempt vehicle such as a city bus, snowplow, school bus, etc. License plate will indicate exempt status.

Personal: Any personal use, not associated with business or commercial use.

Interstate: The term means commercial vehicle travel exists or occurs between two or more states.

Intrastate: The term means commercial vehicle travel exists or occurs within the geographical boundaries of the State of Utah. Generally there is a UT following the USDOT number on the truck.

Example #1: If a commercial vehicle operates within Utah and is registered only in Utah, it is classified as an *Intrastate* vehicle. However, if the vehicle transports cargo out of Utah and operates in other states, it shall be classified as *Interstate*. This information can be verified with permits issued to the individual vehicle.

Example #2: A truck may have an interstate permit, but the driver is off duty and running an errand for personal business. You would check the personal box instead of the interstate box in this scenario. To determine the Purpose of Use for the vehicle, ask the driver the purpose of the trip.

Check the appropriate Purpose of Use field for the vehicle use at the time of the crash.

Trailing Units

Write in the license plate number, state and expiration date for up to three trailer units. If there is damage to the trailing unit(s), then the trailer will also become a vehicle (all write after the power unit with the corresponding vehicle number + A, B, and C depending on the number of trailers).

1st Trailer License Plate Number

Enter the license plate number of the trailer. The plate number is located on the trailer.

1st Trailer License Plate State

Enter the two-letter state abbreviation.

1st Trailer License Plate Expiration Date

Enter the two-digit month and two-digit year expiration date from the trailer license plate.

1st Trailer License Plate Length

Enter the trailer length in feet. The length can be found stamped on some trailers. If necessary use roll-a-tape to measure for the trailer length.

2nd and 3rd Trailers

Information should be entered exactly as instructed for the 1ST Trailer.

Towed Status Codes	
01	Not Towed
02	Towed/Disabled
03	Towed/Impounded
04	Towed Other

Insurance

The information captured in these fields is important for identifying uninsured motorists and is needed by the Drivers License Division. There is a misconception that the main importance of the DI-9 is for the Insurance company's use. In reality, this information is the most effective way for the DLD to revoke a driver's license. It also helps support law enforcement in removing irresponsible drivers and their uninsured vehicles from Utah roads.

If you are provided with an insurance card, binder, or insurance policy, take the information from the document provided and fill out the information on the crash report. Otherwise, obtain this information from the driver.

Insurance Company

Write the name of the insurance company providing coverage for the vehicle. Any information here is helpful, even if no proof of insurance can be shown.

Effective Date

Write the date the insurance policy became effective for the vehicle (mm/dd/yy).

Expiration Date

Write expiration date of the insurance policy stated on the insurance document.(mm/dd/yy). If no documentation exists, ask the driver to estimate the date.

Policy Number

Write the insurance company policy number.

Insurance Valid

Check the appropriate field. Mark “yes” if valid insurance is provided. Mark “no” if no insurance can be verified.

Agency/Agent that Sold Policy

Write the name of the insurance agent that provided the insurance for the vehicle as indicated on the card or by the driver.

Address

Write the address of the insurance agency. DO NOT FORGET THE ZIP CODE. This is very important especially with large companies.

Phone

Write the phone number including area code. It is critical to indicate a phone number for Financial Responsibility’s department in the Driver License Division.

PERSON

This section shows data for all people involved in the crash.

Driver 1	VEH# NAME / ADDRESS				PHONE		AGE	DOB	BAC	SEX	TRANSPORTED TO
	PERSON TYPE	SEATING POSITION	INJURY LEVEL	INJURY AREA	INJURY CAUSE			TRANSPORTED BY			
	SAFETY EQUIPMENT	USED PROPERLY	AIRBAG	EJECTION	EJECTION PATH			EXTRICATION			
Passenger #	VEH# NAME / ADDRESS				PHONE		AGE	DOB	BAC	SEX	TRANSPORTED TO
	PERSON TYPE	SEATING POSITION	INJURY LEVEL	INJURY AREA	INJURY CAUSE			TRANSPORTED BY			
	SAFETY EQUIPMENT	USED PROPERLY	AIRBAG	EJECTION	EJECTION PATH			EXTRICATION			

Person Type

Type of person involved in a crash.

Person Type Codes			
01	Driver	24	Witness
02	Passenger	25	Owner
03	Pedestrian	99	Unknown
04	Pedalcyclist	88	Invalid
05	Other Pedestrian (wheelchair, skater, personal conveyance, etc.)*	89	Not Provided
06	Occupant of a Non-Motor Vehicle Transportation Device (person riding on animal or animal drawn conveyance, injured train occupant)*		

Seating Position

The location of each occupant in, on, or outside of the motor vehicle prior to the first event in the sequence of events. Codes 11 and 57 only apply to drivers of motor vehicles. If a second person is riding on the driver's lap in the driver's seat, use code 56. Code 60 should be used for persons not riding in or on a motor vehicle (pedestrians, scooter/skaters, pedal cyclists, etc).

Seating Position Codes			
11	Front Left/Motorcycle Driver	43	4th Row Right
12	Front Center	48	4th Row Other
13	Front Right	50	Sleeper section of cab (truck)
18	Front Row Other	51	Other passenger in enclosed passenger or cargo area
21	2nd Row Left/Motorcycle Passenger	52	Other passenger in unenclosed passenger or cargo area
22	2nd Row Center	54	Trailing unit
23	2nd Row Right	55	Riding on vehicle exterior
28	2nd Row Other	56	Seating Position 11, Not Driver
31	3rd Row Left	57	Right Side Driver
32	3rd Row Center	60	Non Motorist
33	3rd Row Right	89	Not Provided
38	3rd Row Other	97	Other
41	4th Row Left	99	Unknown
42	4th Row Center		

Sex of Person

Enter M for Male, F for Female, and U for Unknown

Injury Level

The injury severity level for a person involved in a crash.

Injury Level Codes	
01	No injury
02	Possible injury
03	Suspected Minor Injury
04	Suspected Serious Injury
05	Fatal
88	Invalid
89	Not Provided

Injury Area

The primary or most obvious area of the person's body injured during the crash. If a person is injured in more than one body location, enter the area with the most serious injury. For example, if a person had a bloody nose and a broken arm, enter 07 for upper extremity. If a person is not injured, enter 00 do not leave the box blank.

Injury Area Codes			
00	None	05	Abdomen/Pelvis
01	Head	06	Spine
02	Face	07	Upper Extremity
03	Neck	08	Lower Extremity
04	Chest	99	Unknown

Injury Cause

Cause of injury to the primary injury area

Injury Cause Codes			
00	None	07	Vehicle Exterior
01	Steering Wheel	08	External Object
02	Dash/Windshield	97	Other*
03	Airbag	99	Unknown
04	Seatbelt	88	Invalid
05	Roof	89	Not Provided
06	Other Interior		

Transported By

This element identifies the method of transportation this person was provided to receive treatment or be evaluated for a possible injury at the first hospital or medical facility.

Transported By: Codes			
01	Not Transported	88	Invalid
02	EMS Ground	89	Not Provided
03	EMS Air	97	Other*
04	Law Enforcement	99	Unknown
05	Private Vehicle		

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 en route to the treatment facility. A morgue is not an injury treatment facility, please use code **97 for Other (Not a Hospital or Medical Clinic)***

Transported to: Codes					
00	Not Transported	29	Uintah Basin Medical Center	58	PHC Regional (Formerly FHP)
02	Salt Lake Regional Med Ctr	30	Uintah County	59	Park City Family Health Center
03	LDS	31	Brigham City Community Columb.	60	St. Marys
04	St. Marks	32	Tooele Valley Regional	61	Emery Med Ctr (Castledale)

05	South Davis Community Hospital (Bountiful)	33	Other (med clinics not listed)*	62	BYU Health Clinic
06	University (U of U)	34	Primary Children's	63	Crestwood Med Ctr (Kaysville)
07	Davis Hospital and Medical Center (Layton)	36	Allen Memorial (Moab)	64	Herfordshire Clinic (Roy)
08	PHC Pioneer Valley	37	Carbon Medical Service	65	Hurricane Clinic
09	Veterans Administration	38	Fillmore Community Medical Ctr	66	Wendover Clinic
10	McKay-Dee Center	39	Kane County (Kanab)	67	Timpanogos
11	Ogden Regional Medical Center	40	Bear River Valley (Tremonton)	69	Mountain West Medical Center
12	Delta Community Medical Center	41	Wasatch County (Heber)	70	Jordan Valley (not Holy Cross)
13	American Fork	42	Lakeview (Bountiful) Columbia	72	Cache Valley Specialty
14	Central Valley Medical Center	44	San Juan Regional (Monticello)	74	Bear Lake Community Health (Garden City)
15	Mountain View (Payson)	45	Fillmore Clinic	77	Intermountain Medical Center
16	Utah Valley Regional Med Ctr	46	Green River Medical Center	78	Kamas Clinic
17	Logan Regional	47	Heber Valley Clinic	79	Intermountain Ephraim Clinic
18	Beaver Valley (Beaver)	48	Price Medical Center	80	Riverton Hospital
19	Valley View Medical Center	49	Wasatch Medical Clinic (Heber)	81	Lone Peak Medical
20	Gunnison Valley	50	Personal Doctor	82	Park City Medical Center
21	Milford Valley Memorial	51	Alta View	83	Davis Hospital (Weber Campus)
22	San Pete Valley (Mt. Pleasant)	52	Hill Air Force Base	84	Out of State Hospital/Medical Center*
23	Garfield Memorial (Panguitch)	53	Ashley Valley M.C. (Vernal)	96	Not Applicable
24	Sevier Valley	54	Blanding Clinic	97	Other (Not a Hospital or Medical Clinic)*
25	Dixie Regional (St George)	55	Southwest Emergency (W Jordan)	99	Unknown
26	Castleview	56	Monument Valley (San Juan)		
27	Bullfrog Medical Clinic	57	Orem Community		

Safety Equipment

The restraint equipment in use by any occupant, or the safety equipment used by a motorcyclist or non-motorists at the time of the crash. Enter safety equipment use also for Non-Motorists (see Non-Motorist Safety Equipment of page20).

Safety Equipment Used Codes			
00	None	10	Motorcycle Helmet, DOT-Compliant
01	Lap & Shoulder belt	11	Helmet, Other Than DOT-Compliant Motorcycle Helmet
02	Shoulder belt only	12	Helmet, Unknown If DOT-Compliant
03	Lap Belt Only	13	Stretcher

04	Child Restraint - Forward Facing	14	Wheelchair
05	Child Restraint - Rear Facing	97	Other*
06	Booster Seat	99	Unknown
09	Child Restraint - Other Type*		

Any Indication of Improper Use

Examples of improper use of safety equipment include: none used, children wearing a lap belt but with the shoulder belt under their arm or over their head; car seats that are not anchored or belted to the vehicle.

Any Indication of Improper Use Codes	
03	No
04	Yes
96	Not Applicable (not restrained)
99	Unknown (Due to extent of damage/evidence destroyed)
89	Not Provided
96	Not Applicable

Air Bag Deployed

Deployment status of an airbag relative to the position in the vehicle for the occupant.

Air Bag Deployed Codes			
00	No Air Bag	05	Deployed - Combination
01	Not Deployed	07	Missing/Previously Deployed
02	Deployed - Front	08	Deployed - Curtain
03	Deployed - Side	99	Deployment Unknown
04	Deployed - Other (knee, air belt, etc.)		

Ejection

Occupant completely or partially thrown from the interior of the motor vehicle, excluding motorcycles, as a result of a crash. Note: For motorcyclists, pedal cyclists, etc. use code 96 Not Applicable rather than code 01 Ejected. Similarly for non-motorists use 96 Not Applicable rather than code 00 Not Ejected.

Cause for Ejection Codes	
01	Improper Restraint
02	Restraint Failure
03	Seating compartment destroyed
04	Severity of crash

Extrication

Extrication refers to the use of equipment or other force to remove persons from the vehicles, i.e., more than just lifting or carrying a person out of the wreckage

Extrication Codes	
01	Not Extricated
02	Extricated
88	Invalid
89	Not Provided
99	Unknown

Driver

The full name of the individual driver. Insert the full name of the person driving the motor vehicle at the time of the crash. If the person driving the vehicle is licensed, the name should be exactly the same as shown on the driver's license. If the driver's true name is different from that shown on the license, the difference should be explained in the narrative. If the driver is unlicensed, indicate the full name from other means of identification if possible.

First Name, Middle Initial, Last Name

If the driver has no middle initial, then leave the area blank for the middle initial. **Do not use Abbreviations, Such as NMN for 'no middle name.'**

Driver Address

Do not copy the address from the driver's license unless it is acknowledged to be correct. Otherwise, obtain the street address or RFD number, apartment number, city, state, and zip code from some other source.

Ask the driver to verify his or her address before entering it in the field. It is extremely important to obtain a correct phone number, Drivers License Financial Responsibility and the Courts may need to follow up with this number.

Driver's License

State

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

Indicate the state that issued the driver's license. Abbreviate the name of the state using acceptable two-character codes.

Driver License State		
Alabama (AL)	Manitoba (MB)	Ohio (OH)
Alaska (AK)	Maryland (MD)	Oklahoma (OK)
Alberta (AB)	Massachusetts (MA)	Ontario (ON)
Arizona (AZ)	Mexico (MX)	Oregon (OR)
Arkansas (AR)	Michigan (MI)	Pennsylvania (PA)
British Columbia (BC)	Minnesota (MN)	Prince Edward Island (PE)

California (CA)	Mississippi (MS)	Quebec (QC)
Colorado (CO)	Missouri (MO)	Rhode Island (RI)
Connecticut (CT)	Montana (MT)	Saskatchewan (SK)
Delaware (DE)	Nebraska (NB)	South Carolina (SC)
District of Columbia (DC)	Nevada (NV)	South Dakota (SD)
Florida (FL)	New Brunswick (NB)	Tennessee (TN)
Georgia (GA)	New Hampshire (NH)	Texas (TX)
Hawaii (HI)	New Jersey (NJ)	Utah (UT)
Idaho (ID)	New Mexico (NM)	Vermont (VT)
Illinois (IL)	New York (NY)	Virginia (VA)
Indiana (IN)	Newfoundland (NF)	Washington (WA)
Iowa (IA)	North Carolina (NC)	West Virginia (WV)
Kansas (KS)	North Dakota (ND)	Wisconsin (WI)
Kentucky (KY)	Northwest Territory (NT)	Wyoming (WY)
Louisiana (LA)	Nova Scotia (NS)	Yukon Territory (YT)
Maine (ME)	Nunavut (NU)	

Drivers License Number

The unique driver's license number assigned to the individual. Indicate the driver's driver license number. ***Be sure to copy the number completely and accurately.*** If the driver is not licensed, enter code 00 to indicate none.

Drivers License Status

The status of the license at the time of the crash.

Driver License Status Codes			
00	Not Licensed	06	Suspended
01	Valid License	07	Learner's Permit
02	Canceled or Denied	08	Temporary/Limited
03	Disqualified (CDL)	09	Driving Privilege Card
04	Expired	99	Unknown
05	Revoked		

Drivers License Class

Issued to drivers after successfully completing a driver's test that qualifies them to operate a specific type of motor vehicle.

Driver License Class Codes	
A	Commercial over 26,000 w/towed unit over 10,000 GVWR
B	Commercial over 26,000 w/towed unit under 10,000 GVWR
C	Commercial under 26,000
D	Private or other vehicles - not Commercial or Motorcycles
M	Motorcycle only

X	Learner or Mobility Vehicle Permit or Skeleton
-	NA/No DL presented (if not UT, pick equivalent UT code in this l
88	Invalid
89	Not Provided

Drivers License Endorsement Codes

Issued to drivers after successfully completing a specialized test that qualifies them to operate a specific type of commercial motor vehicle.

Driver License Endorsements Codes			
H	Hazardous Materials	T	Double/Triple Trailers
M	Motorcycle	X	Tankers/Hazardous Materials
N	Tank Vehicles	Z	Taxicab
P	Passengers	-	Does Not Apply (none)
S	School Bus		

Drivers License Restriction

Restrictions assigned to an individual's driver license by the license examiner. Enter the restriction code from the Utah Driver's License, select all that apply.

Driver License Restrictions Codes					
02	249 CC or Less Motorcycle	E	Automatic Transmission	R	No Hazardous Materials
03	649 CC or Less Motorcycle	F	Outside Mirror	U	3 Wheel Motorcycle
04	Street Legal ATV	G	Daylight only	V	40 MPH or Less
06	Posted 40 Mph or less	I	Limited - Other	W	Medical
07	Automatic transmission	J	Other	X	Empty Tank CMV on a Learner Permit
A	No Restrictions	K	CDL Intrastate Only	Y	LT 10K less than 10,000#
			Vehicle Without Air		
B	Corrective lenses	L	Brake	-	Does Not Apply (none)
C	Mechanical Aid	O	90 cc Cycle		
D	Prosthetic Aid	Q	Limit Employment		

Date of Birth

The month, day, and year of birth of the person involved in a crash.

Indicate the date of birth. This information should be taken from the driver license or other identification received in the investigation. The date of birth shall be listed numerically mm/dd/yyyy. Example: Month 06 Date 13 Year 1998

Age

Indicate the age of the driver from the last birth date. Make sure the age of the driver corresponds to the birth date on the driver's license. Infants under one year of age are coded as 0. If you do not know the age, please code 99 for unknown.

Occupant(s) number

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

Law Enforcement Action

Charge(s) Status

Indicate charge(s) that were related to the crash. 3 fields for charges. If more than three charges, enter highest to lowest (Felony to Misdemeanor)

Citation Number

Indicate the number of the citation. Citation numbers are issued from the state BCI. The citation numbers are issued automatically when an officer creates a new citation.

Owner

Verify ownership by checking the information contained in the registration. Indicate the name of the person (s) or firm having legal right of control.

If the driver is the owner, then check the field *Same as Driver* box. If the driver has no middle initial, then the area blank for the middle initial. **Do not use abbreviations such as NMN for No Middle Name.** If operator is under authority of a carrier, go to the Commercial Carrier Field, see page X, and use the carrier name. Otherwise, obtain the information from the registration certificate, the driver, or other available sources.

Address

Verify the address on the registration before entering information given by the driver. If the registration information is incorrect, obtain the street address or RFD number, apartment number, city, state, and zip code and phone number from some other source. Always indicate: street, city, state, zip, and phone number including area code.

Speed Related

This element identifies if the driver was speeding and it was related to the crash as identified by law enforcement.

Speeding-Related Codes	
01	No
02	Yes, Exceeded Speed Limit
03	Yes, Too Fast for Conditions
04	Yes, Street Racing
99	Unknown

Driver Condition

Any relevant condition of the driver that is directly related to the crash. If more than one condition exists, enter

the one that most directly contributed to the crash.

Driver Condition Codes			
01	Appearing Normal	06	Emotional Prior to Crash (depressed/angry/disturbed/etc.)
02	Illness/Medical	07	Physically Impaired
03	Fatigue/Asleep	97	Other*
05	Under the Influence of Alcohol/Drugs/Medications	99	Unknown

Driver Contributing Circumstances

The actions by the driver that may have contributed to the crash. This data element is based on the judgment of the law enforcement officer investigating the crash. This element does not need to be proven and does not need to match any citations given.

There are two boxes for each driver. If there is only one contributing circumstance for a driver, mark 00 None in the second box. This is the only code box containing primary and secondary contributing circumstances. For example a vehicle may be 02 (too fast for conditions) and 10 (followed too closely).

Driver Contributing Circumstances Codes			
00	None	13	Wrong Side/Wrong Way
03	Failed to Yield Right-of-Way	14	Improper Parking/Stopping
04	Failed to Keep in Proper Lane	15	Ran Off Road
05	Unsafe Lane Change	16	Improper Backing
06	Over-Correcting/Over-Steering	18	Improper Passing
07	Disregard Traffic Signs	19	Improper Turn
08	Disregard Traffic Signals	22	Reckless Driving
09	Disregard Road Markings	23	Aggressive Driving/Road Rage
10	Swerved or Evasive Action	97	Other*
11	Followed too Closely	99	Unknown

Driver Distraction Action

Distractions that may have influenced the driver performance. This element focuses on distractions inside the vehicle prior to the crash. Use code 03 Other* to explain in the Narrative if the distraction occurred outside the vehicle.

Driver Distracted Action Codes	
00	Not Distracted
01	Talking/Listening
02	Manually Operating (texting,dialing,playing game,etc.)
03	Other Action*
09	Unknown

Driver Distraction Source

This element identifies the attribute(s) which best describes the driver's attention to driving prior to the driver's realization of an impending critical event or just prior to impact if realization of an impending critical event does not occur. This element reports on the presence of any distractions which 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.

Driver Distracted Source Codes			
02	Audio (using vehicle controls)	15	Animal (inside vehicle)
04	Passenger(s)	16	Food/Drink
09	Hand-Held Mobile Phone	17	Grooming
10	Hands-Free Mobile Phone	18	Other Inside Distraction*
11	Audio (using vehicle controls)	19	Other Outside Distraction*
12	Climate Control	96	Not Applicable (Not Distracted)
13	Vehicle-Integrated Device	99	Unknown
14	Other Electronic Device*		

Visual Contributing Circumstances

Apparent visual conditions which may have contributed to the crash. If more than one condition exists, enter the code element that most directly contributed to the crash for each vehicle.

Visual Contributing Circumstances Codes			
00	None	11	Smoke
03	Windshield Broken or Improperly Cleaned/Cleared	12	Rain, Snow, Fog
04	Trees, Crops, Bushes, Other Vegetation	13	Blowing Sand, Soil, Dirt
05	Parked Vehicle(s)	14	Curve, Hill, or Other Roadway Design Feature
06	Signs, Billboards, etc.	15	Splash or Spray of Passing Vehicle
07	Moving Vehicle(s)	16	Inadequate Defrost System
08	Building	17	Obstruction Interior to Vehicle
09	Guardrail/Barrier	97	Other*
10	Glare	99	Unknown

Attempted Avoidance Maneuver

This element identifies movements/actions taken by the driver, within a critical crash envelope, in response to a Critical Precrash Event. Attempted avoidance maneuvers occur after the driver has realization of an impending danger. This element assesses what the driver's action(s) was in response to his/her realization. Use the available information to code the actions taken by the driver in response to the driver's realization of an impending danger (Critical Event).

Attempted Avoidance Maneuver Codes			
00	No Avoidance Maneuver	07	Braking and Unknown Steering Direction
01	Accelerating	08	Releasing Brakes
02	Accelerating and Steering Left	09	Steering Left
03	Accelerating and Steering Right	10	Steering Right
04	Braking	97	Other Actions*
05	Braking and Steering Left	99	Unknown
06	Braking and Steering Right		

Alcohol/Drug Use Suspected

Driver involved in the crash suspected by law enforcement to have used alcohol or drugs. This element does not require that a test be given. Includes both alcohol/drug use under the legal limit and at or over the legal limit.

Alcohol/Drug Use Suspected Codes	
00	None
01	Alcohol
02	Drugs
03	Both
99	Unknown

*Alcohol and drug-related crashes remain a serious traffic safety problem. Identifying crashes in which alcohol or drugs may have been involved will help evaluate the effectiveness of programs to decrease the incidence of drunk driving or driving under the influence of drugs or to identify problem areas. This data provides another way for the data user to easily identify alcohol or drug-related crashes without having to search through person level records.

Alcohol/Drug Test

Indication of alcohol or drug test given.

Alcohol/Drug Test Codes	
00	Not Given
02	Alcohol
03	Drug
04	Both
05	Taken to M.E.
88	Invalid
89	Not Provided

*Alcohol remains the most prevalent drug involved in motor vehicle crashes. Capturing alcohol concentration whenever a driver or non-motorist is tested will provide an accurate assessment of the role of alcohol involvement. Identifying drug-related crashes helps develop and evaluate programs directed at reducing their involvement. Whenever evidence of other drug use is available, it should be captured.

Test Results

General results of alcohol or drug test(s).

Often an officer will have to resubmit the crash report with test results due to the nature of time needed for results to become available. The actual BAC results are recorded in the Person(s) Involved section.

Test Results Codes	
01	Alcohol-Pos
02	Drug-Pos
03	Both-Pos
04	Negative
05	Pending
88	Invalid
89	Not Provided
96	Not Applicable/No Test

BAC Test Results

The actual value with all three decimal places should be entered in this field. Since BAC results aren't usually available when the Original Report is filled out, this will generally be resubmitted at a later date.

BAC	
Value	0.XXX

Drug Positive Test Results

This element records the result of a chemical test for the presence of drugs in the person.

Drug Positive Test Results Codes			
01	Cannabinoid	06	Phencyclidine (PCP)
02	Narcotic	07	Inhalant
03	Depressant	08	Other Drug*
04	Stimulant	09	Positive Drug Test, Unknown Drug Type
05	Hallucinogen		

NON-MOTORIST

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

Non-Motorist Action

The action of the non-motorist prior to the crash. If more than one condition exists, enter the one that most directly contributed to the crash.

Non-Motorist Action Codes			
01	Entering or Crossing Road	09	In Roadway-other*
02	Walking/Cycling Along Roadway with Traffic	10	Adjacent to Roadway (e.g. Shoulder, Median)
03	Walking/Cycling Along Roadway Against Traffic	12	Leaving/Approaching Disabled Vehicle
04	Waiting to Cross Roadway	13	Entering Vehicle
05	Walking/Cycling on Sidewalk	97	Other*
06	Working in Trafficway	99	Unknown
07	Working on Vehicle	88	Invalid
08	Pushing Motor Vehicle	89	Not Provided

Non-Motorist Contributing Circumstances

Any relevant condition of the non-motorist that is directly related to the crash. Enter the appropriate indicator of any non-motorist action that contributed to the crash. If more than one condition exists, enter the one that most directly contributed to the crash.

Non-Motorist Contributing Circumstances Codes			
00	None	07	Failure to Yield Right-of-Way
01	Improper Crossing	08	In Roadway Improperly (Lying, Kneeling, Standing, etc.)
02	Dart/Dash	09	Improper Turn/Merge
03	Wrong Side of Road	10	Improper Passing
04	Not Visible	97	Other*
05	Inattentive	99	Unknown
06	Failure to Obey Traffic Signs, Signals, or Officer		

Non-Motorist Location

The non-motorist's location, with respect to the roadway, at the time of the crash.

Non-Motorist Location Codes	
01	Intersection - Marked Crosswalk
02	Intersection - Unmarked Crosswalk
03	Midblock Crosswalk
04	School Crosswalk - Intersection
05	School Crosswalk - Midblock
06	Travel Lane (not crosswalk or intersection)
07	Median/Island
08	Shoulder/Roadside
10	Sidewalk
12	On-Street Bike Lane
13	Shared Use Path/Trail
14	Outside Right-of-Way
15	Inside Building
16	Intersection - Not in Crosswalk (marked or unmarked)

17	Separated Bike Lane
18	Driveway Access
97	Other*
99	Unknown
88	Invalid
89	Not Provided

Non-Motorist Origin/Destination

The origin/destination of the non-motorist. Where they were going to or from.

Non-Motorist Origin/Destination Codes	
01	Going to or from School (K-12)
02	Going to or from Transit
03	Not Going to/from School or Transit
99	Unknown

Non-Motorist Safety Equipment

This element identifies the safety equipment that was used by the non-motorist.

Non-Motorist Safety Equipment Codes	
00	None
01	Helmet
02	Protective Pads Used (elbow, knee, shin, etc.)
03	Reflective Wear/Reflectors
04	Lighting
97	Other
99	Unknown

Non-Motorist Condition

This element attempts to identify any physical impairment to the non-motorist which may have contributed to the cause of the crash.

Non-Motorist Condition Codes			
01	Appearing Normal	05	Under the Influence of Alcohol/Drugs/Medications
02	Illness/Medical	06	Emotional Prior to Crash (depressed/angry/disturbed/etc.)
03	Fatigue/Asleep	97	Other*
04	Physically Impaired	99	Unknown

Non-Motorist Distraction

This element identifies the attribute(s) which best describes the non-motorist's attention prior to the non-motorist's involvement in the crash. This element reports on the presence of any distractions which may or

may not have contributed to the crash. Distraction, for a non-motorist, occurs when a nonmotorist's attention is diverted from the task of navigating in public to some other activity

Non-Motorist Distraction Codes			
00	None	07	Food/Drink
01	Mobile Phone - Talking/Listening	08	Grooming
02	Mobile Phone - Manually Operating (texting, dialing, playing game, etc.)	09	Contact Motor Vehicle Prior to Collision
03	Other Electronic Device	10	Non-Contact Motor Vehicle
04	Other Non-Motorist	97	Other*
05	Audio (radio, cd, etc.)	99	Unknown
06	Animal		

Location of First Harmful

The location of the first harmful event as it relates to its position within or outside the trafficway.

Location of First Harmful Event Codes			
01	On Roadway	09	Parking Lot Aisle or Stall
03	Median	10	Quasi-public Road or Parking Lot Way
04	Gore	11	Shoulder, Left Side
05	Roadside (outside of shoulder)	12	Shoulder, Right Side
06	In Parking Lane or Zone (Within Trafficway)	13	Separator/Traffic Island
07	Off Roadway, Location Unknown	99	Unknown
08	Outside Trafficway		

First Harmful Event

The first injury or damage-producing event of the crash.

First Harmful Event Codes					
07	Overturn/Rollover	30	Passenger Heavy Rail	54	Utility Pole/Light Support
08	Cargo Equipment Loss or Shift	31	Thrown or Fallen Object	55	Traffic Signal Support
09	Jackknife	32	Collision Between Motor Vehicle in Transport and Vehicle Cargo/Part or Object Set in Motion by Motor Vehicle	56	Culvert
10	Fire/Explosion	39	Other Non-Fixed Object*	57	Ditch
11	Immersion	40	Guardrail	58	Embankment
12	Fell/Jumped From Motor Vehicle	41	Concrete Barrier	59	Snow Bank
19	Other Non-Collision*	42	Cable Barrier	60	Tree/Shrubbery
20	Collision With Other Motor Vehicle in Transport	43	Crash Cushion	62	Fence
21	Collision With Parked Motor Vehicle	44	Guardrail End Section	63	Curb

22	Pedestrian	45	Concrete Sloped End Section	64	Fire Hydrant
23	Pedacycle	46	Cable Barrier End Section	65	Mailbox
24	Other Non-Motorist*	48	Bridge Rail	66	Building
25	Animal - Wild	49	Bridge Pier or Support	67	Utility Box
26	Animal - Domestic	50	Bridge Overhead Structure	68	Other Traffic Barrier*
27	Work Zone/Maintenance Equipment	51	Traffic Sign Support	69	Other Fixed Object*
28	Freight Rail	52	Delineator Post		
29	Light Rail	53	Other Post, Pole or Support		

Damage to Property Other Than Vehicles

Write the name and nature of the object struck in the crash. If any light, power, or telephone pole was damaged, indicate the number of the pole along with description.

Example: Light pole #P-135 (Indicate your estimate of the damage and check appropriate field.) Name and Address of Owner of Object Struck. State the name, address and phone number of the vehicle owner. Both are very important for the Financial Responsibility Department of Drivers License Division.

Property Damage Estimate

Estimate the cost of the damage to the property and check either '\$2,500 or more' or 'Less than \$2,500' in damage.

Witnesses Information

Write names, addresses, and phone numbers for persons who witnessed the crash in the spaces provided. Passengers in the vehicles involved in the crash should not be listed here, but should be shown under the passenger section.

Name- Print the witness' full name. Using first, middle (if available), and last.

Address- Write out the entire address including street, state and zip code.

Phone Number- Write the entire phone number. Be sure to include the area code with the phone number.