

# Crash Manual Quick Reference Guide

- 1) **Report ID:** Hour represents the time the crash occurred not when reported or when arrived
- 2) **General Information:** Estimated Total Damage Compared to **\$2,000** Limit/EMS transported
- 3) **Location:** Use “at” when crash occurred in intersection; “from” when crash occurred outside intersection; **do not use addresses unless crash occurred on private property**  
**do not use light poles or other landmarks that are not identifiable on map**
- 4a) **Is This a Secondary Collision:** If it occurred as a direct result of or distraction created by prior incident
- 4b) **Roadway Clearance Time:** time when collision debris/vehs moved from road
- 4c) **Incident Clearance Time:** time when all vehs/debris moved from road-crash no longer distraction
- 5) **Traffic Unit 5z:** Autonomous Veh box checked if vehicle had autonomous capabilities; then check whether veh was being manually controlled at time of crash or whether it was autonomous; if unknown then check Unk box
- Partial automation:** examples: electronic stability or automatic braking; cruise control along with lane centering
- Full automation:** driver not expected to provide any vehicle control
- 5ff) **Safety Devices:** For motorcycle driver/passenger, must use either 1-None Used or 5-Helmet Used
- 5hh) **Injury Severity:**
- Possible Injury:** reported or claimed but nothing observed
- Suspected Minor Injury:** observed at the scene; bump on head, abrasion, bruise, minor cut
- Suspected Serious Injury:** severe cut where tissue, muscle, organs exposed, severe loss of blood, broken bones, crush injuries, severe skull or chest injuries, significant burns, unconscious when taken from scene, paralysis
- 14) **Relation to Junction:** **2-intersection related-** usually within 150’ of intersection  
**7-driveway or alley access-** Be sure to check this box if crash is caused by vehicle entering/leaving driveway/alley
- 15) **Trafficway Description:** **4-Two-Way, Divided, Unprotected Median**  
Depressed, raised or flush with the pavement; grass, landscaped or pavement exceeding 2’ in width  
**5-Two-Way, Divided Positive Median Barrier**  
Concrete wall, guardrail-**not trees, curbing, rumble strips or drain depressions**
- 17) **Manner of Crash Impact:** Angle vs. Left Turn
- Angle:** typically T-bone crash (front impacts side of veh)
- Left Turn:** 2 vehicles traveling opposite directions & one vehicle makes left turn
- Include arrows on diagram to show direction of travel**

22) Violations/Behavior:

**2-Speed Too Fast For Conditions:** Traveling at a speed that was unsafe for the road, weather, traffic, or other environmental conditions at the time.

**Do not use this for behavioral conditions such as distraction, impairment, fatigue, falling asleep**

**8-Drove Left of Center Line:** Veh drove across striped centerline or two way left turn lane and caused crash

**9-Wrong Way Driving:** Veh established in and driving on wrong side of road

**10-Crossed Median:** Roadway that is physically divided by a depressed median or a positive median barrier. **Do not use this code for a vehicle traveling on a roadway this is not physically divided, such as 2-way roads with a striped centerline or a continuous left turn lane.**

27) Sequence of Events: **First Harmful Event of Crash**-when damage or injury occurs

**Non-Contact Vehicle:** Vehicle may have caused crash but didn't make contact

Put this information in narrative – **Not on face sheet**



For Questions Contact:

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