

# 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/possible injury or greater
- 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 or for other violations such as ran stop sign or disregarded traffic signal

**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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