Police Officers Crash Report Manual

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DEPARTMENT OF TRANSPORTATION

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INTRODUCTION

Section 3751 of Title 75, Pennsylvania's Consolidated Statutes (Vehicle Code) requires police agencies to investigate, upon notification, all crashes involving death, injury, and/or damage to any one vehicle to such an extent that it cannot be driven from the scene without further damage and therefore requires towing. Furthermore, the investigating agency must report these crashes within 15 days to the Department of Transportation on a form designed and supplied by the Department (Section 3752(b)). That form is the Commonwealth of Pennsylvania Police Crash Report (PCR) form which now is defined by a data standard for electronic submission. This data standard shall change in accordance with the needs of applicable Federal and State agencies and with legislative changes regarding collection of crash data.

Crashes are, too often, a failure in the Commonwealth's Transportation System. The primary objective when investigating crashes is to obtain information that can be used to develop crash prevention and crash reduction programs. The form has been designed to assist officers in doing just that. It is the primary source document for Pennsylvania's Crash Reporting System. Every attempt must be made to obtain factual information for all items listed on the report form. It has been designed to be easily completed and to assist officers in gathering the information consistent with their responsibilities at the scene of a crash.

Compliance with instructions in this manual will help assure that reports are filled out completely, accurately, and in a uniform manner.

DEFINITIONS AND TERMINOLOGY

From time to time, police officers will call PennDOT with questions regarding a particular crash. Generally, the questions result from an unusual situation in the crash. The following is a partial list of terms and definitions that may help officers determine the answers to those questions. However, if you are still unsure, please give us a call. The number is (717) 787-2855.

CRASH

A crash is a sequence of events that result in an un-stabilized situation which includes at least one incident of personal injury or vehicular damage that is not a direct result of a cataclysm or deliberate intent.

UNSTABILIZED CRASH SITUATIONS

An unstabilized situation is a set of events not under human control. It originates when control is lost (i.e. at the moment of the first collision or the moment the vehicle/conveyance is no longer under control by the operator) and terminates when control is regained or when all persons and property are at rest. EXAMPLES:

- Unit #1 strikes Unit #2. After this collision, Unit #1 crosses the median still out of control and strikes Unit #3. This will be reported as a three (3) vehicle crash because Operator #1 had not regained control of their unit before striking Unit #3.
- If part of a load (or chunk of ice) falls from a vehicle, and in the process of falling strikes another vehicle, then the resultant crash would be considered a two (2) vehicle crash.

Examples where situations stabilize and then are lost:

- Unit #1 strikes Unit #2. After this collision, Unit #1 comes to rest in the opposing lane of travel. Unit #3 then comes along and strikes Unit #1. This will be reported as two (2) separate crashes--the first as a two (2) vehicle crash and the second as a two (2) vehicle crash with the previously wrecked unit having a value of "Disabled From Previous Crash" in the Type Unit field because the first situation had become stable when the first two units came to rest.
- If as a result of a crash, part of a load falls to the ground and moments later the load is struck by a second vehicle, then the resultant second crash would involve a single vehicle as the situation had stabilized after the fall.

MOTOR VEHICLE IN TRANSPORT

A motor vehicle in transport is any motorized vehicle moving or stopped during its course of transit (not parked). This includes driverless vehicles in motion. There must be at least one motor vehicle in transport involved in every crash reported to PennDOT.

NON-MOTORIST

A traffic unit that is not a motor vehicle such as a pedestrian, bicyclist, horse and buggy or personal conveyance.

PEDESTRIAN

A person walking, jogging, running, standing, sitting or lying including those in or on a building. This includes persons being carried, pushed or pulled by another pedestrian. This does NOT include personal conveyances or bicycles.

eBIKE – any bicycle or other pedalcycle with an electric motor for electric assist or throttle. Classes are based on design, not based on whether the throttle was or was not in use at the time of the crash.

- **Class 1:** have only pedal assistance up to 20mph.
- **Class 2:** have pedal assistance up to 20mph + throttle assistance up to 20mph.
- **Class 3:** have pedal assistance up to 28mph + may or may not have throttle assistance up to 20mph.
- **Class 4:** may have a top speed of over 28mph and motor wattage over 750W.

PERSONAL CONVEYANCE

A non-motorist unit that is a conveyance used for mobility, recreation, or short distance travel including wheelchairs, mobility scooters, foot scooters, self-balancing boards (Segway, one wheels, hoverboards, etc.), skateboards, skates or similar conveyances. This does not include bicycles or other pedalcycles.

Persons on personal conveyances can be either an operator (person controlling the conveyance) or an occupant (person riding on the conveyance but not in control)

REPORTABLE CRASH

The incident must occur on a highway or trafficway that is open to the public by right or custom and involve at least one motor vehicle in transport. This can be if control is lost on the roadway or if any of the harmful events occur on the roadway.

The definition for a reportable crash can be found in Section 3746(a) of Title 75, Pennsylvania's Consolidated Statutes. It states a crash is reportable if it involves:

- Injury to or death of any person; and/or
- Damage to any vehicle to the extent that it cannot be driven under its own power in its customary manner without further damage or hazard to the vehicle, other traffic elements, or the roadway, and therefore requires towing.
    - See the Appendix for reportability examples.
    - Crashes involving a **Snowmobile** or **ATV** should be reported by the driver using form 8170-FM-FR0061 Department of Conservation and Natural Resources, Bureau of Forestry, PO Box 8552, Harrisburg, PA 17105.
    - It is a violation of the Snowmobile/ATV Law not to report an accident anywhere in Pennsylvania involving death, injury, or damage in excess of $100.
- School Bus Crashes must be reported by the driver/bus service to the PennDOT School Bus Unit using form DL-739A.
- Damage to PennDOT maintained property such as guide rails and signage should always be reported to the PennDOT District Office. Please also mark the “PennDOT Property Damage” box on the form.

NON-REPORTABLE CRASH

A non-reportable crash involves a crash with no injury or death of any person, in which there is no towing due to the damage to the vehicle at the time of the crash. Furthermore, if the incident occurred on private property or was a result of deliberate intent or cataclysm, the crash is non-reportable. A non-reportable crash does not require a Police Crash Report to be submitted.

CATACLYSM

A cataclysm is an avalanche, landslide/mudslide, hurricane, cyclone, downburst, flood, torrential rain, cloudburst, lightning, tornado, tidal wave, earthquake, or volcanic eruption. Crashes that result from a cataclysm are not reportable. Examples:

- Motor vehicles driven into water when a bridge is washed out during a flood.
- Motor vehicles driven into or struck by falling materials during a landslide.
- Motor vehicles struck by trees, tree limbs or other large debris during a major storm.

DELIBERATE INTENT

The classification given to the cause of an event which occurs when a person acts deliberately to cause the event or deliberately refrains from prudent acts, which would prevent occurrence of the event. This includes suicide, self-inflicted injury, homicide, injury or damage purposely inflicted. Crashes that result from deliberate intent are not reportable.

Examples of deliberate intent include:

- Passenger deliberately exiting a moving vehicle.
- Non-motorist deliberately moving into oncoming traffic intent on self harm.
- Bystander deliberately throwing objects at or firing into a moving vehicle.
- Driver deliberately driving into another vehicle, non-motorist, or fixed object, or driving off the roadway with blatant disregard for the safety of the action.
- Passenger interfering with the driver such as grabbing the steering wheel.

LEGAL INTERVENTION

A category of deliberate intent which involves an action by a law-enforcing agent or authorized official. Crashes that result from legal intervention are not reportable.

Examples:

- If a lawbreaker crashes either intentionally or unintentionally into a roadblock set up by police to stop them, then the crash is considered a result of legal intervention.
- If a police car is intentionally driven into another vehicle, the crash is considered to result from legal intervention.
- If a vehicle being pursued by the police loses control and crashes into another, the crash is not considered to be a result of legal intervention because neither the officer nor the pursuant intend this crash.

HARMFUL EVENT

A harmful event is an occurrence that actually causes damage or injury. It must be observable like hitting a tree or overturning. The event itself causes the damage or injury. There can be up to four harmful events per unit per crash. If there are more for a particular vehicle, use the first four harmful events in event sequence (how it happened) and ignore the remaining events. If the most harmful event is not one of the first four, make it the fourth harmful event and ignore the original fourth harmful event in sequence.

The investigating officer will determine the most damaging or injury producing event for each unit based upon their investigation.

NON-COLLISION CRASH

A non-collision crash is any crash that does not involve contact between units or a motor vehicle and a fixed object. A Police Crash Report Form should be prepared if the resultant incident meets the definition of a reportable crash. Examples:

- Occupant falling from exterior of vehicle (motorcycle, pick-up bed, etc.)
- Vehicle roll-over (not preceded by a collision)
- Breakage of any part of the vehicle, resulting in injury or further property damage
- Fire starting in the vehicle or mechanical failure while in motion (not parked)
- Occupant hit by an object in, or thrown against some part of the vehicle.
- Object falling on the vehicle (not from another unit).

PHANTOM UNIT

A phantom unit has a contributing factor in the crash but does not have any harmful events. This can include non-motorists. There should be evidence or witness statements to corroborate a phantom unit. Phantom Units should now be coded with a harmful event of "00 = No harmful event (Phantom Unit)"

AUTOCYCLE

A new vehicle category has been established under Pennsylvania law and must be tracked as a separate vehicle type in the crash reporting system. Title 75 § 102 defines an autocycle as **"A three-wheeled motorcycle that has a steering wheel and seating that does not require the operator to straddle or sit astride."**

PERSONAL DELIVERY DEVICE (PDD)

A new unit category for autonomous or remotely controlled delivery robots. They deliver food and packages in areas where they are authorized. They typically operate on sidewalks but can cross roads and operate along the side of roads.

COMMERCIAL VEHICLE/LICENSE TERMS

Bus: A motor vehicle designed to transport 16 or more passengers, including the driver, and used for the transportation of persons for compensation.

School Bus: A bus designed and used to carry 11 or more passengers, including the driver, and is used for the transportation of preprimary, primary, or secondary school students, personnel or chaperones to such schools or school-related activities from home, or from such schools or school-related activities to home.

Commercial Driver License (CDL): A driver's license authorizing a person 18 years of age or older to drive a class of commercial motor vehicles.

Class A Driver License: Drivers 18 years or older who have demonstrated their qualifications to operate any combination of vehicles with a gross vehicle weight rating (GVWR) of 26,001 pounds or more, provided the GVWR of the vehicle or vehicles being towed is in excess of 10,000 pounds. (Tractor-Trailer Drivers)

Class B Driver License: Persons 18 years or older who have demonstrated their qualifications to operate any single vehicle with a GVWR of 26,001 pounds or more, or any such vehicle towing a vehicle with a GVWR less than 10,000 pounds. (Large Truck or Bus Drivers)

Class C Driver License: Persons 18 years or older who have demonstrated their qualifications to operate any single vehicle with a GVWR of 26,000 or less or any such vehicle towing a vehicle if the gross combination vehicle weight rating is 26,000 pounds or less. (Regular Drivers)

A commercial Class C license is required for drivers transporting some commodities, especially hazardous materials as long as the vehicle is placarded.

Class M Driver License: Persons who have demonstrated their qualifications to operate a motorcycle or motor-driven cycle. (A driver may have a Class M License in combination with a Class A, B or C.). Class M is not a commercial license.

SUBMISSION METHODS

Police agencies may choose to enter crash data directly using PennDOT's Crash Reporting System website or may submit electronic files using recognized police records management software.

- To submit crash reports using the web site, you must be set up with a user ID and password. Each police agency should have at least one person (crash system administrator) who can set up and maintain accounts on the website.
- If you have software from a recognized vendor and would like to submit crashes electronically, you will need to establish an EFT business account with PennDOT. penndotcrashhelp@pa.gov or (717) 787-2855.

COMPLETING THE POLICE CRASH REPORT FORM

POLICE AGENCY DATA

Case Closed – Is the investigation complete?

Crash Number– electronically generated number used to uniquely identify each crash within a law enforcement agency. Should not be the same as the incident number.

Incident Number– Number assigned to the crash by the police agency (may be alphanumeric).

Police Agency Code – PennDOT supplied code that identifies the police agency that reported the crash.

Patrol Zone – Number assigned by police agency.

Precinct – Designated coverage area for a group of officers.

Dispatch Time – Time of day (0000 - 2359) when the police officer(s) were dispatched to the scene of the crash. (If on-view, use same as arrival time)

Arrival Time – Time of day (0000 - 2359) when the investigating officer arrives on the scene of the crash.

Investigation Date – The date upon which the crash investigation began.

CRASH DATA

County – Numeric code for the county in which the crash occurred. (See Appendix A)

Municipality – Numeric code assigned to the municipality in which the crash occurred.

Crash Time – Actual time of the day (0000 – 2359) at which the crash occurred (unknown is 9999).

No of Units – Total number of units involved in the crash. (Non-Motorists and phantom units are considered units).

People – Total number of people involved in the crash. People in trains and phantom vehicles should not be counted.

Injured – Indicate the number of people that you know are injured. Do not include those individuals in this count who die as a result of the crash. They should be counted in the "Killed" field. If you do not know a person is injured or not, do not include them in this count.

PennDOT Property Damage – Inform PennDOT of a physical damage to roadway equipment at the crash scene. (For example, damaged guiderail, barrier, or signage).

Secondary Crash - Was a previous crash a contributing factor for this crash?

LOCATION DATA

Intersection Type – Identifies the general roadway configuration at the crash scene. (In the context of crash reporting, intersection type is more defined by the movements of the involved vehicle(s) rather than the point of impact. For example, the actual collision of two vehicles may have occurred 10 feet outside the crosswalks, but if a vehicle was still in the process of turning, then it is an intersection crash.)

- Midblock (Non-intersection including mid-ramp) -- Crash occurred between intersections.
- 4-Way Intersection
- "T" Intersection
- "Y" Intersection
- Multi- Leg Intersection – Intersection that has five or more intersecting roads.
- Ramp End – The intersecting point where the ramp enters the roadway.
- Ramp Begin – The intersecting point where the ramp exits the roadway.
- Crossover – Area in the median of a divided trafficway where motor vehicles are permitted to cross the opposing lanes of traffic or do a U-turn.
- Railroad Crossing – Where rail vehicles cross the road at grade.
- Traffic Circle - A circular intersection that is not a modern roundabout. These intersections existed prior to 2001.
- Roundabout - A yield controlled circular intersection that meets current guidelines for a modern roundabout (built since 2005). Roundabouts cannot have parking within the circle. Pedestrian traffic is not permitted within the island. All traffic entering the circle must yield to traffic in the circle. PLEASE USE GPS COORDINATES. Our system cannot determine a location without them.

Special Location – Please indicate if any apply. Do not leave blank.

Intersection Related - <u>For midblock crashes only</u> - Was the crash related to the intersection ahead due to stopped traffic or turning lane navigation.

Principal Road – The principal road is the road on which the crash occurred. If the crash occurs at an intersection, the investigator should choose one road as the principal.

Intersecting Road – The intersecting road is one of the other legs of the intersection. Please choose a leg which is a state highway if applicable.

Roadway data elements:

- Route Number – This should only be entered for state roadways including interstates and federal routes. Do not enter route number for local routes that start with a letter (such as T123). Do not include any letters (i.e. 0080 and not I-80)
- Street Name - The name of the street. This can include street address (midblock only), E, N, S or W and street ending but should NOT include block number, or route number. For Railroad Crossings include the AAR Number posted at the crossing.
- Orientation - For traffic routes, use the posted direction on that part of the road where the driver lost control. For local roads use the general direction the road is approaching from.

UNIT DATA

Type Unit – Indicates the status or type of unit.

- Motor Vehicle in Transport – Any motorized vehicle moving or stopped (not parked). This includes unattended vehicles.
- Non-Motorist – Any traffic unit that is not a motor vehicle such as a pedestrian, bicyclist, horse and buggy or personal conveyance.
- Hit & Run Vehicle – The vehicle left the scene prior to police arrival.
- Illegally Parked on Road – A vehicle parked where not permitted under the vehicle code.
- Disabled From Previous Crash
- Legally Parked – Where permitted, means the temporary storing of a vehicle whether occupied or not.
- Train – Refer to Vehicle Code (Title 75, Pennsylvania Consolidated Statutes.)
- Phantom Unit – A non-contact vehicle which contributed to the crash but did not have any harmful events. (There should be evidence or witness statement to corroborate existence of phantom vehicle).
- Personal Delivery Device (PDD) - An autonomous robot used for delivering goods and packages.

VEHICLE DATA

Commercial Vehicle – Motor vehicle designed or used to transport passengers or property and:

- The vehicle has a Gross Vehicle Weight Rating (GVWR) of 10,001 or more pounds and used in commerce.
- The vehicle has a Gross Combination Weight Rating (GCWR) of 10,001 or more pounds and used on public highways.
- The vehicle is designed to transport 16 or more passengers, including the driver.
- The vehicle is a school bus; or
- The vehicle is transporting hazardous materials and is required to be placarded.

The term does not include an implement of husbandry, or a motor home or recreational trailer operated solely for personal use, or motorized construction equipment including, but not limited to, motor scrapers, backhoes, motor graders, compactors, excavators, tractors, trenchers, and bulldozers.

Driver License Number – Enter the actual driver license number -OR- write in one of the following:

16PLUS	Unlicensed driver 16 years of age or older
NOTREQ	Non-licensed driver aged 16 or over – Not required to be licensed
UNDER16	Non-Licensed Driver under age 16
UNKNOWN	Driver's license number/status is unknown

Class – Use value as found on driver license. Enter "UNK" if you do not know.

Vehicle Code Violations – Up to 4 Vehicle Code violations and their corresponding "charged" indicator can be entered.

Driver Presence – Code that indicates presence/absence of the driver with respect to each vehicle involved in the crash, except parked vehicles.

- Driver Operated Vehicle – Operator of Motor Vehicle remained at the scene.
- No Driver – Vehicle in motion not being operated (running or drifting)
- A fully autonomous vehicle with a driver in the driver's seat should not be coded as No Driver.
- Driver Fled Scene – Vehicle remained at scene, but the operator left the scene.
- Hit and Run – Driver and vehicle left the scene without notifying police or exchanging information.

Owner/Driver – Ownership classification of the Motor Vehicle.

Alcohol Interlock - Was this vehicle equipped with an Alcohol Interlock? (only required when alcohol use is suspected).

Drug Test Results - The drug test results should be supplied for all drivers and non-motorists suspected of drug use.

Distracted By Source and Action - Description of any driver distraction.

Owner Last Name – If the vehicle is owned by a business, it should be entered in the Owner Last Name field.

Vehicle Make – Select from the list of vehicle makes to select the 4-character NCIC Make Code.

Vehicle Model – Enter the vehicle manufacturer's model names such as "Explorer." Do not enter the body type such as sedan, coupe, etc.

Vehicle Automation – Automation level of the motor vehicle. Partial automation means that there are driver assist functions available at the time of the crash such as blind spot detection, lane departure warning, adaptive cruise control, collision avoidance braking, etc.

- No Automation - This motor vehicle does not have any automation features.
- Partial Automation - This vehicle is equipped with some driver assist automation
- Full Automation - This vehicle is operating in fully autonomous, self-driving mode.
- Not Applicable - This vehicle is not a type that can be equipped with automation features, or is not in transport (parked, etc.)
- Unknown Automation Level - It is unknown if this vehicle is equipped with vehicle automation features.

Est Speed – Estimated speed at which the vehicle was traveling immediately prior to the crash based upon realistic operator statement or the investigator's finding.

Trailing Unit - Information on the trailing unit(s) being towed by this Motor Vehicle.

Direction of Travel – Closest compass direction of travel (East, West, South, North). You can also select Parked, or Not-in travelway (such as a driveway, or off the roadway)

Movement - Describes the type of vehicular movement prior to the loss of control. A new vehicle position of "acceleration/deceleration lane" has been added.

Vehicle Type - General category of vehicle. (See appendix)

- If you select any vehicle type of "Other", please describe the vehicle in the narrative.

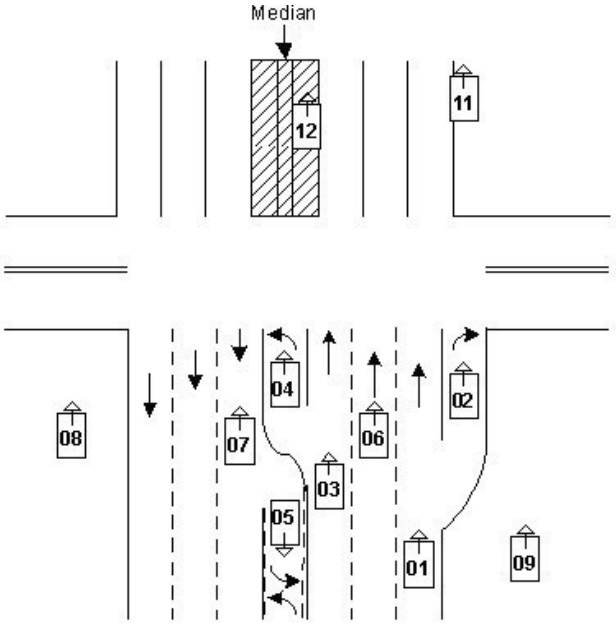
Special Usage - If the involved vehicle does not have any special usage listed, code "00= Not Applicable". When a vehicle is being used for more than one, use the most descriptive code. Do not leave this field blank!

Initial Impact Point - Indicates the location on the vehicle of the initial collision with another vehicle or fixed object or that there was no collision.

Vehicle Position - Indicates the location of each vehicle when the crash scenario began.

Note: if a vehicle is making a turn, Vehicle Position is the lane they made the turn from.

00 = Not Applicable
01 = Right Lane (Curb)
02 = Right Turn Lane
03 = Left Lane
04 = Left Turn Lane
05 = Two-Directional Center Turn Lane
06 = Other Forward Moving Lane
07 = Oncoming Traffic Lane
08 = Left Of Trafficway
09 = Right Of Trafficway
10 = HOV Lane - Vehicle lane specifically designated for use by two or more occupants (i.e. carpool, etc.)
11 = Shoulder Right
12 = Shoulder Left
13 = One-Lane Roadway
98 = Other
99 = Unknown



NON-MOTORIST DATA

Non-Motorist Type - Description of the type of non-motorist.

Non-Motorist Position - Where the non-motorist was while in traffic or crossing the roadway or not in traffic.

Non-Motorist Movement - Action taken by the non-motorist immediately prior to the crash events.

In Crosswalk / At Intersection / TCD - These fields are only applicable to non-motorists who are crossing the roadway and not in traffic.

Lighting - Did the non-motorist conveyance have lighting?

Reflectors - Did the non-motorist have reflectors or reflective wear?

PEOPLE DATA

For each unit, all occupants of that unit should be listed in sequence followed by any subsequent units. The driver of each unit should be person 01. People in trains and phantom vehicles should not be listed, nor counted in Block 2.

Person Type (Box A) – Description of a person physically involved in the crash.

- Driver – The person in control of a motor vehicle in transit
- Passenger – any occupant of a vehicle in transit that is not the driver or any occupant of a parked vehicle.
- Pedestrian – A person walking, standing, sitting or lying -- and is not in or on a motor vehicle or personal conveyance.
- Non-Motorist Operator - Person operating a bicycle, horse and buggy, or personal conveyance.
- Non-Motorist Occupant - A passenger of a bicycle/pedalcycle, horse and buggy or personal conveyance.
- Other – This will never apply and will be removed in the future.
- Unknown – If it is not known which of the occupants the driver/operator was, the occupants can be listed as person type "Unknown."

Injury Severity -- Describes the extent of injury of an involved person. PLEASE NOTE this now corresponds to the Federal guidelines for injury severity (KABCO).

- Not Injured – no evidence of injury or complaint of pain at the crash scene.
- Fatal Injury – The person dies as a result of injuries sustained in the crash within 30 days of the crash.
- 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**
- 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).
- 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 which are reported by the person or are indicated by their behavior, but no wounds or injuries are readily evident.
- Injury Unknown Severity – Use this value if you know that a person was injured, but you are not sure of the severity.
- Died Prior to Crash – It has been determined that the person died as the result of a condition prior to the crash that resulted in their death.
- Unknown - Use this value if you do not know if the person was injured or not. Do not use this value if you know the person was injured but do not know how severely.

Airbag Fields – If airbags were deployed, please specify which type of airbag(s) were deployed (up to 4)

Ejection – Federal reporting requirements have changed regarding ejection. Ejection should now be recorded for all occupants of all motor vehicles (including ATVs, Snowmobiles, go-karts, etc.) except:

- Drivers and passengers of motorcycles
- Occupants of vehicles that have a passenger compartment who are riding on the outside of the passenger compartment (except for those in pickup beds, on open tailgates or in the boot of a convertible)

To accommodate the new requirement, an ejection path of "Vehicle Exterior or Other" has been added.

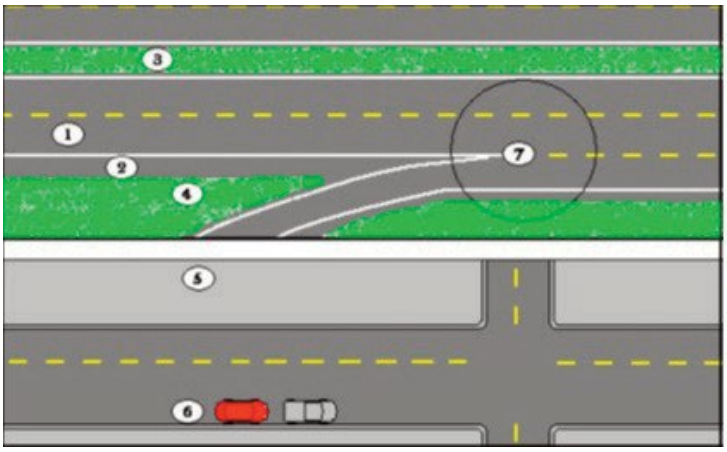
EMS Agency and **Medical Facility** - This data is required for each person in the crash who has been transported to a Medical Facility.

- If the person was transported by an EMS Agency not in the list, Law Enforcement, or by other means, there are values in the EMS Agency table to handle these transport methods.

GENERAL CRASH DATA

Crash Description – Identifies the type of crash as defined by the first harmful event of the crash. If the first harmful event involved hitting a fixed object, then the description can only be "Hit Fixed Object." (Head-on, sideswipe, etc. are only to describe how two units contact each other)

Relation to Roadway – Identifies where the first harmful event occurred with respect to the roadway.



1 = On Travel Lanes

2 = Shoulder (also includes Berm)

3 = Median

4 = Roadside – means off the roadway but inside Right of Way Line Boundary

5 = Outside Trafficway – An area not meant for crash where first harmful event was outside the property line boundaries of a trafficway

6 = In Parking Lane

7 = Gore – An area of land where two roadways converge or diverge.

9 = Unknown

UNIT HARMFUL EVENTS DATA

Harmful Event – Crash event(s) for this unit, i.e., identifies what was hit or exposed in the crash. It is important that this event caused injury or property damage. (See Harmful Events in the definitions section of this Manual.)

Note -- Non-Motorists will not have a harmful event. The motor vehicle event that involves the non-motorist defines the non-motorist that was struck. If a unit sets something in motion that then strikes a non-motorist, that event should be coded as the Motor Vehicle striking the Non-Motorist.

L/R – Code this field only when the harmful event is one where a fixed object is hit. Indicate if the fixed object is to the left or right of the roadway from the driver's perspective before control was lost.

L = Left

O = Other (dead end, cross "T", overhead, etc.)

R = Right

U = Unknown

Most? – Select the Harmful event for this unit that contributed the most damage to the unit or injury based upon your investigation. One event MUST be selected as MOST harmful for each unit.

Utility Pole Number – If Harmful Event is "struck utility pole", indicate the top number to the left displayed on pole. The number can be found about six feet above the ground on the pole. Since poles have more than one number, always use the top number or the one to the left. Do not leave this blank if a pole is involved. Code all "9"s if the pole number is not known.

First Harmful Event in the Crash - Indicates the first damage or injury-producing event that occurred in the crash.

- Unit No- Specify the unit number for the unit that had the first harmful event in the crash.
- Harmful Event – This should match the first harmful event from the selected unit. This field must not be blank! First Harmful Event in the crash should never be coded as "00=No Harmful Event".

Most Harmful Event in the Crash - The event that causes the most damage or injury for the crash based upon your investigation of the crash.

- Unit No - Specify the unit number for the unit that had the most harmful event in the crash. This field must not be blank!
- Harmful Event - For this particular field, this is the event that produced the most harm in the crash. It must be chosen from one of the unit most harmful events. This field must not be blank! Most Harmful Event in the crash should never be coded as "00=No Harmful Event".

CONTRIBUTING FACTORS DATA

Contributing Factors - These fields identify what the investigating officer deduces as potential reasons for the crash's occurrence based upon their investigation. There must be at least one entry in one of the four applicable categories. However, you should select all fields that are applicable. (See Contributing Information in the definitions section of this Manual)

- **Environmental/Roadway Potential Factors (E/R)** – based upon the crash, not for each unit. If there are no Environmental/Roadway Potential Factors enter "00=None".
- **Possible Vehicle Failures (V)** - If there are no Vehicle Failures for a unit, indicate the unit number and enter "00=None". Each unit needs to be coded with at least one value.
- **Driver Action (D)** - If there are no driver actions for a unit, indicate the unit number and enter the value "00=No Contributing Action". Each unit needs to be coded with at least one value.
- **Non-Motorist Factor (N)** - Any action taken by the non-motorist that was a factor in the crash. Enter "None" if there were none.

PRIME FACTOR DATA

Indicated Prime Factor – Select one of the factors as the Prime Factor. This factor is the one the officer identifies, based upon their investigation, and is the most contributing factor to the occurrence of this crash.

- **E/R, V, D, N** - The category from which the indicated prime factor is taken.
- **Unit No** - The unit number from the prime factor. This can be "99" meaning unknown. For example: if in a crash, you have two units involved and one of them runs a red traffic signal, but you do not know which unit, code "99" as the unit number. Leave this field blank for an Environmental/ Roadway Prime Factor.
- **Factor Code** – Enter the code from the factors selected as the Prime Factor.

DIAGRAM AND NARRATIVE

Diagram- Sketch the crash scene, showing the roadway(s) involved (including intersections, curves, etc.) and the location of the unit(s) at the time of collision. Though the diagram does not need to be drawn to scale, it should include the entire crash scene. If you arrive at the scene after the units have been removed, recreate the crash scene from statements of witnesses and physical evidence. Do not draw a diagram indicating the position of the vehicles upon arrival. Show how the crash occurred.

Narrative - There is no PennDOT requirement to repeat anything here that has been covered in the codes. However, anything not covered in codes that is needed by local investigating agencies should be included in the narrative.

COMMERCIAL VEHICLE CRASH DATA

If one of the units is a commercial vehicle, complete all fields in Block 23 for that unit. (This is a federal requirement)

Carrier Name - Name of motor carrier. (The motor carrier is the company or agency that has responsibility for the movement of the goods from one point to another. The motor carrier may or may not be the registered owner of the vehicle. Make sure the information entered is for the correct party.)

Cargo Body Type (Powered Unit Only) – Federal standards are to collect this field only for the power unit. Trailing unit cargo body is now collected as the trailing unit type.

GVWR - Gross Vehicle Weight Rating of the commercial vehicle involved in the crash.

USDOT # - This unique number is assigned to this commercial vehicle by the United States Department of Transportation.

PUC# - This unique number is assigned to this vehicle by the Pennsylvania Utilities Commission.

Type of Carrier - The type of commercial carrier for this commercial vehicle.

Special Sizing - For oversized loads, a list of oversize categories (up to 4) including:

- Over Height, Over Length, Over Weight; and Over Width

Permitted - Was the oversize load permitted ? Leave blank if the load is not oversize.

Hazardous Materials – One-digit number that indicates the class of hazardous material being carried.

Vehicle Configuration - The commercial vehicle's cargo configuration or function.

FATAL CRASH DATA

Whenever you have a fatal crash, the unit information on the fatal page should be completed for each unit, driver involved in a fatal crash. Do not complete for trains, parked cars, or phantom vehicles. (This is a Federal requirement. PennDOT is required to collect this information for each motor vehicle involved in a fatal crash.)

Driver Restriction Compliance – Indicates whether the involved driver was compliant with any driver license restrictions.

Driver Endorsement Compliance – Identifies whether driver was complying with driver license endorsements (i.e., CDL with hazardous material endorsement, school bus endorsement, etc.)

Under Ride Indicator – Code that indicates the way in which two vehicles with unequal height

collided.

- Underride refers to a vehicle going under another vehicle during a crash.
- Override refers to a vehicle traveling over another vehicle during a crash.
- Motorcycles, ATVs, Autocycles, and Non-motorists cannot over or under ride

MOTORCYCLE CRASH DATA

Driver has Motorcycle Education – Ask the driver if they have had any motorcycle education.

Helmet has DOT or Snell Designation – Indicate if the helmet worn was a type that was certified by DOT or Snell. There should be a designation on the helmet.

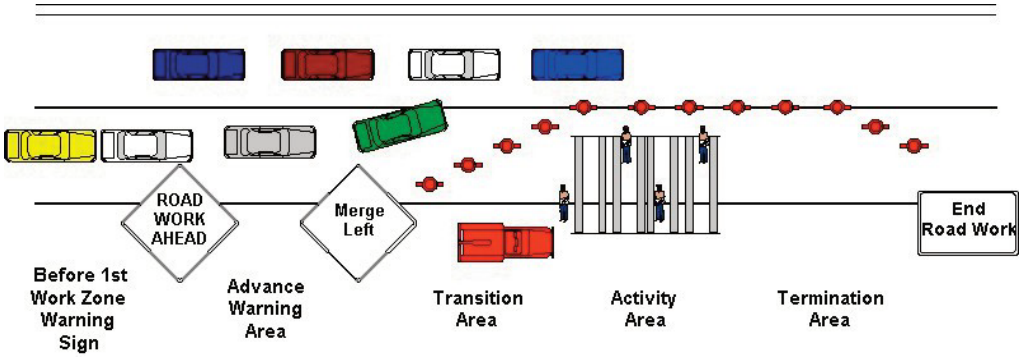
Please note that motorcycle data is not collected for Autocycles.

WORK ZONE CRASH DATA

Work Zone Type – Identifies the type of road work being conducted in the work zone related to the crash.

- Construction – Generally work taking more than 24 hours.
- Maintenance – Generally work taking 24 hours or less.

Where in Work Zone – Indicates the location within the work zone in which the crash occurred. If on a road entering a work zone, use the work zone area where the road intersects.



List all Warning Signs Present at Location in the narrative section.

Workers Injured or Killed - Please specify if any workzone workers were injured or killed.

Workzone Worker Units - If any workzone workers were involved in the crash, please specify their unit number(s). This can be pedestrians or workers in vehicles.

UPDATING/DELETING INFORMATION

Updating Information on a case that has already been APPROVED

- Cases entered using the Crash Reporting System website:
  - To change information on an already approved case, you simply need to bring up the case and make the appropriate changes. The system will warn you that making a change to a case will place that case back to a work in progress.
  - Once you have completed any necessary changes, the case will need to be re-approved.
- Cases entered using a software package:
  - Any time a change is made to a crash case, the crash will need to be resubmitted to PennDOT for the changes to take effect. Contact your software vendor for instructions on how to resubmit a crash case.

DELETING A UNIT OR PERSON

- On the web site, you can delete an entire unit from the crash by going to the unit page for that unit and clicking the "DELETE" button at the top of the screen. To delete a person from the crash, select the "delete" checkbox for that person then click the "DELETE" button at the top of the page.
- If you are using a software package, contact the vendor for information on deleting items. Resubmitting a crash case from a software package will delete the original case and replace it with the updated case.

DELETING AN ENTIRE CASE

You must contact PennDOT by email, letter or fax to delete an entire case. Include the report number, crash date, and police agency code. Our FAX Number is (717) 525-5385.

APPENDIX

COUNTY CODES

01 Adams	18 Clinton	35 Lackawanna	52 Potter
02 Allegheny	19 Columbia	36 Lancaster	53 Schuylkill
03 Armstrong	20 Crawford	37 Lawrence	54 Snyder
04 Beaver	21 Cumberland	38 Lebanon	55 Somerset
05 Bedford	22 Dauphin	39 Lehigh	56 Sullivan
06 Berks	23 Delaware	40 Luzerne	57 Susquehanna
07 Blair	24 Elk	41 Lycoming	58 Tioga
08 Bradford	25 Erie	42 McKean	59 Union
09 Bucks	26 Fayette	43 Mercer	60 Venango
10 Butler	27 Forest	44 Mifflin	61 Warren
11 Cambria	28 Franklin	45 Monroe	62 Washington
12 Cameron	29 Fulton	46 Montgomery	63 Wayne
13 Carbon	30 Greene	47 Montour	64 Westmoreland
14 Centre	31 Huntingdon	48 Northampton	65 Wyoming
15 Chester	32 Indiana	49 Northumberland	66 York
16 Clarion	33 Jefferson	50 Perry	67 Philadelphia
17 Clearfield	34 Juniata	51 Pike	

US AND FOREIGN POSTAL CODES

UNITED STATES

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

CANANDA

AB Alberta
BC British Colombia
MB Manitoba
NB New Brunswick NF New Foundland
NT Northwest Territories
NS Nova Scotia
NT Nunavut
ON Ontario
PE Prince Edward Island
QC Quebec
SK Saskatchewan
YT Yukon Territory

MEXICO

AG Aguascalientes
BN Baja California North
BS Baja California South
CH Chihuahua
CI Coahuila
CL Colima
CM Campeche
CS Chiapas
DF Federal District
DU Durango
GR Guerrero
GT Guanajuato
HG Hidalgo
JA Jalisco
MC Michoacan
ML Morelos
MX Mexico
NA Nayarit
NL Nuevo Leon
OA Oazaca
PU Puebla QE Queretaro
QR Quintana Roo SI Sinaloa
SL San Luis Potosi
SO Sonora
TA Tamaulipas
TB Tabasco
TL Tlaxcala
VC Vera Cruz
YC Yucatan
ZA Zacateca

OTHER

ZF Unknown Foreign State
ZI International Foreign
ZO Other Foreign

CRASH SCENARIOS

REPORTABLE / NON-REPORTABLE CRASH EXAMPLES

The following crashes are NOT REPORTABLE:

Two eager shoppers collide while trying to enter the same parking space. One of the drivers sustains a minor injury.	This is not a reportable crash as the stalls in a parking lot do not meet the definition of a highway or trafficway and this crash is therefore excluded.

A horse and buggy are on a public road and strike a van parked on the side of the road.	Neither the parked car nor the horse and buggy are considered a motor vehicle in transport; therefore this situation is non-reportable.

A bicyclist hits a curb and is thrown from the bike causing injury.	A bicycle is not considered a motor vehicle in transport. Since there are no motor vehicles in transport involved, this incident is not reportable.

A vehicle runs off the roadway and hits a tree sustaining minor damage. Although the driver was not injured, his BAC was found to be 0.20%. The investigating officer ordered the vehicle towed.	This incident is not a reportable crash as the vehicle had minor damage and there was no injury. The vehicle was towed because of the D.U.I, not due to the severity of damage.

The following crashes are REPORTABLE:

A car catches fire while being driven down a city street and is able to stop without crashing or causing injury. The car cannot be driven.	Even though there was no collision, this is a reportable crash because it occurred on an open trafficway and the vehicle had to be towed due to damage.

An emergency vehicle traveling on a call proceeds through an intersection, with traffic signal on red, and is struck by another vehicle. There is minor damage and the driver sustained minor injuries.	Even though the emergency vehicle was on a call, it does not preclude the driver from following all rules of the road, including stopping at a traffic signal.

HOW TO LOCATE A MIDBLOCK CRASH

The preferred method for locating midblock crashes is to use GPS coordinates or Street Address (House Number).

- Do not use Street Address (House Number) if the crash did not take place on the road associated with the address.
- For example, if a crash takes place on the main travelway around John Doe HighSchool, do not use the address of the school as the roadway. Use “JOHN DOE HS ROAD”

The Principal Road can contain both the route number and local street name, but only 1 is required.

- Township Route Numbers will no longer be accepted. Route Number should be BLANK for local roads.

If **Landmarks** are used to locate a midblock crash, then both landmarks must be completed in order to locate the crash.

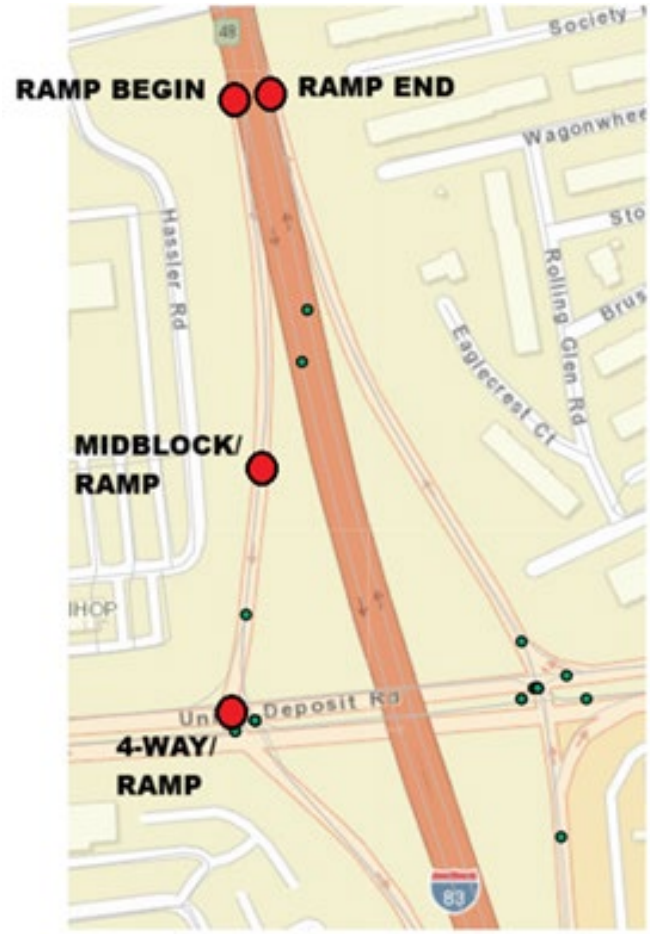
Each landmark should contain the Street Name. DO NOT USE MILEPOST.

Landmark 2 does not have to be the street immediately on the other side of the crash, as long as the chosen street is on the other side of the crash from Landmark 1.

If the crash was related to a nearby intersection, such as traffic stopped at TCD or involves turning movements from an intersection, please mark the Intersection Related field as "Yes".

HOW TO LOCATE A RAMP CRASH

All crashes involving a ramp should have a **Special Location** of "Ramp." **Please select the correct Intersection Type.**



For **Ramp Begin** and **Ramp End** intersections – Select the road that meets the ramp as the PRINCPAL ROAD. Include the roadway orientation. Select "Ramp" as the SPECIAL LOCATION.

For **Midramp** crashes select "Midblock" as the intersection type. Enter "RAMP RD" as the street name for the Principal Road. Please enter GPS coordinates. Select "Ramp" as the SPECIAL LOCATION.

For intersection crashes that involve a ramp, please use the non-ramp road as the PRINCIPAL ROAD and include the roadway orientation. In the example above, use "4-Way" as the intersection Type and UNION DEPOIT RD as the principal road.

Do not use Landmarks for midblock ramp crashes. Use accurate GPS Latitude and Longitude coordinates.

If you know the SR for the ramp, please include it as the Route Number. If you know the ramp name, please include it as the Street Name (i.e. "RAMP A RD")

Ramp Diagrams – use the following link to download ramp diagrams for your county:

[Interchange Drawings | Department of Transportation | Commonwealth of Pennsylvania]

County: 25

Interchange Number: 8004

RMS Interchange Information

Bureau of Maintenance & Operations
Asset Management Division

Print Form

pennsylvania
DEPARTMENT OF TRANSPORTATION
www.penndot.gov

Interchange Name: WEST SPRINGFIELD INT

Intersecting SR's: I-90 & SR 3006 RT 6N Rd

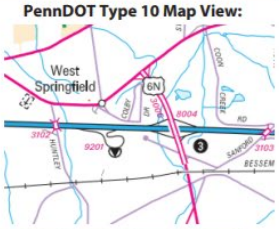
Ramp Segment Number and Ramp Segment Length Information:

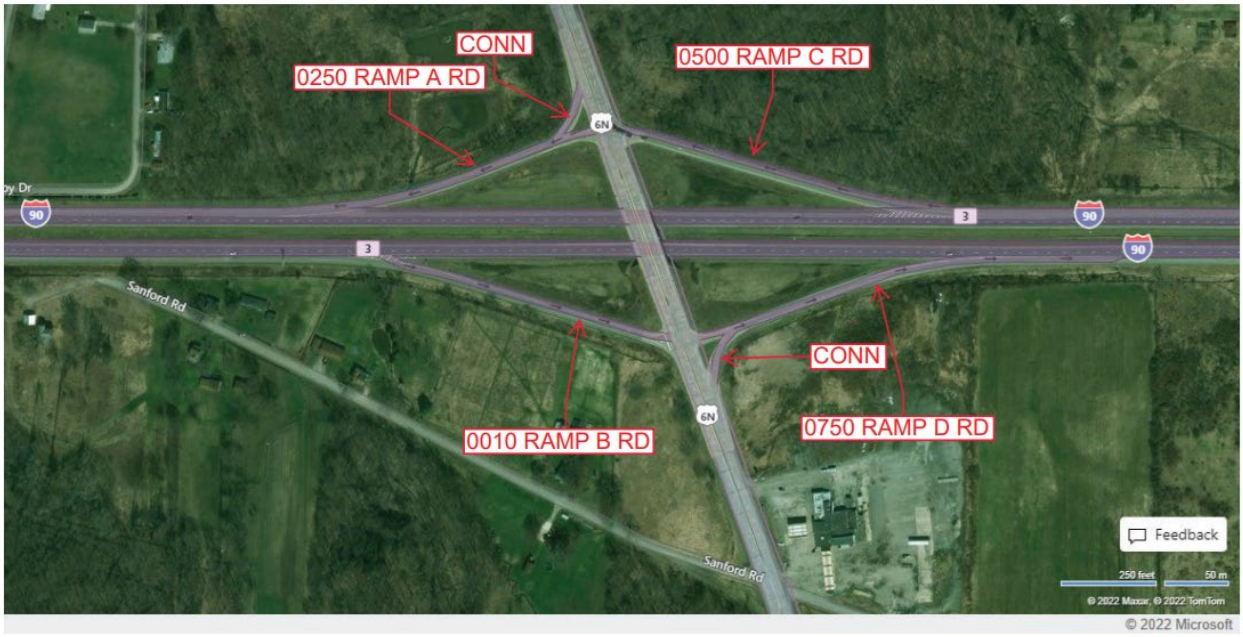
Segment	Length	Segment	Length	Segment	Length	Segment	Length
0010	0764						
0250	0656						
0500	0769						
0750	0653						

Primary Route Interchange Exit Number: 3

Secondary Route Interchange Exit Number:

PennDOT Type 10 Map View:





NON-FATAL CRASHES INVOLVING FATALITIES

A driver going down a road has a heart attack and dies. The car then leaves the road and hits a tree.

Although a death occurred, this case is NOT considered a fatal crash, since the crash did not cause the fatality. Fatal Crash data does not need to be completed.

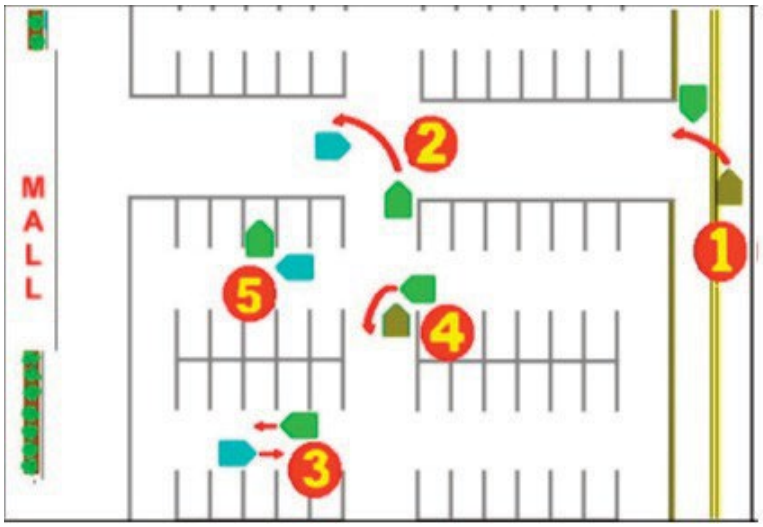
Please note that the determination of a fatal crash comes from the coroner's determination of cause of death.

PRIVATE PROPERTY / PARKING LOT CRASHES

Crashes that take place on private property are only reportable if they take place on a laned travelway intended for traffic entering or leaving the property. The lanes between parking spaces or any open area would be considered non-reportable.

The following is provided to assist officers in determining "reportability" for crashes that occur in a

parking lot. Examples 1 and 2 would be reportable. Examples 3, 4, and 5 would not be.



STRUCK BY OBJECT THROWN BY ANOTHER VEHICLE

If an object is thrown from a unit (such as cargo, a detached wheel, crash debris, ice, etc.) or if an object is set in motion by another unit (a stone, struck construction barrel, etc.) then that object is considered as part of that unit until it comes to rest.

Example: Unit 1 strikes a construction barrel and that barrel then strikes unit 2. The harmful events would be:

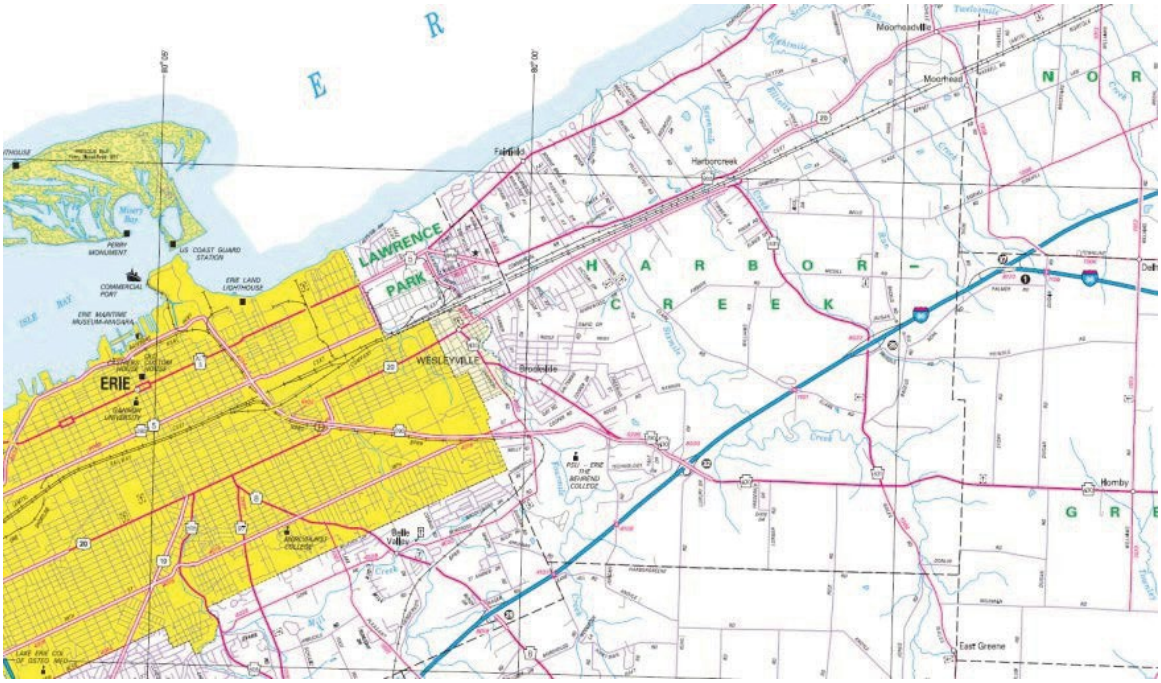
- For unit 1, Other Non-Collision
- For unit 2, "Struck by thrown or falling object"- For Crash Description, "Non-Collision" should be used if this was the first harmful event in the crash. **Note:** If a non-motorists is struck by anything set in motion by a motor vehicle, That event should be coded as the motor vehicle striking the non-motorist.

COUNTY MAPS

For a current map (PDF format) showing all state route and ramp route numbers for your county:

https://www.pa.gov/agencies/penndot/maps

Then search for your County or Municipality



VEHICLE TYPES

Automobile – Passenger cars such as coupes, sedans, station wagons or hatchbacks (Does not include SUVs or Crossovers)

- **Vehicle Type = Automobile**

All-Terrain Vehicle (ATV) – Three or four wheeled vehicles that are straddled and built for rough terrain.

- **Vehicle Type = ATV**

Autocycle – Hybrid passenger motorcycle with automobile seating and steering:

Vehicle Type = Autocycle

- **Examples: Polaris Slingshot, Elio, Tanom Invader, Campagna**

Bus – A mass transit vehicle designed to transport more than 15 passengers:

- **Minibus**

  Vehicle Type = Bus; Vehicle Configuration= Minibus

- **Motorcoach**

  Vehicle Type = Bus; Vehicle Configuration= Motorcoach

- **Shuttle**

  Vehicle Type = Bus; Vehicle Configuration= Shuttle

- **Transit**

  Vehicle Type = Bus; Vehicle Configuration= Transit Bus

Crossover – A passenger vehicle built on an automobile chassis designed with features of an SUV.

- **Vehicle Type = SUV**

Golf Cart / Low Speed Vehicle – Gas or electric conveyances designed to operate at low speeds either for private property or for local streets where permitted:

- **Golf Cart –**
  - **Vehicle Type = Golf Cart**
- **Neighborhood Electric Vehicle (a.k.a. Low Speed Vehicle) –**
  - **Vehicle Type = Low Speed Vehicle**

Large Limo – For hire passenger carriers driven by chauffeurs trained to operate limousines: --

- **Vehicle Type = Large Limo**

Motorcycle – a 2 or 3-wheeled powered vehicle that is straddled and designed for open road and/or offroad. This does not include 3-wheeled ATVs or Autocycles.

- **Class 4 eBike (electric bicycle with more than 750 Watts of power and speed exceeding 28 mph)**
  - **Vehicle Type = Motorcycle; Special Usage = Motorcycle, Class 4 eBike**
- **Dirt Bike / Minibike**
  - **Vehicle Type = Motorcycle; Special Usage = Motorcycle, 2 wheeled**
- **Gas powered bicycle.**
  - **Vehicle Type = Motorcycle; Special Usage = Motorcycle, moped or motorized bicycle**
- **Moped**
  - **Vehicle Type = Motorcycle; Special Usage = Motorcycle, moped or motorized bicycle**

- **Motorcycle (2-wheeled)**
  - **Vehicle Type = Motorcycle; Special Usage = Motorcycle, 2 wheeled**
- **Reverse Trike**
  - **Vehicle Type = Motorcycle; Special Usage=Motorcycle, 2 front, 1 rear**
- **Trike**
  - **Vehicle Type = Motorcycle; Special Usage = Motorcycle, 1 front, 2 rear**

Recreational Off-Road Vehicle – A four wheeled vehicle with passenger seating, and low pressure tires designed for off road use and not street use. Sometimes referred to as a Utility Task Vehicle (UTV) or a Side-by-side.

- **Vehicle Type = ROV**

Motor Home (RV) – A vehicle designed with living space for camping or overnight travel

- **Vehicle Type = Motor Home (RV)**

Sport Utility Vehicle (SUV) – A passenger vehicle built on a truck chassis and designed to handle difficult terrain, and power for towing.

- **Vehicle Type = SUV**

Truck – A motor vehicle designed primarily for carrying property.

- **Pickup (small or large)**
  - **Vehicle Type = Small Truck**
- **Truck Tractor /Trailer(s)**
  - **Vehicle Type = Large Truck**
  - **Vehicle Configuration and Cargo Body Type as applicable**
- **Single Unit Truck (such as Box Truck, Car Hauler, Concrete/Cement, Dump, or Wrecker)**
  - **Vehicle Type = Large Truck**
  - **Vehicle Configuration and Cargo Body Type as applicable**

Van -- A motor vehicle less than 10,000 lbs. with a large, enclosed area designed for carrying cargo, or passengers when seats are added.

- **15-passenger Van (small or large)**
  - **Vehicle Type = Van; Special Usage = Van - Passenger (15 Passengers)**
- **Cargo Van**
  - **Vehicle Type = Van; Special Usage = Van - Cargo**
- **Conversion Van**
  - **Vehicle Type = Van;**
  - **Special Usage = Van - Passenger (9-12 Passengers) --OR -- Van - Passenger (15 Passengers)**
- **Minivan**
  - **Vehicle Type = Van; Special Usage = Van - Passenger (<9 Passengers)**

NON-MOTORST TYPES

Bicycle – A two wheeled pedaled conveyance, including those with training wheels. This can be manual, or powered with electric assist or throttle but cannot have a gasoline engine or electric motor greater than 750 watts or throttle speeds in excess of 28 mph (i.e. class 4 eBike). Class 4 eBikes should be coded as a motorcycle.

Other Pedalcycle – A pedaled conveyance other than a bicycle. This does not include 2-wheeled eBikes.

Horse and Buggy – A human operated horse drawn buggy.

Horse and Rider – A person on horseback.

Pedestrian – A person walking, jogging, running, standing, sitting or lying including those in or on a building. This includes persons being carried, pushed or pulled by another pedestrian.

Wheelchair / Mobility Device – Powered or manual wheelchairs or powered mobility scooters for disabled persons or those with limited mobility

Skateboard – Three or four wheeled stand on boards, either powered or unpowered

Skates – Roller skates or in-line skates.

Scooter – Stand-on or sit on boards with handlebars, either powered or manual.

Self-Balancing Boards – Segways, powered one-wheel or two-wheel stand on boards.

Other Personal Conveyance – Any personal conveyance not listed including animal powered, manual or electric powered devices.