



OKLAHOMA
Department of Public Safety

**OFFICIAL OKLAHOMA TRAFFIC COLLISION REPORT
INSTRUCTION MANUAL**

Revision 08-2025

Foreword from the Chief of the Oklahoma Highway Patrol

The development of the Oklahoma Crash Electronic Reporting System (OCERS) marks a significant advancement in the accuracy, efficiency, and accessibility of crash reporting across our state. This system represents a collective effort to modernize how crash data is recorded and utilized, ensuring that law enforcement, safety agencies, and stakeholders access timely and reliable information to enhance public safety.

The creation of this manual is the result of countless hours of dedication and collaboration by a committed group of professionals who have worked tirelessly since May of last year. Their expertise, insight, and unwavering commitment to improving crash reporting in Oklahoma have been instrumental in shaping this system.

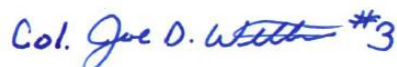
The OCERS Committee, composed of representatives from multiple agencies, has met regularly to refine the system, address challenges, and develop a resource that will serve as a comprehensive guide for its users. We extend our sincere appreciation to the following committee members for their contributions:

- **Ron Hamilton**—Chair
- **LT Jeremy Weedon**—OHP Troop S
- **Lindsey Farris**—OHP Troop S
- **Traci Cassingham**—OHP Troop S
- **Amy Graham**—OHSO
- **LT JJ Peters**—TPD
- **Officer Craig Heatherly**—TPD
- **LT David Steiner**—OKCPD
- **Sgt Austin Hager**—OKCPD

This manual is designed to serve as a valuable resource for all who utilize OCERS, providing clear guidance on its functionality, best practices, and procedures. We are confident that this system will improve data collection, enhance operational efficiency, and ultimately contribute to a safer Oklahoma.

Thank you to everyone involved in this initiative for your hard work, dedication, and commitment to making a meaningful impact on traffic safety in our state.

Sincerely,



Colonel Joe D. Williams #3
Oklahoma Highway Patrol

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I. Protocols

1. Data Sections highlighted in RED require data entry.
2. Data Sections highlighted in YELLOW may be left blank, but if the data is known, it should be entered.
3. Data Sections not highlighted may be left blank.
4. Many Data Sections do not display unless required. For example: If YES is selected in Data Section 36 (Collision Is In Or Near Construction, Maintenance, Or Utility Work Zone), additional data sections are enabled for user input. Conversely, if NO is selected, the additional data sections are disabled.
5. Other and Unknown are optional selections in many OCERS data sections. These should only be used when absolutely necessary and any selection of Other or Unknown shall be explained in Data Section 326 (Narrative).
6. Except in Data Section 5 (Report Type) and Data Section 6 (Incident Type), the terms Incident, Crash, Collision, and Event are utilized interchangeably throughout OCERS and the manual.
7. Users accessing OCERS via a web browser should clear the browser cache prior to logging in. See Appendix L for instructions on clearing the cache of Google Chrome, Microsoft Edge, and Mozilla Firefox.
8. Users in poor connectivity locations may wish to install the OCERS Thick Client, which will function without connectivity. See Appendix M for installation and update instructions.

II. General Information

1. Case Number
 - a. Enter the Case Number according to your agency's policy.
2. Date of Collision
 - a. Select the date the collision occurred from the drop-down calendar.
 - b. Click the Use Today button to enter the current date.
 - c. To manually enter the date, type a two-digit Month, a two-digit Day, and a four-digit Year. OCERS will format the date appropriately.
 - d. Click the Date Unknown checkbox if the date of collision is unknown.
3. Time of Collision
 - a. Select the 24-hour military time the collision occurred from the drop-down menu.
 - b. To manually enter the time, type a four digit 24-hour military time. OCERS will format the time appropriately.
 - c. Click the Time Unknown checkbox if the time of collision is unknown.
4. Date of Report
 - a. Select the date the investigation is started from the drop-down calendar.
 - b. Click the Use Today button to enter the current date.
 - c. In case of an incomplete investigation, i.e., incomplete hit and run investigation, enter the date the report is submitted.
 - d. For a Revised Report, enter the date the revision was completed.
 - e. To manually enter the date, type a two-digit Month, a two-digit Day, and a four-digit Year. OCERS will format the date appropriately.
5. Report Type
 - a. Select Crash Report (default) to report a Crash.
 - b. Select Incident Report to report an Incident.
 - i. Private property, suicide, legal intervention, TVI (Tactical Vehicle Intervention), vehicle weaponry, burned vehicles (vehicles that catch fire after complete cessation of movement), machinery, deliberate intent, industrial, medical condition, and other investigations that are NOT chargeable traffic collisions shall require an Incident report.
 - ii. An injury or damage producing event that results from a driver dying, losing consciousness, or losing control of the vehicle because of a medical condition such as a stroke, heart attack, diabetic coma, epileptic seizure, etc. is an Incident and shall require a report. In such cases, the immediate effect of the disease, such as the driver's death, loss of consciousness or control is not itself considered to be an injury resulting from the collision.
 - iii. Any reportable event involving a train on private property is an Incident.

- iv. An event with a fatal injury due to cataclysm (earthquake, flood, tornado, lightning, etc.) is an Incident. Non-fatal events due to cataclysm do not require an OCERS report.
 - v. A fatality does not qualify an event as an Incident. A fatality event may be an Incident or a Crash, depending upon the circumstances.
- 6. Incident Type
 - a. Select the appropriate option from the drop-down menu.
 - 7. Investigating Officer
 - a. This data section is automatically filled by OCERS.
 - 8. Reviewing Officer
 - a. This data section is automatically filled by OCERS.

III. Crash Details

- 9. Total # of Motor Vehicles
 - a. Enter the number of motor vehicle(s) involved.
 - b. A motor vehicle is any motorized (mechanically or electrically powered) road vehicle not operated on rails (ANSI D16-2017, sections 2.2.7 through 2.2.27). Pedalcycles and Pedestrians are not motor vehicles and are tallied in the following two data sections.
 - c. For the purpose of this data section only, implements of husbandry, animal-drawn vehicles, machinery, army tanks, and special motorized devices (go-carts, snowmobiles, riding lawn mowers, three-wheelers, and four-wheelers) which by design may not be registered or licensed for road use are considered to be motor vehicles and shall be included in the total number of motor vehicles involved. A personal mobility device, such as a Hoveround is considered a Pedestrian.
 - d. The term motor vehicle as applied to a traffic unit refers to the complete traffic unit of which the motor vehicle is a part and includes any vehicle or trailer (including their loads) being pushed or towed by the motor vehicle. If any part of a traffic unit of this type is involved in a collision to the extent of inflicting/receiving injury or damage to/upon any person or property, the motor vehicle doing the hauling, pushing, or towing is considered as the traffic unit and should be shown as such.
 - e. If a driverless, towed vehicle or a driverless, pushed vehicle is damaged, describe this vehicle in Data Section 326 (Narrative), i.e., color, year, make, model, VIN, license tag. Example: If a motor vehicle is towing another vehicle and the towed vehicle inflicts or receives injury or damage, the motor vehicle doing the towing would be considered as the actual unit in the collision. This applies even though the towed vehicle might have become detached prior to the actual impact if the towed vehicle is still moving under input from the motor vehicle doing the towing.

- f. If the towed or pushed vehicle is occupied by a driver who is controlling the vehicle, this unit would be listed as a separate unit in and of itself and would be shown in the appropriate Unit section of the Collision Report Form.
10. Total # of Pedalcyclists (any occupant of a pedalcycle in-transport).
- a. Enter the number of Pedalcyclists involved.
 - b. A pedalcyclist is any occupant of a pedalcycle in-transport. (ANSI-D16-2017, 2.2.39).
 - c. A pedalcycle is a device propelled by pedaling upon which one or more person(s) may ride.
 - d. In the case of a minor (17 years of age or younger), list the parent's or legal guardian's name and address in Data Section 326 (Narrative).
11. Total # of Pedestrians
- a. Enter the number of Pedestrians involved.
 - b. A pedestrian is any person involved in the collision who is not an occupant. (ANSI-D16-2017, 2.2.36).
 - c. In the case of a minor (17 years of age or younger), list the parent's or legal guardian's name and address in Data Section 326 (Narrative).
 - d. Inclusions:
 - i. Person on foot
 - ii. Person walking, running, jogging, hiking, sitting, or lying within the trafficway or on private property, etc.
 - iii. Persons in buildings
 - iv. Person on personal conveyance (A personal conveyance is a device, other than a transport device, used by a pedestrian for personal mobility assistance or recreation. These devices can be motorized or human powered but not propelled by pedaling. For a list of inclusions and exclusions, see ANSI-D16-2017, 2.2.6.1)
 - v. A person ejected from a transport vehicle who has come to rest in the trafficway during a prior un-stabilized situation and struck in a second or subsequent un-stabilized situation.
 - vi. For reporting purposes, a person riding an animal is considered a Pedestrian.
 - e. Exclusions:
 - i. A person ejected from a transport vehicle during one un-stabilized situation is still considered an occupant and not a pedestrian for the purposes of that un-stabilized situation.
12. Total # Killed
- a. Enter the total number of persons Killed.
 - i. If a person expires within thirty (30) days of the collision due to injuries sustained in the collision, it is counted in this data section. A Revised report may be required.

- ii. Fatalities are persons who have an injury severity of (K) Fatal Injury
 - c. For purposes of this data section, an unborn child that ceases to live as a result of a traffic collision is not to be included in the number killed. List this occurrence in Data Section 326 (Narrative).
 - d. A fatality does not qualify an event as an Incident. A fatality event may be an Incident or a Crash, depending upon the circumstances.
13. Total # Injured
- a. Enter the total number of persons known to be Injured in the collision.
 - b. Injured persons are those who have an injury severity of (A) Suspected Serious Injury, (B) Suspected Minor Injury or (C) Possible Injury.
 - c. Do not count fatalities.
 - d. For purposes of this data section, an unborn child that is injured as a result of a traffic collision is not to be included in the number injured. List this occurrence in Data Section 326 (Narrative).
14. Crash Severity
- a. Select the most serious level of injury severity involved in the crash from the drop-down menu.
15. Manner of Crash
- a. Select the most applicable option from the drop-down menu. (Appendix A)
16. Location of First Harmful Event
- a. Select the option that indicates the location of the first damage or injury producing event for the entire collision from the drop-down menu. (Appendix B)
17. Investigation Complete
- a. Select YES or NO to indicate if the investigation is complete at the time the report is made.
 - b. YES—A Complete Investigation should be indicated for a crash, even if all information is not collected, such as a hit and run in which no further information is expected to be located.
 - c. NO—An Incomplete Investigation should be indicated when the investigating officer is aware of pertinent information that has not yet been documented, i.e., hit and run in which further information is expected to be obtained, blood test results, etc. An incomplete investigation should not be indicated unless the investigating officer expects further information to be added to the crash in the near future. A Revised Report is REQUIRED by the investigating officer if investigation is indicated incomplete.
18. Investigation Made at Scene
- a. Select YES or NO to indicate if the officer investigated the collision at the scene.
19. Police Pursuit

- a. Select YES or NO to indicate if the collision occurred during a police pursuit.

20. Photos Taken

- a. Select YES or NO to indicate if photographs were taken for the reporting agency's investigative purposes.
- b. If photographs were taken, identify the photographer(s) and where the photographs are stored in Data Section 326 (Narrative).

1) Secondary Crash

21. This collision is a secondary crash

- a. Select YES or NO to indicate if this crash was caused by events of another crash, such as congestion, debris in roadway, etc.

22. Agency Name

- a. Enter the full name of the agency that investigated the Primary Crash.

22. Primary Crash Case Number

- a. Enter the Case Number of the Primary Crash.

23. Any Roadways or Lanes Blocked

- a. Select YES or NO to indicate if any roadways or lanes were blocked as a result of the Primary Crash.

24. Primary Crash Start Date

- a. Select the date the Primary Crash occurred from the drop-down calendar.
- b. Click the Use Collision Date button to select the date of the current collision.
- c. To manually enter the date, type a two-digit Month, a two-digit Day, and a four-digit Year. OCERS will format the date appropriately.
- d. Click the Start Date Unknown checkbox if the Primary Crash Start Date is unknown.

25. Start Time

- a. Select the 24-hour military time the Primary Crash occurred from the drop-down menu.
- b. To manually enter the time, type a four digit 24-hour military time. OCERS will format the time appropriately.
- c. Click the Start Time Unknown checkbox if the Primary Crash Start Time is unknown.

26. Primary Crash Cleared Date

- a. Select the date the Primary Crash was cleared from the drop-down calendar.
- b. Click the Use Collision Date button to select the date of the current collision.
- c. To manually enter the date, type a two-digit Month, a two-digit Day, and a four-digit Year. OCERS will format the date appropriately.
- d. Click the Cleared Date Unknown checkbox if the Primary Crash Cleared Date is unknown.

27. Cleared Time

- a. Select the 24-hour military time the Primary Crash was cleared from the drop-down menu.
- b. To manually enter the time, type a four digit 24-hour military time. OCERS will format the time appropriately.
- c. Click the Cleared Time Unknown checkbox if the Primary Crash Cleared Time is unknown.

28. Lanes Blocked

- a. Select the applicable option from the drop-down menu to describe the lane(s) blocked from the Primary Crash. The far left lane (or fast lane) is Lane 1. (Appendix C)

29. Roadway/Lane Blocked Date

- a. Select the date the lanes were blocked as a result of the Primary Crash from the drop-down calendar.
- b. Click the Use Collision Date button to select the date of the current collision.
- c. To manually enter the date, type a two-digit Month, a two-digit Day, and a four-digit Year. OCERS will format the date appropriately.
- d. Click the Lane Blocked Date Unknown checkbox if the Primary Crash Lane Blocked Date is unknown.

30. Blocked Time

- a. Select the 24-hour military time the lanes were blocked as a result of the Primary Crash from the drop-down menu.
- b. To manually enter the time, type a four digit 24-hour military time. OCERS will format the time appropriately.
- c. Click the Lane Blocked Time Unknown checkbox if the Primary Crash Lane Blocked Time is unknown.

31. Roadway/Lane Cleared Date

- a. Select the date the lanes blocked by the Primary Crash were cleared from the drop-down calendar.
- b. Click the Use Collision Date button to select the date of the current collision.
- c. To manually enter the date, type a two-digit Month, a two-digit Day, and a four-digit Year. OCERS will format the date appropriately.
- d. Click the Lane Cleared Date Unknown checkbox if the Primary Crash Lane Cleared Date is unknown.

32. Roadway/Lane Cleared Time

- a. Select the 24-hour military time the lanes blocked by the Primary Crash were cleared from the drop-down menu.
- b. To manually enter the time, type a four digit 24-hour military time. OCERS will format the time appropriately.

- c. Click the Lane Cleared Time Unknown checkbox if the Primary Crash Lane Cleared Time is unknown.

2) Conditions

33. Road Surface Condition

- a. Select the most applicable option from the drop-down menu.
- b. This data section is used to describe the normal or abnormal condition of the road surface, not the Road Surface Type, which is recorded in Data Section 90. For example: Mud, dirt, gravel should not be chosen for a Dirt or Gravel roadway, unless the roadway has a foreign substance on it that is not consistent with its normal surface.

34. Weather Condition

- a. Select the most applicable option from the drop-down menu.

35. Light Condition

- a. Select the most applicable option from the drop-down menu.

3) Work Zone Information (Appendix D)

36. Collision is In or Near Construction, Maintenance, or Utility Work Zone

- a. Select YES or NO to indicate if the crash occurred in or near a work zone.

37. Type of Work Zone

- a. Select the most applicable option from the drop-down menu.

38. Location of Work Zone Collision

- a. Select the most applicable option from the drop-down menu.

39. Workers Present

- a. Select YES or NO to indicate if workers were present at the time of the crash.

4) Property Damage

40. Collision Resulted in Property Damage

- a. Select YES or NO to indicate if there was property damage other than the unit(s) involved.
- b. Select YES if a train is involved in the collision and record the Railroad Company information in Data Sections 42-45 (Property Owner).
- c. Click the Add Property button for collisions damaging more than one piece of property and complete data entry separately for each damaged property.

41. Highway Infrastructure Damage

- a. Select YES or NO to indicate if there was damage to highway infrastructure.

42. Property Owner

- a. Enter the name of the Property Owner.

43. Property Description

- a. Enter a description of the damaged property.

44. Phone Number

- a. Enter the phone number of the Property Owner.
 - b. Click the Unknown checkbox if the number of Property Owner is unknown.
45. Property Location
- a. Enter the address of the Property Owner.

IV. Location

46. County
- a. Select the appropriate County from the drop-down menu. The ESRI map feature automatically changes County to match the Lat/Long chosen in the Map It section. Ensure County is correct after selecting collision location.
47. City/Town
- a. Select the nearest City/Town from the drop-down menu. The ESRI map feature automatically changes City to match the Lat/Long chosen in the Map It section. Ensure City is correct after selecting collision location.
48. Inside City Limits
- a. Select YES or NO to indicate if the crash is Inside a City Limits.
49. Map It (Click the Accept button once data sections 50-55 are completed)
- a. Click the Map It button and click the crash location on the map in the pop-up window.
NOTE: The Map It button is inactive until a County and City/Town are selected.
50. Location Type
- a. Select Mile Marker (default) if locating crash from the nearest mile marker.
 - b. Select Intersection if locating crash from the nearest intersection.
 - c. Select Ramp if crash occurred on a ramp.
 - d. Select Address if locating the crash at a specific address.
 - i. If the crash occurred on private property or did not occur on a public street, public road, or public highway, select Address.
 - ii. Edit Street Number if required.
 - iii. Edit Street Name if required.
51. Street Name (Sections 51-55 apply if Mile Marker, Intersection, or Ramp are selected)
- a. Enter the official name or number of the street or highway where the collision occurred.
 - b. When two Interstate highways travel the same route, use the lowest numbered Interstate number.
 - c. When an Interstate highway and a U.S. highway travel the same route, use the Interstate number.
 - d. When two or more U.S. highways travel the same route, use the lowest numbered U.S. highway.
 - e. When a U.S. highway and a state highway travel the same route, use the U.S. highway number.

- f. When two or more State Highways travel the same route, use the lowest numbered state highway.
 - g. When the collision occurs on a county road, enter "County Road" and any assigned identifying name or number in parenthesis after "County Road", if known.
 - i. Example: County Road (Ross Road)
 - ii. Example: County Road (EW 117)
 - h. In the event the collision occurs on a named or numbered street and the roadway is also designated as a federal or state highway. If possible, indicate the name of the street in parenthesis after the highway number.
 - i. Example: SH66 (Second Street)
 - ii. Example: US412 (Boulder Avenue)
 - i. For reporting purposes, public roadways include those in private developments and gated communities, etc. that allow public access of the roadway.
 - j. The following abbreviations are acceptable in this data section:
 - i. "SH" for State Highway (Example: SH33)
 - ii. "US" for United States Highway (Example: US75)
 - iii. "I" for Interstate (Example: I35)
 - iv. "TP" for Turnpike (Example: Turner TP)
52. Distance (ft) or Distance (mi)
- a. Enter the distance from the nearest intersection or mile marker in either the feet or miles section. OCERS will calculate and fill the corresponding section.
53. Measurement Type
- a. Select the appropriate option from the drop-down menu. Approximated is default.
54. Direction
- a. Select the appropriate option from the drop-down menu to indicate the direction from the nearest roadway or mile marker. North is default.
55. Of (Nearest Mile Marker, Intersecting Street, or Highway)
- a. Enter the official name of the intersecting street or highway if the collision occurred at an intersection.
 - b. Enter the name of the nearest intersecting street or highway if the collision WAS NOT at an intersection. Mile markers and identification numbers of bridges, overpasses, and underpasses on interstates and turnpikes are permissible.
 - c. When two Interstate highways travel the same route, use the lowest numbered Interstate number.
 - d. When an Interstate highway and a U.S. highway travel the same route, use the Interstate number.

- e. When two or more U.S. highways travel the same route, use the lowest numbered U.S. highway.
 - f. When a U.S. highway and a state highway travel the same route, use the U.S. highway number.
 - g. When two or more State Highways travel the same route, use the lowest numbered state highway.
 - h. When the collision occurs near a county road, enter "County Road" and any assigned identifying name or number in parenthesis after "County Road", if known.
 - i. Example: County Road (Ross Road)
 - ii. Example: County Road (EW 117)
 - j. In the event the collision occurs near a named or numbered street and the roadway is also designated as a federal or state highway. If possible, indicate the name of the street in parenthesis after the highway number.
 - i. Example: SH66 (Second Street)
 - ii. Example: US412 (Boulder Avenue)
 - k. For reporting purposes, public roadways include those in private developments and gated communities, etc. that allow public access of the roadway.
 - l. The following abbreviations are acceptable in this data section:
 - i. "SH" for State Highway (Example: SH33)
 - ii. "US" for United States Highway (Example: US75)
 - iii. "I" for Interstate (Example: I35)
 - iv. "TP" for Turnpike (Example: Turner TP)
56. Type of Intersection
- a. Select the appropriate option from the drop-down menu.
 - i. An intersection consists of two or more roadways that intersect at the same level. (Appendix E)
57. Relation to Junction
- a. Select the appropriate option from the drop-down menu.
58. Interchange Related
- a. Select YES or NO to indicate if the crash is Interchange Related.
 - b. An interchange is a system of interconnecting roadways in conjunction with one or more grade separations, providing for the movement of traffic between two or more roadways on different levels. (Appendix F)
59. Locality
- a. Select the appropriate option from the drop-down menu.
60. Railroad Crossing #

- a. A train is NOT a unit. Record the Railroad Company information in the Property Damage Data Sections (40-45) and include the names of the Engineer and Conductor in the Narrative (Data Section 326).
- b. Enter the alphanumeric Railroad Crossing # if the crash occurred at a crossing.
- c. The identifier may be up to seven (7) characters.
- d. Railroad crossing numbers are found on the crossbuck or the pole mount.
- e. They may be printed on a permanent paper tag or metal plate.
- f. There may or may not be a Railroad Crossing # on a private road.
- g. Do not enter spaces, hyphens, or any other separators.
- g. If the Railroad Crossing # is not evident at the scene, use the following Federal Railroad Administration link to lookup the number:
<https://safetydata.fra.dot.gov/officeofsafety/publicsite/crossing/xingqryloc.aspx>

61. Jurisdiction of Crash

- a. Select the appropriate option from the drop-down menu.
- b. The Jurisdiction of Crash should be based upon the location of the crash, rather than the troop/division assignment of the officer. The investigating officer's home troop/division will be the default and may need to be edited.

V. Units

62. Units Summary

- a. This section provides a summary of Units involved in the collision.
- b. Units may be added and/or deleted as needed by clicking the buttons provided.
- c. A train is NOT a unit. Record the Railroad Company information in the Property Damage Data Sections (40-45) and include the names of the Engineer and Conductor in the Narrative (Data Section 326).

❖ Vehicle

A. Vehicle Info

63. Hit and Run

- a. Select YES or NO to indicate if the Unit is a Hit and Run Unit.

64. Non-Contact Unit

- a. Select YES or NO to indicate if the Unit is a Non-Contact Unit (NO is Default).

65. CMV

- a. Select YES or NO to indicate if the UNIT is a CMV (Commercial Motor Vehicle). (A CMV section will appear in the left menu under Vehicle.)
- b. For reporting purposes, a CMV is defined as a vehicle that has a GVWR/GCWR in excess of 10,000 lbs., or is required to have a hazmat placard, or is a bus with seating

for nine or more including the driver. The definition of a CMV is not dependent on the license plate displayed on the vehicle or its actual Commercial Motor Vehicle status.

66. Trailer

- a. Select YES or NO to indicate if the UNIT is pulling a Trailer. This includes CMV units. (A Trailer section will appear in the left menu under Vehicle.)

67. Total # Occupants

- a. Enter the total number of occupants in the UNIT. Default is 1.
- b. Click the Count Unknown checkbox if the number of occupants is unknown.

1) Vehicle Information

68. OLETS (Click to access OLETS)

- a. Plate State
 - i. Select State of the Plate from the drop-down menu (OK is default).
- b. Plate Number
 - i. Enter the Plate Number and click the Submit Query button.
- c. Show Advanced Fields (click for Plate Type and Plate Year fields)
 - i. Some states require additional information to run a Query.
 - ii. Plate Type (click the ? for information on Plate Type)
 - iii. Plate Year (MO requires Plate Year entry)
- d. Click the Import Vehicle button to import vehicle information.
 - i. The button changes to Green upon successful import.
- e. Click the Import Business Owner or Import Vehicle Owner button to import owner information.
 - i. The button changes to Green upon successful import.
- f. Close the Import Window by clicking on the “X” in the upper right corner.

69. Vehicle Year

- a. Enter the four-digit Year of the UNIT.
 - i. The VIN field and the Import Feature will override manual entry.
 - ii. To enter manually, this field must be completed after the VIN is entered or Import feature is utilized.

70. VIN

- a. Enter the VIN number of the UNIT.
- b. If the VIN indicates the GVWR/GCWR is over 10,000 lbs., federal guidelines require the collection of certain data. (A Large Vehicle section will appear in the left tab under Vehicle. Refer to Data Sections 221-232 for guidance.)
 - i. The Import feature will override manual entry.
 - ii. To enter manually, this field must be completed after the Import feature is utilized.

71. Make

- a. Select the make of the UNIT from the drop-down menu.
 - i. The VIN field and the Import feature will override manual entry.
 - ii. To enter manually, this field must be completed after the VIN is entered or Import feature is utilized.
 - iii. If the Make is not in the drop-down menu, this data section accepts typed entries.

72. Model

- a. Select the model of the UNIT from the drop-down menu.
 - i. The VIN field and the Import feature will override manual entry.
 - ii. To enter manually, this field must be completed after the VIN is entered or Import feature is utilized.
 - iii. If the Make is not in the drop-down menu, this data section accepts typed entries.

73. Color

- a. Select the color of the UNIT from the drop-down menu.

74. Plate Number

- a. Enter the plate number displayed on the UNIT.
 - i. Enter the license plate number currently displayed (Personalized plate, dealer tags {paper or metal}, etc.).
 - ii. Enter the correct license plate number in Data Section 326 (Narrative). if the displayed license plate is not the license plate assigned to the vehicle.
 - iii. Do not enter spaces, hyphens, or any other separators.
- b. Enter “Unknown” if plate number is unknown.
- c. Enter “None” if no plate is displayed on the UNIT.
- d. Enter “MILVEH” if the UNIT is a military vehicle without a license plate.

75. Plate State

- a. Select the Plate State from the drop-down menu.
- b. Select the model of the UNIT from the drop-down menu.
 - i. The Import feature will override manual entry.
 - ii. To enter manually, this field must be completed after the Import feature is utilized.

76. Expiration Month

- a. Select the Expiration Month of the registration from the drop-down menu.
- b. Select December for non-expiring license plates or license plates issued to a state, city, county, or school district with no expiration decal.
 - i. The Import feature will override manual entry.
 - ii. To enter manually, this field must be completed after the Import feature is utilized.

77. Expiration Year

- a. Enter the four-digit Year of the registration as indicated on the license plate.

- b. Enter the current Year for non-expiring license plates or license plates issued to a state, city, county or school district with no expiration decal.
- c. Select the model of the UNIT from the drop-down menu.
 - i. The Import feature will override manual entry.
 - ii. To enter manually, this field must be completed after the Import feature is utilized.

78. Vehicle Configuration

- a. Select the appropriate entry from the drop-down menu.
- b. Entries with asterisks will force CMV data entry.

79. Special Function

- a. Select the appropriate entry from the drop-down menu.

2) Vehicle Removal**80. Vehicle Removal**

- a. Select the appropriate entry from the drop-down menu.

81. Removed By

- a. Enter the name of the person or company that removed the vehicle from the scene.

82. Towed Vehicle Destination

- a. Enter the destination of the Towed Vehicle. (Wrecker yard, body shop, owner's residence, etc.)

3) Insurance Information**83. Insurance Verification**

- a. Select the appropriate entry from the drop-down menu.
 - i. Exempt—If the operator of the unit is exempt from producing security verification. Title 47 §7-602.A.4. The following shall not be required to carry an owner's or operator's security verification form or an equivalent form from the Department during the operation of the vehicle and shall not be required to surrender such form for vehicle registration purposes.
 - Exempt units are not limited to these examples.
 - Title 47 § 7-602 A.4.a. Any vehicle owned or leased by the federal or state government, or any agency or political subdivision thereof.
 - Title 47 § 7-602A.4.b. Any vehicle bearing the name, symbol, or logo of a business, corporation or utility on the exterior and which is in compliance with the provisions of Section 7-600 through 7-607 of this title according to records of the Department of Public Safety which reflect a deposit, bond, self-insurance, or fleet policy.
 - Title 47 § 7-602.A.4.c. Fleet vehicles maintaining current vehicle liability insurance as required by the Corporation Commission or any other regulating entity.

- Title 47 § 7-602.A.4.d. Any licensed taxi cab.
- Title 47 § 7-602.A.4.e. Any vehicle owned by a licensed, used motor vehicle dealer.
- ii. No—If the operator or owner of the unit does not have satisfactory evidence of minimum liability insurance.
- iii. Not Applicable—If the unit is not required to have insurance, but is not specifically listed in Title 47 § 7-602.A.4.
- iv. Operator—If the operator is not the legal owner of the unit.
- v. Owner—If the operator is the legal owner of the unit.
- vi. Unknown—Describe reason for Unknown in Data Section 326 (Narrative).

84. Insurance Company

- a. Enter the business name of the insurance company insuring the vehicle.

85. Policy Number

- a. Enter the insurance Policy Number.

86. Phone Number

- a. Enter the insurance provider's telephone number including the area code.
- b. If Phone Number is not listed on verification form, it may be located by searching on the Internet.
- c. Do not enter spaces, hyphens, or any other separators. OCERS will format the Phone Number appropriately.

4) Level of Autonomy**87. Automation System in Vehicle**

- a. Select the appropriate entry from the drop-down menu. Appendix G

88. Highest Level of Automation Present

- a. Select the appropriate entry from the drop-down menu. Appendix G

89. Highest Level of Automation Engaged

- a. Select the appropriate entry from the drop-down menu. Appendix G

5) Vehicle Factors**90. Road Surface Type**

- a. Select the appropriate entry from the drop-down menu.
- b. This data section is used to describe the Road Surface Type, not the condition of the road surface that is recorded in Data Section 33 (Road Surface Condition).

91. Road Alignment

- a. Select the appropriate entry from the drop-down menu.

92. Road Grade

- a. Select the appropriate entry from the drop-down menu.

93. Trafficway

- a. Select the appropriate entry from the drop-down menu.
 - i. A trafficway is any land way open to the public as a matter of right or custom for moving persons or property from one place to another (ANSI D16.1 Section 2.2.1, 2017 Edition).
 - ii. A Two-Way, Divided trafficway is usually divided by a median (at least 4 feet wide) that is painted, raised, suppressed, etc. with no vertical physical barrier.
 - iii. A Two-Way, Divided trafficway with a Positive Median Barrier is a roadway with a vertical barrier, either temporary or permanent, between opposing lanes of traffic.
 - iv. A positive median barrier is a temporary or permanent vertical structure designed to prevent vehicles from entering the opposing traffic stream, either accidentally or intentionally.
 - v. Positive median barriers may also be used to reduce the glare produced by oncoming vehicle headlights.

94. Direction of Travel

- a. Select the appropriate entry from the drop-down menu.

95. Legal Speed

- a. Enter the Legal Speed limit.

96. Total Lanes In Roadway

- a. Enter "0" if the collision did not occur on a roadway.
 - i. Example: A vehicle runs off a two-lane highway striking a tree. In this example the correct entry is "2".
 - ii. Example: A collision occurs on private property. In this example the correct entry is "0".
 - iii. Example: A vehicle (U1) runs off a two-lane highway striking a vehicle (U2) parked off roadway. In this example, the correct entry for (U1) is "2" and the correct entry for (U2) is "0".
- b. Enter the total number of lanes in the roadway on which the unit was traveling before impact.
 - i. For undivided highways/trafficways—Total the through lanes in both directions. Do not count designated turn lanes (left/right-turn only) or continuous turn lanes (center left-turn-only lane).
 - ii. For divided highways/trafficways—Total number of through lanes for the roadway on which the unit was traveling. Do not include on-ramps, off-ramps or acceleration/deceleration lanes in the total number of lanes.
 - iii. For on/off ramps—Count the total number of lanes on which the unit was traveling. Do not count designated turn lanes (left/right-turn only) or continuous turn lanes (center left-turn-only lane).

- c. For purposes of this data section, use the following definitions when considering whether the roadway/trafficway is divided or undivided and entering data for total number of lanes:
 - i. Roadway: That part of the trafficway designed, improved, and ordinarily used for motor vehicle travel. Separate roadways may be provided for northbound and southbound traffic (as well as eastbound and westbound). Bicycle paths and shoulders are not included.
 - ii. Median: An area of trafficway between parallel roads separating travel in opposite directions. A median should be four or more feet wide.
 - iii. Divided highway/trafficway: Roadway travel in the opposite directions that is physically separated by a median that is painted, raised, suppressed, etc. Excludes two-way continuous left turn lanes (center left-turn-only lane).
 - If anything (paint, concrete, grass, etc., except center left-turn-only lane) that separates opposite lanes of traffic is four feet wide or larger, only count the number of through lanes that go in the same direction of travel.
 - If there is nothing that separates opposite lanes of traffic, or if the separation is less than four feet, then count the number of through lanes in both directions.
- 97. Visibility Obscured By
 - a. Select the appropriate entry from the drop-down menu.
- 98. Driver Distracted By
 - a. Select the appropriate entry from the drop-down menu.
- 99. Traffic Control Device
 - a. Select the appropriate entry from the drop-down menu.
- 100. Traffic Control Function
 - a. Select the appropriate entry from the drop-down menu.
- 101. Underride/Override
 - a. Select the appropriate entry from the drop-down menu.
- 102. Contributing Factor 1
 - a. Select the appropriate entry from the drop-down menu.
 - b. Although DUI is a contributing factor to a collision, a moving violation is typically also a factor in DUI collisions and should also be included as a Contributing Factor.
- 103. Contributing Factor 2
 - a. Select the appropriate entry from the drop-down menu.
 - b. Although DUI is a contributing factor to a collision, a moving violation is typically also a factor in DUI collisions and should also be included as a Contributing Factor.
- 104. Emergency Vehicle Responding
 - a. Select the appropriate entry from the drop-down menu.

105. Rolled

- a. Click YES or NO to indicate if the vehicle rolled as a part of the collision. This includes a partial roll.

106. Burned

- a. Click YES or NO to indicate if the vehicle burned as a result of the collision.

107. Speed Involved

- a. Click YES or NO to indicate if Speed was a factor in the collision for this Unit.

108. Wrong Way (Direction)

- a. Click YES or NO to indicate if Wrong Way was a factor in the collision for this Unit.

109. Failure To Move Over (For Vehicle With Flashing Lights)

- a. Click YES or NO to indicate if Fail To Move Over Or Slow Down For Vehicle With Flashing Lights was a factor in the collision for this Unit.

6) Event Information**110. Pre-Crash Action**

- a. Select the appropriate entry to describe pre-impact action of the Unit from the drop-down menu.

111. Most Harmful Event (Appendix K)

- a. Select the event that resulted in the greatest amount of injury or damage for the unit from the drop-down menu.
 - i. The most harmful event may or may not be one of the first six events.
 - ii. An injury producing event is more harmful than a damage producing event.

112. Event 1 (Appendix K)

- a. Select the appropriate first event of the sequence of events for this UNIT from the drop-down menu.
 - i. Entering the center median does not constitute crossing the center median.
 - ii. If there are multiple occurrences of the same event, list only one occurrence of the event unless a different event occurs between the multiple occurrences.
 - iii. See Appendix H for pictures of common Fixed Objects.
- b. Enter only the first six events in Event Data Sections (112-117) if more than six events occur. Detail events in excess of six in Data Section 326 (Narrative).
- c. Examples:
 - i. In a one vehicle collision Motor Vehicle in Transport CANNOT be an event.
 - ii. Unit #1 and Unit #2 are traveling down the road. Unit #1 rear ends Unit #2. The first event for both Units is Motor Vehicle in Transport.
 - iii. An example of Other Non-Collision Harmful Event is a unit pulling a trailer with a safety chain that breaks and the trailer rear-ends the unit that was towing it, causing injury to a person inside the vehicle.

- iv. Unit #1 runs off the right side of the road, rolls two times, impacts a fence, and rolls two more times. The sequence of events would be Overturn/Rollover, Fence, Overturn/Rollover.

113. Event 2 (Appendix K)

- a. Select the appropriate second event of the sequence of events for this UNIT from the drop-down menu.
- b. Leave this data section blank if there was no second event.

114. Event 3 (Appendix K)

- a. Select the appropriate third event of the sequence of events for this UNIT from the drop-down menu.
- b. Leave this data section blank if there was no third event.

115. Event 4 (Appendix K)

- a. Select the appropriate fourth event of the sequence of events for this UNIT from the drop-down menu.
- b. Leave this data section blank if there was no fourth event.

116. Event 5 (Appendix K)

- a. Select the appropriate fifth event of the sequence of events for this UNIT from the drop-down menu.
- b. Leave this data section blank if there was no fifth event.

117. Event 6 (Appendix K)

- a. Select the appropriate sixth event of the sequence of events for this UNIT from the drop-down menu.
- b. Leave this data section blank if there was no sixth event.

7) Vehicle Damage

118. Extent Of Damage

- a. Select the appropriate Extent Of Damage for this UNIT from the drop-down menu.
 - i. Disabling Damage—Damage which precludes departure of the vehicle from the collision in its usual operating manner by daylight after simple repairs.
 - ii. Functional Damage—Vehicle damage, other than disabling damage, which affects operation of the vehicle or its parts.
 - iii. Minor Damage—Limited cosmetic damage that does not render the vehicle immobile.
 - iv. No Damage—Vehicle has no damage.
 - v. Vehicle Not at Scene—Vehicle was not at the scene.

119. Contributing Circumstance

- a. Select the appropriate option for this UNIT from the drop-down menu.

- b. This data section should describe a pre-existing vehicle defect or maintenance issue that contributed to the collision.

120. Point Of Initial Contact

- a. Select the appropriate Number from the Vehicle Icon or the appropriate Radio Button to describe the Point of Initial Contact for this UNIT.

121. Most Damaged Area

- a. Select the appropriate Number from the Vehicle Icon or the appropriate Radio Button to describe the Most Damaged Area for this UNIT.

B. Driver**122. OLETS (Click to access OLETS)**

- a. License State
 - i. Select State of the License from the drop-down menu (OK is default).
- b. License Number
 - i. Enter the License Number and click the Submit Query button.
- c. Click the Import Person button to import Driver information.
 - i. The button changes to Green upon successful import.
- d. Close the Import Window by clicking on the “X” in the upper right corner.

123. Last Name

- a. Enter the Last Name of the driver of this UNIT.
- b. If Unit is Parked outside the main traveled portion of the roadway, ensure that Parked is selected in Data Section 110 (Pre-Crash Action). See Appendix K for Parked Motor Vehicle definition.
- c. If Unit is Stopped inside the main traveled portion of the roadway (regardless of occupancy), ensure that Stopped in Traffic is selected in Data Section 110 (Pre-Crash Action).
- d. Use name as it appears on the driver license unless a driver license check through OLETS / NLETS indicates it has been changed.
- e. Enter “Unknown” if the Last Name is unknown.
 - i. The Import feature will override manual entry.
 - ii. To enter manually, this field must be completed after the Import feature is utilized.

124. First Name

- a. Enter the First Name of the driver of this UNIT.
- b. Use name as it appears on the driver license unless a driver license check through OLETS / NLETS indicates it has been changed.
- c. Enter “Unknown” if the First Name is unknown.
 - i. The Import feature will override manual entry.
 - ii. To enter manually, this field must be completed after the Import feature is utilized.

125. Middle

- a. Enter the Middle initial of the driver of this UNIT. The Middle initial shall be entered if known.
- b. Use name as it appears on the driver license unless a driver license check through OLETS / NLETS indicates it has been changed.
 - i. The Import feature will override manual entry.
 - ii. To enter manually, this field must be completed after the Import feature is utilized.

126. Suffix

- a. Select the appropriate option from the drop-down menu.
 - i. The Import feature will override manual entry.
 - ii. To enter manually, this field must be completed after the Import feature is utilized.

127. Driver Also Owner

- a. Select YES or NO to indicate if the driver is the owner of this unit.

128. Sex

- a. Select the appropriate option from the drop-down menu.
 - i. The Import feature will override manual entry.
 - ii. To enter manually, this field must be completed after the Import feature is utilized.

129. Date of Birth

- a. Select the Date of Birth from the drop-down calendar.
- b. To manually enter the date, type a two-digit Month, a two-digit Day, and a four-digit Year. OCERS will format the date appropriately.
- c. Click the Unknown checkbox if the Date of Birth is unknown.
 - i. The Import feature will override manual entry.
 - ii. To enter manually, this field must be completed after the Import feature is utilized.

130. Race

- a. Select the appropriate option from the drop-down menu.
 - i. The Import feature will override manual entry.
 - ii. To enter manually, this field must be completed after the Import feature is utilized.

131. Ethnicity

- a. Select the appropriate option from the drop-down menu.
 - i. The Import feature will override manual entry.
 - ii. To enter manually, this field must be completed after the Import feature is utilized.

132. Phone Type

- a. Select the appropriate option from the drop-down menu.

133. Phone Number

- a. Enter the driver's Phone Number including the area code.

- b. Do not enter spaces, hyphens, or any other separators. OCERS will format the Phone Number appropriately.
- c. Click the Unknown checkbox if the number of Driver is unknown.

1) Address**134. Address 1**

- a. Enter the correct and current Street Address of the Driver.
 - i. The Import feature will override manual entry.
 - ii. To enter manually, this field must be completed after the Import feature is utilized.

135. Address 2

- a. Enter Address 2, if required.

136. Country

- a. Select the Address Country from the drop-down menu (United States is default).

137. State

- a. Select the Address State from the drop-down menu.
 - i. The Import feature will override manual entry.
 - ii. To enter manually, this field must be completed after the Import feature is utilized.

138. City

- a. Enter the Address City.
 - i. The Import feature will override manual entry.
 - ii. To enter manually, this field must be completed after the Import feature is utilized.

139. Zip

- a. Enter the Address Zip Code.
 - i. The Import feature will override manual entry.
 - ii. To enter manually, this field must be completed after the Import feature is utilized.

2) Driver's License**140. DLN**

- a. Enter the DLN (Driver License Number) or set-up number of the driver.
 - i. Do not use State ID, Social Security Number, or any other number (unless same as driver license number).
 - ii. Enter the DLN if the driver has a driver license number and a set-up number.
 - iii. Do not enter spaces, hyphens, or any other separators.
 - iv. The Import feature will override manual entry.
 - v. To enter manually, this field must be completed after the Import feature is utilized.
- b. Enter "None" if the driver does not have a DLN or set-up number, or if the driver is not required to have a driver license.
- c. Enter "Unknown" if the DLN is unknown.

141. DL Country

- a. Select the Address Country from the drop-down menu (United States is default).

142. DL State

- a. Select the appropriate option from the drop-down menu.
 - i. The Import feature will override manual entry.
 - ii. To enter manually, this field must be completed after the Import feature is utilized.

143. DL Class

- a. Select the appropriate option from the drop-down menu (D/Regular is Default).
 - i. The Import feature will override manual entry.
 - ii. To enter manually, this field must be completed after the Import feature is utilized.

144. CDL Indicator

- a. Select YES or NO to indicate if the driver possesses a CDL.
 - i. The Import feature will override manual entry.
 - ii. To enter manually, this field must be completed after the Import feature is utilized.

145. DL Status

- a. Select the appropriate option from the drop-down menu.
 - i. The Import feature will override manual entry.
 - ii. To enter manually, this field must be completed after the Import feature is utilized.

146. Restrictions

- a. Click the Add Restriction button to record all Restrictions on the Driver's license.
- b. Select the appropriate option from the Restriction drop-down menu.

147. Complied

- a. Select YES or NO to indicate if the driver complied with the Restriction.

148. Endorsements

- a. Click the Add Endorsement button to record all Endorsements on the Driver's license.
- b. Select the appropriate option from the Endorsement drop-down menu.

149. Complied

- a. Select YES or NO to indicate if the driver complied with the Endorsement.

3) Driver Conditions**150. Injury Severity**

- a. Select the appropriate option from the drop-down menu.
- b. In the case of a medical condition, use this data section to indicate the Injury Severity of the Driver, even though there is no injury from the collision.

151. Injury Area

- a. Select the appropriate option from the drop-down menu.

152. Condition

- a. Select the appropriate option from the drop-down menu.

153. Restraint Systems

- a. Select the appropriate option from the drop-down menu.

154. Air Bag

- a. Select the appropriate option from the drop-down menu.

155. Ejected

- a. Select the appropriate option from the drop-down menu.

156. Extricated

- a. Select the appropriate option from the drop-down menu.
- b. Extrication is the removal of an occupant who is physically pinned in the vehicle by damaged vehicle components as a result of a collision and is freed or removed from the vehicle.
- c. Extrication refers to the use of equipment or other force to remove an occupant from the vehicle, more than just lifting or carrying an occupant from wreckage.

157. Seat Position

- a. Select the appropriate option from the drop-down menu.
- b. Select Front Row-Left Seat for a motorcycle driver and Second Row-Left Seat for first passenger, etc.

158. Phone Present

- a. Select YES or NO to indicate if a phone was present.

159. Phone In Use

- a. Select YES or NO to indicate if a phone was being used at the time of the crash.

160. EMS Run Number

- a. Enter EMS Run Number.

161. EMS Agency Name

- a. Enter EMS Agency Name.

162. Transported By

- a. Select the appropriate option from the drop-down menu.

163. Transported To Medical Facility

- a. Enter the name of the Medical Facility driver was transported to.

164. Additional Injury

- a. Click the Add Injury button to record up to four (4) more areas injured for the Driver.
- b. Select the appropriate option from the Injury Area drop-down menu.

4) Alcohol & Drug**165. Alcohol Use Suspected**

- a. Select YES or NO to indicate if Alcohol Use is suspected (NO is default).

166. Drug Use Suspected

- a. Select YES or NO to indicate if Drug Use is suspected (NO is default).

167. Alcohol Test Status

- a. Select the appropriate option from the drop-down menu.

168. Drug Test Status

- a. Select the appropriate option from the drop-down menu.

5) Citations

169. Citation(s) Issued

- a. Select YES or NO to indicate if Citation(s) were issued to the driver.

170. Citation Number

- a. Enter the Citation Number of the offense for which the driver was arrested or cited.
Include any prefixes or suffixes in addition to the number.
- b. Click the Add Citation button to enter additional citations.
- c. Only include offenses that directly contributed to or caused the collision. For example, an expired tag citation would not be entered.

C. Owner

171. Driver Also Owner

- a. Select YES or NO to indicate if Owner is the same as the Driver.

172. Owner Type

- a. Select the appropriate option from the drop-down menu.
- b. Data Sections 173-179 availability is controlled by Owner Type chosen.

173. Business Name

- a. Enter the Business Name of the owner of this UNIT.
- b. Enter "Unknown" if the Business Name is unknown.
 - i. The Import feature will override manual entry.
 - ii. To enter manually, this field must be completed after the Import feature is utilized.

174. Last Name

- a. Enter the Last Name of the Owner of this UNIT.
- b. Use name as it appears on the driver license unless a driver license check through OLETS / NLETS indicates it has been changed.
- c. Enter "Unknown" if the Last Name is unknown.
 - i. The Import feature will override manual entry.
 - ii. To enter manually, this field must be completed after the Import feature is utilized.

175. First Name

- a. Enter the First Name of the Owner of this UNIT.
- b. Use name as it appears on the driver license unless a driver license check through OLETS / NLETS indicates it has been changed.
- c. Enter "Unknown" if the First Name is unknown.
 - i. The Import feature will override manual entry.
 - ii. To enter manually, this field must be completed after the Import feature is utilized.

176. Middle

- a. Enter the Middle initial of the Owner of this UNIT.
- b. Use name as it appears on the driver license unless a driver license check through OLETS / NLETS indicates it has been changed.
 - i. The Import feature will override manual entry.
 - ii. To enter manually, this field must be completed after the Import feature is utilized.

177. Suffix

- a. Select the appropriate option from the drop-down menu.
 - i. The Import feature will override manual entry.
 - ii. To enter manually, this field must be completed after the Import feature is utilized.

178. Race

- a. Select the appropriate option from the drop-down menu.

179. Ethnicity

- a. Select the appropriate option from the drop-down menu.

1) Address**180. Address 1**

- a. Enter the correct and current Street Address of the Owner.
 - i. The Import feature will override manual entry.
 - ii. To enter manually, this field must be completed after the Import feature is utilized.

181. Address 2

- a. Enter Address 2, if required.

182. Country

- a. Select the Address Country from the drop-down menu (United States is default).

183. State

- a. Select the Address State from the drop-down menu.
 - i. The Import feature will override manual entry.
 - ii. To enter manually, this field must be completed after the Import feature is utilized.

184. City

- a. Enter the Address City.
 - i. The Import feature will override manual entry.
 - ii. To enter manually, this field must be completed after the Import feature is utilized.

185. Zip

- a. Enter the Address Zip Code.
 - i. The Import feature will override manual entry.
 - ii. To enter manually, this field must be completed after the Import feature is utilized.

D. Passengers**186. Passenger Summary**

- a. Click the Add Passenger button to add as many Passengers as necessary.
- b. Click the Edit button to enter Passenger data.
- c. Click the Delete button to delete Passenger.

187. OLETS (Click to access OLETS)

- a. License State
 - i. Select State of the License from the drop-down menu (OK is default).
- b. License Number
 - i. Enter the License Number and click the Submit Query button.
- c. Click the Import Person button to import Person information.
 - i. The button changes to Green upon successful import.
- d. Close the Import Window by clicking on the “X” in the upper right corner.

188. Last Name

- a. Enter the Last Name of the Passenger in this UNIT.
- b. Use name as it appears on the driver license unless a driver license check through OLETS / NLETS indicates it has been changed.
- c. Enter “Unknown” if the Last Name is unknown.

189. First Name

- a. Enter the First Name of the Passenger in this UNIT.
- b. Use name as it appears on the driver license unless a driver license check through OLETS / NLETS indicates it has been changed.
- c. Enter “Unknown” if the First Name is unknown.

190. Middle

- a. Enter the Middle initial of the Passenger in this UNIT.
- b. Use name as it appears on the driver license unless a driver license check through OLETS / NLETS indicates it has been changed.

191. Suffix

- a. Select the appropriate option from the drop-down menu.

192. Sex

- a. Select the appropriate option from the drop-down menu.

193. Date of Birth

- a. Select the Date of Birth from the drop-down calendar.
- b. To manually enter the date, type a two-digit Month, a two-digit Day, and a four-digit Year. OCERS will format the date appropriately.
- c. Click the Unknown checkbox if the Date of Birth is unknown.

194. Race

- a. Select the appropriate option from the drop-down menu.

195. Ethnicity

- a. Select the appropriate option from the drop-down menu.

196. Phone Number

- a. Enter the driver's Phone Number including the area code.
- b. Do not enter spaces, hyphens, or any other separators. OCERS will format the Phone Number appropriately.
- c. Click the Unknown checkbox if the number of Passenger is unknown.

1) Address

197. Same As Driver

- a. Click the Same As Driver button if the Passenger resides with the Driver.

198. Address 1

- a. Enter the correct and current Street Address of the Passenger.

199. Address 2

- a. Enter Address 2, if required.

200. Country

- a. Select the Address Country from the drop-down menu (United States is default).

201. State

- a. Select the Address State from the drop-down menu.

202. City

- a. Enter the Address City.

203. Zip

- a. Enter the Address Zip Code.

2) Passenger Conditions

204. Injury Severity

- a. Select the appropriate option from the drop-down menu.

205. Injury Area

- a. Select the appropriate option from the drop-down menu.

206. Seat Position

- a. Select the appropriate option from the drop-down menu.
- b. Select Second Row-Left Seat for a motorcycle passenger and Third Row-Left Seat for second passenger, etc.

207. Restraint Systems

- a. Select the appropriate option from the drop-down menu.

208. Air Bag

- a. Select the appropriate option from the drop-down menu.

209. Ejected

- a. Select the appropriate option from the drop-down menu.

210. Extricated

- a. Select the appropriate option from the drop-down menu.
- b. Extrication is the removal of an occupant who is physically pinned in the vehicle by damaged vehicle components as a result of a collision and is freed or removed from the vehicle.
- c. Extrication refers to the use of equipment or other force to remove an occupant from the vehicle, more than just lifting or carrying an occupant from wreckage.

211. Additional Injury

- a. Click the Add Injury button to record up to four (4) more areas injured for the Passenger.
- b. Select the appropriate option from the drop-down menu.

E. CMV

Contact OHP Commercial Vehicle Enforcement Division if assistance is needed.

Phone: (405) 521-6060. After hours, contact the local OHP Communications Center.

212. USDOT Number

- a. Enter the USDOT Number of the carrier.
 - i. The USDOT Number is assigned by the United States Department of Transportation.
 - ii. The USDOT Number is required to be displayed on vehicles operated by intrastate and interstate carriers.
 - iii. Do not enter spaces, hyphens, or any other separators.
- b. Click the Search button to search and import Carrier information by USDOT Number.
- c. Refer to Appendix I for instructions to determine the correct USDOT Number and Carrier Name.

213. Carrier Name

- a. Enter the motor carrier name of the Unit.
 - i. A motor carrier is defined as "the business entity, individual, partnership, corporation, or religious organization responsible for the transportation of goods, property or people." The identity of the carrier is often not the same as the owner of the truck. Carrier names are sometimes displayed on the side of the truck, but this information may or may not be correct. Officers should ask the driver the name of the carrier under whose authority the load is being transported.
 - ii. Example: Driver John Smith owns the tractor that he is driving. Driver Smith has leased his truck to GoFast Trucking and is pulling a GoFast Trucking trailer, or one that he may have leased to GoFast Trucking as well, delivering goods for-hire. The tractor registration shows John Smith as the owner. The marking displayed on the side shows GoFast Trucking and their USDOT Numbers. A check of the logbook and load manifest indicates GoFast Trucking as the carrier. The Single State

Registration shows GoFast Trucking. In such an instance, GoFast Trucking would be the carrier and should be shown as such on the crash report. Select the appropriate option from the drop-down menu.

- b. The name and address must be the same as in the Safer web site:
<https://safer.fmcsa.dot.gov/CompanySnapshot.aspx>
- c. If the Unit does not have a USDOT Number, enter the Owner of the Unit.
- d. Refer to Appendix I for instructions to determine the correct USDOT Number and Carrier Name.

214. NASI Report Number (North American Standard Inspection)

- a. Enter the NASI report number if a NASI is performed.
 - i. The NASI report number is provided by a certified NASI inspector after a post-collision inspection. The NASI number is assigned to a Level I, II, III, IV, VI, or VII report.

1) Address

215. Address 1

- a. Enter the correct and current Street Address of the Carrier.

216. Address 2

- a. Enter Address 2, if required.

217. Country

- a. Select the Address Country from the drop-down menu (United States is default).

218. State

- a. Select the Address State from the drop-down menu.

219. City

- a. Enter the Address City.

220. Zip

- a. Enter the Address Zip Code.

2) CMV Information

221. GVWR / GCWR

- a. Select the appropriate option from the drop-down menu.
 - i. Single axle utility trailers are normally rated for 3,250 pounds and above. In the event that the single axle unit is a homemade or shop made trailer without markings, the investigator shall use 3,250 pounds for the weight of the trailer being towed.
 - ii. Double axle utility trailers are normally rated for 7,500 pounds and above. In the event that the double axle unit is a homemade or shop made trailer without markings, the investigator shall use 7,500 pounds for the weight of the trailer being towed.

222. Cargo Body

- a. Select the appropriate option from the drop-down menu.
- b. Click on the ? for Cargo Body examples.

223. Carrier Type

- a. Select the appropriate option from the drop-down menu.
- b. Select Interstate Carrier if the unit is involved in interstate commerce. Interstate commerce means trade, traffic, or transportation in the United States:
 - i. Between a place in a State and a place outside of such State (including a place outside of the United States)
 - ii. Between two places in a State through another State or a place outside of the United States
 - iii. Between two places in a State as part of trade, traffic, or transportation originating or terminating outside the State or the United States.
 - iv. Note: Required to have a USDOT number.
- c. Select Intrastate Carrier if the unit is involved in intrastate commerce. Intrastate commerce means any trade, traffic or transportation in any state which is not described in the term "interstate commerce".
 - i. Used for a carrier that is operating solely within the state.
 - ii. May or may not have a USDOT number.
- d. Select Not in Commerce/Government if the unit is a government vehicle whether operated by local, state, or federal government. In most circumstances, it will not have a USDOT number.
- e. Select Not in Commerce/Other Truck or Bus if the unit is a personal use vehicle over 10,000 lbs. GVWR/GCWR operated by a private individual.
 - i. Rental vehicles (U-Haul, Penske, etc.)
 - ii. Church vans, etc.

224. CMV Configuration

- a. Select the appropriate option from the drop-down menu.
- b. Click on the ? for CMV Configuration examples.

225. Oversized Load

- a. Select the appropriate option from the drop-down menu.

226. Axle Quantity

- a. Select the appropriate option from the drop-down menu.
- b. Include all load bearing axles, even if they are not in contact with the ground.

3) HazMat Details**227. HazMat Involved**

- a. Select YES or NO to indicate if HazMat (Hazardous Material) is involved.

- b. This should only be for the product transported, not items in use (fuel, etc.).
- c. Click the Add Hazard button if more than one HazMat is involved.

228. Class

- a. Select the appropriate option from the drop-down menu.
- b. See Appendix J for Hazardous Material Class designators.

229. Placard Required

- a. Select YES or NO to indicate if a HazMat Placard was required.
- b. Contact OHP Commercial Vehicle Enforcement Division if assistance is needed.
Phone: (405) 521-6060. After hours, contact the local OHP Communications Center.

230. Placard Displayed Properly

- a. Select YES or NO to indicate if the HazMat Placard was Displayed Properly.
- b. Contact OHP Commercial Vehicle Enforcement Division if assistance is needed.
Phone: (405) 521-6060. After hour s, contact local OHP Communications Center.

231. Placard #

- a. Enter the placard number of the unit if one is required to be displayed.
 - i. The placard number is the four-digit number assigned by the U.S. DOT to identify chemicals and groups of chemicals for transportation. The placard number should be displayed on or near (on an orange panel) the HazMat placard on bulk containers.
 - ii. Freight containers, box trailers, etc. that have bulk containers inside will not have the placard number on the bulk container itself. The placard number should also be on the shipping papers.

232. Released

- a. Select YES or NO to indicate if the HazMat was Released.
- b. This should only be for the product transported, not items in use (fuel, etc.).

F. Trailer**233. Registered**

- a. Select YES or NO to indicate if the Trailer was Registered.

234. Type

- a. Select the appropriate option from the drop-down menu.

235. GVWR/GCWR

- a. Select the appropriate option from the drop-down menu.

236. Plate Number

- a. Enter the License Plate Number displayed on the Trailer.

237. Plate State

- a. Select the appropriate option from the drop-down menu.

238. Exp. Month

- a. Select the appropriate option from the drop-down menu.
- b. Select December for non-expiring license plates or license plates issued to a state, city, county, or school district with no expiration decal.

239. Exp. Year

- a. Enter the four-digit Year of the Plate Expiration.
- b. Enter the current Year for non-expiring license plates or license plates issued to a state, city, county, or school district with no expiration decal.

❖ **Pedestrian**

240. OLETS (Click to access OLETS)

- a. License State
 - i. Select State of the License from the drop-down menu (OK is default).
- b. License Number
 - i. Enter the License Number and click the Submit Query button.
- c. Click the Import Person button to import Pedestrian information.
 - i. The button changes to Green upon successful import.
- d. Close the Import Window by clicking on the “X” in the upper right corner.

241. Last Name

- a. Enter the Last Name of the Pedestrian.
- b. Use name as it appears on the driver license unless a driver license check through OLETS / NLETS indicates it has been changed.
- c. Enter “Unknown” if the Last Name is unknown.
 - i. The Import feature will override manual entry.
 - ii. To enter manually, this field must be completed after the Import feature is utilized.

242. First Name

- a. Enter the First Name of the Pedestrian.
- b. Use name as it appears on the driver license unless a driver license check through OLETS / NLETS indicates it has been changed.
- c. Enter “Unknown” if the First Name is unknown.
 - i. The Import feature will override manual entry.
 - ii. To enter manually, this field must be completed after the Import feature is utilized.

243. Middle

- a. Enter the Middle initial of the Pedestrian. The Middle initial shall be entered if known.
- b. Use name as it appears on the driver license unless a driver license check through OLETS / NLETS indicates it has been changed.
 - i. The Import feature will override manual entry.
 - ii. To enter manually, this field must be completed after the Import feature is utilized.

244. Suffix

- a. Select the appropriate option from the drop-down menu.
 - i. The Import feature will override manual entry.
 - ii. To enter manually, this field must be completed after the Import feature is utilized.

245. Pedestrian Type

- a. Select the appropriate option from the drop-down menu.

246. Unit # of Striking Vehicle

- a. Select the appropriate option from the drop-down menu.

247. Sex

- a. Select the appropriate option from the drop-down menu.
 - i. The Import feature will override manual entry.
 - ii. To enter manually, this field must be completed after the Import feature is utilized.

248. Date of Birth

- a. Select the Date of Birth from the drop-down calendar.
- b. To manually enter the date, type a two-digit Month, a two-digit Day, and a four-digit Year. OCERS will format the date appropriately.
- c. Click the Unknown checkbox if the Date of Birth is unknown.
 - i. The Import feature will override manual entry.
 - ii. To enter manually, this field must be completed after the Import feature is utilized.

249. Race

- a. Select the appropriate option from the drop-down menu.
 - i. The Import feature will override manual entry.
 - ii. To enter manually, this field must be completed after the Import feature is utilized.

250. Ethnicity

- a. Select the appropriate option from the drop-down menu.
 - i. The Import feature will override manual entry.
 - ii. To enter manually, this field must be completed after the Import feature is utilized.

251. Phone Type

- a. Select the appropriate option from the drop-down menu.

252. Phone Number

- a. Enter the Pedestrian's Phone Number including the area code.
- b. Do not enter spaces, hyphens, or any other separators. OCERS will format the Phone Number appropriately.
- c. Click the Unknown checkbox if the number of Pedestrian is unknown.

1) Address**253. Address 1**

- a. Enter the correct and current Street Address of the Pedestrian.
 - i. The Import feature will override manual entry.

- ii. To enter manually, this field must be completed after the Import feature is utilized.

254. Address 2

- a. Enter Address 2, if required.

255. Country

- a. Select the Address Country from the drop-down menu (United States is default).

256. State

- a. Select the Address State from the drop-down menu.
 - i. The Import feature will override manual entry.
 - ii. To enter manually, this field must be completed after the Import feature is utilized.

257. City

- a. Enter the Address City.
 - i. The Import feature will override manual entry.
 - ii. To enter manually, this field must be completed after the Import feature is utilized.

258. Zip

- a. Enter the Address Zip Code.
 - i. The Import feature will override manual entry.
 - ii. To enter manually, this field must be completed after the Import feature is utilized.

2) Pedestrian Conditions**259. Injury Severity**

- a. Select the appropriate option from the drop-down menu.

260. Injury Area

- a. Select the appropriate option from the drop-down menu.

261. Condition

- a. Select the appropriate option from the drop-down menu.

262. Safety Equipment

- a. Select the appropriate option from the drop-down menu.

263. Location at Time of Collision

- a. Select the appropriate option from the drop-down menu.

264. Additional Injury

- a. Click the Add Injury button to record up to four (4) more areas injured for the Pedestrian.

265. Pre-Crash Action

- a. Select the appropriate option from the drop-down menu.

266. Contributing Action 1

- a. Select the appropriate option from the drop-down menu.

267. Contributing Action 2

- a. Select the appropriate option from the drop-down menu.

3) Alcohol & Drug**268. Alcohol Use Suspected**

- a. Select YES or NO to indicate if Alcohol Use is suspected (NO is default).

269. Drug Use Suspected

- a. Select YES or NO to indicate if Drug Use is suspected (NO is default).

270. Alcohol Test Status

- a. Select the appropriate option from the drop-down menu.

271. Drug Test Status

- a. Select the appropriate option from the drop-down menu.

4) Citations**272. Citation(s) Issued**

- a. Select YES or NO to indicate if Citation(s) were issued to the Pedestrian.

273. Citation Number

- a. Enter the Citation Number of the offense for which the Pedestrian was arrested or cited.
Include any prefixes or suffixes in addition to the number.
- b. Click the Add Citation button to enter additional citations.
- c. Only include offenses that directly contributed to or caused the collision.

❖ Pedalcyclist**274. OLETS (Click to access OLETS)**

- a. License State
 - i. Select State of the License from the drop-down menu (OK is default).
- b. License Number
 - i. Enter the License Number and click the Submit Query button.
- c. Click the Import Person button to import Pedalcyclist information.
 - i. The button changes to Green upon successful import.
- d. Close the Import Window by clicking on the “X” in the upper right corner.

275. Last Name

- a. Enter the Last Name of the Pedalcyclist.
- b. Use name as it appears on the driver license unless a driver license check through OLETS / NLETS indicates it has been changed.
- c. Enter “Unknown” if the Last Name is unknown.
 - i. The Import feature will override manual entry.
 - ii. To enter manually, this field must be completed after the Import feature is utilized.

276. First Name

- a. Enter the First Name of the Pedalcyclist.
- b. Use name as it appears on the driver license unless a driver license check through OLETS / NLETS indicates it has been changed.

- c. Enter “Unknown” if the First Name is unknown.
 - i. The Import feature will override manual entry.
 - ii. To enter manually, this field must be completed after the Import feature is utilized.

277. Middle

- a. Enter the Middle initial of the Pedalcyclist. The Middle initial shall be entered if known.
- b. Use name as it appears on the driver license unless a driver license check through OLETS / NLETS indicates it has been changed.
 - i. The Import feature will override manual entry.
 - ii. To enter manually, this field must be completed after the Import feature is utilized.

278. Suffix

- a. Select the appropriate option from the drop-down menu.
 - i. The Import feature will override manual entry.
 - ii. To enter manually, this field must be completed after the Import feature is utilized.

279. Sex

- a. Select the appropriate option from the drop-down menu.
 - i. The Import feature will override manual entry.
 - ii. To enter manually, this field must be completed after the Import feature is utilized.

280. Date of Birth

- a. Select the Date of Birth from the drop-down calendar.
- b. To manually enter the date, type a two-digit Month, a two-digit Day, and a four-digit Year. OCERS will format the date appropriately.
- c. Click the Unknown checkbox if the Date of Birth is unknown.
 - i. The Import feature will override manual entry.
 - ii. To enter manually, this field must be completed after the Import feature is utilized.

281. Unit # of Striking Vehicle

- a. Select the appropriate option from the drop-down menu.

282. Race

- a. Select the appropriate option from the drop-down menu.
 - i. The Import feature will override manual entry.
 - ii. To enter manually, this field must be completed after the Import feature is utilized.

283. Ethnicity

- a. Select the appropriate option from the drop-down menu.
 - i. The Import feature will override manual entry.
 - ii. To enter manually, this field must be completed after the Import feature is utilized.

284. Phone Type

- a. Select the appropriate option from the drop-down menu.

285. Phone Number

- a. Enter the Pedalcyclist's Phone Number including the area code.
- b. Do not enter spaces, hyphens, or any other separators. OCERS will format the Phone Number appropriately.
- c. Click the Unknown checkbox if the number of Pedalcyclist is unknown.

3) Address**286. Address 1**

- a. Enter the correct and current Street Address of the Pedalcyclist.
 - i. The Import feature will override manual entry.
 - ii. To enter manually, this field must be completed after the Import feature is utilized.

287. Address 2

- a. Enter Address 2, if required.

288. Country

- a. Select the Address Country from the drop-down menu (United States is default).

289. State

- a. Select the Address State from the drop-down menu.
 - i. The Import feature will override manual entry.
 - ii. To enter manually, this field must be completed after the Import feature is utilized.

290. City

- a. Enter the Address City.
 - i. The Import feature will override manual entry.
 - ii. To enter manually, this field must be completed after the Import feature is utilized.

291. Zip

- a. Enter the Address Zip Code.
 - i. The Import feature will override manual entry.
 - ii. To enter manually, this field must be completed after the Import feature is utilized.

4) Pedalcyclist Conditions**292. Injury Severity**

- a. Select the appropriate option from the drop-down menu.

293. Injury Area

- a. Select the appropriate option from the drop-down menu.

294. Condition

- a. Select the appropriate option from the drop-down menu.

295. Safety Equipment

- a. Select the appropriate option from the drop-down menu.

296. Location at Time of Collision

- a. Select the appropriate option from the drop-down menu.

297. Additional Injury

- a. Click the Add Injury button to record up to four (4) more areas injured for the Pedalcyclist.

298. Pre-Crash Action

- a. Select the appropriate option from the drop-down menu.

299. Contributing Action 1

- a. Select the appropriate option from the drop-down menu.

300. Contributing Action 2

- a. Select the appropriate option from the drop-down menu.

5) Alcohol & Drug**301. Alcohol Use Suspected**

- a. Select YES or NO to indicate if Alcohol Use is suspected (NO is default).

302. Drug Use Suspected

- a. Select YES or NO to indicate if Drug Use is suspected (NO is default).

303. Alcohol Test Status

- a. Select the appropriate option from the drop-down menu.

304. Drug Test Status

- a. Select the appropriate option from the drop-down menu.

6) Citations**305. Citation(s) Issued**

- a. Select YES or NO to indicate if Citation(s) were issued to the Pedalcyclist.

306. Citation Number

- a. Enter the Citation Number of the offense for which the Pedalcyclist was arrested or cited. Include any prefixes or suffixes in addition to the number.
- b. Click the Add Citation button to enter additional citations.
- c. Only include offenses that directly contributed to or caused the collision.

VI. Witnesses**307. Witness Summary**

- a. Click the Add Witness button to add as many Witnesses as necessary.
- b. Click the Edit button to enter Witness data.
- c. Click the Delete button to delete Witness.

308. OLETS (Click to access OLETS)

- a. License State
 - i. Select State of the License from the drop-down menu (OK is default).
- b. License Number
 - i. Enter the License Number and click the Submit Query button.
- c. Click the Import Person button to import Person information.

- i. The button changes to Green upon successful import.
- d. Close the Import Window by clicking on the “X” in the upper right corner.
- 309. Last Name
 - a. Enter the Last Name of the Witness.
 - b. Use name as it appears on the driver license unless a driver license check through OLETS / NLETS indicates it has been changed.
 - c. Enter “Unknown” if the Last Name is unknown.
- 310. First Name
 - a. Enter the First Name of the Witness.
 - b. Use name as it appears on the driver license unless a driver license check through OLETS / NLETS indicates it has been changed.
 - c. Enter “Unknown” if the First Name is unknown.
- 311. Middle
 - a. Enter the Middle initial of the Witness.
 - b. Use name as it appears on the driver license unless a driver license check through OLETS / NLETS indicates it has been changed.
- 312. Suffix
 - a. Select the appropriate option from the drop-down menu.
- 313. Date of Birth
 - a. Select the Date of Birth from the drop-down calendar.
 - b. To manually enter the date, type a two-digit Month, a two-digit Day, and a four-digit Year. OCERS will format the date appropriately.
 - c. Click the Unknown checkbox if the Date of Birth is unknown.
- 314. Phone Number
 - a. Enter the Witness’s Phone Number including the area code.
 - b. Do not enter spaces, hyphens, or any other separators. OCERS will format the Phone Number appropriately.
 - c. Click the Unknown checkbox if the number of Witness is unknown.

1) Address

- 315. Address 1
 - a. Enter the correct and current Street Address of the Witness.
- 316. Address 2
 - a. Enter Address 2, if required.
- 317. Country
 - a. Select the Address Country from the drop-down menu (United States is default).
- 318. State
 - a. Select the Address State from the drop-down menu.

319. City

- a. Enter the Address City.

320. Zip

- a. Enter the Address Zip Code.

2) Statement**321. Statement Date**

- a. Select the Statement Date from the drop-down calendar.
- b. To manually enter the date, type a two-digit Month, a two-digit Day, and a four-digit Year. OCERS will format the date appropriately.

322. Statement Time

- a. Select the 24-hour military time of the Statement from the drop-down menu.
- b. To manually enter the time, type a four digit 24-hour military time. OCERS will format the time appropriately.

323. Statement Summary

- a. Enter a Summary of the Statement.

324. Attachment

- a. Drop a Witness Statement file here or Browse to find and select file to attach.

VII. Diagram**325. Click the Create Crash Diagram button to open Easy Street Draw (ESD).**

- a. General Diagram instructions.
 - i. A Diagram shall be generated for any collision/incident involving injury or death.
 - ii. A Diagram shall be generated for any collision/incident involving state property damage, a state-owned vehicle, or a law enforcement vehicle, even if no injury or death occurs.
 - iii. The Diagram section is intended to show a visual representation of the collision. A properly completed diagram should always mirror the events described in Data Section 326 (Narrative), i.e., the facts of the collision should be clearly understood by looking at the diagram or reading the officer's Narrative independently.
 - iv. Do NOT import any image into the ESD Diagram. Images, such as those from Google Earth or other drawing programs, are byte intensive and cause the Diagram to be too large for efficient storage and retrieval.
 - v. If specialized mapping or diagramming software is used to generate a diagram, attach the Specialized Diagram to this report in Data Section 327 (Attachment). Include details on where the original Specialized Diagram is stored in Data Section 326 (Narrative).
 - vi. When vehicles are moved prior to the officer's arrival, a Diagram may still be required. In such cases, include an explanation in Data Section 326 (Narrative), i.e.,

"Vehicles not observed in position after impact" or "Vehicles moved prior to arrival, diagram is estimated" or "Vehicles moved prior to arrival, unable to determine point/area of rest".

- vii. Enter "No Diagram" in a Text Box when no diagram is generated.
- viii. Scale diagrams are not necessary unless required by the reporting agency.
- b. The diagram should include the physical layout of the roadway and any physical evidence still at the scene.
 - i. Label the width of the roadway and the width of the shoulder. The shoulder should be described. Examples: 10' Improved shoulder, 8 feet gravel shoulder, 12 ft. dirt shoulder, or no shoulder, etc.
 - ii. Depict and label traffic control devices, such as stop signs and yield signs in the diagram.
 - iii. Label the geometrical center of a two-way road that does not have visible markings as "C/R".
 - iv. Label the center line of a road that separates traffic traveling in opposite directions as "C/L". (It need not be at the geometrical center of the road).
 - v. Label the lane lines that separate lanes of traffic traveling in the same direction as "L/L".
 - vi. If a center median is depicted in the diagram, it shall be labeled, and the approximate width shall be designated.
 - vii. Fences, bridges, culverts, etc. must be depicted and labeled in the diagram if they were pertinent to the collision.
 - viii. Non-Vehicle objects, without an ESD preset image, that are pertinent to the collision must be included in the diagram but may be depicted as a circle with an X in the middle. Always label non-vehicle objects depicted in this manner.
 - ix. Tire marks (including skid, yaw and scuffmarks) should be depicted before impact and after impact, continuing until tire marks disappear or to final rest. Tire marks shall be depicted with solid markings before impact and dashed markings after impact. Length of tire marks may be labeled in diagram, but to keep from "cluttering" the diagram, they shall be described in the Data Section 326 (Narrative). If tire marks are shown in the diagram, they shall be labeled in Section Data Section 326 (Diagram) and described in Data Section 326 (Narrative).
 - x. Depict and label any view obstruction for driver(s) involved in the collision in Data Section 326 (Diagram). An obstruction could be trees, embankment, building, sign, parked cars, etc.
 - xi. Include a North Indicator in the Diagram. It is preferred that the top or right of the page be North.

- c. The diagram should include depictions of the Unit(s) involved in the collision.
 - i. Depict the position of the vehicle(s) before impact, at impact, and at final rest. If the vehicle does not travel more than twenty (20) feet from first impact to final rest, a final rest drawing is not required.
 - ii. Number each Unit to correspond to the number assigned in the report.
 - iii. Unit depictions should match the actual Unit type, if possible. ESD provides numerous options for depicting cars, pick-ups, trucks, trailers, tankers, etc.
 - iv. Indicate the direction and path of travel before contact with a solid line with arrowhead behind each vehicle. Use a dash line with arrowhead to show the course of travel after contact, continuing to the final position.
 - v. If roll-over(s) occurred before impact, include one solid loop where the roll-over(s) occurred and indicate the number of full and partial rolls in or near the loop. If roll-over(s) occurred after first impact include one dash line loop where the roll-over(s) occurred and indicate the number of full and partial rolls in or near the loop. Describe roll-over(s) or partial roll-over(s) in Data Section 326 (Narrative).
 - vi. Any vehicle that did not contribute to the collision but is included in the Diagram for clarification should be labeled "W". If a Unit W is included, explain its inclusion in Data Section 326 (Narrative). For example: a parked truck blocking view(s), congested traffic not impacted in collision, etc.

VIII. Narrative & Attachment

326. Narrative

- a. Click the Start Transcribing button to dictate Narrative.
- b. This data section is used to describe how the collision occurred.
- c. Refer to the unit(s) involved in the collision with the corresponding unit number(s) utilized in the report.
- d. Identify each unit and begin with an explanation of the direction of travel of each unit, the road or street the unit was upon, and any other descriptive information that will explain the events leading to the collision.
- e. Identify any actions or omissions prior to impact that led to the collision.
- f. Describe the initial or primary point or area of impact. It is acceptable to use either "point of impact" (POI) or "area of impact" (AOI) as either expression refers to the general vicinity of the first impact. There may be secondary points or areas of impact in some collisions. All other points of impact should be described.
- g. The first damage or injury producing event shall be measured from TWO different points, utilizing any of the following items:
 - i. Edge of roadway, i.e., federal or state highways, county roads, city streets, etc.
 - ii. Centerline, centerpin of intersection, or center of roadway.

- iii. Bridges shown on state highway maps.
 - iv. For reporting purposes, public roadways include those in private developments and gated communities, etc. that allow public access of the roadway.
 - v. The following abbreviations are acceptable in this data section:
 - "SH" for State Highway (Example: SH33)
 - "US" for United States Highway (Example: US75)
 - "I" for Interstate (Example: I35)
 - "TP" for Turnpike (Example: Turner TP)
 - "CR" for County Road
 - vi. Examples:
 - Point of impact was approximately 4 ft. south of north edge of roadway and approximately 0.1 mi. west of Asp St.
 - Point of impact was approximately 2 ft. east of C/L. and approximately 79 ft. south of south edge of Bear Creek Bridge.
 - h. Identify the point or area of rest of all units involved in the collision. It is acceptable to use either "point of rest" (POR) or "area of rest" (AOR) as either expression refers to the general vicinity of the point or area of rest.
 - i. Include any and all details of the collision such as what each driver observed, and any evasive actions taken.
 - j. Include details about movements prior to impact and subsequent movement to the point of rest.
327. Attachment
- a. Utilize this Data Section to attach relevant documents, images, etc. to this report.

IX. Validation Summary

This section provides a list of Validation errors that remain in the report. Clicking on the link(s) will navigate to the proper Data Section for editing.

X. Additional Forms

328. Driver Exchange

- a. Click the Driver Exchange button to generate the Driver Exchange form.
- b. Click Print to print the form.
- c. NOTE: Currently the QR code generated on the Driver Exchange form is not a valid link.

329. Witness Report

- a. Click the Witness Report button to generate a Witness Report

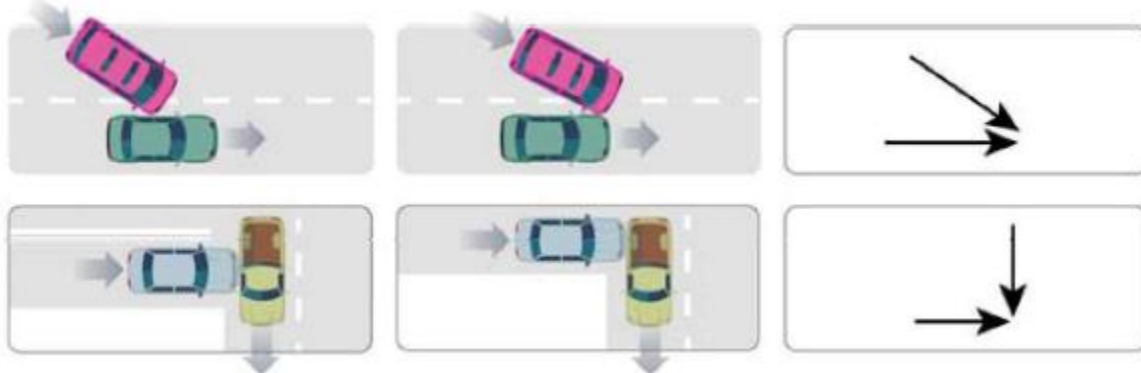
330. Export Crash

- a. This feature is for troubleshooting purposes and will not typically be used by officers.

Appendix A—Manner of Crash

The identification of the manner in which two motor vehicles in transport initially came together without regard to direction of force. This data element refers only to crashes where the first harmful event involves a collision between two motor vehicles in transport.

Angle: A crash where two motor vehicles impact at an angle. For example, the front of one motor vehicle impacts the side of another motor vehicle. If this attribute is selected, the points of impact for the vehicles involved in the first harmful event must not be front to front, front to back, back to back, or back to side.



Front to Front: Used when a crash occurs between the front end of one vehicle and the front end of another vehicle. If this attribute is selected, the points of impact for the vehicles involved in the first harmful event must both be front.



Front to Rear: Used when a crash occurs between the rear of one vehicle and the front of another vehicle. If this attribute is selected, the points of impact for the vehicles involved in the first harmful event must be front to back.



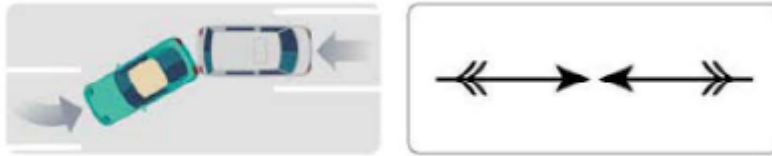
Not a Crash Between Two Motor Vehicles: Used when the first harmful event is not an impact between two in-transport motor vehicles.

Other: Should be used for any crash between two motor vehicles in-transport where the crash is not described by attributes already defined, including set-in-motion situations. Examples include:

- One vehicle “end” swipes (endswipe) another vehicle instead of their “sides” swiping.
- One vehicle slides into another vehicle at an angle such that they impact side to side.
- One vehicle is airborne and makes contact with its front or undercarriage to the other vehicle’s hood or top.
- Cargo or other load on one motor vehicle in-transport shifts and lands or is thrown into/onto another vehicle.

- The tire of one motor vehicle in-transport throws a stone through the windshield of another vehicle.
- A vehicle occupant or motorcyclist falls or is thrown from a vehicle striking or is struck by another vehicle.

Rear to Rear: Used when a crash occurs between the rear of one vehicle and the rear of another vehicle. If this attribute is selected, the points of impact for the vehicles involved in the first harmful event must both be back.



Rear to Side: Used when a crash occurs between the rear of one vehicle and the side of another vehicle. If this attribute is selected, the points of impact for the vehicles involved in the first harmful event must be back for one and side for the other.



Sideswipe, Opposite Direction: Used when a sideswipe occurs while the two vehicles are traveling in opposite directions.



Sideswipe, Same Direction: Used when a sideswipe occurs while the two vehicles are traveling in the same direction.



Unknown: Used when the manner of crash is unknown.

Appendix B—Location of First Harmful Event

The location of the first harmful event as it relates to its position within or outside the trafficway. Click on the following links for examples of:

[Trafficway](#)

[Trafficway Including Frontage Road](#)

[Trafficway with Multiple Roadways in the Same Direction](#)

[Gore](#)

Gore: An area of land where two roadways diverge or converge. The area is bounded on two sides by the edges of the roadway, which join at the point of divergence or convergence. The direction of traffic must be the same on both of these roadways. The area includes shoulders or marked pavement if any, between the roadways. The third side is 60 meters (approximately 200 feet) from the point of divergence or convergence or, if any other road is within 70 meters (230 feet) of that point, a line 10 meters (33 feet) from the nearest edge of such road.

Gore Inclusions:

- Areas at rest area or exit ramps
- Areas at truck weigh station entry or exit ramps
- Areas where two main roadways diverge or converge
- Areas where a ramp and another roadway, or two ramps, diverge or converge
- Areas where a frontage road and another roadway or two frontage roads diverge or converge

Gore Exclusions:

- Islands for pedestrian refuge. Code these as Separator/Traffic Island
- Islands for channelizing of vehicle movements. Code these as Separator/Traffic Island

In Parking Lane/Zone: Refers to an area on the roadway or next to the roadway on which parking is permitted in marked or unmarked spaces. This includes curbside and edge-of-roadway parking (legal residential parking, city-street parking, etc.). Sometimes a strip of roadway can be designated for parking at certain hours of the day (parking lane) and for regular travel at other hours (travel lane).

Median: That area of a divided trafficway between parallel roads separating travel in opposite directions. The principal functions of a median are to provide the desired freedom from interference of opposing traffic, to provide a recovery area for out-of-control vehicles, to provide a stopping area in case of emergencies, and to minimize headlight glare. Medians may be depressed, raised, or flush. Flush medians can be as little as 4 feet wide between roadway edge lines. Painted roadway edge lines 4 or more feet wide denote medians. Medians of lesser width must have a barrier to be considered a median. Continuous left-turn lanes are NOT considered medians.

Off Roadway—Location Unknown: Refers to a location off the roadway, but it is unknown if the location was the shoulder, median, roadside, gore, outside the trafficway, etc.

On Roadway: The roadway is that part of a trafficway designed, improved, and ordinarily used for motor vehicle travel or, where various classes of motor vehicles are segregated, that part of a trafficway used by a particular class. Separate roadways may be provided for northbound and southbound traffic or for trucks and automobiles. Roadway may be noted as the “travel lanes” and, if present, includes the area between the painted “fog lines.”

On Shoulder, Left Side: That part of a trafficway contiguous with the roadway for emergency use, for accommodation of stopped vehicles, and for lateral support of the roadway structure. A shoulder should be improved or maintained for these purposes. Not all roadways have shoulders. Use this attribute for left shoulder collision events that occur on an improved shoulder.

On Shoulder, Right Side: That part of a trafficway contiguous with the roadway for emergency use, for accommodation of stopped vehicles, and for lateral support of the roadway structure. A shoulder should be improved or maintained for these purposes. Not all roadways have shoulders. Use this attribute for right shoulder collision events that occur on an improved shoulder.

Outside Road/Right-of-Way: Used for areas not open to the public as a matter of right or custom for moving people or property. This includes property beyond the roadside outside the boundaries of the trafficway. Also, a portion of the trafficway closed for construction is not a trafficway and would be considered Outside Road/Right-of-Way.

NOTE: All fences are considered *Outside Road/Right-of-Way* unless the fence is within the trafficway property lines (e.g., a snow fence in the median, or fence identified as government property delineating the right-of-way and/or property line).

Roadside: Refers to a location off the roadway but inside the right-of-way. It is the outermost part of the trafficway that lies between the outer property line or other barrier and the edge of the first road encountered in the trafficway. Bicycle lanes and shared use paths or trails contiguous with the roadway and sidewalks are also included. For crashes involving a vehicle that goes off the roadway into a tree line, wood line, brush line, etc. that is adjacent to the roadway, code as *Roadside* unless there is specific information available that identifies the first harmful event was beyond the boundaries of the trafficway (e.g., a tree line in a homeowner’s front yard).

Separator/Traffic Island: The area of a trafficway between parallel roads separating travel in the same direction or separating a frontage road from other roads. A *Separator* may be a physical barrier or a depressed, raised, flush, or vegetated area between roads and within a tollbooth plaza.

Examples include areas:

- between roadways of a trafficway meant to allow for a non-motorist to pause while traveling from one side of a trafficway to the other side

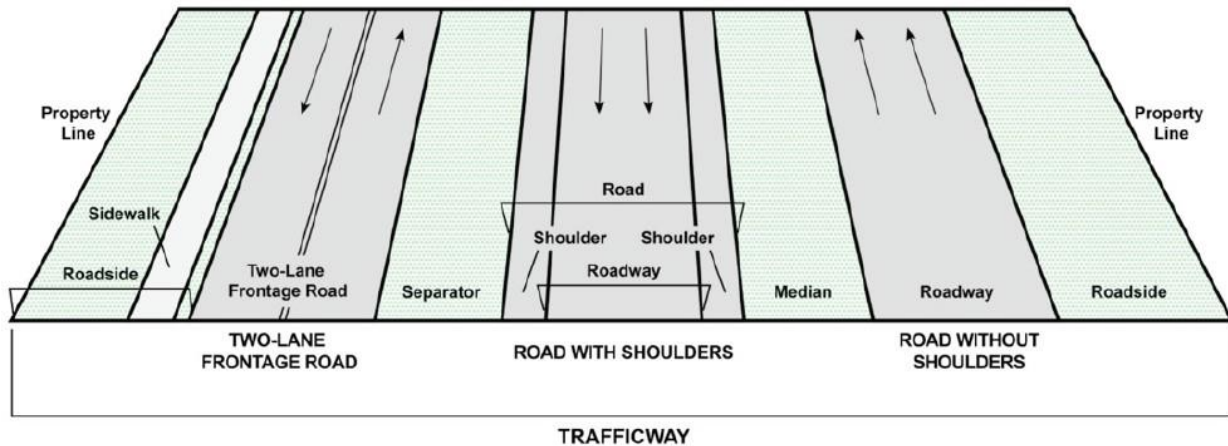
- for channelizing the flow of traffic at an intersection
- in the center of a traffic circle or roundabout
- dividing the entrance and exit in a driveway access

Unknown: Used when the location of the first harmful event is unknown.

TRAFFICWAY DIAGRAMS

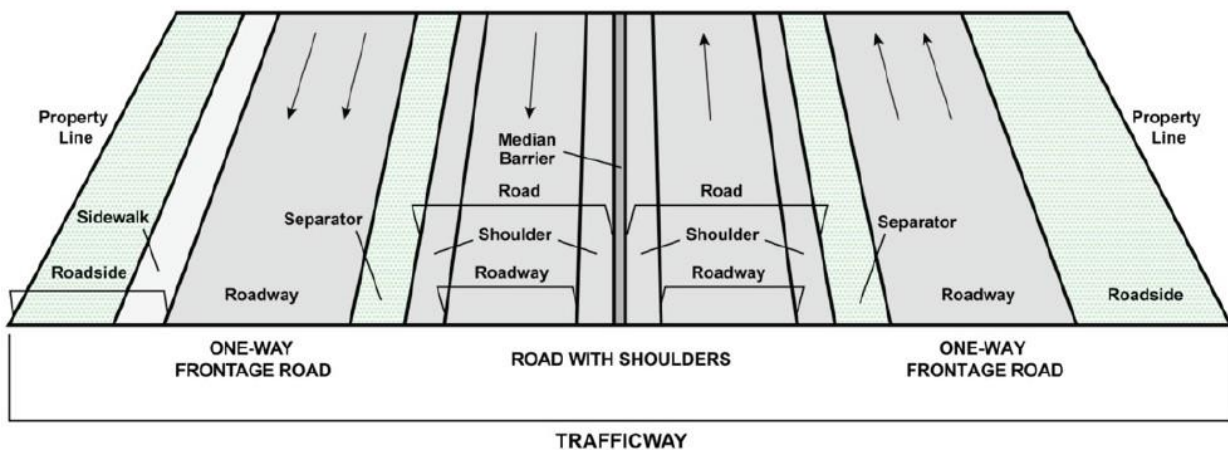
Trafficway

(See ANSI D16.1 - 2017, 8th Edition)



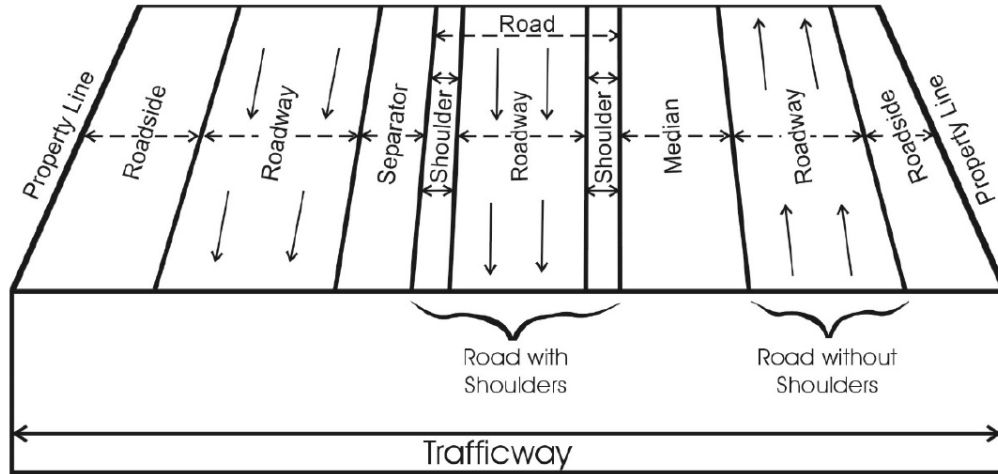
Trafficway Including Frontage Road

(See ANSI D16.1 - 2017, 8th Edition)



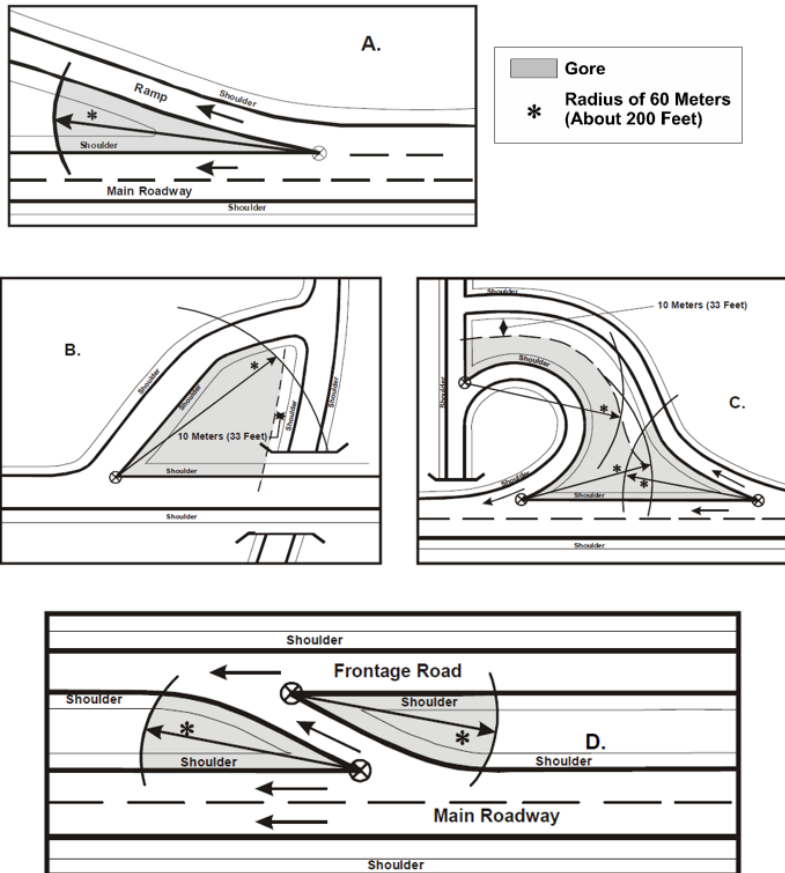
Trafficway with Multiple Roadways in the Same Direction

(See ANSI D16.1 - 2017, 8th Edition)



Four Examples of Gores

(See ANSI D16.1 - 2017, 8th Edition)



Appendix C—Lane Designations

Terminology:

- Traffic incident responders use plain English where possible to identify incident location and lane designations. On roadways with 3 or less lanes, they are named left, center, and right when facing in the direction of traffic flow.
- When roadways have more than 3 lanes in any one direction, the lanes shall be identified and labeled with numbers, starting with the far left lane.
- When using lane numbers, the far left lane shall be called “Lane 1”. Each lane to the right is numbered sequentially 2 through n.
- Shoulders should be identified using “right/left” and/or “inside/outside” and the term “shoulder”; The left shoulder is the inside shoulder and the right shoulder is the outside shoulder. i.e. inside (or left) shoulder, southbound interstate 75.
- Responders should also indicate the relative direction of travel (e.g. northbound or southbound) along with other incident location detail and any specific position assignments. For example an incoming unit might be told to safe park or “block upstream of the incident in Northbound (NB) Highway 75 Lane 3 and right shoulder”.
- Separated, high occupancy vehicle (HOV) or high occupancy toll (HOT), car pool, or bus only lanes that are physically separated shall be designated as HOV1 northbound (NB), HOV2, HOT1, HOT2, etc. as appropriate.
- If the incident is located before the merge point it shall be considered a separate roadway and identified as such, i.e. left hand exit ramp.
- The term “upstream” is defined as before the incident point or area. The term “downstream” is defined as past or beyond the incident point or area when facing in the direction of traffic flow.



Appendix D—Work Zone

Work Zone: A segment of road that is currently being worked on for repairs or improvements.

Before the first Work Zone Warning Sign: This is the section of roadway where road users have not yet entered the upcoming work zone or incident area. A collision that occurs before or after the Work Zone warning area or after the Termination Area may be counted as a Work Zone collision if traffic is congested before or after these areas.

Advance Warning Area: The section of roadway where road users are informed about the upcoming work zone or incident area. The advance warning area may be designated by a single sign, high-intensity rotating, flashing, oscillating, or strobe lights on a vehicle, or a series of signs in advance of the temporary traffic control zone activity area.

Transition Area: The section of roadway where road users are redirected out of their normal path.

Activity Area: The section of roadway where the work activity takes place. It is comprised of the workspace, the traffic space, and the buffer space.

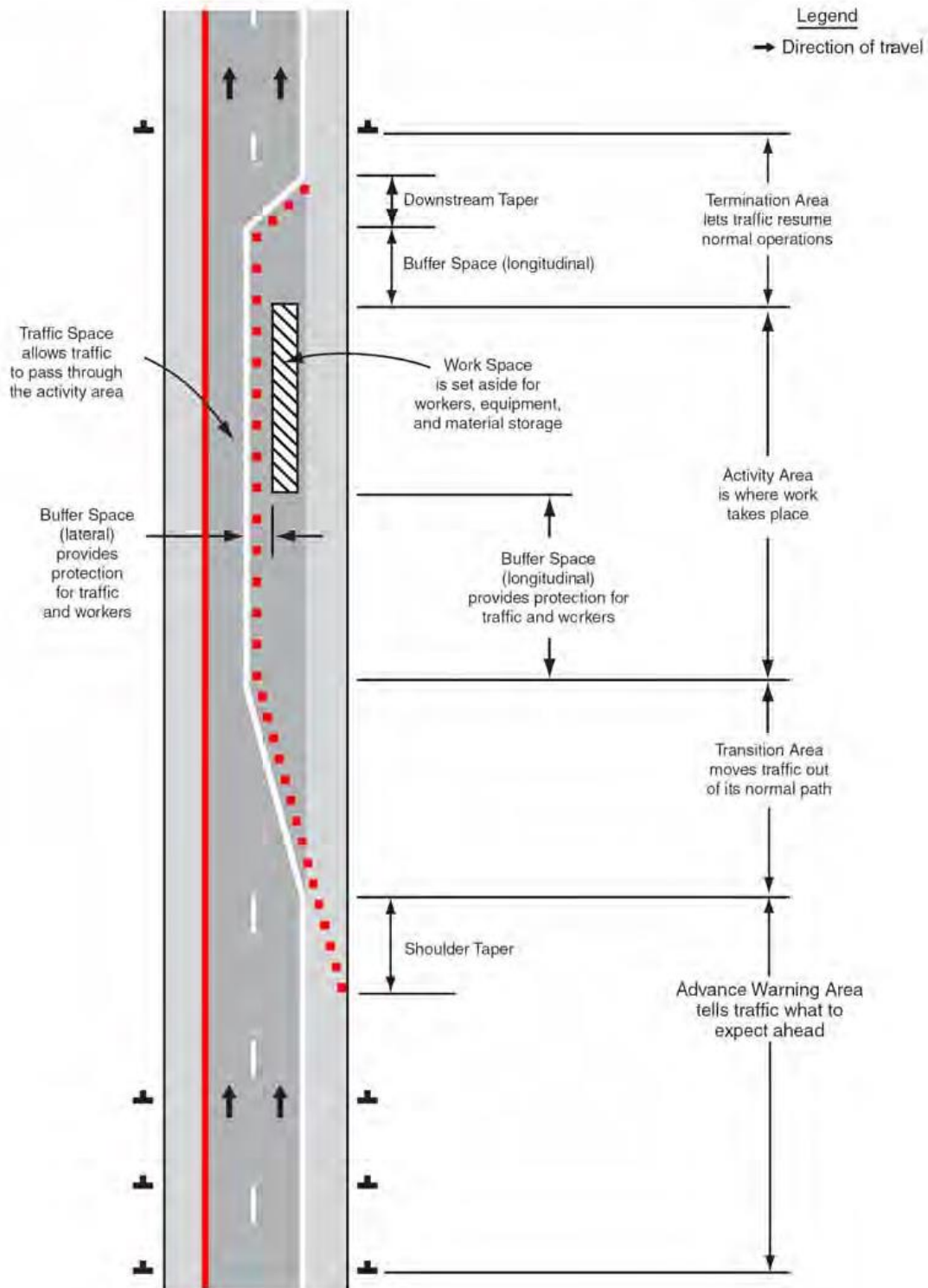
Workspace: A portion of the road (lanes, shoulder, etc.) that is closed to road users and set aside for workers, equipment, and material, and a shadow vehicle if one is used upstream, with repair workers and/or equipment present. Workspaces are usually designated by channelizing devices or, to exclude vehicles and pedestrians, by temporary barriers. The workspace may be stationary or may move as work progresses.

Traffic Space: The portion of the roadway in which road users are routed through the activity area.

Buffer Space: A lateral and/or longitudinal area that separates road user flow from the workspace or an unsafe area, and might provide some recovery space for an errant vehicle.

Termination Area: The area used to return road users to their normal path. The termination area extends from the downstream end of the work area to the last Traffic Control Device such as an END ROAD WORK sign. An END ROAD WORK sign, a Speed Limit sign, or other signs may be used to inform road users that they can resume normal operations. A longitudinal buffer space may be used between the workspace and the beginning of the downstream taper.

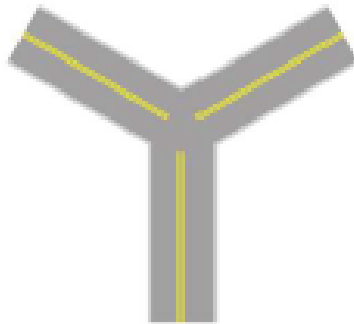
Component Parts of a Temporary Traffic Control Zone



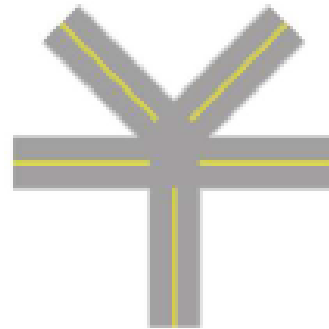
Appendix E—Intersection Diagrams

Figure 5: Overall Intersection Geometry Examples

Angled/Skewed Intersection Examples

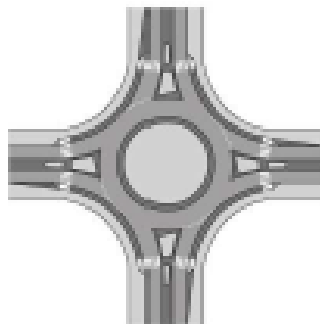


Y-Intersection

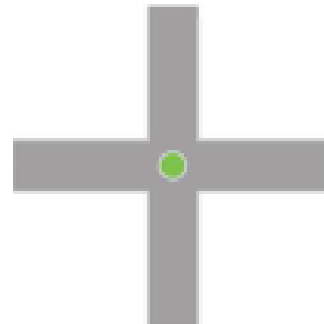


Five or more legs and not circular

Roundabout/Traffic Circle Intersection Examples

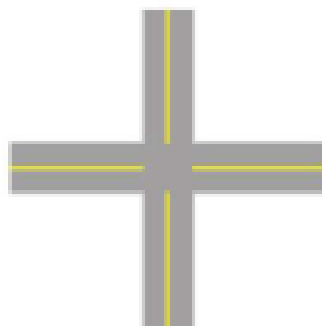


Roundabout

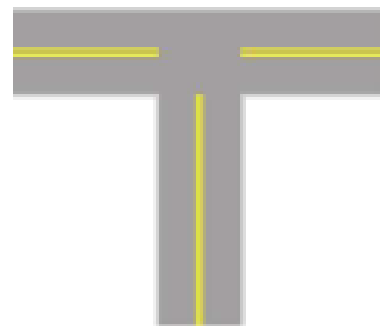


Other circular intersections (e.g., rotaries, neighborhood traffic circles)

Perpendicular Intersection Examples



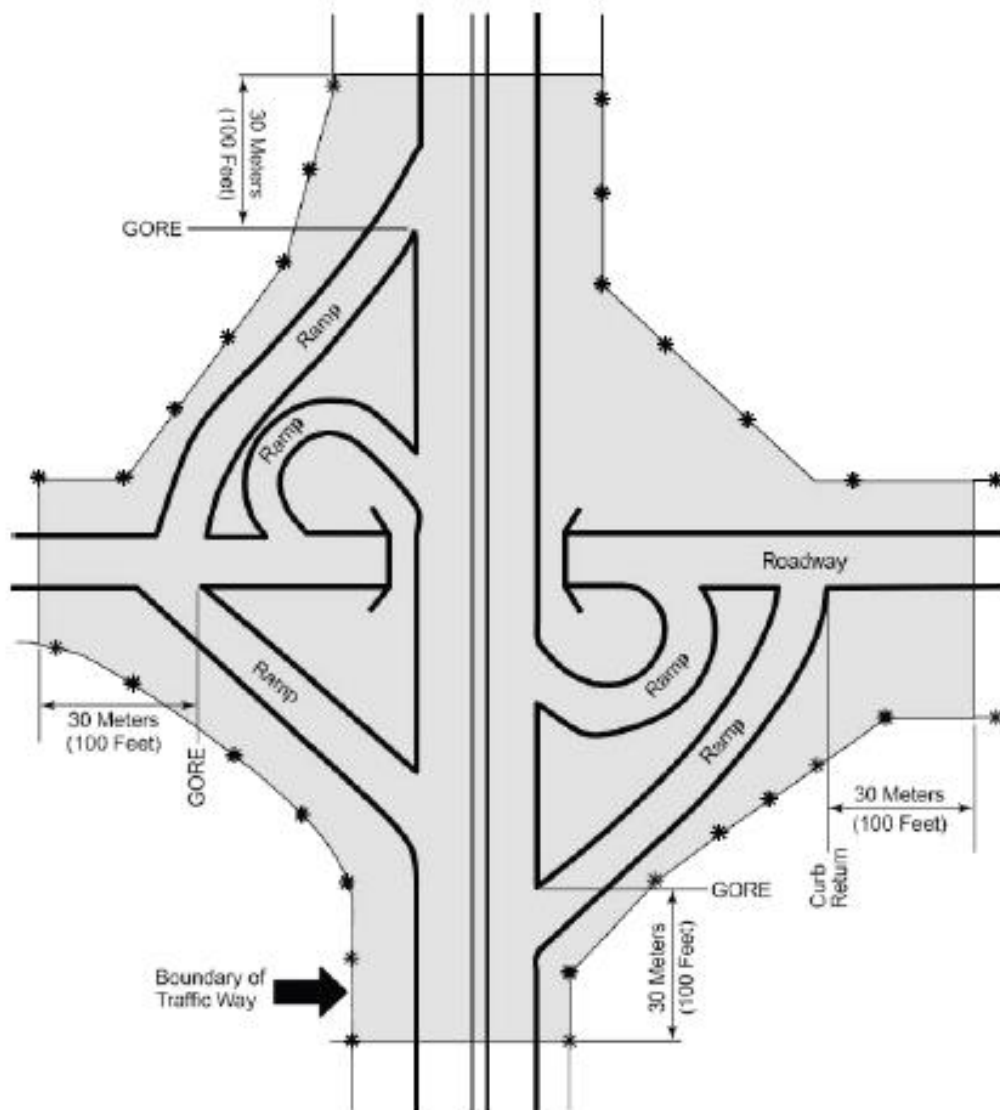
Cross-Intersection (four legs)



T-Intersection







Source: Model Inventory of Roadway Elements, Version 1.0

Appendix F—Interchange Diagram



Source: ANSI D16.2-2007 *Manual on Classification of Motor Vehicle Traffic Accidents, Seventh Edition*

Appendix G—Levels of Automation

Levels of Automation		
Level 0 Momentary Driver Assistance You drive, you monitor.		Driver is fully responsible for driving the vehicle while system provides momentary driving assistance, like warnings and alerts, or emergency safety interventions.
Level 1 Driver Assistance You drive, you monitor.		Driver is fully responsible for driving the vehicle while system provides continuous assistance with either acceleration/braking OR steering.
Level 2 Additional Driver Assistance You drive, you monitor.		Driver is fully responsible for driving the vehicle while system provides continuous assistance with both acceleration/braking AND steering.
Level 3 Conditional Automation System drives, you must be available to take over upon request.		System handles all aspects of driving while driver remains available to take over driving if system can no longer operate.
Level 4 High Automation When engaged, system drives, you ride.		When engaged, system is fully responsible for driving tasks within limited service areas. A human driver is not needed to operate the vehicle.
Level 5 Full Automation When engaged, system drives, you ride.		When engaged, system is fully responsible for driving tasks under all conditions and on all roadways. A human driver is not needed to operate the vehicle.

Appendix H—Fixed Objects

Cable Barrier



Traffic Signal Support



Concrete Traffic Barrier



Traffic Sign Support



Traffic Sign Support



Bridge Pier or Support



Culvert



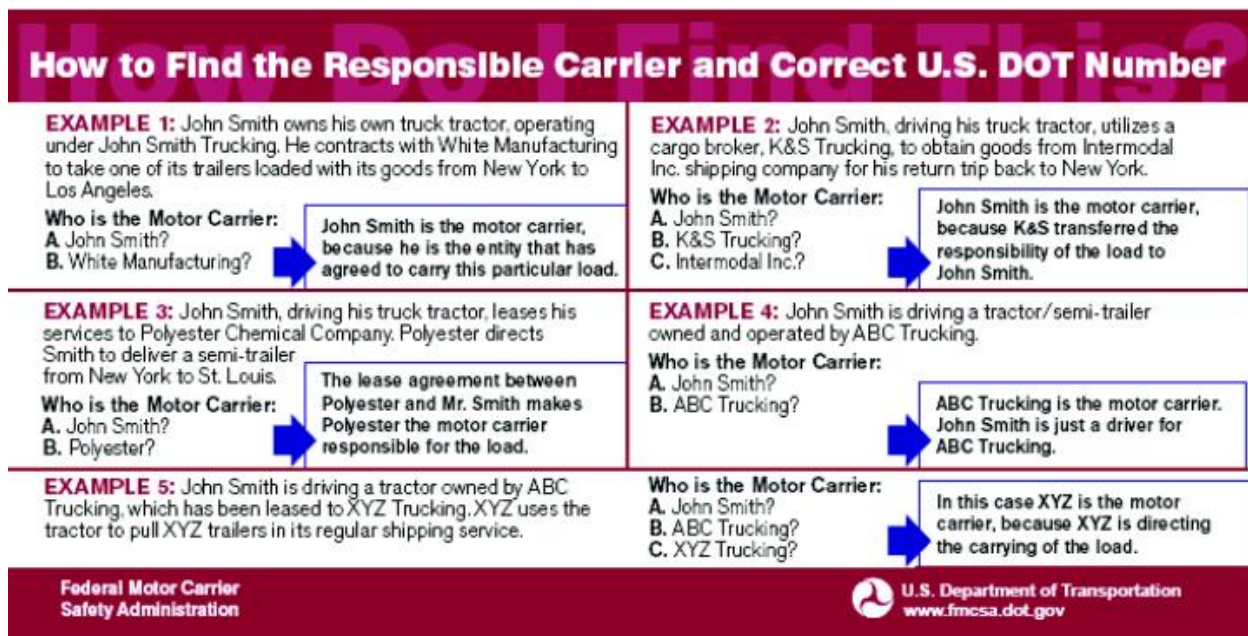
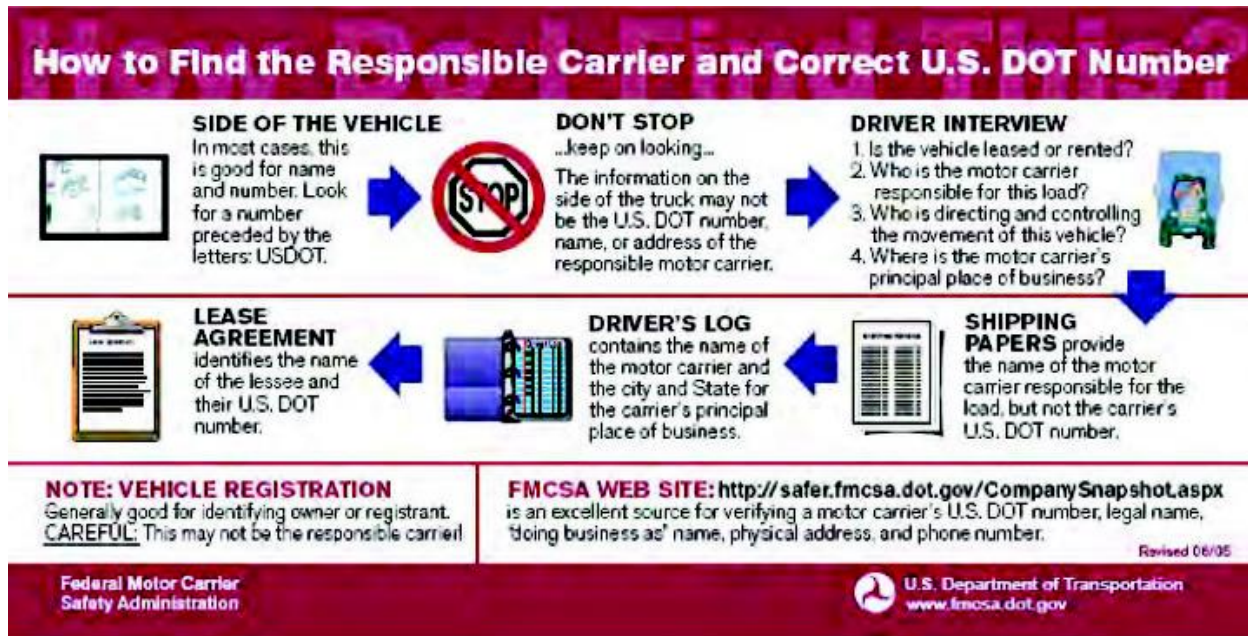
Bridge Overhead Structure



Impact Attenuator/Crash Cushion



Appendix I—DOT Number/Carrier Name Flow Chart



Appendix J—Hazardous Material Placard

Nine Classes of Hazardous Materials

<p>Class 1: Explosives Divisions: 1.1, 1.2, 1.3, 1.4, 1.5, 1.6</p>  <p>Class 6: Poison (Toxic) and Poison Inhalation Hazard</p>	<p>Class 2: Gases Divisions: 2.1, 2.2, 2.3</p>  <p>Class 7: Radioactive</p>	<p>Class 3: Flammable Liquid and Combustible Liquid</p>  <p>Class 8: Corrosive</p>	<p>Class 4: Flammable Solid, Spontaneously Combustible, and Dangerous When Wet Divisions 4.1, 4.2, 4.3</p>  <p>Class 9: Miscellaneous</p>	<p>Class 5: Oxidizer and Organic Peroxide Divisions 5.1, 5.2</p>  <p>Dangerous</p>
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Revised 06/05


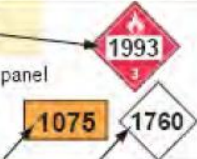

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Reporting Hazardous Materials Information

ACCURATE REPORTING SAVES LIVES

Data you collect is used to calculate risk assessment, determine response methods, and develop regulations. Vehicles carrying hazardous materials are required to carry shipping papers containing the HM Class and ID number (or name). Your Accident or Collision Report/Supplement may ask the following hazardous materials questions (exact wording will vary by State):

<p>1. DOES THE VEHICLE HAVE A HAZARDOUS MATERIALS PLACARD? YES <input type="radio"/> NO <input type="radio"/></p> <p>Placards should be on all four sides of the vehicle. For containers with bulk packages inside, if the required ID# marking is not visible, the transport vehicle must be marked on each side and each end. <i>Some Common Placards</i></p> 	<p>2. ENTER THE FOUR-DIGIT NUMBER (OR NAME) FROM THE PLACARD <u>1 9 9 3</u></p> <p>The four-digit number may be on an orange panel or a white "square-on-point" panel. If no four-digit number appears on the placard, enter the Placard Name.</p> 
<p>3. ENTER THE HAZARDOUS MATERIALS CLASS NUMBER FROM THE BOTTOM OF THE PLACARD <u>3</u></p> <p>The Class Number can be a one- or two-digit number with a decimal in the middle. <u>5.1</u> It is critical for identifying and studying various types of hazardous materials involved in traffic crashes.</p> 	<p>4. WAS HAZARDOUS CARGO RELEASED? YES <input type="radio"/> NO <input type="radio"/></p> <p>The intent of this question is to determine whether any of the <u>placarded material</u> was released or escaped from its transport container into the environment. Fuel or oil carried by the vehicle for its own use is NOT considered cargo and should not be reported in this section.</p>

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Appendix K—Sequence of Events

Events of the collision are listed in sequence related to this motor vehicle, including non-harmful events, non-collision harmful events and collision events.

Non-Harmful Events: Collision events that produce no damage or injury.

- **Cross Centerline** is used when a vehicle crosses over the centerline of a two-way, undivided trafficway. The centerline must be delineated with paint or raised markers. This is also used for unstabilized situations involving vehicles that depart from their initial travel lane(s) and enter the continuous left-turn lane, having a harmful event that is located within the marked boundaries of the continuous left-turn lane.
- **Cross Median** is used when a vehicle departs its roadway, traverses the median, and enters the shoulder or travel lanes on the opposite side of a divided highway.
- **End Departure** is used when the vehicle departs the end of the roadway (e.g., “T” intersection).
- **Downhill Runaway** refers to any vehicle that cannot decelerate on a downhill grade. This does not apply to a vehicle that cannot slow down due to lack of surface friction (due to ice, snow, etc.).
- **Equipment Failure** includes blown tires, brake failures, etc. This attribute should not be used to describe damage resulting from a collision event.
- **Ran off Roadway Left** is used if any part of the vehicle runs off the left side of the roadway. This attribute can be used any time in the event sequence before or after any harmful events.
- **Ran off Roadway Right** is used if any part of the vehicle runs off the right side of the roadway. This attribute can be used any time in the event sequence before or after any harmful events.
- **Reentering Roadway** is used when a vehicle that departed the roadway portion of the trafficway returns to **the same roadway** (e.g., a motor vehicle in-transport runs off the roadway right, strikes the guardrail face, then re-enters the roadway and collides with another motor vehicle in-transport).
- **Separation of Units** is used when a trailing unit separates from its power unit or another trailing unit(s). This applies to truck tractors with trailer(s), single-unit trucks with a trailer, and other vehicles pulling a trailer (e.g., car pulling a boat or motor home).
- **Other Non-Harmful Event** is an event not captured in the listed non-collision attributes.

Non-Collision Harmful Events: Non-collision events that produce damage or injury.

- **Cargo/Equipment Loss or Shift** refers specifically to the loss or shift of items carried on or in a motor vehicle or its trailing unit, either causing or not causing damage and/or injury to the vehicle, its occupants, its parts, trailing unit, or the cargo itself. Harm can be measured in loss of monetary value from unrecoverable cargo loss as well as physical damage.
- **Fell/Jumped from Motor Vehicle** is used when an occupant of this vehicle falls or jumps (not suicide) from the vehicle causing injury. For example, an occupant of a motor vehicle in-transport leans against the car door, it opens and the occupant falls out; or a person riding on a vehicle’s exterior (hood, roof, running board, etc.) falls or jumps, and is injured by the fall. If an occupant falls or jumps from a vehicle and is struck by that vehicle, use this attribute. Do not code **Fell/Jumped from Motor Vehicle** to represent an occupant that was ejected in the crash.

For example, if a vehicle rolls over and an occupant is ejected during the rollover, do not code **Fell/Jumped from Motor Vehicle** in the crash events to represent the ejection.

- **Fire/Explosion** is used for a vehicle fire or explosion that occurs during the crash sequence or as a result of the crash.
- **Immersion, Full or Partial** is used when a motor vehicle enters a body of water and results in injury or damage.
- **Jackknife** applies to a condition that occurs to a combination vehicle while in motion. The condition reflects a loss of control of the vehicle by the driver in which the trailer(s) yaws from its normal straight-line path behind the power unit.
- **Other Non-Collision Harmful Event** is used for a non-collision harmful event not captured in the listed non-collision attributes.
- **Overturn/Rollover** is used when a motor vehicle rotates (rollover) at least one quarter turn onto its side or end. For motorcycles, laying the motorcycle down on its side is sufficient to code **Overturn/Rollover** as a harmful event if damage or injury is produced, even though the data element **Overturn/Rollover** is not applicable to motorcycles.
- **Thrown or Falling Object Collision** with Person, Motor Vehicle, or Non-Fixed Object is used when any object (1) is thrown (intentionally or unintentionally) and impacts an in-transport vehicle, or (2) falls onto, into, or in the path of an in-transport motor vehicle. If a tree limb falls from a tree and is contacted by a car, enter **Thrown or Falling Object**. If a person maliciously throws an object off an overpass into traffic below, enter **Thrown or Falling Object**. This excludes contacts made by loads or objects set in motion by a motor vehicle (see **Struck by Falling, Shifting Cargo, or Anything Set in Motion by Motor Vehicle**).

Collision With Person, Motor Vehicle, or Non-Fixed Object:

- **Animal (live)** is used for collisions with live animals (domesticated or wild) that are not themselves being used as transportation or to draw a wagon, cart, or other transport device (see ANSI D16.1). Default to **Animal (live)** if it cannot be determined if the struck animal is alive, dead, or if it was being ridden or drawing a transport device.
- **Motor Vehicle in Transport** is used when the most injury- or damage-producing event is two motor vehicles in-transport making contact within the trafficway boundaries.
- **Other Non-Fixed Object** is used when a motor vehicle in-transport strikes a non-fixed object that is known NOT to have been the cargo or part of another motor vehicle in-transport or when it is UNKNOWN whether the object was the cargo or part of another motor vehicle in-transport (i.e., refers to objects such as a dead body, animal carcass, construction cones or barrels, an unattached trailer, a bicycle without a rider, downed tree limbs or power lines, or debris from a prior crash). For objects that have become separated from a motor vehicle in-transport not as a result of a prior crash, use attribute **Strikes Object at Rest from MV in Transport**.
- **Other Non-Motorist** is used when the non-motorist is neither a pedestrian nor a pedalcyclist. This attribute includes **Non-Motorist on Personal Conveyance**, which is used for pedestrians using personal conveyances. A personal conveyance is a device, other than a transport device, used by a pedestrian for personal mobility assistance or recreation. These devices can be motorized or human powered but not propelled by pedaling.

Inclusions:

1. Rideable toys
 - a. Roller skates, in-line skates
 - b. Skateboards
 - c. Skates
 - d. Baby carriage
 - e. Scooters
 - f. Toy wagons
2. Motorized rideable toys
 - a. Motorized skateboard
 - b. Motorized toy car
 - c. Motorized kick scooter
3. Devices for personal mobility assistance
 - a. Self-balancing personal conveyance (e.g., Segway-style device)
 - b. Motorized and non-motorized wheelchair
 - c. Mobility aid scooters

Exclusions:

1. Golf cart
2. Low-speed vehicles (LSVs)
3. Go-carts
4. Minibike
5. "Pocket" motorcycles
6. Motor scooters
7. Moped

- **Parked Motor Vehicle** is used when the impact occurred between a motor vehicle in-transport and a motor vehicle neither on a roadway nor in motion. A vehicle stopped off the roadway, its door open over a roadway, is not in-transport.
 - NOTE: A motor vehicle that is stopped or abandoned within the boundaries of the roadway is NOT a parked motor vehicle, regardless of occupant status. In this case the motor vehicle would be considered Stopped in Traffic.
- **Pedalcycle** is used for any person on a non-motorized other road vehicle propelled by pedaling. Examples include a bicycle, tricycle, unicycle, or pedal car.
- **Pedestrian** is used for all those not on a personal conveyance. A person pushing a vehicle should be coded **Pedestrian**. A person being carried by another person should also be considered **Pedestrian**.
- **Railway Vehicle (train, engine)** is any land vehicle that is (1) designed primarily for, or in use for, moving people or property from one place to another on rails and (2) not in use on a land way other than a railway.
- **Strikes Object at Rest from MV in Transport** is used when a motor vehicle in- transport impacts a non-fixed object at rest that is known to have been the cargo or part of another motor vehicle in-transport. Do not use this attribute for debris from a prior crash. This attribute does not include vehicle occupants that are ejected or fall from a motor vehicle in-transport (Example: Motorcycle operator falling from a motorcycle). For people falling from a motor vehicle, see non-collision event **Fell/Jumped From Motor Vehicle**. For impacts involving two motor vehicles in-transport resulting from cargo, people, or objects set in motion see **Struck by Falling, Shifting Cargo, or Anything Set in Motion by Motor Vehicle**. For at rest detached trailers (e.g., a detached semi-trailer), use attribute **Other Non-Fixed Object**. If cargo fell from a

vehicle, came to rest, and was struck, this attribute would apply. If the cargo was at rest as a result of a prior crash, use attribute **Other Non-Fixed Object**.

- **Struck by Falling, Shifting Cargo or Anything Set in Motion by Motor Vehicle** is used when the injury- or damage-producing event is two motor vehicles in-transport making contact by something set in motion by one or both of the vehicles. NOTE: In crashes involving harmful events caused by objects set in motion by a motor vehicle in-transport, remember that a vehicle's load is considered part of the vehicle.

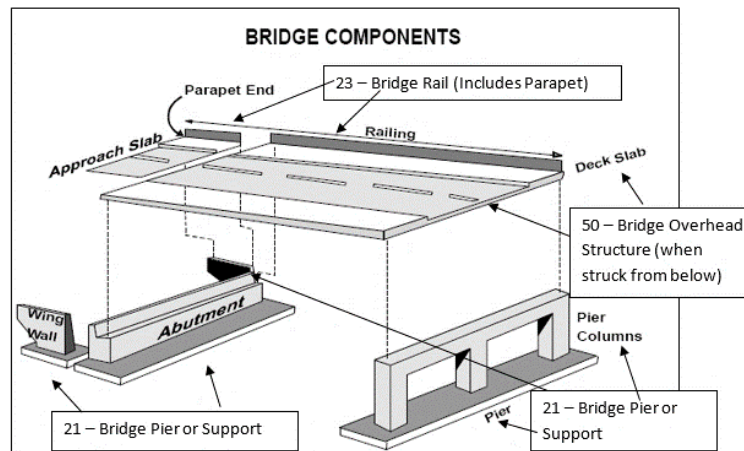
Examples:

- If cargo falls from a truck (in-transport) and strikes another motor vehicle in-transport, this is treated as a two-vehicle crash. Therefore, the proper code for both vehicles is **Struck by Falling, Shifting Cargo or Anything Set in Motion by Motor Vehicle**.
- If an in-transport vehicle strikes an at-rest object that was previously cargo or part of another motor vehicle in-transport, the SEQUENCE OF EVENTS for that event is **Strikes Object at Rest from MV in Transport**. If that object is then propelled into another motor vehicle in-transport, the proper SEQUENCE OF EVENTS attribute for this next event is **Struck by Falling, Shifting Cargo or Anything Set in Motion by Motor Vehicle**.
- If an in-transport vehicle strikes an at-rest object that was not cargo or part of another motor vehicle in-transport, the SEQUENCE OF EVENTS for that event is **Other Non-Fixed Object**. If that object is then propelled into another motor vehicle in-transport, the proper SEQUENCE OF EVENTS attribute for this next event is **Struck by Falling, Shifting Cargo or Anything Set in Motion by Motor Vehicle**.
- **Work Zone/Maintenance Equipment Use** is used when this motor vehicle strikes a construction, maintenance or utility vehicle in the process of working and not "in-transport." Example: a "cherry picker" working on telephone lines.

Collision With Fixed Object:

- **Bridge Overhead Structure** is used when striking the bottom of a bridge while traveling underneath it. See Figure 1 below.
- **Bridge Pier or Support** is a square or round column of stone, concrete, brick, steel, or wood for supporting a bridge between abutments. This attribute includes the bridge abutments that are supporting the ends of a bridge. Abutments are generally designed for retaining or supporting the embankment under bridge ends and composed of stone, concrete, brick, or wood (includes the wingwalls). See Figure 1 below.
- **Bridge Rail** is a wooden, brick, stone, concrete, or metal fence-like structure that runs along the outermost edge of the roadway or sidewalk on the bridge, or a rail constructed along the top of a parapet. Balustrade is often used synonymously with parapet. See Figure 1 below.

Figure 1: Bridge Components Diagram



- **Cable Barrier** refers to a flexible barrier system that uses several cables typically supported by steel posts. These barriers are designed to help lessen impact or keep vehicles within the confines of the road.
- **Concrete Traffic Barrier** refers to the longitudinal traffic barriers constructed of concrete. This includes all temporary concrete barriers regardless of location (i.e., temporary Jersey barrier on a bridge being used to control traffic during bridge repair/construction).
- **Culvert** is a manmade drain or channel crossing under a road, sidewalk, etc.
- **Curb** is a concrete or asphalt structure that borders the paved surface. It provides drainage control and pavement edge delineation. The face of the curb may be sloped or vertical. Ensure that the police crash report provides some indication that damage has occurred when a vehicle strikes a curb. This attribute includes collisions with curbing that forms raised islands, medians, or separators. NOTE: If no damage was produced from a curb strike, do not include it in sequence of events.
- **Ditch** includes any manmade structure for drainage purposes. A ditch ends where a culvert begins and resumes on the opposite side of the culvert. A “ditchbank,” “embankment of the ditch,” or “ditch embankment” should be coded under **Ditch**.
- **Embankment** is a raised structure to hold back water, to carry a roadway, or the result of excavation or washout (including erosion) that may be faced with earth (or rock, stone, or concrete).
- **Fence** includes the fence posts and gate. A fence can be made of wood, chain link, stone, etc.
- **Guardrail End Terminal** is coded if a vehicle strikes the end of a guardrail. Guardrails can have a separate flat or rounded piece of metal attached to the end of an expanse of guardrail face.
- **Guardrail Face** is a low barrier that has the primary longitudinal structure composed of metal (plates, mesh, box beam, etc.). A guardrail is differentiated from a **Concrete Traffic Barrier** by the material making up the greatest part of the longitudinal portion of the structure. In the case of guardrails, this is metal whereas in concrete barriers this is concrete (including concrete rails).

- **Impact Attenuator/Crash Cushion** is a device for controlling the absorption of energy released during vehicle collision (crash cushion). Its most common application involves the protection of fixed roadside objects such as bridge piers, elevated gores at exit ramps, etc. Examples include barrels filled with water or sand, and plastic collapsible structures.
- **Mailbox** refers to a private residence mail/newspaper box including the post. A cluster of private mailboxes is included in this attribute.
- **Other Fixed Object** (wall, building, tunnel, etc) is used when the object is fixed (considered a permanent structure) and is not described by any of the other fixed object attributes.
- **Other Post, Pole, or Support** is used for posts other than highway signs, utility poles, or light supports (reflectors on poles alongside of roadway, parking meters, flag poles, etc.). For mailbox posts, use **Mailbox**. For fence posts, use **Fence**.
- **Other Traffic Barrier** is used for all other longitudinal barriers such as wood or rock.
- **Traffic Sign Support** is used when the post supporting a traffic sign, or the sign itself, is hit by a motor vehicle in-transport. This includes mile marker posts and elevated signs.
- **Traffic Signal Support** is used when the post supporting a traffic signal, or the signal itself, is hit by a motor vehicle in-transport. Use **Traffic Signal Support** for a railroad crossing arm/gate.
- **Tree (Standing)** is used when a vehicle strikes a standing tree. This includes impacts from overhanging branches, tree stumps, or large cactus (saguaro). If a vehicle strikes a fallen tree, use **Other Fixed Object**. If a tree falls on a vehicle as it is passing by, use **Thrown or Falling Object**.
- **Unknown Fixed Object** is used when the event involves an object that is known to be fixed but the case materials do not identify the specific object.
- **Utility Pole/Light Support** refers to supports for highway lighting systems, not including other private lighting systems (e.g., parking lot lights). **Utility Pole/Light Support** is used for electrical, telephone, cable, and other utility pole-type supports. Code "guy wires" supporting utility poles as **Other Fixed Object**.

Appendix L—Cache Clearing

To clear the cache in Google Chrome:

1. Select the ellipse (three vertical dots) in the upper right corner
2. Select “Clear browsing data...”
3. Make sure Time range is set to “all time”
4. Make sure “Cookies and other site data” and “Cached images and files” are selected
5. Select “Clear data”
6. Restart the Chrome browser and log back in at <https://ocers.dps.ok.gov/>

To clear the cache in Microsoft Edge:

1. Select the ellipse (three horizontal dots) in the upper right corner
2. Select “Settings”
3. Select “Privacy, search, and services” from the lefthand toolbar
4. Select “Choose what to clear” under the “Clear browsing data” header
5. Make sure “Cookies and other site data” and “Cached images and files” are selected
6. Select “Clear now”
7. Restart the Edge browser and log back in at <https://ocers.dps.ok.gov/>

To clear the cache in Mozilla Firefox:

1. Select the hamburger button (three horizontal lines) in the upper right corner
2. Select “Settings”
3. Select “Privacy and Security” from the lefthand toolbar
4. Scroll down to the “Cookies and Site Data” section
5. Select “Clear Data...”
6. Make sure “When” is set to “Everything”
7. Make sure “Cookies and other site data” and “Temporary cached files and pages” are selected
8. Select “Clear”
9. Restart the Edge browser and log back in at <https://ocers.dps.ok.gov/>

Appendix M—OCERS Thick Client

To install the OCERS Thick Client:

1. Log into OCERS in your preferred web browser
2. Select the gear in the lower left corner
3. Select “Install OCERS Client”
4. The app will download to your computer
5. After the download is complete, Navigate to the Downloads folder
6. Double click on the file named OCERS Setup and follow the prompts

To update the OCERS Thick Client:

1. Select the gear in the lower left corner
2. Select “Check for updates”

Appendix N—Change Log

Date	Data Section	Change
08-01-25	110—Pre-Crash Action	OCERS Rule Change—Allow unoccupied vehicle for Stopped in Traffic
08-01-25	123—Driver Last Name	Include instructions differentiating Parked from Stopped in Traffic
08-01-25	144—CDL Indicator	Add Data Section
08-01-25	Appendix K (Parked Motor Vehicle)	Add Stopped in Traffic language for clarification
08-01-25	Appendix M	Add Thick Client Instructions
08-01-25	Appendix N	Add Change Log
08-01-25	325—Diagram	Add a.ii. Instruction