



# **Uniform Crash Report**

## **Instruction Manual**



**New Mexico Department of Transportation  
Traffic Records Bureau  
1120 Cerrillos Road  
SB-1 North  
P.O. Box 1149  
Santa Fe, New Mexico 87504  
800-541-7952**

Revised May 2019

## Introduction

The purpose of this manual is to help the officer in completing the Uniform Crash Report (UCR) Form. The manual provides field-by-field instruction. This manual is provided in an electronic PDF version. To obtain a copy of the manual, go to:

<http://nmtrafficrecords.com/resources/new-mexico-uniform-crash-report/>

The crash report is a vital component to ensuring the future safety of the motoring public, and citizens of New Mexico. The report you generate has value to numerous sources that help in the development of making vehicles and roadways safer. Providing this critical data helps in identifying areas within the state that might need more attention due to a higher volume of crashes. This is how safety corridors are identified. This data also helps automobile manufacturers identify safety defects in an automobile. The data is used by traffic engineers to identify roadway design that needs improvement, or an intersection that may need to be evaluated for a change in the light pattern.

The work you do, on a crash report, goes far beyond your supervisor's desk. The comprehensive and thorough report is dissected and each component is evaluated. Every field captured on the UCR has value and should be carefully assessed for correct and thorough documentation. The narrative on a crash report is one of the more vital areas. This is your opportunity to give a complete and thorough picture to the reader of what occurred. Your efforts in completing a thorough narrative are critical to the end user. Lastly, completing a diagram gives the viewer a better understanding of what occurred: a visual aide so the reader can grasp what is being described in the narrative.

Although it may not be immediately identifiable, the work you do conducting a comprehensive investigation and completing a thorough UCR helps in saving lives.

## Instruction Manual

It is incumbent upon every law enforcement officer to create a crash report on all crashes that meet the reporting criteria. It is also incumbent upon the officer creating the report to use the most current version of the crash report form and complete it with as much detailed information as is available at the time. Please note, it is a statutory requirement that law enforcement provide NMDOT with copies of all crash reports taken.

This manual is developed to help the officer in completing the crash report. There is also a PowerPoint presentation available to assist in the instruction of the crash report.



## Table of Contents

<b>General .....</b>	<b>4</b>
<b>Definitions .....</b>	<b><u>7</u></b>
<b>Crash Report Form .....</b>	<b><u>20</u></b>
<b>Instruction Manual .....</b>	<b><u>22</u></b>
<b>New Mexico Symbol – CAD Number.....</b>	<b><u>22</u></b>
<b>Crash Date – Longitude and Latitude.....</b>	<b><u>23</u></b>
<b>Crash Occurred – Location of First Harmful Event.....</b>	<b><u>24</u></b>
<b>Manner of Impact – Manner of Crash.....</b>	<b><u>25</u></b>
<b>MV Unit Type – Phone Number.....</b>	<b><u>26</u></b>
<b>Date of Birth – Occupants.....</b>	<b><u>27</u></b>
<b>Air Bags Deployed – Vehicle Use 3.....</b>	<b><u>28</u></b>
<b>License Year – Towed to.....</b>	<b><u>29</u></b>
<b>Towed – Vehicle Damage Diagram.....</b>	<b><u>30</u></b>
<b>Number of Axles – Hazmat Released.....</b>	<b><u>31</u></b>
<b>Carriers Name – Owners Telephone.....</b>	<b><u>33</u></b>
<b>Insured By – License Number.....</b>	<b><u>34</u></b>
<b>Lighting – Intersection Type.....</b>	<b><u>35</u></b>
<b>Relation to Junction – Work Zone Information.....</b>	<b><u>36</u></b>
<b>Road Design .....</b>	<b><u>37</u></b>
<b>Apparent Contributing Factors – Sequence of Events.....</b>	<b><u>39</u></b>
<b>Driver/Ped/Pedalcyclist Sobriety - Pedestrian/Pedalcyclist Action.....</b>	<b><u>40</u></b>
<b>Additional Occupants – Enforcement Action.....</b>	<b><u>41</u></b>
<b>Time Notified – Date of Report.....</b>	<b><u>42</u></b>
<b>Narrative.....</b>	<b><u>43</u></b>
<b>Diagram.....</b>	<b><u>44</u></b>
<b>References .....</b>	<b><u>46</u></b>



## General – Reporting and Timely Submission

Copies of **every** motor vehicle crash should be submitted to the NM Department of Transportation (NMDOT) at:

NMDOT Traffic Records Bureau  
1120 Cerrillos Rd., SB1 – North  
PO Box 1149  
Santa Fe, NM 87504-1149  
800-541-7952

**and;**

In addition to the NMDOT, a copy of **every** commercial motor vehicle crash should **also** be submitted to the NM Department of Public Safety at:

New Mexico State Police / Commercial Vehicle Enforcement Division (NMSP/CVE)  
4491 Cerrillos Rd  
Santa Fe, NM 87505  
(505) 476-2462

### NMDOT Traffic Records Bureau

The New Mexico Department of Transportation (NMDOT) Traffic Records Bureau falls under the management and oversight of the Traffic Safety Division and is responsible for the collection, recording and distribution of the Motor Vehicle Uniform Crash Reports (about 75K per year) and statistics for the state. The statistical information is based on the information captured from indexing the crash reports received at the NMDOT.

The completeness and accuracy of the statistical information is contingent on the submission of timely, complete, and accurate crash reports from law enforcement agencies throughout the state, as well as the correct entry of data received at the NMDOT, and the New Mexico State Police / Commercial Vehicle Enforcement Division.

Pursuant to NMSA 66-7-209 (B), “every accident report required to be made in writing shall be made on an appropriate form approved by the state highway and transportation department (NMDOT) in conjunction with the state police division of the public safety department and shall contain all of the information required on the form unless not available.”



## Crash Reporting Criteria

The following criteria must be met before information from a crash report will be placed on the master file:

- The crash must involve at least one motor vehicle in motion;
- The crash must occur on a roadway that is open to the public (includes driveway access and private roads open to the public);
- The crash must involve a death, injury or property damage in excess of \$500;
- The crash must be reported utilizing the State's Uniform Crash Report Form.

Pursuant to NMSA 66-7-207 (C), *“Every law enforcement officer who, in the regular course of duty, investigates a motor vehicle accident of which report must be made as required in this section, either at the time of and at the scene of the accident or thereafter by interviewing participants or witnesses, shall, within twenty-four hours after completing the investigation, forward a written report of the accident to the department of transportation. A law enforcement officer shall also, within twenty-four hours after completing the investigation, forward the written report of the accident to the motor transportation division of the department of public safety if the accident involves a commercial motor vehicle and results in:*

*“1) bodily injury to any person and the person is transported to a medical facility for immediate medical attention;*

*“(2) the death of any person; or*

*“(3) any vehicle involved in the accident being towed from the scene due to disabling damage caused by the accident.”*

The untimely or non-reporting of commercial motor vehicle (CMV) and bus crash reports has a negative effect on federal grant funding to the state of New Mexico. It is imperative that copies of these reports are submitted to the NMSP / CVE **and** the New Mexico Department of Transportation (NMDOT) Traffic Records Bureau in a timely manner.

The New Mexico Department of Public Safety (NMDPS)/CVE is statutorily required to enter the crash information forwarded to it into the Federal SafetyNet System and report the crashes to the Federal Motor Carrier Safety Administration (FMCSA). Crashes involving commercial motor vehicles and some non-commercial motor vehicles should be reported on the approved State's crash report form. A commercial motor vehicle is any motor vehicle used on a traffic way for the transportation of goods, property or people in interstate or intrastate commerce.



All law enforcement agencies are to submit early notification fatality messages to the DPS via the National Law Enforcement Telecommunications System (NLETS) shortly after the fatality occurs. The DPS will forward these messages to the NMDOT Traffic Records Bureau for reporting to the National Highway Transportation Safety Administration's (NHTSA) Fatality Analysis Reporting System (FARS).

## **66-7-209 Crash Report Form**

Every crash report required to be made in writing shall be made on an appropriate form approved by the state highway Department of Transportation in conjunction with the State Police division of the Department of Public Safety and shall contain all of the information required on the form unless not available.

Any crash supplemental information submitted should contain sufficient information to link the supplemental report to the original report. This would include:

- Original crash report number
- Date of the crash
- Location of the crash (county)
- Reporting agency
- Name of at least one of the drivers

It is incumbent upon every law enforcement officer to create a crash report on all crashes that meet the reporting criteria. It is also incumbent upon the officer creating the report to use the most current version of the crash report form and complete it with as much detailed information as is available at the time. Besides scenarios involving a collision, crashes also shall include non-collision scenarios such as:

- A single motor vehicle on a roadway catches fire;
- A motor vehicle runs off a traffic way and is immersed in a body of water;
- An occupant of a motor vehicle is injured by falling from that vehicle while it is in motion or on a roadway;
- An occupant of a motor vehicle is injured by shifting cargo or flying objects within that vehicle during emergency handling / or braking;
- A vehicle suffers damage from a pavement irregularity (loose plate, high manhole, pot- hole, etc.)

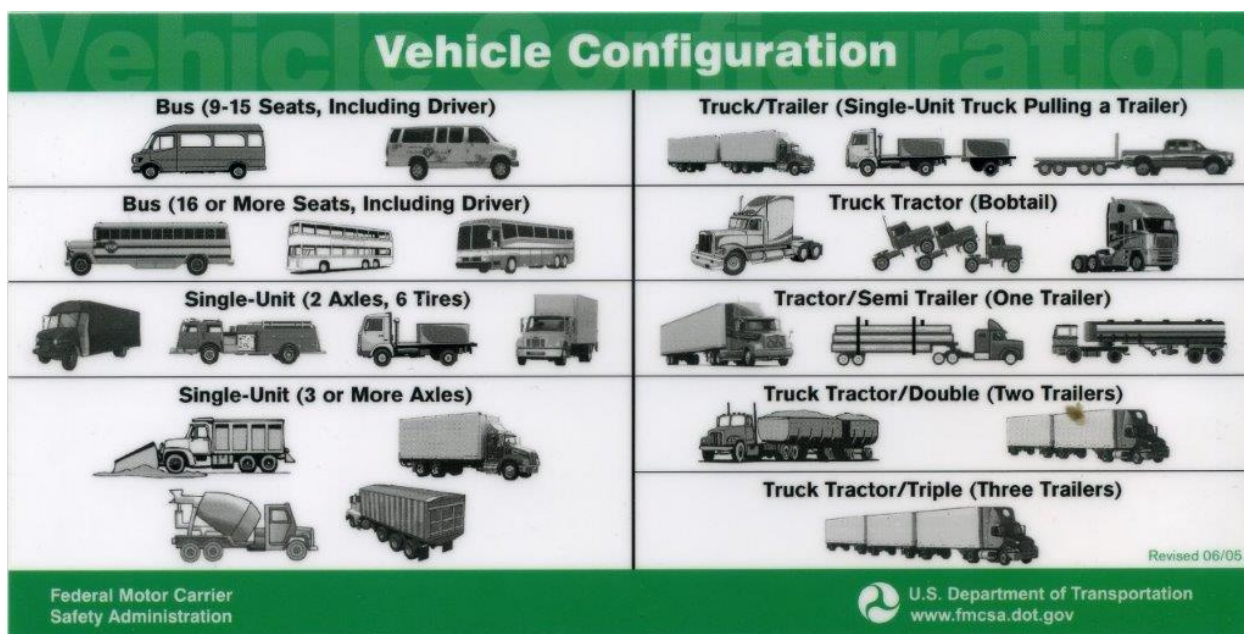
Questions regarding the submission criteria or submission procedures can be directed to the NMDOT Traffic Records Bureau at 800-541-7952.

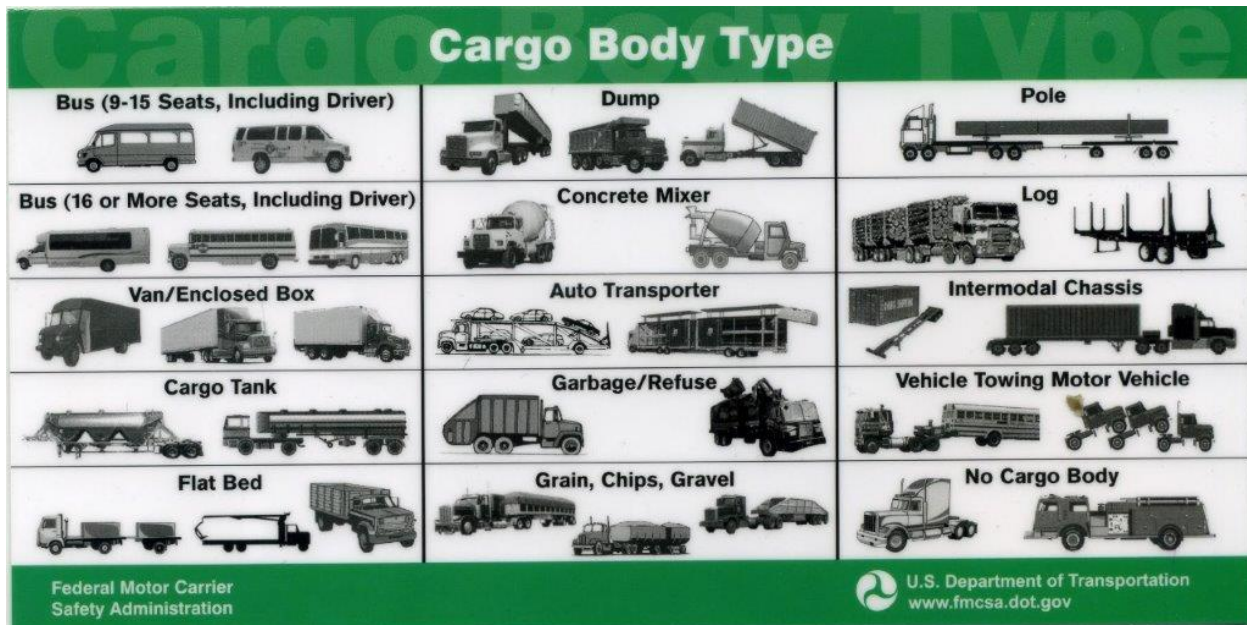
## DEFINITIONS

Definitions used in crash descriptions are derived from the following resources:

- 1) ANSI D16.1-2007
  - a. [https://safety.fhwa.dot.gov/hcip/spm/conversion\\_tbl/pdfs/ansi\\_definition\\_s.pdf](https://safety.fhwa.dot.gov/hcip/spm/conversion_tbl/pdfs/ansi_definition_s.pdf)
- 2) MMUCC Guideline Fifth Edition 2017
  - a. [https://www.ghsa.org/sites/default/files/publications/files/MMUCC\\_5thEd\\_web.pdf](https://www.ghsa.org/sites/default/files/publications/files/MMUCC_5thEd_web.pdf)

**COMMERCIAL MOTOR VEHICLE:** Any motor vehicle used for the transportation of goods, property or people in interstate or intrastate commerce.





**DRIVEWAY:** A private way which provides vehicular access to the public from a trafficway to property, parking, or loading areas outside the boundaries of the trafficway, but is considered to be not open to the public for transportation purposes as a trafficway. A driveway is outside the trafficway and is typically not provided an official identification name or number.

**DRIVEWAY ACCESS RELATED:** A traffic crash that (1) occurs adjacent to a driveway, (2) is not a driveway access crash, and (3) results from an activity, behavior, or control related to the movement of traffic units onto or out of a driveway.

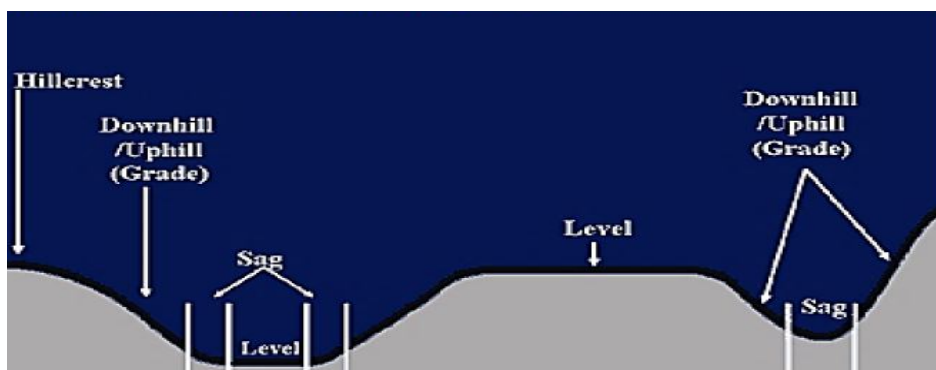
**FIRST HARMFUL EVENT:** The first injury or damage producing event of the crash.

**FULL ACCESS CONTROL:** Preference given to through traffic movements by providing interchanges with selected public roads, and by prohibiting crossing at-grade and direct driveway connections (i.e. limited access to the facility). Roadways that are only accessed via entrance and exit ramps, and which are designed for high-speed vehicular traffic are full access control roadways.

**GLOBAL POSITIONING SYSTEM (GPS):** A system of satellites that transmit geographic locations in terms of latitude and longitude. See definition of Latitude and Longitude for details on how to configure a GPS device to provide coordinates in the required format.

**GORE:** An area of land where two roadways diverge or converge. The area is bounded on two sides by the edges of the roadways, which join at the point of divergence or convergence. The direction of traffic must be the same on both sides of these roadways. The area includes shoulders or marked pavement, if any, between the roadways.

**GRADE:** The inclination of a roadway, expressed in the rate of rise or fall in feet (meters) per 100 feet (meters) of horizontal distance. Includes level, hillcrest, uphill, downhill, sag (bottom).



**GROSS COMBINATION WEIGHT RATING (GCWR):** The value specified by the manufacturer(s) as the recommended maximum loaded weight of a combination (articulated) motor vehicle. This is for truck tractors and single-unit trucks pulling a trailer(s). GCWR is the sum of the gross vehicle weight ratings (GVWR) of all units, power unit and its trailer(s).

**GROSS VEHICLE WEIGHT RATING (GVWR):** The value specified by the manufacturer as the recommended maximum loaded weight of a single motor vehicle. This rating includes the maximum rated capacity of a vehicle, including the base vehicle, mounted equipment and any cargo and passengers. Most of the time, the GVWR is the sum of the maximum rated capacity of the axles of the vehicle.

**HARMFUL EVENT:** Occurrence of injury or damage.

**HAZARDOUS MATERIALS:** Any substance or material which has been determined by the U.S. Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce and which has been so designed under regulations of the USDOT.

**HIT AND RUN:** Cases where a vehicle is a contact vehicle in the crash and does not stop to render aid or report the crash. This can include drivers who flee the scene on foot.

**IN MOTION:** Includes motion of a vehicle off a roadway, as well as on a roadway.



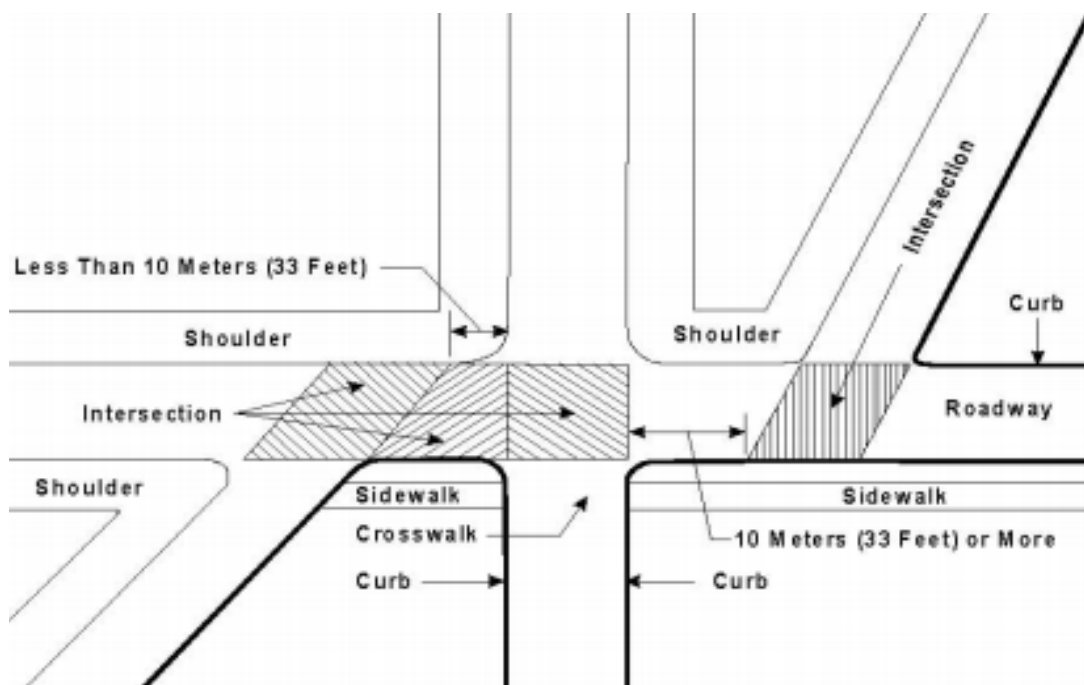
**IN READINESS FOR MOTION:** Does not apply to a vehicle that is in any area designated for parking or that is on a shoulder. A motor vehicle in a parking area or on a shoulder cannot be IN TRANSPORT unless the vehicle is IN MOTION.

**IN TRANSPORT:** The state or condition of a vehicle when it is in use primarily for moving persons or property (including the vehicle itself) from one place to another and is:

- in motion, within or outside of the trafficway
- in readiness for motion, or
- on a roadway, but not parked in a designated parking area.

**INCIDENT RESPONSE:** Government vehicles typically equipped with a variety of tools, emergency medical equipment, traffic cones and control signs, absorbent material (for responding to spills), emergency and work lighting. These multi-purpose response units are intended to assist law enforcement, fire and rescue personnel with trafficway incident management.

**INTERSECTION:** An intersection is an area which (1) contains a crossing or connection of two or more roadways not classified as driveway access and (2) is embraced within the prolongation of the lateral curb lines or, if none, the lateral boundary lines of the roadways. Where the distance along a roadway between two areas meeting these criteria is less than 10 meters (33 feet), the two areas and the roadway connecting them are considered to be parts of a single intersection.





**INTERSECTION OR INTERSECTION RELATED:** A traffic crash in which the first harmful event (1) occurs on an approach to or exit from an intersection and (2) results from an activity, behavior or control related to the movement of traffic units through the intersection.

**INTERSTATE CARRIER:** A commercial vehicle in the United States where the transit between the points of origin and termination does not occur entirely within the borders of the state of origin. A motor carrier that has authority to operate across state lines. Interstate operators are required to have a USDOT Number by the Federal Motor Carrier Administration.

**INTRASTATE CARRIER:** A motor carrier that operates entirely within the state and does not have the authority to engage in interstate commerce. Intrastate operators are not required to have a USDOT Number by the Federal Motor Carrier Safety Administration; however, some states do require that certain intrastate operators secure a USDOT Number.

**LIGHT TRUCK:** Trucks (van, mini-van, panel, pickup, sport utility) of 10,000 lbs. GVWR or less.

**MARKED CROSSWALK:** That portion of the roadway that is distinctly indicated for pedestrian crossing by lines or other markings on the surface of the roadway.

**MEDIAN:** An area of trafficway between parallel roads separating travel in opposite directions. A median should be four or more feet wide.

**MOPED:** Possessing two wheels in contact with the ground, a seat or saddle for driver and passenger, a steering handle bar, and a brake horsepower not exceeding 2 HP. Unlike motorcycles, a moped by definition cannot include an enclosure. (Includes motorized pedalcycles.)

**MOST HARMFUL EVENT:** Event that resulted in the most severe injury or, if no injury, the greatest property damage involving this motor vehicle.

**MOTOR CARRIER:** The legal business entity, individual, partnership, corporation, or organization that directs, controls, and is responsible for the transportation of goods, property or people.

**MOTOR CARRIER IDENTIFICATION:** Identification number, name and address of an individual partnership or corporation responsible for the transportation of persons or property as indicated on the shipping manifest.

**MOTOR VEHICLE IN TRANSPORT:** A motor vehicle is any motorized (mechanically or electrically powered) road vehicle not operated on rails. When applied to motor vehicles,

“in-transport” refers to being in motion or on a roadway. Inclusions: motor vehicle in traffic on a highway, driverless motor vehicle in motion, motionless motor vehicle abandoned on a roadway, disabled motor vehicle on a roadway, etc.

**NON-TRAFFICWAY:** Is used for motor vehicle crashes where both of these conditions apply: (1) the un-stabilized situation originates outside the boundaries of the trafficway and (2) no harmful event occurs within the boundaries of the trafficway. Example 1: A motor vehicle is driving in a parking aisle (outside the trafficway) and crashes into a parked motor vehicle. Example 2: A motor vehicle is driving on a dirt trail (not a recognized trafficway) and overturns.

**ON A ROADWAY:** The portion of the trafficway normally designed for vehicular traffic, excludes designated parking areas.

**PEDALCYCLE:** Includes bicycles, tricycles, unicycles, pedal cars, etc. (Does NOT include motorized pedalcycles.)

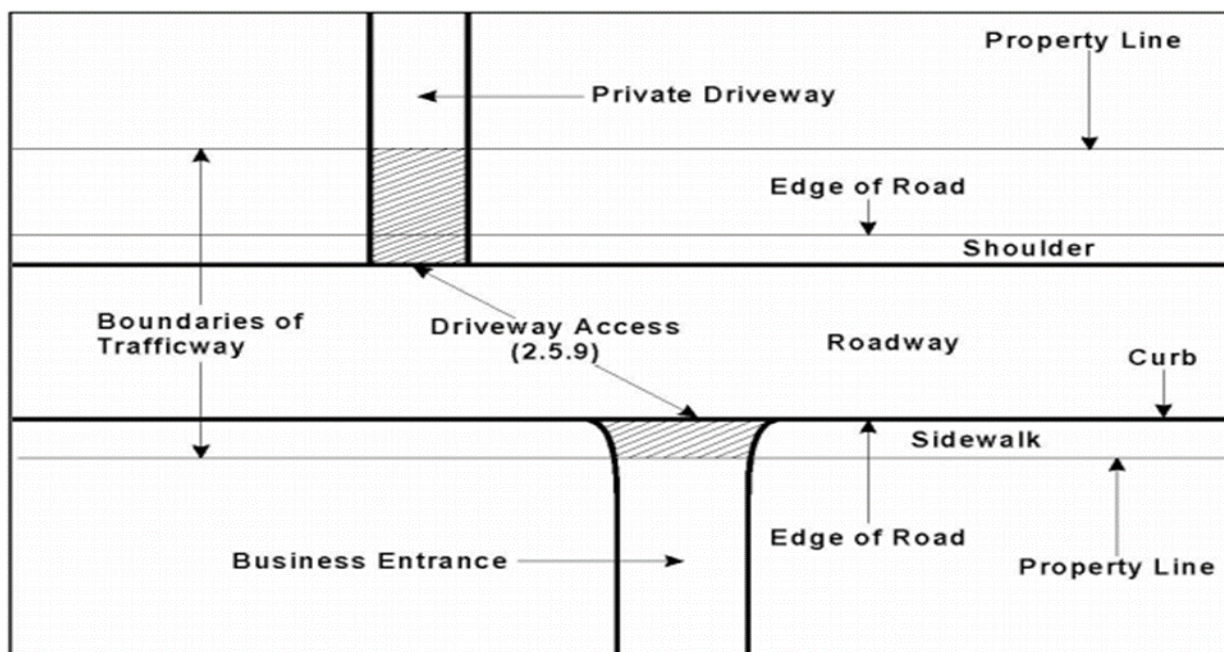
**PARKED MOTOR VEHICLE:** A parked motor vehicle is a motor vehicle not in-transport, other than a working motor vehicle, that is not in motion and not located on the roadway. In roadway lanes used for travel during some periods and for parking during other periods, a parked motor vehicle should be considered to be in-transport during periods when parking is forbidden. Any stopped motor vehicle where the entirety of the vehicle’s primary outline as defined by the four sides of the vehicle (e.g., tires, bumpers, fenders) and load, if any, is not within the roadway is parked.

**PEDALCYCLIST:** Any rider of a pedalcycle.

**PEDESTRIAN:** A person not in or upon a motor vehicle or other road vehicle. Includes: a person afoot, sitting, lying, or working upon a roadway; or a person in or operating a pedestrian conveyance. Excludes: a person boarding or alighting from another conveyance, except a pedestrian conveyance, and any person falling or jumping from a motor vehicle in transport.

**PEDESTRIAN CONVEYANCE:** Any human powered device by which a pedestrian may use for personal mobility assistance or recreation, or by which a person may move another pedestrian, other than by pedaling. Includes: baby carriage, coaster wagon, ice skates, perambulator, push cart, roller skates, scooter, skis, sled, wheel chair, and rickshaw. Excludes: any pedalcycle.

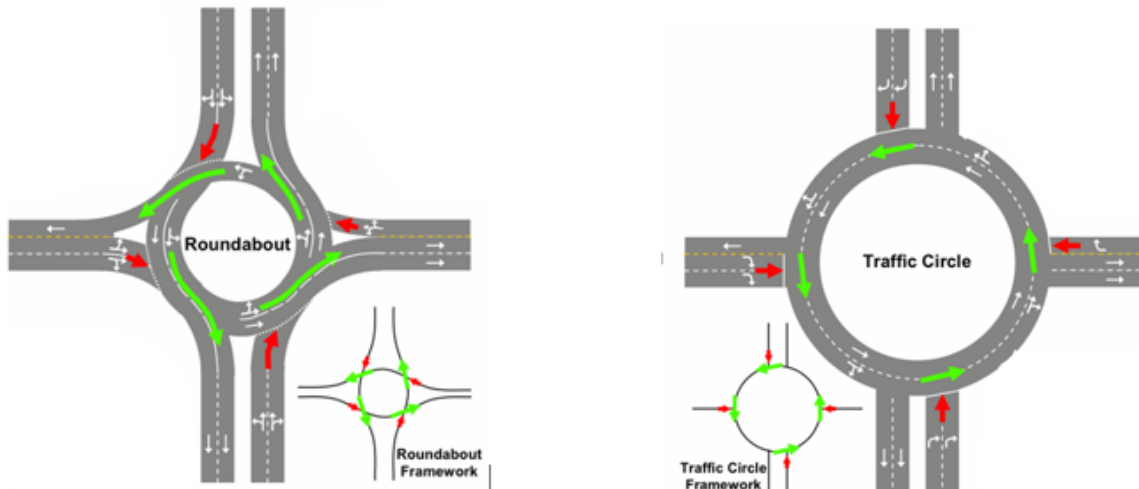
**PRIVATE PROPERTY:** Used for a crash that occurs and is entirely contained within a location that is *not* owned by the public. Do *not* use this selection for crashes that originate on private property where a harmful event occurs on public property. That circumstance should be classified as “public property.” For example, a crash where a driver loses control of their vehicle backing from their private driveway and impacts a vehicle on the roadway should be classified as “public property.” Crashes on school, university, and other higher education property are NOT private property if the property is open to the public and the crash occurred on a roadway designed to manage the flow in, out, or within the property. Crashes in higher education parking lot aisles and stalls are excluded from this rule and considered private property.



**PUBLIC PROPERTY:** Used for any crash that occurs and is entirely contained within a location that is owned by the public. Also use this attribute for crashes that originate on a location that is owned by the public where a harmful event occurs on private property. For example, a vehicle that departs the roadway and impacts a tree in a citizen's front yard should be classified as “public property.” (See definition of Trafficway for diagram)

**ROADWAY:** 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 (as well as eastbound and westbound) or for trucks and automobiles. Bridle paths and bicycle paths are not included in this definition.

**ROUNABOUT/TRAFFIC CIRCLE:** Roundabouts are defined as circular traffic patterns in which yield control is used on all entries, circulating vehicles have the right-of-way, pedestrian access is allowed only across the legs of the roundabout behind the yield line and circulation is counter-clockwise and passes to the right of the central island. A traffic circle is defined as an intersection of roads where motor vehicles must travel around a circle to continue on the same road or leave on any intersecting road.





**SAG:** The bottom of a hill.

**SEQUENCE OF EVENTS:** The sequence of events are events in sequence, (recorded in the order in which they occur, time-wise) related to this motor vehicle, including non-harmful events, non-collision events and collision events.

**SHOULDER:** That part of a traffic way contiguous with the roadway for emergency use, for accommodation of stopped motor vehicles, and for lateral support of the roadway structure.

**SUSPECTED MINOR INJURY (B):** Any injury that is evident at the scene of the crash, other than fatal or serious injuries. Examples include lump on the head, abrasions, bruises, minor lacerations (cuts on the skin surface with minimal bleeding and no exposure of deeper tissue/muscle).

**SUSPECTED SERIOUS INJURY (A):** An injury other than fatal which results in one or more of the following: severe laceration resulting in exposure of underlying tissues/muscle/organs or resulting in significant loss of blood, broken or distorted extremity (arm or leg), crush injuries, suspected skull, chest or abdominal injury other than bruises or minor lacerations, significant burns (second- and third-degree burns over 10% or more of the body), unconsciousness when taken from the crash scene, or paralysis.

SUSPECTED SERIOUS INJURY (A) CLASSIFICATIONS	
<b>UNCONSCIOUSNESS</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Breathing but not awake and not talking <ul style="list-style-type: none"> <li>Only qualifies if victim remains unconscious when taken from scene</li> </ul> </li> </ul>	<b>SIGNIFICANT BURNS</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Second- or third-degree burns on ten percent of body (majority of extremity, chest or back)</li> </ul>
<b>PARALYSIS</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Loss of movement</li> </ul>	<b>SEVERE LACERATION</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Exposure of underlying tissue and/or oozing and active bleeding</li> </ul>
<b>CRUSH INJURIES</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Part of the body is pinned or trapped <ul style="list-style-type: none"> <li>Victim cannot escape</li> </ul> </li> </ul>	<b>BROKEN OR DISTORTED EXTREMITIES</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Limb is deformed</li> <li><input type="checkbox"/> Can see bone</li> </ul>
<b>SKULL, CHEST, OR ABDOMINAL INJURIES</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Confused or acts irrational or unusual <ul style="list-style-type: none"> <li>Impression on windshield might indicate a head injury</li> </ul> </li> <li><input type="checkbox"/> Bruising, swelling, bleeding, or deformities of chest or abdomen</li> <li><input type="checkbox"/> Bulging eyes or veins popping in the neck</li> </ul>	<p>→ When in doubt, ask EMS personnel for assistance</p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div> <p>Model Minimum Uniform Crash Criteria (MMUCC) 4th Edition    April 2017 • FHWA-SA-17-045</p>

**TOO FAST FOR CONDITIONS:** Traveling at a speed that was unsafe for the road, weather, traffic or other environmental conditions at the time.

**TRAFFIC BARRIER:** A device that provides a physical limitation through which a motor vehicle would not normally pass and is designed to contain or redirect an errant motor vehicle.

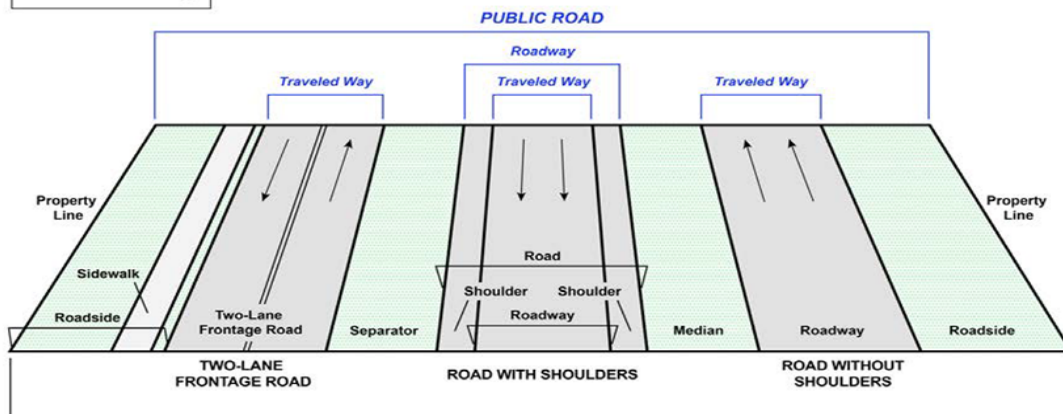
**TRAFFIC CONTROL DEVICE (TCD) TYPE:** Flashing, school zone, stop, yield, warning, railway crossing signs/signals, etc. which apply to this vehicle.

**TRAFFIC CONTROL SIGNAL:** Controls traffic movements by illuminating systematically with a green, yellow, or red light or by flashing a single color light.

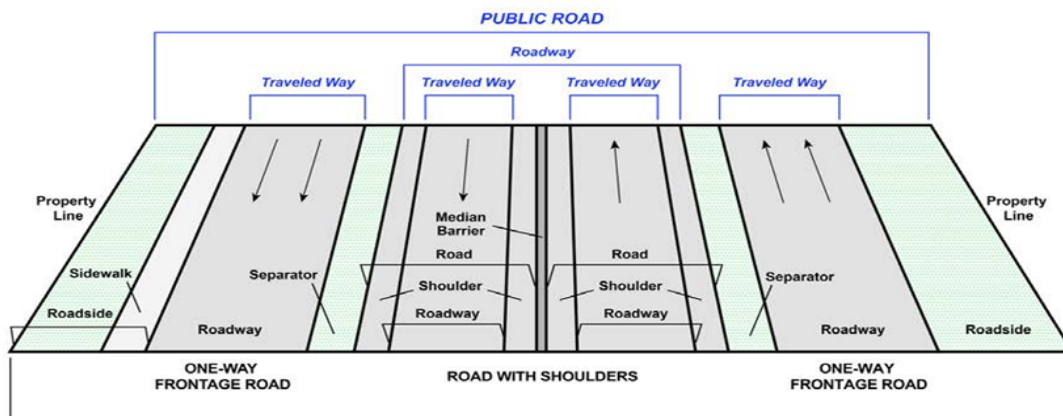
**TRAFFICWAY:** Any land way open to the public as a matter of right or custom for moving persons or property from one place to another.



**MIRE Terminology**  
**MMUCC Terminology**

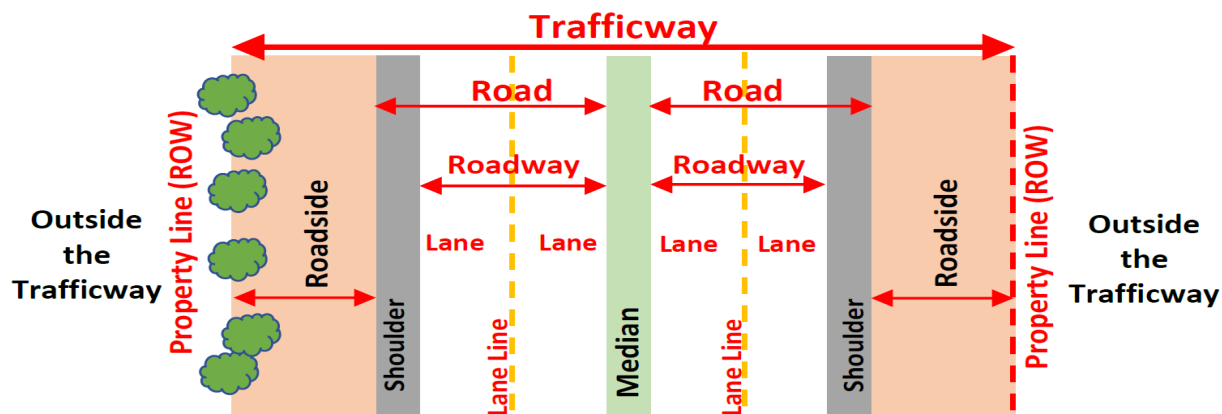


**TRAFFICWAY**



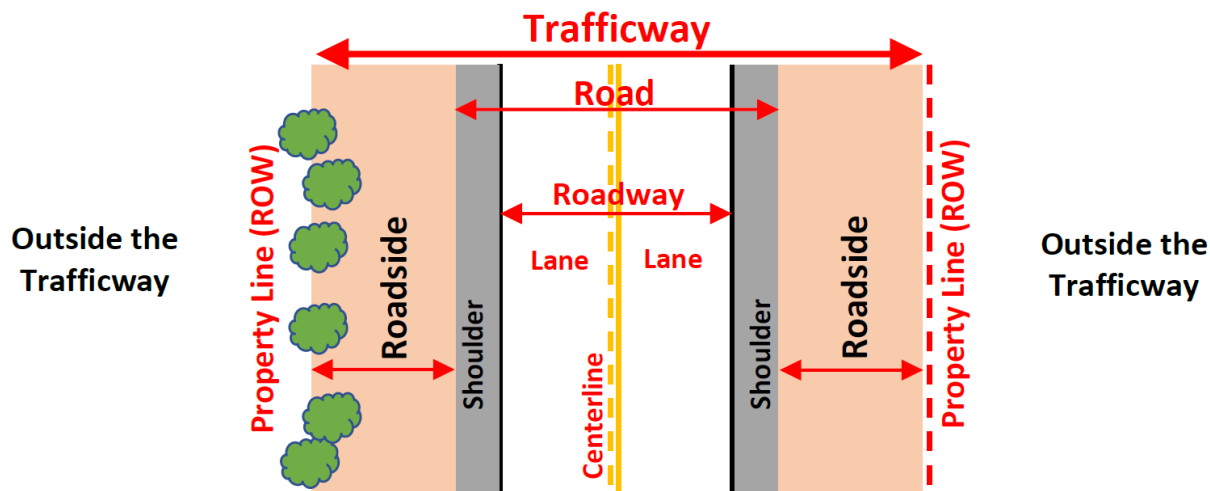
**TRAFFICWAY**

### Two-Way, Divided Trafficway





## Two-way, Not Divided Trafficway



**TRUCK TRACTOR (Bobtail):** A motor vehicle consisting of a single motorized transport device designed primarily for pulling semi-trailers.

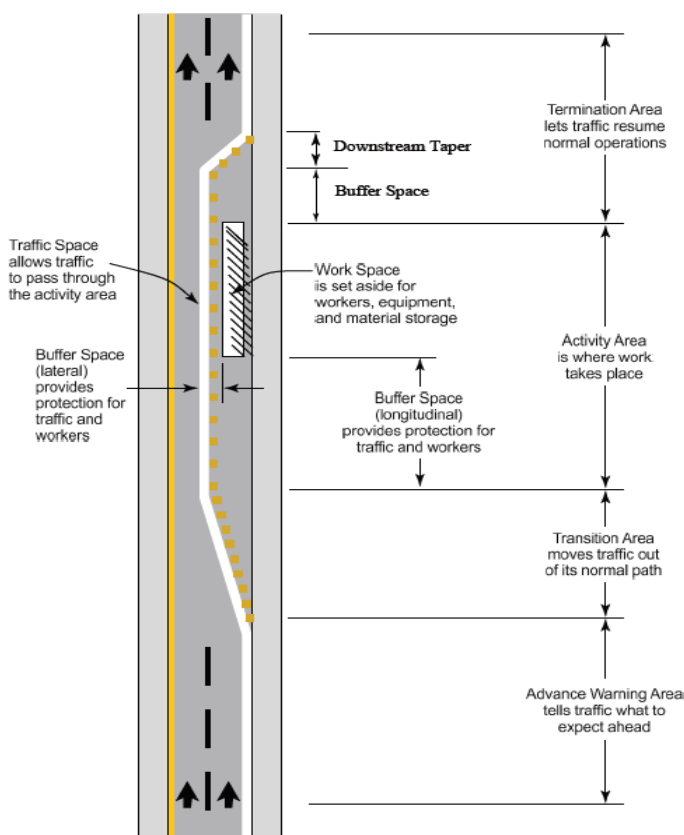
**TRUCK TRACTOR/DOUBLES:** A truck tractor that is pulling a single semi-trailer and one full-trailer.

**TRUCK TRACTOR/SEMI-TRAILER:** A truck tractor that is pulling a semi-trailer.

**TRUCK/TRAILER:** A motor vehicle combination consisting of a single-unit truck and a trailer.

**WORKING VEHICLE/EQUIPMENT:** A vehicle not intended for highway transport being used for construction, maintenance or utility work related to the trafficway. The “work” may be located within open or closed portions of the trafficway, and the vehicle performing these activities can be within or outside the trafficway. Examples of working vehicles include: asphalt/steam roller paving or flattening a roadway, a highway maintenance crew painting lane lines on the road or mowing grass, a street sweeping vehicle, and a utility truck performing maintenance on power lines along the roadway.

**WORK ZONE (construction / maintenance/ utility):** A work zone is an area of a trafficway where construction, maintenance, or utility work activities are identified by warning signs/signals/indicators, including those on transport devices (e.g. signs, flashing lights, channelizing devices, barriers, pavement markings, flagmen, warning signs and arrow boards mounted on the vehicles in a mobile maintenance activity) that mark the beginning and end of a construction, maintenance or utility work activity. It extends from the first warning sign, signal or flashing lights to the END ROAD WORK sign or the last traffic control device pertinent for that work activity. Work zones also include roadway sections where there is ongoing, moving (mobile) work activity such as lane line painting or roadside mowing only if the beginning of the ongoing, moving (mobile) work activity is designated by warning signs or signals.



**Motor Vehicle Automated Driving System(s):** “The hardware and software that are collectively capable of performing part or all of the dynamic driving task on a sustained basis; this term is used generically to describe any system capable of level 1-5 driving automation.” (SAE 2016) (*See endnote iii*)

**\*No Automation:** The full-time performance by the human driver of all aspects of the dynamic driving task, even when enhanced by warning or intervention systems.

**\*Driver Assistance:** Driver assistance system of either steering or acceleration/deceleration using information about the driving environment and with the expectation that the human driver perform all remaining aspects of the dynamic driving task.

**\*Partial Automation:** The driving mode-specific execution by one or more driver assistance systems of both steering and acceleration/deceleration using information about the driving environment and with the expectation that the human driver perform all remaining aspects of the dynamic driving task.

**\*Conditional Automation:** The driving mode-specific performance by an automated driving system of all aspects of the dynamic driving task with the expectation that the human driver will respond appropriately to a request to intervene.

**\*High Automation:** The driving mode-specific performance by an automated driving system of all aspects of the dynamic driving task, even if a human driver does not respond appropriately to a request to intervene.

**\*Full Automation:** The full-time performance by an automated driving system of all aspects of the dynamic driving task under all roadway and environmental conditions that can be managed by a human driver.

**Dynamic Driving Task:** Includes the operational (steering, braking, accelerating, monitoring the vehicle and roadway) and tactical (responding to events, determining when to change lanes, turn, use signals, etc.) aspects of the driving task, but not the strategic (determining destinations and waypoints) aspect of the driving task.

**Driving Mode:** A type of driving scenario with characteristic dynamic driving task requirements (e.g., expressway merging, high-speed cruising, low speed traffic jam, closed-campus operations, etc.).

**Request to Intervene:** Notification by the automated driving system to a human driver that s/he should promptly begin or resume performance of the dynamic driving task.

## **The Crash Report Form**

The preference is to have the report generated using the Traffic and Criminal Software (TraCS) system. If you are not familiar with TraCS please contact NMDOT for further information. The other option is to generate the report using the state-approved fillable PDF. This report can be found on the NMDOT website through this link:

<http://nmtrafficrecords.com/resources/new-mexico-uniform-crash-report/>

If you use TraCS, it is important to know that most of the aforementioned items will be automatically given to you based on your responses to each category. For example, if you identify this as a property-damage only crash, you will not have an opportunity to list injuries. If you do not use TraCS, please allow yourself the time to go through each topic to ensure understanding. Additionally, you can contact the NMDOT Traffic Records Bureau at 800-541-7952 with any questions regarding additional formats.

It is incumbent upon every law enforcement officer to create a crash report on all crashes that meet the reporting criteria. It is also incumbent upon the officer creating the report to use the most current version of the crash report form and complete it with as much detailed information as is available at the time. Besides scenarios involving a collision, crashes also include non-collision scenarios such as:

- A single motor vehicle on a roadway catches fire;
- A motor vehicle runs off of a traffic way and is immersed in a body of water;
- An occupant of a motor vehicle is injured by falling from that vehicle while it is in motion or on a roadway;
- An occupant of a motor vehicle is injured by shifting cargo or flying objects within that vehicle during emergency handling / braking;
- A vehicle suffers damage from a pavement irregularity (loose plate, high manhole, pot hole, etc.)

## **Completing the crash report.**

When utilizing the PDF version of the crash report the following items will ensure successful submission.

- 1) Be thorough in your completion of the document.
  - a. Conducting a thorough investigation and producing a complete record of each event is critical to the usefulness of the data in informing what infrastructure and behavioral concerns may need to be addressed in the future.

- i. NMDOT utilizes the data for a multitude of things additionally that data is also used by NHTSA and car manufacturers to make our vehicles and roadways safer.
  - b. Completing a competent and thorough narrative is extremely important.
    - i. The narrative should tell a story that is all encompassing of what occurred. The reader should be able to have a complete understanding of what occurred based on your narrative.
  - c. Complete a diagram
    - i. Having a diagram assists in the understanding of what occurred. Gives a picture for the reader to better comprehend how this event took place.
- 2) If you do not have the information for the box please leave it blank.
- a. Ensure you document, in the narrative, the reason it was left blank
    - i. The vehicle was not registered
    - ii. The driver did not have a license etc...
- 3) If the information is unknown due to the circumstance it is acceptable to put unknown in the box. This may not be applicable in those boxes where there is a drop down menu. In some cases the drop down will allow this.
- a. Unknown is acceptable if you are not able to identify who was driving the vehicle
  - b. Do not use unknown when it is known there was not a vehicle #2
- 4) Same as above is not the preferable field filler. Fill in each box with valid and correct information.
- 5) When determining the GPS coordinates for the crash obtain the coordinates from where the first harmful event occurred. This is critical in ensuring roadways are correctly identified for any infrastructure concerns.
- 6) Pedestrian and Pedal cyclists crashes require as much information as possible. Please ensure you are utilizing the proper codes when entering the data related to this type of crash.
- 7) Contributing Factors – Please be clear and concise when investigating the contributing factor. This plays a large role in future enforcement, road design and many other things.
- 8) Lane usage – When identifying how many lanes put the number of lanes available to the driver at the time of the crash.
- 9) Other location – When determining an, other location, utilize a location that can be searched via the Web. Ie... an address, or an intersection

CRASH INVESTIGATION SH 10074 Rev July 2018 NMDOT/CR E July 2018	REPORTING DEPARTMENT				STATE OF NEW MEXICO UNIFORM CRASH REPORT XXXXXXXXXXXXXX	
	<input type="checkbox"/> On Pvt Property <input type="checkbox"/> Secondary Crash	<input type="checkbox"/> FATAL <input type="checkbox"/> INJURY	PROPERTY DAMAGE ONLY <input type="checkbox"/> UNDER \$500 <input type="checkbox"/> \$500 OR MORE	<input type="checkbox"/> Hit-and-Run <input type="checkbox"/> School Bus Directly Involved <input type="checkbox"/> School Bus Indirectly Involved <input type="checkbox"/> Commercial Vehicle Involved	Case Number:	#
				Agency Code:	CAD Num:	

**New Mexico Symbol** – Identifies the uniform crash report revision date. Please ensure you are using the most recent revision.

**Reporting Department** – Place the title of the agency handling the report.

**State of New Mexico Uniform Crash Report #** – This number is a unique identifier that identifies a given crash. The number will be assigned by NMDOT and supplied to each agency for use. Please follow department policy when obtaining this number. If you are a TraCS user, the number will automatically populate. If the report number is not provided the report will be returned to the reporting law enforcement agency.

**On Pvt Property** – Place an “X” in this box only if the crash occurred and is entirely contained within a location that is not owned by the public. Do not check this box for crashes that originate on a location that is owned by the public where a harmful event occurs on private property. Please see definitions for Private Property and Public Property. (Diagram in definitions)

**Secondary Crash** – Place an “X” in this box if this crash was identified as occurring due to a prior crash. Example: Traffic backup from the first crash and a secondary crash occurs.

**Property Damage Only** – A property damage-only crash is a non-injury crash. Place an “X” in the “Under \$500” box if damage is estimated to be under \$500 worth of damage to the vehicle. Place an “X” in the “\$500 or More” box if damage to the vehicle is estimated to be over \$500.

**Hit-and-Run** – Place an “X” in this box if the crash was a “Hit-and-Run” crash, regardless of how the other boxes are checked. See definitions for Hit-and-Run

**School Bus Directly Involved** – Place an “X” in this box when a school bus was directly involved in a crash (i.e. the bus was a contact vehicle in the crash).

**School Bus Indirectly Involved** – Place an “X” in this box when a school bus was indirectly involved in a crash. Indirectly as a non-contact motor vehicle (e.g. children struck when boarding or alighting from the school bus, two vehicles colliding as the result of the stopped school bus, etc.).

**Commercial Vehicle Involved** – Place an “X” in this box if the crash involved a vehicle used for commercial purposes.

**Case Number** – A number assigned by the law enforcement agency.

**Agency Code** – This box has a drop-down allowing the officer or deputy to select their agency code.

**CAD Number** – This box will be populated with the number provided by dispatch.





CRASH DATE (MM/DD/YYYY)		MILITARY TIME		CITY OCCURRED IN		COUNTY	
Sun	Mon	Tu	W	Th	F	Sat	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
OCCURRED ON: (Route No. or Name, Address)						AT INTERSECTION WITH:	
OTHER LOCATION		<input type="checkbox"/> FEET	<input type="checkbox"/> MILES	N	NE	NW	S
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MILEPOST - PERMANENT LANDMARK - COUNTY LINE - INTERSECTION						LAT: LONG:	

**Crash Date** – Enter the month, day, and year the crash occurred (MM/DD/YYYY).

**Military time** – This box requires the use of the 24-hour clock, military time.

Examples: Noon = 1200, Midnight = 2400, 2:30 AM = 0230

**City Occurred In** – Select a city/place from the drop-down menu where the crash occurred. For crashes outside of city/town/municipal boundaries, select “Not in City”. The drop-down box lists the most commonly used names. The name can also be typed in. Do not abbreviate names.

**County** – The new version of the report allows for a drop-down menu to select from.

**Day of the Week** – Place an “X” in the appropriate box signifying the day of the week.

**Occurred on** – Route No., Name, or Address – Enter the name or number of the street or highway on which the crash occurred. Use an assigned street name or route number, whenever possible in its entirety to include “Ave”, “St”, or “Ln”, etc. Locally known or locally used names seldom provide enough information for accurate coding. Additionally, please indicate the directionality of the roadway if there is a designation. Example: 6205 Paseo Del Volcan **NE**

**At Intersection With** – If the crash occurred in the intersection, enter the name or number of the cross street.

**Other Location** – For non-intersection crashes, use this section to describe the crash location using the nearest landmark. Find something that is a permanent landmark that can be searched via the World Wide Web. Utilizing a telephone pole, bridge, or fire hydrant will no longer work as these items cannot be found on the web. Do not use city or town limits since these are not permanent points and can be moved. Mileposts, if present, are ideal landmarks. If a milepost isn’t available, use an address or nearest intersection.

Measure the distance from the landmark in feet or miles and place that measurement in the first box. Then identify from which direction from the landmark you obtained the measurement and place an “X” in the appropriate box. Then identify what that landmark is, for example, milepost 121, or 1344 Holly Dr.

**Latitude and Longitude** – Enter coordinates for the crash using the signed decimal degrees (DD) format for the numbers, (i.e. 23.843223, -108.14322). When obtaining them please get them as close to the first harmful event as possible.

<b>CRASH OCCURRED</b>	<input type="checkbox"/> On Roadway	<input type="checkbox"/> Work Zone-Construction	<b>TRIBAL LAND?</b>	<b>FIRST HARMFUL EVENT (FHE)</b>	<input type="checkbox"/> Collision w/Motor Vehicle	<input type="checkbox"/> Collision w/Animal	<b>ANALYSIS CODE:</b>
	<input type="checkbox"/> Off Roadway	<input type="checkbox"/> Work Zone-Maintenance			<input type="checkbox"/> Collision w/Person	<input type="checkbox"/> Collision w/Fixed Object	
	<input type="checkbox"/> Non-Trafficway	<input type="checkbox"/> Work Zone-Utility	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Non-Collision	<input type="checkbox"/> Collision w/Other Non-Fixed Object	<b>LOCATION OF FHE:</b>
					<input type="checkbox"/> Other (Specify in Narrative)		

**Crash Occurred** – Place an “X” in the appropriate box.

On- Roadway – If the first harmful event occurred on a roadway (see definition)

Off- Roadway – If the first harmful event occurred off the main traveled portion of the roadway.

Non-Trafficway – If the un-stabilized situation originates outside the boundaries of the traffic way.

**Work Zone** – Place an “X” in the appropriate box if the crash occurred in a work zone. See the definition of a work zone for further information.

Work Zone – Construction

Work Zone – Maintenance

Work Zone – Utility

**Tribal Land** – Place an “X” in the appropriate box.

**First Harmful Event (FHE)** – The first harmful event is defined as the first injury or damage-producing event of the crash. Mark the appropriate box based on the circumstances of the crash. If you choose “Other”, be clear and concise in the narrative as to what occurred.

- In this new version of the crash report, the First Harmful Event that is checked will provide the user with the ability to identify a clearer definition of what occurred. When identifying a collision with a motor vehicle or person the user will be provided two additional boxes:  
1) Manner of impact 2) Manner of crash



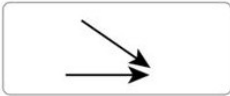
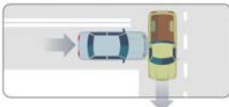

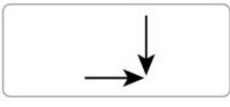



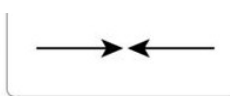



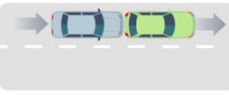
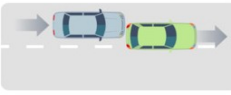
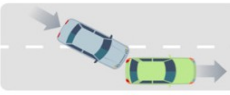

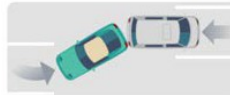


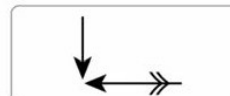

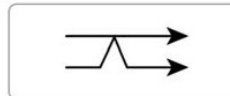

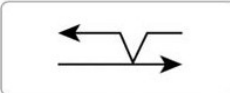
**Analysis Code** – In conjunction with the First Harmful Event, this gives the end-user a better understanding of how the crash occurred. After a First Harmful Event box is selected, the analysis code drop-down box will provide additional detailed options for describing the type of crash.

**Location of FHE** – Select the location of the FHE. Options are:

- 1 – On Roadway
- 2 – On Shoulder
- 3 – On/In Median
- 4 – On Roadside – Right
- 5 – On Roadside – Left
- 6 – Outside Trafficway
- 7 – Off Roadway – Location Unknown
- 8 – In Parking Lane/Zone
- 9 – Gore – See Definitions
- 10 – Separator
- 11 – Continues Left Lane

If the First Harmful Event is either **Collision w/ Motor Vehicle** or **Collision w/Person**, the user will be provided two additional boxes that are both critical in crash safety analysis:

1) **Manner of Impact** – Complete for any Collision w/ Motor Vehicle or Collision w/Person.

<b>Front-to-Side</b> (Ex. T-bone)				
				
<b>Front-to-Front</b> (Ex. Head-on)				
				
<b>Front-to-Rear</b>				
<b>Rear-to-Rear</b> (Ex. Two vehicles backing up in a parking lot)				
<b>Rear-to-Side</b> (Ex. One vehicle backs up into the side of another)				
<b>Sideswipe – Same Direction</b> (Specify Same Direction under Manner of Crash)				
<b>Sideswipe – Opposite Direction</b> (Specify Opposite Direction under Manner of Crash)				

2) **Manner of Crash** – Complete for any Collision w/ Motor Vehicle or Collision w/Person.

- From Same Direction
- From Opposite Direction
- Intersecting Path



VEHICLE NO. HEADED	1	MV Unit Type	N	NE	NW	S	SE	SW	E	W	On:	Left Scene of Crash <input type="checkbox"/> Yes <input type="checkbox"/> No	Posted Speed	Safe Speed
Driver's Full Name (Last, First, Middle)											Address			
Driver's License Number	State	Type	CDL	Status	Restrictions	Endorsements	Expires	Interlock	City/State	ZIP Code	Phone			

**MV Unit Type** – Options in the drop-down: In Transport, Parked, or Working Vehicle/Equipment.

**Direction** – Click the appropriate box. This identifies the direction the vehicle was traveling.

**On** – Type the name of the street, route, road, or highway that identifies the roadway the vehicle was traveling on prior to the crash.

**Left Scene of Crash** – Click the appropriate box. Check Yes if the vehicle or the driver of the vehicle in transport is a contact vehicle in the crash and departs the scene without stopping to render aid or report the crash.

**Posted Speed** – Type in the identified posted speed limit in this box.

**Safe Speed** – The speed that would prove to be safe for the conditions at the time of the crash.

**Driver's Full Name (Last, First, Middle)** – Type in the driver's full name in this format.

**Address** – Type in the driver's current address.

**Driver's License Number** – Type in the entire driver's license number.

**State** – Type in the two-letter state abbreviation.

**Type** – The drop-down menu provides several options. (See crash report code sheet.)

**CDL** – Click this box if the license is a commercial driver's license.

**Status** – The drop-down menu includes: V = Valid, S = Suspended, R = Revoked, E = Expired.

**Restrictions** – The drop-down menu provides several options. (See crash report code sheet.)

**Endorsements** – The drop-down menu provides several options. (See crash report code sheet.) Enter endorsements that are applicable to the vehicle in the crash.

**Expires** – Type the date of the license expiration.

**Interlock** – Check the box if the license has an interlock requirement identified.

**City/State** – Type the city and state of the driver's address.

**ZIP Code** – Type the ZIP code of the driver's address.

**Phone** – Type the phone number of the driver.



Date of Birth - MM/DD/YYYY		Occupation	Incident Responder	Seat Pos.	Age	Sex (M/F)	Race	Injury Code	OP Code	OP Used Properly	Airbag Deploy	Ejected	EMS #	Med Trans
Seat Pos.	Occupant's Name (Last, First, Middle)		Occupant's Address (City, State, ZIP)											

**Date of Birth** – Type in the following format: MM/DD/YYYY

**Occupation** – Type in the occupation of the driver. If applicable, the terms homeless or panhandler can also be typed here.

**Incident Responder** – The drop-down menu provides options to identify if the person involved in the crash was an on-duty incident responder.

**Seat Position** – The drop-down menu provides options of where the occupant was seated at the time of the crash. (See crash report code sheet.)

- Pedestrians and pedalcyclists are drivers of non-motorized vehicles. Enter them as drivers on the crash report using seat position PD (pedestrian), PC (pedalcyclist), or PO (pedestrian – other). Use PO for people on pedestrian conveyances (skateboards, wheelchairs, etc.).
- Enter pedalcycle passengers, such as children in bicycle infant seats, using seat position PP (pedalcycle passenger).
- “Rear” seating position refers to the second row of seats. If the vehicle has more than two rows of seating the correct identification are to list the number of the row.

**Age** – Enter the driver’s age in the first large box and the age of other persons in the boxes below. Age is the age of the person’s most recent birthday. Enter 1 for infants up to and including 23 months in age.

**Sex (M/F)** – Choose Male or Female.

**Race** – The drop-down menu allows: A = Asian, B = Black, C = Caucasian, H = Hispanic, I = Indian/Alaskan, O = Other. Do not use W as it is not a code, and do not replace the letter O with a zero.

**Injury Code** – The drop-down menu allows: K = Killed, A = Suspected Serious Injury, B = Minor Injury, C = Complaint of injury (but not visible), O = No apparent injury. Do not replace the letter O with zero.

**OP Code** – Indicated occupant protection. The drop-down menu gives options for all seating positions, to include child restraint and motorcycle helmet use. (See crash report code sheet.) If the occupant or rider is utilizing more than one safety mechanism it is imperative to document this in the narrative of the report. If a rider has a helmet and safety vest, list the helmet and identify the safety vest in the narrative.

**OP Used Properly** – The drop-down menu allows: Y = Yes, N = No, NA = Not applicable.



**Air Bag Deployed** – The drop-down menu gives several options for all airbag deployment types. (See crash report code sheet.)

**Ejected** – The drop-down menu allows for the following: N = Not ejected, P = Partially ejected, T= Totally ejected, O = Not applicable (motorcycle or bicycle, etc.) Do not use any other code.

**EMS#** – Type in the emergency responder unit identification number. These vary and you just need to ensure the identification number corresponds to the unit on scene. This can also be a call sign, i.e. Mary 15 (M15).

**Med Trans** – The drop-down menu allows for the following: NT = Not transported, EA = EMS Air, EG = EMS Ground, LE = Law Enforcement, OT = Other, UK = Unknown.

**Occupants** – The next four lines all refer to the passengers within the vehicle. Follow the same format as you did with the driver.

Vehicle Yr.	Vehicle Make	Model	Color	Body Style	Cargo Body Type	Vehicle Use (1)	Vehicle Use (2)	Vehicle Use (3)	Towed?	Damage Severity	Extent	
License Yr.	State	License Plate Number		VIN					<input type="checkbox"/> Yes <input type="checkbox"/> No Towed due to disabling damage? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Heavy <input type="checkbox"/> Moderate <input type="checkbox"/> Slight <input type="checkbox"/> None <input type="checkbox"/> Unknown <input type="checkbox"/> All Areas <input type="checkbox"/> Property <input type="checkbox"/> Fire	<input type="checkbox"/> Disabled <input type="checkbox"/> Functional <input type="checkbox"/> Minor <input type="checkbox"/> None	
USDOT#	State #	Carrier Type Code	Towed By	Towed To								

**Vehicle Year** – Type in the vehicle year of manufacture.

**Vehicle Make** – The drop-down menu allows multiple options. (See crash report code sheet.)

**Model** – Type in the model type.

**Color** – The drop-down menu provides multiple options for the color of the vehicle.

**Body Style** – The drop-down menu provides several options for body style. Refer to crash report code sheet.

**Cargo Body Type** – Commercial vehicle use only – The drop-down menu provides several options to identify the cargo body type. Note, cargo body type AT (auto transporters) refers to cargo that is specifically designed to transport multiple, fully assembled automobiles. Single-unit flatbed tow-trucks hauling cars DO NOT qualify under this type.

**Vehicle Use (1)** – Commercial vehicle use only – The drop-down menu provides options. Refer to crash report code sheet.

**Vehicle Use (2)** – Commercial vehicle use only – The drop-down menu provides options. Refer to crash report code sheet.

**Vehicle Use (3)** – Emergency vehicle use only – The drop-down menu provides options. Refer to crash report code sheet. Select from the drop-down menu for any motor vehicle that is legally authorized by a government authority to respond to emergencies with or without the use of emergency warning equipment, such as a police vehicle, fire truck, or ambulance while actually engaged in such response.





**License Year** – Type in the 4-digit year of the vehicle’s registration expiration, such as 2020 if the license plate sticker is 01/20.

**State** – Type in the state of registration for the vehicle license.

**License Plate Number** – Type in the complete license plate number.

**VIN** – Type in the 17-character alphanumeric vehicle identification number.

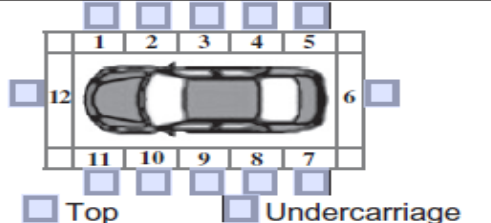
**USDOT #** – Commercial vehicle use only – The U.S. Department of Transportation issues a number to commercial motor vehicles used for commerce. Type that number into this box.

**State #** – Commercial vehicle use only – This is the number issued by the state, if applicable.

**Carrier Type Code** – The drop-down menu provides options for the type of carrier, i.e. interstate or intrastate. (See crash report code sheet.)

**Towed by** – Type in the name of the company that towed the vehicle, if applicable.

**Towed to** – Type the location of where the vehicle was towed, if applicable.

<b>Towed?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Towed due to disabling damage?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Damage Severity</b> <input type="checkbox"/> Heavy <input type="checkbox"/> Moderate <input type="checkbox"/> Slight <input type="checkbox"/> None <input type="checkbox"/> Unknown <input type="checkbox"/> All Areas <input type="checkbox"/> Property <input type="checkbox"/> Fire	<b>Extent</b> <input type="checkbox"/> Disabled <input type="checkbox"/> Functional <input type="checkbox"/> Minor <input type="checkbox"/> None	
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For this portion of the crash report, you are given several options to identify the extent of the damage to each vehicle. This is a quick reference to the reader to allow an understanding of where the damage is. Always elaborate in the narrative with a more complete description of the extent of the damage.

**Towed?** – Yes, or No; check the box that applies.

**Towed due to disabling damage?** – Yes, or No; check the box that applies.

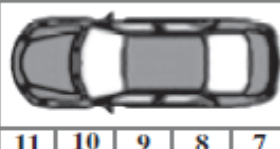
**Damage Severity** – Check the box that is the most relevant to the extent of the damage.

**Extent** – Check the box that applies.

- Disabling – Damage to the motor vehicle that is sufficient to require the motor vehicle to be towed or carried from the scene.
- Functional – Damage was not disabling but affects the operation of the motor vehicle or its parts. Examples: doors, windows, hood or trunk that do not operate properly; broken glass which obscures vision; any damage which would prevent the motor vehicle from passing an official motor vehicle inspection; bumper which is loose.
- Minor – Damage that does not affect the operation of or disables the motor vehicle in transport. Examples: dented bumper, grill, or body panel; destroyed hubcap.
- None

**Vehicle Damage Diagram** – For the picture of the vehicle attempt to identify all areas that received damage due to the crash. Check each box, and include the top or undercarriage if needed. Multiple boxes can be checked. TraCS users will have an additional checkbox option called “All Areas”.



<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	2	3	4	5
<input checked="" type="checkbox"/>				<input type="checkbox"/>
12	11	10	9	8
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Top		Undercarriage		



Number of Axles	Vehicle Weight Rating/Gross Combination Weight Rating <input type="checkbox"/> 10,000 lbs. or less <input type="checkbox"/> 10,001 lbs. to 26,000 lbs. <input type="checkbox"/> Greater than 26,000 lbs.	HazMat Placard (cargo only) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Hazmat Placard 4 digit #	OR	Hazmat Name	AND	1 digit #	Hazmat Released? (Cargo only) <input type="checkbox"/> Yes <input type="checkbox"/> No
Carrier's Name			Carrier's Address (Street/PO Box, City, State)				Carrier's ZIP	
Owner's Name		Owner's Company Name		Owner's Address (Street/PO Box, City, State)		Owner's ZIP		Owner's Telephone

**Number of Axles** – Type in the number of axles. This applies to commercial motor vehicles. (See diagram in Definitions of Commercial Motor Vehicle.)

**Vehicle Weight Rating/Gross Combination Weight Rating** – Click the appropriate box. This number can be identified on the NADAR sticker or on the registration paperwork.

**Hazmat Placard (CMV Cargo only)** – Click the appropriate box. (Placarded passenger vehicles in transport carrying personal oxygen tanks are excluded.)

**Hazmat Placard 4 Digit #** – Place the number identified on the placard in this set of boxes.

OR

**Hazmat Name and 1 Digit #** – Type in the hazardous material name and the 1 Digit #.

**Hazmat Released (CMV Cargo only)** – Click the appropriate box. The intent in capturing this information is to identify those events that result in the release of hazardous material which is being transported as cargo and has been released into the air or ground. This excludes oil and gasoline released from the engine of a passenger car, pickup, or SUV.

# Hazardous Materials

**Class 1: Explosives**  
Divisions: 1.1, 1.2, 1.3, 1.4, 1.5, 1.6



**Class 6: Poison (Toxic) and Poison Inhalation Hazard**

**Class 2: Gases**  
Divisions: 2.1, 2.2, 2.3



**Class 7: Radioactive**

**Class 3: Flammable Liquid and Combustible Liquid**



**Class 8: Corrosive**

**Class 4: Flammable Solid, Spontaneously Combustible, and Dangerous When Wet**  
Divisions 4.1, 4.2, 4.3



**Class 9: Miscellaneous**

**Class 5: Oxidizer and Organic Peroxide**  
Divisions 5.1, 5.2



**Dangerous**

Revised 04/13

Federal Motor Carrier  
Safety Administration


**U.S. Department of Transportation**  
[www.fmcsa.dot.gov](http://www.fmcsa.dot.gov)

# 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):

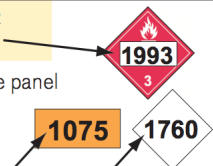
**1. DOES THE VEHICLE HAVE A HAZARDOUS MATERIALS PLACARD?** YES ☐ NO ☐

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.



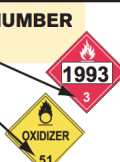
**2. ENTER THE FOUR-DIGIT NUMBER (OR NAME) FROM THE PLACARD** 1 9 9 3

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.



**3. ENTER THE HAZARDOUS MATERIALS CLASS NUMBER FROM THE BOTTOM OF THE PLACARD** 3

The Class Number can be a one- or two-digit number with a decimal in the middle. 5.1 It is critical for identifying and studying various types of hazardous materials involved in traffic crashes.



**4. WAS HAZARDOUS CARGO RELEASED?** YES ☐ NO ☐

The intent of this question is to determine whether any of the placarded material 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.



**Carrier's Name** – This applies only to large trucks and buses. A motor carrier is the legal business entity, individual, partnership, corporation or organization that directs, controls and is responsible for the transportation of goods, property or people.

**Carrier's Address** – This applies only to large trucks and buses. Indicate the principal place of business used by the carrier name above. Fill in the city and state.

**Carrier's ZIP** – This applies only to large trucks and buses. Indicate state ZIP code where the principal place of business is located.

**Owner's Name** – Enter the registered owner's name as found on the vehicle registration certificate. This applies to all vehicles – commercial & non-commercial. Do not enter the name of the lien holder.

**Owner's Company Name** – Enter the registered owner's company name, if applicable.

**Owner's Address** – Enter the registered owner's address. The city and state names may be abbreviated.

**Owner's ZIP** – Enter the ZIP Code of the owner's address.

**Owner's Telephone #** – Enter the owner's office or home telephone number, as applicable.

*NOTE: Determining the motor carrier and recording the carrier's identification number, name, and address can be difficult. A motor carrier is the party responsible for the transportation of the goods, property or people, which means that the carrier name may be different from the name on the side of the truck due to contractual arrangements. The first place you should look for a company name to verify the correct carrier is on the SHIPPING PAPERS the driver carries in the cab. In case of a bus, the driver must carry a TRIP MANIFEST or CHARTER ORDER with the name of the motor carrier.*



Insured By: (Name of Company)		Policy Number					Trailer or Towed Vehicles (1)	Type	Year	Make	License Yr.	License State	License Number
Trailer or Towed vehicles (2)	Type	Year	Make	License Yr.	License State	License Number	Trailer or Towed Vehicles (3)	Type	Year	Make	License Yr.	License State	License Number

**NOTE:** Insurance Information should be current and valid for each vehicle.

**Insured By** – Enter the vehicle owner’s insurance company name.

**Policy Number** – Enter the insurance policy number.

**For Trailer or Towed Vehicles (1, 2 or 3)** enter the following:

**Type** – The drop-down menu provides options to enter the type of trailer. (See crash report code sheet, Trailer/Towed Vehicle Type list, for reference).

**Year** – Indicate the year model of the trailer or trailers.

**Make** – Abbreviate the manufacturer of the trailer or vehicle(s) in tow. (See crash report code sheet, Vehicle Make list, for reference.)

**License Year** – Indicate the most current registration year.

**License Plate** – Indicate the state issuing the license plate. (See crash report code sheet for reference.)

**License Number** – Indicate the state license plate number for the trailer(s) or vehicle(s) in tow. If the trailer has more than one license plate, the home state plate should be used.

*Note: Vehicle # No. 2 will have the same boxes provided. Follow the same instructions as stated above.*

*At the bottom of Page 1 of the fillable PDF is a tab identified as (Insert another page). Click this box to allow for another page of vehicle information. The top portion of the report will autofill and you will have access to pages for information on Vehicle Number 3 and 4. You have this option to allow for additional vehicles, and it will auto-populate vehicle numbers as you request additional pages.*



ROAD – WEATHER	LIGHTING (Check 1)	WEATHER (Check up to 2)	ROAD COND (Check 1 for each)		ROAD SURFACE (Check 1 for each)		TRAFFIC CONTROL (Check 1 for each)		ROAD CHARACTER (Check 1 for each)		RELATION TO JUNCTION	Work Zone Information			
			V1	V2	V1	V2	V1	V2	V1	V2		ROAD DESIGN (Check 1 for each)			
ROAD – WEATHER	<input type="checkbox"/> Daylight	<input type="checkbox"/> Clear	<input type="checkbox"/> V1 Dry	<input type="checkbox"/> V2 Dry	<input type="checkbox"/> V1 Lane Markers	<input type="checkbox"/> V2 Lane Markers	<input type="checkbox"/> V1 No-Passing Zone	<input type="checkbox"/> V2 No-Passing Zone	<input type="checkbox"/> V1 Straight	<input type="checkbox"/> V2 Straight	<input type="checkbox"/> Non-Junction	Location: <input type="text"/>			
	<input type="checkbox"/> Dawn	<input type="checkbox"/> Blowing Sand, Soil, Dirt	<input type="checkbox"/> V1 Wet	<input type="checkbox"/> V2 Wet	<input type="checkbox"/> V1 Paved Unstripped	<input type="checkbox"/> V2 Paved Unstripped	<input type="checkbox"/> V1 Stop Sign	<input type="checkbox"/> V2 Stop Sign	<input type="checkbox"/> V1 Curve Left	<input type="checkbox"/> V2 Curve Left	<input type="checkbox"/> Acceleration/Deceleration Lane	Type of Workzone: <input type="text"/>			
	<input type="checkbox"/> Dusk	<input type="checkbox"/> Blowing Snow	<input type="checkbox"/> V1 Snow	<input type="checkbox"/> V2 Snow	<input type="checkbox"/> V1 Paved Center Stripe	<input type="checkbox"/> V2 Paved Center Stripe	<input type="checkbox"/> V1 Traffic Signals	<input type="checkbox"/> V2 Traffic Signals	<input type="checkbox"/> V1 Curve Right	<input type="checkbox"/> V2 Curve Right	<input type="checkbox"/> Crossover	Workers Present: <input type="text"/>			
	<input type="checkbox"/> Dark -Lighted	<input type="checkbox"/> Cloudy	<input type="checkbox"/> V1 Slush	<input type="checkbox"/> V2 Slush	<input type="checkbox"/> V1 Paved Center & Edgeline	<input type="checkbox"/> V2 Paved Center & Edgeline	<input type="checkbox"/> V1 Yield Sign	<input type="checkbox"/> V2 Yield Sign			<input type="checkbox"/> Crossover Related	Law Enforcement Present: <input type="text"/>			
	<input type="checkbox"/> Dark -Not Lighted	<input type="checkbox"/> Fog, Smog, Smoke	<input type="checkbox"/> V1 Ice	<input type="checkbox"/> V2 Ice	<input type="checkbox"/> V1 Unpaved	<input type="checkbox"/> V2 Unpaved	<input type="checkbox"/> V1 R.R. Xing Device (sign, signal, gate, etc.)	<input type="checkbox"/> V2 R.R. Xing Device (sign, signal, gate, etc.)	GRADE (Check 1 for each)		<input type="checkbox"/> Driveway	ROAD DESIGN (Check 1 for each)			
	<input type="checkbox"/> Dark -Unknown Lighting	<input type="checkbox"/> Raining	<input type="checkbox"/> V1 Loose Material	<input type="checkbox"/> V2 Loose Material			<input type="checkbox"/> V1 All Way Stop	<input type="checkbox"/> V2 All Way Stop	<input type="checkbox"/> V1 Level	<input type="checkbox"/> V2 Level	<input type="checkbox"/> Driveway Related	<input type="checkbox"/> V1 1 Lane	<input type="checkbox"/> V2 1 Lane	<input type="checkbox"/> V1 Alley	<input type="checkbox"/> V2 Alley
	<input type="checkbox"/> Other	<input type="checkbox"/> Severe Crosswind	<input type="checkbox"/> V1 Oil	<input type="checkbox"/> V2 Oil			<input type="checkbox"/> V1 Flashers	<input type="checkbox"/> V2 Flashers	<input type="checkbox"/> V1 Hillcrest	<input type="checkbox"/> V2 Hillcrest	<input type="checkbox"/> Access Related	<input type="checkbox"/> V1 2 Lanes	<input type="checkbox"/> V2 2 Lanes	<input type="checkbox"/> V1 Full Access Control	<input type="checkbox"/> V2 Full Access Control
	<input type="checkbox"/> Unknown or Not Reported	<input type="checkbox"/> Sleet or Hail	<input type="checkbox"/> V1 Standing or Moving Water	<input type="checkbox"/> V2 Standing or Moving Water			<input type="checkbox"/> V1 No Controls	<input type="checkbox"/> V2 No Controls	<input type="checkbox"/> V1 Uphill	<input type="checkbox"/> V2 Uphill	<input type="checkbox"/> Entrance/Exit Ramp	<input type="checkbox"/> V1 3 Lanes	<input type="checkbox"/> V2 3 Lanes	<input type="checkbox"/> V1 One-Way	<input type="checkbox"/> V2 One-Way
		<input type="checkbox"/> Snowing	<input type="checkbox"/> V1 Other	<input type="checkbox"/> V2 Other			<input type="checkbox"/> V1 School Zone Sign/Device	<input type="checkbox"/> V2 School Zone Sign/Device	<input type="checkbox"/> V1 Downhill	<input type="checkbox"/> V2 Downhill	<input type="checkbox"/> Entrance/Exit Ramp Related	<input type="checkbox"/> V1 4 + Lanes	<input type="checkbox"/> V2 4 + Lanes	<input type="checkbox"/> V1 Ramp	<input type="checkbox"/> V2 Ramp
		<input type="checkbox"/> Freezing Rain or Freezing Drizzle					<input type="checkbox"/> V1 Other (Specify in narrative)	<input type="checkbox"/> V2 Other (Specify in narrative)	<input type="checkbox"/> V1 Dip	<input type="checkbox"/> V2 Dip	<input type="checkbox"/> Intersection	<input type="checkbox"/> V1 Undivided	<input type="checkbox"/> V2 Undivided	<input type="checkbox"/> V1 Two-way, Not Divided	<input type="checkbox"/> V2 Two-way, Not Divided
	<input type="checkbox"/> Wind					<input type="checkbox"/> V1 Inoperative/Missing	<input type="checkbox"/> V2 Inoperative/Missing	Intersection Type (Check 1)		<input type="checkbox"/> Intersection Related	<input type="checkbox"/> V1 Physical Divider	<input type="checkbox"/> V2 Physical Divider	<input type="checkbox"/> V1 Two-way, Divided Continuous Left Turn Lane	<input type="checkbox"/> V2 Two-way, Divided Continuous Left Turn Lane	
	<input type="checkbox"/> Other (Specify in narrative)							<input type="checkbox"/> Not an Intersection	<input type="checkbox"/> V1 Crossing	<input type="checkbox"/> Railway Grade Crossing	<input type="checkbox"/> V1 Painted Divider(>4ft)	<input type="checkbox"/> V2 Painted Divider(>4ft)	<input type="checkbox"/> V1 Two-way, Not Divided Continuous Left Turn Lane	<input type="checkbox"/> V2 Two-way, Not Divided Continuous Left Turn Lane	
								<input type="checkbox"/> Five-Point or More	<input type="checkbox"/> V1 Shared-Use Path or Trail	<input type="checkbox"/> Crossing Shared-Use Path or Trail	<input type="checkbox"/> V1 Physical Barrier	<input type="checkbox"/> V2 Physical Barrier	<input type="checkbox"/> V1 Undeveloped	<input type="checkbox"/> V2 Undeveloped	
								<input type="checkbox"/> Four-Way	<input type="checkbox"/> V1 Through Roadway	<input type="checkbox"/> Through Roadway	<input type="checkbox"/> V1 No Shoulder	<input type="checkbox"/> V2 No Shoulder	<input type="checkbox"/> V1 Other	<input type="checkbox"/> V2 Other	
								<input type="checkbox"/> Roundabout	<input type="checkbox"/> V1 Traffic Circle	<input type="checkbox"/> Traffic Circle					
								<input type="checkbox"/> Traffic Circle	<input type="checkbox"/> V1 Traffic Circle	<input type="checkbox"/> Traffic Circle					

**Lighting** – Click the appropriate box for lighting conditions at the time of the crash.

**Weather** – Click the appropriate box for weather conditions at the time of the crash. Up to 2 selections can be made. Additionally, please add a description of the weather in the narrative if it is relevant to the crash. Recently added options to the form include these:

- Blowing Sand, Soil, Dirt – Earthen particles being blown about by the wind, reducing visibility. (This option replaces the category “Dust”.)
- Blowing Snow – Wind-driven snow that reduces visibility. Blowing snow can be falling snow or snow that has already accumulated but is picked up and blown by strong winds.
- Freezing Rain or Freezing Drizzle – A fine mist or rain passing from a liquid to a solid-state due to temperature drop.
- Severe Crosswind – Strong airflow perpendicular to the intended path of travel.

**Road Condition** – Click appropriate box for each vehicle regarding road condition.

**Road Surface** – Click appropriate box for each vehicle identifying the surface type.

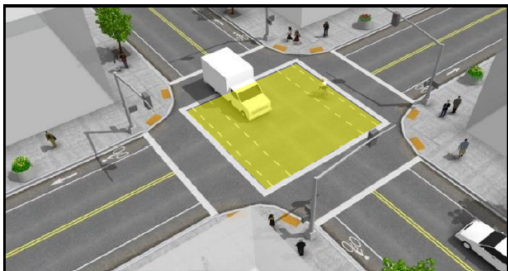

**Traffic Control** - Click the appropriate box for each vehicle identifying what type of traffic control device was relevant at the time of the crash. Use only one box for each vehicle to identify the type of traffic control. Use the “Inoperative/Missing” option only when the control device is not working or has been taken out in a previous crash or stolen. Document any abnormalities in your narrative, to give a better understanding of the event.

**Road Character** – Click the appropriate boxes for road character for each vehicle.

**Grade** – Click the appropriate box for each vehicle regarding the grade where the crash occurred.

**Intersection Type** – Click the appropriate box. For roundabout vs. traffic, circle sees definitions.

**Relation to Junction** – Click the box that is appropriate for the crash related to the first harmful event or location of the collision. More boxes have been added to this category for reference when identifying a specific location related to a junction.

<span style="font-weight: bold; font-size: 1.2em;">RELATION TO JUNCTION</span>	
<p style="text-align: center; color: red; font-weight: bold; font-size: 1.1em;">(Intersection)</p>  <p><b>(Intersection)</b> is used when the <span style="color: blue;">FIRST HARMFUL EVENT</span> occurs in an area which:</p> <ul style="list-style-type: none"> <li>(1) contains a crossing or connection of two or more roadways not classified as a driveway access, <b>and</b></li> <li>(2) is embraced within the prolongation of the lateral curb lines or, if none, the lateral boundary lines of the roadways.</li> </ul>	<p style="text-align: center; color: red; font-weight: bold; font-size: 1.1em;">(Intersection-Related)</p>  <p><b>(Intersection-Related)</b> means that the <span style="color: blue;">FIRST HARMFUL EVENT</span>:</p> <ul style="list-style-type: none"> <li>(1) occurs on an approach to or exit from an intersection <b>and</b></li> <li>(2) results from an activity, behavior or control related to the movement of traffic units through the intersection.</li> </ul>

**Work Zone Information** – There is an appropriate code within the drop-down menu for each of these. Familiarize yourself with these codes to ensure proper use. If you have checked one of the work zone boxes at the beginning of the crash report (Page1) these boxes are required to be filled out. See work zone diagram in definitions for further explanation.

Location

Type of Work Zone

Workers Present

Law Enforcement Present

**Road Design** – This section is divided into three separate boxes, all related to the road design. Check the appropriate item for each vehicle in all three boxes.

Lane Usage – The first box gives you the option of identifying how many lanes. Indicate the number of lanes available to the driver at the time of the crash. If it is a four-lane roadway with two north and two south and the crash occurred in the southbound lanes you would identify 2 lanes.

**ROADWAY DIVISION** – The second box gives you the option of identifying how the roadway is separating travel in opposite directions. A median, by definition, must be four or more feet wide.

The options are identified as the following:

- Undivided
- Physical Divider
- Painted Divider (>4 Feet)
- Physical Barrier - A device that provides a physical limitation through which a motor vehicle would not normally pass and is designed to contain or redirect an errant motor vehicle.
- No Shoulder

See pictures below.

The last box gives you the option of identifying if the crash occurred in an alley, full access control roadway, a one-way, ramp, etc.



Undivided



Physical Divider



Painted Divider



Physical Barrier



APPARENT CONTRIBUTING FACTORS (Check 1 or more for each)				DRIVERS' ACTIONS (Check 1 or more for each)				SEQUENCE OF EVENTS (See event codes)	
V1	V2	V1	V2	V1	V2	V1	V2	V1	V2
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>DRIVER</b>		<b>DRIVER</b>		<b>DRIVER</b>		<b>DRIVER</b>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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A large majority of pedestrian and pedalcyclist crashes are not correctly documented in the Uniform Crash Report. It is imperative that you as the investigating officer, conduct a thorough investigation, and ensure it is documented correctly. Throughout the crash report, P1 corresponds to D1 and V1, P2 to D2 and V2, etc. Pedestrians and pedalcyclists are drivers of non-motorized vehicles and their seat position on the crash report should be PD (pedestrian), PC (pedalcyclist), or PO (pedestrian – other).

ADDITIONAL OCCUPANTS	V1	V2	Occupant's Name (Last, First, Middle)	Occupant's Address (City, State, ZIP)	Seat Pos.	Age	Sex (M/F)	Race	Injury Code	OP Code	OP Used Property	Airbag Deploy	Ejected	EMS #	Med Trans
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OTHER PROPERTY INVOLVED	Property Type		Description of Property and Damage												
	Owner's Name			Owner's Address			Owner's ZIP Code			Owner's Telephone					
WITNESSES	NAME		AGE	ADDRESS		TELEPHONE									
ENFORCEMENT ACTION	VEH. NO.	NAME			VIOLATION (COMMON NAME)					ACTION (Check one)					
										<input type="checkbox"/> Booked <input type="checkbox"/> Cited <input type="checkbox"/> Pending <input type="checkbox"/> Warning					
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**Additional Occupants** – These boxes allow the addition of more occupants when you may not have had enough room on the face sheet. Click the appropriate box for which vehicle the occupant was in and fill in as previously instructed.

**Other Property Involved** – With the drop-down menu use the appropriate code, then ensure you give an adequate description of the property involved. Lastly, identify who owns the property, an address of the owner and a telephone number.

**Witnesses** – Try to find any and all witnesses. Obtain a statement and fill in the following information:

Name

Age

Address

Telephone Number

**Enforcement Action** – Identify the vehicle number that correlates to your report identifying the person the enforcement action will be made against. Identify the name of the person, and the violation the person is being charged with. Then identify one of the following:

Booked (If arrested and booked into a detention center)

Cited (Issued a traffic citation for the infraction)

Pending (Waiting on further investigation to be conducted)

Warning (Issued a warning, verbal or written)



Time Notified	Time Arrived	Time Roadway Cleared	Time Incident Cleared	Notified By	Supervisor at Scene	Checked By
Officer's Signature				Printed Officer's Name	Rank	ID No.
Crash Report Number XXXXXXXXXXXXX				STATE OF NEW MEXICO UNIFORM CRASH REPORT NM Statute 66-7-209		SHEET 2
Case Number #						OF 3 SHEETS

**Time Notified** – Type in the time you were notified, whether by dispatch or any other means. (Use Military Time)

**Time Arrived** – Type in the time you arrived on the scene.

**Time Roadway Cleared** – Type in the time the roadway was cleared and normal travel resumed.

**Time Incident Cleared** – Type in the time the incident was completely cleared from the roadway. If the date is different please indicate this in the narrative.

**Notified By** – Type in by whom you were notified of the crash.

**Supervisor at Scene** – Type in the name of the supervisor if one was on the scene.

**Check By** – Will be populated by a supervisor or superior officer reviewing the report.

**Officer's Signature** – This can be electronically done or sign it once report is printed out.

**Printed Officer's Name** – Type in the name of the officer taking the report.

**Rank** – Type in your rank.

**ID No.** – Type in your identification number issued to you by your department.

**District** – Type in the district you are assigned to. If your agency does not have districts please leave this blank.

**Date of Report** – Type in the date the report was taken or reported. There will be cases where the crash occurred several days before, still, place the date the report was taken into this box. Then identify in the narrative the reasoning for the delay in reporting.

The bottom boxes will auto-populate as long as you put the information in on Page 1.

### **Narrative:**

The narrative is one of the most critical elements of the report. The boxes above have all been identified as a way of quick reference or to garner statistical data. The narrative is intended to tell a story in a way the end-user can identify with what has occurred. It is imperative that as the investigating officer you complete a narrative that gives the facts as completely as possible.

The narrative in a crash report should include the following:

**Notification** – A brief description of the call for service to include when you were called and where you were called to.

**Scene** – A description of what you observed upon your arrival to the scene. Give a thorough enough description so the reader has a general understanding of what it was you were looking at.

### **Statements**

- 1) Driver statements – Obtain an oral or written statement from each of the drivers involved. Try to capture the exact words they provide. If you can record or have them write the statement out you have the ability to have a true depiction of their memory of the event. This statement should be put in the report as it was given to you.
- 2) Passenger statements – Same as driver statements.
- 3) Witness statements – Same as driver statements.

**Weather** – Yes, you have already documented the weather conditions above, but be more specific. This is critical when dealing with anything other than sunny or clear. If it is raining, or snowing, describe the condition at the time of the crash. Example: The visibility at the time of the crash was less than 50 feet, as the snow was falling extremely heavily. The roadway was snow-packed and icy, with no visual indication of the lane markers or road.

**Investigation** – Identify what you have done to complete the investigation. You should be very thorough in describing the sequence of events that led to the crash, the events that took place during the crash and the results of the crash. This includes identifying the marks, debris, or any other evidence left by this event. It also includes the damage done to each vehicle and where the damage was.

**Opinion** – You can give your opinion. This is the only place in the report where this is an acceptable practice. The focus of your opinion will lead to the identification of how you believe the crash occurred, in most cases. Your opinion is based on the facts of the case, your training, and your experience with these types of investigations. You should focus your opinion on those things you can prove based on the facts of the case.

**Disposition** – Give a summary of what was done to conclude your investigation, such as any citations issued, vehicles towed, debris cleared, etc.

### **Diagram:**

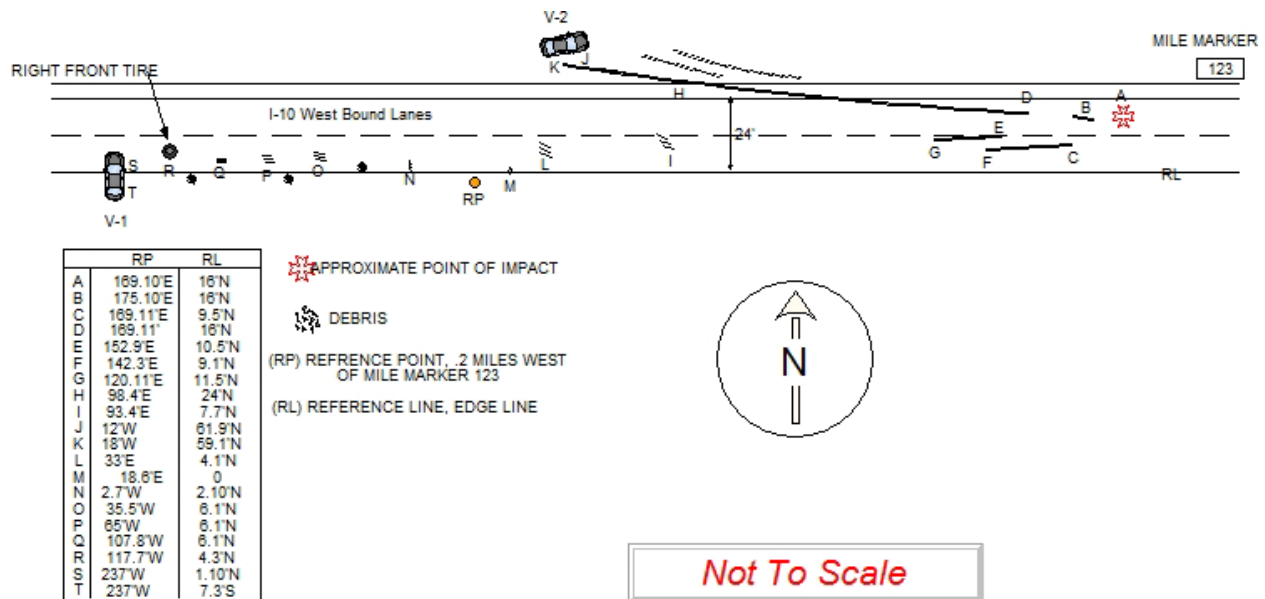
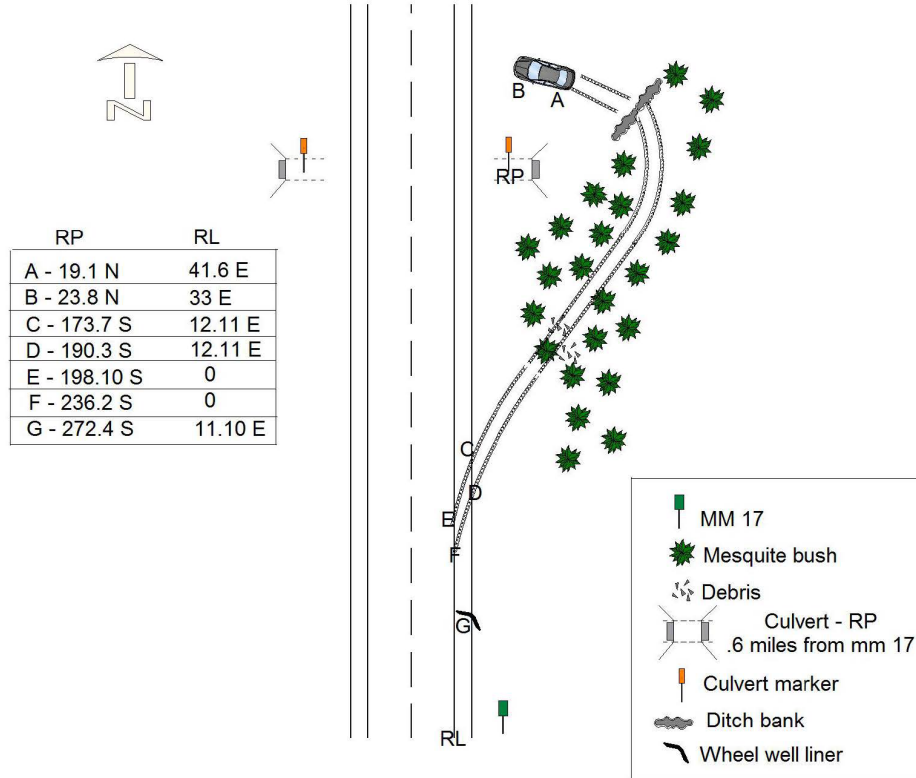
The diagram is the visual aide. It allows the end-user the ability to identify what occurred through a visual medium. Your diagram should be thorough enough that anyone viewing it should be able to identify what occurred. It should show the path the vehicle(s) took. It should also show any evidence found at the scene to include a debris field, marks left by the tires, damage to any fixed objects, and final resting place of the vehicle(s) involved, to name a few. A diagram is just as important as the rest of the information in the report. Although most boxes above capture the basic facts of the event, the diagram can bring it all together.

A diagram should be drawn for every crash scene, to include those where the vehicle(s) were moved. An attempt to gather the information to the best of your ability is of utmost importance. Then providing a diagram that depicts the events that occurred will provide the last piece of the puzzle for the end-user. Remember there are many people who will have access to the report and several that will review it.

When completing the diagram you should include the following:

- A. A depiction of the roadway(s)
- B. Where the vehicle(s) ended
- C. Where the debris field is with an identifier on where the Point of Impact (POI) was.
- D. The route the vehicle(s) took
- E. Any marks on the roadway
- F. Any identifiers showing where the vehicle(s) went off the roadway
- G. Any points of impact when a vehicle rolls or becomes air-bound
- H. A direction arrow for the direction of travel within a lane
- I. The reference point used to collect measurements
- J. The reference line used to collect measurements
- K. North direction arrow
- L. Numbers or letters identifying points of measurement
- M. A key identifying your measurements
- N. A key identifying anything else that there may be questions about

See these examples:



# References

- 1) ANSI D16.1-2017
  - a. [http://www.atsip.org/ANSI\\_Ver\\_2017\\_D16.pdf](http://www.atsip.org/ANSI_Ver_2017_D16.pdf)
- 2) MMUCC Guideline Fifth Edition 2017
  - a. [https://www.ghsa.org/sites/default/files/publications/files/MMUCC\\_5thEd\\_web.pdf](https://www.ghsa.org/sites/default/files/publications/files/MMUCC_5thEd_web.pdf)
- 3) MMUCC Guideline Fourth Edition 2012
  - a. <https://crashstats.nhtsa.dot.gov/Api/Public/ViewPublication/811631>
- 4) SAE J 3016-2018 – Newest version
  - a. <https://webstore.ansi.org/Standards/SAE/SAE30162018?source=blog>

\*Note: The 2019 revision of the Crash Report was developed utilizing the MMUCC 4<sup>th</sup> edition. The definitions for this manual were drawn from the MMUCC 4<sup>th</sup> and 5<sup>th</sup> editions.