NCDOT
North Carolina Department of Transportation

TraCS Traffic and Criminal Software

TraCS 7.3 Instructional Guide for Supervisors and Reporters

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Chapter 1: Introduction to TraCS

TraCS is an application used to submit an electronic version of the paper-based NC Crash Report Form DMV-349. The electronic form is called the NCCRF (North Carolina Crash Reporting Form). This instructional guide contains information on how to use TraCS and complete the NCCRF.

NOTE: Appendix A: Glossary of Terms provides a list of TraCS terminology used to fill out the electronic NCCRF.

North Carolina Crash Requirements

Highway safety starts with crash data.

Only an investigating officer can collect timely information at the crash scene and provide the experience, objectivity and professionalism needed to represent the public's interest.

Information, which he or she may record, should be based on the officer's professional opinion.

The DMV provided crash form (via TraCS and/or the paper-based form) is to be used by all law enforcement officers to report motor vehicle crashes in North Carolina.

North Carolina motor vehicle laws states that a reportable motor vehicle traffic crash must meet at least one of the following criteria:

- The crash resulted in a fatality, or
- The crash resulted in a non-fatal personal injury, or
- The crash resulted in total property damage amounting to $1,000.00 or more, or
- The crash resulted in property damage of any amount to a vehicle seized, or
- The vehicle has been seized and is subject to forfeiture under G. S. 20-28.2.

In addition, a reportable motor vehicle traffic crash must occur on a 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) or occur after the motor vehicle runs off the roadway but before events are stabilized. The terms collision, accident, and crash are synonymous when describing a motor vehicle crash.

After the investigation of a crash is completed, North Carolina General Statute 20-166.1 requires that the investigating officer make a written report of the crash within 24 hours. The law enforcement agency must submit the report to the Division within 10 days after receiving it. If the officer writing the report is a member of the State Highway Patrol, the

officer must forward the report to the Division. Crash Fatality Notification Forms should be submitted to DMV within 24 hours after the fatality occurs. See the following website: http://www.ncdot.org/dmv/forms/. **Important:** When a person injured in a reportable crash dies as a result of the crash within 12 months after the crash, and the death was not reported in the original report, the law enforcement officer investigation the crash must file a supplemental report that includes the death.

The National Highway Traffic Safety Administration (NHTSA) defines a motor vehicle traffic crash investigation as the thorough examination of all elements contributing to the crash, resulting in a well-founded explanation of the series of events which occurred based upon the factual data.

When an officer submits a North Carolina Crash Reporting Form to the DMV, he/she provides valuable data to many different groups of people working to make North Carolina streets and highways safer. It is important that officers are also aware of some of the state level uses of this data, such as enforcement of North Carolina's financial responsibility law by the DMV. Some users of the data may include the county engineer planning to resurface a road, the city consultant developing safe school routes, the high school driver education teacher planning a curriculum, or the public works director planning reconstruction of a hazardous intersection.

In addition to county and city officials, other users of crash data include the university researcher studying the problems of older drivers, the automobile manufacturer evaluating a design or the people at all levels of the public and private sectors that support law enforcement's efforts to combat drunk driving.

Traffic crash reports are subject to be viewed by lawyers, judges, insurance companies and the general public. Crash prevention programs and successful prosecutions in court are both dependent upon proper and complete crash investigation and report writing. Subsequent levels of investigation rely on the quality of the information contained on the DMV-349. The location of the crash, the road condition at the time of the crash and the other evidence at the scene cannot be replaced or recreated unless the officer during the initial investigation documents those things.

Starting TraCS

The installation program adds an entry for TraCS to the **Programs** folder. From the Windows **Start** menu, choose **Programs > TraCS > TraCS**.

NOTE: The install also places a TraCS shortcut on the Desktop.

Access Levels

The TraCS interface varies based on user permissions. Permissions are based on access levels assigned to a user by their agency's system Administrator. One access level is assigned to each user and the TraCS menu bar and toolbar are automatically adjusted to include the functions included in the assigned access level. TraCS provides the following three pre-defined access levels:

- Agency Administrator
- Supervisor
- Reporter

Agency Administrator

The Agency Administrator is responsible for maintaining the TraCS application within an agency. The Agency Administrator has the ability to add and delete users using the TraCS Utilities application, lock and unlock NCCRF forms and assign users to an access level.

NOTE: A user ID can only be assigned one access level.

Supervisor

A Supervisor is someone that oversees the patrolling officers of an agency. The Supervisor access level is intended for those individuals who perform everyday supervisory functions within the TraCS software, such as reviewing and accepting crash reports for transmission of crash data electronically to the N.C. Division of Motor Vehicles. Supervisors can reject a crash report and send the rejected reason back to the officer in the field using the Send and Receive Crash Reports function. A Supervisor has read/write permissions for forms created by users with Reporter access levels that are assigned as a user.

In addition to the functions of the Supervisor access level, users assigned to this access level also have the ability to create, validate, and accept their own reports.

Reporter

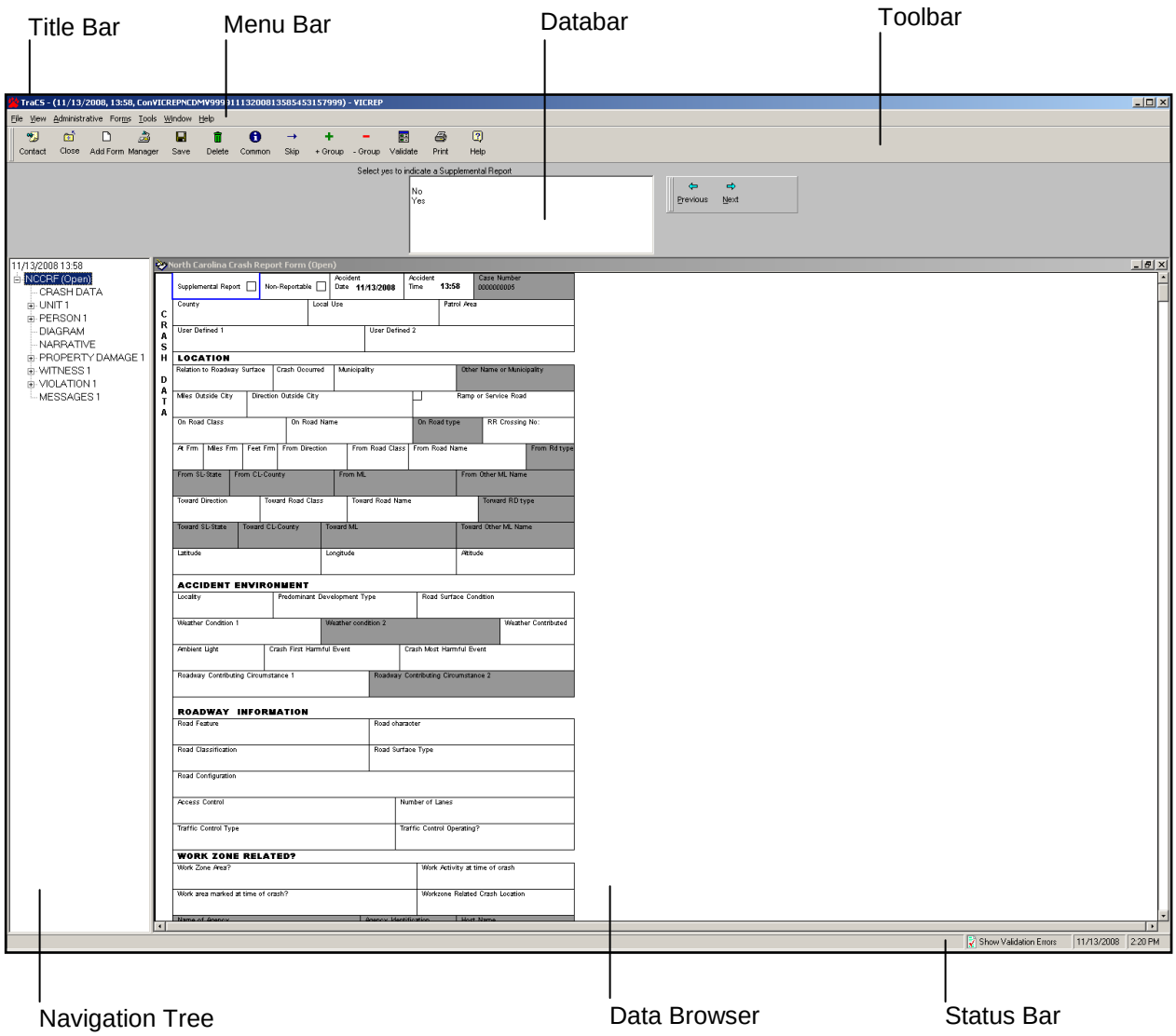
The Reporter access level is assigned to individuals that collect data from incidents. Users assigned to this access level can view and edit only their own forms.

Reporters send their validated NCCRF forms to their associated Supervisor using the Send and Receive Crash Reports function.

TraCS Interface

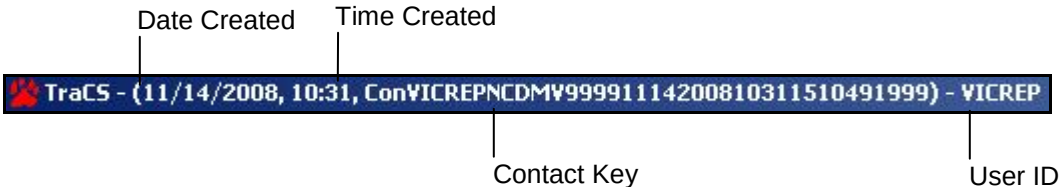
This section describes the TraCS user interface (UI) including menus, commands and keyboard shortcuts.

NOTE: The UI varies based on user permissions.



Title Bar

The TraCS title bar provides basic contact and user identification information.



Menu Bar

The TraCS menu bar provides the common menu structure for commands generally used with Windows® programs, as well as commands to accomplish specific TraCS tasks.

File

To access the **File** menu using the keyboard, press **Alt**+**F**. The **File** menu provides the following commands.

NOTE: Focus must be in the Data Browser for keyboard shortcuts to function.

Command	Tool	Key	Description
New Contact	Contact	Ctrl+N	Creates a new North Carolina Crash Report From (NCCRF).
Close Contact	Close	Ctrl+C	Closes the active NCCRF.
Add Form	Add Form	Ctrl+F	Adds another NCCRF to the active contact.
Save Form	Save	Ctrl+S	Saves the active NCCRF.
Close Form	Close	Ctrl+C	Closes the active NCCRF.
Delete Form	Delete	Alt+F, D	Deletes the NCCRF form.
Open	None	Ctrl+O	Not used in North Carolina.
Save All	None	Alt+F, V	Saves the active NCCRF.

Command	Tool	Key	Description
Validate	Validate	None	Validates the active form and if applicable, returns errors.
Contact Manager	Manager	Ctrl+M	Opens the **Contact Manager** screen.
Common Information Manager	Common	Ctrl+I	Opens the **Common Information Manager** dialog box.
Print Setup	None	Alt+F, U	Displays the **Printer Setup** dialog box.
Print	Print	Ctrl+P	Displays the **Print Manager** dialog box.
Exit		Ctrl+X	Closes the TraCS application.

View

To access the **View** menu using the keyboard, press **Alt**+**V**. The **View** menu provides the following commands.

NOTE: Focus must be in the Data Browser for keyboard shortcuts to function.

Command	Tool	Key	Description
Status Bar	None	Alt+V, S	Opens and closes the status bar at the bottom right corner of the screen.
Toolbar	None	Alt+V, T	Displays the toolbar list menu.
▪ Show Toolbar	None	Alt+V, T, S	Displays or hides the TraCS toolbar.
▪ Align Top	None	Alt+V, T, T	Displays the toolbar at the top of the screen.
▪ Align Bottom	None	Alt+V, T, B	Displays the toolbar at the bottom of the screen.
▪ Align Left	None	Alt+V, T, L	Displays the toolbar on the left side of the screen.
▪ Align Right	None	Alt+V, T, R	Displays the toolbar on the right side of the screen.
▪ Text Labels	None	None	Displays or hides the text describing the toolbar icons.
Databar	None	Alt+V, D	Displays the Databar list menu.
▪ Align Top	None	Alt+V, D, T	Displays the Databar at the top of the screen.
▪ Align Bottom	None	Alt+V, D, B	Displays the Databar at the bottom of the screen.
▪ Expert Mode	None	Alt+V, D, E	Decreases the size of the Databar and converts information in graphical representations into list boxes when applicable.

Command	Tool	Key	Description
Navigation Tree	None	Alt+V, N	Displays the navigation tree list menu.
▪ Show Navigation Tree	None	Alt+V, N, S	Displays or hides the navigation tree.
▪ Align Left	None	Alt+V, N, L	Displays the navigation tree on the left side of the screen.
▪ Align Right	None	Alt+V, N, R	Displays the navigation tree on the right side of the screen.
Zoom	None	Alt+V, Z	Increase or decrease the size of the displayed form.
Contact Description	None	Alt+V, C	Displays the **Contact Description** dialog box.
Form Description	None	Alt+V, F	Displays the **Form Description** dialog box.
Validation Errors	None	Alt+V, V	Displays the form's errors.
Night Time Mode	None	Alt+V, M	The night time mode changes the colors of the user interface to light to dark colors. The purpose is to help Officers remain as concealed as possible in the dark. By default, this mode is not enabled.

Administrative

To access the **Administrative** menu using the keyboard, press **Alt**+**A**. The **Administrative** menu provides the following commands.

NOTE: Focus must be in the Data Browser for keyboard shortcuts to function.

Command	Tool	Key	Description
Officer Notes	None	Alt+A, O	Displays the **Officer Notes** screen.

Forms

To access the **Forms** menu using the keyboard, press **Alt**+**M**. The **Forms** menu provides the following commands.

NOTE: Focus must be in the Data Browser for keyboard shortcuts to function.

Command	Tool	Key	Description
Add Group	None	Alt+M, A	Select a group to be added to the form.
Delete Group	None	Alt+M, D	Displays all existing groups on the active form. Select a group to be deleted from the form.

Command	Tool	Key	Description
Add Current Group	+ Group	Alt+M, C	When a group is selected in the navigation tree, this option adds another group of the same type to the navigation tree. For example, when **PERSON 1** is highlighted and **Add Current Group** is selected, **PERSON 2** is created and displays in the navigation tree.
Delete Current Group	- Group	Alt+M, L	Highlight the group to be deleted in the navigation tree and select this option to delete the group.
Skip Group	Skip	Alt+M, S	Allows the user to quickly jump to the next group. Users can jump ahead as many groups as desired.

Tools

To access the **Tools** menu using the keyboard, press **Alt**+**T**. The **Tools** menu provides the following commands.

NOTE: Focus must be in the Data Browser for keyboard shortcuts to function.

Command	Tool	Key	Description
User Preferences	None	Alt+T, U	Displays the **User Preferences** list menu.
▪ Change Password	None	Alt+T, P	Displays the **Change Password** dialog box.
▪ Edit Defaults	None	Alt+T, D	Displays the **Defaults Editor** dialog box.
▪ Edit Signature	None	Alt+T, S	Displays the **Default Officer Signature** dialog box.
NC DOT-DMV Utilities	None	None	Displays the **NC DOT-DMV Utilities** list menu. See Chapter 4: NC DOT-DMV Utilities for details.

Window

To access the **Window** menu using the keyboard, press **Alt**+**W**. The **Window** menu provides the following commands, however, since North Carolina only uses the NCCRF form it is HIGHLY recommended that none of these commands be used.

NOTE: Focus must be in the Data Browser for keyboard shortcuts to function.

Command	Tool	Key	Description
Reset Desktop	None	Alt+W, R	Resizes the active form.

Command	Tool	Key	Description
Tile Horizontally	None	Alt+W, H	The **Tile Horizontally** option enables users to view all open forms simultaneously by arranging them horizontally within the data browser. Once the forms are tiled horizontally, the user can maximize one of them so that it fills the data browser. This is done by double-clicking the title bar of the desired form. **NOTE:** This view is possible when there are multiple NCCRF forms in a contact.
Tile Vertically	None	Alt+W, V	The **Tile Vertically** option enables users to view all open forms simultaneously by arranging them vertically within the data browser. Once the forms are tiled vertically, the user can maximize one of them so that it fills the data browser. This is done by double-clicking the title bar of the desired form. **NOTE:** This view is possible when there are multiple NCCRF forms in a contact.
Cascade	None	Alt+W, C	The **Cascade** option enables users to view all open forms at once by cascading them within the data browser. In this view, the forms appear to be stacked on top of each other. After the forms are cascaded, the user can maximize one of the forms so that it fills the data browser by double-clicking the title bar of the desired form. **NOTE:** This view is possible when there are multiple NCCRF forms in a contact.
Arrange Icons	None	Alt+W, A	The **Arrange Icons** option reduces clutter on the TraCS screen by organizing the minimized form icons at the bottom of the data browser. Once forms are minimized, the user can maximize one of them so that it fills the data browser by double-clicking the title bar of the desired form.

Help

To access the **Help** menu using the keyboard, press **Alt**+**H**. The **Help** menu provides the following commands.

NOTE: Focus must be in the Data Browser for keyboard shortcuts to function.

Command	Tool	Key	Description
Help		F1	Displays the TraCS Help system.
Field Help	None	F2	To access field-level Help that addresses a specific field, press **F2** on the keyboard when the field is highlighted.

Command	Tool	Key	Description
Technical Support	None	None	Displays the **TraCS Technical Support Contacts** dialog box.
TraCS on the Web	None	None	Opens the https://dmvcrashweb.dot.state.nc.us/trcs/ Web site.
About TraCS	None	None	Displays the version number of your copy of TraCS.

Toolbar

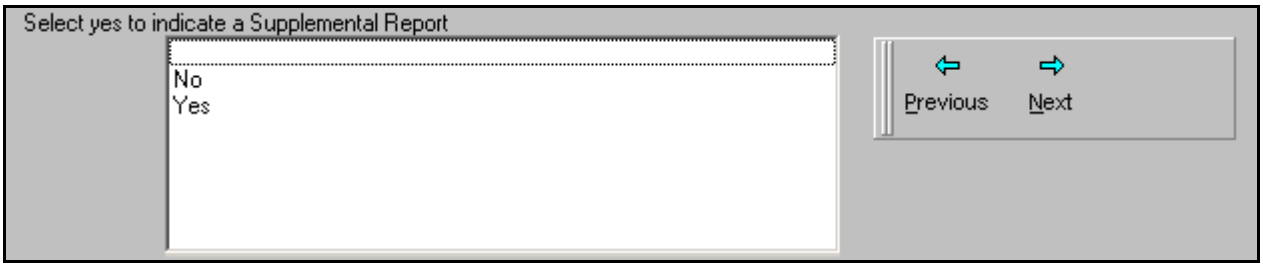
The toolbar is part of the TraCS window providing quick access to various tools that invoke TraCS actions.

Command	Tool	Key	Description
Contact	Contact	Ctrl+N	Creates a new North Carolina Crash Report Form (NCCRF).
Close	Close	Alt+F, C	Closes the active form.
Add Form	Add Form	Alt+F, F	Adds another NCCRF to the active contact. **NOTE:** Currently, North Carolina only uses the NCCRF form. Therefore, it is highly recommended that only one NCCRF form be open per contact.
Contact Manager	Manager	Alt+F, M	Opens the Contact Manager.
Save	Save	Alt+F, S	Saves the active NCCRF.
Delete	Delete	Alt+F, D	Removes the highlighted form (in the navigation tree) from the open contact.
Common	Common	Alt+F, I	Opens the **Common Information Manager** dialog box.
Skip	Skip	Alt+M, S	Allows the user to quickly jump to the next group. Users can jump ahead as many groups as desired.
Add Current Group	+ Group	Alt+M, C	When a group is selected in the navigation tree, this option adds another group of the same type to the navigation tree. For example, when **PERSON 1** is highlighted and **Add Current Group** is selected, **PERSON 2** is created and displays in the navigation tree.

Command	Tool	Key	Description
Delete Current Group	- Group	Alt+M, L	Highlight the group to be deleted in the navigation tree and select this option to delete the group.
Validate	Validate	None	Validates the active form and if applicable, returns errors.
Print	Print	Alt+F, P	Displays the **Print Manager** dialog box.
Help	Help	F1	Displays the TraCS Help system.

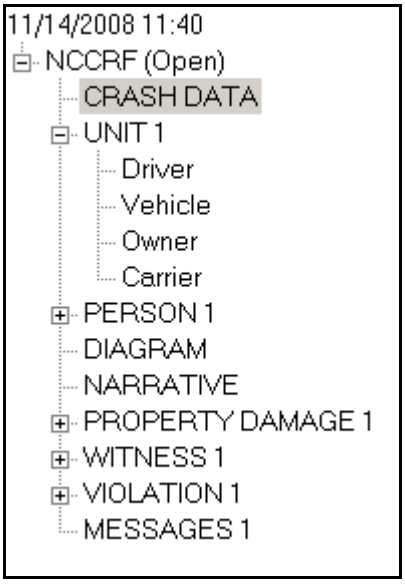
Databar

TraCS uses Databars as its primary data entry tool. In addition to facilitating data entry, Databars also enforce data integrity (e.g., a numbers Databar will only permit the user to enter numbers). The following is a Databar that displays in TraCS:

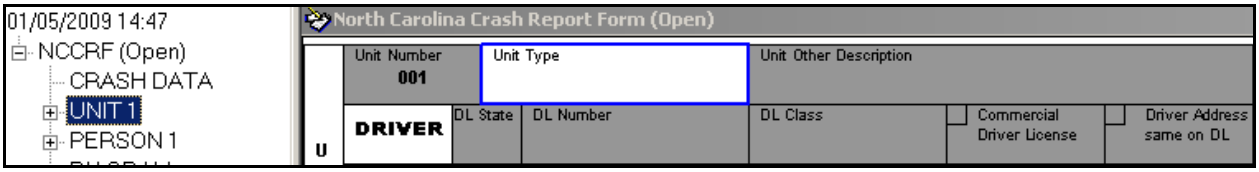


Navigation Tree

The TraCS navigation tree contains a hierarchical tree view which displays the Crash Report Form topics.

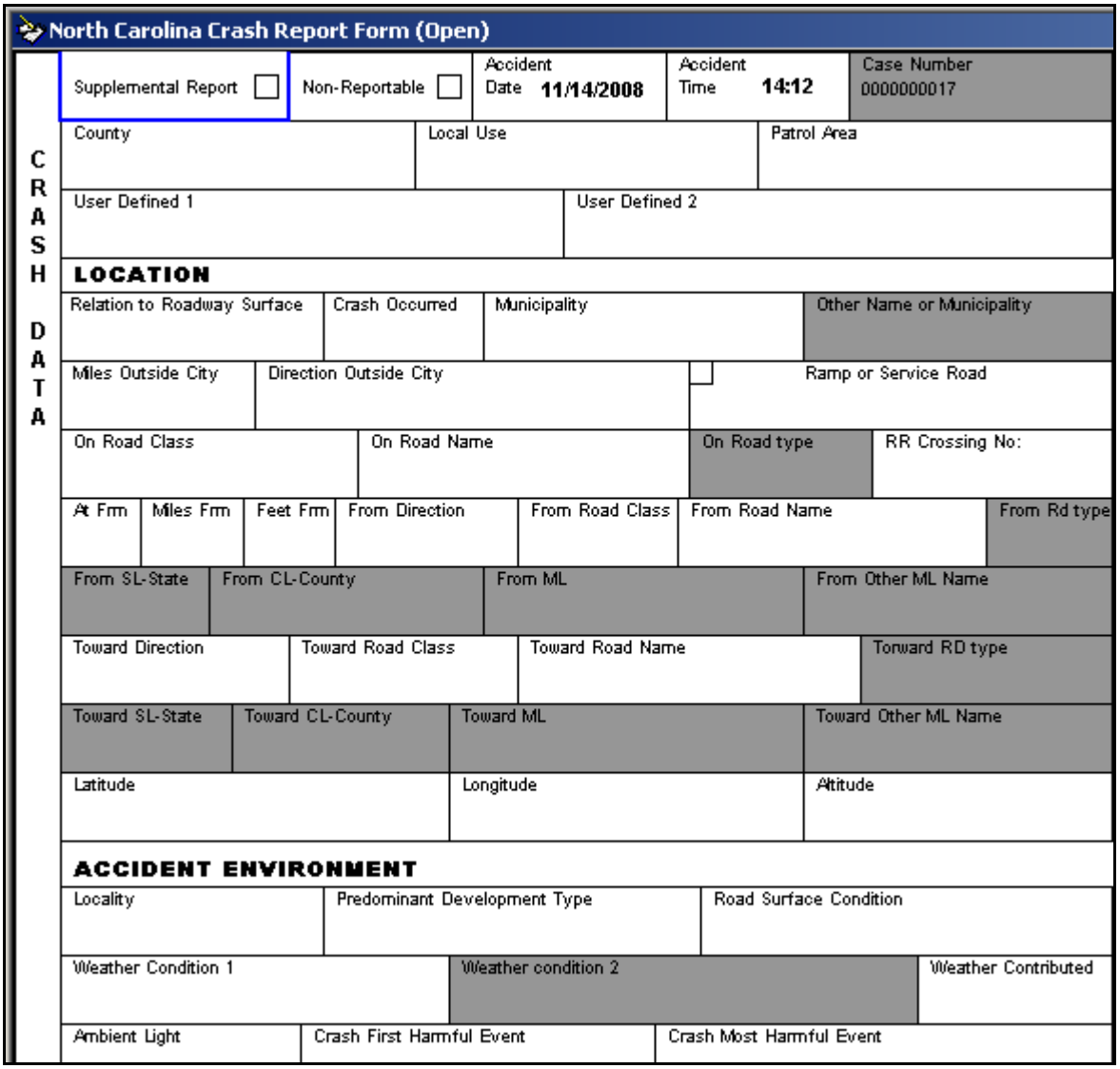


When a topic is highlighted in the navigation view, the corresponding field on the active form is selected. In the following example, **UNIT 1** is highlighted in the navigation view which automatically selects the **Unit Type** field on the form.



Data Browser

The data browser displays the active NCCRF. Use the Databar to enter data.



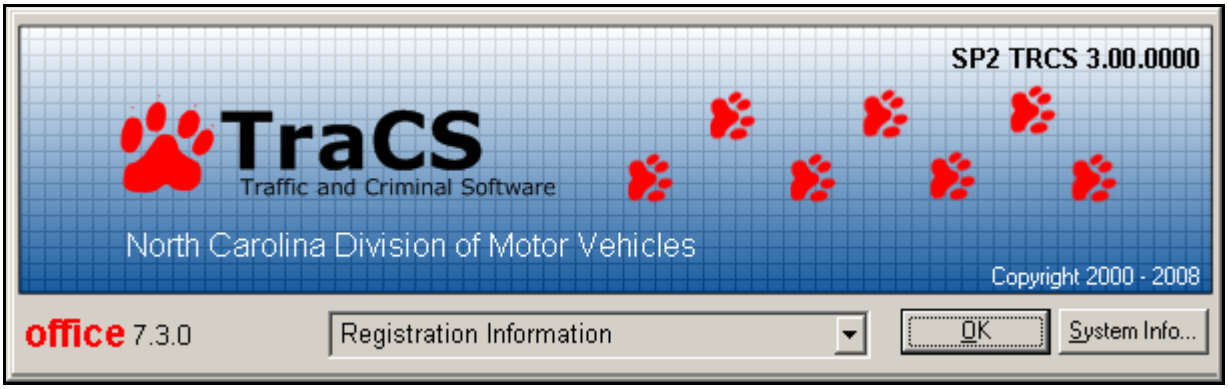
Status Bar

The status bar displays text-based information such as descriptive messages about a selected menu command or information about the current state of an operation. For example:

Displaying Information about TraCS

To display the version number of your copy of TraCS:

1. From the **Help** menu, select **About TraCS**.



   This information will be useful to customer support staff if you require assistance.

2. Click **OK** to close the dialog box.

Getting Help with TraCS

The TraCS Instructional Guide and the TraCS Help system provide the information you need to use TraCS.

The **Help** menu includes choices that display information about TraCS.

Command	Key	Description
Help	F1	Accesses the Monitor Help system.
Field Help	F2	To access field-level Help that addresses a specific field, press **F2** on the keyboard when the field is highlighted.
Technical Support	None	Displays the **TraCS Technical Support Contacts** dialog box.
TraCS on the Web	None	Opens the https://dmvcrashweb.dot.state.nc.us/trcs/ Web site.
About TraCS	None	Displays the version number of your copy of TraCS.

If You Need Assistance

The TraCS Instructional Guide and the TraCS Help system are designed to answer most of the questions you will have as you use the program. If you encounter a system message or other problem, you can contact Operations Support at 919-861-3084.

Additional forms or instruction books are available on the DMV Web site at http://www.ncdot.org/dmv/driver services or may be ordered by completing the Requisition form and faxing it to 919-715-3076 or by mailing the form to the Traffic Records Branch.

Training

The DMV offers training classes. Contact the Operations Support Unit at 919-861-3084 to schedule TraCS training.

Chapter 2: Filling Out and Submitting the NCCRF

This chapter describes the process of creating a NCCRF and submitting it for approval.

Creating and Submitting a Contact/NCCRF

This section outlines the steps required to create and submit a NCCRF. The section The NC Crash Reporting Form contains detailed information on each field in TraCS.

Contacts are the primary components of TraCS. Each time an officer performs an official act as the result of a crash, their first step in TraCS is to open a contact. Each contact requires a form, which is agency-specific. In North Carolina, NCCRF is the designated form to be used in TraCS.

A contact can be assigned an unlimited number of forms; however, only one contact can be open at a time. Currently, North Carolina has only one designated form (NCCRF) and it is highly recommended to have only one NCCRF form assigned to a contact.

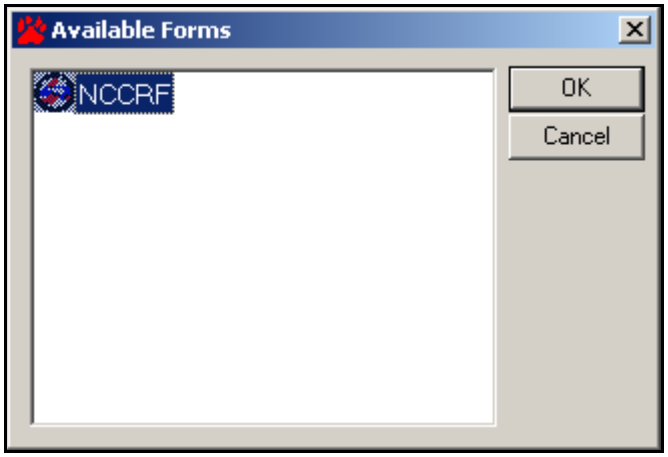
Contacts can be created using the TraCS main screen or through the Contact Manager.

To create a contact/NCCRF using the main TraCS screen

1. From the **Start** menu, select **Programs > TraCS > TraCS**. Or, double-click

on the desktop.
2. Log on TraCS. The TraCS application opens.
3. Click

.
4. Select **NCCRF** from the **Available Forms** dialog box and click **OK**.



A new NCCRF displays.

5. Enter all data into the form.

   NOTE: For field specific information, see The North Carolina Crash Reporting Form.

6. Click

.

   If the form does NOT contain errors:

   The **TraCS Validation** dialog box displays. Click **OK**. The title bar of the active form and the form name in the navigation tree indicate that the form has been validated.

   If the form contains errors:

   A window displays at the bottom of the screen displaying all the errors. See Viewing and Correcting Validation Errors on page 77 to correct errors.

7. Select **Tools** > **NC DOT-DMV Utilities** > **Send and Receive Crash Reports**. The **Crash Report Transmitter and Receiver** dialog box displays. When the transmission is complete, the dialog box lists the number of reports that were sent and received.
8. Click **OK**. The form has been sent to your supervisor for approval.

NOTE: Do not add a second NCCRF form to a contact.

A contact can also be added from the Contact Manager screen. See Creating a New Contact in Chapter 4 for further information.

The NC Crash Reporting Form

The North Carolina Crash Reporting Form (NCCRF) in TraCS is used to capture the data currently submitted on the paper DMV-349 form. The form consists of groups of data, which must be entered to complete the form.

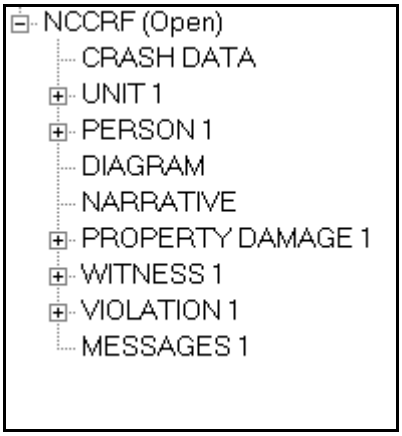
See Databar for information on how to enter data in a form.

Groups that are constant variables that only occur once in a form are known as static groups. The NCCRF contains the following four static groups:

- CRASH DATA
- DIAGRAM
- NARRATIVE
- MESSAGES

Groups that may occur more than one time in a form are known as recurring groups. The NCCRF contains the following five recurring groups:

- UNIT
- PERSON
- PROPERTY DAMAGE
- WITNESS
- VIOLATION



TIP: If assistance is required while filling out the NCCRF, press **F2** while a field is selected. A message box displays containing helpful information for that field. In addition, Appendix A: Glossary of Terms explains the terminology used in TraCS.

CRASH DATA

The **CRASH DATA** group is used to collect the following data:

- Crash Location
- Accident Environment
- Roadway Information
- Work Zone Related?

The following contains **CRASH DATA** group fields:

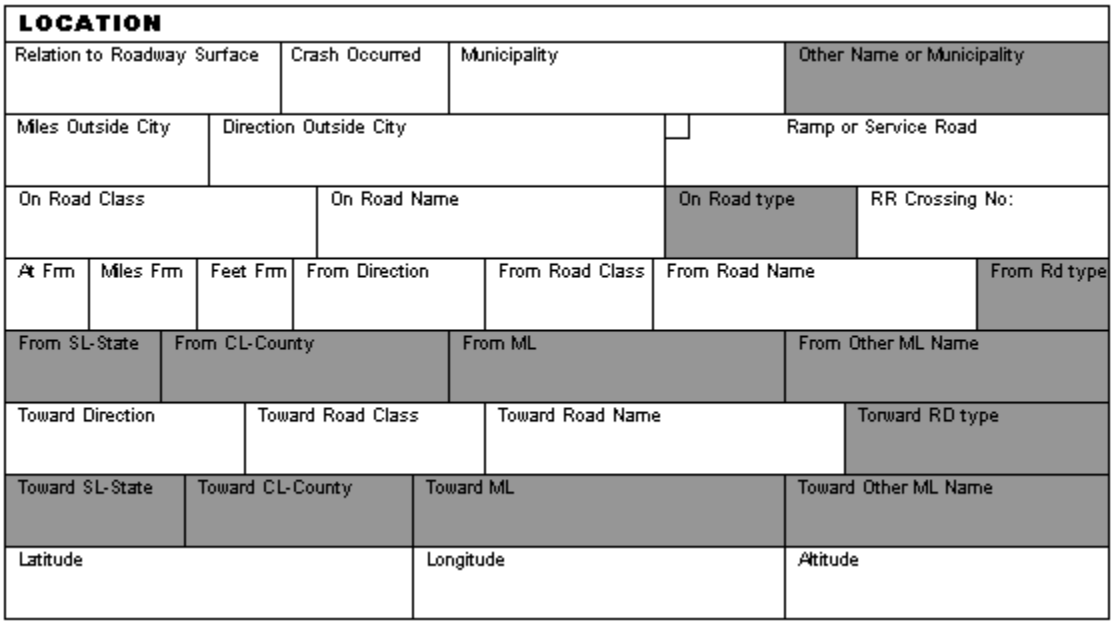
Supplemental Report ☐	Non-Reportable ☐	Accident Date **01/13/2009**	Accident Time **13:34**	Case Number 0000000108
County	Local Use	Patrol Area		
User Defined 1	User Defined 2			

Field	Description
Supplemental Report	If a Supplemental Report must be written, select **Yes**. <u>A Supplemental traffic crash report must be submitted when:</u> • The original report was incomplete because of lack of information or an incomplete investigation. • A correction on the original report is necessary because of inaccurate information. • A person dies of injuries sustained in a traffic crash within one year of the crash. <u>When completing a supplemental report note that:</u> It is not necessary to rewrite all information as listed on the original DMV-349. Supplemental reports must be reported on a separate DMV-349 from the original report. The location must be completed and shall include the date and time. List *only* the names of drivers (or owner, if no driver) as shown on the original report. List the additional information or correction to be made. If the original report included a hit and run driver and the driver has been apprehended the supplement must include all information for that respective driver and vehicle on the front and back of the report. Supplemental reports must be forwarded in the same manner as original reports.

Field	Description
Non-Reportable	Some locals may choose to report crashes, which do not meet the State's criteria for a reportable crash. If these are submitted to the State, select **Yes**. As indicated on page 1 and on the top cover sheet for the DMV-349, a reportable motor vehicle traffic crash must include a fatality, injury, property damage of $1,000.00 or greater or property damage of any amount to a vehicle seized. A reportable crash must occur on a trafficway or occur after the motor vehicle runs off the roadway but before events are stabilized. For providing copies of reportable crashes, requests will be made, as usual to the DMV. This "non-reportable" check block will be used to direct requests for copies of non-reportable crashes back to the originating agency, which investigated the crash.
Accident Date	Enter the calendar date on which the crash occurred.
Accident Time	The time of the crash is recorded in 24-hour clock time. Noon is 12:00 and midnight is 24:00. For crashes that occur exactly at midnight use 23:59. For example, 8:00 AM is recorded as 08:00 and 8:15 PM is recorded as 20:15.
Case Number	The system automatically populates this field.
County	Select the county the in which the crash occurred. Once a county is selected, the **Municipality** drop-down list contains municipalities in that county only. If you select **Other** from the **Municipality** drop-down, the **Other Name or Municipality** field becomes available.
Local Use	This field is optional. Enter the local identification of an accident. The maximum length is 20 characters.
Patrol Area	This field is optional. Enter the patrol area. Maximum length is four characters.
User Defined 1	This field is available for local agency use. No DMV edits applied. The maximum length is 32 characters.
User Defined 2	This field is available for local agency use. No DMV edits applied. The maximum length is 32 characters.

Location Fields

This section contains the **Location** fields in the **CRASH DATA** group.



Field	Description
Relation to Roadway Surface	The **Relation to Roadway Surface** field indicates the specific location of the first harmful event at the crash level. Select one of the following: 1 – On Roadway surface **<u>Off Roadway</u>** 2 – Shoulder 3 – Median 4 – Roadside 5 – Outside Trafficway 6 – Unknown
Crash Occurred	Select one of the following: I – In N – Near **NOTE:** Select **In** to indicate that the crash occurred inside the corporate city or town limits.
Municipality	Once a **County** is selected, the **Municipality** drop-down list contains municipalities in that county only. If you select **Other** from the **Municipality** drop-down, the **Other Name or Municipality** field becomes available.
Other Name or Municipality	Enter the name of the municipality or town the crash occurred.

Field	Description
Miles Outside City	Enter the miles outside the municipality that the crash occurred. Leave the field blank if the crash occurred inside a corporate city or town limit.
Direction Outside City	Indicate the direction outside the municipality that the crash occurred. Select one of the following: E – East N – North NE – North East NW – North West S – South SE – South East SW – South West W – West
Ramp or Service Road	Select **Yes** if the crash occurred on a ramp or service road.
On Road Class	Select the highest classification of the road. Select one of the following: I – Interstate route LCL – Local NC – North Carolina numbered route PP – Private road, property or driveway PVA – Public vehicular area SR – Secondary road UNK – Unknown US – US numbered route
On Road Name	Enter the route number, road name, or street name of the road. Enter a route number when the **Road Class** is US, NC, I or SR. Enter the text name associated with the location of the crash when the **Road Class** is LCL, PVA, PP, or UNK. **NOTE:** Do not enter periods in the street name. Use the following abbreviations for the street type suffix: Road: RD Street: ST Avenue: AV Place: PL Court: CT Lane: LN Trail: TR

Field	Description
	Circle: CIR Boulevard: BLVD Parkway: PKWY Freeway: FRWY Highway: HWY Directional abbreviations are: N, S, E, W, NW, NE, SE, and SW.
On Road Type	Select one of the following road types: No special type ALT – Alternate BUS – Business P - Bypass **NOTE:** This field is optional and can be entered when the Road Class is Interstate, US, or NC. Alternate, Business or Bypass routes will have signs posted. Typically, routes do not have special types.
RR Crossing No.	Enter the Rail Road Crossing number if the crash occurred at or near a rail-highway grade crossing. If not a rail-highway grade crossing, leave this field blank. If the crash occurred at or near a rail-highway grade crossing, enter the number posted at the site. The number is composed of six digits and a letter, such as 687422t (this field accepts 7 digits only). If the number is missing or illegible, include the name of the railroad company owning or operating the tracks in the narrative.
At Frm	Select one of the following: **At:** Select when the crash occurred at intersecting streets. **From:** Use when indicating the crash occurred between two streets.
Miles Frm	Enter the miles to the nearest intersection. If the distance is only feet to the nearest intersection, leave this field blank.
Feet Frm	Enter the distance in feet from the nearest intersecting street.
From Direction	Select the direction from the nearest intersecting street to the scene of the crash. City streets may run in intermediate compass directions and should be listed as such (i.e., North East). Select one of the following: E – East N – North NE – North East NW – North West S – South SE – South East SW – South West W – West

Field	Description
From Road Class	Select the highest classification of the road: CL – County line I – Interstate route LCL – Local MILE – Mile marker ML – Municipal line NC – NC numbered route PP – Private road, property or driveway PVA – Public vehicular area SL – State line SR – Secondary road UNK – Unknown US – US numbered route Once the **From Road Class** and **Toward Road Class** fields are selected, the **Toward SL-State**, **Toward CL-County**, and **Toward ML** fields become available based on the road class entered.
From Road Name	Enter the US, NC, I, SR, RP, or RU number or text name of the road name. Enter a route number when the **Road Class** is: US, NC, I SR, RP, or RU. Enter the text name associated with the location of the crash when the **Road Class** is: LCL, PVA, PP, or UNK. **NOTE:** Do not enter periods in the street name. Use the following abbreviations for the street type suffix: RD – Road ST – Street AV – Avenue PL – Place CT – Court LN – Lane TR – Trail CIR – Circle BLVD – Boulevard PKWY – Parkway FRWY – Freeway HWY – Highway Directional abbreviations: N, S, E, W, NW, NE, SE, and SW.

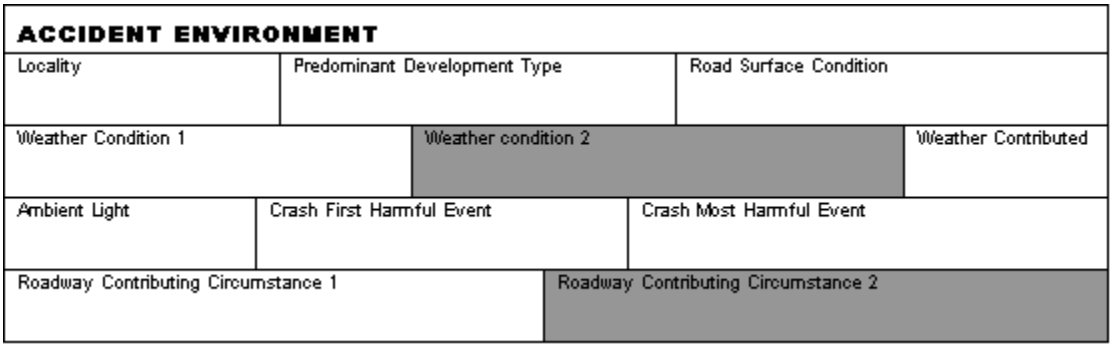
Field	Description
From Rd type	Select one of the following road types: No special type ALT – Alternate BUS – Business P - Bypass **NOTE:** This field is optional and can be entered when the Road Class is Interstate, US, or NC. Alternate, Business or Bypass routes will have signs posted. Typically, routes do not have special types.
From SL-State	Select the State Line where the crash occurred: Georgia South Carolina Tennessee Virginia
From CL-County	Select the County Line county. The CL-County Line Road classification requires that the appropriate NC county be selected.
From ML	Select the municipality name.
From Other ML Name	When **Other** is selected in the **From ML** field, this field becomes active. Enter the name of the municipality.
Toward Direction	Enter the direction toward the nearest intersecting street to the crash site. City streets may run in intermediate compass directions and should be listed as such (i.e., North East). Select one of the following: E – East N – North NE – North East NW – North West S – South SE – South East SW – South West W – West
Toward Road Class	Select the highest classification of the road/street: CL – County line I – Interstate route LCL – Local MILE – Mile marker ML – Municipal line NC – NC numbered route PP – Private road, property or driveway

Field	Description
	PVA – Public vehicular area SL – State line SR – Secondary road UNK – Unknown US – US numbered route Once the **From Road Class** and **Toward Road Class** fields are selected, the **Toward SL-State**, **Toward CL-County**, and **Toward ML** fields become available based on the road class entered.
Toward Road Name	Enter the US, NC, I, or SR number or text name of the crash location. Enter a route number when the **Road Class** is: US, NC, I or SR. Enter the text name associated with the location of the crash when the Road Class is: LCL, PVA, PP, or UNK. NOTE: Do not enter periods in the street name. Use the following abbreviations for the street type suffix: RD – Road ST – Street AV – Avenue PL – Place CT – Court LN – Lane TR – Trail CIR – Circle BLVD – Boulevard PKWY – Parkway FRWY – Freeway HWY – Highway Directional abbreviations: N, S, E, W, NW, NE, SE, and SW.
Toward RD type	Select one of the following road types: No special type ALT – Alternate BUS – Business P - Bypass **NOTE:** This field is optional and can be entered when the Road Class is Interstate, US, or NC. Alternate, Business or Bypass routes will have signs posted. Typically, routes do not have special types.
Toward SL-State	Select the State Line where the crash occurred: Georgia

Field	Description
	South Carolina Tennessee Virginia
Toward CL-County	Select the appropriate County. **NOTE:** When **CL-County line** is selected for the **Toward Road Class** field, the **Toward CL-County** field becomes active.
Toward ML	Select the municipality name.
Toward Other ML Name	When **Other** is selected in the **Toward ML** field, this field becomes active. Enter the name of the municipality.
Latitude	If available, enter the geographical latitude location in decimal degrees.
Longitude	If available, enter the geographical longitude location in decimal degrees.
Altitude	If available, enter the geographical altitude (elevation) in feet.

Accident Environment Fields

This section contains the **Accident Environment** fields in the **CRASH DATA** group.



Field	Description
Locality	Select a locality development: 1 – Rural (<30% developed) 2 – Mixed (30% to 70% developed) 3 – Urban (>70% developed) The locality refers to the general type and level of development near the collision. If the estimated total development is less than 30%, or about 1/3 of road frontage on both sides over a substantial distance from the scene of the collision, select **Rural**.
Predominant Development Type	Select the predominant development type: 1 – Farms, woods, pastures

Field	Description
	2 – Residential 3 – Commercial (mainly retail stores) 4 – Institutional (schools, hospitals, government buildings, etc.) 5 – Industrial
Road Surface Condition	Select the road surface condition that describes the roadway surface conditions at the time and place of the crash. Select one of the following: 01 – Dry 02 – Wet 03 – Water (standing, moving) 04 – Ice 05 – Snow 06 – Slush 07 – Sand, Mud, Dirt, Gravel 08 – Fuel, Oil 09 – Other* (include in the narrative) 10 – Unknown
Weather Condition 1	Select the general atmospheric conditions that existed at the time of the crash. Select one of the following: 1 – Clear 2 – Cloudy 3 – Rain 4 – Snow 5 – Fog, smog, smoke 6 – Sleet, hail, freezing rain/drizzle 7 – Severe cross winds 8 – Blowing sand, dirt, snow 9 – Other* (include in the narrative) When data is entered in the **Weather Condition 1** field, the **Weather condition 2** field becomes available.
Weather Condition 2	Select the general atmospheric conditions that existed at the time of the crash.
Weather Contributed	Select an indication, in the officer's opinion as to whether or not weather was a contributing factor in the crash. Select one of the following: 1 – Yes 2 – No 3 – Unknown

Field	Description
Ambient Light	Ambient light refers to the type of light that existed at the time of the crash. Select one of the following: 1 – Daylight 2 – Dusk 3 – Dawn 4 – Dark-lighted roadway 5 – Dark-roadway not lighted 6 – Dark-unknown lighting 7 – Other* 8 – Unknown **NOTE:** Extremely cloudy conditions may be classified as **Dawn** or **Dusk** if the ambient light conditions are similar.
Crash First Harmful Event	Select the first injury or damage producing event that characterizes the crash type and identifies the nature of the first harmful event. Select one of the following: 00 – Unknown 01 – Ran off road-right 02 – Ran off road-left 03 – Ran off road-straight 04 – Jackknife 05 – Overturn/rollover 13 – Other non-collision* (include in the narrative) 14 – Pedestrian 15 – Pedalcyclist 16 – Railway train, engine 17 – Animal 18 – Movable object* 19 – Fixed object* 20 – Parked motor vehicle 21 – Rear end, slow or stop 22 – Rear end, turn 23 – Left turn, same roadway 24 – Left turn, different roadways 25 – Right turn, same roadway 26 – Right turn, different roadways 27 – Head on

Field	Description
	28 – Sideswipe, same direction 29 – Sideswipe, opposite direction 30 – Angle Collision 31 – Backing up 32 – Other collision with vehicle*
Crash Most Harmful Event	Select the most harmful event that produced the greatest property damage or most severe injury in the crash. If several vehicles are involved in a crash, select the harmful event that was the most harmful in the crash. Select one of the following: 00 – Unknown 01 – Ran off road-right 02 – Ran off road-left 03 – Ran off road-straight 04 – Jackknife 05 – Overturn/rollover 13 – Other non-collision* (include in the narrative) 14 – Pedestrian 15 – Pedalcyclist 16 – RR train, engine 17 – Animal 18 – Movable object* 19 – Fixed object* 20 – Parked motor vehicle 21 – Rear end, slow or stop 22 – Rear end, turn 23 – Left turn, same roadway 24 – Left turn, different roadways 25 – Right turn, same roadway 26 – Right turn, different roadways 27 – Head on 28 – Sideswipe, same direction 29 – Sideswipe, opposite direction 30 – Angle 31 – Backing up 32 – Other collision with vehicle*

Field	Description
Roadway Contributing Circumstance 1	Select the apparent condition of the road which contributed to the crash. Select one of the following: 00 – None (no unusual conditions) 01 – Road Surface Condition 02 – Debris 03 – Rut, holes, bumps 04 – Work zone (construction, maintenance, utility) 05 – Worn travel-polished surface 06 – Obstruction in roadway 07 – Traffic control device inoperative, not visible or missing 08 – Shoulders low, soft or high 09 – No shoulders 10 – Non-highway work 11 – Other* (include in the narrative) 12 – Unknown
Roadway Contributing Circumstance 2	Select the second apparent condition of the road which contributed to the crash.

Roadway Information Fields

This section contains the **Roadway Information** fields in the **CRASH DATA** group.

ROADWAY INFORMATION	
Road Feature	Road character
Road Classification	Road Surface Type
Road Configuration	
Access Control	Number of Lanes
Traffic Control Type	Traffic Control Operating?

Field	Description
Road Feature	Select the road feature: 00 – No special feature 01 – Bridge 02 – Bridge approach 03 – Underpass 04 – Driveway, public 05 – Driveway, private 06 – Alley intersection **Intersection of Roadways** 07 – Four-way intersection 08 – T-intersection 09 – Y-intersection 10 – Traffic circle/roundabout 11 – Five-point, or more 12 – Related to intersection **Non-Intersection** 13 – Non-intersection median crossing 14 – End or beginning-divided highway 15 – Off-ramp entry 16 – Off-ramp proper 17 – Off-ramp terminal on crossroad 18 – Merge lane between on and off ramp 19 – On ramp entry 20 – On ramp proper 21 – On ramp terminal on crossroad 22 – Railroad crossing 23 – Tunnel 24 – Shared use path or trails 25 – Other* (include in the narrative) If the location of the first harmful event coincides with one of the road features indicated, select the specific road feature.
Road character	Road character describes the change in horizontal direction of a roadway, determined at the point of curvature. Select one of the following: 1 – Straight, level 2 – Straight, hillcrest 3 – Straight, grade

Field	Description
	4 – Straight, bottom (sag) 5 – Curve, level 6 – Curve, hillcrest 7 – Curve, grade 8 – Curve, bottom (sag) 9 – Other* (include in the narrative)
Road Classification	The road classification describes the character of service or function of streets or highways. Use the highest class (use road class for local streets having route designation). Select one of the following: 1 – Interstate 2 – US Route 3 – NC Route 4 – State Secondary Route 5 – Local Street 6 – Public Vehicular Area 7 – Private Road, Driveway 8 – Other* (include in the narrative)
Road Surface Type	The Road Surface Type is the actual surface type of the roadway on the area in which the crash occurred. Select one of the following: 1 – Concrete 2 – Grooved Concrete 3 – Smooth asphalt 4 – Coarse asphalt 5 – Gravel 6 – Sand 7 – Soil 8 – Other* (include in the narrative)
Road Configuration	Road configuration indicates whether or not a trafficway is divided and whether it serves one-way or two-way traffic. A median must be present for a divided road. Select one of the following: 1 – One-way, not divided 2 – Two-way, not divided 3 – Two-way, divided, unprotected median 4 – Two-way, divided, positive median barrier 5 – Unknown

Field	Description
Access Control	The Access Control indicates the degree of access to a roadway controlled by public authority. Select one of the following: 1 – No access control 2 – Full access control 3 – Partial access control
Number of Lanes	Enter the total number of thru lanes of the “road-on” at the point of the collision. If two-way, then the total number for both directions is entered. Do not count turning lanes unless they are continuous between intersections. Enter “0” for parking lots.
Traffic Control Type	Select the type of traffic control device present at the collision site and whether it was operating and visible at the time. Examples include: RR crossbucks only (the black on white cross-arm device, human control (law officer, railroad flagman, etc.). Select one of the following: 00 – No control present 01 – Stop sign 02 – Yield sign 03 – Stop and go signal 04 – Flashing signal with stop sign 05 – Flashing signal without stop sign 06 – RR gate & flasher 07 – RR flasher 08 – RR cross bucks only 09 – Human control 10 – Warning sign 11 – School zone signs 12 – Flashing stop and go signal 13 – Double yellow line, no passing zone 14 – Other* (include in the narrative)
Traffic Control Operating?	Select **Yes**, **No**, or **Unknown** to indicate whether the device was operating properly at the time of the collision.

Work Zone Related? Fields

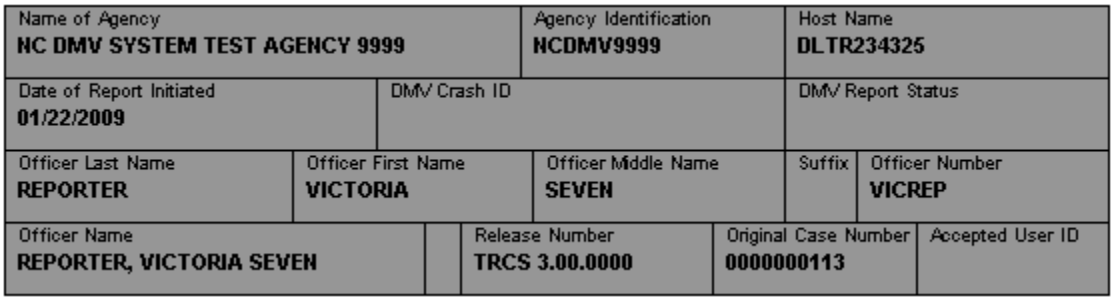
This section contains the **Work Zone Related?** fields in the **CRASH DATA** group.

WORK ZONE RELATED?	
Work Zone Area?	Work Activity at time of crash
Work area marked at time of crash?	Workzone Related Crash Location

Field	Description
Work Zone Area?	Work zone related information is used to assess the impact of work activities and crash statistics. Select one of the following: 1 – Construction work area 2 – Maintenance work area 3 – Utility work area 4 – Intermittent work (e.g., patching a pothole) 5 – No
Work Activity at time of crash	Indicate if there was work activity at the time of the crash. Select one of the following: 1 – On going 2 – No apparent activity
Work area marked at time of crash?	Select how the work area was marked at the time of the crash: 1 – Yes, marked with warning signs, cones 2 – No not marked
Work Zone Related Crash Location	Select the location of the crash in relation to the work area: 1 – Before work area 2 – In work area approach taper 3 – Adjacent to actual work area

System Generated Auto-Populated Fields

This section contains fields that are automatically populated by the TraCS system.



Field	Description
Name of Agency	Displays the name of the Police Department.
Agency Identification	Displays the Agency's ID number.
Host Name	The location of the report.
Date of Report Initiated	Displays the date the form was created.

Field	Description
DMV Crash ID	When the DMV approves a report, the ID is entered in this field.
DMV Report Status	Displays the current status of the form. For example, rejected.
Officer Last Name	Displays the Officer's last name.
Officer First Name	Displays the Officer's first name.
Officer Middle Name	If applicable, displays the Officer's middle name.
Suffix	If applicable, displays the Officer's name suffix.
Officer Number	Displays the Officer's badge number.
Officer Name	Displays the Officer's full name.
Release Number	Displays the version of TRCS used when the form was created.
Original Case Number	Displays the system originated case number.
Accepted User ID	Displays the supervisor's ID.

UNIT

The **UNIT** group is a recurring group used to collect the following information:

- Driver
- Vehicle
- Owner
- Trailer Information
- Carrier
- Hazardous Materials

See Adding a Recurring Group on page 75 for instructions on how to add another **UNIT** group to an active contact.

The following contains **UNIT** group fields:

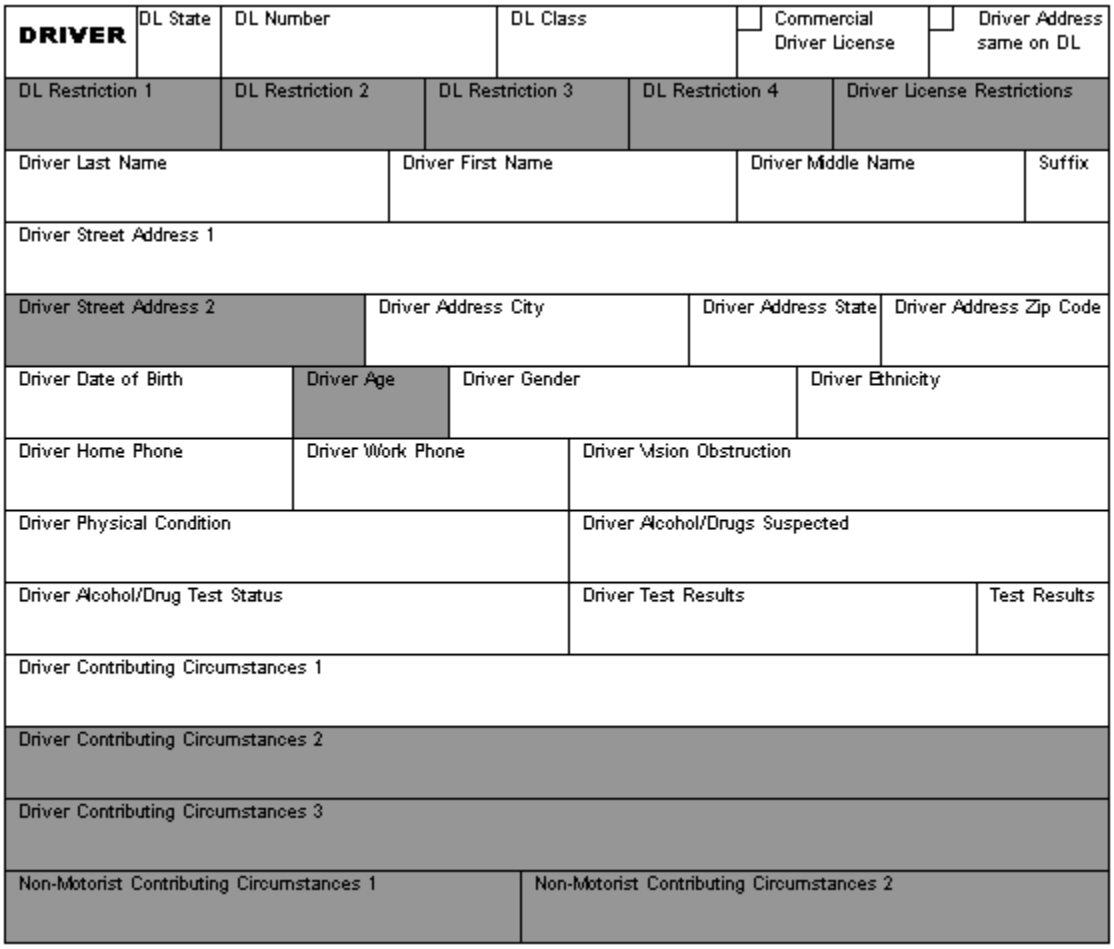
Unit Number	Unit Type	Unit Other Description
001	1-Vehicle	

Field	Description
Unit Number	Indicates unit number (for example, 001, 002, etc.). For crashes involving more that two vehicles, enter the appropriate unit number.

Field	Description
Unit Type	**1 – Vehicle:** A motor vehicle or combination of motor vehicles for private use. **2 – Pedestrian:** Non-motorist involved in accident. When **Pedestrian** is selected for the **Unit Type** field, the **Non-Motorist Contributing Circumstances 1** field becomes available. **3 – Hit & Run:** Unknown motor vehicle involved in accident. **IMPORTANT:** For hit and runs, the best approach is to leave all the fields empty in the **Driver**, **Vehicle** and **Owner** sections. If partial information is entered, the system will require all information to be entered. If you have a partial description of the driver, vehicle, etc., enter that information in the **Narrative** section However, five fields in the **Vehicle** section will require data. Go through those fields and answer them to the best of your ability, then explain any discrepancies in the **Narrative** section. The following are mandatory fields for the **Driver** section: ▪ **Unit Type:** 3 - Hit & Run ▪ **Driver Contributing Circumstances 1:** 33 - Unable to determine The following are mandatory fields for the **Vehicle** section (leave all others empty): ▪ **Vehicle Style Type:** 32 – Unknown ▪ **Vehicle Drivable:** Yes ▪ **Direction** ▪ **Road Class** ▪ **Road Name** ▪ **Points of Initial Contact:** 00 - Pedestrian & Non-Contact Vehicle ▪ **Vehicle Maneuver/Action:** 16 - Other* ▪ **First Harmful Event for this unit:** 32 - Other collision with vehicle* ▪ **Most Harmful Event for this unit:** 32 - Other collision with vehicle* It is not necessary to create a **Person** group for the **Hit & Run** unit. Ignore the warning: **There are more UNIT Groups defined than Person Groups**. **4 – Commercial:** A motor vehicle or combination of motor vehicles used in commerce. **5 – Other:** Miscellaneous other units. For example: train, farm tractor, bicycle, and moped.) When **Other** is selected for the **Unit Type** field, the **Unit Other Description** field becomes available.
Unit Other Description	Enter the description of the “Other” vehicle type.

Driver Fields

This section contains the **Driver** fields in the **UNIT** group.



Field	Description
DL State	Select the state in which the driver license was issued.
DL Number	Enter the driver license number. If the driver has a permit, enter the permit number. The driver license number is used to access a driver's records by searching the NC DMV driver license database. **NOTE:** The preferred method of performing a search on the driver license number is to enter the number and then click the **Search** button in the Databar.
DL Class	Enter the driver license class.

Field	Description
Commercial Driver License	Select **Yes** if the driver license is a commercial driver license.
Driver Address same on DL	Select **Yes** if the driver's address is the same as the address on the driver license.
DL Restriction 1	Enter the alpha and/or numeric code that corresponds to the Driver License Restriction. L – No Air Brakes S – School Bus Only (duplicates only) 0 – None 1 – corrective Lenses 2 – 45 mph Speed Limit/No Interstate Highways 3 – Daylight Driving Only 4 – NC Intrastate Only - CDL 5 – Wrecker Only 6 – Mobile Home Transport Only 7 – Outside Mirror 8 – No Tractor Trailers *9 – Other – as shown on license 10 – Accompanied By Driver Licensed For Class Driven 12 – 6 a.m. Until 8 p.m. Only 13 – Automatic Transmission 14 – Passenger Class B + C Only 15 – Passenger Class C Only 16 – Limited Learner Permit (Level 1) *Drive 5 a.m. to 9 p.m. with supervising driver. After ___ drive anytime with supervising driver.* 17 – Limited Provisional License (Level 2) *Drive without supervision. 5 a.m. to 9 p.m. or directly to or from work or as allowed by G.S.20-11e.* 18 – -Motorcycle Learner Permit 19 – Blood/Alcohol Concentration .04 20 – Blood/Alcohol Concentration .04/Ignition Interlock 21 – Blood Alcohol Concentration .00 22 – Blood/Alcohol Concentration .00/Ignition Interlock 23 – Ignition Interlock Only
DL Restriction 2	Enter the alpha and/or numeric code that corresponds to the Driver License Restriction. See the list above.

Field	Description
DL Restriction 3	Enter the alpha and/or numeric code that corresponds to the Driver License Restriction. See the list above.
DL Restriction 4	Enter the alpha and/or numeric code that corresponds to the Driver License Restriction. See the list above.
Driver License Restrictions	The restrictions entered in the DL Restriction 1, DL Restriction 2, DL Restriction 3, and DL Restriction 4 fields populate in this field.
Driver Last Name	Enter the driver's last name exactly as it appears on the driver license.
Driver First Name	Enter the driver's first name exactly as it appears on the driver license.
Driver Middle Name	Enter the driver's middle name exactly as it appears on the driver license.
Suffix	Select one of the following: I, II, III, IV, JR, SR, V, VI.
Driver Street Address 1	Enter the current street address of the driver. Post office box numbers are not acceptable. **NOTE:** Two address lines with a max of 25 characters each are provided.
Driver Street Address 2	Enter the current street address of the driver. Post office box numbers are not acceptable. **NOTE:** Two address lines with a max of 25 characters each are provided.
Driver Address City	Enter the driver's address city.
Driver Address State	Select the driver's address state.
Driver Address Zip Code	Enter the driver's address zip code.
Driver Date of Birth	Enter the driver's date of birth. The age is automatically calculated after the date is entered.
Driver Age	The **Driver Age** field is automatically calculated based on the data entered in the **Driver Date of Birth** and the **Accident Date** fields.
Driver Gender	Select **Male** or **Female**.
Driver Ethnicity	Select the ethnicity of the driver: A – Asian B – Black H – Hispanic N – Native American O – Other* U – Unknown W – White
Driver Home Phone	Enter the driver's home phone number, including the area code.
Driver Work Phone	Enter the driver's work phone number, including the area code.

Field	Description
Driver Vision Obstruction	Select what prevented the driver or non-motorist from seeing whether or not such movement(s) could be made in a safe manner. Select one of the following: 00 – None 01 – Vehicle window(s) obscured 02 – Trees, crops, brush, etc. 03 – Building(s) 04 – Embankment 05 – Sign(s) 06 – Hillcrest 07 – Parked vehicle(s) 08 – Vehicle(s) in traffic/moving 09 – Blinded, headlights 10 – Blinded, sunlight 11 – Blinded, other lights 12 – Other* (include in the narrative) 13 – Unknown
Driver Physical Condition	Select the condition of the driver and/or non-motorist at the time of the crash. Select one of the following: 01 – Apparently normal 02 – Illness 03 – Fatigue 04 – Fell asleep, fainted, loss consciousness 05 – Impairment due to medications, drugs, alcohol 06 – Medical condition 07 – Other physical impairment 08 – Restriction not complied with 09 – Other* (include in the narrative) 10 – Unknown
Driver Alcohol/Drugs Suspected	Select the investigating police officer's assessment of whether alcohol or other drugs were used by the vehicle driver or non-motorist. Select one of the following: 0 – No 1 – Yes alcohol, impairment suspected 2 – Yes alcohol, no impairment detected 3 – Yes other drugs, impairment suspected 4 – Yes other drugs, no impairment detected

Field	Description
	5 – Yes alcohol and other drugs, impairment suspected 6 – Yes alcohol and other drugs, no impairment detected 7 – Unknown
Driver Alcohol/Drug Test Status	Select whether or not an alcohol drug test was given. Select one of the following: 0 – No test 1 – Alcohol test (no drug test) 2 – Test for other drugs (no alcohol test) 3 – Alcohol & other drugs test (both alcohol & drug test) 4 – Test refused 5 – Unknown
Driver Test Results	Select the driver's test results: 0 – No test 1 – No alcohol or other drugs 2 – Alcohol (percent BAC) 3 – Other drugs reported 4 – Contaminated sample/unusable 5 – Pending 6 – Unknown
Test BAC	This field is for local use to enter alcohol test results. Two characters are provided. Do not use a period. For additional test result information, include it in the narrative.
Driver Contributing Circumstances 1	Select the actions of the driver that may have contributed to the crash. Select one of the following: 00 – No contributing circumstances indicated 01 – Disregarded yield sign 02 – Disregarded stop sign 03 – Disregarded other traffic signs 04 – Disregarded traffic signals 05 – Disregarded road markings 06 – Exceeded authorized speed limit 07 – Exceeded safe speed for conditions 08 – Failure to reduce speed 09 – Improper turn 10 – Right turn on red 11 – Crossed centerline/going wrong way

Field	Description
	12 – Improper lane change 13 – Use of improper lane 14 – Overcorrected/oversteered 15 – Passed stopped school bus 16 – Passed on hill 17 – Passed on curve 18 – Other improper passing 19 – Failed to yield right of way 20 – Inattention 21 – Improper backing 22 – Improper parking 23 – Invalid entry (not used in TraCS) 24 – Improper or no signal 25 – Followed too closely 26 – Operated vehicle in erratic, reckless, careless, negligent, or aggressive manner 27 – Swerved or avoided due to wind, slippery surface, vehicle, object, non-motorist 28 – Visibility obstructed 29 – Operated defective equipment 30 – Alcohol use 31 – Drug use 32 – Other* (include in the narrative) 33 – Unable to determine 34 – Unknown 35 – Driver distracted by electronic communication device (cell phone, texting, etc.) 36 – Driver distracted by other electronic device (navigation device, DVD player, etc.) 37 – Driver distracted by other inside the vehicle 38 – Driver distracted by external distraction (outside the vehicle)
Driver Contributing Circumstances 2	Select additional actions of the driver that may have contributed to the crash.
Driver Contributing Circumstances 3	Select additional actions of the driver that may have contributed to the crash.
Non-Motorist Contributing	Select the non-motorist contributing events, circumstances, or actions which

Field	Description
Circumstances 1	may have contributed to the crash: 00 – None 01 – Coming from behind parked vehicle 02 – Darting 03 – Lying and/or illegally in roadway 04 – Failure to yield right of way 05 – Not visible (dark clothing, etc.) 06 – Inattentive (talking, eating, etc.) 07 – Failure to obey traffic signs, signal 08 – Wrong side of road 09 – Other* (include in the narrative) 10 – Unknown
Non-Motorist Contributing Circumstances 2	Select the second non-motorist contributing events, circumstances, or actions which may have contributed to the crash.

Vehicle Fields

This section contains the **Vehicle** fields in the **UNIT** group.

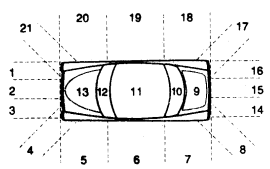
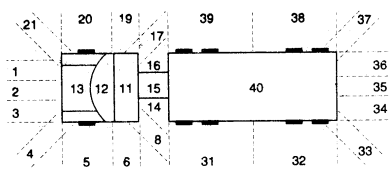
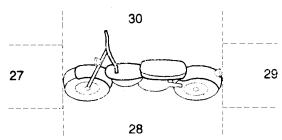
VEHICLE	License Plate State	License Plate Number	License Plate Year	VIN Number
Vehicle Year	Vehicle Make		Vehicle Style Type	
☐ Is there insurance on this vehicle?	Vehicle Insurance Company			
Vehicle Insurance Policy Number				
☒ Vehicle Drivable	☐ Vehicle Seizure (DWI)	Vehicle was Traveling/Parked	Direction	
Road Class	Road Name	Road Type		
Points of Initial Contact				
TAD 1	Severity 1	TAD 2	Severity 2	TAD 3	Severity 3
Estimated Damage	Vehicle Towed By			
☐ Vehicle Towed To Same as Towed By	Vehicle Towed To			
Vehicle Maneuver/Action	Non-Motorist Action			
Non-Motorist Location Prior to Impact				
First Harmful Event for this unit	Second Harmful Event for this unit			
Third Harmful Event for this unit	Fourth Harmful Event for this unit			
Most Harmful Event for this unit	Distance/Direction to Object Struck	Vehicle Underride/Override		
Vehicle Defects 1	Vehicle Defects 2			
Authorized Speed Limit	Estimate of Original Traveling Speed	Estimate of Speed at Impact	Tire Impressions Before Impact	Distance Traveled After Impact
Emergency Vehicle Use	☐ Post Crash Fire	☐ School Bus Contact Vehicle	☐ School Bus Non Contact Vehicle	

Field	Description
License Plate State	Select the state in which the license plate was issued.
License Plate Number	Enter the license plate number exactly as displayed on the registration plate or tag affixed to the vehicle. For combination trucks, the vehicle plate number is obtained

Field	Description
	from the power unit or tractor. If no vehicle plate exists (i.e. military or postal vehicles), refer to the vehicle registration document or other forms of identification. **NOTE:** The license plate number can be used to access a person's records. The preferred method of performing a search on the license plate number is to enter the number and then click the **Search** button in the Databar.
License Plate Year	Enter the year that the license plate was valid.
VIN Number	Enter the vehicle identification number (VIN) which may be found on or near the left front door post, or on or near the firewall and on the registration card. To insure accuracy, enter the number and check it in reverse order. The VIN number can be used to access a person's records by searching the NC Vehicle Registration database. **NOTE:** The preferred method of performing a search on the VIN number is to enter the number and then click the Search button in the Databar.
Vehicle Year	Enter the model year of the vehicle.
Vehicle Make	Enter the make of the vehicle. For example, Ford, Lexus, Nissan, etc.
Vehicle Style Type	Select the style or type of vehicle: 01 – Passenger Car 02 – Pickup 03 – Light truck (mini-van, panel) 04 – Sport Utility 05 – Van 06 – Commercial bus 07 – School bus 08 – Activity bus 09 – Other bus 10 – Single unit truck (2-axle, 6-tire) 11 – Single unit truck (3 or more axles) 12 – Truck/trailer 13 – Truck/tractor (i.e., bobtail)

Field	Description
	14 – Tractor/semi-trailer 15 – Tractor/doubles 16 – Unknown heavy truck 17 – Taxicab 18 – Farm equipment 19 – Farm tractor 20 – Motorcycle 21 – Moped 22 – Motor scooter or motor bike 23 – Pedal cycle 24 – Pedestrian 25 – Motor home/recreational vehicle 26 – Other* 27 – All Terrain Vehicle (ATV) 28 – Fire truck 29 – EMS Vehicle, Ambulance, Rescue Squad 30 – Military 31 – Police 32 – Unknown
Is there insurance on this vehicle?	Select **Yes** when the insurance company or policy number is available for this vehicle. If there is no insurance, select **No**. If information is unknown, select **Unknown**.
Vehicle Insurance Company	Enter the insurance company name for the vehicle involved in the collision. **NOTE:** This field becomes active when **Yes** is selected in the "**Is there insurance on this vehicle"** field.
Vehicle Insurance Policy Number	Enter the insurance policy number.
Vehicle Drivable	Select **Yes** if the vehicle was drivable. Select **No** if the vehicle was not drivable.
Vehicle Seizure (DWI)	Select **Yes** if the vehicle is a DWI seizure. Select **No** if the vehicle was not seized.
Vehicle was Traveling/Parked	Select **Traveling** or **Parked Facing** to indicate whether the vehicle was parked. **IMPORTANT:** For parked vehicles, the best approach is to leave all the fields empty in the **Driver** section. If partial information is entered, the system will require all information to be entered. Any information about the driver should be entered in the **Narrative** section. The following are mandatory fields for the **Driver** section (leave all others empty): ▪ **Unit Type:** Choose Appropriate Unit Type (1, 4, or 5)

Field	Description
	▪ **Driver Contributing Circumstances 1:** 0 or other appropriate field For the **Vehicle** section, fill in all the information like any other unit. Select **Parked Facing** for the **Vehicle was Traveling/Parked** field. It is not necessary to create a **Person** group for the **Parked** unit (unless there were passengers in it). Ignore the warning "**there are more UNIT Groups defined than Person Groups**." <u>Parked Vehicle with Person in the Driver Seat:</u> Follow the above instructions and do not enter any information in the **Driver** section. Add a **Person** for this **Unit** and enter all the information and make sure the following fields are set: ▪ **Person Type:** 2 - Passenger ▪ **Seating:** 01 - Front Left
Direction	Select the traveling or parked direction. Select one of the following: E – East N – North NE – North East NW – North West S – South SE – South East SW – South West W – West
Road Class	Select the highest classification of the road or street the vehicle was traveling or parked. Select one of the following: I – Interstate route LCL – Local NC – NC numbered route PP – Private road, property or driveway PVA – Public vehicular area SR – Secondary road UNK – Unknown US – US numbered route
Road Name	Enter the route number, road name or street name of the road. If the street does not have a route number, use the city street name.

Field	Description
Road Type	Select one of the following road types: No special type ALT – alternate BUS – business P - Bypass **NOTE:** Road type is optional and can be entered when the **Road Class** is US, NC, or Interstate.
Points of Initial Contact	Select points of initial contact. A maximum of five can be selected. If contacts overlap areas, more than one number should be recorded. For back distributed impact on an automobile, select **14**, **15**, **16**. Points of initial contact consists of parts which the vehicle first contacts, not secondary. 00 – Pedestrians & Non-Contact Vehicle 1 thru 26 – Vehicle (Passenger Cars/Small Trucks) 1 thru 40 – Vehicle (Tractor-Trailers) 27 thru 30 – Motorcycles, Bicycles, and Mopeds If the vehicle rolled over and it is impossible to determine initial impact point, select **25**. If there is no contact (fell from moving vehicle, for example), select **00**.   
TAD 1	Select the areas of vehicle that were damaged in the collision. If more than one code is needed to indicate damage (TAD), use TAD 1, TAD 2, and TAD 3 fields to record the proper codes.
Severity 1	Select the severity of the damage to the vehicle using a scale of 0 to 7 with **0** being no damage and **7** being the most damage.
TAD 2	Select the areas of vehicle that were damaged in the collision. If more than one code is needed to indicate damage (TAD), use TAD 1, TAD 2, and TAD 3 fields to record the proper codes.
Severity 2	Select the severity of the damage to the vehicle using a scale of 0 to 7 with **0** being no damage and **7** being the most damage.
TAD 3	Select the areas of vehicle that were damaged in the collision. If more than one code is needed to indicate damage (TAD), use TAD 1, TAD 2, and TAD 3 fields to record the proper codes.
Severity 3	Select the severity of the damage to the vehicle using a scale of 0 to 7 with **0** being no damage and **7** being the most damage.

Field	Description
Estimated Damage	Enter a dollar estimate (up to 7 digits, numbers only) of the cost to restore the vehicle to its condition just prior to the collision or an estimate of the value of the vehicle before the crash – whichever is less. For a “totaled” vehicle, enter a dollar estimate of the retail value of the vehicle prior to the crash.
Vehicle Towed By	Enter the name and location of the towing company. The maximum length of this field is 50. **NOTE:** When **No** is selected for the **Vehicle Drivable** field, this field becomes active.
Vehicle Towed To Same as Towed By	Select **Yes** if the towed to is the same as the towed by business and location.
Vehicle Towed To	Enter the towed to name and location. The maximum length for this field is 50.
Vehicle Maneuver/Action	Select the vehicle maneuver action, in the investigating officer’s opinion, just prior to the crash. Select one of the following: 01 – Stopped in travel lane (driver still in vehicle) 02 – Parked out of travel lanes 03 – Parked in travel lanes 04 – Going straight ahead 05 – Changing lanes or merging 06 – Passing 07 – Making right turn 08 – Making left turn 09 – Making U turn 10 – Backing 11 – Slowing or stopping 12 – Starting in roadway 13 – Parking 14 – Leaving parked position 15 – Avoiding object in road 16 – Other* (include in the narrative)

Field	Description
Non-Motorist Action	Select the non-motorist action just prior to the crash: 1 – Entering or crossing specified location 2 – Walking, riding, running/jogging with traffic 3 – Walking, riding, running/jogging against traffic 4 – Working 5 – Pushing vehicle 6 – Approaching or leaving vehicle 7 – Playing 8 – Standing 9 – Other* (include in the narrative)
Non-Motorist Location Prior to Impact	Select the non-motorist location just prior to the crash: 01 – Marked crosswalk at intersection 02 – At intersection but no crosswalk 03 – Non-intersection crosswalk 04 – Driveway access crosswalk 05 – In roadway 06 – Not in roadway 07 – Median (but not on shoulder) 08 – Island 09 – Shoulder 10 – Sidewalk 11 – Within 10 feet of roadway (not on shoulder, median, sidewalk, island) 12 – Beyond 10 feet of roadway (within trafficway) 13 – Outside trafficway 14 – Shared-use path or trails
First Harmful Event for this unit	Select the first harmful event in a continuous series of events which resulted in damage or personal injury. For example, if a vehicle runs off the roadway to the right, returns to the roadway out of control, and runs head-on into another motor vehicle, select **01 – Ran off road right** as the first harmful event. Select one of the following: 00 – Unknown 01 – Ran off road right 02 – Ran off road left 03 – Ran off road straight ahead 04 – Jackknife 05 – Overturn/rollover

Field	Description
	06 – Crossed centerline/median 07 – Downhill runaway 08 – Cargo/equipment loss or shift 09 – Fire/explosion 10 – Immersion 11 – Equipment failure (tires, brakes, etc.) 12 – Separation of units 13 – Other non-collision (include in the narrative) 14 – Pedestrian 15 – Pedalcyclist 16 – Railway vehicle (train, engine) 17 – Animal 18 – Movable object* 20 – Parked motor vehicle 21 – Rear end, slow or stop 22 – Rear end, turn 23 – Left turn, same roadway 24 – Left turn, different roadways 25 – Right turn, same roadway 26 – Right turn, different roadways 27 – Head on 28 – Sideswipe, same direction 29 – Sideswipe, opposite direction 30 – Angle 31 – Backing up 32 – Other collision with vehicle* 33 – Tree 34 – Utility pole (with or without light) 35 – Luminaire pole (non-breakaway) 36 – Luminaire pole (breakaway) 37 – Official highway sign (non-breakaway) 38 – Official highway sign (breakaway) 39 – Overhead sign support 40 – Commercial sign 41 – Guardrail end on shoulder

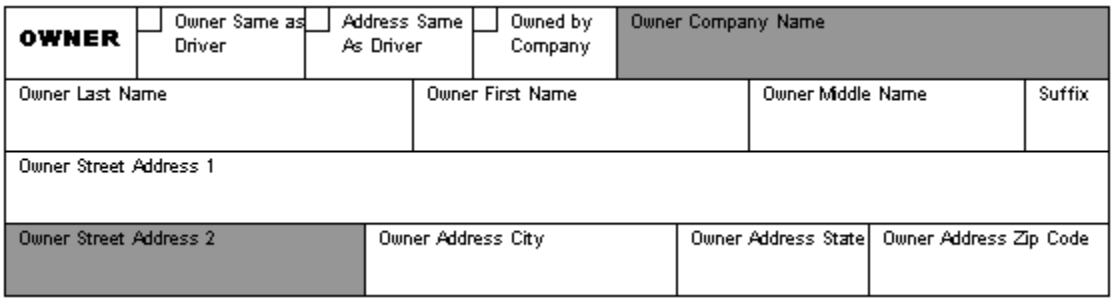
Field	Description
	42 – Guardrail face on shoulder 43 – Guardrail end in median 44 – Guardrail face in median 45 – Shoulder barrier end (non-guardrail) 46 – Shoulder barrier face(non-guardrail) 47 – Median barrier end (non-guardrail) 48 – Median barrier face (non-guardrail) 49 – Bridge rail end 50 – Bridge rail face 51 – Overhead part of underpass 52 – Pier on shoulder or underpass 53 – Pier in median of underpass 54 – Abutment (supporting wall) of underpass 55 – Traffic island curb or median 56 – Catch basin or culvert on shoulder 57 – Catch basin or culvert in median 58 – Ditch 59 – Embankment 60 – Mailbox 61 – Fence or fence post 62 – Construction barrier 63 – Crash cushion 64 – Other fixed object* (include in narrative) **NOTE:** An entry for “19” is purposely absent from the above list.
Second Harmful Event for this unit	Select the second harmful event for this unit.
Third Harmful Event for this unit	Select the third harmful event for this unit.
Fourth Harmful Event for this unit	Select the fourth harmful event for this unit.
Most Harmful Event for this unit	Select the most harmful event for this unit.
Distance/Direction to Object Struck	Select the distance and direction from the road to the object struck. Select one of the following: 00 – None 01 – In road 02 – Right of road, 0-10 ft

Field	Description
	03 – Right of road, 11-30 ft 04 – Right of road, over 30 ft 05 – Left of road, 0-10 ft 06 – Left of road, 11-30 ft 07 – Left of road, over 30 ft 08 – Straight ahead, 0-10 ft 09 – Straight ahead, 11-30 ft 10 – Straight ahead, over 30 ft
Vehicle Underride/Override	An underride refers to a vehicle sliding under another vehicle during a crash. An override refers to a vehicle riding up over another vehicle. Select one of the following: 1 – Underride 2 – Override 3 – Neither underride or override 4 – Unknown
Vehicle Defects 1	Select the appropriate code for each vehicle. If **Other defects** is selected, describe in the Narrative. If pedestrian, enter a dash (-). Select one of the following: 0 – None detected 1 – Brakes 2 – Headlights 3 – Rear lights 4 – Steering 5 – Tires 6 – Other defects (include in narrative) 7 – Unknown
Vehicle Defects 2	Select the appropriate code for each vehicle. If **Other defects** is selected, describe in the Narrative. If pedestrian, enter a dash (-).
Authorized Speed Limit	Enter the authorized speed limit for the vehicle at the time of the crash. The authorization may be indicated by the posted speed limit, blinking sign at construction zones or restricted speed for permitted vehicles.
Estimate of Original Traveling Speed	Enter the estimated speed in miles per hour. The estimate reflects the speed of the vehicle the moment the driver initially perceived an existing hazard.
Estimate of Speed at Impact	Enter the estimated speed in miles per hour at the moment of impact.
Tire Impressions Before Impact	Enter length in feet of the tire impressions, skid marks, tire print yaw.
Distance Traveled After Impact	Enter the distance in feet traveled after impact as a result of the force of the collision.

Field	Description
Emergency Vehicle Use	Emergency refers to a vehicle that is traveling with physical emergency signals in use; typically blue/red light blinking, siren sounding, etc. Select one of the following emergency vehicles: 1 – Fire truck 2 – EMS Vehicle, Ambulance, Rescue Squad, etc. 3 – Military 4 – Police 5 – Other
Post-Crash Fire	Select **Yes** if there is a fire after the crash involving this unit.
School Bus Contact Vehicle	Select **Yes** when the unit is a school bus and is directly involved in the crash as a contact vehicle.
School Bus Non-Contact Vehicle	Select **Yes** when the unit is a school bus and is indirectly involved in the crash as a non-contact vehicle.

Owner Fields

This section contains the **Owner** fields in the **UNIT** group.

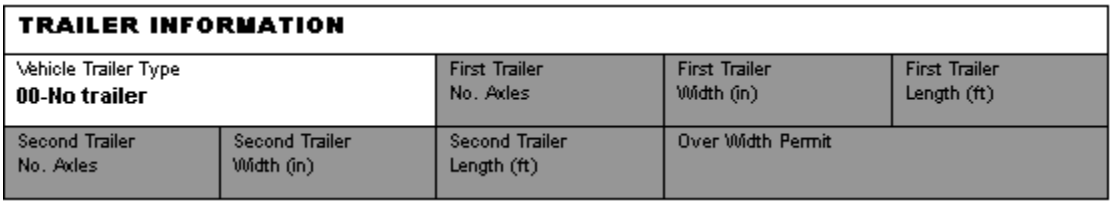


Field	Description
Owner Same as Driver	Select **Yes** if the owner is the same as the driver. Driver information will be copied to owner data fields.
Address Same As Driver	Select **Yes** if the owner's address is the same as the driver's address. Driver address will be copied to the owner's address data fields.
Owned by Company	Select **Yes** if the vehicle is owned by a business. When the owner is a business, the Company Name fields will be available and the Last Name, First Name, and Suffix data fields will be disabled.
Owner Company Name	Enter the company's name. A maximum of 72 characters is allowed.
Owner Last Name	Enter the vehicle owner's last name as it appears on the vehicle registration or other legal documentation.
Owner First Name	Enter the vehicle owner's first name as it appears on the vehicle registration or other legal documentation.

Field	Description
Owner Middle Name	Enter the vehicle owner's middle name as it appears on the vehicle registration or other legal documentation.
Suffix	Select one of the following: I, II, III, IV, JR, SR, V, VI.
Owner Street Address 1	Enter the address of the owner, using street address or rural road number. Two address fields are provided to enter the street address.
Owner Street Address 2	Enter the address of the owner, using street address or rural road number. Two address fields are provided to enter the street address.
Owner Address City	Enter the owner's address city.
Owner Address State	Select the owner's address state.
Owner Address Zip Code	Enter the owner's address zip code.

Trailer Information Fields

This section contains the **Trailer Information** fields in the **UNIT** group.

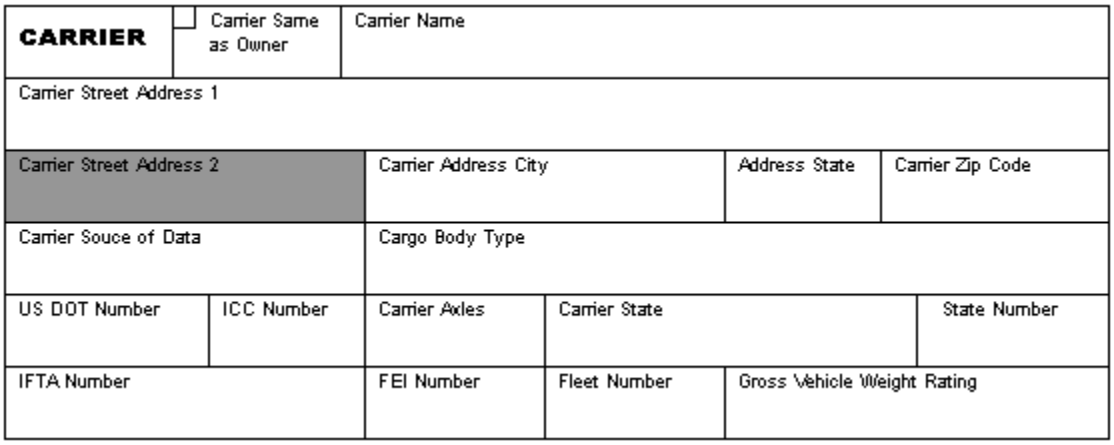


Field	Description
Vehicle Trailer Type	If this vehicle was pulling a trailer, select the appropriate trailer type: 00 – No trailer **Non-Semi Trailers** 01 – Boat 02 – Camper 03 – Utility 04 – Horse 05 – House trailer (mobile home) 06 – Towed vehicle 07 – Other non-semi **Semi Trailers** 08 – Tanker 09 – Enclosed van 10 – Flatbed or platform 11 – Other semi trailer

Field	Description
	12 – Double trailer **NOTE:** The default value is **00 – No trailer**.
First Trailer No. Axles	Enter the number of axles for the first trailer. If the trailer is a semi-trailer, only the axles under the first trailer are recorded.
First Trailer Width (in)	Enter the actual width of the first trailer in inches.
First Trailer Length (ft)	Enter the actual length of the first trailer in feet.
Second Trailer No. Axles	Enter the number of axles for the second trailer. If the trailer is a semi-trailer, only the axles under the second trailer are recorded.
Secord Trailer Width (in)	Enter the actual width of the second trailer in inches.
Second Trailer Length (ft)	Enter the actual length of the second trailer in feet.
Over Width Permit	Enter the over width permit number. Overwidth trailers may be carrying special equipment. Overwidth mobile homes include 12', 14', and 16' width variations.

Carrier Fields

This section contains the **Carrier** fields in the **UNIT** group. For further information on carriers, see Commercial Motor Vehicles.



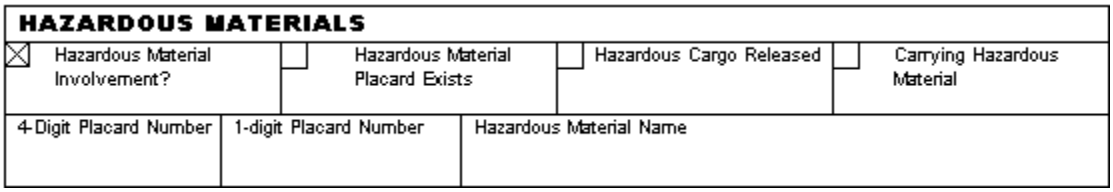
Field	Description
Carrier Same as Owner	Select **Yes** when the carrier owner and the vehicle owner are the same. The vehicle owner information will be copied to the carrier owner data input fields.
Carrier Name	Enter the name of the motor carrier company from the first available source (vehicle side, shipping papers, or driver).
Carrier Street	Enter the carrier's street address. The maximum length of this field is 25

Field	Description
Address 1	characters. If more room is needed, use the **Carrier Street Address 2** field.
Carrier Street Address 2	Use this field as a continuation of the **Carrier Street Address 1** field. The Maximum length of this field is 25 characters.
Carrier Address City	Enter the carrier's address city. The maximum length of this field is 22 characters.
Address State	Select the carrier's address state.
Carrier Zip Code	Enter the carrier's address zip code.
Carrier Source of Data	Select the source of the carrier information: 1 – Truck 2 – Shipping papers 3 – Driver
Cargo Body Type	Select the cargo body type: 01 – Bus (seats for 16 or more, including driver) 02 – Bus (seats for less than 16, including driver) 03 – Van/enclosed box 04 – Grain/chips/gravel truck 05 – Pole truck 06 – Cargo tank 07 – Flatbed 08 – Dump 09 – Concrete mixer 10 – Auto transporter 11 – Garbage/refuse 12 – Log truck 13 – Other* 14 – Intermodal cargo container
US DOT Number	If available, enter the six-digit US DOT number. If the number is not available, enter the state and state number of the carrier. **NOTE:** The US DOT number can be used to access a person's records. The preferred method of performing a search on the US DOT number is to enter the number and then click the **Search** button in the Databar.
ICC Number	If available, enter the carrier's ICC number. If the number is not available, enter

Field	Description
	the state and state number of the carrier.
Carrier Axles	Enter the total number of axles on the truck or bus. Include the axles on the truck semi-trailers and trailers.
Carrier State	Select the carrier's state of business.
State Number	Enter the carrier's state identification number. The maximum length of this field is 12 characters.
IFTA Number	Enter the carrier's International Fuel Tax Agreement (IFTA) number contained on the vehicle registration or cab card.
FEI Number	Enter the carrier's Federal Employee Identification (FEI) number contained on the vehicle registration or cab card.
Fleet Number	Enter the carrier's Fleet number contained on the vehicle registration or cab card.
Gross Vehicle Weight Rating	Enter the manufacturer's gross vehicle weight rating (GVWR).

Hazardous Materials Fields

This section contains the **Hazardous Materials** fields in the **UNIT** group.



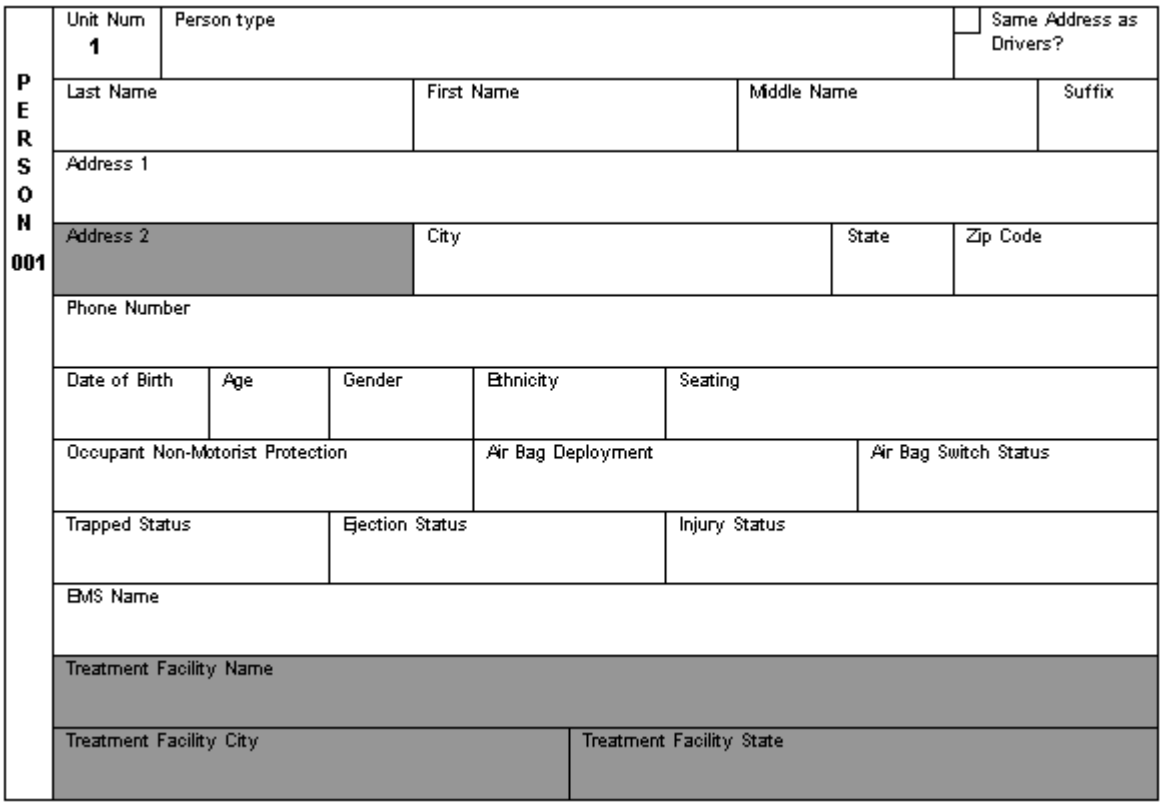
Field	Description
Hazardous Material Involvement?	Select **Yes** whenever the unit has explosives; dissolved, refrigerated, or compressed gasses; flammable liquid; flammable solids (combustible or water reactive); oxidizing substances (organic peroxides); poisonous (toxic) and infectious substances; radioactive material; corrosive; or miscellaneous dangerous goods involved.
Hazardous Material Placard Exists	Select **Yes** if a hazardous materials placard exists.
Hazardous Cargo Released	Select **Yes** if hazardous materials were released. This does not include fuel from the tank.
Carrying Hazardous Material	Select **Yes** if the carrier is carrying hazardous materials.
4-Digit Placard Number	If available, enter the four-digit placard number from the diamond or box.

Field	Description
1-Digit Placard Number	Select the one-digit hazardous placard number: 1 – Explosives 2 – Gases – Compressed, Dissolved, or Refrigerated 3 – Flammable Liquid 4 – Flammable Solids – Combustible, Water reactive 5 – Oxidizing Substances – Organic Peroxides 6 – Poisonous (Toxic) and Infectious Substances 7 – Radioactive Material 8 – Corrosives 9 – Miscellaneous Dangerous Goods
Hazardous Material Name	Enter the hazardous material name when the hazardous placard information is not available.

PERSON

The **PERSON** group is a recurring group used to collect information on all people associated within each **UNIT** involved in the crash.

See Adding a Recurring Group on page 75 for instructions on how to add another **PERSON** group to an active contact.



Field	Description
Unit Num	Enter the Unit number the person is associated with.
Person type	Select the Person type: 1 – Driver 2 – Passenger **NON-MOTORIST** 3 – Pedestrian 4 – Pedalcyclist 5 – Roller skater, roller bladder, etc. 6 – Other* 7 – Unknown When **Driver** is selected with **Unit Type** of **Vehicle** or **Commercial**, the **Driver** information is copied to the **Demographic Data** fields.
Same Address as Drivers?	Select **Yes** when the person's address is the same as the driver's.
Last Name	Select or enter the person's last name. The maximum length of this field is 25 characters.
First Name	Enter the person's first name. The maximum length of this field is 20 characters.
Middle Name	Enter the person's middle name. The maximum length of this field is 20 characters.
Suffix	Select one of the following: I, II, III, IV, JR, SR, V, VI.
Address 1	Enter the person's street address. The maximum length of this field is 25 characters. If more room is needed, use the **Address 2** field.
Address 2	Use this field as a continuation of the **Address 1** field. The maximum length of this field is 25 characters.
City	Enter the person's address city.
State	Select the person's address state.
Zip Code	Select the person's address zip code.
Phone Number	Enter the person's phone number, including the area code.
Date of Birth	Enter the date of birth for each person involved in the crash. If the date of birth is not available, enter the approximate age of the person.
Age	The **Age** field is automatically populated when the Date of Birth entered.
Gender	Select **Female**, **Male**, or **Unknown**.
Ethnicity	Select the person's ethnicity: A – Asian B – Black H – Hispanic

Field	Description
	N – Native American O – Other* (include in narrative) U – Unknown W – White
Seating	Select the location of this occupant in, on, or outside of the motor vehicle prior to the crash impact: 01 – Front-left (Driver, motorcycle driver) 02 – Front-middle 03 – Front-right 04 – Second seat-left (motorcycle passenger) 05 – Second seat-middle 06 – Second seat-right 07 – Third row-left (motorcycle passenger) 08 – Third row-middle 09 – Third row-right 10 – Sleep section of cab (truck) 11 – Passenger in other enclosed area 12 – Passenger in enclosed area (pickup) 13 – Trailing Unit 14 – Riding on vehicle exterior 15 – Unknown
Occupant Non-Motorist Protection	Select the occupant protection or non-motorist protection used by the person involved in the crash: 00 – None used 01 – Lap belt only 02 – Shoulder and lap belt 03 – Shoulder belt only 04 – Child restraint 05 – Helmet (motorcycle or non-motorist) **Codes 6-8 for non-motorist only** 06 – Protective pads 07 – Reflective clothing 08 – Lighting 09 – Other* (include in the narrative) 10 – Unable to determine

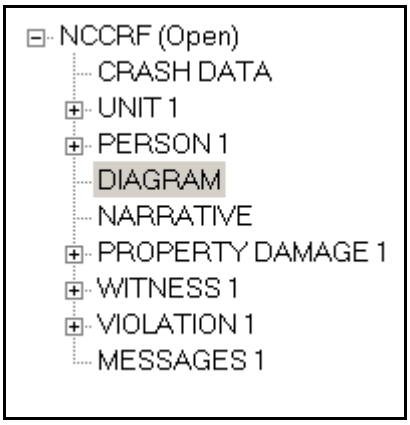
Field	Description
Air Bag Deployment	Select the deployment status of an airbag, relative to each specific occupant: 0 – No Air bag(s) 1 – Not deployed 2 – Deployed front 3 – Deployed side 4 – Deployed both front and side 5 – Unknown
Air Bag Switch Status	Select the air bag switch status: 0 – No On/Off switch 1 – Switch in On position 2 – Switch in Off position 3 – Unknown if switch is present 4 – Unknown position in vehicle
Trapped Status	Select the trapped status of the persons who are restrained in the vehicle: 1 – Yes 2 – No 3 – Unknown
Ejection Status	The ejection status indicates the location of each occupant's body as being completely or partially thrown from the vehicle as a result of the crash. Select one of the following: 1 – Not ejected 2 – Totally ejected 3 – Partially ejected 4 – Unknown
Injury Status	Select the injury status that indicates the most severe injury to the person involved in the crash: 1 – Killed 2 – A type injury (disabling) 3 – B type injury (evident) 4 – C type injury (possible) 5 – No injury 6 – Unknown
EMS Name	Enter the name of the Emergency Medical Service (EMS) unit. The maximum length of this field is 50 characters. When a name is entered, the **Treatment Facility Name**, **Treatment Facility City**, and **Treatment Facility State** fields become available.

Field	Description
Treatment Facility Name	Enter the destination treatment facility name where the injured person is being taken.
Treatment Facility City	Enter the treatment facility city or town.
Treatment Facility State	Select the state the treatment facility is located.

DIAGRAM

The **DIAGRAM** group is used to enter a diagram of the crash scene. To enter a diagram:

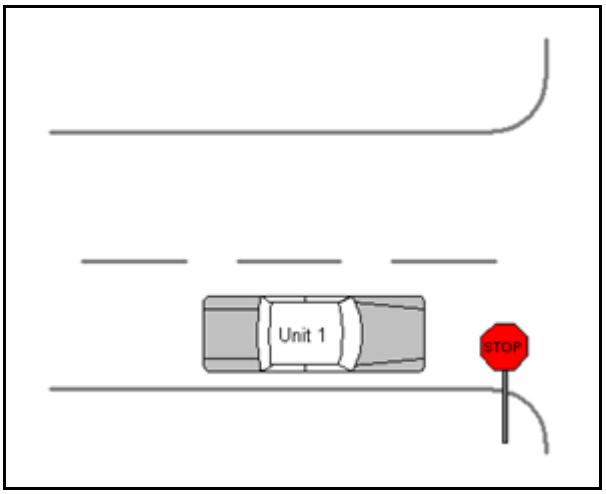
1. Select the **DIAGRAM** group in the navigation tree.



2. Click the **ESD** button . The **Easy Street Diagram** dialog box displays.
3. Click **Open**. The Easy Street Draw application opens.

   NOTE: For assistance using Easy Street Draw, select **Help** > **Contents and Index** to access their online Help.

The following illustrates the creation of **Unit 1** in Easy Street Draw.



When creating the diagram of the crash scene, the following should be included:

- Roads and intersecting roads, widths of roads, shoulders and median strips.
- Direction of travel for each traffic lane.
- All roadside features pertinent to the crash (parked cars, trees, buildings, traffic signs and signals, etc.).
- Paths of travel for involved vehicles and pedestrians prior to, at and after the crash.
- Tire marks and debris, if important in the crash or otherwise needed.
- Measurements pertinent to the location of the point of impact should be shown on the diagram. Measure distances up to 500 feet with a tape, use odometer measurement of distances over 500 feet (528 ft. = 1/10 mi.).
- Draw an arrow pointing true north (relative to scene).

NARRATIVE

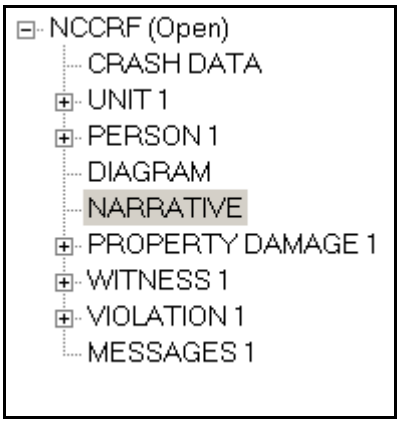
The **NARRATIVE** group is used to describe the crash.

The **NARRATIVE** is a word description of the crash entered directly into TraCS. Insert a word description of events occurring prior to, during, and after the crash which are not elsewhere on the form. Include in the description, an explanation for **Other** options selected during data entry. The description should note all pertinent and unusual aspects of the crash. The statements made in this narrative should be in the opinion of the investigating officer. The crash narrative or description provides valuable information to traffic researchers, enabling them to design and promote Highway Safety Programs.

NOTE: The NARRATIVE can not exceed 4,000 characters.

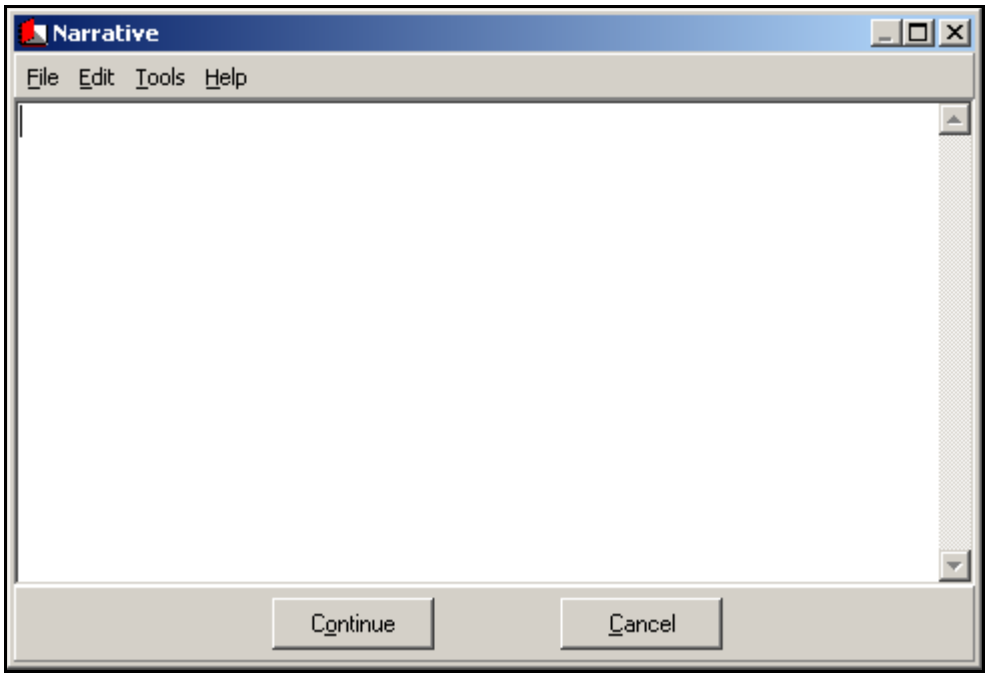
To enter a narrative

1. Select the **NARATIVE** group in the navigation tree.



2. Click the **Narrative** button

. The **Narrative** dialog box displays.



3. Enter text and click **Continue**.

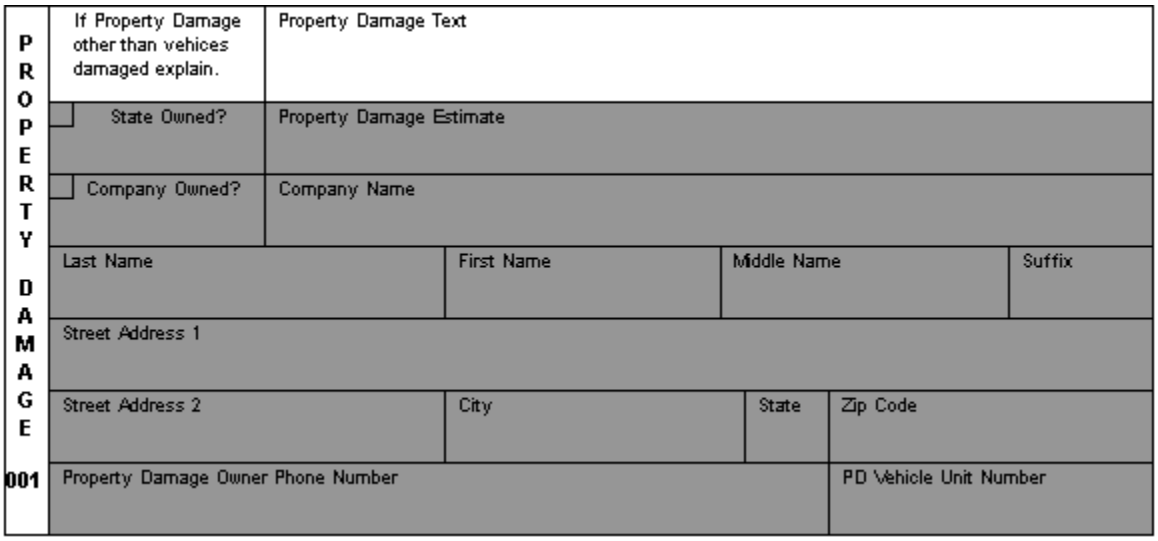
The text entered displays in the **NARRATIVE** group on the NCCRF.

NARRATIVE	TEST. THIS IS THE NARRATIVE.

PROPERTY DAMAGE

The **PROPERTY DAMAGE** group is a recurring group used to collect information regarding any and all property damage caused by the crash (excluding vehicle damage).

See Adding a Recurring Group on page 75 for instructions on how to add another **PROPERTY DAMAGE** group to an active contact.



Field	Description
Property Damage Text	Enter any property other than motor vehicles and their loads that was damaged. Damage to signs, buildings, mailboxes, fences, etc. should be entered here. This information must be entered before continuing with the rest of the **PROPERTY DAMAGE** group.
State Owned?	Select **Yes** if the damaged property is state owned.
Property Damage Estimate	Enter an estimated value of the additional property damage.
Company Owned?	Select **Yes** if the additional property damage is owned by a company.
Company Name	Enter the company name of the additional property damage owner.
Last Name	Enter property damage owner's last name.
First Name	Enter property damage owner's first name. The maximum length of this field is 20 characters.
Middle Name	Enter property damage owner's first name. The maximum length of this field is 20 characters.
Suffix	Select one of the following: I, II, III, IV, JR, SR, V, VI.

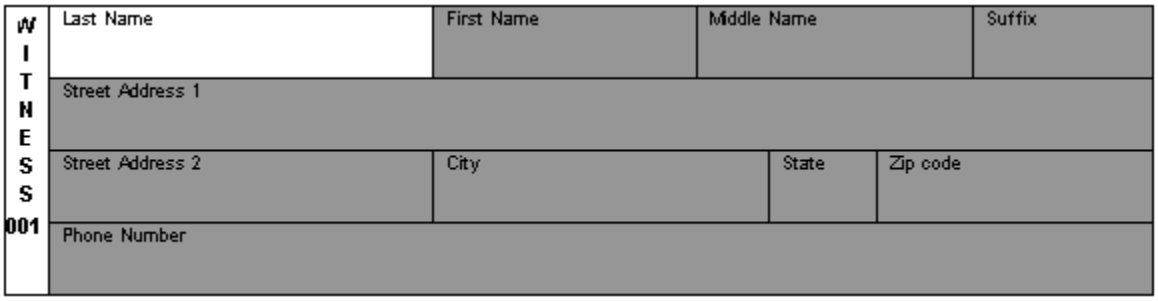
Field	Description
Street Address 1	Enter property damage owner's street address. The maximum length of this field is 25 characters. If more room is needed, use the **Street Address 2** field.
Street Address 2	Use this field as a continuation of the **Street Address 1** field. The maximum length of this field is 25 characters.
City	Enter the property damage owner's address city.
State	Select the property damage owner's address state.
Zip Code	Enter the property damage owner's address zip code.
Property Damage Owner Phone Number	Enter property damage owner's phone number including the area code.
PD Vehicle Unit Number	Enter the striking vehicle unit number.

WITNESS

The **WITNESS** group is a recurring group used to collect information regarding all witnesses to the crash.

See Adding a Recurring Group on page 75 for instructions on how to add another **WITNESS** group to an active contact.

In the **WITNESS** section of the form, information must be entered in the **Last Name** field before continuing with the rest of the section. Identify any reliable witnesses who may be of help in future investigation by recording their information here.



Field	Description
Last Name	Enter the witness' last name. The maximum length of this field is 25 characters.
First Name	Enter the witness' first name. The maximum length of this field is 20 characters.
Middle Name	Enter the witness' middle name. The maximum length of this field is 20 characters.
Suffix	Select one of the following: I, II, III, IV, JR, SR, V, VI.

Field	Description
Street Address 1	Enter the witness' street address. The maximum length of this field is 25 characters. If more room is needed, use the **Street Address 2** field.
Street Address 2	Use this field as a continuation of the **Street Address 1** field. The maximum length of this field is 25 characters.
City	Enter the witness' address city.
State	Select the witness' address state.
Zip code	Enter the witness' address zip code.
Phone Number	Enter the witness' phone number, including the area code.

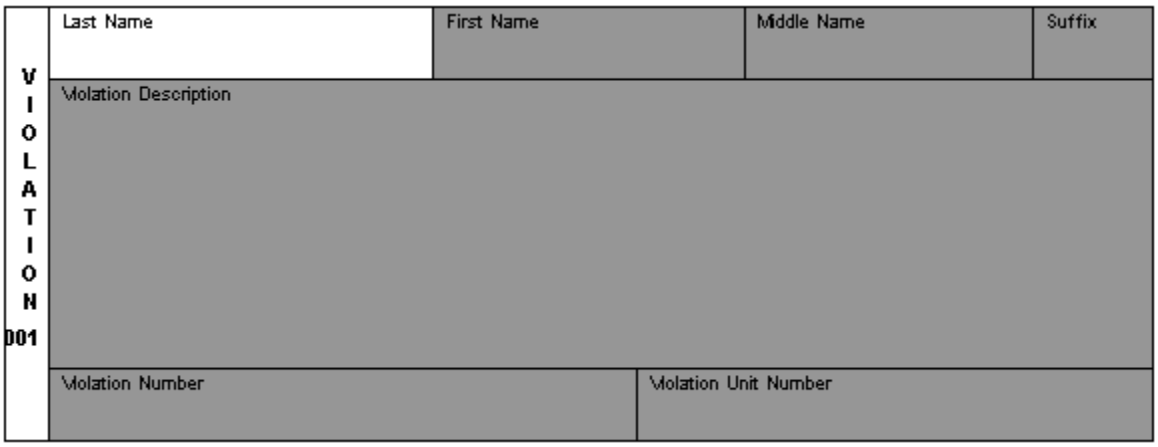
VIOLATION

The **VIOLATION** group is a recurring group used to enter information regarding any traffic violations incurred by persons involved in the crash.

See Adding a Recurring Group on page 75 for instructions on how to add another **VIOLATION** group to an active contact.

NOTE: The **VIOLATION** group is for Officer information only and is printed on the NC DMV-349 form.

In the **VIOLATION** section of the form, information must be entered in the **Last Name** field before continuing with the rest of the section. Enter the names of any person charged with a traffic violation, and the charges preferred. Violation numbers are optional.



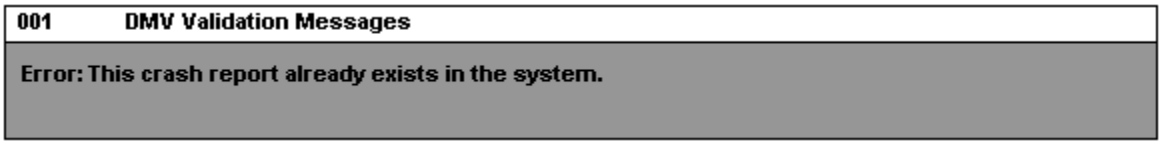
Field	Description
Last Name	Enter the violator's last name. The maximum length of this field is 25 characters.

Field	Description
First Name	Enter the violator's first name. The maximum length of this field is 20 characters.
Middle Name	Enter the violator's first name. The maximum length of this field is 20 characters.
Suffix	Select one of the following: I, II, III, IV, JR, SR, V, VI.
Violation Description	Enter a description of the violation.
Violation Number	Enter the violation number.
Violation Unit Number	Enter the vehicle unit number the violation is associated.

MESSAGES

The DMV uses the **MESSAGES** group to list the reasons why the form was rejected.

The **DMV Validation Messages** field remains blank when initialized and only contains data when reviewing a rejected crash report from the DMV. There can be multiple messages, one for each exception encountered by the Crash Report processing at the DMV.



Adding a Recurring Group

TraCS forms are comprised of one or more groups. Groups that occur more than one time in a form are known as recurring groups. Recurring groups consist of: unit, person, property damage, witness, violation, and messages.

To add a recurring group

1. Select **Forms** > **Add Group**. A list of recurring groups displays.
2. Select a group. The selected group displays in the navigation tree. For example, when **PERSON** is the selected group, the navigation tree displays **PERSON 1** and **PERSON 2**.

NOTE: Recurring groups can also be added by selecting the desired group in the navigation tree and clicking the **+ Group** button.

Deleting Data in a Group

The standard groups of the navigation tree cannot be deleted; however, the data for a group can be deleted from the form.

To delete data in a group

1. Select the group in the navigation tree.
2. Click the **–Group** button. A message displays confirming you are deleting a section.
3. Click **Yes**. The group name still exists in the navigation tree; however, the data has been cleared from the form.

Validating a Form

Users can employ the **Validate** function to verify that the contact data collected is complete and accurate. The **Validate** function compares the data entered into a form against a set of rules, or validations, to verify that required fields are completed and to perform crosschecks between related fields.

A validation can be run on TraCS field units or TraCS workstations. When a validation operation is performed, it applies only to the active form, not to every form in the contact.

When a validation fails, this indicates that an error was made during data entry and an error message is displayed. This error message contains suggestions for correcting the errors. Users must correct these errors before proceeding.

In addition to identifying errors, the **Validate** function also directs users' attention to conditions that do not necessarily violate validations, but are not logical (for example, omitting the vehicle license plate number when completing a citation).

Each form has its own set of validations that is customized to match the needs and purpose of the form. When users employ this function, they are provided with immediate feedback regarding the validity of the data in their forms and are able to correct errors at once.

To validate a form

1. Select the form to be validated in the navigation tree and click the **Validate** button.

If the form does NOT contain errors:

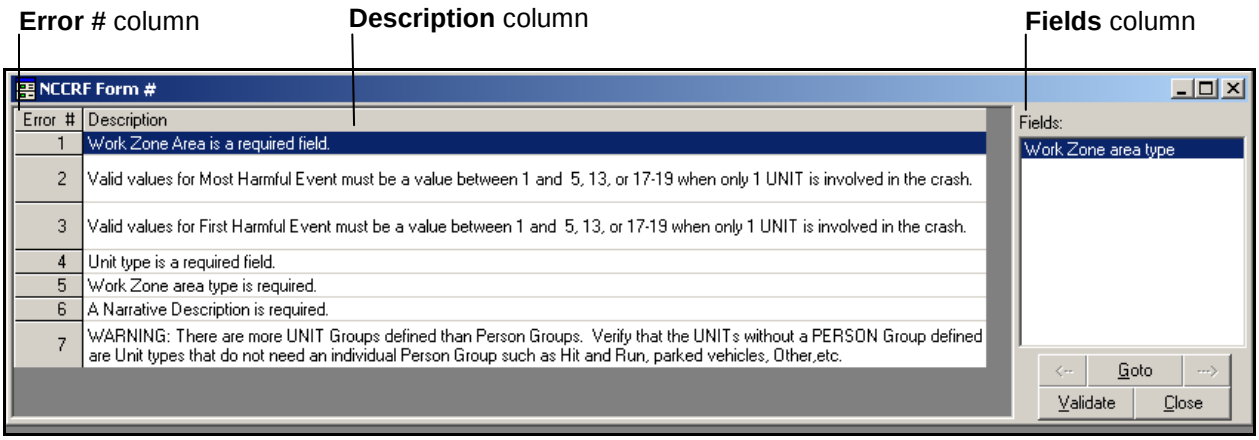
The **TraCS Validation** dialog box displays. Click **OK**. The title bar of the active form and the form name in the navigation tree indicate that the form has been validated.

If the form contains errors:

A window displays at the bottom of the screen displaying all the errors. See Viewing and Correcting Validation Errors to correct errors.

Viewing and Correcting Validation Errors

If the validation errors are not already displayed on the screen, click **Show Validation Errors** on the status bar (bottom right corner of the screen). Or select **View** > **Validation Errors**.



The validation error window contains the following three columns:

Column	Description
Error #	These numbers change as errors are corrected. For example, when error #1 is fixed, error #2 becomes error #1.
Description	Provides a brief explanation of the reason for each error and provides suggestions for correcting the error.
Fields	Lists the form fields that are associated with the selected error.

The validation error window contains the following buttons:

Button	Description
GoTo	Highlight an item in the **Description** column and click the **Goto** button to move the cursor to the related form field that requires correction. If there is more than one item in the **Fields** list, the cursor moves to the first item in the list. Once the error is corrected, it is automatically removed from the validation errors window.

Button	Description
← and →	When more than one item is listed in the **Fields** column, use these buttons to navigate up and down the list.
Validate	After errors are corrected, click the **Validate** button to perform another validation function and confirm that all entries in the form are correct.
Close	Click this button to close the validation error window.

Accepted and Rejected Forms

To check the status of submitted forms

1. Select **Tools** > **NC DOT-DMV Utilities** > **Send and Receive Crash Reports**. The **Crash Report Transmitter and Receiver** dialog box displays. When the transmission is complete, the dialog box lists the number of reports that were received.
2. Click the **Manager** button. The **Contact Manager** screen displays.
3. Click **Go**. All forms display.

Accepted Forms

An **Accepted** status indicates that the form has been approved by a supervisor and is ready to be processed by the DMV.

Form Type	Form Number	Status	Date/Time	Locked	User	Description
NCCRF	0000000064	Accepted	12/02/08 02:34 PM	Locked	VICS...	
NCCRF	0000000131	Open	03/23/09 04:35 PM		VICS...	

Rejected Forms

When a form has been rejected by a supervisor or the DMV, a reporter can view the rejection reasons on the form.

To view rejection reasons from a Supervisor, select the **NARRATIVE** group in the navigation tree. The reason is located in the **Reject Reason** field.

To view rejection reasons from the DMV, select the **VIOLATION** group in the navigation tree. The reason is located in the **DMV Validation Messages** field.

To resubmit a rejected form

1. Make all corrections.
2. Click the **Validate** button.
3. [If the form does not contain errors] Click **OK** on the **TraCS Validation** dialog box.

   [If the form does contain errors] Fix the errors and continue to validate until the form is error free. **TIP:** Double-clicking a listed error causes the user's focus to be automatically redirected to the field containing the error.

4. Select **Tools** > **NC DOT-DMV Utilities** > **Send and Receive Crash Reports**. The **Crash Report Transmitter and Receiver** dialog box displays. When the transmission is complete, the dialog box lists the number of reports that were sent and received.
5. Click **OK**. The form has been sent to your supervisor for approval.

Creating a Contact Description

Using the **Contact Description** feature provides quick and easy identification of contacts. The description (for example, 2-car fender-bender, 6-car pile-up on expressway, etc.) is entered into the **Contact Description** dialog box and is then displayed in the Contact Manager and the TraCS title bar.

Contact descriptions can be created when a contact is created and/or when the form is closed.

To create a contact description

1. Select **View** > **Contact Description**. The **Contact Description** dialog box displays.

   NOTE: TraCS automatically creates a unique **Contact Case Number** for each contact. This number is embedded into every form. When a contact description is created BEFORE the creation of a contact, the contact case number does not display on the **Contact Description** dialog box. When a contact description is created AFTER the creation of a contact, the contact case number does display on the **Contact Description** dialog box. The contact case number can be changed by entering the desired number into the **Contact Case Number** field on the **Contact Description** dialog box.

2. Enter a description and click **Continue**.

Adding Officer Notes to a Contact

An Officer can add notes to a contact; however, they will NOT print on a report.

To add officer notes to a contact

1. Select **Administrative** > **Officer Notes**. The **Officer Notes** screen displays.
2. Enter text and click **Save**. The **Save As** dialog box displays.
3. Navigate to the location the file is to be saved.
4. Enter a name in the **File name** field and click **Save**.
5. Select **File** > **Exit** to close the **Officer Notes** screen.

Closing a Contact

When a contact is closed, all forms within the contacts are automatically saved.

To close a contact

1. Click the **Close** button. Or, select **File** > **Close Contact**. The **Close Contact** dialog box displays.
2. Click **Yes**.
3. The **Contact Description** dialog box displays. If desired, enter a description and click **Continue**. The system saves the form and the contact is closed.

Setting Form Viewing Options

The following viewing options are available from the **Window** menu:

- Tile Horizontally
- Tile Vertically
- Cascade
- Arrange Icons

Tile Horizontally

The **Tile Horizontally** option enables users to view all open forms simultaneously by arranging them horizontally within the data browser. Once the forms are tiled horizontally, the user can maximize one of them so that it fills the data browser. This is done by double-clicking the title bar of the desired form.

NOTE: This view is possible when there are multiple forms in a contact.

Tile Vertically

The **Tile Vertically** option enables users to view all open forms simultaneously by arranging them vertically within the data browser. Once the forms are tiled vertically, the user can maximize one of them so that it fills the data browser. This is done by double-clicking the title bar of the desired form.

NOTE: This view is possible when there are multiple forms in a contact.

Cascade

The **Cascade** option enables users to view all open forms at once by cascading them within the data browser. In this view, the forms appear to be stacked on top of each other. After the forms are cascaded, the user can maximize one of the forms so that it fills the data browser by double-clicking the title bar of the desired form.

NOTE: This view is possible when there are multiple forms in a contact.

Arrange Icons

The **Arrange Icons** option reduces clutter on the TraCS screen by organizing the minimized form icons at the bottom of the data browser. Once forms are minimized, the user can maximize one of them so that it fills the data browser by double-clicking the title bar of the desired form.

Creating a Form Description

Using the **Form Description** feature allows a user to create or edit the name of the form associated with a contact. This is helpful when the same form is used more than once in a contact. For example, if a contact involves two accident report forms, the form description will help differentiate the forms.

NOTE: Form descriptions do NOT print on reports.

To create a form description

1. Select **View** > **Form Description**. The **Form Description** dialog box displays.
2. Enter a description and click **Continue**.

Entering Data in Forms

TraCS uses Databars as its primary data entry tool. In addition to facilitating data entry, Databars also enforce data integrity (for example, a numbers Databar will only permit the user to enter numbers).

Follow the instructions on the Databars to successfully enter data in the form.

See the topic View for information on customizing the Databar.

Saving a Form

If a form is not saved, all data entered will be lost if the TraCS Workstation or Field Unit shuts down unexpectedly. However, form data is automatically saved when a form is closed or when a contact is saved or closed.

To save a form

1. Click the **Save** button. Or, select **File** > **Save Form**.

NOTE: Only the active form is saved. If multiple forms exist within a contact, it is necessary to save each form individually.

Closing a Form

Users can close individual forms within a contact without closing the entire contact. This allows the user to save and close completed forms and continue to work on other forms within the same contact.

To close a form

1. In the navigation tree, select the form to be closed and click the **Close** button. The **Close Contact** dialog box displays.
2. Click **Yes**.
3. The **Contact Description** dialog box displays. If desired, enter a description and click **Continue**. The system saves the form and the contact is closed.

Deleting a Form

1. Select the form to be deleted in the navigation tree.

2. Click the **Delete** button. The **Delete Form** dialog box displays.
3. Click **Yes** to confirm the deletion.

The form is deleted from the system.

See Deleting a Form in Chapter 5 for instructions on how to delete a form from the Contact Manager.

Accepting and Rejecting a Form

Supervisors have the capability to accept and reject forms.

NOTE: Both functions are also available on the Contact Manager.

To accept a submitted form

1. Select **Tools** > **NC DOT-DMV Utilities** > **Send and Receive Crash Reports**.
2. Click **OK** on the **Crash Report Transmitter and Receiver** dialog box.
3. Click

to open the Contact Manager.
4. Highlight the desired report and click

. The report displays.
5. To accept the report, click

. The **Accept Form** dialog box displays.
6. Click **Yes**.

   NOTE: The navigation tree displays a status of **Accepted**.

To reject a submitted form

1. Select **Tools** > **NC DOT-DMV Utilities** > **Send and Receive Crash Reports**.
2. Click **OK** on the **Crash Report Transmitter and Receiver** dialog box.
3. Click

to open the Contact Manager.
4. Highlight the desired report and click

. The report displays.

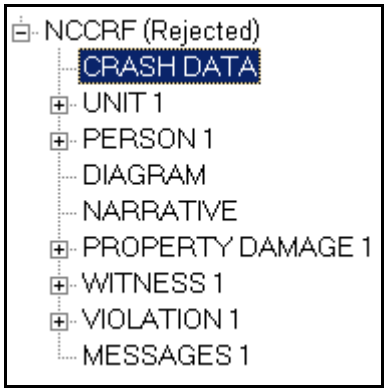
5. To reject the report, click [Reject]. The **Reject Form** dialog box displays.
6. Click **Yes**. The **Rejection Reason** dialog box displays.
7. Enter a reason and click **Continue**.

   NOTE: The navigation tree displays a status of **Rejected**.

Viewing and Correcting the Form Rejection Reason(s)

After a form has been rejected by a supervisor or the DMV, a reporter can view the rejection reasons on the form.

1. Select **Tools** > **NC DOT-DMV Utilities** > **Send and Receive Crash Reports**.
2. Click **OK** on the **Crash Report Transmitter and Receiver** dialog box.
3. Click [Manager] to open the Contact Manager.
4. Click [Go].
5. Highlight the rejected report and click [Edit]. The report displays. When a rejected form is opened, the word **Rejected** displays next to the form name in the navigation tree.



6. To view rejection reasons from a Supervisor, select the **NARRATIVE** group in the navigation tree. The reason is located in the **Reject Reason** field.

   To view rejection reasons from the DMV, select the **VIOLATION** group in the navigation tree. The reason is located in the **DMV Validation Messages** field.
7. Make corrections and save the report.
8. Select **Tools** > **NC DOT-DMV Utilities** > **Send and Receive Crash Reports** to send the report for approval once again.

Clearing a Form's Accepted or Rejected Status

The **Clear** feature is available to Supervisors and can be accessed through the TraCS main screen or through the Contact Manager. The **Clear** feature is used to remove an **Accepted** or **Rejected** status from a form.

To clear a form's Accepted or Rejected status

1. Select the form in the Contact Manager for which a status of **Accepted** or **Rejected** will be cleared.
2. Click the **Clear** button. A confirmation message displays.
3. Click **Yes**. The status of the form changes from **Accepted** to **Validated**.

Chapter 3: Commercial Motor Vehicles

North Carolina defines a commercial motor vehicle (CMV) as any of the following motor vehicles that are designed or used to transport passengers or property:

a. A Class A motor vehicle that has a combined GVWR of at least 26,001 pounds and includes as part of the combination a towed unit that has a GVWR of at least 10,001 pounds.

b. A Class B motor vehicle.

c. A Class C motor vehicle that meets either of the following descriptions:

   1. Is designed to transport 16 or more passengers, including the driver.
   2. Is transporting hazardous materials and is required to be placard in accordance with 49 C.F.R. Part 172, Subpart F.

The **Federal Motor Carrier Safety Administration (FMCSA)** defines a CMV as any self-propelled or towed motor vehicle used on a highway in interstate commerce to transport passengers or property when the vehicle:

1. Has a gross vehicle weight rating or gross combination weight rating, or gross vehicle weight or gross combination weight, of 4,536 kg (**10,001 pounds**) or more, whichever is greater; or
2. Is designed or used to transport 9 or more people (including the driver) for compensation; or
3. Is designed or used to transport more than 15 passengers, including the driver, and is not used to transport passengers for compensation; or
4. Is used in transporting material found by the Secretary of Transportation to be hazardous under 49 U.S.C. 5103 and transported in a quantity requiring placarding under regulations prescribed by the Secretary under 49 CFR, subtitle B, chapter 1, subchapter C.

Carrier Identification

A motor carrier is defined as the business entity, individual, partnership, corporation, or religious organization responsible for the transportation of the goods, property or people:

- A motor carrier is the legal entity that directs and controls the operation of one or more commercial vehicles.
- A motor carrier can be a trucking company, a bus company or any entity that uses vehicles for commercial purposes.

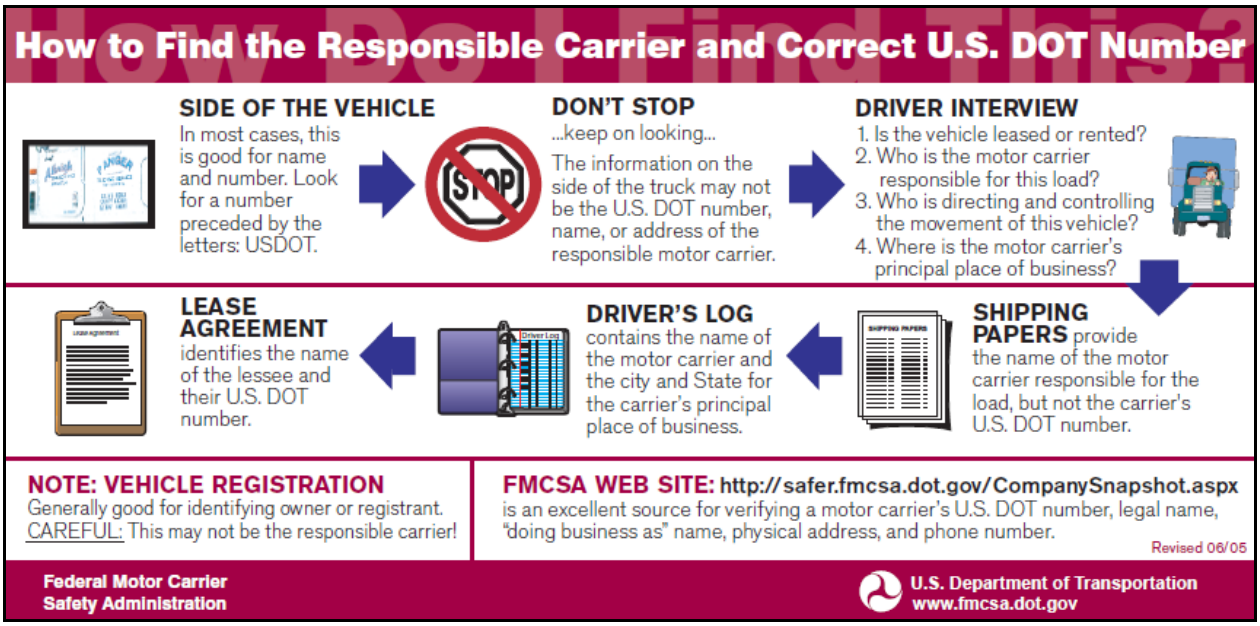
The following table describes four different types of motor carriers.

Carrier	Description
For Hire	A person engaged in the transportation of goods or passengers for compensation.
Private	A person who provides transportation of property or passengers by CMV and is not a “for hire” motor carrier.
Interstate Commerce	Trade, traffic, or transportation in the United States. • Between a place in a State and a place outside of such State (including a place outside of the U.S.). • Between two places in a State through another State or a place outside of the U.S. • Between two places in a State as part of trade, traffic or transportation originating or terminating outside the State or the U.S. • Required to have a US DOT number.
Intrastate Commerce	Used for a carrier that operates entirely within the state. • Not required to have a US DOT number. • US DOT numbers in the process of being assigned to Intrastate motor carriers in a number of states. • Should include state two-character abbreviation on the end. For example, US DOT 1234566NC.

Identifying Motor Carriers in Crashes

Most motor carriers involved in crashes can be identified through the company name and US DOT number on the driver's side of the truck tractor or truck. Occasionally, determining the motor carrier and recording the important information (US DOT number, carrier name and address) can be difficult.

The U.S. Department of Transportation created quick reference cards called “Visor Cards.” Follow the steps illustrated on this card to identify the motor carrier and US DOT number.



The back of this card contains the following examples.

Example 1

John Smith owns his own truck tractor, operating under John Smith Trucking. He contracts with White Manufacturing to take one of its trailers loaded with its goods from New York to Los Angeles.

Q: Who is the motor carrier?

A: John Smith is the motor carrier because he is the entity that has agreed t carry this particular load.

Example 2

John Smith, driving his truck tractor, utilizes a cargo broker, K&S Trucking, to obtain goods from Intermodal Inc. shipping company for his return trip back to New York.

Q: Who is the motor carrier?

A: John Smith is the motor carrier because K&S transferred the responsibly of the load to John Smith.

Example 3

John Smith, driving his truck tractor, leases his services to Polyester Chemical Company. Polyester directs Smith to deliver a semi-trailer from New York to St. Louis.

Q: Who is the motor carrier?

A: The lease agreement between Polyester and Mr. Smith makes Polyester the motor carrier responsible for the load.

Example 4

John Smith is driving a tractor/semi-trailer owned and operated by ABC Trucking.

Q: Who is the motor carrier?

A: ABC Trucking is the motor carrier. John Smith is just a driver for ABC Trucking.

Example 5

John Smith is driving a tractor owned by ABC Trucking which has been leased to XYZ Trucking. XYZ uses the tractor to pull XYZ trailers in its regular shipping service.

Q: Who is the motor carrier?

A: XYZ is the motor carrier because XYZ is directing the carrying of the load.

Problems Identifying the Correct Information on Shipping Papers

The following situations can exist at the crash site:

- Shipping papers are only required for hazardous material cargo.
- Driver may say that there are no shipping papers, even when they may be in the vehicle.
- US DOT number is not available on the shipping papers or the driver's log for the carrier responsible for the load.

The following must display on the outside of a CMV:

- Legal or a single trade name of the CMV.
- Motor carrier ID number, preceded by “USDOT.”

- If the name of any person other than the operating carrier appears, the name of the operating carrier must appear and be preceded by “operated by.”
- Other identifying information may be displayed on the vehicle if it is not inconsistent with the information required.

The following issues make it difficult to identify the motor carrier:

- Multiple or missing markings on CMVs
- Leased CMVs (for example, Ryder Transportation Services)
- Owner operators who lease their vehicles and driving services to other carriers
- Agents of interstate van lines

Rented and Leased CMVs

Trip and long-term leasing can cause the names and numbers on doors to be different from the names on the shipping papers (bill of lading). A company can lease a tractor(s) or the owner's services to pull its load with the company's trailer(s). The carrier name and US DOT number on the driver's side of the tractor may be for the owner of the tractor(s), not the company responsible for the load. (This also applies to leased single-unit trucks.)

A short-term rental agreement for less than 30 days is required to be inside the vehicle. A carrier is required to have the carriers name and US DOT number on the side of the vehicle within 30 days of a long-term lease. One problem is that a company can extend a short-term (30 days) lease in an effort to keep from adding the company name and US DOT number on the vehicle. For example, a business entity rents a truck for 29 days, returns it, and then two days later rents it again.

Ryder Transportation Services (Ryder) is an example of a leased CMV. They lease their services to haul goods. In this instance, Ryder is the motor carrier and correct information is Ryder’s US DOT number. Each Ryder vehicle has a unique number assigned to each vehicle.

The Officer can call Ryder's regional or national office, provide them with this number and Ryder can consequently provide the Officer with information on the company or individual that leased the vehicle.

Commercial Driver License (CDL)

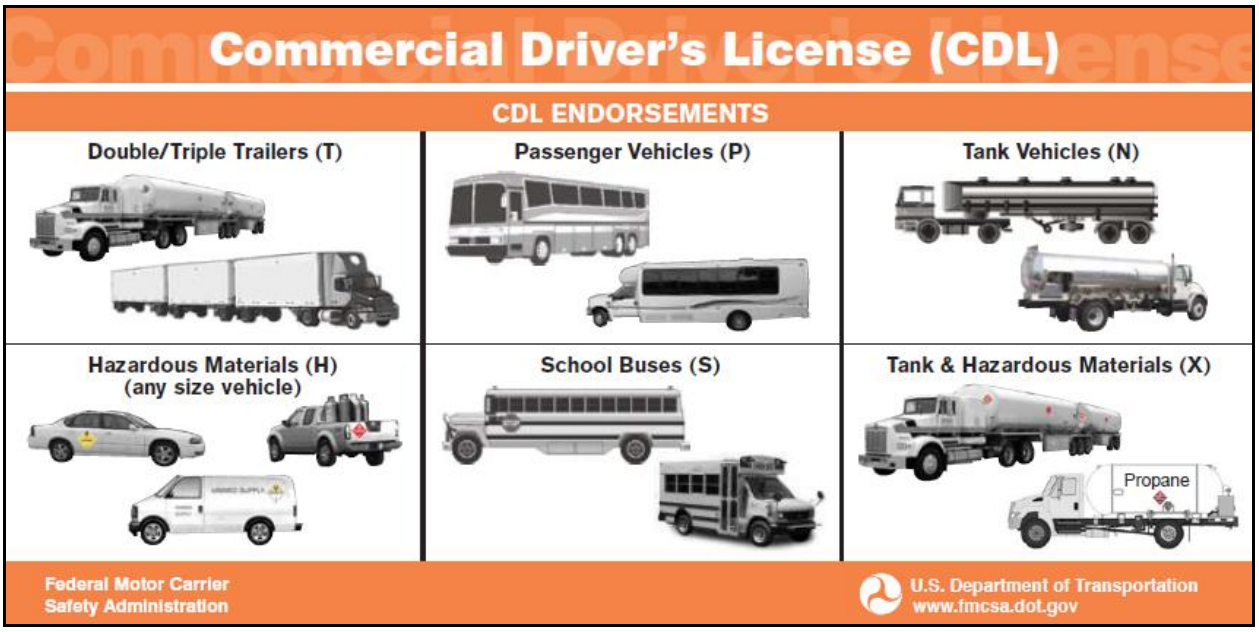
In TraCS, select **Yes** for the **Commercial Driver License** field.

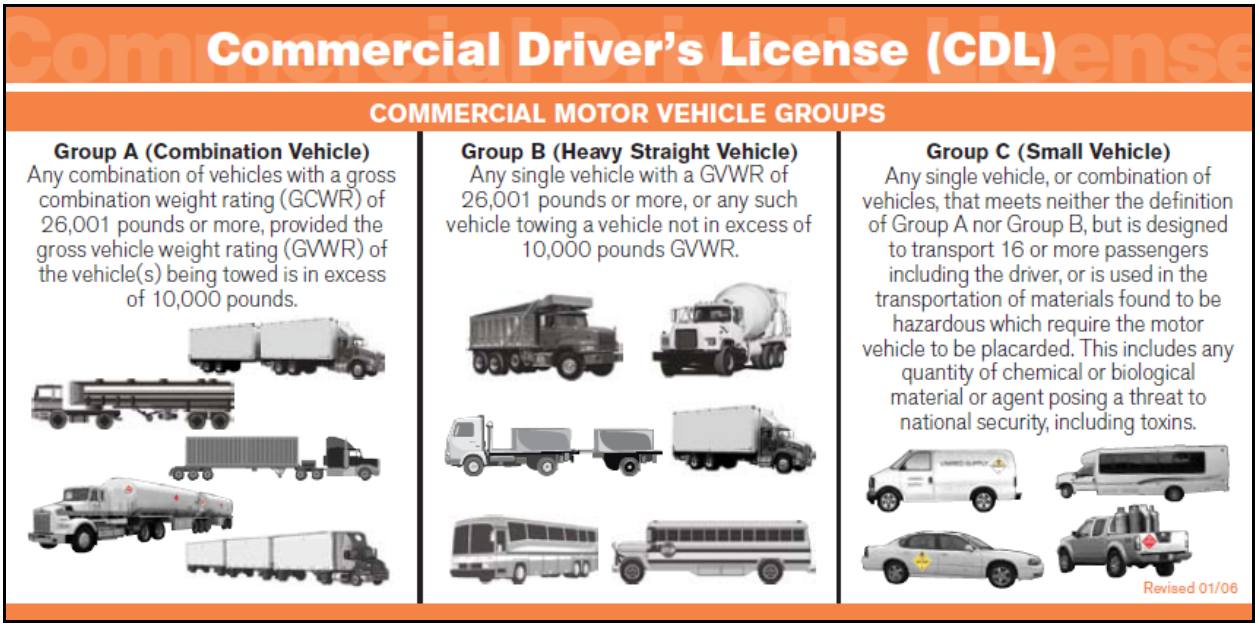
DRIVER	DL State	DL Number	DL Class	☐ Commercial Driver License	☐ Driver Address same on DL
DL Restriction 1	DL Restriction 2	DL Restriction 3	DL Restriction 4	Driver License Restrictions	

The CDL classes and the commercial motor vehicles that they authorize the operation of are as follows:

- **Class A:** Any combination of vehicles with a combined gross vehicle weight rating of 26,001 pounds or more, if the gross vehicle weight rating of the vehicle or vehicles being towed is in excess of 10,000 pounds.
- **Class B:** Any single vehicle with a gross vehicle weight rating 26,001 pounds or more or any such vehicle towing a vehicle having a gross vehicle weight rating that is not in excess of 10,000 pounds.
- **Class C:** Any single vehicle, or combination of vehicles, that is not a Class A or Class B vehicle, but that either is designed to transport 16 or more passengers, including the driver, or is placarded for hazardous materials and any school bus with a gross vehicle weight rating of less than 26,001 pounds that is designed to transport fewer than 16 passengers including the driver.

The higher CDL class allows you to drive vehicles in any of the lower classes provided you have the correct endorsements. The following Visor Card illustrates the endorsements and classes/groups.





There are situations where a person is not required to have a NC CDL. The following are the exceptions:

- Active Duty Military with military licenses operating military vehicles.
- Firefighters meeting approved training standards and operating authorized emergency vehicles.
- Farmers in certain cases.
- Individuals operating motor homes or other vehicles used exclusively to transport personal possessions or family members, for non-business purposes.

Endorsements are necessary for the following commercial driving requirements:

- (T) Double/Triple Trailers.
- (P) Passenger Vehicles. For vehicles which are designed to carry 16 or more people (including the driver); or those which carry 15 or less people (including the driver) transporting children to or from school and home regularly for compensation.
- (N) Tank Vehicles. For vehicles designed to haul liquids or liquefied gases in bulk in permanently mounted tanks or portable tanks rated at 1,000 gallons or more.
- (H) Hazardous Materials. To carry hazardous materials in amounts requiring placards.
- (X) Endorsement code designating a Tank (N) vehicle that carries Hazardous Materials (H).

Gross Vehicle Weight Rating

The following table lists and describes the three vehicle weight ratings:

Rating	Description
Gross Vehicle Weight Rating (GVWR)	The value specified by the manufacturer as the recommended loaded weight of a single motor vehicle.
Gross Combination Weight Rating (GCWR)	The value specified by the manufacturer(s) as the recommended loaded weight of a combination (articulated) motor vehicle. This is for truck tractors and single-unit trucks pulling a trailer(s).
Gross Vehicle Weight (GVW)	Used for enforcement purposes means the greater of the GVWR/GCWR or the Actual Weight, whichever is higher.

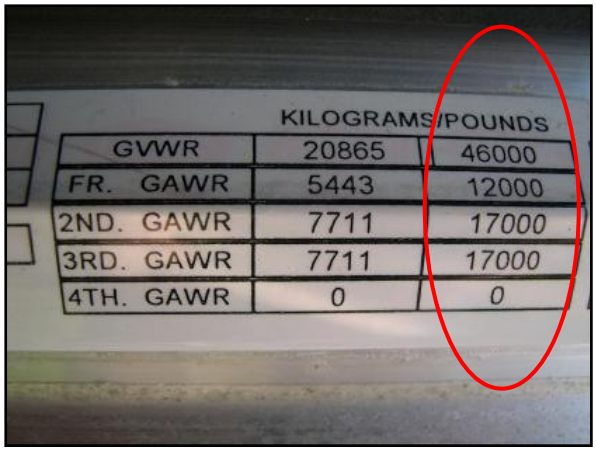
IMPORTANT: Since many times the actual weight of the vehicle is unknown by the police officer investigating the crash, FMCSA uses the GVWR or GCWR for consistency in crash reporting.

In TraCS, enter the GVWR in the **Gross Vehicle Weight Rating** field:

CARRIER	☐ Carrier Same as Owner	Carrier Name			
Carrier Street Address 1					
Carrier Street Address 2		Carrier Address City		Address State	Carrier Zip Code
Carrier Souce of Data		Cargo Body Type			
US DOT Number	ICC Number	Carrier Axles	Carrier State		State Number
IFTA Number		FEI Number	Fleet Number	Gross Vehicle Weight Rating	

GVWR

GVWR is based on the "least" carrying weight of the axles, springs, tires, wheels and frame and the rating is applied to each axle (Gross Axle Weight Rating).



GVWR specified by the manufacturer can be less than the Gross Axle Weight Rating (GAWR) for the front and rear axles combined. For example:

Front GAWR: 4,850
Rear GAWR: 8,250
13,100

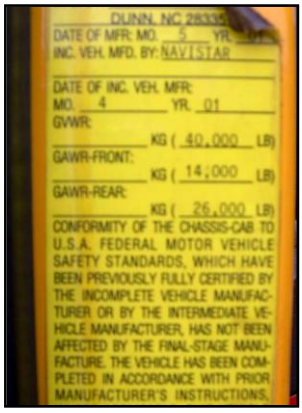
GVWR: 11,200

GVWR Location

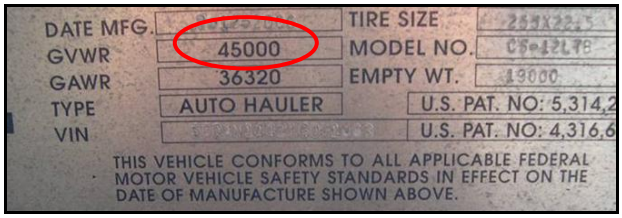
The weight ratings, including GVWR, can be found on the certification label located on the:

- Driver's door or door frame
- Cab behind driver's seat
- Driver-side visor

Secondary manufacturers may increase the GVWR that the original manufacturer specifies when additional equipment is added to the cab-chassis. Second-stage manufacturers may add an additional GVWR plate, which can be a yellow sticker located on the door frame.



On a trailer, the GVWR is located in following position:



General GVWR Guidelines for Small Trailers

- Single-axle utility trailers usually have a GVWR of 3,250 pounds or more.
- Double-axle utility trailers have a GVWR of 7,500 pounds or more.

Vehicle Style and Cargo Body Type

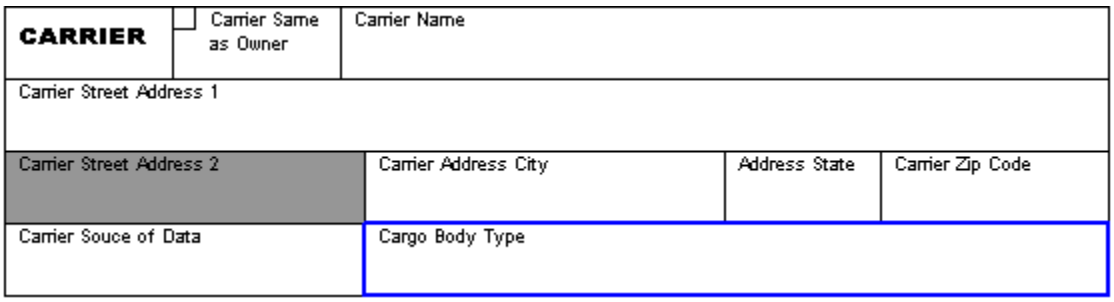
In TraCS, select the **Vehicle Style Type**.

VEHICLE	License Plate State	License Plate Number	License Plate Year	VIN Number
Vehicle Year	Vehicle Make		Vehicle Style Type	

Field	Description
Vehicle Style Type	Select the style or type of vehicle: 01 – Passenger Car 02 – Pickup 03 – Light truck (mini-van, panel) 04 – Sport Utility 05 – Van 06 – Commercial bus 07 – School bus 08 – Activity bus 09 – Other bus 10 – Single unit truck (2-axle, 6-tire) 11 – Single unit truck (3 or more axles) 12 – Truck/trailer 13 – Truck/tractor (i.e., bobtail) 14 – Tractor/semi-trailer 15 – Tractor/doubles 16 – Unknown heavy truck 17 – Taxicab 18 – farm equipment 19 – farm tractor 20 – Motorcycle 21 – Moped 22 – Motor scooter or motor bike 23 – Pedal cycle 24 – Pedestrian 25 – Motor home/recreational vehicle 26 – Other* 27 – All terrain vehicle (ATV)

Field	Description
	28 – Fire truck 29 – EMS Vehicle, Ambulance, Rescue Squad 30 – Military 31 – Police 32 – Unknown

In TraCS, select the **Cargo Body Type**:



Field	Description
Cargo Body Type	Select the cargo body type: 01 – Bus (seats for 16 or more, including driver) 02 – Bus (seats for less than 16, including driver) 03 – Van/enclosed box 04 – Grain/chips/gravel truck 05 – Pole truck 06 – Cargo tank 07 – Flatbed 08 – Dump 09 – Concrete mixer 10 – Auto transporter 11 – Garbage/refuse 12 – Log truck 13 – Other* 14 – Intermodal cargo container

If the vehicle is pulling a trailer, select the **Vehicle Trailer Type**:

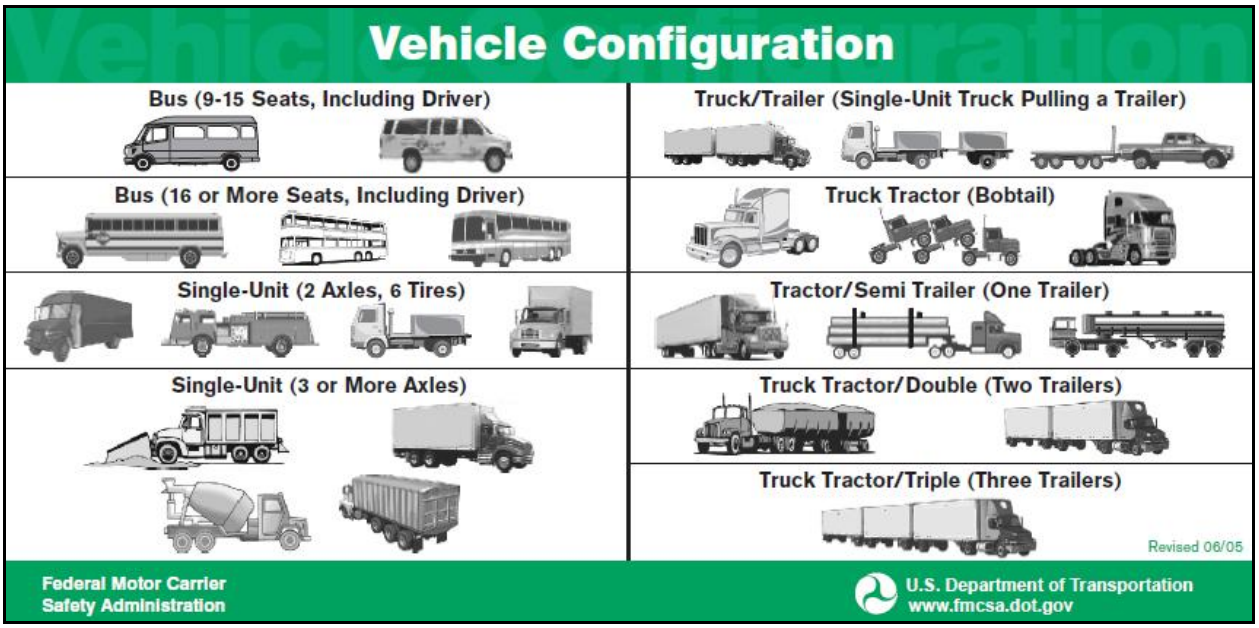
TRAILER INFORMATION				
Vehicle Trailer Type **00-No trailer**		First Trailer No. Axles	First Trailer Width (in)	First Trailer Length (ft)
Second Trailer No. Axles	Second Trailer Width (in)	Second Trailer Length (ft)	Over Width Permit	

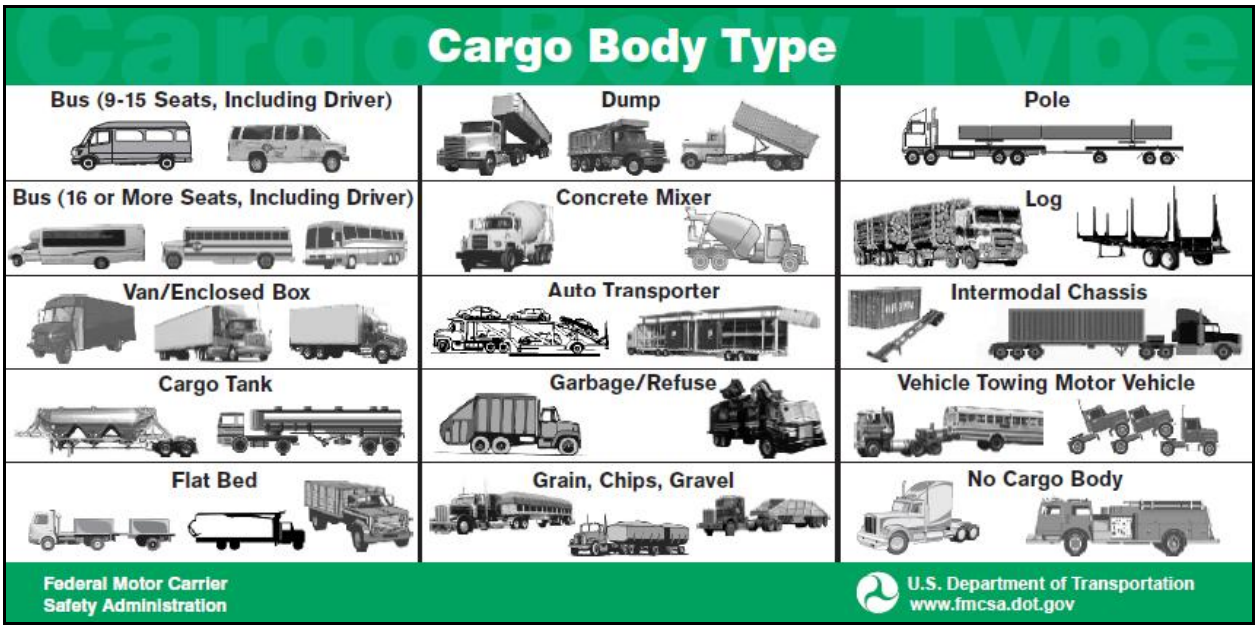
Field	Description
Vehicle Trailer Type	If this vehicle was pulling a trailer, select the appropriate trailer type: 00 – No trailer 01 – Boat 02 – Camper 03 – Utility 04 – Horse 05 – House trailer (mobile home) 06 – Towed vehicle 07 – Other non-semi 08 – Tanker 09 – Enclosed van 10 – Flatbed or platform 11 – Other semi trailer 12 – Double trailer

Example of all three types:

Field	Select…
Vehicle Style Type	25 – Motor home/recreational vehicle
Cargo Body Type	Leave blank, not a qualifying vehicle
Vehicle Trailer Type	6 – Towed vehicle

The following Visor Card illustrates the various vehicle styles and cargo body types:



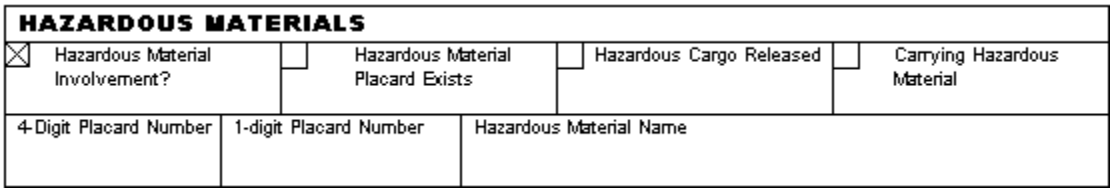


Hazardous Cargo

Hazardous cargo refers to any substance or material which has been determined to be capable of posing an unreasonable risk to health, safety and property when transported in commerce.

A diamond-shaped point-on-point fixture comprised of various colors should be located on all four sides of a vehicle which is carrying placarded hazardous materials.

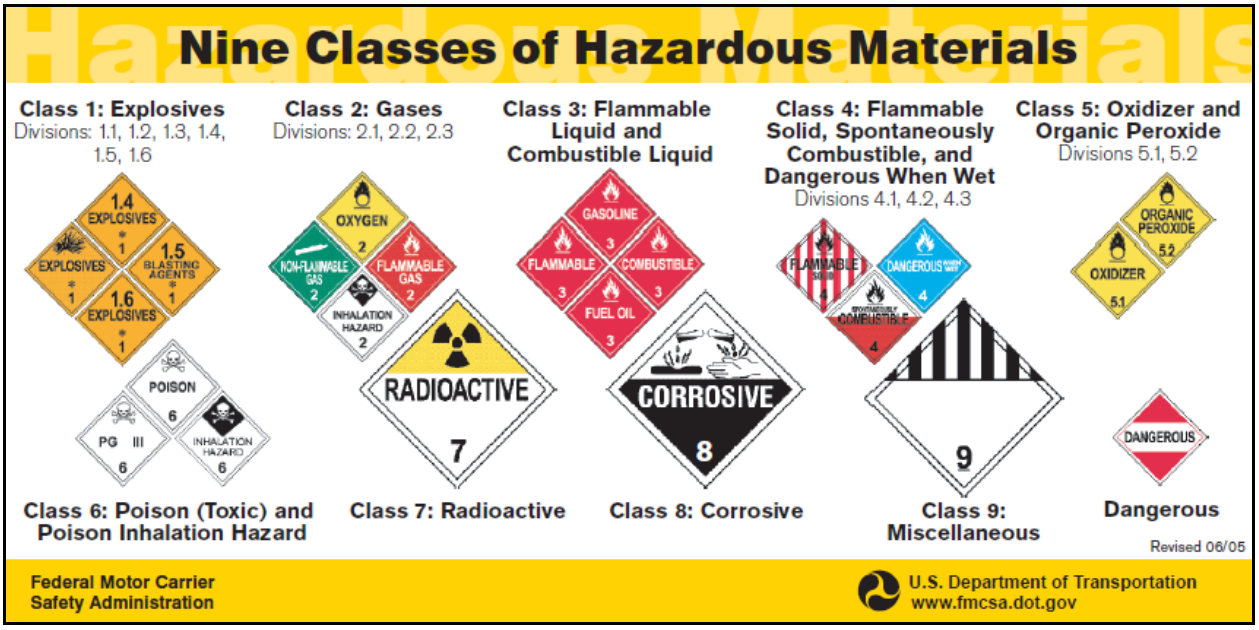
NOTE: Hazardous materials may be present even though no placard is displayed on the vehicle.

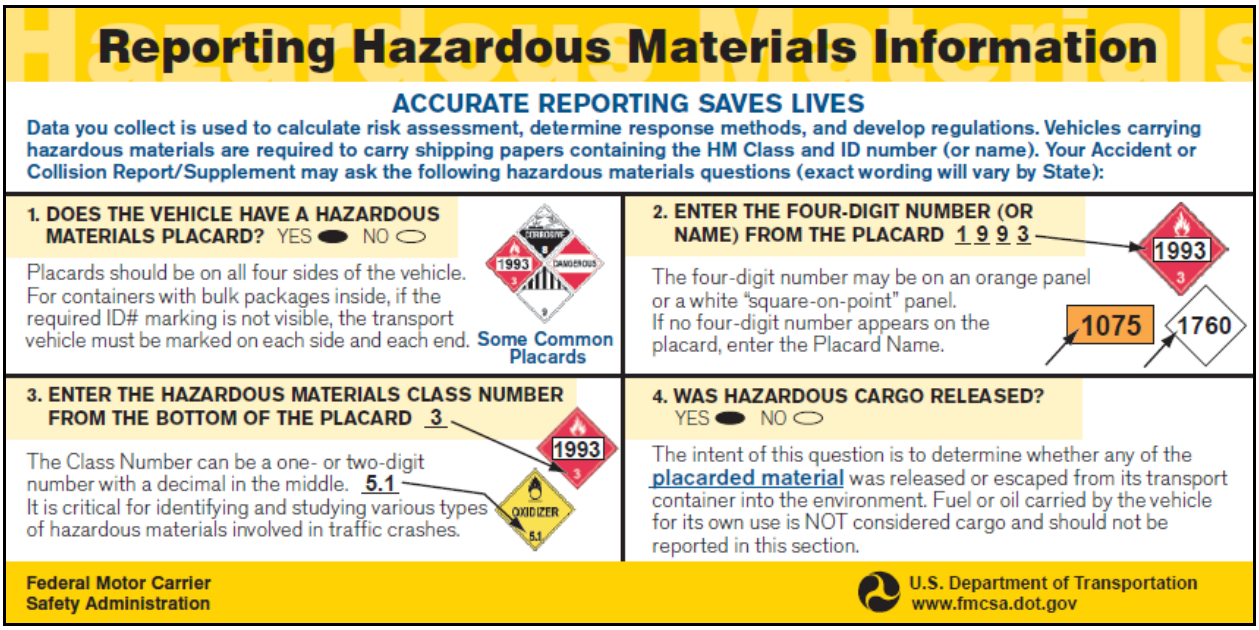


Field	Description
Hazardous Material Involvement?	Select **Yes** whenever the unit has explosives; dissolved, refrigerated, or compressed gasses; flammable liquid; flammable solids (combustible or water reactive); oxidizing substances (organic peroxides); poisonous (toxic) and infectious substances; radioactive material; corrosive; or miscellaneous dangerous goods involved.
Hazardous Material Placard Exists	Select **Yes** if a hazardous materials placard exists.
Hazardous Cargo Released	Select **Yes** if hazardous materials were released. This does not include fuel from the tank.
Carrying Hazardous Material	Select **Yes** if the carrier is carrying hazardous materials.
4-Digit Placard Number	If available, enter the four-digit placard number from the diamond or box.
1-Digit Placard Number	Select the one-digit hazardous placard number: 1 – Explosives 2 – Gases – Compressed, Dissolved, or Refrigerated 3 – Flammable Liquid 4 – Flammable Solids – Combustible, Water reactive 5 – Oxidizing Substances – Organic Peroxides 6 – Poisonous (Toxic) and Infectious Substances 7 – Radioactive Material 8 – Corrosives 9 – Miscellaneous Dangerous Goods

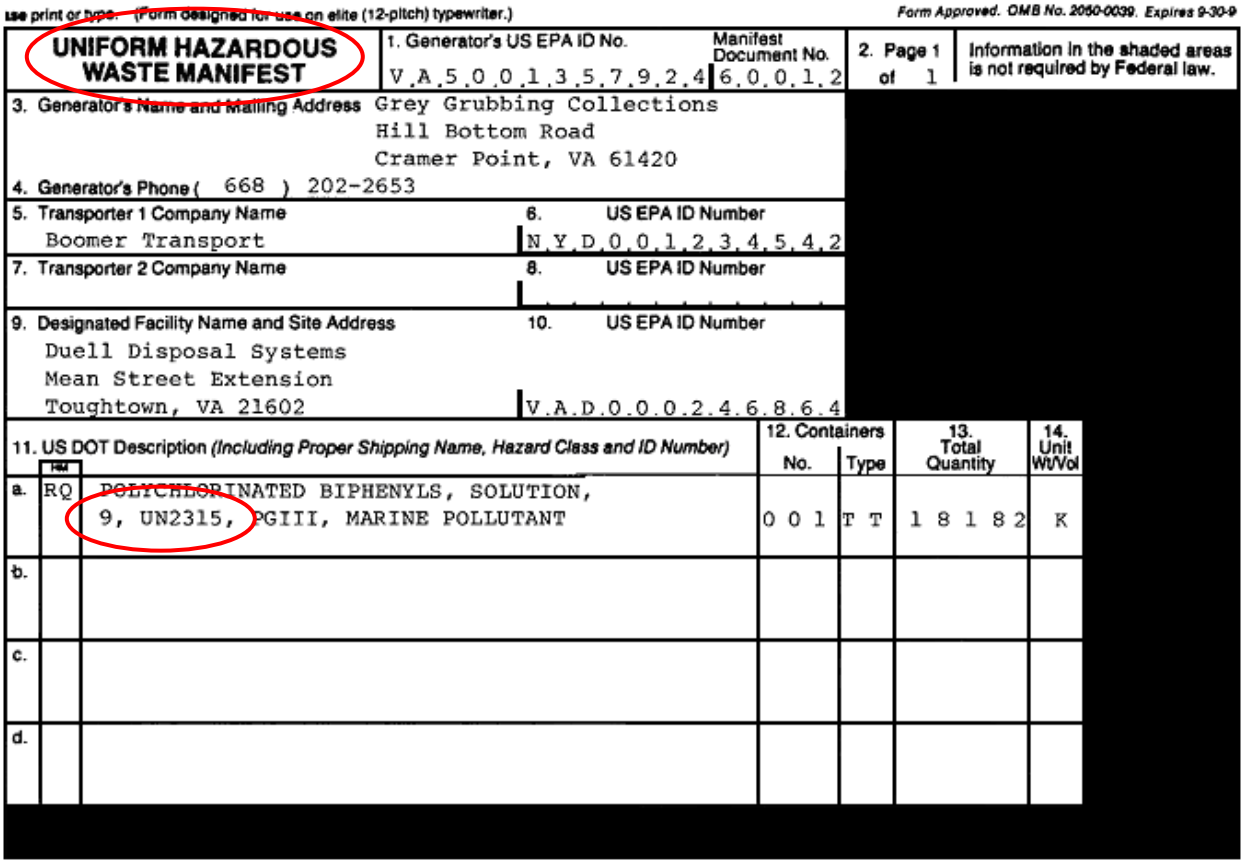
Field	Description
Hazardous Material Name	Enter the hazardous material name when the hazardous placard information is not available.

The following Visor Card illustrates the nine classes of hazardous materials and contains information on accurately reporting hazardous materials:





The following is an example of where to locate the **4-Digit Placard Number** (**2315** in this example) and the **1-Digit Placard Number** (**9** in this example) on shipping papers:



Use print or type. (Form designed for use on elite (12-pitch) typewriter.) Form Approved. OMB No. 2050-0039. Expires 9-30-9

UNIFORM HAZARDOUS WASTE MANIFEST

1. Generator's US EPA ID No. V.A.5.0.0.1.3.5.7.9.2.4 Manifest Document No. 6.0.0.1.2

2. Page 1 of 1

Information in the shaded areas is not required by Federal law.

3. Generator's Name and Mailing Address Grey Grubbing Collections
Hill Bottom Road
Cramer Point, VA 61420

4. Generator's Phone (668) 202-2653

5. Transporter 1 Company Name Boomer Transport

6. US EPA ID Number N.Y.D.0.0.1.2.3.4.5.4.2

7. Transporter 2 Company Name

8. US EPA ID Number

9. Designated Facility Name and Site Address
Duell Disposal Systems
Mean Street Extension
Toughtown, VA 21602

10. US EPA ID Number V.A.D.0.0.0.2.4.6.8.6.4

11. US DOT Description (Including Proper Shipping Name, Hazard Class and ID Number)	HM		12. Containers No.	Type	13. Total Quantity	14. Unit Wt/Vol
a.	RQ	POLYCHLORINATED BIPHENYLS, SOLUTION, 9, UN2315, PGIII, MARINE POLLUTANT	0 0 1	T T	1 8 1 8 2	K
b.						
c.						
d.						

Bulk Packages

Bulk packaging is a package with no intermediate form of containment, and having a:

- Maximum capacity greater than 119 gallons as a receptacle for liquid,
- Maximum mass greater than 882 lbs. and maximum capacity greater than 119 gallons as a receptacle for a solid, or
- Water capacity greater than 1,000 lbs. for gas.

Non-bulk packaging has a capacity less than or equal to bulk packages.

Bulk packages must be placarded unless cleaned and purged. A gas tanker that is empty and has not been cleaned or purged must remain placarded.

For containers with bulk packages inside, if the required ID# marking on the bulk package is not visible, the transport vehicle must be marked and on each side each end.

Chapter 4: NC DOT-DMV Utilities

To access the NC DOT-DMV Utilities, select **Tools** > **NC DOT-DMV Utilities**. The following options are available:

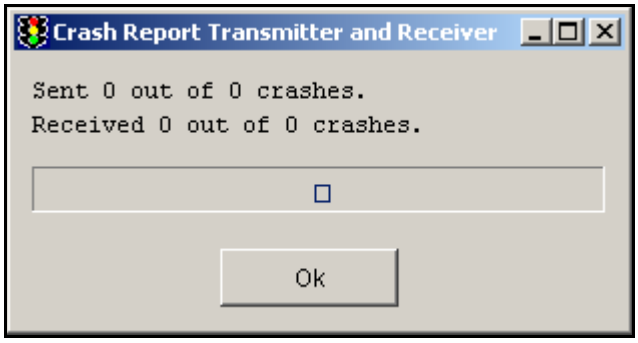
- Send and Receive Crash Reports
- Driver Search
- Vehicle Search
- Commercial Carrier Search
- Transfer Crash Reports To Disk
- Get Crash Reports From Disk
- Create Supplemental

Send and Receive Crash Reports

The **Send and Receive Crash Reports** function is the Crash Report transmission piece of TraCS. The information that is communicated as part of the **Send and Receive Crash Reports** function varies depending on the user's access level. See Reporter Access Level and Supervisor Access Level for further information.

To perform a Send and Receive Crash Reports function

1. Select **Tools** > **NC DOT-DMV Utilities** > **Send and Receive Crash Reports**.
2. When complete, a message displays with the number of reports sent and received.



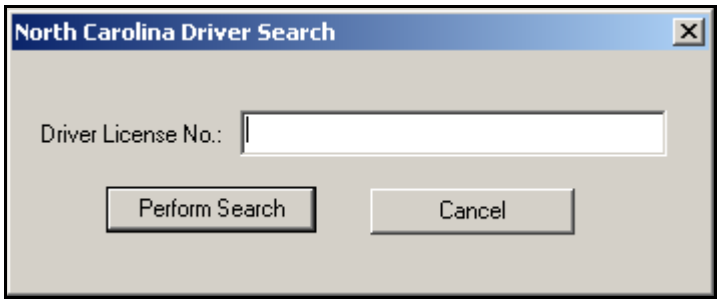
3. Click **OK**.

Driver Search

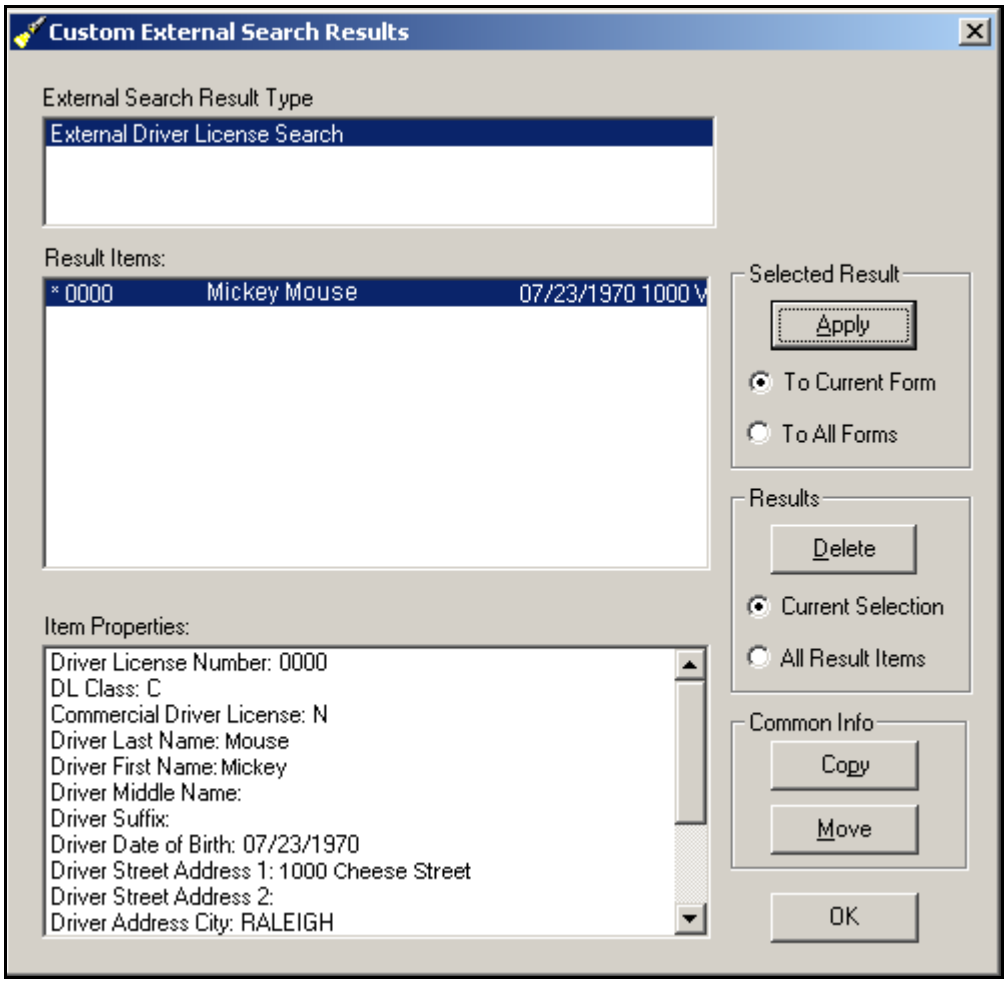
The driver license number is used to access a person's records. Use the **Driver Search** function to perform a search based on a North Carolina driver license number.

WARNING: This utility feature will NOT populate all required fields and can NOT be used for multiple units. The recommended search method is described on the next page.

1. Select **Tools** > **NC DOT-DMV Utilities** > **Driver Search**.



2. Enter the driver license number in the **Driver License No.** field and click **Perform Search**. When a match exists, the **Custom External Search Results** dialog box displays.

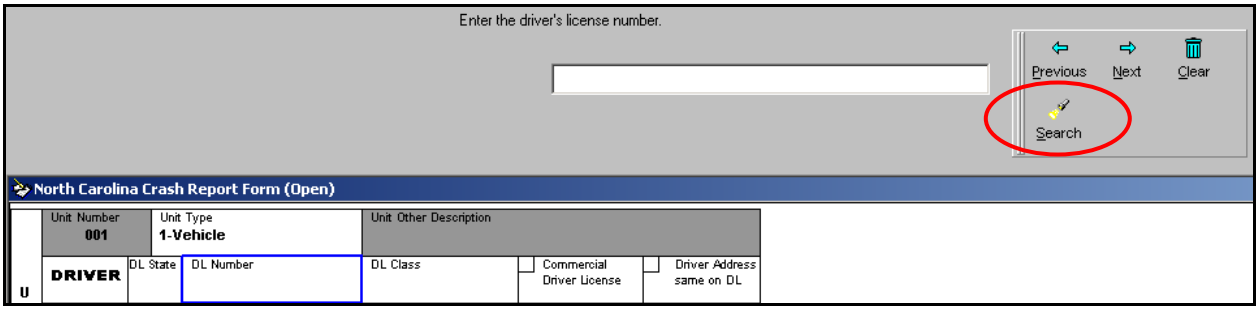


3. Click **Apply** to populate license data to the form.

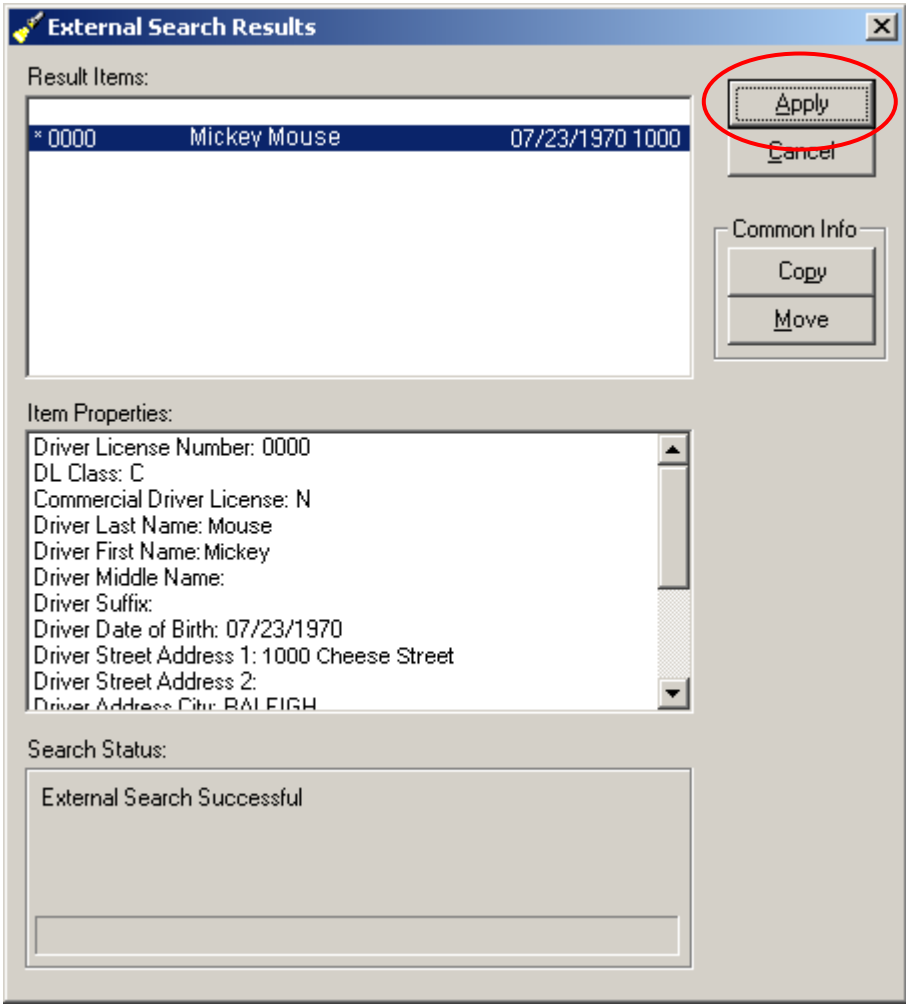
   NOTE: Click **Copy** to add the data into Common Information.

4. Click **OK** to close the **Custom External Search Results** dialog box.

IMPORTANT: The recommended method of performing a driver license search is to highlight the **DL Number** field, enter the number in the Databar, and click the **Search** button.



Click **Apply** on the **External Search Results** dialog box to populate the fields on the form.

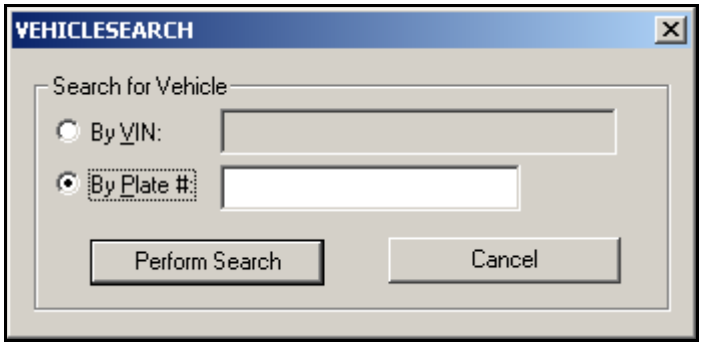


Vehicle Search

The license plate number and the VIN number can be used to access a person's records. Use the **Vehicle Search** function to perform a search based on a VIN number or a plate number.

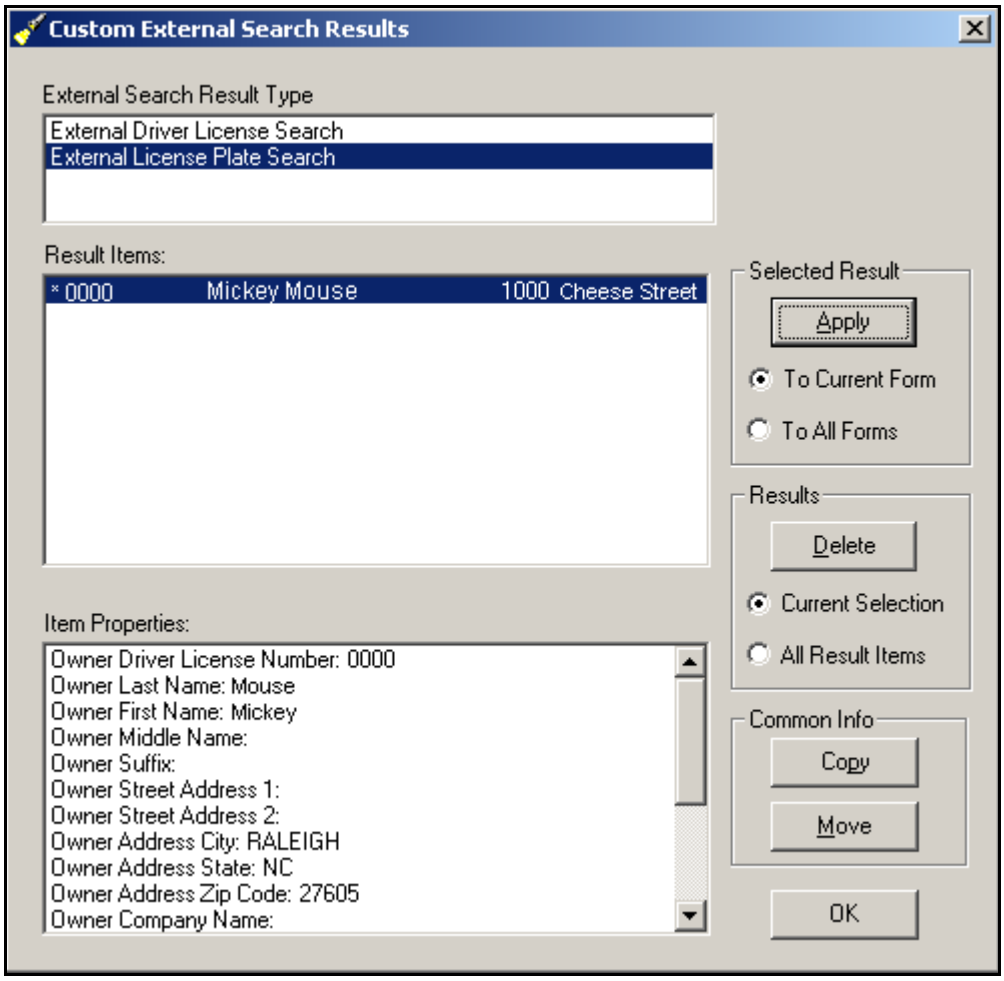
WARNING: This utility feature will NOT populate all required fields and can NOT be used for multiple units. The recommended search method is described on the next page.

1. Select **Tools** > **NC DOT-DMV Utilities** > **Vehicle Search**.



2. Enter the appropriate data and click **Perform Search**. When a match exists, the **Custom External Search Results** dialog box displays.

   NOTE: Do not enter dashes (-) or any other symbols. Do not enter vanity plate names; enter the NC registration plate number the vanity plate is registered under.

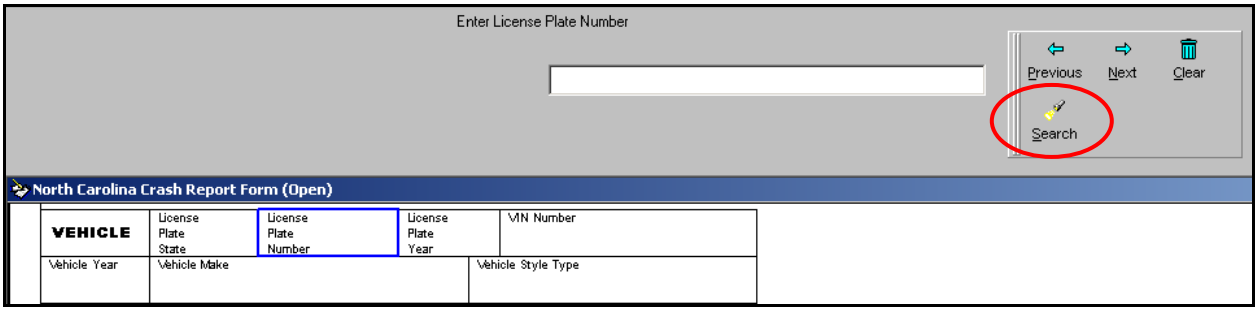


3. Click **Apply** to populate data to the form.

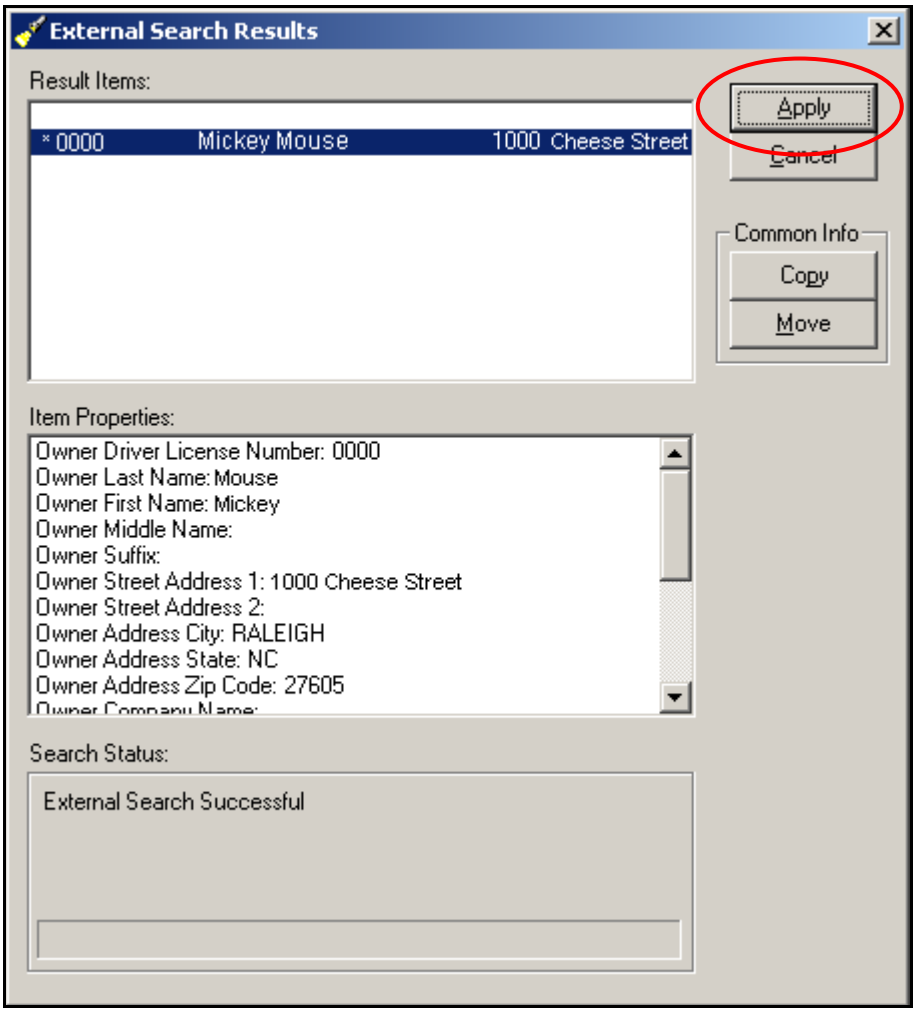
   NOTE: Click **Copy** to add the data into Common Information.

4. Click **OK** to close the **Custom External Search Results** dialog box.

IMPORTANT: The recommended method of performing a search on both numbers is to highlight the field in the form (this example performs a license plate search), enter the number in the Databar, and click the **Search** button.



Click **Apply** on the **External Search Results** dialog box to populate the fields on the form.

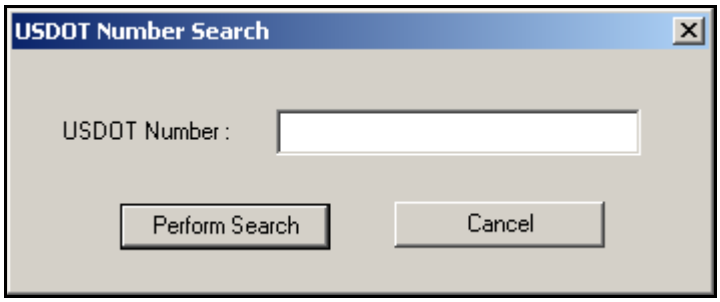


Commercial Carrier Search

The USDOT number can be used to access a person's records. Use the **Commercial Carrier Search** function to perform a search based on a USDOT number.

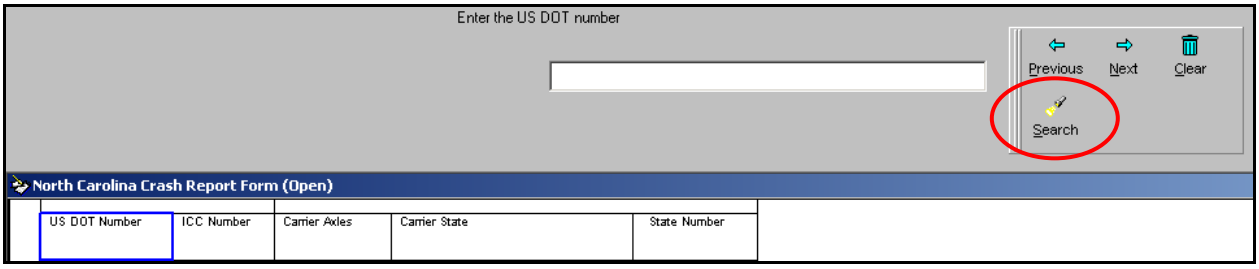
WARNING: This utility feature will NOT populate all required fields and can NOT be used for multiple units. The recommended search method is described below.

1. Select **Tools** > **NC DOT-DMV Utilities** > **Commercial Carrier Search**.



2. Enter the USDOT number in the **USDOT Number** field and click **Perform Search**. When a match exists, the **Custom External Search Results** dialog box displays.
3. Click **Apply** to populate data to the form.
4. Click **OK** to close the **Custom External Search Results** dialog box.

IMPORTANT: The recommended method of performing a USDOT number search is to highlight the **US DOT Number** field, enter the number in the Databar, and click the **Search** button.



Click **Apply** on the **External Search Results** dialog box to populate the fields on the form.

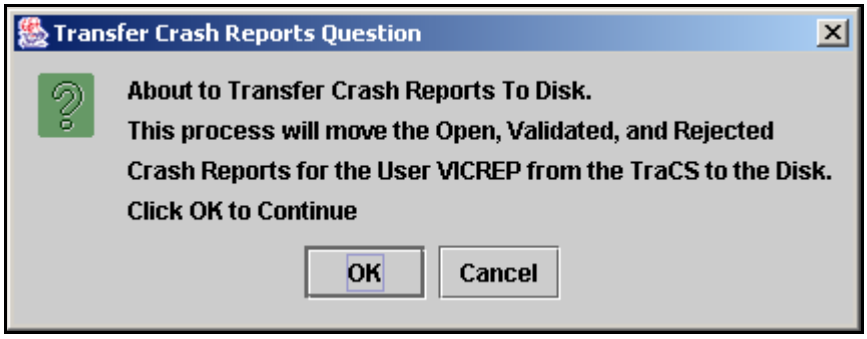
Transfer Crash Reports To Disk

Use the **Transfer Crash Reports to Disk** function to select all unlocked open, validated, and rejected crash reports created by the signed-on user and transfer them to a disk.

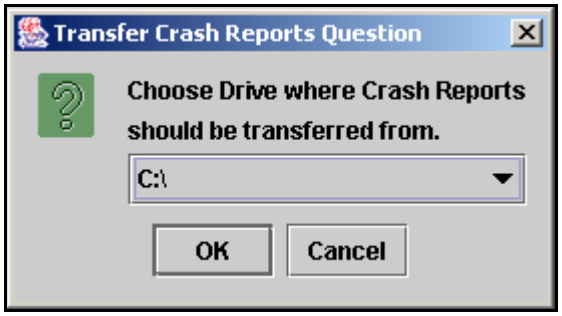
NOTE: Transferring reports from a machine's hard drive to an external disk, permanently deletes all reports from the machine's hard drive.

For example, use the **Transfer Crash Reports to Disk** function when unfinished Crash Reports are on an MDT and need to be transferred to a desktop PC for completion. Another example would be when an officer is working on an MDT without connectivity and has to move them to another machine to complete a **Send and Receive Crash Reports** function.

1. Select **Tools** > **NC DOT-DMV Utilities** > **Transfer Crash Reports to Disk**.



2. Click **OK**.
3. Select a drive from the drop-down list and click **OK**.



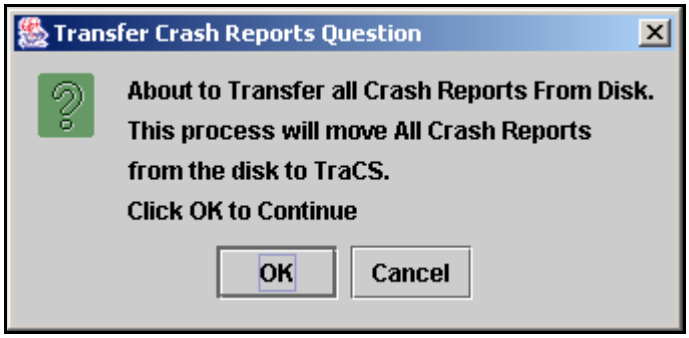
4. When the transfer is complete, a message displays with how many reports transferred.
5. See Get Crash Reports From Disk for the next phase of this process.

Get Crash Reports From Disk

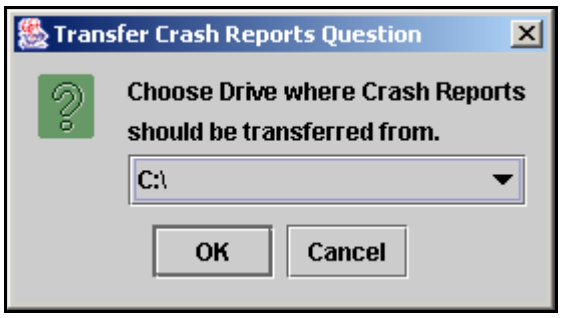
Retrieving the Crash Reports transferred to disk is the second part of the process of moving Crash Reports from one PC to another. The **Get Crash Reports from Disk** process moves all Crash Reports on the disk to the local machine.

NOTE: Transferring reports from an external disk to a machine's hard drive, permanently deletes all reports from the external disk.

1. Insert the disk in the disk drive and start TraCS.



2. Select a drive from the drop-down list and click **OK**.

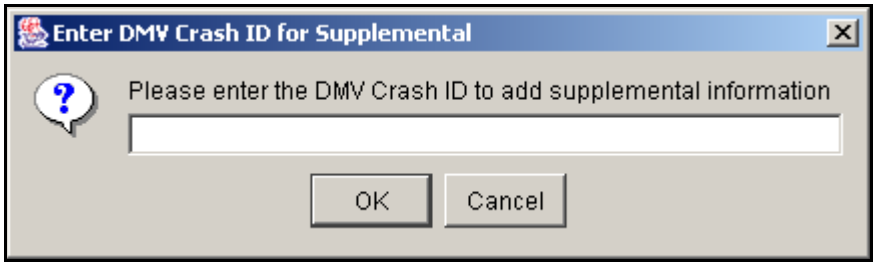


3. When the transfer is complete, a message displays with how many reports transferred.

Create Supplemental

If you don't have the original report on your local machine, you can download it from the TRCS server. To retrieve a report from the TRCS server:

1. Select **Tools** > **NC DOT-DMV Utilities** > **Create Supplemental**.



2. Enter the DMV Crash ID and click **OK**. The report loads into your local database and can be accessed through the Contact Manager.
3. See Submitting a Supplemental for the next phase of this process.

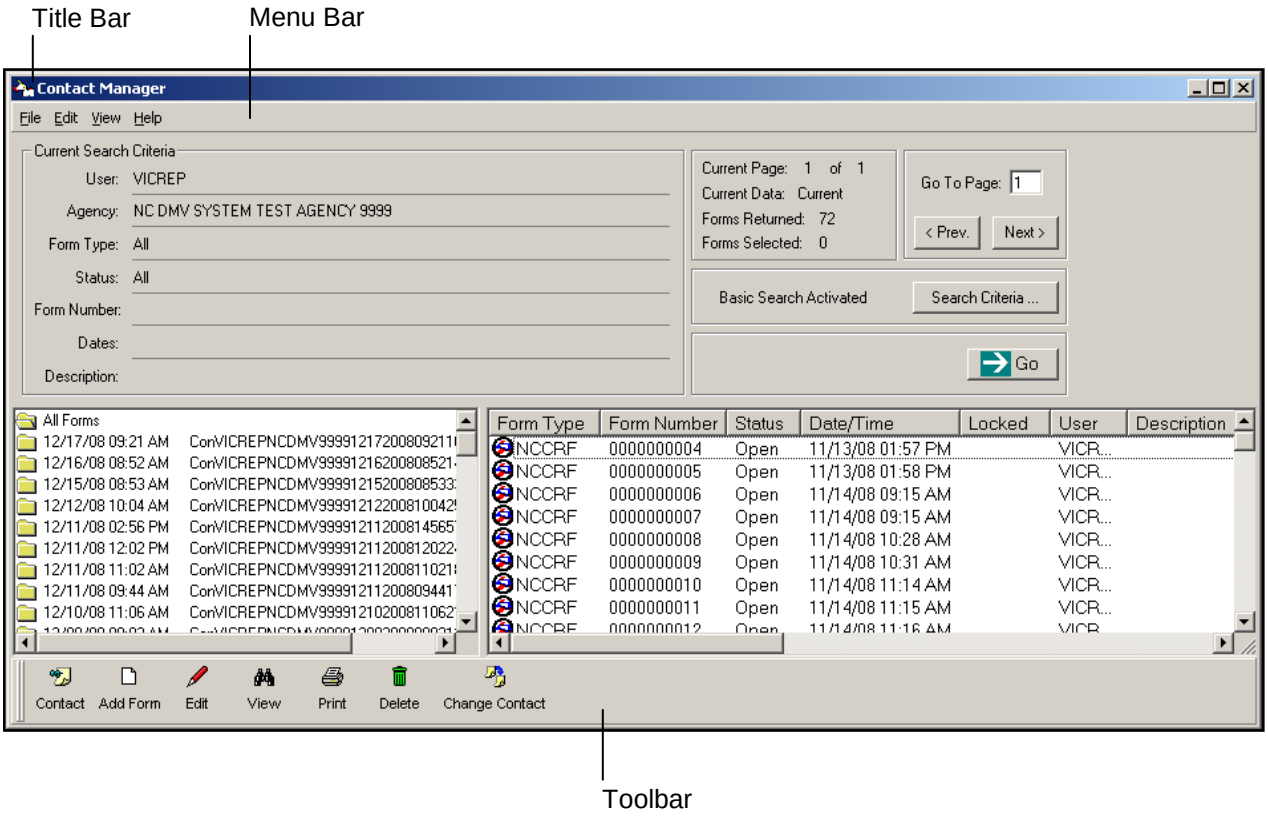
Submitting a Supplemental

After receiving the processed report back from the DMV, with the Crash ID, use these instructions to submit a supplemental.

1. Click the **Manager** button to open the Contact Manager.
2. Select the form and click the **Edit** button. The form opens in TraCS.
3. The first field of the form is the **Supplemental Report** field. Select **Yes** from the Databar and click **Next**.
4. Make the required corrections to the report, re-validate, then send it through the normal submission process again.

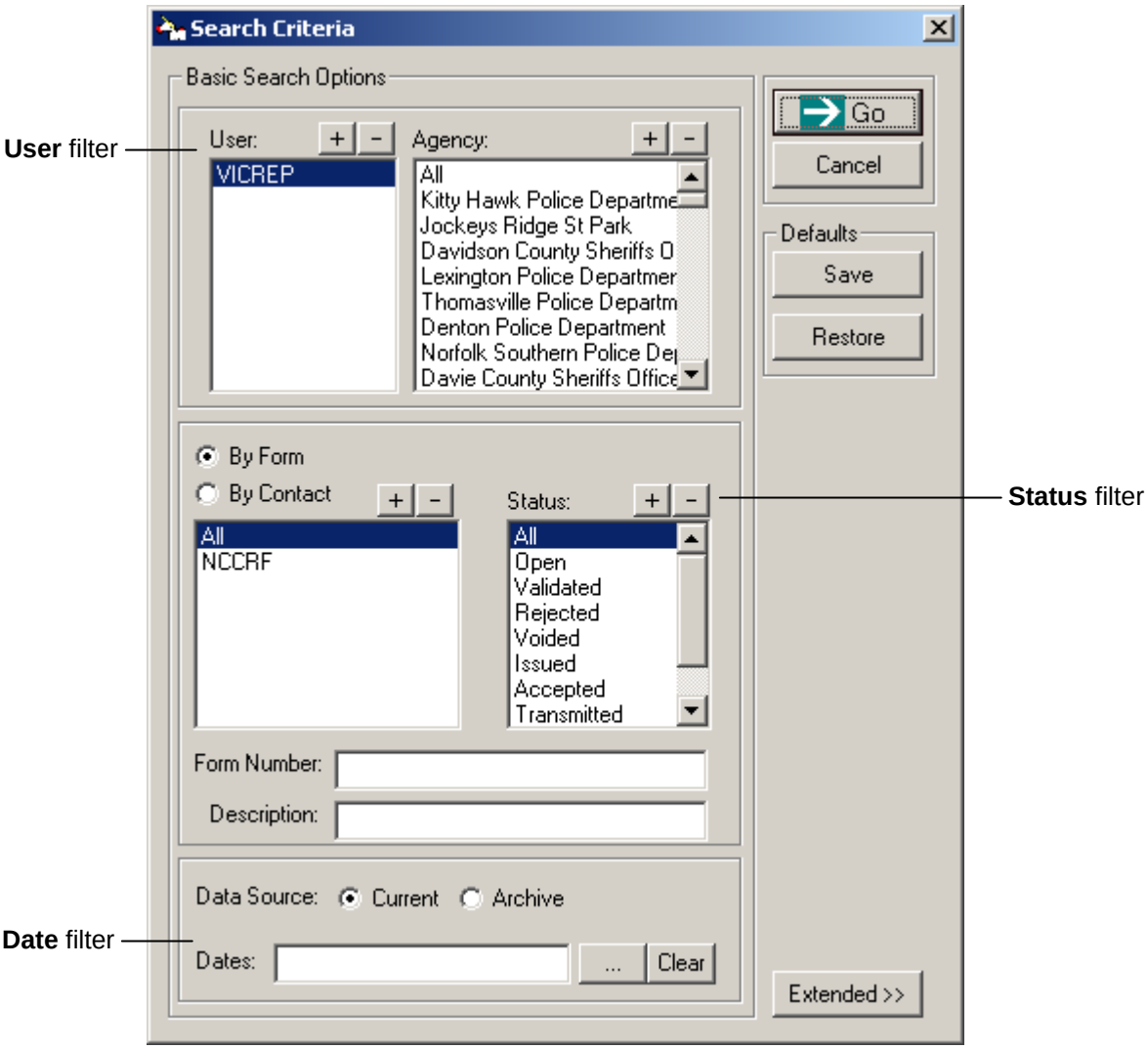
Chapter 5: Contact Manager

The Contact Manager is a tool used to organize all of the contacts and forms within TraCS and enables users to perform many tasks. To open the Contact Manager, click the **Manager** button. The **Contact Manager** screen displays.



Performing Searches

To perform a search and filter information using specific criteria to limit the number and/or type of cases that display in the Contact Manager, click the **Search Criteria** button. The **Search Criteria** dialog box displays.



User Filter

The **User** filter enables users to limit the number of forms displayed in the Contact Manager according to the Badge Number of the user who owns the form. This is generally the user who created the form, unless form ownership has been transferred to another user.

The list of users available in the **User** filter is controlled through the access level assigned to the current user.

Status Filter

Each contact goes through a series of stages from the time it is created until it reaches its ultimate storage location. Each of these stages is referred to as the Status of the contact. The names and definitions of the statuses are common to all forms; however, each form can use a different subset of the available statuses.

To filter the contacts displayed in the Contact Manager by status, select the desired status from the Status list box. The following is a list and description of statuses, as defined in the Baseline Version of TraCS:

Status	Description
Open	Data can still be entered or changed in the form.
Validated	The form has successfully been validated; however, data can still be entered or changed in the form. **NOTE:** Changing data after a form has been validated requires that the form be validated again.
Rejected	The form has been rejected, typically by a Supervisor, and must be changed, re-validated, and resubmitted for review.
Issued	This status displays on the **Search Criteria** dialog box, however, it is not implemented in North Carolina.
Accepted	The form has been approved, typically by a Supervisor.
Located	This status displays on the **Search Criteria** dialog box, however, it is not implemented in North Carolina.
Transmitted	The form has been transmitted, often to a central data repository.
Deleted	The form has been removed from TraCS.
Locked	The form is being used by another user. This means that the contact has either been transferred to a TraCS field unit or another user on a TraCS networked workstation has the form open for editing.
Non-Reportable	This status displays on the **Search Criteria** dialog box, however, it is not implemented in North Carolina.

Date Filter

The **Date** filter enables users to limit the number of contacts displayed in the Contact Manager, according to creation date. Users can leave this filter blank to display all contacts from all dates, or they can specify a range of dates to display only contacts created within that range.

To filter the contacts in the Contact Manager according to date

1. Click the browse button ... . The **Select Date Range** dialog box displays.
2. Select the correct dates and click **OK**. The selected dates display in the **Dates** field on the **Search Criteria** dialog box.
3. Click **Go**.

Creating a New Contact

A new contact can be created from the Contact Manager.

To create a contact using the Contact Manger

1. Click the **Manager** button on the toolbar. The **Contact Manager** screen displays.
2. Click the **Contact** button. The **Available Forms** dialog box displays.
3. Select the **NCCRF** form and click **OK**. An empty form displays.

Editing a Form

Forms can only be edited in the Contact Manager.

To edit a form

1. Select the desired form in the Contact Manager.
2. Click the **Edit** button on the Contact Manager toolbar.

Viewing a Form

The **View** function opens the selected form in a Read Only format.

NOTE: Read-only forms cannot be edited.

To view a form

1. Select the form in the Contact Manager.
2. Click the **View** button on the Contact Manager toolbar. The Read Only form displays in the main TraCS user interface.

Deleting a Form

Unlocked forms can be deleted in the Contact Manager.

To delete an unlocked form

1. Select the unlocked form to be deleted and click the **Delete** button. The **Delete Form** dialog box displays.
2. Click **Yes** to confirm the deletion.

The form is deleted from the system.

Accepting and Rejecting a Form

Supervisors have the capability to accept and reject validated forms.

To accept a validated form

1. Select **Tools** > **NC DOT-DMV Utilities** > **Send and Receive Crash Reports**. The **Crash Report Transmitter and Receiver** dialog box displays. When the transmission is complete, the dialog box lists the number of reports that were received.
2. Click the **Manager** button. The **Contact Manager** screen displays.
3. Click **Go**. All forms display.
4. Select the desired form and click **View**. The form opens in TraCS.
5. Click the **Accept** button. The **Accept Form** dialog box displays.
6. Click **Yes**.
7. Select **Tools** > **NC DOT-DMV Utilities** > **Send and Receive Crash Reports** to send the report to the DMV for processing.

The **Accepted** status indicates that the form is ready to be processed by the DMV. To check the report's status, open the Contact Manager and verify **Accepted** displays in the **Status** column and **Locked** displays in the **Locked** column.

Form Type	Form Number	Status	Date/Time	Locked	User	Description
NCCRF	0000000064	Accepted	12/02/08 02:34 PM	Locked	VICS...	
NCCRF	0000000131	Open	03/23/09 04:35 PM		VICS...	

Rejected Forms

To reject a validated form

1. Select **Tools** > **NC DOT-DMV Utilities** > **Send and Receive Crash Reports**. The **Crash Report Transmitter and Receiver** dialog box displays. When the transmission is complete, the dialog box lists the number of reports that were received.
2. Click the **Manager** button. The **Contact Manager** screen displays.
3. Click **Go**. All forms display.
4. Select the desired form and click **View**. The form opens in TraCS.
5. Click the **Reject** button. The **Reject Form** dialog box displays.
6. Enter a reason and click **Continue**.

7. Select **Tools** > **NC DOT-DMV Utilities** > **Send and Receive Crash Reports** to send the report back to the submitting Officer.

To check the report's status, open the Contact Manager and verify **Rejected** displays in the **Status** column and **Locked** displays in the **Locked** column.

Sorting Forms in the Contact Manager

By default, the forms listed in the Contact Manager are sorted by the date and time they were created (in the **Date/Time** column). Forms can be re-sorted by clicking on any column header in the Contact Manager. Click a column header once to sort the forms in ascending order; click a column header a second time to sort the forms in descending order.

The columns available in the Contact Manager are:

Column	Description
Form Type	Indicates the name of the form (for example: Accident Report, Citation, etc.).
Form Number	Indicates the form identification number, which is typically the case number.
Status	Indicates the current stage of the form (for example: Open, Issued, Rejected, Approved, etc.).
Date/Time	Indicates the date and time that the form was created.
Locked	Indicates whether the form is Locked or Unlocked. When this column is empty, the form is available for editing. When this column contains a Locked value, the form is not available for editing by users other than the current user.
User	Indicates which user's forms are displaying in the Contact Manager.
Description	Displays a copy of the description that was entered when the user created the contact.

Identifying the Status of a Report

A report's status varies based on user permissions. The following tables describe the different status levels based on the user's access level.

Reporter

Status	Locked?	Description
Open	No	User is currently working on the report.
Open	Yes	Improper program shut down (power outage or Easy Street Draw lockup.) Requires administrative unlock.
Validated	No	The report has been validated, but not sent.
Validated	Yes	The report has been either sent to the supervisor or DMV server for processing.
Rejected	No	The report has been rejected by the supervisor or DMV and sent back to the user for correction.
Transmitted	No	The report has been accepted by the DMV and has an assigned Crash ID.

Supervisor

Status	Locked?	Description
Open	No	User is currently working on the report.
Open	Yes	Improper program shut down (power outage or Easy Street Draw lockup.) Requires administrative unlock.
Validated	No	The report has been validated, but not sent.
Accepted	No	The report has been approved but not sent.
Accepted	Yes	The report has been released for DMV processing.
Rejected	No	The supervisor has rejected a reporter's report OR the DMV has rejected the supervisor's report.
Rejected	Yes	The reporter's report has been rejected and sent back.
Transmitted	Yes	The report has been accepted by the DMV and has an assigned Crash ID.

Exiting the Contact Manager

Select **File** > **Exit** to exit the Contact Manager and return to the main TraCS screen.

Chapter 6: Common Information Manager

In a paper form environment, Officers are often required to copy the same information, such as names, addresses, and vehicle information, to multiple paper forms. TraCS can reduce repetition through the use of Common Information, which enables users to enter certain types of data once and use it many times. TraCS organizes common information into the following three categories, which are called Collections:

- Individuals (for example, name, address, phone number)
- Vehicles (for example, make, model, license plate number)
- Carriers (for example, carrier name, carrier address, DOT number)

The Common Information Manager can be useful when a motorist involved in a crash is responsible for causing the crash. That motorist's name, address, and vehicle information would be common information used on both a Citation Form and an Accident Form.

Users can add, edit, or delete common information for an Individual, Vehicle, or Carrier in the Common Information Manager. In addition, the **Replicate** button enables users to copy all of the information collected for one Individual, Vehicle, or Carrier to another Individual, Vehicle, or Carrier. For example, if a husband and wife are in a vehicle that is involved in an accident, the user can enter the name and address information for either person into the Common Information Manager, replicate this information, and then change the name information for the other person. In this way, the user avoids re-keying duplicate data.

NOTE: Location common information cannot be entered using the **Common Information Manager**; it can only be entered on a form in TraCS.

Using the Common Information Manager

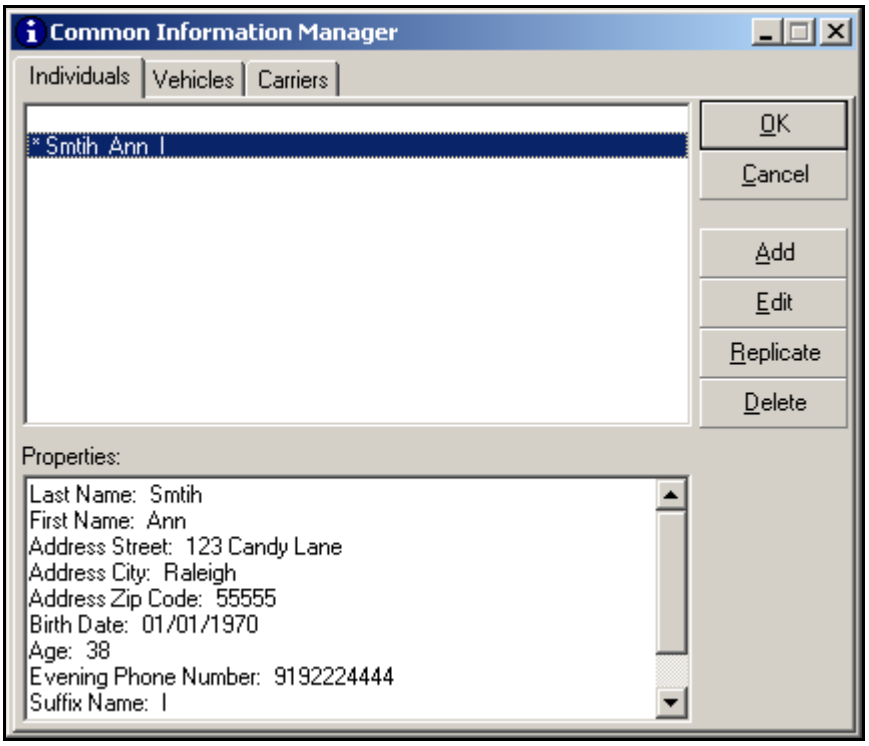
To access the **Common Information Manager**, click the **Common** button on the toolbar.

The **Common Information Manager** contains the following three tabs:

- Individuals
- Vehicles
- Carriers

The Common Information Manager always contains two boxes. The top box shows the names of all Individuals, Vehicles, or Carriers for which common information has been entered, and the bottom box lists all of the common information that is specific to the

Individual, Vehicle, or Carrier selected in the top box. In the following example, an individual has been selected in the top box which displays their common information in the bottom box.



Individuals Tab

Individual common information relates to data regarding an individual involved in a contact. When users add, edit, or delete Individual common information items in a TraCS form, this information is automatically added, edited, or deleted in the **Individuals** tab of the **Common Information Manager**.

Users can also perform an unlimited number of add, edit, or delete functions on the **Individuals** tab of the **Common Information Manager**. In addition, they can replicate Individual common information on this tab.

The following actions are available on the **Individuals** tab:

- Adding Individual Common Information
- Editing Individual Common Information
- Replicating Individual Common Information
- Deleting Individual Common Information

The following table provides a list and description of form fields that TraCS considers individual common information:

Field	Description
Last Name	Enter the individual's last name.
First Name	Enter the individual's first name.
Middle Name	Enter the individual's middle name.
Suffix	If applicable, select the individual's name suffix.
Company Name	The **Company Name** field is intended to be used when a company owns a vehicle, when a company is the victim of a crime, etc. When the **Company Name** field contains data, the **First Name**, **Middle Name, Last Name**, and **Suffix** fields should be left blank.
Address	Enter the individual's street address or the street address of a business (within the limitations of the **Company Name** field).
City	Enter the individual's city of residence or the city of a business (within the limitations of the **Company Name** field).
State	Select the individual's state/province of residence or the state/province of a business (within the limitations of the **Company Name** field).
Zip Code	Enter the zip code of the individual's residence or the zip code of a business (within the limitations of the **Company Name** field).
Gender	Enter the individual's gender. If the record being entered is for a business, this field should be left blank.
Date of Birth	Enter the individual's date of birth. If the record being entered is for a business, this field should be left blank.
Age	Enter the age of the Individual. This field is automatically populated when the **Date of Birth** field contains a valid date. If the record being entered is for a business, this field should be left blank.
Home Phone Number	Enter the home telephone number of the Individual. If the record being entered is for a business, this field should be left blank.
Work Phone Number	Enter the work telephone number of the Individual or the telephone number of a business (within the limitations of the **Company Name** field).
License Number	Enter the individual's driver license number as it appears on the individual's driver license. If the record being entered is for a business, this field should be left blank.
License State	Select the state/province that issued the individual's drivers license. If the record being entered is for a business, this field should be left blank.
License Class/Type	Enter the class or type of the individual's driver license. Enter up to four characters from the individual's driver license. If the record being entered is for a business, this field should be left blank.
License Endorsements	Enter the license endorsements. Enter up to six characters from the individual's driver license. If the record being entered is for a business, this field should be left blank. (Not used in North Carolina.)
License Restrictions	Enter the license restrictions. Enter up to 10 characters from the individual's driver license. If the record being entered is for a business, this field should be left blank.

Adding Individual Common Information

General information about the individual(s) involved in a contact can be entered into a TraCS form, or it can be entered through the **Individuals** tab of the **Common Information Manager**. When users enter individual common information through a TraCS form, the information is automatically saved to the **Individuals** tab. When users enter data using the **Individuals** tab, they can record an unlimited number of individuals.

To add an individual's common information on the Individuals tab

1. Click the **Add** button. The **Common Information Editor – Individual** dialog box displays.
2. Enter data in the fields and click **OK**. The data is saved and the user is returned to the **Individuals** tab.
3. Click **OK**. The **Common Information Manager** closes.

Editing Individual Common Information

General information about the individual(s) involved in a contact can be edited in a TraCS form or through the **Individuals** tab of the **Common Information Manager**. When users change individual common information by re-entering it in a TraCS form, the edited information is automatically saved to the **Individuals** tab. When users edit individual common information using the **Individuals** tab, they can edit an unlimited number of Individuals.

To edit an individual's common information on the Individuals tab

1. Select the name in the top box and click the **Edit** button. The **Common Information Editor – Individual** dialog box displays.
2. Edit the appropriate fields and click **OK**. The data is saved and the user is returned to the **Individuals** tab.
3. Click **OK**. The **Common Information Manager** closes.

Replicating Individual Common Information

General information about one individual involved in a contact can be copied to another Individual through the **Individuals** tab of the **Common Information Manager**. This functionality can be useful when individual common information for two or more parties is essentially the same. For example, if a husband and wife are in a vehicle that is involved in an accident, the user can enter the name and address information for either person into the **Common Information Manager**, replicate the information, and then change the name information for the other party. Replicating the information avoids re-keying duplicate data.

To replicate an individual's common information on the Individuals tab

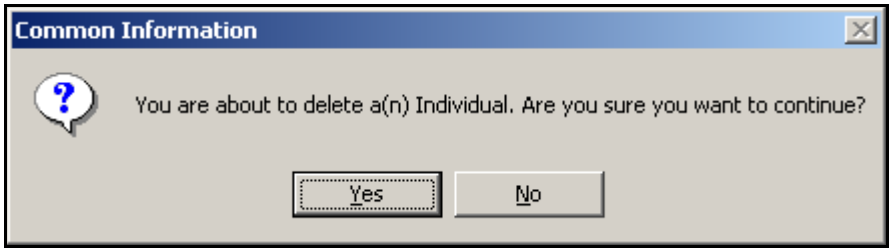
1. Select the name in the top box and click the **Replicate** button. The **Common Information Editor – Individual** dialog box displays.
2. Edit the appropriate fields and click **OK**. The data is saved and the user is returned to the **Individuals** tab.
3. Click **OK**. The **Common Information Manager** closes.

Deleting Individual Common Information

General information about the Individual(s) involved in a contact can be deleted from a TraCS form or through the **Individuals** tab of the **Common Information Manager**. When users delete individual common information by removing it from a TraCS form, the information is automatically removed from the **Individuals** tab. When users elect to delete individual common information directly from the **Individuals** tab, they can delete as many individuals as desired.

To delete an individual's common information on the Individuals tab

1. Select name in the top box and click the **Delete** button. The following message displays:



2. Click **Yes**. The selected individual is deleted from the **Individuals** tab.

Vehicles Tab

Vehicle common information relates to data regarding a vehicle involved in a contact. When users add, edit, or delete vehicle common information items from a TraCS form, this information is automatically added, edited, or deleted in the **Vehicles** tab of the **Common Information Manager**.

Users can also perform an unlimited number of add, edit, or delete functions on the **Vehicle** tab of the **Common Information Manager**. In addition, they can replicate Vehicle common information on this tab.

The following actions are available on the **Vehicles** tab:

- Adding Vehicle Common Information
- Editing Vehicle Common Information
- Replicating Vehicle Common Information
- Deleting Vehicle Common Information

The following table provides a list and description of form fields that TraCS considers vehicle common information:

Field	Description
Vehicle Year	Enter the year that the vehicle was manufactured. This value cannot be greater than the next year.
Vehicle Make	Select the make of the vehicle.
Vehicle Model	Enter the model of the vehicle (for example, Mustang, Neon, or Lumina).
Vehicle Style	Enter the style of the vehicle (for example, 2-door, 4-door).
Plate/Registration #	Enter the vehicle's license plate number using the original stamped letters and numbers on the license plate.
Plate state	Select the state/province that issued the vehicle's license plate.
Plate Year	Enter the registration year for the vehicle's license plate.
Vehicle Identification Number	Enter the complete vehicle identification number (VIN) of the vehicle.
Is Bus?	Indicate whether or not the vehicle is a bus. (Not used in North Carolina.)
Truck with 2 Axels/ 6 Tires?	Indicate whether or not the vehicle is a truck. (Not used in North Carolina.)
Haz Mat Placard Required?	Indicate whether or not the vehicle has a haz mat placard.

Adding Vehicle Common Information

General information about the vehicle(s) involved in a contact can be entered into a TraCS form, or it can be entered through the **Vehicles** tab of the **Common Information Manager**. When users enter vehicle common information through a TraCS form, the information is automatically saved to the **Vehicles** tab. When users enter data using the **Vehicles** tab, they can record an unlimited number of vehicles.

To add a vehicle's common information on the Individuals tab

1. Click the **Add** button. **The Common Information Editor – Vehicle** dialog box displays.
2. Enter data in the fields and click **OK**. The data is saved and the user is returned to the **Individuals** tab.

3. Click **OK**. The **Common Information Manager** closes.

Editing Vehicle Common Information

General information about the vehicle(s) involved in a contact can be edited in a TraCS form or through the **Vehicles** tab of the **Common Information Manager**. When users change vehicle common information by re-entering it in a TraCS form, the edited information is automatically saved to the **Vehicles** tab. When users edit vehicle common information using the **Vehicles** tab, they can record an unlimited number of Vehicles.

To edit an individual's common information on the Vehicles tab

1. Select the name in the top box and click the **Edit** button. The **Common Information Editor – Vehicle** dialog box displays.
2. Edit the appropriate fields and click **OK**. The data is saved and the user is returned to the **Vehicles** tab.
3. Click **OK**. The **Common Information Manager** closes.

Replicating Vehicle Common Information

General information about one vehicle involved in a contact can be copied to another vehicle through the **Vehicles** tab of the Common Information Manager.

To replicate vehicle common information on the Vehicles tab

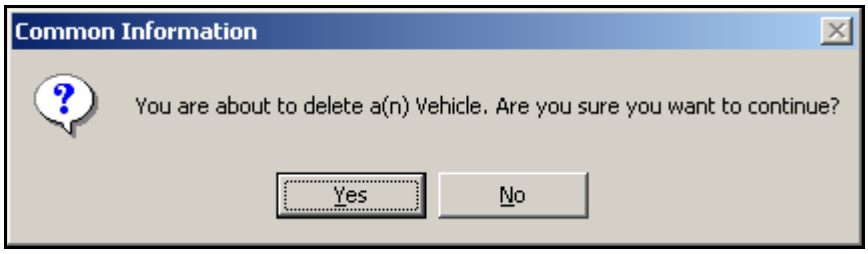
1. Select the name in the top box and click the **Replicate** button. The **Common Information Editor – Vehicle** dialog box displays.
2. Edit the appropriate fields and click **OK**. The data is saved and the user is returned to the **Vehicles** tab.
3. Click **OK**. The **Common Information Manager** closes.

Deleting Vehicle Common Information

General information about the vehicle(s) involved in a contact can be deleted from a TraCS form or through the **Vehicles** tab of the **Common Information Manager**. When users delete vehicle common information by removing it from a TraCS form, the information is automatically removed from the **Vehicles** tab. When users elect to delete vehicle common information directly from the **Vehicles** tab, they can delete as many vehicles as desired.

To delete a vehicle's common information on the Vehicles tab

1. Select name in the top box and click the **Delete** button. The following message displays:



2. Click **Yes**. The selected vehicle is deleted from the **Vehicles** tab.

Carriers Tab

Carrier common information relates to data regarding a commercial vehicle carrier involved in a contact. When users add, edit, or delete carrier common information items from a TraCS form, this information is automatically added, edited, or deleted in the **Carriers** tab of the **Common Information Manager**.

Users can also perform an unlimited number of add, edit, or delete functions on the **Carriers** tab of the **Common Information Manager**. In addition, they can replicate Carriers common information on this tab.

The following actions are available on the **Carriers** tab:

- Adding Carrier Common Information
- Editing Carrier Common Information
- Deleting Carrier Common Information
- Replicating Carrier Common Information

The following table provides a list and description of form fields that TraCS considers carrier common information:

Field	Description
Carrier Name	Enter the carrier's name.
Address	Enter the carrier's street address.
City	Enter the carrier's city.
State/Prov.	Select the carrier's state/province.
Zip Code	Enter the carrier's zip code.

Field	Description
Phone Number	Enter the carrier's telephone number.
U.S. DOT Number	If applicable, enter the vehicle's U.S. DOT number. This number should be displayed on the doors of the power unit of the commercial vehicle. This number is seven digits or less and is preceded by US DOT.
ICC/MC Number	If applicable, enter the vehicle's ICC/MC number. This number should be displayed on the doors of the power unit of the commercial vehicle. This number is six digits or less and is preceded by MC. **NOTE:** If the number is less than six digits, users must enter leading zeros to the left of the number to make it six digits (for example, 1234 would be entered as 001234).
Intrastate Number	This field displays on **Carriers** tab, however, it is not implemented in North Carolina.

Adding Carrier Common Information

General information about the commercial vehicle carriers(s) involved in a contact is entered and stored through the **Carriers** tab of **the Common Information Manager**. The **Carriers** tab enables the user to enter an unlimited number of carriers in a contact.

To add a carrier's common information on the Carriers tab

1. Click the **Add** button. The **Common Information Editor – Carrier** dialog box displays.
2. Enter data in the fields and click **OK**. The data is saved and the user is returned to the **Carriers** tab.
3. Click **OK**. The **Common Information Manager** closes.

Editing Carrier Common Information

General information about the commercial vehicle carrier(s) involved in a contact can be edited in a TraCS form or through the **Carriers** tab of the **Common Information Manager**. When users change carrier common information by re-entering it in a TraCS form, the edited information is automatically saved to the **Carriers** tab. When users edit carrier common information using the **Carriers** tab, they can record an unlimited number of carriers.

To edit a carrier's common information on the Carriers tab

1. Select the name in the top box and click the **Edit** button. The **Common Information Editor – Carrier** dialog box displays.
2. Edit the appropriate fields and click **OK**. The data is saved and the user is returned to the **Carriers** tab.

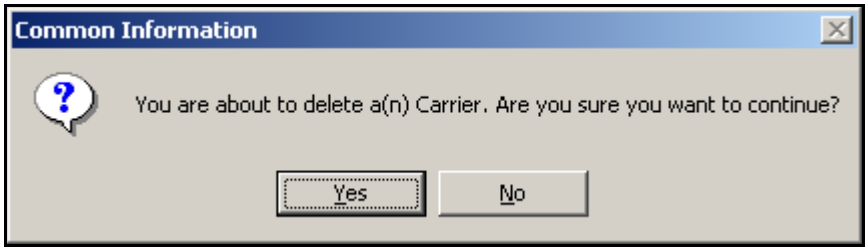
3. Click **OK**. The **Common Information Manager** closes.

Deleting Carrier Common Information

General information about the commercial vehicle carrier(s) involved in a contact can be deleted from a TraCS form or through the **Carriers** tab of the **Common Information Manager**. When users delete carrier common information by removing it from a TraCS form, the information is automatically removed from the **Carriers** tab. When users elect to delete carrier common information directly from the **Carriers** tab, they can delete as many carriers as desired.

To delete a carrier's common information on the Carriers tab

1. Select name in the top box and click the **Delete** button. The following message displays:



2. Click **Yes**. The selected carrier is deleted from the **Carriers** tab.

Replicating Carrier Common Information

General information about one commercial vehicle carrier involved in a contact can be copied to another commercial vehicle carrier through the **Carriers** tab of the **Common Information Manager**.

To replicate carrier common information on the Carriers tab

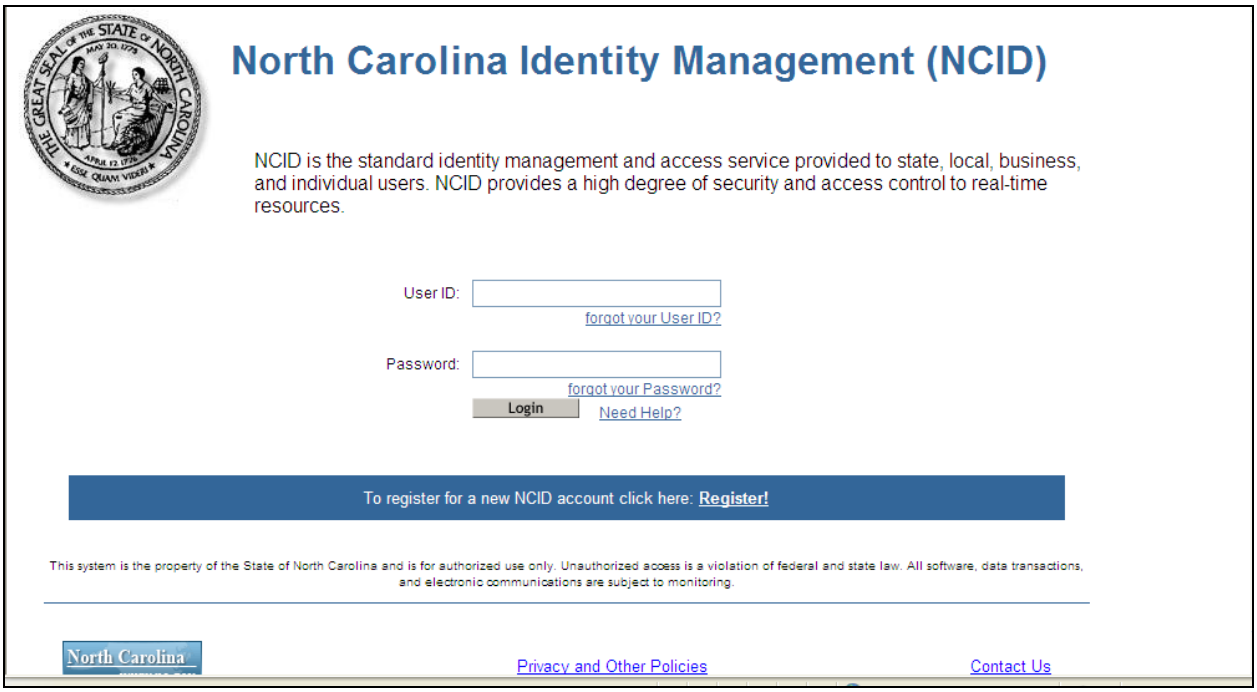
1. Select the name in the top box and click the **Replicate** button. The **Common Information Editor – Carrier** dialog box displays.
2. Edit the appropriate fields and click **OK**. The data is saved and the user is returned to the **Carriers** tab.
3. Click **OK**. The Common Information Manager closes.

Chapter 7: Using Crashweb

This chapter describes how to login to Crashweb and view reports online.

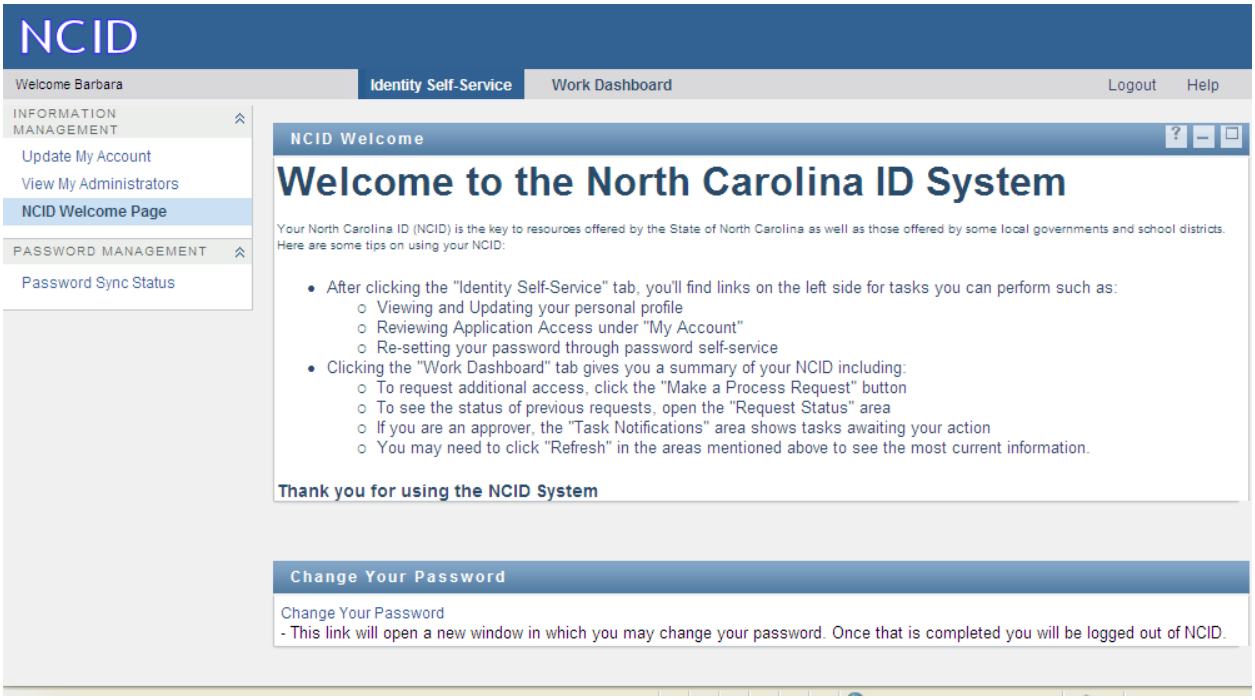
Logging on Crashweb

1. Navigate to https://ncid.nc.gov/login/login.html. The **NCID Login** screen displays.



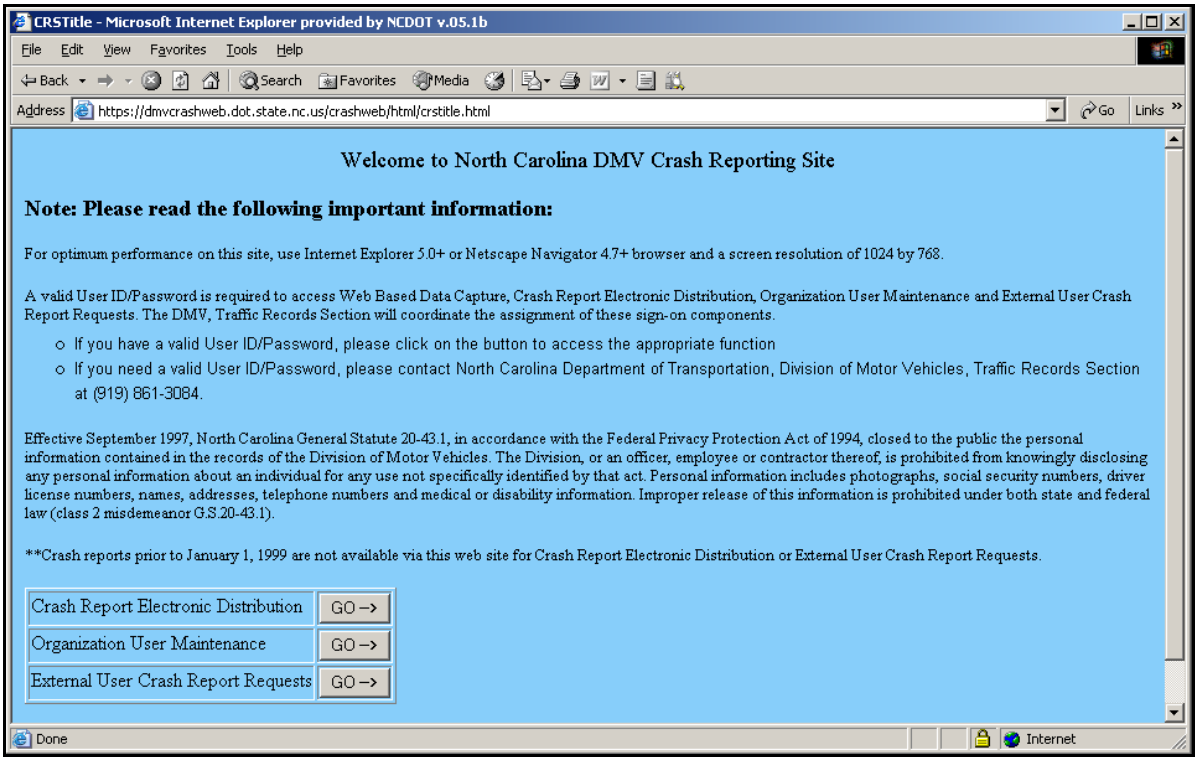
2. Enter your NCID **User ID** and **Password** and click **login**.

3. The **Welcome to NCID** screen displays.



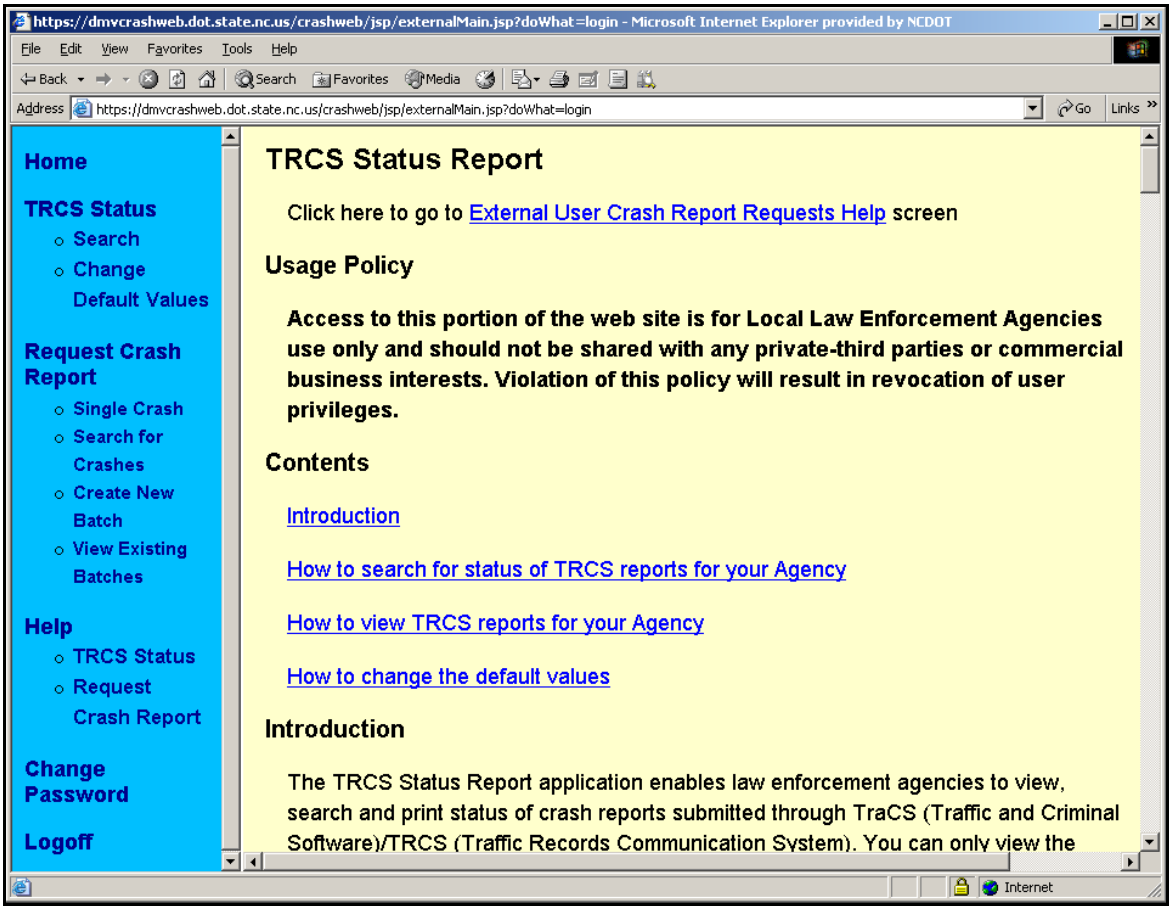
4. Click **Continue**.

The **Welcome to North Carolina DMV Crash Reporting Site** screen displays.



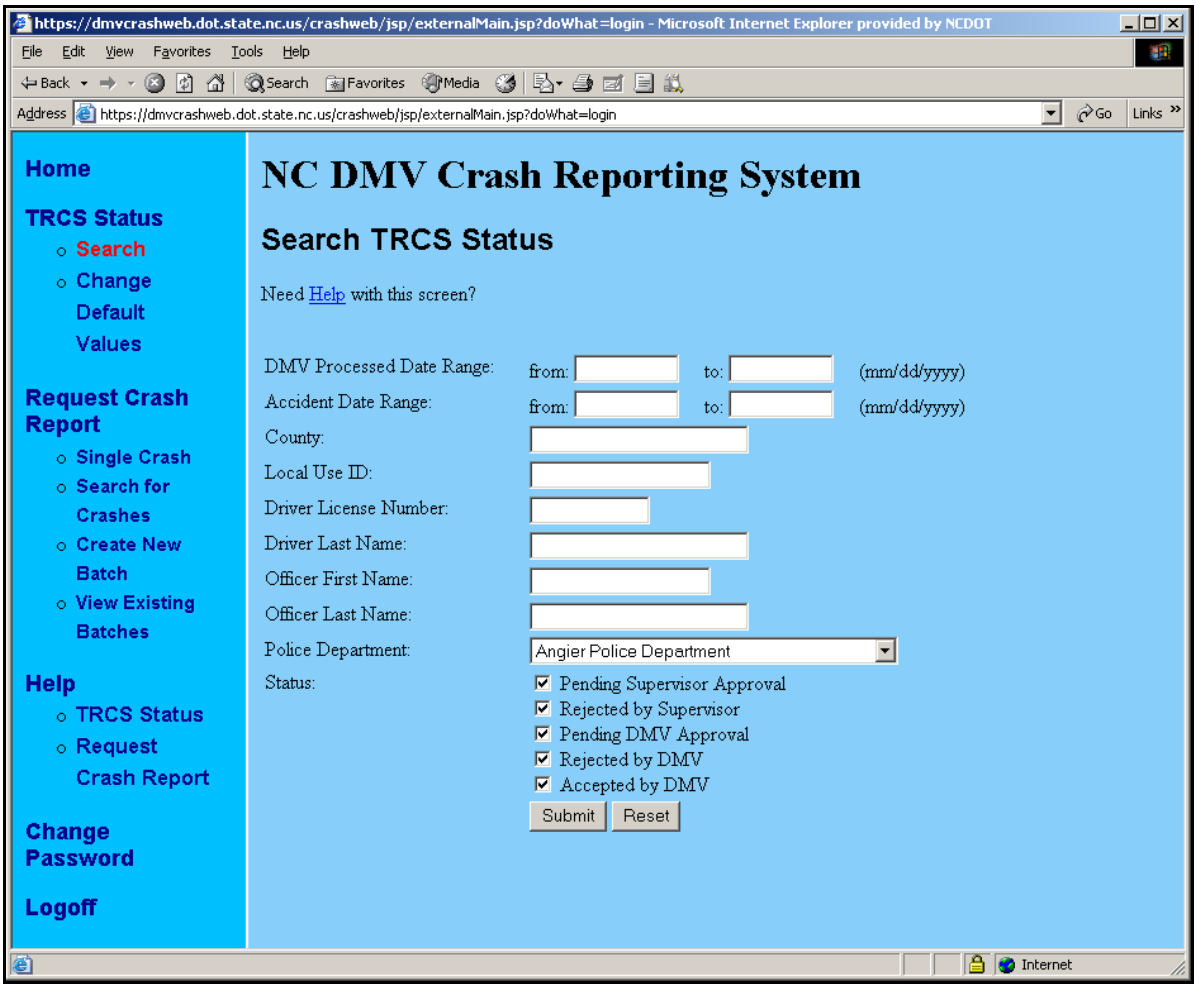
5. Click the “External User Crash Report Requests” **GO** button.

The following Crashweb screen displays.



Performing a Search

1. Click the **Search** link under **TRCS Status** on the left navigation pane. The **Search TRCS Status** screen displays.



2. Enter information in the following fields:

Field	Description
DMV Processed Date Range	Represents the date when the DMV picked up the report for processing, which can result in the rejection or acceptance of the report. Enter the **DMV Processed Date Range** if you wish to include this in the search criteria. Enter the dates in the MM/DD/YYYY format.
Accident Date Range	Enter the **Accident Date Range** if you wish to include this in the search criteria. Enter the dates in the MM/DD/YYYY format.
County	Enter a **County** if you wish to include this in the search criteria.
Local Use ID	Enter a **Local Use ID** if you wish to include this in the search criteria.

Field	Description
Driver License Number	Enter a **Driver License Number** if you wish to include this in the search criteria.
Driver Last Name	Enter a **Driver Last Name** if you wish to include this in the search criteria.
Officer First Name	Enter the submitting Officer's first name if you wish to include this in the search criteria.
Officer Last Name	Enter the submitting Officer's last name if you wish to include this in the search criteria.
Police Department	If you are DMV Support personnel, you must select a police department from the drop-down box. This option is not available if you are a local law enforcement user because Crashweb knows the name of your police department.
Status	Select the **Status** you wish to include in the search criteria. At least one status must be selected.

NOTE: The search fields auto-populate with default values based on the user's default values settings. See Changing the Default Values for more information.

3. Click **Submit**. The search results display.

Understanding Search Results

The search results will only contain reports submitted by your agency. If you are DMV Support personnel, the table will contain only reports by the agency you selected in the search criteria. Search results display in a table format:

282 Crash Report(s) were found meeting the search criteria

Crash ID	Accident Date	Officer Name	Local Use ID	County	On Road	Status	History
111111111	04/28/2008 15:20	SMITH, JOHN	20080428152401	MECKLENBURG	LCL JOSH BIRMINGHAM PKWY	AD	View
222222222	12/10/2008 16:45	JONES, JANE	20081210165902	MECKLENBURG	PVA JOSH BIRMINGHAM PKWY	AD	View
101010101	12/11/2008 14:45	SMITH, JOHN	20081211144501	MECKLENBURG	PVA JOSH BIRMINGHAM PKWY	AD	View
777777777	12/11/2008 09:02	JONES, JANE	20081211090203	MECKLENBURG	LCL OLD DOWD RD.	AD	View
151515151	12/08/2008 22:45	JONES, JANE	20081208223500	MECKLENBURG	PVA JOSH BIRMINGHAM PKWY	AD	View
444444444	12/07/2008 06:46	SMITH, JOHN	2008-12-07-064600	MECKLENBURG	PVA JOSH BIRMINGHAM PKWY	AD	View
121212121	12/01/2008 19:15	DOE, JON	20081201191502	MECKLENBURG	PVA RENTAL CAR ROAD	AD	View
999999999	11/30/2008 21:00	DOE, JON	20081130211703	MECKLENBURG	PVA JOSH BIRMINGHAM PKWY	AD	View
888888888	11/27/2008 10:32	DOE, JON	20081127093301	MECKLENBURG	LCL JOSH BIRMINGHAM PRKY	AD	View
555555555	11/20/2008 15:45	SMITH, JOHN	20081120151504	MECKLENBURG	PVA RENTAL CAR ROAD	AD	View
333333333	11/20/2008 09:00	DOE, JON	20081120091300	MECKLENBURG	PP YORKMONT DRIVE	AD	View
141414141	11/15/2008 07:15	DOE, JON	20081115-0811-01	MECKLENBURG	LCL WALLACE NEEL RD	AD	View
202020202	11/14/2008 17:50	DOE, JON	20081114-1748-02	MECKLENBURG	PVA JOSH BIRMINGHAM PKWY	AD	View
262626262	09/05/2008 08:30	DOE, JON	20080905084200	MECKLENBURG	PVA JOSH BIRMINGHAM PKWY	AD	View
242424242	11/11/2008 06:00	JONES, JANE	20081111060000	MECKLENBURG	PVA JOSH BIRMINGHAM PKWY	AD	View

1 2 3 4 5 6 7 8 9 10 Next Next Ten Last

Create Batch | View Printable Format

NOTE: Only 10 reports display per page. If more than 10 reports are returned, a paging index displays for navigation. A maximum of 500 reports can be returned.

By default the table is sorted by **Crash ID**. Click an underlined column header (for example, **Accident Date**) to change the order in which data is listed. The following table describes each column.

Column	Description
Crash ID	The **Crash ID** is the report number locator assigned by DMV for each accepted report. See Viewing a Crash Report on instructions on how to view a report.
Accident Date	The **Accident Date** is the date and time when the accident happened.

Column	Description
Officer Name	The **Officer Name** column contains the last name and first name of the officer who originally filed the report at the scene of the accident.
Local Use ID	The **Local Use ID** shows the law enforcement agency specific report locator.
County	The **County** column lists the county where the accident occurred.
On Road	The **On Road** column lists the road location where the accident happened.
Status	The **Status** column lists the current status of the report. Status can be any of the following: • PS - Pending Supervisor Approval • RS - Rejected by Supervisor • PD - Pending DMV Approval • RD - Rejected by DMV • AD - Accepted by DMV
History	The **History** column contains a link to the report's submission history. See Viewing TRCS Submission History for further information.

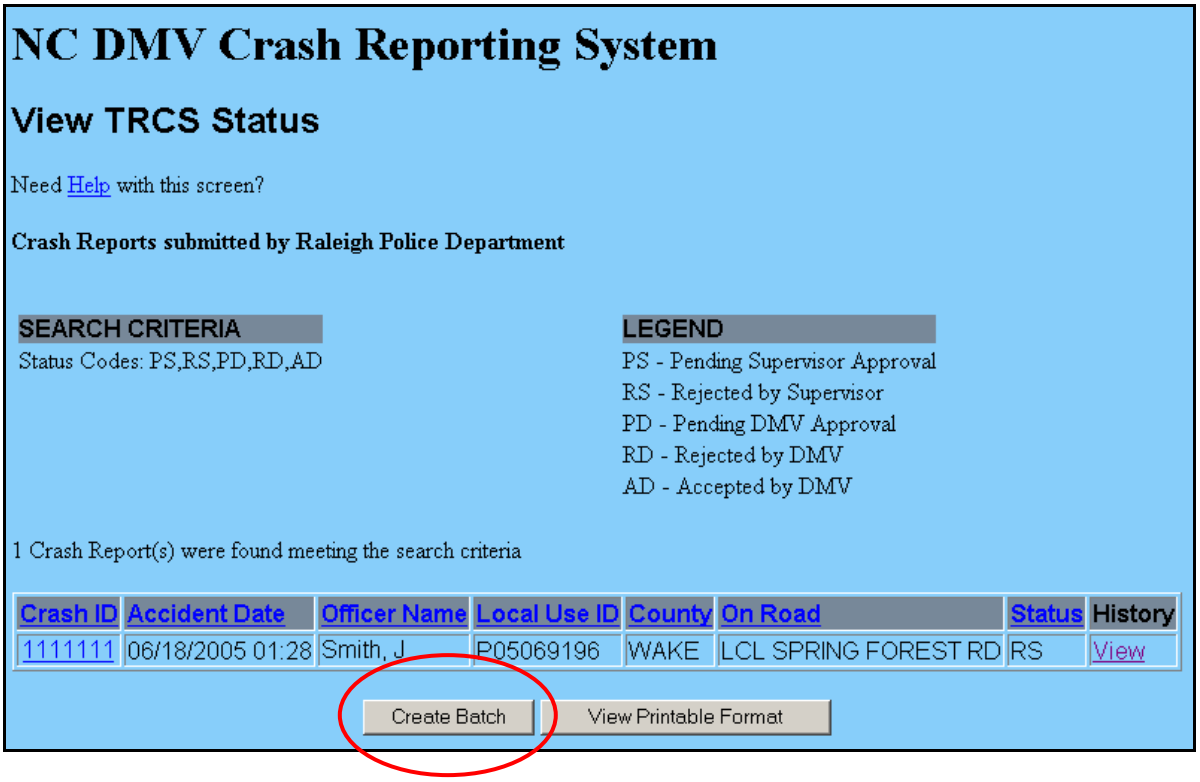
Printing Search Results

1. On the **View TRCS Status** screen, click the **View Printable Format** button to display all of the search results.
2. Click the **Print** button.

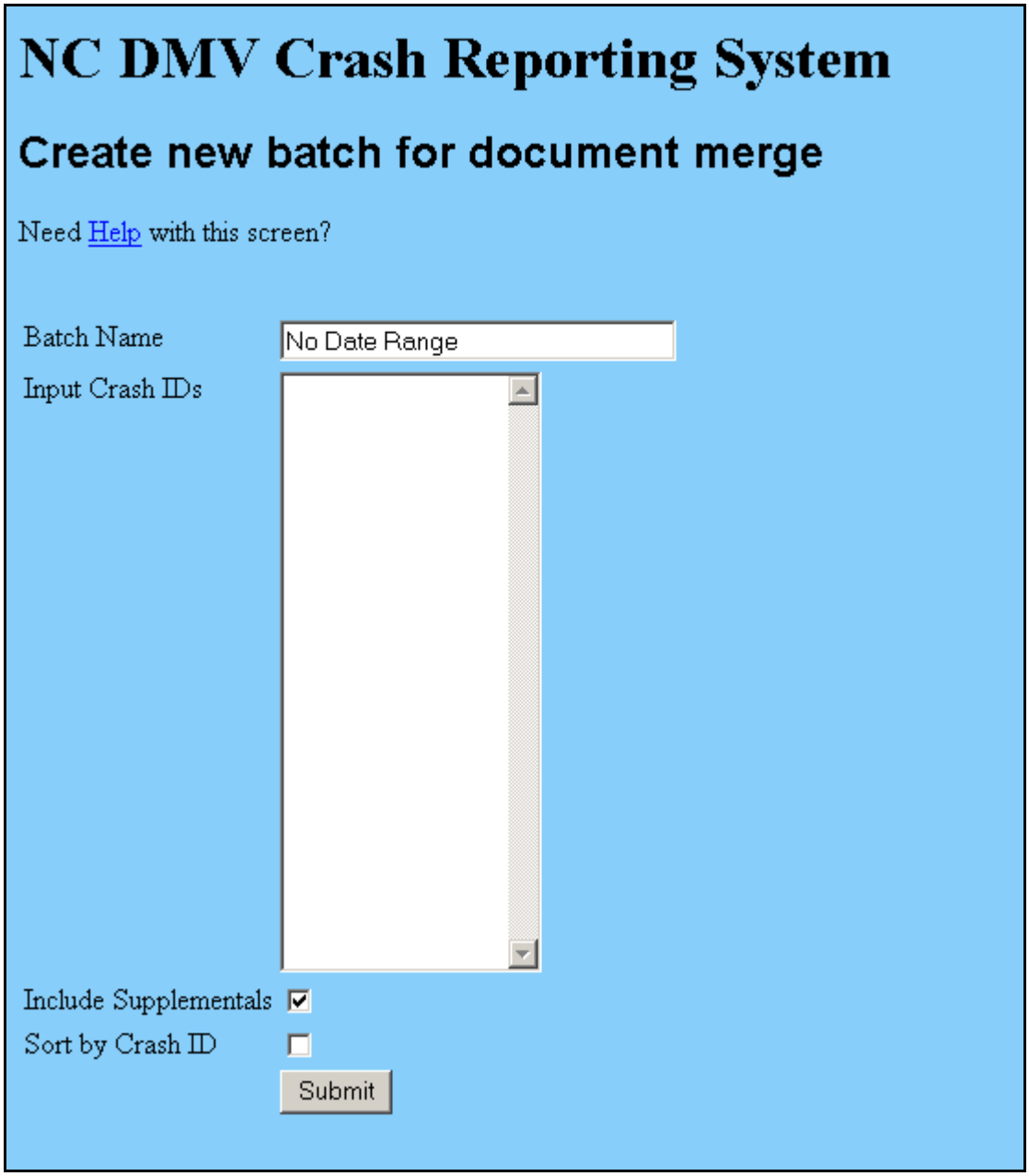
Using the “Create Batch” Button

The **Create Batch** function is available based on user permissions assigned by their Agency's System Administrator.

1. On the **View TRCS Status** screen, click the **Create Batch** button.



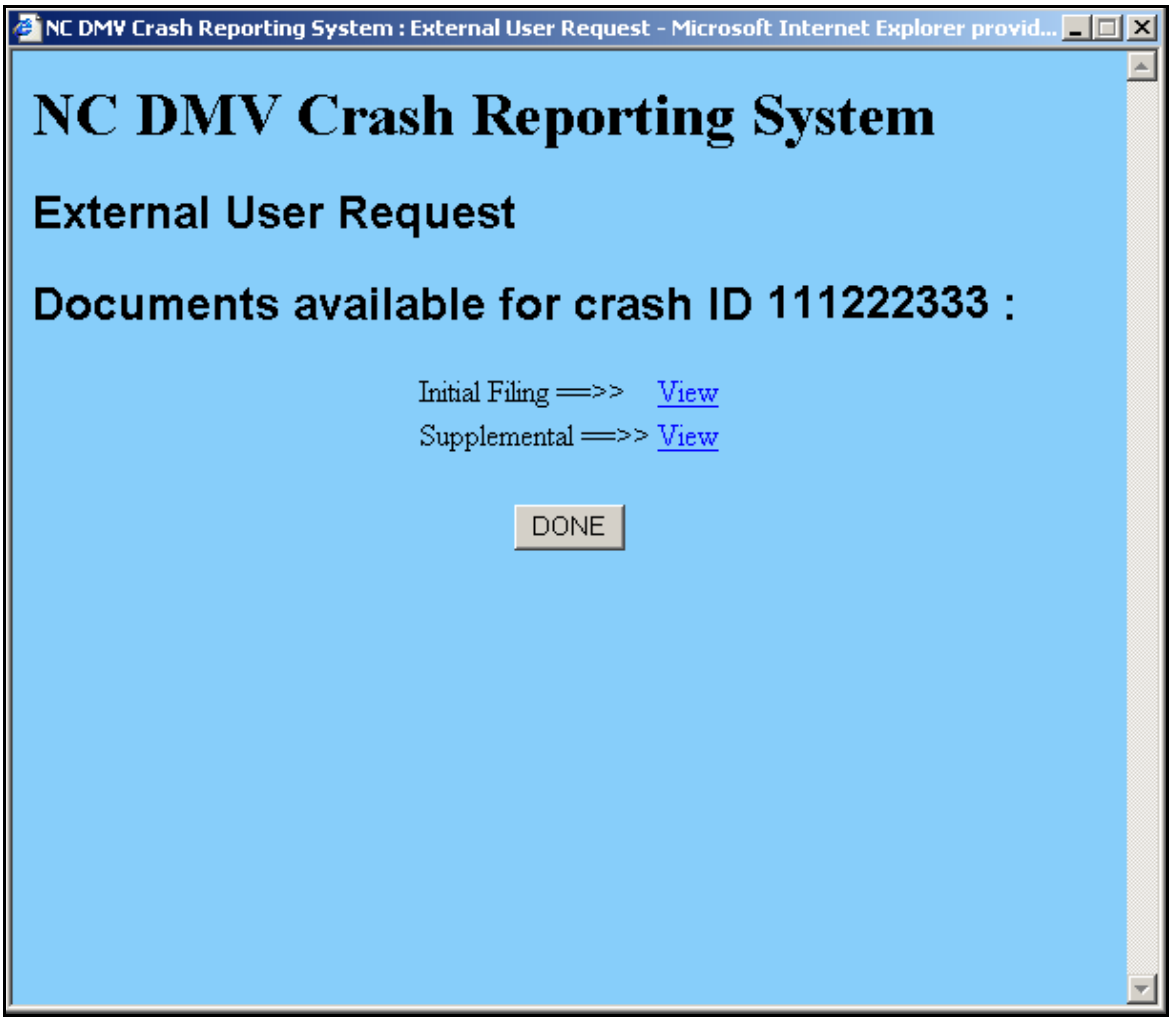
The **Create new batch for document merge** screen displays.



The screen is pre-populated with the crash IDs found in the results table together with a pre-generated **Batch Name**. Both of these fields can be modified before submitting the batch request. See Creating Batch Requests for more information.

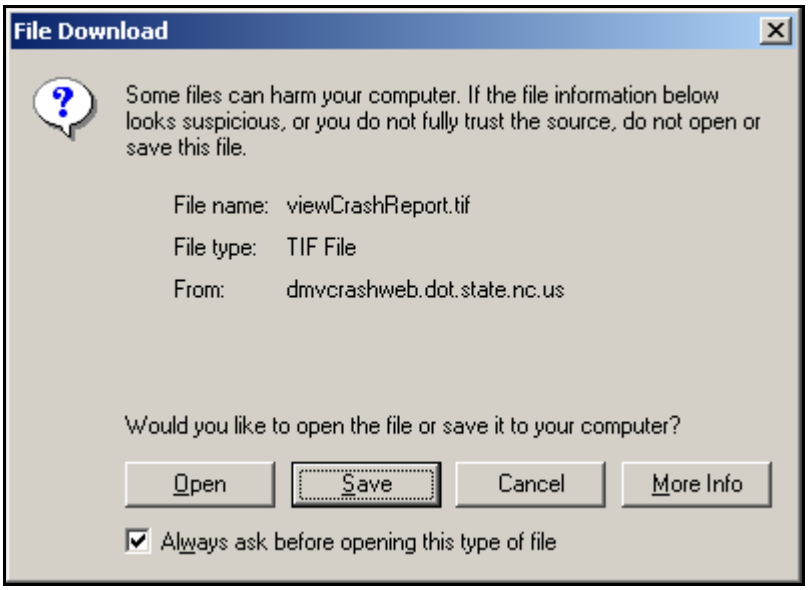
Viewing a Crash Report

1. Click the **Crash ID** number in the search results. A window similar to the following displays:



NOTE: This window is only available when the report has been accepted by the DMV. If a supplemental report was filed, a link for the supplemental is provided in addition to the initial report.

2. Click the **View** link next to the desired report. The **File Download** dialog box displays.

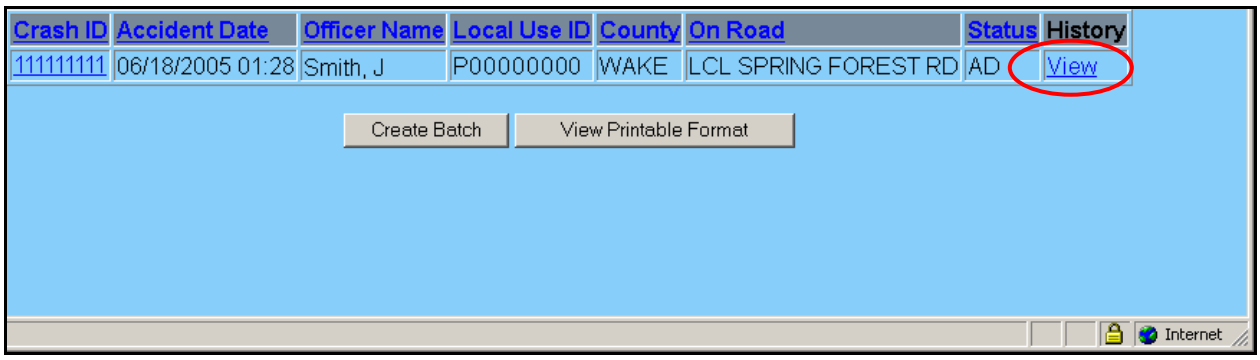


3. To open the report, click the **Open** button.

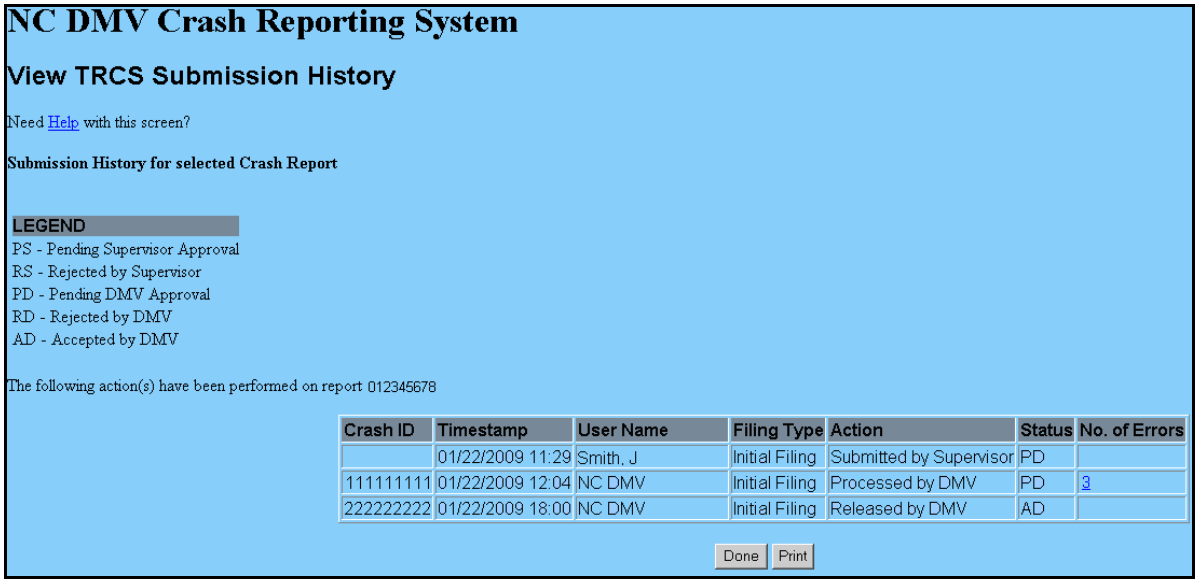
Viewing TRCS Submission History

To review the history of a report submission:

1. Click the **View** link in the **History** column located in the search results table of the **View TRCS Status** screen.



The **View TRCS Submission History** window displays.



The following table describes the columns on this window:

Column	Description
Crash ID	The **Crash ID** is the report number locator assigned by DMV for each accepted report. See Viewing a Crash Report on instructions on how to view a report.
Timestamp	The **Timestamp** is the date and time the report was submitted to or retrieved from TRCS.
User Name	The **User Name** is the name of the officer who submitted or retrieved the report. It can be the officer who originally filed the report, his/her supervisor, or the officer who filed supplemental to the report. It can also be the NC DMV Crashing Reporting System, in which case the name will simply be NC DMV.
Filing Type	The **Filing type** column lists the report's filing type. **Initial Filing** indicates an initial filing report while **Supplemental Filing** indicates a supplemental report.

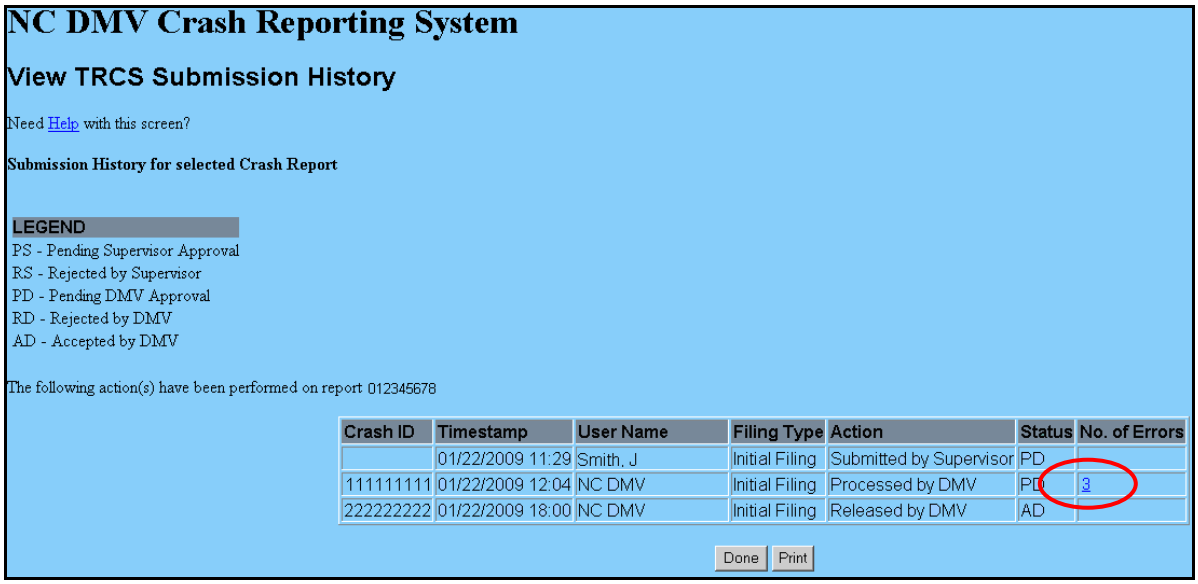
Column	Description
Action	The **Action** column lists the action performed on the report and by whom. For example, **Submitted by Reporter** indicates the report was modified and submitted to TRCS by the reporter whose name appears in the **User Name** column of the same row. An action can be one of the following: • Retrieved by Reporter • Retrieved by Supervisor • Retrieved by DMV • Retrieved for Supplemental • Submitted by Reporter • Submitted by Supervisor • Submitted by DMV
Status	The **Status** column lists the report's status at the given **Timestamp**.
No. of Errors	The **No. of Errors** column lists the number of errors the report contains. This link is accessible only if the report was rejected by a supervisor or by DMV. See Viewing TRCS Errors for further information.

NOTE: If more than 10 are returned, a paging index displays for navigation.

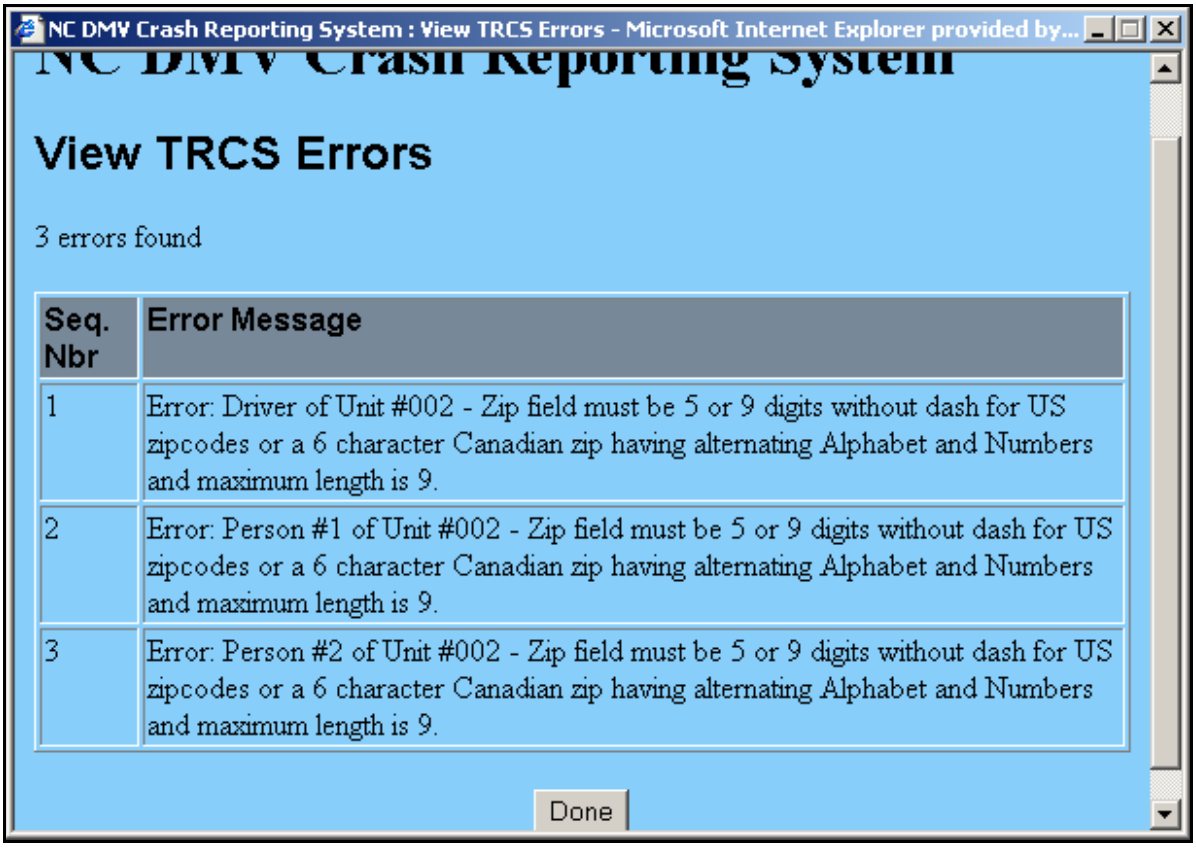
2. Click **Done** to close the window.

Viewing TRCS Errors

1. When errors exist, click the number link in the **No. of Errors** column.



The **View TRCS Errors** window displays.

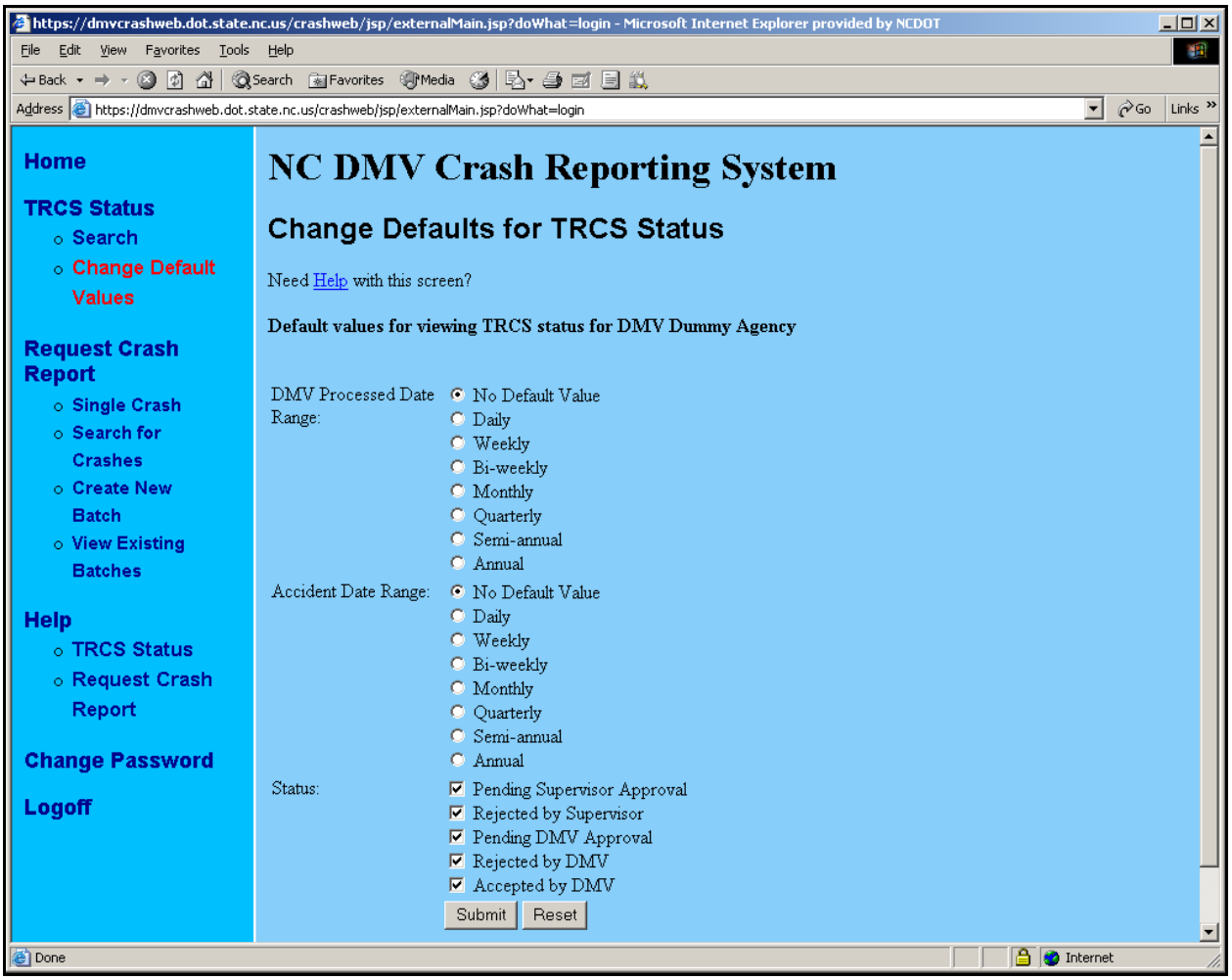


NOTE: If more than 10 errors are returned, a paging index displays for navigation.

2. Click **Done** to close the window.

Changing the Default Values

The default settings apply to **ALL USERS** in your agency. Any changes made to the default settings effects every user in your department.



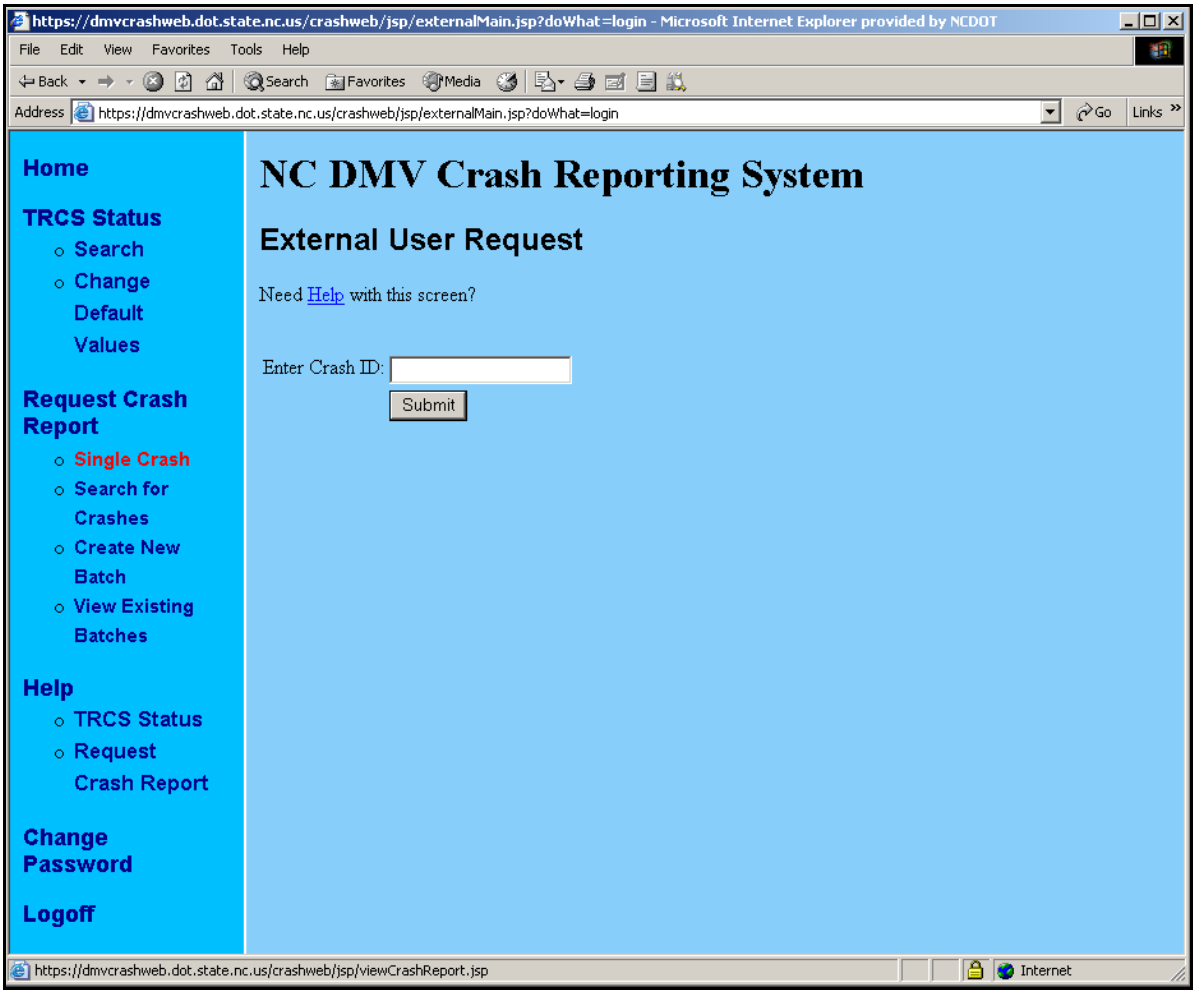
1. Click the **Change Default Values** link under **TRCS Status** on the left navigation pane.
2. Select one of the **DMV Processed Date Range** values to be used as the default value when pre-populating the **DMV Processed Date Range** field in the **Search** screen. For example, a **Daily** range means that it will search for crash reports processed by DMV from **Current Date minus 1 day** up to **Current Date**, while a **Weekly** range is **Current Date minus 7 days** up to **Current Date**.
3. Select one of the **Accident Date Range** values to be used as the default value when pre-populating the **Accident Date Range** field in the **Search** screen. For example, a **Daily** range means that it will search for crash reports with accident

dates from **Current Date minus 1 day** up to **Current Date**, while a **Weekly** range is **Current Date minus 7 days** up to **Current Date**.

4. Select the **Status** options you wish to include in the default search criteria.
5. When all selections are made, click **Submit**.

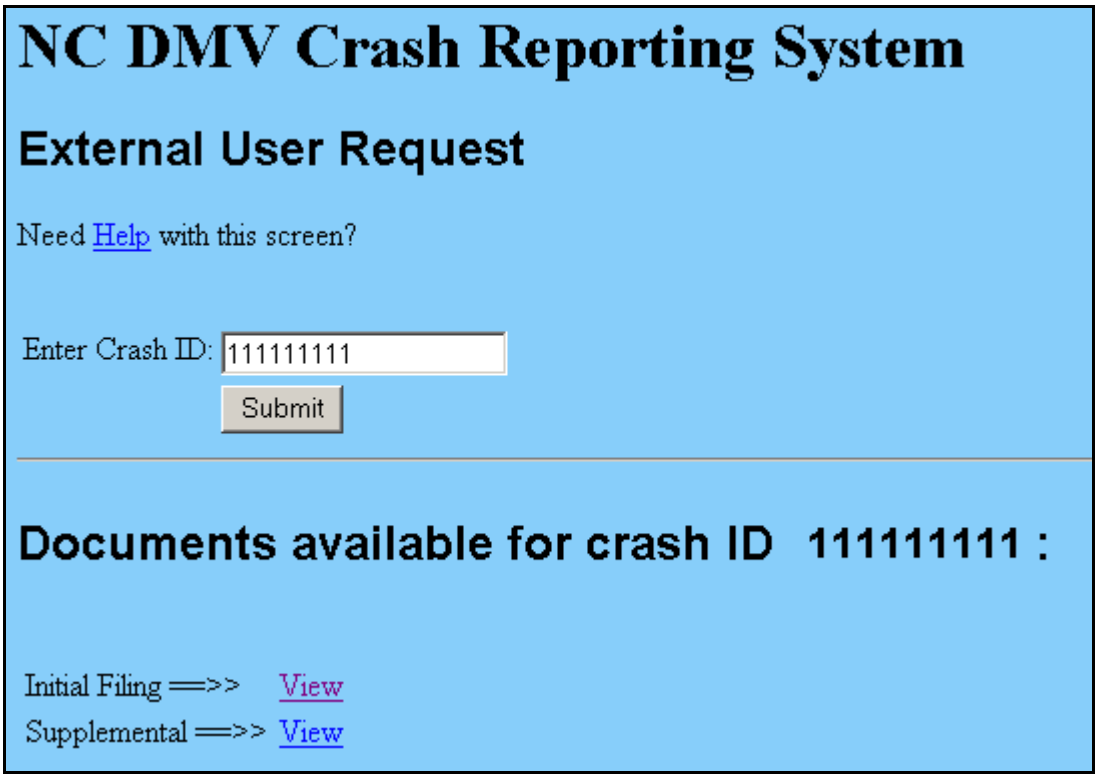
Searching by Crash ID

1. Click the **Search by Crash ID** link on the left navigation pane.

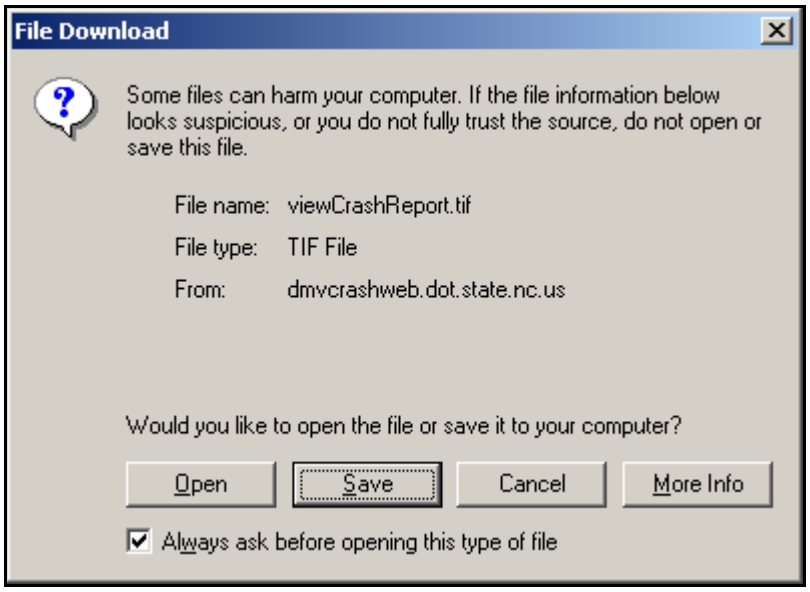


2. Enter the Crash ID number in **Enter Crash ID** field.

3. Click **Submit**. The existing document types for the crash display.



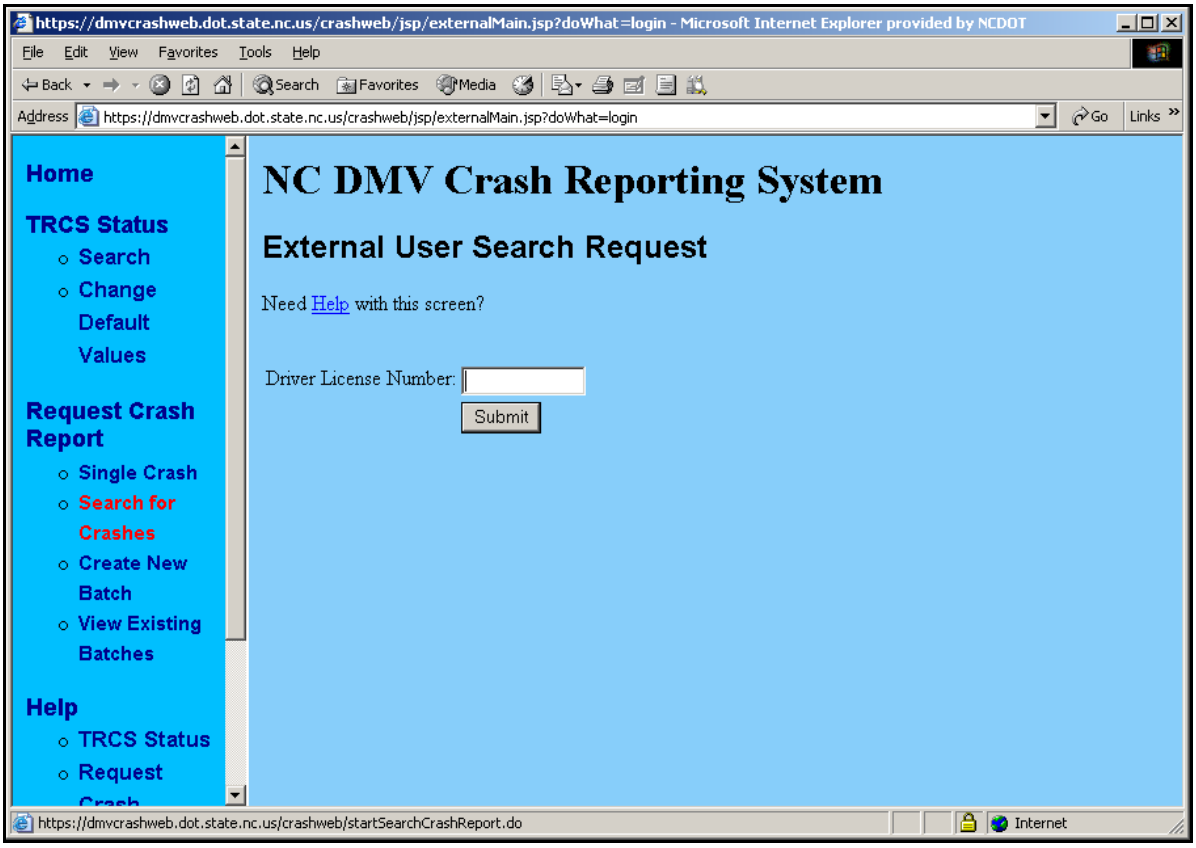
4. Click the **View** link next to the desired report. The **File Download** dialog box displays.



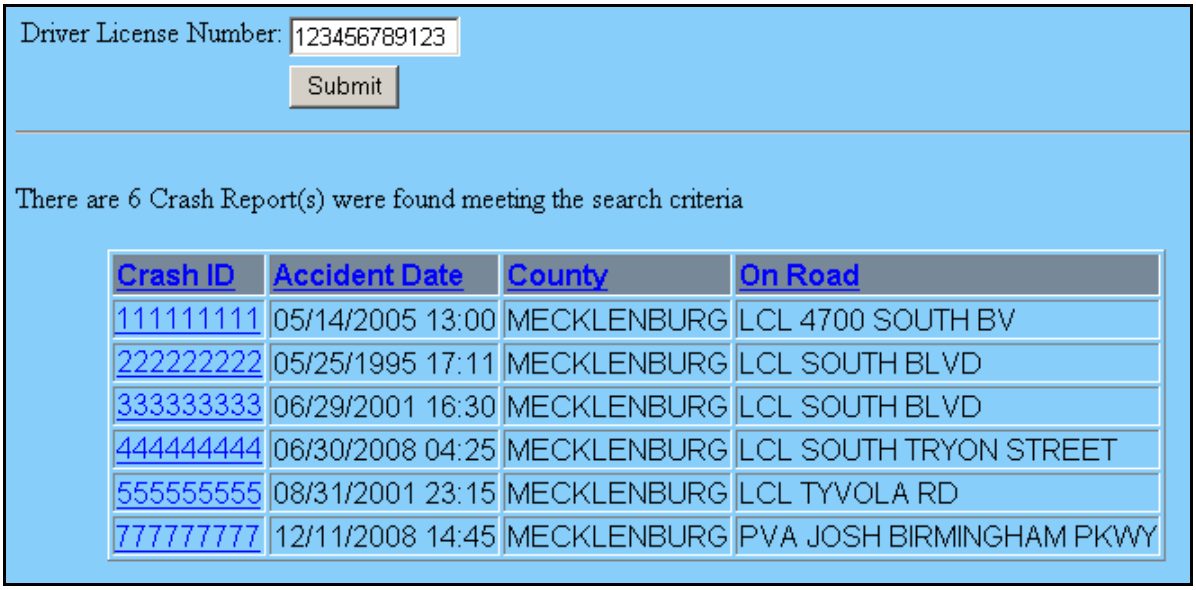
5. Click **Open** to open the report.

Searching by Driver License Number

1. Click the **Search for Crashes** link on the left navigation pane.



2. Enter the NC driver license number in **Driver License Number** field and click **Submit**. If reports exist, a table similar to the following displays:



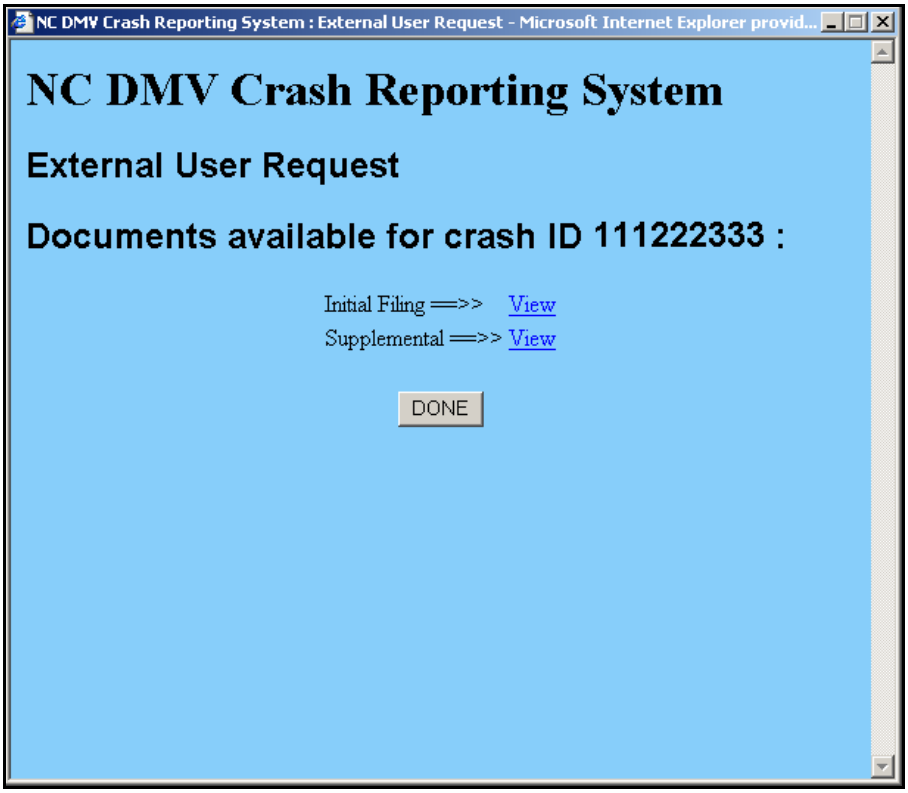
Crash ID	Accident Date	County	On Road
111111111	05/14/2005 13:00	MECKLENBURG	LCL 4700 SOUTH BV
222222222	05/25/1995 17:11	MECKLENBURG	LCL SOUTH BLVD
333333333	06/29/2001 16:30	MECKLENBURG	LCL SOUTH BLVD
444444444	06/30/2008 04:25	MECKLENBURG	LCL SOUTH TRYON STREET
555555555	08/31/2001 23:15	MECKLENBURG	LCL TYVOLA RD
777777777	12/11/2008 14:45	MECKLENBURG	PVA JOSH BIRMINGHAM PKWY

By default the table is sorted by **Crash ID**. Click an underlined column header (for example, **Accident Date**) to change the order in which data is listed.

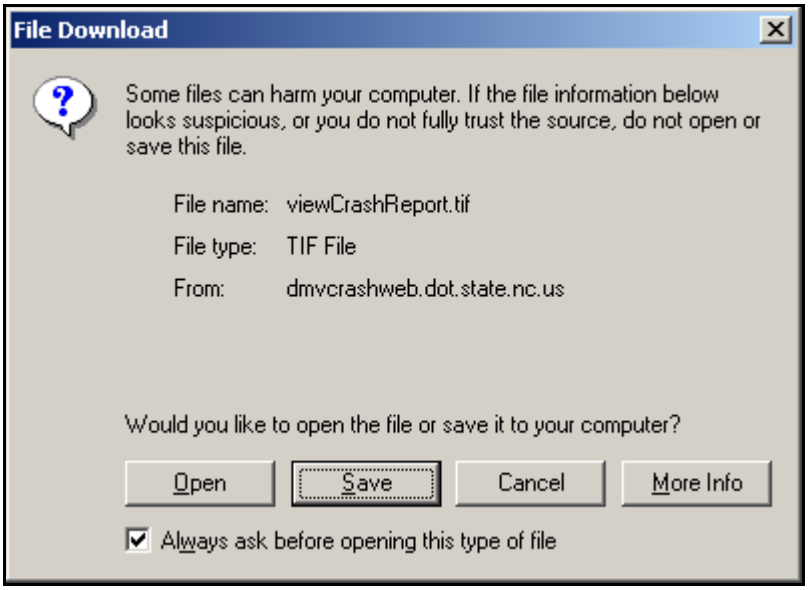
NOTE: If more than 10 reports are returned, a paging index displays for navigation.

3. Click the **Crash ID** link for the report you wish to view.

A window similar to the following displays:



4. Click the **View** link next to the desired report. The **File Download** dialog box displays.

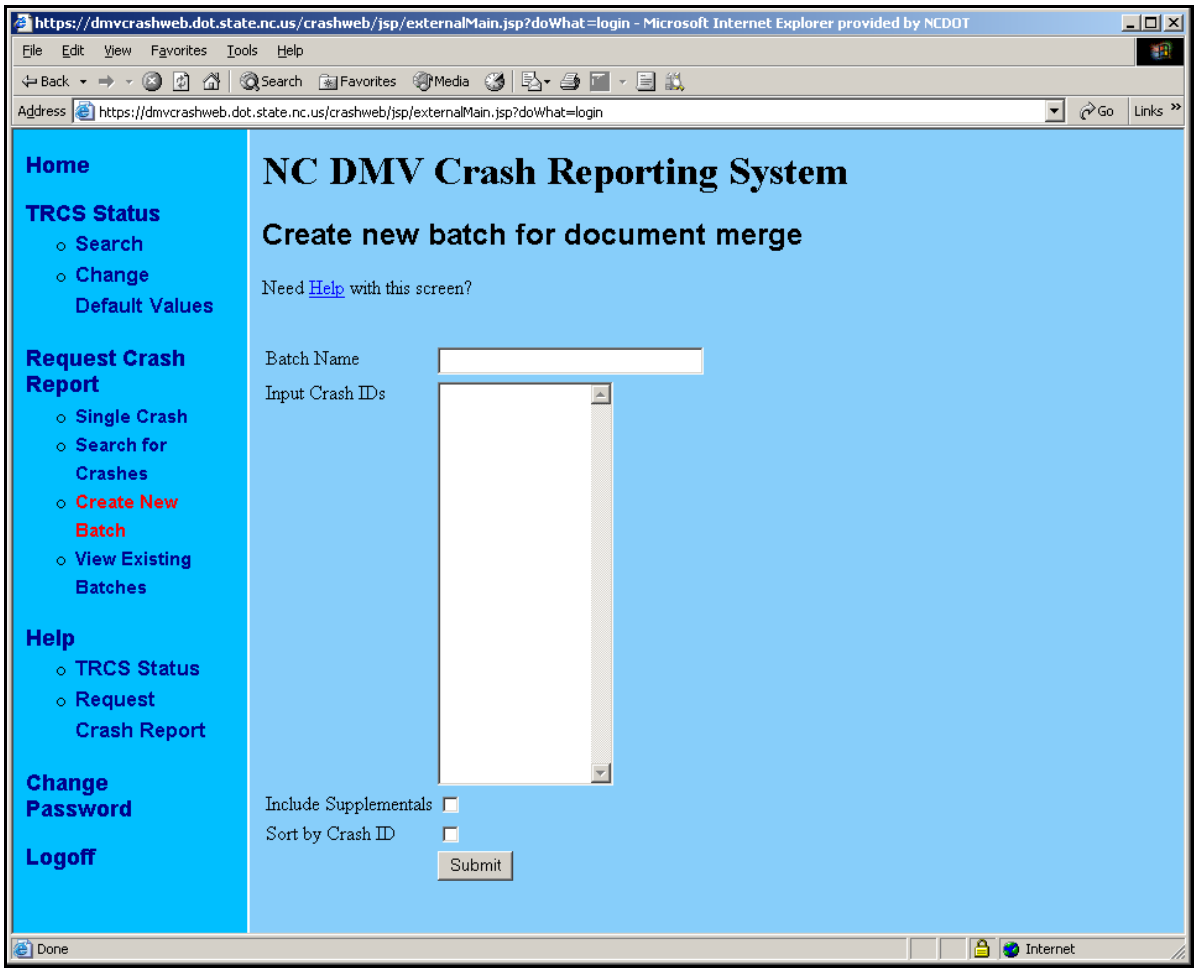


5. Click **Open** to open the report.

Creating Batch Requests

The **Create New Batch** function is available based on user permissions assigned by their Agency's System Administrator.

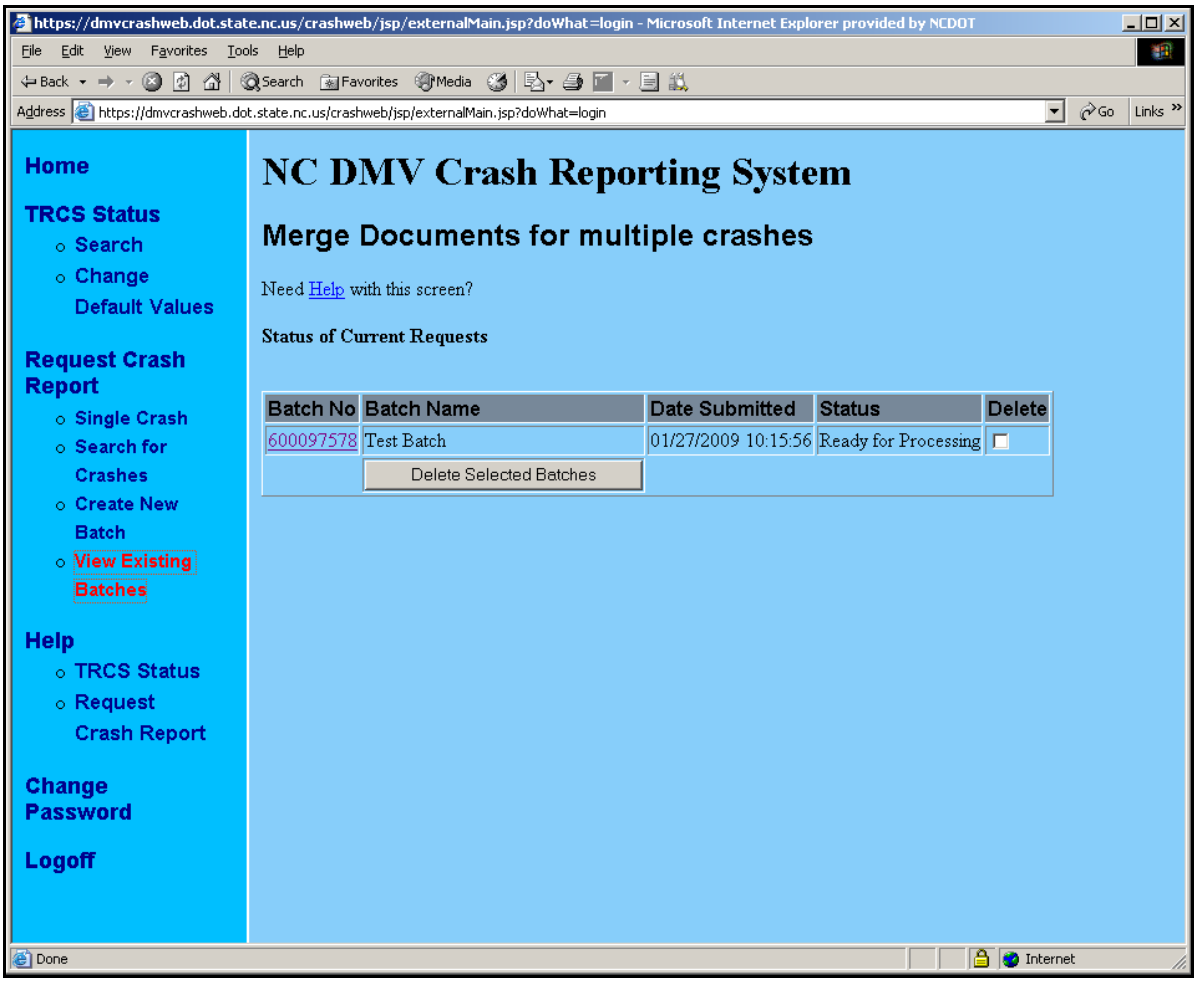
1. Click the **Create New Batch** link on the left navigation pane. The **Create new batch for document merge** screen displays.



2. [Optional] Enter a short name in the **Batch Name** field to help you associate this batch with its contents.
3. Enter all the individual crash ID numbers in the **Input Crash IDs** field (only one crash ID per line). Up to 1000 crashes may be inputted for each batch.
4. If desired, select **Include Supplementals**.
5. If desired, select **Sort By Crash ID**.
6. Click **Submit**.

Checking the Status of a Batch Request and Viewing a Batch

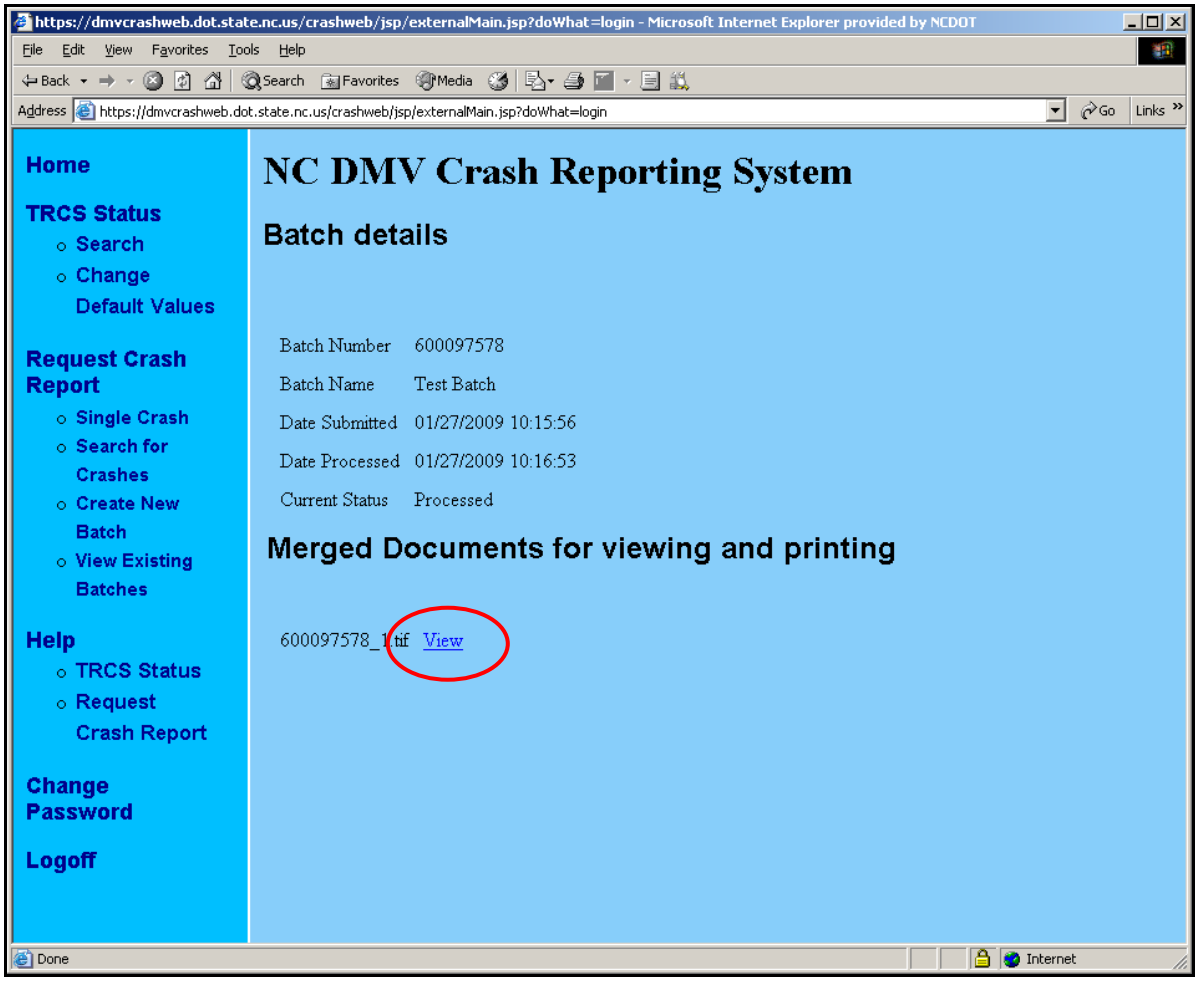
1. Click the **View Existing Batches** link on the left navigation pane. The **Merge documents for multiple crashes** screen displays.



All of the user's batches should display. When the status of a batch changes from **Ready for Processing** to **Processed**, it can be viewed.

2. After the batch has been processed, click the desired batch number link in the **Batch No.** column.

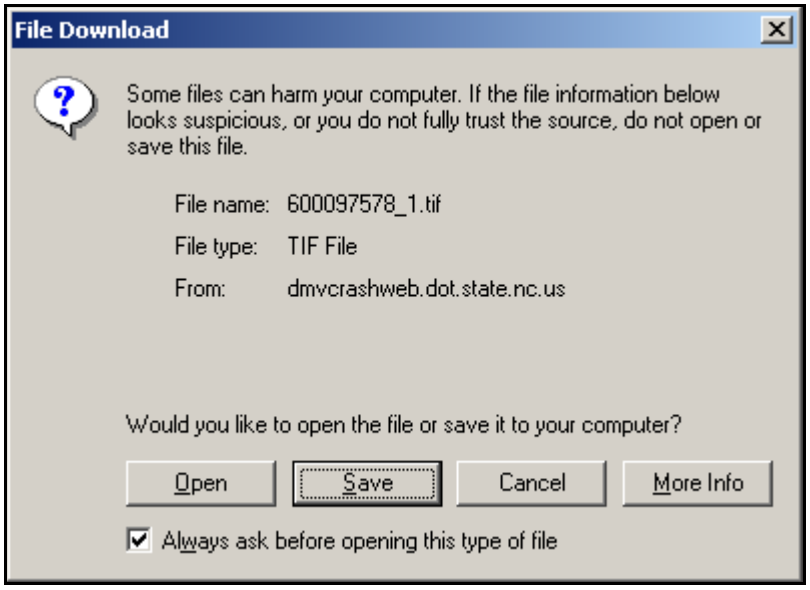
The **Batch details** screen displays.



3. Click the **View** link.

NOTE: If your batch request included more than 50 requests, your batch will be broken up into separate **View** files that have no more than 50 reports each.

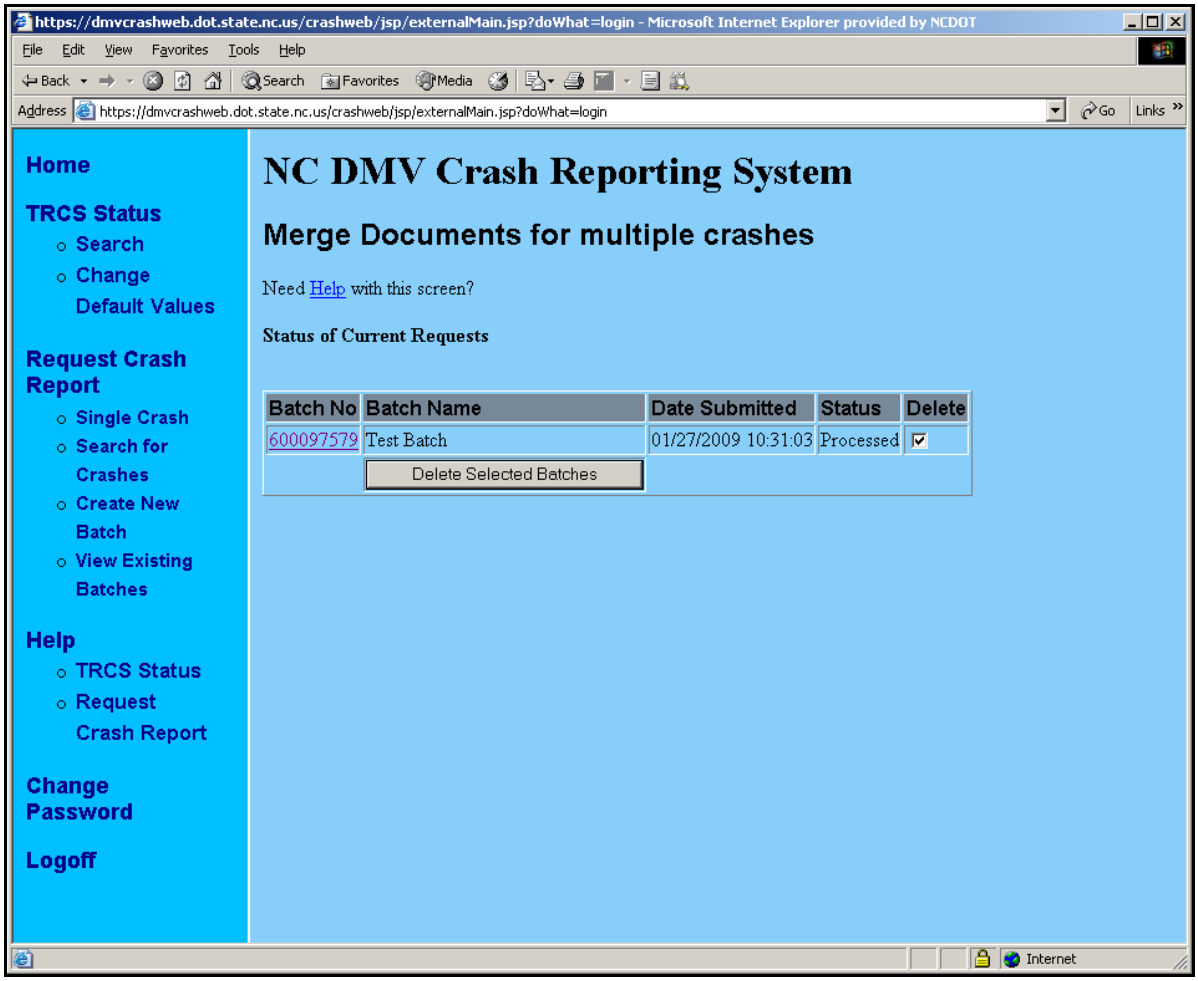
The **File Download** dialog box displays.



4. Click **Open** to open the file.

Deleting a Batch

1. Click the **View Existing Batches** link on the left navigation pane.



2. Select the **Delete** check box for the batch(es) you wish to delete.
3. Click **Delete Selected Batches**.

Appendix A: Glossary of Terms

This section contains definitions, interpretations, and examples related to motor vehicle and other road vehicle crashes.

-A-

Access Control
When the rights of owners or occupants of abutting land or other persons to access light, air, or view in connection with a highway is fully or partially controlled by public authority.

Air Bag Deployed
An air bag is out of its cover and protruding into the occupant compartment. The bag can be fully or partially deflated or inflated.

Alcohol/Drug Suspected
The Officer thinks drugs or alcohol has been used by the person.

Alcohol/Drug Involvement
The Officer's assessment of whether alcohol or other drug use was suspected or demonstrated to be present by test for any vehicle driver or non-motorist in the crash.

Alcohol
The percent of Blood Alcohol Content (BAC).

Alignment
The geometric characteristics or layout of a roadway. Alignment is usually subdivided into horizontal and vertical alignment.

Ambient Light
The type of light that exists at the time of a motor vehicle crash.

Angle – Manner of Impact
A crash involving two vehicles that impact at an angle. For example, the front of one vehicle impacts the side of another vehicle.

Animal in Roadway
Living beings which have the capacity for movement and motor response to stimulation but are not human beings. If a motor vehicle strikes an animal (other than a domestic animal) and harm results ONLY to the animal, the event is NOT a motor vehicle collision.

Approaching or Leaving Vehicle
Physical movement in the direction of or in the direction away from the vehicle.

At Intersection but No Crosswalk
An area which contains a crossing or connection of two or more roadways not classified as a driveway access but without the street crossing distinctly indicated for pedestrian crossing by lines or other markings on the surface of the roadway.

Auxiliary Lane
The portion of the roadway adjoining the through traveled way for parking, speed change, turning, storage for turning, weaving, truck climbing, or for other purposes supplementary to through traffic movement.

-B-

Backing
A start from a parked or stopped position in the direction of the rear of the vehicle.

Barrier
A device which provides a physical limitation through which a vehicle would not normally pass and is designed to contain or redirect an errant vehicle.

Bridge Parapet End
A low wall built along the edge of a bridge deck.

Bridge – Pier or Abutment
A bridge pier is a support for a bridge structure other than at the ends. A bridge abutment is the end support for a bridge.

Bridge – Overhead Structure
Any part of a bridge that is over the reference or subject roadway. In crash reporting, this typically refers to the beams or other structural elements supporting a bridge deck.

Bridge
A structure (including supports) carrying a roadway, etc. over an obstruction such as water, a railway, or other roadway, having an opening of 20 feet (6 m) or more measured along the center of the structure.

Bridge – Rail
A barrier attached to a bridge deck or a bridge parapet to restrain vehicles, pedestrians, or other users.

-C-

Cargo Body Type
Coded for buses and trucks over 10,000 pounds GVWR.

Cargo Tank
A single-unit truck, truck/trailer, or tractor/semi-trailer having a cargo body designed to transport either dry bulk (fly ash, etc.), liquid bulk (gasoline, milk, etc.), or gas bulk (propane, etc.).

Cargo/Loss or Shift
The release of the goods being transported from the cargo compartment of the truck, or the change in the position of the goods within the cargo compartment.

Cargo Released
The goods being transported by a truck spill out of the vehicle cargo compartment.

Carrier Identification Number
A unique number assigned by the U.S. Department of Transportation, Interstate Commerce Commission, or by the state to a motor carrier.

Carrier Name Source
Where the name of the motor carrier was noted, be it the power unit of the truck, the trailer, the shipping papers, or other documents.

Carrier Name
The name of an individual, partnership, or corporation responsible for the transportation of persons or property.

Cataclysm
A cloudburst, cyclone, earthquake, flood, tornado, or volcanic eruption.

Center Line
A yellow pavement marking used to separate traffic traveling in opposite directions. A center line need not be at the geometrical center of the pavement.

Changing Lanes
A vehicle shift from one traffic lane to another traffic lane moving in the same direction.

Cited
Driver or non-motorist issued a citation for actions which contributed to the crash.

Clearzone Distance
The total roadside boarder area, starting at the edge of the traveled way, available for safe use by errant vehicles. This area may consist of a shoulder, a recoverable slope, a non-recoverable slope, and/or a clear run-out area. The desired width is dependent on the traffic volumes and speeds, and roadside geometry.

Cloudy
Overcast with clouds. (Cloud refers to a visible mass of particles of water or ice in the form of fog, mist, or haze suspended usually at a considerable height in the air).

Collision
A road vehicle crash other than an overturning crash in which the first harmful event is a collision of a road vehicle in transport with another road vehicle, other property, animal or pedestrian.

Collision with Object Not Fixed
A collision crash in which the first harmful event is the striking by a road vehicle in transport of an object that is not fixed.

Collision with Fixed Object
A collision crash in which the first harmful event is the striking of a fixed object by a road vehicle in transport.

Commercial Sign
A sign placed by an area business as a means of advertising. Logo signs (advertising upcoming businesses along the roadway) placed by the State DOT are not commercial signs.

Concrete Mixer
A single-unit truck with a body specifically designed to mix or agitate concrete.

Construction Barrier
A traffic barrier designed to protect traffic from entering work areas, provide protection for workers, separate two-way traffic, protect construction, and separate pedestrian and vehicular traffic.

Contributing Circumstances
The actions of the driver or non-motorist, and/or the apparent condition of the road which contributed to the crash.

Crash Cushion
A barrier at a spot location designed to prevent an errant vehicle from impacting a fixed object hazard by gradually decelerating the vehicle to a safe stop or by redirecting the vehicle away from the hazard.

Crash Date and Time
The date (month, day, and year) and time (hour and minute) at which the crash occurred.

Crash City/Place
The city/place in which the crash occurred.

Crash Severity
The severity of a crash based on the most severe injury to any person or, if none injured, so designating.

Crash Roadway Location
Exact location on the roadway indicating where the crash occurred.

Crossover
Area in the median of a divided roadway where vehicles are permitted to travel, cross the opposing lanes of traffic or do a U-turn.

Culvert
An enclosed structure providing free passage of water under a roadway with a clear opening of twenty feet (6 m) or less measured along the center of the roadway.

Curb
A raised edge or border to a roadway. Curbs may be constructed of concrete, asphalt, or wood and typically have a face height of less than 9 inches (225 mm).

-D-

Dark – Roadway Not Lighted
It is dark and the roadway is not lighted by lights designed and installed to illuminate the roadway.

Dark – Lighted Roadway
It is dark but the roadway is lighted by lights designed and installed to illuminate the roadway. This is not lighting from store fronts, house lamps, etc.

Dart Out
Pedestrian enters the street mid-block and is struck by or walks or runs into a moving vehicle.

Date of Birth
Month, day, and year of birth of person involved in the crash.

Date and Time Crash Reported to Police Agency
The date and time at which the call was placed notifying the police agency about the crash.

Dawn
The first appearance of light in the morning.

Debris
The remains of something broken or destroyed.

Deliberate Intent
Suicide, homicide and other harmful events under human control.

Derived Data Elements
Derived data elements are not collected at the scene by the police. Instead they are obtained by counting or recoding information contained in existing data elements that have already been collected and computerized.

Direction of Travel before Crash
The direction of a vehicle's normal/general travel on the roadway before the crash. This is NOT a compass direction but a direction consistent with the overall direction of the road.

Disabling Damage
Damage which precludes departure of the vehicle from the scene of the crash in its usual operating manner after simple repairs.

Disregarded Traffic Signs, Signals, Road Markings, or Officer
Driver or non-motorist failed to comply with the instructions directed by traffic signs, signals, road markings, or a police officer at the scene.

Ditch
An open channel dug into the ground, usually paralleling the highway embankment and within the limits of the highway right-of-way.

Downhill Runaway
A motor vehicle that is moving down a hill without the ability to stop.

Driver
An occupant who is in actual physical control of a transport vehicle or, for an out-of-control vehicle, an occupant who was in control until control was lost.

Driver Condition
State of being, health, or physical fitness of the occupant who is in actual physical control of a transport vehicle at the time of the crash.

Driverless Motor Vehicle
A driverless motor vehicle, though previously parked, or a motor vehicle out of control while being towed or pushed, is considered to be a motor vehicle in transport. Also, an abandoned motor vehicle, upon a roadway, is considered to be a motor vehicle in transport. This principle does not apply to such devices as farm or industrial machinery, highway graders, construction machinery, or similar devices which are not in use at the time of the crash for transport.

Driver License Number
A unique number assigned by the authorizing agent issuing a driver license to the individual.

Driveway
A roadway providing access to property adjacent to a trafficway.

Driving Too Fast for Conditions
Traveling at a speed that was unsafe for the road, weather, traffic or other environmental conditions at the time.

Dump Truck
A truck which can be tilted or otherwise manipulated to discharge its load by gravity.

Dusk
The beginning of darkness in the evening.

-E-

Edge Line
A pavement marking used to mark the edge of pavement for driver guidance.

Ejection
An occupant's body completely or partially thrown from the vehicle as a result of a crash.

Embankment
A mound of earth or stone above the original ground, built to hold back water or to support a roadway.

Emergency Use
Indicates vehicles, such as military, police, ambulance, fire, etc., which are on an emergency response. Emergency refers to a vehicle that is traveling with physical emergency signals in use; typically red light blinking, siren sounding, etc.

EMS Response Unit Name
Name of Emergency Medical Services (EMS) unit that responded to the crash.

Exceeded Authorized Speed Limit
Driver was operating vehicle faster than posted speed limit at time of the crash.

-F-

Failed to Yield Right of Way
Driver or non-motorist did not give way to another vehicle or non-motorist as required.

Fatal Crash
Any motor vehicle or other road vehicle crash that results in fatal injuries to one or more persons.

Fatal Injury
Any injury that results in death within 12 months after the crash occurred.

- **A Type Injury (disabling):** An injury obviously serious enough to prevent the injured person from performing his normal activities for at least one day beyond the day of the crash.
- **B Type Injury (evident):** An obvious injury, other than a fatality or A Type injury, which is evident at the scene. Bruises, swelling, limping, soreness, are examples. This injury would not necessarily prevent the person from carrying on his normal activities.
- **C Type Injury (possible):** No visible injury, but person complains of pain, or has been momentarily unconscious.

Fell Asleep, Fainted, Fatigue, etc.
Driver experienced a temporary loss of consciousness or was operating in a reduced physical and mental capacity due to weariness, medication, or other drugs.

Fire/Explosion
Fire/explosion which was the cause or product of the crash.

First Harmful Event
The first injury or damage producing event which characterizes the crash type and identifies the nature of the first harmful event, such as an explosion in the vehicle.

Flashing Traffic Control Signal
Traffic control signal that is flashing or a single light flashing red or yellow.

Flatbed
A single-unit truck, truck/trailer, or tractor/semi-trailer whose body is without sides or roof, with or without readily removable stakes which may be tied together with chains, slats, or panels. This includes trucks transporting containerized loads.

Followed Too Closely
Driver was positioned too near another vehicle or non-motorist to permit safe response to any change in movement or behavior of the other vehicle or non-motorist.

Full Access Control
Authority to control access is exercised to give preference to through traffic by providing access connections with selected public roads only, by prohibiting crossings at grade or direct private driveway connections.

Functional Classification
A classification system in which highways and streets are grouped into classes, or systems, according to the character of the service they are intended to provide.

Functional Damage
Damage which is not disabling, but affects operation of the road vehicle or its parts.

-G-

Global Positioning System (GPS)
Exact geographic location indicated in terms of latitude and longitude.

Geographic Information System (GIS)
System which associates information with specific geographic locations, for example roadway characteristics by latitude/longitude.

Grade
The rate of ascent or descent of a roadway, expressed as a percent; the change in roadway elevation per unit of horizontal length.

Guardrail
A longitudinal barrier consisting of posts and rails or cables, whose primary functions are to prevent penetration and to safely redirect an errant vehicle away from a roadside or median hazard.

-H-

Harmful Event
An 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 US DOT.

Hazardous Materials Involvement (Cargo Only)
Indication that a motor vehicle had a hazardous materials placard as required by federal regulations.

Highway Traffic Sign Post
A pole, post, or structure constructed to support a highway sign intended to guide, regulate, or inform highway users.

Highway, Street, or Road
A general term denoting a public way for purpose of vehicular travel, including the entire area within the right-of-way. Recommended usage in *urban* areas: highway or street. Recommended usage in *rural* areas: highway or road.

Hit & Run
A vehicle involved in the crash as the “striking vehicle” or as the “vehicle struck” but which left the scene. The appropriate box must be checked, e.g., vehicle 1, vehicle 2, etc., and any information that is known, included in the Driver and/or Vehicle areas.

Horizontal Alignment
The plan view of a roadway. Horizontal alignment is described in terms of lengths of tangents and degree of curves.

-I-

In Roadway
Physically located in that part of the trafficway designed, improved, and ordinarily used for motor vehicle travel.

Insufficient Information
When available information is insufficient to determine whether the injury or damage resulted from a motor vehicle in a transport collision, assume that it did and that the event is a motor vehicle collision.

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;
- In readiness for motion; or
- On a roadway, but not parked in a designated parking area.

Intersection
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 33 feet, the two areas and the roadway connecting them are considered to be parts of a single intersection.

Intersection Related
May refer to a crash that occurs within the influence area of the intersection and is caused by the operation of the intersection. The influence area is a variable distance that depends on the intersection design, traffic control and operating characteristics.

Island
Cement or grassy area in the middle of a trafficway.

-J-

Jackknife
An event involving a truck pulling a semi-trailer or trailers where the trailing unit(s) and the pulling vehicle rotate with respect to each other.

-K-

-L-

Lap Belt Only Used
Use of or presence of only a lap safety belt either because vehicle is equipped only with lap belt or because shoulder belt is not in use.

Latitude/Longitude
For those agencies/municipalities which are able to record the geographic location of a crash in terms of latitude, longitude and altitude (elevation), fields exist in the **Crash Data** section on the NCCRF for capturing this information.

Light Truck with Only Four Tires
Trucks (mini-van, panel, pickup, sport utility) of 10,000 pounds gross vehicle weight rating or less.

Logbook
A document carried in the truck cab or bus in which commercial motor vehicle drivers must enter their record of duty status for each 24-hour period using methods proscribed by the US DOT.

Luminaire
A complete lighting unit consisting of a lamp or lamps together with the parts designed to distribute the light, to position and protect the lamps, and to connect the lamps to the power supply.

Luminaire Pole
A pole or post constructed to support a luminaire for lighting a roadway.

-M-

Marked Crosswalk at Intersection
That portion of the roadway at the intersection that is distinctly indicated for pedestrian crossing by lines or other markings on the surface of the roadway.

Mechanical Failure
Any mechanical failure, such as, a tire blowout, broken fan belt, broken axle, or similar event does not, by itself, constitute a motor vehicle collision. However, any subsequent

injury or damage producing event resulting from the mechanical failure would be a motor vehicle collision if the motor vehicle is in transport.

Median
The portion of a divided trafficway separating the traveled way for traffic in opposing directions.

Median Barrier
A longitudinal barrier (such as concrete) used to prevent an errant vehicle from crossing the portion of a divided highway separating the traveled ways for traffic in opposite directions.

Most Harmful Event for This Vehicle
The most harmful event in terms of property damage and injury caused by this vehicle.

Most Damaged Area/Extent of Deformity
The location and severity of most damage on vehicle from crash.

Motor Vehicle
Any mechanically or electrically powered device, not operated on rails, upon which or by which any person or property may be transported or drawn upon a highway. For purpose of this guide, any object such as a trailer, coaster, sled or wagon being towed by a motor vehicle is considered a part of the motor vehicle, including such devices when detached while in motion, or set in motion by a motor vehicle, such as during pushing. Also, the load, including occupants, upon or in the motor vehicle, or upon or in the device being towed or pushed, is considered a part of the motor vehicle.

Motor Vehicle includes, but is not limited to the following devices:

- Automobiles (any type), bus, motorcycle, motorized bicycle or scooter, motorized fire engine, truck, van, trolley bus not operating upon rails.
- Construction machinery, farm and industrial machinery, road roller, tractor, army tank, highway grader, or similar devices equipped with wheels or treads, while in transport under own power.
- Special motorized devices such as go-carts, midget racers, invalid chairs, snowmobiles, swamp buggies, or similar devices, while in transport under own power.

Motor Vehicle Crash
Any event that results in death, injury or property damage attributable directly to a motor vehicle or its load in transport, but not involving aircraft or watercraft. It must occur on a trafficway or after the motor vehicle runs off the roadway but before events are stabilized.

Motor Vehicle Nontraffic Crash
Any motor vehicle crash occurring entirely in any place other than a trafficway.

Motor Vehicle Status
The use of the device at the time of the crash is the primary criterion for establishing motor vehicle status. For example:

- A registered motor vehicle is being drawn by a team of horses on a city street; it is considered other road vehicle.
- A registered motor vehicle is being used to draw a plow engaged in breaking ground on a farm; it is considered farm machinery while engaged in plowing.
- A registered truck is engaged in spreading concrete at a road construction site; it is construction machinery.
- A motorized highway grader, under its own power, is moving from one work place to another on a public way; it is considered a motor vehicle in transport.
- A registered truck, with a blade attached, is engaged in plowing snow from a trafficway; it is considered road maintenance machinery.
- A riding, motorized lawn mower, under its own power, is being driven from one home to another on a city street; it is considered a motor vehicle in transport.
- A military tank is being moved, under its own power, from the firing range to the motor pool, on a land way of a military post; it is considered a motor vehicle in transport.

Motor Home
A van where a frame-mounted recreational unit is added behind the driver or cab area or mounted on a bus/truck chassis.

Motorcycle
A two-wheeled motor vehicle having one or more riding saddles, and sometimes a third wheel for the support of a sidecar. The sidecar is considered a part of the motorcycle. Included are motor scooters, minibikes, and mopeds.

-N-

Non-Contact Motor Vehicles or Non-Motorists
Units that caused the crash and remained at the scene. They are counted as units with identifying information, and are referred to in the narrative.

Non-Contact Phantom Motor Vehicles or Non-Motorists
Units that caused the crash but left the scene. They should not be counted in the number of units, but should be referred to in the narrative.

Nonfatal Injury Crash
Any motor vehicle or other road vehicle crash, other than a fatal crash, that results in injuries, other than fatal, to one or more persons.

Non-Intersection Crosswalk
A portion of the roadway, not at an intersection, that is distinctly indicated for pedestrian crossing by lines or other markings on the surface of the roadway.

Non-Motorist
A non-motorist is any person other than a motorist, including pedestrians, pedal cyclists, roller bladers, and roller skaters, etc.

Non-Motorist Safety Equipment
The safety equipment used by the non-motorist, such as helmets, protective pads, reflective clothing, etc.

Number of Lanes
The total number of thru lanes of the “road on” at the point of the crash (if two-way, total for both directions). Do not count turning lanes unless they are continuous between intersections. Enter “0” for parking lots.

-O-

Official Highway Sign
A pole, post, or structure constructed to support a highway sign intended to guide, regulate, or inform highway users.

On-Off Switch (Air Bag Deployed)
A switch that activates/deactivates the front seat passenger or driver air bag.

Operating Defective Equipment (Driver)
Vehicle in transport or any part or component of vehicle in transport is deficient, faulty, incomplete, or incapacitated.

Other Road Vehicle
Any device, except motor vehicle and pedestrian conveyance, in, upon, or by which any person or property may be transported upon a land way or place, such as a trafficway. Includes:

- Animal-drawn vehicle (any type)
- Animal harnessed to a conveyance
- Animal carrying a person
- Street car
- Bicycle (pedal cycle)

Other Road Vehicle Crash
A crash involving another road vehicle in transport, but not involving an aircraft, a watercraft, a motor vehicle in transport, or a railway train.

Outside Trafficway
Not physically located on any land way open to the public as a matter of right or custom for moving persons or property from one place to another.

Overhead Part of Underpass
Any part of an underpass that is over the reference or subject roadway. For a bridge, this typically refers to the beams or other structural elements supporting the bridge deck.

Overhead Sign Support
A pole, post, or structure constructed to support a sign which is over a roadway (usually installed on or relocated to nearby overpasses or other structures).

Overturn/Rollover
A vehicle that has overturned at least 90 degrees to its side.

-P-

Pavement Markings
Markings set into the surface of, applied upon, or attached to the pavement for the purpose of regulating, warning, or guiding traffic. Markings are typically paint or plastic but may be devices of various materials.

Pedal cycle
A vehicle operated solely by pedals and propelled by human power.

Includes:
- Bicycle (any size, with two wheels in tandem)
- Tricycle
- Unicycle
- Sidecar or trailer attached to any of the above devices

Excludes:
- These devices when towed by a motor vehicle, including hitching.

Pedestrian
Any person not in or upon a motor vehicle or other road vehicle.

Includes:
- Person afoot, sitting, lying, or working upon a land way or place.
- Person in or operating a pedestrian conveyance.

Excludes:
- Person boarding or alighting from another conveyance, except pedestrian conveyance.
- Person jumping or falling from a motor vehicle in transport.

Person
A person is any living human. Within the context of the ANSI D16.1 Classification Manual, a fetus is considered to be part of a pregnant woman rather than a separate individual. After death, a human body is not considered to be a person.

Physical Impairment
A condition that results in some decrease in a physical ability.

Point of Impact
The portion of the vehicle that impacted first in a crash.

Pole Trailer
A trailer designed to be attached to the towing vehicle by means of a reach or pole, or by being boomed or otherwise secured to the towing road vehicle, and ordinarily used for carrying property of a long or irregular shape.

Private Road or Driveway
Includes every road or driveway not open for the use of the public as a matter of right or custom for the purpose of vehicular traffic.

Property
Is any physical object other than a person.

Includes:
- Real property, personal property, animals (wild or domestic), signs, guardrails, impact attenuators, and others.

Property Damage Only
Crash in which at least one vehicle is damaged or other property damage occurs but no occupants or non-motorists are injured.

Public Vehicular Area
Includes any area that is generally open to and used by the public for vehicular traffic, including by way of illustration and not limitation any drive, driveway, road, roadway, street, alley, or parking lot upon the grounds and premises of:

- Any public or private hospital, college, university, school, orphanage, church, or any of the institutions, parks or other facilities maintained and supported by the state of North Carolina or any of its subdivisions; or
- Any service station, drive-in theater, supermarket, store, restaurant, or office building, or any other business, residential, or municipal establishment providing parking space for customers, patrons, or the public.
- Any property owned by the United States and subject to the jurisdiction of the State of North Carolina. (The inclusion of property owned by the United States in this definition shall not limit assimilation of North Carolina law when applicable under the provisions of Title 18, United States Code, section 13).

The term “public vehicular” area shall also include any beach area used by the public for vehicular traffic as well as any road opened to vehicular traffic within or leading to a subdivision for use by subdivision residents, their guests, and members of the public, whether or not the subdivision roads have been offered for dedication to the public.

The term “public vehicular area” shall not be construed to mean any private property not generally open to and used by the public. Report on a PVA should contain the same information as if the crash occurred on the roadway.

-Q-

-R-

Railway Grade Crossing
An intersection between a roadway and train tracks which cross each other at the same level (grade).

Railway Train
Any device, with or without cars coupled thereto, designed for transport upon a railway, including any device designed to operate upon railway tracks, under its own power, such as a motor vehicle equipped with flanged wheels. Nonmotorized devices, not set in motion by a railway train or vehicle, are not considered to be a railway train or vehicle.

Relation to Roadway
The location of the first harmful event as it relates to its position within or outside the trafficway.

Road
That part of a trafficway which includes both the roadway and any shoulder alongside the roadway.

Road Vehicle
Is any land vehicle other than a railway vehicle, including motor vehicles and other road vehicles.

Roadway
That part of a trafficway designed, improved, and ordinarily used for vehicular travel. In the event the trafficway includes two or more separate roadways, the term “roadway” refers to any such roadway separately, but not to all such roadways collectively.

-S-

School Bus
A motor vehicle used for the transportation of any school pupil at or below the 12th-grade level to or from a public or private school or school-related activity. It must be

externally identifiable by the color yellow, the words “school bus”, flashing red lights located on the front and rear, and identifying lettering on both sides indicating the school or school district served, or the company operating the bus.

School Bus Related Crash
A motor vehicle crash in which a school bus, with or without a pupil on board, is involved directly as a contact vehicle or indirectly as a noncontact vehicle.

School Zone Signs
Signs which change the speed limit on roads adjacent to schools on school days, signs which give advance warning of school and signs which warn of children crossing the road.

Seating Position
Location of occupant within a vehicle or on a motorcycle.

Separation of Units
When the truck or truck tractor becomes separated from the semi-trailer and/or trailer(s) they are pulling.

Sequence of Events
A list of the things that occurred to the vehicle in question that was relevant to the crash.

Shoulder
That portion of the road contiguous with the roadway for accommodation of stopped vehicles, for emergency use, and for lateral support of the roadway structure. The line between the roadway and the shoulder may be a painted edge line, a change in surface color or material, or a curb. On some modern trafficways, there may be a surfaced shoulder on the right side, and frequently a narrower shoulder on the left side of a one-way roadway.

Shoulder Barrier
Concrete barrier or something other than a guardrail placed on the shoulder.

Shoulder and Lap Belt Used
In a two part occupant restraint system, both the shoulder belt and lap belt portions are connected to a buckle.

Shipping Papers (Truck)
The documents carried in the cab of the truck or truck tractor that indicates the cargo being carried and other motor carrier responsible for the movement of the cargo.

Single-Unit Truck (3-or-more axles)
A power unit that includes a permanently mounted cargo body (also called a straight truck) that has three or more axles.

Single-Unit Truck (2-axle, 6-tire)
A power unit that includes a permanently mounted cargo body (also called a straight truck) that has only two axles and at least six tires on the ground.

Stabilized Situation
The condition prevailing after motion and other action constituting the events of a crash have ceased and no further harm will ensue unless a new series of events is initiated by some means.

-T-

Test Status/Test Results
Indication as to whether alcohol or other drugs test was administered; if test was refused; if the results showed alcohol, the percent BAC; if the results showed other drugs reported; if the sample was contaminated or unusable.

Tractor/Semi-Trailer
A truck tractor that is pulling a semi-trailer.

Traffic Circle/Roundabout
An intersection of roads where vehicles must travel around a circle to continue on the same road or to any intersecting road.

Traffic Control Signal
A device which controls traffic movements by illuminating systematically a green, yellow, or red light.

Traffic Island
The cement or grassy area in the middle of a trafficway.

Traffic Lane
The specific part of the roadway that is used for vehicular travel.

Trafficway
The entire width between property lines, or other boundary lines, of every way or place, of which any part is open to the public for purposes of vehicular travel as a matter of right or custom.

Transport Collision
Any collision involving a device designed primarily for, or being used at the time primarily for, conveying persons or goods from one place to another. In classifying collisions which involve more than one kind of transport, the following order of precedence should be used:

- Aircraft
- Watercraft

- Motor vehicle
- Railway train
- Other road vehicle

This means that a collision involving aircraft and a motor vehicle or a watercraft and a motor vehicle will not be classified as a motor vehicle collision.

Trapped
Persons who are mechanically restrained in the vehicle by damaged vehicle components as a result of a crash.

Truck Tractor (Bobtail)
A motor vehicle consisting of a single motorized transport device designed primarily for pulling semi-trailers.

Truck/Trailer
A motor vehicle combination consisting of a single-unit truck and a trailer (a vehicle designed for carrying property and so constructed that no part of its weight rests upon or is carried by the towing road vehicle).

-U-

Underride/Override
An underride refers to a vehicle sliding under another vehicle during a crash. An override refers to a vehicle riding up over another vehicle. Both can occur with a parked vehicle.

Unit
Any motor vehicle, pedestrian, pedalcyclist, moped or other road vehicle, excluding railway vehicles.

Unstabilized Situation
A set of events not under human control. It originates when control is lost and terminates when control is regained or, in the absence of persons who are able to regain control, when all persons and property are at rest.

Utility Pole
A pole or post constructed for the primary function of supporting an electric line, telephone line or other electrical-electronic transmission line or cable.

-V-

Van/Enclosed Box
A single-unit truck, truck/trailer, or tractor/semitrailer having an enclosed body integral to the frame of the vehicle.

Vehicle Authorized Speed Limit
The posted speed limit for the type of vehicle being driven. Take into account that the limit might be different, for example, for a truck and a passenger car.

Vehicle Body Type
Code used in the Vehicle Identification Number to indicate the general configuration or shape or a vehicle distinguished by characteristics such as number of doors, seats, windows, roof line, hard top or convertible.

Vehicle License Plate Number
The number or other characters, exactly as displayed, on the registration plate or tag affixed to the vehicle. For combination trucks, vehicle plate number is obtained from the power unit or tractor.

Vehicle Maneuver/Action
What the vehicle was doing prior to the crash.

Vertical Alignment
The profile or elevation view of a roadway. Vertical alignment is described in terms of grades (uphill or downhill) and crest or sag curves.

-W-

Warning Signs
Signs used to warn traffic of existing or potentially hazardous conditions on or adjacent to a road.

Weight Rating of Power Unit of the Truck
A gross vehicle weight rating (GVWR) is a value specified by the manufacturer for a single-unit truck, truck tractor or trailer, or the sum of such values for the units which make up a truck combination.

Work Zone
A segment of the roadway marked to indicate that construction, maintenance, utility or intermittent work is being performed.

-X-

-Y-

-Z-

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