

***North Carolina
Department of Transportation
Division of Motor Vehicles***

***North Carolina
Crash Report
Instruction Manual***



***Traffic Records Section
In accordance with Section 20-166.1
Motor Vehicle Laws of North Carolina***

September, 1999

Contents

Section

Page

NOTE: IN USING THIS CONTENTS SECTION, CERTAIN DATA ELEMENTS LISTED ARE PRECEDED BY A NUMBER (1, 2, 3, ETC.). THESE CORRESPOND TO THE NUMBERS ASSIGNED TO THE STATISTICAL CODE BOXES AND OTHER DATA ELEMENTS CONTAINED ON THE ACTUAL DMV-349. THE PURPOSE OF THIS DESIGNATION IS TO MAKE IT EASIER TO TIE REFERENCES IN THIS MANUAL TO SPECIFIC DATA ELEMENTS ON THE DMV-349.

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GENERAL INSTRUCTIONS

The **Crash Report Form DMV-349** is to be used by all law enforcement officers to report motor vehicle crashes in North Carolina.

A reportable motor vehicle traffic crash must meet at least one of the following criteria:

1. The crash resulted in a fatality, or
2. The crash resulted in a non-fatal personal injury, or
3. The crash resulted in total property damage amounting to \$1,000.00 or more, or
4. The crash resulted in property damage of any amount to a vehicle seized.

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 the crash is completed, North Carolina General Statute 20-166.1 requires that the investigating agency submit the report to the Division within 10 days.

The **Division of Motor Vehicles (DMV)** requests that:

1. The DMV-349 should be typewritten or if handwritten the officer should use black ink.
2. The report should be legible. This is of the utmost importance for clarity, when reports are microfilmed or imaged.
3. The original should be submitted to DMV Traffic Records Section at:

Traffic Records Section
North Carolina Division of Motor Vehicles
1100 New Bern Avenue
Raleigh, NC 27697-0001

In the event that you have specific questions about coding, please contact the Crash Reports Unit Supervisor or Help Desk at (919) 733-7253

Additional forms or instruction books may be ordered by completing the DMV-349 Requisition form and faxing to (919) 715-9099 or mailing the form to the Traffic Records Section.

When an officer submits a North Carolina Crash Report Form DMV-349 to the DMV, he or she provides valuable data to many different groups of people working to make North Carolina streets and highways safer. 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 applying for a state grant for reconstructing a hazardous intersection. 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.

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 who support law enforcement's efforts to combat drunk driving. Their progress in highway traffic safety reaches into each officer's community.

Traffic crash reports are subject to be viewed by lawyers, judges, insurance companies and the general public. Crash prevention programs and successful prosecution 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 those things are documented by the officer during the initial investigation.

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.*

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.

REASONS FOR REVISING THE DMV-349

Form Design

1. Incorporates key elements of the Instruction Manual into a "card stock" pad so the officers can still accurately complete the form even if a manual is not handy.
2. Code boxes on the sides of the report provides for quick capture of statistical information.
3. Incorporates a Driver Exchange Form, providing a service to the motorist, while reducing the amount of writing required by the officer.
4. Incorporates a standard "multi-occupant" form, which can be used statewide.

Commercial Motor Vehicles (CMV)

1. Combines the current DMV-349 & DMV-349C.
2. Consolidates many redundant data elements between the two forms.
3. Clarifies the definition of a CMV.
4. Previous CMV data included non-CMVs.
5. Improves reporting of CMVs in crashes (previous underreporting).

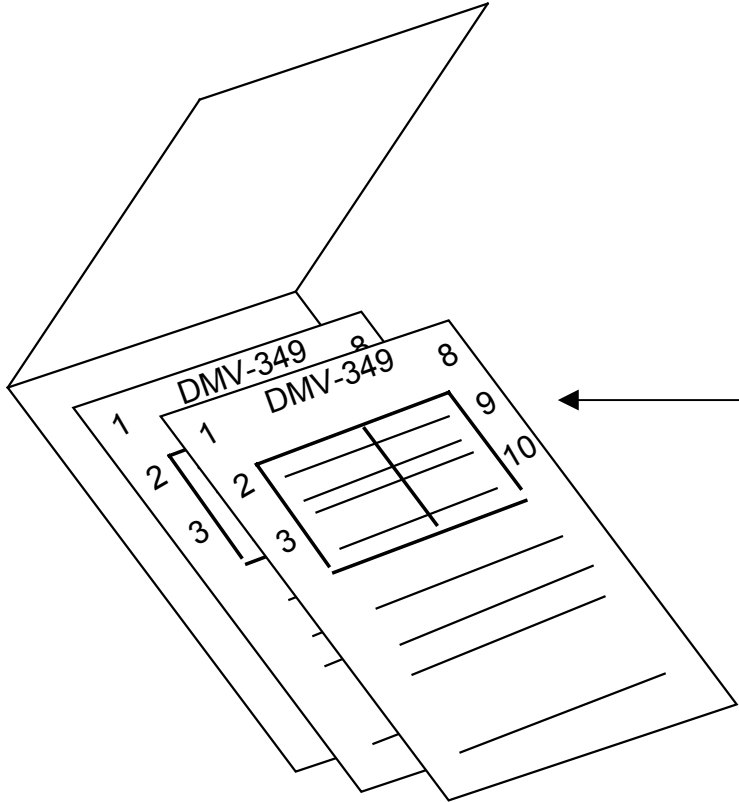
National Guidelines

1. Utilizes data element "rationale" approach – has to be a purpose for the data.
2. Satisfies North Carolina's needs.
3. Provides for future data comparability at local, state, region, & national levels.
4. Positions North Carolina as the first state to implement National Guidelines.
5. Incorporates other National Standards & Guidelines.
6. Satisfies Federal Requirements

FILLING OUT THE DMV-349

Each crash report pad contains twenty (20) DMV-349 reports. Two green sheets of driver exchange information (each sheet containing two driver exchange forms) accompany each DMV-349 report. Using NCR paper, the officer is able to record driver and vehicle information onto driver exchange forms and share this information along with the request form for a copy of a motor vehicle crash report with each of the drivers involved. Officers are still required to record a minor amount of information at the bottom (shaded areas) for each of the individual driver exchange forms.

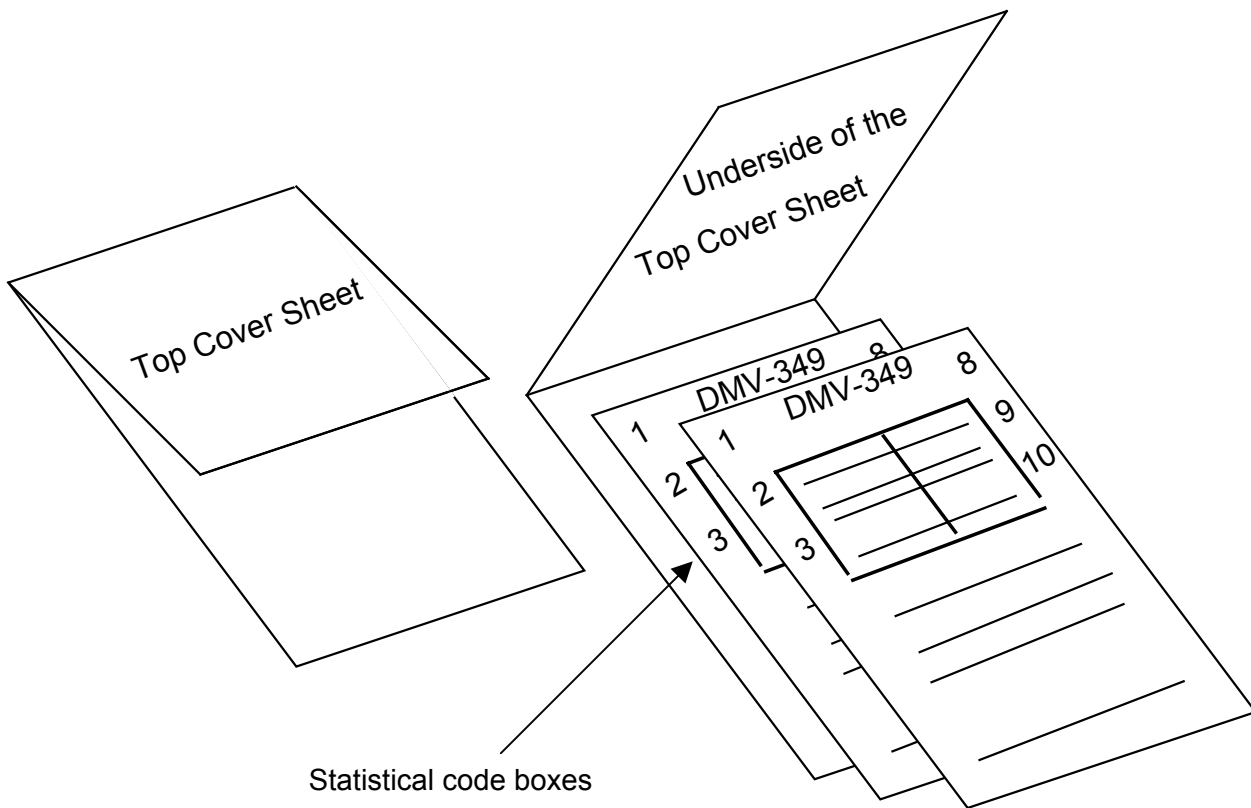
Crash Report Pad



- Contains:
- (20) DMV-349 Reports
- Two sheets of Driver Exchange Information per DMV-349 Report
- Extra sheets of Driver Exchange Information and Multi-Occupant vehicle forms at the back of the Crash Report Pad

Each pad also contains extra sheets of the green driver exchange forms, and multi-occupant vehicle forms at the back of the pad. The actual DMV-349 itself is a single page, front and back, 8.5x11 in form.

The suggested process to follow in filling out the DMV-349, is to first complete the statistical code boxes (1-32) including as much information as possible at the bottom of the form, using the codes from the cream colored top cover sheet.

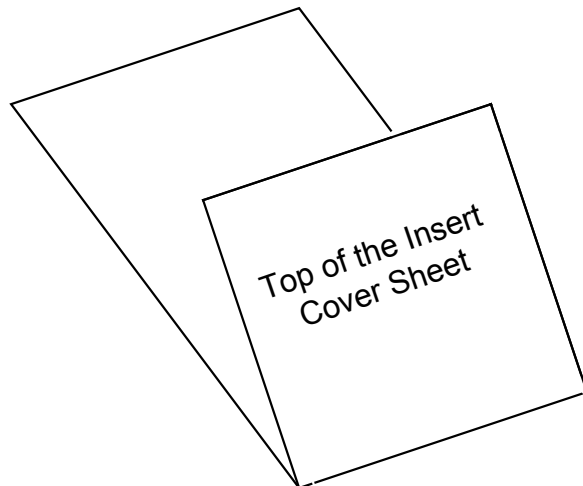


Then, lifting the cream colored top cover sheet, complete the face of the DMV-349 form as completely as possible using the codes on the underside of the top cover sheet. Additional definitions are provided at the bottom of the underside of the top cover sheet, which are critical in dealing with special types of crashes, such as crashes involving hit & runs, non-contact vehicles, etc.

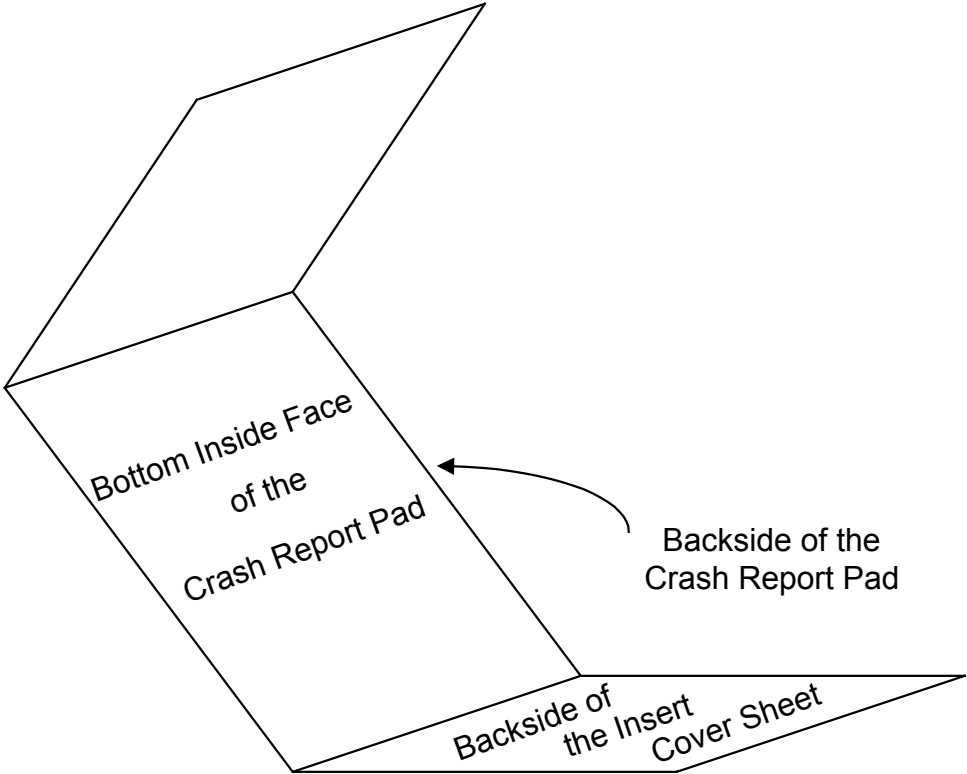
With the front side of the DMV-349 completed, tear out the report and the two sheets of driver exchange request forms. Complete the bottom part of each of the driver exchange forms and tear along the perforations, providing each involved driver with a copy of the information pertaining to the other driver(s) in the crash.

A second green sheet of driver exchange forms is provided to be able to cover crashes with three drivers involved.

Next, turn the DMV-349 over and complete the back side of the report using the codes from the top of the cream colored insert cover sheet, which is used to protect the next crash report form/NCR paper from the writing/coding of the current form being completed.



Pulling the cream colored insert cover sheet out of the pad of DMV-349 reports reveals, on the back side, "roadway" and "location" descriptive information for officer reference in completing the report, using terminology that is consistent with other users of the crash reporting system.



The bottom inside face of the cream colored crash report pad itself is revealed by lifting the actual DMV-349 reports away from the pad. This section of the pad contains important information concerning "sequence of events" in the crash, "most harmful" events, descriptions of various "fixed object" types, characteristics of motor vehicle traffic crashes, and a few examples of exclusions from motor vehicle traffic crashes.

The back side of the crash report pad contains valuable information concerning where to telephone or write with questions concerning filling out the DMV-349, a reference for crashes involving commercial motor vehicles (CMV), completing supplemental reports, other important definitions, and a short summary of "why officers submit crash report forms."

RECORDING "OTHER*" INFORMATION, MARKING DATA ITEMS "NOT APPLICABLE"

When completing the DMV-349, if a response to a particular data element, such as Road Surface Condition does not fit one of the code values listed, choose the "other*" and provide the specific information in the crash narrative.

If the data item, such as Contributing Circumstances, Non-Motorist does not apply to the crash being reported, use a dash (-) in the respective code box or data element field. If an entire section of the DMV-349 does not apply to the crash being reported, draw a diagonal line through the entire section. An example of a section which might not apply in a given crash is the "unit 2" section in a single vehicle crash.

STATISTICAL CODE BOXES

The suggested process to follow in filling out the DMV-349, is to first complete the statistical code boxes, using the top cover sheet. Codes (1-7) represent light, weather and road surface information, (8-19) contributing circumstances and crash type information, code (20) represents crashes involving commercial motor vehicles (CMV), and codes (21-32) include information pertaining to the persons involved in the crash. The following code values are contained in statistical code boxes (1-32).

General Crash Information

1. Locality

The general type and level of development in the vicinity of the collision. For example, 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, then enter a "1" for rural development.

1. Rural (<30% developed)
2. Mixed (30% to 70% developed)
3. Urban (>70% developed)

2. Predominant Development Type

The predominant type of development in the area in which the collision occurred. Examples are: Commercial (mainly retail stores), Institutional (schools, hospitals, government buildings, etc.)

1. Farms, woods, pastures
2. Residential
3. Commercial
4. Institutional
5. Industrial

3. Road Surface Condition



Describes the roadway surface conditions at the time and place of the crash. This information is important to identify and correct high wet-surface crash locations in order to provide information for setting coefficient of pavement friction standards. Critical for preventive programs and engineering evaluations.

1. Dry
2. Wet
3. Water (standing, moving)
4. Ice
5. Snow
6. Slush
7. Sand, mud, dirt, gravel
8. Fuel, oil
9. Other* (write in narrative)
10. Unknown

4. Weather Condition - First



The general atmospheric conditions that existed at the time of the crash.

1. Clear
2. Cloudy
3. Raining
4. Snowing
5. Fog, smog, smoke
6. Sleet, hail, freezing rain/drizzle
7. Severe crosswinds
8. Blowing sand, dirt, snow
9. Other* (write in narrative)

5. Weather Condition - Second



A maximum of two weather conditions may be recorded in the crash, such as rain and severe crosswinds.

6. Weather Contributed to the Crash



An indication, in the officer's opinion as to whether or not weather (for example, smoke or hail) was a contributing factor in the crash.

1. Yes
2. No
3. Unknown

7. Ambient Light



The type of light that existed at the time of the crash. Note that extremely cloudy conditions may be classified as dawn (or dusk) if the ambient light conditions are similar.

1. Daylight
2. Dusk
3. Dawn
4. Darkness (lighted roadway)

-
5. Darkness (roadway not lighted)
 6. Darkness (unknown lighting)
 7. Other*
 8. Unknown

Harmful Event(s)/Contributing Circumstances Information

8. Contributing Circumstances, Non-Motorist – First



Indicate the first contributing circumstance using the following codes, which include the events or circumstances or actions by the non-motorist, which may have contributed to the crash. A maximum of two contributing circumstances may be recorded for each involved non-motorist. This information is important for evaluating the effect that dangerous behavior by the non-motorist has on the crash.

0. None
1. Coming from behind parked vehicle
2. Darting
3. Lying and/or illegally in the roadway
4. Failure to yield right of way
5. Not visible (dark clothing, etc.)
6. Inattentive (talking, eating, etc.)
7. Failure to obey traffic signs, signals
8. Wrong side of road
9. Other* (write in narrative)
10. Unknown

9. Contributing Circumstances, Non-Motorist - Second



Using the code values from the previous data element (#8), indicate the second contributing circumstance (if applicable), which includes the events or circumstances or actions by the non-motorist, which may have contributed to the crash.

First Harmful and Most Harmful Event at the Crash Level

The first harmful event is the first injury or damage producing event. This is used to characterize the crash type. The most harmful event is the event, which caused the most severe injury or greatest amount of property damage.

Recording Data at the Crash Level vs. the Vehicle Level

Data elements 10-11 refer to the first harmful and most harmful events at the crash level, while data elements 52-56 refer to the first four harmful events (52-55) and the most harmful event (56) at the vehicle level.

It is important that these separate data elements are captured at both the vehicle and crash levels and that a determination is made in a multi-vehicle crash, which harmful event was “first” in the crash and which was the “most harmful event.” These distinctions are important in classifying and comparing different types of crashes.

10. First Harmful Event (Crash Level)



The first injury or damage producing event characterizes the crash type and identifies the nature of the first harmful event. This is the first event which led to the crash, even though multiple vehicles may have been involved. Use the Crash Type codes defined below.

Non-Collision

1. **Ran off Road Right** - vehicle runs off right side of the roadway
2. **Ran off Road Left** - vehicle runs off left side of the roadway
3. **Ran off Road Straight Ahead** - vehicle runs through “Y” or “T” intersection.
4. **Jackknife** – truck pulling a semi-trailer or trailers where the trailing unit(s) and the pulling vehicle rotate with respect to each other.
5. **Overturn/Rollover** - is any event in which a motor vehicle in transport overturns for any reason without antecedent collision.
13. **Other Non-Collision*** (write in narrative) – is any other event involving only the motor vehicle in transport, that is of a non-collision nature.

Includes: Accidental carbon monoxide poisoning by a motor vehicle in transport. Breakage of any part of the motor vehicle, resulting in injury or further damage. Explosion of any part of the motor vehicle. Fire starting in the motor vehicle. Falling or jumping from the motor vehicle. Occupant hit by an object in, or thrown against the motor vehicle. Injury or damage from a moving part of the motor vehicle. Object falling from, or in the motor vehicle. Striking a hole or bump in the roadway, etc.

Excludes: Carbon monoxide poisoning in a motor vehicle not in transport. Injury or damage resulting from a fight between occupants, cigarette burns, discharge of a firearm in the motor vehicle, working on a motor vehicle not in transport, etc.

Collision of Motor Vehicle With

14. **Pedestrian** - is any collision involving a motor vehicle in transport and a pedestrian.
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 a pedestrian conveyance. Person in the process of jumping or falling from a motor vehicle in transport.

15. **Pedalcyclist** - is any collision involving a motor vehicle in transport and a pedalcyclist, including devices known as bicycles, pedalcycles, unicycles and sidecars or trailers attached to these devices (*which are moved by human power*).

Includes: Includes any of the following devices in transport:

Bicycle, tricycle, unicycle, trailers or sidecars attached to any of the above devices.

Excludes: Pedalcycle towed by motor vehicle, including:

Hitching, and an unoccupied pedalcycle

General: A pedalcyclist is any person riding upon a pedalcycle or in a sidecar attached to the pedalcycle. A stopped pedalcycle is considered to be in transport if it

is in readiness for transport, such as stopped at a stop sign, traffic light, or waiting in traffic for any reason, if attended, and the pedalcyclist need not be occupying the riding saddle, but not pushing the pedalcycle. A coasting pedalcycle with rider is considered in transport.

If the motor vehicle and pedalcycle are in transport, which one does the actual striking is immaterial.

16. **Railway Train, Engine** - is any collision involving a motor vehicle in transport and a railway train or railway vehicle.

Includes: Railway train, with or without cars.

Motorized railway device.

Railway device, such as cars, set in motion by a railway train or railway vehicle.

Excludes: Devices operated upon railway rails by human power.

Nonmotorized devices not set in motion by a railway train or railway vehicle.

Collisions in which a railway train was involved in a railway transport collision prior to involvement with the motor vehicle, such as derailment, or throwing some part, other road vehicle, animal, or pedestrian against a motor vehicle.

General: Motion of the motor vehicle is immaterial; it can be in motion or stopped in the path of the railway train.

Motion of the railway train is immaterial; it can be stopped in the path of the motor vehicle or in motion.

Whether the motor vehicle or the railway train does the actual striking is immaterial.

17. **Animal** - is any collision involving a motor vehicle in transport and an animal, herded or unattended.

Includes: Domestic and wild animals, flying animals, such as birds and bats.

Excludes: Ridden animals, animal drawing a conveyance.

General: Injury to wild animals, such as birds and rabbits, is excluded if there is no injury to any person or damage to the motor vehicle. Injury to domestic animals is treated as property damage, if there is no injury to any person or damage to the motor vehicle.

18. **Movable Object*** - is any collision involving a motor vehicle in transport and any other object which is movable or moving, but not fixed.

Includes: Animal-drawn vehicle (any type)

Animal carrying a person

Street car

Objects dropped from motor vehicle or other vehicles but not in motion

Objects set in motion by other motor vehicles
Special devices not considered in transport or as fixed objects
Fallen tree or stone
Landslide or avalanche materials, not in motion
Pedalcycle not in transport
Railway devices moved by human power
Nonmotorized devices not set in motion by railway train or railway vehicle

Excludes: Objects set in motion by aircraft, watercraft, or railway.

Objects set in motion by cataclysm, lightning, or other natural and environmental factors.

19. **Fixed Object*** - is any collision involving a motor vehicle in transport and any object, which is fixed (not movable). Specific values for types of fixed objects struck (at the vehicle level) can be found in data elements 52-56.

Collision of Two or More Motor Vehicles

20. **Parked Motor Vehicle** - is any crash involving motor vehicle in transport and a motor vehicle not in transport.

Includes: Motor vehicle parked in a place designated for parking, even though the permitted time period may have expired.

Motor vehicle stopped or parked along the roadway where normal usage permits such stopping or parking, including parking adjacent to curbs and parking on trafficway shoulders.

Motor vehicle stopped or parked illegally, but otherwise outside the roadway traffic lanes, such as blocking a driveway, beside a fire hydrant, or in a loading zone.

Motor vehicle parked, disabled, or abandoned in roadway or off roadway.

Load in the process of falling from parked motor vehicle.

Excludes: Motor vehicle stopped or parked in traffic lanes where parking is prohibited, such as double parked, on the side of the street where there is no parking at any time along the length of the street, in tunnels or on bridges where parking is prohibited, or in a parking lane during the hours that it is required to be clear for traffic.

Stopped or parked self-propelled machinery even though such machinery is considered a motor vehicle when in transport.

Load that has fallen from a parked motor vehicle.

21. **Rear End, Slow, or Stop** - rear end collision with one vehicle going at a slower speed, slowing down or stopping in traffic.

22. **Rear End, Turn** - rear end collision with front vehicle turning.

-
- 23. **Left Turn, Same Roadway** - collision with both vehicles traveling on same roadway prior to one or both turning left; may occur in passing maneuver or vehicles may be meeting.
 - 24. **Left Turn, Different Roadways** - collision of vehicles traveling on different roadways prior to one or both turning left.
 - 25. **Right Turn, Same Roadway** - collision with both vehicles traveling on the same roadway prior to one or both turning right (Occurs in passing on right at intersections, meeting of one-way road with two-way road, etc.). If one vehicle was turning left while the other was turning right, then code according to the vehicle, which appeared to cause the collision.
 - 26. **Right Turn, Different Roadways** - collision of vehicles traveling on different roadways prior to one or both turning right. If one vehicle was turning left while the other was turning right, then code according to the vehicle, which appeared to cause the collision.
 - 27. **Head On** - head on collision of motor vehicles moving in opposite directions in which initial contact is on the fronts of both vehicles.
 - 28. **Sideswipe, Same Direction** - the collision of motor vehicles, traveling in the same direction, in which contact usually results from attempting to pass too closely, skidding, or other side-to-side initial contact. Damage is generally along entire side of vehicle.
 - 29. **Sideswipe, Opposite Direction** - the collision of motor vehicles, traveling in opposite directions, in which contact usually results from attempting to pass too closely, skidding, or other side-to-side initial contact. Damage is generally along entire side of vehicle.
 - 30. **Angle Collision** - collision most often resulting in the vehicles hitting at or near right angles, with the front of one vehicle striking the side of the other vehicle. Most often occurs at an intersection when two vehicles are going straight on intersecting roads and neither vehicle is turning.
 - 31. **Backing Up** – collision in which one vehicle backs into another, generally stopped or parked vehicle
 - 32. **Other Collision With Vehicle**

11. Most Harmful Event (Crash Level)



Using the code values from the previous data element, First Harmful Event (#10), record the event which produced the greatest property damage or most severe injury in the crash. In a multi-vehicle crash, since each respective vehicle can experience its own unique "most harmful event", this data element is important for classifying and comparing crashes according to the most harmful event in each crash. If several vehicles are involved in a crash, it is important for the officer to identify which harmful event was the most harmful in the crash.

12. Contributing Circumstances, Roadway - First



Apparent condition of the road, which contributed to the crash. A maximum of two contributing circumstances may be in the crash. This information is important in determining highway maintenance and possible engineering needs.

0. None (no unusual conditions)
1. Road Surface Condition
2. Debris
3. Rut, Holes, Bumps
4. Work Zone (construction, maintenance, utility)
5. Worn Travel-Polished Surface
6. Obstruction in Roadway
7. Traffic Control Device Inoperative, Not Visible or Missing
8. Shoulders Low, Soft or High
9. No Shoulders
10. Non-Highway Work
11. Other* (write in narrative)
12. Unknown

13. Contributing Circumstances, Roadway - Second



Using the code values from the previous data element (#12), indicate the second contributing circumstance attributable to the Roadway (if applicable), which may have contributed to the crash.

14. Contributing Circumstances, Driver 1 - First



The actions of the driver (maximum of three), which may have contributed to the crash. The importance is to record the cause of the crash, not necessarily the citation issued. Even though the citation issued is for a safe movement violation, it is better to record the specific contributing circumstances, e.g., improper turn or improper lane change, etc. This data is used to evaluate the effect that dangerous driver behavior has on the crash.

0. No contributing circumstances indicated
1. Disregarded yield sign
2. Disregarded stop sign
3. Disregarded other traffic signs
4. Disregarded traffic signals
5. Disregarded road markings
6. Exceeded authorized speed limit
7. Exceeded safe speed for conditions
8. Failure to reduce speed
9. Improper turn
10. Right turn on red
11. Crossed centerline/going wrong way
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. Driver distracted
 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* (Write in Narrative)
 33. Unable to determine
 34. Unknown

15. Contributing Circumstances, Driver 1 - Second 

Using the code values from data element (#14), indicate the second contributing circumstance for Driver #1 (if applicable), which may have contributed to the crash.

16. Contributing Circumstances, Driver 1 - Third 

Using the code values from data element (#14), indicate the third contributing circumstance for Driver #1 (if applicable), which may have contributed to the crash.

17. Contributing Circumstances, Driver 2 - First 

Using the code values from data element (#14), indicate the first contributing circumstance for Driver #2 (if applicable), which may have contributed to the crash.

18. Contributing Circumstances, Driver 2 - Second 

Using the code values from data element (#14), indicate the second contributing circumstance for Driver #2 (if applicable), which may have contributed to the crash.

19. Contributing Circumstances, Driver 2 - Third 

Using the code values from data element (#14), indicate the third contributing circumstance for Driver #2 (if applicable), which may have contributed to the crash.

20. Commercial Motor Vehicle

As the top cover sheet indicates, if a vehicle involved is a commercial motor vehicle according to the definition provided, check box #20 on the front of the DMV-349. Details concerning the carrier name, address, etc. are recorded in the shaded box below the Owner Information Section on the front of the DMV-349. Additional information regarding trailer information and/or hazardous materials involvement is recorded on the back of the DMV-349 above the diagram area.

The following section (code boxes 21-32) includes age, seating position, safety equipment, injury status and other information for occupants and non-motorists involved in a crash.

Each DMV-349 contains spaces at the bottom of the form to record occupant and non-motorist information for the first two units or vehicles involved in the crash. If additional units are involved in the crash, which will require additional DMV-349 forms, occupant and non-motorist information must be recorded on the respective form for that unit or vehicle.

When recording the date of birth or age, name and address of the unit 1 and/or unit 2 driver, pedestrian, etc., these areas are shaded at the bottom of the form, since this information is already captured on the front of the DMV-349 in the unit 1/unit 2 sections of the report.

OCCUPANT

Occupant and Non-Motorist Information

Names and Addresses for All Persons (Unit 1/Unit 2 Drv, Ped, etc. - See Above);
Check blocks if address is the same as the Driver or Pedestrian address listed above in Unit 1 or Unit 2, etc.

	21	22	23	24	25	26	27	28	29	30	31	32	
A				Unit 1-Drv1, Ped1, etc. (see above)									See above Veh# ____ Towed To/By:
B				Unit 2-Drv2, Ped2, etc. (see above)									See above Veh# ____ Towed To/By:
C													<input type="checkbox"/>
D													<input type="checkbox"/>

Occupant/Non-Motorist Section Instructions:

Give the number of the striking or occupied vehicle, person type, seating position, date of birth/age, ethnicity, gender, occupant/non-motorist protection, air bag deployment/switch status, trapped, ejection, and injury status of all occupants and non-motorists. For motorcyclists or non-motorists (i.e., bicyclists), enter helmet usage. **Names and addresses are necessary for all persons involved in the crash, including non-motorists** (It may help later investigations, including identifying persons previously involved in a crash, as well as persons whose injury status is later updated following a crash).

21. Vehicle Number

Record the specific vehicle number in the crash (vehicle 1, vehicle 2, etc.) to be able to locate occupants and/or to identify which vehicle struck which non-motorist as well as further identify what happened to each vehicle involved in the crash.

22. Person Type

Identify the specific person type according to the following codes. This is important for classification purposes to evaluate countermeasures designed for specific people.

1. Driver
2. Passenger
- Non-Motorist**
3. Pedestrian
4. Pedalcyclist
5. Roller Skater, Roller Blader

-
6. Other* (write in narrative)
 7. Unknown

23. Seating Position

Record the location for this occupant in, on, or outside of the motor vehicle prior to the crash impact, using the codes that follow. The seating position(s) for motorcyclists are provided as the left most seating positions in the first three rows of seat positions. This information is important, because without known seating positions for each person in the vehicle, it is not possible to fully evaluate the effect of occupant protection programs. Seating positions for vehicles requiring a greater number of spaces to record seating position can be found in the supplemental Multi-Occupant Form, which provides for up to sixty (60) occupants.

1. Front – left (driver/motorcycle driver)
2. Front – middle
3. Front – right
4. Second seat – left (motorcycle passenger)
5. Second seat – middle
6. Second seat – right
7. Third row – left (motorcycle passenger)
8. Third row – middle
9. Third row – right
10. Sleeper section of cab (truck)
11. Passenger in other enclosed passenger area (refer to supplemental multi-occupant form)
12. Passenger in unenclosed area (pickup)
13. Trailing unit
14. Riding on vehicle exterior
15. Unknown

24. DOB/Age

Enter the date of birth (DOB) – month, day and year, for each person involved in the crash. If not available, record the approximate age of the person. Enter 0 if child is less than a year old. Shaded areas represent driver or non-motorist information, which is already listed above on the DMV-349 in the Unit 1/Unit 2 sections of the report.

25. Ethnicity

The ethnic affiliation of person.

- | | |
|---|-----------------------------|
| W | White |
| B | Black |
| N | Native American |
| H | Hispanic |
| A | Asian |
| O | Other* (write in narrative) |
| U | Unknown |

Occupant/Non-Motorist Information

Names and Addresses for All Persons (Unit 1/Unit 2 Drv, Ped, etc. - See Above);
Check blocks if address is the same as the Driver or Pedestrian address listed
above in Unit 1 or Unit 2, etc.

	21	22	23	24	25	26	27	28	29	30	31	32	
A				Unit 1-Drv1, Ped1, etc. (see above)									See above Veh# ____ Towed To/By:
B				Unit 2-Drv2, Ped2, etc. (see above)									See above Veh# ____ Towed To/By:
C													<input type="checkbox"/>
D													<input type="checkbox"/>

26. Gender

The sex of person. This information is necessary to evaluate gender on occupant protection systems and vehicle design characteristics.

- M Male
- F Female
- U Unknown

27. Occupant/Non-Motorist Protection

The occupant protection, or non-motorist protection, used by person(s) involved in the crash.

- 0. None used
- 1. Lap belt only
- 2. Shoulder and lap belt
- 3. Shoulder belt only
- 4. Child restraint
- 5. Helmet (motorcyclist or non-motorist)

Codes 6-8 for non-motorist only

- 6. Protective pads
- 7. Reflective clothing
- 8. Lighting
- 9. Other* (write in narrative)
- 10. Unable to determine

28. Air Bag Deployment

Deployment status of an air bag, relative to each specific occupant. This information is necessary to evaluate the effectiveness of air bags and other occupant protection equipment, especially at a time when air bags are rapidly increasing in the vehicle population and when consumers are allowed to have the air bag disconnected under certain conditions.

- 0. No air bags
- 1. Not deployed
- 2. Deployed – front
- 3. Deployed – side
- 4. Deployed – both front and side
- 5. Unknown

NON-MOTORIST

29. Air Bag Switch Status

Switch status of air bag switch.

0. No ON-OFF switch
1. Switch in ON position
2. Switch in OFF position
3. Unknown if ON-OFF switch present
4. Unknown position in vehicle

30. Trapped Status

Persons who are restrained in the vehicle by damaged vehicle components. This information is important to evaluate vehicle integrity, the impact of the need for means to extricate vehicle occupants and the medical outcome for victims who are entrapped.

1. Yes
2. No
3. Unknown

31. Ejection Status

The location of each occupant's body as being completely or partially thrown from the vehicle as a result of the crash.

1. Not ejected
2. Totally ejected
3. Partially ejected
4. Unknown

32. Injury Status

The most severe injury to a person involved in the crash. This information is necessary for injury outcome analysis and evaluation. This element is also critical in providing linkage between the crash, EMS, and hospital records.

1. **Killed** – Deaths, which occur within 12 months after the crash.
2. **A injury type** (disabling) - Injury obviously serious enough to prevent the person injured from performing his normal activities for at least one day beyond the day of the collision. Massive loss of blood, broken bone, unconsciousness of more than momentary duration are examples.
3. **B injury type** (evident) - Obvious injury, other than killed or disabling, which is evident at the scene. Bruises, swelling, limping, soreness, are examples. Class B injury would not necessarily prevent the person from carrying on his normal activities.
4. **C injury type** (possible) - No visible injury, but person complains of pain, or has been momentarily unconscious.
5. No injury
6. Unknown

Record the names and addresses of all persons involved in the crash, including non-motorists. Shaded areas represent driver and/or non-motorist information, which is already listed above on the DMV-349 in the Unit 1/Unit 2 sections of the report.

Vehicle Towed To/By

Enter the appropriate vehicle number, 1, 2, 3, etc., and where the vehicle was towed, followed by the name of the business responsible for the vehicle towing.

Emergency Medical Services

Two spaces are provided at the bottom of each DMV-349 form to record the name of the Emergency Medical Services (or EMS unit number if available) and the destination (name of treatment facility and city or town) for persons injured in the crash. A letter designation, unique to each person is provided in the first column at the bottom of the DMV-349. This unique identifier must precede both the name of the EMS Unit as well as the destination information for each injured person that is transported. (Example: A - Cumberland County Ambulance, A - Cape Fear Valley Medical Center, Fayetteville).

Please refer to the section Emergency Information for additional detail regarding fields #46 and #47 for Name of EMS Unit and Destination of Injured Person.

TOWED

FRONT OF DMV-349

Reporting & Control Information

Number of Units Involved

No. of Units Involved

Enter the total number of units involved in the crash. A unit is any motor vehicle, pedestrian, pedalcyclist, moped, or other road vehicle, *excluding railway vehicles*, which can be shown on the report as "other" RR train.

For purposes of this manual a motor vehicle is 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. 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:

1. Automobiles (*any type*), bus, motorcycle, motorized bicycle or scooter, motorized fire engine, truck, van, trolley bus not operating upon rails.
2. 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.
3. Special motorized devices such as go-carts, midget racers, invalid chairs, snowmobiles, swamp buggies, or similar devices, while in transport under own power.

A motor vehicle with a trailer is one unit, a dual trailer(s) is one unit and one vehicle towing another using a towbar is one unit. If a rope or chain is used it is two units.

Non-Contact Road Vehicles or Non-Motorists

Non-contact phantom motor vehicles or non-motorists are units that caused the crash but left the scene. They should not be counted in the number of units in the crash, but should be referred to in the narrative.

Non-contact motor vehicles or non-motorists are units that caused the crash and remained at the scene. They should be counted as units with identifying information, and referred to in the narrative. A school bus could be an example of a non-contact vehicle that is related to a crash (refer to data element #68).

Establishing Motor Vehicle Status

The use of the device at the time of the crash is the primary criterion for establishing motor vehicle status. Any determination regarding under own power, or in use on a land way or place, is not difficult. Also, establishing motor vehicle status is not a problem with devices that come within the provisions of motor vehicle registration laws.

Problems arise with devices normally not considered to be motor vehicles, with devices normally not used in transport upon trafficways, and with motor vehicles used in an uncommon manner.

Motor Vehicle Status

The following examples are illustrative of the “use of concept” in determining motor vehicle status of the device or motor vehicle at the time of the crash:

1. A registered motor vehicle is being drawn by a team of horses upon a city street: It is other road vehicle (animal harnessed to a conveyance).
2. A registered motor vehicle is being used to draw a breaking plow engaged in breaking ground on a farm: It is machinery (farm) while engaged in plowing.
3. A registered truck hauling concrete (transit-mix) is engaged in discharging or spreading its load of concrete at a road construction site: It is machinery (road construction) while engaged in discharging or spreading its load of concrete.
4. A motorized highway grader, under its own power, is moving from one work place to another, upon a public way: It is a motor vehicle in transport.
5. A road roller, under its own power, is engaged in compacting road materials on a trafficway under construction: It is machinery (road construction) while engaged in compacting road materials or otherwise moving at the construction site.
6. A farm tractor is engaged in hauling a trailer load of corn on a farm, upon a private place: It is a motor vehicle in transport.
7. A snowmobile is being driven, under its own power, in a state park for recreational purposes: It is a motor vehicle in transport.
8. An army tank is being moved, under its own power, from the firing range to the motor pool, upon a land way of a military post: It is a motor vehicle in transport.
9. A registered truck, with a blade attached for plowing snow, is engaged in plowing snow from a trafficway: It is machinery (road maintenance) while engaged in plowing snow.
10. A riding, motorized lawn mower, under its own power, is being driven from one home to another, upon a city street: It is a motor vehicle in transport.

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.

Form ___ of ___

Indicate which page this form represents from the total number of forms comprising this crash report, such as 1 of 1, 1 of 2, etc. The DMV-349 is designed to capture driver/non-motorist and vehicle information for two units in a crash. If a crash involves more than two units, subsequent DMV-349 forms would be required, depending on the number of units.

The DMV-349 is designed to only record information for a single commercial motor vehicle (CMV) on the form. For instances where two or more CMVs are involved in the same crash, a second DMV-349 must be submitted with the appropriate information for subsequent CMVs.

Supplemental Report

Supplemental Report

If a "Supplemental Report" must be written, check this block.

Supplemental traffic crash reports must be submitted when:

1. The original report was incomplete because of lack of information or an incomplete investigation.
2. A correction on the original report is necessary because of inaccurate information.
3. A person dies of injuries sustained in a traffic crash within one year of the crash.

When completing a supplemental report note that:

It is not necessary to rewrite all information as listed on the original DMV-349 (report).

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.

Non-Reportable

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, this block should be checked. 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.

Date, Time & Control Information

Date A mm/dd/ccyy	County B	Time C (24 Hour Clock)	Local Use/Patrol Area D	Do not write in these spaces E
				Date Received by DMV F

Date

A. Enter the **number** of the month (01 through 12), day of month (01 through 31), and the calendar year (four-digit number) in which the crash occurred.

County

B. Enter the name of the county in which the crash occurred.

Time

C. Enter the time that the crash occurred, using the 24 hour clock. Noon is 1200, midnight is 2400. For crashes occurring exactly at midnight use 2359 hours.

Example: 8 o'clock in the morning will be 0800
8:15 in the evening will be 2015

Local Use/Patrol Area

D. This block is reserved for any local law enforcement use. An optional use for this field for any locals who may choose to record their local crash report number, would be to provide a link between local and state data.

DMV Reserved Spaces

E. Do not write in this space. This space is reserved for the DMV assigned crash case identifier.

F. Do not write in this space. This space is reserved for the date that the crash report is received within DMV.

Location Coding Examples

Urban Intersections

Use the instructions in this section for Urban Crashes which occur at Intersections.

L O C A T I O N	Relation To Road Surface A <input type="checkbox"/> In Crash Occurred <input type="checkbox"/> Near B Municipality	or C Miles <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> D Outside municipality N S E W
	on E Highway Number, or Highway, Street (If ramp or service road, indicate on line) F <input type="checkbox"/> Ramp or Service Road G RR Crossing #	Miles H <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> ft. I <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> N S E W
	at or from J Highway Number, Street Name or Adjacent County or State Line K <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> N S E W toward L Highway Number, Street Name or Adjacent County or State Line	Latitude M <input type="text"/> Longitude <input type="text"/> Altitude <input type="text"/>

DATE & TIME

Urban Intersections

33. Relation to Roadway Surface

A. Enter the code for the "Relation to the Roadway" which indicates the specific location of the first harmful event (at the crash level).

1. **On Roadway** (surface)

Off Roadway

2. Shoulder

3. Median

4. Roadside

5. Outside Trafficway

6. Unknown

A. Check "in" to indicate that the crash occurred inside the corporate limits of a city or town.

B. Enter the incorporated name of the city or town in which the crash occurred.

C. Leave blank since the crash occurred inside a corporate city or town limits.

D. Do not check either block since the crash occurred inside a corporate city or town limits.

E. Enter the class and the route number of one of the streets (with the name of the street in parenthesis) of the intersection. If the street does not have a route number, use the city street name. If ramp or service road, also indicate "ramp" or "service road." Use the highest classification of the roads at the intersection in accordance with the listing below:

I Interstate routes

US US numbered routes

NC NC numbered routes

State State secondary route

Local City street name

PVA Public vehicular area

PP Private road, property or driveway

F. Check if location is on a Ramp or Service Road

G. Leave blank.

H. Enter "0" for distance.

I. Leave blank.

J. Strike out "or from" and enter the class and route number (with street name in parenthesis) of one other street of the intersection.

K. Enter the direction from J to get to L. I & K should be the same direction.

L. Enter the class and route number (with street name in parenthesis) of any nearby street that intersects with the street named in E.

M. If available, enter the geographic location indicated in terms of latitude, longitude, and altitude (elevation).

Example: Urban Intersection

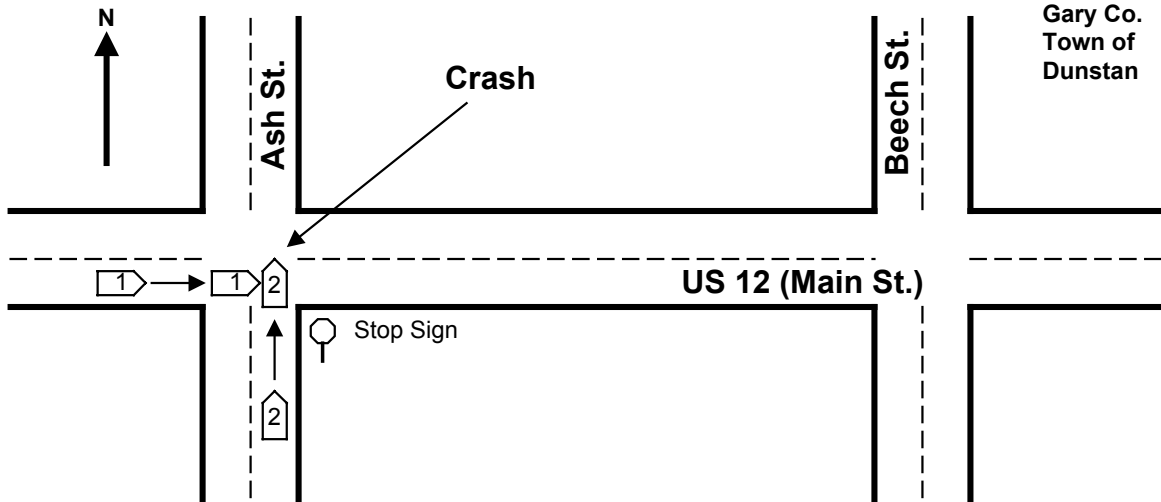


Figure 1

LOCATION	Relation To Road Surface <u>1</u> Crash Occurred <input checked="" type="checkbox"/> In <input type="checkbox"/> Near <u>Dunstan</u> Municipality or _____ Miles <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Outside municipality N S E W
	on <u>U.S. 12 (Main Street)</u> Highway Number, or Highway, Street (If ramp or service road, indicate on line) <input type="checkbox"/> Ramp or Service Road _____ RR Crossing # _____ Miles <u>0</u> ft. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> (0 ft.—Intersection) N S E W
	at from <u>Ash Street</u> Highway Number, Street Name or Adjacent County or State Line <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> toward <u>Beech Street</u> Highway Number, Street Name or Adjacent County or State Line Latitude _____ Longitude _____ Altitude _____

LOCATION

Notes

Urban Non-Intersections

Use these instructions for Urban Non-Intersection crashes.

L O C A T I O N	Relation To Road Surface	A	Crash <input type="checkbox"/> In <input type="checkbox"/> Near <input type="checkbox"/>	B	Municipality	or	C	Miles <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	D	Outside municipality
	on	E	F	Ramp or Service Road <input type="checkbox"/>	G	RR Crossing #	Miles <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	H	ft. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	I
	at or from	J	K	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	L	toward	M	Latitude	Longitude	Altitude
		Highway Number, Street Name or Adjacent County or State Line	N S E W		Highway Number, Street Name or Adjacent County or State Line					

- A. Enter the code for the "Relation to the Roadway" which indicates the specific location of the first harmful event (at the crash level). Check "in" to indicate that the crash occurred inside the corporate limits of a city or town.
- B. Enter the incorporated name of the city or town in which the crash occurred.
- C. Leave blank since the crash occurred inside a corporate city or town limits.
- D. Do not check either block since the crash occurred inside a corporate city or town limits.
- E. Enter the class and the route number of the street (with the name of the street in parenthesis) on which the crash occurred. If the street does not have a route number, use the city street name. If ramp or service road, also indicate "ramp" or "service road." Use the highest classification of the roads in accordance with the listing below:

I	Interstate routes
US	US numbered routes
NC	NC numbered routes
State	State secondary route
Local	City street name
PVA	Public vehicular area
PP	Private road, property or driveway
- F. Check if location is on a Ramp or Service Road
- G. If not a rail-highway grade crossing, leave blank. If crash occurred at or near a rail-highway grade crossing, enter the number posted at the site. This number is composed of six digits and a letter, such as 687 422 T. It may be found strapped to a railroad signal post or part of the gate structure, on the crossbuck sign, or mounted on a separate post. If the number is missing or illegible, write in the name of the railroad company owning or operating the tracks (such as Southern, SCL, etc.) and strike through "#" on the form.
- H. Enter the distance, in feet, from the nearest intersecting street.
- I. Enter the direction from the nearest intersecting street to the scene of the crash. Two blocks may be checked to indicate an intermediate direction, such as, Northeast. City streets may run in intermediate compass directions and should be listed as such.
- J. Strike out "At or" and enter the name of the nearest intersecting street in the direction given, past the scene of the crash. The scene of the crash should be *between* the two streets named in J and L, with the direction from J and L being noted in I.

Urban Non-Intersections

- K. Enter the direction from J to get to L. I & K should be the same direction.
- L. Enter the class and route number (with street name in parenthesis) of any nearby street that borders the street named in E.
- M. If available, enter the geographic location indicated in terms of latitude, longitude, and altitude (elevation).

Example: Urban Non-Intersection

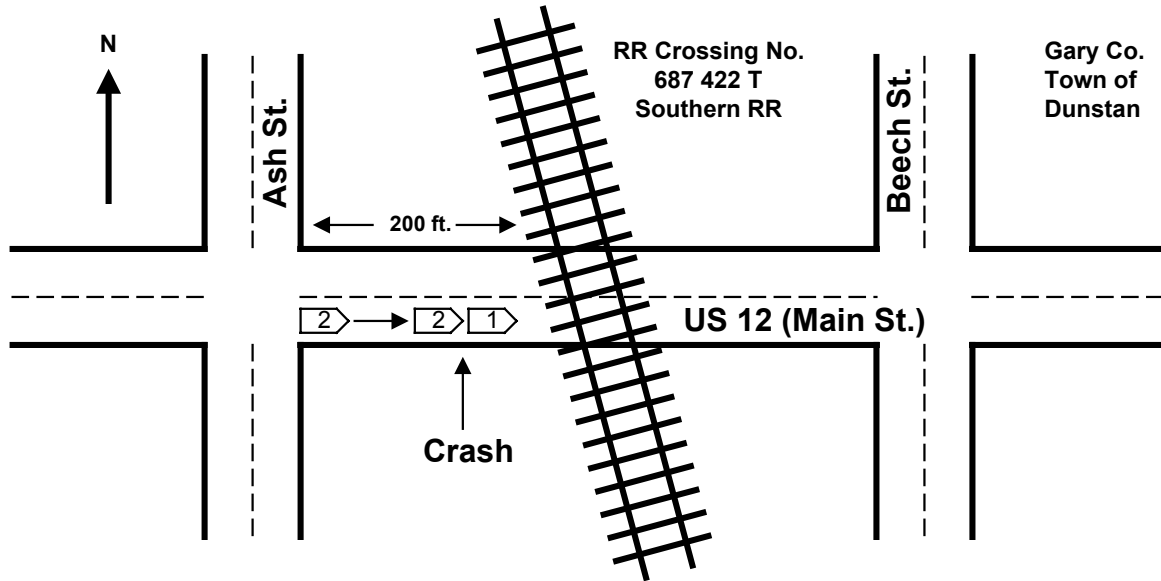


Figure 2

LOCATION

LOCATION	Relation To Road Surface <u>1</u> Crash Occurred <input type="checkbox"/> In <input checked="" type="checkbox"/> Near <u>Dunstan</u> Municipality or _____ Miles <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Outside municipality N S E W
	on <u>U.S. 12 (Main Street)</u> Highway Number, or Highway, Street (If ramp or service road, indicate on line) Ramp or Service Road <input type="checkbox"/> <u>687 422T</u> RR Crossing # Miles <u>200</u> ft. <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> (0 ft.—Intersection) N S E W
	at or from <u>Ash Street</u> Highway Number, Street Name or Adjacent County or State Line <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> toward <u>Beech Street</u> Highway Number, Street Name or Adjacent County or State Line Latitude _____ Longitude _____ Altitude _____

Notes

Rural Intersections

Use these instructions for Rural Intersection crashes.

L O C A T I O N	Relation To Road Surface	A	<input type="checkbox"/> In Crash Occurred	<input type="checkbox"/> Near	B	_____	or _____	C	Miles <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	D	Outside municipality	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	I
					Municipality				N S E W				<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	on	E	_____	<input type="checkbox"/>	F	Ramp or Service Road	G	_____	Miles	H	ft.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	M
		Highway Number, or Highway, Street (If ramp or service road, indicate on line)				RR Crossing #			(0 ft.–Intersection)			Latitude	
at or from	J	_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	K	toward	L	_____					Longitude	
		Highway Number, Street Name or Adjacent County or State Line	N S E W				Highway Number, Street Name or Adjacent County or State Line					Altitude	

- A. Enter the code for the “Relation to the Roadway” which indicates the specific location of the first harmful event (at the crash level). Check “near” since the crash occurred outside a corporate city limits.
- B. Enter the name of the incorporated municipality nearest the scene of the crash.
- C. Enter the road distance measured to the nearest 0.1 mile from the nearest incorporated municipality to the scene of the crash.
- D. Enter the directions from the municipality named in “B” to the scene of the crash.
- E. Enter the class and the route number of one of the roads of the intersection. Use the highest classification of the roads at the intersection in accordance with the listing below:

- | | |
|-----|------------------------------------|
| I | Interstate routes |
| US | US numbered routes |
| NC | NC numbered routes |
| RP | Rural Paved secondary routes |
| RU | Rural Unpaved secondary routes |
| PVA | Public vehicular area |
| PP | Private road, property or driveway |

Exception: T Intersections – Enter the road number and class if the crash occurred at a T intersection (Example: On RP1006, 0 ft. at/from US74 (Business) N toward RU1801). For a single vehicle collision where the motor vehicle runs through the T intersection, enter the road number and class of the roadway the vehicle was travelling on before entering the intersection and running off the roadway straight ahead.

- F. Check if location is on a Ramp or Service Road.
- G. Leave blank.
- H. Enter “0” feet for distance in the “feet” section.
- I. Leave blank
- J. Strike out “or from” and enter the name of one other road of the intersection.
- K. Enter the direction from J to get to L. I & K should be the same direction.
- L. For another reference, enter the name of the nearest road, city, county or state line from the intersection where the crash occurred, in the direction identified in K.
- M. If available, enter the geographic location indicated in terms of latitude, longitude, and altitude (elevation).

Example: Rural Intersection

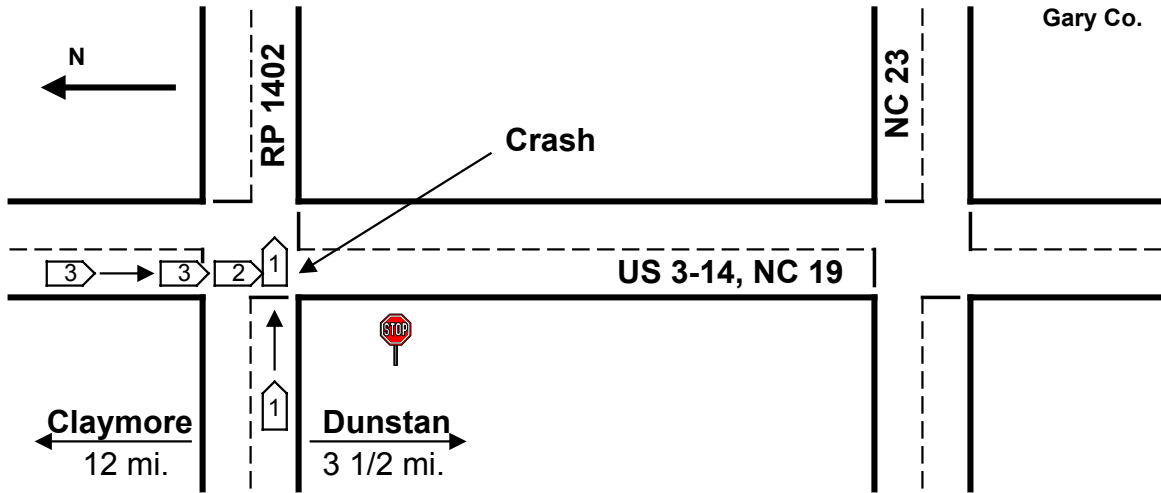


Figure 3

LOCATION	Relation To Road Surface <u>1</u> Crash Occurred	<input type="checkbox"/> In Municipality	<input checked="" type="checkbox"/> Near <u>Dunstan</u> Municipality	or <u>3.50</u> Miles	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Outside municipality	N S E W
	on <u>U.S. 3</u>	<input type="checkbox"/> Ramp or Service Road	RR Crossing # _____	Miles <u>0</u> ft.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	N S E W
	at or from <u>R.P. 1402</u>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	toward <u>NC 23</u>	Latitude _____	Longitude _____	Altitude _____

LOCATION

Notes

Rural Non-Intersections

Use these instructions for Rural Non-Intersection crashes.

L O C A T I O N	Relation To Road Surface	A	<input type="checkbox"/> In Crash Occurred	<input type="checkbox"/> Near	B	_____	or _____	C	Miles <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	D	Outside municipality	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
					Municipality				N S E W			
	on	E	_____	<input type="checkbox"/>	F	Ramp or Service Road	G	_____	Miles	H	ft.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
		Highway Number, or Highway, Street (If ramp or service road, indicate on line)				RR Crossing #			(0 ft.–Intersection)			
at or from	J	_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	K	N S E W	toward	L	_____			M	
		Highway Number, Street Name or Adjacent County or State Line						Highway Number, Street Name or Adjacent County or State Line			Latitude _____ Longitude _____ Altitude _____	

- A. Enter the code for the “Relation to the Roadway” which indicates the specific location of the first harmful event (at the crash level). Check “near” since the crash occurred outside a corporate city limits.
- B. Enter the name of the incorporated municipality nearest the scene of the crash.
- C. Enter the road distance measured to the nearest 0.1 mile from the nearest incorporated municipality to the scene of the crash.
- D. Enter the directions from the municipality named in “B” to the scene of the crash.
- E. Enter the class and the route number of the road on which the crash occurred. If a road has more than one classification or number, use the *highest class with the lowest number*. Example: For US 3, US 14, and NC 19, enter US 3.
- F. Check if location is on a Ramp or Service Road.
- G. If collision occurred at a rail-highway grade crossing, enter number as described in the *Urban Non-Intersection* crash instructions. Otherwise leave blank.
- H. Enter the distance in feet, if less than 500 feet, from the scene of the crash to the nearest intersecting road, county or state line or milepost marker on interstate roads. If the distance from the scene of the crash is more than 500 feet, enter the distance to the nearest one-hundredth mile. The miles and tenths of miles should be read directly from the odometer, and the hundredth should be estimated (0.01 miles is about 53 feet). If the measured distance is 10.0 miles or more, a closer reference point should be used.
- I. Enter the direction from the nearest intersecting road, county or state line to the scene of the crash. Two blocks may be checked to indicate an intermediate direction such as Southeast.
- J. Strike out “At or” and enter the nearest intersecting road name, county or state line or milepost marker on interstate roads identified as a reference in I.
- K. Enter the direction from J to get to L. I & K should be the same direction.
- L. For a second reference, enter the name of the road, city, county or state which would be encountered by going from the reference named in J in the direction checked in I, past the scene of the crash (The scene of the crash should be between the entries named in J and L).
- M. If available, enter the geographic location indicated in terms of latitude, longitude, and altitude (elevation).

Example: Rural Non-Intersection

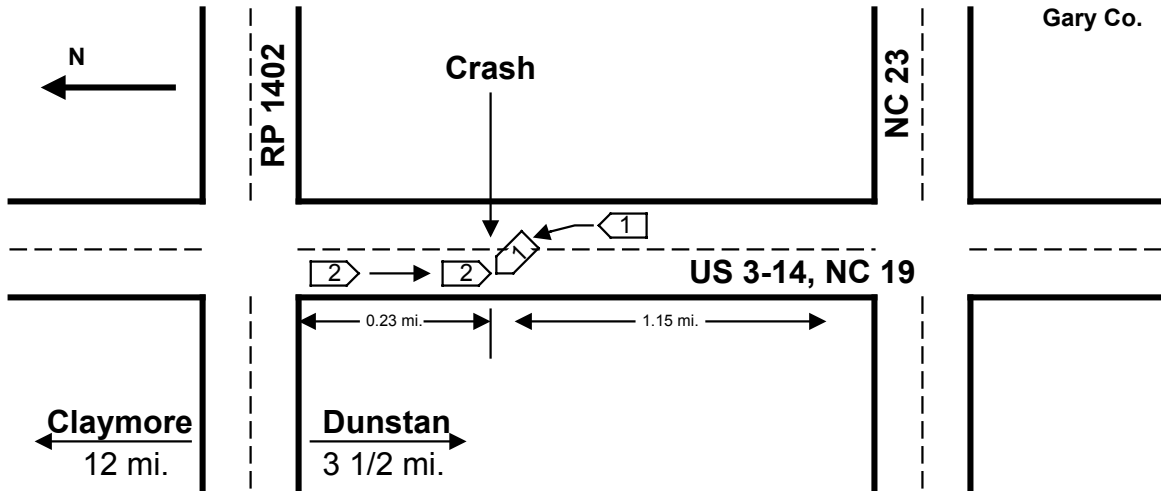


Figure 4

LOCATION	Relation To Road Surface	1	Crash Occurred	<input type="checkbox"/> In	<input checked="" type="checkbox"/> Near	Dunstan	Municipality	or	3.30	Miles	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Outside municipality	N S E W
	on	U.S. 3		<input type="checkbox"/>	Ramp or Service Road				0.23	Miles	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	ft.	N S E W
	at or from	R.P. 1402		<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	toward	NC 23						Latitude	
												Longitude	
												Altitude	

LOCATION

Notes

Special Crash Locations

Non-Intersection Near Interchange

L O C A T I O N	Relation To Road Surface _____	A Crash Occurred <input type="checkbox"/> In <input type="checkbox"/> Near	_____	B Municipality	or _____	C Miles _____	D Outside municipality <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> N S E W
	on _____	E Highway Number, or Highway, Street (If ramp or service road, indicate on line)	<input type="checkbox"/>	F Ramp or Service Road	G RR Crossing # _____	_____	H Miles _____ ft. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> N S E W
	at or from _____	J Highway Number, Street Name or Adjacent County or State Line	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	K N S E W	toward _____	L Highway Number, Street Name or Adjacent County or State Line	M Latitude _____ Longitude _____ Altitude _____

Except as noted, follow general instructions as given in the sections on urban or rural crash locations.

- (1) Reference for crashes occurring on interstate roads may be milepost marker without reference to any other road, county or state line.
Example: Mile 143
- (2) Non-Intersection Crashes Near Interchange

H, J. Do not use any ramp or service road terminal or intersection as the reference in J. If J is a divided highway, the distance in H should be to the center of the median on the crossing road J.

Example: Non-Intersection Near Interchange

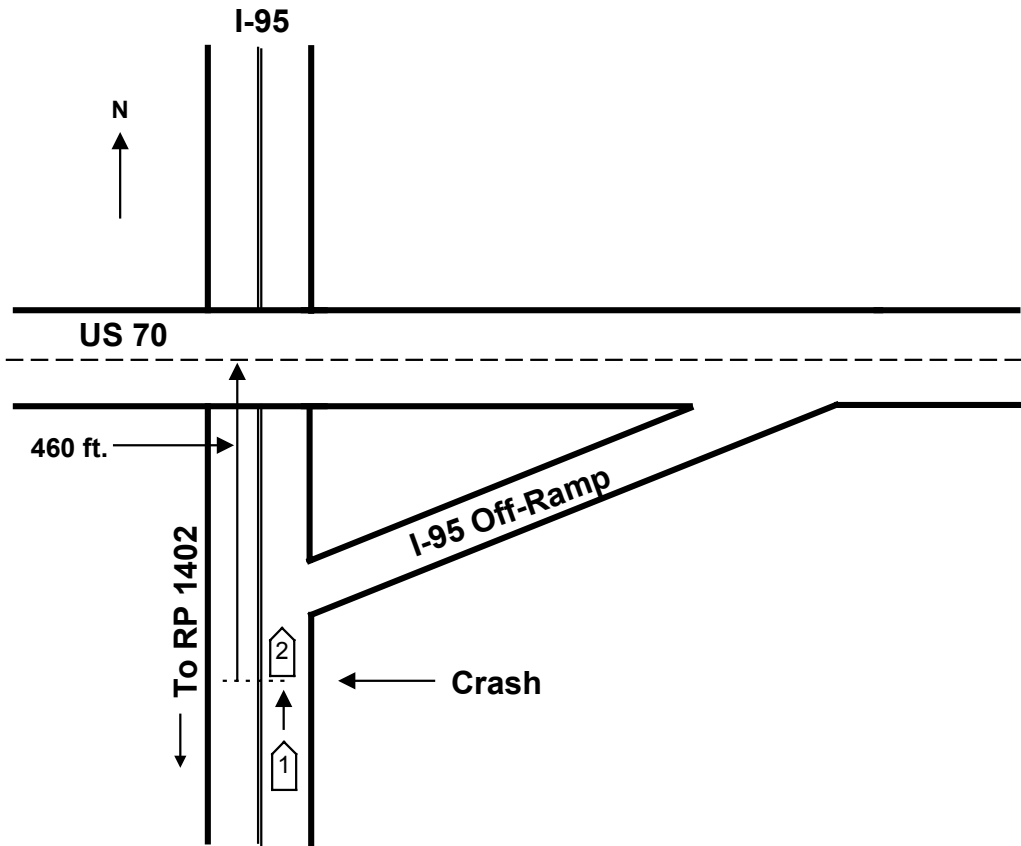


Figure 5

LOCATION

LOCATION	Relation To Road Surface	<u>1</u> Crash Occurred	<input type="checkbox"/> In	<input checked="" type="checkbox"/> Near	<u>Dunstan</u>	Municipality	or	<u>2.10</u> Miles	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Outside municipality	N S E W
	on	<u>I-95</u>	<input type="checkbox"/>					Miles	<u>460</u>	ft.	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		Highway Number, or Highway, Street (If ramp or service road, indicate on line)		Ramp or Service Road	RR Crossing #					(0 ft.—Intersection)	N S E W
	at or from	<u>U.S. 70</u>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	toward	<u>R.P. 1402</u>					Latitude	Longitude
	Highway Number, Street Name or Adjacent County or State Line		N S E W		Highway Number, Street Name or Adjacent County or State Line						

Notes

Interchange Ramps

Crashes on Interchange Ramps

LOCATION	Relation To Road Surface	A <input type="checkbox"/> In Crash Occurred <input type="checkbox"/> Near	B _____	or	C _____	Miles	D <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Outside municipality
			Municipality				N S E W	
	on	E _____	F <input type="checkbox"/> Ramp or Service Road	G _____	Miles	H _____	ft.	I <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		Highway Number, or Highway, Street (If ramp or service road, indicate on line)	Service Road	RR Crossing #		(0 ft.—Intersection)		
at or from	J _____	K <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	toward	L _____				M _____
		Highway Number, Street Name or Adjacent County or State Line	N S E W	Highway Number, Street Name or Adjacent County or State Line				Latitude Longitude Altitude

E. If the connection is from a minor roadway to a major roadway, enter the number/name of the major road, followed by the word “on-ramp.”

F. Check if location is on a Ramp or Service Road.

H, I. Enter the distance in feet from the scene of the crash to the road (I) that the ramp serves. If the distance is more than 500 feet, enter the distance to the nearest one-hundredth mile. Distances should be measured to the center of the other road given.

Example: Interchange Ramp

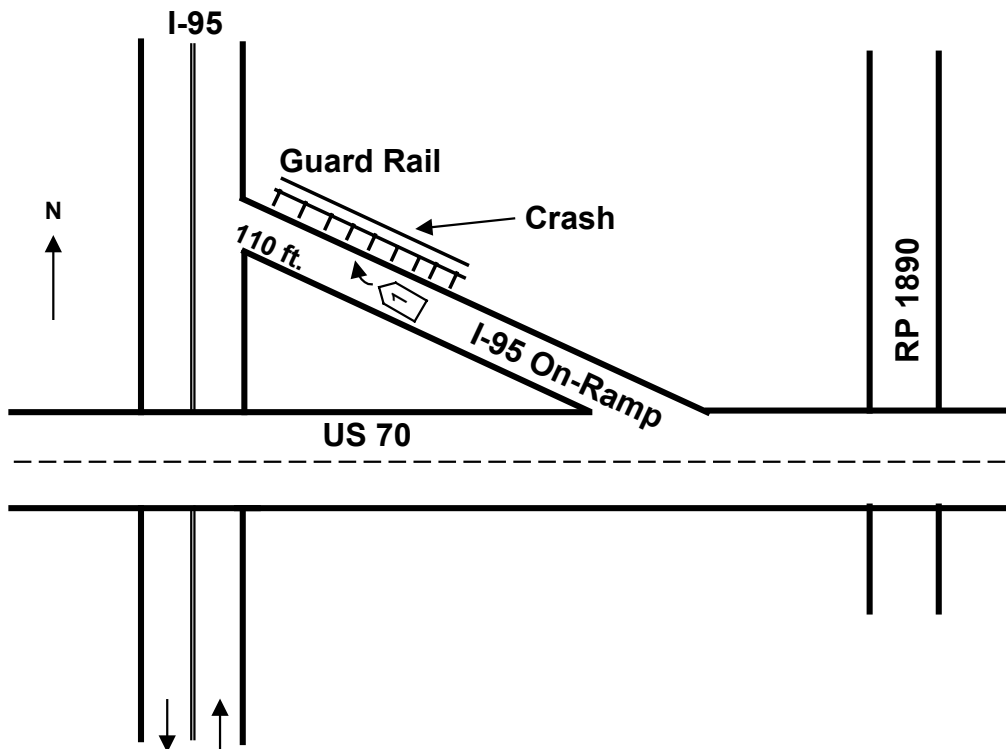


Figure 6

Interchange Ramps

LOCATION	Relation To Road Surface <u>2</u> Crash Occurred <input type="checkbox"/> In <input checked="" type="checkbox"/> Near <u>Dunstan</u> Municipality or <u>2.10</u> Miles <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Outside municipality N S E W
	on <u>I-95 On-Ramp</u> Ramp or Service Road <input checked="" type="checkbox"/> RR Crossing # _____ Miles <u>110</u> ft. <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> (0 ft.—Intersection) N S E W
	at or from <u>I-95</u> Highway Number, Street Name or Adjacent County or State Line <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> toward <u>R.P. 1890</u> Highway Number, Street Name or Adjacent County or State Line Latitude _____ Longitude _____ Altitude _____

Notes

LOCATION

Service Roads

LOCATION	Relation To Road Surface	A	Crash Occurred	<input type="checkbox"/> In <input type="checkbox"/> Near	B	Municipality	or	C	Miles	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Outside municipality	D	N S E W
	on	E	Highway Number, or Highway, Street (If ramp or service road, indicate on line)	<input type="checkbox"/> Ramp or Service Road	F	RR Crossing #		G	Miles	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	ft.	H	N S E W
	at or from	J	Highway Number, Street Name or Adjacent County or State Line	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	K	N S E W	toward	L	Highway Number, Street Name or Adjacent County or State Line		Latitude	M	Longitude
											Altitude		

E. Enter the class and number of the service road. If the service road is not numbered, enter the class and number of the road it parallels, add the word "service road", and indicate that the road is unnumbered.
 Example: I-95 Service Road (Unnumbered)

Example: Service Road

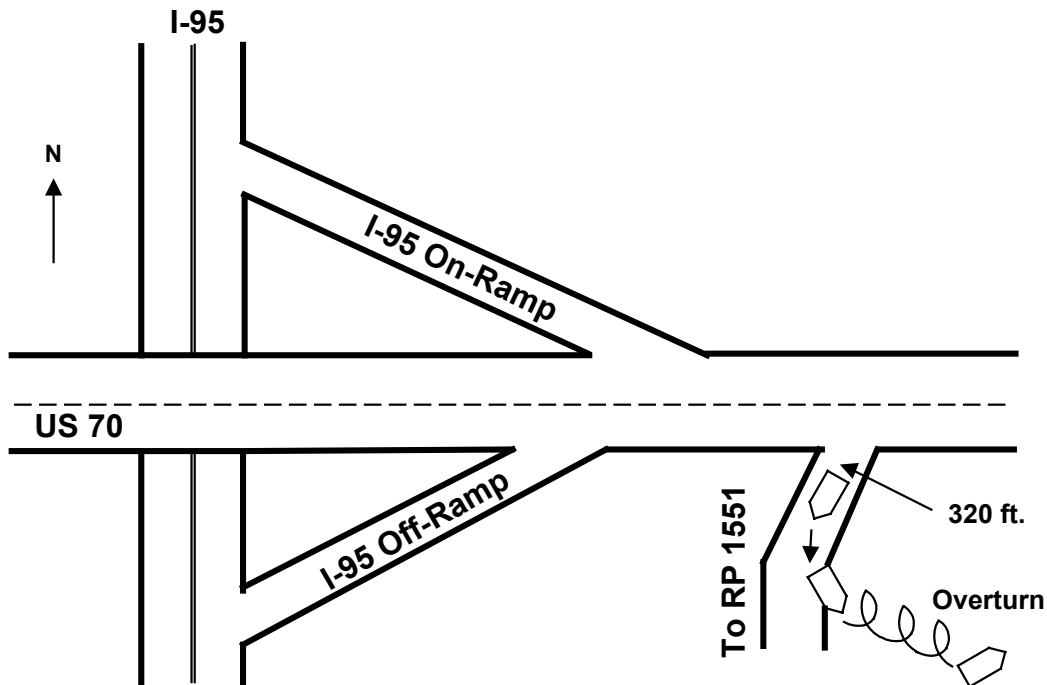


Figure 7

LOCATION	Relation To Road Surface	4	Crash Occurred	<input checked="" type="checkbox"/> In <input type="checkbox"/> Near	Dunstan	Municipality	or	2.40	Miles	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Outside municipality	D	N S E W
	on	I-95	Service Road (Unnumbered)	<input checked="" type="checkbox"/> Ramp or Service Road	X	RR Crossing #		320	Miles	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	ft.	H	N S E W
	at or from	U.S. 70	Highway Number, Street Name or Adjacent County or State Line	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	X	N S E W	toward	R.P. 1551	Highway Number, Street Name or Adjacent County or State Line		Latitude		Longitude
											Altitude		

Private Property

LOCATION	Relation To Road Surface	A	Crash Occurred	<input type="checkbox"/> In	<input type="checkbox"/> Near	B	Municipality	or	C	Miles	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	D	Outside municipality
	on	E	Highway Number, or Highway, Street (If ramp or service road, indicate on line)	<input type="checkbox"/> Ramp or Service Road	F	RR Crossing #	G	Miles	H	ft.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	I	
	at or from	J	Highway Number, Street Name or Adjacent County or State Line	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	K	toward	L	Highway Number, Street Name or Adjacent County or State Line	Latitude	M	Longitude	Altitude	

Enter "Non-Traffic" in either the local use or patrol area boxes.
 E. Enter P.P. and place in parenthesis a brief description or name of the private drive, or other private area.
 F, G. If applicable.
 H., I, J. Enter the distance in feet if less than 500 feet or in miles and tenths of miles to the road or street (L) located nearest the crash.
 K., L. Leave blank unless private drive or road leads to another numbered road or street.

Example: Private Property

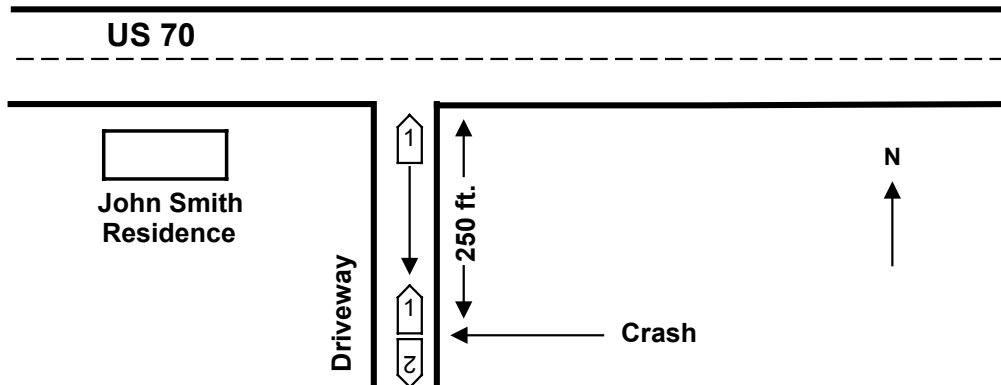


Figure 8

LOCATION	Relation To Road Surface	5	Crash Occurred	<input checked="" type="checkbox"/> In	<input type="checkbox"/> Near	Dunstan	Municipality	or	1.20	Miles	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	D	Outside municipality
	on	P.P. (residence)	John Smith (residence)	<input type="checkbox"/> Ramp or Service Road			F	RR Crossing #		Miles	250	ft.	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	at or from	U.S. 70	Highway Number, Street Name or Adjacent County or State Line	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	K	toward	-	Highway Number, Street Name or Adjacent County or State Line	Latitude		Longitude	Altitude	

LOCATION

Public Vehicular Areas

LOCATION	Relation To Road Surface	A	Crash Occurred	<input type="checkbox"/> In	<input type="checkbox"/> Near	B	Municipality	or	C	Miles	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Outside municipality	D	N S E W
	on	E	Highway Number, or Highway, Street (If ramp or service road, indicate on line)	<input type="checkbox"/>	F	Ramp or Service Road	G	RR Crossing #	Miles	H	ft.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	I	N S E W
	at or from	J	Highway Number, Street Name or Adjacent County or State Line	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	K	N S E W	toward	L	Highway Number, Street Name or Adjacent County or State Line	Latitude	M	Longitude	Altitude	

E. Enter P.V.A. and place in parenthesis a brief description of where the crash occurred, name of shopping center, business, etc.
 F., G. If applicable.
 H., I., J. Enter the distance in feet if less than 500 feet or in miles and tenths of miles to the road or street (L) located nearest the crash.
 K., L. Leave blank unless public drive or road leads to another numbered road or street.

Example: Public Vehicular Area

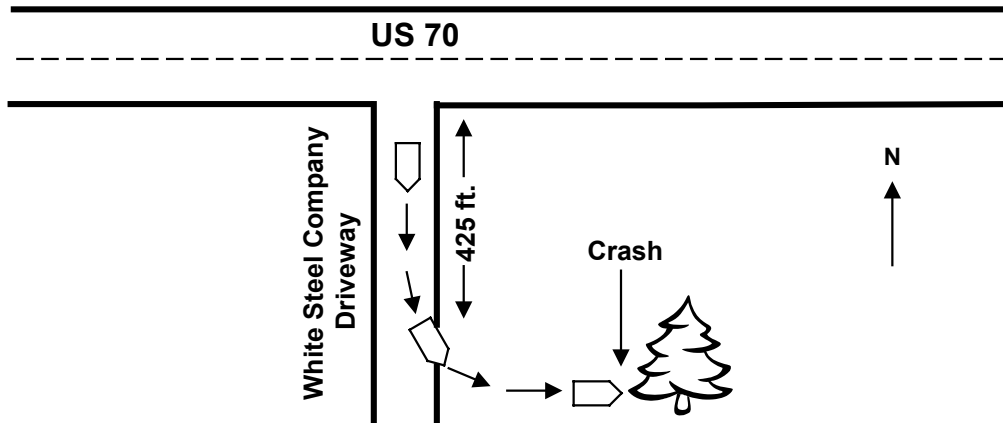


Figure 9

LOCATION	Relation To Road Surface	5	Crash Occurred	<input type="checkbox"/> In	<input checked="" type="checkbox"/> Near	Dunstan	Municipality	or	1.20	Miles	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Outside municipality		N S E W
	on	P.V.A. (Company Drive)	White Steel	<input type="checkbox"/>					Miles	425	ft.	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		N S E W
	at or from	U.S. 70		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				toward	-	Latitude		Longitude		Altitude

Notes

-
- I. Enter the state in which the driver's license was issued.

Date of Birth

- J. Enter the driver's date of birth. Enter the number of the month (01 through 12), day of month (01 through 31), and the calendar year (four digit number).

34. Vision Obstruction

- K. Description of what prevented the driver or non-motorist from seeing whether or not such movement(s) could be made in a safe manner.
 0. None
 1. Vehicle window(s) obscured
 2. Trees, crops, brush, etc.
 3. Building(s)
 4. Embankment
 5. Sign(s)
 6. Hillcrest
 7. Parked vehicle(s)
 8. Vehicle(s) in traffic/moving
 9. Blinded, headlights
 10. Blinded, sunlight
 11. Blinded, other lights
 12. Other* (write in narrative)
 13. Unknown

35. Physical Condition

- L. The condition of the driver and/or non-motorist at the time of the crash.
 1. Apparently normal
 2. Illness
 3. Fatigue
 4. Fell asleep, fainted, loss of consciousness
 5. Impairment due to medications/drugs/alcohol
 6. Medical condition
 7. Other physical impairment
 8. Restriction not complied with
 9. Other* (write in narrative)
 10. Unknown

36. Driver License Restrictions

- M. Restrictions assigned to an individual's driver license by the license examiner. Officer is instructed to indicate the restrictions that are shown on the driver license. For out-of-state drivers, the restriction should be written out. If additional space is needed, write in narrative.

37. Alcohol/Drugs Suspected

- N. Investigating police officer's assessment of whether alcohol or other drugs were used by the vehicle driver or non-motorist.
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
 5. Yes – alcohol and other drugs, impairment suspected
 6. Yes – alcohol and other drugs, no impairment detected
 7. Unknown

38. Alcohol/Drugs Test Status

- O. Whether or not a test was given, including the type, or whether a test was refused.
0. No test
 1. Alcohol test
 2. Test for drugs other than alcohol
 3. Test for alcohol and other drugs
 4. Test refused
 5. Unknown

39. Test Results

- P. Indication of the degree of presence of alcohol or other drugs through testing.
0. No test
 1. No alcohol or other drugs
 2. Alcohol (the actual test results ~ percent BAC is to be written in space #39 on the DMV-349, if the result is known)
 3. Other drugs reported
 4. Contaminated sample/unusable
 5. Pending
 6. Unknown

40. Vehicle Seizure (DWI)

- Q. Check this box if the crash involves alcohol or other drugs in sufficient amount to constitute a DWI and the vehicle is "seized."

Pedestrian, Bicyclist, Moped Operator or Other

- A. Indicate unit number
- B. Check appropriate block
- C. Enter name
- D. Enter current address
- E. Leave blank
- F. Enter phone numbers, including area code, if known
- G. Enter the driver's license number
- H. Leave blank
- I. Enter the state in which the driver's license was issued

- J. Enter date of birth if determined. Otherwise, enter estimate of age enclosed in parentheses. Example (est. 14) for estimated age 14.
- K. Enter the appropriate code from "Vision Obstruction" – data element #34, to decide what, if anything, prevented the driver or non-motorist from seeing that such movement could be made in a safe manner. If "other", write in narrative. If vehicle is driverless, leave blank.
- L. Enter physical condition.
- M. Enter restrictions.
- N. Enter alcohol/drugs suspected.
- O. Enter alcohol/drugs test
- P. Enter test results (if known)
- Q. Leave blank.

Owner Information

Owner _____ A Same as Driver <input type="checkbox"/> Address _____ B Same Address as Driver <input type="checkbox"/> City _____ State _____ Zip _____ Plate# _____ C Plate State _____ D Plate Year _____ E VIN _____ F Vehicle Make _____ G Vehicle Year _____ H 41 Vehicle Style (Type) _____ I 42 Vehicle <input type="checkbox"/> Yes <input type="checkbox"/> No J 43 TAD _____ K 44 Estimated Damage _____ L Insurance Company _____ M Policy# _____ N	Owner _____ Same as Driver <input type="checkbox"/> Address _____ Same Address as Driver <input type="checkbox"/> City _____ State _____ Zip _____ Plate# _____ Plate State _____ Plate Year _____ VIN _____ Vehicle Make _____ Vehicle Year _____ 41 Vehicle Style (Type) _____ 42 Vehicle <input type="checkbox"/> Yes <input type="checkbox"/> No 43 TAD _____ 44 Estimated Damage _____ Insurance Company _____ Policy# _____
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Owner Name

- A. Enter the vehicle owner's name. Use the check block if the owner and driver are the same. Use information from registration laws or other valid document.

Address

- B. Enter the address of the owner, using street or rural road number, city, state and zip code. Use the check block if the address is the same as the driver.

Vehicle Plate number

- C. Enter license place number, 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. If no vehicle plate exists, e.g., military or postal vehicles, refer to vehicle registration document, or other forms of identification.

Plate State and Year

- D. Enter the state in which license plate was issued.
- E. Enter the year that the license plate was valid.

Vehicle Identification Number (VIN)

- F. 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 number and check it in reverse order.

Vehicle Make

- G. Enter the make of the vehicle (Chevrolet, Ford, etc.). Important for use in identifying vehicle make for evaluation, research and crash comparison purposes.

Vehicle Model Year

- H. Enter the model year of the vehicle.

41. Vehicle Style

- I. Enter the vehicle style (type) code.
 1. Passenger car
 2. Pickup
 3. Light truck (mini-van, panel)
 4. Sport utility
 5. Van
 6. Commercial bus
 7. School bus
 8. Activity bus
 9. 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. Pedalcycle
 24. Pedestrian
 25. Motor home/recreational vehicle
 26. Other*
 27. All terrain vehicle (ATV)
 28. Firetruck
 29. EMS Vehicle, Ambulance, Rescue Squad, etc.
 30. Military
 31. Police
 32. Unknown

42. Vehicle Drivable

- J. Indicate (by checking the appropriate block) whether the vehicle was disabled by damage severe enough to prevent driving it. For comparison purposes, this data element could be used as a minimum reporting threshold for "property damage only" crashes.

43. Traffic Damage (TAD)

- K. Enter the areas of vehicle that were damaged in the collision. If more than one code is used to indicate primary damage in more than one area, separate the rating with a slash (/). Cards are available from DMV with these codes.

TAD

FC	Front Concentrated
FD	Front Distributed
FL	Front Left Corner
FR	Front Right Corner
BC	Rear Center
BD	Rear Distributed
BL	Rear Left Corner
BR	Rear Right Corner
LP	Left Side (door)
RP	Right Side (door)
LFQ	Left Side Front Quarter
RFQ	Right Side Front Quarter
LBQ	Left Side Rear Quarter
RBQ	Right Side Rear Quarter
LD	Left Side Distributed
RD	Right Side Distributed
L&T	Left Side & Top (rollover)
R&T	Right Side & Top (rollover)
TOP	Top
UND	Underneath

Rate the Severity of Damage on a Scale of “0” being no damage and “7” being the most severe damage.

Copies of TAD manuals are available to investigating officers by calling Bob Garbett at the North Carolina Justice Academy at (910) 525-4151.

44. Estimated Vehicle Damage

- L. Enter a dollar estimate 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 “totaled” vehicle, enter a dollar estimate of the retail value of the vehicle prior to the crash. Do not enter the word “totaled.” Note that a vehicle being towed by another is part of the towing vehicle and its damage should be included in the “Parts Damaged” and “Amount of Damage” categories.

Insurance Company

- M. Enter the insurance company for the vehicle involved in the collision.

Insurance Policy Number

- N. Enter the policy #.

Commercial Motor Vehicles

20. As indicated on the top cover sheet of the DMV-349 crash report pad, check box #20 on the front of the DMV-349 to indicate a commercial motor vehicle (CMV) is involved in the crash.

Definition of a Commercial Motor Vehicle (CMV)

“**Commercial Motor Vehicle**” is defined as a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:

- (a) Has a gross combination weight rating of **10,001 or more pounds** inclusive of a towed unit; or
- (b) Is designed to transport **16 or more passengers**, including the driver; or
- (c) Is of any size and is used in the **transportation of materials found to be hazardous** for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under the Hazardous Materials Regulations (49 CFR Part 172, Subpart F).

20 COMMERCIAL VEHICLE: Carrier Name, Address, Source		Carrier Identification Numbers, GVWR, Axles	
45 Cargo Body Type <u> C </u> <input type="checkbox"/> Same Address as Owner		D Source:	
A _____	<input type="checkbox"/> Truck	US DOT# <u> E </u> ICC MC# _____	Axles on Vehicle Including Trailers <u> F </u>
B _____	<input type="checkbox"/> Shipping Papers	State <u> </u> State# <u> </u> IFTA# _____	G _____
_____	<input type="checkbox"/> Driver	FEI# <u> H </u> Fleet# <u> </u> Gross Vehicle Weight Rating <u> I </u>	I _____

Reporting Crashes involving CMVs

The reporting of motor vehicle crashes involving CMVs has been incorporated into the DMV-349. All of the data requirements to meet the Office of Motor Carrier, Federal Highway Administration requirements for SAFETYNET, and the seven motor carrier specific data elements recommended by the National Governor’s Association have been addressed.

The DMV-349 is designed to record information for a single CMV involved in a crash. Questions concerning hazardous materials involvement may be found on the reverse side of the DMV-349. All other cargo or commodities should be identified in the narrative. In rare instances where two or more CMVs are involved in the same crash, a second DMV-349 must be submitted with the appropriate information for subsequent CMVs.

Carrier Name, Address, Identification Numbers

- A. Enter the name of the motor carrier company from the first available source (vehicle side, shipping papers, or driver) and check the appropriate box in D.
- B. Enter the address of the owner, using street or rural road number, city, state and zip code. If the address is the same as the Owner, check the box above.

45. Cargo Body Type

- C. Enter the cargo body type code.
1. Bus (seats for 16 or more, including driver)
 2. Bus (seats for less than 16, including driver)
 3. Van/enclosed box
 4. Grain/chips/gravel truck
 5. Pole truck
 6. Cargo tank
 7. Flatbed
 8. Dump
 9. Concrete mixer
 10. Auto transporter
 11. Garbage/refuse
 12. Log truck
 13. Other* (write in narrative)
- D. Enter the source of the carrier name/address information. Choices include the vehicle side, shipping papers, or driver.
- E. Enter the US DOT and ICC Motor Carrier numbers of the carrier. Each number has six (6) digits. Then enter the abbreviation (Ex. NC) of the base state (the state in which the carrier is registered) in the space provided. The base state is listed on the IFTA (International Fuel Tax Agreement) Decal. If there is an intra-state ID number enter it in the space provided.
- F. Enter the total number of axles on the truck or bus. Include the axles on truck semi-trailers and trailers.
- G. Enter the IFTA (International Fuel Tax Agreement) Decal Number contained on the vehicle registration or "cab card." The IFTA number has either 7 or 8 characters/digits.
- H. Enter the FEI# (Federal Employee Identification Number) and the Fleet Number, which are also contained on the vehicle registration or "cab card."
- I. Enter the manufacturer's GVWR.

Quick Reference for Obtaining CMV Information

This information is provided as a quick reference to aid law enforcement in correctly identifying the carrier identification numbers for purposes of reporting crashes or inspections. When a commercial motor vehicle crash report and/or inspection report is filled out, the correct motor carrier will receive credit (good and bad) for the crash and/or inspection.

The Federal Highway Administration and States use the crash and/or inspection reports in determining safety fitness ratings of motor carriers and targeting unsafe motor carriers for in-depth investigations. To avoid improperly identifying the name and address of a motor carrier, the officer should rely on more than a single document or item when identifying the motor carrier. The officer should review as many of the following items as possible to determine the name and address of the motor carrier.

Side of the Vehicle – The correct name, address and US DOT#/ICC# of the motor carrier may or may not be marked on the side of the vehicle. If the marking on the side of the vehicle matches the name on the other items, the correct motor carrier is probably identified.

The US DOT# is required if the vehicle is an interstate private carrier. The ICC MC# is required if the vehicle is an interstate for hire carrier. The State Exemption Numbers, also contained on the side of the vehicle, are required for intrastate passenger carriers and/or carriers of household goods.

Driver Interview – The officer should ask questions, such as

1. Is the vehicle leased or rented?
2. Who is the motor carrier that is responsible for this load?
3. Who is directing and controlling the movement of this vehicle?
4. Where is the motor carrier’s principal place of business?

Lease Agreement – This document is excellent for identifying the name of the lessee.

Driver’s Log – When logs are required, they will contain the name of the motor carrier and the city and state where the motor carrier’s principal place of business is located.

Shipping Papers (Bill of Lading) – Generally this document will provide the officer with the name of the motor carrier who is responsible for the load. The shipping papers are the written transportation contract between the shipper and the carrier. They identify the freight, who is to receive it, and the place of delivery and give the terms of the agreement.

Vehicle Registration – These documents are good for identifying the owner and/or registrant who may or may not be the responsible motor carrier. Even when the registration identifies the responsible motor carrier, it may or may not show the address of the motor carrier’s principal place of business because carriers with terminals in multiple states generally register their vehicles in the state of domicile. Therefore, the address may be a terminal address.

The vehicle registration or “Cab Card” also contains the IFTA# (International Fuel Tax Agreement Number) and the Fuel Tax Account #, which is comprised of the State, FEI# (Federal Employee Identification Number) and Fleet Number.

Emergency Medical Services

46 Name of EMS _____ <div style="text-align: right; margin-right: 100px;">46</div>	Name of EMS _____
47 Injured Taken By EMS to _____ <div style="text-align: right; margin-right: 100px;">47</div>	Injured Taken By EMS to _____
(Treatment Facility and City or Town)	(Treatment Facility and City or Town)

46. Name of EMS

Record the name of the EMS (or EMS unit number if available) that responded to the crash. A letter designation, unique to each injured person is provided in the first column of the Occupant and Non-Motorist Information Section at the bottom of the DMV-349. This unique identifier must precede the name of the EMS for each injured person that is transported. (Example: A - Cumberland County Ambulance).

EMERGENCY

47. Destination of Injured Person

Record the destination of each injured that is transported from the scene of the crash. The destination should be preceded by the unique letter designation from column 1 for the person involved, if they were taken to a hospital, clinic, doctor's office, or other place of emergency medical aid. Include both the name of the treatment facility and city or town. This is important in tracing the victim from the scene of the crash through the health care system (Example: A - N.C. Memorial, Chapel Hill; B - Duke Hospital, Durham, etc.).

BACK OF DMV-349 (TOP)

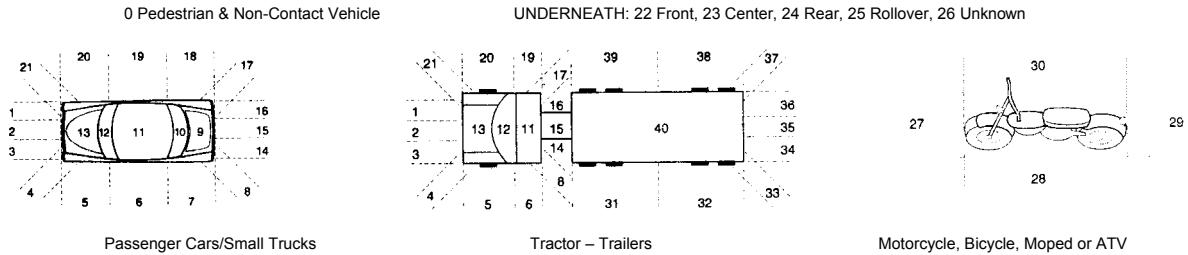
Crash Sequence Information

48. Points of Initial Contact

48 POINTS OF INITIAL CONTACT

Unit# _____

Unit# _____



Record number corresponding to the points of initial contact of Unit 1 and Unit 2 if applicable with another vehicle, person or object. If contact overlaps areas, more than one number should be recorded. For back distributed impact on an automobile, record "14, 15, 16." Points of initial contact consists of parts which the vehicle first contacts, not secondary.

- 0 Pedestrians
- 0 Non-Contact Vehicle
- 1-26 Vehicle (Passenger Cars/Small Trucks)
- 1-40 Vehicle (Tractor-Trailers)
- 27-30 Motorcycles, Bicycles, and Mopeds

If the vehicle *rolled over* and it is impossible to determine initial impact point, enter 25.

If there is no contact (fell from moving vehicle, for example), the entry should be zero "0."

This data element is important for use in evaluating injury severity in relation to vehicle impact and crash severity.

Crash Sequence Unit Level

CRASH SEQUENCE (UNIT LEVEL)	Unit ____	Unit ____
49 Vehicle Maneuver/Action		
50 Non-Motorist Action		
51 Non-Motorist Location Prior to Impact		
52 Crash Sequence – First Event for This Unit		
53 Crash Sequence – Second Event for This Unit		
54 Crash Sequence – Third Event for This Unit		
55 Crash Sequence – Fourth Event for This Unit		
56 Most harmful Event for This Unit		
57 Distance to Object Struck (ft.)		
58 Vehicle Underride/Override		
59 Vehicle Defects		

SEQUENCE

49. Vehicle Maneuver/Action

For each vehicle, enter the code number, for the item that best describes the actions of the driver, in the investigating officer's opinion, *just prior* to the crash. This is important for evaluation purposes, particularly when combined with Direction of Travel.

1. Stopped in travel lane (driver still in vehicle)
2. Parked out of travel lanes
3. Parked in travel lanes
4. Going straight ahead
5. Changing lanes or merging
6. Passing
7. Making right turn
8. Making left turn
9. Making U turn
10. Backing (takes priority over other maneuvers)
11. Slowing or stopping
12. Starting in roadway (mostly from driveways, public or private)
13. Parking
14. Leaving parked position
15. Avoiding object in road
16. Other* (write in narrative)

50. Non-Motorist Action

For each non-motorist, enter the code number, for the item that best describes the actions of the non-motorist, in the investigating officer's opinion, *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* (write in narrative)

51. Non-Motorist Location Prior to Impact

For non-motorist, enter the code number, for the item that best describes the location of the non-motorist, in the investigating officer's opinion, *just prior* to the crash.

1. Marked crosswalk at intersection
2. At intersection but no crosswalk
3. Non-intersection crosswalk
4. Driveway access crosswalk
5. In roadway
6. Not in roadway
7. Median (but not on shoulder)
8. Island
9. 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

Sequence of Events (Vehicle Level)

At the vehicle level, the sequence of events is a list of things that occurred to each particular vehicle involved in a crash. The first harmful event is the first injury or damage producing event, while the most harmful event is the event, which caused the most severe injury or greatest amount of property damage to each vehicle.

To aid in recording this important information, similar code values have been maintained for recording crash type information at both the crash level and the vehicle level. The only difference between the two levels is that categories have been expanded at the vehicle level for “non-collision” and “fixed object” crash types, to present a greater number of categories for describing sequence of events for each involved vehicle.

For sequence of events, up to four (4) harmful events may be recorded for each vehicle involved in the crash. If a vehicle experienced only one harmful event in the crash, events 2-4 would be marked with a dash (-), not applicable. The most harmful event may or may not be one of the four events.

It is important that these separate data elements are captured at both the vehicle and crash levels. These distinctions are important in classifying and comparing different types of crashes, and in comparing the events which produced specific damage or injury involving a particular vehicle.

52. First Harmful Event - Vehicle Level

Record 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, the *First Harmful Event* is coded as “Ran off road, right.” Use the Crash Type codes defined below.

0. Unknown

Non-Collision

1. **Ran off Road Right** - vehicle runs off right side of the roadway
2. **Ran off Road Left** - vehicle runs off left side of the roadway
3. **Ran off Road Straight Ahead** - vehicle runs through “Y” or “T” intersection.
4. **Jackknife**
5. **Overturn/Rollover** - is any crash in which a motor vehicle in transport overturns for any reason without antecedent collision.
6. **Crossed Centerline/Median**
7. **Downhill runaway**
8. **Cargo/Equipment Loss or Shift**
9. **Fire/Explosion**
10. **Immersion**
11. **Equipment Failure** (tires, brakes, etc.)
12. **Separation of Units**

-
13. **Other Non-Collision** - Injury or damage involving only the motor vehicle that is of a non-collision nature.

Includes: Accidental carbon monoxide poisoning by a motor vehicle in transport.
Breakage of any part of the motor vehicle, resulting in injury or further damage.
Explosion of any part of the motor vehicle. Fire starting in the motor vehicle. Falling or jumping from the motor vehicle. Occupant hit by an object in, or thrown against the motor vehicle. Injury or damage from a moving part of the motor vehicle. Object falling from, or in the motor vehicle. Striking a hole or bump in the roadway, etc.

Excludes: Carbon monoxide poisoning in a motor vehicle not in transport.
Injury or damage resulting from a fight between occupants, cigarette burns, discharge of a firearm in the motor vehicle, working on a motor vehicle not in transport, etc.

Collision of Motor Vehicle With

14. **Pedestrian** - is any collision involving a motor vehicle in transport and a pedestrian.

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 a pedestrian conveyance.

Person in the process of jumping or falling from a motor vehicle in transport.

15. **Pedalcyclist** - includes devices known as bicycles, pedalcycles, unicycles and sidecars or trailers attached to these devices. *All of which are moved by human power* in a collision involving a motor vehicle in transport.

Includes: Includes any of the following devices in transport:

Bicycle

Tricycle

Unicycle

Trailers or sidecars attached to any of the above devices.

Excludes: Pedalcycle towed by motor vehicle, including:

Hitching

Unoccupied pedalcycle

General: A pedalcyclist is any person riding upon a pedalcycle or in a sidecar attached to the pedalcycle.

A stopped pedalcycle is considered to be in transport if in readiness for transport, such as stopped at a stop sign, traffic light, or waiting in traffic for any reason, if attended, and the pedalcyclist need not be occupying the riding saddle, but not pushing the pedalcycle.

A coasting pedalcycle with rider is in transport.

If the motor vehicle and pedalcycle are in transport, which one does the actual striking is immaterial.

16. **Railway Vehicle** (train, engine) - is any collision involving a motor vehicle in transport and a railway train or railway vehicle.

Includes: Railway train, with or without cars.

Motorized railway device.

Railway device, such as cars, set in motion by a railway train or railway vehicle.

Excludes: Devices operated upon railway rails by human power.

Nonmotorized devices not set in motion by a railway train or railway vehicle.

Collisions in which a railway train was involved in a railway transport collision prior to involvement with the motor vehicle, such as derailment, or throwing some part, other road vehicle, animal, or pedestrian against a motor vehicle.

General: Motion of the motor vehicle is immaterial; it can be in motion or stopped in the path of the railway train.

Motion of the railway train is immaterial; it can be stopped in the path of the motor vehicle or in motion.

Whether the motor vehicle or the railway train does the actual striking is immaterial.

17. **Animal** - is any collision involving a motor vehicle in transport and an animal, herded or unattended.

Includes: Domestic and wild animals, flying animals, such as birds and bats.

Excludes: Ridden animals, animal drawing a conveyance.

General: Injury to wild animals, such as birds and rabbits, is excluded if there is no injury to any person or damage to the motor vehicle. Injury to domestic animals is treated as property damage, if there is no injury to any person or damage to the motor vehicle.

18. **Movable Object*** - is any collision involving a motor vehicle in transport and any other object which is movable or moving, but not fixed.

Includes: Animal-drawn vehicle (any type)

Animal carrying a person

Street car

Objects dropped from motor vehicle or other vehicles but not in motion

Objects set in motion by other motor vehicles

Special devices not considered in transport or as fixed objects

Fallen tree or stone

Landslide or avalanche materials, not in motion

Pedalcycle not in transport

Railway devices moved by human power

Nonmotorized devices not set in motion by railway train or railway vehicle

Excludes: Objects set in motion by air craft, watercraft, or railway.

Objects set in motion by cataclysm, lightning, or other natural and environmental factors.

Collision of Two or More Motor Vehicles

20. **Parked Motor Vehicle** - is any crash involving motor vehicle in transport and a motor vehicle not in transport.

Includes: Motor vehicle parked in a place designated for parking, even though the permitted time period may have expired.

Motor vehicle stopped or parked along the roadway where normal usage permits such stopping or parking, including parking adjacent to curbs and parking on trafficway shoulders.

Motor vehicle stopped or parked illegally, but otherwise outside the roadway traffic lanes, such as blocking a driveway, beside a fire hydrant, or in a loading zone.

Motor vehicle parked, disabled, or abandoned in roadway or off roadway.

Load in the process of falling from parked motor vehicle.

Excludes: Motor vehicle stopped or parked in traffic lanes where parking is prohibited, such as double parked, on the side of the street where there is no parking at any time along the length of the street, in tunnels or on bridges where parking is prohibited, or in a parking lane during the hours that it is required to be clear for traffic.

Stopped or parked self-propelled machinery even though such machinery is considered a motor vehicle when in transport.

Load that has fallen from a parked motor vehicle.

21. **Rear End, Slow, or Stop** - rear end collision with one vehicle going at a slower speed, slowing down or stopping in traffic.

22. **Rear End, Turn** - rear end collision with front vehicle turning.

23. **Left Turn, Same Roadway** - collision with both vehicles traveling on same roadway prior to one or both turning left; may occur in passing maneuver or vehicles may be meeting.

24. **Left Turn, Different Roadways** - collision of vehicles traveling on different roadways prior to one or both turning left.

25. **Right Turn, Same Roadway** - collision with both vehicles traveling on the same roadway prior to one or both turning right (Occurs in passing on right at intersections, meeting of one-way road with two-way road, etc.). If one vehicle was turning left while the other was turning right, then code according to the vehicle, which appeared to cause the collision.

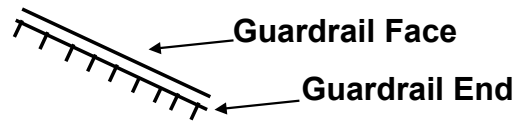
-
26. **Right Turn, Different Roadways** - collision of vehicles traveling on different roadways prior to one or both turning right. If one vehicle was turning left while the other was turning right, then code according to the vehicle, which appeared to cause the collision.
 27. **Head On** - head on collision of motor vehicles moving in opposite directions in which initial contact is on the fronts of both vehicles.
 28. **Sideswipe, Same Direction** - the collision of motor vehicles, traveling in the same direction, in which contact usually results from attempting to pass too closely, skidding, or other side-to-side initial contact. Damage is generally along entire side of vehicle.
 29. **Sideswipe, Opposite Direction** - the collision of motor vehicles, traveling in opposite directions, in which contact usually results from attempting to pass too closely, skidding, or other side-to-side initial contact. Damage is generally along entire side of vehicle.
 30. **Angle Collision** - collision most often resulting in the vehicles hitting at or near right angles, with the front of one vehicle striking the side of the other vehicle. Most often occurs at an intersection when two vehicles are going straight on intersecting roads and neither vehicle is turning.
 31. **Backing Up** – collision in which one vehicle backs into another, generally stopped or parked vehicle
 32. **Other Collision With Vehicle**

Collision with a Fixed Object

(Brief descriptions are provided as a reference to selected fixed object types)

33. **Tree**
34. **Utility Pole** (with or without light)
A pole or post constructed for the primary function of supporting an electric line, telephone line or other electrical-electronic transmission line or cable.
35. **Luminaire Pole** (non-breakaway)
36. **Luminaire Pole** (breakaway)
A pole or post constructed to support a luminaire (complete lighting unit) for lighting a roadway.
37. **Official Highway Sign** (non-breakaway)
38. **Official Highway Sign** (breakaway) – directional signs
A pole, post or structure constructed to support a highway sign intended to guide, regulate or inform highway users.
39. **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).
40. **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.

- 41. **Guardrail End on Shoulder**
- 42. **Guardrail Face on Shoulder**
- 43. **Guardrail End in Median**
- 44. **Guardrail Face in Median**



A guardrail is 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.

- 45. **Shoulder Barrier End** (non-guardrail)
- 46. **Shoulder Barrier Face** (non-guardrail)

A concrete barrier or something other than a guardrail placed on the shoulder.

- 47. **Median Barrier End** (non-guardrail)
- 48. **Median Barrier Face** (non-guardrail)

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.

- 49. **Bridge Rail End**
- 50. **Bridge Rail Face**

A barrier attached to a bridge deck or a bridge parapet (a low wall built along the edge of a bridge deck) to restrain vehicles, pedestrians or other users.

- 51. **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.

- 52. **Pier on Shoulder of Underpass**
- 53. **Pier in Median of Underpass**

A bridge pier is a support for a bridge structure other than at the ends.

- 54. **Abutment (supporting wall) of Underpass**

An abutment is a structure that supports the end of a bridge.

- 55. **Traffic Island Curb or Median**

A traffic Island is the cement or grassy area in the middle of a trafficway.
A curb is a raised edge (typically less than 9 inches) or border to a roadway.

- 56. **Catch Basin or Culvert on Shoulder**
- 57. **Catch Basin or Culvert in Median**

A culvert is an enclosed structure providing free passage of water under a roadway.

- 58. **Ditch**

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

- 59. **Embankment**

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

- 60. **Mailbox**

- 61. **Fence or Fence Post**

62. 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.

63. 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.

64. Other Fixed Object*

CRASH SEQUENCE (UNIT LEVEL)	Unit ____	Unit ____
49 Vehicle Maneuver/Action		
50 Non-Motorist Action		
51 Non-Motorist Location Prior to Impact		
52 Crash Sequence – First Event for This Unit		
53 Crash Sequence – Second Event for This Unit		
54 Crash Sequence – Third Event for This Unit		
55 Crash Sequence – Fourth Event for This Unit		
56 Most harmful Event for This Unit		
57 Distance to Object Struck (ft.)		
58 Vehicle Underride/Override		
59 Vehicle Defects		

53. Second Harmful Event - Vehicle Level

Using the code values from the previous data element, First Harmful Event - Vehicle Level (#52), record the second harmful event for this vehicle in the crash.

54. Third Harmful Event - Vehicle Level

Using the code values from the data element, First Harmful Event - Vehicle Level (#52), record the third harmful event for this vehicle in the crash.

55. Fourth Harmful Event - Vehicle Level

Using the code values from the data element, First Harmful Event - Vehicle Level (#52), record the fourth harmful event for this vehicle in the crash.

56. Most Harmful Event - Vehicle Level

Using the code values from the data element, First Harmful Event - Vehicle Level (#52), record the Most Harmful Event for this vehicle in the crash. If there are no further events after the first harmful event or if later events are less serious, repeat the code given in "52". The Most Harmful Event may or may not be one of the four (4) events (#52-#55).

OTHER EVENTS

57. Distance & Direction from Road to Object Struck

If an object was struck, enter the appropriate code to describe its distance and direction from the edge of the roadway. The edge of the roadway is where the roadway meets the shoulder. If no object struck.

0. None
1. In road
2. Right of road, 0-10 ft.
3. Right of road, 11-30 ft.
4. Right of road, over 30 ft.
5. Left of road, 0-10 ft.
6. Left of road, 11-30 ft.
7. Left of road, over 30 ft.
8. Straight ahead, 0-10 ft.
9. Straight ahead, 11-30 ft.
10. Straight ahead, over 30 ft.

58. 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. Both can occur with a parked vehicle.

1. Underride
2. Override
3. Neither Underride or Override
4. Unknown

59. Vehicle Defects

Enter appropriate code for each vehicle: if "other" describe in narrative. If pedestrian, enter a dash (-).

0. None detected
1. Defective brakes
2. Defective headlights
3. Defective rear lights
4. Defective steering
5. Defective tires
6. Other defects
7. Unknown

Vehicle Information

VEHICLE INFORMATION	Veh# ___	Veh# ___
60 Authorized Speed Limit		
61 Estimate of Original Traveling Speed		
62 Estimate of Speed at Impact		
63 Tire Impressions Before Impact (ft.)		
64 Distance Traveled After Impact (ft.)		
65 Emergency Vehicle Use		
66 Post Crash Fire (if "Yes" check block)		
67 School Bus - Contact Vehicle		
68 School Bus - Noncontact Vehicle		

60. Authorized Speed Limit

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, restricted speed for permitted vehicles, etc. This is important for evaluation purposes in spite of the fact that the speed of the vehicle at the time of the crash may differ significantly from the authorized speed limit. For PVA, list speed limit if posted. If pedestrian, enter a dash (-).

61. Estimate of Original Traveling Speed

Estimated speed in miles per hour for each vehicle involved in the crash. These estimates are to reflect the speed of each vehicle at the moment the driver initially perceived an existing hazard. If pedestrian, enter a dash (-).

62. Estimate of Speed At Impact

Estimated speed in miles per hour for each vehicle involved in the crash. These estimates reflect the speed of each vehicle at the moment of impact. If pedestrian, enter a dash (-).

63. Tire Impressions Before Impact

Length (in feet) of tire impressions (skid marks, tire print yaw) for each vehicle prior to impact. If pedestrian, enter a dash (-).

64. Distance Traveled After Impact

Distance (in feet) each vehicle or pedestrian traveled after impact as a result of the force of the collision.

65. Emergency Vehicle Use

Enter the appropriate code for any vehicles which are on an emergency response. Emergency refers to a vehicle that is traveling with physical emergency signals in use; typically blue/red light blinking, siren sounding, etc.

1. Firetruck
2. EMS Vehicle, Ambulance, Rescue Squad, etc.
3. Military
4. Police

66. Post Crash Fire

Indicate if there was a fire after the crash involving this unit.

If "Yes" check block

67. School Bus - Contact Vehicle

This data element is used to determine "school bus related." The school bus, with or without a pupil on board, is directly involved as a contact vehicle.

If "Yes" check block

68. School Bus - Noncontact Vehicle

This data element is also used to determine "school bus related." The school bus, with or without a pupil on board, is indirectly involved as a noncontact vehicle.

If "Yes" check block

Roadway Information

ROADWAY INFORMATION	
69 Road Feature	
70 Road Character	
71 Road Class	
72 Road Surface Type	
73 Road Configuration	
74 Access Control	
75 Number of Lanes	
76 Traffic Control Type	
77 Traffic Control Operating	

Using the codes which follow, enter the number of each item which best describes the following:

69. Road Feature

If the location of the first harmful event coincides with one of the road features indicated, list the specific road feature. Examples are: Underpass (“road-on” going under an overhead structure), Public Driveway (shopping center, service station, etc.), Non-intersection median crossing (road serving as private drive, a U-turn, etc.)

0. No special feature
1. Bridge
2. Bridge approach
3. Underpass
4. Driveway, public
5. Driveway, private
6. Alley intersection

Intersection of roadways

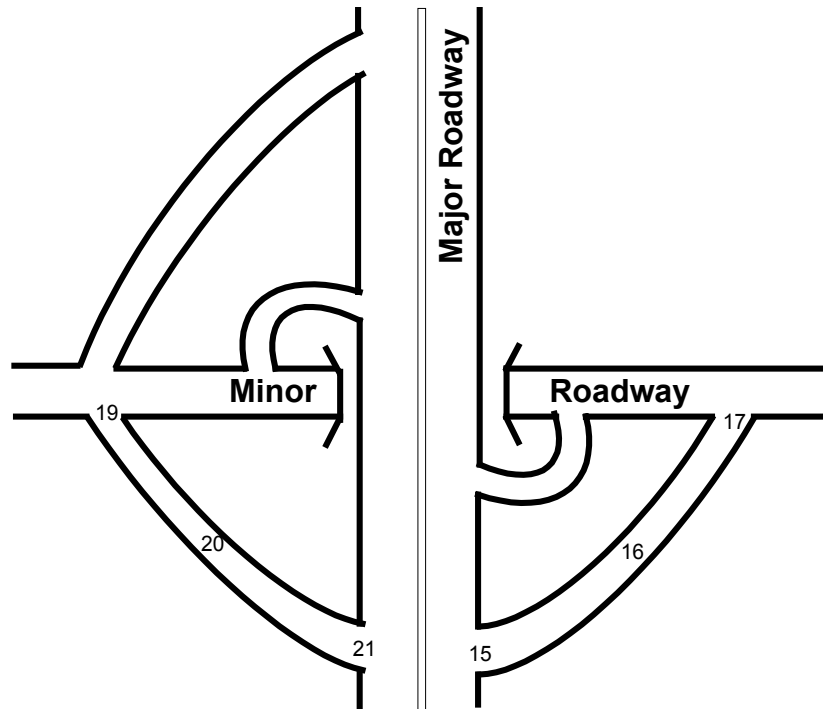
7. Four-way intersection
8. T-intersection
9. Y-intersection
10. Traffic circle/roundabout
11. Five-point, or more
12. Related to intersection

13. Non-intersection median crossing
14. End or beginning of divided highway

ROADWAY

Interchange

An interchange is a system of interconnecting roadways in conjunction with one or more grade separations, providing for the movement of traffic between two or more roadways on different levels. The roadway with the highest class is used as the reference for “on-ramp” and “off-ramp” determination. The following diagram illustrates the various ramp designations.



15. Off-ramp entry
The approach to an exit ramp serving as a connection from a major roadway to a minor roadway
16. Off-ramp proper
The length of the ramp between the off-ramp entry and the off-ramp terminal
17. Off-ramp terminal on crossroad
The intersection of an exit ramp with the destination route
18. Merge lane between on and off ramp
19. On-ramp entry
An entrance ramp serving as a connection from a minor roadway to a major roadway
20. On-ramp proper
The length of the ramp between the on-ramp and the on-ramp terminal
21. On-ramp terminal on crossroad
The roadway area where an on-ramp joins the destination route
22. Railroad crossing
23. Tunnel
24. Shared-use paths or trails
25. Other* (write in narrative)

Road feature information is important for site specific safety studies to identify actual or potential safety problem locations. Bridge approach describes the area within 500 feet of the bridge. Intersection related refers to the influence area, which is caused by the operation of the intersection. The distance to which the influence area extends from the intersection depends on the intersection design, and traffic control as well as the operating characteristics.

70. Road Character

Road character describes the change in horizontal direction of a roadway, determined at the point of curvature. Examples are: Straight, grade (a straight uphill or downhill road), Straight, bottom (sag - opposite of hillcrest). This information is important for determining the relationship between horizontal alignment related crashes to guide future highway design, speed limits, and driver skill training (e.g., motorcycle curve entering speed).

1. Straight, level
2. Straight, hillcrest
3. Straight, grade
4. Straight, bottom (sag)
5. Curve, level
6. Curve, hillcrest
7. Curve, grade
8. Curve, bottom (sag)
9. Other* (write in narrative)

71. Road Classification (I., U.S., etc.)

The character of service or function of streets or highways. Use highest class (use road class for local streets having route designation). This is important for comparing crash rates/safety experience of highways of similar design characteristics so as to identify those highways or highway sections that have abnormal rates/experience for future improvements as well as generalized study of the highways in a region or state. Knowledge of the land use is needed in analyzing crashes as part of a network analysis.

1. Interstate
2. U.S. route
3. N.C. route
4. State secondary route
5. Local street
6. Public vehicular area
7. Private road, property or driveway
8. Other* (write in narrative)

ROADWAY INFORMATION	
69 Road Feature	
70 Road Character	
71 Road Class	
72 Road Surface Type	
73 Road Configuration	
74 Access Control	
75 Number of Lanes	
76 Traffic Control Type	
77 Traffic Control Operating	

72. Road Surface Type

Actual surface type of the roadway in the area in which the crash occurred. Examples are: Grooved concrete (areas where the concrete surface has been sawed, scratched or molded to form grooves intended to improve traction or to make tire noise), Soil (dirt surfaces not identifiable as sand, gravel, or any paved type).

1. Concrete
2. Grooved concrete
3. Smooth asphalt
4. Coarse asphalt
5. Gravel
6. Sand
7. Soil
8. Other* (write in narrative)

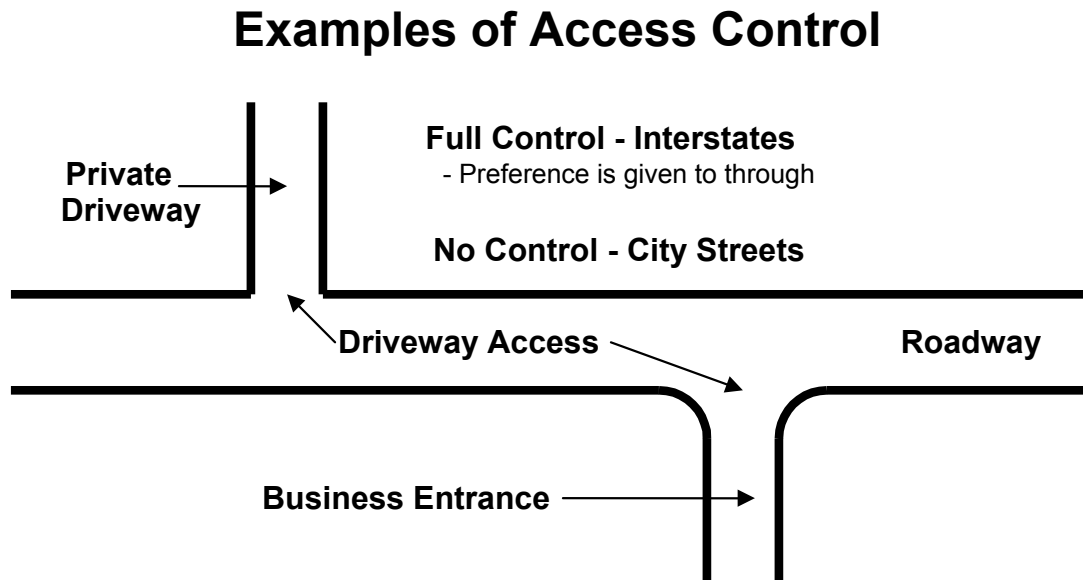
73. Road Configuration

A code indicating whether or not a trafficway is divided and whether it serves one-way or two-way traffic. Note that median must be present for a divided road. This information is useful in classifying crashes as well as identifying the environment of a particular crash, to help guide future trafficway design and traffic control.

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

74. Access Control

The degree of access to a roadway, controlled by public authority. The following diagram illustrates examples of access control.



1. No access control – adjacent property owners are permitted one or more direct driveway connections to the street or highway.
2. Full access control – no at-grade street intersections or driveways are permitted on roads with full access control. Access to the highway is provided through interchanges with selected public roads. Full access control is a feature of all Interstate routes.
3. Partial access control – adjacent property owners are allowed limited public crossroad intersections (at grade) and some carefully and predetermined driveways.

75. Number of Lanes

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

76. Traffic Control Device

The kind of traffic control device (TCD) 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.). It is important that this data element is collected at the scene because the presence of specific devices is better verified at the time of the crash. This data is important for ascertaining the relationship between the use of various TCDs and crashes and identifying the need for upgraded TCDs at specific crash locations.

0. No control present
1. Stop sign
2. Yield sign
3. Stop and go signal

-
4. Flashing signal with stop sign
 5. Flashing signal without stop sign
 6. RR gate and flasher
 7. RR flasher
 8. RR crossbucks only
 9. Human control
 10. Warning sign
 11. School zone signs
 12. Flashing stop and go signal
 13. Double yellow line (no passing zone)
 14. Other* (write in narrative)

77. Traffic Control Operating

Indication of whether device was operating properly at time of the collision.

1. Yes
2. No
3. Unknown

WORKZONE RELATED	
78 Workzone Area	
79 Work Activity	
80 Work Area Marked	
81 Crash Location	

Work Zone Related

This information is important for assessing the impact of various types of on-highway work activity on traffic safety and evaluating Traffic Control Plans used at work zones and to make adjustments to the traffic control plans to enhance safety to workers and traveling public.

78. Workzone Area

Did Crash Occur in or Near:

1. Construction work area
2. Maintenance work area
3. Utility work area
4. Intermittent/moving work-pothole, patching
5. No

79. Work Activity

Indicate if there was work activity at the time of the crash.

1. On going
2. No apparent activity

80. Work Area Marked

Indicate if the work area was marked with warning signs, cones, etc.

1. Yes
2. No

81. Location of Crash

Indicate 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

TRAILER INFORMATION	Unit ____	Unit ____
82 Trailer Type		
1 st Trailer Number of Axles		
Width (inches)		
Length (feet)		
2 nd Trailer Number of Axles		
Width (inches)		
Length (feet)		

Trailer Information

82. Trailer Type

Enter the appropriate code if this vehicle was pulling a trailer.

0. No trailer

Non-Semi Trailers

1. Boat
2. Camper
3. Utility
4. Horse
5. House trailer (mobile home)
6. Towed vehicle
7. Other non-semi trailer

Semi Trailers

8. Tanker
9. Enclosed van
10. Flatbed or platform
11. Other semi-trailer
12. Double trailer

TRAILER

First Trailer – Number of Axles

Enter the number of axles for trailer number 1. If the trailer is a semi-trailer, only the axles under the first trailer are recorded.

First Trailer – Width

Enter the actual width of trailer number 1 (in inches).

First Trailer – Length

Enter the actual length of trailer number 1 (in feet).

Second Trailer – Number of Axles

Enter the number of axles for trailer number 2.

Second Trailer – Width

Enter the actual width of trailer number 1 (in inches).

Second Trailer – Length

Enter the actual length of trailer number 1 (in feet).

83. Overwidth Trailer/Mobile Home

Enter the number of the vehicle pulling overwidth trailers, including overwidth mobile homes, followed by the permit number. Overwidth trailers may be carrying special equipment. Overwidth mobile homes include 12', 14' and 16' width variations.

Commercial Vehicle Hazardous Materials Involvement**Hazardous Materials Placard**

Check yes or no as to a haz mat placard.

Hazardous Materials Placard Numbers

If available, indicate the 4-digit placard number or name from the diamond or box.
If available, indicate the 1-digit number from the bottom of the diamond.

Hazardous Cargo Released

Check yes or no as to whether hazardous cargo was released. This does not include fuel from the fuel tank.

Carrying Hazardous Materials

Check yes or no as to whether this vehicle was carrying hazardous materials or not.

BACK OF DMV-349 (MAIN)

84. Crash Diagram

The crash diagram is an important part of the collision report in that it enables the investigating officer to illustrate the special relationships that existed between the vehicles and environment at the time of the crash. Care should be exercised to see that any roadway or roadside feature that might possibly have been a contributing factor in the crash is shown. For example, if a vehicle is struck while exiting a driveway, give the name of any business located there or the name of the resident at the private driveway.

Diagram Components

A. Draw a diagram of the crash scene, including:

1. Roads and intersecting roads, widths of roads, shoulders and median strips.
2. Direction of travel for each traffic lane.
3. All roadside features pertinent to the crash (parked cars, trees, buildings, traffic signs and signals, etc.)
4. Paths of travel for involved vehicles and pedestrians prior to, at and after the crash.
5. Tire marks and debris, if important in the crash or otherwise needed.
6. 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.).

B. Draw arrow pointing (true) north (*relative to scene*).

Illustrating an Interchange

C. Crashes occurring within an interchange:

When a crash occurs within an interchange (grade separation) area, the investigating officer should add a small line sketch of the interchange shape and show an "X" on it at the point the crash actually occurred. This small sketch should not use more than 25 percent of the total area and should also conform to the north arrow of the main collision sketch. Be sure to identify by name or number, or both, the roads, ramps, and service roads shown.

Vehicle Direction of Movement

Enter the direction each vehicle was headed at the time of the collision. This direction is the "compass" direction. If the direction is between two of the four cardinal points then two blocks can be checked such as NW, SW, etc. The street name or route number is then entered for each vehicle on the form.

85. Crash Narrative

Insert a word description of events occurring prior to, during, and after the crash which are not elsewhere on the form. 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.

An example of a current issue that is of concern to safety officials is the use of cell phones by drivers as they are operating their vehicles.

86. Additional Property Damage

Enter any property other than motor vehicles and their loads that was damaged, identify the property and its owner and enter an estimate of the dollar damage. Damage to signs, buildings, mailboxes, fences, etc., should be entered here. Indicate by checking the appropriate box if damage was done to "state property."

Witnesses

Identify any reliable witness(es) who may be of help in future investigation by recording their name, address and phone number.

Traffic Violations

Enter the names of any persons charged with a traffic violation, and the charges preferred. Citation numbers are optional (for local use).

Officer/Agency

Enter name, officer number, and department number of the officer preparing the report. The date of the report should be the date that the report was completed.

GLOSSARY

Definitions, Interpretations, and Examples Relating To Motor Vehicle and Other Road Vehicle Crashes

Access Control: the condition where the right 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 out of its cover and protruding into the occupant compartment. Bag is fully or partially deflated or inflated.

Alcohol/Drug Suspected: officer suspects drug or alcohol use by person.

Alcohol/Drug Involvement: 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 where two vehicle 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 a human being. 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: at 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.

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

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.

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 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

Cloudy: overcast with clouds (cloud – 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).

Dark - Roadway Not Lighted

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. Notice that 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 or 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

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 darker part of twilight especially at night.

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.

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.

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

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.

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.

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

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, 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.

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

1. In motion; or
2. In readiness for motion; or
3. 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.

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.

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), space is provided on the DMV-349 for capturing this information.

Light Trucks

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.

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 manual, 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:

1. Automobiles (any type), bus, motorcycle, motorized bicycle or scooter, motorized fire engine, truck, van, trolley bus not operating upon rails.
2. 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.

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3. 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

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:

1. A registered motor vehicle is being drawn by a team of horses on a city street; it is considered other road vehicle.
2. 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.
3. A registered truck is engaged in spreading concrete at a road construction site; it is construction machinery.
4. 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.
5. A registered truck, with a blade attached, is engaged in plowing snow from a trafficway; it is considered road maintenance machinery.
6. 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.
7. 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 motorscooters, minibikes, and mopeds.

Non-Contact Motor Vehicles or Non-Motorists: are 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: are 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

Non-Motorist: a non-motorist is any person other than a motorist, including pedestrians, pedalcyclists, 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.

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 (pedalcycle)

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.

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.

Pedalcycle

Pedalcycle: 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, guard rails, 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:

- a. 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
- b. 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.

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- c. 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.

Railway Grade Crossing

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.

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

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.

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

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:

1. Aircraft
2. Watercraft
3. Motor vehicle
4. Railway train
5. 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).

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.

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 of a vehicle distinguished by characteristics such as number of doors, seats, windows, roof line, hard top or convertible.

Vehicle License Plate Number

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.

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.