

REPORT OF THE VIRGINIA TRAFFIC RECORDS FEASIBILITY STUDY TEAM
TO THE STATE TRAFFIC RECORDS COMMITTEE

by

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PREFACE

The Virginia Traffic Records Project was initiated by the Highway Safety Division of Virginia to study and analyze traffic records operations in the Commonwealth, and has as its long-range goal the design and implementation of an improved Traffic Records System. The federal Highway Safety Program Standard on Traffic Records, Vol. 10, will be used as a guideline throughout the project.

The Traffic Records Committee was established in early 1970, and that committee called for a feasibility study.

The Traffic Records Feasibility Study Team was formed as a subcommittee of the Traffic Records Committee for the express purpose of preparing this report, which is the initial step in the Traffic Records Project. The idea was to have every agency, department, and jurisdiction involved in traffic records represented on the Team so that all views could be encompassed and no demands would be overlooked. The Team has made a sincere attempt in this report to outline an optimum system with the major priority being given to meeting needs.

The recommendations by the Feasibility Study Team in this report are made with the intent of laying the groundwork for an advanced and modern traffic records system. To those who have not studied the mechanics of modern traffic records systems as thoroughly as has the Study Team, these recommendations may in part seem almost revolutionary. However, it is significant to note that every operation and function recommended in this report has been observed in a fully implemented and successful state by the Study Team.

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Hunter F. Taylor, Principal Researcher,
and the other members of the
Traffic Records Feasibility Study Team

INTRODUCTION

As an introduction to the concept of traffic records, the following quote by A. Dewey Jordon of the National Highway Traffic Safety Administration is offered.

In June 1967, the National Highway Traffic Safety Administration (then NHTSB) issued the Highway Safety Program Standard "Traffic Records" establishing minimum requirements for records in a State Highway Safety Program. Its purpose is to assure that appropriate data on drivers, motor vehicles, highways, and motor vehicle traffic accidents are gathered, entered into the records system in such a manner that they are retrievable, and can be used for analysis in planning and evaluating highway safety programs to further the goal of crash, injury, and death reduction.

This standard serves as an excellent benchmark for the development of integrated records at both the State and local levels. Traffic Records support and permit evaluation of all highway safety programs. Further, the standard provides the requirements and guidelines for a coordinated system capable of providing information for highway safety program management decisions.

This standard has been criticized as merely a device to gather statistics. Not so! Admittedly, statistics are an outgrowth of a comprehensive traffic records program and should serve the local, State and Federal Government needs. Primarily, traffic records should be viewed as a three-pronged thrust and should support the highway safety planning, operations and evaluation functions.

Traffic Safety Administrators are entering an exciting period of change. Technological improvements in computers and communications provide them with the instruments for designing Traffic Records systems for effective decision making in planning, operating, and evaluating highway safety programs. You might say that Traffic Records are the wheels of highway safety programs.

1. Traffic records should tell us where we are and point the critical path to our goals (planning functions).
2. They should generate and move programs (operations functions).
3. They should tell us whether or not we have reached our destination and, if not, by how much (evaluation functions).

The term "Traffic Records" means many things to many people. Motor vehicle people immediately think of driver and vehicle records. Traffic engineers might think in terms of traffic counts, traffic control devices and geometrics. Law enforcement people might think in terms of arrests and accident reports. Health officials relate to fatal and injury statistics. However, the safety administration sees all of the above as a total picture. It doesn't make much difference about the terminology or descriptive phrases. What matters is the inclusion of all data that has some influence on highway safety programs.

Traffic records consist of four basic classes of information:

1. Data pertaining to drivers — their license status, physical description, and their driving history (i.e., traffic convictions, license revocations and suspensions, and accident involvement).
2. Vehicle data — including vehicle description, owner's name and address, and registration information, inspection data, and stolen and abandoned vehicles data.
3. Highway data — on milepost basis of roadway descriptions, structures, geometrics, average daily traffic flows, traffic control devices and posted speed limits, skid characteristics, and intersections.
4. Collision data — containing all information appearing on the Virginia Uniform Traffic Accident Report linked up according to the involved drivers, vehicles, and highway locations.

In this report, these 4 data classifications will be referred to as:

1. Driver File,
2. Vehicle File,
3. Highway File, and
4. Accident File.

In addition to these 4, a statistics file (not identifying individuals) must be maintained. The statistics file will contain various data summaries and tabulations on collisions, convictions, and summonses for moving violations. In the future, it may be desired to include the Fatality Analysis File recommended by the National Highway Traffic and Safety Administration and now being developed by the Department of State Police.

All these files, automated and linked together as described, compose what will hereafter be referred to as the traffic records data base. This data base and the data entry and retrieval operations function as the Virginia traffic records system.

The Commonwealth of Virginia must organize into a coherent total system the relevant data from a number of operating agencies at both the state and local levels. An agency may be the supplier of information that it doesn't use, and at the same time be a user of information that it doesn't supply. To accommodate both functions, the data base concept must be employed. (Briefly, a data base is a system of interrelated information that may be located at a central point or at various points. All information in such a system is integrated to allow all users access to the total information through a single interface).

PURPOSE

Everyone is concerned with highway safety because of the injuries and deaths that may result from motor vehicle collisions. Accident statistics generated by a traffic records system are the only data available for evaluating the effectiveness of highway safety programs. The Accident File ties together or coordinates the basic files of the traffic records system in that a collision report designates that a particular driver, operating a particular vehicle, was involved in a particular accident at a particular highway location. NHTSA has indicated to the Commonwealth of Virginia that the state's standard area traffic records is the most inefficient of all those standard areas enumerated in the state's comprehensive highway safety program. The Governor's Management Study Report also reflects this inadequacy.

Accordingly, the purpose of the traffic records feasibility study is to define the current traffic records system of the Commonwealth of Virginia so as to identify deficiencies as specifically as possible; to suggest changes to upgrade the system to meet current and projected demands at maximum efficiency and minimal costs; and finally, to determine the feasibility of the proposed system.

METHOD

The method used in the study was to first identify all users and suppliers of traffic records in the Commonwealth. This being accomplished, the study team interviewed each agency or division to define its specific inputs and outputs as a subsystem within the traffic records system. The study team also observed the functional effectiveness of each subsystem. The agencies visited were:

1. Department of Highways,
2. Division of Motor Vehicles,
3. Department of State Police,
4. Henrico County Division of Police,
5. Department of Health, and
6. Department of Education.

In addition, telephone contact was made with the city of Richmond to gain information on its involvement in the traffic records system. Having accomplished this, the study team became aware of demands not being met, and was able to define existing inefficiencies and duplication of effort in the processing of traffic records.

To gain insight regarding specific ideas and feasibility, the study team visited 8 states identified as outstanding in some particular aspect of traffic records. The states visited and the reasons for the visits were:

1. Pennsylvania -- overview of the traffic records system with a Department of Transportation.
2. Alabama -- uniform reporting; on-line entry of accident data and on-line retrieval of accident statistics.
3. Texas -- in-house approach vs. consultants; automated method for producing collision diagrams.
4. South Carolina -- uniform reporting; mile posting locator system; direct entry of accident data.
5. California -- relationship between the Criminal Justice Information System and the Traffic Records System (Los Angeles County).
6. Oregon -- uniform accident reporting; use of consultants in developing an automated traffic records system.
7. Washington -- on-line update of driver license records.
8. Missouri -- accident location (St. Louis).

In making visits, the study team sought solutions to some of the problems in Virginia's traffic records system and even more importantly observed the effectiveness of known concepts in processing traffic records. In particular, the team was interested in uniform reporting and the accurate location of accidents. Of the states visited, the team was most impressed by the systems of Alabama and South Carolina, although useful information was gained in each of the trips.

OPERATION OF CURRENT SYSTEM

The responsibility for the maintenance of traffic records is primarily shared by three agencies:

1. The Division of Motor Vehicles,
2. The Department of Highways, and
3. The Department of State Police.

Additional records, largely manually maintained, are kept by various other state and local authorities.

Each of the above three agencies has a heavy investment in men and equipment. DMV has the largest depository of traffic records and utilizes two IBM 370 Model 155 computers. The Department of Highways utilizes an IBM 360 Model 50, and the Department of State Police an IBM Model 20.

There is no centralized effort for processing traffic records data. Each of the three agencies responsible processes its own. Each agency obtains the accident data it needs from the standard accident reporting form SR-300. The information that each agency ultimately retains for its records is dependent on numerous factors, e.g., the location and type of accident and whether fatalities were involved.

Most of the data pertaining to drivers and vehicles are recorded by DMV through registration. In the Driver File, data pertaining to driver history are extracted from accident reports and court convictions. The data pertaining to highways are generated internally by the Department of Highways. However, accident data needed by all three agencies are recorded at both the Department of State Police and the Department of Highways.

The accident reports (SR-300's) are forwarded by police officers and individuals to the Division of Motor Vehicles, which in turn sends copies of all police reports to the Department of State Police. DMV also sends copies of driver accident reports when no police reports are received. When the reports are received at State Police Headquarters, clerical personnel there record the accident locations on a paper milepost maintained for all interstate and primary highways. This paper milepost is produced by the Department of Highways and is referred to as the graphic log.

In addition to the spot recording of accidents on the graphic log, the State Police clerical staff code and keypunch the information appearing on the accident reports. Two magnetic tapes are produced for all accident data received for a 30-day period. One of these tapes is retained by the Department of State Police and the other is forwarded to the Department of Highways. The Department of Highways has personnel from the Traffic and Safety Division permanently located at State Police Headquarters. This staff maintains a manual file of the hard copy accident reports, and uses this file in the manual development of collision diagrams.

The flow of accident data will be described in more detail later in the report.

Users of traffic records data inquire for accident data at either the Department of State Police or the Department of Highways. Inquiries for driver and vehicle data are directed to the Division of Motor Vehicles, and highway data are requested from the Department of Highways.

The Department of State Police uses its magnetic tape file of accident reports to produce crash data summaries and tabulations that are published annually as Crash Facts. In addition, they use these tapes in honoring requests for crash data and compiling various monthly reports to the Highway Safety Division. The reports contain data on traffic fatalities, including pedestrians, and comparisons of traffic fatalities for similar time periods.

The Department of Highways produces an annual report of crash summaries as they relate to the highways called Summary of Accident Data — State Highway Systems. The magnetic tapes received from State Police, along with highway data, are used to produce this report.

The Division of Motor Vehicles uses data from accident reports, primarily, in updating the Driver File.

The Highway Safety Division uses accident data in the planning and evaluation of highway safety programs.

DEFICIENCIES

The major deficiencies in the present traffic records system of the Commonwealth are discussed under the following subheadings.

1. Absence of centralization in the collection, processing, storage, and retrieval of traffic records.

The most fundamental deficiency in Virginia's traffic records system is the non-centralized effort in collecting, processing, storing, and retrieving traffic records. The need for a centralized effort and central authority to manage this system and ensure that its operation is in the best interest of all suppliers and users is paramount.

2. Inaccurate and incomplete recording of accident locations.

Approximately 60,000 miles of roadway are maintained by the Department of Highways, under the following categories:

1. Interstate	800
2. Primary	8,000
3. Secondary	42,000
4. Other	10,000

The Department of Highways maintains a paper milepost of all interstate and primary roadways in the form of a graphic log, but there is no specific reference point in the field in the form of a physical milepost. Permanent structures such as bridges, culverts, etc., may be recorded as specific field reference points to supplement this paper milepost.

The State Police's clerical staff determines the location of accidents on the graphic log from the description given on the SR-300 accident report form. The accuracy in establishing the accident location depends a great deal on who executes the report form. As one might expect, the most accurate location descriptions are found on reports filed by law enforcement officers who have received training in this area. Often, however, the only location description available is that found on the driver's accident report due to the fact that all accidents are not reported by law enforcement officers.

The paper milepost system for the primary and interstate roads is a continuous log through all cities and localities. However, there is no roadway log for state secondary roads or urban roads and streets. The following figures extracted from the 1971 edition of Crash Facts show the breakdown of all accidents reported for that year by location categories.

Urban accidents		74,164
Rural accidents		
Interstate and primary highway	41,617	
Secondary highway.....	27,407	
Federal jurisdiction	829	
Not stated	<u>390</u>	<u>70,243</u>
Total accidents		144,407

Thus, of the 144,407 accidents in 1971, only 41,617 (28.8%) appear on the graphic log.

These figures demonstrate the incompleteness of the total accident picture as given by the graphic log. It should be pointed out that high frequency accident locations are determined by the clerical staff at State Police Headquarters as well as by district engineers of the Department of Highways on a routine basis through use of the graphic log. Once the number of accidents spotted on the log reaches a predetermined threshold value, a traffic engineer from the Department of Highways and a State Trooper from the State Police Divisional Office visit the location to inspect the roadway for any highway contributions to the accidents and determine enforcement measures that may be taken. Thus, those locations on secondary roads or urban streets in cities with no traffic and safety engineers, and which also do not appear on the graphic log, escape this routine surveillance.

There is also an inconsistency in the method of recording accidents on the graphic log for rural and urban areas. In rural areas, accidents are recorded by milepost on the mileage scale that "zeroes up" at each jurisdictional boundary — be it city or county boundary. Between boundaries, the graphic log runs continuously as a one-dimensional line. Thus, it is possible to have the same milepost value occur more than once for a single road. Of course, duplication is avoided by some jurisdictional prefixing. This procedure of "zeroing" at every boundary is necessary when one considers the rescaling problem every time the length of a particular roadway is altered by construction. With "zeroing" the graphic log redrafting is confined to the same jurisdiction(s) as the construction, as opposed to redrafting the log for the entire length of that roadway.

So, in rural areas accidents are recorded on the graphic log by milepost. In the urban areas, however, the accident locations are recorded by intersections. This policy was adopted because most urban accidents occur at intersections, and the most revealing graphic picture of urban collisions is that keyed to intersections.

Independently, these procedures for recording accident locations make sense. However, from a centralized, statewide point of view they result in incompleteness, inconsistency, and inefficiency.

3. Nonuniform accident reporting.

Uniform accident reporting is essential for an effective traffic records system. The Commonwealth's traffic records operation does not feature such reporting. The SR-300 is a uniform report, but it is not administered in a uniform manner. For example:

- (a) Reports on most accidents are received from law enforcement officers as well as individuals involved.
- (b) Some law enforcement officers receive extensive training while others receive none.
- (c) Some law enforcement departments set their own standards for reporting accidents.

In visiting other states, the study team observed uniform reporting in every traffic records operation. The key to effective and efficient reporting is a centralized administration to enforce a minimum level of quality in all law enforcement departments, in addition to administering standardized training to all law enforcement officers. Such centralized administration, of course, would necessitate the cooperation of all police departments through the state.

Another deficiency with the current procedure of reporting accidents is the accident report form (SR-300). It is a two-page form used by both police and laymen, and the police report is usually executed in quadruplicate form. At least two copies of the police report and one copy of the report from the individual are forwarded to the Division of Motor Vehicles. Some police departments retain copies for the officers' file and the department file. Thus, when an accident is investigated by a law enforcement officer, a minimum of three copies of the report are administered for that single accident. If the accident involves two drivers, and the investigating officer retains two copies of the report, then a minimum of six accident reports must be administered — one by each driver and four by the officer.

South Carolina and Alabama use a single sheet, two-page report form designed for use with modern data processing equipment. These two states also have an instruction manual for officers that offers detailed explanations and instructions for every item on the uniform accident report form.

4. No uniform correctional system to deal with substandard execution of accident reports.

Currently there is no uniform, statewide scheme for detecting and correcting accident reports that are incomplete, inaccurate, or improper. The Department of State Police employs a correctional system to minimize errors and substandard reporting by all State Troopers; however, such a scheme is necessary statewide to maintain an adequate level of integrity in all accident reporting by law enforcement agencies.

5. Untimely and inefficient processing and dissemination of accident data.

Currently, the agencies that use accident data to benefit the cause of highway safety get them last. The data are received initially at the Division of Motor Vehicles, where it is used for determining financial responsibility and updating the Driver File, and lastly at the Department of Highways, where it is reviewed by traffic and safety engineers for accident analysis.

Approximately 90 days are required to process accident data. The process begins with the accident itself. Individuals involved are required by law to submit an SR-300 to the Division of Motor Vehicles within 5 days. If the accident is investigated by a law enforcement officer and is said to meet the criteria set by law to be a reportable accident (fatality, personal injury, or \$100 or more damage), then the officer submits two copies of the SR-300 to the Division of Motor Vehicles within 24 hours "after completing his investigating." (See Va. Code Ann. § 46.1-401.) The third copy of the SR-300 usually goes in the officer's file and the fourth to the law enforcement department file.

The inclusion of the clause "after completing his investigating" in the Code theoretically allows an officer to investigate an accident indefinitely. Thus, the first source of time delay in the routing of accident data for analysis.

The Division of Motor Vehicles retains one copy of the officer's SR-300 and forwards the other to the Department of State Police within 24 hours after it is received. Since all accidents are not investigated by a law enforcement officer, sometimes the individual report is the only one received at DMV. However, when an individual accident report is received at DMV, personnel there have no way of knowing if a police report is forthcoming. Thus, these individual reports are held at DMV for a matching function. At the end of thirty days, all individual reports that have not been matched with a police report (i.e., no police report received for that accident after thirty days) are forwarded to State Police Headquarters. Mr. R. E. Spring, Driver Services Administrator at the Division of Motor Vehicles, informs that police reports are filed on approximately 80% of all accidents. Thus, approximately 20% of the accident reports that are to be analyzed are delayed thirty days at DMV by this matching function, which is the second source of time delay in the flow of accident data.

The Division of Motor Vehicles ultimately retains copies of all accident reports to honor hard copy requests by eligible parties. Copies of accident reports may be acquired for a fee of \$2.00 by persons involved in the accident, their attorneys or representatives or insurance companies anticipating exposure to liability as a result of the accident.

When the Department of State Police receives police reports from DMV, it performs its own matching function to determine if individual reports have already been received for accidents. This is necessary in the event that an officer's report is tardy enough to miss the matching function at DMV. After the reports are matched at State Police, they are coded, keypunched, recorded on the graphic log, and stored

on magnetic computer tapes. A copy of this magnetic tape is then forwarded to the Department of Highways, where it must be edited and recoded in order to access their computer programs. This tape is received at the Department of Highways approximately 60 days after the reports are received at the Department of State Police. This is the third source of time delay in the flow of accident data.

All of this inefficiency, duplication of effort, and manual processing involved in the delayed officer's report, matching functions, coding and keypunching, result in a 90 day delay in supplying accident data to users.

The preceding is an explanation of the untimeliness of raw data. But in addition, accident statistics and data summaries are tardy in their distribution to users. The major source of accident statistics is the annual State Police publication, Crash Facts. Whereas the data summaries and crash statistics offered in Crash Facts are well organized and comprehensive, the study team finds the distribution of this information inadequate for two reasons. First, it is too infrequent. Information such as that appearing in Crash Facts should be released on a routine basis more often than annually. Monthly statistical reports on crash data are desirable, but such information should be distributed at least quarterly. Second, the preparation of Crash Facts is untimely. The publication is not distributed until five to six months after the data collection period has ended. The 1971 edition of Crash Facts was not distributed to users such as the Department of Highways and the Highway Safety Division until June 1972.

The study team observed that a major contributing factor in the untimely preparation of Crash Facts is the absence of an automated statistics file. Such a file would allow the desirable statistics to be tabulated continually as the data are received.

6. The Highway Safety Division of Virginia has no direct data inquiry to traffic records.

The Highway Safety Division views traffic records as its primary tool for evaluating highway safety programs. In the existing system, the Highway Safety Division solicits accident data from the Department of State Police and the Department of Highways. Often programs must be written in order for a specific type of data to be extracted from the magnetic tape files at the Department of State Police and the Department of Highways. Data and correlations involving the other three basic files entail even more cumbersome procedures and time delays of months. Many types of data correlations and statistics that would be extremely useful to the Highway Safety Division in the areas of evaluation, operation, and research are not available by any means.

7. Failure to provide feedback of accident data to localities.

Currently, no accident data are fed to localities on a regular basis, and yet the contribution of the localities in terms of collision reports is large. The following figures appear in the 1971 edition of Crash Facts.

Accidents reported:

1. By State Police	38,128
2. By other police	80,328
3. By individual	<u>25,951</u>
Total	144,407

Thus, the localities account for 55.6% of all the accident reports submitted. Some of the larger counties and cities have traffic engineers and accident analysis operations. Certainly officials of these localities may, and do, keep records of accidents investigated by their policemen, but they are ignorant of the total accident picture in that they receive no data concerning accidents reported by state troopers or individuals within their jurisdictions. The state police division officers do keep spot maps of the accident activity within their divisions. Local officials may visit these division offices to review the spot maps, but must record information from the maps by hand. For counties and cities with large operations, this method is cumbersome and time-consuming.

The same holds true for traffic law enforcement. The local officials know only of their own enforcement. Capt. J. R. Lindsey of the Henrico County Police Department, and a member of the study team explained that often he assigns officers to concentrate on areas that according to his records warrant increased enforcement, only to find later that the state police are in the same area.

RECOMMENDATIONS

1. The study team recommends that a central authority be founded, or designated, in the form of a steering committee with the Secretary of Transportation serving as the chairman and including the heads of the state agencies involved in the traffic records system and local government representatives to control all traffic record-keeping, and that its initial task should be to establish a traffic records data base.

In order to accomplish the implementation and continuation of an effective traffic records system, a central authority must be established that will be responsible for the coordination, control, integrity and operation of the total system. This authority must have the responsibility for cost effectiveness in the areas of computer equipment, software and programming systems, and the expertise to plan, implement, and continue the system. Authority for determining the priorities within the system and modifications to the system must likewise be vested in this unit.

This authority must also be established prior to implementation of the recommendations of this report to ensure efficiency and coordination throughout the developmental stages of the integrated and automated traffic records system proposed by this report. In addition, the study team concurs in the following outline describing the continuing duties of the state's traffic records authority, and thus recommends that the central authority shall be responsible for ensuring that:

- A. Procedures are established to ensure coordination, cooperation, and exchange of information among State and local agencies that are information users or that have management information responsibilities.
- B. Statewide uniform procedures for the definition, classification, analysis, interpretation, and use of traffic records data are established and followed.
- C. Training requirements and procedures for State and local agency personnel engaged in traffic records activities are implemented.
- D. Policies are developed and implemented to ensure timely transmission and entry into the State records system of:
 - a. Driver license and vehicle registration data.
 - b. Police crash investigations.
 - c. Conviction data.
- E. Management information is provided to all users of the traffic records system.

- F. Rules governing security protection and public availability of traffic records are followed.
- G. The statewide traffic records system shall include statewide procedures for the collection and entry of data into the system, including:
 - a. Use of uniform source documents.
 - b. Use of standard data elements, definitions, classifications, and codes.
 - c. Use of standard identification and common descriptive elements to ensure the integration of all T.R. data files.
- H. The records system shall be used to provide individual case records required by State operational highway safety programs and shall also constitute the basis from which analytical studies, both clinical and statistical, may be made. Specific provisions shall be made for the research use of the data under prescribed conditions of access and confidentiality. The system shall be capable of identifying significant problems in the highway transportation system, such as:
 - a. Identification of problem drivers with special emphasis on those with an alcohol or other drug problem.
 - b. Identification of hazardous and potentially hazardous roadway crash locations.
 - c. Identification of common hazardous motor vehicle defects.
- I. Data sampling procedures shall be used to measure the populations of drivers, vehicles, roadway features and crashes, detect their hazardous attributes, and evaluate the effectiveness of applied countermeasures.
- J. The system shall be capable of receiving and processing inquiries 24 hours a day and providing rapid responses to requests by all users requiring T.R. data base information.
- K. Provisions shall be made for the interchange of information and data with other States as needed and with the Federal Government for the purposes of policy and program development and evaluation. The traffic records system shall be designed and implemented so as to provide information regarding the scope and magnitude of deaths, injuries, and property damage, and include:
 - a. Summary data on drivers, vehicles, roadways and crashes.
 - b. Nonidentifying case data on each fatal crash including blood-alcohol concentrations on each fatality.

2. The study team recommends that legislation be enacted to require that all accidents involving fatalities, personal injuries, or tow-away vehicles, be investigated by a law enforcement officer.

The study team intends that a tow-away vehicle be defined as any vehicle that is unable to leave the scene of the crash safely under its own power. Provisions must also be made to require driver accident reports to be submitted on accidents involving property damage in excess of \$100 and not reported by a law enforcement officer, and to receive and retain within the traffic records system data pertaining to such accidents. Thus, when drivers are required to submit accident reports, their obligation will be no different than it is in the current system. However, no driver reports will be required for accidents reported by a law enforcement officer. When an officer investigates an accident and administers a report, he should inform the involved driver(s) that they are not required to submit an accident report, but may do so if they wish. If the officer investigates an accident, and determines that it does not meet the above criterion to be reportable by police, and due to other demands does not intend to report the accident, the officer should inform the involved driver(s) that they are required to report the accident.

3. The study team recommends that a revised uniform traffic accident report and uniform reporting standards be drafted and adopted.

This report should be a single sheet, two-page form that complements modern automated techniques for entering and processing high volume, rapid flow data. The study team was particularly impressed with the report form used in Alabama. Attachment A is modeled after the Alabama form and is offered as a basis for revising the report form in Virginia. The adoption of this form would necessitate training for all law enforcement officers and a manual of instruction that should be carried by officers in the field. Attachment B is a manual modeled after the one currently employed in Alabama, and is offered as a basis for the compilation of a manual for use in Virginia.

Because of this additional training and instruction manual, it is clear that this recommendation must be implemented in conjunction with the preceding one requiring certain accidents to be reported by law enforcement officers. In addition to the revised accident report form and the instruction manual, a separate financial responsibility form such as the current SR-21 must be provided. The study team finds the current procedure in which individuals file this form directly with the Division of Motor Vehicles to be adequate.

4. The study team recommends that the present method of estimating damage be modified from one of only a monetary estimation to one of a severity code as well as a monetary value, such as the one suggested by the National Highway Traffic Safety Administration.

Initially, it is suggested that this severity code be only tri-level:

1. Fatality,
2. Personal injury, and
3. Vehicle(s) unable to leave safely under own power.

Adoption of this suggestion would introduce the concept of a severity code in the reporting procedure. While there are several different severity codes under investigation by the NHTSA, the study team agrees that it would be foolish to adopt any of these codes at this time. With the concept of a severity code introduced into the new traffic records system, the task of implementing a more sophisticated code later will be simplified.

5. The study team recommends that a statewide training program be instituted to train all law enforcement agencies throughout the Commonwealth in the administration and use of the revised uniform report.

This training should be as extensive as is necessary to produce consistently accurate and complete reports.

6. The study team recommends that the amount of time allowed for an officer to submit the accident report to the entering agency be reduced to 72 hours from the time of the accident.

If the officer cannot meet this recommended time schedule due to complications, an initial report must be filed within 72 hours. When an initial report is filed, the officer must submit a supplemental report within 15 days. If he has not completed his investigation at the end of 15 days, he must continue to file a supplemental report every 30 days until the report is completed. See Attachment A, the Uniform Traffic Accident Report. In the upper right-hand corner there are three blocks marked: Initial; Supplemental; and Final. The officer must check the appropriate block to indicate the status of the report to the entering agency. If an incomplete report were received, it would be returned to the officer's department unless it were marked "initial".

7. The study team recommends that a correctional system be adopted so that any errors in accident reports will be brought to the attention of the administering officer.

A form letter may be prepared by the director of the entering agency that addresses the head of police departments. The letter would inform the respective police chief, etc. of the error. Also, a sheet such as offered in Attachment C listing two sets of numbers would be enclosed. One set refers to the items on the report form as illustrated on pages 5-8 of the instruction manual (Attachment B), and the other set refers to the page in the manual that explains the proper procedure for completing that item. The entering agency will circle the two appropriate numbers — one on each list — to aid the officer to correct the error quickly.

The correctional system should not be so rigidly administered as to significantly retard the flow of accident data into the system. Accident reports should be rejected only when the correction cannot be accurately effected by personnel at the entering agency.

8. The study team recommends that the uniform accident report be entered into the traffic records data base directly through on-line* terminals in order that all users of accident data will have equal and timely access to the data. In addition, it recommends that this terminal be located at the Department of State Police Headquarters and that the responsibility for the entry, accuracy, and timeliness of the data be vested with that Department.
9. The study team recommends that, once the information on the accident report is entered and verified at State Police Headquarters, the report form be forwarded to the Division of Motor Vehicles within 24 hours.

This should be ample time for State Police personnel and Highway personnel to copy the accident reports for their manual files, however, hard copies of the accident reports must be minimized.

It is necessary for DMV to have copies of all accident reports in order to honor public requests. The Department of State Police is not a revenue collecting agency and thus cannot serve this function.

Currently, about 50,000 requests for accident reports are received annually. DMV informed the study team that approximately 90% of these requests desire either the officer's signature or the accident diagram. This fact rules out the feasibility of honoring these requests with computer printouts. The diagram and signature appearing on the accident report form are the only two items that cannot be stored and retrieved by existing data processing equipment.

*The state of Alabama has an automated accident data entry method that produces accident statistics current within 1 day. This system employs IBM cathode ray visual display devices and allows on-line entry of accident data and on-line retrieval of accident statistics. On-line is defined as effecting immediate file update and providing direct access to the magnetic files of the automated traffic Records System. In addition to securing the report, reliable statistics depend upon a system for verifying reports to ensure conformity to the uniform classification system. Checking for accuracy and looking into those cases where a discrepancy appears from the face of the report should be a regular procedure.

10. The study team recommends that a uniform statewide locator system be established for the roadway network.

Having observed excellent locator systems in South Carolina and Alabama that offered efficiency and accuracy, the team agrees that the best system for locating accidents is one that is keyed to intersections. Every intersection in the state would have a unique identifier; thus duplication could be avoided. Accidents occurring between intersections would be located by a mileage distance from a nearby intersection according to an established convention. This practice would eliminate the need for updating the files because of construction or changes in roadways. However, it is necessary that there be only one method of coding locations on the roadways. The Department of Highways maintains files such as the maintenance file and traffic inventory file that are keyed by location. In other words, the method of coding locations in the Accident File must conform to the method used in the Highway files. Regardless of the precise structure of the locator system, it must be compatible for all roadways throughout the state, and the Department of Highways must ultimately be responsible for its design and maintenance.

This locator system must be designed and its operation formulated prior to the implementation of the statewide training program for all law enforcement officers so that use of the system can be included in this training.

11. The study team recommends that legislation be introduced requiring that all traffic summonses for moving violations issued by all enforcement officers in the state be forwarded directly to the Division of Motor Vehicles, where they in turn will be entered directly into the traffic records data base.

Since convictions are already forwarded to DMV for updating the Driver File, adoption of this recommendation would allow statistical output correlating summonses and convictions, and summonses and accidents, which is necessary but not presently available. Currently, all traffic summonses for moving violations in five categories as given below are submitted to DMV as a request for transcripts for the driver history record.

1. Driving while intoxicated.
2. Speeding.
3. Reckless driving.
4. Hit and run.
5. Operating vehicle without an operator's license.

The summons information must not reflect identification of individuals.

12. The study team recommends that a report in graphic or statistical format be issued monthly to each locality giving the total accident and enforcement figures for that locality.

This procedure is extremely important in that the success of this system depends on all localities conforming to the training and uniform standards, and it is not feasible to expect these localities to subscribe eagerly without derived benefit. If localities were to receive, in return for their effort, plotted diagrams of traffic accident and enforcement activity, they could determine their traffic patrol needs. Further, this would eliminate the need to maintain such records at the local level.

If recommendations 8, 9, and 10 are implemented, a major benefit derived will be that all accidents and moving violations in the state (and later all incidents of crime) may be referenced by a common method. With this information being reported and recorded in a uniform and accurate manner the statistics returned to the various law enforcement agencies will be a valuable tool in law enforcement and traffic patrol.

13. The study team recommends that the Department of Highways assume responsibility for maintaining the Accident File and Highway File as described in the beginning of this report.

The Accident File as maintained by the Department of Highways will not describe persons or vehicles involved in accidents. This information will be stored in the motorist segment of the data base. In addition, the Department of Highways must integrate the current highway files in order that they serve as the "Highway File" as described earlier.

The Highway File must also be compatible with the Accident File in location coding.

14. Similarly, the study team recommends that the Division of Motor Vehicles be responsible for maintaining the Driver and Vehicle Files.

Currently, names and addresses are recorded in the Driver File for each driver, and also in the Vehicle File for each vehicle owner. These two files should be combined in order to eliminate this duplication of recording names and addresses where it occurs.

15. The study team recommends that the four basic files (Driver, Vehicle, Highway, and Accident) be integrated to allow file compatibility and that a Statistics File be constructed. In addition, the study team recommends that the Department of State Police be responsible for maintaining this Statistics File.

The integration of the four basic files to provide internal compatibility will eliminate much duplication of effort and untimely processing and dissemination of traffic records data. Most importantly, it will provide the necessary structure to allow automated correlations between all data recorded in the four basic files. Any

correlations between data types in any of the four files will be possible, and may be effected by the necessary computer software. The study team understands that some data in the four files are privileged information, and that the state agencies maintaining these files must retain their control on what data are released or made available for retrieval by the system. However, in cases where agreement cannot be reached among agencies on the release of certain data, data format, or data correlations, the central authority must ultimately coordinate and resolve such differences.

A Statistics File must be constructed to allow predefined crash statistics as they relate to other data types to be tabulated on a continuing basis for a given period of time. This file would allow the Department of State Police to publish Crash Facts more often and more timely. The study team agrees that the Department of State Police should be responsible for the contents of the Statistics File, and should also be responsible for altering the contents of the file as determined by future needs.

Additional statistics must be provided for within the traffic records system. These statistics may be on-line as determined by the responsible agency.

16. The study team recommends that the Division of Motor Vehicles effect alterations to the driver history segment of the Driver File to include the basic driver education data recommended by the National Highway Traffic and Safety Administration.

Currently, the Driver File does include information pertaining to driver education, but does not include all of the following information called for in NHTSA's Highway Safety Program Manual, Supplement 1, Volume 10, Traffic Records.

1. Program type — public, private, parochial, commercial, defensive driving, driver improvement schools, adult and out-of-school youth programs, and violator's school.
2. Performance — grade, attitude, interest, and skill.
3. Year of completion.

It is necessary that these data be available to the Driver Education Services Department of Education and it is necessary that they be recorded in the traffic records data base so that they may be correlated with accident data to provide the following information, also recommended in Volume 10.

1. Driver education vs. accident involvement.
2. Driver education program types related to accident involvement.
3. Driver accident involvement by age, sex, driver education, type, performance, year of completion, and environment driver condition.

A functional description of the four basic files and the Statistics File are offered later in the report.

In addition to these specific recommendations concerning uniform reporting, a locator system, more efficient processing of accident data, file alterations, uniform summons reports, etc., the study team recommends that the four basic files (Driver, Vehicle, Highway, and Accident) be evaluated to ensure that they include necessary information as outlined by the National Highway Traffic Safety Administration in the following publications:

1. Highway Safety Program Manual, Volume 10, Traffic Records and Supplement 1.
2. Design Manual for State Traffic Records System.
3. Proposed Highway Safety Program Standards, Volume 37.

There must be many options available to the users of the system. Any combination of highway characteristics data, time, volume, accident detail and location can be retrieved. For example, a request for all accidents involving interstate locations with a specified volume of traffic, and in which a car crashed through a cable barrier and hit an oncoming vehicle, resulting in fatal injuries, can be automatically processed. This type of request can be for any county, route, or section of road.

FUNCTIONAL DESIGN

This section of the report describes how the traffic records system may work if the preceding recommendations are implemented.

Four major files have been mentioned throughout the report. The path of accident information has been described for the current traffic records system, starting at the scene of the accident. Driver data and vehicle data are collected separately by the Division of Motor Vehicles. Highway data are collected by the Department of Highways. Thus, the major task in implementing a revised traffic records system is based around the flow of accident data since there are multiple users of accident information.

All police reports are forwarded to the Department of State Police Headquarters within 72 hours after the time of the accident. Supplementary police reports will likewise be submitted to the Department of State Police. The accident information would be entered directly into the traffic records data base through on-line, visual display terminals the same day it is received. The data would be transmitted directly to the central processing unit (CPU) at the Division of Motor Vehicles, which would update the Driver and Vehicle Files automatically. Data transmission lines would link the computer at DMV and the computer at the Department of Highways to allow the accident data to be transmitted directly and automatically to the Accident File at the Department of Highways. Concurrently, all predefined statistics would be captured, eliminating any future need of reentry of data. This processing would be accomplished within seconds of the time the terminal operator at the State Police Headquarters "enters" the data from the uniform traffic accident report. Inquiry terminals located at State Police Headquarters for use by the Department of State Police and the Highway Safety Division will provide immediate access to all file segments within the traffic records data base. Similar inquiry terminals may be installed at various locations as justified by need. Perhaps a terminal will be necessary in the Traffic and Safety Division of the Department of Highways, or perhaps the terminals at State Police Headquarters can serve this need through the Department of Highways operation there. These terminals will have access to all traffic records data base information and the ability to retrieve and correlate as may be desired. The nature of the correlations and inquiries available would be determined by the programs available, and so may be expanded or modified to meet requirements. Figure 1 is a schematic of the proposed traffic records system illustrating the four basic files of the traffic records data base and the various users of traffic records data. Figure 2 is a schematic of the data directory and the flow of accident data in the proposed system.

The Department of State Police will be responsible for the coding, verification and integrity of the accident data entered. The media for entering the traffic records data would be cathode ray tube visual display units. These same units would have the capability of inquiring into the system so as to provide the entry and coding personnel access to any previously entered data necessary for them to effect accurate updates to the system. Code clerks could retrieve any data needed to aid in the verification of the accident reports received. The entry personnel, trained in all aspects of the traffic records system, would enter data on the visual display unit. As the data are typed, the image is projected on the screen so that visual verification may be accomplished, and the characters are not transmitted to the computer but remain in the individual visual display units. Once the entry clerk is satisfied that the data are complete and accurate, they would be sent to the computer in one rapid transmission. The image would still remain on the screen for edit by the computer programming system.

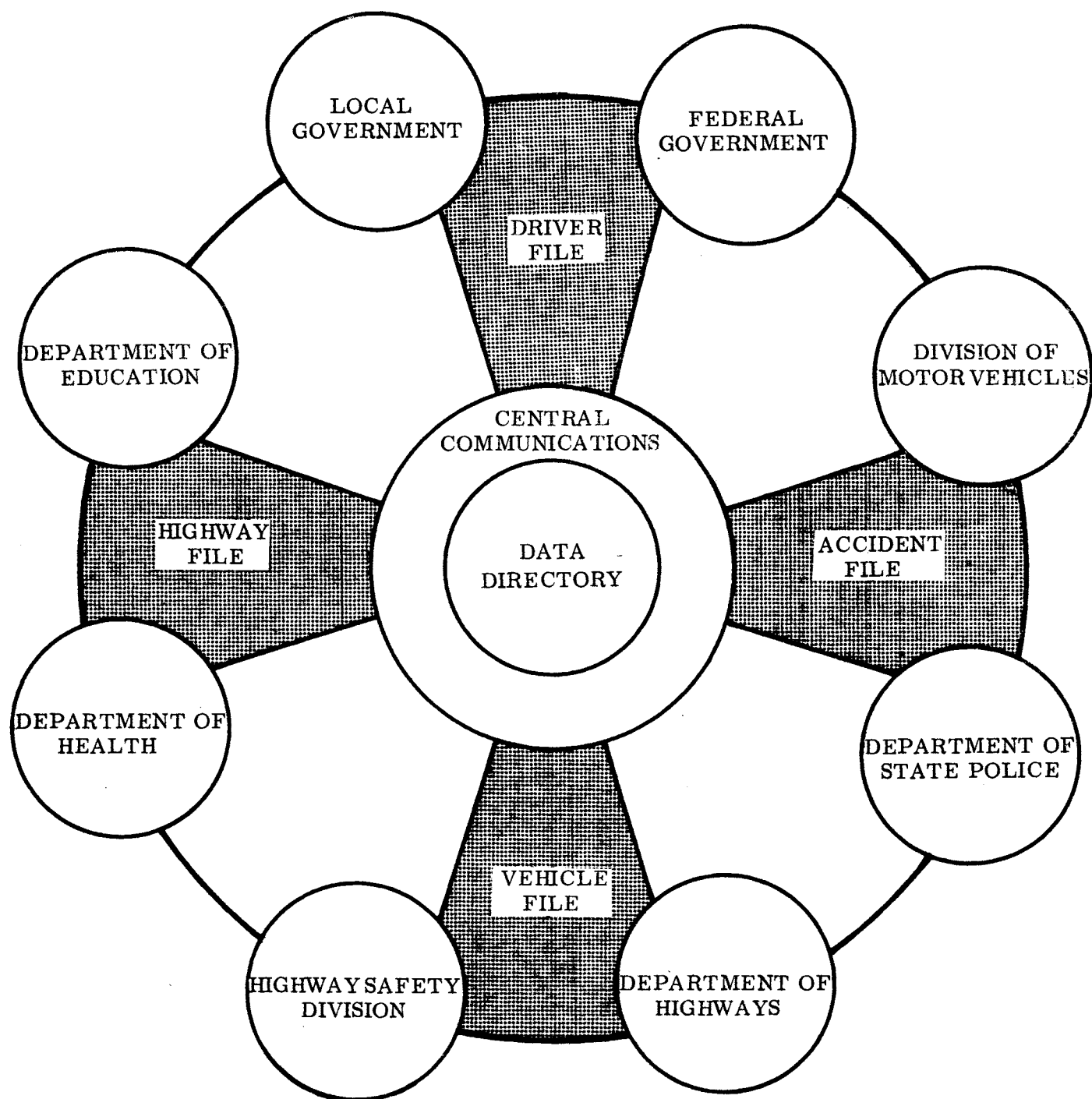


Figure 1. Schematic of traffic records system.

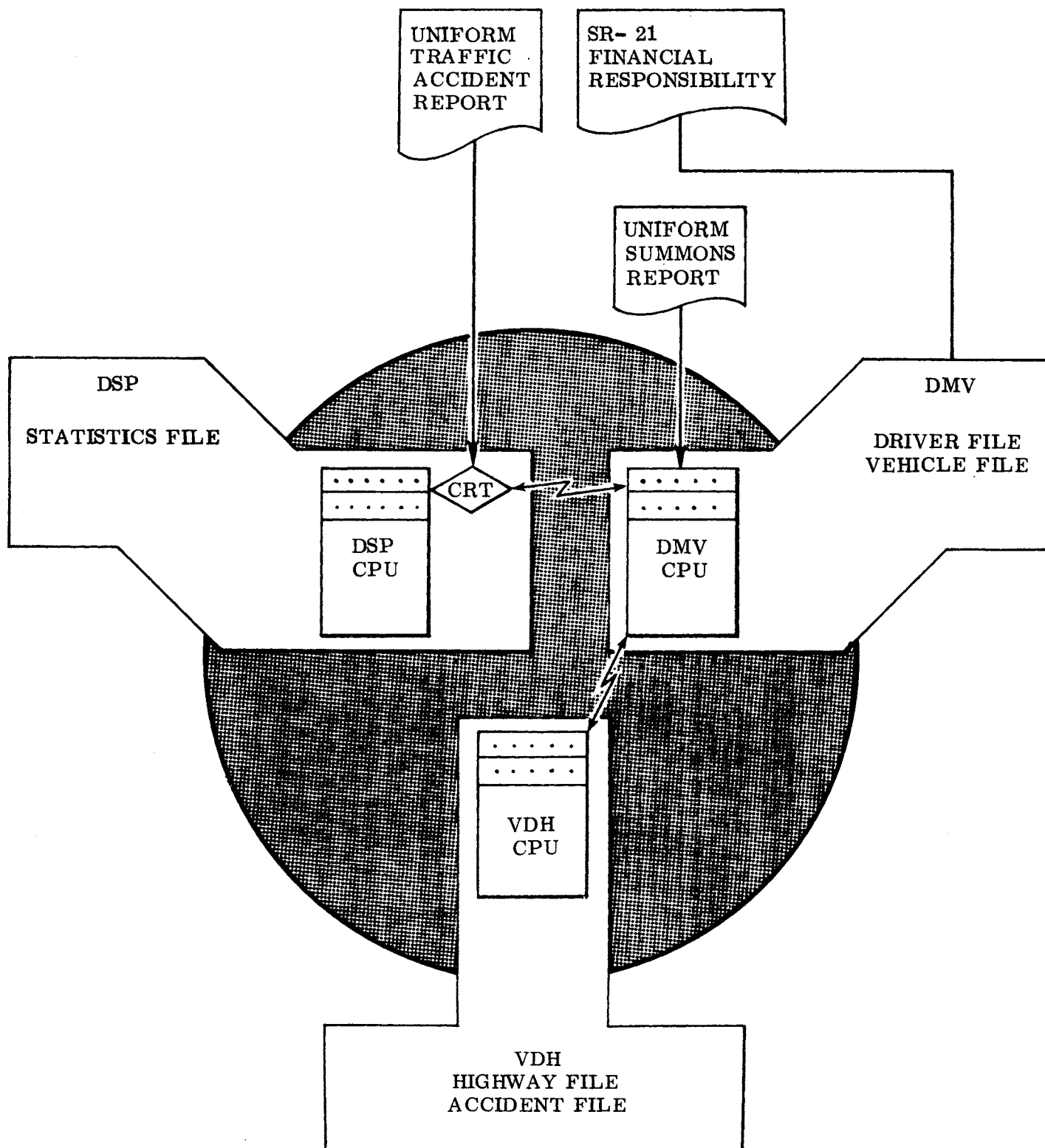


Figure 2. Schematic of flow of accident data.

If the data are in error or not acceptable, a message will be transmitted directly to the sending terminal notifying the clerk of the discrepancy. Thus, immediate error correction would be effected through a corrective transmission of data requiring only the incorrect field to be re-keyed. When acceptable data are received, an immediate update to all files (traffic records and statistical) would be accomplished, and any output data required would be immediately transmitted to users or placed on magnetic tape or disk for later "batch" processing.

The data base for the traffic records system will consist of driver, vehicle, highway and accident data, as well as statistics pertaining to each. The basic ingredients of this data base exist at this time. The centralization of the traffic records data base would reduce the duplication of information as it is currently recorded, and would allow a single programming system to provide total edit, update, and memory requirements. In addition, a single backup computer system would serve the total backup requirement to provide 24-hour service.

However, the needs of each user must be considered with a single data base containing the total traffic records information. High speed access to the data, on an as needed basis, would be provided for the users of traffic records data. In addition, the system would provide for batch processing of data against the traffic records data base for those agencies requiring it. Examples are collision diagram data for automated plotting and jurisdictional accident summary data.

A high speed telecommunications line connecting the three agencies will be required. This would allow the full extraction inquiry of required data from each agency's data storage facilities. This physical link would be another example of the pooling of resources for the overall benefit of all affected transportation and public safety agencies.

With the on-line entry of accident data, immediate statistics may be generated to provide a more timely, accurate statistical picture to those users needing access to the data. In addition, the elimination of personal identification for statistical records may be accomplished through automation, thus providing less opportunity for error or record misuse. A major advantage to the on-line update of existing files is the advantage of data reuse. If a driver's license number is entered then there is no need to re-key his name, address, or physical description, or the status of his license. The same holds true for data on vehicles and accidents. The net effect is less keying, a more rapid and thorough edit, more timely information, and reduced cost per transaction.

After each update is accomplished, manual filing of the accident report or microfilming will be necessary. This filing should be central and the paper flow of the report itself and copies should be kept to a minimum. Users not having a direct inquiry capability could be provided copies from either the original or from a microfilm printout.

The output from the system would be in three basic forms: (1) Terminal inquiry, (2) periodically generated reports, and (3) hard copy information upon request.

On-line inquiry will be available 24 hours a day to all users and will allow immediate retrieval of current information on any file, including statistics. Also, individual accident report information may be retrieved as needed.

Periodic statistical reports such as accident summaries and fiscal statements may be automatically generated or produced as requested.

Information in hard copy form would be made available as needed. A plotter at the Department of Highways could be utilized to produce (1) collision diagrams, (2) statistical traffic activity locator diagrams, and (3) accident and enforcement plots to localities.

Collision diagrams are produced in Texas upon request. The average request can be answered in 30 minutes using about 15 minutes of computer and plotter time. Currently, there are 1,000 requests each year for collision diagrams in Virginia, which average 12 hours research and 4 hours of plotting each. When automated plotting is introduced, the number of requests will probably increase. Automated collision diagrams will be more accurate and current with the establishment of on-line update for accident data and the improved locator system.

In addition to producing collision diagrams, the plotter can produce, from computer supplied statistics, diagrams that indicate facts of accidents within a geographic area.

The system outlined here can be developed within the current and presently planned resources of the Commonwealth of Virginia. The expertise needed to design, develop and implement this system exists in the agencies involved in traffic records and in the academic community.

FEASIBILITY

Technical: "Is this application possible within the limits of available technology and our own resources?"

Yes. The study team has observed traffic records operations such as those recommended in this report. Again, Alabama and South Carolina are cited as examples. On-line entry of accident data was observed, and on-line retrieval of traffic records correlating data from three of the four basic files was demonstrated. The data and statistics retrieved were current to within three days. Almost every recommendation in this report has been observed fully implemented and effective by the study team. In Alabama and South Carolina, the data processing operations are not as diversified as they are in the Commonwealth. In Alabama, there are two computer systems housed separately but tied together to provide the data base. In South Carolina, there is a single computer operation housed and operated by the South Carolina Department of Highways. The Highway Department there is responsible for all four basic files in the traffic records system. Their single computer operation meets practically all of the data processing demands for the entire state.

The existing computer hardware at the Division of Motor Vehicles, Department of Highways, and the Department of State Police is more than double the amount in either Alabama or South Carolina. With the data transmission line and terminal hookups recommended, the revised traffic records system could be technically implemented.

Operational: "If the system is successfully developed, will it be successfully used?"

The system recommended in this report is based on the current and projected demands of those who use traffic records data. As mentioned in the beginning of the report, the team interviewed all users and suppliers. According to the information obtained in those interviews, the revised system will be successfully used. The Highway Safety Division, the Traffic and Safety Division of the Department of Highways, and the localities will be the most immediate indicators of how successfully the system is used.

The recommendations concerning uniform reporting will affect every law enforcement officer and department in the Commonwealth. It was recommended that a new report form be adopted along with an instruction manual for officers. This new report form is more compact and sophisticated than the SR-300. It is not feasible to expect private citizens to administer this form. A forty-page manual and training course are required even for law enforcement officers to administer this form properly. Thus, the implementation of this recommendation is operationally feasible ONLY in conjunction with the legislative change that all reportable accidents be investigated by a law enforcement officer.

The study team agrees that the establishment of a "central authority" is necessary to ensure overall operational feasibility.

Economic: "Will this application return more dollar value in benefits than it will cost to develop?"

The study team is not at present able to answer the question of economic feasibility. However, the initial step in satisfying any test of economic feasibility is defining current costs. An attempt was made to define the present costs for traffic records. It was hoped that with these costs established, the study team would be able to point out where costs could be expected to increase and also where savings could be realized.

A predictable problem encountered in the effort to define existing operating costs was that of defining traffic records. Attachment D is a letter sent out to the agency heads defining traffic records and requesting operating cost data according to this definition. Attachment E comprises the letters of response from the Department of State Police, Department of Highways, and Division of Motor Vehicles. The cost data received are not all broken down into the same categories. Thus, they cannot be combined for total costs of the system in each of the categories. This coupled with the fact that the definition of traffic records has no unique interpretation, make it very difficult to conclude anything significant about the current costs for traffic records.

There are two courses of action concerning this question of economic feasibility:

1. Implement the recommendations of this report without cost analysis.
2. Make the second phase of the traffic records project the task of doing a thorough cost analysis to determine the question of economic feasibility.

If the latter of these alternatives is selected, persons more qualified in economic analyses than the members of this study team should be engaged.

If the decision is to implement without completely answering the question of economic feasibility, the study team can point out some areas where savings may be effected through reduced operating costs.

All accident data will be entered once and only once at the Department of State Police, and automatically made available to all users simultaneously. Thus, personnel currently employed to enter accident data into the automated systems at the Department of Highways and DMV will be freed for other duties.

Many manual operations such as the production of collision diagrams and the tabulation and correlation of accident data for summary and statistical reports will be eliminated by the automated statistics file.

The number of accident reports processed will also be reduced. In 1971, there were 144,407 accidents reported in Virginia, averaging 2.7 accident reports per accident.

Thus, approximately 390,000 accident reports were processed. By reducing citizen accident reporting and entering all accident data at State Police Headquarters, the number of reports processed annually would be reduced to approximately 200,000, or an estimated 3,900 per week. In Alabama, cathode-ray operators can enter about 12 reports per hour. Thus, the entry of the accident data in Virginia could be accomplished by 10 cathode-ray operators. The coding and verification of these transactions could be accomplished with fewer than the number of DMV clerks freed of accident report matching functions.

Whereas there will obviously be some reductions in operating costs due to the elimination of duplication of effort and more efficient processing of traffic records data, the implementation of the recommendations of this report will also effect an increase in operating costs in certain areas, such as the training of all police personnel and the maintenance of the statewide locator system.

No estimates have been made concerning the developmental costs, but the locator system and the initial phase of the law enforcement training will be the most expensive to develop and implement.

EPILOGUE

This feasibility study report reflects the state of the Virginia traffic records system as it existed when the preparation of the report began in the fall of 1971. In conjunction with the preparation of this report some changes have been made in the current traffic records system that have not been mentioned in the preceding text. The following are brief descriptions of these operational and administrative changes.

1. The Division of Motor Vehicles is in the process of combining its Driver and Vehicle Files into a single Motorist File that eliminates the duplication in recording names and addresses separately for each driver and vehicle registered.
2. The Department of State Police has established the necessary administration for the NHTSA Fatality Analysis File, including the employment of a fatality analysis file clerk.
3. The Department of Highways has purchased a flat-bed plotter that will automate the production of collision diagrams as well as serve engineering departments. The study team was given a demonstration of the plotter drawing a collision diagram.
4. The Department of Highways has begun the preliminary work for establishing a statewide locator system.
5. The Data Processing Division of the Department of Highways has begun the task of integrating the highway files in order that they may serve as the Highway File.
6. The Division of Motor Vehicles is planning for on-line accident entry.
7. A study is under way at the Department of Highways to ascertain information needed on the Uniform Traffic Accident Report Form to facilitate graphical plotting of accidents. Attachment A does not fulfill these requirements.

Attachment A

VIRGINIA UNIFORM TRAFFIC ACCIDENT REPORT

☐ Initial
☐ Supplemental
☐ Final

SHADED AREAS TO BE USED BY DATA PROCESSING ONLY

LOCATION & TIME		DATE		COUNTY CODE NUMBER	SHEET OF SHEETS		TIME							DAY OF WEEK					HIGHWAY CLASSIFICATION					
		MM	DD		AM	PM	1	2	3	4	5	6	7	1	2	3	4	5	6	7	8	9	10	11
UNIT #1	DRIVER	Total No. Vehicles Involved (Circle One or More)		1 - SINGLE MOTOR VEHICLE 2 - DVERTURNED IN ROAD 3 - RAN OFF ROAD		4 - PEDESTRIAN 5 - PEDALCYCLE 6 - MOTORCYCLE		7 - TWO OR MORE MOTOR VEHICLES 8 - RAN OFF ROAD & DVERTURNED 9 - OTHER							0 - FIXED OBJECT 1 - IN ROADWAY OR (FT) FROM 2 - EDGE OF ROADWAY									
		ON STREET, ROAD, OR HIGHWAY		AT INTERSECTION OF OR BETWEEN		AND		TYPE		MILE		POST		NUMBER										
		STREET OR ROAD CODE		STREET OR ROAD CODE		FEET		MILES		N		E		S		W		OF						
		CITY OR TOWN		CONTROLLED ACCESS HWY LOCATION (Circle One)		1 - MAIN ROAD 2 - FRONTAGE RD		3 - MAIN ROAD AT INTERCHANGE		4 - ENTRANCE RAMP 5 - EXIT RAMP		N		E		S		W						
		DRIVER'S FULL NAME		STREET OR R.F.D.		CITY & STATE		ZIP		DATE OF BIRTH		SEX		RACE										
		DRIVER LICENSE NUMBER		STATE		TYPE:				Complied With YES NO														
		OCCUPATION		DRIVER'S TELEPHONE NO.		DRIVER CONDITION: (Circle One)		1 - NO APPARENT DEFECTS 2 - APPARENTLY ASLEEP		3 - FATIGUED 4 - ILL		5 - UNKNOWN 6 - PHYSICAL DEFECTS												
		DRIVER SOBRIETY:		DRINKING: YES NO UNKNOWN		TEST RESULTS		POS. NEG.		REFUSED TEST		YES NO		CONTRIBUTING CIRCUMSTANCES(S)										
		YEAR MAKE BODY V.I.N.		INSPECTION CERTIFICATE:		1 - CURRENT 2 - EXPIRED		3 - NONE 4 - UNKNOWN		LICENSE TAG NUMBER		STATE		YEAR										
		UNIT #2 OR PEDESTRIAN	DRIVER	OWNER'S NAME		STREET OR R.F.D.		CITY & STATE		ZIP		SPEED LIMIT		ESTIMATED SPEED										
TYPE:				01 - AUTO 02 - PEDALCYCLE 03 - STAWAGON		04 - PANEL PICKUP 05 - TR. TRACTOR 06 - OTHER TRUCK		07 - COMM. BUS 08 - SCHOOL BUS 09 - OTHER BUS		10 - M.CYCLE 11 - FARM MACH. 12 - OTHER		SAFETY EQUIP. USED: YES NO												
SPECIAL USE:				01 - NONE 02 - TAXI		03 - MILITARY 04 - AMBULANCE		05 - FARM USE 06 - POLICE		07 - WRECKER 08 - FIRE FIGHTING		09 - DRIVER TRAINING 10 - GOV'T		11 - OTHER										
ATTACHMENT:				1 - NONE 2 - MOBILE HOME		3 - SEMI TRAILER 4 - UTILITY TRAILER		5 - FARM TRAILER 6 - TRAILER WITH BOAT		7 - CAMPER TRAILER 8 - TOWED MOTOR VEH.		9 - PETROLEUM TANKER 0 - OTHER												
DEFECTS:				1 - NONE 2 - BRAKES		3 - LIGHTS 4 - HORN		5 - STEERING 6 - WIPERS		7 - TURN SIGNALS 8 - TIRES		9 - NOT KNOWN 0 - OTHER		DEFECT CODES										
DAMAGE SEVERITY:				1 - SLIGHT 2 - MODERATE		3 - SEVERE		AREA(S) DAMAGED (Use Codes)		APPROXIMATE COST TO REPAIR \$		VEHICLES TOWED AWAY YES NO												
VEHICLE TOWED BY WHOM:				TO WHERE:		TOTAL OCCUPANTS THIS UNIT:																		
CIRCLE POINT OF INITIAL IMPACT																								
0 UNDERCARRIAGE																								
UNIT #2 OR PEDESTRIAN	PEDESTRIAN			DRIVER OR PEDESTRIAN'S NAME		STREET OR R.F.D.		CITY & STATE		ZIP		DATE OF BIRTH		SEX		RACE								
		DRIVER LICENSE NUMBER		STATE		TYPE:				Complied With YES NO														
		OCCUPATION		DRIVER OR PED'S PHONE NO.		DRIVER OR PED CONDITION: (Circle One)		1 - NO APPARENT DEFECTS 2 - APPARENTLY ASLEEP		3 - FATIGUED 4 - ILL		5 - UNKNOWN 6 - PHYSICAL DEFECT												
		DRIVER OR PED. SOBRIETY:		DRINKING: YES NO UNKNOWN		TEST RESULTS		POS. NEG.		REFUSED TEST		YES NO		CONTRIBUTING CIRCUMSTANCES(S)										
		YEAR MAKE BODY V.I.N.		INSPECTION CERTIFICATE:		1 - CURRENT 2 - EXPIRED		3 - NONE 4 - UNKNOWN		LICENSE TAG NUMBER		STATE		YEAR										
		OWNER'S NAME		STREET OR R.F.D.		CITY & STATE		ZIP		SPEED LIMIT		ESTIMATED SPEED												
		TYPE:		01 - AUTO 02 - PEDALCYCLE 03 - STAWAGON		04 - PANEL PICKUP 05 - TR. TRACTOR 06 - OTHER TRUCK		07 - COMM. BUS 08 - SCHOOL BUS 09 - OTHER BUS		10 - M.CYCLE 11 - FARM MACH. 12 - OTHER		SAFETY EQUIP. USED: YES NO												
		SPECIAL USE:		01 - NONE 02 - TAXI		03 - MILITARY 04 - AMBULANCE		05 - FARM USE 06 - POLICE		07 - WRECKER 08 - FIRE FIGHTING		09 - DRIVER TRAINING 10 - GOV'T		11 - OTHER										
		ATTACHMENT:		1 - NONE 2 - MOBILE HOME		3 - SEMI TRAILER 4 - UTILITY TRAILER		5 - FARM TRAILER 6 - TRAILER WITH BOAT		7 - CAMPER TRAILER 8 - TOWED MOTOR VEH.		9 - PETROLEUM TANKER 0 - OTHER												
		DEFECTS:		1 - NONE 2 - BRAKES		3 - LIGHTS 4 - HORN		5 - STEERING 6 - WIPERS		7 - TURN SIGNALS 8 - TIRES		9 - NOT KNOWN 0 - OTHER		DEFECT CODES										
UNIT #2 OR PEDESTRIAN	PEDESTRIAN	DAMAGE SEVERITY:		1 - SLIGHT 2 - MODERATE		3 - SEVERE		AREA(S) DAMAGED (Use Codes)		APPROXIMATE COST TO REPAIR \$		VEHICLES TOWED AWAY YES NO												
		VEHICLE TOWED BY WHOM:		TO WHERE:		TOTAL OCCUPANTS THIS UNIT:																		
		CIRCLE POINT OF INITIAL IMPACT																						
		0 UNDERCARRIAGE																						
		ACTIONS																						
		ROAD: 1 - DARK, 2 - LIGHT		CLOTHING: 1 - DARK, 2 - LIGHT		RETRO REFLECTIVE MATERIALS: 1 - CLOTHING 2 ITEMS 3 NONE																		
		01 - Crossing or Entering Intersection		04 - Walking in Rdwy. Against Traffic		07 - Pushing or Working on Vehicle		10 - Other in Roadway																
		02 - Crossing or Entering Other		05 - Standing in Roadway		08 Other Working in Rdwy		11 Not in Roadway																
		03 - Walking in Rdwy. with Traffic		06 - Getting Off or On Vehicle		09 Playing in Roadway		12 - OTHER																
		DAMAGE TO PROPERTY OTHER THAN VEHICLE (Name, Object, Show Ownership & Damage)				Approx. Cost to Repair \$																		
WIT.	WITNESS FULL NAME		ADDRESS		PHONE NO.		AGE		SEX															
	WITNESS FULL NAME		ADDRESS		PHONE NO.		AGE		SEX															

AST NO 27 REVISED 1 JAN 71

CODES	SEATING		SEAT BELTS		EJECTED	INJURY		FIRST AID BY						
	M - Motorcycle B - Pedalcycle O - Other U - Unknown P - Pedestrian		LAP BELT ONLY N - None Installed F - Fastened U - Unfastened D - Not Reported		LAP & SHOULDER BELT E - Not Used G - Lap Belt Only Used M - Both Belts Used L - Not Reported	Y - Yes P - Partially N - No U - Unknown	K - Killed A - Visible signs of injury, as bleeding wound or distorted member, or had to be carried from scene. B - Other visible injury, as bruises abrasions, swelling, limping, etc. C - No visible injury but complaint of pain or momentary unconsciousness.		P - Police A - Amb. Attend D - Doctor	O - Other U - Unknown N - None				
VICTIMS	NAME		ADDRESS		Age	Sex	Veh. No.	Seating	Seat Belts	Ejection	Injury	First Aid By		
	1 TAKEN TO		TAKEN BY											
	NAME		ADDRESS											
	2 TAKEN TO		TAKEN BY											
NARRATIVE & DIAGRAM	DIRECTION OF TRAVEL - VEHICLE 1 - N E S W VEHICLE 2 - N E S W MILES N E S W TO													
DESCRIBE WHAT HAPPENED (REFER TO VEHICLES BY NUMBER)														
ROADWAY & ENVIRONMENT	LIGHT (Circle One)		WEATHER (Circle One)		LOCALE (Circle One)		DEFECTS (Circle One or More)		CONSTRUCTION (Circle One For Each Vehicle)		CONDITION (Circle One For Each Veh.)		VISION OBSCURED (Circle One For Each Veh.)	
	1 - DAYLIGHT 2 - DAWN 3 - DUSK 4 - DARKNESS 5 - DARKNESS, RD. LIGHTED		1 - CLEAR 2 - CLOUDY 3 - RAINING 4 - FOG 5 - SNOWING 6 - HAILING		1 - OPEN COUNTRY 2 - RESIDENTIAL 3 - SHOP'G OR BUSINESS 4 - MFG. OR INDUSTRIAL 5 - SCHOOL OR PLAY'D 6 - OTHER		1 1 - SHOULDERS LOW 1 2 - SHOULDERS HIGH 3 3 - HOLES, BUMPS, ETC. 4 4 - LOOSE MATERIAL ON SURFACES 5 5 - ROAD UNDER CONST. 6 8 - NONE 7 7 - OTHER		1 2 1 1 - ASPHALT 2 2 - CONCRETE 3 3 - BRICK 4 4 - DIRT 5 5 - OTHER		1 2 1 1 - DRY 2 2 - WET 3 3 - SNOWY, ICY 4 4 - MUDDY 5 5 - HAZARDOUS MATERIAL		1 2 01 01 - NOT OBSCURED 02 02 - RAIN, SNOW, ICE, ETC. ON WINDSHIELD 03 03 - TREES, CROPS, BUSHES, ETC. 04 04 - BUILDING(S) 05 05 - EMBANKMENT 06 06 - SIGNBOARD 07 07 - HILLCREST 08 08 - PARKED VEHICLE(S) 09 09 - MOVING VEHICLE(S) 10 10 - BLINDED BY HEADLIGHTS 11 11 - BLINDED BY SUNLIGHT 12 12 - OTHER 13 13 - UNKNOWN	
	CHARACTER (Circle One For Each Veh.)		TRAFFIC CONTROL (Circle One For Each Vehicle)		ROADWAY LANES (Circle One For Each Vehicle)		ROADWAY DIVIDED BY: (Circle One For Each Vehicle)							
	1 1 - Straight - Level 2 2 - Straight - Down Grade 3 3 - Straight - Up Grade 4 4 - Straight - Hillcrest 5 5 - Curve - Level 6 6 - Curve - Down Grade 7 7 - Curve - Up Grade 8 8 - Curve - Hillcrest Vehicles Traveling Same Dirwy. Yes No (Circle One)		1 1 - STOP SIGN 2 2 - STOP & GO SIGNAL 3 3 - YIELD SIGN 4 4 - OFFICER OR FLAGMAN 5 5 - RR CROSSING GATES 6 6 - RR FLASHING LIGHTS 7 7 - NONE 8 8 - OTHER Yes Yes } FUNCTIONING No No }		1 2 (Circle One For Each Vehicle) 1 1 - ONE LANE 2 2 - TWO LANES 3 3 - THREE LANES 4 4 - FOUR LANES 5 5 - FIVE LANES 6 6 - SIX LANES OR MORE 7 7 - UNPAVED (Any Width) 8 8 - ALLEY Yes Yes } ONE WAY STREET: No No }		1 2 (Circle One For Each Vehicle) 1 1 - MEDIAN CONSTRUCTION 2 2 - ROUGH SURFACE 3 3 - EARTH 4 4 - PAINTED 5 5 - CONCRETE 6 6 - METAL GUARDRAIL 7 7 - FENCE 8 8 - OTHER Yes Yes } MEDIAN No No }							
INVESTIGATION	SUMMONS NUMBER		NAME OF PERSON CHARGED				CONTRIBUTING CIRCUMSTANCE(S)							
	SUMMONS NUMBER		NAME OF PERSON CHARGED				CONTRIBUTING CIRCUMSTANCE(S)							
	POLICE AGENCY NOTIFIED		POLICE ARRIVED		AMBULANCE ARRIVED		TRAFFIC FLOW RESTORED		PHOTOGRAPHS TAKEN					
	NAME OF INVESTIGATING OFFICER		BADGE NUMBER		POLICE AGENCY									
	NAME OF OTHER OFFICER(S) AT SCENE		BADGE NUMBER(S)		POLICE AGENCY									
THE DATA ON THIS REPORT REFLECTS MY BEST KNOWLEDGE, OPINION AND BELIEF COVERING THE ACCIDENT, BUT NO WARRANT IS MADE AS TO THE FACTUAL ACCURACY THEREOF														
SIGNATURE OF INVESTIGATING OFFICER														
DATE														

VIRGINIA UNIFORM TRAFFIC ACCIDENT REPORT

894

AST NO. 34 REV. 1/71

SUPPLEMENTAL SHEET

SHEET OF SHEETS(S)

Age	Sex	Veh. No.	Seating	Seat Belt	Ejection	Injury	First Aid

ADDITIONAL ACCIDENT VICTIMS

3	Name _____	Address _____											
	Taken to _____	Taken by _____											
4	Name _____	Address _____											
	Taken to _____	Taken by _____											
5	Name _____	Address _____											
	Taken to _____	Taken by _____											
6	Name _____	Address _____											
	Taken to _____	Taken by _____											
7	Name _____	Address _____											
	Taken to _____	Taken by _____											
8	Name _____	Address _____											
	Taken to _____	Taken by _____											
9	Name _____	Address _____											
	Taken to _____	Taken by _____											
10	Name _____	Address _____											
	Taken to _____	Taken by _____											
11	Name _____	Address _____											
	Taken to _____	Taken by _____											
12	Name _____	Address _____											
	Taken to _____	Taken by _____											

ADDITIONAL NARRATIVE SPACE

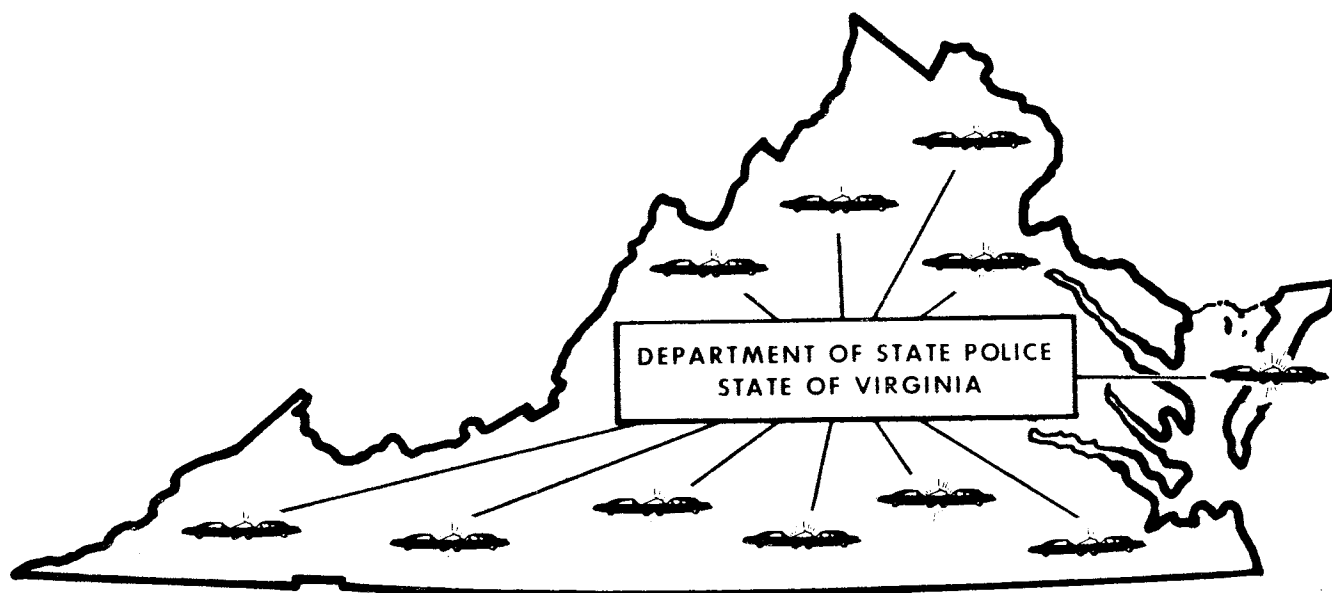
DESCRIBE WHAT HAPPENED (Refer to vehicles by number)

		Location		Time		
Diagram Scale 1 inch = (20 feet) (10 feet)		Badge No.	Reporting Police Agency		DATE	
Signature of Reporting Officer(s)				Month	Day	Year

Attachment B

VIRGINIA'S UNIFORM TRAFFIC ACCIDENT REPORT

MODEL: FOR ILLUSTRATIVE PURPOSES ONLY



POLICE OFFICER'S INSTRUCTION MANUAL FOR INVESTIGATING TRAFFIC ACCIDENTS

INTRODUCTION

The instructions in this manual have been prepared to provide guidance for filling out the Virginia Uniform Traffic Accident Report Form.

The Virginia Uniform Traffic Accident Report Form complies with H(S)B### Patron § ##. #-##. # (197#) of the Virginia Legislature.

This new form will be used by all police within the State — including State, County, and Municipal police — responsible for investigating and reporting accidents.

Traffic accident reports submitted by investigating officers are the most important source of information for departments and agencies concerned with traffic safety.

A detailed study of this manual will save the reporting officers time and effort at the accident scene. It will also aid them in filing complete, accurate reports of the greatest possible value to persons interested in accident prevention.

The following sections of the Code of Virginia should be amended to read as follows, the underlined portion being added outright, or substituted for the portion in parentheses:

§46.1-401 Report by officer investigating accident

Every law enforcement officer who in the course of duty investigates a motor vehicle accident of which report must be made, either at the time of and at the scene of the accident or thereafter, and elsewhere, by interviewing participants or witnesses shall within (twenty-four hours after completing the investigation) seventy-two hours from the time the accident occurred, forward a written report of the accident to the (Division) Headquarters of the Department of State Police.

§46.1-403 Division to prepare and supply forms for reports

(a) The Division shall prepare and upon request supply to police departments, medical examiners and sheriffs hereunder to be made to the (Division) Headquarters of the Department of State Police appropriate with respect to the persons required to make such reports and the purpose to be served. The required written report to be made by persons involved in accidents and by investigating officers shall call for sufficiently detailed information, to disclose with reference to a traffic accident, including but not limited to location of accident, probable cause, injuries to persons, property damage, deaths of persons, registration of vehicles involved including license numbers, name, address and driver's license number of operator, highway design and maintenance (including lighting, markings, and road surface), and names and addresses of witnesses.

(b) Every accident report required to be made in writing shall be made on the uniform accident report form approved and supplied by the Division and shall contain all available information required therein.

§46.1-409 Use of accident reports made by investigating officers

Subject to the provisions of §46.1-407 all accidents reports made by investigating officers shall be for the confidential use of the Division and of other state agencies for accident prevention purposes and shall not be used as evidence in any trial, civil or criminal, arising out of any accident. The Division shall disclose from the reports, upon request of any person, the date, time and location of the accident and the names and addresses of the drivers, the owners of the vehicles involved, the injured persons, the witnesses and the one investigating officer.

The Division shall tabulate and analyze all accident reports and shall publish annually or at more frequent intervals statistical information based thereon as to the number and circumstances of traffic accidents. The Department of State Police shall make available to the Division all accident reports so that the Division may obtain sufficient detailed information so as to provide data for surveillances of traffic for detection and correction of high or potentially high accident locations.

VIRGINIA UNIFORM TRAFFIC ACCIDENT REPORT

SHADED AREAS TO BE USED BY DATA PROCESSING ONLY

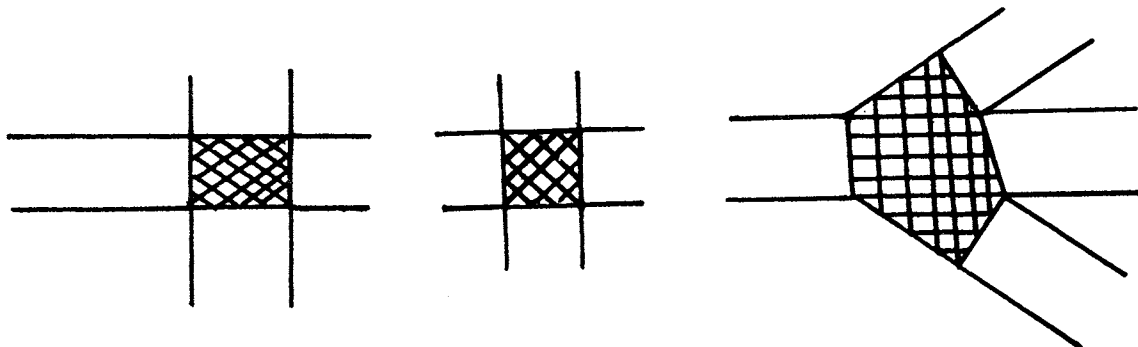
SHEET 1 OF 2		SHEET 2 OF 2	
DATE		COUNTY	
TIME		DAY OF WEEK	
AM		PM	
1		2	
3		4	
5		6	
7		8	
9		10	
11		12	
13		14	
15		16	
17		18	
19		20	
21		22	
23		24	
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31		32	
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67		68	
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85		86	
87		88	
89		90	
91		92	
93		94	
95		96	
97		98	
99		100	

CODES	SEATING		SEAT BELTS		EJECTED	INJURY		FIRST AID BY						
	 M - Motorcycle B - Pedalcycle O - Other U - Unknown P - Pedestrian		LAP BELT ONLY N - None Installed F - Fastened U - Unfastened D - Not Reported		LAP & SHOULDER BELT E - Not Used G - Lap Belt Only Used M - Both Belts Used L - Not Reported	Y - Yes P - Partially N - No U - Unknown	K - Killed A - Visible signs of injury, as bleeding wound or distorted member, or had to be carried from scene. B - Other visible injury, as bruises, abrasions, swelling, limping, etc. C - No visible injury but complaint of pain or momentary unconsciousness.		P - Police A - Amb. Attend D - Doctor	O - Other U - Unknown N - None				
VICTIMS	NAME		ADDRESS		Age	Sex	Veh. No.	Seat. No.	Ejection	Injury	First Aid By			
	1 TAKEN TO		TAKEN BY											
	NAME		ADDRESS											
	2 TAKEN TO		TAKEN BY											
NARRATIVE & DIAGRAM	DIRECTION OF TRAVEL - VEHICLE 1 - N E S W VEHICLE 2 - N E S W MILES N E S W TO													
	(86)													
DESCRIBE WHAT HAPPENED (REFER TO VEHICLES BY NUMBER)														
ROADWAY & ENVIRONMENT	LIGHT (Circle One)		WEATHER (Circle One)		LOCALE (Circle One)		DEFECTS (Circle One For Each Vehicle)		CONSTRUCTION (Circle One For Each Vehicle)		CONDITION (Circle One For Each Veh.)		VISION OBSCURED (Circle One For Each Veh.)	
	1 - DAYLIGHT 2 - DAWN 3 - TWILIGHT 4 - DARKNESS 5 - DARKNESS, RD. LIGHTED		1 - CLEAR 2 - CLOUDY 3 - RAIN 4 - FOG 5 - SNOWING 6 - HAILING		1 - OPEN COUNTRY 2 - RESIDENTIAL 3 - SHOP/BUSINESS 4 - INDUSTRIAL 5 - SCHOOL or PLAY'D 6 - OTHER		1 - SHOULDERS LOW 2 - SHOULDERS HIGH 3 - HOLES, BUMPS, ETC. 4 - LOSS OF MATERIAL ON SURF. 5 - ROAD UNDER CONST. 6 - NONE 7 - OTHER		1 - ASPHALT 2 - CONCRETE 3 - GRAVEL 4 - DIRT 5 - OTHER		1 - DRY 2 - WET 3 - SLIPPERY 4 - MUDDY 5 - HAZARDOUS MATERIAL		1 - NOT OBSCURED 2 - RAIN, SNOW, ICE, ETC. ON WINDSHIELD 3 - TREES, CROPS, BUSHES, ETC. 4 - BUILDING(S) 5 - EMBANKMENT 6 - SIGNBOARD 7 - HILLCREST 8 - PARKED VEHICLE(S) 9 - MOVING VEHICLE(S) 10 - BLINDED BY HEADLIGHTS 11 - BLINDED BY SUNLIGHT 12 - OTHER 13 - UNKNOWN	
	CHARACTER (Circle One For Each Veh.)		TRAFFIC CONTROL (Circle One For Each Vehicle)		ROADWAY LANES (Circle One For Each Vehicle)		ROADWAY DIVIDED BY: (Circle One For Each Vehicle)							
	1 - Straight - Level 2 - Straight - Down Grade 3 - Straight - Up Grade 4 - Hillcrest 5 - Curve - Level 6 - Curve - Down Grade 7 - Curve - Up Grade 8 - Curve - Hillcrest Vehicles Traveling Same Rdyw. Yes No (Circle One)		1 - STOP SIGN 2 - STOP & GO SIGNAL 3 - YIELD SIGN 4 - OFF-ROAD FLAGMAN 5 - RR CROSSING GATES 6 - RR FLASHING LIGHTS 7 - NONE 8 - OTHER Yes Yes } FUNCTIONING No No }		1 - ONE LANE 2 - TWO LANES 3 - THREE LANES 4 - FOUR LANES 5 - FIVE LANES 6 - SIX LANES OR MORE 7 - UNPAVED (Any Width) 8 - ALLEY Yes Yes } ONE WAY STREET No No }		1 - MEDIAN CONSTRUCTION 2 - CONCRETE 3 - ROUGH SURFACE 4 - EARTH 5 - PAINTED MEDIAN BARRIER 6 - CONCRETE 7 - METAL GUARDRAIL 8 - FENCE 9 - OTHER Yes Yes } MEDIAN No No }							
INVESTIGATION	SUMMONS NUMBER		NAME OF PERSON CHARGED		CONTRIBUTING CIRCUMSTANCE(S)		CONTRIBUTING CIRCUMSTANCE(S) 10 - No Inproper Driving 11 - Violations Unknown 12 - Imp. Backing 13 - Changing Lanes Imp. 14 - Parking Improperly 15 - Failure to Dim Lights 16 - Lights Improper 17 - Veh. Unsafe Cond. 18 - Driving in Wrong Lane 19 - No Sig. Imp. Sig. 20 - Following Too Closely 21 - Defective Brakes 22 - Exceeding Speed Limit 23 - Exceeding Safe Speed 24 - Disregard Sign Sig. 25 - No Right of Way 26 - Wrong Side of Road 27 - Passing On Hill 28 - Passing on Curve 29 - Other Improper Passing 30 - Turning Unlawfully 31 - Driving in Safety Zone 32 - Pass Stpd. School Bus Inattention 33 - Other Moving Viol. 34 - Exc. Wt. Ht. Lt. Wh. 35 - Pedestrian Drunk 36 - Faulty Equipment 37 - Walking Violation 38 - Min Speed Law 39 - Racing On Hwy. 40 - Driv. under inf.							
	SUMMONS NUMBER		NAME OF PERSON CHARGED		CONTRIBUTING CIRCUMSTANCE(S)									
	POLICE AGENCY NOTIFIED		POLICE ARRIVED		AMBULANCE ARRIVED		TRAFFIC FLOW RESTORED		NAME OF PHOTOGRAPHER					
	NAME OF INVESTIGATING OFFICER		BADGE NUMBER		POLICE AGENCY									
	NAME OF OTHER OFFICER(S) AT SCENE		BADGE NUMBER(S)		POLICE AGENCY									
	THE DATA ON THIS REPORT REFLECTS MY BEST KNOWLEDGE, OPINION AND BELIEF COVERING THE ACCIDENT, BUT NO WARRANTY IS MADE AS TO THE FACTUAL ACCURACY THEREOF.													
	SIGNATURE OF INVESTIGATING OFFICER													
	DATE													

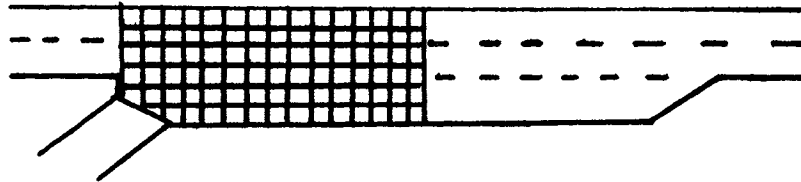
(115)					
Diagram Scale 1 inch = (20 feet) (10 feet)		Location (117)		Time (118) A.M. P.M.	
Signature of Reporting Officer(s) (119)		Badge No. (120)		Reporting Police Agency (121)	
				DATE Month Day Year (122)	

G E N E R A L I N S T R U C T I O N S

1. PRINT or TYPE all information clearly. Use black ink ONLY.
2. Leave no blank spaces. If a question does not apply, "Cross" it out  unless the word "None" is specified in the special instructions.
3. Circle the appropriate numbers where indicated to do so.
4. Use additional report forms where more than two (2) vehicles, more than two (2) injuries, or more than one (1) pedestrian are involved. Number them properly and fasten them together securely.
5. Be sure you report the full name of all persons involved. Make sure the driver's name is the same as listed on the driver's license. If the driver's true name is different from that shown on the license, the difference should be explained in the narrative section on the back of the report. If the driver is unlicensed, the full name should be recorded. A married woman's name should be given as Mary Smith Brown, not as Mrs. John D. Brown.
6. The boundaries of an intersection are real or imaginary lines drawn at right angles to the roadways from the points of intersection of the edge of roadways. The cross-hatched areas shown below indicate intersection areas.



For the purpose of this report only 200 feet of the merging traffic lane will be considered as the intersection.



NOTE: Privately maintained roads, alleys, or driveways are not part of an intersection.

7. Be sure to make vehicle numbers, etc., on both the front and back of all forms used correspond with the numbers shown on the diagram.
8. Every reasonable effort should be made to obtain factual information. However, if this is not possible, investigating officers should use their best judgment and record their considered opinions as information (e. g., "contributing circumstances"). This should be done, even though it may not be possible to substantiate this recorded information or have sufficient prosecuting evidence.
9. If additional space is needed for diagram, injuries, or remarks, use the supplementary diagram, injury and remarks form. (AST-34)
10. The shaded areas on this report are to be used by the Data Processing Unit of the Department of

EXAMPLE:



11. Do not write in the area to either side of the heading on the report. When a hit and run or an incomplete or corrected report is involved, remarks indicating such are entered on AST 27 above the heading, UNIFORM TRAFFIC ACCIDENT REPORT."

VIRGINIA UNIFORM TRAFFIC ACCIDENT REPORT

SHADED AREAS TO BE USED BY DATA PROCESSING ONLY

SHEET

OF

SHEET(S)

12. The original copy of this completed report should be forwarded promptly to :

DEPARTMENT OF STATE POLICE

DATA PROCESSING UNIT

P. O. BOX 27472

RICHMOND, VIRGINIA 23261

SPECIAL INSTRUCTIONS

SHEET OF 1 SHEET(S)

- ① SHEET ____ OF ____ SHEET(S) -- If it is necessary to use more than one form because of the number of vehicles involved, persons injured, or other reasons, use additional forms.

EXAMPLE: Two (2) sheets used for accident, so,
 First sheet: SHEET 1 OF 2 SHEET(S)
 Second sheet: SHEET 2 OF 2 SHEET(S)

DATE	COUNTY CODE NUMBER	TIME	DAY OF WEEK	HIGHWAY CLASSIFICATION
(2)	(3)	(4) AM	(5) M T W T F S Sun	1 - Interstate 3 - State 5 - City 2 - U.S. 6 - County 6 - Other

- ② DATE -- Enter date on which accident occurred, giving month, day of month, and year. Use numerals only.
- ③ COUNTY CODE NUMBER -- Write the number of the county in which the accident occurred using the county code listed below.

Accomack	010	Bedford	100
Albemarle	020	Bland	110
Allegany	030	Botetourt	120
Amelia	040	Brunswick	130
Amherst	050	Buchanan	140
Appomattox	060	Buckingham	150
Arlington	070	Campbell	160
Augusta	080	Caroline	170
Bath	090	Carroll	180

Charles City	190	Highland	450	Powhatan	710
Charlotte	200	Isle of Wight	460	Prince Edward	720
Chesterfield	210	James City	470	Prince George	730
Clarke	220	King George	480	Prince William	740
Craig	230	King and Queen	490	Pulaski	750
Culpeper	240	King William	500	Rappahannock	760
Cumberland	250	Lancaster	510	Richmond	770
Dickenson	260	Lee	520	Roanoke	780
Dinwiddie	270	Loudoun	530	Rockbridge	790
Essex	280	Louisa	540	Rockingham	800
Fairfax	290	Lunenburg	550	Russell	810
Fauquier	300	Madison	560	Scott	820
Floyd	310	Mathews	570	Shenandoah	830
Fluvanna	320	Mecklenburg	580	Smyth	840
Franklin	330	Middlesex	590	Southampton	850
Frederick	340	Montgomery	600	Spotsylvania	860
Giles	350	Nansemond	610	Stafford	870
Gloucester	360	Nelson	620	Surrey	880
Goochland	370	New Kent	630	Sussex	890
Grayson	380	Northampton	640	Tazewell	900
Greene	390	Northumberland	650	Warren	910
Greensville	400	Nottoway	660	Washington	920
Halifax	410	Orange	670	Westmoreland	930
Hanover	420	Page	680	Wise	940
Henrico	430	Patrick	690	Wythe	950
Henry	440	Pittsylvania	700	York	960

④

TIME -- Enter time at which accident occurred as precisely as possible using 24 hour clock. 3:30 pm should be designated as 15:30.

⑤

DAY OF THE WEEK -- Circle the day of the week the accident occurred.

⑥

HIGHWAY CLASSIFICATION -- Circle the number which corresponds to the highest highway classification on which the accident occurred.

The highway classification is as follows:

1. Interstate (Highest)
2. U. S.
3. State
4. County
5. City
6. Other (Lowest)

EXAMPLE: Virginia 2 and U. S. 301 at Richmond are the same highway. Circle number two (2) which corresponds to U. S.

HIGHWAY CLASSIFICATION					
Interstate	3 - State	5 - City			
2 - U. S.	4 - County	6 - Other			

If on private property, circle number 6.

Total No. Vehicles		ACCIDENT INVOLVED (Circle One or More)		1 - SINGLE MOTOR VEHICLE		4 - PEDESTRIAN		7 - TWO OR MORE MOTOR VEHICLES		0 - FIXED OBJECT	
⑦	7	1	2	3	4	5	6	7	8	9	0

IN ROADWAY, OR (FT.) FROM EDGE OF ROADWAY

⑦

TOTAL NUMBER OF VEHICLES -- Enter the total number of vehicles involved in the accident. This includes every device by which persons or property may be moved or transported. Railroad trains, pedalcycles, and ridden animals are classified as vehicles.

EXAMPLE: Car hits train, enter "2" in "Item 7", circle "1" and "9" in "Item 8," and enter train.

EXAMPLE: Car hits pedalcycle, enter "2" in "Item 7," circle "1" and "5" in "Item 8".

⑧

ACCIDENT INVOLVED -- Circle one (1) or more to completely describe what factors the accident involved, including first harmful event and all subsequent events.

EXAMPLE: A single vehicle (auto, truck, motorcycle, etc.) may run off the roadway and strike a pedestrian; therefore, circle numbers 1, 3, and 4 to describe the factors the accident involved.

Circle number 9 for any other events and specify the event (e. g., Railroad train, person or load falling from vehicle, vehicle fire, explosion, discharge of firearm within the vehicle, etc.)

Circle number 0 if any of the involved vehicles strike a fixed object. If the object is in the roadway, check the box provided. If the fixed object is not in the roadway, measure the distance from it to the outside edge of the roadway and enter the distance on the appropriate line. The roadway is considered to be that portion of the highway which is improved, designed, or ordinarily used for vehicular travel, exclusive of any paved shoulder or emergency parking lanes.

ON STREET, ROAD, OR HIGHWAY		AT INTERSECTION OF OR BETWEEN		AND		TYPE		MILE POST NUMBER	
(9)		(10)		(11)				(12)	
(13)	STREET OR ROAD CODE	(14)	STREET OR ROAD CODE	(15)	FEET MILES	N E S W OF		(16)	

- ⑨ ON -- Enter the Highway Number (use the highway number of the LOWEST classification) or the highway name if not numbered on the highway on which the accident occurred.

EXAMPLE: Between Richmond and Dawn, U.S. 301 and Virginia 2 are the same highway. Show on your report the accident happening on Virginia 2.

Also, use the lowest State highway or County road number when the highway serves as either two (2) or more highways of the same classification.

EXAMPLE: Between Barnes Jt. and Chase City, Virginia 47 and Virginia 92 are the same highway. Show on your report the accident happening on Virginia 47.

Also, use the name of the highway or street when the accident occurs within the city limits of any town, or city.

EXAMPLE: Fort Avenue and U. S. 29 are the same highway within the city limits of Lynchburg. Show on your report the accident happening on Fort Avenue.

When an accident occurs on Private Property, write in the location.

EXAMPLE: "Stanton Parking Lot", then cross out "Items 10, 11, 12, and 16."

- ⑩ AT -- Enter the highway number or name of the intersecting highway or street if within the city limits. If the accident happened within the boundaries of the intersection, refer to GENERAL INSTRUCTIONS, Item No. 6.

NOTE: If the accident did not happen at an intersection then enter the highway number or name of the nearest intersecting highway.

- ⑪ AND -- If the accident did not happen at an intersection then in order to locate the accident, the two (2) nearest intersections must be listed. As in No. 10, enter the highway number or street name of the nearest intersecting highway in the opposite direction of the one (1) named in Item No. 10.

EXAMPLE: An accident occurs on Virginia 46 between Virginia 40 and Virginia 137.

ON STREET, ROAD, OR HIGHWAY		OR BETWEEN		AND		TYPE	MILE	POST	NUMBER
Virginia 46		Virginia 40		Virginia 137					
STREET OR ROAD CODE		STREET OR ROAD CODE		FEET MILES		N E S W of			

- ⑫ MILEPOST -- If mileposts exist, give the milepost location. DO NOT ESTIMATE DISTANCE, use your odometer.

EXAMPLE: a. Accident occurs 0.25 miles beyond marker 131 in the direction of stationing of the mileposts. The location will be 131 + .25 or

MILE POST NUMBER
131.25

b. Accident occurs 0.65 miles before milepost marker 131 in the direction of stationing of the mileposts. The location will be 131 - .65 or

MILE POST NUMBER
130.35

NOTE: Where applicable always use mileposts in preference to, and in addition to, any of the other location methods.

⑬ To be entered by the supervisor.

⑭ To be entered by the supervisor.

⑮ To be entered by the supervisor.

⑯ IF NOT AT INTERSECTION -- If the accident is not at an intersection, and the highway is not mileposted, then the location must be pinpointed in relation to the nearest intersection. THIS IS ONE OF THE THREE (3) OR FOUR (4) MOST IMPORTANT ITEMS OF INFORMATION ON THE ENTIRE ACCIDENT REPORT. PLEASE GET IT RIGHT.

* Accident site within 1/10 mile (approximately 500 feet) of any intersection --- Measure the distance from the nearest intersection to the nearest foot. Also, circle appropriate letter for direction FROM this intersection and the name of this intersecting street or highway.

EXAMPLE: Accident occurs 185 feet east of Virginia 20 make entries as follows:

185 FEET
EAST OF 20

- * Accident site MORE THAN 1/10 mile (approximately 500 feet) from any intersection - drive to the intersection from the accident scene and compute the distance using your odometer to the nearest 1/100 mile, as accurately as you can.

EXAMPLE: Accident occurs a little over 0.5 mile west of Virginia 197, make entries as follows:

0.54 MILES N E S W OF 197

CITY OR TOWN	(17)		CONTROLLED ACCESS HWY LOCATION (Circle One)	1 - MAIN ROAD 2 - FRONTAGE RD	3 - MAIN ROAD AT INTERCHANGE	4 - ENTRANCE RAMP 5 - EXIT RAMP	N E S W	1 BOUND LANE 2 SIDE
--------------	------	--	--	----------------------------------	---------------------------------	------------------------------------	---------	------------------------

- (17) CITY OR TOWN -- If the accident occurred within the corporate limits of a city or town, enter the name of the city or town.
- (18) CONTROLLED ACCESS HIGHWAY LOCATION -- This section is for CONTROLLED ACCESS HIGHWAYS ONLY (e. g., INTERSTATE). Circle the corresponding number on which the accident occurred -- MAIN ROAD, MAIN ROAD AT INTERCHANGE, ETC.

If on "Main Road" or "Main Road at Interchange", circle either N, E, S, or W AND Bound Lane.

EXAMPLE: Accident occurs on East bound lane of a controlled access highway.

CONTROLLED ACCESS HWY LOCATION (Circle One)	1 - MAIN ROAD 2 - FRONTAGE RD	3 - MAIN ROAD AT INTERCHANGE	4 - ENTRANCE RAMP 5 - EXIT RAMP	N E S W	1 BOUND LANE 2 SIDE
--	----------------------------------	---------------------------------	------------------------------------	---------	------------------------

If on a frontage road, entrance ramp or exit ramp, circle N, E, S, or W AND side.

EXAMPLE: Accident occurs on frontage road on the east side of a controlled access highway.

CONTROLLED ACCESS HWY LOCATION (Circle One)	1 - MAIN ROAD 2 - FRONTAGE RD	3 - MAIN ROAD AT INTERCHANGE	4 - ENTRANCE RAMP 5 - EXIT RAMP	N E S W	1 BOUND LANE 2 SIDE
--	----------------------------------	---------------------------------	------------------------------------	---------	------------------------

D R I V E R I N F O R M A T I O N

DRIVER'S FULL NAME (19)	STREET OR R.F.D. (19A)	CITY & STATE ZIP	DATE OF BIRTH (20)	SEX (21)	RACE (22)
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- (19) DRIVER'S FULL NAME -- Insert the full name of the person driving the motor vehicle at the time of the accident. If licensed, the name should be entered exactly the same as shown on the driver's license. If the driver's true name is different from that shown on the driver's license, the difference should be explained in the narrative section on the back of the report. If the driver is unlicensed, the full name shall be recorded. A married woman's name shall be given as Mary Smith Brown, NOT as Mrs. John D. Brown.
- (19A) STREET OR R. F. D., CITY AND STATE, ZIP CODE -- Copy from driver's license if available and acknowledged to be correct. If no license, the driver gives R. F. D. number, also obtain name or number of highway on which he resides. Enter standard abbreviation for name of the State. (Listed in Item No. 24.)
- (20) DATE OF BIRTH -- Enter as it appears on the license. If no license, enter month, day of month, and year. Use numerical designation only for date of birth.
- (21) SEX -- Enter "M" for male and "F" for female.
- (22) RACE -- Enter "W" for White (Caucasian)
 Enter "N" for Negro
 Enter "O" for other

DRIVER LICENSE NUMBER (23)	(24)	TYPE: 1 - AUTO 2 - REG. TRUCK	(25)	MOTORCYCLE OTHER TRUCK	5 - LEARNER 6 - NONE	LICENSE RESTRICTION(S) (26)	Compare With YES (27) NO
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- (23)** DRIVER LICENSE NUMBER -- Be sure to copy this completely and above all, accurately. It is very important to guard against a mis-copy.

If the driver is suspended, cancelled, or revoked, write the status in lieu of driver license number, and in "Item 24" (State), enter state in which he was suspended or revoked. If no license, write NONE in "Item 23", and cross out "Item 24". Circle number 6 (NONE) in "Item 25", and cross out "Items 26 and 27."

THIS IS ONE (1) OF THE THREE (3) OR FOUR (4) MOST IMPORTANT ITEMS OF INFORMATION ON THE ENTIRE ACCIDENT REPORT. PLEASE GET IT RIGHT.

- (24)** STATE -- Enter standard abbreviation for name of State that issued the driver's license.

Alabama	AL
Alaska	AK
Arizona	AZ
Arkansas	AR
California	CA
Colorado	CO
Connecticut	CT
Delaware	DE
Florida	FL
Georgia	GA
Hawaii	HI
Idaho	II
Illinois	II
Indiana	IN
Iowa	IA
Kansas	KS

Kentucky	KY
Louisiana	LA
Maine	ME
Maryland	MD
Massachusetts	MA
Michigan	MI
Minnesota	MN
Mississippi	MS
Missouri	MO
Montana	MT
Nebraska	NB
Nevada	NV
New Hampshire	NH
New Jersey	NJ
New Mexico	NM
New York	NY
North Carolina	NC
North Dakota	ND
Ohio	OH
Oklahoma	OK
Oregon	OR
Pennsylvania	PA
Rhode Island	RI
South Carolina	SC
South Dakota	SD
Tennessee	TN
Texas	TX

Utah	UT
Vermont	VT
Virginia	VA
Washington	WA
West Virginia	WV
Wisconsin	WI
Wyoming	WY
Other Countries	OC

- ②⑤ TYPE -- Enter here type of operator license by vehicle class and restrictions. Vehicle class will be A, B, or C, and restrictions will be 0, X, or 1 - 9.

Example: If driver is licensed to operate automobile and motorcycle, and must have corrective lenses, "CX" should be entered for "type."

- ②⑥ LICENSE RESTRICTION -- Specify all restrictions as stated on the driver's license. Use the following code. If no restriction, print NONE.

2. Corrective Lenses
3. Automatic Clutch
4. Mechanical Signals
5. Knob on Steering Wheel
6. Outside Mirror
7. Corrective Lenses and Outside Mirror
8. Motor Driven Cycle
9. Other

- (27) RESTRICTION COMPLETED WITH -- If applicable, circle "Yes" or "No" to indicate if vehicle class and restrictions were complied with.

OCCUPATION (28)	DIRECTOR'S TELEPHONE NO. (29)	DRIVER CONDITION: 1 - NO APPARENT DEFECTS 3 - FATIGUE 5 - UNKNOWN (Circle One) 2 - APPARENTLY ASLEEP 4 - ILL (30) 6 - PHYSICAL DEFECTS
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- (28) OCCUPATION -- Enter driver's occupation (e.g., doctor, driver, military, etc.) If retired, disabled, or unemployed, enter same.

NOTE: Do not indicate name of employer as occupation.

- (29) DRIVER'S TELEPHONE NUMBER -- Enter the driver's home telephone number. If no home telephone number, enter the driver's business telephone number. Make sure to include the area code with all out of state numbers. If no home or business phone, enter "NONE."

- (30) DRIVER'S CONDITION -- Circle the appropriate number for the driver's condition. If No. 6 is circled for Physical Defect, specify the defect (e.g., one leg, one arm, cripple, etc.)

DRIVER SOBRIETY:	DRINKING DRUGS: YES NO UNKNOWN	TYPE TEST GIVEN (32)	TEST RESULTS POS. (33)	REFUSED TEST YES (34)	CONTRIBUTING CIRCUMSTANCE(S) (35)
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- (31) DRIVER SOBRIETY -- Indicate sobriety by circling the appropriate word. Refer to definitions below:

- * HAD BEEN DRINKING OR USING DRUGS -- It is your opinion that the driver had been drinking alcoholic beverages or taking narcotics or drugs, REGARDLESS OF THE RESULTS OF ANY TESTS.
- * NOT ABLE TO DETERMINE SOBRIETY -- It is not reasonably possible to determine the sobriety of the driver. "UNKNOWN" should be indicated AS A LAST RESORT ONLY.

- (32) TYPE TEST GIVEN -- If applicable, enter the type of chemical sobriety test given; such as breath, blood, etc. If no test is given, enter "NONE" and cross out "Item 33".

- ③③ TEST RESULTS -- If chemical test is given, circle the appropriate word for either "Positive" or "Negative" to indicate the results of the test. When blood and urine test results are not available at the time the report is made, leave this blank.
- ③④ REFUSED TEST -- If the driver refuses to take the chemical test, circle the word "Yes", otherwise, circle "No".
- ③⑤ CONTRIBUTING CIRCUMSTANCE(S) -- Enter the code(s) of the Contributing Circumstance (s). (The Contributing Circumstance(s) Code is listed on the reverse side of the report form. See Section 111 of this manual.)
List Contributing Circumstance(s) in order of their importance --- NOT to exceed a total of four (4) for each driver.

V E H I C L E I N F O R M A T I O N

36	37	38	V.I.N.	39	INSPECTION CERTIFICATE:	1 - CURRENT 2 - EXPIRED	40	NONE UNKNOWN	LICENSE-TAX NUMBER	41	42	43
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36 YEAR -- Enter last two (2) digits of year model.

37 MAKE -- Enter code for make. Common codes are listed below:

American Motors	Amer
Buick	Buic
Cadillac	Cadi
Chrysler	Chry
Chevrolet	Chev
Dodge	Dodg
Ford	Ford
Imperial	Impe
Jeep	Jep
Lincoln	Linc
Mercedes-Benz	Merz
Mercury	Merc
Nash	Nash
Oldsmobile	Olds
Opel	Opel
Phymouth	Plym
Pontiac	Pont

Rambler	Ramb
Renault	Rena
Simca	Sim
Studebaker	Stu
Toyota	Toyt
Triumph	Triu
Volkswagen	Volk
Volvo	Volv

MOTORCYCLES

Allstate	Alls
B. M. W.	BMW
B. S. A.	BSA
Bridgestone	Brid
Cushman	Cush
Harley-Davidson	HD
Honda	Hond
Kawasaki	Kawk
Matchless	Mtch
Montgomery Ward	Rivs
Rollfast	Roll
Sears	Sear
Suzuki	Suzi
Triumph	Triu
Yamaha	Yama

TRUCKS

Autocar	Auto
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Brockway	Broc
Chevrolet	Chev
Diamond T.	Diat
Dodge	Dodg
Ford	Ford
Freightliner	Frht
G. M. C.	GMC
International	INTL
Kenworth	KW
Mack	Mack
Peterbuilt	PTRB
REO	REO
Volkswagon	Volk
White	Whit

38

BODY -- All trucks are to be coded TK; all motor-cycles are to be coded MC; all buses are to be coded BS; all ridden animals are to be coded RA; all pedalcycles are to be coded PC; all trains are to be coded TN. Other body styles are listed below:

Coach	CH
Convertible	CV
Coupe	CP
Hardtop 2 Door	2T
Hardtop 4 Door	4T
Limousine	LM
Open Body	OB
Retractable Hardtop	RH
Roadster	RD

Sedan 2 Door	2D
Sedan 4 Door	4D
Station Wagon	SW

- ③⑨ IDENTIFICATION NUMBER -- Enter as shown on vehicle Identification plat. This information is IMPORTANT. PLEASE GET IT RIGHT.
- ④⑦ INSPECTION CERTIFICATE -- Examine the windshield of the vehicle for determining inspection information. If the windshield has been destroyed, and this information cannot be determined, indicate as "Unknown."
- ④① LICENSE TAG NUMBER -- Copy the full number from the plate and compare with registration card if available. If vehicle has no license tags, enter "None."
- ④② STATE -- Enter standard abbreviation for name of state which issued the license tags. If no tag, enter "None." If "Other Country," enter O.C.
- ④③ YEAR -- Enter last two (2) digits of the year as shown on the license tags. If no tag, enter "None."

OWNER'S NAME	STREET OR R. F. D.	CITY & STATE	ZIP	SPEED LIMIT	ESTIMATED SPEED
	④④			④⑤ MPH	④⑥ MPH

- ④④ OWNER'S NAME, STREET OR R. F. D., CITY AND STATE, ZIP CODE -- Obtain the CURRENT INFORMATION from registration card, driver, or other available source. Use the standard abbreviation for states listed in Item Number 24.
- ④⑤ SPEED LIMIT -- Enter the lawful speed limit (in miles per hour) for this vehicle at the site of the accident.
- ④⑥ ESTIMATED SPEED -- Enter the Estimated Speed (in miles per hour) of this vehicle before the emergency arose.

TYPE: (Circle One)	01 - AUTO	04 - PANEL PICKUP	07 - COMM. BUS	10 - M-CYCLE	SAFETY EQUIP. USED: YES NO
	02 - PEDALCYCLE	05 - TR. TRACTOR	08 - SCHOOL BUS	11 - FARM MACH.	
	03 - STA WAGON	06 - OTHER TRUCK	09 - OTHER BUS	12 - OTHER	

(47)

TYPE -- Circle the type of this vehicle by the listed categories. If not listed, circle "Other" and specify the type on the line provided.

EXAMPLE: Motor home - Hearse

If motorcycle is indicated, also circle "Yes" or "No" to indicate if the driver was using ALL of the required motorcycle safety equipment.

SPECIAL USE: (Circle One)	01 - NONE	03 - MILITARY	06 - FARM	08 - WRECKER	09 - DRIVER TRAINING
	02 - TAXI	04 - AMBULANCE	05 - POLICE	10 - FIRE FIGHTING	11 - GOV'T

(48)

SPECIAL USE -- Circle what the vehicle is being used for at the time of the accident. If no special use, circle "None." If other than those listed, circle "Other" and SPECIFY on the line provided.

EXAMPLE: Pickup Camper

ATTACHMENT: (Circle One)	1 - NONE	3 - SEMI-TRAILER	5 - FARM TRAILER	7 - CAMPER TRAILER	9 - PETROLEUM TANKER
	2 - MOBILE HOME	4 - UTILITY TRAILER	6 - TRAILER WITH LIGHTS	8 - TOWED MOTOR VEH.	0 - OTHER

(49)

ATTACHMENT -- If vehicle has no attachment, circle "None." If the attachment is not listed, circle "Other" and SPECIFY on the line provided.

DEFECTS: (Circle One or More)	1 - NONE	3 - LIGHTS	5 - STEERING	7 - TURN SIGNALS	9 - NOT KNOWN	DEFECT CODES	Contributed To Acc.
	2 - BRAKES	4 - HORN	6 - WIPE	8 - TIRES	0 - OTHER		

(50)

DEFECTS -- Circle defects in the vehicle equipment that were present at the time of the accident, whether the defect contributed to the accident or not. If the defect noted is not listed, circle "Other" and SPECIFY the defect. If you are unable to determine defects because of damage, circle "Not Known".

Circle "None" only when you are certain that no defects existed.

(51)

DEFECT CONTRIBUTED TO ACCIDENT -- Indicate defects code(s) that contributed to the accident. If none contributed, cross out this space.

DAMAGE SEVERITY: (52) 1 - SLIGHT, 2 - MODERATE, 3 - SEVERE	AREA(S) DAMAGED (Use Codes) (53)	APPROXIMATE COST TO REPAIR \$ (54)	VEHICLES TOWED AWAY YES NO (55)
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(52) DAMAGE SEVERITY -- Indicate the vehicle damage by SLIGHT, MODERATE, OR SEVERE. Refer to definitions below:

1. SLIGHT - No visible damage or vehicle damage is of a minor nature (i.e., bumper bent, fender bent, etc.) Vehicle must be safely driveable to be in this category.
2. MODERATE - Vehicle damage is more severe than slight. The vehicle is not safely driveable; but it is economically feasible to repair the vehicle.
3. SEVERE - Vehicle damage is extreme. The vehicle is not economically feasible to repair.

(53) AREA(S) DAMAGED (USE CODES) -- Indicate the number(s) of the areas of the vehicle that are noticeably damaged. Refer to the automobile diagram on the report form for codes. List all areas damaged: e.g. 0, 1, 2, 3, 4, 5, 6, 7, 8, 9.

EXAMPLE: The vehicle is hit on the right side and the right rear; therefore, the areas damaged would be entered as 3,4.

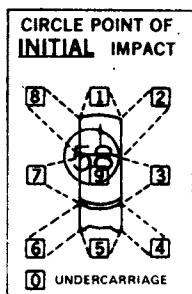
(54) APPROXIMATE COST TO REPAIR -- Enter the approximate cost to repair the vehicle; however, if the damage is SEVERE, enter the average used car price of the vehicle. Do not enter the word "Total;" enter dollar value of repair or replacement.

(55) VEHICLE TOWED AWAY -- Circle whether or not the vehicle was towed away from the accident scene. If "No" is circled, cross out Sections 56 and 56A.

VEHICLE TOWED BY WHOM: (56)	TOWED WHERE: (56A)	TOTAL OCCUPANTS THIS UNIT: (57)
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(56) VEHICLE TOWED BY WHOM -- Enter the company or name of the person who removed the vehicle from the accident scene.

- 56A TO WHERE -- Vehicle storage place after the accident.
Enter the name of the company, city, and state.
- 57 TOTAL OCCUPANTS THIS UNIT -- Enter the total number
of persons in this vehicle at the time of the accident.



- 58 CIRCLE POINT OF INITIAL IMPACT -- By circling proper numbered block, indicate the INITIAL impact area of vehicle. Circle only one (1). If non-collision with no impact, cross out and explain in narrative, e.g. car burning, or load falling from vehicle. The vehicle in the damage and impact code is to represent a complete unit regardless of size or attachments.

P E D E S T R I A N P E D A L C Y C L I S T
I N F O R M A T I O N

☐ UNIT # 2 659 ☐ PEDESTRIAN

- (59)** Indicate in this section whether it is for a second unit. This includes trains, pedalcycles, ridden animals, and vehicles parked on highway or right of way. Indicate pedestrian by checking appropriate box.

NOTE: If two (2) or more pedestrians are involved in the accident use Unit No. 2 or pedestrian section on another report form and check the block for pedestrian. Enter the pedestrian number after the word pedestrian. If three (3) or more vehicles are involved in the accident, use another report form and cross out the printed unit number and enter the correct number.

For accidents involving a pedalcycle rider, be sure to indicate "Pedalcycle" in the vehicle Type Section for this unit. (Section 72)

DRIVER OR PEDESTRIAN'S NAME (60)	STREET OR R.F.D. (60A)	CITY & STATE (60A)	ZIP	DATE OF BIRTH (61)	SEP (62)	YEAR (63)
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- (60)** DRIVER'S OR PEDESTRIAN'S NAME -- Enter the name of the pedestrian or pedalcyclist. If unoccupied vehicle is struck on highway or right of way, enter "Parked" under driver's name and cross out the rest of the driver's information except contributing circumstances.
- (60A)** STREET OR R. F. D., CITY AND STATE, ZIP CODE -- Enter address of pedestrian or pedalcyclist as best as it can be determined.
- (61)** DATE OF BIRTH -- Enter month, day of month, and year.

- ⑥2 SEX -- Enter "M" for male and "F" for female.
- ⑥3 RACE -- Enter "W" for White (Caucasian).
Enter "N" for Negro
Enter "O" for Other

OCCUPATION ⑥4	DRIVER OR PED. PHONE NO. ⑥5	DRIVER OR PED. CONDITION: (Circle One)	1 - NO APPARENT DEFECTS 2 - APPARENTLY ASLEEP	3 - FATIGUED 4 - UNKNOWN 5 - UNKNOWN 6 - PHYSICAL DEFECT	⑥6
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- ⑥4 OCCUPATION -- Enter for pedestrian or pedalcyclist as you did for driver in Section 28.
- ⑥5 DRIVER OR PEDESTRIAN'S PHONE NUMBER -- Indicate for pedestrian or pedalcyclist as you did for driver in Section 29.
- ⑥6 DRIVER OR PEDESTRIAN'S CONDITION -- Indicate for pedestrian or pedalcyclist as you did for driver in Section 30.

DRIVER OR PED. SOBRIETY:	DRINKING: YES NO UNKNOWN	⑥7	TYPE TEST GIVEN ⑥8	TEST RESULTS POS. NEG.	⑥9	REFUSED TEST YES NO	⑦0	CONTRIBUTING CIRCUMSTANCE(S) ⑦1
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- ⑥7 DRIVER OR PEDESTRIAN'S SOBRIETY -- Indicate for pedestrian or pedalcyclist as you did for driver in Section 31.
- ⑥8 TYPE TEST GIVEN -- Enter for pedestrian or pedalcyclist as you did for driver in Section 32.
- ⑥9 TEST RESULTS -- Indicate for pedestrian or pedalcyclist as you did in section 33.
- ⑦0 REFUSED TEST -- Indicate for pedestrian or pedalcyclist as you did in Section 34.
- ⑦1 CONTRIBUTING CIRCUMSTANCE(S) -- Enter for pedestrian or pedalcyclist as you did in Section 35.

TYPE Circle One	01 - AUTO 02 - PEDALCYCLE 03 - STAWAGON	04 - PANEL PICKUP 05 - TR. TRACTOR 06 - OTHER TRUCK	07 - COMM. BUS 08 - SCHOOL BUS 09 - OTHER BUS	10 - M-CYCLE 11 - FARM MACH. 12 - OTHER	SAFETY EQUIP. USED: YES NO	⑦2
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- ⑦2 TYPE -- Circle 02 if pedalcycle is involved in the accident.

(Circle One For Each Vehicle)			
DRIVER	1	2	
	01 01 - Going Straight Ahead	05 05 - Passing	
	02 02 - Slowing or Stopping	06 06 - Start From Parked	
	03 03 - Start in Traffic Lane	07 07 - Remain Parked - Legally	
	04 04 - Remain Stopped in Lane	08 08 - Remain Parked - Illegally	
PEDALCYCLE	1	2	
	09 09 - Avoiding Animal or Vehicle	13 13 - U-Turn	
	10 10 - Turning Right	14 14 - Merging	
	11 11 - Turning Left	15 15 - Parking	
	12 12 - Backing		

73 DRIVER ACTIONS -- Indicate actions by circling ONE (1) NUMBER ONLY for each driver. Bear in mind that the information needed must point out what the driver(s) was doing just prior to the accident and BEFORE EXECUTING ANY EVASIVE MANEUVER.

74 PEDALCYCLE -- Indicate by circling one (1) number ONLY, the movement of the pedalcycle just prior to the accident and BEFORE EXECUTING ANY EVASIVE MANEUVER.

ROAD: 1 - DARK, 2 - LIGHT				CLOTHING: 1 - DARK, 2 - LIGHT		RETRO-REFLECTIVE MATERIALS: 1 - CLOTHING 2 - ITEMS 3 - NONE		
PEDESTRIAN	01 - Crossing or Entering Intersection	04 - Walking in Rdwy. Against Traffic		07 - Pushing or Working on Vehicle	10 - Other in Roadway			
	02 - Crossing or Entering Other	05 - Standing in Roadway		08 - Other Working in Rdwy.	11 - Not in Roadway			
	03 - Walking in Rdwy. with Traffic	06 - Getting Off or On Vehicle		09 - Playing in Roadway	12 - OTHER			

75 PEDESTRIAN ACTIONS -- Indicate actions by circling one (1) NUMBER ONLY to reveal what the pedestrian was actually doing prior to the accident.

Also, by circling appropriate numbers, indicate whether the pedestrian's clothing is dark or light; and whether the pavement surface of the roadway is dark or light.

NOTE: Under "retro-reflectorized materials", circle No. 1. for retro-reflectorized clothing; No. 2 for retro-reflectorized items. If none, circle No. 3 for "None."

DAMAGE TO PROPERTY OTHER THAN VEHICLE (Name, Object, Show Ownership & Damage)		Approx. Cost to Repair
		\$ 77

76 DAMAGE TO PROPERTY OTHER THAN VEHICLE -- When property other than vehicles (including a domestic animal) is struck, name the object or objects, show ownership, and state the nature of damage or injury. If accident begins on public highway and ends on private property and hits a parked vehicle on private property, list the vehicle on private property under "Other Property Damage" and do not count as a vehicle. Indicate vehicle 1 as hitting a fixed object in Item 8.

77 APPROXIMATE COST TO REPAIR -- Enter the approximate cost of repair of damage and/or economic loss of animals. Do not enter the word "Total." Enter the dollar value.

WIT.	WITNESS FULL NAME	ADDRESS	PHONE NO	AGE	SEX
	WITNESS FULL NAME	ADDRESS	PHONE NO	AGE	SEX

- (78) WITNESS INFORMATION -- Record name and address of any competent witness. Exclude "Drivers" and/or those listed under "Victims."
- (79) WITNESS' TELEPHONE NUMBER -- Enter the witness' home telephone number. If no home telephone number, enter the witness' business telephone number.
- (80) AGE -- Enter the age of the witness in terms of years as of the last birth date.
- (81) SEX -- For the witness' sex, enter "M" for male and "F" for female.

V I C T I M S
(K I L L E D O R I N J U R E D P E R S O N S)

CODES	SEATING	SEAT BELTS		EJECTED	INJURY	FIRST AID BY		
		M - Motorcycle B - Pedalcycle O - Other U - Unknown P - Pedestrian	LAP BELT ONLY N - None Installed F - Fastened U - Unfastened D - Not Reported	LAP & SHOULDER BELT E - Not Used G - Lap Belt Only Used M - Both Belts Used L - Not Reported	Y - Yes P - Partially N - No U - Unknown	K - Killed A - Visible signs of injury, as bleeding wound or distorted member, or had to be carried from scene. B - Other visible injury, as bruises, abrasions, swelling, limping, etc. C - No visible injury but complaint of pain or momentary unconsciousness.	P - Police A - Amb. Attend D - Doctor O - Other U - Unknown N - None	
						Age	Sex	Veh. No.
						Seating	Seat Belts	Ejection

(82) CODES -- Use these codes in Section 85. Do not circle anything in this section.

VICTIMS	1	NAME	ADDRESS	Age	Sex	Veh. No.	Seating	Seat Belts	Ejection	Injury	First Aid By
	2	NAME	ADDRESS	Age	Sex	Veh. No.	Seating	Seat Belts	Ejection	Injury	First Aid By

(83) NAME, ADDRESS -- Enter name and address ONLY IF OCCUPANT IS INJURED (including fatally injured.)

(84) TAKEN TO, TAKEN BY -- Give name of place where injured was taken (hospital, clinic, etc.) and name of ambulance service or other agency that removed the victim. If injured person did not require or seek transportation to a hospital, clinic, or doctor's office, cross this section out.

(85) AGE -- Enter age of victim in years as of last birth date.

NOTE: Infants less than one (1) year of age, enter the number Zero (0).

SEX -- For the victim's sex, enter "M" for male and "F" for female.

VEHICLE NUMBER -- Enter the number of the vehicle the victim occupied. Enter "P" for pedestrian.

SEATING -- Enter the seat position code that best describes the victim's position in the vehicle, prior to the accident. Use positions 1 - 9 for station wagons, position 1 - 6 for standard automobiles, positions 1 - 3 for pickups, etc.

If more than one (1) victim is occupying a seat position (e.g. child on lap of passenger) use the same code twice or as required.

Enter an "M" for motorcycle drivers or riders.

Enter a "B" for pedalcycle riders.

For other vehicles such as commercial or school buses, trucks (with side or rear-facing seats only, etc.), enter an "O".

If the seat position cannot be determined, enter an "U".

Enter a "P" if person is a pedestrian.

If the driver and one (1) passenger are riding in a vehicle equipped with bucket-seats, enter 1 for the driver and 3 for the passenger.

If more than three (3) passengers are sitting abreast on the same seat, indicate their position by adding .5 to their approximate seat position.

EXAMPLE: If four (4) passengers were occupying the same seat, they should be listed as 1, 2, 2.5, and 3.

SEATBELTS -- Enter the proper seat belt code as shown on the report form for each vehicle victim. Cross out this box if motorcyclists, pedalcyclist, pedestrians, or riders of animals are involved.

EJECTION -- Enter the proper ejection code, as shown on the report form, for each vehicle victim. Cross this section out if motorcyclists, pedalcyclists, pedestrians, or riders of animals are involved. Refer to the following definitions:

CODE	CLASSIFICATION
Y	Ejection - Victim totally ejected from vehicle.
P	Partially ejected - Victim partially ejected from vehicle.

CODE	CLASSIFICATION
N	No - Victim not ejected from vehicle
U	Unknown - Not known if ejected

INJURY -- Enter the proper injury code, as shown on the report form (K, A, or C as defined.)

EXAMPLE: Class A, Bleeding wound, is an open wound which bleeds freely.

Class B, injuries will often just ooze blood.

FIRST AID BY -- If first aid was administered AT THE SCENE, enter the proper code, as shown on the report form, for the person rendering it; if no first aid was given at the scene, enter the code "N" for "None." This code should indicate the person rendering the primary first aid.

DIRECTION OF TRAVEL -		VEHICLE 1 - N E S W	VEHICLE 2 - N E S W	MILES N E S W TO
NARRATIVE & DIAGRAM	86			
	DESCRIBE WHAT HAPPENED (REFER TO VEHICLES BY NUMBER)			
	87			

86 DIAGRAM WHAT HAPPENED -- This section and section 87 are the MOST IMPORTANT PARTS OF THE ENTIRE ACCIDENT REPORT. Draw the accident scene exactly as you observed it. Follow the instructions that are given on the report form, also being sure to include the following:

Include arrow indicating North

Indicate direction of travel for vehicles by circling the proper numbers. Use two (2) numbers for directions such as southwest, etc.

Indicate distance in direction to nearest city limits.

Objects on or off the roadway

Traffic Controls present

Probable point of impact

Vehicle numbers, pedestrian numbers, etc., MUST CORRESPOND WITH THOSE ON THE FRONT PAGE OF THE REPORT.

If additional diagram space is required, use supplementary sheet AST-34.

Indicate on diagram roadway width in feet.

Use all symbols on page 13, template manual

Indicate numbers or name of street or highway

Indicate true north by arrow.

Show zero point.

Indicate scale used

Show camera and view angle if photographer is used

Show areas of damage as illustrated on page 10 of your template manual

When road signs are in diagram, show message in front of sign

Indicate percentage of grade

Show any identifiable skid marks, whether sufficient to figure minimum speed or not. Show scuffs or tire prints.

EXAMPLE: Skid marks

Indicate center line and no passing zone in diagram

EXAMPLE: Center line



EXAMPLE: No passing zone in one (1) direction



EXAMPLE: No passing zone in both directions



- ⑧7 DESCRIBE WHAT HAPPENED -- As a result of your investigation, not the statements of drivers or witnesses, relate what happened so that this information coupled with the diagram will describe the main events of the accident. A concise, but complete description of what happened is necessary, so the accident can be reconstructed by the DATA PROCESSING UNIT for analysis and preparation of statistical data. After a clear and concise description of what happened, if you desire to record the statements of drivers and witnesses, do so.

Describe what you observed at the scene. Also, indicate what probably happened before, during, and after the accident. Include information not on the diagram or not on other parts of the form. Any other portion or remarks on the accident report that is not clear and concise should be explained, e.g., "Other traffic control" and "Others."

Refer to vehicles by the same number as used in your diagram.

If additional space is required, use supplementary sheet, AST-34.

ROADWAY AND ENVIRONMENT INFORMATION

ROADWAY & ENVIRONMENT	LIGHT (Circle One) 1 - DAYLIGHT 2 - DAWN 3 - DUSK 4 - DARKNESS 5 - DARKNESS, RD. LIGHTED 6 - HAILING	WEATHER (Circle One) 1 - CLEAR 2 - CLOUDY 3 - DRIZZLING 4 - FOG 5 - SNOWING 6 - SLEETING 7 - HAILING	LOCALE (Circle One) 1 - OPEN COUNTRY 2 - RESIDENTIAL 3 - SHOPPING BUSINESS 4 - MFG. or INDUSTRIAL 5 - SCHOOL or PLAY'D 6 - OTHER	DEFECTS (Circle One or More) 1 1 - SHOULDERS LOW 2 2 - SHOULDERS HIGH 3 3 - HOLES, BUMPS, ETC. 4 4 - LOOSE MATERIAL ON SURFACES 5 5 - ROAD UNDER CONST. 6 6 - NONE 7 7 - OTHER	CONSTRUCTION (Circle One For Each Vehicle) 1 2 1 1 - ASPHALT 2 2 - CONCRETE 3 3 - BRICK 4 4 - DIRT 5 5 - OTHER	CONDITION (Circle One For Each Veh.) 1 2 1 1 - DRY 2 2 - WET 3 3 - SNOWY, ICY 4 4 - MUDDY 5 5 - HAZARDOUS MATERIAL	VISION OBSCURED (Circle One For Each Veh.) 1 2 01 01 - NOT OBSCURED 02 02 - RAIN, SNOW, ICE, ETC. ON WINDSHIELD 03 03 - TREES, CROPS, BUSHES, ETC. 04 04 - BUILDINGS 05 05 - EMBANKMENT 06 06 - SIGNBOARD 07 07 - HILLCREST 08 08 - PARKED VEHICLE(S) 09 09 - MOVING VEHICLE(S) 10 10 - BLINDED BY HEADLIGHTS 11 11 - BLINDED BY SUNLIGHT 12 12 - OTHER 13 13 - UNKNOWN
	CHARACTER (Circle One For Each Veh.) 1 1 - Straight - Level 2 2 - Straight - Down Grade 3 3 - Straight - Up Grade 4 4 - HILLCREST 5 5 - Curve - Level 6 6 - Curve - Down Grade 7 7 - Curve - Up Grade 8 8 - Curve - Hillcrest Vehicles Traveling Same Rdwy. Yes No (Circle One)	TRAFFIC CONTROL (Circle One For Each Vehicle) 1 1 - STOP SIGN 2 2 - STOP & GO SIGNAL 3 3 - YIELD SIGN 4 4 - OFFICIAL FLAGMAN 5 5 - RR CROSSING GATES 6 6 - RR FLASHING LIGHTS 7 7 - NONE 8 8 - OTHER Yes Yes } FUNCTIONING No No }	ROADWAY LANES (Circle One For Each Vehicle) 1 1 - ONE LANE 2 2 - TWO LANES 3 3 - THREE LANES 4 4 - FOUR LANES 5 5 - FIVE LANES 6 6 - SIX LANES OR MORE 7 7 - UNPAVED (Any Width) 8 8 - ALLEY Yes Yes } ONE-WAY STREET: No No }	ROADWAY DIVIDED BY: (Circle One For Each Vehicle) 1 2 1 1 - CONCRETE 2 2 - ROUGH SURFACE 3 3 - EARTH 4 4 - PAINTED MEDIAN BARRIER 1 1 - CONCRETE 2 2 - METAL GUARDRAIL 3 3 - FENCE 4 4 - OTHER Yes Yes } MEDIAN No No }			

- 88** LIGHT -- Circle only (1) number to reveal the light condition at the time of the accident.
- 89** WEATHER -- Circle only one (1) number to reveal the weather condition at the time of the accident.
- 90** LOCALE -- Circle only one (1) number to reveal the locale in which the accident occurred. Circle six (6) for describing locale other than those listed.
- 91** DEFECTS -- Circle one (1) or more numbers for each vehicle to indicate only defects in the immediate vicinity of the accident scene, which may or may not have contributed to this accident; if none, indicate "NONE." If "Other" is indicated, circle number seven (7).
- 92** CONSTRUCTION -- Circle only one (1) number for each vehicle to indicate the surface treatment of the roadway. Any road that has received any asphalt or tar treatment of any kind is classified as asphalt. Any road with a mixture of dirt with gravel, slag, or chert is classified as "Other," Number five (5). All other dirt roads are classified as dirt.
- 93** CONDITION -- Circle only one (1) number for each vehicle to reveal the roadway condition at the time of the accident.

NOTE: A few examples of "hazardous materials" would be oil, grease, broken glass, rocks, stones, spilled paint, etc.

⑨④ CHARACTER -- To indicate the character of the road, circle only one (1) number for each vehicle. Circle "Yes" or "No" to indicate if vehicles were traveling the same roadway.

⑨⑤ TRAFFIC CONTROL -- Indicate the type of traffic control device present which should have influenced the driver(s), or pedestrian(s), involved. Indicate "Other" for warning signs, curve signs, narrow bridge signs, etc. If no traffic control is present, indicate "None." Also, circle "Yes" or "No" to indicate for each vehicle if the existing traffic control was or was not functioning at the time of the accident. If "None" is circled for either or both vehicles cross out "Yes" or "No" for this vehicle.

EXAMPLE: Vehicle one (1) had a stop sign for control that was functioning; vehicle two (2) had no traffic control.

TRAFFIC CONTROL	
1	2 (Circle One For Each Vehicle)
1	1 - STOP SIGN
2	2 - STOP & GO SIGNAL
3	3 - YIELD SIGN
4	4 - OFFICER OR FLAGMAN
5	5 - RR CROSSING GATES
6	6 - RR FLASHING LIGHTS
7	7 - NONE
8	8 - OTHER
Yes	FUNCTIONING
No	

⑨⑥ ROADWAY LANES -- Indicate how many lanes of traffic; count all lanes regardless of median. Refer to explanations below.

1. ONE LANE -- A street or highway with only one (1) paved lane, free from parking vehicles, available for travel.
2. TWO LANES -- Same, except two (2) lanes available for travel.
3. THREE LANES -- Same, except three (3) lanes available for travel.
4. FOUR LANES -- Same, except four (4) lanes available for travel.
5. FIVE LANES -- Same, except five (5) lanes available for travel.
6. SIX LANES OR MORE -- Same except six (6) or more lanes available for travel.

7. UNPAVED (ANY WIDTH) -- A gravel or dirt roadway of any width. This does not include alleys.
8. ALLEY -- A paved or unpaved alley of any width.

ONE-WAY STREET -- A street or highway on which traffic may legally move in one (1) direction only. (This does not include divided streets or highways. Circle "Yes" or "No" for each vehicle to indicate whether it was traveling on a one-way street.

- ⑨7 ROADWAY DIVIDED BY -- This section is used to indicate if the roadway is divided or not, and if divided, what the division is. Indicate only the predominate division for each vehicle. If a median barrier exists, indicate the type of barrier for each vehicle.

A painted center line is a painted median.

EXAMPLE: An accident occurs on a two (2) lane County road with lanes divided by a painted center strip. Circle painted for each vehicle and circle "Yes" for each vehicle over the median.

Cross this section out only if the accident occurs on Private Property.

- ⑨8 VISION OBSCURED -- Indicate for each driver which of the items listed obscured the vision, if any. If vision was obscured by something other than those listed, indicate "Other."

P O L I C E I N V E S T I G A T I O N
I N F O R M A T I O N

INVESTIGATION	SUMMONS NUMBER (99)		NAME OF PERSON CHARGED (100)		CONTRIBUTING CIRCUMSTANCE(S) (101)	
	SUMMONS NUMBER		NAME OF PERSON CHARGED		CONTRIBUTING CIRCUMSTANCE(S)	
	POLICE AGENCY NOTIFIED (102)	POLICE ARRIVED (103)	AMBULANCE ARRIVED (104)	TRAFFIC FLOW RESTORED (105)	NAME OF PHOTOGRAPHER (106)	
	A.M. P.M.	A.M. P.M.	A.M. P.M.	A.M. P.M.		
	NAME OF INVESTIGATING OFFICER (107)		BADGE NUMBER (108)		POLICE AGENCY	
	NAME OF OTHER OFFICER(S) AT SCENE		BADGE NUMBER(S)		POLICE AGENCY	
THE DATA ON THIS REPORT REFLECTS MY BEST KNOWLEDGE, OPINION AND BELIEF COVERING THE ACCIDENT, BUT NO WARRANT IS MADE AS TO THE FACTUAL ACCURACY THEREOF						
SIGNATURE OF INVESTIGATING OFFICER (109)					DATE: (110)	

- (99) SUMMONS NUMBER -- For the person charged, enter the identifying ticket or summons number which is listed on the ticket or summons.
- (100) NAME OF PERSON CHARGED -- Enter complete names of persons issued a summons or arrested in connection with the accident. This pertains only to the drivers and pedestrians involved in the accident.
- (101) CONTRIBUTING CIRCUMSTANCE(S) -- Enter the code number(s) listed under contributing circumstances for which the person was arrested or issued a summons, whether it contributed to the accident or not. For those charges that are not listed, please print the charge in the space provided.

EXAMPLE: A person is arrested for Driving Under the Influence of Intoxicating Liquor and Driving While License is Revoked. In Section 101 enter 41 and Driving While Revoked.

- (102) POLICE AGENCY NOTIFIED -- Enter time (hours and minutes) accident was reported to the police agency. Circle either A.M. or P.M.
- (103) POLICE ARRIVED -- Enter time (hours and minutes) police arrived at accident scene. Circle either A.M. or P.M.
- (104) AMBULANCE ARRIVED -- Enter time (hours and minutes) the first ambulance arrived at the accident scene. Circle either A.M. or P.M.

If no ambulance arrived, cross out this section.

- (105) TRAFFIC FLOW RESTORED -- If traffic flow interrupted, enter time (hours and minutes) normal traffic flow was restored. Circle either A.M. or P.M. If uninterrupted, cross out this section.
- (106) NAME OF PHOTOGRAPHER -- Enter name of photographer if photo made at accident scene. If none, cross out this section.
- (107) NAME OF INVESTIGATING OFFICER, BADGE NUMBER, POLICE AGENCY -- Print or type the name of the officer completing this report, his badge number, and his police agency. Spell out name of city.
- EXAMPLE: Richmond P. D.
- (108) NAME(S) OF OTHER OFFICER(S) AT THE SCENE -- Print or type the same as for investigating officer.
- (109) SIGNATURE OF INVESTIGATING OFFICER -- The officer completing this report shall sign his name.
- (110) DATE -- Enter the date (month, day, year) this report was completed.

CONTRIBUTING CIRCUMSTANCE(S)	
10 - No Improper Driving	26 - Wrong Side of Road
11 - Violations Unknown	27 - Passing On Hill
12 - Imp. Backing	28 - Passing on Curve
13 - Changing Lanes Imp.	29 - Other Improper Passing
14 - Parking Improperly	30 - Turning Unlawfully
15 - Failure to Dim Lights	31 - Driving in Safety Zone
16 - Lights Improper	32 - Pass Stpd. School Bus
17 - Veh. Unsafe Cond.	33 - Inattention
18 - Driving in Wrong Lane	34 - Other Moving Viol.
19 - No Sig. Imp. Sign	35 - Exc. Wt. Ht. Lt. Wh.
20 - Following Too Closely	36 - Pedestrian Drunk
21 - Defective Brakes	37 - Faulty Equipment
22 - Exceeding Speed Limit	38 - Walking Violation
23 - Exceeding Safe Speed	39 - Min. Speed Law
24 - Disregard Sign Sig.	40 - Racing On Hwy
25 - No Right of Way	41 - Driv. under inf.

- (III) CONTRIBUTING CIRCUMSTANCES -- Use the code numbers as necessary in Sections 35, 71, and 101.

S U P P L E M E N T A L S H E E T

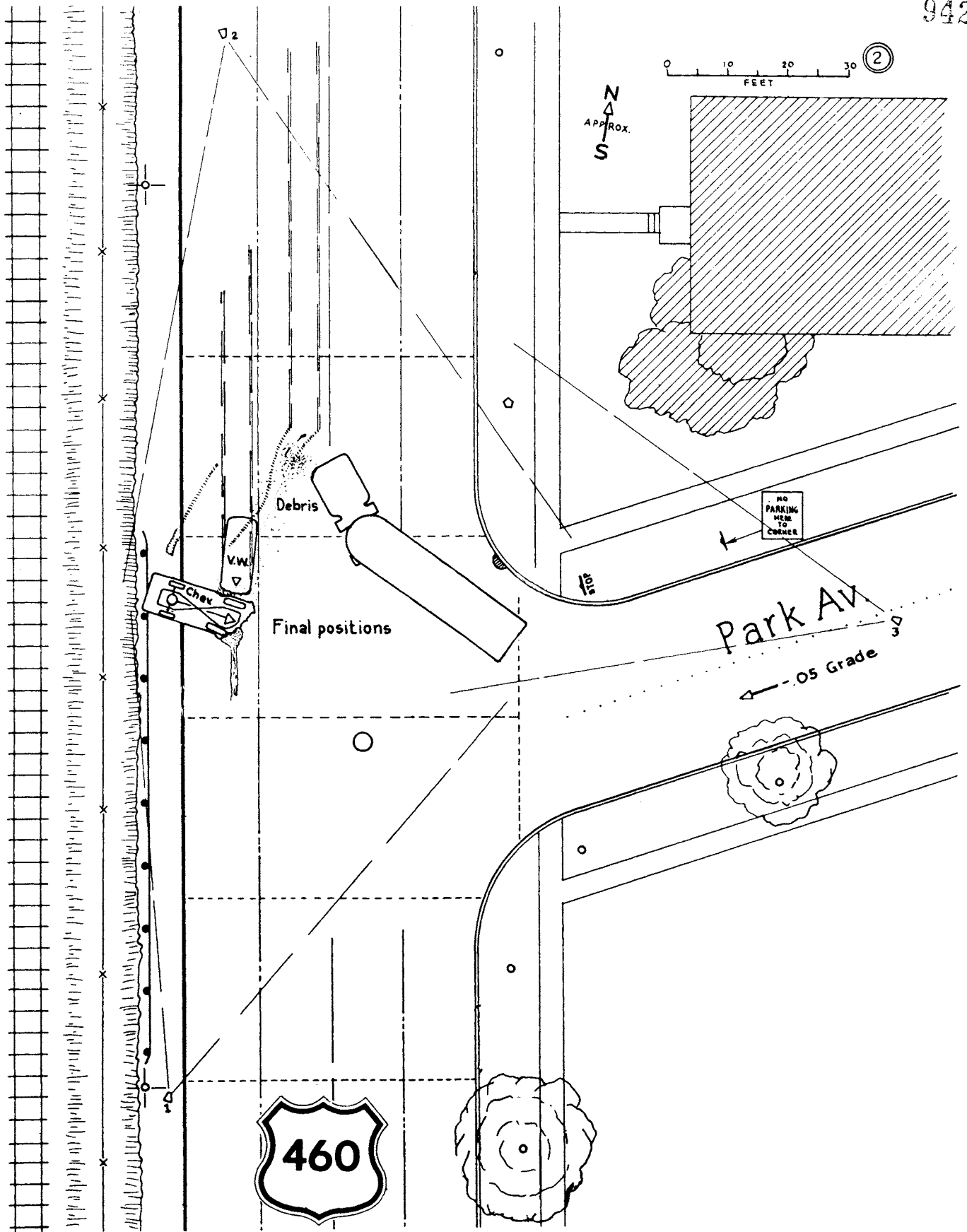
- ⑪② SHEET__OF__SHEET(S) -- Enter Sheet No. 2 of 2 Sheet(s) or appropriate number.
- ⑪③ ADDITIONAL SPACES FOR VICTIMS -- If required, enter as in Item No. 87.
- ⑪④ ADDITIONAL NARRATIVE -- Enter the same as Item No. 87.
- ⑪⑤ SUPPLEMENTAL DIAGRAM -- Use when additional space or detailed diagram required.
- ⑪⑥ DIAGRAM SCALE -- Indicate which scale used by circling appropriate number on diagram.

EXAMPLE: If in the diagram one (1) inch equals twenty (20) feet, you would circle:

Diagram Scale 1 inch = (20 feet)
(10 feet)

NOTE: If no scale used, cross this block out.

- ⑪7 LOCATION -- If rural, enter name of county only. If urban, enter name of city only.
- ⑪8 TIME -- Enter the same as Item No. 4
- ⑪9 SIGNATURE OF INVESTIGATING OFFICER -- Enter the same as Item No. 109.
- ⑫0 BADGE NUMBER -- Enter badge number of investigating officer.
- ⑫1 REPORTING POLICE AGENCY -- Enter name of department of the investigating officer.
- ⑫2 DATE -- Enter the same as Item No. 2.



	Pavement Edge		Pedestrian
	Curb		Auto
	Pavement Crack		Truck
	Marked Center Line		Tractor and Trailer
	No Passing Center Line		
	Unmarked Center Line		
	Other Markings		Bus
	Mushroom Buttons		Sign (Show Message)
	Shoulder Edge		Sign - Stop and Go
	Guard Fence or Rail		Signal - Flashing
	Fence		+ 20% Grade-- -- Up
	Embankment		Compass Direction
	Abutment or Wall		Scale Distance
	Railroad Track		Débris
	Property Line		Puddle
	Trees		Run off
	Shrubs		Skid Marks
	Building-view Obstruction		Tire Print
	Utility Poles		Scuff Marks
	Street Light		Gouges
	Drain Inlet		Scratch
	Hydrant		Furrow
	Camera Position		

Attachment C

PLEASE CORRECT THE ENCLOSED ACCIDENT REPORT AND RETURN AS SOON AS POSSIBLE.

The below checks are the items that are incorrect on the accident report enclosed.

In using the below check marks, the first number in the column's indicate the item on the enclosed picture of the accident report that is either in error or blank and the second number indicates the page in the Alabama Uniform Traffic Accident Instruction Manual where the instructions for that particular item may be found.

Please use the manual as a guide for correcting the enclosed accident report.

Your continued cooperation will be appreciated.

1	12	31	23	60A	32	91	41
2	12	32	23	61	32	92	41
3	12	33	24	62	33	93	41
4	14	34	24	63	33	94	42
5	14	35	24	64	33	95	42
6	14	36	25	65	33	96	42
7	14	37	25	66	33	97	43
8	14	38	27	67	33	98	43
9	15	39	28	68	33	99	44
10	16	40	28	69	33	100	44
11	16	41	28	70	33	101	44
12	16	42	28	71	33	102	44
13	17	43	28	72	33	103	44
14	17	44	28	73	34	104	44
15	17	45	28	74	34	105	45
16	17	46	28	75	34	106	45
17	18	47	29	76	34	107	45
18	18	48	29	77	34	108	45
19	19	49	29	78	35	109	45
19A	19	50	29	79	35	110	45
20	19	51	29	80	35	111	45
21	19	52	30	81	35		
22	19	53	30	82	35		
23	20	54	30	83	36		
24	20	55	30	84	36		
25	22	56	30	85	36		
26	22	56A	31	86	38		
27	23	57	31	87	40		
28	23	58	31	88	41		
29	23	59	32	89	41		
30	23	60	32	90	41		

ALABAMA UNIFORM TRAFFIC ACCIDENT REPORT

[illegible][illegible]



COMMONWEALTH OF VIRGINIA
OFFICE OF THE GOVERNOR

JOHN T. HANNA
DIRECTOR
HIGHWAY SAFETY DIVISION

TELEPHONE NO.
272-1431 EXT. 274
P. O. BOX 27472
RICHMOND 23261

Mr. Vern Hill, Commissioner, Division of Motor Vehicles
Mr. Douglas Fugate, Commissioner, Dept. of Highways
Col. H. W. Burgess, Superintendent, Dept. of State Police
Dr. Mack I. Shanholtz, Commissioner, Dept. of Health

Gentlemen:

The Traffic Records Committee Feasibility Study Team has submitted their report to the Traffic Records Committee.

The Committee feels that before it can act upon this report, it will be necessary to determine the current Traffic Records System's cost so that it can be compared with the projected cost of the proposed system.

I would appreciate it very much if you would assist us to the extent of sending me an estimate of your agency's total current operating costs pertaining to traffic records.

For obvious reasons, one being for the sake of consistency, it is suggested that the following definition of a traffic records system be used: "A traffic records system is the personnel, equipment, facilities, information and procedure necessary to correlate collision data with vehicle, driver and or highway data" to reduce highway fatalities, injuries and damages. This is the definition found in the Highway Safety Program Manual, Volume 10, Traffic Records.

In the event you utilize the files described below for functions other than traffic records, these multifold uses of this information should be noted in the cost report.

The statement of costs should also include the cost of the collection, updating, maintenance and dissemination of data pertinent to the following four files and data elements as described in Volume 10 - Traffic Records (Appendix G) - of the Highway Safety Program Manual.

Driver File -- Physical Description
Driver License Status
Driver History

Vehicle File - Vehicle Registration data
Vehicle Description
Vehicle Inspection Information
Vehicle Restrictions
Vehicle Owner

Highway File - Roadway/Environment

"WE'RE ALL OUT HERE TOGETHER"

Attachment D

February 4, 1972
Page Two

Accident File - Pre-crash Phase

Passenger
Pedestrian
Operator
Vehicle
Roadway/Environment

Crash Phase

Human
Vehicle
Roadway/Environment

Post-crash Phase

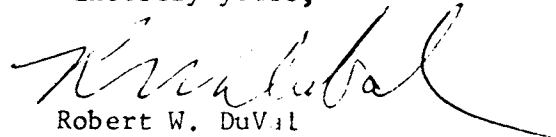
Medical Services
Scene Management
Investigation Data

The Committee feels that the cost pertaining to the above described files must include the following:

1. Hardware Cost - (computer equipment)
2. Software and Programming Costs - (vendor and agency)
3. Personnel Costs - (manual system and automated system)
4. Supplies - (manual system and automated system)
5. Overhead - (Manual system and automated system)

It is requested that this information be forwarded to me by March 1, 1972 in order that it may be presented at the March 14, 1972 Traffic Records Committee Meeting.

Sincerely yours,



Robert W. DuVal
Chairman
Traffic Records Committee

RWD:vwb

COMMONWEALTH OF VIRGINIA



COL. H. W. BURGESS
SUPERINTENDENT
MAJOR J. T. MARSHALL
EXECUTIVE OFFICER
MAJOR J. S. PEARSON
FIELD SUPERVISOR
CAPT. M. S. URICK
PERSONNEL AND TRAINING
TELEPHONE 703-272-1431

DEPARTMENT OF STATE POLICE
RICHMOND, VIRGINIA 23261

CAPT. R. M. TERRY
SAFETY OFFICER
CAPT. H. V. BOONE
INVESTIGATIONS AND RECORDS
CAPT. A. HOLCOMB
PROPERTY AND FINANCE
CAPT. G. W. KELLAM, JR.
COMMUNICATIONS OFFICER
P. O. BOX 27472

March 2, 1972

Mr. Robert W. DuVal, Chairman
Traffic Records Committee
Highway Safety Division
P. O. Box 27472
Richmond, Virginia 23261

Dear Mr. DuVal:

I am responding to your recent correspondence requesting an estimation of the Department's operating costs concerning traffic accident records as interpreted in Appendix G from the Highway Safety Program Manual. These costs are:

	<u>1971-72</u>
1. Collection of data	\$ 967,916
2. Updating, maintenance and dissemination of data	191,170
3. Overhead	59,221
Total	\$1,218,307

I trust this is the information you desire.

Sincerely,

H. W. Burgess
Superintendent

HWB/jlc



"MAKE COURTESY YOUR CODE OF THE ROAD"

Attachment E

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF HIGHWAYS

March 15, 1972

Proposed Traffic Records System

Mr. Robert W. DuVal
Chairman, Traffic Records Committee
Highway Safety Division
Box 1299
Richmond, Virginia 23210

Dear Mr. DuVal:

Reference is made to Mr. J. E. Harwood's letter to you of February 16, 1972 relative to the Department's estimate of operating cost pertaining to Traffic Records.

Although we are not certain of all items that should be included in the estimate, we have further discussed the matter with Mr. Hunter Taylor and feel our previously submitted estimate should be amended in the following manner:

Accident Data Development	\$100,000
Traffic Counts	475,000
Traffic Analysis	120,000
Inventory and Statistics	100,000
Speed Studies	65,000
RR Grade Crossings	40,000
Data Processing	<u>50,000</u>
Total	\$950,000

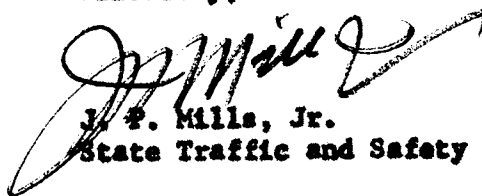
I would like to re-emphasize as Mr. Harwood did to you that the data included in this estimate, with the possible exception of accident data, is basic information used for numerous highway purposes and the cost would still be required for other uses even if not used for Traffic Records.

Mr. Robert W. DeVal
Page 2
March 15, 1972

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF HIGHWAYS

If you find we can be of further assistance, please let us know.

Sincerely,



J. P. Mills, Jr.
State Traffic and Safety Engineer

WBS:gyj

cc: Mr. A. L. Thomas, Jr.
Mr. W. B. Shelton
Mr. Hunter Taylor ✓

COPY

Attachment E
Division of Motor Vehicles
Richmond, Virginia

May 8, 1972

**Mr. R. W. DuVal
Traffic Records Committee
Highway Safety Division
P. O. Box 27472
Richmond, Virginia 23261**

Dear Mr. DuVal:

I am responding to your correspondence requesting an estimate of the Division of Motor Vehicles operating costs concerning traffic records as interpreted in Appendix G, Highway Safety Program Manual. The costs are:

1. Hardware and Software costs	\$ 97,000.00
2. Personnel costs manual system	1,200,000.00
3. Personnel costs automated system	105,000.00
4. Supplies manual system	59,000.00
5. Supplies automated system	17,000.00
6. Overhead	<u>122,000.00</u>

Total \$1,600,000.00

The above costs include the collection of data pertaining to traffic accidents, the matching of accident reports and the retention of these reports, the entry into our computer system and the update of the magnetic files and the use of this data on an as-needed basis. The data contained in the Division of Motor Vehicles Vehicle Master File and Driver History File is primarily used for purposes other than traffic records.

These figures are being forwarded to Mr. Hunter Taylor of the Highway Research Council in Charlottesville to expedite their inclusion in the Traffic Records Feasibility Study.

Division of Motor Vehicles

952

Richmond, Virginia

Mr. R. W. DuVal
May 8, 1972
Page 2

I trust these figures will satisfy your needs.

Sincerely,



R. E. Spring
Driver Services Administrator

RES:lmj

cc: Mr. V. L. Hill
Mr. D. E. Williams
Mr. C. E. Emswiler, Jr.
Mr. C. P. Heitzler, Jr.
Mr. H. F. Taylor

