



Coding Instructions
For
Coding the
State of Vermont
Uniform Crash Reports

11/05/07

updated February 2009;

April 2012



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for
Coding the
The State of Vermont
Uniform Crash Reports

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Introduction

Starting in 2008 the process for coding motor vehicle crashes changed significantly. A new Web Crash Reporting Program was implemented on January 1st, 2008. At that point all of State Police and a handful of local police departments were using the program to submit their crash reports electronically instead of sending paper reports to the Department of Motor Vehicles. Throughout 2008 Highway Research staff continued to add local and municipal police departments. By December 30th, 2008 there were 45 of the 65 local and municipal departments were submitting crashes electronically. The paper throughout the year slowly decreased but despite this, there is about 40 – 50% paper coming in as of January 1st, 2009.

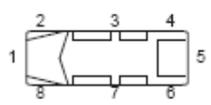
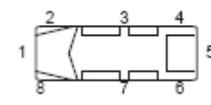
As a result, Highway Research staff will continue to code paper reports for data entry until such time as ALL local and municipal police departments are using the electronic system. This manual is meant to instruct newcomers as well as aid veteran staff in the coding processes.

The first section of this manual will outline how to code a paper report in preparation for data entry and the second section will discuss the process of coding an electronic crash report. The reason that the paper is coded different from the electronic is that Highway Research enters the paper crash reports into a system called Crash Reporting System which is a program used internally at VTrans.

SECTION 1

CODING A PAPER CRASH REPORT

Coding Page 1

| STATE OF VERMONT UNIFORM CRASH REPORT | | | | | | | | | |
|--|---|------------------|---|----------------------------------|---|------------------|----------------------------------|-----------------|--|
| #2 | Incident Number | Reporting Agency | Date | Time | | | | | |
| A | City/Town | Street Address | TH# | VT# | US# | I - | | | |
| D1 | Intersection with OR Nearest Intersecting St or Landmark | | | Operator Report Required * Y N | | Mile Marker | | | |
| D2 | Distance (From Nearest Int. St) <input type="checkbox"/> Feet <input type="checkbox"/> Miles | | Direction (From Nearest Int. St) N S E W | | Coordinates Longitude/Easting | | | | |
| B1 | Posted Speed | | | | Latitude/Northing | | | | |
| B2 | VEHICLE #1 | | Last | Unknown <input type="checkbox"/> | First | M.I. | License # | | |
| C1 | Name: #3 | | | | | | State | Lic Class | |
| D3 | Address | | City/Town | | State | | Zip | | |
| D4 | Telephone | DOB | Sex | Restrictions | Unoccupied Y N | Seat Belt Y N | CDL Y N | | |
| E1 | Same as Operator <input type="checkbox"/> | | Name: Last | | First | | M.I. | | |
| E2 | Address | | City/Town | | State | | Zip | | |
| E3 | Insurance Co. | | | | Policy No. | | | | |
| D | Registration No. #4 | | Plate Type | VIN | | Est. Speed | | Comm Veh Y N | |
| D1 | Vehicle Yr. State | | Make ATV Y N Model Snowmobile Y N | | Direction of Travel N S E W | | If yes, see Overlay 2 and Page 3 | | |
| D2 | Towed By | |  | | 9 Hood 10 Roof 11 Trunk 12 Undercarriage 13 Total | | | | |
| D3 | VEHICLE #2 | | Last | Unknown <input type="checkbox"/> | First | M.I. | License # | | |
| E1 | Name: | | | | | | State | Lic Class | |
| E2 | Address | | City/Town | | State | | Zip | | |
| E3 | Telephone | DOB | Sex | Restrictions | Unoccupied Y N | Seat Belt Y N | CDL Y N | | |
| F1 | Same as Operator <input type="checkbox"/> | | Name: Last | | First | | M.I. | | |
| F2 | Address | | City/Town | | State | | Zip | | |
| F3 | Insurance Co. | | | | Policy No. | | | | |
| R2 | Registration No. | | Plate Type | VIN | | Est. Speed | | Comm Veh Y N | |
| R1 | Vehicle Yr. State | | Make ATV Y N Model Snowmobile Y N | | Direction of Travel N S E W | | If yes, see Overlay 2 and Page 3 | | |
| R3 | Towed By | |  | | 9 Hood 10 Roof 11 Trunk 12 Undercarriage 13 Total | | | | |
| F1 | Non-vehicle Property Damage Owner | | Address | | Phone | | | | |
| F2 | Damage Description #5 | | | | | | | | |
| F3 | Other Persons and Witnesses Involved (For investigated crashes see Page 3.) | | | | | | | | |
| F4 | Name #6 | | DOB | Address | | Phone | | | |
| Reporting Officer | | Date | | Approved | | Date | | | |

* Operators involved in an accident which results in injury, death, or total property damage equal to \$1,000 or more, must file a report with DMV

#1 – Location Box

| | | | |
|---|---|----------------------------------|------|
| Incident Number | Reporting Agency | Date | Time |
| City/Town | Street Address | TH# ___ VT# ___ US# ___ I - ___ | |
| Intersection with OR Nearest Intersecting St or Landmark | Operator Report Required * Y N | Mile Marker | |
| Distance (From Nearest Int. St) ___ <input type="checkbox"/> Feet <input type="checkbox"/> Miles | Direction (From Nearest Int. St) N S E W | Coordinates Longitude/Easting | |
| Posted Speed | | Latitude/Northing | |

- Code City/Town using the County/Town Code Reference Sheet (Appendix A)
 - o If the town you are looking for is not on that list please refer to the Villages Reference Sheet (Appendix B)
- Fix the Street Address so that it can be read and easily searched on in the future, if necessary. See examples:
 - o Interstate crashes should read either I 89N or if the crash was on a ramp: I-89N, Exit 12 Ramp C
 - **See also the Divided State Highways Sheet (Appendix C).** If you code a route from the Divided Highway list be sure to put the correct direction in the Street Address field after the route.
 - o FAS or FAU crashes should be FAS 0230 (Main Street) and FAU 5410 (Susie Wilson Road).
- Code (if not already) the TH#/VT#/US#/I
- Check the Date to be sure the crash is in the correct year. Make sure the time is in military time. For example 1pm is 13:00.
- Make sure that the Distance reads 0.5 instead of 5/10 or 1/2.

#2 – Overlay Box

| | |
|----|---|
| | Incident Number |
| A | City/Town |
| | Intersection with OR Nearest Intersecting St or |
| O1 | Distance (From Nearest I |
| O2 | ___ <input type="checkbox"/> Feet <input type="checkbox"/> Mile |

For each of the boxes listed below please make sure there is a code in them. If they are blank, enter the code for Not Reported or Unknown.

- Check Crash Type (Box A)
- Vehicle 1 Collided With (Boxes B1 & B2)
- Apparent Operator Condition (Boxes O1 & O2 and O3 & O4)
- Contributing Circumstances (Boxes P1 & P2 and P3 & P4)
- Defective Equipment (Boxes Q1-3 & Q4-6)

#3 – Operator Information

- License Class: If space is blank code a zero (0). If the license is out of state use code 0. Use the License Class Reference Sheet (Appendix D) for in-state licenses.

#4 – Vehicle Information

- Unit Type – Use the Unit Type Reference Sheet (Appendix E)
- Plate Type – If blank use one of the following choices.

| <u>Plate Types</u> | | | |
|--------------------|-------------------------------|-------------------------------------|-----------------|
| A. Autos | E. Moveable Dealer Plates | I. Bus | M. Out of State |
| B. Trucks | F. Handicapped: Plate/Placard | J. Municipal: Auto, Truck, Bus | Truck |
| C. Trailers | G. ATV, Moped, Motorcycle | K. VT State Government: Auto, Truck | N. Out of State |
| D. Farm Trucks | H. Special - Unspecified | L. Out of State - Auto | Other |

- Make: Fill out the make name completely so that there is no confusion and no guessing.
- Model: If you know the model fill it out, if not leave it the way it is.

#5 – Non -Vehicle Property Damage

- Highlight the title of this section if there is property damage. This will make the person doing data entry more aware of it.

#6 – Other Persons and Witnesses Involved

- Determine whether the people are passengers or witnesses and label them so that if there are passengers the data entry person does not mistake them for witnesses or vice versa.

Coding Page 3

Incident Number _____

Vehicle Number _____ **#1** **Large Truck/Bus (Commercial Motor Vehicle)**

Carrier's Identification Numbers

US DOT _____ ICC MC _____ Interstate Carrier: State Name _____ State Number _____

Carrier's Name _____

Carrier's Address _____ City _____ State _____ Zip _____

Source:
(Check all that apply) _____ Vehicle Side _____ Shipping Papers _____ Driver _____ Carrier _____

Vehicle Information

Axles on Vehicle (Including Trailers) _____ Gross Vehicle Wt Rating _____ lbs or _____ kg

Length of Vehicle (Incl. Trailer) _____ ft or _____ meters Length of Trailer _____ ft or _____ meters

Trailer 1 License Number _____ State _____ Trailer 1 VIN Number _____

Trailer 2 License Number _____ State _____ Trailer 2 VIN Number _____

Hazardous Material

Placard: Spill:

Non-commercial Trailer

Vehicle 1
Year _____ Make _____ Model _____ Plate No. _____
State _____

Vehicle 2
Year _____ Make _____ Model _____ Plate No. _____
State _____

Additional Operator Information

Alcohol Test

1. None Given
2. Refused
3. Blood/Serum
4. Urine
5. Other
6. Breath Preliminary
7. Breath Evidentiary

Vehicle 1

Test Result 0. BAC

Vehicle 2

Test Result 0. BAC

Drug Test

1. None Given
2. Refused
3. Blood/Serum
4. Urine
5. Other

Vehicle 1

Vehicle 2

Drug Test Result

1. Marijuana
2. Cocaine
3. Opiate
4. Amphetamine
5. PCP
6. Other
7. Pending

Vehicle 1

Vehicle 2

Citations issued - Veh 1
Ticket # _____ Violation Code _____

Citations issued - Veh 2
Ticket # _____ Violation Code _____

EMS Run number **#2** **EMS Agency** _____ **Destination Hospital** _____

Operators, Occupants, Pedestrians, Cyclists - Excluding Witnesses

| Name #3 | Veh # | Type | Sex | Age | Seat | Injury | Eject | Restr | Air Bag | Extract | PIC - Action | PIC - Location |
|----------------|-------|------|-----|-----|------|--------|-------|-------|---------|---------|--------------|----------------|
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
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| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

CODES

Seat Location

| | | |
|----|---|---|
| 1 | 2 | 3 |
| 4 | 5 | 6 |
| 7 | 8 | 9 |
| 10 | | |

Injury

1. Fatal
2. Injury - Incapacitating
3. Injury - Non-incapacitating
4. Possible Injury
5. No injury
6. Unknown
7. Untimely Death

Restraint

0. Unknown
1. None Used
2. Shoulder Belt Only
3. Lap Belt Only
4. Shoulder and Lap Belt
5. Child Safety Restraint
6. Helmet Used - Eye Protection
7. Helmet Used - No Eye Prot.
8. Not Reported

Ejected

1. Not Ejected
2. Totally Ejected
3. Partially Ejected
4. Not Applicable
5. Unknown

Airbag Deployed:

1. Yes
2. No
3. Unknown

Extracted

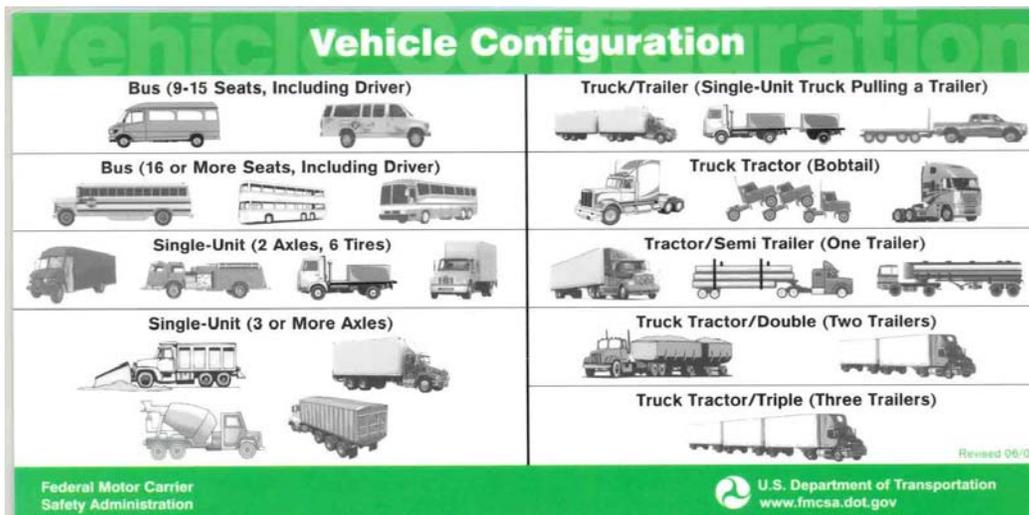
1. Yes
2. No

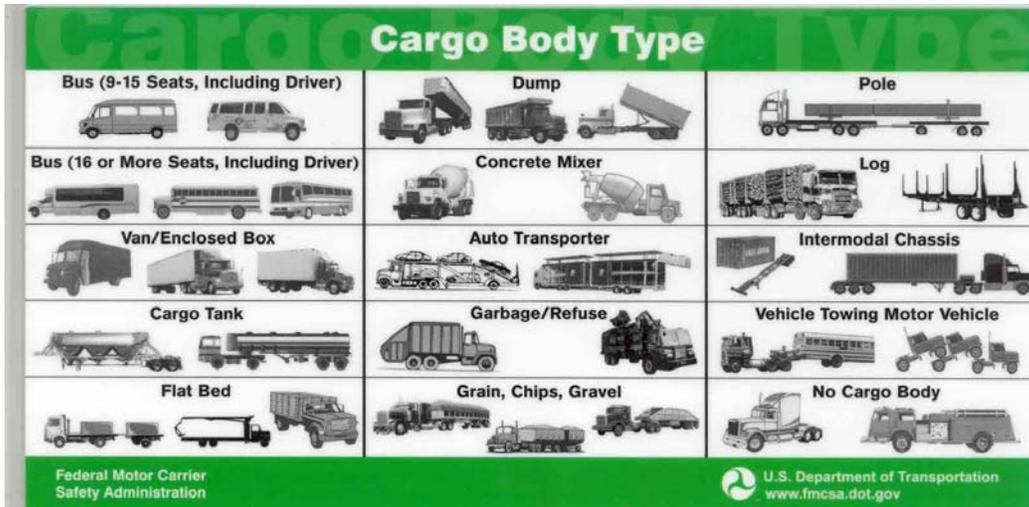
Pedestrian/Cyclist Codes on Overlay 1

#1 – Commercial Vehicle

| | |
|---|--|
| Vehicle Number _____ Large Truck/Bus (Commercial Motor Vehicle) | |
| Carrier's Identification Numbers US DOT _____ ICC MC _____ Interstate Carrier: <input type="checkbox"/> State Name _____ State Number _____ | |
| Carrier's Name _____ | |
| Carrier's Address _____ City _____ State _____ Zip _____ | |
| Source: (Check all that apply) _____ Vehicle Side _____ Shipping Papers _____ Driver _____ Carrier _____ | |
| Vehicle Information Axles on Vehicle (Including Trailers) _____ Gross Vehicle Wt Rating _____ lbs or _____ kg | |
| Length of Vehicle (Incl. Trailer) _____ ft or _____ meters Length of Trailer _____ ft or _____ meters | |
| Trailer 1 License Number _____ State _____ Trailer 1 VIN Number _____ | |
| Trailer 2 License Number _____ State _____ Trailer 2 VIN Number _____ | |
| Hazardous Material Placard: <input type="checkbox"/> Spill: <input type="checkbox"/> | |
| | |

- If there is a commercial vehicle involved check to see if the information is entered here.
- If the Commercial Vehicle information is not filled in on the top half of Page Three; acquire the information from the Page One Owner box. The Company Name and Addresses are usually listed there.
- Next, ensure that blocks: R, S and T are filled in on Page One. The information for acquiring the proper codes for blocks R, S and T can be found on the 2nd Overlay Sheet. Helpful hints for vehicle classification can also be found on the reverse side of the 2nd Overlay Sheet. Also see the following diagrams depicting the Vehicle Configuration and Cargo Body Types.
- If you have limited information or no information at all, the Crash Report Narrative Sheets and Police Reports can also be very helpful. As a last resort, the DMV Client Application can be used. It provides all the information acquired during any vehicle crash. For instructions on how to use the DMV Client Application see Appendix G. Classification of commercial vehicles can be a little tricky; when in doubt ask for help.





#2 – EMS/Destination Hospital

| EMS Run number | EMS Agency | Destination Hospital |
|----------------|------------|----------------------|
|----------------|------------|----------------------|

- If the EMS Agency and Destination Hospital are filled in, enter the code for each using the drop-down menu in the Crash Reporting System.

#3 – Operators, Occupants, Pedestrians, Cyclists – Excluding Witnesses

| Operators, Occupants, Pedestrians, Cyclists - Excluding Witnesses | | | | | | | | | | | | |
|---|-------|------|-----|-----|------|--------|-------|-------|---------|---------|--------------|----------------|
| Name | Veh # | Type | Sex | Age | Seat | Injury | Eject | Restr | Air Bag | Extract | P/C - Action | P/C - Location |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

| | | | | | |
|--|--------------------------|--|---|---|---|
| CODES Type 1. Operator 2. Occupant 3. Pedestrian 4. Bicyclist 5. Unknown | Seat Location | Injury 1. Fatal 2. Injury - Incapacitating 3. Injury - Non-incapacitating 4. Possible Injury 5. No injury 6. Unknown 7. Untimely Death | Restraint 0. Unknown 1. None Used 2. Shoulder Belt Only 3. Lap Belt Only 4. Shoulder and Lap Belt 5. Child Safety Restraint 6. Helmet Used - Eye Protection 7. Helmet Used - No Eye Prot. 8. Not Reported | Ejected 1. Not Ejected 2. Totally Ejected 3. Partially Ejected 4. Not Applicable 5. Unknown | Airbag Deployed: 1. Yes 2. No 3. Unknown Extracted 1. Yes 2. No |
|--|--------------------------|--|---|---|---|

Pedestrian/Cyclist Codes on Overlay 1

- Make sure all people* involved in the crash are filled out and coded correctly. All operators, if in the car, should be entered as well as passengers if the information is provided.
- **P/C – Action & P/C – Location:** found on Overlay 1 at the bottom of the page.

***All people include pedestrians and cyclists!**

Coding AOT Information – Paper Crash Reports

***This information should be entered in the top left corner of the paper crash report.**

- Sort crashes by route as much as you can from what is filled out on the paper report.
- Make a pile for each: I – US – VT – Other – Parking Lot
- Determine the **Route Code**.

You can do this by looking at the paper report for clues. Some places to look are the Street Address, the TH/VT/US/I boxes or the Mile Marker box.

| | | | | | | | | | | | | | | | |
|---|---|----------------------------------|---|--|--|--|--|--|--|--|--|--|--|--|--|
| Incident Number | Reporting Agency | Date | Time | | | | | | | | | | | | |
| City/Town | Street Address | TH# ___ VT# ___ US# ___ I - ___ | | | | | | | | | | | | | |
| Intersection with OR Nearest Intersecting St or Landmark | | Operator Report Required * Y N | Mile Marker | | | | | | | | | | | | |
| Distance (From Nearest Int. St) ___ <input type="checkbox"/> Feet <input type="checkbox"/> Miles | Direction (From Nearest Int. St) N S E W | Coordinates Longitude/Easting | <table border="1"> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> </table> | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| Posted Speed | | Latitude/Northing | | | | | | | | | | | | | |

- Code the **Roadway Group** once you know the route.

| ID | DESCRIPTION |
|----|--|
| 0 | Unknown |
| 1 | State System (State Highways and Class I TH links) |
| 2 | Federal Aid Urban System (Class 2 TH's and 3 TH's only) |
| 3 | Federal Aid Secondary System (Class 2 TH) |
| 4 | Minor Collector - Non Fed Aid Rural TH |
| 5 | Street or Town Highways in FA Urban Area |
| 6 | City, Village or Urban Compact Street not in FA Urban Area (Class 2 and 3 Non-Federal Aid) |
| 7 | Ramp or Spur |
| 8 | Private Property (Driveways) |
| 9 | Other Public Roadway (Rest Areas, Shopping Center - anything open to public) |

- Route Code: Code the Route Code using the following formats:

- Interstates = 0890 (I 89)
- VT Rts = 0221 or 1220 (VT 22A & VT 122)
- FAS Routes = S0290 (FAS 290)
- Town Highways = T0001 (TH #1)
- US Routes = 0020 (US 2)
- FAU Routes = U5214 (FAU 5214)
- Minor Routes = S0599 (MinC 599)
- Parking Lots = 0000

- **Mile Point:** This can be determined using a number of different sources. To make this as standardized as possible we use the sources in the following order.

- If the Street Address is an address use **Arc Map**. See Appendix F for some suggestions on how to find a point in Arc Map.
- **Route Log:** The paper or the web version. The web version can be found at <http://aotweb/iramap/>. It is the most up-to-date available.
- If the intersecting road is not on the route log we use a road atlas and cross reference that road on Arc Map.
- Lastly we will use the GPS provided if there is no other way of locating the crash.

- Hints:

- Use ArcMap to verify all town highway numbers. This will help you find Major Collectors and Minor Collectors.
- If there is a choice between “Unknown” and “Not Reported” use “Not Reported”.

SECTION 2

CODING AN ELECTRONIC CRASH REPORT

Introduction

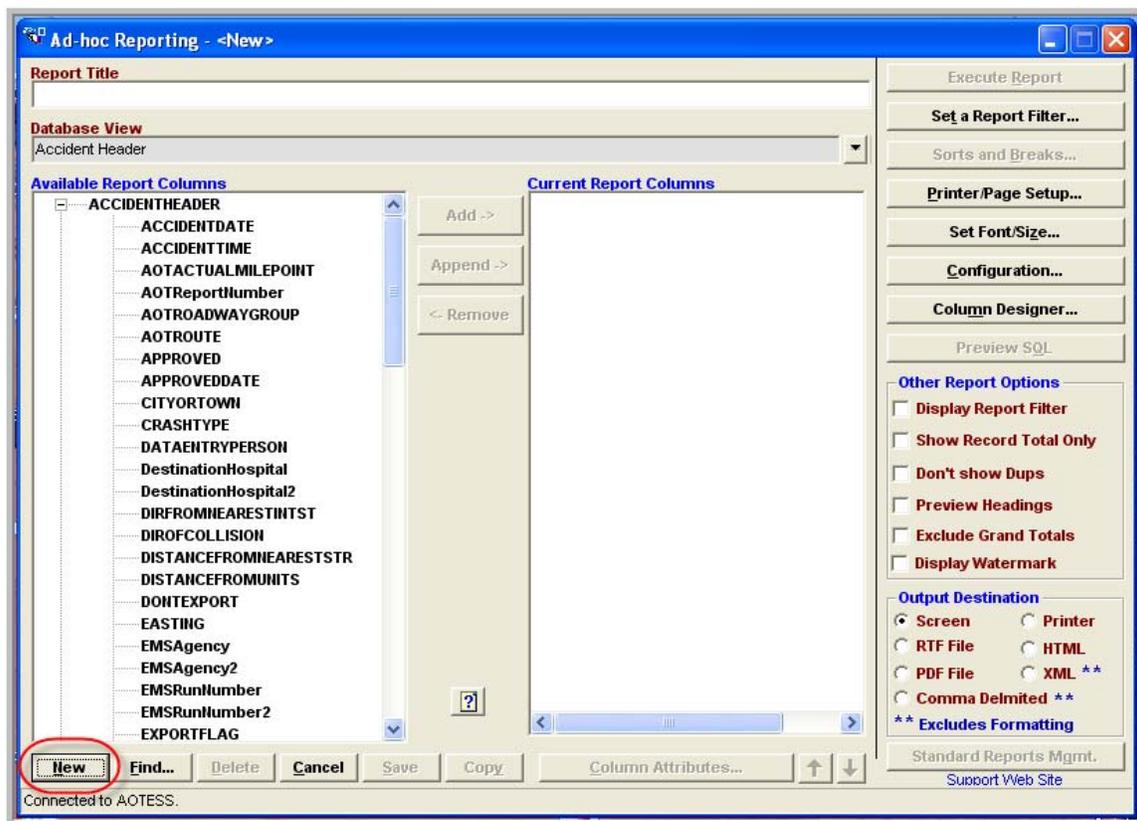
Electronic crash reports are imported into the VTrans program Crash Reporting System (CRS). At that point Highway Research personnel run a report within the Ad-hoc program to show all reports imported during a specific time period. It is then within CRS that the coding results are entered for each crash. Section 2 will provide guidance on the Ad-hoc report used to get a list of the crash reports for coding. Once the list is established you can follow the instructions on coding the AOT Information on page 17.

Adhoc Report for Coding AOT Information

1. Double click on SQL Adhoc icon.

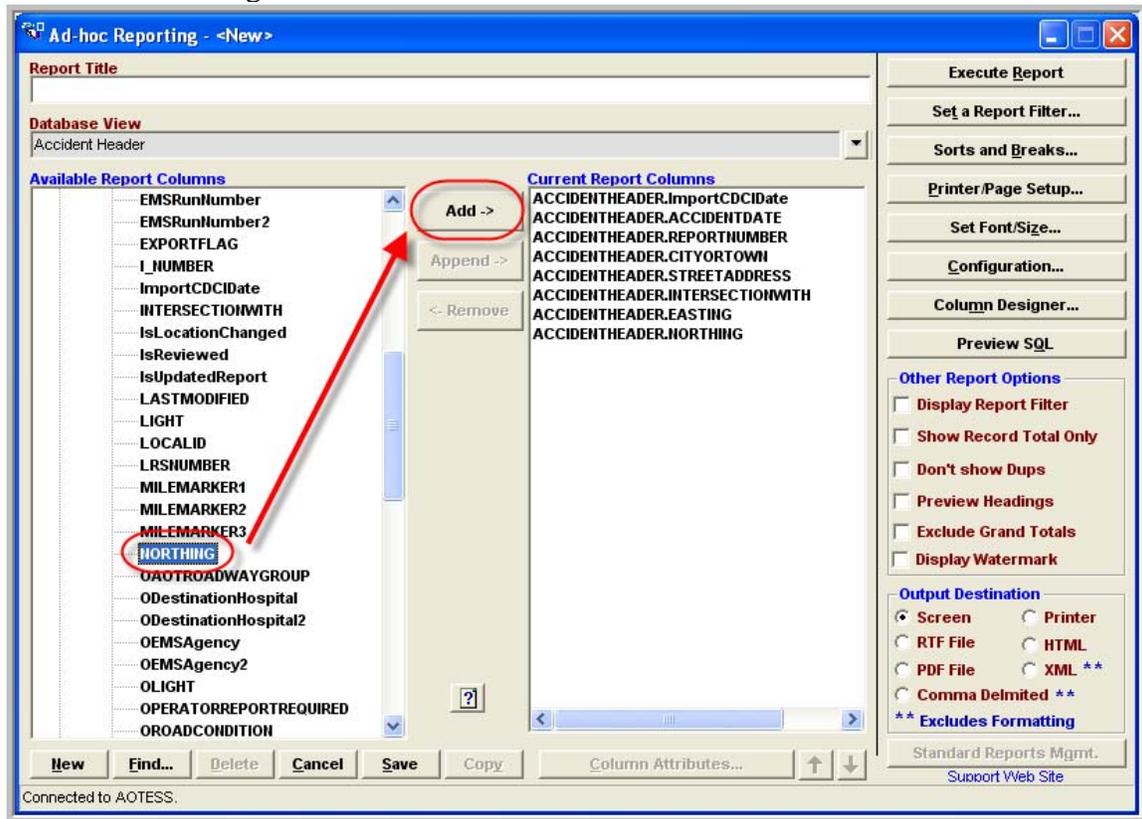


2. You will see a screen appear. In the bottom left corner, click on New button.



3. In available report columns scroll down and double click on the following items or highlight each and use the Add button to add them to the report:

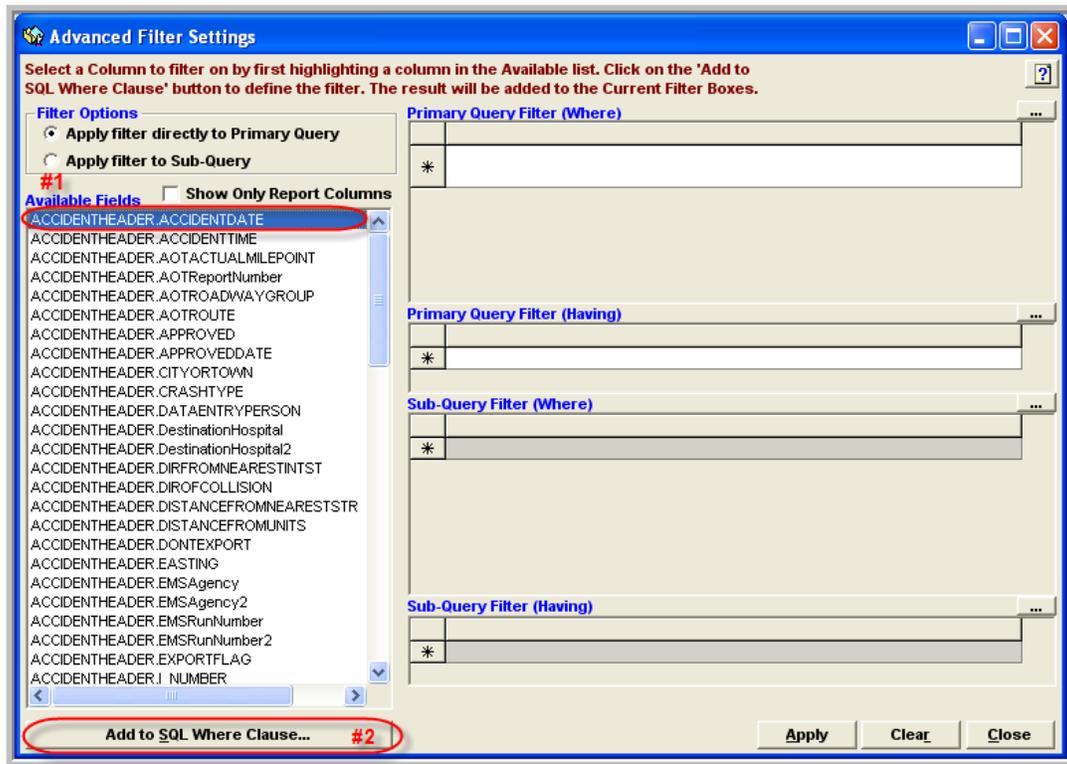
ImportCDCIDate
Accident Date
Report number
City or Town
Street Address
Intersection with
Easting
Northing



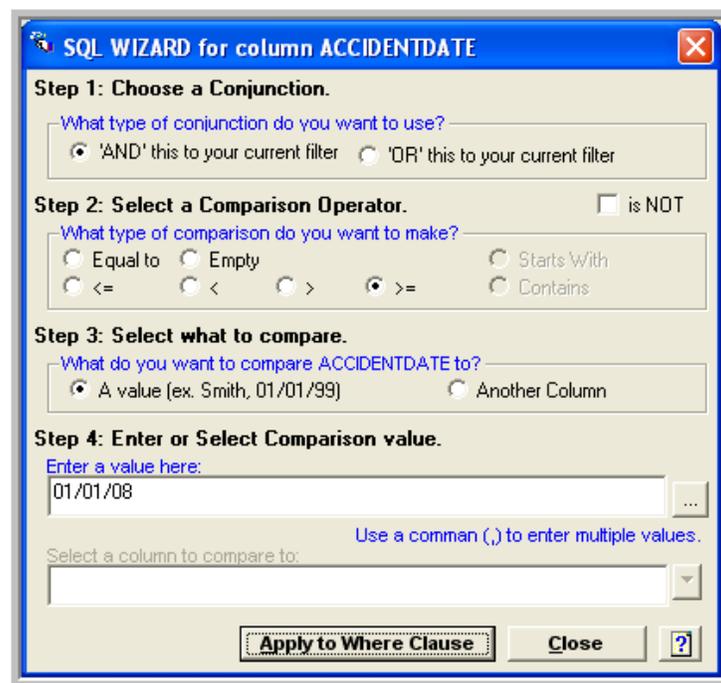
4. Click on Set a Report Filter



5. In Available Fields click on **Accidentheader.AccidentDate**. Then click **Add to SQL Where Clause...**



6. You will see a window like this appear. Follow the instructions on page ## for the SQL Wizard.



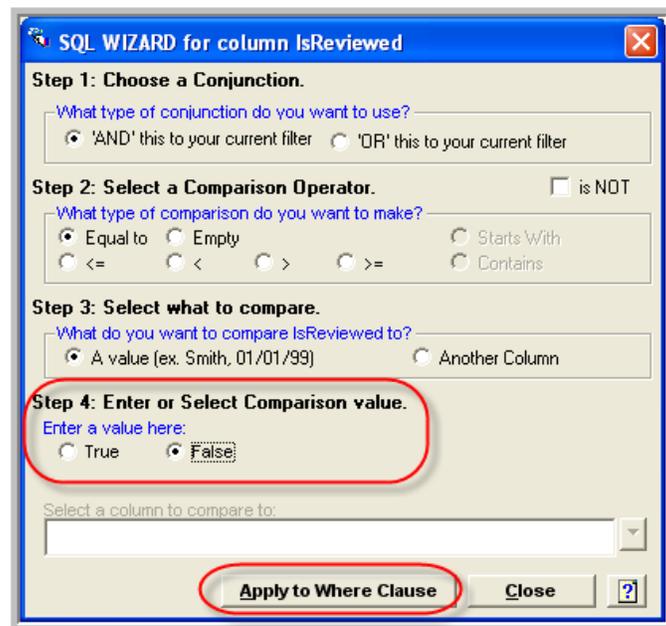
- Step 1: Choose a Conjunction
 - Stays the same.
- Step 2: Select a Comparison Operator
 - Click >=
- Step 3: Select what to compare
 - Stays the same
- Step 4: Enter or Select Comparison value
 - Enter 01/01/08 i.e.
- Click **Apply to Where Clause**

Click on **Add to SQL Where Clause** again

- Step 1: Choose a Conjunction
 - Stays the same.
- Step 2: Select a Comparison Operator
 - Click >=
- Step 3: Select what to compare
 - Stays the same
- Step 4: Enter or Select Comparison value
 - Enter 12/31/08 i.e.
- Click **Apply to Where Clause**

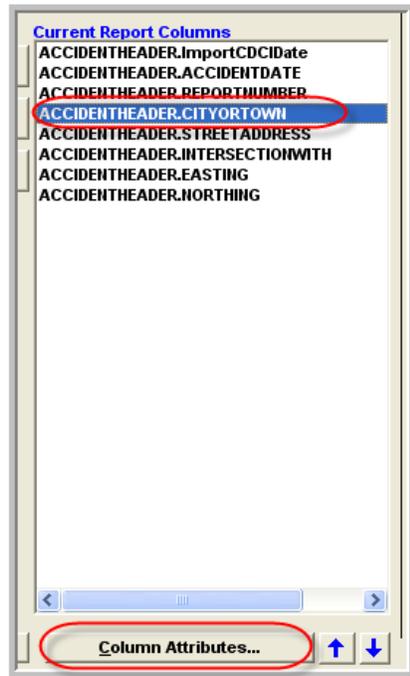
7. In **Available Fields** scroll down and click on Accidentheader.IsReviewed

- Click on Add to SQL Where Clause
- On step 4 select False
- Click Apply to Where Clause

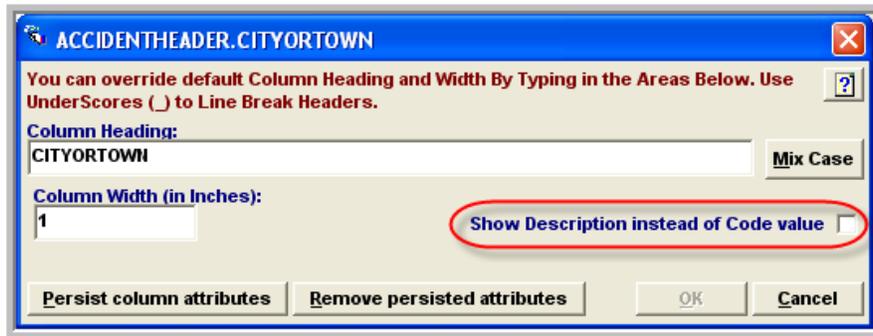


8. Click Apply in the Advanced Filter Settings window.

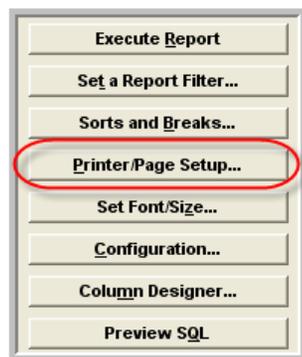
9. Go to Current Report Columns – Highlight Accidentheader.CityorTown
Click Column Attributes...



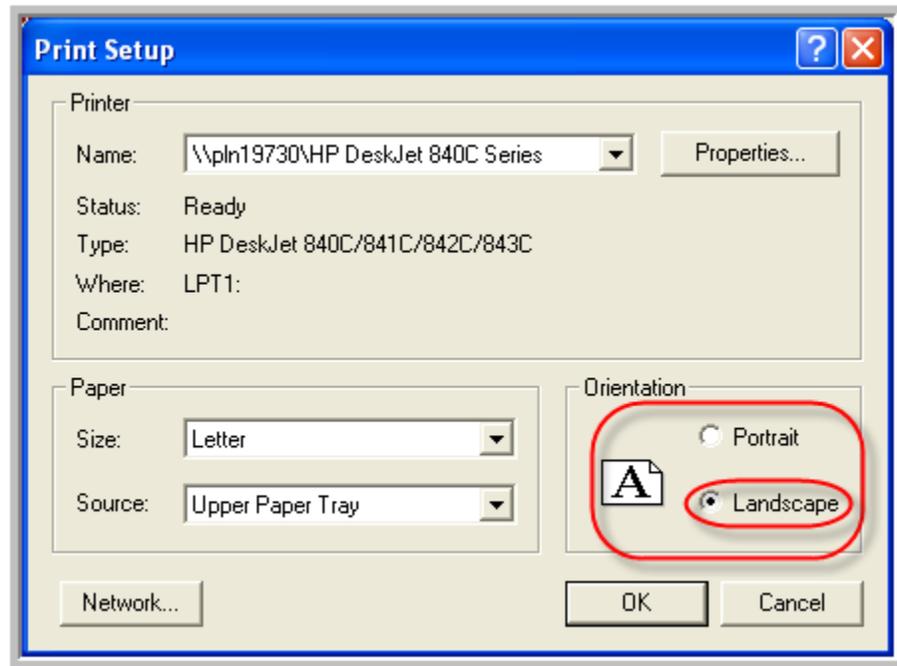
Check box Show Description instead of Code value. Click OK.



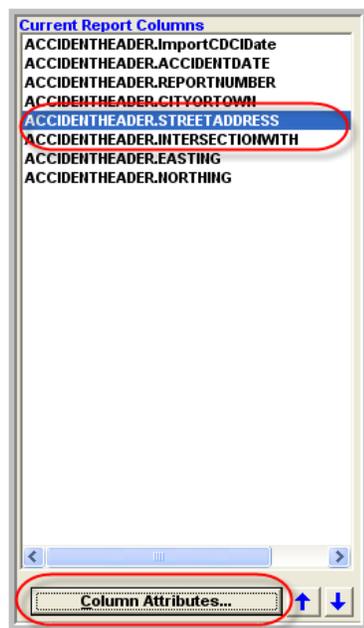
10. Click on Printer/Page Setup.



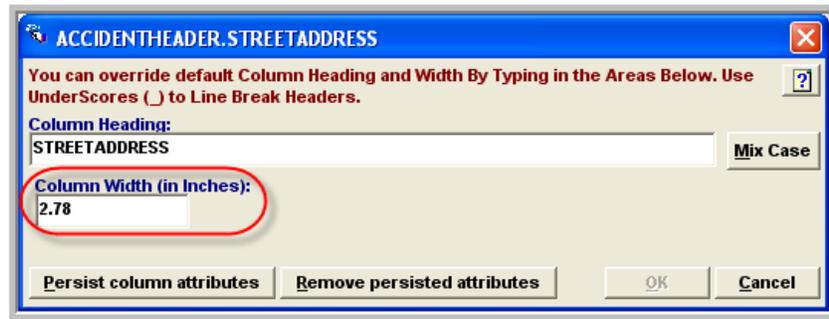
Choose Landscape. Click OK.



11. In Current Report Columns highlight Street Address.

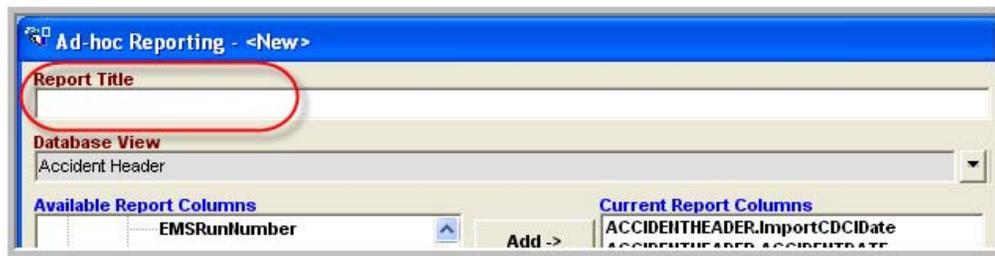


Change the column width to 1.75.



Repeat this process for Intersectionwith.

12. Give the report a title.



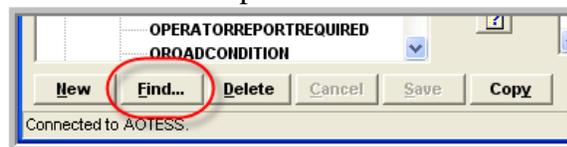
Click on save at bottom of window.

13. Click Execute Report. (Sample page of report)



Notes

- Once you have created this report you can easily find it. Open Adhoc reports, click on find, scroll down to the report and double click on it and it will open.



- Use the steps on Page 17 to code the AOT information for the reports listed.

Appendix A

County/Town Code Listing

Appendix B

villages within the State of Vermont

Appendix A: County/Town Code Listing

| | | | | | | | | | | | |
|-------------------|-------------|--------|-------------------|-------|-------------------|---------|--------------------|-----------|-------------------|---------|----------------|
| <u>Addison</u> | 0304 | Groton | 0513 | Lewis | 0905 | Corinth | 1113 | Mt. Tabor | 1309 | Jamaica | |
| 0101 | Addison | 0305 | Hardwick | 0514 | Lunenburg | 0906 | Fairlee | 1114 | Pawlet | 1310 | Londonderry |
| 0102 | Bridport | 0306 | Kirby | 0515 | Maidstone | 0907 | Newbury | 1115 | Pittsfield | 1311 | Marlboro |
| 0103 | Bristol | 0307 | Lyndon | 0516 | Norton | 0908 | Orange | 1116 | Pittsford | 1312 | Newfane |
| 0104 | Cornwall | 0308 | Newark | 0517 | Victory | 0909 | Randolph | 1117 | Poultney | 1313 | Putney |
| 0105 | Ferrisburgh | 0309 | Peacham | 0518 | Warner's Grant | 0910 | Strafford | 1118 | Proctor | 1314 | Rockingham |
| 0106 | Goshen | 0310 | Ryegate | 0519 | Warren's Gore | 0911 | Thetford | 1119 | Rutland City | 1315 | Somerset |
| 0107 | Granville | 0311 | St. Johnsbury | | <u>Franklin</u> | 0912 | Topsham | 1120 | Rutland Town | 1316 | Stratton |
| 0108 | Hancock | 0312 | Sheffield | 0601 | Bakersfield | 0913 | Tunbridge | 1121 | Killington | 1317 | Townshend |
| 0109 | Leicester | 0313 | Stannard | 0602 | Berkshire | 0914 | Vershire | 1122 | Shrewsbury | 1318 | Vernon |
| 0110 | Lincoln | 0314 | Sutton | 0603 | Enosburg | 0915 | Washington | 1123 | Sudbury | 1319 | Wardsboro |
| 0111 | Middlebury | 0315 | Walden | 0604 | Fairfax | 0916 | West Fairlee | 1124 | Tinmouth | 1320 | Westminster |
| 0112 | Monkton | 0316 | Waterford | 0605 | Fairfield | 0917 | Williamstown | 1125 | Wallingford | 1321 | Whitingham |
| 0113 | New Haven | 0317 | Wheelock | 0606 | Fletcher | | <u>Orleans</u> | 1126 | Wells | 1322 | Wilmington |
| 0114 | Orwell | | | 0607 | Franklin | | | 1127 | West Have | 1323 | Windham |
| 0115 | Panton | | <u>Chittenden</u> | 0608 | Georgia | 1001 | Albany | 1128 | West Rutland | | |
| 0116 | Ripton | 0401 | Bolton | 0609 | Highgate | 1002 | Barton | | | | <u>Windsor</u> |
| 0117 | Salisbury | 0402 | Buel's Gore | 0610 | Montgomery | 1003 | Brownington | | <u>Washington</u> | 1401 | Andover |
| 0118 | Shoreham | 0403 | Burlington | 0611 | Richford | 1004 | Charleston | 1201 | Barre City | 1402 | Baltimore |
| 0119 | Starksboro | 0404 | Charlotte | 0612 | St. Albans City | 1005 | Coventry | 1202 | Barre Town | 1403 | Barnard |
| 0120 | Vergennes | 0405 | Colchester | 0613 | St. Albans Town | 1006 | Craftsbury | 1203 | Berlin | 1404 | Bethel |
| 0121 | Waltham | 0406 | Essex | 0614 | Sheldon | 1007 | Derby | 1204 | Cabot | 1405 | Bridgewater |
| 0122 | Weybridge | 0407 | Hinesburg | 0615 | Swanton | 1008 | Glover | 1205 | Calais | 1406 | Cavendish |
| 0123 | Whiting | 0408 | Huntington | | <u>Grand Isle</u> | 1009 | Greensboro | 1206 | Duxbury | 1407 | Chester |
| | | 0409 | Jericho | 0701 | Alburgh | 1010 | Holland | 1207 | E. Montpelier | 1408 | Hartford |
| <u>Bennington</u> | | 0410 | Milton | 0702 | Grand Isle | 1011 | Irasburg | 1208 | Fayston | 1409 | Hartland |
| 0201 | Arlington | 0411 | Richmond | 0703 | Isle LaMotte | 1012 | Jay | 1209 | Marshfield | 1410 | Ludlow |
| 0202 | Bennington | 0412 | St. George | 0704 | North Hero | 1013 | Lowell | 1210 | Middlesex | 1411 | Norwich |
| 0203 | Dorset | 0413 | Shelburne | 0705 | South Hero | 1014 | Morgan | 1211 | Montpelier | 1412 | Plymouth |
| 0204 | Glastenbury | 0414 | So. Burlington | | <u>Lamoille</u> | 1015 | Newport City | 1212 | Moretown | 1413 | Pomfret |
| 0205 | Landgrove | 0415 | Underhill | 0801 | Belvidere | 1016 | Newport Town | 1213 | Northfield | 1414 | Reading |
| 0206 | Manchester | 0416 | Westford | 0802 | Cambridge | 1017 | Troy | 1214 | Plainfield | 1415 | Rochester |
| 0207 | Peru | 0417 | Williston | 0803 | Eden | 1018 | Westfield | 1215 | Roxbury | 1416 | Royalton |
| 0208 | Pownal | 0418 | Winooski | 0804 | Elmore | 1019 | Westmore | 1216 | Waitsfield | 1417 | Sharon |
| 0209 | Readsboro | | | 0805 | Elmore | | <u>Rutland</u> | 1217 | Warren | 1418 | Springfield |
| 0210 | Rupert | | <u>Essex</u> | 0806 | Hyde Park | 1101 | Benson | 1218 | Waterbury | 1419 | Stockbridge |
| 0211 | Sandgate | 0501 | Averill | 0807 | Johnson | 1102 | Brandon | 1219 | Woodbury | 1420 | Weathersfield |
| 0212 | Searsburg | 0502 | Avery's Gore | 0808 | Morristown | 1103 | Castleton | 1220 | Worcester | 1421 | Weston |
| 0213 | Shaftsbury | 0503 | Bloomfield | 0809 | Stowe | 1104 | Chittenden | | | 1422 | West Windsor |
| 0214 | Stamford | 0504 | Brighton | 0810 | Waterville | 1105 | Clarendon | | <u>Windham</u> | 1423 | Windsor |
| 0215 | Sunderland | 0505 | Brunswick | | <u>Orange</u> | 1106 | Danby | 1301 | Athens | 1424 | Woodstock |
| 0216 | Winhall | 0506 | Canaan | 0901 | Bradford | 1107 | Fair Haven | 1302 | Brattleboro | | |
| 0217 | Woodford | 0507 | Concord | 0902 | Braintree | 1108 | Hubbardton | 1303 | Brookline | | |
| | | 0508 | East Haven | 0903 | Brookfield | 1109 | Ira | 1304 | Dover | | |
| <u>Caledonia</u> | | 0509 | Ferdinand | 0904 | Chelsea | 1110 | Mendon | 1305 | Dummerston | | |
| 0301 | Barnet | 0510 | Granby | | | 1111 | Middletown Springs | 1306 | Grafton | | |
| 0302 | Burke | 0511 | Guildhall | | | 1112 | Mt. Holly | 1307 | Guilford | | |
| 0303 | Danville | 0512 | Lemington | | | | | 1308 | Halifax | | |

Appendix B: VILLAGES WITHIN THE STATE OF VERMONT

| Village | Town | Village | Town | Village | Town | Village | Town |
|---------------------|---------------|--------------------|--------------|---------------------|-----------------|--------------------|---------------|
| ~~~~~ | ~~~~~ | ~~~~~ | ~~~~~ | ~~~~~ | ~~~~~ | ~~~~~ | ~~~~~ |
| Acworth | Bristol | Brownsville | West Windsor | East Barnet | Barnet | East Randolph | Randolph |
| Adamant | Calais | Buck Hollow | Fairfax | East Barre | Barre | East Richford | Richford |
| Alburgh Center | Alburgh | Burke Hollow | Burke | East Berkshire | Berkshire | East Roxbury | Roxbury |
| Alburgh Springs | Alburgh | Burlington City | Burlington | East Bethel | Bethel | East Rupert | Rupert |
| Alfricha | Clarendon | Cady's Falls | Morristown | East Braintree | Braintree | East Ryegate | Ryegate |
| Amesdon | Weathersfield | Cambridge Jct. | Cambridge | East Brighton | Brighton | East St. Johnsbury | St. Johnsbury |
| Ascutneyville | Weathersfield | Cambridgeport | Rockingham | East Brookfield | Brookfield | East Sheldon | Sheldon |
| Averill | Norton | Castleton Corners | Castleton | East Burke | Burke | East Shoreham | Shoreham |
| Averill | Avery's Gore | Cedar Beach | Charlotte | East Cabot | Cabot | East Thetford | Thetford |
| Bailey's Mills | Reading | Center Rutland | West Rutland | East Calais | Calais | East Topsham | Topsham |
| Barnet Station | Barnet | Centerville | Hyde Park | East Charleston | Charleston | East Wallingford | Wallingford |
| Barnumtown | Monkton | Central Park | Vernon | East Charlotte | Charlotte | East Warren | Warren |
| Barnumville | Manchester | Chatnugay | Bridgewater | East Clarendon | Clarendon | East Wilmington | Wilmington |
| Bartonsville | Rockingham | Checkberry Village | Milton | East Concord | Concord | Eden Mills | Eden |
| Basin Harbor | Ferrisburg | Chester Depot | Chester | East Corinth | Corinth | Ely | Fairlee |
| Beaver | Fairfax | Chimney Point | Addison | East Craftsbury | Craftsbury | Emerson | Rochester |
| Beebe Plain | Derby | Chipman's Point | Orwell | East Dorset | Dorset | Enosburg Center | Enosburg |
| Beecher Falls | Canaan | Chippenhock | Clarendon | East Dover | Dover | Enosburg Falls | Enosburg |
| Beldeno | New Haven | Chiserville | Sunderland | East Dummerston | Dummerston | Essex Center | Essex |
| Bellows Falls | Rockingham | Clarendon Springs | Clarendon | East Enosburg | Enosburg | Essex Jct. | Essex |
| Belmont | Mount Holly | Clark | Sutton | East Fairfield | Fairfield | Evansville | Brownington |
| Belvidere Corners | Belvidere | Colbyville | Waterbury | East Fletcher | Fletcher | Ewells Mills | Peacham |
| Benson Landing | Benson | Cold River | Shrewsbury | East Georgia | Georgia | Fairfax Falls | Fairfax |
| Binghamville | Fletcher | Concord Center | Concord | East Granville | Granville | Fairfax Station | Fairfax |
| Blissville | Castleton | Copperfield | Vershire | East Hardwick | Hardwick | Farmingdale | Middlebury |
| Boltonville | Newbury | Copper Flat | Strafford | East Haven | East Haven | Fays Corner | Richmond |
| Bondville | Winhall | Cream Hill | Shoreham | East Highgate | Highgate | Fayville | Glastenbury |
| Bordonville | Enosburg | Cuttingsville | Shrewsbury | East Jamaica | Jamaica | Felchville | Reading |
| Bowlsville | Mount Holly | Danby Four Corners | Danby | East Johnson | Johnson | Fernville | Leicester |
| Braintree Center | Braintree | Danville | Danville | East Middlebury | Middlebury | Ferrisburg Station | Ferrisburg |
| Breadloaf | Ripton | Derby Line | Derby | East Monkton | Monkton | Fisk | Isle LaMotte |
| Bridgewater Corners | Bridgewater | Deweys Mills | Hartford | East Montpelier | East Montpelier | Fletcher Station | Fletcher |
| Briggs | Bridgewater | Dowingville | Lincoln | East Orange | Orange | Florence | Pittsford |
| Brockway Mills | Rockingham | Dummerston Station | Dummerston | East Peacham | Peacham | Fonda | Swanton |
| Brookfield Center | Brookfield | East Alburgh | Alburgh | East Pittsford | Pittsford | Forcotdale | Brandon |
| Brookside | Westford | East Albany | Albany | East Poultney | Poultney | Fort Ethan Allen | Winooski |
| Brooksville | New Haven | East Arlington | Arlington | East Putney | Putney | Fowler | Pittsford |
| Brownington Center | Brownington | East Barnard | Barnard | East Putney Station | Putney | Gageville | Westminster |

| Village | Town | Village | Town | Village | Town | Village | Town |
|---------------------|---------------|-------------------|------------|--------------------|-----------------|-------------------|---------------|
| Gallup Mills | Victory | Jerusalem | Starksboro | North Bennington | Bennington | Orleans | Barton |
| Garfield | Hyde Park | Jonesville | Richmond | North Calais | Calais | Passumpsic | Barnet |
| Gassette | Chester | Kansas | Sunderland | North Clarendon | Clarendon | Pearl | Grand Isle |
| Gaysville | Stockbridge | Keeler Bay | South Hero | North Concord | Concord | Peaseville | Andover |
| Georgia Center | Georgia | Kelley Stand | Sunderland | North Craftsbury | Craftsbury | Pekin | Calais |
| Georgia Plains | Georgia | Kimball | Barton | North Danville | Danville | Perkinsville | Weathersfield |
| Gilman | Lunenburg | Kirk's Corner | Calais | North Derby | Derby | Peth | Braintree |
| Goshen Corner | Goshen | Lake | Norton | North Dorset | Dorset | Pike Hill | Corinth |
| Goulds Mills | Springfield | Lake Bomoseen | Castleton | North Duxbury | Duxbury | Pittsford Mills | Pittsford |
| Grand Isle Station | Grand Isle | Lake Dunmore | Salisbury | North Fairfax | Fairfax | Pleasant Valley | Cambridge |
| Graniteville | Barre | Lake Side | Groton | North Fayston | Fayston | Plymouth Corners | Plymouth |
| Greenbush | Weathersfield | Lanesboro | Marshfield | North Ferrisburg | Ferrisburg | Plymouth Union | Plymouth |
| Green River | Guilford | Larabee Point | Shoreham | Northfield Falls | Northfield | Pompanoosuc | Norwich |
| Greensboro Bend | Greensboro | Lewiston | Norwich | North Hartland | Hartland | Post Mills | Thetford |
| Greensboro Four Cns | Greensboro | Lower Cabot | Cabot | North Hero Station | North Hero | Pownal Center | Pownal |
| Greens Corners | Swanton | Lower Waterford | Waterford | North Hyde Park | Hyde Park | Prindle Corners | Charlotte |
| Guilford Center | Guilford | Lyndon Center | Lyndon | North Landgrove | Landgrove | Proctorsville | Cavendish |
| Hammondsville | Reading | Lyndonville | Lyndon | North Montpelier | East Montpelier | Prosper | Woodstock |
| Hanksville | Huntington | Maguan | Swanton | North Orwell | Orwell | Putnamville | Middlesex |
| Harmonyville | Townshend | Manchester Center | Manchester | North Pawlet | Pawlet | Quechee | Hartford |
| Hartland Four Crnrs | Hartland | Manchester Depot | Manchester | North Pomfret | Pomfret | Randolph Center | Randolph |
| Harvey | Danville | Maple Corners | Calais | North Pownal | Pownal | Rawsonville | Jamaica |
| Healdville | Mount Holly | McIndoe Falls | Barnet | North Randolph | Randolph | Readsboro Falls | Readsboro |
| Heartwellville | Readsboro | Mechanicsville | Hinesburg | North Royalton | Royalton | Rice's Mills | Thetford |
| Highgate Center | Highgate | Middlesex Center | Middlesex | North Rupert | Rupert | Richville | Shoreham |
| Highgate Falls | Highgate | Miles Pond | Concord | North Sheldon | Sheldon | Ricker Mills | Groton |
| Highgate Springs | Highgate | Mill Village | Craftsbury | North Shrewsbury | Shrewsbury | Riverton | Berlin |
| Hinesburg | Guilford | Mill Village | Vershire | North Springfield | Springfield | Robinson | Rochester |
| Holden | Chittenden | Miltonboro | Milton | North Thetford | Thetford | Rocksville | Starksboro |
| Hortonville | Hubbardton | Monkton Ridge | Monkton | North Troy | Troy | Rutland City | Rutland |
| Hortonville | Mount Holly | Montclair Landing | Orwell | North Tunbridge | Tunbridge | St. Albans Bay | St. Albans |
| Houghtonville | Grafton | Montgomery Center | Montgomery | North Underhill | Underhill | St. Albans City | St. Albans |
| Huntington Center | Huntington | Morgan Center | Morgan | North Walden | Walden | St. Rock's | Fairfield |
| Huntsville | Fletcher | Morsco Line | Franklin | North Wardsboro | Wardsboro | Salisbury Station | Salisbury |
| Hydeville | Castleton | Moscow | Stowe | North Windham | Windham | Saxtons River | Rockingham |
| Irasville | Waitsfield | Nashville | Jericho | North Wolcott | Wolcott | Shady Rill | Middlesex |
| Island Pond | Brighton | New Boston | Norwich | Norton Mills | Norton | Shaftsbury Center | Shaftsbury |
| Jacksonville | Whitingham | New Haven Jct. | New Haven | Oakland | Georgia | Sheddsville | West Windsor |
| Jeffersonville | Cambridge | New Haven Mills | New Haven | Old Bennington | Bennington | Shelburne Falls | Shelburne |
| Jericho Center | Jericho | Newport Center | Newport | Old City | Strafford | | |
| | | | | | | | |
| | | | | | | | |

| Village | Town | Village | Town | Village | Town | Village | Town |
|-------------------|-------------|----------------------|---------------|-----------------------|--------------|---------|------|
| Sheldon Jct. | Sheldon | Stevens Mills | Richford | West Castleton | Castleton | | |
| Sheldon Sprgs. | Sheldon | Summit | Warren's Gore | West Charleston | Charleston | | |
| Sherman | Whitingham | Summit | Mount Holly | West Chesterfield | Chester | | |
| Simonsville | Andover | Summit Station | Sutton | West Corinth | Corinth | | |
| South Albany | Albany | Swanton Falls | Swanton | West Cornwall | Cornwall | | |
| South Barre | Barre | Taftsville | Woodstock | West Danville | Danville | | |
| Souh Burlington | Burlington | Talcville | Rochester | West Dover | Dover | | |
| South Cabot | Cabot | Tarbelville | Mount Holly | West Dummerston | Dummerston | | |
| South Corinth | Corinth | The Island | Weston | West Enosburg | Enosburg | | |
| South Danville | Danville | Thetford Center | Thetford | West Fairlee Center | West Fairlee | | |
| South Dorset | Dorset | Thetford Hill | Thetford | West Fletcher | Fletcher | | |
| South Halifax | Halifax | Tice | Holland | West Georgia | Georgia | | |
| South Lincoln | Lincoln | Tyson | Plymouth | West Glover | Glover | | |
| South Londonderry | Londonderry | Underhill Center | Underhill | West Groton | Groton | | |
| South Lunenburg | Lunenburg | Underhill Flats | Underhill | West Halifax | Halifax | | |
| South Newbury | Newbury | Union Village | Thetford | West Hartford | Hartford | | |
| South Newfane | Newfane | Vergennes City | Vergennes | West Lincoln | Lincoln | | |
| South Northfield | Northfield | Vershire Center | Vershire | West Milton | Milton | | |
| South Peacham | Peacham | Waitsfield Common | Waitsfield | Westminster West | Westminster | | |
| South Pomfret | Pomfret | Waits River | Topsham | West Newbury | Newbury | | |
| South Poultney | Poultney | Walden Station | Walden | West Norwich | Norwich | | |
| South Randolph | Randolph | Wardsboro Center | Wardsboro | West Pawlet | Pawlet | | |
| South Reading | Reading | Waterbury Center | Waterbury | West Rupert | Rupert | | |
| South Richford | Richford | Weathersfield Bow | Weathersfield | West Rutland | Rutland | | |
| South Royalton | Royalton | Weathersfield Center | Weathersfield | West Salisbury | Salisbury | | |
| South Ryegate | Ryegate | Websterville | Barre | West Swanton | Swanton | | |
| South Shaftsbury | Shaftsbury | Wells River | Newbury | West Topsham | Topsham | | |
| South Starksboro | Starksboro | Wenlock | Ferdinand | West Townshend | Townshend | | |
| South Strafford | Strafford | West Arlington | Arlington | West Wardsboro | Wardsboro | | |
| South Tunbridge | Tunbridge | West Addison | Addison | West Waterford | Waterford | | |
| South Walden | Walden | West Barnet | Barnet | West Woodstock | Woodstock | | |
| South Wallingford | Wallingford | West Berkshire | Berkshire | Weybridge Hill | Weybridge | | |
| South Wardsboro | Wardsboro | West Bethel | Bethel | White River Jct. | Hartford | | |
| South Washington | Washington | West Bolton | Bolton | Whitingham Station | Whitingham | | |
| South Wheelock | Wheelock | West Braintree | Braintree | Wilder | Hartford | | |
| South Windham | Windham | West Brattleboro | Brattleboro | Williamsville | Newfane | | |
| South Woodbury | Woodbury | West Bridgewater | Bridgewater | Williamsville Station | Newfane | | |
| South Woodstock | Woodstock | West Bridport | Bridport | Winhall Station | Londonderry | | |
| South Vernon | Vernon | West Brookfield | Brookfield | Wrightsville | Montpelier | | |
| South Vershire | Vershire | West Burke | Burke | | | | |

Appendix C

Divided State Highways

Divided State Highways

| | | | | |
|---------------|---|------------------------|--------------|-------------|
| I-89 | All | All | | |
| I-91 | All | All | | |
| I-93 | All | All | | |
| I-189 | All | All | | |
| US-2 | St. Johnsbury | 0.90-2.77 | | |
| US-4 | Fair Haven | 0.13-3.49 | W. Rutland | 11.69-16.38 |
| | Castleton | 3.49-10.52 | Rutland Town | 16.38-18.83 |
| | Ira | 10.52-11.69 | | |
| US-7 | Bennington | 3.89-6.85 | | |
| | Wallingford | 6.52-7.10 | | |
| | Clarendon | 0.00-5.65 | | |
| | Rutland Town | 0.00-0.68 | | |
| VT-15 | Winooski | 0.59-0.78 | | |
| | Colchester | 0.30-1.34 | | |
| | Essex | 0.00-1.09 | | |
| VT-62 | Berlin | 0.00-1.58 & | 2.52-2.93 | |
| | Barre City | 0.00-1.59 | | |
| VT-63 | Barre Town | 2.64-2.91 | | |
| VT-67A | Bennington | 0.10-0.80 | | |
| VT 279 | Bennington | All | | |
| BRUS-4 | W. Rutland | 0.00-0.48 | | |
| | Rutland Town | 0.67-0.81 | | |
| | Bennington St. Hwy. (9025) | 0.00-0.24 | | |
| | Montpelier St. Hwy. (9390) | 0.00-0.69 | | |
| | St. Albans South St. Hwy. (9720) | 0.00-0.06 0.64-0.98 | | |

Appendix D

License Classes & Codes

License Classes & Codes

- 1 = **D** – Class D Operator License; All motor vehicles except motorcycle & school buses (**VT ONLY**)
 - 5 = **A** – Combination vehicles with GCWR of 26,001 lbs. or more provided towed vehicle is 10,001 lbs. or more. (**ALL STATES**)
 - 2 = **B** – Single vehicles with GVWR of 26,001 lbs. or mo provided towed vehicle is 10,000 lbs. or less. (**ALL STATES**)
 - 3 = **C** – Single vehicles with GVWR of 26,001 lbs. or less which transport placarded hazardous materials or 16 or more passengers, including the driver. (**ALL STATES**)
 - 10 = **Learner’s Permit** – Should be used as it is separate from a regular operator license. (**VT ONLY**)
- **All out of state licenses should be coded as a “0” for Unknown.**

License Restrictions

| Commercial Vehicle – Federal Restrictions (ALL STATES) | # to Use in CRS |
|---|------------------------|
| B – Corrective Lenses | 1 |
| C – Mechanical Aid | 2 |
| D – Prosthetic Aid | 3 |
| E – Automatic Transmission | 4 |
| F – Outside Mirror | 5 |
| J – Other | 9 |
| K – Intrastate Only | 10 |
| L – Vehicles without Air Brakes | 11 |
| M – Except Class A Bus | 12 |
| N – Except Class A & B Bus | 13 |
| O – Except Tractor Trailers | 14 |

| Regular Operator License Restrictions (VT ONLY) | # to Use in CRS |
|--|------------------------|
| 1 – Corrective or Contact Lenses | 1 |
| 3 – Automatic Transmission | 4 |
| 4 – Directional Signals | 2 |
| 5 – Device to operate brake and clutch simultaneously | 2 |
| 6 – Automatic Transmission and hand operated dimmer switch | 4 |
| 7 – All hand operation | 2 |
| 8 – SPECIAL see separate card | 9 |

License Endorsements (VT ONLY)

- A – Motorcycle & School Bus I
- B – Motorcycle & School Bus II
- H – Hazardous Materials
- M – Motorcycle
- N – Tanks (1000 gals or more)
- P – Passenger Vehicles
- S – School Bus Type I
- T – Double/Triple Trailers
- V – School Bus Type II
- X – Tank & Hazardous Materials

***We do not use these codes in coding or data entry.**

****All out of state license restrictions should be crossed out and the Restriction box should be left blank in the Crash Reporting System.**

*****SUSPENSIONS are neither License Classes nor License Restrictions.**

Appendix E

Unit Type Listing

Unit Type Listing

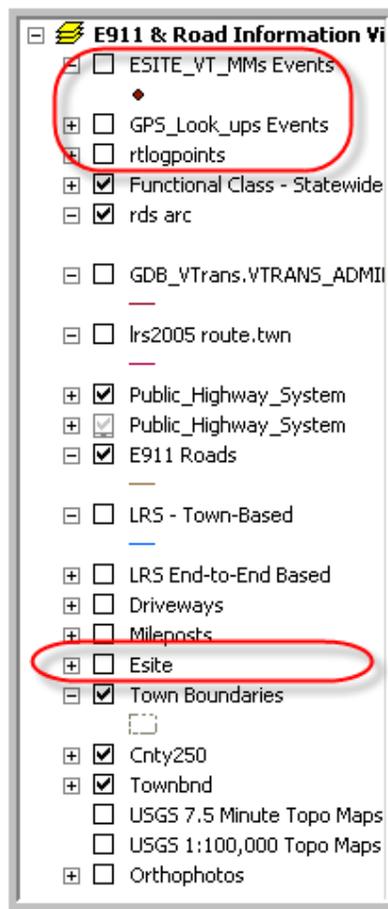
| Unit Type Code | Unit Type |
|---------------------------|--------------------------------|
| 1 | Passenger Car |
| 2 | Pickup Truck |
| 3 | Truck Tractor (Bobtail) |
| 4 | Tractor/Trailer |
| 5 | Tractor W/Twin Trailers |
| 6 | Logging Truck |
| 7 | Logging Tractor/Trailer |
| 8 | Single Unit Truck |
| 9 | Panel Truck |
| 10 | Van |
| 11 | Utility Passenger Vehicle |
| 12 | Vehicle With Trailer |
| 13 | Bus |
| 14 | Truck Towing House Trailer |
| 15 | Ambulance |
| 16 | Motorized Recreational Vehicle |
| 17 | Motorcycle, Scooter, Minibike |
| 18 | Moped |
| 19 | Pedacycle, Bicycle |
| 20 | Farm Or Const. Equipment |
| 21 | All Terrain Vehicle |
| 22 | Unknown |
| 23 | Witness |
| 24 | Pedestrian |
| 25 | Train |
| 99 | Other |

Appendix F

ArcMap Suggestions

Suggestion #1 Finding a Location in ArcMap

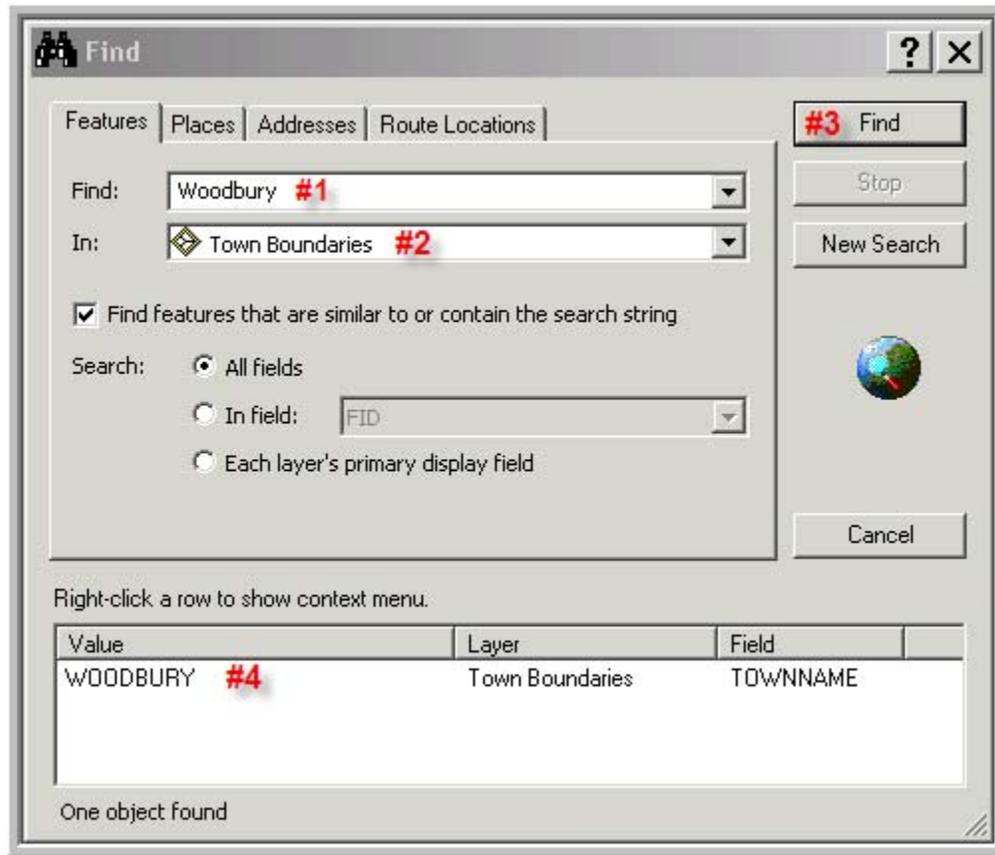
- Open ArcMap through Citrix by following these steps:
 - o Click on the Citrix Program Icon
- 
- o Click on the ArcMap Icon.
 - o An “Attention” message will pop up; click the “OK” Button.
- Choose “Browse for maps”. Click OK.
 - Go to: V: Projects/Shared/Highway Research (Click each folder in order.)
 - Open Crash_Location&GPS
 - When the map opens and is finished drawing I check the following boxes:



- This will reset the map with all the pieces you will need to find your location.
- Click on the Find tool on the top of the screen



- You will open up the following box.



#1 – Type in the town you are looking for.

#2 – Find/type in Town Boundaries in this field. The drop down menu will allow you to find it without typing.

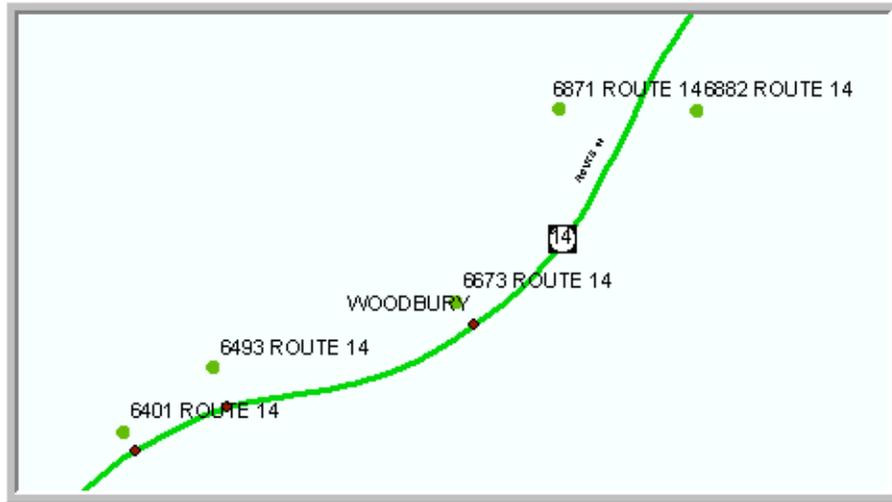
#3 – Click on Find.

#4 – One or more choices will appear in this section. Choose the one you want and right click on it. Choose “Zoom To” from the menu provided.

- The map will then zoom to the town.



- Use the zoom tool to go to the area desired.
 - o Please note: To know where to start, an atlas is extremely helpful!
- Close the Find window by clicking on the “X” in the top right corner of the window.
- You will see something like this:



The green dots reflect a residence which is indicated by the number “6401 Route 14”.

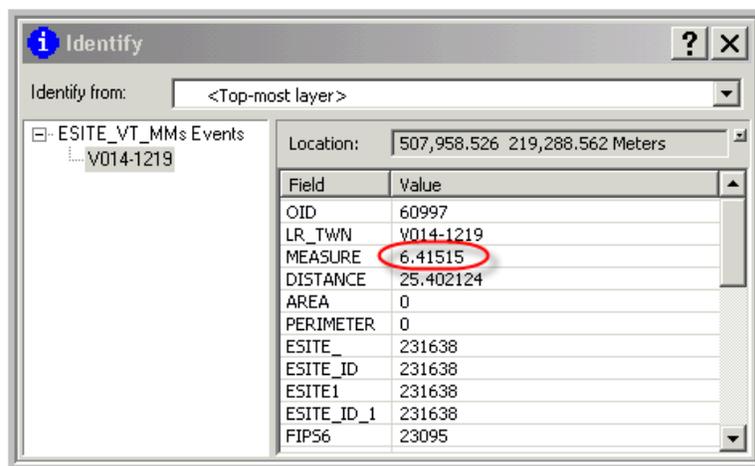
- As you look for addresses this is what you will be looking for. To move around the screen you can use the Pan Tool.



- Next, use the Identify Tool to click on the red dot which will give you the mile point of that address.



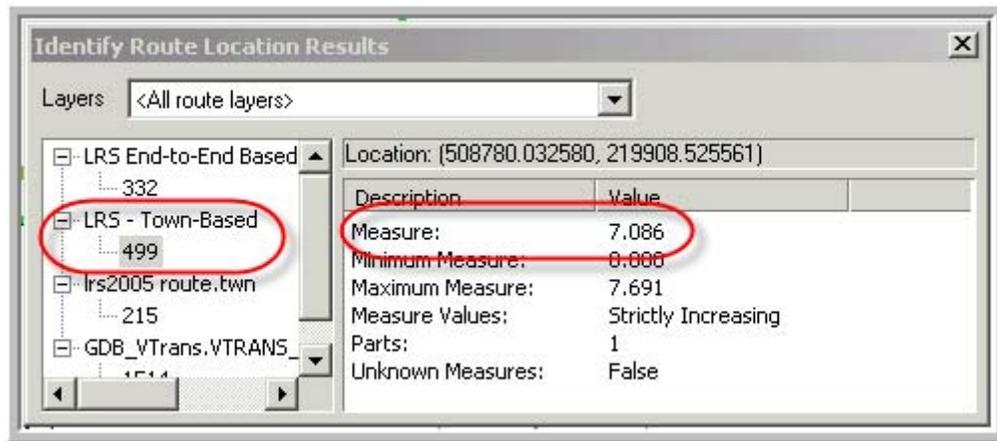
- The Identify window will appear and give you information on that point on the road. The most important piece is the Measure. This is the exact location at which your location is on the road. In the case below 6401 Route 14 is at 6.415 or 6.42.



- If you have a location that does not have a red dot you will need to use the Identify Route Locations Tool.



- Take the tool and click on the road as close to the point on the map you need an exact location for. You will need to click on the LRS – Town Based number to get the correct measure. Then in the window next to it you can take the measure and use that for your exact location.



Suggestion #2
Locating Exact Location on Arcmap

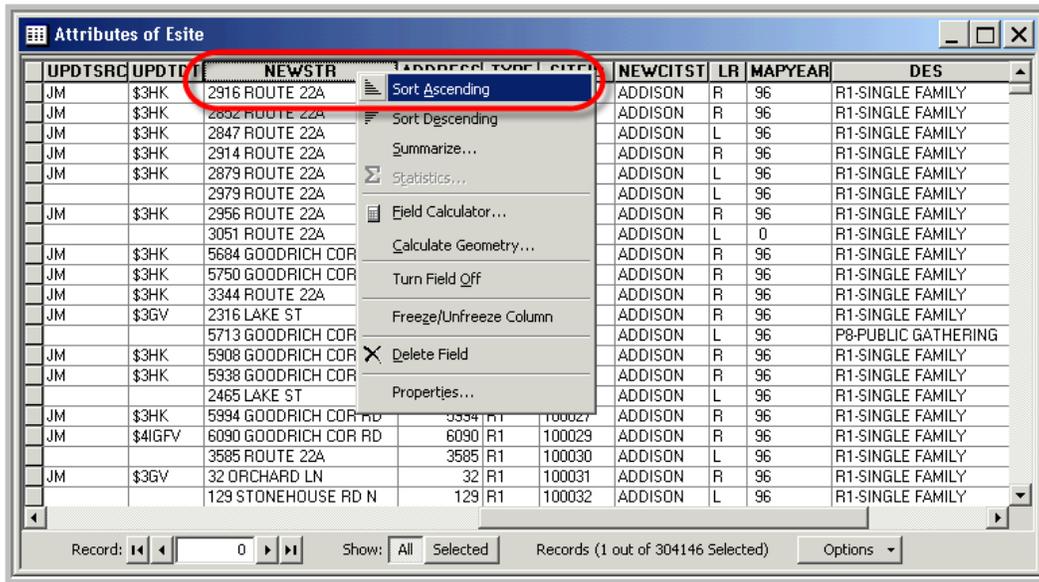
1. Click on Citrix Program Icon.



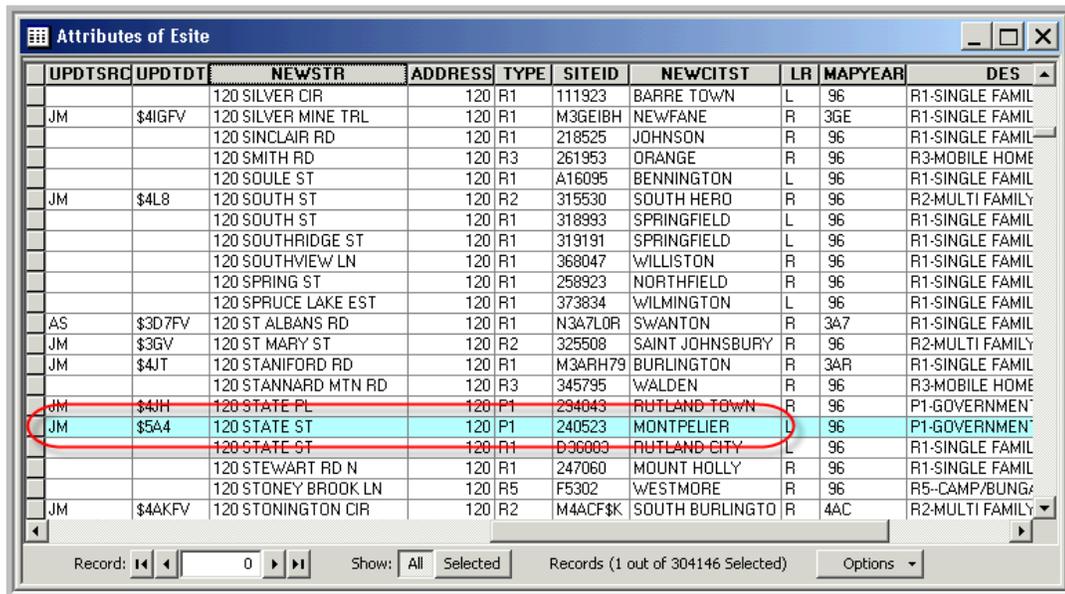
2. Go to applications. Click on Arcmap.
 A screen will pop up that says: ATTENTION.
 Click OK
3. The next screen start Arcmap by clicking on an existing map, click ok.
 Double click on Crash_Location GPS1 file.
 Arcmap will open with the Attribute of Esite open.
4. Scroll to the right until you see columns NEWSTR and NEWCITST.

| UPDTSRC | UPDTD | NEWSTR | ADDRESS | TYPE | SITEID | NEWCITST | LR | MAPYEAR | DES |
|---------|---------|----------------------|---------|------|--------|----------|----|---------|---------------------|
| JM | \$3HK | 2916 ROUTE 22A | 2916 | R1 | 100001 | ADDISON | R | 96 | R1-SINGLE FAMILY |
| JM | \$3HK | 2852 ROUTE 22A | 2852 | R1 | 100003 | ADDISON | R | 96 | R1-SINGLE FAMILY |
| JM | \$3HK | 2847 ROUTE 22A | 2847 | R1 | 100004 | ADDISON | L | 96 | R1-SINGLE FAMILY |
| JM | \$3HK | 2914 ROUTE 22A | 2914 | R1 | 100005 | ADDISON | R | 96 | R1-SINGLE FAMILY |
| JM | \$3HK | 2879 ROUTE 22A | 2879 | R1 | 100006 | ADDISON | L | 96 | R1-SINGLE FAMILY |
| | | 2979 ROUTE 22A | 2979 | R1 | 100011 | ADDISON | L | 96 | R1-SINGLE FAMILY |
| JM | \$3HK | 2956 ROUTE 22A | 2956 | R1 | 100012 | ADDISON | R | 96 | R1-SINGLE FAMILY |
| | | 3051 ROUTE 22A | 3051 | R1 | 100016 | ADDISON | L | 0 | R1-SINGLE FAMILY |
| JM | \$3HK | 5684 GOODRICH COR RD | 5684 | R1 | 100017 | ADDISON | R | 96 | R1-SINGLE FAMILY |
| JM | \$3HK | 5750 GOODRICH COR RD | 5750 | R1 | 100019 | ADDISON | R | 96 | R1-SINGLE FAMILY |
| JM | \$3HK | 3344 ROUTE 22A | 3344 | R1 | 100020 | ADDISON | R | 96 | R1-SINGLE FAMILY |
| JM | \$3GV | 2316 LAKE ST | 2316 | R1 | 100022 | ADDISON | R | 96 | R1-SINGLE FAMILY |
| | | 5713 GOODRICH COR RD | 5713 | P8 | 100023 | ADDISON | L | 96 | P8-PUBLIC GATHERING |
| JM | \$3HK | 5908 GOODRICH COR RD | 5908 | R1 | 100024 | ADDISON | R | 96 | R1-SINGLE FAMILY |
| JM | \$3HK | 5938 GOODRICH COR RD | 5938 | R1 | 100025 | ADDISON | R | 96 | R1-SINGLE FAMILY |
| | | 2465 LAKE ST | 2465 | R1 | 100026 | ADDISON | L | 96 | R1-SINGLE FAMILY |
| JM | \$3HK | 5994 GOODRICH COR RD | 5994 | R1 | 100027 | ADDISON | R | 96 | R1-SINGLE FAMILY |
| JM | \$4IGFV | 6090 GOODRICH COR RD | 6090 | R1 | 100029 | ADDISON | R | 96 | R1-SINGLE FAMILY |
| | | 3585 ROUTE 22A | 3585 | R1 | 100030 | ADDISON | L | 96 | R1-SINGLE FAMILY |
| JM | \$3GV | 32 ORCHARD LN | 32 | R1 | 100031 | ADDISON | R | 96 | R1-SINGLE FAMILY |
| | | 129 STONEHOUSE RD N | 129 | R1 | 100032 | ADDISON | L | 96 | R1-SINGLE FAMILY |

- Right click on the top of New Str column. Sort it ascending.



- Scroll down to address and highlight the line the address is on.



7. Right click on the left row button at the edge of the window. It has an arrow in it.

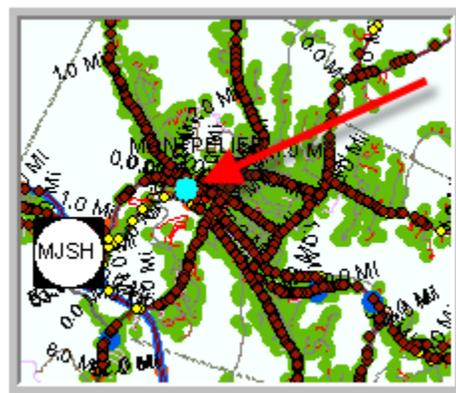
| | | | | | |
|---|-----|--------|----|-------|--------------|
| | 670 | 670157 | JM | \$4JH | 120 STATE PL |
| ▶ | 627 | 627102 | JM | \$5A4 | 120 STATE ST |
| | 669 | 669015 | | | 120 STATE ST |

The window below will pop up. Select Zoom To.

The screenshot shows a window titled "Attributes of Esite" with a table of data. A context menu is open over the table, and the "Zoom To" option is circled in red. The table has the following columns: UPDTSRC, UPDTRDT, NEWSTR, ADDRESS, TYPE, SITEID, NEWCITST, LR, MAPYEAR, and DES. The row for "120 STATE ST" is highlighted in light blue.

| UPDTSRC | UPDTRDT | NEWSTR | ADDRESS | TYPE | SITEID | NEWCITST | LR | MAPYEAR | DES |
|---------|---------|---------------------|---------|----------|------------------|----------|-----|------------------|-----|
| | | 120 SILVER CIR | 120 R1 | 111923 | BARRE TOWN | L | 96 | R1-SINGLE FAMIL | |
| JM | \$4IGFV | 120 SILVER MINE TRL | 120 R1 | M3GEIBH | NEWFANE | R | 3GE | R1-SINGLE FAMIL | |
| | | 120 SINCLAIR RD | 120 R1 | 218525 | JOHNSON | R | 96 | R1-SINGLE FAMIL | |
| | | 120 SMITH RD | 120 R3 | 261953 | ORANGE | R | 96 | R3-MOBILE HOME | |
| | | 120 SOULE ST | 120 R1 | A16095 | BENNINGTON | L | 96 | R1-SINGLE FAMIL | |
| JM | \$4L8 | 120 SOUTH ST | 120 R2 | 315530 | SOUTH HERD | R | 96 | R2-MULTI FAMILY | |
| | | 120 SOUTH ST | 120 R1 | 318993 | SPRINGFIELD | L | 96 | R1-SINGLE FAMIL | |
| | | 120 SOUTHRIDGE ST | 120 R1 | 319191 | SPRINGFIELD | L | 96 | R1-SINGLE FAMIL | |
| | | 120 SOUTHVIEW LN | 120 R1 | 368047 | WILLISTON | R | 96 | R1-SINGLE FAMIL | |
| | | 120 SPRING ST | 120 R1 | 258923 | NORTHFIELD | R | 96 | R1-SINGLE FAMIL | |
| | | 120 SPRUCE LAKE EST | 120 R1 | 373834 | WILMINGTON | L | 96 | R1-SINGLE FAMIL | |
| AS | \$3D7FV | 120 ST ALBANS RD | 120 R1 | N3A7L0R | SWANTON | R | 3A7 | R1-SINGLE FAMIL | |
| JM | \$3GV | 120 ST MARY ST | 120 R2 | 325508 | SAINT JOHNSBURY | R | 96 | R2-MULTI FAMILY | |
| JM | \$4JT | 120 STANIFORD RD | 120 R1 | M3ARH79 | BURLINGTON | R | 3AR | R1-SINGLE FAMIL | |
| | | 120 STANNARD MTN RD | 120 R3 | 345795 | WALDEN | R | 96 | R3-MOBILE HOME | |
| JM | \$4JH | 120 STATE PL | 120 P1 | 294043 | RUTLAND TOWN | R | 96 | P1-GOVERNMENT | |
| JM | \$5A4 | 120 STATE ST | 120 P1 | 240523 | MONTPELIER | L | 96 | P1-GOVERNMENT | |
| | | STATE ST | 120 R1 | D36883 | RUTLAND CITY | L | 96 | R1-SINGLE FAMIL | |
| | | STEWART RD N | 120 R1 | 247060 | MOUNT HOLLY | R | 96 | R1-SINGLE FAMIL | |
| | | STONE BROOK LN | 120 R5 | F5302 | WESTMORE | R | 96 | R5-CAMP/BUNGALOW | |
| | | STONINGTON CIR | 120 R2 | M4ACF\$K | SOUTH BURLINGTON | R | 4AC | R2-MULTI FAMILY | |

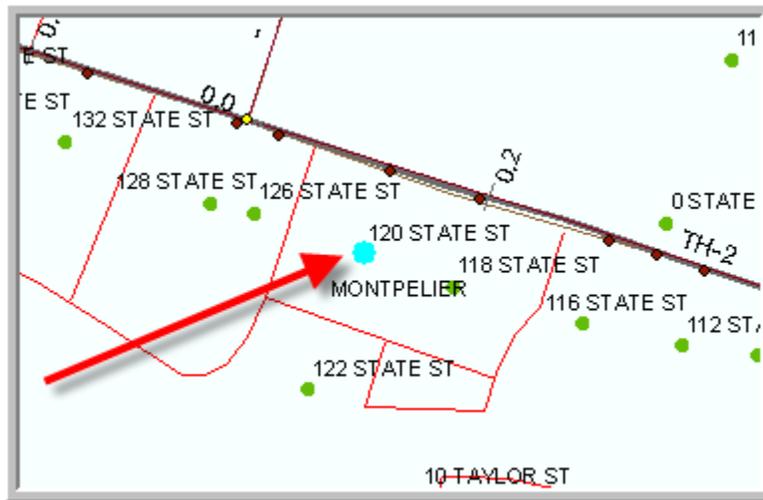
The program will zoom to the town and the address will be highlighted with a light blue dot.



8. Zoom in to get more exact mile point using the zoom tool.



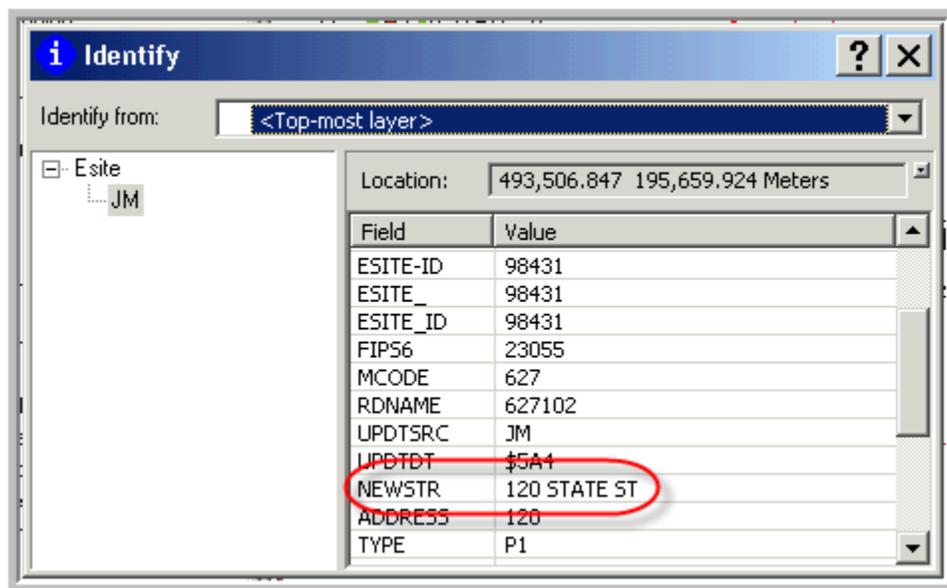
- You will see something like this once you zoom in.



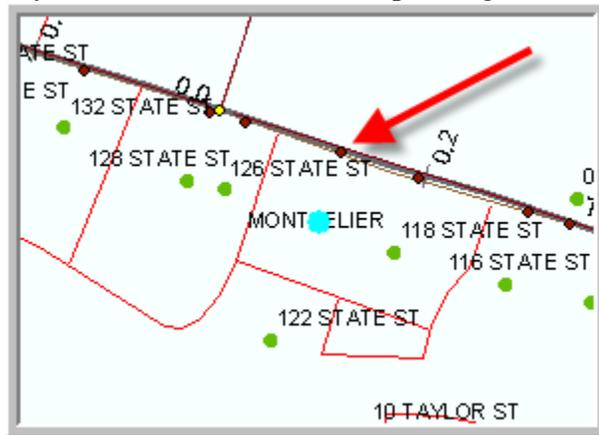
9. Use the Identify Tool to click on the blue dot.



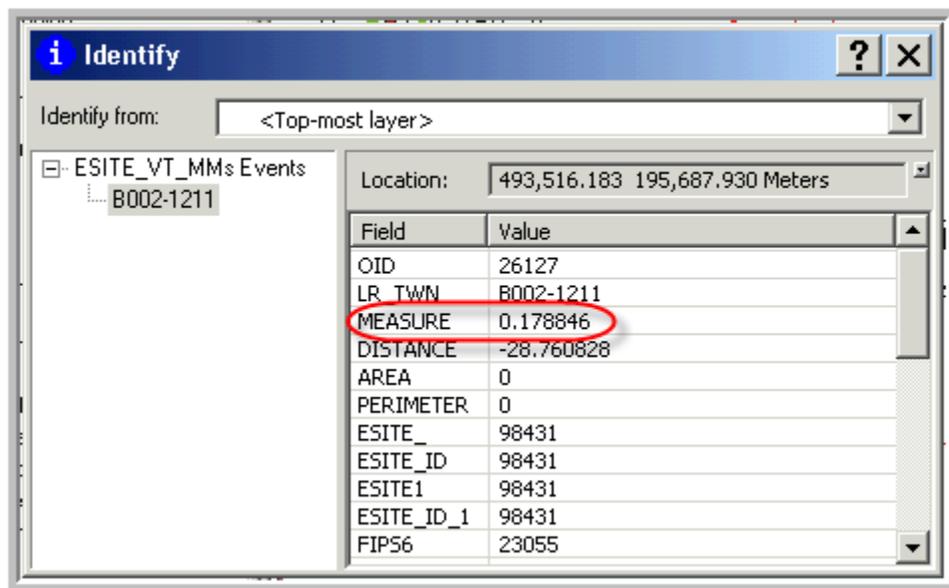
This will identify that the point is 120 State Street.



10. Next use the Identify Tool to click on the corresponding red dot on the roadway.



You will see this screen. Use the measure line for your mile point.

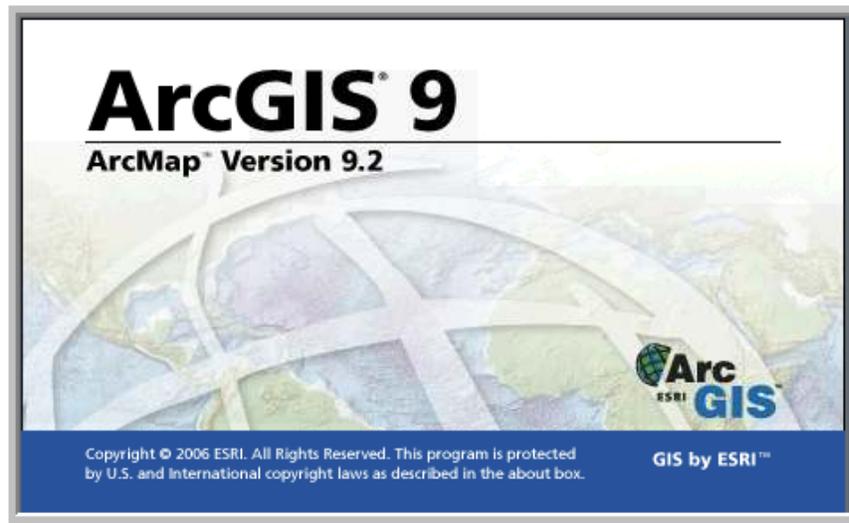


Suggestion #3

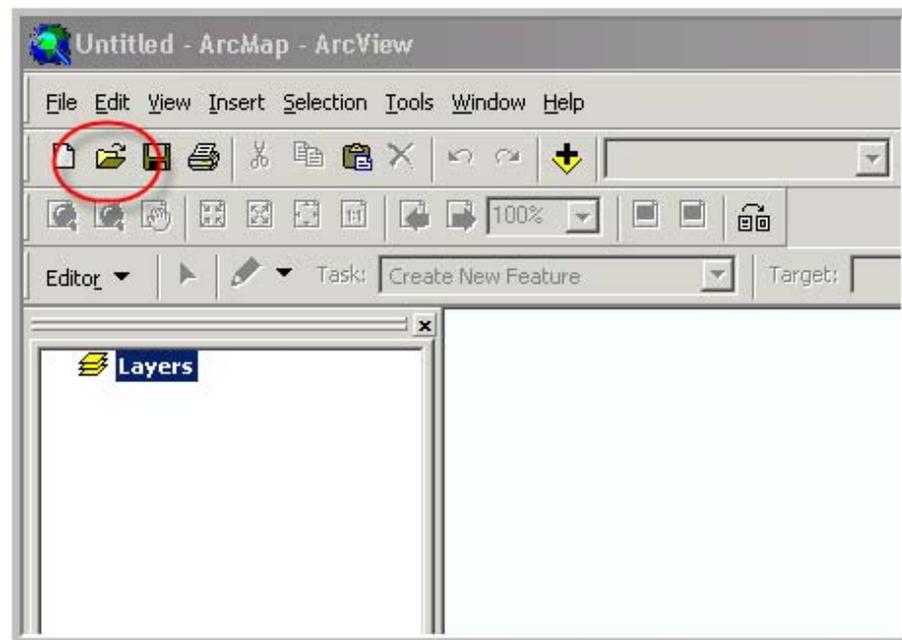
ArcMap Procedures and using Additional Tools

Open and Set Up Procedures:

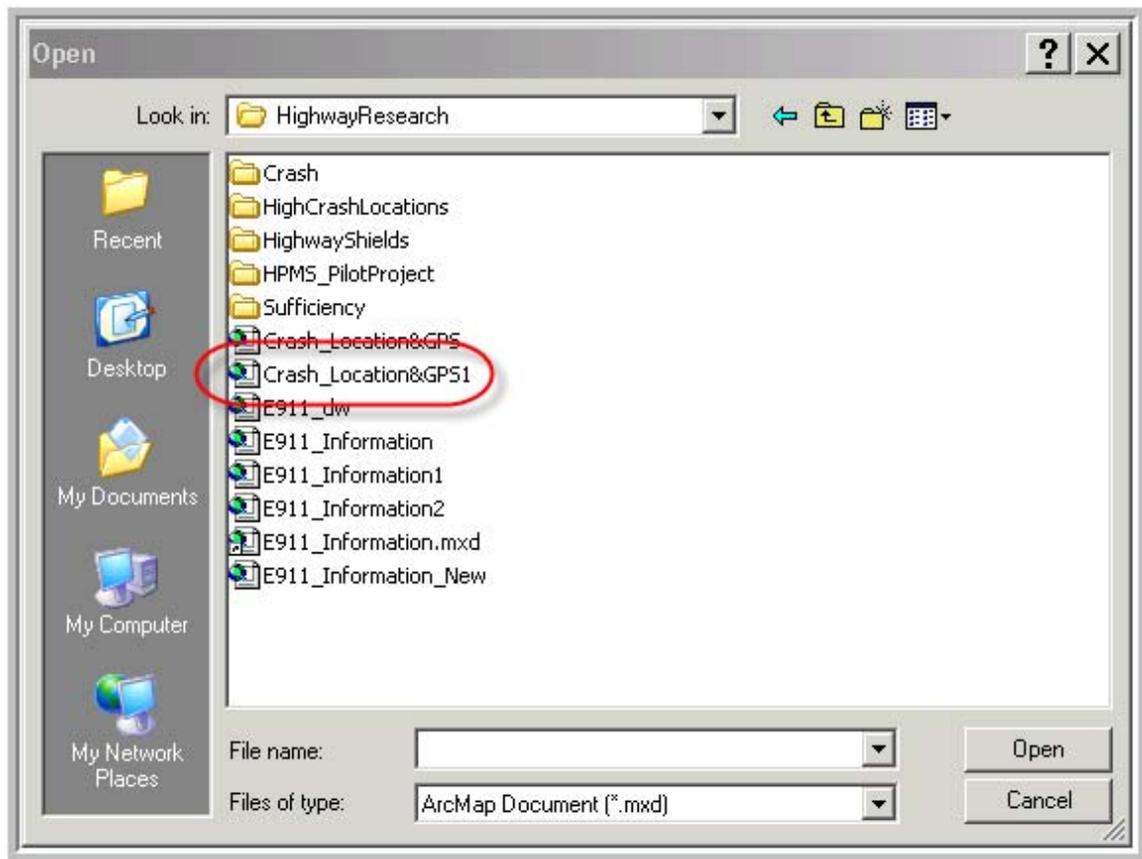
- Double click on the Citrix Program Icon on your Desktop Display
- Double Click on the ArcMap Icon.
- An “Attention” message will pop up; click the “OK” Button.
- Citrix will begin loading you Logon Scripts. This screen will flash.



- Click on the open yellow folder on the menu bar.



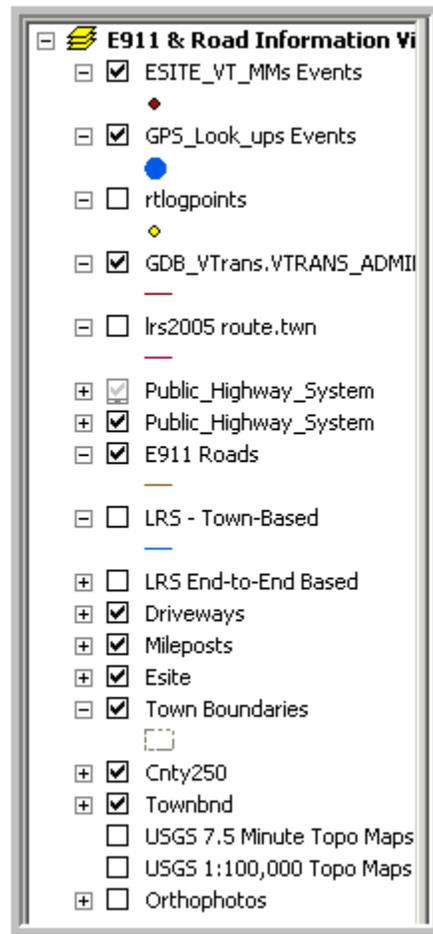
- Double click the file identified as “Crash_Location&GPS1” file.



- When ArcMap opens an **Attribute of ESITE** table will pop up. Clear it off your screen by clicking on the “X” in the upper right corner.

| FID | Shape | AREA | PERIMETER | ESITE# | ESITE-ID | ESITE | ESITE_ID | FIPS6 | MCODE | RDNAME | UPDTSRC | UPDTD |
|-----|-------|------|-----------|--------|----------|-------|----------|-------|-------|--------|---------|---------|
| 1 | Point | 0 | 0 | 1 | 1 | 1 | 1 | 1005 | 500 | 500035 | JM | \$3HK |
| 2 | Point | 0 | 0 | 2 | 2 | 2 | 2 | 1005 | 500 | 500035 | JM | \$3HK |
| 3 | Point | 0 | 0 | 3 | 3 | 3 | 3 | 1005 | 500 | 500035 | JM | \$3HK |
| 4 | Point | 0 | 0 | 4 | 4 | 4 | 4 | 1005 | 500 | 500035 | JM | \$3HK |
| 5 | Point | 0 | 0 | 5 | 5 | 5 | 5 | 1005 | 500 | 500035 | JM | \$3HK |
| 6 | Point | 0 | 0 | 6 | 6 | 6 | 6 | 1005 | 500 | 500035 | JM | \$3HK |
| 7 | Point | 0 | 0 | 7 | 7 | 7 | 7 | 1005 | 500 | 500035 | JM | \$3HK |
| 8 | Point | 0 | 0 | 8 | 8 | 8 | 8 | 1005 | 500 | 500035 | JM | \$3HK |
| 9 | Point | 0 | 0 | 9 | 9 | 9 | 9 | 1005 | 500 | 500001 | JM | \$3HK |
| 10 | Point | 0 | 0 | 10 | 10 | 10 | 10 | 1005 | 500 | 500001 | JM | \$3HK |
| 11 | Point | 0 | 0 | 11 | 11 | 11 | 11 | 1005 | 500 | 500035 | JM | \$3HK |
| 12 | Point | 0 | 0 | 12 | 12 | 12 | 12 | 1005 | 500 | 500034 | JM | \$3GV |
| 13 | Point | 0 | 0 | 13 | 13 | 13 | 13 | 1005 | 500 | 500001 | JM | \$3HK |
| 14 | Point | 0 | 0 | 14 | 14 | 14 | 14 | 1005 | 500 | 500001 | JM | \$3HK |
| 15 | Point | 0 | 0 | 15 | 15 | 15 | 15 | 1005 | 500 | 500001 | JM | \$3HK |
| 16 | Point | 0 | 0 | 16 | 16 | 16 | 16 | 1005 | 500 | 500034 | JM | \$3HK |
| 17 | Point | 0 | 0 | 17 | 17 | 17 | 17 | 1005 | 500 | 500001 | JM | \$3HK |
| 18 | Point | 0 | 0 | 18 | 18 | 18 | 18 | 1005 | 500 | 500001 | JM | \$4IGFV |
| 19 | Point | 0 | 0 | 19 | 19 | 19 | 19 | 1005 | 500 | 500035 | JM | \$3HK |
| 20 | Point | 0 | 0 | 20 | 20 | 20 | 20 | 1005 | 500 | 500043 | JM | \$3GV |
| 21 | Point | 0 | 0 | 21 | 21 | 21 | 21 | 1005 | 500 | 500070 | JM | \$3HK |

- On the Left Column on your screen is E911 & Road Info View Box.



*Your personal everyday selections may be different than these once you are comfortable navigating on ArcMap.

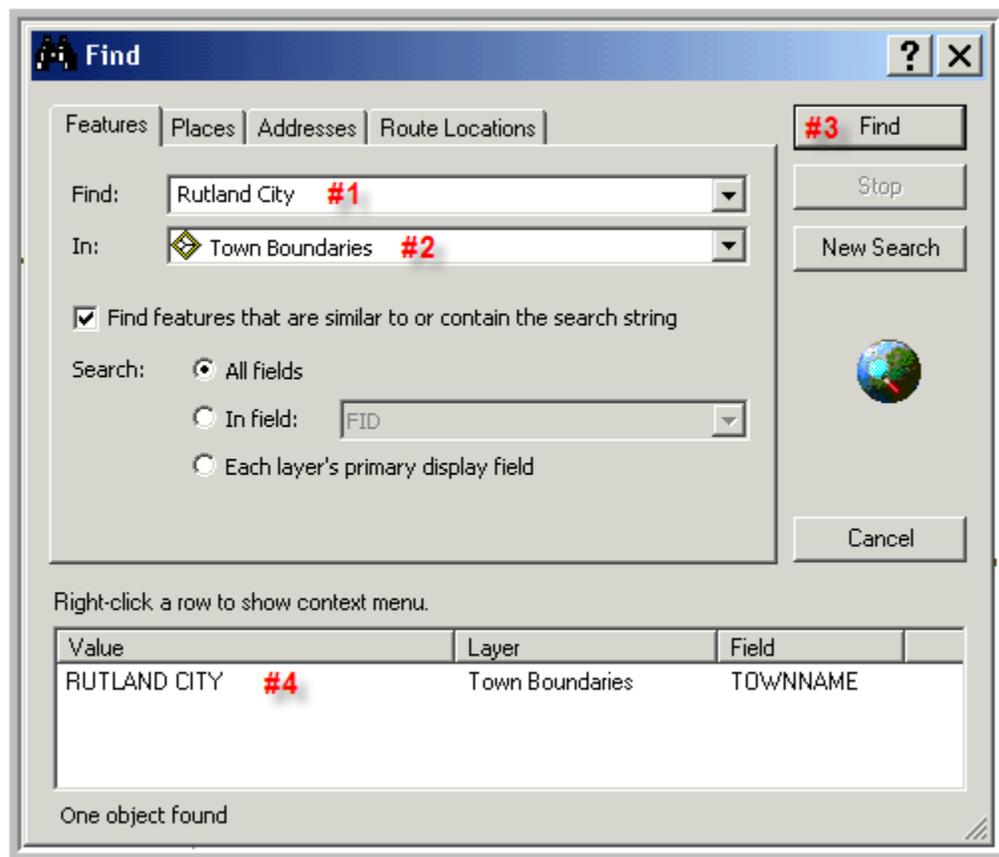
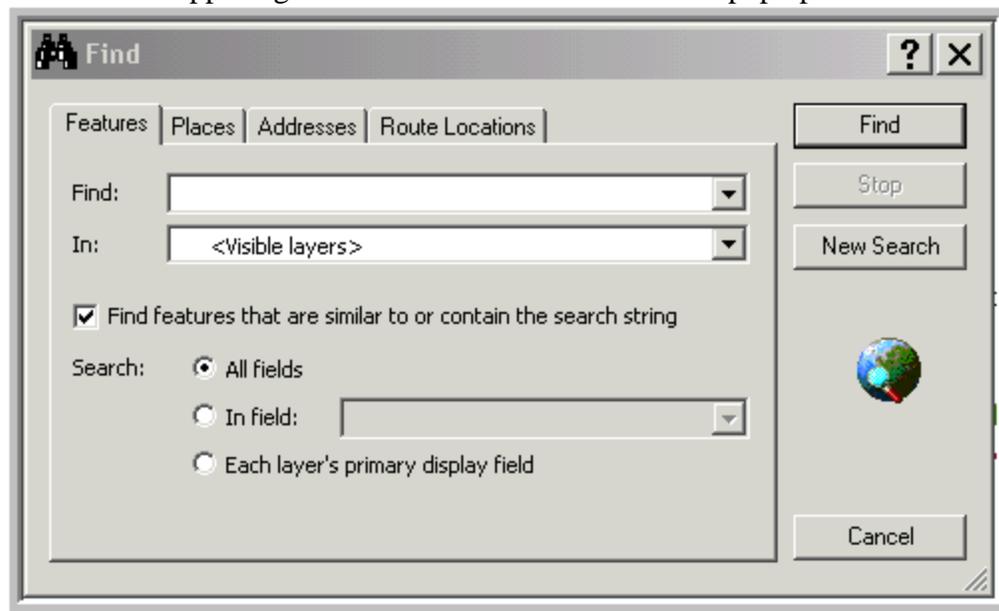
Note: at the bottom is an Orthophoto selection. This selection transforms the one dimensional map into a three dimensional aerial view photograph. This comes in handy when you don't have an address but are given only a landmark. Click on it again and it will return your original map.

Finding a Map Location

- At the top of the Menu Bar; click on the Binoculars Symbol.

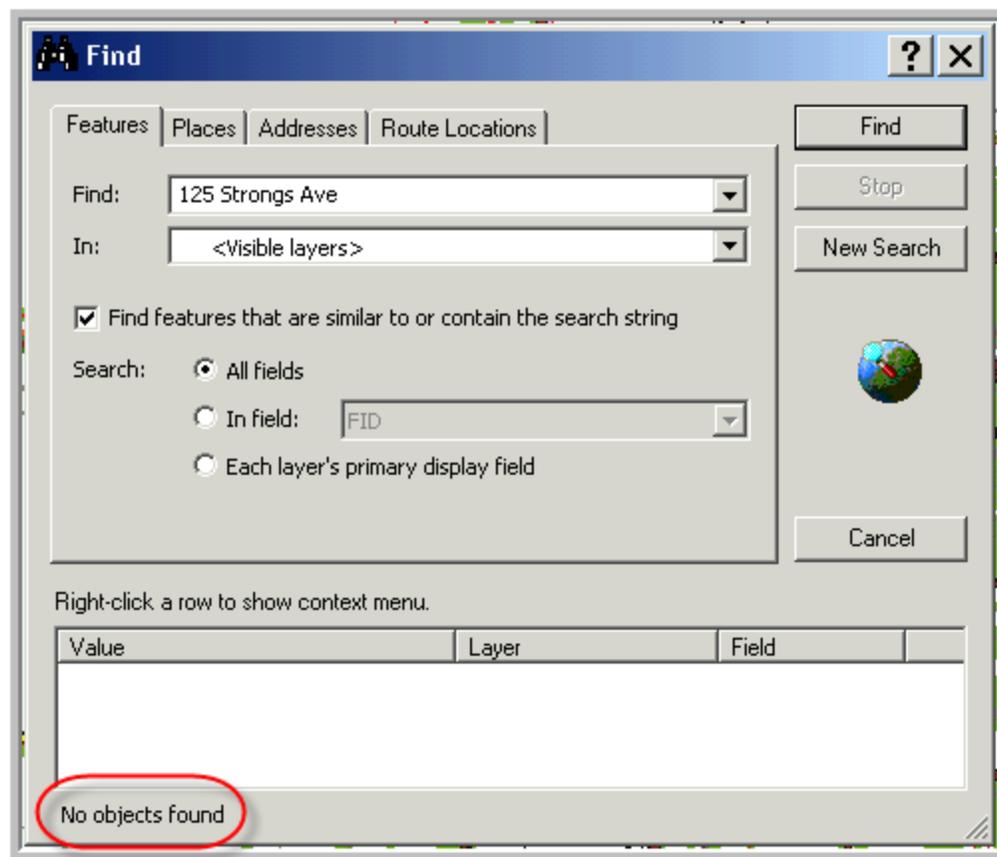


- Located in the upper right hand corner. A “Find” box will pop up.



* Follow steps 1-4 for this window on the next page.

- #1 - Type the town in the empty “Find” box. We are going to search in Rutland City.
- #2 - The “In” box it will say “Visible Layer”. In order for you to bring up the town first; you need to change the layer to Town Boundaries.
- #3 - Click the “Find” button. The town should appear in the value box below.
- #4 - Now right click on the town name. Click on “Zoom To”.
- Return to the “Find” box and clear the box. Type in the address listed on the Crash Report. Type in 125 Strongs Ave. Change “In” box to back to visible layer.



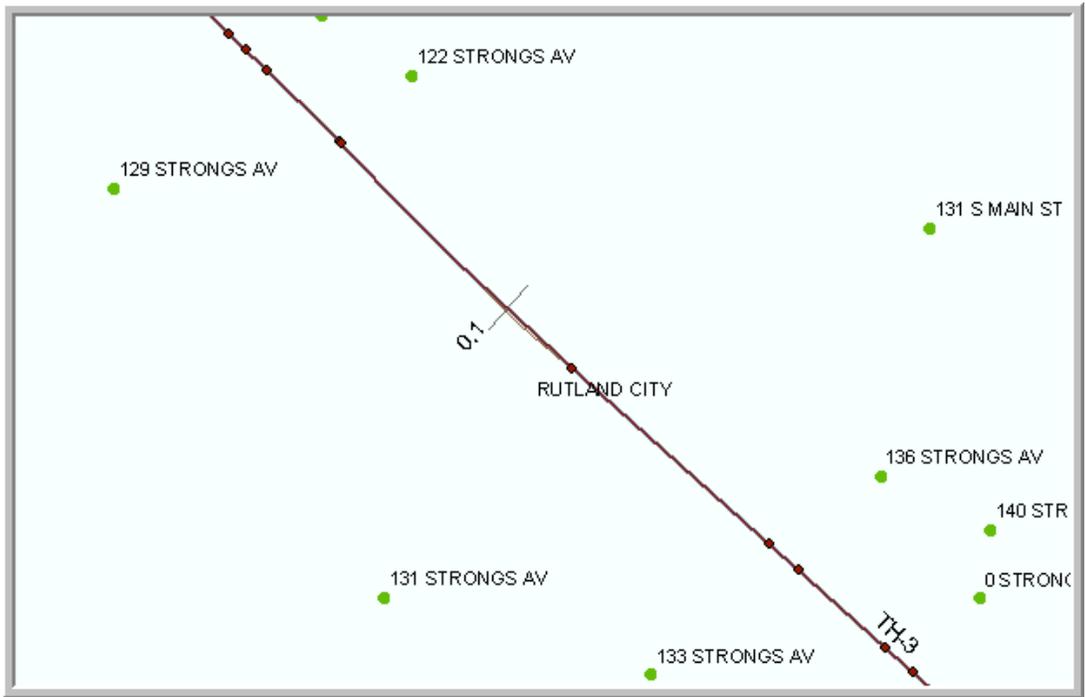
- Now click on the “Find” button. If Arc Map located your address it will be displayed in the lower “Value” box. This particular address did not show up. It shows “No Objects Found” at the bottom of the value box.
 - Not all addresses are listed in Arc Map. Use your Atlas to get a general idea of where in Rutland City Strongs Ave is located. Return to Arc Map.

Further Location Strategy

- Remove the find box from your screen by clicking on the “X”.
- Now go to the top of the Menu Bar and click on the magnifying glass symbol.



- Locate the general area where you think Strongs Ave might be, referencing your Atlas. Using your mouse, click and hold on the area you have selected. This process creates a box around the area you want to magnify. The area will be enlarged so you can read specific addresses. If you would like it even larger repeat the process.
- The addresses on Strongs Ave go from 122 to 131. Somewhere in between is 125 Strongs Ave. Therefore, you will need to use an alternative tool for the exact location.

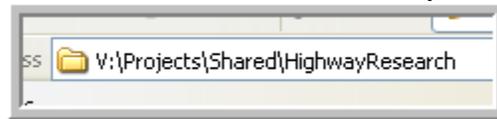


Using an Alternate Tool with Arc Map

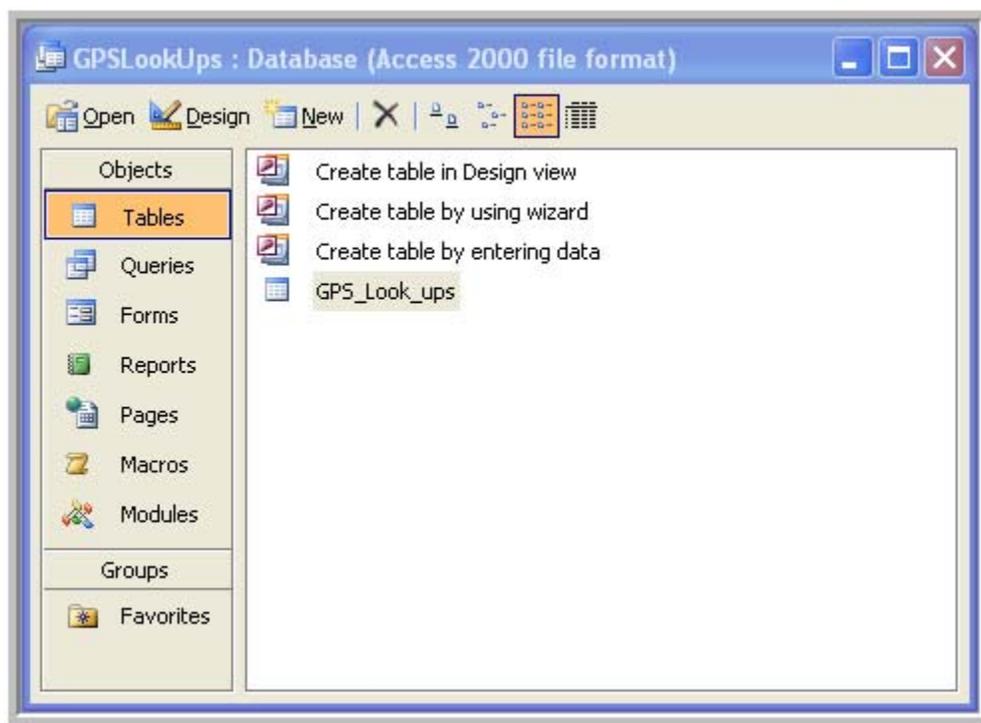
- On your Crash Report is a box labeled Coordinates. We are going to map the coordinates.

| | | | |
|--|----------------------------------|---------------------------------|-------------|
| Incident Number | Reporting Agency | Date | Time |
| City/Town | Street Address | TH# ___ VT# ___ US# ___ I - ___ | |
| Intersection with OR | | Operator Report Required * Y N | Mile Marker |
| Nearest Intersecting St or Landmark | | | |
| Distance (From Nearest Int. St) | | Coordinates | |
| <input type="checkbox"/> Feet <input type="checkbox"/> Miles | Direction (From Nearest Int. St) | Longitude/Easting | |
| | N S E W | Latitude/Northing | |
| Posted Speed | | | |

- Locate the Microsoft Access Tool Icon named GPS Look Ups Short Cut and double click on it. If you don't have a short cut, right click on the Start button, click on Explore, follow this path to open: **V:\Projects\Shared\HighwayResearch\GPSLookUps.mdb**
 - Each time there is a slash is a new folder you are looking for.



- Access will open and a menu showing TABLES will be on the screen. Double click on GPS_Look_ups in the right hand column.



- Scroll down to the bottom of the table to the next available empty row. Enter all the heading information in each column from the Crash Report. At the end of the table row is a place for the GPS coordinates (Easting & Northing).

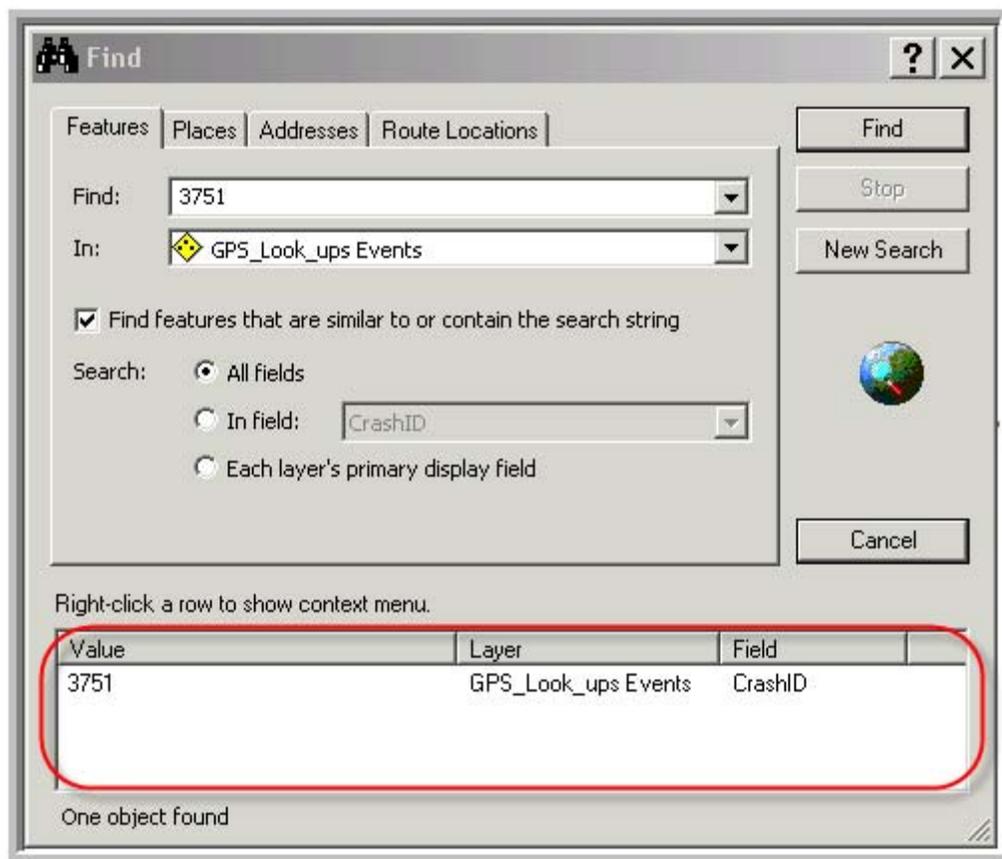
| | CrashID | PoliceIncident | DateofCrash | Route | Town | IntersectionWith | Easting | Northing |
|--|---------|----------------|-------------|--------------|----------------|--------------------|---------|----------|
| | 3778 | 08nfD1726 | 11/22/2008 | VT 12 | Northfield | | 487501 | 180087 |
| | 3779 | 08FRC3626 | 12/22/2008 | US-7 | St Albans Town | Franklin Park West | 454028 | 259745 |
| | 3780 | 08HF07703 | 11/14/2008 | Maple Street | Hartford | Bridge Street | 509048 | 128606 |
| | 3781 | 08MT06007 | | US 7 | Milton | Andrea Ln. | 448270 | 234155 |
| | (AutoN | | | | | | | |

- Your entry was automatically assigned a four digit number (CrashID). Write down this number, save your work and return to Arc Map.

- Click on Find.



- Type the four digit CrashID number in the “Find” box. Scroll to GPS_Look_ups_Events in the “In” box. Then click the “Find” button.
- Your GPS Location will show up in the bottom of the find box. Right click on your number in the Value Box and click on “Zoom To”.



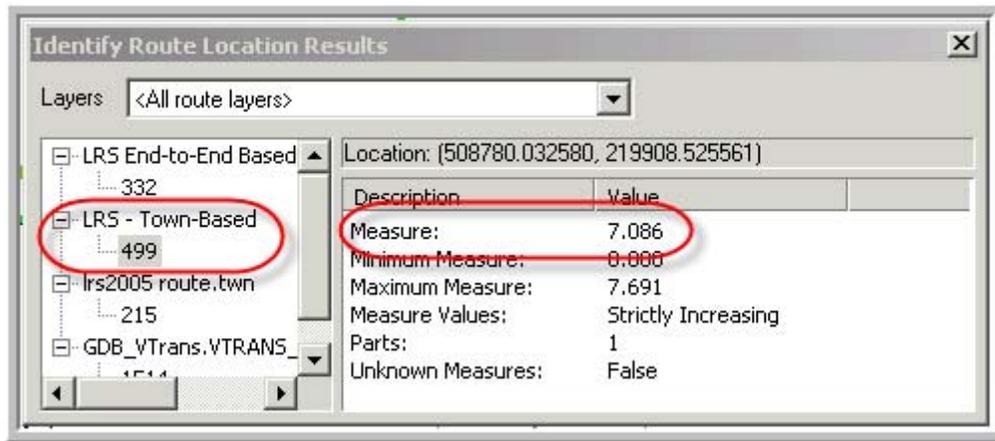
- Your GPS Location will appear as a large dark blue dot on the address you selected.



- Click on the Identify Route Location Button.



- Use this tool to click on the road adjacent to the blue dot. You will get a window like the one below. In the left column move your cursor down to the second entry and click on the word “Measure”. This number displays your exact mile point.



- Sometimes the second line will show more than one entry. It means that there are intersecting roads. If you right click on either one and hit identify it will tell you which street you are on.

***Note:** if a specific address is listed on Arc Map you simply have to click on the on the spot with the “Identifier Tool” and it will give an exact mile point location.

Appendix G

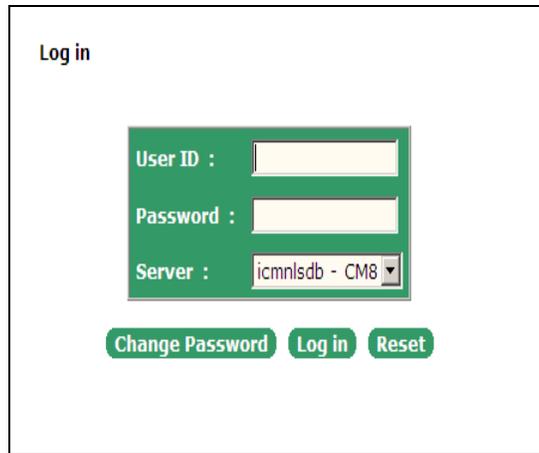
DMV Client Application Directions

Client Application Instruction
(For Paper Reports Only)

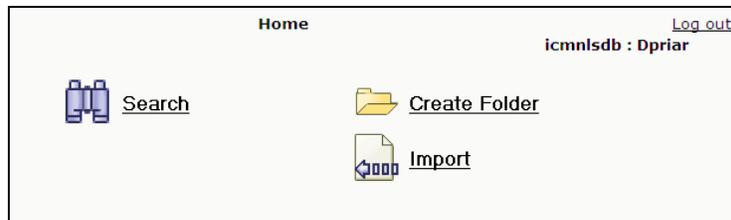
1. Click on the Client App Icon on the desktop.



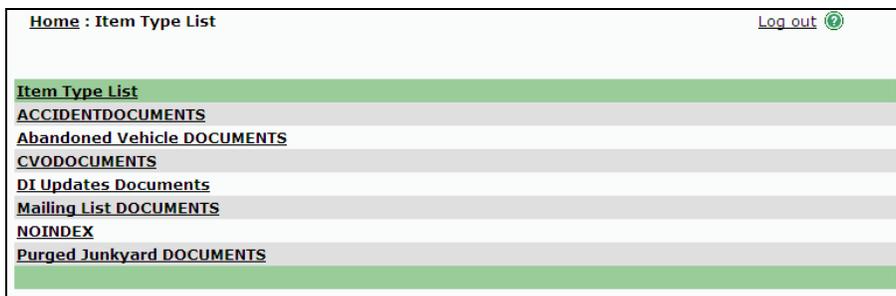
2. Enter User ID and Password; click on Log In. If you forget your password after three times the system will lock you out. If this occurs call the IT Helpdesk at 2769. Every 90 days your password will need to be changed.

A screenshot of a 'Log in' form. It has a title 'Log in' at the top left. Below it are three input fields: 'User ID :', 'Password :', and 'Server :'. The 'Server' field is a dropdown menu with 'icmnlbdb - CM8' selected. Below the fields are three buttons: 'Change Password', 'Log in', and 'Reset'.

3. Click on Search Button.



4. From *Home Item Type List* select **ACCIDENTDOCUMENTS**.



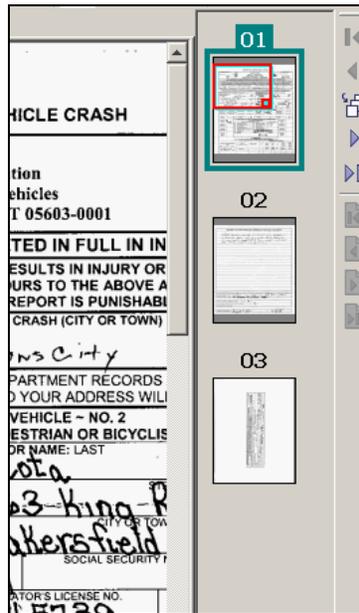
5. **ACCYEAR:** Enter the last two digits of the year of the crash.
ACCNUM: Enter the number DMV assigned to the crash. The crash number will be hand-written or stamped in the upper right hand corner of the Crash Report.
Do not use the Incident Number in the upper left hand corner.

Click on Search Button

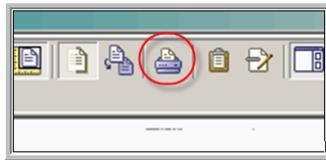
6. To select all the documents click on the first box above the document icon or select the only one needed for review; and then click on the open button.

| | ACCYEAR | ACCNUM | SCANDATE |
|--------------------------|---------|--------|------------|
| <input type="checkbox"/> | 09 | 4896 | 04/29/2009 |

7. After you select open, the document will be displayed with a thumbnail of all available documents located on the right column. You can either scroll down to each document or select a specific thumbnail.

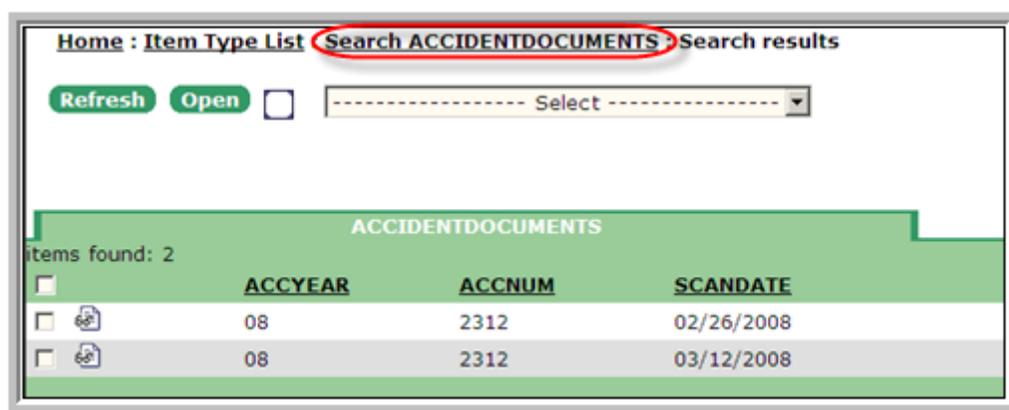


8. If you need to print the report, click on the print icon on the toolbar.



9. After you print your report and want to look up another report; exit that window.

10. To look up another report click on “Search ACCIDENTDOCUMENTS” at the top of the screen. Then repeat steps 5 and 6.



11. When finished with *Client App*, click on the log out button on the right hand side of the same screen.

Home : [Item Type List](#) : Search ACCIDENTDOCUMENTS Log out 

ACCYEAR : (?,*)

ACCNUM : (?,*)

SCANDATE : (?,*)

ALL of these words ANY of these words Basic

Advanced

Open in new window

