Accident Records Database
Coding and Data Entry Procedures

BACKGROUND INFORMATION

Section 17C-4 of the West Virginia State Code requires that any motor vehicle accident, which occurs on a public highway in the state and results in bodily injury to or death of any person or total property damage to an apparent extent of five hundred dollars or more, be reported to the West Virginia Division of Motor Vehicles (DMV), within twenty four hours of the completion of the investigation. In order to provide a means with which to collect the required information, the Department of Transportation has developed the West Virginia Uniform Traffic Crash Report Form DMV-17-F (hereafter referred to as UTCR). Whenever a traffic accident occurs, the investigating officer completes a UTCR and forwards the report to DMV, who in turn forwards the form to the West Virginia Division of Highways for processing. The following information describes the method of extracting data from the UTCR to the Accident Code Form DT-58, for entry into the West Virginia Traffic Records Database.

TRANSCRIPTION PROCESS

The UTCR has been numerically coded so that each data field can be correlated with the DT-58 Form. The following details the process of coding an accident for entry into the database.

CODING

1. **RECORD NUMBER:** The record number for each report will be generated automatically.

2. **CODED BY:** Enter or select the initials of the person coding the report.

3. **ACCIDENT DATE:** Enter or select the date on which the accident occurred, in the numeric format of mm-dd-yy. Verify the validity of the date, being alert to dates that are obviously in error, such as future dates or dates at the beginning of a year with the previous year's date. If date is not legible, use the date of completion, which appears at the bottom of page two of the UTCR.

EXAMPLE: UTCR: June 5, 2002 DT-58: 06-05-02

Location Information Table

Field Name	Data Type	Field Size	Description
LOC_SER_NO	Text	9	Accident Record Number
LOC_DATE	Date/Time		Date of Accident
LOC_DAY	Text	1	Day of Week
LOC_TIME	Text	4	Time of Accident
LOC_ACCD_TYPE	Text	1	Accident Type 1
LOC_ACCD_TYPE2	Text	1	Accident Type 2
LOC_REPT_BY	Text	1	Accident Reported By
LOC_COUNTY	Text	2	County
LOC_CITY	Text	3	City
LOC_HIGHWAY_CLASS	Text	1	Highway Classifcation
LOC_RTE1	Text	6	Route
LOC_RTE2	Text	6	Intersecting Route
LOC_ST1	Text	20	Street
LOC_ST2	Text	20	Intersecting Street
LOC_MAX_SPEED1	Text	1	Max Speed Posted/ Not
LOC_MAX_SPEED2	Text	1	Max Speed Rt 2 P/N-P
LOC_RAMP_CODE	Text	1	Ramp (for Interstate)
LOC_RDWAY_CHAR	Text	1	Roadway Characteristics
LOC_REL_RDWAY	Text	1	Loc of 1st Impact
LOC_CNTL_ACC	Text	1	Loc on Control Access Hway
LOC_CNTL_ACC_DIR	Text	1	Control Access Direction
LOC_DIST_FT	Text	4	Distance from Intersection
LOC_DIR	Text	1	Direction from Intersection
LOC_SPEC_REF	Text	1	Special Reference
LOC_MILE_POST	Text	5	Milepost
LOC_TOLRNCE	Text	4	Tolerance of Milepost
LOC_LIGHT	Text	1	Lighting Condition
LOC_WEATHR	Text	1	Weather Condition
LOC_RDWAY_SURF	Text	1	Roadway Surface
LOC_RDWAY_TYPE	Text	1	Roadway Type
LOC_TRAF_CNTL_DEVC	Text	1	Traffic Control
LOC_CNTL_FUNC	Text	1	Traffic Control Functioning
LOC_MANNR_COL	Text	2	Manner of Collision
LOC_LANES_MRKD	Text	1	Lanes Marked
LOC_NO_LANES	Text	1	Number of Lanes
LOC_POLICE_AGENCY	Text	5	Reporting Agencies
LOC_NUM_VEHICLES	Integer		Number of Vehicles
LOC_TOTAL_FATALITY	Integer		Total Fatalities
LOC_TOTAL_INJURIES	Integer		Total Injuries
LOC_ON_PAV_CD	Text	1	
LOC_EMS_RUN1	Text	6	EMS Number
LOC_EMS_RUN2	Text	6	EMS Number
LOC_EMS_RUN3	Text	6	EMS Number
LOC_PROPERTY_OWNER	Text	1	Other Damaged Prop Owner
LOC_SPEED1	Text	2	Posted Speed Limit
LOC_SPEED2	Text	2	Posted Speed Limit Rt2

4. DAY OF WEEK: Select the day of the week on which the accident occurred. If the day is not specified on the UTCR, determine the correct day of week by using the date of the accident and enter accordingly.

EXAMPLE: UTCR: Sunday DT-58: 7

5. TIME OF DAY: Enter the time at which the accident occurred, using military notation in the range 0001 through 2400. Convert times not reported as such, to military time. Use the conversion table beginning on page 13 for assistance.

Example: UTCR: 12:01 a.m. (midnight) DT-58: 0001

6. REPORTED BY: Select the type of reporting agency marked on the UTCR. If no code has been marked, refer to the Police Agency code entered at the bottom of Page 2 of the UTCR and use the following procedure to select the appropriate reporting agency.

1.) If the code begins with "SP" code as 1 for State Police.
2.) If the code is numeric, the last two digits are <u>not</u> "00", and step 4 does not apply, code as 2 for City Police.
3.) If the code is numeric and the last two digits are "00", code as 3 for Sheriff's Department.
4.) For any other agency, such as Campus Police or the Department of Natural Resources (DNR), code as 4 for Other

7. REPORTING AGENCY: Select the O.R.I. Number (or corresponding reporting agency) listed on page 2 of the UTCR.

8. REPORTING AGENCY REFERENCE: If the reporting agency has written any sort of reference number, specific to their agency on the UTCR, enter it here.

9. COUNTY: Enter or select the appropriate county listed on the UTCR.

Vehicle Information

Field Name	Data Type	Field Size	Description
VEH_SER_ID	Text	9	Accident Record Number
VEH_VEHICLE_NO	Text	2	Vehicle Number
VEH_VEH_OWNER	Text	15	Vehicle Owner's Last Name
VEH_ZIP	Text	9	Vehicle Owner's Zip Code
VEH_VEH_ST	Text	2	Vehicle's License State
VEH_PLATE_NO	Text	9	Vehicle Plate Number
VEH_VIN_NO	Text	20	Vehicle VIN Number
VEH_VEH_STYLE	Text	2	Vehicle Body Style
VEH_VEH_YEAR	Text	4	Vehicle Model Year
VEH_VEH_PLATE_CLAS	Text	3	Vehicle Plate Class
VEH_VEH_DIR	Text	1	Vehicle Direction of Travel
VEH_ON_RTE_NUM	Text	1	Vehicle Traveling on Rt 1 or 2
VEH_DRIVEABLE	Text	1	Vehicle Driveable
VEH_INSURANCE	Text	1	Vehicle Compulsory Insurance
VEH_TOWED	Text	1	Vehicle Towed
VEH_EXTENT_DAMAGE	Text	1	Vehicle Extent Damaged
VEH_IMPACT_POINT	Text	2	Point of Impact
VEH_CIRCUM1	Text	2	Contributing Circumstances
VEH_CIRCUM2	Text	2	Contributing Circumstances
VEH_CIRCUM3	Text	2	Contributing Circumstances
VEH_TOTAL_OCUPANTS	Integer		Total Occupants of Vehicle
VEH_FIRE_OCC	Text	1	Fire Occuarance
VEH_HAZ_CARGO	Text	1	Vehicle Carrying Haz. Mat.
VEH_VSN_OBSCURED	Text	2	Vision Obscured By
VEH_SEQ_EVENTS1	Text	2	Seq. Event 1
VEH_SEQ_EVENTS2	Text	2	Seq. Event 2
VEH_SEQ_EVENTS3	Text	2	Seq. Event 3
VEH_SEQ_EVENTS4	Text	2	Seq. Event 4
VEH_MOST_HARMFUL	Text	2	Most Harmful Event

10. CITY OR TOWN:

If the NEAR box is marked, do not enter or select a city code in this field. If the IN box is marked, verify that the county, route, and milepost location of the accident corresponds to a location shown on the straight-line logs to be located within a city or town. If the UTCR says the accident occurred in the city, but the straight-line logbook shows it is outside of the city limits, the accident must be recorded outside of the city, therefore leave this field empty and move on to the next field. If the location listed on the UTCR is shown on the straight-line logs as being within a city's corporate limits, select the city or town from the list.

11. HIGHWAY CLASS:

This information may actually change from what is written on the UTCR. Using the straight-line logbooks, verify that what has been marked is correct. Be cautious of County Routes marked as West Virginia Routes and other errors. Also watch for overlapping routes and be sure to use the route designation used in the straight-line logbooks. Remember, just because an accident occurs within the city limits, does not mean it occurred on a city street. The only time city street should be marked is if the route is not on the West Virginia highway system. Accidents occurring on WVDOH owned right of way such as rest areas, entrance and exit ramps, and truck escape ramps should be coded for the highway classification, which they are connected to. Private property, parking lots, unknown locations, alleys, and driveways are all coded as Other (6).

12. ROUTE 1:

Determining the correct six-digit code for the route information may be the most difficult step in the coding an accident, however, it is important to keep in mind that this information is vital to locating and analyzing any accident. The following information should assist in correctly coding the route location of any accident. It is strongly suggested that the entire section be closely reviewed before selecting the route code as there are many different rules and exceptions to rules in this coding process.

Driver Information

Field Name	Data Type	Field Size	Description
DRV_SER_NO	Text	9	Accident Record Number
DRV_VEH_NO	Text	2	Vehicle Number
DRV_DRIVER_LAST	Text	15	Driver's Last Name
DRV_DRIVER_FIRST	Text	12	Driver's First Name
DRV_DRIVER_MID	Text	1	Driver's Middle Initial
DRV_DRIVER_SUFFIX	Text	3	Driver's Suffix
DRV_DRIVER_ZIP	Text	9	Driver's Zip Code
DRV_DOB	Date/Time		Driver's Date of Birth
DRV_SSN	Text	9	Driver's Social Security #
DRV_LIC_NO	Text	17	Driver's License Number
DRV_LIC_TYPE	Text	1	Driver's License Type
DRV_LIC_ST	Text	2	Driver's License State
DRV_DRIVER_COND	Text	1	Driver Condition
DRV_TEST_GIVEN	Text	1	Sobriety Test Given
DRV_TYPE_TEST	Text	1	Type of Test Given
DRV_TEST_RESULTS	Text	2	Sobriety Test Results
DRV_DRIVER_ACTION	Text	2	Driver Action

Coding Single Number Routes (Interstate, US, WV, and CR)

All Interstate, US, WV, and County Routes not having an auxiliary designation, such as Alternate, Business, etc., have a route code consisting of the route number preceded by as many zeros as necessary to fill all six digits of the code.

Route	*Code As*
Interstate 64	*000064*
US 60	*000060*
WV 2	*000002*
CR 360	*000360*

Coding County Routes Consisting of a Number Over a Number

County Routes, which consist of a number over a number, are written with the top number filling the first three spaces and the bottom number filling the last three spaces, to obtain a complete six-digit code.

County Route	*Code As*
CR 119/31	*119031*
CR 5/11	*005011*
CR 18/21	*018021*

Coding Routes with Auxiliary Designations

If a route has one of the following designations, insert the appropriate code letter in the **second** position of the six-digit code.

Auxiliary Designation	*Code*	*Code As*
Alternate	*A*	*0A0003*
Business	*B*	*0B0003*
Emergency	*M*	*0M0003*
Truck	*T*	*0T0003*
Spur	*P*	*0P0003*
Expressway	*X*	*0X0022*
Loop	*L*	*0L0060*
Connector	*C*	*0C0060*
Turnpike	*TP**	*0TP077*

** Special Code Filling 2nd & 3rd Positions*

Occupant Information Table

Field Name	Data Type	Field Size	Related Table
OCC_SER_NO	Text	9	Accident Record Number
OCC_VEH_NO	Text	2	Vehicle Number
OCC_PERSON_NO	Text	3	Person Number
OCC_SEX	Text	1	Gender of Occupant
OCC_AGE	Text	3	Age of Occupant
OCC_INJURY_CD	Text	1	Injury Severity of Occ
OCC_FIRST_AID_BY	Text	1	First Aid Performed By
OCC_SEATING_POS	Text	2	Seating Position
OCC_OCCUPANT_PROT	Text	1	Occupant Protection
OCC_EJECTED_CD	Text	1	Ejection
OCC_AIRBAG_CD	Text	1	Airbag Deployed
OCC_EXTRIC_CD	Text	1	Extricated
OCC_MED_TYPE	Text	1	Medical Transport
OCC_PED_CLOTH_CD	Text	1	Clothing Color
OCC_PED_ACTION_CD	Text	1	Pedestrian Action

Coding Routes with Directional Designations

If a route has one of the following directional designations insert the appropriate code letter in the **third** position of the six-digit code.

Directional Designation	*Code*	*Code As*
Northbound	*N*	*00N002*
Southbound	*S*	*00S002*
Eastbound	*E*	*00E002*
Westbound	*W*	*00W002*

Instructions for Coding Accidents when Route is Difficult to Determine

1. If an accident occurs on a route with overlapping designations, then:
   a) The route with the lowest coded highway classification takes precedence. That is to say, Interstate outranks US, US routes outrank WV routes, and WV routes outrank County Routes.
   b) In the event that an accident occurs on overlapping routes with the same highway classification, the lowest numbered route takes precedence.
   c) In the instance that the route numbers also would be equal, the route with the lowest alphabetical auxiliary code would have precedence.
   d) If all of the above information is equal, then the route with the lowest alphabetical directional designation should be given preference.
2. If an accident occurs within the confines of an intersection, the accident should be coded on the route with the lowest designation, using the rules listed above.
3. When trying to determine what route number on which to code an accident that occurred on overlapping or intersecting County Routes, single number routes have precedence over routes identified with a number over a number. In the case of two routes labeled by a number over a number, the route with the smallest top number receives preference. Otherwise, the above rules apply.

Examples: County Route 13 has preference over County Route 3/1.
County Route 1 has preference over County Route 9/10.

23. DRIVER SOBRIETY TEST:

24. VEHICLE STYLE: Select appropriate style code from the list.

25. VEHICLE PLATE CLASS: Select appropriate plate class from list.

4. Following are several examples of routes and their correct codes.

Route	*Code As*
WV 14 Alternate	*0A0014*
US 119 Business, Eastbound	*0BE119*
US 2 Westbound	*00W002*
Turnpike – Interstate 77	*0TP077*
County Route 1	*000001*
County Route 36	*000036*
County Route 5/11	*005011*
County Route 18/119	*018119*
County Route 219/4	*219004*

13. STREET 1: The Street 1 field is a descriptive field, which should only be utilized to describe the location of an accident that occurs within a municipality, therefore, if the City field was not previously coded, the Street 1 field should be left blank. Whenever an accident is coded, as being within the city limits the Street 1 field is required. A municipal accident can occur either on a route that has a city street name, on a route with no street name, or on a city street that is not a route. The following are instructions for properly coding accidents occurring in each of these circumstances.

<u>Municipal Accidents Occurring on a Route with a City Street Name</u>

For instances when accident occurs on a route with a city street name, the Route1 field should be coded as described above in #11. Before coding Street1, the straight-line logbooks should be consulted to determine whether or not a route has a city street name as well as to insure that both the route number and the street name coincide. If Route1 and Street1 do not agree, try to reconcile them, keeping in mind that the information in Route1 should receive preference over Street1 at all times. In the event that you are unable to match the route information with the street name given on the UTCR and you are unable to determine a more correct street name for the route at that particular location, treat the accident as a municipal accident occurring on a route without a city street name. Otherwise, Street1 should be coded as descriptively as possible using a twenty-character field and applying the following rules.

20. TOLERANCE: A tolerance is an estimated distance, which indicates the accuracy of a milepost assigned to an accident. It is to be determined for each milepost accident using the following guidelines:

If Location Is:	*Tolerance:*
1. Found exactly in straight-line logbook.	*0002*
2. Reference made on UTCR in tenths of a mile:	
0.1 – 0.9 miles	*0005*
1.0 – 2.9 miles	*0010*
3.0 – 4.9 miles	*0020*
5.0 – 9.9 miles	*0030*
10.0 or more miles	*0040*
3. Reference on UTCR is in approximate miles:	
Less Than 1 Mile	*0010*
1 – 3 Miles	*0020*
3 – 5 Miles	*0030*
5 – 10 Miles	*0040*
Over 10 Miles	*0050*

Examples:

Location:	*Tolerance:*
150' East of Jack's Exxon	*0002*
About Half a Mile South of CR 6	*0010*
.8 Miles West of Wheeling City Limits	*0005*
4.2 Miles East of Wheeling City Limits	*0020*
Charleston in Front of Ponderosa	*0002*

21. FEET FROM REFERENCE: When the officer reports that an accident occurs near an intersection or some other reference point, mark the number of feet from that intersection. If the information is reported in miles, use the enclosed table to convert the data to feet.

22. VEHICLE NUMBER: Assign a number, beginning at 1, to each vehicle involved in the incident. Enter that number in this field. Since coding fields are provided for only ten (10) or fewer vehicles, the **Special Instructions** field should be utilized in the rare situation that greater than ten (10) vehicles were involved in the incident.

1. The following abbreviations should be utilized when describing the type of street.

Street Type	*Abbreviation*
Avenue	*Ave*
Boulevard	*Blvd*
Drive	*Dr*
Heights	*Hgts*
Lane	*Ln*
Road	*Rd*
Street	*St*

2. All streets with numerical names should be coded numerically.

   Example: Twenty-seventh Street should be 27th St

3. Directional references for streets should be coded according to the following information. However, street with directional names should not be abbreviated.

Directional Reference	*Code As*
North	*N*
South	*S*
East	*E*
West	*W*

<u>Municipal Accidents Occurring on a Route without a City Street Name</u>

For instances when accident occurs on a route without a city street name, the Route1 field should be coded as described above in #11. As Street1 is a required field when an accident occurs within a municipality, it should be coded as descriptively as possible using a twenty-character field and applying the following rules.

Highway Classification	*Abbreviation*
Interstate	*I*
US Route	*US*
WV Route	*WV*
County Route	*CR*
West Virginia Turnpike	*WVTP*
Harp Route	*Harp*

19. MILEPOST: Using the information provided on the UTCR, use the straight-line logbooks to determine the milepost at which the accident occurred. The milepost field is a five-character field. The first three digits represent whole numbers, while the last two represent decimals. See the following examples:

Milepost	*Code As*
0.00	*00000*
0.05	*00005*
8.00	*00800*
27.94	*02794*
110.02	*11002*

If a milepost cannot be determined by using the straight-line logbooks, milepost must be calculated between two (2) known mileposts. This is done by calculating the difference in the two (2) known mileposts (subtracting the smallest from the largest), and dividing this number by two (2). If the calculated number is even use that number, otherwise add .01 to it. Finally, add that number to the smallest milepost. Use this number as the calculated milepost. The <u>number</u> you add to the smallest milepost will be your tolerance in step 19.

EXAMPLE: An accident occurs somewhere between County Route 3/2 and the Post Office, with no other information given.

County Route 3/2 is located at 3.01
US Post Office is located at 6.06.

To calculate a milepost for the accident:

1. *6.06 – 3.01 = 3.05*
2. *3.05 / 2 = 1.525 ~ 1.53*
3. *1.53 + 3.01 = 4.54*
4. *4.54 is your Calculated Milepost and 1.53 is your Tolerance.*

If the accident occurred on a City Street or Private Property, leave the milepost blank.

Municipal Accidents Occurring on a City Street that is not a Route

In the event of an accident occurring on a city street that is not a state maintained route, highway classification 5 should be coded in step 10 above. Coding a 5 as the highway classification will allow Route1 in step 13 to be left blank. The twenty-digit Street1 code should then be written by following the rules listed above.

Municipal Accidents Not Occurring on a Route or a City Street

For any municipal accident which occurred off the roadway (in a parking lot, alley driveway, etc.), enter **"Private Property"** in the Street1 field and make sure box 6 is marked in the Highway Classification field. Also, you may occasionally come across an accident report for which your cannot determine the route or street location from the data contained in either the location or descriptive sections of the UTCR, when this happens, "**Unknown Location"** should be entered in the Street1 field.

14. ROUTE 2: Route 2 is intended to assist in the location of intersection accidents and should only be coded for accidents occurring at or near (less than 250 feet from) an intersection. It should be coded according to the same rules as described for coding Route 1 in step 11, with one very important difference, the instructions for coding accidents when route is difficult to determine should be changed to the following:

Instructions for Coding Accidents when Route is Difficult to Determine

1. If an accident occurs within the confines of an intersection, the second route for the accident should be coded on the route with the second lowest designation, using the rules listed below.
   a) The route with the second lowest coded highway classification takes precedence. That is to say, Interstate outranks US, US routes outrank WV routes, and WV routes outrank County Routes.
   b) In the event that an accident occurs on overlapping routes with the same highway classification, the second lowest numbered route takes precedence.
   c) In the instance that the route numbers also would be equal, the route with the second lowest alphabetical auxiliary code would have precedence.

d) If all of the above information is equal, then the route with the second lowest alphabetical directional designation should be given preference.

15. STREET 2: Street2 is intended to assist in locating accidents that occur within a municipality and therefore, is a required element for all accidents occurring inside of corporate limits. As with Route 1 and Street1, Route2 and Street2 should coincide, otherwise preference should be given to Route2. The rules presented above in #12 should be followed when entering Street2 as well. As with Street1, if there is no Street 2 available or the accident occurred on private property the words **"Unknown Location"** or **"Private Property"** should be entered respectively.

16. SPEED LIMIT(1&2): Code as stated on the UTCR, otherwise leave it blank.

17. POSTED / NOT POSTED (1&2): This field is intended to describe whether or not the speed limit was posted on the road on which the accident occurred. Enter P if Posted is checked on the UTCR, enter N if Not Posted is checked on the UTCR, otherwise leave it blank.

18. RAMP CODE: If the accident occurred on a Controlled Access Facility, use the straight-line logbooks to determine the correct ramp code. Also, if an interstate accident involves a vehicle that was turning through the median enter ramp code X. For the time being, this code can only be entered for Route 1, so Ramp Code 2 should not be entered.