
Investigating Officers Crash Reporting Guide



**Motor Vehicle Division
Office of Driver Services**

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Why Crash Reports?

When the Iowa Investigating Officers Report of Motor Vehicle Accident (Iowa DOT form 433003) is submitted to the Iowa Department of Transportation (DOT), the information provides valuable data to many different groups of people working to make Iowa streets and highways safer. Some of these people you know first-hand, the state or county engineer planning to resurface a road; city consultant developing safe school routes; high school driver education teacher planning a curriculum; public works director applying for a state grant for reconstructing a hazardous intersection. You are probably aware of some of the state and federal level uses of your data, such as enforcement of Iowa's financial responsibility law (321A.5) by the Iowa DOT, and safety performance monitoring of interstate motor carriers by the Federal Motor Carrier Safety Administration.

Other users of the data are a bit more removed, such as a university researcher studying the problems of older drivers, an automobile manufacturer evaluating a design, or people at all levels of the public and private sectors who support the efforts to combat drunk driving. Their progress in highway traffic safety also reaches into your community. **It all starts with you, the investigating officer.**

This guide will help officers complete accurate crash reports using the Iowa Investigating Officers Report of Motor Vehicle Accident form. Please read the form carefully. Some material has been added and some instructions have been clarified in this edition.

Only an investigating officer can collect timely information at the crash scene and provide the experience, objectivity, and professionalism needed to represent the public's interest. At the source, officers are the key to useful and quality data entering the system represented by the Motor Vehicle Crash Data Cycle diagram on page vi of this guide.

A multi-purpose report form is a compromise among many interests. As such, it is rarely an ideal data collection instrument for any one of those interests. From a law enforcement perspective, it appears to collect too much information from some crashes and too little from others. However, complete and consistent reporting of all reportable crashes helps communities, both directly and indirectly. These are the direct benefits:

1. Each year the Iowa DOT uses the statewide crash database to compile for localities the locations where crashes have occurred over a five-year period. These candidate locations for safety improvements lists are sent to city representatives or clerks and to county engineers for their use.
2. The Iowa DOT also uses the statewide crash database to generate summary statistics about drivers, vehicles, and locations involved in crashes. They are compiled into the annual edition of *Iowa Crash Facts*, available from the Iowa DOT's Office of Driver Services – the same office where the crash reports are sent. A report titled *Crash Rates and Crash Densities in Iowa by Road System* showing crashes and crash rates is prepared by the Iowa DOT's Office of Traffic and Safety, and is available from that office. These data sources are especially helpful for officers with safety education or public relations responsibilities.
3. The Iowa DOT also makes available to qualifying law enforcement agencies, free of charge, an electronic version of the crash report form as a component of the Traffic and Criminal Software (TraCS). Electronic crash report forms are also available to all law enforcement agencies through the TraCS Web Portal. TraCS and TraCS Web allows the crash report forms to be completed and uploaded to the state either through a direct connection to the Iowa Department of Public Safety (DPS) or through secure internet connection to TraCS Web. TraCS also

contains components for citations, implied consent, vehicle safety inspections, and complaint and incident report forms. If you are interested in learning more about TraCS or obtaining the software, please visit www.iowatracs.us or contact the TraCS team at 515-237-3042.

Iowa's crash report based on Model Minimum Uniform Crash Criteria (MMUCC)

The creation of Iowa's crash report based on the MMUCC model mirrors the process used to create the MMUCC model in the first place. Iowa played a prominent role in the national gathering of data collectors, data users, and data managers from states, municipalities, counties, and the federal government. This group met for several multi-day sessions during an 18-month period and created the MMUCC – with common data elements all the states could use. This was done to simplify both data collection within each state and facilitate multi-state research at the state and national levels.

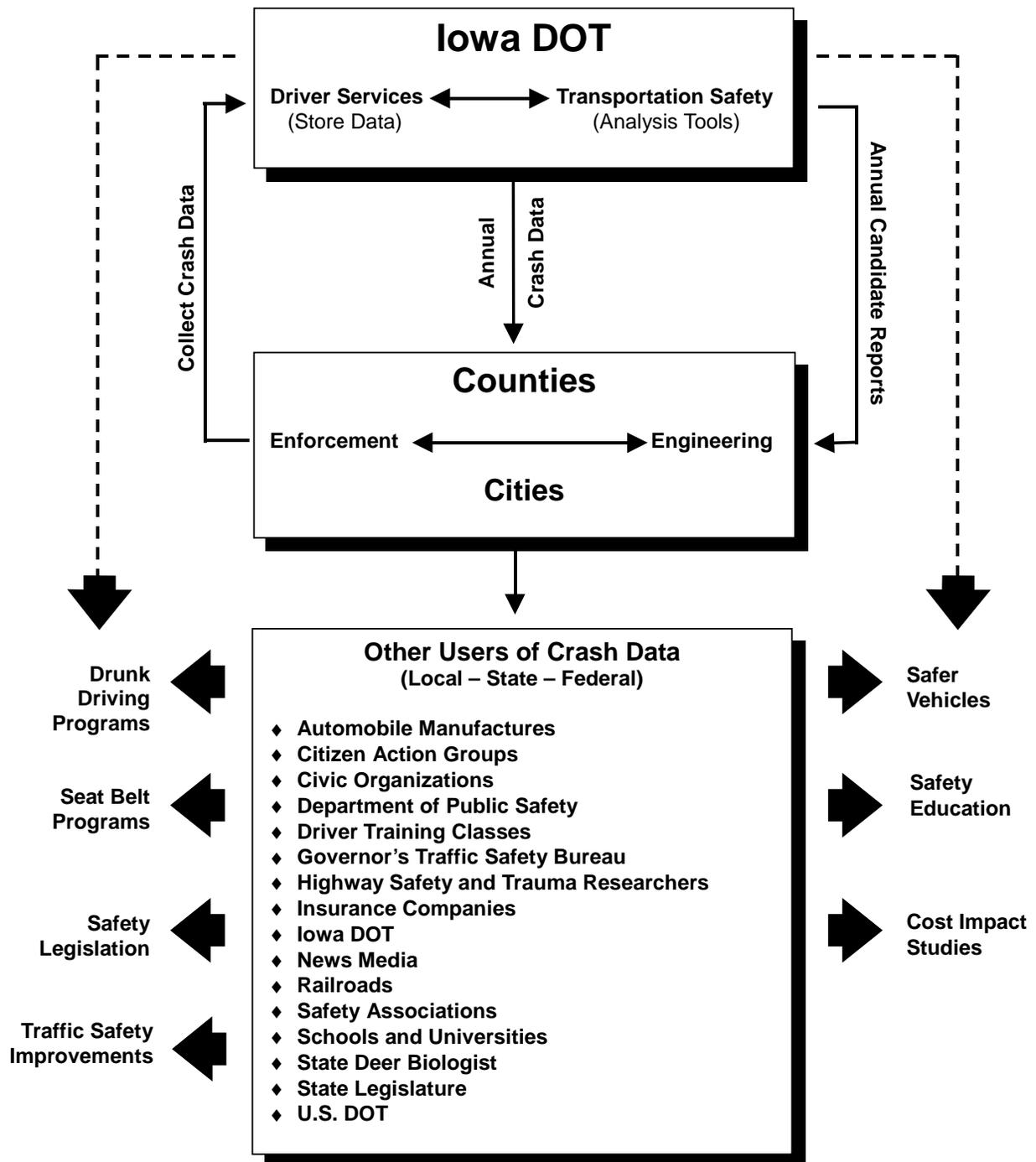
After participating in the creation of the MMUCC model, Iowa gathered together a group of data users from the Iowa departments of Transportation and Public Safety; county and local engineers; data collectors representing the Iowa State Patrol, county sheriff's offices, town and city police organizations, and representatives of Iowa DOT's data management staff to fashion the MMUCC along with other data elements needed in Iowa into a new police officers crash report for Iowa. The process took a little more than one year to complete, which is something of a record in crash report revision.

This report was designed with ease of data collection in mind. Its creators realized that law enforcement officers have many responsibilities at the scene of the crash. This report was also designed to provide good, usable data. The MMUCC model only includes data that can be readily collected and done so accurately. It was created in a way that will facilitate linking with the most accurate data in other databases. In Iowa, for instance, the creation of databases for roadway data, emergency medical services (EMS), and hospital-based injury data allowed the crash report to eliminate some data elements from the old crash report because the information can be obtained from those sources by data linkage with the other databases. The database created for the crash report will also be able to link with geographical information system (GIS) based location tools and after-linkage applications.

The report is designed to flow from one logical step to another. The code sheet is also designed to follow the officer's crash report. But wherever possible, this report has been designed to resemble the previous version of the officer's crash report.

Motor Vehicle Crash Data Cycle

Cooperation is the Key to Safer Iowa Roads and Streets



Investigating Officers Report of Motor Vehicle Accident form

This section details how to complete the Investigating Officers Report of Motor Vehicle Accident (Iowa DOT form 433033). This form will also be used to collect the information previously collected in the Iowa Supplemental Truck and Bus Accident Report.

STOP A reportable crash is one in which all damages (vehicle and property) are combined and estimated to be \$1500 or more, or an injury or fatality has occurred. It doesn't matter if the crash occurs on private property or not. However, if an ATV is involved, in order to be reportable the amount of total damages is \$1500

Header

The following information details the **Header** section of the Investigating Officers Report of Motor Vehicle Accident form. This section is located in the upper right-hand corner of the form.

Sheet <u>1</u> of	
Law Enforcement Case Numbers: <u>2</u>	
Legal Intervention? <u>3</u> <input type="checkbox"/>	Private Property? <u>4</u> <input type="checkbox"/>
County: <u>5</u>	Route: <u>6</u>
X-Coordinate: <u>7</u>	
Y-Coordinate: <u>8</u>	
If Divided Highway, Provide Route (Cardinal) Travel Direction <u>9</u>	
NB <input type="radio"/>	SB <input type="radio"/>
EB <input type="radio"/>	WB <input type="radio"/>

❖ **Note:** The circled numbers shown in the blanks of the sample crash report refer to the numbered paragraph that explains how to complete that section. For example: The number in the **Sheet of** field in the **Summary** section indicates you should refer to the directions in numbered step **1**.

1. Enter the number of the first sheet and last sheet in the **Sheet of** field. For example: Sheet 1 of 2. (If no supplemental form is used, this would be entered as Sheet 1 of 1.) This field is very important when the reports are sent to the Iowa DOT. The information identifies the crash as having involved more than two vehicles or more injuries or property damage than could be contained on the main report form. (The number of vehicles is no longer recorded on the report.)
2. Enter a unique case number defined by your agency in the **Law Enforcement Case Number** field that will identify this crash.
3. Mark an X in the Legal Intervention field to indicate if there was legal intervention involved.

- ❖ **Note:** If a lawbreaker crashes –either intentionally or unintentionally– into a roadblock set up by police to stop the person, the crash is considered a result of legal intervention. If a driver other than the lawbreaker crashes into the roadblock, the case is not considered to be a result of legal intervention.
- ❖ **Note:** If a police car is intentionally driven into another vehicle, the crash is considered to result from legal intervention. If a lawbreaker being pursued by the police loses control of his vehicle and crashes, the crash is not considered to result from legal intervention unless the police intended that the lawbreaker crash.
- STOP** **Notice:** There are two different categories of crashes that could occur while on duty: Legal Intervention and on-duty crashes. By identifying the crash as involving **Legal Intervention**, the crash will not be listed on the officer or lawbreaker’s driving record. **On-duty** crashes are not automatically removed from an officer’s driving record. To have the crash removed, the officer’s superior will need to submit a written notification to the Iowa DOT, requesting removal of the crash from the officer’s record.

4. Enter an X if the crash occurred on **Private Property**. Examples are generally: privately maintained non-roadways such as parking lots, mobile home courts, and some frontage roads around shopping malls.

- ❖ **Note:** Private property crashes are reportable to the DOT if they meet the criteria as described on page 1.

5. Enter the **County** number. This field is optional but should be entered if the officer has access to GPS information.

6. Enter the **Route**. This field is optional but should be entered if the officer has access to GPS information.

7. Enter the **X-Coordinate** of the first harmful event. This field is optional, but it should be entered if the officer has access to GPS information. Provide the coordinate in UTM Format – NAD83 DATUM; i.e., 0443924.

8. Enter the **Y-Coordinate** of the first harmful event. This field is optional, but it should be entered if the officer has access to GPS information. Provide the coordinate in UTM Format – NAD83 DATUM; i.e., 4652238.

9. If the crash occurred on a divided highway, mark the direction of the lane of travel where the first harmful event happened in the **If Divided Highway, Provide Route (Cardinal) Travel Direction** field. (The cardinal directions of Interstate 35 are north and south, even where the roadway is oriented east and west around Des Moines.)

Location

Date of Accident 1 /	Time of Accident 2 Hrs.	County 3	Accident occurred within corporate limits of (city) 4
If accident occurred outside of city limits show general vicinity 5 miles		N NE E SE S SW W NW	of nearest city

1. Enter the month, day, and year using the MM/DD/YYYY format in the **Date of Accident**.

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2. Enter the time the crash occurred in the **Time of Accident** field. Use 24-hour/military time. For example: 3:45 p.m. is entered as 15:45.
3. Enter the name of the **County** in which the crash occurred.
4. If the **Accident occurred within the corporate limits of a city**, enter the name of the city.
5. **If the accident occurred outside of city limits, show the general vicinity by miles**, give the direction from the nearest Iowa city and enter the name of that city in the **of nearest city** field.

 Be sure to use the Incident Locator Tool as part of the TraCS submission process.

Specific Location of First Harmful Event

This location should be specific enough that another officer would be able to use your description to return to the site of the crash within a few feet.

 **Warning: DO NOT refer to an unnumbered or unmarked intersection, station marker, pavement marker, farm, local landmark, residence, or business.** If the specific location cannot be clearly indicated, include a city or county map on which the specific location is marked. Also, if an unnumbered county road is entered, include a marked map.

❖ **Note:** Record where the first harmful event occurred, not the vehicle's final resting place. For example, if a vehicle slides off the road due to icy conditions, the first harmful event is where the vehicle first appears to lose traction.

On Road, Street, or Highway: 1	At Intersection with: 2
Note: Unless accident occurred at an intersection which is completely described above, use the space below to give the exact location from a milepost or definable intersection, bridge, or railroad crossing, using two distances and directions if necessary.	
Feet <input type="checkbox"/> or Miles <input type="checkbox"/> N <input type="checkbox"/> NE <input type="checkbox"/> E <input type="checkbox"/> SE <input type="checkbox"/> S <input type="checkbox"/> SW <input type="checkbox"/> W <input type="checkbox"/> NW	Feet <input type="checkbox"/> or Miles <input type="checkbox"/> N <input type="checkbox"/> NE <input type="checkbox"/> E <input type="checkbox"/> SE <input type="checkbox"/> S <input type="checkbox"/> SW <input type="checkbox"/> W <input type="checkbox"/> NW of
Milepost Number <input type="checkbox"/> Or Definable intersection, bridge, or railroad crossing 3	

1. Enter the number or name of the road, street, or highway in the **On Road, Street, or Highway** field. *Avoid the use of local road names that cannot be identified on a map.* Indicate if the road or street does not have a number or name. For example: enter “unnumbered county road.”

❖ **Note:** If your county has an emergency-911 road identification system, those names and numbers are accepted on Iowa crash report forms.

2. If the crash occurred in an intersection, enter the number or name of the intersecting road, street, or highway in the **At Intersection with** field.

◆ Railroad crossings may be shown in this space, if applicable.

- ◆ A private drive, farm drive, or business drive is not an intersection. Refer to Intersection Definitions on page 40 for definitions and diagrams of intersections.
 - ◆ If the crash occurred within an intersection of two different classes of roads, indicate that the crash happened on the higher-class road at an intersection with a lower-class road. For example: on U.S. 69 at intersection with Iowa 210 or on Iowa 210 at intersection with County Road R-14.
 - ◆ If duplicate junctions are involved, indicate the proper one by an N, NE, E, SE, S, SW, W, or NW designation. For example: east and west junctions of U.S. 6 and U.S. 63.
3. Use the **Feet, Miles, Milepost Number, or Definable intersection, bridge, or railroad crossing** fields to identify the exact location of the crash unless it occurred at the intersection of numbered routes and is completely described previously.
- ◆ For crashes at complex intersections, the exact location within the intersections should be described in these fields.
 - ❖ **Note:** County maps are available from the Office of Transportation Data (www.iowadotmaps.com) for use in marking the location of crashes.
 - ◆ The location of non-intersection rural crashes should be identified as being a specific distance from a known point; such as an intersection of two numbered routes, a railroad crossing, major bridge, or county line, using one or more distances or directions. Do not use pavement markers, station markers, or bridge numbers.
 - ◆ Non-intersection city crashes should be identified as being a specific distance (in feet) from the nearest intersection. Do not use intersection of a road and a business or residential drive. **Do not use the block number of a street. For example: do not state “100 block,” although a specific address is acceptable.**
 - ◆ If the specific location can be described from one or more definable points but does not fit into the blank on the form, write “See Narrative” and enter the description in the Narrative section on the back of the form.

Unit 1 and Unit 2

Definition: a unit is any single **motor** vehicle or the combination of a power unit and a trailer. Non-motorists such as pedestrians, bicyclists, and horse-and-buggies should not be entered as units (refer to the non-motorist section on page 29)

There is room for information for two vehicles on each crash report. If more than two vehicles are involved, use the Supplemental Investigating Officers Report of Motor Vehicle Accident form to provide information on all vehicles, drivers, and others involved in the crash. When that form is used, the number of the unit must be added. For example: you may have Unit 1, Unit 2, Unit 3, Unit 4, and so on.

Driver

The Driver section of the Investigating Officers Accident Report details information concerning the person operating the vehicle at the time of the crash.

Driver's Name (Last, First, Middle) (1a)			Address (1b)			City			State			Zip					
Date of Birth (1c)		Driver's License Number (2a)				Citation Charge (4)		1. _____			3. _____						
Male Female (1d)		State (2b)	Class (2c)	Endorsements (3a)	Restrictions (3b)	Alcohol Test Given? (5a)		1. None	3. Urine	5. Vitreous	Test Results: (5b)		Drug Test Given? (6a)	1. None	3. Urine	Pos.	Neg.
						2. Blood	4. Breath	9. Refused					2. Blood	9. Refused	(6b)		

❖ **Note:** If the vehicle is parked, write the word **Parked** and skip to the **Owner** section. For crashes where the driver is unknown, write **Unknown** in the **Driver's Name** field and skip to the Owner section. If the vehicle was disabled from a previous crash, two reports must be completed because these are two separate incidents. To enter the **stalled/inoperable vehicle**, enter this in the **Driver's Name** field and then complete the owner information.

🐾 If the Vehicle Action is "12 – Legally Parked" or "13 – Illegally Parked / unattended", the driver information will be grayed out. This is done to avoid having a person listed as a driver when the vehicle was not being actively driven at the time of the crash. Owner and insurance information is still gathered in these cases but no one may be listed as the driver of a parked car.

1. Driver's information

- a. Clearly enter the **Driver's Name** with the **Last, First, and Middle** names exactly as it appears on the driver's license. Use a comma to separate the **Last** and **First** names. (If the name is misspelled, enter the correct spelling and note the spelling from the driver's license in the Narrative section and advise the driver to get the driver's license changed.)
- b. Enter the driver's complete **Address, City, State, and ZIP** code. If the driver is from a foreign country, a location other than one of the 50 U.S. states, U.S. territories, Canada, or Mexico, enter the name of the country in the **State** field. (If the address has changed, enter the new address and note the old in the Narrative section. Mark at the top of the form to "See Narrative.")
- c. Enter the **Date of Birth** using the MM/DD/YYYY format.

d. Place an X in the appropriate circle to indicate if the gender of the driver is **Male** or **Female**.

2. Driver's license information

a. Enter the **Driver's License Number** exactly as it appears on the driver's license. If the driver's license is not in the driver's possession, contact your communications center and have them perform a record check.

- ◆ **Note:** If the driver does not have a driver's license, enter "None" in the Driver's License Number field. If your communication center advises you of an assigned Customer Number, use that information (i.e., C123456).

b. Enter the abbreviation of the **State** in which the driver's license was issued. Refer to State Abbreviations on page 41 for a list of state abbreviations.

c. Enter the **Class** as it appears on the driver's license. Class details are located on the back of all Iowa driver licenses.

3. License endorsements and restrictions information

a. List the endorsements exactly as they appear on the Iowa driver's license in the Endorsements field.

b. Restrictions are entered in the Restrictions field.

- ◆ Iowa License: List the Restrictions exactly as they appear on the Iowa driver's license.
- ◆ Out-of-state and foreign licenses: List the license Restriction Code numbers exactly as they appear on the out-of-state or foreign licenses.

4. Citation information

a. If a charge related to the crash is filed against a driver, enter the Code number and abbreviated text in the **Citation Charge** field. For example: 321.277 – Reckless Driving

5. Alcohol test information

a. **Alcohol Test Given** refers to a blood, breath, urine, or vitreous (fluid surrounding the eye) test that has been taken. Use the following codes.

Code 1 – None (test not requested)

Code 2 – Blood

Code 3 – Urine

Code 4 – Breath

Code 5 – Vitreous

Code 9 – Refused (test requested but the driver refused to take the test)

b. If the test result is known before the crash report is submitted to the Iowa DOT's Office of Driver Services, enter the result under **Test Results**. If the test result is not available when the crash report is submitted, send the result on a crash report marked, "Supplemental Report." Refer to page 39 for an explanation of how to submit a

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supplemental report.

6. Drug Test Information

- a. **Drug Test Given** refers to a blood or urine test that has been taken.

Code 1 – None (test not requested)

Code 2 – Blood

Code 3 – Urine

Code 9 – Refused (test requested but the driver refused to take the test)

- b. If the test result is known before the crash report is submitted to the Iowa DOT’s Office of Driver Services, mark whether the result is Positive or Negative. If the test result is not available when the crash report is submitted, send the result on a supplemental crash report. Refer to page 39 for an explanation of how to submit a supplemental report.

Owner

The owner section of the Investigating Officers Report of Motor Vehicle Accident form details information concerning the owner of the vehicle.

- ❖ **Note:** The Coding Sheet (Iowa DOT form 433014) is available online at <http://www.iowadot.gov/mvd/ods/accidents.htm>.

Owner's Name (Last, First, Middle) (1a)				Address (1b)				City		State		Zip	
Insurance Co. Name (2a)				Insurance Policy # (2b)				License Plate # (3a)		State (3b)		Year (3c)	
VIN # (4a)				Year (4b)	Make (4c)	Model (4d)	Style (4e)	Tow # (5a)		Approximate Cost to Repair or Replace (6)			
Initial Travel Direction (7)	Vehicle Action (8)	Speed Limit (9)	Point of Initial Impact (10)	Most Damaged Area (11)	Extent of Damage (12)	Underride/Override (13)	Private? (5b)						
Total Occupants (14)	Traffic Controls (15)	Vehicle Config. (16)	Cargo Body Type (17)	Vehicle Defect (18)	Driver Condition (19)	Vision Obscured (20)	Contributing Circumstances, Driver (up to two) (21)						
								Emergency Vehicle Type (22)		Emergency Status (23)			

1. Owner's Information

- a. Enter the **Owner's Name** with the **Last, First, and Middle** names exactly as they appear on the vehicle registration. Use a comma to separate the **Last** and **First** names. If the vehicle is registered to a business firm or company, enter it as shown on the registration.

- ❖ **Note:** Enter "Same as driver" when the owner and driver are the same.

- ❖ **Note:** Enter the first name listed on the registration if there is more than one registered owner.

 When a combination of vehicles such as a truck tractor/semi-trailer is involved, enter the owner of the power unit only. Enter the trailer information in the CMV portion (see page 17).

 A trailer of any type without a power unit is not considered a unit but should be treated as property and entered in the Property Damage portion of the crash report if applicable.

b. Enter the owner's complete **Address, City, State, and ZIP** code.

2. Insurance Information

a. Enter the **Insurance Co. Name** as it appears on the Proof of Insurance Card.

❖ **Note:** Do not enter the insurance agent's name or the name of the driver's insurance agency. (i.e., enter "Midwest Insurance Co." not "John Smith's Insurance Agency.")

b. Enter the **Insurance Policy #** as it appears on the Proof of Insurance Card.

3. License Plate Information

a. Enter the **License Plate #** using the original stamped letters and numbers.

❖ **Note:** Entering the county name is not required.

b. Enter the **State** in which the license plate was issued. Refer to page 41 for state abbreviations if needed.

c. Enter the validation sticker **Year** using the last two digits of the most recent year of registration. For example: 01 for 2001.

4. Vehicle Information

a. Enter the Vehicle Identification Number (VIN) in the **VIN No.** field. Be sure to enter the full number as the VIN is an extremely important component when identifying a vehicle.

b. Enter the **Year** of the vehicle involved in the crash.

c. Enter the **Make** of the vehicle involved in the crash (i.e., Ford or Buick).

d. Enter the **Model** of the vehicle involved in the crash (i.e., Taurus or LeSabre). If there is no model, leave this field blank. You may also enter an identifier, for example: vans, pick-ups, straight trucks, semis, and such.

e. Enter the **Style** of the vehicle, for example: 2-door, 4-door, bus, pickup, station wagon, SUV (sport utility vehicle), hatchback, and such. Do not use 'sedan' or 'coach.'

5. Towing Information: This field is used to enter an agency-generated number used to track towing use.

a. If there is a tow number, enter it in the **Tow #** field. If the name of a towing company is needed, enter it in the Narrative section.

b. If the driver either towed the vehicle him/herself or arranged privately to have the vehicle towed, put an X in the **Private** box.

 A CMV should only be considered towed if the vehicle could not leave the scene under its own power.

 A CMV should not be considered towed if it was pulled from a ditch but was otherwise undamaged or could still be driven from the scene after light repairs.

 If a CMV is towed from the scene, the Extent of Damage (see page 10) should be, 4 – Disabling or 5 – Severe.

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6. Enter an estimate of the **Approximate Cost to Repair or Replace** to the **nearest** dollar. If there is an attachment to a vehicle, this amount should be included with the estimated cost of repair.

Exception: If the estimate of approximate cost to *repair* is greater than the approximate cost to *replace* the vehicle, **enter the replacement cost**. For example, if the estimate of approximate cost to repair a vehicle is \$2,000 but because of its age, the vehicle is only worth approximately \$1,000, enter \$1,000 as the Approximate Cost to Repair or Replace.

❖ **Note:** Never enter “Totaled” as an amount; this must always be a dollar value.

❖ **Note:** If unsure of a vehicle’s value or the cost of repairs, enter \$1,500 as it is the minimum amount for a reportable crash.

🐾 Instead of using a decimal point, round up to the nearest whole dollar. For instance, instead of entering 2734.50, type 2735.

7. Enter the **Initial Travel Direction** (direction of travel **before** the crash or loss of control occurred) for each vehicle as shown by entering the direction code). Use the following compass direction codes.

Code 1 – North

Code 2 – East

Code 3 – South

Code 4 – West



Code 9 – Unknown (should be used only in cases when there is no way to determine direction of travel prior to the crash).

STOP **Warning:** Be sure to enter the *initial* travel direction and not the driver’s *intended* travel direction. For instance, if a vehicle traveling north is struck in an intersection while turning west, the vehicle’s *initial* travel direction is north, not west.

8. **Vehicle Action** describes what each vehicle was doing prior to the crash. Enter the appropriate code for each vehicle.

Code 01 – Movement essentially straight – used when no actual turn is made

Code 02 – Turning left

Code 03 – Turning right

Code 04 – Making U-turn

Code 05 – Overtaking/passing

Code 06 – Changing lanes

Code 07 – Entering traffic lane (merging); also includes a vehicle entering trafficway from a parked position

Code 08 – Leaving traffic lane

Code 09 – Backing; vehicle is travelling in reverse

Code 10 – Slowing/stopping

Code 11 – Stopped for stop sign/signal; use for a stopped vehicle, not just those at stop sign/signal

Code 12 – Legally parked/unattended

Code 13 – Illegally parked/unattended

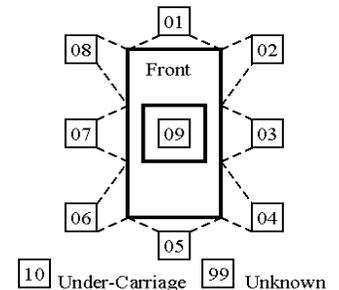
Code 88 – Other (explain in narrative); use when a parked vehicle comes out of gear and rolls into something

Code 99 – Unknown; use when vehicle action can't be determined; just because a vehicle can't be identified, doesn't mean its actions are unknown.

9. Enter the posted **Speed Limit** for the vehicle at the time of the crash. This may be indicated by the posted speed limit, blinking sign at a construction zone, etc.

10. Refer to the diagram that represents a vehicle and enter the two-digit number which best indicates the **Point of Initial Impact** where the first damage occurred on the vehicle.

❖ **Note:** The diagram appears to represent a car. However, it can be adapted for any type of vehicle or combination. For example, if the vehicle is a truck tractor/semi-trailer combination and the first damage was close to the rear on the driver's side of the semi-trailer, the correct Point of Initial Impact code will be 06.



11. Enter the code, selected from the diagram, for the **Most Damaged Area** of the unit.

12. Enter the appropriate **Extent of Damage** code. The following descriptions are provided to help make this determination. Use the following codes.

Code 1 – None

Code 2 – Minor damage: light damage ranges from inconspicuous, slight, or superficial damage to conspicuous damage such as cracked glass, body dents, small holes in the body, and doors that operate with difficulty.

Code 3 – Functional damage: damage that is not disabling, but affects operation of the road vehicle or its parts. This includes damage that does not prevent a vehicle from being driven a short distance, although further damage would result if the vehicle were driven more than a mile (i.e., flat tires, leaky radiators, bent axles, and wheels that scrape on the body or fenders).

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Code 4 – Disabling damage: damage that precludes departure of the vehicle from the scene of the crash in its usual daylight-operating manner after simple repairs or being pulled from the ditch.

Code 5 – Severe, vehicle totaled – severe damage is extensive damage; the vehicle may or may not be repairable.

Code 9 – Unknown

 Extent of Damage is one of the methods used to determine whether a CMV crash is reportable to the federal government. CMVs with a Code 4 or Code 5 are expected to be towed unless otherwise explained in the Narrative.

13. Underride/Override. This code is being removed from the Officers Report of Motor Vehicle Accident form so can be disregarded.

14. Enter the number of occupants in the **Total Occupants** field.

❖ **Note:** Remember, the driver is also an occupant and counts toward the **Total Occupants**.

❖ **Note:** If a vehicle's occupants is unknown (such as a hit-&-run vehicle), enter '01' occupant.

15. Enter the type of **Traffic Controls** present during the crash for each vehicle. Use the following codes.

Code 01 – No controls present

Code 02 – Traffic signals

Code 03 – Flashing traffic control signal

Code 04 – Stop signs

Code 05 – Yield signs

Code 06 – No passing zone (marked)

Code 07 – Warning sign

Code 08 – School zone signs

Code 09 – Railway crossing devices

Code 10 – Traffic director; a person directing traffic

Code 11 – Work zone signs

Code 88 – Other control (explain in Narrative)

Code 99 – Unknown

❖ **Note:** If the condition of the traffic control device was a contributing circumstance in the crash, enter Code 08 (traffic control device inoperative, missing, obscured) under Roadway Circumstances (see page 24).

Exclusions: Street name signs and other non-traffic control signs.

16. Enter the appropriate two-digit code for the vehicle configuration (type) in the **Vehicle Config.** field. If unsure which code is correct, check the vehicle registration or view the diagram in Appendix A on page 45. Use the following codes.

Code 01 – Passenger car

Code 02 – Four-tire light truck (pick-up, panel)

Code 03 – Van or mini-van

Code 04 – Sport utility vehicle

Code 05 – Single-unit truck (2 axle, 6-tire)

Code 06 – Single-unit truck (≥ 3 axles)

Code 07 – Truck/trailer – in reference to a light or medium-size pickup and a trailer, NOT a semi

Code 08 – Truck tractor (bobtail)

Code 09 – Tractor/semi-trailer

Code 10 – Tractor/doubles

Code 11 – Tractor/triples

Code 12 – Other heavy truck (cannot classify)

Code 13 – Motor home/recreational vehicle; all types of motor homes

Code 14 – Motorcycle

Code 15 – Moped/All-Terrain Vehicle; snowmobiles and 4-wheelers

Code 16 – School bus (seats > 15)

Code 17 – Small school bus (seats 9 - 15)

Code 18 – Other bus (seats > 15)

Code 19 – Other small bus (seats 9 - 15)

Code 20 – Farm vehicle/equipment

Code 21 – Maintenance/construction vehicle

Code 22 – Train; although a train is considered a unit, do NOT enter the operator/engineer's name as the driver, use 'driver unknown'

Code 88 – Other (explain in narrative)

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Code 99 – Unknown

17. Enter the appropriate two-digit code for the **Cargo Body Type**. The codes for this field are divided within two subcategories – truck cargo type and trailer type. Refer to images beginning on page 53. Use the following codes:

Code 01 – Not applicable

Truck cargo type

Code 02 – Van/enclosed box; not for pickups, vans, or SUVs

Code 03 – Dump truck (grain, gravel)

Code 04 – Cargo tank; liquid transporter

Code 05 – Flatbed; not for pickups

Code 06 – Concrete mixer

Code 07 – Auto transporter; used to transport multiple passenger vehicles

Code 08 – Garbage/refuse

Code 09 – Other truck cargo type (explain in Narrative)

Trailer type

Code 10 – Small utility (one axle)

Code 11 – Large utility (2+ axles)

Code 12 – Boat

Code 13 – Camper

Code 14 – Large mobile home

Code 15 – Oversize load

Code 16 – Towed vehicle

Code 17 – Pole

Code 18 – Other trailer type (explain in Narrative)

Code 99 – Unknown

18. If a vehicle defect may have contributed to or caused the crash, it should be noted. Enter the appropriate code for each vehicle in the **Vehicle Defect** field.

Code 01 – None

Code 02 – Brakes

Code 03 – Steering

Code 04 – Blowout

Code 05 – Other tire defect (explain in narrative)

Code 06 – Wipers

Code 07 – Trailer hitch

Code 08 – Exhaust

Code 09 – Headlights

Code 10 – Tail lights

Code 11 – Turn signal

Code 12 – Suspension

Code 88 – Other (explain in Narrative)

Code 99 – Unknown

19. Under **Driver Condition**, enter the appropriate code in the box to show the condition of each driver *before* the crash, not the change of condition *due to* the crash.

Code 1 – Apparently normal

Code 2 – Physical impairment

Code 3 – Emotional (e.g., depressed, angry, disturbed)

Code 4 – Illness

Code 5 – Asleep, fainted, fatigued, etc – Contributing Circumstance (1 or 2) must also be Code 25 – Fatigued/asleep

Code 6 – Under the influence of alcohol/drugs/medications – use only if presence of substances are clear or proven (i.e., odor, positive test, etc.)

Code 8 – Other (explain in Narrative)

Code 9 – Unknown

20. Enter the appropriate code under **Vision Obscured** for the driver of each vehicle.

Code 01 – Not obscured; Contributing Circumstance (Unit 1 or 2) cannot be 26 – Vision obscured

Code 02 – Trees/crops; Environment Circumstances must be 3 – Physical obstruction

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Code 03 – Buildings; Environment Circumstances must be 3 – Physical obstruction

Code 04 – Embankment; Environment Circumstances must be 3 – Physical obstruction

Code 05 – Sign/billboard; Environment Circumstances must be 3 – Physical obstruction

Code 06 – Hillcrest; Environment Circumstances must be 3 – Physical obstruction

Code 07 – Parked vehicles

Code 08 – Moving vehicles

Code 09 – Person/object in or on vehicle

Code 10 – Blinded by sun or headlights; Environment Circumstances must be 5 – Glare

Code 11 – Frosted windows/windshield

Code 12 – Blowing snow; Weather Conditions must be 08 – Snow, 09 – Severe winds, or 10 – Blowing sand, soil, dirt, snow

Code 13 – Fog/smoke/dust; Environment Circumstances must be 2 – Weather conditions or 8 – Other

Code 88 – Other (explain in Narrative)

Code 99 – Unknown

21. The **Contributing Circumstance, Driver** field indicates what events took place immediately before the crash and does not necessarily mean a citation has been issued. It contains a main section and three subsections: Failed to yield right of way, inattentive/distracted by, and other (explain in Narrative). Enter the most appropriate code(s) to indicate the action of the driver that may have contributed to the crash. Use the following codes.

Code 01 – Ran traffic signal; refers to traffic control lights; Traffic Controls must be 02 – Traffic signals

Code 02 – Ran stop sign; Traffic Controls must be 04 – Stop sign

Code 03 – Exceeded authorized speed; traveling faster than posted speed

Code 04 – Driving too fast for conditions; usually pertains to wet or snowy conditions

Code 05 – Made improper turn; does not include simple lane changes

Code 06 – Traveling wrong way or on wrong side of road

Code 07 – Crossed centerline; used for 2-way roadways where a yellow centerline divides the road

Code 08 – Lost control

Code 09 – Followed too close

Code 10 – Swerved to avoid: vehicle, object, non-motorist, or animal on roadway

Code 11 – Over correcting/ over steering

Code 12 – Operating vehicle in an erratic, reckless, careless, negligent, or aggressive manner

Failed to yield right of way:

Code 13 – From stop sign; Traffic controls must be 04 – Stop sign

Code 14 – From yield sign; Traffic controls must be 05 – Yield sign

Code 15 – Making left turn; Vehicle action must be 02 – Turning left

Code 16 – Making right turn on red signal; Vehicle action must be 03 – Turning right

Code 17 – From driveway; Type of Roadway Junction/Feature must be 04 – Business drive or 05 – Farm/residential drive

Code 18 – From parked position

Code 19 – To pedestrian; Harmful event must be 20 – Non-motorist, if pedestrian is hit

Code 20 – At uncontrolled intersection

Code 21 – Other (explain in narrative); often used in situations of a sideswipe while changing lanes without an actual turn involved

Inattentive/distracted by:

Code 22 – Passenger; does not include pets/animals; Total Occupants must be more than 01

Code 23 – Use of phone or other device; cell phones and other electronic devices

Code 24 – Fallen object

Code 25 – Fatigued/asleep

Other (explain in narrative):

Code 26 – Vision obstructed; Vision Obscured cannot be 01 – Not obscured

Code 27 – Other improper action

Code 28 – No improper action

Code 99 – Unknown

22. Enter the appropriate code for **Emergency Vehicle Type**.

Code 1 – Not applicable

Code 2 – Police; vehicle is a police car

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Code 3 – Fire; vehicle is used by fire department personnel

Code 4 – Ambulance; vehicle is used by medical emergency personnel to transport injured persons

Code 5 – Towing; vehicle owned by a business to tow vehicles

Code 6 – Military; vehicle specifically used by military personnel

Code 7 – Maintenance; vehicle used within a construction zone or factory setting when no other vehicle configuration would apply

Code 9 – Unknown

23. Enter the appropriate **Emergency Status** code.

Code 1 – Yes, in emergency

Code 2 – No, not in emergency

Code 3 – Not applicable

Code 9 – Unknown

Commercial Motor Vehicle Information

The information contained within this section concerns a commercial vehicle. (Note: This information was previously collected on the Iowa Supplemental Truck and Bus Accident Report.) Follow the guidelines below to determine whether to complete the Commercial Motor Vehicle Information section:

Commercial Trailer License Plate #	Attached to Power Unit: (1a)	State (1b)	Year (1c)	Attached to Trailer Unit: (1d)	State (1e)	Year (1f)
Carrier Name (2a)	Address (2b)		City	State	Zip	
US DOT # or MC # (3)	Number of Axles (4)	Gross Vehicle Weight Rating (5)	Placard # (6)	Hazardous Materials Released? (7)		

 If the crash occurred on private property, do **not** complete the CMV section.

To determine if the Commercial Motor Vehicle Information section needs to be completed, follow steps A and B below:

- A) Evaluating vehicle qualifications -- if any **one** of the following is true for **any** of the vehicles involved, proceed to section B):
1. A power unit and/or trailer(s) have a combined weight of 10,001 lbs or more
 2. Is a bus that carries 9 or more passengers, including the driver
 3. Displays a hazardous materials placard
- B) Evaluating overall extent of damage -- if **any** items in section A) were true, determine if:

4. A vehicle was towed due to disabling damage (Extent of Damage should be either 4 – Disabling or 5 – Severe)
5. A person in the crash was transported from the scene due to injuries – be sure to include information about the transporting of injured parties
6. Fatality occurred – requires Code 1 – Fatal in Injury Status field



Disabling damage is defined as damage which prevents departure of a motor vehicle from the scene of the crash in its usual manner in daylight after simple repairs.

- 1) Inclusions: Damage to motor vehicle that could have been driven, but would have been further damaged, if driven.
- 2) Exclusions:
 - a. Damage which can be remedied temporarily at the scene of the crash without special tools or parts
 - b. Tire disablement without other damage even if no spare tire is available
 - c. Headlamp or taillight damage
 - d. Damage to turn signals, horn, or windshield wipers which makes them inoperative

If the crash was not on private property and you answered 'yes' to any of the statements in section A) AND section B), complete the CMV section on the crash report.

1. Commercial Trailer License Plate #
 - a. Enter the original stamped letters and numbers of the license plate on the trailer that is **Attached to Power Unit** (first attached trailer).
 - b. Enter the abbreviation for the **State** that issued the plate that is on the trailer attached to the power unit.
 - c. Enter the validation sticker **Year** using the last two digits on the plate on the trailer attached to the power unit. For example: 01 for 2001. The year is the most recent year of registration.
 - d. Enter the original stamped letters and numbers of the license plate **Attached to Trailer Unit** (second trailer)
 - e. Enter the abbreviation for the **State** that issued the plate that is attached to the second trailer.
 - f. Enter the validation sticker **Year** using the last two digits that is on the plate attached to the second trailer. For example: 01 for 2001. The year is the most recent year of registration.
2. Carrier information
 - a. Enter the Carrier's Name (an individual, partnership, or corporation) in the Carrier Name field. The identification of the carrier can be found in three different ways:
 - ◆ The carrier's name may be displayed on both sides of the vehicle, usually the driver's door of the cab.
 - ◆ The carrier's name should be on the shipping papers carried by the driver. In the case of a bus, the driver carries a trip manifest or charter order which gives the name of the motor carrier.
 - ◆ Ask the driver for the carrier's name.
 - b. Enter the carrier's principal place of business address in the carrier's **Address, City, State, and ZIP code** fields.
3. Enter the U.S. DOT number in the **US DOT #** or **MC #** field when applicable. The motor carrier (MC) number should be entered **ONLY** if there is no U.S. DOT number available. Mark the circle to indicate whether the number entered is the US DOT number of the MC number.

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The U.S. DOT and MC numbers should be displayed on the power unit of the commercial vehicle and are usually found on the doors.

- ◆ The number for the U.S. Department of Transportation (U.S. DOT) will be numeric with a length of seven digits or less and preceded by "USDOT".
- ◆ The MC number will be numeric with a length of six digits or less preceded by "MC."

❖ **Note:** If the number is less than seven digits, insert zeroes before the number to make it the correct length. Example: "1234" would be entered as "0001234".

❖ **Note:** If the USDOT number is followed by two alpha characters designating a state abbreviation, such as "IA" or "NE", do not include these letters on the report.

4. Enter the total **Number of Axles** on the vehicles including the power unit and trailers.

a. Example: An empty single-unit dump truck is involved in a crash. The truck has a total of four axles although one axle is locked in and in an upright position that does not allow the tires to contact the roadway. The investigating officer should enter four.

b. Example: A tractor/semi-trailer pulling another trailer (tractor/doubles) is involved in a crash. The investigating officer counts all the axles in the vehicle configuration. In this case, there are three axles under the tractor, two under the semi-trailer and three under the second trailer for a total of eight axles.

5. Enter the **Gross Vehicle Weight Rating (GVWR)**, a value specified by the manufacturer as the carrying capacity (loaded weight) of the vehicle.

❖ **Note:** The GVWR label of the power unit can usually be found on the driver's door, doorpost, or door edge. The GVWR label on a trailer is usually located on the front of the trailer near the vehicle's serial and model number or on the tongue. The GVWR on a bus is located in the passenger compartment next to the driver's seat.

❖ **Note:** If the GVWR of the power unit is less than 10,001, the GVWR of the trailer should be combined with that of the power unit and entered.

6. If the vehicle is carrying a placarded quantity of hazardous material, enter the four digit identification number displayed on the placard or from an orange colored rectangular box, if so displayed. Record the one digit hazard class number from the bottom of the lower point of the placard in the last space on the form. For example: a cargo tank carrying flammable paint, enter 1263 3.

❖ **Note:** If the placard contains only the one digit class number and does not display a four digit identification number, the single digit class number should be listed in the last space in the field and the first four spaces left blank. Shipping papers required for the hazardous material are required to be retained in the power unit and can be used to determine the proper four digit identification number if it is not displayed on the placard.

7. Enter the code indicating whether or not the hazardous material cargo was released in the **Hazardous Material Released** field.

❖ **Note:** Fuel spilled from the vehicle fuel tank should NOT be recorded as a hazardous material release, even though it is hazardous material.

Code 1 – Yes; indicates hazardous material was being carried and was released

Code 2 – No; indicates hazardous material was being carried but was not released

Code 3 – Not applicable; indicates hazardous material was not being carried

Code 9 – Unknown; it is not known if hazardous material was being carried

Property Damage

The property damage section is to be completed only if there is property damage to objects other than vehicles, attachments to vehicles, and land. Property damage includes injury or death of domestic animals, but not injury or death of non-domestic animals such as deer. This does not include personal items in the vehicle. If there was an attachment to a vehicle, this amount should be included with the estimated cost of repair under the Owner section.

If Property other than vehicles damaged explain	Object Damaged	Estimate of Damage \$
	①	②
Owner's Full Name (Last, First, Middle)	③	Was owner or tenant notified? ④ 1 - Yes 9 - Unknown 2 - No
Street or RFD	⑤	City, State, & Zip Code ⑥

1. If **property other than vehicles damaged explain**, enter the **Object Damaged**.
2. Enter the **Estimate of Damage** to the nearest dollar.
3. Enter the **Owner's Full Name** (last, first, and middle names). Separate the last and the first names by a comma. If the owner is unknown, enter the tenant's name.
4. Place the appropriate code in the **Was owner or tenant notified** field to show if the owner or tenant of the damaged property was notified.
 - Code 1 – Yes
 - Code 2 – No
 - Code 9 – Unknown
5. Enter the street address of the owner or the tenant in the **Street or RFD** field.
6. Enter the address of the owner or tenant in the **City, State, and ZIP Code** field.

- ❖ **Note:** When only one owner has property damage to several objects, the required information may be entered on one report. When more than one owner has property damage, each owner’s damage information must be entered. The Supplemental Investigating Officers Report of Motor Vehicle Accident form may be used for the additional information.

Accident Environment

Accident environment information is located on the bottom-left of the first page of the Investigating Officers Report of Motor Vehicle Accident form.

ACCIDENT ENVIRONMENT			
Location of First Harmful Event	① <input type="text"/>	Weather Conditions	<input type="text"/>
		(up to two)	④ <input type="text"/>
Manner of Crash/Collision	② <input type="text"/>		<input type="text"/>
Light Conditions	③ <input type="text"/>	Surface Conditions	⑤ <input type="text"/>

- Location of First Harmful Event** is determined by the first damage or injury event that occurs. Place the appropriate code in the space provided. Use the following location of crash codes:

Code 1 – On roadway; the improved portion of the road designed for travel

Code 2 – Shoulder

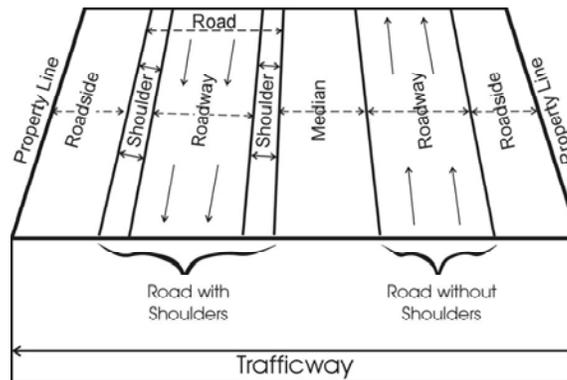
Code 3 – Median

Code 4 – Roadside; ditch – area from the shoulder to the property line

Code 5 – Gore; area where the main road and ramp diverge or converge; direction of travel must be the same on both roadways

Code 6 – Outside trafficway; outside of the right-of-way

Code 9 – Unknown



- Enter the **Manner of Crash/Collision** when a crash involves one or more vehicles. Refer to page 59 if necessary for specific diagrams. Use the following codes:

Code 1 – Non-collision; single vehicle rollover, fixed object, or animal

Code 2 – Head-on; vehicles traveling in opposite direction

Code 3 – Rear-end; vehicles traveling in same direction

Code 4 – Angle, oncoming left turn; vehicles traveling in opposite direction with one turning left in front of the other

Code 5 – Broadside; vehicles traveling in perpendicular directions

Code 6 – Sideswipe, same direction; vehicles traveling in same direction

Code 7 – Sideswipe, opposite direction; vehicles traveling in opposite directions

Code 9 – Unknown; only used when not possible to determine

❖ **Note: Manner of Crash/Collision** relates to the Initial Travel Direction NOT the intended travel direction

❖ **Note:** When more than two vehicles are involved, enter the collision type code as it pertains to Units 1 and 2 in the crash.

3. Enter the appropriate code for **Light Conditions**:

❖ **Note:** Dusk is from sundown to ½ hour after sundown; dawn is from ½ hour before sunrise to sunrise

Code 1 – Daylight

Code 2 – Dusk; evening, setting sun

Code 3 – Dawn; morning, rising sun

Code 4 – Dark, roadway lighted

Code 5 – Dark, roadway not lighted

Code 6 – Dark, unknown roadway lighting

Code 9 – Unknown

4. One or two codes may be entered to indicate the **Weather Conditions**. If you indicate 01 – Clear, do not indicate any of the other weather conditions. For instance, the weather conditions cannot be both clear and partly cloudy – identify only the predominate weather condition at the time of the crash. Use the following codes:

Code 01 – Clear

Code 02 – Partly cloudy

Code 03 – Cloudy

Code 04 – Fog, smoke

Code 05 – Mist

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Code 06 – Rain

Code 07 – Sleet, hail, freezing rain

Code 08 – Snow

Code 09 – Severe winds

Code 10 – Blowing sand, soil, dirt, snow

Code 88 – Other (explain in narrative)

Code 99 – Unknown

5. Enter the code to identify the **Surface Conditions** at the time of the crash at the location of the first harmful event. Use the following codes:

Code 1 – Dry

Code 2 – Wet

Code 3 – Ice

Code 4 – Snow

Code 5 – Slush

Code 6 – Sand, mud, dirt, oil, gravel

Code 7 – Water (standing, moving)

Code 8 – Other (explain in narrative)

Code 9 – Unknown

Roadway Characteristics

The circumstances and factors causing the crash indicated in these sections are used extensively in crash analysis. The Circumstances section is located on the bottom-center of the first page of the Investigating Officers Report of Motor Vehicle Accident form.

ROADWAY CHARACTERISTICS	
Major Contributing Circumstances:	
Environment	1a <input type="text"/>
Roadway	1b <input type="text"/>
Type of Roadway Junction/Feature	2 <input type="text"/>

1. Major Contributing Circumstances

- a. Enter the code for **Contributing Circumstances, Environment**. These are apparent environmental conditions that contributed to the crash. Use the codes below:

- ❖ **Note:** Contributing circumstances must be compatible with other portions of the report. For example: if 'Code 02 – Weather conditions' is entered as a circumstance in this section, 'Code 01 – Clear' in the Weather Conditions section would not be valid.

Code 1 – None apparent

Code 2 – Weather conditions; cannot have 01 – Clear, in Weather Conditions

Code 3 – Physical obstruction; cannot have 01 – Not obscured, in Vision obscured section

Code 4 – Pedestrian action

Code 5 – Glare

Code 6 – Animal in roadway

Code 7 – Previous accident

Code 8 – Other (explain in narrative)

Code 9 – Unknown

- b. Enter the code for **Contributing Circumstances, Roadway** [review the entire document for instances of this area being referred to as Roadway Circumstances]. These are apparent conditions of the road that contributed to the crash. Use the codes below:

- ❖ **Note:** Use 'Code 08 – Traffic control device inoperative, missing, obscured,' also if damage resulting from sign vandalism was a contributing factor

- ❖ **Note:** 'Code 05 – Work zone (construction, maintenance, utility)' applies to all times of the day when orange work zone signs such as 'road work' are displayed and includes the area within the outer limits of the work zone signing. Included are maintenance operations, utility work, and other operations if some type of work zone signing is present.

Code 01 – None apparent

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Code 02 – Road surface conditions

Code 03 – Debris

Code 04 – Ruts, holes, bumps

Code 05 – Work zone (construction, maintenance, utility)

Code 06 – Worn, travel-polished surface

Code 07 – Obstruction in roadway

Code 08 – Traffic control device inoperative, missing, obscured

Code 09 – Shoulders (none, low, soft, high)

Code 10 – Non-highway work

Code 11 – Non-contact vehicle; used when no contact was made between units although one contributed to the other crashing

Code 99 – Unknown

2. Enter the code for the **Type of Roadway Junction/Feature**. These codes are grouped in two sections – non-intersection and intersection. A junction is either an intersection of the connection between a driveway access and a roadway other than a driveway access.

Non-intersection:

Code 01 – No special feature

Code 02 – Bridge/overpass/underpass

Code 03 – Railroad crossing

Code 04 – Business drive

Code 05 – Farm/residential drive

Code 06 – Alley intersection

Code 07 – Crossover in median

Code 08 – Other non-intersection (explain in narrative)

Intersection:

Code 11 – Four-way intersection

Code 12 – T-intersection

Code 13 – Y-intersection

Code 14 – Five-leg or more

Code 15 – Offset four-way intersection

Code 16 – Intersection with ramp

Code 17 – On-ramp merge area

Code 18 – Off-ramp diverge area

Code 19 – On-ramp

Code 20 – Off-ramp

Code 21 – With bike/pedestrian path

Code 22 – Other intersection (explain in narrative)

Code 99 – Unknown

Workzone Related

An crash is considered **Work Zone Related** if it occurs in or near a construction, maintenance, or utility work zone, whether workers were actually present at the time of the crash or not. Work zone related crashes may also include those involving vehicles slowed or stopped because of the work zone, even if the first harmful event was before the first warning sign.

WORKZONE RELATED?	
<input type="radio"/> Yes	<input checked="" type="radio"/> 1
<input type="radio"/> No	
<input type="text" value="2"/>	Location
<input type="text" value="3"/>	Type
<input type="text" value="4"/>	Workers Present?

1. Mark **Yes** or **No** to include whether or not the crash was work zone related. If **No** is marked, no other boxes in this section need to be completed.

2. Enter the **Location** code

Code 1 – Before work zone warning sign

Code 2 – Between advance warning sign and work area

Code 3 – Within transition area for lane shift

Code 4 – Within or adjacent to work activity

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Code 5 – Between end of work area and “End Work Zone” sign

Code 8 – Other work zone area (explain in narrative)

Code 9 – Unknown

3. Enter the **Type** code

Code 1 – Lane closure

Code 2 – Lane shift/crossover (head-to-head traffic)

Code 3 – Work on shoulder or median

Code 4 – Intermittent or moving work

Code 8 – Other type of work zone (explain in narrative)

Code 9 – Unknown

4. Enter the code indicating whether workers were present in the **Workers Present** field

Code 1 – Yes

Code 2 – No

Code 9 – Unknown

Events

The **Harmful Events** codes are divided into five subcategories: pre-crash events, non-collision events, collision with, collision with fixed objects, and miscellaneous events. These codes are used for the **Sequence of Events**, **Most Harmful Event**, and **First Harmful Event**. See Appendix D on page 63 for some examples.

Unit 1	Unit 2	SEQUENCE OF EVENTS
_ _	_ _	First Event (1a)
_ _	_ _	Second Event (1b)
_ _	_ _	Third Event (1c)
_ _	_ _	Fourth Event (1d)
-----		Most Harmful Event (2)
_ _	_ _	(by vehicle)
_ _	First Harmful Event of Crash (3)	
		(use codes 11-42 only)

1. **Sequence of Events**
 - a. Enter the code for the **First Event**
 - b. Enter the code for the **Second** through **Fourth Event** (if applicable)
2. Enter the code for the event that was the **Most Harmful Event** by vehicle
3. Enter the **First Harmful Event of Crash** (use codes 11-42 only)

Pre-crash events:

Code 01 – Ran off road, right

Code 02 – Ran off road, straight

Code 03 – Ran off road, left

Code 04 – Crossed centerline/median; indicates solid or dashed yellow lines; is not used for improper lane changes when vehicles(s) merely crossed a solid or dashed white line.

Code 05 – Animal or object in roadway

Code 06 – Evasive action (swerve, panic braking, etc.)

Code 07 – Downhill runaway; vehicle rolls downhill unattended)

Code 08 – Cargo/equipment loss or shift; usually used with commercial vehicles)

Code 09 – Equipment failure (tires, brakes, etc.)

Code 10 – Separation of units; indicates separation of a single unit, such as a trailer separating from its power unit

Non-collision events:

Code 11 – Overturn/rollover

Code 12 – Jackknife

Code 13 – Other non-collision (explain in narrative)

Collision with:

Code 20 – Non-motorist (see non-motorist type)

Code 21 – Vehicle in traffic

Code 22 – Vehicle in/from other roadway; a non-intersecting roadway, parking lot, alley, etc.

Code 23 – Parked motor vehicle

Code 24 – Railway vehicle/train

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Code 25 – Animal

Code 26 – Other non-fixed object (explain in narrative)

Collision with fixed object:

Code 30 – Bridge/Bridge rail/overpass

Code 31 – Underpass/structure support

Code 32 – Culvert

Code 33 – Ditch/embankment

Code 34 – Curb/island/raised median

Code 35 – Guardrail

Code 36 – Concrete barrier (median or right side)

Code 37 – Tree

Code 38 – Poles (utility, light, etc.)

Code 39 – Sign post

Code 40 – Mailbox

Code 41 – Impact attenuator

Code 42 – Other fixed object (explain in narrative)

Misc. events:

Code 50 – Fire/explosion

Code 51 – Immersion

Code 52 – Hit and run

Code 99 – Unknown

Non-Motorist

A **non-motorist** is defined as any person other than an occupant of a motor vehicle in transport. This includes pedestrians, occupants of other motor vehicles not in transport, and occupants of transport vehicles other than motor vehicles, such as a horse-and-buggy.

NON-MOTORIST			
Type	1	Location	2
Action	3	Condition	4
Safety Equipment	5		
Contributing Circumstances		6	
Unit No. of Vehicle Striking			7

1. Enter the **Type** of non-motorist involved in the crash

Code 1 – Pedestrian

Code 2 – Pedalcyclist (bicycle, tricycle, unicycle, pedal car)

Code 3 – Skater

Code 8 – Other (explain in narrative); non-motorized wheelchairs, horse and buggy, etc.

Code 9 – Unknown

2. Enter the non-motorist **Location** with respect to the roadway prior to impact

Code 1 – Marked at intersection

Code 2 – At intersection, no crosswalk

Code 3 – Non-intersection crosswalk

Code 4 – Driveway access crosswalk

Code 8 – Other non-intersection (explain in narrative)

Code 9 – Unknown

3. Enter the **Action** of the non-motorist prior to the crash

Code 1 – Entering or crossing roadway

Code 2 – Walking, running, jogging, playing, cycling

Code 3 – Working

Code 4 – Pushing vehicle

Code 5 – Approaching or leaving vehicle

Code 6 – Playing or working on vehicle

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Code 7 – Standing

Code 8 – Other (explain in narrative)

Code 9 – Unknown

4. Enter the **Condition** of the non-motorist

Code 1 – Apparently normal

Code 2 – Physical impairment

Code 3 – Emotional (e.g., depressed, angry, disturbed)

Code 4 – Illness

Code 5 – Asleep, fainted, fatigued, etc.

Code 6 – Under the influence of alcohol/drugs/medications

Code 8 – Other (explain in narrative)

Code 9 – Unknown

5. Enter the code for the **Safety Equipment** being used by the non-motorist

Code 1 – Helmet

Code 2 – Reflective clothing

Code 3 – Lighting

Code 4 – None

Code 8 – Other (explain in narrative)

Code 9 – Unknown

6. Enter the code for the non-motorist **Contributing Circumstances**. If there was no contributing circumstances apparent, use Code 88 and note in the Narrative section: 88-N/A

Code 01 – Improper crossing

Code 02 – Darting

Code 03 – Lying or sitting in roadway

Code 04 – Failure to yield right of way

Code 05 – Not visible (dark clothing)

Code 06 – Inattentive (talking, eating, etc.)

Code 07 – Failure to obey traffic signs, signals, or officer

Code 08 – Wrong side of road (pedestrian walking **with** traffic along roadway)

Code 88 – Other (explain in narrative)

Code 99 – Unknown

7. Enter the unit number of the vehicle striking the non-motorist in the **Unit No. of Vehicle Striking** field

Injury

Enter the following information for each driver (whether injured or not) and each person injured or killed. If more than two drivers or four additional persons are injured or killed, use the Supplemental Investigating Officers Report of Motor Vehicle Accident to provide the information.

		Sex	Unit No.	Seating Position	Injury Status	Occupant Protection	Airbag Deployment	Airbag Switch Status	Ejection	Ejection Path	Trapped	
D R I V E R S	DRIVER OF UNIT 1	Phone (1a)	(1b)				(1c)					
		Transported to:		Transported by:								
P E R S O N S	DRIVER OF UNIT 2	Phone										
		Transported to:		Transported by:								
P E R S O N S	Name (2a)	(2b) Date of Birth	(2c)	(2d)	(2e)	(3a)	(3b)	(3c)	(3d)	(3e)	(3f)	(3g)
	Address (2f)	Transported to: (3h)	Transported by: (3i)									

1. Drivers

- Enter the complete **Phone** number of the driver
- Sex, Unit No. and Seating Position** does not need to be entered for the drivers
- Other fields in this section will be described below in item 3

2. Persons injured

- Enter the **Name** (last, first, and middle names) of the person injured or killed. Use a comma to separate the last and first names
- Enter the **Date of Birth** for the person injured or killed using the MM/DD/YYYY format

❖ **Note:** If the actual date of birth is unknown, the officer may enter the date of birth as 99/99/YY with YY being the officer’s best estimate of the year that the injured person was born.

- Enter an **M** for male or **F** for female in the **Sex** field
- Enter the vehicle number in the **Unit No.** field. This is the vehicle in which the injured or killed person was riding. For example: Unit 1, Unit 2, and such. If the injured/killed person is a non-motorist, enter the number of the unit that struck the non-motorist.

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- e. Enter the code for the **Seating Position** of the injured or killed person.

Motorcycles:

Code 01 – Motorcycle driver (will not need to re-enter if already entered in the Driver section)

Code 04 – Motorcycle passenger

Code 88 – Other (explain in narrative)

Vehicles other than motorcycles:

Code 01 – Front seat, left side (driver) (will not need to re-enter if already entered in the Driver section)

Code 02 – Front seat, middle

Code 03 – Front seat, right side

- Second seat refers to the back seats in passenger cars or the second seat rows in vans or nine passenger station wagons

Code 04 – Second seat, left side

Code 05 – Second seat, middle

Code 06 – Second seat, right side

- Third seat refers to seats in vans or nine passenger station wagons

Code 07 – Third seat, left side

Code 08 – Third seat, middle

Code 09 – Third seat, right side

Code 10 – Sleeper section

Code 11 – Enclosed cargo area (e.g., covered/enclosed bed of pickup)

Code 12 – Unenclosed cargo area (e.g., uncovered bed of pickup)

Code 13 – Trailing unit; such as a vehicle in tow or when one vehicle is pulling another from a ditch

Code 14 – Exterior; person jumped on vehicle's hood; vehicle is pulling a sled or saucer

Code 15 – Pedestrian

Code 16 – Pedalcyclist

Code 17 – Pedalcyclist, passenger

Code 88 – Other (explain in narrative) – use this code if the vehicle is a bus

Code 99 – Unknown

- f. Enter the complete **Address** for the person injured or killed

3. All persons involved

- a. Enter the **Injury Status** of the person's injuries. The severity code is based on conditions observed at the scene of the crash or known at the time the crash report is prepared.

Code 1 – Fatal – Any injury resulting in immediate death or injuries that cause death within 30 days of the crash.

Code 2 – Incapacitating – Any injury –other than a fatal injury—which prevents the injured person from walking, driving, or normally continuing the activities the person was capable of performing before the injury occurred. Inclusions: severe lacerations; broken or distorted limbs; skull, chest, or abdominal injuries; unconsciousness; unable to leave the crash scene without assistance.

Code 3 – Non-incapacitating – Any injury, other than a fatal or incapacitating injury, which is evident to observers at the crash scene. Including: lump on head, bruises, abrasions, and minor lacerations.

Code 4 – Possible – Any injury reported or claimed that is not a fatal, incapacitating, or a non-incapacitating injury. Including: momentary unconsciousness, claim of injuries not evident, limping, complaint of pain, nausea, and hysteria.

Code 5 – Uninjured

Code 9 – Unknown

- b. Enter the code for the appropriate **Occupant Protection** used for each person injured. Indicate only protective devices that are being used.

Code 1 – None used

Code 2 – Shoulder and lap belt used

Code 3 – Lap belt only used

Code 4 – Shoulder belt only used

Code 5 – Child safety seat used

Code 6 – Helmet used

Code 8 – Other (explain in narrative)

Code 9 – Unknown

- c. Enter the code for **Airbag Deployment** for each person

Code 1 – Deployed front of person

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Code 2 – Deployed side of person

Code 3 – Deployed both front/side

Code 4 – Other deployment (explain in narrative)

Code 5 – Not deployed

Code 6 – Not applicable

Code 9 – Unknown

d. Enter the code for the **Airbag Switch Status**

Code 1 – Switch in on position

Code 2 – Switch in off position

Code 3 – No on/off switch present

Code 9 – Unknown

e. Enter the appropriate code in the **Ejection** field

Code 1 – Not ejected

Code 2 – Partially ejected (e.g., halfway through a window or door)

Code 3 – Ejected (thrown completely from the vehicle)

Code 4 – Not applicable (motorcycle, bicycle, etc.)

Code 9 – Unknown

f. Enter the code for the **Ejection Path**

Code 1 – Not ejected/not applicable

Code 2 – Through front windshield

Code 3 – Through side window/door

Code 4 – Through roof

Code 5 – Through back window/tailgate

Code 9 – Unknown

g. Enter the appropriate code for the **Trapped** field

Code 1 – Not trapped

Code 2 – Freed by non-mechanical means

Code 3 – Extricated by mechanical means (cannot use if vehicle is a motorcycle, moped, or ATV)

Code 9 – Unknown

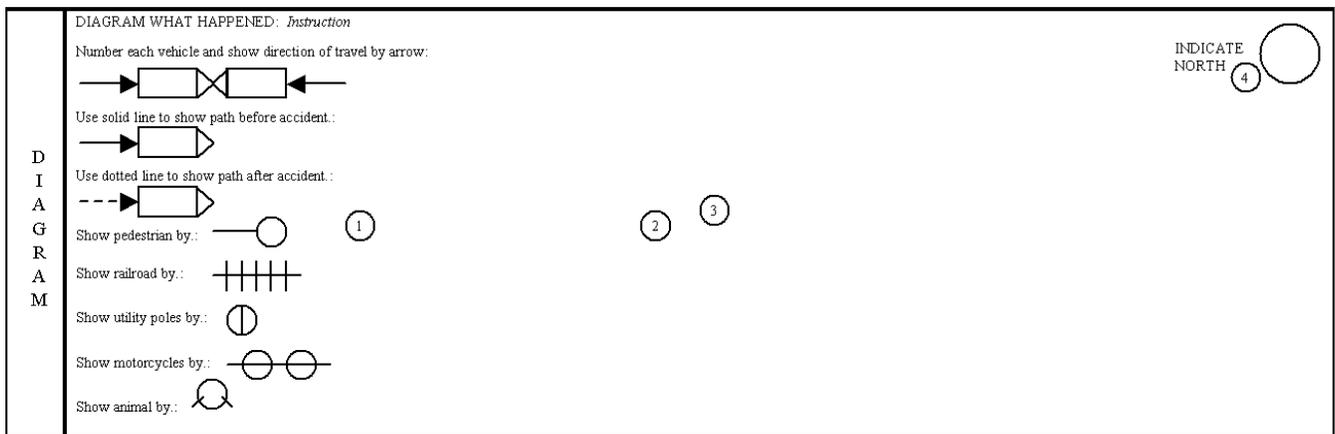
h. Enter the name of the medical facility (doctor’s office, clinic, or hospital) or funeral home where the injured or killed person was taken in the Injured **Transported To** field. Enter the first place the person was transported to.

❖ **Note:** Some abbreviations that may be used for: Chap – Chapel, Child – Children’s, Co – County, Com – Community, Ctr – Center, FH – Funeral Home, Gen – General, Hosp – Hospital, Luth – Lutheran, Med – Medical, Mem – Memorial, Meth – Methodist, MS – Medical & Surgical, Mun – Municipal, Reg – Regional, Surg – Surgery, Vet – Veterans.

i. Enter who transported the injured/killed person to the facility in the **Injured Transported By** field

Diagram

The diagram space is used to draw a picture that visually details how the crash occurred.



1. Draw an outline of the roadway or draw the roadway in any manner necessary to adequately depict the crash scene in the **Diagram What Happened** field. The symbols to use are show on the diagram above.
2. Enter the number(s) or name(s) of the road(s), street(s), or highway(s) near where you draw it.
3. Number each vehicle according to the numbers assigned on page 1 of the report form (Unit 1, Unit 2, Unit 3, and so on) and show the direction of travel by using arrows. Use a solid line to show a path before the crash and a dotted line after the crash.
4. Show north by an arrow in the circle, which is located in the upper right corner labeled **Indicate North**. Diagram the crash with north at the top of the report whenever possible.

Narrative

The Narrative section may be used to provide additional information whenever other portions of the report lack sufficient space to provide adequate explanations. Use the **Describe what happened** field and refer to each vehicle by number (Unit 1, Unit 2, Unit 3, and such).

N A R R A T I V E	Describe what happened (refer to vehicles by number)
	1

Describe what happened completely, use additional forms if necessary. The description must give the main events of the crash, clearly state the action of vehicles and pedestrians involved. Information needed to clarify information entered in other fields on the form may also be entered in the Narrative section of the form.

Remember, the IOAR is a traffic report, not the place to include information about civil disputes or other details which do not pertain to the circumstances immediately surrounding the crash.

- ◆ DO include details that directly contributed to the crash.
- ◆ Do NOT include irrelevant details such as a driver’s destination; “Driver 1 was going to the grocery store to buy milk when...”
- ◆ DO include results of an investigation but NOT necessarily the details of the process.

Witness

The witness block is used to record information concerning witnesses who saw the crash occur.

W I T N E S S	Name (Last, First)	Street or RFD	City	State	Zip	Phone
	1a	1b				1c

1. Enter the witness’ full name in the **Name (Last, First names)** field. Use a comma to separate the last and first names.
2. Enter the witness’ complete **Address, City, State,** and **ZIP** code
3. Enter the witness’ complete **Phone** number

Officer

The officer block is used to enter information concerning the officer present at the scene of the crash and other data such as when the officer arrived.

Signature of Officer ①	Badge No. ②	Time Officer Notified of Accident ③		Time Officer Arrived At Scene ④	
Name of Agency ⑤	Date of Report ⑥	Investigation made at scene? ⑦	Y N <input type="radio"/> <input type="radio"/>	Supplemental Information Will Follow? ⑧	T.I. # ⑨
Report Reviewed by ⑩	Date Reviewed ⑪	Report Given to All Drivers? ⑫	Y N <input type="radio"/> <input type="radio"/>	Other Technical Investigating Agency ⑬	

1. Enter the officer's title and name in the **Signature of Officer** field. For example: Patrolman John Doe, Trooper Jane Doe, or Deputy Barney Fife
2. Enter the officer's badge number in the **Badge No.** field. Troopers must enter their badge number and the post to which they are assigned. For example: 58-2.
3. Enter the time (using 24-hour time) the officer was notified of the crash in the **Time Officer Notified of Accident** field.
4. Enter the time (using 24-hour time) the officer arrived at the crash in the **Time Officer Arrived At Scene** field.
5. Enter the name of the officer's department in the **Name of Agency** field. For example: Ankeny Police Department
6. Enter the date the report was written in the **Date of Report** using the MM/DD/YYYY format
7. Mark the appropriate circle, **Y** for Yes or **N** for No, to indicate if an investigation was made at the scene in the **Investigation made at scene?** field.
8. Mark the appropriate circle, **Y** for Yes or **N** for No, to indicate whether the **Supplemental Information Will Follow**
9. If another agency is doing a technical investigation on this crash, enter that agency's case number for the crash in the **TI #** field
10. Enter the name of the person that reviewed the report in the **Report Reviewed By** field
11. Enter the date the report was reviewed in the **Date Reviewed** field using the MM/DD/YYYY format
12. Mark the appropriate circle, **Y** for Yes or **N** for No, to indicate if a state driver's report was given to all drivers in the **Report Given to all Drivers** field
13. If another agency is doing a technical investigation on this crash, enter the name and number of the agency in the **Other Technical Investigating Agency** field.

Additional Information/Reference

Submitting a Supplemental Investigating Officers Report of Motor Vehicle Accident (Iowa DOT form 433013)

Include sufficient information on the supplemental report to identify the original report such as date of crash, location, name, date of birth of the driver, and the agency case number. You may want to photocopy the first page of the original report and send the photocopy with the supplemental report.

-  Paper crash reports only allow for two vehicles on the original form. Crashes involving three or more vehicles require a supplemental paper form to complete the investigation. In TraCS, additional units can be added to the original electronic form in any number necessary, allowing the investigation of a multiple vehicle crash to be contained within a single form.

Supplemental Investigating Officers Report of Motor Vehicle Accident (additional units and injuries)

The Supplemental Investigating Officers Report of Motor Vehicle Accident is used when there are more than two units, one property damage, four injuries, or one non-motorist that can be reported on the Investigating Officers Report of Motor Vehicle Accident form. This form contains space to add up to three additional units, two additional property damages, an additional non-motorist, and 11 injuries. Refer to the Investigating Officers Report of Motor Vehicle Accident field explanations for information on filling out the supplemental form.

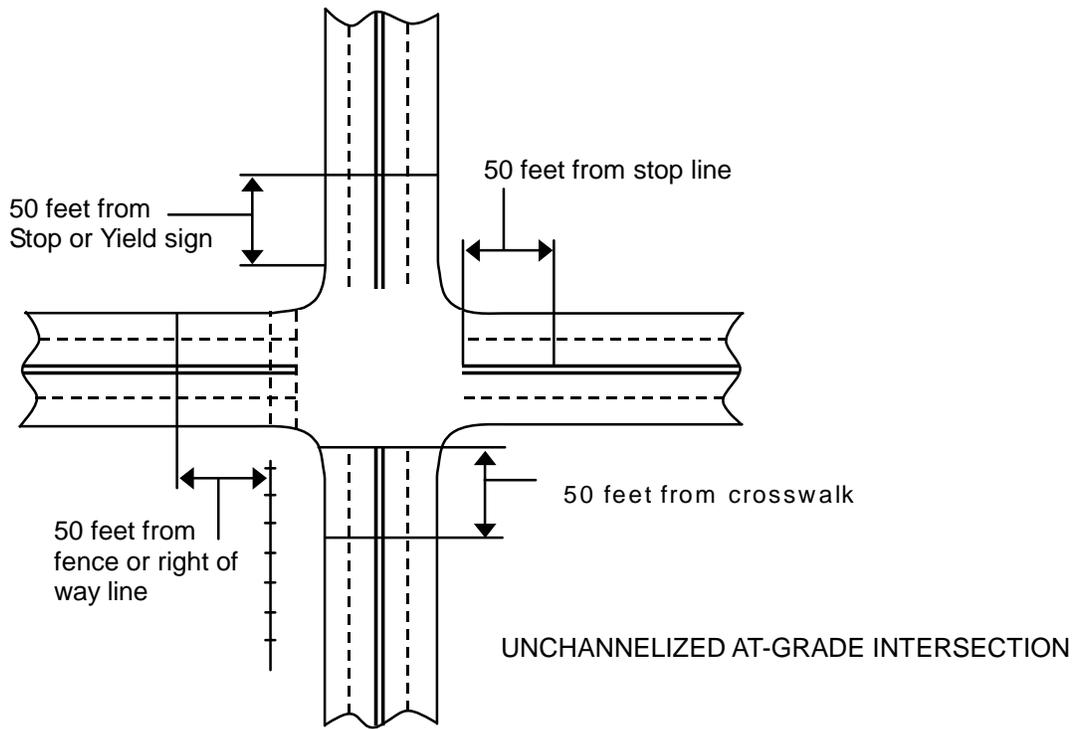
Investigating Officers Report of Motor Vehicle Accident – short form (wildlife)

The Investigating Officers Report of Motor Vehicle Accident form may also be used as a “short form.” The short form is available for reporting single vehicle crashes involving wildlife (deer, fox, etc.) in which the only damage sustained was to the vehicle. If the damage is \$1,500 or greater, this report should be used. If the crash involved wildlife other than a deer, please note in the Narrative section the type of wildlife involved.

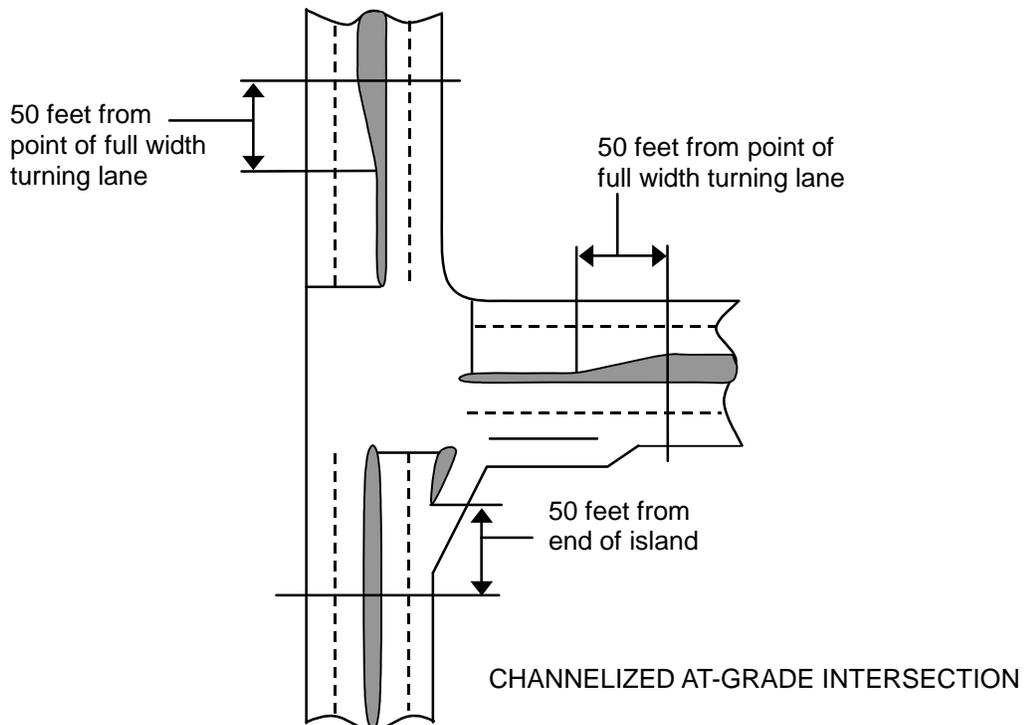
To use the report as a short form, complete the top section of the form (indicated by gray shading of the section name on the left side of the report) through the **VIN #** field line including the **Tow #** and **Approximate Cost to Repair or Replace** fields. The other fields on the report do not need to be completed. The **Diagram** and **Narrative** fields are optional.

-  TraCS provides a “Short Form” MARS report for crashes involving a non-injury, single vehicle collision with wildlife. Only the most basic investigation is required, so a large portion of the MARS report is excluded. The First Harmful Event of Crash field will auto-populate with “25 – Animal” and cannot be changed. Wildlife, such as a deer are included in this classification; cows, dogs, etc. which have an owner do not qualify as wildlife.

Intersection Definitions



UNCHANNELIZED AT-GRADE INTERSECTION — area within a boundary 50 feet beyond the crosswalk, stop line markings, Stop or Yield signs, or in the absence of these features, the edge of the roadway.



CHANNELIZED AT-GRADE INTERSECTION — area within a boundary 50 feet beyond the island or point where full width turning lane begins.

State and US Territory Abbreviations

Alabama	AL	Montana	MT
Alaska	AK	Nebraska	NE
American Samoa	AS	Nevada	NV
Arizona	AZ	New Hampshire	NH
Arkansas	AR	New Jersey	NJ
California	CA	New Mexico	NM
Colorado	CO	New York	NY
Connecticut	CT	North Carolina	NC
Delaware	DE	North Dakota	ND
District of Columbia	DC	North Marianas Islands	MP
Florida	FL	Ohio	OH
Georgia	GA	Oklahoma	OK
Guam	GU	Oregon	OR
Hawaii	HI	Pennsylvania	PA
Idaho	ID	Puerto Rico	PR
Illinois	IL	Rhode Island	RI
Indiana	IN	South Carolina	SC
Iowa	IA	South Dakota	SD
Kansas	KS	Tennessee	TN
Kentucky	KY	Texas	TX
Louisiana	LA	Utah	UT
Maine	ME	Vermont	VT
Maryland	MD	Virginia	VA
Massachusetts	MA	Virgin Islands	VI
Michigan	MI	Washington	WA
Minnesota	MN	West Virginia	WV
Mississippi	MS	Wisconsin	WI
Missouri	MO	Wyoming	WY

24-Hour Time

The method to calculate 24-hour time from the clock time is given below.

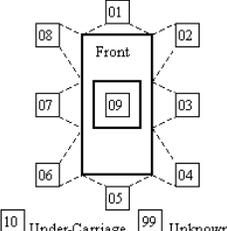
1. If the clock time is between midnight and 1 a.m., 24-hour time equals 00 + clock minutes. For example: 12:45 a.m. is 0045.
2. If clock time is between 1 a.m. and 1 p.m., 24-hour time equals clock time, using four digits. For example: 3:45 a.m. is 0345.
3. If clock time is from 1 p.m. to midnight, 24-hour time equals clock time + 12 hours. For example: 2:45 p.m. is 1445.

Iowa Counties and Their Numbers

1	Adair	34	Floyd	67	Monona
2	Adams	35	Franklin	68	Monroe
3	Allamakee	36	Fremont	69	Montgomery
4	Appanoose	37	Greene	70	Muscatine
5	Audubon	38	Grundy	71	O'Brien
6	Benton	39	Guthrie	72	Osceola
7	Black Hawk	40	Hamilton	73	Page
8	Boone	41	Hancock	74	Palo Alto
9	Bremer	42	Hardin	75	Plymouth
10	Buchanan	43	Harrison	76	Pocahontas
11	Buena Vista	44	Henry	77	Polk
12	Butler	45	Howard	78	Pottawattamie
13	Calhoun	46	Humboldt	79	Poweshiek
14	Carroll	47	Ida	80	Ringgold
15	Cass	48	Iowa	81	Sac
16	Cedar	49	Jackson	82	Scott
17	Cerro Gordo	50	Jasper	83	Shelby
18	Cherokee	51	Jefferson	84	Sioux
19	Chickasaw	52	Johnson	85	Story
20	Clarke	53	Jones	86	Tama
21	Clay	54	Keokuk	87	Taylor
22	Clayton	55	Kossuth	88	Union
23	Clinton	56	Lee	89	Van Buren
24	Crawford	57	Linn	90	Wapello
25	Dallas	58	Louisa	91	Warren
26	Davis	59	Lucas	92	Washington
27	Decatur	60	Lyon	93	Wayne
28	Delaware	61	Madison	94	Webster
29	Des Moines	62	Mahaska	95	Winnebago
30	Dickinson	63	Marion	96	Winneshiek
31	Dubuque	64	Marshall	97	Woodbury
32	Emmet	65	Mills	98	Worth
33	Fayette	66	Mitchell	99	Wright

Code Sheet

The following shows an example of the Coding Sheet (Iowa DOT form 433014, page 1) used to fill out the Investigating Officers Report of Motor Vehicle Accident (Iowa DOT form 433003). This form is also available for download on the DOT's website by visiting <http://www.iowadot.gov/mvd/ods/accidents.htm>

Driver/Vehicle Characteristics		Emergency Vehicles	
<p>Initial Travel Direction (prior to coded Vehicle Action)</p> <p>1 - North 2 - East 3 - South 4 - West 9 - Unknown</p> 	<p>Vehicle Configuration</p> <p>01 - Passenger car 02 - Four-tire light truck (pick-up, panel) 03 - Van or mini-van 04 - Sport utility vehicle 05 - Single-unit truck (2-axle, 6-tire) 06 - Single-unit truck (>= 3 axles) 07 - Truck/trailer 08 - Truck tractor (bobtail) 09 - Tractor/semi-trailer 10 - Tractor/doubles 11 - Tractor/triples 12 - Other heavy truck (cannot classify) 13 - Motor home/recreational vehicle 14 - Motorcycle 15 - Moped/All-Terrain Vehicle 16 - School bus (seats > 15) 17 - Small school bus (seats 9 - 15) 18 - Other bus (seats > 15) 19 - Other small bus (seats 9 - 15) 20 - Farm vehicle/equipment 21 - Maintenance/construction vehicle 22 - Train 99 - Other (explain in narrative)</p>	<p>Emergency Vehicle Type</p> <p>1 - Not applicable 2 - Police 3 - Fire 4 - Ambulance 5 - Towing 6 - Military 7 - Maintenance 9 - Unknown</p>	
<p>Vehicle Action</p> <p>01 - Movement essentially straight 02 - Turning left 03 - Turning right 04 - Making U-turn 05 - Overtaking/passing 06 - Changing lanes 07 - Entering traffic lane (merging) 08 - Leaving traffic lane 09 - Backing 10 - Slowing/stopping 11 - Stopped for stop sign/signal 12 - Legally Parked 13 - Illegally Parked/Unattended 99 - Other (explain in narrative)</p>	<p>Driver Condition</p> <p>1 - Apparently normal 2 - Physical impairment 3 - Emotional (e.g., depressed, angry, disturbed) 4 - Illness 5 - Asleep, fainted, fatigued, etc. 6 - Under the influence of alcohol/drugs/medications 9 - Other (explain in narrative)</p>	<p>Emergency Status</p> <p>1 - Yes, in emergency 2 - No, not in emergency 3 - Not Applicable 9 - Unknown</p>	
<p>Point of Initial Impact</p> <p>Most Damaged Area</p> 	<p>Truck Cargo Type:</p> <p>02 - Van/enclosed box 03 - Dump truck (grain, gravel) 04 - Cargo tank 05 - Flatbed 06 - Concrete mixer 07 - Auto transporter 08 - Garbage/refuse 09 - Other truck cargo type (explain in narrative)</p> <p>Trailer type:</p> <p>10 - Small utility (one axle) 11 - Large utility (2+ axles) 12 - Boat 13 - Camper 14 - Large mobile home 15 - Oversize load 16 - Towed vehicle 17 - Pole 18 - Other trailer type (explain in narrative)</p>	<p>Hazardous Materials Released? (Cargo Only)</p> <p>1 - Yes 2 - No 3 - Not applicable 9 - Unknown</p>	
<p>Extent of Damage</p> <p>1 - None 2 - Minor damage 3 - Functional damage 4 - Disabling damage 5 - Severe, vehicle totaled 9 - Unknown</p>	<p>Cargo Body Type</p> <p>01 - Not applicable</p>	<p>Contributing Circumstances, Driver (up to two)</p> <p>01 - Ran traffic signal 02 - Ran stop sign 03 - Exceeded authorized speed 04 - Driving too fast for conditions 05 - Made improper turn 06 - Traveling wrong way or on wrong side of road 07 - Crossed centerline 08 - Lost Control 09 - Followed too close 10 - Swerved to avoid: vehicle, object, non-motorist, or animal in roadway 11 - Over correcting/over steering 12 - Operating vehicle in an erratic, reckless, careless, negligent, or aggressive manner <u>Failed to yield right-of-way:</u> 13 - From stop sign 14 - From yield sign 15 - Making left turn 16 - Making right turn on red signal 17 - From driveway 18 - From parked position 19 - To pedestrian 20 - At uncontrolled intersection 21 - Other (explain in narrative)</p>	<p>Workzone Related?</p> <p>Location</p> <p>1 - Before work zone warning sign 2 - Between advance warning sign and work area 3 - Within transition area for lane shift 4 - Within or adjacent to work activity 5 - Between end of work area and "End Work Zone" sign 8 - Other work zone area (explain in narrative) 9 - Unknown</p>
<p>Underride/Override</p> <p>1 - None 2 - Underride, compartment intrusion 3 - Underride, no compartment intrusion 4 - Underride, compartment intrusion unknown 5 - Override, moving vehicle 6 - Override, parked/stationary vehicle 9 - Unknown</p>	<p>Vehicle Defect</p> <p>01 - None 02 - Brakes 03 - Steering 04 - Blowout 05 - Other tire defect (explain in narrative) 06 - Wipers 07 - Trailer hitch 08 - Exhaust 09 - Headlights 10 - Tail lights 11 - Turn signal 12 - Suspension 99 - Other (explain in narrative)</p>	<p>Failed to yield right-of-way:</p> <p>13 - From stop sign 14 - From yield sign 15 - Making left turn 16 - Making right turn on red signal 17 - From driveway 18 - From parked position 19 - To pedestrian 20 - At uncontrolled intersection 21 - Other (explain in narrative)</p> <p><u>Inattentive/distracted by:</u></p> <p>22 - Passenger 23 - Use of phone or other device 24 - Fallen object 25 - Fatigued/asleep <u>Other (explain in narrative):</u> 26 - Vision obstructed 27 - Other improper action 28 - No improper action</p>	<p>Type</p> <p>1 - Lane closure 2 - Lane shift/crossover (head-to-head traffic) 3 - Work on shoulder or median 4 - Intermittent or moving work 8 - Other type of work zone (explain in narrative) 9 - Unknown</p>
<p>Traffic Controls</p> <p>01 - No controls present 02 - Traffic signals 03 - Flashing traffic control signal 04 - Stop signs 05 - Yield signs 06 - No Passing Zone (marked) 07 - Warning sign 08 - School zone signs 09 - Railway crossing device 10 - Traffic director 11 - Workzone signs 99 - Other control (explain in narrative)</p>	<p>Workers Present?</p> <p>1 - Yes 2 - No 9 - Unknown</p>	<p>January 2001</p>	



INVESTIGATING OFFICERS REPORT OF MOTOR VEHICLE ACCIDENT CODE SHEET

Code Sheet (Iowa DOT form 433014, page 2) used to fill out the Investigating Officers Report of Motor Vehicle Accident (Iowa DOT form 433003).

Accident Environment	Roadway Characteristics	Harmful Events	Injury/Protective Devices
Location of First Harmful Event 1 - On Roadway 2 - Shoulder 3 - Median 4 - Roadside 5 - Gore 6 - Outside trafficway 9 - Unknown	Contributing Circumstances, Environment 1 - None apparent 2 - Weather conditions 3 - Physical obstruction 4 - Pedestrian action 5 - Glare 6 - Animal in roadway 7 - Previous accident 8 - Other (explain in narrative) 9 - Unknown	First Harmful Event Sequence of Events Most Harmful Event <u>Pre-crash events:</u> 01 - Ran off road, right 02 - Ran off road, straight 03 - Ran off road, left 04 - Crossed centerline/median 05 - Animal or object in roadway 06 - Evasive action (swerve, panic braking, etc.) 07 - Downhill runaway 08 - Cargo/equipment loss or shift 09 - Equipment failure (tires, brakes, etc.) 10 - Separation of units <u>Non-collision events:</u> 11 - Overturn/rollover 12 - Jackknife 13 - Other non-collision (explain in narrative) <u>Collision with:</u> 20 - Non-motorist (see non-motorist type) 21 - Vehicle in traffic 22 - Vehicle in/from other roadway 23 - Parked motor vehicle 24 - Railway vehicle/train 25 - Animal 26 - Other non-fixed object (explain in narrative) <u>Collision with fixed object:</u> 30 - Bridge/bridge rail/overpass 31 - Underpass/structure support 32 - Culvert 33 - Ditch/embankment 34 - Curb/island/raised median 35 - Guardrail 36 - Concrete barrier (median or right side) 37 - Tree 38 - Poles (utility, light, etc.) 39 - Sign post 40 - Mailbox 41 - Impact attenuator 42 - Other fixed object (explain in narrative) <u>Misc. events:</u> 50 - Fire/explosion 51 - Immersion 52 - Hit and run 99 - Unknown	Injury Status 1 - Fatal 2 - Incapacitating 3 - Non-incapacitating 4 - Possible 5 - Uninjured 9 - Unknown Occupant Protection 1 - None used 2 - Shoulder and lap belt used 3 - Lap belt only used 4 - Shoulder belt only used 5 - Child safety seat used 6 - Helmet used 8 - Other (explain in narrative) 9 - Unknown Airbag Deployment 1 - Deployed front of person 2 - Deployed side of person 3 - Deployed both front/side 4 - Other deployment (explain in narrative) 5 - Not deployed 6 - Not applicable 9 - Unknown Airbag Switch Status 1 - Switch in ON position 2 - Switch in OFF position 3 - No ON/OFF switch present 9 - Unknown Ejection 1 - Not ejected 2 - Partially ejected 3 - Totally ejected 4 - Not applicable (motorcycle, bicycle, etc.) 9 - Unknown Ejection Path 1 - Not ejected/not applicable 2 - Through front windshield 3 - Through side window/door 4 - Through roof 5 - Through back window/tailgate 9 - Unknown Trapped 1 - Not trapped 2 - Freed by non-mechanical means 3 - Extricated by mechanical means 9 - Unknown
Manner of Crash/Collision 1 - Non-collision 2 - Head-on 3 - Rear-end 4 - Angle, oncoming left turn 5 - Broadside 6 - Sideswipe, same direction 7 - Sideswipe, opposite direction 9 - Unknown	Contributing Circumstances, Roadway 01 - None apparent 02 - Road surface condition 03 - Debris 04 - Ruts, holes, bumps 05 - Work Zone (construction, maintenance, utility) 06 - Worn, travel-polished surface 07 - Obstruction in roadway 08 - Traffic control device inoperative, missing, obscured 09 - Shoulders (none, low, soft, high) 10 - Non-highway work 11 - Non-contact vehicle 99 - Unknown		
Light Conditions 1 - Daylight 2 - Dusk 3 - Dawn 4 - Dark, roadway lighted 5 - Dark, roadway not lighted 6 - Dark, unknown roadway lighting 9 - Unknown	Type of Roadway Junction/Feature <u>Non-intersection:</u> 01 - No special feature 02 - Bridge/overpass/underpass 03 - Railroad crossing 04 - Business drive 05 - Farm/residential drive 06 - Alley intersection 07 - Crossover in median 08 - Other non-intersection (explain in narrative) <u>Intersection:</u> 11 - Four-way intersection 12 - T - intersection 13 - Y - intersection 14 - Five-leg or more 15 - Offset four-way intersection 16 - Intersection with ramp 17 - On-ramp merge area 18 - Off-ramp diverge area 19 - On-ramp 20 - Off-ramp 21 - With bike/pedestrian path 22 - Other intersection (explain in narrative) 99 - Unknown		
Weather Conditions (up to two) 01 - Clear 02 - Partly cloudy 03 - Cloudy 04 - Fog, smoke 05 - Mist 06 - Rain 07 - Sleet, hail, freezing rain 08 - Snow 09 - Severe winds 10 - Blowing sand, soil, dirt, snow 88 - Other (explain in narrative) 99 - Unknown			
Surface Conditions 1 - Dry 2 - Wet 3 - Ice 4 - Snow 5 - Slush 6 - Sand, mud, dirt, oil, gravel 7 - Water (standing, moving) 8 - Other (explain in narrative) 9 - Unknown			
Non-Motorist			
Type 1 - Pedestrian 2 - Pedalcyclist (bicycle, tricycle, unicycle, pedal car) 3 - Skater 8 - Other (explain in narrative) 9 - Unknown	Action 1 - Entering or crossing roadway 2 - Walking, running, jogging, playing, cycling 3 - Working 4 - Pushing vehicle 5 - Approaching or leaving vehicle 6 - Playing or working on vehicle 7 - Standing 8 - Other (explain in narrative) 9 - Unknown	Condition 1 - Apparently normal 2 - Physical impairment 3 - Emotional (e.g., depressed, angry, disturbed) 4 - Illness 5 - Asleep, fainted, fatigued, etc. 6 - Under the influence of alcohol/drugs/medications 8 - Other (explain in narrative) 9 - Unknown	Contributing Circumstances 01 - Improper crossing 02 - Darting 03 - Lying or sitting in roadway 04 - Failure to yield right of way 05 - Not visible (dark clothing) 06 - Inattentive (talking, eating, etc.) 07 - Failure to obey traffic signs, signals, or officer 08 - Wrong side of road 88 - Other (explain in narrative) 99 - Unknown
Location (prior to impact) 1 - Marked crosswalk at intersection 2 - At intersection, no crosswalk 3 - Non-intersection crosswalk 4 - Driveway access crosswalk 8 - Other non-intersection (explain in narrative) 9 - Unknown	Safety Equipment 1 - Helmet 2 - Reflective clothing 3 - Lighting	4 - None 8 - Other (explain in narrative) 9 - Unknown	

Appendix A: Vehicle Configuration Examples

Code 01 – Passenger car:



Code 02 – Four-tire light truck (pick-up, panel):



Code 03 – Van or mini-van



Code 04 – Sport utility vehicle



Code 05 – Single-unit truck (2-axle, 6-tire)



Code 06 – Single-unit truck (≥ 3 axles)



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Code 07 – Truck/trailer



Code 08 – Truck tractor (bobtail)



Code 09 – Tractor/semi-trailer



Code 10 – Tractor/doubles



Code 11 – Tractor/triples



Code 12 – Other heavy truck (cannot classify)



Investigating Officers Crash Reporting Guide

Code 13 – Motor home/recreational vehicle



Code 14 – Motorcycle



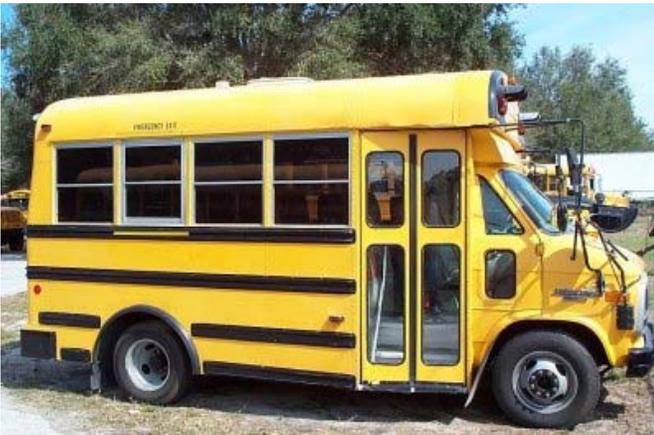
Code 15 – Moped/All-Terrain Vehicle



Code 16 – School bus (seats > 15)



Code 17 – Small school bus (seats 9 – 15)



Code 18 – Other bus (seats > 15)



Investigating Officers Crash Reporting Guide

Code 19 – Other small bus (seats 9 – 15)



Code 20 – Farm vehicle/equipment



Code 21 – Maintenance/construction vehicle



Code 22 – Train



Code 88 – Other (explain in narrative)



Code 99 – Unknown



Appendix B: Cargo Body Type Examples

Code 01 – Not applicable

Truck Cargo Type:

Code 02 – Van/enclosed box (this is NOT the same as a passenger van)



Code 03 – Dump truck (grain, gravel)



Code 04 – Cargo tank



Code 05 – Flatbed



Code 06 – Concrete mixer



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Code 07 – Auto transporter



Code 08 – Garbage/refuse



Code 09 – Other truck cargo type (explain in narrative)



Trailer type:

Code 10 – Small utility (one axle)



Code 11 – Large utility (2+ axles)



Code 12 – Boat



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Code 13 – Camper



Code 14 – Large mobile home



Code 15 – Oversize load



Code 16 – Towed vehicle



Code 17 – Pole



Code 18 – Other trailer type (explain in narrative)

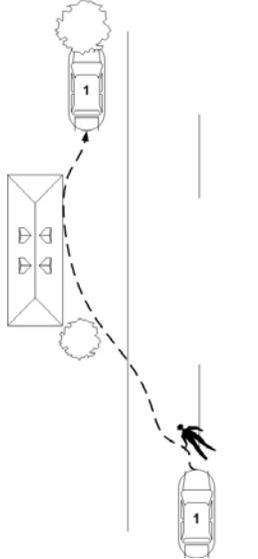
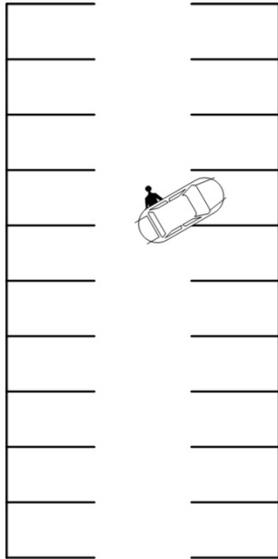
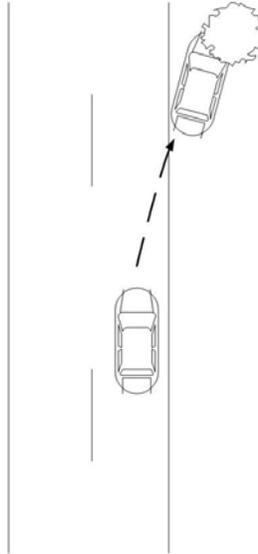
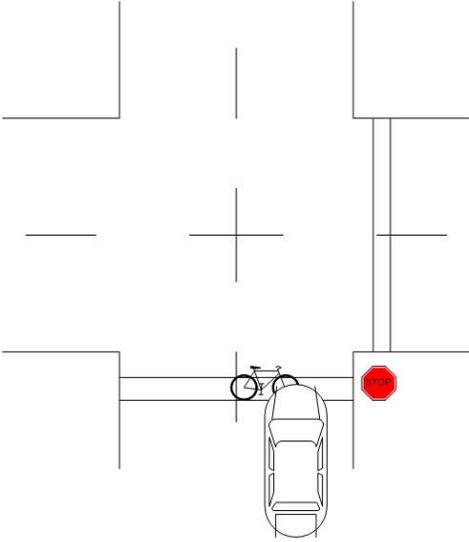


Code 99 – Unknown

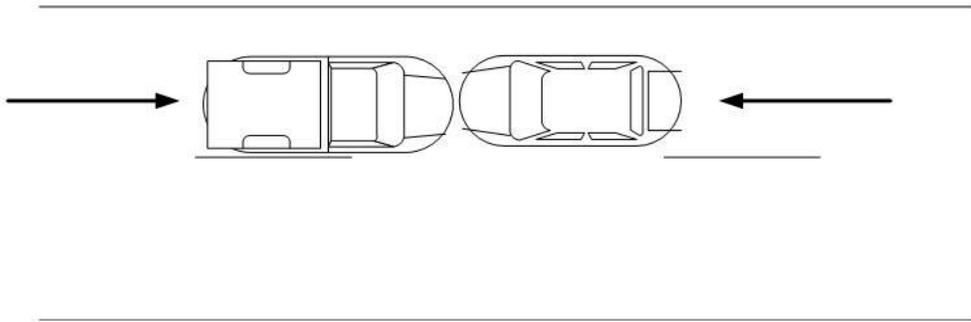


Appendix C: Manner of Crash/Collision Examples

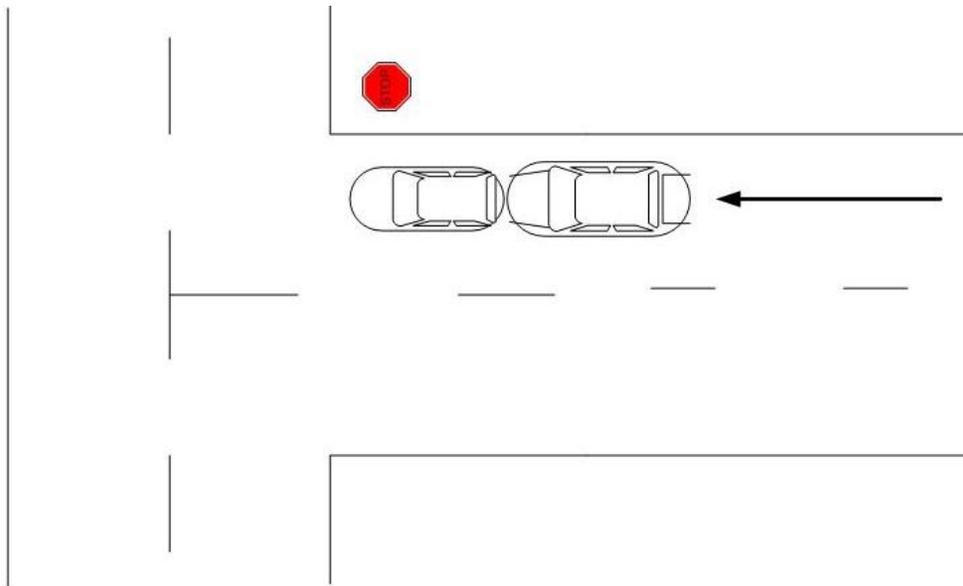
Code 1 – Non-collision



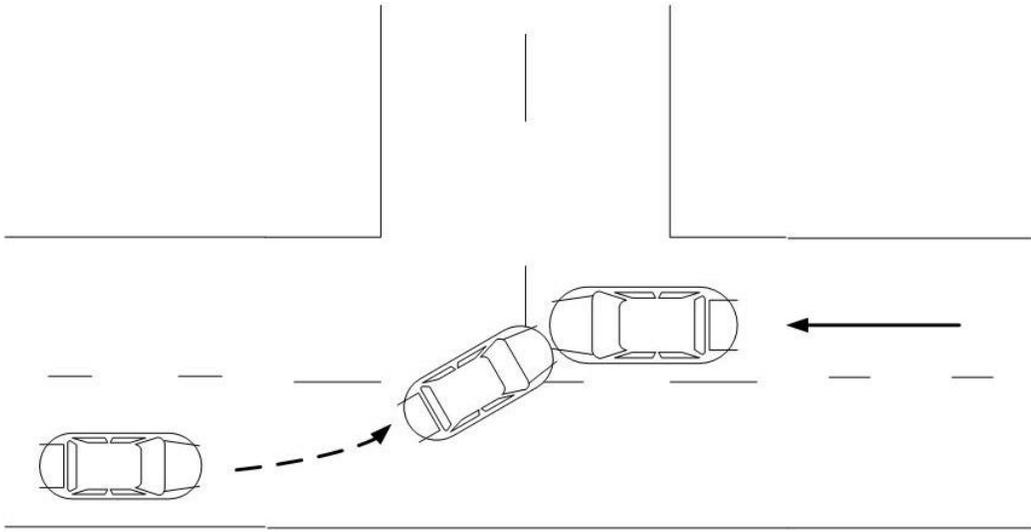
Code 2 – Head-on



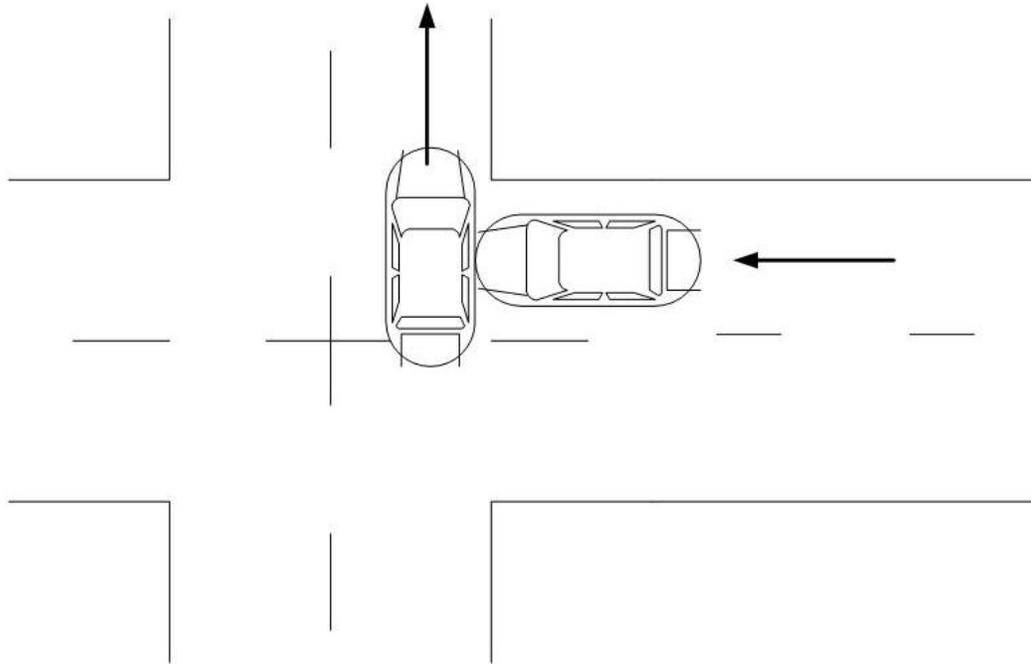
Code 3 – Rear-end



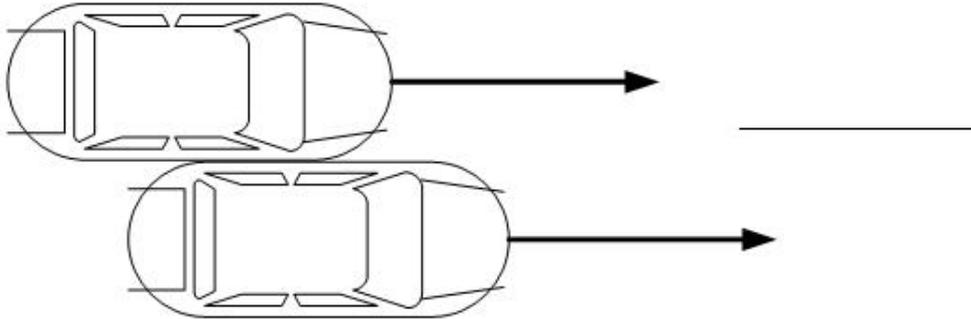
Code 4 – Angle, oncoming left turn



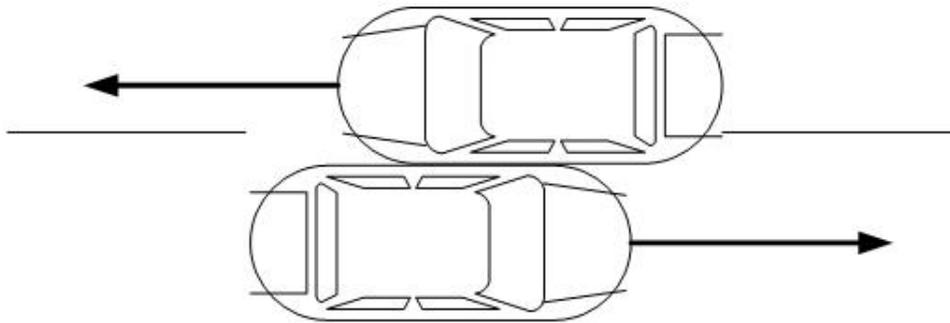
Code 5 – Broadside



Code 6 – Sideswipe, same direction

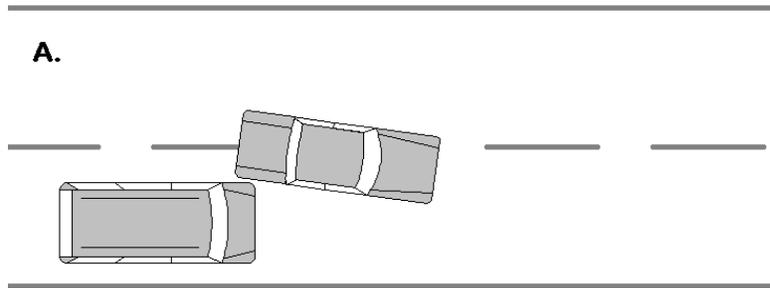


Code 7 – Sideswipe, opposite direction

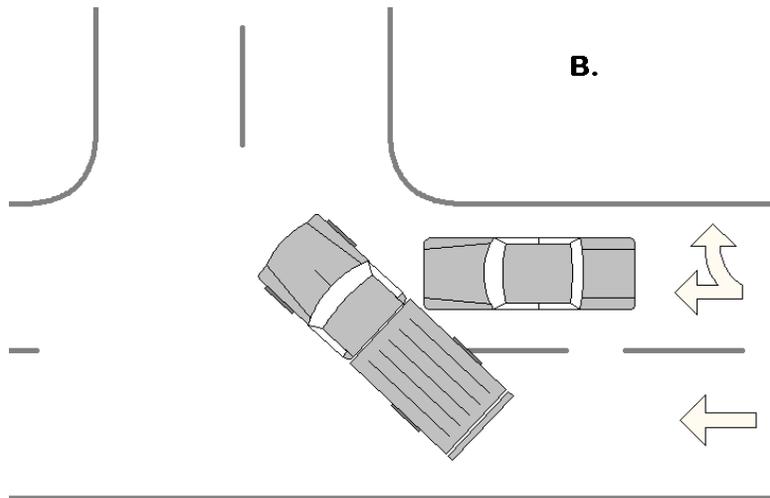


Appendix D: FAQ

When is a unit turning and when is it changing lanes?

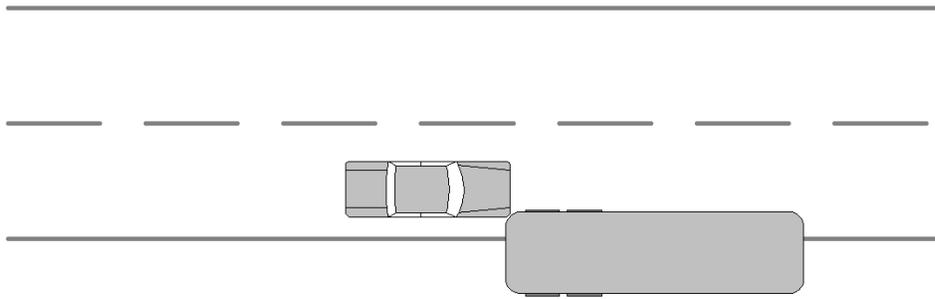


Often when a vehicle is changing lanes, a temptation is to say that it is executing a turn, which is incorrect. A lane change can usually be described as when a unit attempts to move from one lane to another *without* the intent to leave the roadway by entering a driveway or another road. Unless making a U-turn, a unit cannot be considered turning if there are no roadway features to allow it off the road.



A turn occurs when a driver's intent is to transfer from one roadway to another, such as at an intersection or driveway. Example B is illustrating a truck making an improper turn at an intersection. Although the truck is also traveling across another lane of travel, it is attempting to proceed north on a different roadway than it was previously traveling which makes it a turn (improper) and not just a lane change.

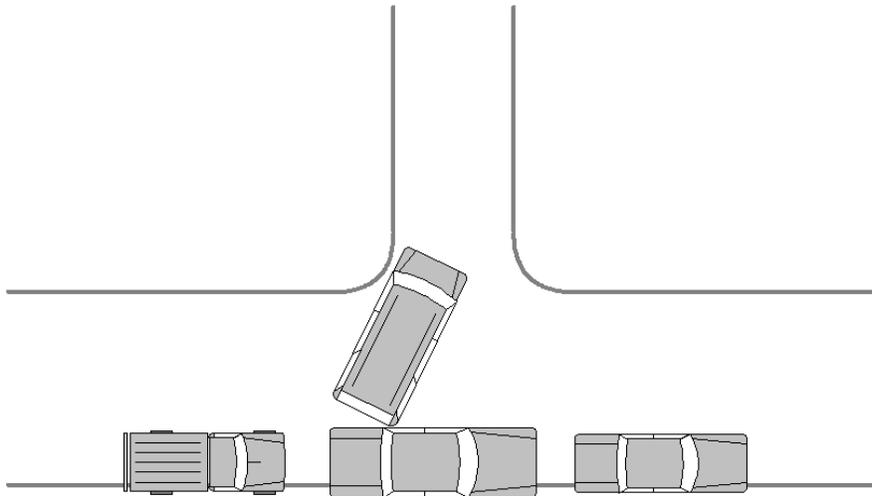
Is a trailer a unit?



In the situation above, a semi trailer was parked on the side of the road, partially in the travelled portion of the roadway and was subsequently struck by a car. A parked trailer of any kind which is not attached to a power unit is not considered its own unit, but should be recorded as property damage. Remember, only a motor vehicle can be considered a unit and a lone trailer does not qualify.

An exception to this rule may occur if, for example, a livestock trailer being pulled by a pickup truck becomes unattached and rolls into a car. In this situation, even though the trailer wasn't attached at the moment of impact, the truck and trailer should still be treated as the same unit.

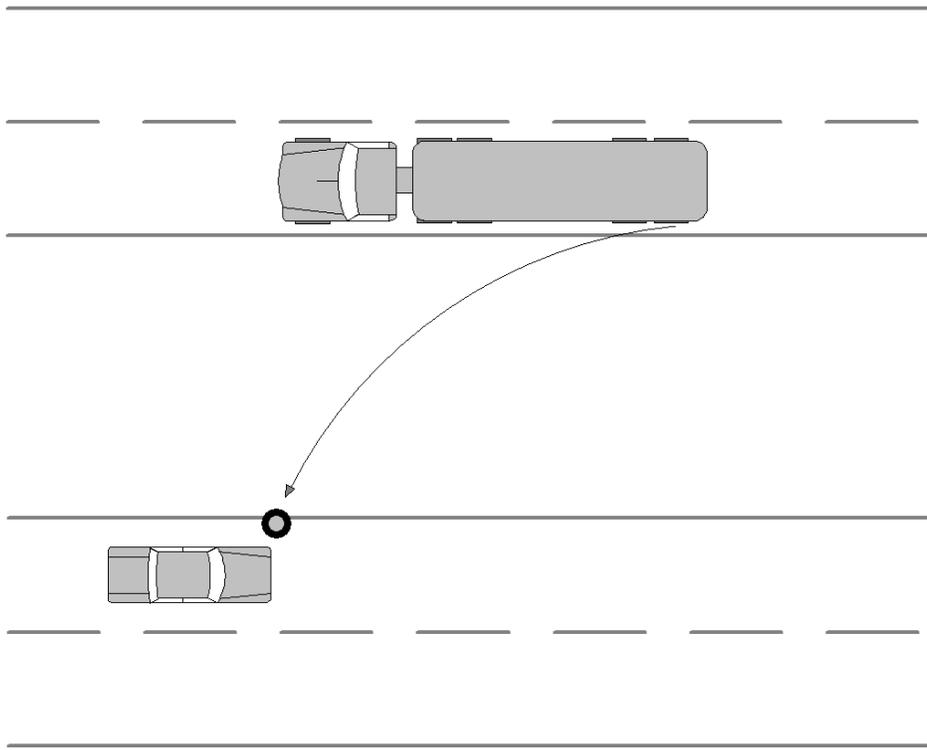
How do I report an unoccupied runaway vehicle?



Narrative: While parked in owner's driveway, minivan slips out of gear and rolls down the driveway, colliding with a parked vehicle on the opposite side of the road.

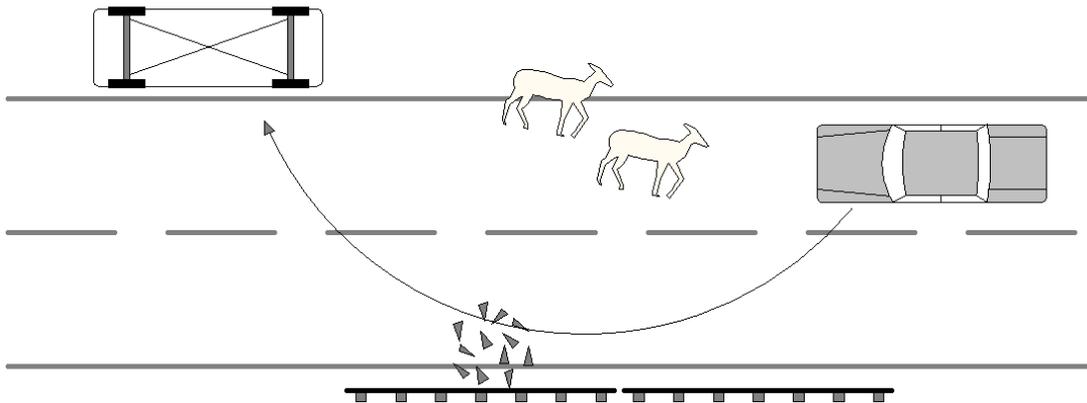
There are only two major differences between a crash like this and if both vehicles were occupied is that the out-of-control unit's driver will be 'unknown' and its Vehicle Action code will be 88 – Other.

How do I report a runaway tire striking another vehicle?



In a situation like this, as strange as it may seem, the tire should still be treated as though it's a part of the vehicle it came off. So, for the example above, the manner of crash/collision is a sideswipe, opposite direction. Do the same thing in instances where a vehicle loses cargo and it strikes another vehicle – treat the cargo as if it's still a part of the vehicle carrying it.

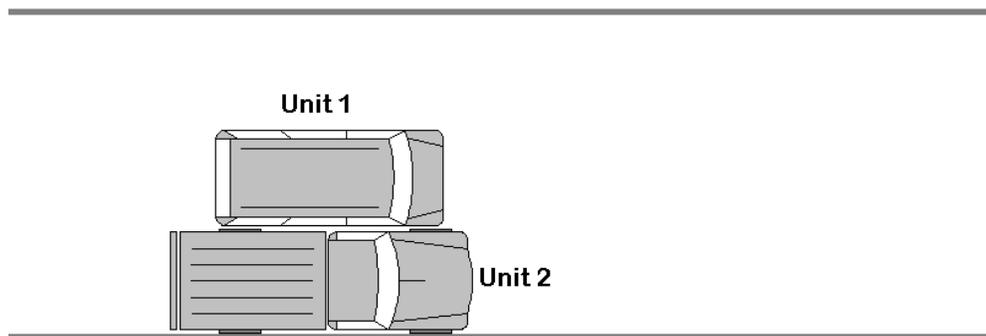
Improper use of event code, 21—Struck veh in traffic



In this example, the unit swerved to miss some deer, struck a guardrail, and then traveled into the ditch where it overturned. A common mistake with single-vehicle crashes is to regard any contact between the vehicle and other objects as a Collision with: 21 – Vehicle in traffic (see Events section on page 27). A correct sequence of events could be:

- 06 – Evasive action (swerve, panic braking, etc.)
- 35 – Guardrail
- 01 – Ran off road, right
- 11 – Overturn/rollover

How do I report Hit and Run crashes when I know nothing about the striking vehicle?

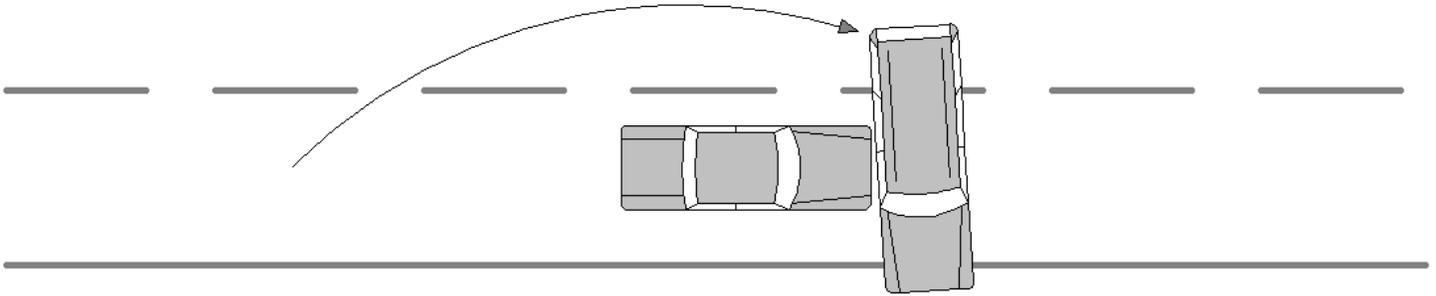


Narrative: At some point during the night, unknown Unit 1 struck legally parked Unit 2 outside owner's residence.

In a situation like this, there's not a lot of information that can be recorded for the run vehicle but there are still some points to keep in mind:

1. This is a 2-vehicle crash so there should be two units.
2. At least one person was driving the run vehicle so enter 01 in the Total Occupants field to validate the form.
3. Both units should have '23 – Collision with parked' entered in their Sequence of Events (21 – Collision with vehicle in traffic, is not necessary).

The correct Manner of Crash doesn't make sense, what's going on there?

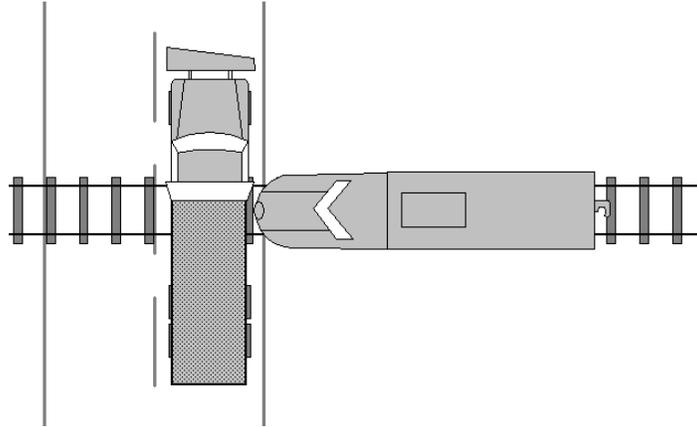


Situation: both vehicles are traveling east on a partially ice-covered roadway when the trailing vehicle attempts to pass. During the maneuver, the passing vehicle loses control, rotating and sliding in front of the other vehicle, at which point a collision occurs.

This is understandably one of the most debated topics officers encounter when investigating crashes. The most often argued point is to record the facing directions (which therefore determines the Manner of Crash) of the vehicles upon impact. This does make sense, however, for analysis purposes the Iowa DOT and other agencies need to know the correct Initial Travel Direction of each vehicle immediately prior to the unstable situation. This point causes contention due to the fact that quite often, the Manner of Crash doesn't seem to make sense, such as in the above example.

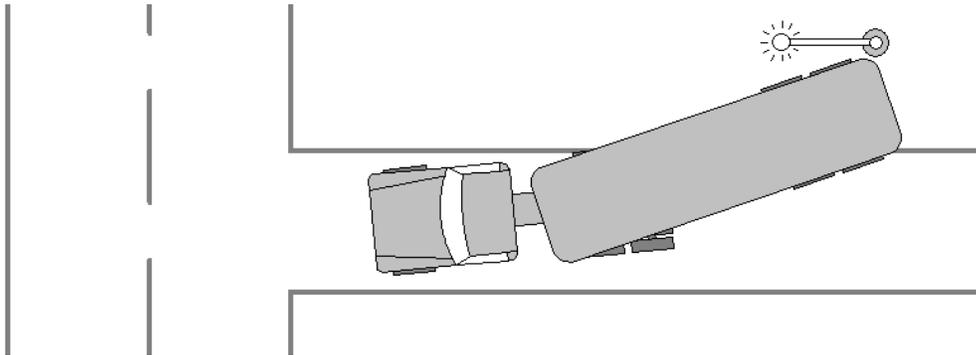
In this case, the Manner of Crash is 6 – Sideswipe, same direction. Why, even though the two vehicles obviously collided at a roughly 90 degree angle to each other? **Remember, it's the Initial Travel Direction that determines the Manner of Crash, not the direction the vehicles are facing.** In this situation, both vehicles were traveling in an easterly direction which narrows down the Manner of Crash option to either rear-end or sideswipe, same direction.

How do I report on crashes involving trains?



When reporting on crashes involving a motor vehicle and a train, the train should be created as a unit but *do not* enter the train's conductor or engineer as the driver. Enter the train's vehicle configuration as 22 – Train and enter 01 for Total Occupants.

Crash was on private property – should I report it?



Narrative: while backing into a private driveway to load corn during harvest time, the unit strikes a yard light and utility pole belonging to the local electric company, knocking the pole and wires to the ground.

Private property crashes should be reported to the Iowa DOT in the same manner as crashes occurring on public roadways as long as they meet the reportable criteria as described on Page 1.

Test Your Crash Knowledge

True or False

1. A crash is considered Legal Intervention if a peace officer investigates.
2. A vehicle losing control on a roadway and coming to rest in a non-traffic area such as a parking lot is an example of a non-traffic crash.
3. If an officer investigates a two-car hit and run crash in which one vehicle immediately flees the scene, the officer should record both units on the crash report.
4. If I don't know how many people were in the flee vehicle, I should leave the Total Occupants field empty.
5. When a vehicle is abandoned at a crash scene, the Total Occupants field should be left blank.
6. A passing result on a driver's drug or alcohol test should be recorded on the crash report.
7. A traffic control device indicating an intersection (traffic signal, stop or yield sign, etc.) means the Type of Roadway Junction/Feature can be 01 – No special feature.
8. A bicycle is considered a unit.
9. When a motor vehicle and train are involved in a crash, the train engineer should be entered in the driver's name field.
10. The Cargo Body Type of 02 – Van/enclosed box is used when a Vehicle's Configuration is 03 – Van/mini-van or any buses (vehicle config = 16, 17, 18, 19).
11. A pickup truck (vehicle config 02) can have a cargo body type of 05 – Flatbed.
12. Initial Travel Direction refers to the direction of travel before the crash.
13. The VIN is not important if I have the vehicle's license plate number.
14. Using the location tool, I should locate a crash at the vehicle(s) final resting place.
15. A crash that occurs on private property does not need to be reported.
16. I should use an injury status of 9-unknown when I am not sure of the extent of injury.
17. When a pedestrian or bicyclist is involved, the Manner of Crash/Collision should be 1 – Non collision.
18. The event sequence 10 – Separation of Units is used when two vehicles collide and need to be pried apart.
19. Extent of damage 4 – Disabling is used when the cost of repair is greater than the value of the vehicle.
20. Marking the Private? box in the tow area means the vehicle was driven from the crash scene.
21. A vehicle's speed should be used in the Speed field.

1. False – The Legal Intervention designation requires action to have been taken by law enforcement that forces a pursuit to come to an end. This includes the use of vehicle barricades, spike strips, a PIT maneuver, or other methods of ending the chase. The crash however, will not be recorded on the fleeing party because the crash was an intentional act.
2. False – Determining a crash's location is based on where the incident begins, not where it ends.
3. True – Even if a vehicle involved in a crash is not at the scene upon investigation, it should still be recorded as a unit.
4. False – Unless a vehicle is parked or slipped out of gear causing a collision, there must be at least one occupant indicated. Even if the vehicle has left scene, someone was driving it.
5. False – Someone drove the vehicle to the point where the situation became unstable which would indicate there was at least one occupant. The Total Occupants field should never be left blank, so if it's clear a vehicle was driven to the crash scene, enter 01 occupant.
6. True – The Iowa DOT reviews cases that are marked as being *under the influence* in the Driver Condition field so it is helpful to know why there are no results given.
7. False – A traffic signal of some kind indicates there is an intersection or driveway present and should be marked accordingly.
8. False – A bicycle is self-propelled and therefore is a non-motorist and should be included in the Non-motorist section.
9. False – A train is not considered a motor vehicle so the engineer should not be indicated as a driver. However, a train is considered a unit, so DO record the name of the railroad as the owner.
10. False – The Van/enclosed box designation is used only for cargo-carrying vehicles which excludes vans and buses.
11. False – A pickup may be pulling a 12 – boat or a 10 – small utility trailer, but not a 5 – flatbed, as that is in reference to a semi.
12. True – If a vehicle is struck while executing a turn, the direction of travel is the direction before initiating the turn.
13. True – In the event a license plate is on a vehicle it's not registered to be on, the VIN can help determine the vehicle has been correctly identified.
14. False – Location data needs to indicate where the unstable event started.
15. False – Iowa law does not distinguish where the crash occurs for it to be reportable, only if there is \$1500 or more damage and/or injury and/or fatalities.
16. False – The use of 9 for injury status is not helpful when trying to use data for various programs used for safety issues. Refer to page 34 for an explanation of injury codes.
17. True – Pedestrians or bicyclists are considered non-motorists; the non-collision code is used when only one unit is involved in a crash.
18. False – Separation of Units is used on events when a cargo body detaches from the vehicle pulling it, for example, if a semi-trailer separates from the tractor pulling it.
19. False – Extent of Damage of 4 – Disabling is damage which prevents departure of a motor vehicle from the scene of the crash in its usual manner in daylight after simple repairs.
20. False – Marking the Private box means the individual supplied their own means for removal of vehicle
21. False – Speed refers to the posted speed limit in that area.

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