

State of Wyoming

Investigator's Traffic Accident Reporting Manual



Highway Safety Branch

Wyoming Department of Transportation

April 1991

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Introduction

Traffic accident investigation and reporting serve two important functions: to provide detail on individual traffic accidents, and to provide information for analysis and evaluation on a broad scale. The importance of this information, as noted in the previous manual, continues to escalate. Change in the last decade has seen standardization of state forms; the next decade may see a national standard set beyond the ANSI D16.1 standards presently used, as well as major changes for information collection with new technologies.

The momentum began in 1966 with the Highway Safety Act. It continues to swell as witnessed by increasing importance of accident data with the Commercial Motor Carrier Act of 1986.

The resulting statistics of accident data are staggering. This year, the national cost of traffic accidents is expected to exceed 75 BILLION dollars. An accident is reported every 5 seconds. A critical or fatal injury occurs every 60 seconds. In Wyoming, a unique state with a large land mass and small population, has a relatively small number of accidents; however, the fiscal impact of traffic accidents during 1989 was estimated conservatively at over \$120 Million. That says nothing of the human loss, suffering, and permanent injuries sustained. Our annual report, Wyoming's Comprehensive Report on Traffic Accidents, has all the details.

The impact of our efforts has seen a decline in fatality rates, both in Wyoming and nationally, due to a variety of legislation, enforcement efforts, public awareness programs, vehicle safety standards, and engineering efforts to improve our transportation systems. Future efforts must expand just to hold the line, and that won't happen without the dedication and perseverance of professionals like yourself.

This manual is intended as a guide for investigation and reporting on the PR-802 accident report form. The PR-802 form is a tool to gather basic information about the traffic accident, and spur investigator's to examine all phases of the accident. It is not intended to stifle further investigation. Contents of the Manual are not intended to conflict with State statute or local ordinance. The form is designed to capture a wealth of information while minimizing the amount of writing required to capture detail of the event.

The extent of information provided in diagram and narrative will be a matter of your agency policy and severity of the traffic accident. We strongly recommend that a simple diagram be included in **every** accident report. Traffic accident investigation should be considered as important as any other investigation executed by your agency.

A word on the term "accident"; we recognize the conflict with using accident to describe a crash, as the definition of an accident may not accurately reflect the event. Some have advocated the use of CRASH instead of accident, but as you know, every event that falls under this area does not involve a vehicle crash. We use the definition from ANSI D16.1 **Manual On Classification of Motor Vehicle Traffic Accidents** which states "An accident is an unstabilized situation which includes at least one harmful event". ANSI D16.1 is the basis for all classification categories in Wyoming and throughout the nation. For more information, questions, or comments, contact:

Highway Safety Branch
Wyoming Department of Transportation
P.O. Box 1708
Cheyenne, WY 82002-9019
(307) 777-4450

Investigator's Traffic Accident Report Form

The official State of Wyoming Traffic Accident Report form is identified in the upper left corner by the form number PR-802 or PR-802U, followed by the revision month and year. The form is a three page document utilizing NCR (no carbon required) paper, with the destination of each sheet printed on the bottom of the form in red ink.

The original copy is to be filed with ACCIDENT RECORDS, Wyoming Department of Transportation and is the certified copy for public record. It is also utilized by the Superintendent of Financial Responsibility. The second copy is titled FIELD OFFICER'S COPY and is intended for use by the reporting officer. The final copy, titled FIELD OFFICE COPY, is intended for use by the reporting agency as necessary.

Along each side of the report and the bottom of the report are boxes numbered 1 through 51. These boxes will contain information about the accident, as coded from the PR-802 Overlay Card. This card labeled Side A and Side B is identified by the form number in the upper left corner, along with the revision date. The A/B card is designed to be a quick reminder check so as to reduce the number of overlooked items during your investigation. Agencies using the PR-802U (shorter version; 8½" x 11") use the same A/B Overlay card, but must move up the card to match the columns when coding boxes 21-31, 50-51.

The report form and laminated A/B Overlay Card are designed to be used with a special clipboard, available from the Highway Safety Branch. This clipboard has two pegs near the top of the board to fit the matching holes in the report form. Once the body of the report is filled in, the A/B Overlay Card is placed over the same matching pegs to insure that the boxes on the report form and the card match, to minimize error of filling in codes for the wrong box. Years of experience indicate this system performs as designed.

The accident reports are provided free of charge to all law enforcement agencies in Wyoming (per §31-5-1108). Other laws governing traffic accidents are contained in Title 31, Chapter 5, Article.11. The A/B Overlay Cards and clipboards are provided at no cost from the Highway Safety Branch.

The appendix also includes information on the Owner's / Operator's Traffic Accident Report form, along with an information and instruction sheet available to the public about their responsibilities when involved in a traffic accident.

This form has been used by Wyoming law enforcement officers since 1980; periodic changes are necessary to identify important elements essential to promote traffic safety, highway environments, better vehicles, and better drivers. This crucial effort starts with your investigation and the data you provide on this report.

Reporting Guideline

Please always list the parked vehicles or vehicles without drivers as the last vehicles in your report!



This symbol throughout the manual indicates an item of particular interest or importance.

If a question or box does not apply to this report, enter a **dash** in that space. If the information is unknown and cannot be determined from routine investigation, enter an "X" in that space. If a box selection is used with an *, give details in the narrative.

STATE OF WYOMING



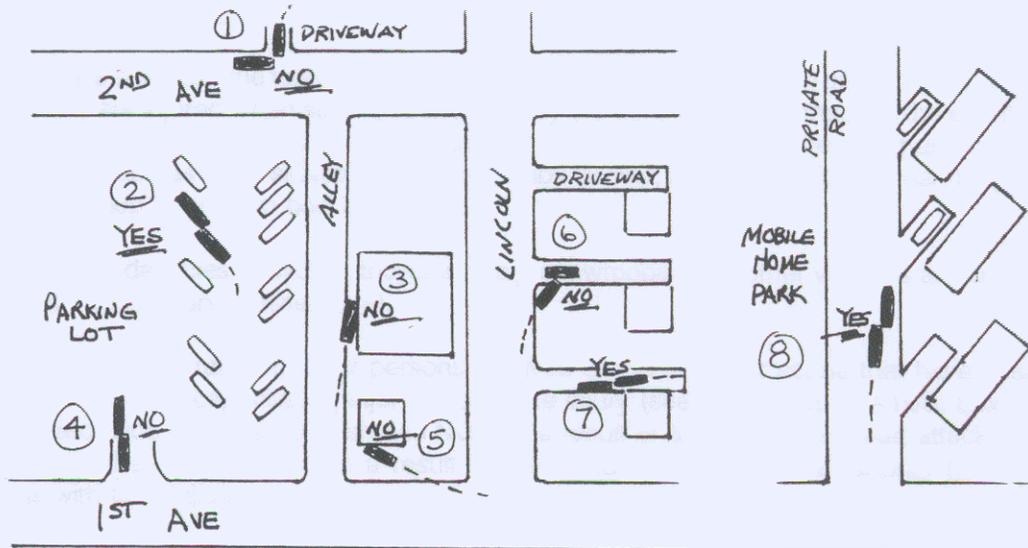
INVESTIGATOR'S TRAFFIC ACCIDENT REPORT

SHEET _____ OF _____		CASE NO _____																			
ON PRIVATE PROPERTY? <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE OF ACCIDENT	TIME (military)	DAY OF WEEK	NUMBER VEHICLES	PERSONS INVOLVED	NUMBER OF PEDS	NUMBER INJURED	NUMBER KILLED	INVESTIGATED AT SCENE <input type="checkbox"/> YES <input type="checkbox"/> NO	HIT / RUN <input type="checkbox"/> YES <input type="checkbox"/> NO	PHOTOS <input type="checkbox"/> YES <input type="checkbox"/> NO										

SHEET OF SHEETS: number this page and each consecutive page of the total number of pages in this report. Indicate the total number of pages, including all supplemental forms, witness statements, lamp filament analysis, etc. and any other document that is part of your final report.

PRIVATE PROPERTY: indicate YES if the accident occurred outside of the road (or street) right-of-way, or beyond 10 feet of the road edge if the right-of-way is unknown. If a event terminated on private property, but originated on a public road, mark the **NO** box.

Some roads or streets are open to the public (such as subdivisions, trailer parks, etc.), but are owned privately; check the YES box. Your diagram is important to verification of this element. Public roads are roads owned by city, county, state, or federal government, and are open to the general public (excludes roads within some government facilities, such as the Veteran's Hospital, correctional facilities, military installations, etc.) Examples:



- Examples:
- [1] NO; occurs on a public street with a vehicle leaving a driveway.
 - [2] Yes; within the confines of a parking lot.
 - [3] NO; vehicle lost control from an alley, and strikes a building.
 - [4] NO; involves a vehicle within 10 feet of the public street, preparing to enter street.
 - [5] NO; vehicle lost control from a public street, and strikes a building.
 - [6] NO; vehicle lost control from a public street, and strikes a vehicle in driveway.
 - [7] Yes; both vehicles are on a private driveway.
 - [8] Yes; both vehicles are on a privately owned street within a trailer park.

DATE OF ACCIDENT: indicate the date of the accident; NOT the date the accident was reported, or the date the accident was discovered. Format: month / day / year

TIME OF ACCIDENT: this is the approximate time of the accident, NOT the time of discovery, or time the accident was reported. Use the 24 hour clock, starting at 0001 and ending at 2400.

DAY OF WEEK: indicate on which day of the week the accident occurred, if known. Format: SU, MO, TU, WE, TH, FR, SA.

NUMBER OF VEHICLES: the number of vehicles directly involved (damaged or hit) in the accident (do not include "phantom" vehicles, i.e. "another car ran me off the road..."). Additional forms are necessary for 3 or more vehicles. A vehicle is defined as "every device, in, upon, or by which any person or property is or may be transported or drawn upon a highway, except devices used exclusively upon stationary rails or tracks" § 31-5-102. See the list under VEHICLE TYPE, boxes 6 & 8 on side B of the PR-802 A/B overlay card. Trailers or towed vehicles are part of a vehicle, NOT a separate vehicle. Details on a "phantom" vehicle may be included in the narrative ("a passenger in a blue 1976 Ford Mustang pointed a weapon at me; I lost control and struck the other vehicle...").

PERSONS INVOLVED: the total number of persons directly involved in the accident, including all vehicle occupants and injured pedestrians. This would include horseback riders or persons involved using some conveyance such as wheelchair, skis, skateboard, stagecoach, etc. Do not include witnesses in this count.

STATE OF WYOMING



INVESTIGATOR'S TRAFFIC ACCIDENT REPORT

SHEET _____ OF _____									CASE NO _____		
ON PRIVATE PROPERTY? <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE OF ACCIDENT	TIME (military)	DAY OF WEEK	NUMBER VEHICLES INVOLVED	PERSONS INVOLVED	NUMBER OF PEDS	NUMBER INJURED	NUMBER KILLED	INVESTIGATED AT SCENE <input type="checkbox"/> YES <input type="checkbox"/> NO	HIT / RUN <input type="checkbox"/> YES <input type="checkbox"/> NO	PHOTOS <input type="checkbox"/> YES <input type="checkbox"/> NO

NUMBER OF PEDESTRIANS: the total number of pedestrians directly involved in the accident. Normally, pedestrians are injured when struck; otherwise they are considered a witness to the events of the accident. Pedestrians are persons who are not occupants; they may be using another type of conveyance such as roller skates, wheelchair, baby stroller, sled, etc. A pedestrian may also be a person asleep in his own bed in his home.

Persons on pedacycles (bicycles, tricycles, etc.), snowmobiles, or other vehicles are considered occupants (drivers and passengers).

NUMBER INJURED: the total number of persons involved at the accident scene that have sustained bodily harm, from incapacitating injury to possible injury (see PHYSICAL STATUS, box 29, A/B overlay card, side A). The injury should NOT be a result of illness (stroke, heart attack, diabetic coma, etc.); the injury should be a result of the accident. This number should NOT include persons with fatal injuries.

NUMBER KILLED: the number of persons involved in the accident that sustained a fatal injury. The death may have occurred at the accident scene or anytime after the accident, as long as the cause of death is attributed to the traffic accident (does not include death as a result of heart attack or other illness). Persons that die after 30 days from the accident date are not counted as a traffic fatality for administration of highway safety programs (ANSI D16.1).

► **Please notify the Wyoming Highway Patrol of every traffic fatality, and submit an Investigator's Supplemental Traffic Accident Report (PR-803) of a death from a previously filed accident report.**

INVESTIGATED AT SCENE: indicates if you actually investigated the accident at the scene, or if this report was a "desk" report from information gathered other than at the accident scene.

HIT & RUN: indicate if this accident involved a driver that fled the accident scene in violation of state or local ordinance, regardless if the person was later apprehended, or later reported the accident to a police agency.

PHOTOS: indicate if police photos were taken. If the photos were not taken by the investigating officer, it is important to note the name, badge, and agency of the officer in the report narrative.

CASE NUMBER: this space available for the case number assigned by your agency or your own number if your agency does not use a case number.

PUBLIC PROPERTY DAMAGE: indicate YES if any damage was done to property other than the vehicles i.e. signs, guardrail, buildings, landscaping, etc. If so, describe in the narrative what was damaged, and the extent if possible. If a dollar estimate is available, please include the damage amount in the narrative.

POLICE NOTIFIED & ARRIVED DATE & TIME: indicate the date (if different from the accident date), and time (24 hour clock) that the officer was notified of the accident, and the time (including date if different from the accident date) that the officer arrived at the accident scene. Double check your notified and arrival times against the time of the accident.

EMS NOTIFIED & ARRIVED DATE & TIME: same as above for the emergency medical services unit. This information may be available from the EMS unit; this information is used in determining response times for various locations as a management tool.

PUBLIC PROPERTY DAMAGE? <input type="checkbox"/> YES <input type="checkbox"/> NO	POLICE NOTIFIED DATE. _____ TIME _____	EMS NOTIFIED DATE. _____ TIME _____	POLICE NOTIFIED BY. _____
	ARRIVED DATE. _____ TIME _____	ARRIVED DATE. _____ TIME _____	EMS RADIO NUMBER _____

POLICE NOTIFIED BY: indicate how your agency was notified of the accident. Examples: passerby, witness, person in accident, drove upon scene, CB radio, telephone, mobile or cellular telephone, etc. If unknown, report as "Dispatch".

EMS RADIO NUMBER: Indicate the assigned unit(s) number of the emergency medical service. Example: MS-42.

LOCATION of ACCIDENT



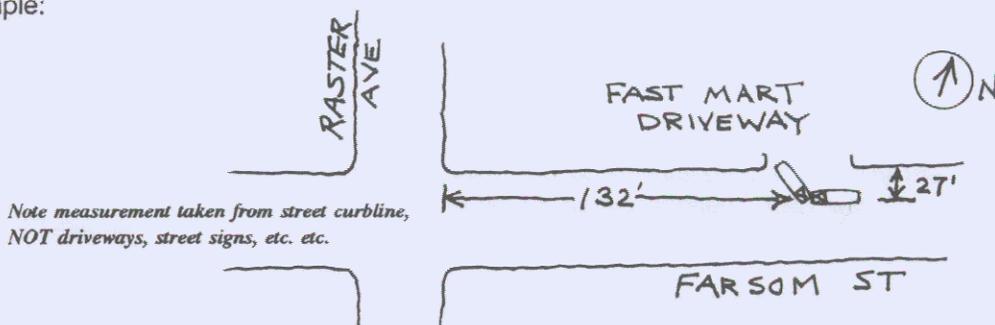
This is an ***extremely important*** part of the accident report; complete it carefully! In rural locations, please describe the location to within **.01 (one hundredth) of a mile** (see Highway Milepost). For urban locations, describe to within **10 feet**. Besides the obvious litigation possibilities, this information may be used to determine locations with a high accident frequency to determine if the roadway environment may be improved, i.e. changes in traffic control devices, prioritization of icy road sanding routes, etc. etc.

Your accident description should:

- (1) allow the approximate location to be located on a map, and
- (2) be descriptive enough to be found at a later date by someone other than the investigating officer.

In addition to the description, please provide a simple diagram; the diagram clarifies information that may be omitted in the description or narrative and is **very** valuable! For accidents with minor severity, a diagram may be as simple as the following example. For more severe crashes, a supplemental diagram (form PR-803) may be necessary as required by your agency.

Example:



An additional example is provided under the DIAGRAM section. Please always provide the azimuth (indicating NORTH) in the circle provided. Note the measurement to the curbline of the nearest street (measurements to the nearest driveway is not valuable without the distance to the nearest street, bridge, railroad crossing, etc.).

COUNTY	CITY
ACCIDENT OCCURRED ON: name of street, road, or highway number	AT INTERSECTION WITH:

COUNTY: identify the county where the accident took place.

- | | | | |
|-------------|----------------|-------------|---------------|
| AL Albany | FR Fremont | NA Natrona | SW Sweetwater |
| BH Big Horn | GO Goshen | NI Niobrara | TE Teton |
| CL Campbell | HS Hot Springs | PA Park | UI Uinta |
| CB Carbon | JO Johnson | PL Platte | WA Washakie |
| CO Converse | LA Laramie | SH Sheridan | WE Weston |
| CR Crook | LN Lincoln | SB Sublette | |

CITY: identify the city or town name for accidents occurring within the corporate or urban limits. Cities with a population of 5000 or more have defined urban limits; if you are uncertain of the limits in your city, contact your supervisor. The Wyoming Milepost System book, available from the Planning Branch, defines the urban limits for highways entering all Wyoming cities.

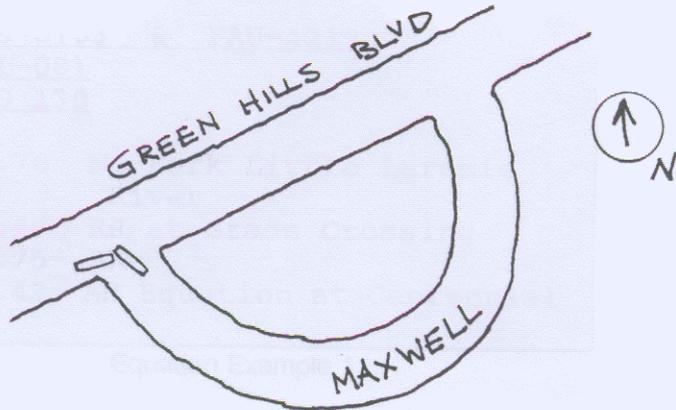
ACCIDENT OCCURRED ON: identify the street, road, alley, or highway where the accident happened. Use the formal or correct name; local nicknames or old names may be included but must be in addition to the correct name. Example: STEWART STREET (old Fourth Street).

Emphasis is upon the actual location where the First Harmful Event occurred, and not where the vehicles came to rest. Diagrams are extremely helpful. ▶ *County road designations are available on county maps provided from the Highway Safety Branch. See APPENDIX for identifying locations on county, forest, BLM, and park roads.*

NOTE: If this street intersects another street at two locations, include information to differentiate between the two intersections.

Example: Maxwell Street intersects Green Hills Blvd at two locations. Use a directional abbreviation to allow distinction between each location. In this case: Maxwell Street (SW).

Indicate NORTH in the circle provided.



AT INTERSECTION WITH: if the event occurred at an intersection, identify the cross street, road, highway, ramp, or alley. The same NOTE above applies. Also see Relationship to Roadway Junction.

IF NOT AT INTERSECTION: indicate the distance (circle or cross out the inappropriate measurement of FEET or MILES) and the direction (N, NE, E, SE, S, SW, W, NW) to the nearest landmark (street, highway, ramp, milepost, bridge, RR Crossing, etc.) Please also provide a diagram.

Do NOT report this distance in paces; use the accepted measurement (yards, feet, meters, miles, etc.). Do NOT use pole numbers, parking meters, house addresses, etc. without additional measurements to the nearest intersection. The following example is very acceptable:

IF NOT AT INTERSECTION: 84 FEET ~~MILES~~ NW OF HEINZ BLVD (2719 HICKORY AVE)

This indicates the location of the First Harmful Event, or where the first damage (\$500) or injury occurred. In a collision, this is usually where the first contact occurred between the two vehicles. In rural locations where a city or town is the closest landmark, please indicate to the urban or corporate limits (see your WYOMING MILEPOST SYSTEM book, available from the Transportation Planning Branch). If a rail crossing, bridge, or other landmark is closer, please use it.

If the accident occurs at or involves a railroad crossing, the posted US DOT number (National Grade Crossing Inventory) would be helpful in further identifying the location. This seven digit number is black letters on a white background, usually posted upon a sign post at the crossing.

IF NOT AT INTERSECTION:	FEET MILES	direction	OF	nearest street, highway, ramp, bridge, city, railroad crossing, etc.
HIGHWAY MILEPOST MARKER:	HIGHWAY SECTION NUMBER:	IF AT INTERCHANGE LOCATION:	identify ramp (accel or decel), crossroad, etc.	

HIGHWAY MILEPOST MARKER: indicate the milepost to the **nearest hundredth (.01)** of a mile for any location with available mileposting. For county roads, see the paper milepost maps available from the Highway Safety Branch. Examples of preferred reported mileposts: 458.14, 24.07, 12.10, or 47.00 if it is within one hundredth of milepost 47.

NOTE: In rare cases on state highways, a section of road may have been reconstructed that resulted in a shorter or a longer roadway. In these cases, an EQUATION is posted (see the WYOMING MILEPOST SYSTEM book), resulting in duplicate mileposts in some cases, and missing mileposts in other cases.

Example 1: for example, in Albany County on Wyo 130, Highway Section Number 08, duplicate mileposts exist from 27.42 to 27.75. In this case, the location milepost must be reported as ahead, or back. **Example 2:** in Fremont County, on US 287 & WYO 789, an equation exists from 54.43 to 55.00; in this case, NO mileposts exist from 54.44 to 54.99.

<u>FAS-0103 & FAU-4212</u>	
<u>(AL-08)</u>	
<u>WYO 130</u>	
26.76	N. Fork Little Laramie River
27.44	RR at Grade Crossing
27.75	BK=
27.42	AH Equation at Centennial

Equation Example 1

In general, if the milepost number listed as "BACK" is larger than the "AHEAD" number, then duplicate mileposts exist; conversely, if the "BACK" number is smaller, then a range of milepost numbers are missing, as in example 2.

The MILEPOST MARKER reported is the approximate location of the First Harmful Event, or the location where the first harm or damage took place. It is NOT necessarily the location where the most serious damage or harm occurred.

HIGHWAY MILEPOST MARKER:	HIGHWAY SECTION NUMBER:	IF AT INTERCHANGE LOCATION:
--------------------------	-------------------------	-----------------------------

HIGHWAY SECTION NUMBER: if the accident occurred on a State highway, use the Section Number (see your WYOMING MILEPOST SYSTEM book, available from the Transportation Planning Branch). For example, in Park County, Wyoming State Highway 296 is Section Number 16; in Crook County, Interstate Highway 90 is Section Number 01; in Laramie County, US30 & WYO 225 is Section Number 02.

IF AT INTERCHANGE LOCATION: identify which ramp the accident occurred upon; northbound off ramp, eastbound on ramp, crossroad (over or under) or any other special information that would assist in correctly identifying the accident location.

DRIVER NAME & ADDRESS: identify the driver's name (including bicyclists) and current mailing address, and telephone number. For systems cross reference, please use the driver's name as provided on the drivers license; nick names may be included but NOT substituted for the name on record. If the vehicle is unoccupied, enter a dash in the driver name and leave the reminder of the driver information blank.

[VEHICLE 1]			
DRIVER NO.1 LAST NAME		FIRST	MIDDLE INITIAL
ADDRESS		SOCIAL SECURITY NUMBER	
CITY	STATE	ZIP	PHONE

SOCIAL SECURITY NUMBER: provide the driver's SSN; this number is included on the Wyoming driver's license and 15 other states; it is optional on 14 other state licenses. This number is IMPORTANT as a unique identifier used for enforcement purposes, National Driver Register cross reference as well as other state license validation. This is generally a **nine digit** number (first and/or second numbers may be zero as issued from the New England states). Typical format shown with the Wyoming issuing code: 520-xx-xxxx. Authority for law enforcement officers to request the SSN: 42 USC 405 section 1211. Please print clearly!

DRIVER'S LICENSE NUMBER: if a Wyoming license, enter the **10 digit** number with the seventh character dash (older Wyoming licenses are also 10 digits, but the number changed each time the license was renewed). Other state's licenses vary in length (New York may be as long as 25 digits) and may be alphanumeric. Multiple licenses are no longer legal; Federal licensing provisions disallowed multiple licenses in July 1987. Operators of commercial motor vehicles must have a Commercial Drivers License (CDL) in their possession by April 1, 1992. Underlining alpha characters is helpful, please print clearly.

CLASS: enter the appropriate driver's license class which indicates the type of vehicles that may be operated by this driver. Wyoming classes are A, B, C, and M (alone or in combination with the A, B, or C class). Indicate if the license is a commercial driver's license, i.e. B CDL. If the driver is operating a vehicle under an instructional permit, please so indicate: example CI for an instructional C class, or MI for an instructional motorcycle class. Class varies considerably from state to state. Several states use a system similar to Wyoming (Alaska, Arizona, Colorado, etc.), others use numerical systems (New Mexico: class 2 through class 10, Massachusetts: class 1, 2, 3, M, & school bus); others use "Operator" & "Commercial" etc. and variations thereof (New Hampshire, Kentucky, Alabama, Idaho, etc.). Some states may have several endorsements available for motorcycles, tractor-trailer combinations, school buses, etc.

STATE: enter the two letter abbreviation (see the NCIC list in the appendix) for the state that issued the driver's license. Example (neighboring states): MT - Montana, SD - South Dakota, NE - Nebraska, CO - Colorado, UT - Utah, ID - Idaho, WY - Wyoming.

DATE OF BIRTH: enter the driver's date of birth (includes bicyclists) using this format: month - date - year or month/date/year. This item is another that is used for system cross reference such as with the National Driver Register.

DRIVER'S LICENSE NO.		CLASS	STATE	DATE OF BIRTH
OCCUPATION		EMPLOYED BY		BUSINESS PHONE
<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	POSTED SPEED	NUMBER OF OCCUPANTS	ESTIMATED SPEED	INSURANCE COMPANY

OCCUPATION: enter the general type of work performed by this driver. Examples: technician, doctor, teacher, truck driver, clerk, sales, retail manager, shop supervisor, military, student, transportation, clergy, retired, ranching, farming, craftsman, unemployed, etc. etc. Do NOT enter the employer's name here.

EMPLOYED BY & BUSINESS PHONE: enter the employer's name. Examples: Foster's Plumbing, school district, self, State of Oregon, City of Casper, Target, Burger King, Gregory's Market, Union Pacific, USAF, IRS, Exxon, AT&T, etc. etc. and their work telephone number with area code where appropriate.

MALE/ FEMALE: indicate the driver's gender (includes bicyclists).

POSTED SPEED: indicate the speed limit as posted for this driver; if a speed limit is not posted, enter the speed limit as applies by ordinance, state statute, property owner, etc.

NUMBER OF OCCUPANTS: enter the total number of persons in, on, or hanging from the vehicle, including the driver. The number from this box, added to the same total from every other vehicle, plus the number of pedestrians, should equal the total number of PERSONS INVOLVED. The persons in this box should be listed on this report page, i.e. the same page as the vehicle information for which they were riding. Occupants of Vehicle 3 would be on the second PR-802.

ESTIMATED SPEED: enter the approximate speed of the vehicle prior to the collision. This speed may be based upon the evidence gathered from the scene, or witness reports that are reasonable from the officer's experience in accident investigation. Officer's Opinion Only.

INSURANCE COMPANY: ► **important!** Enter the insurance company name with whom the vehicle is registered (NOT the agent or agency name). This box is reviewed to determine if the vehicle is insured. If the box is blank or indicates "none", the State will send that driver a NOTICE of PROPOSED SUSPENSION to show proof of financial responsibility for the accident. Suspension action will occur 30 days after NOTICE if the driver does not comply.



The next 9 items are for accidents involving a bus, a truck with at least 2 axles and 6 tires, or any vehicle carrying hazardous material, usually with "Haz Mat" placards on the sides, front, and rear of the vehicle.

CARRIER'S NAME: enter the name of the motor carrier. A motor carrier is the "business entity, individual, partnership, corporation, or religious organization responsible for the transport of goods, property, or people". The first preferred source for the carrier's name is the shipping papers that the driver carries; the second is the name on side of the vehicle; and the third source would be asking the driver for the company name. However, as the following examples illustrate, the true carrier identification can be complex:

Example 1: A driver that owns his own bobtail tractor, **contracts** with a company to take a trailer loaded with goods from New York to Los Angeles. The driver is the motor carrier, because he is the entity that has agreed to carry this particular load.

Example 2: A driver, driving his own bobtail, utilizes a cargo broker to obtain goods from another company for his return trip to New York. The driver is the carrier.

Example 3: A driver, driving his own bobtail tractor, **leases** his services to a company and is directed by the company to deliver a semi-trailer from New York to St. Louis. In this situation, the company is the carrier because they told the driver to take that load.

Example 4: A driver is driving a tractor-trailer, both owned by a company. The company is the motor carrier.

Example 5: A driver is driving a tractor owned by company A which has been **leased** to company B. Company B uses the leased tractor to pull it's trailers in it's regular shipping service. In this case, company B is the carrier, because B is directing the carrying of the load.

MALE/ FEMALE: indicate the driver's gender (includes bicyclists).

POSTED SPEED: indicate the speed limit as posted for this driver; if a speed limit is not posted, enter the speed limit as applies by ordinance, state statute, property owner, etc.

NUMBER OF OCCUPANTS: enter the total number of persons in, on, or hanging from the vehicle, including the driver. The number from this box, added to the same total from every other vehicle, plus the number of pedestrians, should equal the total number of PERSONS INVOLVED. The persons in this box should be listed on this report page, i.e. the same page as the vehicle information for which they were riding. Occupants of Vehicle 3 would be on the second PR-802.

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Example 3: A driver, driving his own bobtail tractor, **leases** his services to a company and is directed by the company to deliver a semi-trailer from New York to St. Louis. In this situation, the company is the carrier because they told the driver to take that load.

Example 4: A driver is driving a tractor-trailer, both owned by a company. The company is the motor carrier.

Example 5: A driver is driving a tractor owned by company A which has been **leased** to company B. Company B uses the leased tractor to pull it's trailers in it's regular shipping service. In this case, company B is the carrier, because B is directing the carrying of the load.

Buses normally carry a "trip manifest" or "charter order" that identifies the motor carrier.

CARRIER'S NAME	<input type="checkbox"/> SHIPPING PAPERS	GVWR:	NO. AXLES
	<input type="checkbox"/> VEHICLE SIDE		
	<input type="checkbox"/> DRIVER		

SOURCE OF CARRIER'S NAME: indicate the source for the carrier's name as reported.

GVWR: enter the Licensed Vehicle Weight, usually found on the vehicle's registration.

NUMBER OF AXLES: indicate the total number of axles under this vehicle or vehicle combination (including any auxiliary axles that may be locked up and off the road surface such as may be used on cement trucks or other special vehicles).

CARRIER'S IDENTIFICATION: enter the US DOT (US Department of Transportation) or ICC MC (Interstate Commerce Commission Motor Carrier) numbers. These numbers are generally **six digits** and will eventually become **seven digits**. US DOT numbers or ICC MC (sometimes just ICC or MC) can usually be found on the driver's door but may become more complex if the equipment is leased to another carrier, etc.; see CARRIER'S NAME. Example: if the US DOT number is 1234, it may be reported as 1234, or 001234. Check the appropriate box indicating the source of the number (either US DOT or ICC MC).

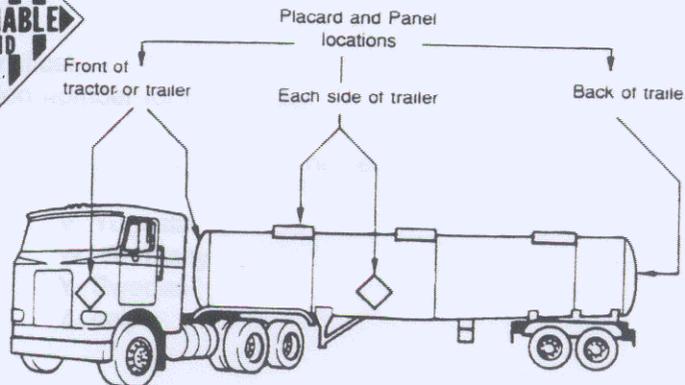
CARRIER'S IDENTIFICATION	<input type="checkbox"/> US DOT	HAZ MAT PLACARD?	NUMBER/ NAME	HAZ MAT RELEASE?
	<input type="checkbox"/> ICC MC			



HAZ MAT PLACARD: indicate if the vehicle was displaying hazardous material placards, either in the diamond shape (or the orange panel for cargo tanks).



1090



HAZ MAT NUMBER OR NAME: if the vehicle is displaying a Haz Mat placard, indicate the four digit number or the name on that placard. Longer names may be abbreviated, i.e. "FLAMMABLE GAS" may be "FLAM GAS", "COMBUSTIBLE" may be "COMBUST", etc. If multiple placards are displayed on the vehicle, choose one for this space and note the other in the narrative section.

HAZ MAT PLACARD DIAMOND NUMBER: enter the single digit number from the bottom of the diamond placard in this space. If no number exists (i.e. the DANGEROUS placard) enter a dash.

HAZ MAT RELEASE: if any amount of the hazardous material for which this vehicle was placarded was released or spilled, indicate YES. Do NOT include fuel from the vehicle's own fuel tank (even though it is also a hazardous material).

National Response Center
(800) 424 - 8802

CHEMTREC
(800) 424 - 9300

Wyoming Highway Patrol
(800) 442 - 9090

Hazardous Material Emergency

VEHICLE OWNER: enter the vehicle owner's name and address, or if the owner is the same as the driver, simply mark the "Same as Driver" box and skip to the VIN number.

VEHICLE OWNER: LAST NAME		FIRST	MIDDLE INITIAL	
<input type="checkbox"/> same as driver				
ADDRESS		CITY	STATE	
VEHICLE IDENTIFICATION NO.	LICENSE NO	YEAR	STATE	

VEHICLE IDENTIFICATION NUMBER (VIN): enter the VIN from the vehicle, usually available from the driver's side dashboard near the windshield. **DO NOT** copy the VIN from the vehicle registration; too often typographical errors exist, or the plates are on the wrong vehicle, etc. This number may be used for reference to verify Make and Model, model year, etc. etc. The VIN should have 17 **alphanumeric** characters for vehicles manufactured after 1980 (some 1980 vehicles have 17 characters). Underlining the alpha characters is helpful. If the VIN is 17 digits long, it provides the following information:

- | | |
|----------|--|
| Digits 1 | Country of Origin |
| 2 & 3 | Manufacturer identification |
| 4 - 8 | Vehicle descriptor (varies by manufacturer: model, engine, etc.) |
| 9 | Check digit |
| 10 | Model year |
| 11 | Assembly plant identification |
| 12 - 17 | Sequential production number for this model |

The first digit in the 17 characters indicates the country of origin of the vehicle:

- | | | |
|----------------------|-----------|--------------|
| 1 or 4 United States | J Japan | V Yugoslavia |
| 2 Canada | K Korea | W Germany |
| 3 Mexico | L Taiwan | Y Sweden |
| 9 Brazil | S England | Z Italy |
| F France | | |

The VIN 10th digit represents the model year:

<u>Year</u>	<u>Code</u>	<u>Year</u>	<u>Code</u>	<u>Year</u>	<u>Code</u>
1980	A	1990	L	2000	Y
1981	B	1991	M	2001	1
1982	C	1992	N	2002	2
1983	D	1993	P	2003	3
1984	E	1994	R	2004	4
1985	F	1995	S	2005	5
1986	G	1996	T	2006	6
1987	H	1997	V	2007	7
1988	J	1998	W	2008	8
1989	K	1999	X	2009	9

LICENSE NUMBER: enter the digits from the vehicle license plates. In the event of a temporary license, enter the word "TEMP" in this space and additional identifiers in the narrative.

YEAR: enter the year of the license plate for this vehicle.

STATE: enter the two letter abbreviation for the state that issued the license plate.

MAKE: indicate the vehicle manufacturer's name. Examples: Acura, Buick, Chevrolet, Dodge, Eagle, Ford, Geo, Honda, Isuzu, Lexus, Mazda, Nissan, Oldsmobile, Plymouth, Rover, Saab, Toyota, Volvo, Yugo, etc. etc. This is NOT a model name. This would correspond to digits 2 & 3 in the VIN number. Longer names may be abbreviated, i.e. Cadillac as CAD, Chevrolet as CHEV, Oldsmobile as OLDS, etc.

MAKE	MODEL	BODY STYLE	YEAR	COLOR	ODOMETER

MODEL: enter the specific model of vehicle (NOT option packages). Examples:

Dodge:

COLT, ARIES, SHADOW, OMNI, DAYTONA, LANCER, SPIRIT, DYNASTY, CARAVAN, etc.

Ford:

ESCORT, MUSTANG, PROBE, LTD CROWN VICTORIA, TEMPO, AEROSTAR, etc.

Honda:

CIVIC, ACCORD, PRELUDE, CRX (option packages are DX, LX, LXi, EX, etc.)

Mercury:

BOBCAT, CAPRI, COUGAR, LYNX, MARQUIS, MERKUR, SABLE, TOPAZ, TRACER

Lexus: (new make introduced for 1990 by Toyota)

ES250, LS400

Saturn: (new make introduced for 1990 by GM)

SL2, SC

Toyota:

CRESSIDA, SUPRA, MR2, CELICA, 4 RUNNER, TERCEL, COROLLA, PREVIA, etc.

Option packages are sometimes confused (thanks to manufacturers) with models; in rare cases, a previous option package has become a model (Ford LTD Crown Victoria is now Ford Crown Victoria). If you are in doubt, we may be able to help: in Cheyenne, 777-4450.

BODY STYLE: enter the general body style of the vehicle (abbreviate):

Cars:

- | | |
|--|---|
| Two door sedan/coupe | Pickup: standard (with crewcab, club, etc.) |
| Two door hatchback | Pickup: 4WD |
| Four door sedan/coupe | Mini pickup |
| Four door hatchback (aka 5-door) | Mini pickup: 4WD |
| Stationwagon | Miscellaneous Truck: 1 ton & above |
| Convertible | Tractor Trailer COE (cab over engine) |
| Van (full or mini) | Tractor Trailer CBE (cab behind engine) |
| Camper van / motorhome | Tractor Trailer Other or unknown |
| Utility 4WD (Bronco, Suburban, Blazer, etc.) | 3 or 4 wheel "motorcycle" type |
| Motorcycle: include engine size | |

With the growing number of 4WD or "all wheel drive" vehicles, please limit the recreational or utility 4WD vehicles to those vehicles designed for off road travel. Examples:

- | | |
|-----------------------------|-------------------------------|
| Chevrolet Blazer & Suburban | Nissan Pathfinder |
| Dodge Ramcharger & Raider | Geo Tracker |
| Jeep models | Mazda Navajo |
| Ford Bronco & Explorer | Range Rover |
| Oldsmobile Bravada | Toyota Landcruiser & 4 Runner |

YEAR: indicate the model year of the vehicle (may use VIN 10th digit if otherwise unable to determine from registration, driver, etc.).

COLOR: enter an abbreviated identifier for the general color of the vehicle; a combination of colors may be entered as two-tone, white/red, white/silver, etc.

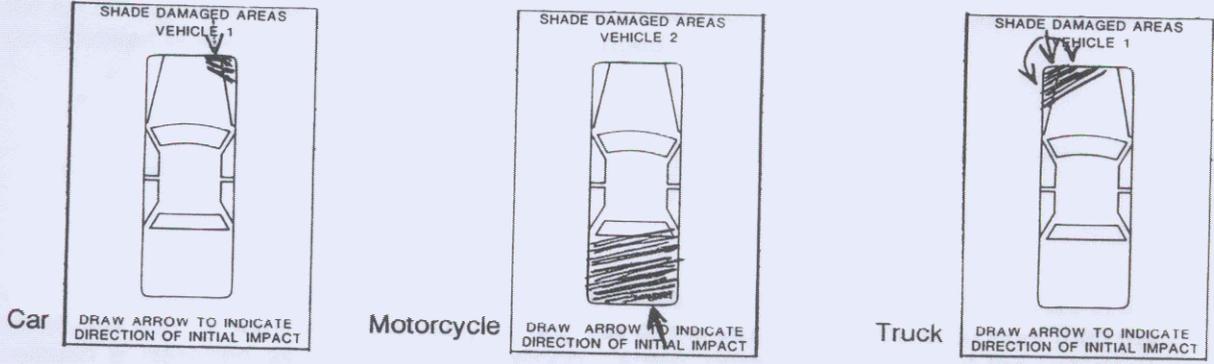
ODOMETER: enter the odometer reading from the vehicle (do not include the tenths position), or "destroyed" if the odometer was damaged in the collision. For older vehicles with only five digits on the odometer: the condition of the vehicle and year of the vehicle should indicate if the vehicle has been driven over 100,000 miles.

SHADE DAMAGED AREAS: shade the portion of the vehicle that was damaged by the accident. If the vehicle was a motorcycle or truck, shade the vehicle proportionally. If only a trailer was damaged, then indicate "TRLR ONLY". Some investigator's will want to differentiate direct impact damage from induced damage; this practice is encouraged and can be accomplished by using different shading techniques. Be sure to note on the report which is induced damage and which is direct impact damage. (See Appendix).

The distinction of contact and induced damage is important in determining the relation or position of each vehicle during the collision, and possible subsequent collisions. For further information on this subject: Wyoming Law Enforcement Academy, National Safety Council, Institute of Police Technology & Management, Northwestern University Traffic Institute, etc. etc., see appendix for addresses.

In addition, draw an ARROW to indicate the direction of force from the initial impact. Example: a vehicle struck on the right side front passenger door would have an arrow pointing to the location on the right side of the diagram indicating where the impact took place.

Examples:



VEHICLE TOWED BY: enter the name of the towing service that removed the vehicle from the accident scene, or "driver" if the driver arranged to have the vehicle moved.

VEHICLE TOWED TO: enter the name of the company or location where the vehicle was towed.

ESTIMATED REPAIR COST: if possible, enter a reasonable estimate of the repair cost for the vehicle. The importance of this item is to determine if the statutory reporting threshold has been exceeded (\$500.00 total damage to include all vehicles, public property, and/or private property). If one vehicle sustained \$300 and the other vehicle (or building, signs, etc.etc.) was \$200, then the threshold has been met.

Law enforcement officers are NOT expected to be body shop repair estimators; merely indicate \$500+ if a better estimate cannot be provided. A minimum of damage need be sustained to result in a total \$500 of damage. Owner/ Operator's are required to submit damage estimates prepared either by a garage, or their insurance company. How or if the vehicle is repaired is irrelevant to this estimate; our concern is the occurrence of a traffic accident with the severity exceeding the statutory dollar threshold level. **IF THE AMOUNT IS QUESTIONABLE, REPORT THE ACCIDENT.**

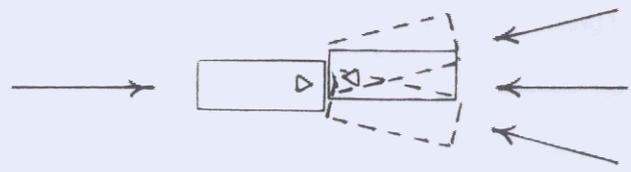
COLLISION TYPE: this section is to generally indicate the first type of collision when two or more vehicles are involved in a crash. Check the appropriate box that best illustrates the general collision that occurred. This does NOT replace the diagram; it validates the action illustrated in the diagram. This information is a key element in the automated collision diagrams provided to your agency, or city, county, or state agencies for location analysis and evaluation.

[CHECK APPROPRIATE BOX IF APPLICABLE]				
<input type="checkbox"/> 1 HEAD ON 	<input type="checkbox"/> 2 REAR END 	<input type="checkbox"/> 3 ANGLE COLLISION 	<input type="checkbox"/> 4 SIDESWIPE MEETING 	<input type="checkbox"/> 5 SIDESWIPE PASSING
<input type="checkbox"/> 6 OVERTURN 	<input type="checkbox"/> 7 INVOLVED LEFT TURN 	<input type="checkbox"/> 8 INVOLVED RIGHT TURN 	<input type="checkbox"/> 9 INVOLVES RIGHT TURN ON RED LIGHT	<input type="checkbox"/> 10 OTHER

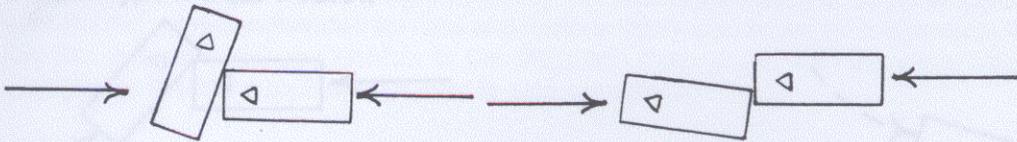


NOTE: The position or attitude of the vehicles at the time of collision is irrelevant to this classification; the **key** is the **direction of motion or force** of the vehicles at collision.

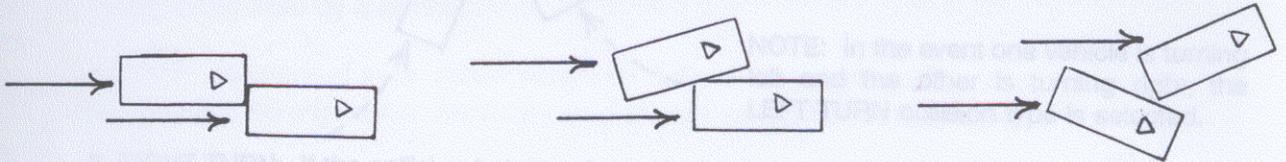
1. HEAD ON: if the collision occurs between two vehicles in which the forces or direction of motion is opposing, (or within 15 degrees of the direction of motion of the other vehicle) then the crash is classified as HEAD ON.



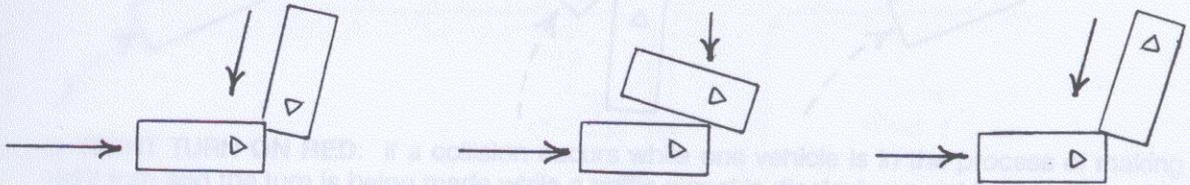
As per the NOTE above, the following examples are also considered HEAD ON; the vehicle on the left in each case may have slid to the indicated position on a slippery road surface, however, the direction of motion in each case **has not changed**.



2. REAR END: if the collision between two vehicles occurs such that the vector forces are in the same direction (or within approximately 15 degrees of the other's direction of motion) then the collision is classified as a REAR END collision. Again, position or attitude of the vehicle is irrelevant per the NOTE above.

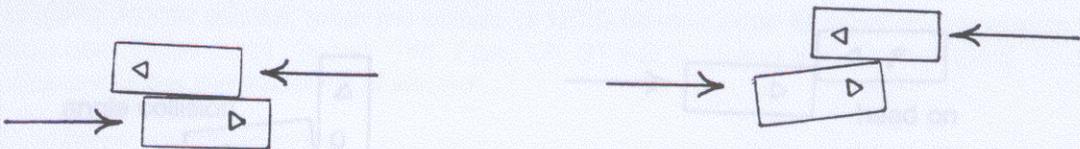


3. ANGLE COLLISION: if the collision between two vehicles occurs and the angle of the vehicle direction forces exceed 15 degrees, then the accident is an ANGLE COLLISION unless codes 7, 8, or 9 are applicable. Again, the NOTE above applies.

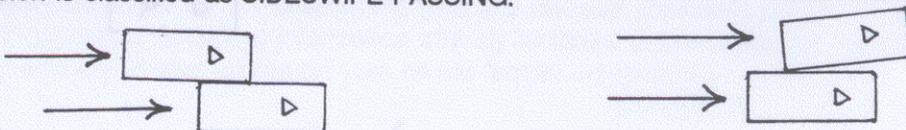


This classification will nearly always occur in an intersection or driveway access except for cases of diagonal parking or parallel parking where one of the vehicles is entering/exiting a parking space, or a vehicle is struck while making a U turn.

4. SIDESWIPE MEETING: If a collision between two vehicles occurs while both are traveling in opposite direction such that a glancing collision is involved and neither vehicle radically changes it's direction of travel (beyond 15 degrees of its original path, considering terrain) or comes to a stop, the collision is classified as SIDESWIPE MEETING.

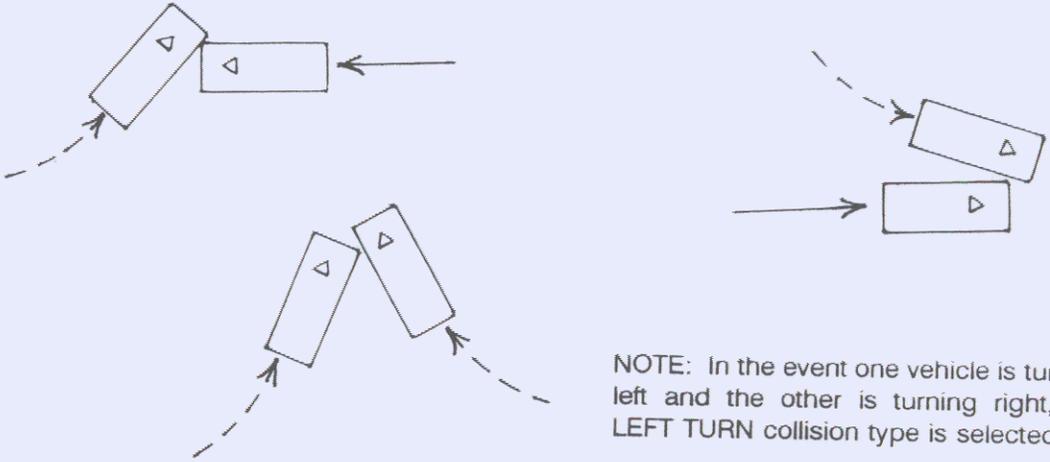


5. SIDESWIPE PASSING: If a collision occurs while both vehicles are traveling in the same direction such that a glancing collision is involved and neither vehicle radically changes it's direction of travel (beyond 15 degrees of its original path, considering terrain) or comes to a stop, the collision is classified as SIDESWIPE PASSING.

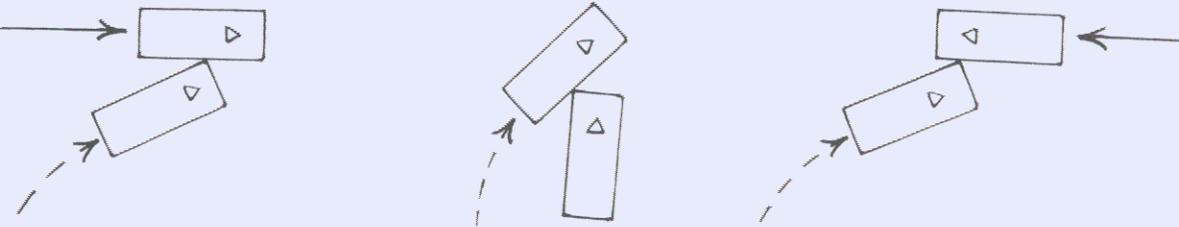


6. **OVERTURN:** This selection may be used for an event if the first harmful event is overturn.

7. **LEFT TURN:** If a collision occurs while one vehicle is in the process of making a left turn then the collision type is a **LEFT TURN**.



8. **RIGHT TURN:** If the collision between two vehicles occurs while one vehicle is in the process of making a right turn then the collision type is **RIGHT TURN**.



9. **RIGHT TURN ON RED:** If a collision occurs while one vehicle is in the process of making a right turn and the turn is being made while a traffic signal is displaying a red light to that vehicle, then the collision is coded **RIGHT TURN ON RED**. If the traffic signal condition is unknown, then (8) **RIGHT TURN** is utilized.

10. **OTHER:** If a collision between two vehicles could not be adequately described by the preceding selections, then the collision type was coded **OTHER**.

NOTE: In the event of a stopped or parked motor vehicle on the roadway, the position of the stopped vehicle will determine the collision type.

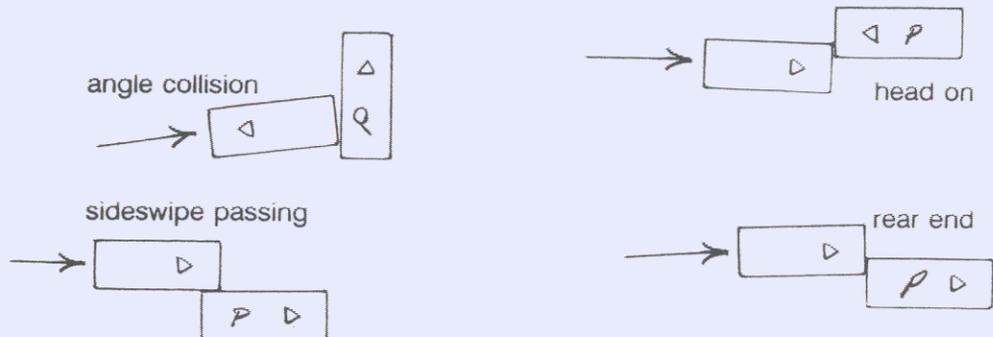
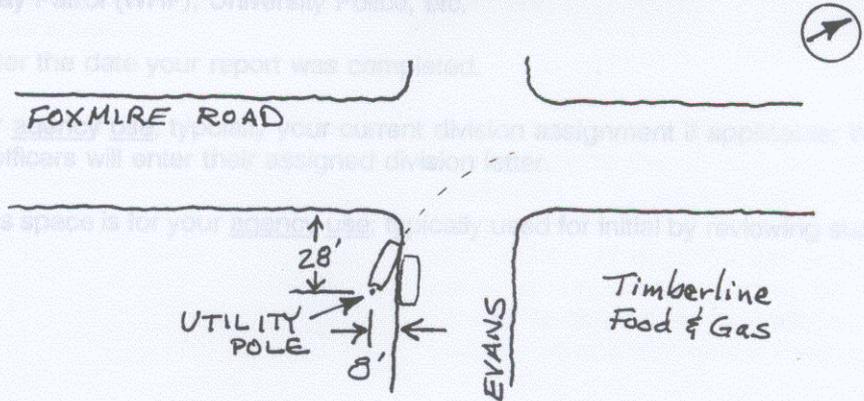




DIAGRAM: you are encouraged to ALWAYS provide a diagram of the accident scene, even if you cannot add the vehicles and associated detail. The space provided on the PR-802 is sufficient for most minor accidents; the severity of the accident will usually dictate the detail necessary for your diagram. A supplemental diagram, using PR-803 (Investigator's Supplemental Traffic Accident Report), is recommended for fatal and serious injury accidents; your agency policy may regulate the level of detail you provide in the diagram. Plain paper with the same information provided as the PR-803 supplemental form is also acceptable.

This manual will not indicate what or how to diagram the accident scene; please refer to your agency policy and the Wyoming Law Enforcement Academy for assistance. Types of items often placed in the diagram: tiremarks, gouges, scrapes, debris, objects or reference points, location of persons injured, final resting positions of the vehicles involved, location of witnesses, roadway features, and other vehicles and/or environmental features that may have been contributing factors in the accident. Please include a legend or be sure to label items which may not be readily recognized by a layman.

A simple diagram of even minor accidents helps clarify information that was omitted in the location description or narrative and is very valuable! An example:



Please indicate which direction is NORTH in the circle provided.

TICKET / ARREST: Indicate if a driver(s), pedestrian, or other person was cited in the accident. An "other person" may be a car occupant that was interfering with operation of the vehicle, a person throwing rocks at vehicles, etc. Record the citation number (i.e. the preprinted number that appears on the citation) in the TICKET NUMBER section. Example: (1) 12345A for driver number one, (2) 67890G indicates driver two, or (ped) 45678T indicating a citation for the pedestrian.

In the VIOLATION section, enter the statute or NCIC offense code as used on the citation form. Examples: (1) 31-5-301 Speed Too Fast, (2) 31-9-206 Unlicensed Driver, (ped) 31-5-612 Pedestrian under the influence of alcohol.

REQUEST LICENSE INVESTIGATION: if you determine that a driver in the accident should have their driver's license privileges reviewed, then include a comment in the narrative section as to why the review is necessary, and indicate which driver number in this box. This procedure is the most convenient method for you to initiate a formal license review with the Driver's License Division.

ACCIDENT DESCRIPTION OR NARRATIVE: This is the narrative section of your report; use it for a simple, concise summary of the accident, plus any relevant pre-crash or post crash information. It is NOT necessary to repeat information already included in the report, i.e. weather was clear, roadway was dry...", etc, unless an item needs further explanation.



Additional narrative space is available on the PR-803 Investigator's Supplemental Traffic Accident Report form (the entire form may be used for narrative, rather than just the lined portion at the bottom of the form).

If an **OTHER *** or other selection with an asterisk was used from the A/B overlay card, then explanation is required in this section.

The bottom line of the PR-802 form for Accident Description is reserved for witness information (Not on the PR-802U short form). Include the names, addresses, and phone numbers of any witnesses. Use the PR-803 supplemental form for additional space.

OFFICER'S NAME & RANK: sign the report when it is complete.

BADGE NUMBER: enter your assigned badge number or other identifier from your agency.

DEPARTMENT: identify your agency, i.e. Powell Police, Sweetwater County Sheriff's Office (or S.O.), Wyoming Highway Patrol (WHP), University Police, etc.

DATE OF REPORT: enter the date your report was completed.

PATROL DIVISION: For agency use, typically your current division assignment if applicable; Wyoming Highway Patrol officers will enter their assigned division letter.

FOR AGENCY USE: This space is for your agency use; typically used for initial by reviewing supervisor.

If your report is complete:

Within ten days of your completed report, please insure all information and documents are included and numbered as per Sheet of Sheets, and mail the top PR-802 ORIGINAL (titled **ACCIDENT RECORDS & FINANCIAL RESPONSIBILITY** on the bottom of the page), supplements, and associated documents to:

Accident Records
WYOMING DEPARTMENT OF TRANSPORTATION
P.O. Box 1708
Cheyenne, Wyoming 82002-9019

Report Form PR-802 A/B Overlay Card

If a question or box does not apply to this report, enter a **dash** in that space. If the information is unknown and cannot be determined from routine investigation, enter an ***X*** in that space. If a box selection is used with an *****, give details in the narrative.

All boxes should have an entry on the side of the report, and for **each** person listed on the bottom of the report (list persons on the same sheet as the vehicle and driver information when more than two vehicles are involved). If more than one selection applies, enter with a slash (3 / 4). Listed by **BOX NUMBER**:

1. ROAD SURFACE: indicate the road paving material at the accident scene, or the road material from where the vehicle originated. This is the surface type of the roadway, not the shoulders, or any other surface at the accident scene. In the event of two different roadways meeting, select the surface upon which the accident actually occurred, or the surface from which the vehicle in error was traveling.

- Road Surfaces**
1. CONCRETE
 2. BLACKTOP (ASPHALT)
 3. GRAVEL / ROCK
 4. DIRT
 5. BRICK / STONE

Box 1

2. & 3. PEDESTRIAN INVOLVEMENT: if a pedestrian was involved, indicate the action of the pedestrian in reference to the vehicle that struck the pedestrian. If none of the selections adequately describe the pedestrian's action, use no.12 and describe the action in the narrative. A person getting on or off a vehicle is defined as a pedestrian if the person has one foot on the road surface.

- Pedestrian Involvement**
- | | |
|--|---|
| 1. CROSSING AT INTERSECTION OR CROSSWALK | 7. PLAYING IN ROADWAY |
| 2. NOT CROSSING AT INTERSECTION OR CROSSWALK | 8. LAYING IN ROADWAY |
| 3. WALKING ALONG ROADWAY WITH TRAFFIC | 9. GETTING ON or OFF |
| 4. WALKING ALONG ROADWAY AGAINST TRAFFIC | 10. WORKING IN ROADWAY |
| 5. STANDING IN ROADWAY | 11. NOT IN ROADWAY (shoulder, ditch, etc) |
| 6. PUSHING /WORKING ON MOTOR VEHICLE | 12. OTHER * |

Boxes 2 & 3

- Light Conditions**
1. DAYLIGHT
 2. DARKNESS, NOT LIGHTED
 3. DARKNESS, LIGHTED
 4. DAWN OR DUSK

Box 4

4. LIGHT CONDITION: describe the general illumination at the scene of the accident in terms of the time of day. Darkness lighted and not lighted refers to the existence of street lamps that are illuminating the accident scene.

5. ROAD CONDITIONS: enter the best description of the road condition from the selections available.

- Road Conditions**
- | | | |
|--------|----------|------------------|
| 1. DRY | 4. SNOWY | 7. SLIPPERY |
| 2. WET | 5. MUDDY | (OIL, FUEL, ETC) |
| 3. ICY | 6. SLUSH | |

Box 5

Item 7 refers to a foreign substance spilled on the road surface, such as fuel, oil, grain, etc. etc.

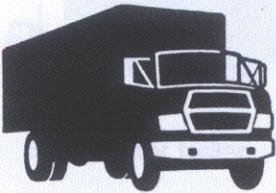
6. & 8. **VEHICLE TYPE:** identify each vehicle involved in the accident from this list. If a vehicle is not listed, use selection (18) and explain fully in the narrative section, i.e. armored military security escort vehicle, fork lift, etc.

Vehicle Type	
1. PASSENGER CAR	13. SNOWMOBILE
2. PICKUP	14. MOPED
3. PICKUP WITH CAMPER	15. AMBULANCE
4. TRUCK	POLICE
5. MOTORCYCLE	FIRE VEHICLE
6. BICYCLE / TRICYCLE	16. SEMI-TRACTOR & TRAILER
7. MOTORHOME or RV	17. SEMI-TRACTOR ONLY (BOBTAIL)
8. BUS	18. OTHER *
9. VAN OR MINI BUS	
10. SCHOOL BUS	
11. CONSTRUCTION / ROAD MAINTENANCE EQUIPMENT	
12. FARM TRACTOR / EQUIPMENT	

Boxes 6 & 8

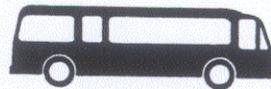
Recreational / Utility vehicles such as Chevrolet Blazer, Ford Bronco, AMC Jeep Cherokee, Toyota Landcruiser or 4 Runner, etc. should be considered as Passenger Cars (1). Refer to BODY STYLE for a listing. Pickup trucks with a shell over the pickup bed should NOT be coded as (3) Pickup With Camper.

A *truck* (4) is a single unit with a GVWR over **10,000 lbs** (typically two or more axles, with six or more tires; it may also pull a trailer unit. This selection would encompass a wide variety of trucks per the illustrations below (aka medium or heavy truck):



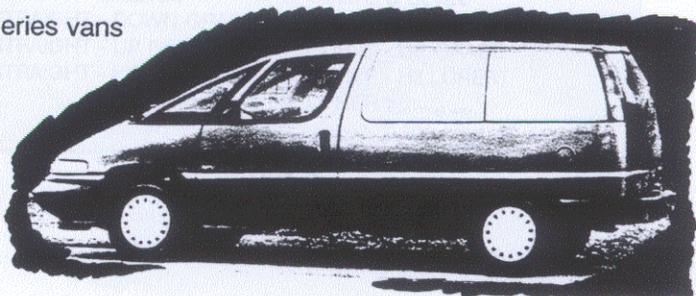
A *motorcycle* (5) includes (although not legal for public roadways) the three wheel and "four wheel" vehicles (describe within BODY STYLE).

A *bus* (8) is defined (ANSI D16.1) as a vehicle designed for carrying **more than 10 persons**. (Requires carrier information; see CARRIER'S NAME). Note the distinction from a van / mini bus and a school bus. A bus that has been converted to a motorhome or truck is no longer considered a bus; it is a motorhome or truck. Examples:



A *van or mini bus* (9) is a vehicle with seating for **10 or fewer persons**; typical seating is for 7 or 8 persons. Examples of this vehicle are:

- Chevrolet Astro, Lumina APV, & G Series vans
- Dodge Caravan & B Series vans
- Ford Areostar & E Series (Club van)
- Mazda MPV
- Oldsmobile Silhouette
- Plymouth Voyager & PB Series vans
- Pontiac Trans Sport
- Toyota Previa
- Volkswagon Vanagon



1990 CHEVROLET LUMINA APV
Minivan - Lumina APV, CL

A *school bus* (10) is any vehicle used in the normal transport of students to and from school, owned by the school district, and equipped as per §31-5-929 (regardless of the number of passengers). These vehicles are typically yellow and black. Do NOT include vehicles used by day care companies, or vehicles chartered to transport students on special events, etc. Correct VIN numbers are especially important.

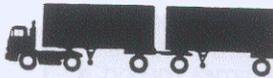
Construction or Road Maintenance Equipment (11) may include any vehicle designed and used for roadway construction and/ or maintenance, i.e. road graders, street sweepers, snow plows are the more common vehicles.

Ambulance, Police, or Fire Vehicle (15) is to identify vehicles that are equipped with emergency response equipment, but may or may not actually be using lights and/or siren during the accident.

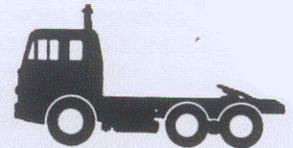
Semi-Tractor & Trailer (16) is a combination of a truck tractor and one or more trailers; the first trailer is usually a semitrailer (it's weight rests upon the towing truck tractor or "power unit"). Examples:



Semi-tractor trailer



Semi-tractor double trailer



"Bobtail" tractor only

Semi-Tractor Only (17) aka "bobtail", is strictly the towing power unit, with no trailers attached.

7. WEATHER CONDITIONS: enter the prevailing weather conditions during the time of the accident. If two of more conditions apply, enter with a distinct slash, i.e. 2 / 6 for raining / strong winds.

Weather Conditions

- | | |
|-------------------|-------------------------------------|
| 1. CLEAR / CLOUDY | 6. STRONG WIND ONLY |
| 2. RAINING | 4. FOG 7. GROUND BLIZZARD |
| 3. SNOWING | 5. DUST 8. SLEET/HAIL/FREEZING RAIN |

Box 7

9. ROAD ALIGNMENT for VEHICLE 1:

enter the code most descriptive of the curvature and grade for VEHICLE 1 on the report. This information also assists in correctly identifying the accident location.

Road Alignment for Vehicle 1

- | | |
|--------------------------|-----------------------|
| 1. STRAIGHT & LEVEL | 5. CURVE & LEVEL |
| 2. STRAIGHT - DOWN GRADE | 6. CURVE - DOWN GRADE |
| 3. STRAIGHT - UP GRADE | 7. CURVE - UP GRADE |
| 4. STRAIGHT - HILLCREST | 8. CURVE - HILLCREST |
| | 9. OTHER * |

Box 9

10. & 11. VISUAL OBSTRUCTIONS: enter the visual obstruction for each vehicle at the time of the accident; a obstruction may not be evident at the time of your investigation, i.e. position of the sun, a large camper vehicle or truck (moving or parked), etc. etc. If the obstruction is not listed, use code 10 and explain in the narrative. Example: a pedestrian wearing dark clothing walking in the shadows of a bright back light.

Visual Obstructions	
1. VISION NOT OBSCURED	6. HILLCREST
2. BUILDINGS	7. SUN or HEADLIGHT GLARE
3. VEGETATION (tree, etc)	8. FOG/DUST/SMOKE or BLOWING SNOW
4. RAIN/SNOW/ICE ON WINDSHIELD	9. OTHER VEHICLE
5. EMBANKMENT (snow, rock, etc.)	10. OTHER *
	11. DRIVER'S VEHICLE *

Boxes 10 & 11

DRIVER'S VEHICLE (11) may also include some of the dark window tinting currently popular, or a temporary window shade; was it a contributing factor in the accident? For other obstructions, use code 10 and include your comments in the narrative.

12. TRAFFIC CONTROL: describe the relevant devices at the accident scene used for traffic control. If a combination is present, please select the most important as it relates to the accident, and include the others in your narrative and/or diagram.

Example: an accident in a construction zone may have been influenced by the placement of the traffic barrels or cones, creating driver confusion. This would be the Traffic Control (15) selected rather than the traffic signals also at the scene.

Traffic Control	
1. NONE PRESENT	10. PEDESTRIAN or SCHOOL CROSSING
2. STOP SIGN	11. NO PASSING ZONE
3. YIELD SIGN	12. WARNING SIGN
4. FLASHING LIGHTS	13. PAVEMENT MARKINGS
5. RAILROAD CROSSING SIGNAL/GATES/SIGN	15. TRAFFIC BARRELS or CONES
6. DO NOT ENTER SIGN	16. SCHOOL BUS FLASHING STOP LAMPS
7. TRAFFIC SIGNALS	17. TEMPORARY CONCRETE BARRIER
8. TRAFFIC SIGNALS WITH PEDESTRIAN SIGNAL	14. OTHER *
9. OFFICER/FLAGMAN DIRECTING TRAFFIC	

Box 12

PAVEMENT MARKINGS (13) are sometimes overlooked as traffic control, but are important especially in multi-lane situations, turn lanes, etc.

TEMPORARY CONCRETE BARRIER (17, aka "jersey barrier" or "GM barrier") is typically used at construction sites to route traffic and protect the construction project; it is tapered at the top of the barrier and again near the base.

13. & 14. TRAILER STYLE: enter the appropriate code for the trailer or vehicle in tow; it is not considered another vehicle, **the towing unit and the trailer is considered ONE vehicle.** Information of the towed vehicle may be included in the narrative, and a blank vehicle section; PLEASE indicate it is a trailer or towed vehicle.

Trailer Style	
1. NO TRAILER	7. SINGLE TRUCK TRAILER
2. CAMPING TRAILER	8. DOUBLE TRUCK TRAILER
3. MOBILE HOME	9. HORSE TRAILER
4. UTILITY TRAILER	11. TRIPLE TRAILER
5. BOAT TRAILER	10. OTHER *
6. TOWED VEHICLE	

Boxes 13 & 14

A TOWED VEHICLE (6) may be a vehicle connected by a trailer hitch, or simply a chain or towing strap; please indicate within the narrative.

The SINGLE (7), DOUBLE (8), or TRIPLE (11) truck trailers are typically a semitrailer, with part of it's weight resting upon the towing unit, or a full trailer (it may utilize a "converter dolly" to convert a semitrailer to a full trailer). This category would also be used for a vehicle pulling a "pole trailer" which may connect the trailer to the tractor by means of a reach or pole; it may also include a unit that uses the transported members as the reach or pole, as commonly seen in logging operations. All motorcycle and bicycle trailers: use Other *.

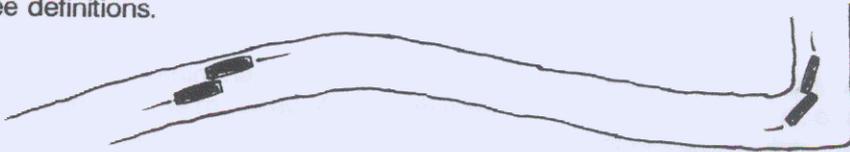
15. **RELATIONSHIP TO ROADWAY JUNCTION:**

indicate the correlation of the accident to a roadway junction, from the following definitions:

Relationship to Roadway Junction	
1. NONJUNCTION	2. INTERSECTION RELATED
3. INTERSECTION	4. DRIVEWAY ACCESS

1) **NONJUNCTION:** applies to an accident that does not meet the criteria of the following three definitions.

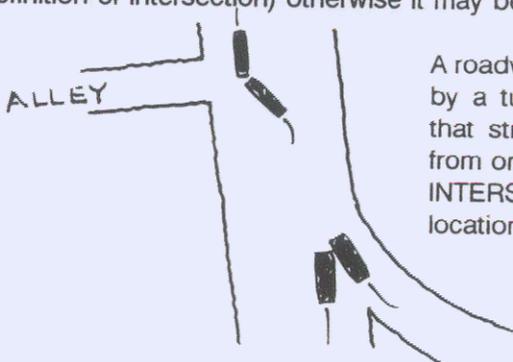
Box 15



2) **INTERSECTION:** applies to a traffic accident in which the first harmful event occurs within the confines of an intersection (see Intersection definition below).

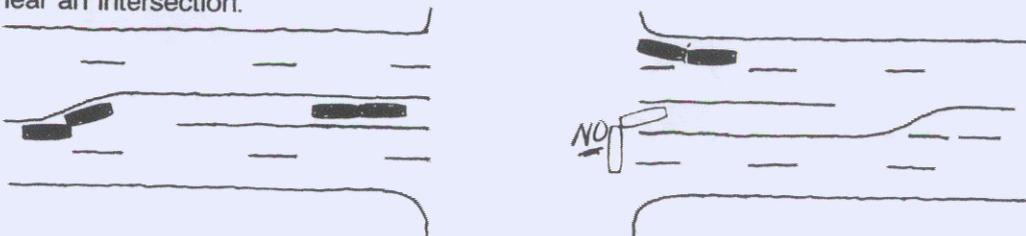


For the purpose of accident reporting, if an accident involved a vehicle either entering or exiting an alley, it is considered an **INTERSECTION**; it **MUST** involve activity or behavior relating to the alley. In this example, the accident must have occurred in the intersection of the alley and street (using the definition of intersection) otherwise it may be **INTERSECTION RELATED**.



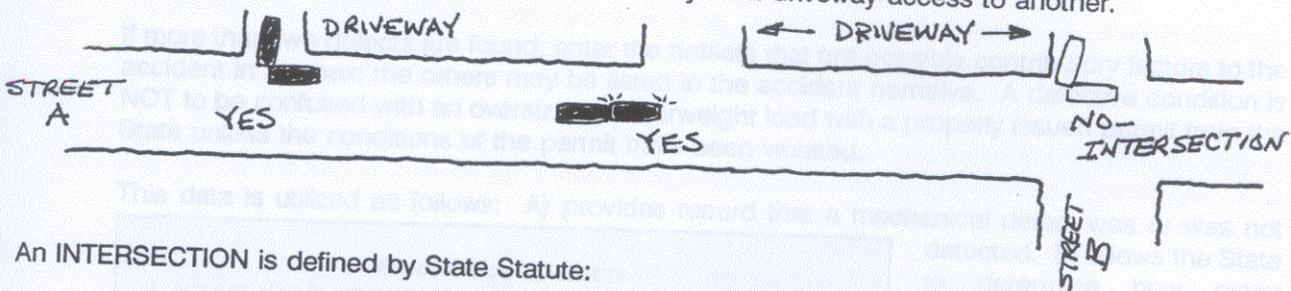
A roadway that is connected to another roadway by a turning ramp is also included; a vehicle that strikes another vehicle during the merge from one road to another is **INTERSECTION** (or **INTERSECTION RELATED**, depending upon location).

3) **INTERSECTION RELATED:** applies to a crash in which the First Harmful Event occurs on the approach or exit from an intersection and is the result of activity, behavior, or control through or near an intersection.



4) DRIVEWAY ACCESS: may apply to either of the following:

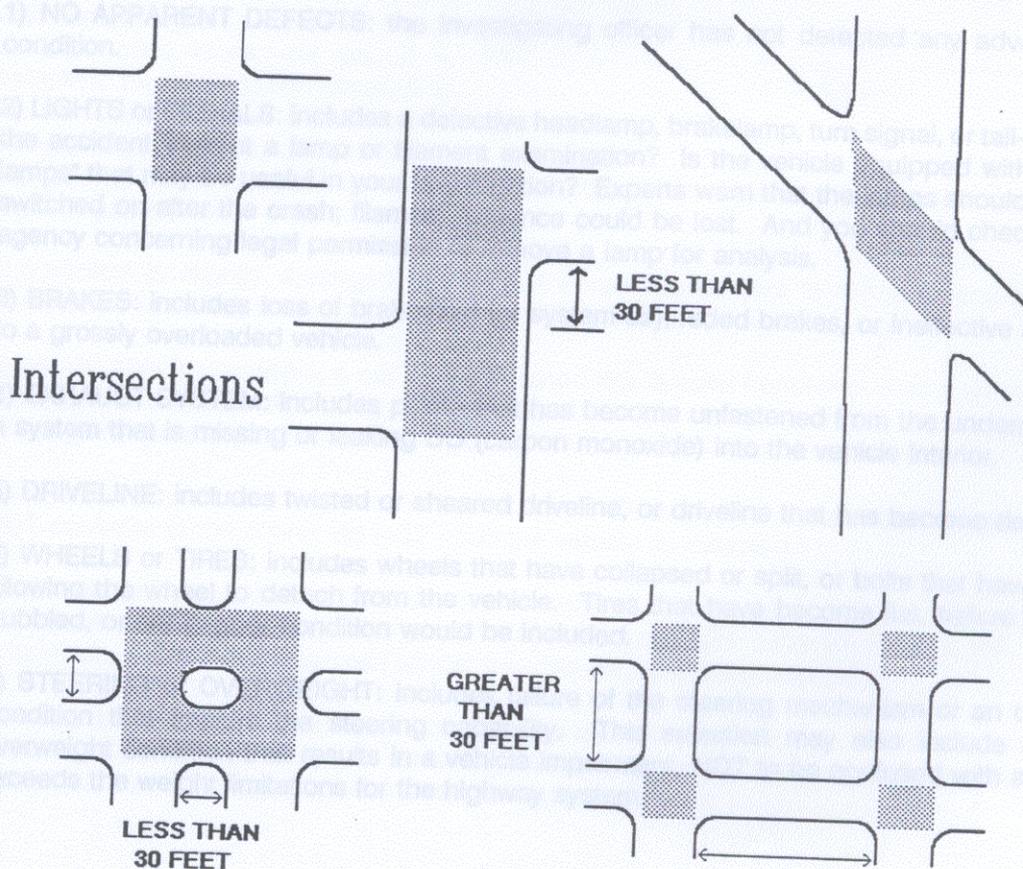
- A) Involves a vehicle turning into or out of a driveway access, or a related activity, (includes a pasture or field access),
- B) Involves a vehicle crossing a roadway from driveway access to another.



An INTERSECTION is defined by State Statute:

(A) the area embraced within the prolongation or connection of the lateral curb lines, or if none, then the lateral boundary lines of the roadway of two highways which join one another at, or approximately at, right angles, or the area within which vehicles traveling upon different highways joining at any other angle may come in conflict;

(B) where a highway includes two roadways 30 feet or more apart, then every crossing of each roadway of such divided highway by an intersecting highway shall be regarded as a separate intersection. In the event such intersection highway also includes two roadways 30 feet or more apart, then every crossing of two roadways of such highway shall be regarded as a separate intersection. Examples (the shaded area defines the intersection):



17. & 18. **MECHANICAL DEFECTS:** a condition that may adversely impair the safe operations of the vehicle; this condition should be recorded, even if the investigating officer determines that the condition probably had no relationship as a contributing factor. If two defects are found, enter them both as in the following example with a slash in the box: (4/6) for exhaust system and wheels or tires.

If more than two defects are found, enter the defects that are possible contributory factors to the accident in the box; the others may be listed in the accident narrative. A defective condition is NOT to be confused with an oversized or overweight load with a properly issued permit from the State unless the conditions of the permit have been violated.

This data is utilized as follows: A) provides record that a mechanical defect was or was not

Mechanical Defects	
1. NO APPARENT DEFECTS	8. OVERSIZED LOAD ON VEHICLE
2. LIGHTS or SIGNALS	9. TOW HITCH DEFECT
3. BRAKES	10. WIPERS or DEFROSTERS
4. EXHAUST LINE	12. STALLED VEHICLE
5. DRIVELINE	13. ALTERED SUSPENSION *
6. TOWED VEHICLE	11. OTHER *
7. STEERING or OVERWEIGHT	

detected. B) allows the State to determine how many vehicles are involved in traffic accidents that had a detected mechanical defect, for reporting and legislative purposes. C) allows the State to cross reference a detected defect with a manufacturer's vehicle recall for a particular model.

Boxes 17 & 18

Selections:

- 1) **NO APPARENT DEFECTS:** the investigating officer has not detected any adverse vehicle condition.
- 2) **LIGHTS or SIGNALS:** includes a defective headlamp, brakelamp, turn signal, or tail-lamp. Does the accident warrant a lamp or filament examination? Is the vehicle equipped with "cornering lamps" that may be useful in your investigation? Experts warn that the lamps should NEVER be switched on after the crash; filament evidence could be lost. And you should check with your agency concerning legal permission to remove a lamp for analysis.
- 3) **BRAKES:** includes loss of brake fluid (or system air), faded brakes, or ineffective brakes due to a grossly overloaded vehicle.
- 4) **EXHAUST SYSTEM:** includes piping that has become unfastened from the undercarriage, to a system that is missing or leaking CO (carbon monoxide) into the vehicle interior.
- 5) **DRIVELINE:** includes twisted or sheared driveline, or driveline that has become detached.
- 6) **WHEELS or TIRES:** includes wheels that have collapsed or split, or bolts that have sheared, allowing the wheel to detach from the vehicle. Tires that have become flat, before the crash, bubbled, or are in poor condition would be included.
- 7) **STEERING or OVERWEIGHT:** includes failure of the steering mechanism or an overweight condition that impairs the steering capability. This selection may also include any other overweight condition that results in a vehicle impairment, NOT to be confused with a load that exceeds the weight limitations for the highway system.

8) **OVERSIZED LOAD ON VEHICLE:** includes any **UN**authorized oversized load that impairs the safe operation of the vehicle, or results in a mechanical defect such as broken axle, etc.

9) **TOW HITCH DEFECT:** includes if the device came apart, failed, or was inadequate for the application.

10) **WIPERS or DEFROSTERS:** wipers not working, or wiper blades rotted away or otherwise not functioning. Also, includes inoperable defroster/defogger unit; excludes defroster units that have not had sufficient time to warm up after starting the vehicle.

11) **OTHER *:** includes any defect not otherwise listed, such as broken engine belts (resulting in loss of power steering, brakes, etc.), collapsed suspension (resulting in loss of control), etc. You must specify what the defect consists of and resulting action, if any, in the narrative section.

12) **STALLED VEHICLE:** involves a vehicle that has lost power due to an engine failure. This vehicle may be moving in traffic, or parked along the road shoulder.

13) **ALTERED SUSPENSION *:** may include "risers" or device that results in an over height suspension, raising the vehicle center of gravity, increasing bumper override, etc.

19. & 20. **SEVERITY OF MOTOR VEHICLE DAMAGE:** select the code that best describes the condition of the vehicle after the accident.

1) **Disabling (towed away):** this is damage that prevents the vehicle from being driven from the accident scene in the usual manner by daylight after simple repairs. If a police officer at the scene does not permit a vehicle to be driven away, depending on the circumstances (headlamp or taillight damage, damage to horn, signals, etc.) does not constitute a **DISABLING** classification because the vehicle does not meet legal requirements.

Severity of Motor Vehicle Damage
1. DISABLING (towed away)
2. FUNCTIONAL DAMAGE
3. OTHER M.V. DAMAGE (appearance)
4. OTHER PROPERTY DAMAGE (NO damage to motor vehicle)
5. NO DAMAGE

Boxes 19 & 20

If a vehicle is slightly damaged but loses the radiator coolant in the accident, it would be considered disabled; further driving of the vehicle would damage the engine.

Example: after an accident, a car has a flattened tire, broken headlamp, and a crushed fender. If the fender can be pulled away from the wheel, the tire can be changed, and the vehicle then driven from the scene. This is **FUNCTIONAL** damage, **NOT** disabling damage.

If the driver of the car is incapacitated, this does **NOT** make the car disabled. If a spare tire is **NOT** available at the scene, do **NOT** code the vehicle as disabled.

2) **Functional Damage:** damage that adversely affects the operation of the motor vehicle, but is not disabling. This is damage that prevents operation of doors, windows, hood, trunk, lights, etc. In addition, it may be a shattered windshield, flat tire, or a loose bumper.

3) **Other Motor Vehicle Damage:** includes appearance damage, but is neither functional, or disabling. Damage to trim, grill, fenders, hubcaps, glass (without a visibility problem), dents, scratches, etc. This category would also include damage to cargo.

- 4) Other Property Damage: involves damage to other property such as fence, landscaping, buildings, etc. but NO damage to the vehicle from this accident.
- 5) No Damage: the vehicle sustained no damage from this accident. This code is usually used in accidents that involve injury to an occupant or pedestrian. If no injury or damage has occurred, then this event is NOT a motor vehicle traffic accident.

21. **VEHICLE CODE** For ALL Persons Involved: indicate which vehicle a person occupies, or if the person was a pedestrian, motorcyclist, or a pedacyclist (bicyclist, tricyclist, etc.). OTHER * may be used for horseback rider, or some other unusual circumstance (explain in narrative).

Vehicle Code for Persons Involved

1. OCCUPANT of VEHICLE #1
2. OCCUPANT of VEHICLE #2
3. PEDACYCLIST
4. PEDESTRIAN
5. MOTORCYCLIST
6. OTHER *

Box 21

NOTE: the persons listed on the first page are occupants of the first or second vehicle; persons for a third, fourth, etc. vehicle would be listed on the respective accident report page with the vehicle information. — Therefore, the vehicle #3 driver has a VEHICLE CODE of 1 on the second PR-802 report, along with any other passengers of vehicle #3; occupants of vehicle #4 would have a VEHICLE CODE of 2, etc.

If both vehicles are motorcycles, please clearly indicate which persons occupied the first motorcycle, and those on the second motorcycle.

22. **POSITION of PERSONS INVOLVED:** indicate where in the vehicle the person was sitting (standing, etc.), or if the person was a pedestrian, motorcyclist, pedacyclist, etc.

Unless the driver is a pedacyclist, or motorcyclist, use code #1 for the vehicle driver. Code #2 is for the front middle seat. Code #3 is for persons in the front right seat, etc.

Code #10 is for persons riding on the outside of a vehicle (typically a person on a refuse truck, or a fire emergency vehicle, etc.).

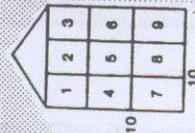
Code #14 is used for persons occupying a berth space on a semi-truck tractor.

Code #15 may be for a horseback rider, or some other position, such as the many positions on buses. In most cases involving buses, the persons on the bus are not injured, or the severity of the crash is such that determining exact seating positions is tedious; however, this information is important, please provide as best as possible. Code #15 would also be used for persons riding where the vehicle was not designed for person transport, such as the rear of a stationwagon, or on the floor next to a seat (i.e. next to the sliding door in a van), etc. etc.

Code #16 is for any passenger riding in an open pickup bed, or sitting on the edge of the pickup bed, or tailgate.

Position of Persons Involved

1. DRIVER
- 2 - 9 PASSENGERS
10. HANGING/RIDING ON OUTSIDE
11. PEDACYCLIST
12. PEDESTRIAN
13. MOTORCYCLIST
14. TRUCK SLEEPER
15. OTHER *
16. PICKUP BED - OPEN



17. IN CAMPER / SHELL/ TRUCK CARGO AREA
18. LYING DOWN - FRONT
19. LYING DOWN - REAR

Box 22

Code #17 is reserved for persons riding in a pickup truck bed that is enclosed by a shell, or within a pickup camper or within an enclosed cargo area of a truck. Persons riding within a camper shell, camper, or truck cargo area are subject to possible carbon monoxide (CO) poisoning; a condition that often goes undetected except in the obvious cases involving persons traveling in compartments not intended for transport. Persons suffering from CO poisoning may complain of headache, being weak, confused, or dizzy.

Code #18 is for persons that are lying down in the front seat, exposed to the dash or windshield during a collision, either misusing or without benefit of safety equipment. At this writing (1991) efforts are underway to provide airbag protection to passengers in the front seat (available in very few models this year, but predicted to be common place by 1994-1995). Persons lying down will not receive the full designed advantage of these new systems.

Code #19 is for persons lying down in the second or any subsequent seat in the vehicle, again either misusing or without benefit of safety equipment.

23. **SAFETY EQUIPMENT:** enter the appropriate code for the safety equipment used by each person listed in the accident (not applicable to pedestrians: enter a dash).

Safety Equipment			
1. NONE USED or NO HELMET			PASSIVE SYSTEM:
2. NOT AVAILABLE	<u>FAILED</u>	<u>MISUSED</u>	23. LAP BELT NOT USED
3. LAP BELT ONLY.....	11.	12.	AIR BAG DEPLOYED:
4. LAP & SHOULDER BELT	13.	14.	24. BELTS NOT USED
▶ AIR BAG (see 24 - 29)	15.	16. INOP	25. BELTS IN USE
6. CHILD RESTRAINT	17.	18.	26. BELTS MISUSED
7. HELMET	19.	20.	<u>AIR BAG NOT DEPLOYED:</u>
8. PASSIVE RESTRAINT	21.	22.	27. BELTS NOT USED
9. UNKNOWN			28. BELTS IN USE
10. OTHER*			29. BELTS MISUSED

Box 23

This is **important information!** Please review each selection carefully. This information is crucial to system design, evaluation of system performance, and public education of these systems.

1) If NO device was used, or NO helmet was used by a motorcyclist or pedacyclist, use this code. If the vehicle was equipped with an air bag that did not deploy, use codes 27-29 below.

2) If the vehicle was not equipped with lap belts, shoulder belts, etc. or if the equipment was removed, use this code. This code also applies to persons in a space not designed for passenger travel (i.e. persons in a pickup bed), or for a person occupying a truck berth not equipped with a safety device or net. Vehicles manufactured before 1966 were not usually equipped with lap belts.

3) Use for any person that is properly wearing an available lap belt.

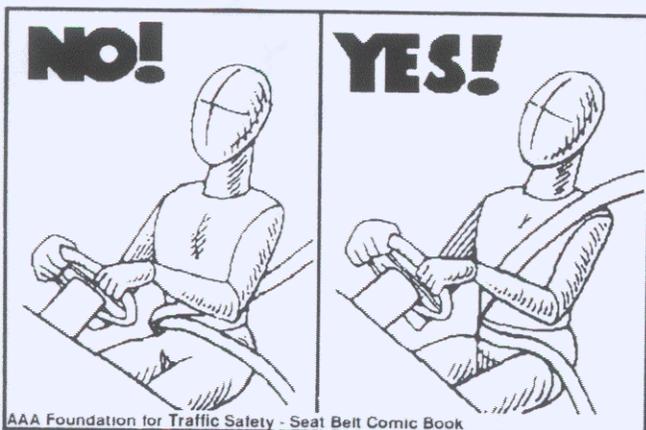
Use **code 11** for any person that wore a lap belt that failed. A failed belt would include (not limited to) a severed belt, ripped from the anchor, or "spooled out" from the belt housing.

Use **code 12** for a misused lap belt. Misused belts include not wearing the belt properly (person laying down with belt around the torso), or a belt placed on the abdomen, etc.

4) Use for Lap & Shoulder Belts (aka 3 point belt) worn properly, snugly in place.

Use **code 13** for a lap/shoulder belt combination that failed. A failed belt would include (not limited to) a severed belt, ripped from the anchor, or "spooled out" from the belt housing.

Use **code 14** for a misused lap/shoulder belt that includes wearing the belt "under the arm", or allowing too much slack in the belt, etc. Excessive slack provides the same protection as NOT wearing a belt.

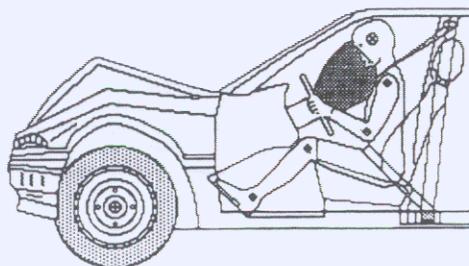


Don't wear the belt behind your back or under your arm; don't wear it over your abdomen...a serious or fatal injury could result.

To be most effective, the correct position is over the shoulder, across the chest, and low on the lap.

Children that are not tall enough to correctly wear a lap/shoulder belt, and without the availability of a child seat or booster seat, should be placed in a rear seat if possible. If the child must occupy a seat with a lap/shoulder belt (the last resort), they would wear the shoulder belt behind them, as other injuries may be incurred from a belt worn near or over the child's face/neck. This situation would NOT be considered misuse, but is discouraged as the public does not understand the surrounding circumstances that permit safely using this practice. ▶ *Contact the Occupant Protection Coordinator, Highway Safety Branch, 777-4450, or the Highway Patrol's Safety and Training Office 777-4307 for additional information.*

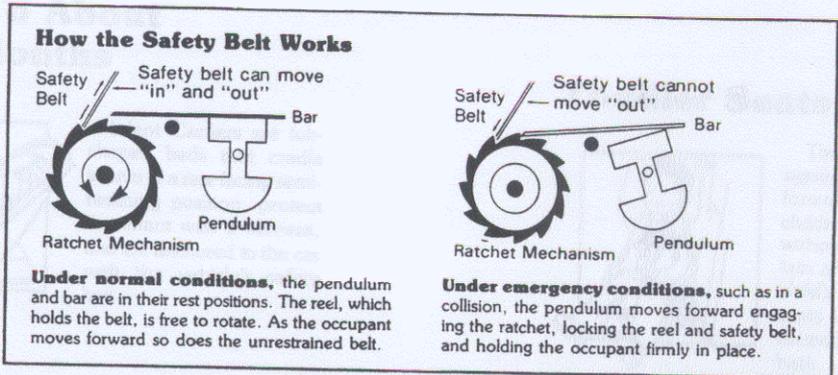
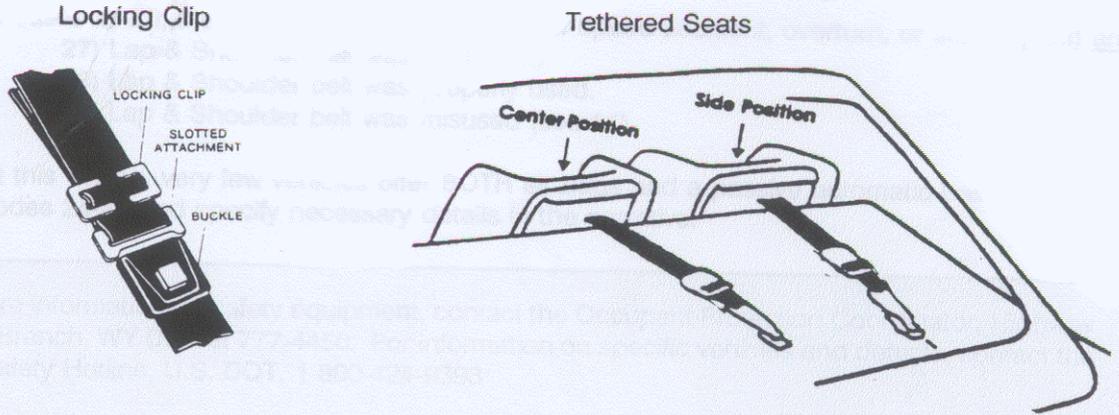
▶ **Air Bags:** by 1990, over one million vehicles on U.S. highways were equipped with a driver side air bag; this relatively new device will probably be standard equipment for both driver and front passengers by the year 2000. Air bags will NOT deploy during impacts under 10-12mph, nor will they deploy in side or rear impact crashes; we need to know if the vehicle is equipped with air bags, if it deployed correctly, etc. etc. Therefore, air bag information has been expanded from the previous report form. Air bag systems are supplemental safety devices, sometimes called a "SRS" or supplemental restraint system; lap & shoulder belts should always be used in combination with the air bag system. In Wyoming, with so many overturn accidents, **belt use is critical**. See codes 24-29.



Code 15 would be used to report an air bag system that failed to deploy in a crash over 12 MPH from an impact in the front of the vehicle (possibly the rear on a few rare models).

Code 16 identifies an air bag system that has been rendered inoperative either intentionally or inadvertently during maintenance, etc.

6) This code applies to approved child safety seats when correctly installed in the vehicle, and when the child is correctly buckled into the seat. Child Restraints are required in every state, and come in a variety of sizes and designs; infant seats, convertible seats, toddler seats, and booster seats. Investigator's are reminded to check for a tether strap for older seats that require their use; proper routing of the vehicle's belt through the safety seat frame; to check for locking clips on vehicle belt systems that allow the belt latch to move freely along the belt; and child seats that are too large for the vehicle's belt system. Child restraints should not be located in a seat with an automatic or passive belt system unless the car manufacturer provides specific instructions for safe installation.



Use **code 17** for cases involving a failed child restraint as may be indicated by failed plastic components, buckles that did not latch properly, etc.

Use **code 18** for misuse of child restraints, including items as described above; improper seat for vehicle, child restraint in a front seat with automatic belt system, no locking clip when required, improper routing of vehicle belt through child restraint, child not secured properly in child restraint, etc. etc.

7) Helmet is used when a rider of a motorcycle (or bicycle, moped, snowmobile, etc.) was properly using an approved helmet. Motorcycle helmets will have a U.S. Department of Transportation (US DOT or DOT) symbol on the rear of the helmet (since Oct 1988). Other approved helmets may have been certified by ANSI (American National Standards Institute) or SNELL (Snell Memorial Foundation).

Use **code 19** if the helmet failed, or **code 20** if the helmet was misused (straps not fastened, etc.).

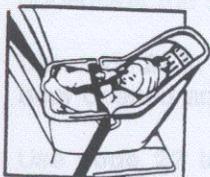
In cases 27-29, the air bag did NOT deploy (low speed accident, overturn, or side impact) and:

- 27) Lap & Shoulder belt was NOT used.
- 28) Lap & Shoulder belt was properly used.
- 29) Lap & Shoulder belt was misused (see 14).

At this writing, very few vehicles offer BOTH air bags and a passive automatic belt system; use codes 24-29 and specify necessary details in the narrative.

For more information on safety equipment, contact the Occupant Protection Coordinator, Highway Safety Branch, WY DOT at 777-4450. For information on specific vehicles and defects, contact the Auto Safety Hotline, U.S. DOT, 1-800-424-9393

Infant Safety Seats: Birth To About 9-12 Months



Infant Carriers are sub-shaped beds that cradle infants in a rear facing semi-reclining position, protect the infant with a harness, and are anchored to the car with the vehicle's safety belt.

Toddler Seats



Toddler seats are designed for use only in the forward facing position by children who can sit up without support. Most contain a harness to protect a child's upper body. A few seats use a shield system instead, and some have both.

Convertible Seats: Birth To About 4 Years



Convertible seats convert from rear facing infant carriers to forward facing toddler seats once the child can sit up without support.



Booster Seats



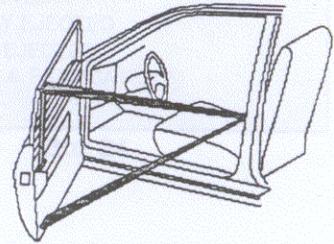
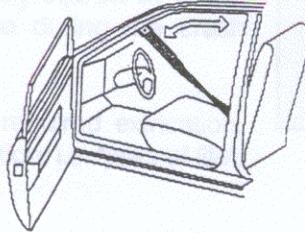
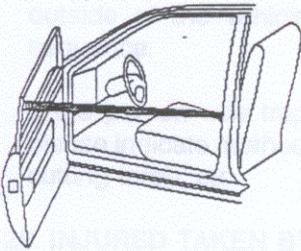
Booster seats are designed for use by older children. NHTSA recommends that children be kept in toddler or convertible seats as long as possible, at least until the child weighs 40 pounds. Boosters elevate children so that the car's lap belt fits across their hips and pelvic bones, or the booster shield, rather than their stomachs. Boosters with a harness must be used with the harness or with the car's lap/shoulder belt. Models equipped with a shield for upper torso support should only be used with the shield and the car's safety belt.

8) Passive Restraint or automatic belt systems are systems that require little or no action by the wearer; examples:

Automatic Shoulder Belt;
requires manual lap belt

Motorized Shoulder Belt;
requires manual lap belt

Automatic Shoulder & Lap Belt



The automatic belt systems will hopefully be phased out, but proponents feel they are still better than nothing. **Two problems are emerging that demand attention.** In some designs, the shoulder belt portion of the system is attached to the car door; reports indicate that the door has opened during the crash sequence, removing the belt protection for the occupant. The other problem is the design that requires the person to manually fasten the lap belt after the shoulder belt was automatically placed. Even seasoned seat belt users report they forget to fasten the lap belt after feeling the shoulder belt in place. The end result is NO protection; persons are sliding under/over the shoulder belt!

Use **code 21** to report a failed passive system (latch failed, belt ripped or spooled out, or vehicle door opened and removed belt protection during crash, etc. etc.)

Use **code 22** to indicate a misused passive (automatic) system, including belts unlatched, positioned incorrectly, or worn incorrectly, etc. etc.)

Use **code 23** to report a passive system that requires the lap belt to be fastened manually, and the lap belt was NOT USED. The manual lap belt is NOT optional; it must be used to provide the full benefit of the belt system.

9) use this code, or "X" if the safety equipment used by the person is not known and cannot reliably be ascertained through routine investigation.

Training for safety equipment usage detection is becoming more widespread in Wyoming; you may have an officer in your agency who can assist you in determining use/non-use/failure of occupant restraints, or you may contact the Wyoming Highway Patrol for assistance. Examination of belt fabric, melted plastic on the system "D" rings, tissue bruising, etc. are samples of evidence available to investigators.

10) OTHER * is available for safety systems not listed, such as the safety net used in semi-tractor truck sleeping berths.

Air Bag Equipped Vehicle Positions: use the following codes to report air bag involvement with lap/shoulder belt usage.

In the following cases 24-26, the air bag did deploy properly and the:

- 24) Lap & Shoulder belt was NOT used.
- 25) Lap & Shoulder belt was properly used.
- 26) Lap & Shoulder belt was misused (see 14).

24. **VEHICLE EJECTION:** select the appropriate code for each vehicle occupant. This code is not applicable to pedestrians, motorcyclists, or pedacyclists unless by peculiar circumstance (enter a dash in this box).

Partial ejection may refer to any extremity (i.e. an arm, leg, head, or more) that is usually injured by being outside of the vehicle sometime during the crash sequence.

If the person was trapped and required extrication, please indicate method of extrication, i.e. "jaws of life", cutting torch, etc.

<p style="text-align: center;">Vehicle Ejection</p> <ol style="list-style-type: none">1. NOT EJECTED2. PARTIALLY EJECTED3. TOTALLY EJECTED4. TRAPPED & EXTRICATED *

Box 24

25. & 26. **INJURED TAKEN BY & TO:** indicate who transported the injured person from the scene; i.e. ambulance or MS-##, police, passerby, coroner, etc. etc. Then indicate where the person was transported, i.e. Natrona County Hospital, Excel Trauma Center, Wapiti Health Clinic, etc. etc.

<p style="text-align: center;">Injured Taken</p> <p style="text-align: center;">BY TO</p>

Boxes 25 & 26

27. **AGE OF PERSON INVOLVED:** report the age of the person on the date of the accident. Infants under the age of one year should be reported in months, i.e. 2mo or 5mo, etc.

28. **SEX OF PERSON INVOLVED:** indicate the gender of the person with M - male, F - female.

29. **VICTIMS PHYSICAL STATUS: IMPORTANT!** this information is used by the State in determining the amount of bond required for the drivers involved in the accident; please code each and every person's physical status correctly at the scene of the accident.

1) No indication or complaint of injury.

2) Person has died of injuries sustained in the accident, and NOT as a result of an illness such as heart attach, diabetic coma, etc. If the death has occurred after the accident report was filed with Accident Records, then notify Accident Records to amend the report as necessary.

3) An incapacitating injury prevents the person from walking, driving, or otherwise normally continuing the activities he/she was capable of performing prior to the accident. This includes sever lacerations, broken or distorted limbs, sheull or chest injuries, abdominal injury, being unconscious at or when taken from the accident scene, etc. etc. This person usually is unable of leaving the accident scene without assistance.

4) Non-incapacitating injuries are usually evident by observation at the scene of the accident. This includes abrasions, bruises, minor lacerations, a lump on the head, etc.

5) A possible injury includes complaint of pain, momentary unconsciousness, nausea, hysteria, limping, etc.; the injury does NOT have to be visible.



<p style="text-align: center;">Victim's Physical Status</p> <ol style="list-style-type: none">1. NO APPARENT INJURY2. FATAL INJURY3. INCAPACITATING INJURY (cannot perform normally)4. NON-INCAPACITATING INJURY (evidence of injury)5. POSSIBLE INJURY (no visible signs of injury)

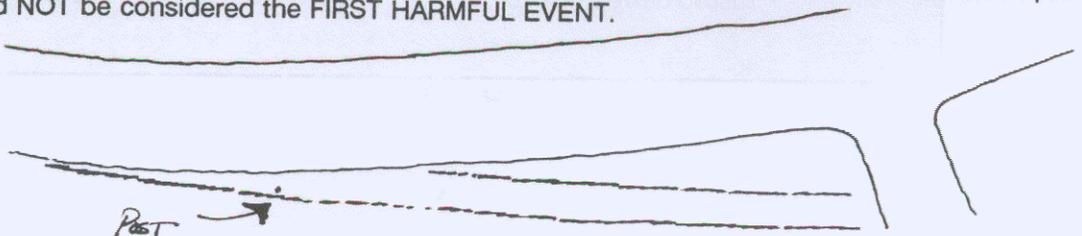
Box 29

The codes in BOX 29 should be consistent with Box 30, as follows.

- 2) General Freight may be anything from cookies to refrigerators, etc. etc.
- 3) Household Goods is typically a moving company or rental truck with furniture, personal belongings, etc.
- 4) Heavy Machinery may be a crane, earth mover, bulldozer, etc. to large industrial plant equipment, etc.
- 5) Motor Vehicles is the transport of new or used vehicles, generally, but not restricted to a car carrier trailer.
- 6) Gases in bulk may be any non-hazardous bulk gas or vapor carried by large tanker.
- 7) Livestock (identify as cattle, buffalo, horses, chickens, etc. in narrative)
- 8) Solids in Bulk refers typically to chemical (soda ash, etc.) products transported in dry bulk trailers, but may also refer to other solids, including soils, gravel, etc. etc.
- 9) Liquids in Bulk may be any non-hazardous liquid transported in tanker trailers.
- 10) **Explosives / Hazardous Materials** should correlate to the Haz Mat section in the body of the report, but may be indicated here if the shipment was not placarded (either illegally, or because the amount of the hazardous material was less than placard requirements, i.e. less than 1000 lbs for some non-flammable gases, oxidizers, etc. etc.).
- 11) Empty or Partial Loads may be important due the changing vehicle handling characteristics of a partial or empty cargo area. Use in combination with another code, i.e. 11 / 2.
- 12) Refrigerated Foods; a "reefer" trailer or truck is usually recognized by the refrigeration unit visible on the front or bottom of the cargo area.
- 13) Other * may be utilized for any cargo or situation not covered above; please describe details in the narrative.

34. **FIRST HARMFUL EVENT:** a harmful event is an occurrence of injury or damage. The FIRST harmful event is defined as the first occurrence of an injury, or damage that meets the reporting threshold (§31-5-1106) of \$500.00 (the damage may be to one vehicle, a combination of vehicles, or to other property) in a sequence of events during the traffic accident. Wyoming uses the FIRST HARMFUL EVENT (ANSI D16.1) to describe the accident type involved in a motor vehicle traffic accident.

The FIRST HARMFUL EVENT is used in all cases except in accidents involving a crash with a fixed object that has little or no significance to the following events of the accident. For example, a tractor trailer vehicle drifts off the roadway because the driver has fallen asleep. The vehicle strikes a delineator post doing little or no damage to the vehicle. The vehicle continues off the shoulder, eventually overturning after striking an approach road. In this case, the delineator post would NOT be considered the FIRST HARMFUL EVENT.



In another example, a car goes out of control, strikes a curb at an intersection, doing little or no damage, then strikes a light pole and then two pedestrians. The FIRST HARMFUL EVENT would be recorded as the light pole, since the curb was an insignificant factor or damage producing event. The pedestrians are included as a SECOND HARMFUL EVENT (box 39 for this example).



There are ten basic categories for the FIRST HARMFUL EVENT that have been expanded in order to be more descriptive: Please review and code the FIRST HARMFUL EVENT carefully!

First Harmful Event

COLLISION WITH:

- 1. PEDESTRIAN
- 2. MOTOR VEHICLE IN TRANSPORT
- 3. MOTOR VEHICLE ON OTHER ROADWAY
- 4. PARKED MOTOR VEHICLE
- 5. RAILWAY TRAIN
- 6. PEDACYCLE (bicycle, etc.)
- 7. DOMESTIC ANIMAL *
- 8. WILD ANIMAL *
- 9. OTHER OBJECT (not fixed)

NON-COLLISION:

- 10. OVERTURN
- 11. FIRE / EXPLOSION
- 12. CARBON MONOXIDE INHALATION
- 13. FALLING / JUMPING / PUSHED FROM VEHICLE
- 14. INJURED BY BEING THROWN AGAINST PART OF VEHICLE
- 15. IMMERSION / SUBMERSION
- 39. OTHER NON-COLLISION *

COLLISION WITH FIXED OBJECT:

GUARDRAIL:

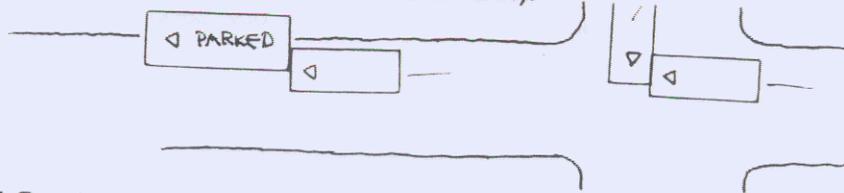
- 16. END
- 17. PROTECTING SIGN
- 18. PROTECTS STRUCTURE
- 19. IN MEDIAN
- 20. ALONG FILL
- 21. OTHER GUARDRAIL
- 22. TREE / SHRUBBERY
- 23. CUT SLOPE
- 24. ROAD APPROACH
- 25. ROCK / BOULDER
- 26. END OF DRAINAGE PIPE / STRUCTURE
- 27. BUILDING / OTHER STRUCTURE (wall)
- 28. FENCE
- 29. RAISED MEDIAN / CURB

- 30. DELINEATOR POST
- 31. BRIDGE STRUCTURE
- 32. UTILITY POLE / FIXTURE
(light, power, signal, fire hydrant, etc.)
- 33. BARRICADE / TRAFFIC BARRELS
- 34. EARTH EMBANKMENT / BERM / DITCH
- 35. SNOW EMBANKMENT
- 36. CRASH CUSHION
(impact attenuator)
- 37. MAILBOXES
- 38. BRIDGE RAILING
- 40. STOP SIGN
- 41. YIELD SIGN
- 42. OTHER SIGN
- 43. OTHER FIXED OBJECT *

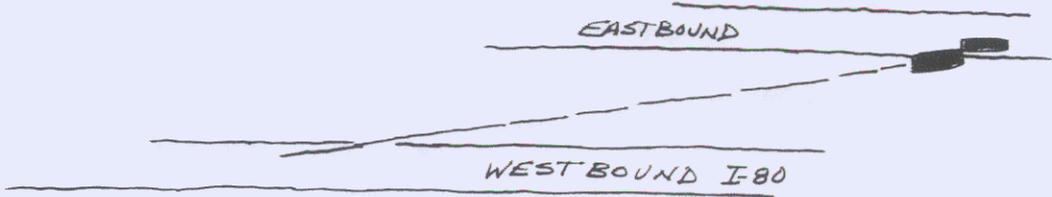
COLLISION INVOLVING:

1) Pedestrian: a collision with a person who is NOT an occupant of a vehicle. This person may be walking, laying, sitting, etc. or using a conveyance such as skateboard, skis, wheelchair, baby stroller, etc. The pedestrian must have sustained an injury (unless the circumstances are very peculiar; please explain details in narrative).

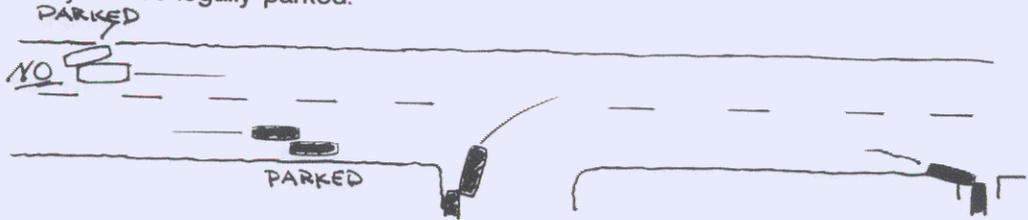
2) Motor Vehicle in Transport: a collision with another motor vehicle that is either in motion, or stopped in a travel lane of the roadway. This occurrence is approximately half of Wyoming's annual traffic accidents (approximately 1/3 of the annual fatal accidents).



3) Motor Vehicle on OTHER Roadway: a collision with a motor vehicle NOT traveling on it; intended road of travel. The most common example of this accident is a vehicle that leaves it's lane of travel on an interstate highway, crosses the median, and collides with a vehicle on the opposite roadway.



4) Parked Motor Vehicle: a collision with a vehicle parked off the roadway (no part of the parked vehicle is extending into the travel lane, as illustrated in example A below). The parked vehicle may or may not be legally parked.



5) Railway Train: a collision with any rail transport device. It makes no difference if the train struck the vehicle, or the vehicle struck the train (except in the event of a railway accident prior to the motor vehicle involvement, i.e. a train that falls off a bridge onto a car in not considered a motor vehicle traffic accident). The accident can involve any device that is traveling on the rails, including a motor vehicle modified for both track travel and road travel, as long as it is actually traveling upon the rails at the time of the accident.

6) Pedacycle: a collision with a person(s) riding a bicycle, tricycle, unicycle, etc. The person riding this human powered cycle is not considered a pedestrian; include as a **driver**. This category also applies to a moped that is pedaled and not motor driven at the time of the crash.

7) Domestic Animal *: a collision with a domesticated animal such as cow, horse, sheep, pig, etc. Please describe the animal type in the narrative.

8) Wild Animal *: a collision with a wild animal such as deer, elk, moose, antelope, etc. Please use this code for birds such as eagle, owl, etc. (a woodpecker reportedly knocked a un-helmeted motorcyclist unconscious). As above, please indicate the animal in the narrative.

9) Other Object: a collision with an object that is unusual; a piece of cargo laying on the roadway, a part from a vehicle, collision with construction equipment **doing work**, or road maintenance equipment **engaged in road work**, i.e. plowing snow, street sweeping, momentarily stopped, etc. (these working vehicles are not "in transport" from point A to point B). This category would also include a horse-back rider, horse drawn wagon, an abandoned bicycle, etc.

NON-COLLISION:

10) Overturn: the vehicle has rolled over with no previous harmful event. This accident type typically is about 15% of the annual Wyoming accidents, but accounts for over a third of our fatal traffic accidents. This category usually does NOT apply to motorcyclists; see #39 - Other Non Collision below.

11) Fire or Explosion: involves a fire or explosion while the vehicle was "in transport", or in motion. A vehicle that smells of smoke, is pulled to the curb and stopped, and then bursts into flame may be included in this category.

12) Carbon Monoxide (CO) Inhalation: accidental poisoning of the vehicle occupants by engine exhaust fumes. Persons may seem confused, dizzy, weak, and complain of headache; sometimes mistaken for intoxication. This actual number of traffic accidents related to CO poisoning is unknown since CO is odorless, tasteless, and usually goes undetected.

13) Falling, Jumping, or Pushed From Vehicle: involves a person *accidentally* falling, jumping, or pushed from a vehicle in motion. It does NOT include attempted suicide, homicide, other self-inflicted injury or other deliberate acts.

14) Injured by Being Thrown Against Part of the Vehicle: normally involves a passenger hitting the windshield or dash during rapid deceleration of the vehicle, especially unrestrained children (an event that is not often reported).

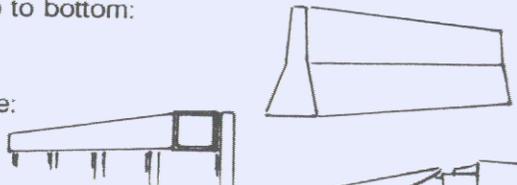
15) Immersion or Submersion: normally involves a vehicle whose path ends up in a river or lake.

39) **Other Non-Collision:** includes tractor-trailer jackknife, objects falling on a motor vehicle, or mechanical breakage of the motor vehicle that causes harm. ▶ This code also includes a motorcyclist that "lays down the bike" on the roadway; OVERTURN rarely applies to this situation. Another case would include a vehicle that has vaulted from a roadway or other location, and lands on it's wheels, either damaging the undercarriage, or injuring the vehicle occupants.

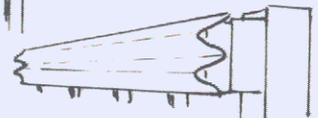
COLLISION WITH A FIXED OBJECT:

16 through 21) Guardrail: aka "guiderail"; involves striking a device used to keep or redirect the vehicle on the roadway. Guardrail normally consists of three basic types; the concrete "jersey" or "GM barrier" type that is tapered from the top to bottom:

the "box beam" type that is shaped like a square:



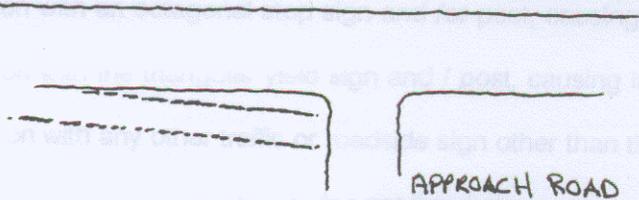
and the "W" beam type (a "W" laid on it's side):



Other types may be in use, but does NOT include a row of posts with no connecting cable, or other types of barrier used primarily to protect an object (i.e. a utility box, etc.)

22) Trees / Shrubbery: collision with this type of fixed object does not include small trees or shrubs, unless the damage and property value exceeds \$500.00.

- 23) **Cut Slope:** involves a collision with an earth embankment that was cut away for construction of the roadway.
- 24) **Road Approach:** involves a collision with an embankment that serves as the base for a roadway. This normally involves a vehicle that leaves a roadway and strikes the roadbase of a road approach that is perpendicular to the roadway where the driver originated.



- 25) **Rock / Boulder:** involves a collision with rock or boulders NOT on the roadway, of sufficient size to do either injury or damage.
- 26) **End of Drainage Pipe / Structure:** a collision with a pipe end, or other drainage device.
- 27) **Building or Other Structure:** a collision with any structure erected that is otherwise not listed in this section.
- 28) **Fence:** involves a collision with any type of fence that results in damage or injury.
- 29) **Raised Median or Curb:** collision with the drainage structure that delineates the road shoulder, resulting in injury or damage.
- 30) **Delineator Post:** this is the device along the road shoulder, normally a steel post with a reflective button at the top (and milepost numbers at structures and each milepoint) to denote the road edge. Collision with this device must include injury or damage of \$500.00; if no significance of striking the post is evident, select the next harmful event. A truck may strike a delineator post and cause damage to fuel tanks, etc. or it may not cause any detectable damage.
- 31) **Bridge Structure:** collision with any portion of a bridge, except the bridge railing (see #38).
- 32) **Utility Pole or Fixture:** collision with any utility device, i.e. telephone poles, light poles, fire hydrants, signal devices at intersections, electrical transformers, or posts protecting such devices.
- 33) **Barricade or Traffic Barrels:** these temporary plastic traffic barrels rarely cause injury or significant damage; however some older devices may still exist. Normally, this would involve collision with a metal traffic barrier, or a large wooden traffic barricade in a construction zone or to indicate a dead end street.
- 34) **Earth Embankment, Berm, or Ditch:** any earthen feature on the roadside, except a cut slope or road approach, that is struck causing injury or damage.
- 35) **Snow Embankment:** collision with piled snow on the road edge that causes injury or damage. Snow and ice plowed to the road edge is not very forgiving.
- 36) **Crash Cushion or Impact Attenuator:** collision with a device designed to absorb energy during vehicle impact, so as to minimize damage and injury. This devices may be as simple as special plastic barrels, filled with dry materials, or special metal devices designed to "fold" on impact like an accordion. These devices are mounted on road maintenance trucks to protect work crews in other states.

37) Mailboxes: while seeming insignificant, approximately 200 people die annually due to the design of rural mailboxes in the U.S. Newer road sign designs include the piping structure that does not provide any blunt ends that pierce windshields and car bodies.

38) Bridge Railing: collision with any type of bridge rail doing injury or damage.

40) Stop Sign: collision with an octagonal stop sign and /or post, causing injury and damage.

41) Yield Sign: collision with the triangular yield sign and / post, causing injury or damage.

42) Other Sign: collision with any other traffic or roadside sign other than the stop or yield sign.

43) Other Fixed Object *: a collision with any device not listed above; please describe fully in the report narrative. Example, a boom truck, traveling with the boom extended, caught several overhead power and telephone lines, that also pulled poles, etc. onto cars in a sales lot. In another example, a truck-trailer with an inattentive driver and an over-height load, smashed into an overhead structure (not a bridge or sign).

35. & 36. **TRUCK DATA SUPPLEMENT - TYPE OF ACCIDENT:** (Trucks over 10,000 GVWR) if this vehicle is a truck, indicate if any of the available codes apply to this vehicle. If more than one code applies, the box may be entered with a slash (i.e. 2 / 4 indicating the vehicle jackknifed and separated). Enter the event that occurred first as the first number.

Type of Accident - Trucks over 10,000 GVWR

- | | |
|------------------------|----------------------------|
| 1. RAN OFF ROADWAY | 5. FIRE |
| 2. JACKKNIFE | 6. LOSS/ SPILLAGE OF CARGO |
| 3. OVERTURN | 7. CARGO SHIFT |
| 4. SEPARATION OF UNITS | 8. OTHER * |

Boxes 35 & 36

Cargo shift (7) can involve several different products, including special loads, dry bulk tanks, hanging meat, livestock, and some

liquid tanks.

Most liquid tank vehicles are "baffled", preventing the liquid from surging forward and backward. Other tanks may contain "bulkheads" which divide the tank into separate smaller tanks; the caution for this type tank is poor distribution of weight throughout the entire tank. Some tanks, designed for food products, are not baffled nor contain bulkheads due to sanitation regulations (relating to tank cleaning difficulties). Tank transportation requires extra care due to the high center of gravity and the liquid movement.

37. & 38. **TRUCK DATA SUPPLEMENT - TYPE OF TRUCK OR TRAILER BODY:** (Trucks over 10,000 GVWR) Indicate the general body type of the unit, as listed:

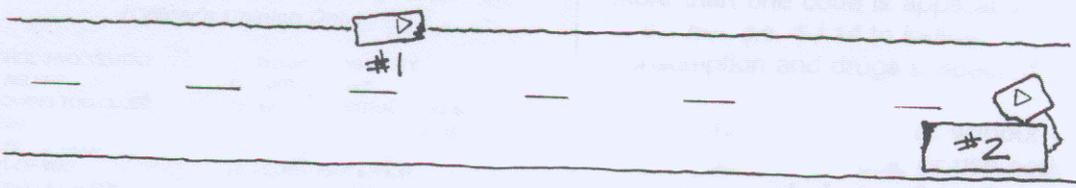


**Type of Truck / Trailer Body
(Over 10,000 GVW)**

- | | |
|-----------------|--------------------|
| 1. VAN | 5. OTHER * |
| 2. FLATBED | 6. DUMP |
| 3. TANK | 7. CONCRETE MIXER |
| 4. AUTO CARRIER | 8. GARBAGE / MIXER |

Boxes 37 & 38

39. & 40. **SECOND HARMFUL EVENT:** indicate the next harmful event for each vehicle in the accident.
 Example 1: A vehicle (#1 car) strikes a vehicle (#2 truck) traveling the same direction, and comes to rest on the road edge without any additional events. The truck jackknifes while attempting to regain control, and comes to rest in the roadway.

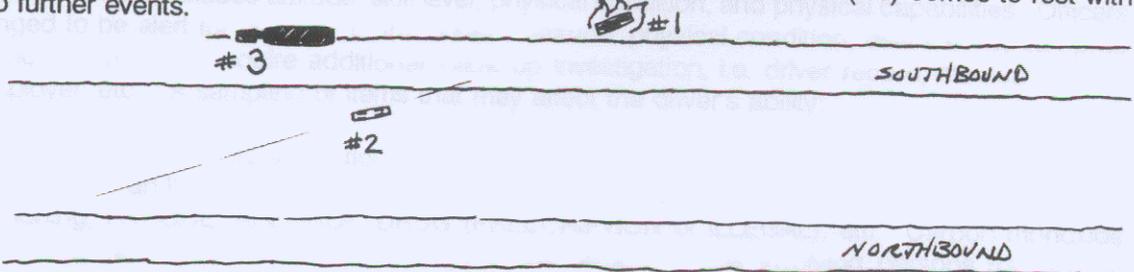


First Harmful Event (Box 34): Collision with Motor Vehicle in Transport (code 2, aka MV-MV).

Second Harmful Event, Vehicle #1 (Box 39): none, enter a dash in box 39.

Second Harmful Event, Vehicle #2 (Box 40): Other Non-Collision (code 39) in box 40 and jackknife, code 2 in Box 36, Type of Accident - Trucks.

Example 2: A car (#1) loses control on an icy roadway, crosses the interstate highway median, and strikes another car (#2), then strikes a truck (#3). Vehicle #1 bursts into flame and comes to rest, Vehicle #2 continues off the roadway and overturns. The truck (#3) comes to rest with no further events.



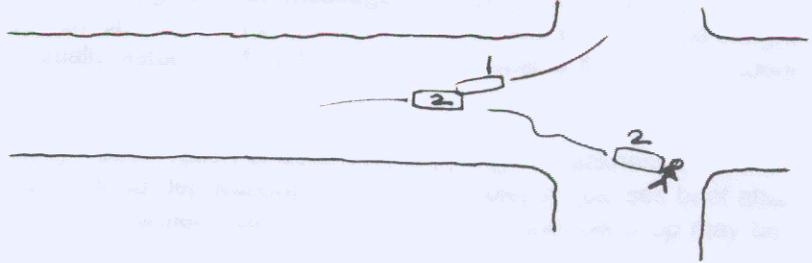
First Harmful Event (Box 34): Collision with Motor Vehicle on OTHER Roadway (code 3).

Second Harmful Event, Vehicle #1 (Box 39): Collision with Motor Vehicle in Transport (code 2), in box 39; the third event could also be entered into box 39: (code 2 / 11), and described in the narrative.

Second Harmful Event, Vehicle #2 (Box 40): Overturn (code 10) in box 40.

Second Harmful Event, Vehicle #3 (Box 39, page 2): none, enter a dash in box 39.

Example 3: A vehicle (#1 car) turns a corner and sideswipes another vehicle (#2) moving in the opposite direction; Vehicle #2 control is lost, and strikes a pedestrian in a crosswalk. Vehicle (#1) comes to rest with no further events.



First Harmful Event (Box 34): Collision with Motor Vehicle in Transport (code 2, aka MV-MV).

Second Harmful Event, Vehicle #1 (Box 39): none, enter a dash in box 39.

Second Harmful Event, Vehicle #2 (Box 40): Pedestrian (code 1) in box 40.

41. & 43. **MOST APPARENT HUMAN CONTRIBUTING FACTOR:** Officer's Opinion Only. Indicate the most serious apparent contributing factor for each driver involved, from the list provided. If none of the codes are descriptive of the factor involved, use code 21 and explain in the narrative. If more than one code is applicable, enter two in the box (i.e. 1 / 14 to indicate both alcohol consumption and drugs suspected).

Most Apparent Human Contributing Factor (Officer's Opinion Only)	
1. ALCOHOL INVOLVEMENT	11. PHYSICAL DISABILITY
2. FELL ASLEEP	12. DISTRACTION *
3. FOLLOWING TOO CLOSE	13. IMPROPER SIGNAL or NO SIGNAL
4. ILLNESS	14. DRUGS SUSPECTED (ILLEGAL)
5. FAILURE TO YIELD RIGHT-OF-WAY	15. IMPROPER PASSING
6. BACKING UNSAFELY	16. PEDESTRIAN ERROR or CONFUSION
7. TURNING IMPROPERLY	17. DRIVER INEXPERIENCE
8. UNSAFE SPEED FOR CONDITIONS	18. DRIVER INATTENTION
9. TRAFFIC CONTROL DISREGARDED	19. NO APPARENT VIOLATIONS
10. PRESCRIPTION / MEDICATION	20. DRIVER FATIGUE
	21. OTHER *
	22. NO DRIVER / PARKED

Boxes 41 & 43

If the vehicle is parked or without a driver, enter a dash in the box, or use code 22. A reminder; ***parked or driverless vehicles should be the last vehicle listed in the accident.***

Driver behavior is almost **always** a factor in a traffic accident, but is very difficult (except for drug/ alcohol involvement) to evaluate a driver's **condition** after the accident (also

applies to pedestrians and pedacyclists).

The person's condition includes attitude, skill level, physical condition, and physical capabilities. Officers are challenged to be alert for clues as to the driver's attitude, physical condition, distractions, etc. prior to the accident; some may require additional follow-up investigation, i.e. driver record, medical record, school, employer, etc. A sampling of items that may affect the driver's ability:

Temporary Impairments are actions, comments, or suggestions that an impairment contributed to the crash: an **ILLNESS** (out-patient surgery, heart attack, flu, etc.), **CARBON MONOXIDE (CO)** poisoning, **FATIGUE**, **ALCOHOL**, **DRUG (PRESCRIPTION or ILLEGAL)**, etc. Carbon monoxide poisoning often goes undetected except in the obvious cases involving persons traveling in compartments not intended for transport or defective exhaust systems. Persons suffering from CO poisoning may complain of headache, being weak, confused, or dizzy. Another possible factor for tourists: high altitude sickness. The kind of trip may also have a bearing on the persons condition; the length of trip (returning from vacation, etc.) especially for bicyclists, returning from the doctor's office, a wedding, a funeral, a 12 hour work shift, bowling night, etc. etc. that may impose psychological and fatigue combinations.

Distractions are actions, comments, or suggestions that may indicate excitement, anger, daydreaming, talking on a radio or car phone, tending to a child, smoking a cigarette (or the dropped cigarette in the lap), an insect in the vehicle, reading street addresses, changing the radio or tape, drinking coffee, reading a map, reaching for a sandwich, a child coming out of a child restraint, retrieving a FAX message, studying the computer or computer mapping (directional) system, etc. etc. An inspection of the vehicle may provide insight to some of these possibilities; partially eaten food or food wrappers, spilled items, a smoldering cigarette burn, special equipment, etc. etc.

Physical Disability - observation of deafness, crippling or weakness due to disease or disorder, diabetes (insulin or food deprivation), epilepsy, narcolepsy (causes brief attacks of deep sleep) or other long term impairment, etc. Record searching and follow up may be required.



This is one of several crucial codes used to provide automated collision diagrams for trend and pattern analysis, by both law enforcement and engineering.

42. LOCATION OF FIRST HARMFUL EVENT:

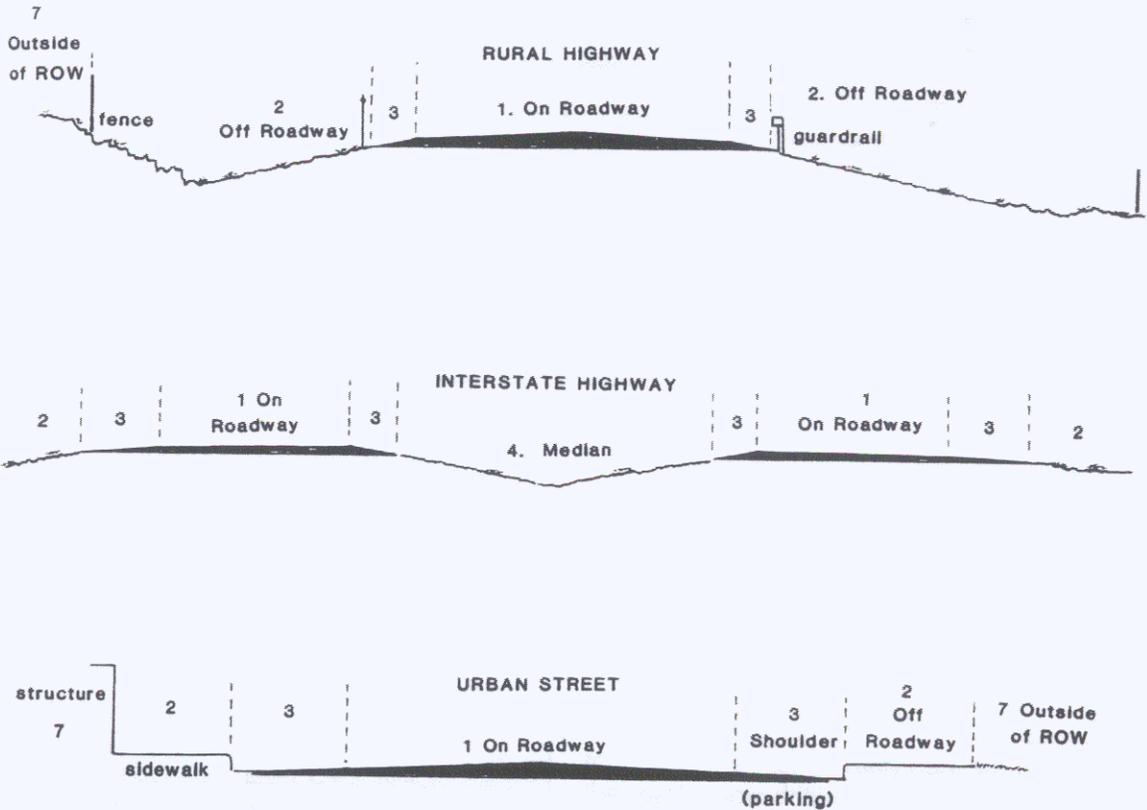
indicate where the First Harmful Event occurred (\$500 damage or injury) in relation to the roadway. If the area of the event is not clearly defined, use your best judgement as to which code is applicable. The following diagrams define each code:

Location of First Harmful Event

1. ON ROADWAY	4. MEDIAN
2. OFF ROADWAY	5. ON OTHER ROADWAY
3. SHOULDER	7. OUTSIDE OF RIGHT-OF-WAY

Box 42

OFF ROADWAY is the roadside from the shoulder to the right-of-way boundary.



44. NUMBER OF ROADWAY LANES: enter the number of roadway lanes at the accident location. If the accident occurs within an intersection, code the number of lanes of the major street or highway. If the road is physically divided, then code only the number of lanes on that roadway (i.e. the southbound lanes of Interstate 25 would be coded as 2 lanes).

Number of Roadway Lanes

1. ONE	4. FOUR	DO NOT INCLUDE TURN LANES!
2. TWO	5. FIVE	
3. THREE	6. SIX	

Box 44

Do NOT include turning lanes!

42. LOCATION OF FIRST HARMFUL EVENT:

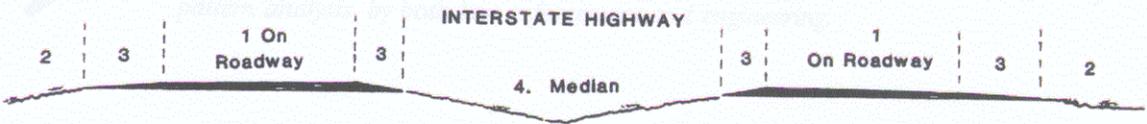
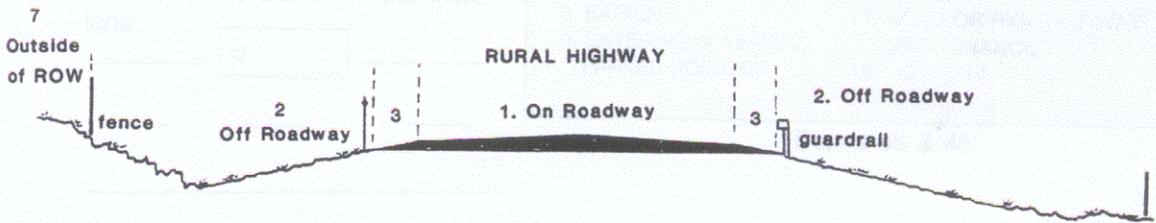
indicate where the First Harmful Event occurred (\$500 damage or injury) in relation to the roadway. If the area of the event is not clearly defined, use your best judgement as to which code is applicable. The following diagrams define each code:

Location of First Harmful Event

1. ON ROADWAY	4. MEDIAN
2. OFF ROADWAY	5. ON OTHER ROADWAY
3. SHOULDER	7. OUTSIDE OF RIGHT-OF-WAY

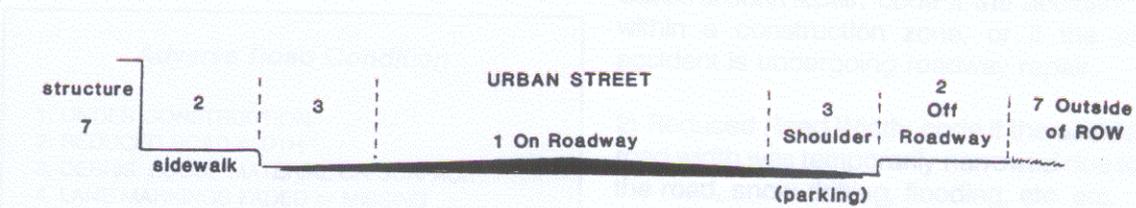
Box 42

OFF ROADWAY is the roadside from the shoulder to the right-of-way boundary.



43. ADVERSE ROAD CONDITION:

check the box if any of the following conditions were present at the accident location:



44. NUMBER OF ROADWAY LANES:

enter the number of roadway lanes at the accident location. If the accident occurs within an intersection, code the number of lanes of the major street or highway. If the road is physically divided, then code only the number of lanes on that roadway (i.e. the southbound lanes of Interstate 25 would be coded as 2 lanes).

Number of Roadway Lanes

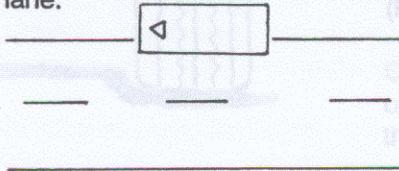
1. ONE	4. FOUR	DO NOT INCLUDE TURN LANES!
2. TWO	5. FIVE	
3. THREE	6. SIX	

Do NOT include turning lanes!

Box 44

45. & 46. **DRIVER ACTIVITY PRIOR TO ACCIDENT:** enter the code that best describes the movement of the vehicle prior to the accident. Two codes may be entered to indicate more than one activity, i.e. code 1 / 14 indicates the stolen vehicle was going straight ahead.

3) STOPPED IN TRAFFIC may be used for any vehicle stopped in a travel lane, or parked on the shoulder, but still within the travel lane:



1. GOING STRAIGHT AHEAD or ON CURVE	10. STARTING IN TRAFFIC
2. SLOWING	11. PARKED
3. STOPPED IN TRAFFIC	12. CHANGING LANES
4. MAKING RIGHT TURN	13. AVOIDING OBJECT IN ROADWAY
5. MAKING LEFT TURN	14. DRIVING STOLEN VEHICLE
6. MAKING U TURN	16. EVADING LAW ENFORCEMENT OFFICER
7. PASSING	17. ROAD OR RIGHT-OF-WAY MAINTENANCE
8. BACKING	15. OTHER *
9. ENTERING or LEAVING PARKED POSITION	

Boxes 45 & 46

17) ROAD OR RIGHT-OF-WAY MAINTENANCE indicates a working vehicle performing a operation such as mowing grass, plowing snow, paint striping, etc. etc.



This is one of several crucial codes used to provide automated collision diagrams for trend and pattern analysis, by both law enforcement and engineering.

47. **ADVERSE ROAD CONDITION:** indicates an abnormal situation of the roadway environment prior to the accident; do NOT confuse this code with ROAD CONDITION (icy, wet, etc.). 1) Under Construction/Repair: code if the accident location is within a construction zone, or if the area of the accident is undergoing roadway repair.

Adverse Road Condition

1. UNDER CONSTRUCTION
2. REDUCED ROAD WIDTH
3. DEBRIS, LOOSE MATERIAL ON SURFACE
4. LANE MARKINGS FADED or MISSING
5. TRAFFIC CONTROL DEVICE MISSING or DISABLED
6. OBSTRUCTED BY PREVIOUS ACCIDENT
7. WORN / POLISHED SURFACE
8. NO UNUSUAL ROAD CONDITION
9. OTHER *

Box 47

2) Reduced Road Width: code if the accident location road width was temporarily narrowed due to debris on the road, snow drifting, flooding, etc. etc.

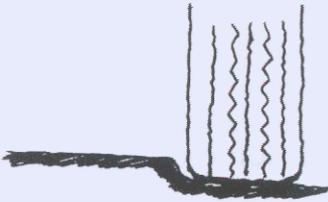
3) Debris, Loose Material on Surface: use for accident locations that were covered by an unusual amount of sand, gravel, or other debris on the travel surface of the roadway. A gravel roadway surface does not constitute an adverse road condition.

4) Lane Markings Faded or Missing: traffic control markings on the pavement are barely visible, or have not been remarked since repair or construction.

5) Traffic control Device Missing or Disabled: refers to a device that was damaged, removed, or was not functioning due to a power outage, etc. This may also include a device that is obscured due to weather conditions (i.e. a stop sign caked with snow) or overgrown with vegetation.

6) Obstructed by Previous Accident: the roadway was blocked by an accident that occurred prior

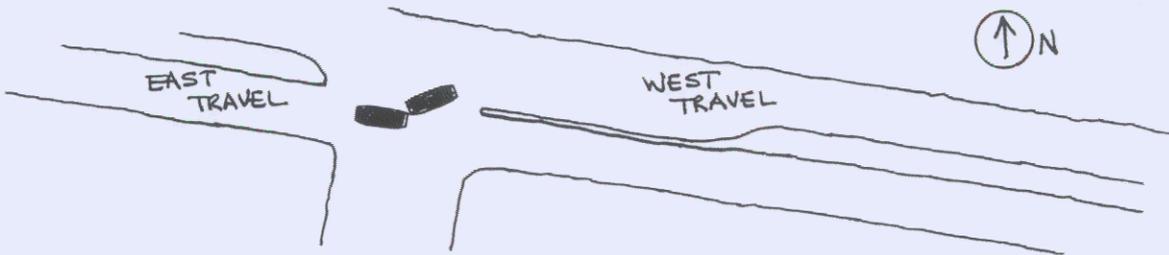
- 7) **Worn or Polished Surface:** the surface of the travel portion or the roadway that is extremely worn or polished, resulting in a lower coefficient of friction than a normal surface of this type.
- 8) **No Unusual Road Conditions:** roadway appears to be in normal condition with no abnormalities contributing to the accident as a result of the roadway environment.
- 9) **Other *:** use this code if some other abnormal roadway condition exists, i.e. a **pothole** caused a driver to swerve into another lane; an errant driver drops a tire off a **pavement edge** and over corrects to regain the roadway (report the approximate depth of the drop-off in the narrative), etc.



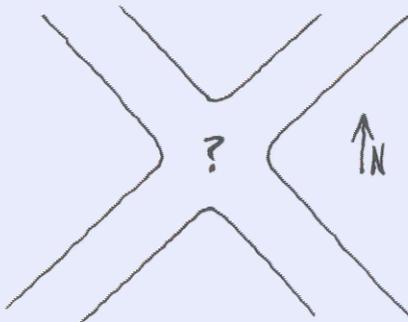
A pavement edge drop-off is important because many drivers cannot safely make the transition back onto the road surface; the pavement edge is guiding the vehicle's wheel along the shoulder. (Report this hazard, and any other, before an accident occurs!)

Other abnormal conditions might be a previously damaged fence or delineator post protruding into the travel lane, a road surface that has sunken, etc. etc.

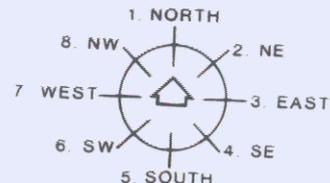
48. & 49. **DIRECTION OF TRAVEL:** enter the correct direction of travel for each vehicle; normally, this is the actual travel direction of the roadway at the accident scene, and not the general layout of the road. **Enter the direction of travel before the loss of control, or prior to a turning movement.**



Do NOT report the general travel direction of a roadway (I-25 travels north and south, but many portions of it also travel east and west as well as northwest/southeast and southwest/northeast).



"Driver #1 was northbound, and driver #2 was eastbound when..." Too many accidents are reported like this example and require followup reports, phone calls, etc. Please insure the accuracy of these codes. The Direction of Travel is also checked against Collision Type by computer; a vehicle traveling westbound cannot have a rearend accident with a vehicle traveling northbound, etc.



This is one of several crucial codes used to provide automated collision diagrams for trend and pattern analysis, by both law enforcement and engineering.



50. **ALCOHOL TEST:** indicate the type of test and the agency responsible for the analysis if a test was performed. Codes 3 through 6 indicate a test performed by the State Public Health Lab in Cheyenne, while codes 7 through 10 indicate a test performed by a facility in your area.

The actual number of drinking drivers involved in traffic accidents is unknown and estimated to be higher than current statistics indicate. We need your positive efforts to impact this continuing critical problem.

Alcohol continues to be involved in approximately half of all traffic deaths.

Officers in Laramie County; please mark this box carefully. The Cheyenne Public Health Lab is the State facility; a test performed elsewhere should be indicated with codes 7 through 10.

Alcohol Test	
1. NO TEST PERFORMED	
2. REFUSED	
CHEYENNE PUBLIC HEALTH LAB	TEST DONE LOCALLY
3. BLOOD	7. BLOOD
4. BREATH	8. BREATH
5. URINE	9. URINE
6. OTHER *	10. OTHER *

Box 50

51. **ALCOHOL TEST RESULTS:** enter the percent blood alcohol concentration as indicated from the test result, from 0.00 to 0.45 (or higher if detected). A study by Kirt Dubowski, "Stages of Alcohol Influence" has shown a person may become comatose at BAC levels between 0.35 - 0.50; death from respiratory failure can occur at BAC levels of 0.45 and above.

Alcohol Test Results
0.0 to 0.45

Box 51

UPON COMPLETION OF THE REPORT

All boxes on the report should be filled, either with the applicable code, or an "X" (unknown) or a dash (not applicable).

Mail the original (Accident Records) and any additional witness reports, lab reports, PR-803 supplemental reports, etc. within 10 days of completion of your report to:

**Accident Records
Highway Safety Branch
Wyoming Department of Transportation
P.O. Box 1708
Cheyenne, WY 82002-9019**

Questions: 777-4450

◆ Appendix ◆

PR-803

Investigator's Supplemental Traffic Accident Report Form

This form is provided to augment the PR-802 report form; it may be used for diagram space, or narrative, or both. If the space available for diagram is adequate, additional blank paper may be used; it should be identified with the same information as requested on the PR-803 form (a copy of your supplemental is available from Accident Records, certified if necessary).

 *Narrative may be included on the ENTIRE PR-803; it is NOT limited to the lined portion of the page.*

The box information requested on the PR-803 is the same as the PR-802; if you have a question, refer to the same section of this manual.

The diagram and narrative content of your report should reflect the same standards as instructed by the Wyoming Law Enforcement Academy (1556 Riverbend Drive, Douglas 82633).

Additional resources are available within several Wyoming law enforcement agencies, including the Wyoming Highway Patrol (Safety & Training Division, 777-4301).

Other resources include publications and materials from:

Institute of Police Technology and Management, University of Florida 4567 St. Johns Bluff Road South, Jacksonville, Florida 32216-6699

The Traffic Institute, Northwestern University, Evanston, Illinois, 60204

NCIC TWO LETTER STATE ABBREVIATIONS

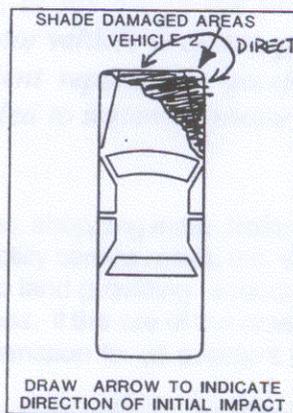
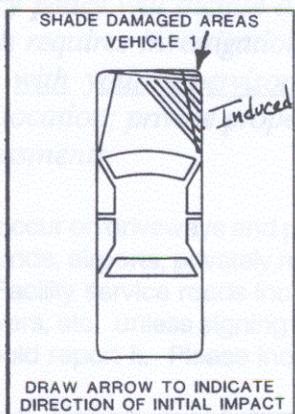
AK Alaska	ME Maine	OR Oregon
AL Alabama	MD Maryland	PA Pennsylvania
AZ Arizona	MA Massachusetts	RI Rhode Island
AR Arkansas	MI Michigan	SC South Carolina
CA California	MN Minnesota	SD South Dakota
CO Colorado	MS Mississippi	TN Tennessee
CT Connecticut	MO Missouri	TX Texas
DE Delaware	MT Montana	UT Utah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

INDUCED versus DIRECT Vehicle Damage

DIRECT damage, also called "contact damage" is the result of pressure applied by two opposing objects, usually appearing as a puncture, scrape, imprint, ragged tears, etc. It is the area of the vehicle that directly came in contact with the other vehicle (fence, boulder, pedestrian, etc.).

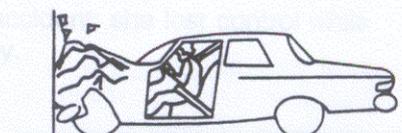
By comparison, INDUCED damage is the resulting displacement of sheet metal or other body parts affected by the collision. The most obvious effects of induced damage are the folds, creases, bends, or wrinkles of the body sheet metal (which may change as new materials replace sheet metal in the 1990s). Other effects may be damage from the drive train of the vehicle as it is forced back, as in a head on collision, ripping away engine mounts, causing damage to the universal joints, differential, etc.

Differentiating between direct damage and induced damage may assist you in determining the position of the vehicle at the time of collision with respect to the other object or vehicle. The damage may be differentiated in the examples below:



Note the arrow showing the **direction of force**, indicating your opinion of the major thrust of the object against the vehicle during the collision. Please include the arrow on your report.

The Human Collision



Within 1/10 of a second, the car comes to a stop, but the person still moves forward.

1/50 of a second after the car stops, the unbelted person slams into the dashboard or windshield. This is the human collision.

With effective safety belts, a person will stop before hitting the steering wheel, dash or windshield.

The car has come to a complete stop within one tenth of a second. However, the unbelted driver is still moving along inside the car at 30 mph. It will take the driver about 1/5 of a second more to hit something—say the windshield or the steering wheel. That's the human collision. It happens about 0.02 seconds after the **first collision**. Belts can make a big difference in determining how serious that **second collision** is. A lot of people think they are strong enough to brace themselves in a crash. They aren't. At just 30 mph you'd be thrown toward the dash with the same force as if you'd jumped head first off a three-story building. No one's arms are anywhere near strong enough to "catch" himself and break a three-story fall. Safety belts are, though. And that's why people need them, even in a low-speed crash.

When To Report A Traffic Accident

Highway Safety ADMINISTRATIVE POLICY has established that for the purposes of traffic accident reporting, our interpretation of §31-5-103 in conjunction with other requirements of Title 31 and ANSI D16.1, **shall require a motor vehicle traffic accident be reported** if the accident involves:

- a motor vehicle "in transport",
- injury or a total of \$500.00 or more damage to property,
- the event occurred on any public roadway or any place open to the use of the public for vehicular travel,
- the harm was not caused by an aircraft (FAA jurisdiction),
- the harm was unintentional,
- the harm was not a result of legal intervention (cars rammed, etc. to stop a law breaker, etc.),
- the harm was not a result of a natural cause (flash flood, etc.),
- the harm occurred before a stabilized situation.

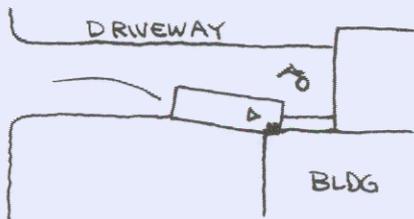
The policy excludes any private road where permission has not been expressed or implied by the owner and is therefore not open to the general public (in lieu of the wording in §31-5-103 that would have required a report that occurs "upon highways and **elsewhere throughout the state**").

► *Your agency policy will dictate acceptance of this policy, or the use of the statute strictly as written, which requires investigation and reporting of a motor vehicle accident anywhere in the State; check with your supervisor. Motor vehicle accident reports are accepted and filed regardless of location; private property reports are NOT added to statewide motor vehicle traffic accident assessments.*

Incidents that occur on driveways and parking areas for businesses, shopping malls, trailer parks, schools, county fairgrounds, airports, privately maintained subdivisions, facility service roads, etc. shall be reported to the State. Facility service roads include those roads on public land providing access to oil field rigs, microwave towers, etc. unless signing is present prohibiting access. If the site of the crash is in question, the officer should report it. Please include detailed location information for all accident locations.

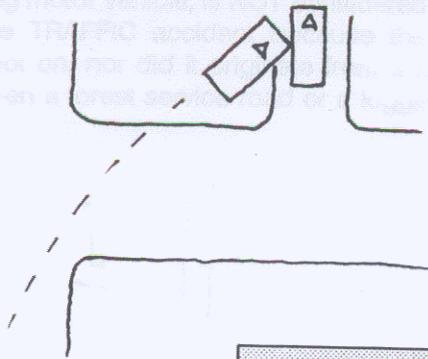
Events on private property (ranch, farm, business warehouse terminal, etc.) would NOT be investigated unless at the request of the owner, and at the option of the investigating agency; these events are NOT required to be reported as a traffic accident to the State.

It is important to note that an incident that originates on a road, etc. and terminates on private property **shall be reported** as a traffic accident; the deciding factor is where the driver lost control of the vehicle.



Example: a driver returning home turns into her driveway and heads toward the garage when she detects a bicycle lying in her path. If she swerves and strikes a building (or tree, fence, etc.) then the event is NOT a reportable traffic accident; she lost control while driving on private property.

The local law enforcement agency's internal policy would dictate whether to respond to make a report of the incident. If you are uncertain of the property boundary, assume control was lost on **public** property, and submit a report with detailed location information and measurements.

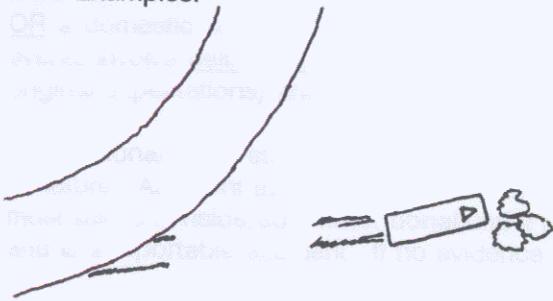


Example: a drinking driver turns wide from one street to a driveway of a trailer park, but he doesn't complete the turn; the vehicle goes into the adjoining yard and strikes a parked car in a private driveway, causing injury to the driver. The event **IS** a reportable traffic accident since the driver lost control while on a public roadway.

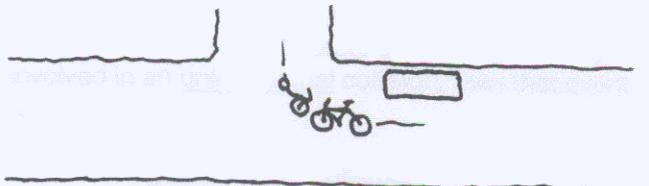
The **"ON PRIVATE PROPERTY"** box on the report form would be checked **NO** since the driver lost control while on a public roadway.

Reporting Guideline
Please always list the parked vehicles or vehicles without drivers as the last vehicles in your report!

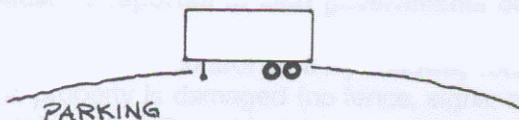
More Examples:



The car vaulted from the side of the road, landing in the barrow pit and coming to rest near a row of trees. This incident would **NOT** be a reportable accident unless damage of \$500.00 or more was done to the property, and/or the vehicle, or injury resulted to the vehicle occupants.



A bicyclist traveling approximately 30 mph on a street fails to see a child on a tricycle entering the street from a private driveway, and strikes the tricycle. This incident does **NOT** involve a **MOTOR VEHICLE**; do **NOT** report this incident as a motor vehicle traffic accident.

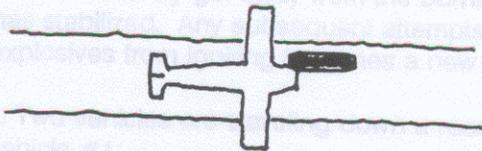


A trailer unit is parked on the shoulder of a parking area; the shoulder collapses under the weight of the trailer (or strong wind arises) and the trailer overturns. This incident does **NOT** involve a motor vehicle, nor is a motor vehicle in transport (in motion or within the travel lanes of a roadway). This also applies to a vehicle during repair when a jack or other hoist equipment fails, causing damage or injury.

A motorcyclist is traveling off road, loses control going over an embankment, and crashes the cycle into brush and rock, causing injury to the rider. This incident, even though it involves a moving motor vehicle, is NOT considered a motor vehicle TRAFFIC accident because the vehicle was not on, nor did it originate from a roadway; not even a forest service road or a logging trail.



← FOREST SERVICE RD 221
APPROXIMATELY 1/2 MILE



A small plane makes an emergency landing on a section of highway, eventually colliding with a car, causing damage and injury to all involved. This incident is NOT considered a motor vehicle traffic accident, but is an aircraft accident, under jurisdiction on the Federal Aviation Administration.

□ A driver continuously rams another vehicle as they proceed down a city street, causing damage to both vehicles. Investigation discovers that drivers of both vehicles had been involved in an altercation earlier at a local tavern.

OR a person leaves a suicide note, (or tells witnesses) that he is going to "end it all" before driving head on into a concrete wall.

OR a domestic squabble results in the wife trying to harm her husband by driving into him... These events involve deliberate acts to cause harm, (even if the extent of the damage or injury exceeded their original expectations) and would **NOT** be reported as a traffic accident.

Unintentional harm refers to any event that caused damage or injury that was unplanned and is accidental in nature. An event that involves an imprudent act or risk that a "reasonable" person would not attempt must still be considered **unintentional** under these guidelines (i.e. riding on the roof of a vehicle, etc. etc.), and is a reportable accident. If no evidence of deliberate intent is available, report it.

□ A suspect's vehicle is rammed while during pursuit by a police vehicle, OR the persuaded vehicle rams a police vehicle in an attempt to get away. These intentional acts do NOT constitute a motor vehicle traffic accident. If a police vehicle or the pursued vehicle is involved in an unintentional collision, then that event should be reported as a motor vehicle traffic accident.

□ A vehicle is crossing a bridge during a storm when the bridge suddenly collapses... OR a driver is unknowingly involved in a flood, OR a vehicle is swept off the roadway and damaged during a tornado... These events are considered a "cataclysm" or an event of nature, and are NOT reportable motor vehicle traffic accidents. DO NOT include falling rock in this category; prudent and reasonable engineering/maintenance practices will usually prevent this occurrence. **Falling rock and similar events must be reported to alert governments of deficient locations that need attention.**

□ A car out of control on a icy roadway rotates, slides off the shoulder, and eventually comes to a stop; no property is damaged (no fence, signs, other vehicles, etc.), and no injuries occur. The situation has "stabilized"; NO accident has occurred.

□ A city worker jumps from a slowing city truck, landing on the street, stumbles and falls with a twisted ankle. A vehicle close behind swerves but runs over the man's arm. This sequence of events may be reported as ONE accident because there was no "stabilized" situation between the events.

An **unstabilized situation** is a set of events **NOT** under human control. It originates when control is lost and terminates when control is regained, or in the absence of persons able to regain control, when all persons and property are at rest.

- While coming to a stop, a vehicle has a live wire dropped upon it. At this point, the occupants are safe and the situation is stabilized, no traffic accident has occurred.. Any subsequent attempt to leave the vehicle becomes part of a **new** unstabilized event, and if injury occurs, then this event is an accident.
- A truck carrying explosives catches fire while traveling down a highway. The driver is able to stop the truck and safely get away from the burning truck. This is a reportable traffic accident, and the situation has stabilized. Any subsequent attempts (including damage or injury) to put out the fire and prevent the explosives from igniting becomes a new unstabilized situation.
- Two vehicles are traveling down a road. The first (vehicle #1) crashes, then vehicle #2 crashes into vehicle #1:
 - If vehicle #1 is still in motion, or if debris from the first crash has not come to rest, the entire event is **ONE** accident.
 - If vehicle #1 came to rest in the road, along with any debris, before the second crash, then report as **TWO** separate accidents.

LARANIE	
COUNTY RD 210-1 (CRYSTAL LAKE RD)	

Locating Remote Accident Sites

County, Forest Service, Bureau of Land Management, and Park roads

Locating an accident site will eventually become as easy as pressing a button on a small device that receives satellite signals (Global Positioning System or GPS). But until implementation of this existing technology, special attention is needed to describe the accident location so that others may find the site. Since physical mileposts do not exist on these rural roads, other methods of describing the location must be employed.

County Roads:

A map is available with the county roads and the road numbers (with names), for each county, that includes a paper milepost. Please report the **county road number**, name, and the approximate milepost from this map, AND other physical attributes if they exist (rural fire numbers are acceptable along with bridges, landmarks, railroad crossings, etc.). Maps are available from Highway Safety Branch at no cost.

Example: **County Road 210-1, Crystal Lake Road, Milepost 5.6**, 210 feet west of bridge (adjacent to private driveway) for stream that joins the Middle Crow Creek. This location is about 1/2 mile east of the Crystal Lake Reservoir road turnoff. Additional detail may be added to the narrative and diagram:

COUNTY		LOCATION OF ACCIDENT	
LARAMIE		CITY	
ACCIDENT OCCURRED ON: name of street, road, or highway number		AT INTERSECTION WITH:	
COUNTY RD 210-1 (CRYSTAL LAKE RD)		—	
IF NOT AT INTERSECTION:	210 FEET MILES.	direction	nearest street, highway, ramp, bridge, city, railroad crossing, etc.
		W	OF UN-NAMED BRIDGE (ADJACENT TO PRIVATE DRIVE)
HIGHWAY MILEPOST MARKER:	5.6	HIGHWAY SECTION NUMBER:	IF AT INTERCHANGE LOCATION:
		—	— identify ramp (accel or decel), crossroad, etc.

 *The important part of this description is the road number, the name, and the approximate milepost; the remainder of the description collaborates the location description.*

Other rural roads, including Forest Service, BLM, park, etc.:

Other forms of mapping may be available (USGS maps, etc.) that may be used in conjunction with the state maps and/ or county maps to describe the location. First identify any known state or county road (with the intersection milepost), and the direction and distance from that road. Finally, if the location description may be particularly difficult, you may use other descriptors, i.e. township and range, latitude & longitude, etc.

Example: Granite Springs Reservoir Road in Curt Gowdy State Park; this is the main road from WY 210 (milepost 23.86) that travels into the park and travels southwest around the west end of the reservoir. The location is approximately 1.3 miles from WY210, approximately 77 feet west from the boat ramp turnoff. The road travels southwest at this location.

A photocopy of a portion of map with the accident location marked is encouraged for remote or difficult locations.

Your description should:

- [1] allow the approximate crash location on a map, and
- [2] be descriptive enough to be found by another person.

Operator's or Owner's Traffic Accident Report

Information and Instructions

When must I file a traffic accident report?

- You must file a traffic accident report with the Wyoming Department of Transportation in Cheyenne within 10 calendar days of an accident if you are the driver of one of the vehicles involved, and injury, death or a total property damage of \$500 has resulted from this accident. State Statute 31-5-1106.
- If no injury occurred in the accident, and you are not sure if the total of \$500 property damage has occurred (including the other vehicles and other property), then you should go ahead and file the accident report.
- If the driver of your vehicle is incapable of filing the report, then the vehicle owner must file the report within 10 days of the accident. State Statute 31-5-1107.
- You must file the report **EVEN** if the accident was investigated by a law enforcement officer (Financial Responsibility requirements included).
- The driver or vehicle owner shall not knowingly give false information. State Statute 31-5-1108.

What if I don't file the accident report?

- If you fail to file the report, you are subject to a fine of up to \$200 and/or jail for 20 days. State Statute 31-5-1108 and 31-9-201.
- In addition, your driver's license is subject to suspension or revocation, as is your motor vehicle licenses and registration. If you are a nonresident, your operating privileges will be revoked. State Statute 31-9-201.

Getting Started!

READ the accident report form carefully. Use a black ink pen to fill out the form. If you need assistance in filling out the form, contact a law enforcement agency in your area. Be sure to contact your insurance company about the accident; they may also assist you in completing the accident report.

Fill in each box on the form; if a question does not apply, enter a dash. If you cannot determine the answer to a question, write "unknown".

Be Accurate!

The location of the accident is **very important**; please be as accurate as possible in your description. Anyone reading your report should be able to determine approximately where the accident occurred.

Your vehicle identification number (VIN) should be located on the driver's side dashboard, visible through the windshield. Please record it correctly.

Make & Model: please be careful to distinguish between option packages and the correct model name. Some manufacturers offer the same option package on their large cars as on their smaller cars. Examples: (option package information is unnecessary for your report)

<u>Make</u>	<u>Model</u>	<u>Option Package</u>
Buick	Skylark	Limited
Oldsmobile	Ciera	Brougham
Ford	Mustang	GT Turbo
Toyota	Camry	LE

Body Style: indicate 2-door sedan, 4-door hatchback, convertible, stationwagon, 4 wheel drive (4WD) pickup, crewcab pickup, van, mini-van, etc. For motorcycles, please give the engine size (450cc, etc.) in the body style box. For trucks, indicate cab over or cab behind (conventional).

► Be sure to fill out the **Wyoming Insurance Certificate (SR21)** and sign it. This form will be mailed by the State to your insurance company to verify your insurance coverage. Do NOT complete the SR21 on the back side; this is completed by your insurance company.

On the reverse side of the form, check the appropriate boxes, list the persons involved, and code the safety equipment, physical status, and medical treatment for each person; this is **important** information.

The accident description is also important; briefly describe what happened prior to the accident, and during the accident. Then draw a simple diagram of the road at the accident scene, and the vehicles as per the instructions. In addition, if one of the nine boxes on the far right of the diagram generally describes what happened, check that box.

Be sure to check the **direction of travel** in the bottom of the diagram section and sign the report just below the diagram section in the box that reads "SIGN HERE", (not on the SR21 backside).

REVIEW the form when you've finished to be sure you haven't omitted any information. When the report is complete:

- Mail your report and ONE REPAIR ESTIMATE for your vehicle, to ACCIDENT RECORDS at the address on the top of the form. Whether you choose to actually repair the vehicle (or choose to do your own repair) is irrelevant to the requirement for the repair estimate; send one repair estimate from an established repair garage, or an insurance adjustor employed by an insurer, licensed to business in Wyoming.
- You do **NOT** have to take this form to your insurance agent; the State will mail the Insurance Certificate (SR21) portion of the form to your insurance company.

A copy of the Investigator's Traffic Accident Report is available from ACCIDENT RECORDS for a cost of \$3.00, or a certified copy for \$5.00. Checks should be made payable to the Wyoming Department of Transportation. To process your request, include the driver's name, the date of the accident, and the county where the accident occurred.

For more information:

Highway Safety Branch
Wyoming Department of Transportation
P.O. Box 1708
Cheyenne, Wyoming 82003-1708
[307] 777-4450

PR-801 (Rev. 1-86)



STATE OF WYOMING
Operator's or Owner's Traffic Accident Report

USE BLACK BALL-POINT PEN

Read Carefully

Fill Out Completely

MAIL THIS REPORT & REPAIR COST ESTIMATE TO: **ACCIDENT RECORDS,**
WYOMING HIGHWAY DEPARTMENT, P.O.Box 1708, CHEYENNE, WYOMING 82002-9019

THE DRIVER OF ANY VEHICLE INVOLVED IN AN ACCIDENT RESULTING IN INJURY, DEATH, OR PROPERTY DAMAGE TO AN APPARENT AMOUNT OF \$500.00 OR MORE MUST FILE THIS REPORT WITHIN 10 DAYS. IF THE DRIVER IS PHYSICALLY INCAPABLE OF REPORTING AND IS NOT THE OWNER OF THE VEHICLE, THEN THE OWNER OF THE VEHICLE SHALL SUBMIT THIS REPORT WITHIN 10 DAYS AFTER LEARNING OF THE ACCIDENT. YOUR REPORT IS CONFIDENTIAL AND NOT OPEN TO GENERAL PUBLIC INSPECTION BUT MAY BE USED IN THE ADMINISTRATION OF STATE LAWS RELATING TO THE DEPOSIT OF SECURITY OR PROOF OF FINANCIAL RESPONSIBILITY. THIS REPORT MAY NOT BE USED AS EVIDENCE IN ANY TRIAL, CIVIL OR CRIMINAL, EXCEPT FOR PROSECUTION OF FILING A FALSE REPORT. FAILURE TO FILE THIS REPORT MAY RESULT IN A FINE OF NOT MORE THAN \$200.00; IMPRISONMENT OF NOT MORE THAN 20 DAYS, OR BOTH. APPRAISAL OF DAMAGE COST IS REQUIRED, SEE ESTIMATED REPAIR COST BELOW.

For additional vehicles, attach another form.

Date of Accident month day year time <input type="checkbox"/> AM <input type="checkbox"/> PM	Accident Reported? <input type="checkbox"/> Yes <input type="checkbox"/> No	Accident Involved Your Vehicle and:
	Investigated at accident scene? <input type="checkbox"/> Yes <input type="checkbox"/> No	1. <input type="checkbox"/> One other vehicle 7. <input type="checkbox"/> Motorcycle
Circle Day of Week SUN MON TUE WED THU FRI SAT	ACCIDENT ON PRIVATE PROPERTY? <input type="checkbox"/> Yes <input type="checkbox"/> No	2. <input type="checkbox"/> Two or more vehicles 8. <input type="checkbox"/> Animal
Number of Vehicles Involved _____	Officer's Name _____ Badge No. _____	3. <input type="checkbox"/> Parked vehicle 9. <input type="checkbox"/> Permanent object - bridge, sign, etc
Total Persons Involved _____	1. <input type="checkbox"/> WYO HWY PATROL 4. <input type="checkbox"/> Other Agency	4. <input type="checkbox"/> Pedestrian 10. <input type="checkbox"/> Overturned vehicle
Number Killed _____ Number Injured _____ Number of Pedestrians _____	2. <input type="checkbox"/> CITY POLICE 5. <input type="checkbox"/> Not Investigated	5. <input type="checkbox"/> Train 11. <input type="checkbox"/> Other _____ explain _____
3. <input type="checkbox"/> SHERIFF'S OFFICE	6. <input type="checkbox"/> Bicycle, tricycle, etc.	
Name of COUNTY where accident occurred: _____	Was accident <input type="checkbox"/> in <input type="checkbox"/> near name of city or town: _____	
ACCIDENT OCCURRED ON: name of street, road, or highway number _____	AT INTERSECTION WITH: name of street, road, or highway number _____	

IF NOT AT INTERSECTION: describe how far it is AND what direction to the next nearest (whichever is closer) street, highway, city, permanent landmark, or highway milepost marker.

DRIVER OF YOUR VEHICLE				DRIVER OF OTHER VEHICLE			
LAST NAME	FIRST	MIDDLE INITIAL		LAST NAME	FIRST	MIDDLE INITIAL	
STREET ADDRESS		SOCIAL SECURITY NUMBER		STREET ADDRESS		SOCIAL SECURITY NUMBER	
CITY		STATE	ZIP	CITY		STATE	ZIP
DRIVER'S LICENSE NUMBER	CLASS	STATE	DATE OF BIRTH	DRIVER'S LICENSE NUMBER	CLASS	STATE	DATE OF BIRTH
DRIVER IS <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	TOTAL NUMBER OF PEOPLE IN YOUR VEHICLE	POSTED SPEED LIMIT	YOUR APPROX SPEED	DRIVER IS <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	TOTAL NUMBER OF PEOPLE IN OTHER VEHICLE	POSTED SPEED LIMIT	VEHICLE APPROX. SPEED
EMPLOYER	OCCUPATION	PHONE: Home	Business	EMPLOYER	OCCUPATION	PHONE: Home	Business
VEHICLE OWNER'S NAME				VEHICLE OWNER'S NAME			
<input type="checkbox"/> Same as driver				<input type="checkbox"/> Same as driver			
STREET ADDRESS		CITY	STATE ZIP	STREET ADDRESS		CITY	STATE ZIP
VEHICLE IDENTIFICATION NO.		LICENSE PLATE NO.	STATE	VEHICLE IDENTIFICATION NO.		LICENSE PLATE NO.	STATE
VEHICLE YEAR	MAKE	BODY STYLE	MODEL	VEHICLE YEAR	MAKE	BODY STYLE	MODEL
Shade in damaged parts of your vehicle.		REPAIR COST ESTIMATE \$		Shade in damaged parts of the other vehicle.		REPAIR COST ESTIMATE \$	
		ESTIMATED REPAIR COST WHENEVER DAMAGE OCCURS TO A MOTOR VEHICLE, THE OPERATOR SHALL ATTACH TO THE ACCIDENT REPORT AN ESTIMATE OF REPAIRS OR A STATEMENT OF THE TOTAL LOSS FROM AN ESTABLISHED REPAIR GARAGE, OR AN INSURANCE ADJUSTOR EMPLOYED BY AN INSURER, LICENSED TO DO BUSINESS IN THIS STATE.					
LIST DAMAGED PROPERTY OTHER THAN TO VEHICLES INVOLVED						PROPERTY REPAIR COST ESTIMATE \$	
PROPERTY OWNER		ADDRESS		CITY		STATE	

Do NOT Detach - COMPLETE THIS SECTION

Wyoming Insurance Certificate
SR21

THE DEPARTMENT OF REVENUE & TAXATION WILL MAIL THIS SECTION TO YOUR INSURANCE COMPANY.

Date of Accident _____ Place of Accident _____ name of highway route or town _____ county _____

YOUR VEHICLE DESCRIPTION:	YEAR	MAKE	BODY STYLE	MODEL	VEHICLE IDENTIFICATION NUMBER
DRIVER'S NAME			DRIVER'S ADDRESS		
OWNER'S NAME			OWNER'S ADDRESS		
NAME OF THE INSURANCE COMPANY WHICH ISSUED POLICY (NOT the agency name)				POLICY NUMBER	
NAME OF POLICY HOLDER			ADDRESS OF POLICY HOLDER		

SIGNATURE of person making this report: _____

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For information each year on Wyoming traffic accidents:

***Wyoming's
Comprehensive Report
on
Traffic Accidents***

*Available at law enforcement agency offices,
county and school libraries, or*

**Highway Safety Branch
Wyoming Department of Transportation
PO Box 1708
Cheyenne, WY 82002-9019
(307) 777-4450**