

STATE OF TEXAS  
INSTRUCTIONS TO POLICE FOR  
REPORTING CRASHES  
2019 EDITION



TEXAS DEPARTMENT OF TRANSPORTATION  
Traffic Operations Division – CDA  
CR-100  
01/08/2020  
Version 19.0

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# DOCUMENT INFORMATION

Date	Version	Author(s)	Section(s)	Update(s)
1/1/2015	1.0	R. Holt	All	Revised CR-100, Instructions to Police for Reporting Crashes 2013 Edition, for update to CR-3 form and CR-3 Code Sheet in 2015. Conditional rules updated.
2/11/2015	1.1	R. Holt	3.3.19	Edit Tips
3/26/2015	1.2	R. Holt	3.2.11.9, 3.2.11.11, 3.3.28, 4.5.9, 4.5.10, 4.5.11  4.4.1  All	Correct illustration  Clarify trailers not attached to power unit  Update business rules
1/1/2016	1.3	R. Holt	3.2.11.3  3.1.5, 3.3.2, 3.3.33, 4.5, 4.5.16.2, 4.5.17.2, 4.6.1.2, 4.6.1.3, 4.7.1  3.3.2, 3.3.12  3.3.19  3.2.9  4.7  3.1.8, 3.2.11.11  3.3.22, 3.3.24, 3.3.42	Correct illustration  Business rules related to release 13.0  Correct tip  Driver License Restriction restored "P = Stated on License"  Repair dead hyperlink  Remove statement  Clarification added  Business rules related to release 13.3
4/15/2016	1.4	R. Holt	2.0	Correct definition of non-contact vehicle
6/1/2016	1.4	R. Holt	3.2.1  4.3.4, 4.6.1.2, 4.6.1.3	Changed reference to retention schedule  Business rules related to release 14.0
8/1/2016	1.4	R. Holt	2.0	Clarified " to any one person's property"
11/15/2016	2.0	R. Holt	8.0	Improved table
1/1/2017	1.5	R. Holt	3.3.19  6.0	Changes to Driver License Restrictions  Definition of In Transport
3/17/2017	1.5.1	R. Holt	3.3.19	Driver License Restriction remove "P = Stated on License"
10/24/2017	16.5	L. Cox	All	Updated version to current release number, updated all sections to include updates related to HB3854.
3/15/2018	16.5.1	R. Holt	3.3.38	Corrected Code Sheet value for drug test results

6/28/2018	17.0	L.Cox	3.3.12, 3.3.7, 4.6.1.2, 4.6.1.3	Removed incorrect tip from 3.3.12 and added to 3.3.1. Added tip to only include VIN if full number is known. Added additional conditions to Contributing and May Have Contributed Factors.
10/23/2018	17.1	L.Cox	All	Updated several of the Conditional Fields sections to include new business rules.
8/15/2019	19.0	L.Cox	4.7	Added to not include personally identifiable information to the Narrative section. – Highlighted update
1/8/2020	19.0	R. Holt	2.0	Updated approved submission formats, remove Paper, add Mobile app.

## **INTRODUCTION**

This manual is a tool to guide and instruct peace officers in completing the Texas Peace Officer's Crash Report and the Commercial Motor Vehicle Section of the Texas Peace Officer's Crash Report as required by Section 550.063 of the Texas Transportation Code. State statutes and city ordinances govern reporting and investigation requirements.

References are made throughout this document to the Texas Transportation Code. These references are meant to direct users to a more complete explanation or definition than what may be included in this document.

These instructions have been revised to match the Form CR-3 1/1/2015 and cover most situations that arise in motor vehicle crash investigations. A few situations may arise where these instructions are not completely applicable. In such instances, use the instructions most applicable and explain under "Investigator's Narrative Opinion of What Happened" so that the proper classification may be determined.

The assignment of crashes to a geographical location, such as a city or county, indicates only that the crash occurred within the geographical limits of the jurisdiction. These assignments do not imply that the jurisdiction is responsible for identified crashes or that it could have prevented them.

Prepared and Distributed by:  
Texas Department of Transportation  
Traffic Operations Division – CDA  
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Austin, TX 78714-9349

# **TEXAS PEACE OFFICER'S CRASH REPORT (FORM CR-3)**

## **OVERVIEW**

The Texas Peace Officer's Crash Report (form CR-3) is a vital document used in the collection of crash data by law enforcement throughout the State of Texas.

Statewide motor vehicle traffic crash data provides the basic information necessary for effective highway and traffic safety efforts at any level of government: local, state, or federal.

State crash data is used to perform problem identification, establish goals and performance measures, allocate resources, determine the progress of specific programs, and support the development and evaluation of highway and vehicle safety countermeasures.

Motor vehicle traffic crash reporting provides valuable data to many different groups of people: the traffic engineer planning to reconstruct a road; the city planner developing safe school routes; the high school driver education teacher planning a curriculum; the public works director applying for federal funds to reconstruct a hazardous intersection; the police sergeant targeting selective enforcement; the motor vehicle administrator; the highway safety planner; and countless others who need timely, complete, and accurate motor vehicle traffic crash information.

These stakeholders need high-quality data to develop policies and programs that will improve the safety and the operation of the Texas roadway transportation network. Improving motor vehicle traffic crash data will help state and local agencies identify specific traffic safety problems, communicate safety issues to the public and media, make better programming and resource allocation decisions, and enable better monitoring and program evaluation. Ultimately, better data will lead to safer roadways.

# TEXAS PEACE OFFICER'S CRASH REPORT (FORM CR-3)

## 3.1 CLASSIFICATION IDENTIFIERS

Law Enforcement and TxDOT Use ONLY

FATAL  
  CMV  
  SCHOOL BUS  
  RAILROAD  
  MAB  
  SUPPLEMENT  
  ACTIVE SCHOOL ZONE

Total Num. Units	Total Num. Prsns.	TxDOT Crash ID
------------------	-------------------	----------------



### Texas Peace Officer's Crash Report (Form CR-3 1/1/2018)

Mail to: Texas Department of Transportation, Crash Data and Analysis, P.O. Box 149349, Austin, TX 78714. Questions? Call 844/274-7457

Refer to Attached Code Sheet for Numbered Fields

\*=These fields are required on all additional sheets submitted for this crash (ex.: additional vehicles, occupants, injured, etc.).

Page \_\_\_ of \_\_\_

## 3.2 IDENTIFICATION AND LOCATION

*Crash Date (MM/DD/YYYY)		*Crash Time (24HRMM)		Case ID	Local Use	
*County Name				*City Name	<input type="checkbox"/> Outside City Limit	
In your opinion, did this crash result in at least \$1,000 damage to any one person's property?		<input type="checkbox"/> Yes <input type="checkbox"/> No		Latitude (decimal degrees)	Longitude (decimal degrees)	
<b>ROAD ON WHICH CRASH OCCURRED</b>						
*1 Rdwy. Sys.	*Hwy. Num.	2 Rdwy. Part	Block Num.	3 Street Prefix	* Street Name	4 Street Suffix
<input type="checkbox"/> Crash Occurred on a Private Drive or Road/Private Property/Parking Lot		<input type="checkbox"/> Toll Road/Toll Lane	Speed Limit	Const. Zone <input type="checkbox"/> Yes <input type="checkbox"/> No	Workers Present <input type="checkbox"/> Yes <input type="checkbox"/> No	Street Desc.
<b>INTERSECTING ROAD, OR IF CRASH NOT AT INTERSECTION, NEAREST INTERSECTING ROAD OR REFERENCE MARKER</b>						
At Int. <input type="checkbox"/> Yes <input type="checkbox"/> No	1 Rdwy. Sys.	Hwy. Num.	2 Rdwy. Part	Block Num.	3 Street Prefix	Street Name
Distance from Int. or Ref. Marker		<input type="checkbox"/> FT <input type="checkbox"/> MI	3 Dir. from Int. or Ref. Marker	Reference Marker	Street Desc.	RRX Num.

## 3.3 VEHICLE, DRIVER, & PERSONS

Unit Num.	5 Unit Desc.	<input type="checkbox"/> Parked Vehicle	<input type="checkbox"/> Hit and Run	LP State	LP Num.	VIN
Veh. Year	6. Veh. Color	Veh. Make	Veh. Model	7 Body Style	<input type="checkbox"/> Pol., Fire, EMS on Emergency (Explain in Narrative if checked)	
8 DL/ID Type	DL/ID State	DL/ID Num.	9 DL Class	10 CDL End.	11 DL Rest.	DOB (MM/DD/YYYY)
Address (Street, City, State, ZIP)						
Person Num.	12 Prsn. Type	13 Seat Position	Name: Last, First, Middle Enter Driver or Primary Person for this Unit on first line			14 Injury Severity
			Age	15 Ethnicity	16 Sex	17 Eject.
						18 Restr.
						19 Airbag
						20 Helmet
						21 Sol.
						22 Alc. Spec.
						Alc. Result
						23 Drug Spec.
						24 Drug Result
						25 Drug Category
<input type="checkbox"/> Owner <input type="checkbox"/> Lessee                   Owner/Lessee Name & Address						
Proof of Fin. Resp. <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Expired <input type="checkbox"/> Exempt	26 Fin. Resp. Type	Fin. Resp. Name	Fin. Resp. Num.		
Fin. Resp. Phone Num.	27 Vehicle Damage Rating 1		27 Vehicle Damage Rating 2		Vehicle Inventoried <input type="checkbox"/> Yes <input type="checkbox"/> No	
Towed By	Towed To					

#### 4.1 REPORT IDENTIFIERS

Law Enforcement and TxDOT Use ONLY.  
Form CR-3 (Rev. 1/1/2018)

Case ID	TxDOT Crash ID
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#### 4.2 DISPOSITION OF INJURED/KILLED

DISPOSITION OF INJURED/KILLED	Unit Num.	Prsn. Num.	Taken To	Taken By	Date of Death (MM/DD/YYYY)	Time of Death (24HR:MM)	

#### 4.3 CHARGES

CHARGES	Unit Num.	Prsn. Num.	Charge	Citation/Reference Num.

#### 4.4 DAMAGE

DAMAGE	Damaged Property Other Than Vehicles	Owner's Name	Owner's Address

#### 4.5 CMV

Unit Num.	<input type="checkbox"/> 10,001+ LBS.	<input type="checkbox"/> TRANSPORTING HAZARDOUS MATERIAL	<input type="checkbox"/> 9+ CAPACITY	CMV Disabling Damage? <input type="checkbox"/> Yes <input type="checkbox"/> No	28 Veh. Oper.	29 Carrier ID Type	Carrier ID Num.
Carrier's Corp. Name			Carrier's Primary Addr.			30 Veh. Type	
31 Bus Type	<input type="checkbox"/> RGWW <input type="checkbox"/> GVWR	HazMat Released <input type="checkbox"/> Yes <input type="checkbox"/> No	32 HazMat Class Num.	HazMat ID Num.	32 HazMat Class Num.	HazMat ID Num.	33 Cargo Body Type
Unit Num.	<input type="checkbox"/> RGWW <input type="checkbox"/> GVWR	34 Trlr. Type	CMV Disabling Damage? <input type="checkbox"/> Yes <input type="checkbox"/> No	Unit Num.	<input type="checkbox"/> RGWW <input type="checkbox"/> GVWR	34 Trlr. Type	CMV Disabling Damage? <input type="checkbox"/> Yes <input type="checkbox"/> No
Sequence Of Events	35 Seq. 1	35 Seq. 2	35 Seq. 3	35 Seq. 4	Intermodal Shipping Container Permit <input type="checkbox"/> Yes <input type="checkbox"/> No	Actual Gross Weight	Total Num. Axles:

#### 4.6 FACTORS AND CONDITIONS

FACTORS & CONDITIONS	36 Contributing Factors (Investigator's Opinion)				37 Vehicle Defects (Investigator's Opinion)				Environmental and Roadway Conditions						
	Unit #	Contributing		May Have Contrib.	Contributing		May Have Contrib.		38 Weather Cond.	39 Light Cond.	40 Entering Roads	41 Roadway Type	42 Roadway Alignment	43 Surface Condition	44 Traffic Control



#### 4.7 NARRATIVE AND DIAGRAM

<b>NARRATIVE AND DIAGRAM</b>	Investigator's Narrative Opinion of What Happened (Attach Additional Sheets if Necessary)	Indicate North	Field Diagram - Not to Scale

#### 4.8 INVESTIGATOR

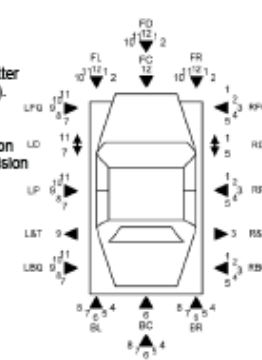
<b>INVESTIGATOR</b>	Time Notified (24HR:MM)		How Notified		Time Arrived (24HRMM)		Report Date (MM/DD/YYYY)		
	Invest. Comp.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Investigator Name (Printed)					ID Num.	
	ORI Num.	*Agency					Service/ Region/DA		

# CODE SHEET

Texas Peace Officer's Crash Report - Code Sheet  
 Numbered Fields on the CR-3 Refer to the Numbered Lists on this Code Sheet. Each list includes the codes that may be entered on the form and the description of each code.

Page 1 of 2  
 Law Enforcement and TxDOT Use ONLY.  
 Form CR-3CS 1/11/2018

IDENTIFICATION AND LOCATION		2. Roadway Part		3. Street Prefix, Direction from Int. or Ref. Marker		4. Street Suffix									
<b>1. Roadway System</b> IH - Interstate US - US Highway SH - State Highway FM - Farm to Market RR - Ranch Road RM - Ranch to Market BI - Business Interstate BU - Business US BS - Business State BF - Business FM SL - State Loop TL - Toll Road AL - Alternate SP - Spur CR - County Road PR - Park Road PV - Private Road RC - Recreational Road LR - Local Road/Street (Street, Road, Ave., Blvd., Pl., Trl., Beach, Alley, Boat Ramp, etc.)		1 - Main/Proper Lane 2 - Service/Frontage Road 3 - Entrance/On Ramp 4 - Exit/Off Ramp 5 - Connector/Flyover 98 - Other (Explain in Narrative)		N - North NE - Northeast E - East SE - Southeast S - South SW - Southwest W - West NW - Northwest		RD - Road ST - Street DR - Drive AVE - Avenue BLVD - Boulevard PKWY - Parkway LN - Lane FWY - Freeway HWY - Highway WAY - Way TRL - Trail LOOP - Loop EXPY - Expressway CT - Court CIR - Circle PL - Place PARK - Park CV - Cove									
<b>5. Unit Description</b> 1 - Motor Vehicle 2 - Train 3 - Pedalcyclist 4 - Pedestrian 5 - Motorized Conveyance 6 - Towed/ Pushed/Trailer 7 - Non-Contact 98 - Other (Explain in Narrative)		<b>6. Vehicle Color</b> BGE - Beige BLK - Black BLU - Blue BRZ - Bronze BRO - Brown CAM - Camouflage CPR - Copper GLD - Gold GRY - Gray GRN - Green MAR - Maroon MUL - Multicolored ONG - Orange PNK - Pink PLE - Purple RED - Red SIL - Silver TAN - Tan TEA - Teal (green) TRQ - Turquoise (blue) WHI - White YEL - Yellow 98 - Other (Explain in Narrative) 99 - Unknown		<b>7. Body Style</b> P2 - Passenger Car, 2-Door P4 - Passenger Car, 4-Door PK - Pickup AM - Ambulance BU - Bus SB - Yellow School Bus FE - Farm Equipment FT - Fire Truck MC - Motorcycle SV - Sport Utility Vehicle PC - Police Car/Truck PM - Police Motorcycle TL - Trailer, Semi-Trailer, or Pole Trailer TR - Truck TT - Truck Tractor VN - Van EV - Neighborhood Vehicle 98 - Other (Explain in Narrative) 99 - Unknown		<b>8. Driver License/ID Type</b> 1 - Driver License 2 - Commercial Driver Lic. 3 - Occupational 4 - ID Card 5 - Unlicensed 98 - Other 99 - Unknown		<b>9. Driver License Class</b> A - Class A AM - Class A and M B - Class B BM - Class B and M C - Class C CM - Class C and M M - Class M S - Unlicensed 98 - Other/Out of State 99 - Unknown		<b>10. Commercial Driver License Endorsements</b> H - Hazardous Materials N - Tank Vehicle P - Passenger S - School Bus T - Double/Triple Trailer X - Tank Vehicle with Hazardous Materials 5 - Unlicensed 96 - None 98 - Other/Out of State 99 - Unknown					
<b>11. Driver License Restrictions</b> A - With corrective lenses B - LOFS 21 or over C - Daytime driving only D - Speed not to exceed 45 mph E - No manual transmission equipped CMV F - Must hold valid learner lic. to MM/DD/YY G - TRC 545.424 applies until MM/DD/YY H - Vehicle not to exceed 26,000 lbs GVWR I - MC not to exceed 250cc J - Licensed MC operator 21 or over in sight K - Intrastate only L - No air brake equipped CMV M - No Class A passenger vehicle N - No Class A and B passenger vehicle O - No tractor-trailer CMV Q - LOFS 21 or over vehicle above Class B R - LOFS 21 or over vehicle above Class C S - Outside rearview mirror or hearing aid T - Automatic transmission		U - Applicable prosthetic devices V - Medical Variance W - Power steering X - No cargo in CMV tank vehicle Y - Valid TX vision or lmb water required Z - No full air brake equipped CMV P1 - For Class M TRC 545.424 until MM/DD/YY P2 - To/from work/school P3 - To/from work P4 - To/from school P5 - To/from work/school or LOFS 21 or over P6 - To/from work or LOFS 21 or over P7 - To/from school or LOFS 21 or over P8 - With telescopic lens P9 - LOFS 21 or over bus only P10 - LOFS 21 or over school bus only P11 - Bus not to exceed 26,000 lbs GVWR P12 - Passenger CMVs restrict to Class C only P13 - LOFS 21 or over in veh equip w/airbrake P14 - Operation Class B exempt veh authorized		P15 - Operation Class A exempt veh authorized P16 - If CMV, school buses interstate P17 - If CMV, government vehicles interstate P18 - If CMV, only trans personal prop interstate P19 - If CMV, trans corpse/sick/injured interstate P20 - If CMV, privately trans passengers interstate P21 - If CMV, fire/rescue interstate P22 - If CMV, intra-city zone drivers interstate P23 - If CMV, custom-harvesting interstate P24 - If CMV, transporting bees/hives interstate P25 - If CMV, use in oil/water well service/drill P26 - If CMV, for operation of mobile crane P27 - HME Expiration Date MM/DD/YY P28 - FRSI CDL valid MM/DD/YY to MM/DD/YY P29 - FRSI CDL MM/DD/YY - MM/DD/YY or exempt B veh P30 - FRSI CDL MM/DD/YY - MM/DD/YY or exempt A veh P31 - Class C only - no tax/bus/emergency veh P32 - Other P33 - No passengers in CMV bus P34 - No express or highway driving P35 - Restricted to operation of three-wheeled MC P36 - Moped P37 - Occ/Essent need DL-no CMV-see court order P38 - Applicable vehicle devices P39 - Ignition interlock required P40 - Vehicle not to exceed Class C 5 - Unlicensed 96 - None 98 - Other/Out of State 99 - Unknown											
<b>12. Person Type</b> 1 - Driver 2 - Passenger/Occupant 3 - Pedalcyclist 4 - Pedestrian 5 - Driver of Motorcycle Type Vehicle 6 - Passenger/Occupant on Motorcycle Type Vehicle 98 - Other (Explain in Narrative) 99 - Unknown		<b>13. Seat Position</b> 10 - Cargo Area 11 - Outside Vehicle 13 - Other in Vehicle 14 - Passenger in Bus 16 - Pedestrian, Pedalcyclist, or Motorized Conveyance 98 - Other (Explain in Narrative) 99 - Unknown		<b>14. Injury Severity</b> A - Suspected Serious Injury B - Non-incapacitating Injury C - Possible Injury K - Killed N - Not Injured 99 - Unknown		<b>15. Ethnicity</b> W - White B - Black H - Hispanic A - Asian I - Amer. Indian/Alaskan Native 98 - Other 99 - Unknown		<b>16. Sex</b> 1 - Male 2 - Female 99 - Unknown		<b>17. Ejected</b> 1 - No 2 - Yes 3 - Yes, Partial 97 - Not Applicable 99 - Unknown		<b>18. Restraint Used</b> 1 - Shoulder and Lap Belt 2 - Shoulder Belt Only 3 - Lap Belt Only 4 - Child Seat, Facing Forward 5 - Child Seat, Facing Rear 6 - Child Seat, Unknown 7 - Child Booster Seat		<b>19. Airbag</b> 1 - Not Deployed 2 - Deployed, Front 3 - Deployed, Side 4 - Deployed, Rear 5 - Deployed, Multiple 97 - Not Applicable 99 - Unknown	
<b>20. Helmet Use</b> 1 - Not Worn 2 - Worn, Damaged 3 - Worn, Not Damaged 4 - Worn, Unk. Damage 97 - Not Applicable 99 - Unknown If Worn		<b>21. Solicitation</b> Y - Solicit N - No Solicit		<b>22. Alcohol Specimen Type</b> 1 - Breath 2 - Blood 3 - Urine 4 - Refused 96 - None 98 - Other (Explain in Narrative)		<b>23. Drug Specimen Type</b> 2 - Blood 3 - Urine 4 - Refused 96 - None 98 - Other (Explain in Narrative)		<b>24. Drug Test Result</b> 1 - Positive 2 - Negative 97 - Not Applicable 99 - Unknown		<b>25. Drug Category</b> 2 - CNS Depressants 3 - CNS Stimulants 4 - Hallucinogens 6 - Narcotic Analgesics 7 - Inhalants 8 - Cannabis 10 - Dissociative Anesthetics 11 - Multiple Drugs (Explain in Narrative) 97 - Not Applicable 98 - Other Drugs (Explain in Narrative) 99 - Unknown		<b>26. Financial Responsibility Type</b> 1 - Liability Insurance Policy 2 - Proof of Liability Insurance 3 - Insurance Binder 4 - Surety Bond 5 - Certificate of Deposit with Comptroller 6 - Certificate of Deposit with County Judge 7 - Certificate of Self-Insurance		<b>27. Vehicle Damage Rating</b> In most cases, enter in the format XX-ABC-Y, where XX is the Direction of Force (1-12), ABC is the Damage Description 2- or 3-letter code, and Y is the Damage Severity (0-7).  In special cases, use: VB-1 - vehicle burned, NOT due to collision VB-7 - vehicle catches fire due to the collision TP-0 - top damage only VX-0 - undercarriage damage only MC-1 - motorcycle, moped, scooter, etc. NA - Not Applicable (Farm Tractor, etc.)	



Texas Peace Officer's Crash Report - Code Sheet

Numbered Fields on the CR-3 Refer to the Numbered Lists on this Code Sheet. Each list includes the codes that may be entered on the form and the description of each code.

COMMERCIAL MOTOR VEHICLE	<b>28. Vehicle Operation</b> 1 - Interstate Commerce 2 - Intrastate Commerce 3 - Not in Commerce 4 - Government 5 - Personal	<b>29. Carrier ID Type</b> 1 - US DOT 2 - TxDOT 3 - ICC/MC 96 - None 98 - Other (Explain in Narrative)	<b>30. Vehicle Type</b> 1 - Passenger Car 2 - Light Truck 3 - Bus (9-15) 4 - Bus (>15) 5 - Single Unit Truck 2 Axes 6 Tires 6 - Single Unit Truck 3 or More Axes 7 - Truck Trailer 8 - Truck Tractor (Bobtail) 9 - Tractor/Semi Trailer 10 - Tractor/Double Trailer 11 - Tractor/Triple Trailer 98 - Other (Explain in Narrative) 99 - Unknown Heavy Truck	<b>31. Bus Type</b> 0 - Not a Bus 1 - School Bus (Public or Private) 2 - Transit 3 - Intercity 4 - Charter 5 - Other 6 - Shuttle 9 - Not Reported/Unknown	<b>32. Hazardous Material Class Number</b> 1 - Explosives 2 - Gases 3 - Flammable Liquids 4 - Flammable Solids 5 - Oxidizers and Organic Peroxides 6 - Toxic Materials and Infectious Substances 7 - Radioactive Materials 8 - Corrosive Materials 9 - Miscellaneous Dangerous Goods
	<b>33. Cargo Body Type</b> 1 - Bus (9-15) 2 - Bus (>15) 3 - Van/Enclosed Box 4 - Cargo Tank 5 - Flatbed 6 - Dump 7 - Concrete Mixer	8 - Auto Transporter 9 - Garbage Refuse 10 - Grain Chips Gravel 11 - Pole 13 - Intermodal 14 - Logging	15 - Vehicle Towing Another Vehicle 97 - Not Applicable 98 - Other (Explain in Narrative)	<b>34. Trailer Type</b> 1 - Full Trailer 2 - Semi-Trailer 3 - Pole Trailer	
FACTORS AND CONDITIONS	<b>35. Sequence of Events</b> 1 - Non-Collision: Ran Off Road 2 - Non-Collision: Jackknife 3 - Non-Collision: Overturn Rollover 4 - Non-Collision: Downhill Runaway 5 - Non-Collision: Cargo Loss Or Shift 6 - Non-Collision: Explosion Or Fire 7 - Non-Collision: Separation of Units 8 - Non-Collision: Cross Median/Centerline		9 - Non-Collision: Equipment Failure 10 - Non-Collision: Other 11 - Non-Collision: Unknown 12 - Collision Involving Pedestrian 13 - Collision Involving Motor Vehicle in Transport 14 - Collision Involving Parked Motor Vehicle 15 - Collision Involving Train 16 - Collision Involving Pedalcycle		
	<b>36. Factors and Conditions</b> 1 - Animal on Road - Domestic 2 - Animal on Road - Wild 3 - Backed without Safety 4 - Changed Lane when Unsafe 14 - Disabled in Traffic Lane 15 - Disregard Stop and Go Signal 16 - Disregard Stop Sign or Light 17 - Disregard Turn Marks at Intersection 18 - Disregard Warning Sign at Construction 19 - Distraction in Vehicle 20 - Driver Inattention 21 - Drove Without Headlights 22 - Failed to Control Speed 23 - Failed to Drive in Single Lane 24 - Failed to Give Half of Roadway 25 - Failed to Heed Warning Sign 26 - Failed to Pass to Left Safely 27 - Failed to Pass to Right Safely 28 - Failed to Signal or Gave Wrong Signal 29 - Failed to Stop at Proper Place 30 - Failed to Stop for School Bus 31 - Failed to Stop for Train 32 - Failed to Yield ROW - Emergency Vehicle		33 - Failed to Yield ROW - Open Intersection 34 - Failed to Yield ROW - Private Drive 35 - Failed to Yield ROW - Stop Sign 36 - Failed to Yield ROW - To Pedestrian 37 - Failed to Yield ROW - Turning Left 38 - Failed to Yield ROW - Turn on Red 39 - Failed to Yield ROW - Yield Sign 40 - Fatigued or Asleep 41 - Faulty Evasive Action 42 - Fire in Vehicle 43 - Fleeing or Evading Police 44 - Followed Too Closely 45 - Had Been Drinking 46 - Handicapped Driver (Explain in Narrative) 47 - Ill (Explain in Narrative) 48 - Impaired Visibility (Explain in Narrative) 49 - Improper Start from Parked Position 50 - Load Not Secured 51 - Opened Door into Traffic Lane 52 - Oversized Vehicle or Load 53 - Overtake and Pass Insufficient Clearance 54 - Parked and Failed to Set Brakes 55 - Parked in Traffic Lane		
	<b>37. Vehicle Defects</b> 5 - Defective or No Headlamps 6 - Defective or No Stop Lamps 7 - Defective or No Tail Lamps 8 - Defective or No Turn Signal Lamps 9 - Defective or No Trailer Brakes 10 - Defective or No Vehicle Brakes 11 - Defective Steering Mechanism 12 - Defective or Slick Tires 13 - Defective Trailer Hitch 98 - Other (Explain in Narrative)	<b>38. Weather Condition</b> 1 - Clear 2 - Cloudy 3 - Rain 4 - Sleet/Hail 5 - Snow 6 - Fog 7 - Blowing Sand/Snow 8 - Severe Crosswinds 98 - Other (Explain in Narrative) 99 - Unknown	<b>39. Light Condition</b> 1 - Daylight 2 - Dark, Not Lighted 3 - Dark, Lighted 4 - Dark, Unknown Lighting 5 - Dawn 6 - Dusk 98 - Other (Explain in Narrative) 99 - Unknown	<b>40. Entering Roads</b> 2 - Three Entering Roads - T 3 - Three Entering Roads - Y 4 - Four Entering Roads 5 - Five Entering Roads 6 - Six Entering Roads 7 - Traffic Circle 8 - Cloverleaf 97 - Not Applicable 98 - Other (Explain in Narrative)	
	<b>41. Roadway Type</b> 1 - Two-Way, Not Divided 2 - Two-Way, Divided, Unprotected Median 3 - Two-Way, Divided, Protected Median 4 - One-Way 98 - Other (Explain in Narrative)	<b>42. Roadway Alignment</b> 1 - Straight, Level 2 - Straight, Grade 3 - Straight, Hillcrest 4 - Curve, Level 5 - Curve, Grade 6 - Curve, Hillcrest 98 - Other (Explain in Narrative) 99 - Unknown	<b>43. Surface Condition</b> 1 - Dry 2 - Wet 3 - Standing Water 4 - Snow 5 - Slush 6 - Ice 7 - Sand, Mud, Dirt 98 - Other (Explain in Narrative) 99 - Unknown	<b>44. Traffic Control</b> 2 - Inoperative (Explain in Narrative) 3 - Officer 4 - Flagman 5 - Signal Light 6 - Flashing Red Light 7 - Flashing Yellow Light 8 - Stop Sign 9 - Yield Sign 10 - Warning Sign	11 - Center Stripe/Divider 12 - No Passing Zone 13 - R/R Gate/Signal 15 - Crosswalk 16 - Bike Lane 17 - Marked Lanes 18 - Signal Light With Red Light Running Camera 96 - None 98 - Other (Explain in Narrative)

## MANDATORY DATA FIELD



This edition of the Instructions Manual contains labels to alert the reader to special areas.

**CONDITIONAL FIELD:** may be required based on a response in a prior field.

**TIP:** offer aid in completing the crash report.

Data fields on the form considered critical to law enforcement and traffic safety professionals are labeled as a MANDATORY DATA FIELD in this document. Mandatory Data Fields may not be left blank and some require a valid value from the CR-3 Code Sheet. A crash report submitted to TxDOT with a blank Mandatory Data Field or an invalid value in a Mandatory Data Field will be returned to the investigating officer/agency for correction.

MANDATORY DATA FIELDS		
Crash Date	Unit #	Traffic Control
Crash Time	Unit Description	Narrative
County	Weather Conditions	Diagram
\$1000 Damage to Prop.	Light Condition	Investigation Complete
Roadway Part	Entering Roads	Investigator Name
Construction Zone	Roadway Type	ID #
Workers Present	Roadway Alignment	Agency
At Intersection	Surface Conditions	



## 1.0 – CHARACTERISTICS OF MOTOR VEHICLE TRAFFIC CRASHES

Motor vehicle traffic accidents have a number of characteristics that are used to distinguish between motor vehicle traffic accidents and other events such as non-accidents, aircraft or railway accidents and other motor vehicles, cataclysms and non-traffic accidents. The questions below address all of the distinguishing characteristics of motor vehicle traffic accidents. If the answer to each of the questions below is “yes”, then the incident is a motor vehicle traffic accident.

- Did the incident include one or more occurrences of injury or damage?
- Was there at least one occurrence of injury or damage, which was not a direct result of a cataclysm (Cataclysm and Transport accident)?
- Did the incident involve one or more motor vehicles?
- Of the motor vehicles involved, was at least one in transport?
- Was the incident an unstable situation?
- Did the unstable situation originate on a trafficway or did injury or damage occur on a trafficway?
- If the incident involved a railway train in transport, did a motor vehicle in transport become involved prior to any injury or damage involving the train?
- Is it true that neither an aircraft in transport nor a watercraft in transport was involved in the incident?

Reference: American National Standard Manual on Classification of Motor Vehicle Traffic Accidents Seventh Edition, ANSI D16.1-2007

### TIP:

Texas Department of Transportation will only accept crashes that involve at least one motor vehicle in transport as reportable traffic crashes. When a police agency chooses to investigate a non-reportable crash, it will not be necessary for that crash report to be forwarded to TxDOT. All crash reports submitted to TxDOT that do not include at least one motor vehicle in transport will be returned to the reporting agency for retention at the local level only.

The following examples do not constitute a motor vehicle traffic crash:

- A Pedalcyclist falls from a bicycle and receives injuries.
- A Pedalcyclist/Pedestrian runs into a motor vehicle not in transport, this does not include an illegally parked, disabled or abandoned on roadway motor vehicle.
- A train hits a Pedalcyclist/Pedestrian.

- A person operating a riding lawn mower (motorized conveyance) on the road runs off the road and hits a tree.
- A person is riding a horse down the road when the horse gets startled and throws the rider.

## 2.0 – GENERAL INFORMATION

When should a Peace Officer submit a crash report?

- A law enforcement officer who, in the regular course of duty, investigates a motor vehicle crash resulting in injury to or death of any person is required by Texas Transportation Code Section 550.062 to forward a crash report to the Texas Department of Transportation (TxDOT) not later than the 10th day after the date of the crash. Additionally, a report should be submitted to TxDOT for any investigated crash that results in property damage to any one person's property to the apparent extent of \$1,000 or more.
- If a crash does not involve injury or property damage, but is investigated, it is not necessary to submit the report to TxDOT.
- A general guide to apply when deciding if a report should be made is to ask, "Is the facility where the crash occurred intended to be open for use by the public?" If the answer is "yes," and injury, death, or property damage to an extent of at least \$1,000 occurred, the investigator should submit a crash report to TxDOT.

When should a Peace Officer submit a supplement report?

- If a person dies within 30 days of the crash due to injuries sustained in the crash, a supplement must be submitted to TxDOT indicating the fatality, changing the Injury Severity code to K, and adding the date and time of death.
- If an original report is submitted and information is later received, a supplement report must be submitted to TxDOT.
- If BAC or drug results are later received, a supplement report must be submitted to TxDOT.

Why is it important to provide accurate data when reporting a crash?

- When reporting crash data, it is important to provide sufficient details about the crash. This will enable TxDOT to classify the crash accurately, using nationally accepted standards.

What happens if a non-contact vehicle contributed to the crash?

- Non-contact traffic units should be identified and reported. A non-contact traffic unit is a vehicle which contributes to a crash by unusual or illegal behavior, but strikes nothing and suffers neither damage nor injury. Information on a non-contact unit, including any factors contributing to the crash, should be reported on the crash report the same as if it had been in actual contact. The unit and person information should be shown in the space provided for units in the crash.

What is the purpose of the “Numbered Data Fields”?

- A data field that has a number means that only specific values or codes may be used in that field. The values and codes for each numbered data field are provided on the Texas Peace Officer’s Crash Report – Code Sheet.

How does a Peace Officer report multiple crashes that occur at one location?

- Sometimes, in the same location and within a short time, several motor vehicles may be involved in crashes. In chain reaction crashes, it is sometimes difficult to determine whether the event was one crash or several crashes, with a moment of stabilization between separate crashes. For purposes of uniformity, consider such chain reaction crashes to be a single motor vehicle crash, unless a stabilized situation can be established between several events. When a chain of events is definitely broken by time or place, the events should be reported as separate crashes.

EXAMPLE:

- A car plows into a crash that has occurred a few minutes earlier.
- A car strikes a parked car, stabilizes the situation by gaining control of the vehicle then drives down the street for some distance and hits another vehicle. Such cases should be reported as separate crashes on two separate crash reports.

When submitting multiple CR-3 forms for one crash, which fields on the additional pages are required to be complete?

- When additional pages are used to complete a crash report, all data fields labeled with an asterisk ( \* ) must be completed.

EXAMPLE:

- A crash involving 3 vehicles will require the front and back of a single CR-3 form to show involvement of the first 2 vehicles. To show the involvement of the third vehicle, it will be necessary to complete an additional CR-3. The addition of the second CR-3 will require all fields labeled with a star to be completed on the page listing the 3rd vehicle. A CR-3 must consist of one front page and one back page. If a second CR-3 is utilized for reporting a crash, a back page must accompany the second CR-3.



How should a Peace Officer submit a crash report to TxDOT?

- Crash data can only be submitted to TxDOT using one of the approved formats. No other formats have been approved by TxDOT for submitting crash data:
- C.R.A.S.H. (Crash Reporting and Analysis for Safer Highways): This is a web-based application available to all Law Enforcement agencies. Please contact us at [support@crishlp.com](mailto:support@crishlp.com) for more information on how to become a participant.
- Submission Services: Developed for agencies with an existing internal application. Requires a web services client. Available to all Law Enforcement agencies. Please contact us at [support@crishlp.com](mailto:support@crishlp.com) for more information on how to become a participant.
- CRIS Crash Mobile App: Available to agencies that formerly submitted crash reports via paper format and do not submit more than 200 reports per year. Agencies that have transitioned to Submission Services or C.R.A.S.H. are able to use the CRIS Crash Mobile App to supplement crash reports originally submitted via paper format. The CRIS Crash Mobile App, supported by iOS and Android operating systems, may be downloaded from devices app store. Please contact us at [support@crishlp.com](mailto:support@crishlp.com) for more information on how to become a participant.

## 3.0 – FRONT OF BASIC REPORT


### 3.1 – CLASSIFICATION IDENTIFIERS

Classification identifiers are to be used to identify specific events that occurred during the crash that affect other stakeholders responsible for public safety (e.g., National Highway Traffic Safety Administration, Federal Motor Carrier, and Texas Department of Public Safety). More than one box may be selected for greater clarity. These check boxes are to be selected at the time of submission by the reporting agency. The classification identifiers are listed below.

Law Enforcement and TxDOT Use ONLY

FATAL    CMV    SCHOOL BUS    RAILROAD    MAB    SUPPLEMENT    ACTIVE SCHOOL ZONE

Total Num. Units	Total Num. Prsns.	TxDOT Crash ID

 **Texas Peace Officer's Crash Report (Form CR-3 1/1/2018)**  
Mail to: Texas Department of Transportation, Crash Data and Analysis, P.O. Box 149349, Austin, TX 78714. Questions? Call 844/274-7457  
Refer to Attached Code Sheet for Numbered Fields

\*=These fields are required on all additional sheets submitted for this crash (ex.: additional vehicles, occupants, injured, etc.). Page \_\_\_ of \_\_\_

#### 3.1.1 – FATAL

Select this box if the crash resulted in a fatality. If a person's injury code is "K – Killed" then the Fatal Indicator box must be selected. If a person dies within 30 days, due to injuries sustained in the crash, submit a supplement report indicating the change of severity code, select the appropriate classification identifier, complete all required fields, and include the date and time of death in the appropriate fields.

#### 3.1.2 – CMV (Commercial Motor Vehicle)

Select this box if the crash involved or was related to a commercial motor vehicle. A CMV by definition is one that meets one or more of the following criteria: 10,000+ lbs., Transporting Hazardous Material, or 9+ Capacity. If the CMV box is selected, the investigator must complete the CMV section of the CR-3 Report. If the Body Style of any of the units involved in crash is SB-Yellow School Bus, the CMV identifier must be selected.

#### 3.1.3 – SCHOOL BUS

Select this box if the school bus was a "1-Motor Vehicle" or a "7-Non-Contact" unit in the crash. The School Bus with or without a passenger on board must be directly involved as a contact motor vehicle or indirectly involved by doing something illegal or unusual as a non-contact motor vehicle. If the body style for any of the units in the crash indicates "SB-Yellow School Bus," then this box must be selected. If the school bus has

a seating capacity of nine or more passengers, then the CMV box should also be selected.

This box must also be selected if the crash was related to the presence of a school bus (children loading or unloading from the school bus, two vehicles colliding as the result of the stopped school bus) and provide explanation in the narrative. For this scenario a unit is not required.

### **3.1.4 – RAILROAD**

Select this box if the crash involved or was related to a train, railcar, or railroad crossing or if any of the conditions listed are present, this box must be selected:

- If the “Unit Description” is “2-Train,” or
- If a Railroad Crossing Number is entered, or
- If any of the CMV Sequence of Events is 15-Collision Involving Train, or
- If any of the Factors and Conditions-Contributing Factors or May Have Contributed Factors is 31-Failed to Stop for Train, or
- If Traffic Control is 13-RR Gate/Signal, or
- If any of the objects struck is a Train, Railroad Signal Pole or Post, or Railroad Crossing Gates.

### **3.1.5 – MAB (Medical Advisory Board)**

Select this box if the crash involved a driver who was taking medication, physically ill, or mentally unstable. If any of the Factors and Conditions-Contributing Factors or May Have Contributed Factors are 47-Ill (Explain in Narrative) or 62-Taking Medication (Explain in Narrative), this box should be selected.

### **3.1.6 – SUPPLEMENT**

Select this box if you are submitting a report that will amend, supplement, revise or correct a previously submitted report. This includes receiving BAC Results, providing additional information on a Hit and Run crash, or making any corrections or changes to the original report.

### **3.1.7 – ACTIVE SCHOOL ZONE (Texas Transportation Code: Section 541.302)**

Select this box if the crash occurred inside an Active School Zone. An Active School Zone is a reduced speed zone where the yellow flashing lights are active, a crossing

guard is working, or another device is actively controlling the flow of traffic including a reduced speed limit sign with applicable times.

### 3.1.8 – TOTAL NUM. OF UNITS

This data field is used to capture the total number of units involved in a crash. Consider all units including Trains, Pedestrians, and Towed/Pushed/Trailers in combination to provide a total number of units. A trailer must be attached to a power unit and entered as a unit to be included in this count. Trailers struck and not hitched to a power unit are considered property and will not be counted as a unit.

EXAMPLE: A crash involving 2 motor vehicles, 2 pedestrians, and a train shall be reported as 5 units and must be right justified.

#### REQUIRED FORMAT

Total Num. Units	0	0	5
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#### TIP:

- All motor vehicles, trailers (if hitched to a power unit) or pedestrians must be shown and counted as separate individual units.
- Trailers struck and not hitched to a power unit should only be reported within the Damage to Property section.

### 3.1.9 – TOTAL NUM. OF PRSNS.

This data field is used to capture the total number of persons involved in this crash. Consider all persons including Drivers, Passenger(s), and Occupant(s) in combination to provide a total number of persons involved. This number must be a whole number. Zero may be used when there are no persons involved in the crash. Enter this number as right justified.

EXAMPLE: A crash involving 4 persons in unit 1, 5 persons in unit 2, and 3 pedestrians shall be reported as 12 persons and must be right justified.

#### REQUIRED FORMAT

Total Num. Prsns.	0	1	2
-------------------------	---	---	---

**TIP:**

All persons involved in a crash, whether as the driver or occupant of a unit or a pedestrian, must be counted as a person.

**3.1.10 – TxDOT CRASH ID**

This data field is for TxDOT use only. Once the Peace Officer’s report is received, the system will assign a unique Crash ID.

TxDOT Crash ID
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**3.1.11 – PAGE \_\_\_ of \_\_\_**

Each page of the crash report must be sequentially numbered. Please identify the front and back of the report as separate pages. Therefore, each CR-3 consists of a minimum of 2 pages.

Page \_\_\_ of \_\_\_

**3.2 – IDENTIFICATION AND LOCATION**

This section of the form is important in capturing statistics that identify the time and location of each crash. If the Peace Officer’s crash report does not adequately list correct data, it could result in inaccurate statistical reporting on a state and national level, which may result in the loss of federal funds used to provide safer highways throughout Texas.

*Crash Date (MM/DD/YYYY)		*Crash Time (24HRMM)		Case ID		Local Use			
*County Name				*City Name		<input type="checkbox"/> Outside City Limit			
In your opinion, did this crash result in at least \$1,000 damage to any one person's property?		<input type="checkbox"/> Yes <input type="checkbox"/> No		Latitude (decimal degrees)		Longitude (decimal degrees)			
<b>ROAD ON WHICH CRASH OCCURRED</b>									
*1 Rdwy. Sys.		*Hwy. Num.		2 Rdwy. Part		Block Num.	3 Street Prefix	* Street Name	4 Street Suffix
<input type="checkbox"/> Crash Occurred on a Private Drive or Road/Private Property/Parking Lot		<input type="checkbox"/> Toll Road/Toll Lane		Speed Limit		Const. Zone <input type="checkbox"/> Yes <input type="checkbox"/> No	Workers Present <input type="checkbox"/> Yes <input type="checkbox"/> No	Street Desc.	
<b>INTERSECTING ROAD, OR IF CRASH NOT AT INTERSECTION, NEAREST INTERSECTING ROAD OR REFERENCE MARKER</b>									
At Int. <input type="checkbox"/> Yes <input type="checkbox"/> No	1 Rdwy. Sys.	Hwy. Num.	2 Rdwy. Part	Block Num.	3 Street Prefix	Street Name	4 Street Suffix		
Distance from Int. or Ref. Marker		<input type="checkbox"/> FT <input type="checkbox"/> MI	3 Dir. from Int. or Ref. Marker		Reference Marker	Street Desc.	RRX Num.		

### 3.2.1 – \*CRASH DATE

Report the actual date the crash occurred, providing the month, day, and year (MM/DD/YYYY). Provide only one date; ranges will not be accepted. If the exact date is unknown, provide the date that the crash was discovered.

MANDATORY DATA FIELD: If left blank, report will be returned to the officer.

#### REQUIRED FORMAT

*Crash Date (MM/DD/YYYY) 01/01/2018
--

#### TIP:

- The crash date cannot be after the date provided in the “Report Date” data field listed at the bottom of page 2 of the crash report.
- If the crash was discovered and the exact date is unknown, enter the date the crash was discovered. An explanation to that effect may be added to the Officer’s Narrative.
- The crash date cannot be prior to 2010. The retention schedule has been extended to 10 years. Crashes will not be purged from the system until 2021.

### 3.2.2 – \*CRASH TIME

Report the actual time of the crash as it can best be established. The crash time must be reported using Military Time 24 HR (0000-2359). Midnight represents a new day and must be entered as 0000. Provide only one time; ranges will not be accepted. If an exact time of crash cannot be determined, report the time the crash or injury was discovered.

MANDATORY DATA FIELD: If left blank, report will be returned to the officer.

#### REQUIRED FORMAT

*Crash Time (24HRMM)   1   8   2   5
---

#### TIP:

- If the crash was discovered and the exact time is unknown, report the time the crash was discovered. An explanation to that effect may be added to the Officer’s Narrative.

### 3.2.3 – CASE ID

Enter your agency's unique identifier assigned to the report (if applicable). This is a free form text field. The identifier shall be no more than 20 printable characters in length.

### 3.2.4 – LOCAL USE

Each law enforcement agency may use this area for internal identification to track crash reports or crash types. This is a free form text field, enabling the officer to provide a code, number, or other agency information to categorize or classify their agency's crash reports. The identifier shall be no more than 20 printable characters in length.

### 3.2.5 – \*COUNTY NAME

Always report the county in which the crash occurred. Enter the full County Name; abbreviations will not be accepted. (Refer to Section 9.0 of this manual for a list of Texas counties)

MANDATORY DATA FIELD: If left blank, report will be returned to the officer.

#### REQUIRED FORMAT

### 3.2.6 – \*CITY NAME

If the crash occurred inside the city limits, always report the name of the city in which the crash occurred. Enter the full City Name; abbreviations will not be accepted. Do not enter a City Name if the crash occurred outside the city limits.

#### REQUIRED FORMAT

#### TIP:

- This data field is required only if the crash occurred inside the city limits.

### 3.2.7 – OUTSIDE CITY LIMIT

If the crash occurred outside of the city limits, indicate by marking this box.

<input checked="" type="checkbox"/> Outside City Limit
--

If you do not provide a city name, then you must select the “Outside City Limit” box.

### 3.2.8 – \*\$1,000 DAMAGE TO ANY ONE PERSON’S PROPERTY?

This is the reporting officer’s opinion as to the extent of damage.

MANDATORY DATA FIELD: If left blank or both Yes and No are selected, report will be returned to the officer.

<b>In your opinion, did this crash result in at least \$1,000 damage to any one person's property?</b>	<input checked="" type="checkbox"/> Yes
	<input type="checkbox"/> No

- Yes – indicates that in the reporting officer’s opinion, the crash resulted in at least \$1,000 in property damage to any one person’s property.
- No – indicates that in the reporting officer’s opinion, the crash did not result in at least \$1,000 in property damage to any one person’s property.

#### TIP:

- If No is selected and information is later received that the property damage was \$1,000 or more, a supplemental report should be submitted indicating this change.

### 3.2.9 – LATITUDE AND LONGITUDE

If your agency is capable of providing this information, please follow the format listed below and provide both latitude and longitude. All GPS coordinates will be reported as close as reasonably feasible to the first harmful event and must be entered in pairs.

LATITUDE (decimal degrees)

Add the appropriate latitude coordinates. This field holds a mask of 7 characters, 2 to the left of the decimal and 5 to the right. Valid latitude coordinates are in the range of 25.83746 to 36.50048.

Latitude (decimal degrees)											
-------------------------------	--	--	--	--	--	--	--	--	--	--	--



## LONGITUDE (decimal degrees)

Add the appropriate longitude coordinates. This field holds a mask of 8 characters, 3 to the left of the decimal and 5 to the right. A negative (-) sign is already provided for you. Valid longitude coordinates are in the range of -106.64592 to -93.50795.

Longitude — (decimal degrees)					.					
----------------------------------	--	--	--	--	---	--	--	--	--	--

### TIP:

- When Latitude/Longitude is provided, it does not replace the need for street address information. Always provide street address information.
- GPS coordinates must be reported in the Decimal Degrees format referencing the World Geodetic System of 1984 (WGS84 Datum); do not report in Degrees, Minutes & Seconds. The following website will assist in converting GPS coordinates to the appropriate format:

<https://www.fcc.gov/media/radio/dms-decimal>

## 3.2.10 – ROAD ON WHICH CRASH OCCURRED

This section is used to capture information relating to the road on which the crash occurred to assist in the accurate location of the crash.

### ROAD ON WHICH CRASH OCCURRED

*1 Rdwy. Sys.	*Hwy. Num.	2 Rdwy. Part	Block Num.	3 Street Prefix	* Street Name	4 Street Suffix
<input type="checkbox"/> Crash Occurred on a Private Drive or Road/Private Property/Parking Lot	<input type="checkbox"/> Toll Road/Toll Lane	Speed Limit	Const. Zone <input type="checkbox"/> Yes <input type="checkbox"/> No	Workers Present <input type="checkbox"/> Yes <input type="checkbox"/> No	Street Desc.	

### 3.2.10.1 – \*RDWY. SYS. (Roadway System) – see Code Sheet: 1

This data field is used to capture the Roadway System for the road on which the crash occurred. Complete this data field using only the values listed for Roadway System on the code sheet.

### REQUIRED FORMAT

*1 Rdwy. Sys. SP
------------------

CODE SHEET VALUES FOR ROADWAY SYSTEM		
IH = Interstate	BI = Business Interstate	AL = Alternate
US = US Highway	BU = Business US	SP = Spur
SH = State Highway	BS = Business State	CR = County Road
FM = Farm to Market	BF = Business FM	PR = Park Road
RR = Ranch Road	SL = State Loop	PV = Private Road
RM = Ranch to Market	TL = Toll Road	RC = Recreational Road
		LR = Local Road/Street (Street, Rd., Ave., Blvd., Pl., Trl., Beach, Alley, Boat Ramp)

**TIP:**

- When the highway has more than one highway designation, such as a US highway and State highway using the same roadway, use the highest designation (for example, IH as first, US as second, and SH as third,).
- If a crash occurs in a parking lot, the Roadway System selection should reflect the physical address where the parking lot is located.

**3.2.10.2 – \*HWY. NUM. (Highway Number)**

Use only the official Highway Number or County Road Number. A Highway Number can be up to four (4) alphanumeric characters. Only the last character can be alphabetic; the preceding characters must be numeric.

*Hwy. Num.
---------------

**CONDITIONAL FIELD:**

- If the Roadway System is LR-Local Road/Street, or PV-Private Road, then a Highway Number may not be entered.
- If the Roadway System is TL-Toll Road, CR-County Road, PR-Park Road, or RC-Recreational Road, then a highway number or street name is required.
- All other road types not previously listed require a highway number.
- When the Roadway System value entered represents a highway designation, such as IH, US, SH, FM, RR, RM, BI, BU, BS, BF, SL, AL, or SP, a highway number must be entered in this field.
- The first four characters of a Highway Number must be numeric. The fifth character represents the Highway Suffix, which must be an alpha character from “A” to “Z” or be left blank.

**TIP:**

- If there is also a local name for the highway, it may be entered in the Street Name field.

**EXAMPLE:**

- A crash occurring on Gulf Freeway would be reported with a Rdwy. Sys. of IH and a Hwy. Num. of 45 because IH-45 is the state highway designation and number for Gulf Freeway. Enter the name Gulf Freeway into the Street Name field.
- When a highway system has more than one highway number within a designation, report the lowest number.

**EXAMPLE:**

- A specific stretch of US-81 is also designated as US-77; for purposes of completing a crash report, use US for Rdwy. Sys. and use 77 as the Hwy. Num.
- If there is no highway number associated with the roadway, leave this field blank.

**3.2.10.3 – RDWY. PART (Roadway Part) – see Code Sheet: 2**

This data field is used to capture the part of the roadway the vehicle was traveling on prior to the crash. Complete this field using only the values for Roadway Part listed on the code sheet.

**MANDATORY DATA FIELD:** If left blank, report will be returned to the officer.

**REQUIRED FORMAT**

2 Rdwy. Part	3
-----------------	---

**TIP:**

- The Roadway Part is where the unit was traveling prior to the crash occurring. This may or may not be the location of the first harmful event.

**EXAMPLE:**

- A vehicle is traveling on the service/frontage road of IH 10 when it loses control and crosses the area between the service/frontage road and main/proper lanes. The vehicle enters onto the main/proper lanes where it continues out of control until it strikes the concrete barrier in the median between the main/proper lanes. In this instance, use code 2-Service/Frontage Road as it reflects the part of roadway the vehicle was traveling on prior to losing control.

CODE SHEET VALUES FOR ROADWAY PART
1 = Main/Proper Lane
2 = Service/Frontage Road
3 = Entrance/On Ramp
4 = Exit/Off Ramp
5 = Connector/Flyover
98 = Other (Explain in Narrative)

### 3.2.10.4 – BLOCK NUM. (Block Number)

If the blocks are numbered, indicate the block number where the crash occurred. This free form alphanumeric field allows up to 10 characters.

Block Num.
---------------

### 3.2.10.5 – STREET PREFIX – see Code Sheet: 3

This data field is used to capture the prefix for the street name using only the values listed for Street Prefix on the code sheet. If the value is not in the list, leave this field blank.

#### REQUIRED FORMAT

3 Street Prefix	NE
--------------------	----

CODE SHEET VALUE FOR STREET PREFIX, DIRECTION FROM INT. OR REF. MARKER
N = North
NE = Northeast
E = East
SE = Southeast
S = South
SW = Southwest
W = West
NW = Northwest

### 3.2.10.6 – \*STREET NAME

Use only the official street name, number, or letter. Always provide the street name when Roadway System is Local Road/Street or Private Road. This free form field allows up to 60 alphanumeric characters.

Street Name
----------------

### CONDITIONAL FIELD:

- A street name is required when a highway number is not present.

### 3.2.10.7 – STREET SUFFIX – see Code Sheet: 4

This data field is used to capture the suffix for the street name using only the values listed for Street Suffix on the code sheet. If the value is not in the list, leave this field blank.

### REQUIRED FORMAT

4 Street Suffix	RD
--------------------	----

CODE SHEET VALUES FOR STREET SUFFIX	
RD = Road	WAY = Way
ST = Street	TRL = Trail
DR = Drive	LOOP = Loop
AVE = Avenue	EXPY = Expressway
BLVD = Boulevard	CT = Court
PKWY = Parkway	CIR = Circle
LN = Lane	PL = Place
FWY = Freeway	PARK = Park
HWY = Highway	CV = Cove

### 3.2.10.8 – CRASH OCCURRED ON A PRIVATE DRIVE OR ROAD/PRIVATE PROPERTY/PARKING LOT

A Private Drive or Road/Private Property is “a privately owned way or place used for vehicular travel and used only by the owner or persons who have the owner’s express or implied permission.” Texas Transportation Code: Section 541.302 (9). A parking lot may be defined as either a private access way or parking area provided for a client or patron by a business or all government-owned property where public parking is permitted. Select this box if the crash occurred completely within a private drive or road, private property, or parking lot and did not originate on the trafficway.

<input type="checkbox"/> Crash Occurred on a Private Drive or Road/Private Property/Parking Lot
---

In accordance with Texas Transportation Code: Section 550.041, there is no statutory requirement to report the following types of crashes:

- A crash occurring in a privately owned residential parking area, or
- A crash occurring in a privately owned parking lot where a fee is charged for parking or storing a vehicle.

#### TIP:

- If this box is selected, it will still be necessary for the officer to complete the At Intersection data field.
- If a crash occurs in a parking lot, information regarding the Road on Which Crash Occurred data fields should be completed using the physical address where the parking lot is located.
- The crash must have started and ended within the Private Drive or Road, Private Property, or Parking Lot.

### 3.2.10.9 – TOLL ROAD/TOLL LANE

Select this box if the crash occurred on a roadway or lane in which a fee is collected for usage.

<input type="checkbox"/> Toll Road/ Toll Lane
--

### CONDITIONAL FIELD:

- If the Road on Which Crash Occurred – Roadway System is TL-Toll Road, then the Toll Road/Toll Lane box must be selected.

### 3.2.10.10 – SPEED LIMIT – (Texas Transportation Code: Section 545.352 and 545.353)

Indicate the legal or posted speed limit for passenger cars on the roadway at the time of the crash, regardless of existing conditions or class of vehicle involved. The numeric value must be greater than or equal to 5 mph, but less than or equal to 85 mph. This is not to be construed as a “Safe Speed”.

Speed Limit
----------------

### TIP:

- If no speed limit exists, leave this field blank.
- Yellow and black advisory signs on curves, exit ramps, and orange and black advisory signs in construction zones are not speed limit signs.

### 3.2.10.11 – CONST. ZONE (Construction Zone)

Select the appropriate box to indicate if this crash occurred within a posted construction zone. Do not consider whether workers were present when making this determination. There is a separate data field to capture that information. If the crash was related to the construction, explain in narrative.

MANDATORY DATA FIELD: If left blank or both Yes and No is selected, report will be returned to the officer.

Const. Zone	<input type="checkbox"/> Yes
	<input type="checkbox"/> No

- Yes – indicates the crash did occur within a posted construction zone.
- No – indicates the crash did not occur within a posted construction zone.

### 3.2.10.12 – WORKERS PRESENT

Select the appropriate box to indicate if workers were present in the construction zone during the crash.

MANDATORY DATA FIELD: If left blank or both Yes and No is selected, report will be returned to the officer.

Workers Present	<input type="checkbox"/>	Yes
	<input type="checkbox"/>	No

- Yes – indicates workers were present at the time of the crash.
- No – indicates workers were not present at the time of the crash.

#### TIP:

- If Construction Zone is marked Yes, the Workers Present data field must be marked Yes or No.
- If Construction Zone is marked No, this field must be marked No.

### 3.2.10.13 – STREET DESC. (Street Description)

Use this box to include any descriptive information helpful in identifying the street or location. This free form field allows up to 40 characters.

Street Desc.
--------------

EXAMPLE: A crash occurring at 3506 S IH-35, in Belton, Texas, Bell County, on the East Frontage Road and traveling Southbound would be entered as such:

*Crash Date (MM/DD/YYYY) 01/01/2018		*Crash Time (24HRMM) 1   8   3   5			Case ID		Local Use	
*County Name Bell				*City Name Belton		<input type="checkbox"/> Outside City Limit		
In your opinion, did this crash result in at least \$1,000 damage to any one person's property?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Latitude (decimal degrees)		Longitude (decimal degrees)		
<b>ROAD ON WHICH CRASH OCCURRED</b>								
*1 Rdwy. Sys. IH	*Hwy. Num. 35	2 Rdwy. Part 2	Block Num. 3500	3 Street Prefix S	* Street Name		4 Street Suffix Rd	
<input type="checkbox"/> Crash Occurred on a Private Drive or Road/Private Property/Parking Lot	<input type="checkbox"/> Toll Road/Toll Lane	Speed Limit 55	Const. Zone <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Workers Present <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Street Desc. E Frontage Rd - SB			



**TIP:**

- If the Reference Marker field is present, the Street Description field is not allowed.

**3.2.11 – INTERSECTING ROAD, OR IF CRASH NOT AT INTERSECTION, NEAREST INTERSECTING ROAD OR REFERENCE MARKER**

This section is used to capture information relating to the intersecting roadway or the nearest intersecting road or reference marker to assist in the accurate location of the crash.

**3.2.11.1 – AT INT. (At Intersection)**

Select the appropriate box to indicate if the crash occurred at an intersection.

MANDATORY DATA FIELD: If left blank or both Yes and No is selected, report will be returned to the officer.

At	<input type="checkbox"/>	Yes
Int.	<input type="checkbox"/>	No

- Yes – the crash did occur at an intersection.
- No – the crash did not occur at an intersection.

**CONDITIONAL FIELD:**

- If No is selected, you must report the distance from the nearest intersecting road or the nearest reference marker.
- If No is selected, you must report the direction from the nearest intersecting road or the nearest reference marker.
- If No is selected and the nearest intersecting road is used, then reference marker must be left blank.
- If No is selected and the reference marker is used, then nearest intersecting road must be left blank.

EXAMPLE: If the crash occurred at the intersection of US 190 and FM 1715, complete as follows:

*1 Rdwy. Sys. US	*Hwy. Num. 190	2 Rdwy. Part 1	Block Num.	3 Street Prefix	* Street Name	4 Street Suffix
<input type="checkbox"/> Crash Occurred on a Private Drive or Road/Private Property/Parking Lot	<input type="checkbox"/> Toll Road/Toll Lane	Speed Limit 70	Const. Zone <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Workers Present <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Street Desc.	
<b>INTERSECTING ROAD, OR IF CRASH NOT AT INTERSECTION, NEAREST INTERSECTING ROAD OR REFERENCE MARKER</b>						
At Int. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	1 Rdwy. Sys. FM	Hwy. Num. 1715	2 Rdwy. Part 1	Block Num.	3 Street Prefix	4 Street Suffix
Distance from Int. or Ref. Marker	<input type="checkbox"/> FT <input type="checkbox"/> MI	3 Dir. from Int. or Ref. Marker	Reference Marker	Street Desc.	RRX Num.	

EXAMPLE: If the crash occurred on FM 580 and is 500 ft. East of US 183 (also N. Key Ave), complete as follows:

*1 Rdwy. Sys. FM	*Hwy. Num. 580	2 Rdwy. Part 1	Block Num.	3 Street Prefix	* Street Name	4 Street Suffix
<input type="checkbox"/> Crash Occurred on a Private Drive or Road/Private Property/Parking Lot	<input type="checkbox"/> Toll Road/Toll Lane	Speed Limit 55	Const. Zone <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Workers Present <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Street Desc.	
<b>INTERSECTING ROAD, OR IF CRASH NOT AT INTERSECTION, NEAREST INTERSECTING ROAD OR REFERENCE MARKER</b>						
At Int. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	1 Rdwy. Sys. US	Hwy. Num. 183	2 Rdwy. Part 1	Block Num.	3 Street Prefix N	4 Street Suffix AVE
Distance from Int. or Ref. Marker 500	<input checked="" type="checkbox"/> FT <input type="checkbox"/> MI	3 Dir. from Int. or Ref. Marker E	Reference Marker	Street Desc.	RRX Num.	

EXAMPLE: If the crash occurred on FM 580 and is .13 miles west of mile marker 520, complete as follows:

*1 Rdwy. Sys. FM	*Hwy. Num. 580	2 Rdwy. Part 1	Block Num.	3 Street Prefix	* Street Name	4 Street Suffix
<input type="checkbox"/> Crash Occurred on a Private Drive or Road/Private Property/Parking Lot	<input type="checkbox"/> Toll Road/Toll Lane	Speed Limit 55	Const. Zone <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Workers Present <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Street Desc.	
<b>INTERSECTING ROAD, OR IF CRASH NOT AT INTERSECTION, NEAREST INTERSECTING ROAD OR REFERENCE MARKER</b>						
At Int. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	1 Rdwy. Sys. US	Hwy. Num. 183	2 Rdwy. Part 1	Block Num.	3 Street Prefix N	4 Street Suffix AVE
Distance from Int. or Ref. Marker .13	<input checked="" type="checkbox"/> FT <input type="checkbox"/> MI	3 Dir. from Int. or Ref. Marker W	Reference Marker 520	Street Desc.	RRX Num.	

EXAMPLE: If the crash occurred on a Private Drive or Road, Private Property or Parking Lot, complete as follows:

*1 Rdwy. Sys. LR	*Hwy. Num.	2 Rdwy. Part 1	Block Num. 1056	3 Street Prefix S	* Street Name KEY	4 Street Suffix AVE
<input checked="" type="checkbox"/> Crash Occurred on a Private Drive or Road/Private Property/Parking Lot	<input type="checkbox"/> Toll Road/Toll Lane	Speed Limit	Const. Zone <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Workers Present <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Street Desc. CAKE PALACE PARKING LOT	
<b>INTERSECTING ROAD, OR IF CRASH NOT AT INTERSECTION, NEAREST INTERSECTING ROAD OR REFERENCE MARKER</b>						
At Int. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	1 Rdwy. Sys. LR	Hwy. Num.	2 Rdwy. Part	Block Num.	3 Street Prefix W	4 Street Suffix ST
Distance from Int. or Ref. Marker 200	<input checked="" type="checkbox"/> FT <input type="checkbox"/> MI	3 Dir. from Int. or Ref. Marker W	Reference Marker	Street Desc.	RRX Num.	

### 3.2.11.2 – RDWY. SYS. (Roadway System) – see Code Sheet: 1

This data field is used to capture the Roadway System for the intersecting road. Complete this data field using only the values listed for Roadway System on the code sheet.

## REQUIRED FORMAT

*1 Rdwy. Sys. <b>SP</b>
----------------------------

CODE SHEET VALUES FOR ROADWAY SYSTEM		
IH – Interstate	BI – Business Interstate	AL = Alternate
US – US Highway	BU – Business US	SP = Spur
SH – State Highway	BS – Business State	CR – County Road
FM – Farm to Market	BF – Business FM	PR – Park Road
RR – Ranch Road	SL – State Loop	PV – Private Road
RM – Ranch to Market	TL – Toll Road	RC – Recreational Road
		LR – Local Road/Street (Street, Road, Ave., Blvd., Pl., Trl., Beach, Alley, Boat Ramp, etc.)

### CONDITIONAL FIELD:

If a reference is made to an intersecting roadway or nearest intersecting road, then Roadway System must be completed. If a reference is made to a reference marker, then Roadway System must be left blank.

### 3.2.11.3 – HWY. NUM. (Highway Number)

Use only the official Highway Number or County Road Number for the intersecting road. A Highway Number can be up to five (5) alphanumeric characters.

Hwy. Num.
--------------

### CONDITIONAL FIELD:

- If the Roadway System is LR-Local Road/Street, or PV-Private Road, then a Highway Number may not be entered.
- If the Roadway System is TL-Toll Road, CR-County Road, PR-Park Road, or RC-Recreational Road, then a highway number or street name is required.
- All other road types not previously listed require a highway number.
- When the Roadway System value entered represents a highway designation, such as IH, US, SH, FM, RR, RM, BI, BU, BS, BF, SL, AL, or SP, a highway number must be entered in this field.

- The first four characters of a Highway Number must be numeric. The fifth character represents the Highway Suffix, which must be an alpha character from “A” to “Z” or be left blank.

**TIP:**

- If there is also a local name for the highway, it may be entered in the Street Name field.

**EXAMPLE:**

- A crash occurring on Gulf Freeway would be reported with a Rdwy. Sys. of IH and a Hwy. Num. of 45 because IH-45 is the state highway designation and number for Gulf Freeway. Enter the name Gulf Freeway into the Street Name field.
- When a highway system has more than one highway number within a designation, report the lowest number.

**EXAMPLE:**

- A specific stretch of US-81 is also designated as US-77; for purposes of completing a crash report, use US for Rdwy. Sys. and use 77 as the Hwy. Num.
- If there is no highway number associated with the roadway, leave this field blank.

**3.2.11.4 – RDWY. PART (Roadway Part) – see Code Sheet: 2**

This data field is used to capture the part of roadway for the intersecting road where the crash occurred. Complete this data field using only the values listed for Roadway Part on the code sheet.

**REQUIRED FORMAT**

2. Rdwy. Part
------------------

CODE SHEET VALUES FOR ROADWAY PART
1 = Main/Proper Lane
2 = Service/Frontage Road
3 = Entrance/On Ramp
4 = Exit/Off Ramp
5 = Connector/Flyover
98 = Other (Explain in Narrative)

### CONDITIONAL FIELD:

- If Yes is selected for At Intersection, then this field must be completed.
- If a Highway Number or Street Name is provided for either the intersecting road or if not at intersection the nearest intersecting road, then this field must be completed.

### TIP:

- The Roadway Part for the intersecting road is where the unit was traveling prior to where the crash occurred. It may or may not be the location of the first harmful event. If no vehicle was traveling on the intersecting road, the Roadway Part entered should represent the part of the road that intersects the Road on Which Crash Occurred.

### EXAMPLE:

- A vehicle is traveling on the main/proper lanes of Riverside Dr. and strikes a pedestrian in the crosswalk at its intersection with the southbound service/frontage road of IH35. The Rdwy. Part for the intersecting road would be 2-Service/Frontage Road since this is the part of IH 35 that intersects the Road on Which Crash Occurred, Riverside Dr.

### 3.2.11.5 – BLOCK NUM. (*Block Number*)

If the blocks are numbered on the intersecting road, indicate the block number of the intersecting road where the crash occurred. This free form alphanumeric field allows up to 10 characters.

Block Num.
---------------

### 3.2.11.6 – STREET PREFIX – see Code Sheet: 3

This data field is used to capture the prefix for the street name provided using only the values listed for Street Prefix on the code sheet.

### REQUIRED FORMAT

3 Street Prefix	NE
-----------------	----

CODE SHEET VALUE FOR STREET PREFIX, DIRECTION FROM INT. OR REF. MARKER
N = North
NE = Northeast
E = East
SE = Southeast
S = South
SW = Southwest
W = West
NW = Northwest

### 3.2.11.7 – STREET NAME

Use only the official street name, number, or letter. Always provide the street name when Roadway System is Local Road/Street or Private Road. This free form field allows up to 60 characters.

Street Name
-------------

### CONDITIONAL FIELD:

- If the At Intersection Yes box is selected, then the street name or highway number must be present.
- A street name is required when a highway number is not present.

### 3.2.11.8 – STREET SUFFIX – see Code Sheet: 4

This data field is used to capture the suffix for the street name using only the values listed for Street Suffix on the code sheet. If the value is not in the list, leave this field blank.

### REQUIRED FORMAT

4 Street Suffix	RD
-----------------	----

CODE SHEET VALUES FOR STREET SUFFIX	
RD = Road	WAY = Way
ST = Street	TRL = Trail
DR = Drive	LOOP = Loop
AVE = Avenue	EXPY = Expressway
BLVD = Boulevard	CT = Court
PKWY = Parkway	CIR = Circle
LN = Lane	PL = Place
FWY = Freeway	PARK = Park
HWY = Highway	CV = Cove

### 3.2.11.9 – DISTANCE FROM INT. OR REF. MARKER (Distance from Intersection or Reference Marker)

If the crash did not occur in an intersection, report the distance from the nearest intersection or reference marker from which the crash occurred. Distance may be reported using either feet or miles. Distance measured in feet may not exceed 1000 ft. Distance measured in miles may not exceed 250 miles.

Distance from Int. or Ref. Marker
--------------------------------------

#### EXAMPLE:

- A crash that occurred 528 feet from an intersection may be reported as either .1, if reported in miles, or 528 if reported in feet.
- A crash that occurred 1056 ft. from an intersection may only be reported in miles as .2.

#### CONDITIONAL FIELD:

- If the At Intersection box is marked No, then this field must be completed; otherwise, this field must be left blank.

#### TIP:

- This is a numeric data field that may contain a decimal or whole number.

### 3.2.11.10 – FT/MI (Feet or Miles)

Indicate whether the distance from intersection or reference marker is measured in feet or miles by selecting the appropriate box.

<input type="checkbox"/>	FT
<input type="checkbox"/>	MI

- FT- Select this box if distance is measured in feet.
- MI- Select this box if distance is measured in miles.

### CONDITIONAL FIELD:

- Always complete this field if the At Intersection box is marked No, otherwise, this field must be left blank.

### TIP:

- Do not select both boxes; provide a single measurement of either feet or miles.

### 3.2.11.11 – DIR. FROM INT. OR REF. MARKER (Direction from Intersection or Reference Marker) – see Code Sheet: 3

Indicate the compass direction of the point of crash from the nearest intersection or reference marker using only the values listed on the code sheet for Direction from Intersection or Reference Marker. Do not use the traffic or highway direction.

### REQUIRED FORMAT

3 Dir. from Int. or Ref. Marker	N
------------------------------------	---



CODE SHEET VALUE FOR STREET PREFIX, DIRECTION FROM INT. OR REF. MARKER
N = North
NE = Northeast
E = East
SE = Southeast
S = South
SW = Southwest
W = West
NW = Northwest

### CONDITIONAL FIELD:

- Always complete this field if the At Intersection box is marked No; otherwise, this field must be left blank.

### 3.2.11.12 – REFERENCE MARKER

Report the Reference Marker number used for reporting the distance from the crash. Reference Markers may contain up to 5 alphanumeric characters. Only the last character may be an alpha character.

Reference Marker	232B
---------------------	------

### CONDITIONAL FIELD:

- If the At Intersection field is marked No, you must report the distance to the nearest intersecting road or the nearest reference marker.
- If a reference is made to the nearest intersection, reference marker must be left blank.

### TIP:

- Reference Markers are only found on the State highway system. These markers are referred to as Mile Markers on the Interstate system.
- If the Reference Marker field is present the Roadway System, Highway Number, Roadway Part, Block Number, Street Prefix, Street Name, Street Suffix, and Street Description fields are not allowed.

### 3.2.11.13 – STREET DESC. (Street Description)

Use this box to include any descriptive information helpful in identifying the street or location. This free form field allows up to 40 alphanumeric characters.

Street Desc.
--------------

EXAMPLE:

- Enter a crash occurring 70 feet west of the West IH-35 frontage road on County Road 190A in Georgetown, Texas, Williamson County, as such:

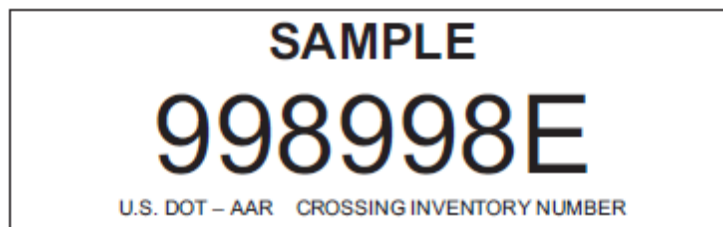
*1 Rdwy. Sys. CR	*Hwy. Num. 190A	2 Rdwy. Part 1	Block Num.	3 Street Prefix	* Street Name LAKEWAY	4 Street Suffix DR
<input type="checkbox"/> Crash Occurred on a Private Drive or Road/Private Property/Parking Lot	<input type="checkbox"/> Toll Road/Toll Lane	Speed Limit 35	Const. Zone <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Workers Present <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Street Desc.	
<b>INTERSECTING ROAD, OR IF CRASH NOT AT INTERSECTION, NEAREST INTERSECTING ROAD OR REFERENCE MARKER</b>						
At Int. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	1 Rdwy. Sys. IH	Hwy. Num. 35	2. Rdwy. Part 2	Block Num.	3 Street Prefix	Street Name
Distance from Int. or Ref. Marker 70	<input checked="" type="checkbox"/> FT <input type="checkbox"/> MI	3 Dir. from Int. or Ref. Marker W	Reference Marker	Street Desc. W FRONTAGE RD	RRX Num.	

### 3.2.11.14 – RRX NUM. (Railroad Crossing Number)

Report the appropriate railroad-crossing serial number whenever a crash involves a railroad grade crossing as a factor, regardless of whether a train was involved. TxDOT has assigned numbers to all railroad grade crossings. This serial number on the crash report provides for accurate identification of the railroad crossing.

RRX Num.									
----------	--	--	--	--	--	--	--	--	--

EXAMPLE: A sample of a crossing serial number is shown below. This number will be on a card approximately 3 x 7 inches and will normally be placed on the main upright of the railroad signal or sign just above eye level. There are instances where the number may be attached to a nearby utility pole or a post if no sign or signal is present.



TIP:

- If a number is not available, complete the data fields for the Latitude and Longitude coordinates, if possible.

- The Name of the Railroad will appear where the word “SAMPLE” is located. The format must be 6 numeric characters followed by a letter. Preceding zeros may be added to make up the 6 numeric characters.
- RRX numbers do not contain the following alpha characters: I, O, Q, or Z.
- Railroad grade crossings are not considered intersections. Use the nearest street or reference marker to show the crash location. You must still provide the railroad crossing number.

### 3.3 – VEHICLE, DRIVER, & PERSONS

This section is to capture information on the vehicle(s), driver(s), and person(s) involved in the crash.

#### 3.3.1 – UNIT NUM. (Unit Number)

Enter a number to identify the unit involved in the crash. Power units and pushed or towed units must be numbered sequentially and must be numeric. Alpha characters may not be used.

MANDATORY DATA FIELD: If left blank, report will be returned to the officer.

Unit Num.
--------------

#### TIP:

- Power units and their associated towed/pushed/trailers must be listed as two separate units.
- Information relating to a pushed or towed unit will be entered in a separate unit block and numbered in sequential order. When a trailer is carrying cargo, include the cargo with the trailer unit and do not report as a separate unit.
- Consider all motor vehicles (operated individually or in combination with another vehicle), pedestrians, pedalcyclists, herded or ridden animals, trains, streetcars, and animal-drawn vehicles as traffic units.

EXAMPLE: A truck tractor towing a trailer strikes a car. There are only two correct ways to identify the units in the crash. The first option is to identify the truck tractor as unit 1, the semi-trailer as unit 2, and the car as unit 3. The second option is to identify the car as unit 1, the truck tractor as unit 2, and the semi-trailer as unit 3. It is not an option to identify the truck tractor as unit 1, the car as unit 2, and the semi-trailer as unit 3.

#### 3.3.2 – UNIT DESC. (Unit Description) – see Code Sheet: 5

This data field captures the best description of the unit involved in the crash. Complete this field using only the values listed on the code sheet under Unit Description.

MANDATORY DATA FIELD: If left blank, report will be returned to the officer.

### REQUIRED FORMAT

5 Unit Desc.	1
--------------	---

CODE SHEET VALUES FOR UNIT DESCRIPTION
1 = Motor Vehicle
2 = Train
3 = Pedalcyclist
4 = Pedestrian
5 = Motorized Conveyance
6 = Towed/Pushed/Trailer
7 = Non-Contact
98 = Other (Explain in Narrative)

### UNIT DESCRIPTION DEFINITIONS

1 – Motor Vehicle – A motorized (mechanically or electrically powered) road vehicle, including its cargo (for crash reporting purposes only), not operated on rails. This includes but is not limited to the following: all-terrain vehicle, autocycle, bus, farm tractor, golf cart, moped, motorcycle, motor-driven cycle, multi-function school activity bus, passenger car, recreational off highway vehicle, road tractor, school bus, truck, and truck tractor. Texas Transportation Code: Section 501.008, 502.001 (1, 18, 37), 502.004 and 541.201 (3, 4, 8, 9, 10, 11-a, 12, 14, 16, 21, 22)

2 – Train – A motorized railway vehicle or a land vehicle that is operated on rails. Texas Transportation Code: Section: 541.202 (2)

"Railroad train" means a steam engine or electric or other motor with or without an attached car operated on rails, other than a streetcar.

3 – Pedalcyclist – A non-motorized vehicle propelled by pedaling. This also includes an electric bicycle. Transportation Code: Section: 541.201 (24).

4 – Pedestrian – Any person who is not an occupant of a motor vehicle in transport. Also includes motorized and non-motorized wheelchairs. Texas Transportation Code: Section 542.009 (b).

5 – Motorized Conveyance – Smaller motorized vehicles including but not limited to pocket bikes, go-carts, riding lawn mowers, Segways, motor assisted scooters (does not include moped, motorcycle or motor driven cycle), Texas Transportation Code: Section 551.351 (2).

6 – Towed/Pushed/Trailer – A unit pulled or pushed while under another motor vehicle's control. This does not include trailers that are not attached to a power unit at the time of the crash. Trailers that are not in combination with a power unit at the time of crash should be listed under Damage section.

7 – Non-Contact – A non-contact traffic unit is a vehicle which contributes to a crash by unusual or illegal behavior, but strikes nothing and suffers neither damage nor injury (this does not include vehicles where objects/cargo falls from the vehicle and the object/cargo causes damaged or incurs damage, or if a trailer being pushed or towed causes a crash, injury or damage).

98 – Other (Explain in Narrative) – A streetcar, animal carrying a person, animal-drawn carriage, or herded animal(s). This also includes special mobile equipment. Texas Transportation Code: Section 541.201 (18), 541.301, 542-003,

#### CONDITIONAL FIELD:

- If Body Style is set to TL-Trailer, Semi-Trailer, or Pole Trailer, then this field must be 6-Towed/Pushed/Trailer.
- If the Hit and Run box is selected, the unit must have a Unit Description of 1- Motor Vehicle, 5-Motorized Conveyance or 6-Towed/Pushed/Trailer.
- If the Unit Description is 6 – Towed/Pushed/Trailer, then the previous unit must have a Unit Description of 1-Motor Vehicle, 6-Towed/Pushed/Trailer or 7-Non-contact.

#### TIP:

- At least one unit in the crash must have a Unit Description of 1-Motor Vehicle.
- The first unit in each crash must have a Unit Description of 1-Motor Vehicle with the Parked Vehicle indicator set to No.
- When it can be determined that a specific motor vehicle puts an object/cargo in motion (falls or is thrown from a vehicle), this makes the object/cargo part of the motor vehicle's description of Motor Vehicle.

EXAMPLE: Unit 1, a pickup, is traveling on a highway carrying an unsecured goat cage (object/cargo) in the bed of unit 1. The goat cage falls from unit 1 and strikes Unit 2. The Unit Description of Unit 1 should not be considered a Non-Contact vehicle; instead, Unit 1 must be listed on the crash report as a Motor Vehicle because it put the cage (object/cargo) into motion.

- A power unit must never have a Unit Description of 6-Towed/Pushed/Trailer.

### 3.3.3 – PARKED VEHICLE

Select this box if the unit is legally parked.

<input type="checkbox"/> Parked Vehicle
---

#### TIP:

- This box may only be selected if the Unit Description is a 1, 5, 6, or 7. In addition, this box may not be selected if the unit is a Hit and Run unit.
- None of the persons in the unit can have a Person Type of Driver when this box is selected.
- If the crash involves a Parked unit, then there must be at least two Motor Vehicle type units, Unit #1 cannot be the parked unit, and at least one unit must have the Parked Vehicle flag checked.

### 3.3.4 – HIT AND RUN

Select this box when you determine that the operator of the vehicle left the scene of the crash and did not comply with the requirements of Texas Transportation Code: Section 550.021, 550.022, 550.024 or 550.025. If this box is selected for a pushed or towed unit it is required that the power unit associated with the pushed or towed unit also be marked as Hit and Run.

<input type="checkbox"/> Hit and Run
--------------------------------------

#### TIP:

- This field may not be selected if the Parked Vehicle indicator is selected.
- This box may only be selected if the Unit Description is a 1, 5, or 6.

When an investigation reveals additional information regarding the hit and run vehicle and/or driver, provide that information to TxDOT by filing a supplemental report.

### 3.3.5 – LP STATE (License Plate State)

LP State
-------------

This data field captures the state, commonwealth, or territory issuing the license plate and vehicle registration. (Refer to section 8.0 of this manual for a list of values). If the selection cannot be found in the list, select OT – Other and explain in the narrative.

#### TIP:

- Only complete this data field if Unit Description is a 1, 6, or 7.
- If no registration information exists, leave this field blank. If the LP State is unknown (hit and run), report as UN – Unknown.
- If Government vehicle, LP State or OT-Other is acceptable.

### 3.3.6 – LP NUM. (License Plate Number)

LP Num.
------------

Enter the alphanumeric characters displayed on the license plate or tag affixed to the motor vehicle, omitting all spaces and special characters i.e. hyphens. This free form field allows up to 8 alphanumeric characters.

#### TIP:

- For combination units, use the license plate number from the power unit.
- If Unit Description is a 6, list the license plate number for the towed/pushed/trailer unit.
- Dealer plates are assigned a number. In this instance report the number listed on the dealer plate. Dealer plates include dealer, buyer, and demo plates.
- Only complete this data field if Unit Description is a 1, 6, or 7 and you have provided a LP State.
- Do not report partial License Plate information in this field; include partial License Plates in the narrative.
- If no License Plate information exists or if the License Plate is unknown, leave this field blank.
- License Plate Number must be unique for each unit.

### 3.3.7 – VIN (Vehicle Identification Number)

This data field captures the unique combination of 17 alphanumeric characters that make up the Vehicle Identification Number (VIN) assigned by the manufacturer, Department of Motor Vehicles, or county office. Vehicles manufactured after 1980 do not have I, O, or Q in their VIN. The VIN should only be included if the full number is known.

VIN																				
-----	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

#### TIP:

- If the vehicle year is 1981 or greater, the VIN will contain 17 alphanumeric characters. Vehicles prior to 1981 may contain fewer than 17 characters. When the VIN is less than 17 characters, enter left justified, leaving the blank spaces at the end.
- Use only if the Unit Description is 1, 6, or 7.
- If the full VIN is not available, leave this field blank.

### 3.3.8 – VEH. YEAR (Vehicle Year)

This data field captures the 4-digit numeric model year (YYYY) of the vehicle as designated by the manufacturer. The year entered must be greater than 1900 and less than or equal to the current year plus one.

Veh.				
Year				

#### CONDITIONAL FIELD:

- If using a Department of Motor Vehicle or county issued VIN, leave this field blank.

#### TIP:

- Use only if the Unit Description is 1, 6, or 7.

### 3.3.9 – VEH. COLOR (Vehicle Color) – see Code Sheet: 6

Using only the values listed on the code sheet for Vehicle Color, capture the abbreviation that best represents the color of the vehicles involved in the crash.

#### REQUIRED FORMAT



6. Veh. Color	BGE
------------------	-----

CODE SHEET VALUES FOR VEHICLE COLOR	
BGE = Beige	ONG = Orange
BLK = Black	PNK = Pink
BLU = Blue	PLE = Purple
BRZ = Bronze	RED = Red
BRO = Brown	SIL = Silver
CAM = Camouflage	TAN = Tan
CPR = Copper	TEA = Teal (green)
GLD = Gold	TRQ = Turquoise (blue)
GRY = Gray	WHI = White
GRN = Green	YEL = Yellow
MAR = Maroon	98 = Other (Explain in Narrative)
MUL = Multicolored	99 = Unknown

**TIP:**

- Use only if the Unit Description is 1, 6, or 7.

**3.3.10 – VEH. MAKE (Vehicle Make)**

This data field captures the manufacturer’s distinctive name applied to a group of motor vehicles.

(Ford, Chevrolet, Plymouth, Mercury, Pontiac).

Veh. Make
--------------

**CONDITIONAL FIELD:**

- Any unit description of 1, 6, or 7 is required to show the vehicle make unless the Hit and Run box has been selected. For Unit Descriptions of 2, 3, 4, 5, and 98, leave this field blank.

**TIP:**

- Other, Unknown or Homemade Vehicle are acceptable values.

### 3.3.11 – VEH. MODEL (Vehicle Model)

This data field captures the manufacturer’s trade name (Impala, Mustang, F-150, Ram, 4-Runner).

Veh. Model
---------------

#### CONDITIONAL FIELD:

- Any unit description of 1, 6, or 7 is required to show the vehicle model unless, the Hit and Run box has been selected. For Unit Descriptions of 2, 3, 4, 5, and 98, leave this field blank.

### 3.3.12 – BODY STYLE – see Code Sheet: 7

Using only the values listed on the code sheet for Body Style, list the selection that best describes the body style of the vehicle/unit involved in the crash.

#### REQUIRED FORMAT

7 Body Style	TR
-----------------	----

CODE SHEET VALUES FOR BODY STYLE	
P2 = Passenger Car, 2-Door	SV = Sport Utility Vehicle
P4 = Passenger Car, 4-Door	PC = Police Car/Truck
PK = Pickup	PM = Police Motorcycle
AM = Ambulance	TL = Trailer, Semi-Trailer, or Pole Trailer
BU = Bus	TR = Truck
SB = Yellow School Bus	TT = Truck Tractor
FE = Farm Equipment	VN = Van
FT = Fire Truck	EV = Neighborhood Electric Vehicle
MC = Motorcycle	98 = Other (Explain in Narrative)
	99 = Unknown

#### CONDITIONAL FIELD:

- If Body Style is MC-Motorcycle or PM-Police Motorcycle, then the Person Type for the persons in that unit must be 5-Driver of Motorcycle Type Vehicle or 6-Passenger/Occupant on Motorcycle Type Vehicle.

- If the motor vehicle has a Body Style of TT-Truck Tractor, the CMV information must be completed.
- If CMV Vehicle Type = 3-Bus (9-15) or 4-Bus (>15), or the CMV Cargo Body Type = 1-Bus (9-15) or 2-Bus (>15), then Vehicle Body Style must be SB-Yellow School Bus or BU-Bus.

**TIP:**

- Use only if the Unit Description is 1, 6, or 7.
- For ATV (all-terrain vehicle), Side by Side UTV (Utility Task Vehicle), moped, and autocycle use Body Style 98-Other (Explain in Narrative)

**3.3.13 – POL., FIRE, EMS ON EMERGENCY (Explain in Narrative if checked)**

Select this box only if a peace officer, firefighter, or emergency medical services employee is involved in a crash while driving a law enforcement vehicle, fire department vehicle, or medical emergency services vehicle while on emergency.

<input type="checkbox"/> Pol., Fire, EMS on Emergency (Explain in Narrative if checked)
---

**TIP:**

- The definition of an authorized emergency vehicle includes federal law enforcement vehicles. Texas Transportation Code: Section 541.201 (1)(G).
- Use only if the Unit Description is 1, 6, or 7.

**3.3.14 – DL/ID TYPE (Driver License/Identification Type) – see Code Sheet: 8**

Report the type of Driver License or Identification Card used to obtain identification of the primary person.

**REQUIRED FORMAT**

*Crash Date (MM/DD/YYYY) 01/01/2018
--

CODE SHEET VALUES FOR Driver License/ID Type
1 = Driver License
2 = Commercial Driver Lic.
3 = Occupational

4 = ID Card
5 = Unlicensed
98 = Other
99 = Unknown

**TIP:**

Whenever a crash involves a license holder from outside of North America and its territories (Refer to section 8.0 of this manual), use code “98 – Other”.

**EXAMPLE:**

If the primary person holds a Texas Class C Driver License with no restrictions, complete as follows:

8 DL/ID Type	1	DL/ID State	TX	DL/ID Num.	12345678	9 DL Class	C	10 CDL End.	96	11 DL Rest.	96	DOB (MM/DD/YYYY)	1	2	/	3	1	/	1	9	8	1
--------------	---	-------------	----	------------	----------	------------	---	-------------	----	-------------	----	------------------	---	---	---	---	---	---	---	---	---	---

If the primary person holds a California Commercial Driver License with or without restrictions, complete as follows:

8 DL/ID Type	2	DL/ID State	CA	DL/ID Num.	D1234567890	9 DL Class	98	10 CDL End.	HNPTX	11 DL Rest.	98	DOB (MM/DD/YYYY)	1	2	/	3	1	/	1	9	8	1
--------------	---	-------------	----	------------	-------------	------------	----	-------------	-------	-------------	----	------------------	---	---	---	---	---	---	---	---	---	---

If the primary person holds a Commercial Driver License issued in Mexico, even if it displays CDL Endorsements or DL Restrictions, complete as follows:

8 DL/ID Type	2	DL/ID State	MX	DL/ID Num.	12345678	9 DL Class	98	10 CDL End.	98	11 DL Rest.	98	DOB (MM/DD/YYYY)	1	2	/	3	1	/	1	9	8	1
--------------	---	-------------	----	------------	----------	------------	----	-------------	----	-------------	----	------------------	---	---	---	---	---	---	---	---	---	---

If the primary person holds an Alaskan Identification Card then complete as follows:

8 DL/ID Type	4	DL/ID State	AK	DL/ID Num.	12345678	9 DL Class	5	10 CDL End.	5	11 DL Rest.	5	DOB (MM/DD/YYYY)	1	2	/	3	1	/	1	9	8	1
--------------	---	-------------	----	------------	----------	------------	---	-------------	---	-------------	---	------------------	---	---	---	---	---	---	---	---	---	---

If the primary person is unlicensed and does not hold an identification card, then complete as follows:

8 DL/ID Type	5	DL/ID State		DL/ID Num.		9 DL Class	5	10 CDL End.	5	11 DL Rest.	5	DOB (MM/DD/YYYY)	1	2	/	3	1	/	1	9	8	1
--------------	---	-------------	--	------------	--	------------	---	-------------	---	-------------	---	------------------	---	---	---	---	---	---	---	---	---	---

If the primary person holds a license from outside of North America, such as Great Britain, then complete as follows:

8 DL/ID Type	98	DL/ID State	OT	DL/ID Num.	12345678901234	9 DL Class	98	10 CDL End.	98	11 DL Rest.	98	DOB (MM/DD/YYYY)	1	2	/	3	1	/	1	9	8	1
--------------	----	-------------	----	------------	----------------	------------	----	-------------	----	-------------	----	------------------	---	---	---	---	---	---	---	---	---	---

If the primary person’s information is unknown, such as a hit-and-run, then complete as follows:

8 DL/ID Type	99	DL/ID State	UN	DL/ID Num.		9 DL Class	99	10 CDL End.	99	11 DL Rest.	99	DOB (MM/DD/YYYY)								
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### 3.3.15 – DL/ID STATE (Driver License/Identification Card State)

This data field is used to capture the state or province that issued the driver license or identification card. (Refer to section 8.0, of this manual).

DL/ID State
-------------

#### CONDITIONAL FIELD:

- If there is no DL/ID Type, then this field must be blank.
- If a DL/ID Type is provided, unless the DL/ID type is 5 – Unlicensed, then DL/ID State may not be blank.
- If the DL/ID type is 5 – Unlicensed, then DL/ID State must be blank.
- If the DL/ID type is 99 – Unknown, then DL/ID State must be set to UN – Unknown.

#### TIP:

- Whenever a crash involves a license holder from outside of North America and its territories (Refer to section 8.0 of this manual), use OT- Other and explain in narrative.

### 3.3.16 – DL/ID NUM. (Driver License/Identification Card Number)

Report the Driver License/Identification card number as it appears on the card and include any prefix or suffix. This free form field will hold up to 18 printable characters.

DL/ID Num.
------------

#### CONDITIONAL FIELD:

- If there is no DL/ID Type, then this field must be blank.
- If a DL/ID Type is provided, unless the DL/ID type is 5 – Unlicensed or 99 – Unknown, the DL/ID Number must be present.
- If the DL/ID type is 5 – Unlicensed or 99 – Unknown, the DL/ID Number must be blank.

- If the DL/ID State field is not Texas or Washington, this field must be alpha numeric characters.
- If the DL/ID State field is TX – Texas, the DL/ID Number field must be numeric and contain 10 or fewer digits.

### 3.3.17 – DL CLASS (Driver License Class) – see Code Sheet: 9

This data field is used to capture the Driver License Class listed on the Texas driver license. Use only the values listed on the code sheet for DL Class.

#### REQUIRED FORMAT

9 DL Class	AM
---------------	----

CODE SHEET VALUES FOR Driver License Class
A = Class A
AM = Class A and M
B = Class B
BM = Class B and M
C = Class C
CM = Class C and M
M = Class M
5 = Unlicensed
98 = Other/Out of State
99 = Unknown

#### CONDITIONAL FIELD:

- If there is no DL/ID Type, then this field must be blank.
- If a DL/ID Type is provided, then DL Class may not be blank.
- If the DL/ID State is not TX – Texas and the DL/ID Type is 1-Driver License, 2-Commercial Driver License, 3-Occupational, or 98-Other, then this field must be set to 98 – Other/Out of State.
- If the DL/ID Type is 4 – ID Card or 5-Unlicensed, then this field must be set to 5-Unlicensed.
- If the DL/ID Type is 99-Unknown, then this field must be set to 99-Unknown.

#### TIP:

- A, B, C, and M licenses are issued to persons who are not required to obtain a Commercial Driver License.

- Drivers who hold a Class A, B, or C license with a Motorcycle Endorsement will be issued a Class AM, BM, or CM license.

**3.3.18 – CDL END. (Commercial Driver License Endorsements)** – see Code Sheet: 10

This data field is used to capture endorsements that appear on a Commercial Driver License issued in the United States or its territories and assigned to the primary person. Use only the values listed on the code sheet for Commercial Driver License Endorsements.

**REQUIRED FORMAT**

10 CDL End. HNT
--------------------

<b>CODE SHEET VALUES FOR Commercial Driver License Endorsements</b>
H = Hazardous Materials
N = Tank Vehicles
P = Passengers
S = School Bus
T = Double/Triple Trailer
X = Tank Vehicle with HazMat
5 = Unlicensed
96 = None
98 = Other/Out of State
99 = Unknown

**CONDITIONAL FIELD:**

- If there is no DL/ID Type, then this field must be blank.
- If a DL/ID Type is provided, then CDL Endorsement may not be blank.
- If the DL/ID State is CD – Canada, MX – Mexico, or OT – Other and DL/ID Type is 1-Driver License, 2-Commercial Driver License, 3-Occupational, or 98-Other, then this field must be set to 98 – Other/Out of State.
- If the DL/ID Type is 4 – ID Card or 5-Unlicensed, then this field must be set to 5-Unlicensed.
- If the DL/ID Type is 99-Unknown, then this field must be set to 99-Unknown.
- If CDL Endorsement 96-None is selected, then no other endorsement is allowed.

**TIP:**

- A maximum of 5 Endorsements are allowed per driver. Separators or commas between endorsements are not acceptable.
- Whenever a crash involves a license holder from outside of the United States and its territories (Refer to section 8.0 of this manual), regardless if the license displays Commercial Driver License Endorsements, use code 98 – Other/Out of State.
- Whenever a crash involves a license holder from the United States and its territories, who holds a driver license with no Commercial Driver License Endorsements, use code 96 – None.

**3.3.19 – DL REST. (Driver License Restrictions)** - see Code Sheet: 11

This data field is used to capture the driver restrictions listed on the Texas Driver License, using only the values listed on the code sheet for Driver License Restrictions.

**REQUIRED FORMAT**

11 DL Rest.	ABC
----------------	-----



Code Sheet Values for Driver License Restrictions as of 3/17/2017	
A = With corrective lenses	P7 = To/from school or LOFS 21 or over
B = LOFS 21 or over	P8 = With telescopic lens
C = Daytime driving only	P9 = LOFS 21 or over bus only
D = Speed not to exceed 45 MPH	P10 = LOFS 21 or over school bus only
E = No manual transmission equipped CMV	P11 = Bus not to exceed 26,000 lbs GVWR
F = Must hold valid learner lic to MM/DD/YY	P12 = Passenger CMVs restrict to Class C only
G = TRC 545.424 applies until MM/DD/YY	P13 = LOFS 21 or over in veh equip w/airbrakes
H = Vehicle not to exceed 26,000 lbs GVWR	P14 = Operation Class B exempt veh authorized
I = MC not to exceed 250 CC	P15 = Operation Class A exempt veh authorized
J = Licensed MC operator 21 or over in sight	P16 = If CMV, school buses interstate
K = Intrastate only	P17 = If CMV, government vehicles interstate
L = No air brake equipped CMV	P18 = If CMV, only trans personal prop interstate
M = No Class A passenger vehicle	P19 = If CMV, trans corpse/sick/injured interstate
N = No Class A and B passenger vehicle	P20 = If CMV, privately trans passengers interstate
O = No tractor-trailer CMV	P21 = If CMV, fire/rescue interstate
Q = LOFS 21 or over vehicle above Class B	P22 = If CMV, intra-city zone drivers interstate
R = LOFS 21 or over vehicle above Class C	P23 = If CMV, custom-harvesting interstate
S = Outside rearview mirror or hearing aid	P24 = If CMV, transporting bees/hives interstate
T = Automatic transmission	P25 = If CMV, use in oil/water well service/drill
U = Applicable prosthetic device	P26 = If CMV, for operation of mobile crane
V = Medical Variance	P27 = HME expiration date MM/DD/YY
W = Power steering	P28 = FRSI CDL valid MM/DD/YY to MM/DD/YY
X = No cargo in CMV tank vehicle	P29 = FRSI CDL MM/DD/YY – MM/DD/YY or exempt B veh
Y = Valid TX vision or limb waiver required	P30 = FRSI CDL MM/DD/YY – MM/DD/YY or exempt A veh
Z = No full air brake equipped CMV	P31 = Class C only – no taxi/bus/emergency veh
5 = Unlicensed	P32 = Other
96 = None	P33 = No passengers in CMV bus
98 = Other/Out of State	P34 = No express or highway driving
99 = Unknown	P35 = Restricted to operation of three-wheeled MC
P1 = For Class M TRC 545.424 until MM/DD/YY	P36 = Moped
P2 = To/From work/school	P37 = Occ/Essent need DL-no CMV-see court order
P3 = To/From work	P38 = Applicable vehicle devices
P4 = To/From school	P39 = Ignition Interlock required
P5 = To/from work/school or LOFS 21 or over	P40 = Vehicle not to exceed Class C
P6 = To/from work or LOFS 21 or over	

### CONDITIONAL FIELD:

- If there is no DL/ID Type, then this field must be blank.
- If a DL/ID Type is provided, then DL Restriction may not be blank.
- If the DL/ID State is not TX – Texas and DL/ID Type is 1-Driver License, 2-Commercial Driver License, 3-Occupational, or 98-Other, then this field must be set to 98 – Other/Out of State.
- If the DL/ID Type is 4 – ID Card or 5-Unlicensed, then this field must be set to 5 – Unlicensed.
- If the DL/ID Type is 99-Unknown, then this field must be set to 99-Unknown.
- If DL Restriction 96-None is selected, then no other restriction is allowed.

### TIP:

- A maximum of 5 Restrictions are allowed per driver. Separators or commas between restrictions are not acceptable.
- Whenever a crash involves a license holder from outside of Texas (Refer to section 8.0 of this manual), use code 98 – Other/Out of State.
- Whenever a crash involves a license holder from Texas who holds a driver license with no Driver License Restrictions, use code 96 – None.

### 3.3.20 – DOB (Date of Birth)

In this data field, capture the actual date of birth, taken from the Driver License/ID Card, or after being established through investigation.

#### REQUIRED FORMAT

DOB (MM/DD/YYYY)	0	1	/	0	1	/	1	9	5	0
---------------------	---	---	---	---	---	---	---	---	---	---

### CONDITIONAL FIELD:

- The Date of Birth field cannot be more than 130 years older than the reported Crash Date.
- The Date of Birth field cannot be later than the reported Crash Date.

### TIP:

- If the Date of Birth is unknown, this field should be left blank. (Hit and Run). When the Date of Birth is unknown, do not default DOB to 01/01/1901 or 01/01/1900.

Date of birth should be captured using MM/DD/YYYY format only.

### 3.3.21 – ADDRESS – (Street, City, State, and ZIP)

Capture the driver's current residence address including the city, state, and zip code in this data field. If the driver is a member of the armed forces, report the military address. This free form field allows up to 60 alphanumeric characters for the street, 40 alphanumeric characters for the city, and 15 for the zip. (For state abbreviation, refer to section 8.0 of this manual).

Address (Street, City, State, ZIP)
---------------------------------------

#### TIP:

- If a Post Office Box is the only address available, report this information in the address field.

### 3.3.22 – PERSON NUM. (Person Number)

Assign a number to each person involved in the crash for individual identification. Start with number 1 in each unit and increase sequentially by 1 for each person in the unit. If additional space is needed for occupants, use Additional Persons Continuation form. A person number is required for each person in a unit. If the unit is unoccupied, the Person Number through the Drug Category fields should be left blank.

Person Num.

#### CONDITIONAL FIELD:

- If the Unit Description is 4 – Pedestrian, only one occupant is allowed.
- If the Person Type is 1-Driver or 5-Driver of Motorcycle Type Vehicle, the person must be the primary person in the unit and the Person Number must be 1.

#### TIP:

- Always list the primary person first for the unit.
- Only assign a number to train passengers that receive a K, A, B, or C injury code.

### 3.3.23 – PRSN. TYPE (Person Type) – see Code Sheet: 12

Using only the values listed on the code sheet; capture the person type that best describes the individual(s) in the crash.

### REQUIRED FORMAT

12 Prsn. Type
1

CODE SHEET VALUES FOR PERSON TYPE
1 = Driver
2 = Passenger/Occupant
3 = Pedalcyclist
4 = Pedestrian
5 = Driver of Motorcycle Type Vehicle
6 = Passenger/Occupant on Motorcycle Type Vehicle
98 = Other (Explain in Narrative)
99 = Unknown

### CONDITIONAL FIELD:

- If Person Number is present, it is necessary to complete the Person Type field.
- The primary person for a unit is limited to Person Types of 1-Driver, 3-Pedalcyclist, 4-Pedestrian, or 5-Driver of Motorcycle Type Vehicle. All other persons should be entered beginning on the second line for persons in the unit.
- If the Body Style for the unit is not MC-Motorcycle or PM-Police Motorcycle, the person type for any occupants within the unit cannot be 5-Driver of Motorcycle Type Vehicle or 6-Passenger/Occupant on Motorcycle Type Vehicle.

FIELDS TO BE POPULATED ONLY FOR THE PRIMARY PERSON OF EACH UNIT		
DL/ID Type	DL Restrictions	Drug Specimen
DL/ID State	DOB	Drug Result
DL/ID Number	Address	Drug Category
DL Class	Alcohol Specimen	
CDL Endorsements	Alcohol Result	

**TIP:**

- The person type must match the unit description based on the following available person type:

THE PERSON TYPE MUST MATCH THE UNIT DESCRIPTION	
UNIT DESCRIPTION	AVAILABLE PERSON TYPES
1 = Motor Vehicle	1, 2, 5, 6, OR 99
2 = Train	98
3 = Pedalcyclist	3
4 = Pedestrian	4
5 = Motorized Conveyance	98
6 = Towed/Pushed/Trailer	2, 6
7 = Non-Contact	1, 2, 5, 6, OR 99
98 = Other (Explain in Narrative)	98

- A person in the front left seat position but not driving (parked vehicle, previously wrecked) must be listed as a passenger/occupant, not on the first line for persons in the unit.
- If multiple persons are occupying the driver's seat of the vehicle, only the person who is primarily in actual control of the vehicle will be listed as the driver. The other person will be shown as the passenger/occupant, but will still be listed in seat position 1- front left.
- If unit is an auticycle the valid Person Types are 1-Driver or 2-Passenger/Occupants.

**3.3.24 – SEAT POSITION** – see Code Sheet: 13

Using only the code values, indicate the physical location of the person(s) involved in the crash. This field must be populated for each person involved in the crash.

**REQUIRED FORMAT**

13 Seat Position
1

CODE SHEET VALUES FOR SEAT POSITION	
1 = Front Left	10 = Cargo Area
2 = Front Center	11 = Outside Vehicle
3 = Front Right	13 = Other in Vehicle
4 = Second Seat Left	14 = Passenger in Bus
5 = Second Seat Center	16 = Pedestrian, Pedalcyclist, or Motorized Conveyance
6 = Second Seat Right	98 = Other (Explain in Narrative)
7 = Third Seat Left	99 = Unknown
8 = Third Seat Center	
9 = Third Seat Right	

For motorcycles, report the seat positions as shown:

- 1 – Front Left – Driver
- 2 – Front Center – Sidecar
- 4 – Second Seat Left – Passenger

#### CONDITIONAL FIELD:

- If Person Number field is present, it is required to complete the Seat Position field.
- If Unit Description is 1 – Motor Vehicle, 6 – Towed/Pushed/Trailer, or 7 – Non-Contact, then this field may not be set to 16 – Pedestrian, Pedalcyclist, or Motorized Conveyance or 98-Other.
- If the Person Number field is present and the Unit Description field of the unit is 1 – Motor Vehicle and the Body Style is MC-Motorcycle or PM-Police Motorcycle and the Person Type is 5 – Driver of Motorcycle Type Vehicle, then this field must be 1 – Front Left.
- If the Person Number field is present and the Unit Description field of the unit is 1 – Motor Vehicle and the Body Style is MC-Motorcycle or PM-Police Motorcycle and the Person Type is 6 – Passenger/Occupant on Motorcycle Type Vehicle, then this field must be 4 – Second Seat Left or 2-Front Center.
- If the Body Style is MC-Motorcycle or PM-Police Motorcycle and the Seat Position is set to 2-Front Center, ensure the passenger was located in a sidecar; otherwise, use Seat Position 4-Second Seat Left for the passenger.
- If the Unit Description is 1-Motor Vehicle or 7-Non-Contact and the Body Style is Not MC-Motorcycle, PM-Police Motorcycle, or TL-Trailer, Semi-Trailer, or Pole Trailer, and the Person Type is 1-Driver, then the Seat Position field must be 1-Front Left, 2-Front Center, 3-Front Right, or 99-Unknown.

- If the Person Type is 3-Pedalcyclist or 4-Pedestrian, the Seat Position must be 16-Pedestrian, Pedalcyclist, or Motorized Conveyance.
- If the Body Style is SB- Yellow School Bus or BU-Bus and the Person type does not equal 1-Driver, the seat position must be 14-Passenger in Bus.

**TIP:**

- The sleeper area of a commercial-truck would be considered as 13 – Other in Vehicle and should be explained in the narrative.
- A person riding on the hood of a vehicle would be considered as 11 – Outside Vehicle and should be explained in the narrative.
- A person riding in the bed of a pick-up truck would be considered as 10 – Cargo Area.
- If unit is an autocycle the valid Seat Position is 1-Front Left, 2-Center or 3-Front Right.
- The seat position must match the unit description based on the following available seat positions:

SEAT POSITION MUST MATCH UNIT DESCRIPTION	
Unit Description	Available Seat Positions
1 = Motor Vehicle	1-11, 13, 14, 99
2 = Train	98
3 = Pedalcyclist	16
4 = Pedestrian	16
5 = Motorized Conveyance	16
6 = Towed/Pushed/Trailer	1-11, 13, 14, 99
7 = Non-Contact	1-11, 13, 14, 99
98 = Other (Explain in Narrative)	98

**3.3.25 – NAME: LAST, FIRST, MIDDLE – (Enter Driver or Primary Person for this Unit on first line)**

Enter the last name, first name, middle name, or initial of the each person involved in the crash for this unit. This free form field allows up to 40 characters per name.

**REQUIRED FORMAT**

Name: Last, First, Middle Enter Driver or Primary Person for this Unit on first line
<b>SMITH, JOHN, FRANKLIN</b>

**TIP:**

- Only use the first line for the driver or primary person (e.g. pedestrian, pedacyclist, etc.). If the only person involved is an occupant, enter them on the second line.
- Use exact spelling that appears on the license/identification for the primary person of this unit.

**EXAMPLE:**

- John Franklin Smith should be shown as Smith, John, Franklin, not Smith, John F., or Smith, J. F.

If, at the time of the crash, the driver of the vehicle is unknown, such as in a hit-and-run, the driver’s name should show “Unknown”. Once the identity of the driver is established through subsequent investigation, a supplemental report must be submitted to report the driver’s name.

**3.3.26 – INJURY SEVERITY** – see Code Sheet: 14

This data field is used to capture the most serious injury for each occupant resulting from the crash, using only the values listed on the code sheet for injury severity.

**REQUIRED FORMAT**

14 Injury Severity
A

<b>CODE SHEET VALUES FOR INJURY SEVERITY</b>
A = Suspected Serious Injury
B = Non-Incapacitating Injury
C = Possible Injury
K = Killed
N = Not Injured
99 = Unknown

**DEFINITIONS OF INJURY SEVERITY CODES:**

- A = Suspected Serious Injury – Severe injury that prevents continuation of normal activities; includes:
  - Severe laceration resulting in exposure of underlying tissues/muscle/organs or resulting in significant loss of blood



- Broken or distorted extremity (arm or leg)
  - Crush injuries
  - Suspected skull, chest, or abdominal injury other than bruises or minor lacerations
  - Significant burns (second and third degree burns over 10% or more of the body)
  - Unconsciousness when taken from the crash scene
  - Paralysis
- B = Non-Incapacitating Injury – Evident injury such as bruises, abrasions, or minor lacerations which do not incapacitate.
  - C = Possible Injury – Injury claimed, reported, or indicated by behavior but without visible wounds, includes limping or complaint of pain.
  - K = Killed – If death resulted due to injuries sustained from the crash, at the scene or within 30 days of the crash, the K injury code must be used.
  - N = Not Injured – The person involved in the crash did not sustain an A, B, C, or K injury.
  - 99 = Unknown – Unable to determine whether injuries exist. Some examples may include hit and run, fled scene, fail to stop and render aid.

#### CONDITIONAL FIELD:

- If Person Number is present, it is required to complete the Injury Code field.

#### TIP:

- For every person involved in a crash you must provide an injury code, including for persons not injured.
- For a train crash – Only provide injury code for passengers that are injured (Injury Severity K, A, B, or C); uninjured train passengers should not be listed.
- When an investigator can determine that an individual's death is not a result of injuries sustained in the crash, report the injury as N – Not Injured. The investigator should then detail in the narrative the facts leading to his opinion that the individual died from an injury that was not related to the crash.

#### 3.3.27 – AGE

Capture the age of each occupant at his or her last birthday in whole numbers between 0 and 130, inclusive. If an infant is less than one year old, the officer should report the age as zero.

EXAMPLE: A 10-month-old infant would be shown as 0.

#### REQUIRED FORMAT

Age
0

#### TIP:

- The driver or driver of motorcycle type vehicle cannot have an age of zero.
- If the age of the person is unknown (such as Hit and Run), this field may be left blank.
- When a person's age is unknown, a code 99 – Unknown must not be used.

#### 3.3.28 – ETHNICITY – see Code Sheet: 15

Using only the code values, capture the ethnicity of the person(s) involved in the crash.

#### REQUIRED FORMAT

15 Ethnicity
B

CODE SHEET VALUES FOR ETHNICITY
W = White
B = Black
H = Hispanic
A = Asian
I = Amer. Indian/Alaskan Native
98 = Other
99 = Unknown

#### TIP:

- This information is only for identification purposes. Officers are encouraged to provide this information; however, if the person objects to having it included, the field may be left blank.

#### 3.3.29 – SEX – see Code Sheet: 16

Capture the gender category that best describes the person(s) involved in the crash.

REQUIRED FORMAT

16 Sex
2

CODE SHEET VALUES FOR SEX
1 = Male
2 = Female
99 = Unknown

CONDITIONAL FIELD:

- If Person Number is present, it is required to complete the Sex code field.

TIP:

- Use the gender that appears on the Driver License/ID Card.
- Do not use M for male, F for female, or U for unknown for this field.

**3.3.30 – EJECT.** – see Code Sheet: 17

Using only the code values, describe the extent to which the person’s body was expelled from the vehicle during the crash.

REQUIRED FORMAT

17 Eject.
1

CODE SHEET VALUES FOR EJECTED
1 = No
2 = Yes
3 = Yes, Partial (example: part of the body is ejected outside the door and crushed when the car overturns).
97 = Not Applicable
99 = Unknown

### CONDITIONAL FIELD:

- If Person Number is present, it is required to complete the Eject code field.

### TIP:

- Only persons occupying a 1 – Motor Vehicle or 6 – Towed/Pushed/Trailer may be shown as ejected. For motorcycles and all other unit descriptions, use code 97 – Not Applicable.

### 3.3.31 – RESTR. (Restraint Used) – see Code Sheet: 18

Capture the type of restraint used by each person using only the values provided on the code sheet.

### REQUIRED FORMAT

18 Restr.
2

CODE SHEET VALUES FOR RESTRAINT USED	
1 = Shoulder and Lap Belt	7 = Child Booster Seat
2 = Shoulder Belt Only	96 = None
3 = Lap Belt Only	97 = Not Applicable
4 = Child Seat, Facing Forward	98 = Other (Explain in Narrative)
5 = Child Seat, Facing Rear	99 = Unknown
6 = Child Seat, Unknown	

### CONDITIONAL FIELD:

- If Person Number is present, it is required to complete the Restraint code field.
- If the Body Style is MC – Motorcycle or PM – Police Motorcycle this field must be set to 97 – Not Applicable.

**TIP:**

- Only persons occupying a 1 – Motor Vehicle, 6 – Towed/Pushed/Trailer, or 7 – Non Contact may be shown as restrained.

**3.3.32 – AIRBAG** – see Code Sheet: 19

This is an observational value only, not a requirement to dismantle to determine if the vehicle is equipped with an airbag. Based on the officer’s observation, if the vehicle is not equipped with an airbag use 97 – Not Applicable. Use only the values listed on the code sheet to complete this data field.

**REQUIRED FORMAT**

19 Airbag
1

<b>CODE SHEET VALUES FOR AIRBAG</b>
1 = Not Deployed
2 = Deployed, Front
3 = Deployed, Side
4 = Deployed, Rear
5 = Deployed, Multiple
97 = Not Applicable
99 = Unknown

**CONDITIONAL FIELD:**

- If Person Number is present, it is required to complete the Airbag code field.
- If the Body Style is MC – Motorcycle or PM – Police Motorcycle this field must be set to 97 – Not Applicable.

**TIP:**

- All code values for airbags may be used for persons occupying a 1 – Motor Vehicle, 6 – Towed/Pushed/Trailer, or 7 – Non Contact.

**3.3.33 – HELMET** – see Code Sheet: 20

Using only the code values, capture the helmet information on the person(s) involved in the crash.

## REQUIRED FORMAT

20	Helmet
1	

CODE SHEET VALUES FOR HELMET USE
1 = Not Worn
2 = Worn, Damaged
3 = Worn, Not Damaged
4 = Worn, Unk. Damage
97 = Not Applicable
99 = Unknown if Worn

### CONDITIONAL FIELD:

- If Person Number is present, it is required to complete the Helmet code field.
- If Person Type is 3 – Pedalcyclist, 5 – Driver of Motorcycle Type Vehicle, or 6 – Passenger/Occupant on Motorcycle then this field may not be set to 97 – Not Applicable.

### TIP:

- Only person types of 3 – Pedalcyclist, 5 – Driver of Motorcycle Type Vehicle, or 6 – Passenger/Occupant on Motorcycle may show helmet use code 1, 2, 3, 4 or 99.
- For all other person types, use code 97 – Not Applicable.

### 3.3.34 – SOL. (Solicitation) – see Code Sheet: 21

In accordance with Texas Transportation Code: Section 550.064 (b)(4), this data field captures whether a person desires to receive solicitation offers from professional service providers such as attorneys, chiropractors, physicians, surgeons, private investigators. This field must be populated for each person involved in the crash.

## REQUIRED FORMAT

21 Sol.
Y

- Y – Indicates yes, solicit.
- N – Indicates no, do not solicit.

CODE SHEET VALUES FOR SOLICITATION
Y = Solicit
N = No Solicit

### CONDITIONAL FIELD:

- If Person Number is present, it is required to complete the SOL code field.

### 3.3.35 – ALC. SPEC. (Alcohol Specimen Type) – see Code Sheet: 22

This data field captures the type of alcohol specimen taken for analysis using only the code values.

### REQUIRED FORMAT

22 Alc. Spec.
1

CODE SHEET VALUES FOR ALCOHOL SPECIMEN TYPE
1 = Breath
2 = Blood
3 = Urine
4 = Refused
96 = None
98 = Other (Explain in Narrative)

### CONDITIONAL FIELD:

- If Person Number = 1, it is required to complete the Alc. Spec. code field.

### TIP:

- Alc. Spec. value is only reported for the driver/primary person for each unit.

### 3.3.36 – ALC. RESULT (Alcohol Result)

Capture the test results using standardized numeric blood alcohol content (BAC) (i.e. .08 or 0.129). Only one alcohol result may be listed. Additional results may be listed in the narrative. BAC results, when available, regardless of who initiated the test, should always be listed in the appropriate field on the front of the report. If no specimen was taken or the analysis result is not ready at the time the crash report is submitted, leave this field blank. When the result is available, submit a supplemental report showing the result.

Alc. Result

#### TIP:

- If alcohol results are obtained by using a Portable Breath Test (PBT) instrument, those results shall only be shown in the narrative.
- If no alcohol results are obtained, leave this field blank. Do not use dashes or any other identifier to signify that this field is not applicable.
- For unknown alcohol results, do not enter "0".

Explain in the narrative any additional information regarding the result, such as who provided the results (hospital, medical examiner, laboratory), whether the sample was contaminated, lost or the container broken or whether the results are being withheld by a medical facility, laboratory or medical examiner.

### 3.3.37 – DRUG SPEC. (Drug Specimen Type) – see Code Sheet: 23

Indicate the type of drug specimen taken for analysis using only the values listed on the code sheet for Drug Specimen Type.

#### REQUIRED FORMAT

23 Drug Spec.
2



CODE SHEET VALUES FOR DRUG SPECIMEN TYPE
2 = Blood
3 = Urine
4 = Refused
96 = None
98 = Other (Explain in Narrative)

### CONDITIONAL FIELD:

- If Person Number is present, it is required to complete the Drug Spec. field.

### TIP:

- If an oral swab test is the specimen type taken, it must be reported as 98 -Other and explained in the narrative.
- Drug Specimen Type is only reported for the driver/primary person for each unit.

### 3.3.38 – DRUG RESULT (Drug Test Result) – see Code Sheet: 24

Using the values on the listed code sheet for Drug Result, select the result that applies. Drug results should be listed in the appropriate field on the front of the report.

### REQUIRED FORMAT

24 Drug Result
1

CODE SHEET VALUES FOR DRUG TEST RESULTS
1 = Positive
2 = Negative
97 = Not Applicable
99 = Unknown

### CONDITIONAL FIELD:

- If Person Number = 1, it is required to complete the Drug Result field.

### TIP:

- If a specimen was taken, and a drug analysis performed, the result of the test must be entered as either 1 – Positive or 2 – Negative.

- If the person refused or no specimen was taken, enter as 97 – Not Applicable.
- Explain in the narrative any additional information regarding the result, such as who provided the results (hospital, medical examiner, or laboratory), whether the sample was contaminated, lost, or the container broken, or whether the results are being withheld by a medical facility, laboratory, or medical examiner.

### 3.3.39 – DRUG CATEGORY – see Code Sheet: 25

Using only the code sheet values, capture the appropriate drug category for the primary person(s) involved in the crash.

#### REQUIRED FORMAT

25 Drug Category
2

CODE SHEET VALUES FOR DRUG CATEGORY
2 = CNS Depressants
3 = CNS Stimulants
4 = Hallucinogens
6 = Narcotic Analgesics
7 = Inhalants
8 = Cannabis
10 = Dissociative Anesthetics
11 = Multiple Drugs (Explain in Narrative)
97 = Not Applicable
98 = Other Drugs (Explain in Narrative)
99 = Unknown

#### CONDITIONAL FIELD:

- If Person Number = 1, it is required to complete the Drug Category field.
- If the Drug Result code is 2 – Negative or 97- Not Applicable, then Drug Category code must be 97 – Not Applicable.
- If the Drug Result code is 99 – Unknown, then the Drug Category code must be reported as 99 – Unknown.

**TIP:**

- When the drug test results are positive for multiple drugs, select 11 from the code values and list the drugs in the narrative from highest to lowest concentration found in the specimen.

**3.3.40 – OWNER OR LESSEE**

Select the appropriate box to indicate if this person is the lessee or owner of the vehicle involved in the crash.

<input type="checkbox"/>	Owner
<input type="checkbox"/>	Lessee

**CONDITIONAL FIELD:**

- If Unit Description is 1-Motor Vehicle and the Hit and Run box is not selected, then either owner or lessee box must be selected.
- If Unit Description is not equal to 1-Motor Vehicle, 5-Motorized Conveyance, 6-Towed/Pushed/Trailer, 7-Non Contact, or 98- Other, neither owner nor lessee box can be selected.

**TIP:**

- Always mark Lessee when leased, otherwise mark Owner.

**3.3.41 – OWNER/LESSEE NAME AND ADDRESS**

In this data field, provide the last name, first name, middle name, current mailing address including city, state, and zip code, for the owner or lessee of the vehicle involved in the crash. This free form field allows up to 40 characters in length for the name, up to 60 characters for the street, 40 characters for the city and 15 for the zip. (For state abbreviation, refer to section 8.0, of this manual).

Owner/Lessee Name & Address
--------------------------------

**CONDITIONAL FIELD:**

- If Unit Description does not equal 1-Motor Vehicle, 5-Motorized Conveyance, 6-Towed/Pushed/Trailer, 7-Non Contact, or 98-Other, then owner/lessee name and address are not allowed.

### 3.3.42 – PROOF OF FIN. RESP. (Proof of Financial Responsibility)

Select the appropriate box to indicate whether the driver presented satisfactory evidence of financial responsibility.

Proof of	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Expired
Fin. Resp.	<input type="checkbox"/>	No	<input type="checkbox"/>	Exempt

- Yes – Indicates the driver presented satisfactory evidence of minimum financial responsibility.
- No – Indicates the driver did not provide satisfactory evidence or proof of financial responsibility.
- Expired – Indicates the driver provided the investigator with expired proof of financial responsibility.
- Exempt – If the motor vehicle is exempt from the financial responsibility requirement, note the reason for the exemption in the space provided for the Financial Responsibility Name (Government vehicle, former military vehicle or is at least 25 years old, volunteer fire department, vehicle used for public interest and not for regular transportation). Texas Transportation Code: Section 601.052.

#### CONDITIONAL FIELD:

- If the Unit Description field is 1-Motor Vehicle or 6-Towed/Pushed/Trailer, the Hit and Run flag is No, and the Parked Vehicle flag is No, then the Proof of Financial Responsibility field is required.

#### TIP:

- If a driver does not present valid proof of financial responsibility at the scene of the crash, the officer should mark No.
- If the Unit Description is not set to 1-Motor Vehicle or if the Hit and Run indicator is selected, this field may be left blank.

### 3.3.43 – FIN. RESP. TYPE (Financial Responsibility Type) – see Code Sheet: 26

Using only the code values listed, capture the appropriate code that coincides with the type of financial responsibility presented by the driver.

26 Fin. Resp. Type
-----------------------

CODE SHEET VALUES FOR FINANCIAL RESPONSIBILITY TYPE	
1 = Liability Insurance Policy	Texas Transportation Code: Section 601.053
2 = Proof of Liability Insurance	Texas Transportation Code: Section 601.081
3 = Insurance Binder	Texas Transportation Code: Section 601.053
4 = Surety Bond	Texas Transportation Code: Section 601.121
5 = Certificate of Deposit with Comptroller	Texas Transportation Code: Section 601.122
6 = Certificate of Deposit with County Judge	Texas Transportation Code: Section 601.123
7 = Certificate of Self-Insurance	Texas Transportation Code: Section 601.124

### CONDITIONAL FIELD:

- If Proof of Fin. Resp. is marked Yes or Expired and Unit Description is a 1, 5, 6, or 7 and Hit and Run is not selected, it is required to complete the Fin. Resp. Type field.

### TIP:

- If a vehicle is exempt from financial responsibility, the officer should leave this data field blank.

### 3.3.44 – FIN. RESP. NAME (Financial Responsibility Name)

This data field is used to capture the name of the provider as it appears on the financial responsibility documents presented by the driver. This free form field allows up to 40 characters.

Fin. Resp. Name
--------------------

### CONDITIONAL FIELD:

- If Proof of Fin. Resp is marked No or is not completed, then this field must be blank.

### TIP:

- If the vehicle is exempt from financial responsibility, the officer should report the description name that allows the vehicle's exemption. (Government vehicle, former military vehicle or is at least 25 years old, volunteer fire department, vehicle used for public interest and not for regular transportation). Texas Transportation Code: Section 601.052.

### 3.3.45 – FIN. RESP. NUM. – (Financial Responsibility Number)

This data field is used to capture the policy/account number of the provider as it appears on the financial responsibility documents presented by the driver. This free form field allows up to 60 characters.

Fin. Resp. Num.
--------------------

#### CONDITIONAL FIELD:

- If Proof of Fin. Resp is marked No, Exempt, or is not completed, then this field must be blank.

### 3.3.46 – FIN. RESP. PHONE NUM. (Financial Responsibility Phone Number)

Report the phone number for the provider as it appears on the financial responsibility documents presented by the driver. This free form field allows up to 20 characters.

Fin. Resp. Phone Num.
--------------------------

#### CONDITIONAL FIELD:

If Proof of Fin. Resp is marked No, Exempt, or is not completed, then this field must be blank.

### 3.3.47 – VEHICLE DAMAGE RATING – see Code Sheet: 27

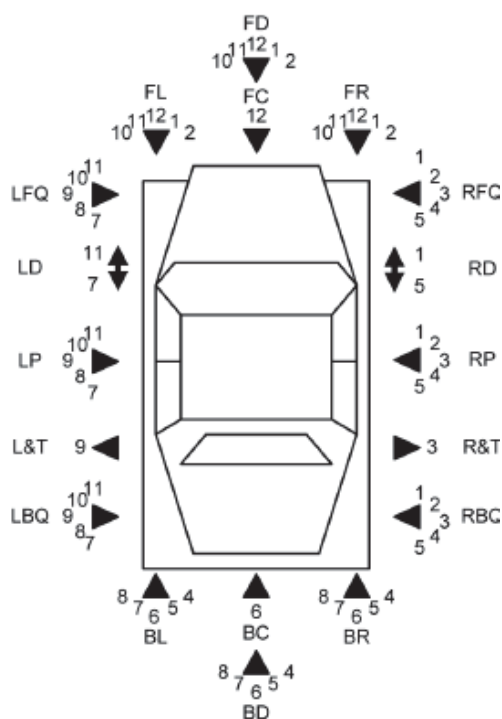
This data field is used to capture the vehicle damage, derived by referencing the CR-80 – Vehicle Damage Guide. The damage rating is reported so that some correlation between direction and amount of impact force with the severity of injury and restraining device used can be established. The direction of force is not required; however, agencies choosing to complete this portion of the vehicle damage rating field must use the prescribed format.

27 Vehicle Damage Rating 1	27 Vehicle Damage Rating 2
-------------------------------	-------------------------------

CODE SHEET VALUES FOR VEHICLE DAMAGE RATING	
IN MOST CASES, ENTER IN THE FORMAT:	IN SPECIAL CASES USE:

XX-ABC-Y, where  XX is the Direction of Force (1-12)  ABC is the Damage Description (2- or 3-letter code)  Y is the Damage Severity (0-7).	
	VB-1 = vehicle burned, NOT due to collision
	VB-7 = vehicle catches fire due to the collision
	TP-0 = top damage only
	VX-0 = undercarriage damage only
	MC-1 = motorcycle, moped, scooter
	NA = Not Applicable (Farm Tractor)

- Direction of Force – (XX) – Describes the direction from which the vehicle damage was received in comparison to the numbers on a clock. Should be reported with a 1 or 2-digit numeric character (1-12) code and right justified (as shown in the CR-80 – Vehicle Damage Guide) before the damage description.
- Damage Description – (ABC) – Describes the area of the vehicle that received damage. Should be reported with a 2 or 3 alpha character code and right justified (as shown in the CR-80 – Vehicle Damage Guide).
- Damage Severity – (Y) – Describes the severity of the damage received. Should be reported with a single-digit numeric character between 0-7 after the damage description.



## CONDITIONAL FIELD:

- If the Damage Description is entered and is not NA, the Damage Severity must be populated.
- If the Direction of Force is entered, the Damage Description and Severity must be entered.
- If the Damage Description is VB – Vehicle Burned, TP – Top Only, VX – Undercarriage, or MC – Motorcycle, then the Direction of Force is not allowed.
- The Damage Severity for Damage Rating 1 must be higher than the Damage Severity for Damage Rating 2.
- The Vehicle Damage Rating 1 and Vehicle Damage Rating 2 cannot be the same.

## TIP:

- Only complete the Vehicle Damage Rating fields if the Unit Description is 1 or 6.
- If the vehicle strikes a unit or damages other property, but suffers no damage from the crash, you may report the damage severity as zero (0).

## EXAMPLE:

- A large pickup truck with an oversized aftermarket bumper strikes a pedestrian with its front right. The large pickup truck suffers no damage in the crash. You may report the Vehicle Damage Rating as 12-FR-0 or FR-0.
- In a case where one vehicle in a combination does not suffer damage, but the other vehicle does, leave the vehicle damage rating for the vehicle that did not suffer damage blank.
- It is never acceptable to report damage severity as zero (0) and also not include a damage description.

## EXAMPLE:

- A truck tractor towing a semi-trailer is rear ended in crash. Unit 1, the truck tractor, suffers no damage. Unit 2, the semi-trailer, is struck in a back distributed manner. Unit 1's vehicle damage rating would be blank. Unit 2 would be shown as 6-BD-2 or BD-2.
- In cases in which vehicles are damaged in more than one area, enter the most severe damage rating in Vehicle Damage Rating 1. Enter the next severe damage rating in Vehicle Damage Rating 2. If more than two damage ratings are necessary, that information may be shown in the narrative.
- Enter the damage rating in the format XX-ABC-Y, where XX is the Direction of Force (1-12), ABC is the Damage Description (2- or 3-letter code), and Y is the Damage Severity (0-7).



- Agencies desiring not to complete Direction of Force may enter the Damage Rating format as ABC-Y.
- When a crash involves a motor vehicle operated in combination with another vehicle (pushed or towed vehicle, trailer) and there is damage to the pushed or towed unit, such damage should be shown where the pushed or towed unit is listed and not in the space for damage rating to the pushing or towing vehicle.
- When the type of vehicle does not lend itself to a damage rating (motorcycle, farm tractor) and whenever there is no impact force on the vehicle (burned car, undercarriage damage), use damage descriptions recommended in the CR-80 (Vehicle Damage Guide).
- When a vehicle is damaged in more than one area in the same crash, each rating should be reported individually and not combined to arrive at a higher damage rating.

EXAMPLE:

- If the damage is FC-2 and BD-4, report the most severe damage first, such as BD-4, FC-2.

### 3.3.48 – VEHICLE INVENTORIED

This data field is used to capture whether the officer inventoried the vehicle involved in the crash.

Vehicle	<input type="checkbox"/>	Yes
Inventoried	<input type="checkbox"/>	No

- Yes – indicates the vehicle was inventoried.
- No – indicates the vehicle was not inventoried.

### 3.3.49 – TOWED BY

This data field is for officers to report the name of the towing company used to remove the vehicle. It should only be completed when the vehicle is towed from the scene due to disabling damage sustained in the crash. This free form field allows up to 40 characters.

Towed By
-------------

**TIP:**

- Use only if the Unit Description is 1, 5, or 6.
- Only complete this field if the vehicle was towed due to disabling damage sustained in the crash. Otherwise, leave blank.
- Only enter a company name, not the driver or owner's name.

**3.3.50 – TOWED TO**

In this data field, provide the physical address of the site to which the vehicle was towed. This free form field allows up to 40 characters in length.

Towed To
-------------

**TIP:**

- Use only if the Unit Description is 1, 5, or 6.
- Only complete this field if the Towed By data field was completed. Otherwise, leave blank.
- Enter a complete address – street address, city, state, zip code.

## 4.0 – BACK OF BASIC REPORT

### 4.1 – REPORT IDENTIFIERS

Law Enforcement and TxDOT Use ONLY.  
Form CR-3 (Rev. 1/1/2018)

Case  
ID

TxDOT  
Crash ID

Page \_\_\_ of \_\_\_

#### 4.1.1 – CASE ID

Enter your agency's unique identifier assigned to the report (if applicable).

Case ID
------------

#### 4.1.2 – TxDOT CRASH ID

For TxDOT use only.

TxDOT Crash ID
-------------------

#### 4.1.3 – PAGE \_\_\_ of \_\_\_

Each page of the crash report must be sequentially numbered. Please identify the front and back of the report as separate pages. Therefore, each CR-3 consists of a minimum of two pages.

Page \_\_\_ of \_\_\_

### 4.2 – DISPOSITION OF INJURED/KILLED

Use this segment of the crash report to list the injured/killed persons involved in the crash.

DISPOSITION OF INJURED/KILLED	Unit Num.	Prsn. Num.	Taken To	Taken By	Date of Death (MM/DD/YYYY)	Time of Death (24HR MM)

#### 4.2.1 – UNIT NUM. (Unit Number)

This data field is used to identify which unit involved in the crash carried an injured/killed person. Use the corresponding unit number listed on the front of the crash report.

Unit Num.

#### CONDITIONAL FIELD:

- Complete this field for all persons receiving injuries. Do not list persons with an Injury Severity code of N – Not Injured or 99 – Unknown.

#### TIP:

- If more space is needed for additional injured/killed, use Disposition of Additional Injured/Killed form.

#### 4.2.2 – PRSN. NUM. (Person Number)

This data field is used to identify which person involved was injured or killed. Use the corresponding person number listed on the front of the crash report.

Prsn. Num.

#### CONDITIONAL FIELD:

- Complete this field for all persons receiving injuries. Do not list persons with an Injury Severity code of N – Not Injured or 99 – Unknown.

#### 4.2.3 – TAKEN TO

Use this data field to report the name and location of the facility where the person injured in the crash was transported. This free form field allows up to 40 characters in length.

EXAMPLE: Hopewell Methodist Hosp., Any City, TX, Medical Examiner, Travis Co.

Taken To

**CONDITIONAL FIELD:**

- Complete this field for all persons receiving injuries. Do not list persons with an Injury Severity code of N – Not Injured or 99 – Unknown.

**TIP:**

- An injured person who refuses treatment should be accounted for by indicating “Refused Treatment” or “Not Treated at Scene.”

**4.2.4 – TAKEN BY**

Use this data field to report the company name of the conveyance, ambulance, or private party used to transport the person involved in the crash and transported. This free form field allows up to 40 characters in length.

Taken By

**CONDITIONAL FIELD:**

- Complete this field for all persons receiving injuries. Do not list persons with an Injury Severity code of N – Not Injured or 99 – Unknown.

**TIP:**

- All injured persons must be listed individually, whether removed by the same or different conveyances or by an ambulance of the same company, whether taken to a common or different destination, so that all persons are accounted for.
- The officer may enter multiple transports and destinations for the same person; however, they must be listed on the same line. Only one line is allowed per person transported.
- An injured person, who refuses treatment or was not treated at the scene, may be accounted for by indicating “Not Transported”.

#### 4.2.5 – DATE OF DEATH

This data field is used to capture the date that the deceased was pronounced dead. Report the actual date, providing the month, day, and year (MM/DD/YYYY).

##### REQUIRED FORMAT

Date of Death (MM/DD/YYYY)
01/01/2018

##### CONDITIONAL FIELD:

- Complete this field for any person who received a K – Killed injury severity.

##### TIP:

- The Date of Death cannot be greater than the current date or less than the date of the crash.

#### 4.2.6 – TIME OF DEATH

This data field is used to capture the time that the deceased was pronounced dead. Report the actual time of death using Military Time – 24HRMM (0000-2359). Midnight represents a new day and must be entered as 0000.

##### REQUIRED FORMAT

Time of Death (24HR:MM)
1   8   2   5

##### CONDITIONAL FIELD:

- Complete this field for any person who received a K – Killed injury severity.

##### TIP:

- The date and time of death shall not be prior to the date and time of the crash.
- If the person died within 30 days of the crash, due to injuries sustained in the crash, submit a supplemental report to TxDOT indicating the date and time of death.

## 4.3 – CHARGES

List the charges filed for violations related to the crash. If a charge is listed, completion of all of the applicable fields is required.

CHARGES	Unit Num.	Prsn. Num.	Charge	Citation/Reference Num.

### 4.3.1 – UNIT NUM. (Unit Number)

This data field is used to identify the unit involved in the crash that is receiving charges. Use the corresponding unit number listed on the front of the crash report.

Unit Num.

### 4.3.2 – PRSN. NUM. (Person Number)

This data field is used to identify the person involved in the crash receiving charges. Use the corresponding person number listed on the front of the crash report.

Prsn. Num.

### 4.3.3 – CHARGE

List the charges related to the crash that were filed for the corresponding unit number and person number listed. This free form field allows up to 60 characters.

Charge

#### TIP:

- List only one charge per line.
- Only list charges for persons assigned person numbers in this field. Any other person cited should be reported in the narrative.

#### 4.3.4 – CITATION/REFERENCE NUM. (Citation/Reference Number)

Report the charging agency’s identifying citation/reference number that relates to the charge being filed for the unit number and person number listed. This free form field allows up to 20 printable characters.

Citation/Reference Num.

#### TIP:

- If no charges were filed, leave blank.
- “Pending” and “None” will not be used.
- If charges are later filed, after the report is completed, a supplemental report should be submitted to TxDOT indicating the charges.
- This block is not for referencing the Texas Transportation Code.

#### 4.4 – DAMAGE

In this section, describe any object or animal, other than a traffic unit shown elsewhere on this report, which was struck by one or more of the traffic units involved, if there is a replacement value.

DAMAGE	Damaged Property Other Than Vehicles	Owner’s Name	Owner’s Address

#### 4.4.1 – DAMAGED PROPERTY OTHER THAN VEHICLES

This data field is used to capture the damage of property, other than to vehicles, which occurred in the crash. This includes city, county, or state property such as road signs, guard posts and streetlights. Also includes damage to buildings, animals struck by vehicles, cargo carried in vehicles (general freight has multiple items; it can be specified as “all” and does not need to be listed individually). This free form field allows up to 40 characters.

Damaged Property Other Than Vehicles



**TIP:**

- A wild animal should not be listed. It has no determined value or owner.
- Fixed objects such as embankments, curbs, driveways, or landscaping (shrubs, trees) that are damaged should only be included if there is an owner and a replacement value.
- Items that grow naturally on right-of-ways have no value or owner; these items should not be listed.
- Notify the appropriate agency or owner if property is struck or damaged, as soon as possible.
- Trailers that are not attached to or placed in motion by a power unit at the time of the crash should be listed under Damaged Property section.

#### 4.4.2 – OWNER’S NAME

Use this field to report the owner of the damaged property involved in the crash. This free form field allows up to 40 characters.

Owner's Name

**TIP:**

- Only complete this field when there is property damaged listed on the report. If at the time of the crash, the owner of the damaged property is unknown, the owner’s name should show “Unknown”. Once the identity of the owner is established through subsequent investigation, a supplemental report may be submitted to report the owner’s name.

#### 4.4.3 – OWNER’S ADDRESS

Use this field to report the address of the owner of the damaged property involved in the crash. This free form field allows up to 60 characters for the street, 40 characters for the city, and 15 for the zip code. (For state abbreviation, refer to section 8.0 of this manual).

Owner's Address

**TIP:**

- Only complete this field when there is property damaged listed on the report.

## 4.5 – CMV

This section is designed to collect information regarding the involvement of commercial motor vehicles in traffic crashes and must be completed for each commercial motor vehicle involved in the crash.

This data will be used to satisfy the requirements of the Commercial Driver License Law and to provide data for the regulation of motor carriers through the Motor Carrier Safety Program.

Commercial motor vehicle information may affect a number of stakeholders (i.e. State Motor Carrier, Federal Motor Carrier, Texas Department of Public Safety, and US Department of Transportation).

CMV data may be entered only for vehicles with Unit Description 1 – Motor Vehicle or 7 – Non-Contact. Units with Unit Description 6 – Towed/Pushed/Trailer should be added to trailer section for the associated power unit, not as a separate CMV unit.

### 4.5.1 – UNIT NUM. (Unit Number)

This data field is used to identify which unit involved in the crash is the CMV unit. Use the corresponding unit number listed on the front of the crash report. If the CMV is towing a trailer(s), use the unit number for the power unit.

Unit Num.
--------------

### 4.5.2 – CLASSIFICATION IDENTIFIERS

Select the identifier that requires the investigator to complete the CMV section of the Peace Officer's Crash Report (CR-3).

**CONDITIONAL FIELD:**

- If the CMV unit number exists and the Hit and Run indicator is not selected, then at least one of the three CMV Classification Identifiers must be selected.

<input type="checkbox"/> 10,001+ LBS.	<input type="checkbox"/> TRANSPORTING HAZARDOUS MATERIAL	<input type="checkbox"/> 9+ CAPACITY
---------------------------------------	--	--------------------------------------

10,001 + LBS:

(REFERENCE SECTION 4.5.10 of this manual) Any motor vehicle or towed vehicle with a Gross Vehicle Weight Rating (GVWR) or a Registered Gross Vehicle Weight (RGVW), whichever is greater, of 10,001 lbs. or more, or any combination of vehicles where the Gross Combined Weight Rating (GCWR) or the total RGVW of the combination is 10,001 lbs. or more.

<input checked="" type="checkbox"/> 10,001+ LBS.	<input type="checkbox"/> TRANSPORTING HAZARDOUS MATERIAL	<input type="checkbox"/> 9+ CAPACITY
--	--	--------------------------------------

- The GVWR is the combined weight rating of a motor vehicle and towed unit(s). On occasion, the GVWR and the RGVW will differ. In those situations, the greater weight value will be used to determine if this section must be completed.
- The GVWR of a motor vehicle normally can be found on an information plate on the driver's door or doorpost. The GVWR of a trailer normally can be found on an information plate near the front left portion of the trailer. If the vehicle does not contain an information plate or it is illegible, use the RGVW.
- On vehicles registered in Texas, the RGVW is shown on the registration receipt under "gross weight". Commercial motor vehicles are required to carry the registration receipt.
- In the event the registration receipt is not available, the RGVW can normally be obtained by a complete registration check.  
Exception: If the vehicle has exempt license plates (i.e. owned by a government entity), is an older vehicle, or heavy equipment, no RGVW will be shown. In those instances, the GVWR must be used.
- If the GVWR is used to determine the need to complete this section, the GVWR for the motor vehicle and each trailer(s) must be obtained and shown in the appropriate fields.
- If the RGVW is used to determine the need to complete this section, the RGVW should be obtained for each motor vehicle and trailer in the combination unless the combination is registered as a combination/token vehicle or as an apportioned vehicle. In those situations, the license plates will indicate combination/token or apportioned.
- The RGVW for out-of-state vehicles and trailers may be obtained from registration receipts issued by the licensing state, temporary permits, cab cards, or other documents.

**TIP:**

- If the vehicle is registered as a combination/token or apportioned vehicle, the entire registered gross weight will be shown on the power unit and the trailer will not carry a RGW. In those instances, show the RGW of the combination in the power unit and show zero (0) on the trailer(s).

**TRANSPORTING HAZARDOUS MATERIAL**

Any motor vehicle transporting hazardous materials that is required to be placarded under the Hazardous Materials Transportation Act. This box must be selected when indicating the vehicle or truck trailer combination was transporting hazardous material. If this box is selected, the HazMat Released field must be completed.

<input type="checkbox"/> 10,001+ LBS.	<input checked="" type="checkbox"/> TRANSPORTING HAZARDOUS MATERIAL	<input type="checkbox"/> 9+ CAPACITY
---------------------------------------	---	--------------------------------------

**9+ CAPACITY**

Any vehicle with a passenger seating capacity of nine (9) or more (including the driver) and used for the transportation of persons. The seating capacity of a bus (excluding school buses) shall be determined by allowing one (1) passenger for each sixteen (16) inches of seat space. The seating capacity of a school bus shall be determined by allowing one (1) passenger for each thirteen (13) inches of seat space.

<input type="checkbox"/> 10,001+ LBS.	<input type="checkbox"/> TRANSPORTING HAZARDOUS MATERIAL	<input checked="" type="checkbox"/> 9+ CAPACITY
---------------------------------------	--	---

**4.5.3 – CMV DISABLING DAMAGE**

This field is used to determine whether a CMV unit sustained damage from the crash rendering the unit inoperable.

CMV Disabling	<input type="checkbox"/> Yes
Damage?	<input type="checkbox"/> No

**TIP:**

- If disabling damage was sustained to a CMV Unit that would render it inoperable, whether or not it was towed, mark Yes.
- If no damage was sustained or damage was sustained to the CMV Unit that would not render it inoperable, whether or not it was towed, mark No.

- Units operated in combination will be reported separately. If Unit #1 sustained disabling damage, but its towed unit (Unit #2) received no damage, the investigator would mark Yes for Unit #1 and No for Unit #2.

#### 4.5.4 – VEH. OPER. (Vehicle Operation) – see Code Sheet: 28

The identification of the type of commerce is critical since it determines which laws and regulations apply to the operation of the vehicle. The bill of lading and destination information may be one source available to make this determination.

#### REQUIRED FORMAT

28 Veh. Oper.
------------------

CODE SHEET VALUES FOR VEHICLE OPERATION
1 = Interstate Commerce
2 = Intrastate Commerce
3 = Not in Commerce
4 = Government
5 = Personal

#### EXAMPLE:

- 1 – A shipment of property, which originates in Atlanta, Georgia, has a final destination of El Paso, Texas. This property is off-loaded at a terminal in Dallas and transferred to another vehicle for completion of the journey. Based on these circumstances, if the bill of lading shows origin as Atlanta, Georgia and final destination as El Paso, Texas, the leg of the trip from Dallas, Texas to El Paso, Texas is still considered Interstate Commerce even though the vehicles may not have actually traveled outside of Texas.
- 2 – Under the same set of circumstances in Example 1, the Dallas terminal is a distribution warehouse of some type; the bill of lading shows origin in Atlanta, Georgia, and the final destination point as Dallas, Texas. The subsequent transportation of the property from Dallas, Texas to El Paso, Texas would be considered Intrastate Commerce, provided the bill of lading indicated Dallas, Texas as origin and El Paso, Texas as destination and the actual transportation of the property did not cross a state or international border.
- 3 – A load of property is being transported from El Paso, Texas to Lubbock, Texas. The bill of lading indicates El Paso, Texas as the point of origin and Lubbock, Texas as the point of destination. The driver travels through New Mexico to save time and mileage. This would be Interstate Commerce.

- 4 – A commercial truck owned by a business and primarily operated for business commerce, but temporarily being used by the driver for personal use, would be considered Not in Commerce.
- 5 – A person operating a large truck for moving his or her own household items would be considered Personal.
- 6 – An employee of the TxDOT is driving a dump truck in their regular line of duty or an employee of the DPS is driving a DPS bus, taking recruits from one site to another; both examples are considered Government.

**CONDITIONAL FIELD:**

- If the CMV unit exists, the Unit Description field is 1 – Motor Vehicle or 6-Towed/Pushed/Trailer and the Hit and Run indicator is not selected, then a valid Vehicle Operation must be listed.

**4.5.5 – CARRIER ID TYPE (Carrier Identification Type) – see Code Sheet: 29**

Must be completed by indicating the carrier identification type. Most carriers operating a commercial motor vehicle should be assigned an identification number by one or more regulatory agencies.

29 Carrier ID Type
--------------------

CODE SHEET VALUES FOR CARRIER ID TYPE
1 = US DOT
2 = TxDOT
3 = ICC/MC
96 = None
98 = Other (Explain in Narrative)

**CONDITIONAL FIELD:**

- If the CMV unit exists, the Unit Description field is 1 – Motor Vehicle or 6-Towed/Pushed/Trailer and the Hit and Run indicator is not selected, then a valid Carrier ID Type must be listed.

**TIP:**

- If Vehicle Operation is Personal, show 96-None for Carrier ID Type.

- Carriers operating interstate commerce will normally have a U.S. Department of Transportation (USDOT) number. They may also have an Interstate Commerce Commission (ICC) number, TxDOT number, or an ID number issued by another state. If a carrier has more than one ID number, priority should be given in this order: US DOT, ICC, TxDOT, or Other
- If no ID is available, select 96 – None.

#### 4.5.6 – CARRIER ID NUM. (Carriers Identification Number)

The alphanumeric identification number of an individual, partnership, or corporation responsible for the transportation of persons or property as indicated on the shipping manifest. If Carrier ID Type is 96 – None, then leave this data field blank.

Carrier ID Num.
--------------------

#### CONDITIONAL FIELD:

- If the CMV Unit exists, the Unit Description field is 1 – Motor Vehicle or 6 – Towed/Pushed/Trailer and the Hit and Run indicator is not checked, the Carrier ID number field must be entered.

#### TIP:

- When the Carrier ID Type is ICC/MC or US DOT, the Carrier ID Number must be numeric 8 digits in length. If fewer than 8 digits are entered, the number should lead with zeros to make the 8 digits.
- When the Carrier ID Type is TxDOT, the Carrier ID Number must be 10 characters in length. The first nine characters must be numeric and the last character may be the letter C or a number. If fewer than 10 characters are entered, the number will lead with zeros to make the 10 characters.

#### 4.5.7 – CARRIER'S CORP. NAME (Carrier's Corporate Name)

A motor carrier is defined as any “for hire” (common, specialized, or contract) carrier of property or passengers by motor vehicle, any private carrier of property by motor vehicle or the entity responsible for the operation of the vehicle at the time of the crash. This may or may not be the actual owner of the vehicle as shown on the registration receipt. This field holds up to 60 characters.

Carrier's Corp. Name
-------------------------

#### EXAMPLE:

- John Doe is the registered owner and operator of a truck leased to ABC Transport, a “for hire” carrier. ABC Transport is the motor carrier.
- A truck owned by and registered to a leasing company and leased to ABC Transport (lessee) and is involved in a crash while being operated by an employee of the lessee, should show the name of the lessee.
- A person rents a motor vehicle from U-Haul or another leasing company to move his/her household furniture under a short-term rental agreement. In this situation, the registered owner (Rental Company U-Haul) should be shown.

#### CONDITIONAL FIELD:

- If the CMV unit exists, the Unit Description is 1 – Motor Vehicle or 6 – Towed/Pushed/Trailer and the Hit and Run indicator is not selected, then the Carrier’s Corporate Name must be listed.

#### 4.5.8 – CARRIER’S PRIMARY ADDR. (Carrier’s Primary Address)

Enter the primary business address of the carrier. This free form field allows up to 60 characters for the street, 40 characters for the city, and 15 for the zip code. (For state abbreviation, refer to section 8.0, of this manual).

Carrier’s Primary Addr.
----------------------------

#### CONDITIONAL FIELD:

- If the CMV unit number exists, the Unit Description is 1 – Motor Vehicle or 6 – Towed/Pushed/Trailer and the Hit and Run indicator is not selected, then the Carrier’s Primary Address must be listed.

#### 4.5.9 – VEH. TYPE (Vehicle Type) – see Code Sheet: 30

Complete the Vehicle Type data field by using the code values to indicate the selection that best describes the commercial motor vehicle involved in the crash.

#### REQUIRED FORMAT

30 Veh. Type 4
-------------------



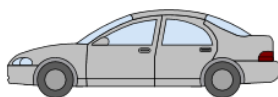
CODE SHEET VALUES FOR VEHICLE TYPE
1 = Passenger Car
2 = Light Truck
3 = Bus (9-15)
4 = Bus (>15)
5 = Single Unit Truck 2 Axles 6 Tires
6 = Single Unit Truck 3 or More Axles
7 = Truck Trailer
8 = Truck Tractor (Bobtail)
9 = Tractor/Semi Trailer
10 = Tractor/Double Trailer
11 = Tractor/Triple Trailer
98 = Other (Explain in Narrative)
99 = Unknown Heavy Truck

#### EXAMPLE:

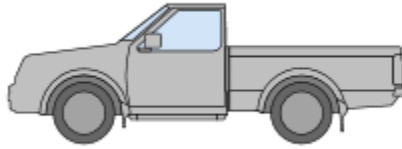
- A light truck (pickup pulling a trailer) when the combination weight could make the combination a commercial vehicle (unless Hazardous Material placard is required) could be shown as Number 7.

#### DEFINITIONS FOR VEHICLE TYPE CODE VALUES:

- 1 – Passenger Car  
Only if vehicle is required to display HM placards. A passenger car is a motor vehicle, other than a motorcycle or utility vehicle, consisting of a transport device designed for carrying ten or fewer persons.



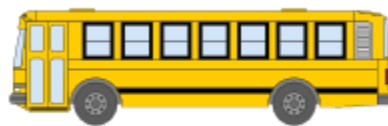
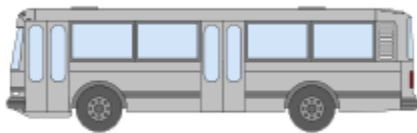
- 2 – Light Truck  
Only if vehicle is required to display HM placards. A light truck is a truck which has a gross vehicle weight rating of less than 10,000 lbs.



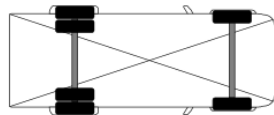
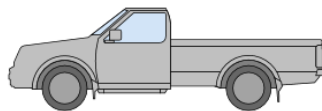
- 3 – Bus (seats 9-15 people, including driver)  
A motor vehicle, consisting primarily of a transport device, designed to carry more than eight (8) and fewer than sixteen (16) persons.



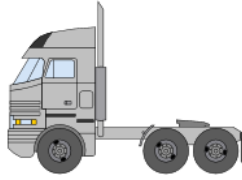
- 4 – Bus (seats >15 people including driver)  
A motor vehicle, consisting primarily of a transport device, designed to carry sixteen (16) or more persons.



- 5 – Single Unit Truck (2 axles, 6 tires)  
A single unit truck is a truck consisting primarily of a single motorized transport device. When connected to a trailer, such a device may be part of a truck combination.

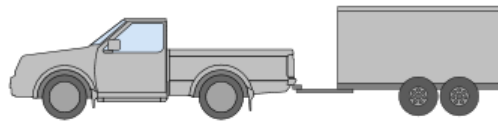


- 6 – Single Unit Truck (3 or more axles)  
A single unit truck is a truck consisting primarily of a single motorized transport device. When connected to a trailer, such a device may be part of a truck combination.



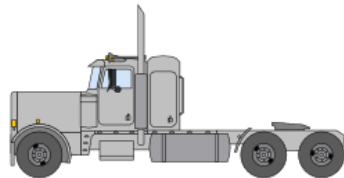
- 7 – Truck-Trailer

A truck combination is a truck, consisting primarily of a transport device, that is a single unit truck with one or more attached trailers.



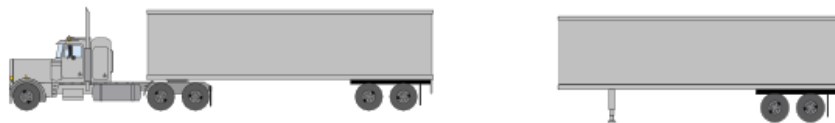
- 8 – Truck-Tractor (Bobtail)

A truck-tractor is a motor vehicle consisting of a single motorized transport device designed primarily for towing trailers.



- 9 – Tractor/Semi-trailer

A truck-tractor with a semi-trailer as a trailer. Semi-trailer is defined as a trailer, other than a pole trailer, designed for carrying property and so constructed that part of its weight rests upon or is carried by the towing road vehicle.



- 10 – Tractor/Double Trailer

A truck-tractor with double trailers (semi or full).



- 11 – Tractor/Triple Trailer  
A truck tractor with triple trailers (semi or full).



- 98 – Other (Explain in Narrative)
- 99 – Unknown Heavy Truck over 10,000 lbs.  
Cannot be classified or any other type of motor vehicle, including cranes.

#### CONDITIONAL FIELD:

- If the CMV unit exists, the Unit Description field is 1 – Motor Vehicle or 6 – Towed/Pushed/Trailer and the Hit and Run indicator is not selected, then a valid Vehicle Type must be listed.
- If the CMV Cargo Body Type is 1-Bus (9-15), the CMV Vehicle Type for the unit must be 3-Bus (9-15).
- If the CMV Cargo Body Type is 2-Bus (>15), the CMV Vehicle Type for the unit must be 4-Bus (>15).

#### 4.5.10 – BUS TYPE – see Code Sheet: 31

#### REQUIRED FORMAT

31 Bus Type 3
------------------

CODE SHEET VALUES FOR BUS TYPE
0 = Not a Bus
1 = School (Public or Private)
2 = Transit
3 = Intercity
4 = Charter
5 = Other
6 = Shuttle
9 = Not Reported/Unknown

#### DEFINITIONS FOR BUS TYPE CODE VALUES:

- 0=Not a bus (a vehicle meeting the definition of a CMV that is not a bus).
- 1=School-(Public or Private) A bus used for the transportation of school students from home to school and school to home or school related activities.
- 2=Transit- A bus used for the public transportation of passengers on local or regional routes.
- 3=Intercity- A bus that provides passenger transportation to the general public for compensation over specified, predetermined, and published regular routes between cities or terminals.
- 4=Charter- A bus leased for the exclusive use of nonpublic transportation of passengers.
- 5=Other- A bus that cannot be qualified in any other category, e.g., tour bus, limousine.
- 6=Shuttle- A bus designed to transport people between two points, e.g., airport terminal to parking lot, hotel to amusement park.
- 9=Not Reported/Unknown.

#### 4.5.11 – RGVW/GVWR (Registered Gross Vehicle Weight/Gross Vehicle Weight Rating)

This data field is used to capture either the Gross Vehicle Weight Rating (GVWR), found on the Vehicle Manufacturer Identification Plate, or the Registered Gross Vehicle Weight (RGVW), determined by looking at the Registration Receipt or by requesting a registration check through TLETS. It is required that a Registration Receipt be carried in the vehicle. Select the appropriate box and enter the GVWR or RGVW as applicable. This is a numeric, right justified field.

<input type="checkbox"/> RGVW						
<input type="checkbox"/> GVWR						

### CONDITIONAL FIELD:

- If the CMV unit exists, the Unit Description field is 1 – Motor Vehicle or 6 – Towed/Pushed/Trailer and the Hit and Run indicator is not selected, then the RGWV or GVWR must be checked.
- If the CMV unit exists, the Unit Description field is 1 – Motor Vehicle or 6 – Towed/Pushed/Trailer and the Hit and Run indicator is not selected, then the weight must be entered.

### TIP:

- For GVWR, the Vehicle Weight field must be a number between 1 and 250,000 lbs.
- For RGWV, the Vehicle Weight field must be a number between 0 and 80,000 lbs.

### 4.5.12 – HAZMAT RELEASED (Hazardous Material Released)

This data field is to capture whether hazardous material was released into the environment. (Do not include fuels from the vehicle's fuel tank.)

HazMat	<input type="checkbox"/>	Yes
Released	<input type="checkbox"/>	No

- Yes – indicates that Hazardous Material was released into the environment.
- No – indicates that Hazardous Material was not released into the environment.

### CONDITIONAL FIELD:

This field must be completed if the Transporting Hazardous Material box in the Classification Identifiers has been selected, otherwise leave this field blank.

**4.5.13 – HAZMAT CLASS NUM. (Hazardous Material Class Number)** – see Code Sheet: 32

### REQUIRED FORMAT

32 HazMat Class Num.
-------------------------

Use the values listed from the code sheet to identify the class of hazardous material being transported.

**CODE SHEET VALUES FOR HAZARDOUS MATERIAL CLASS NUMBER**

1 = Explosives
2 = Gases
3 = Flammable Liquids
4 = Flammable Solids
5 = Oxidizers and Organic Peroxides
6 = Toxic Materials and Infectious Substances
7 = Radioactive Materials
8 = Corrosive Materials
9 = Miscellaneous Dangerous Goods

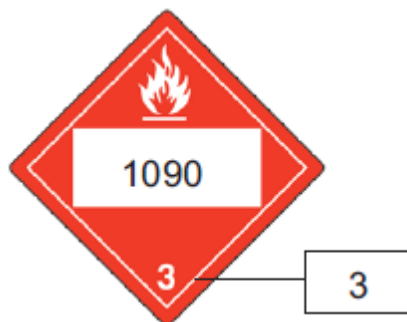
**CONDITIONAL FIELD:**

- Only complete this field if the Transporting Hazardous Material box in the Classification Identifiers has been selected, otherwise leave this field blank.

**TIP:**

- The hazardous material class number can often be located on the bill of lading, shipping papers, or in the lower corner of the diamond shaped hazardous material warning placard

EXAMPLE:



**4.5.14 – HAZMAT ID NUM. (Hazardous Material Identification Number)**

This data field captures the hazardous materials ID number to identify the hazardous material being transported. This is a 4-digit number preceded by UN or NA.

HazMat ID Num.							
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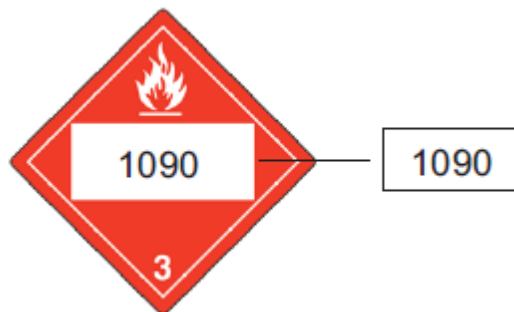
**CONDITIONAL FIELD:**

- Only complete this field if the Transporting Hazardous Material box in the Classification Identifiers has been selected, otherwise leave this field blank.

**TIP:**

- The hazardous material ID Number can be located on shipping papers, bill of lading, or in the diamond shaped label or an orange panel on tank vehicles. The two-letter designation of either UN or NA may be found on shipping papers. UN denotes a load that is associated with proper shipping names considered appropriate for international transportation as well as domestic transportation. NA denotes loads that are associated with proper shipping names not recognized for international transportation except to and from Canada.

**EXAMPLE:**



The following diagram is only illustrative since shipping papers and bills of lading may differ in format.

ROUTING				VEHICLE NO.	
DELIVERING CENTER				CAR INITIAL & MO	
C.O.D.		<b>SHIPPING NAME</b>		C.O.D. CHARGE	
				TO BE PAID BY	
packages	Descriptions of articles, and exceptions				
1 TT	special ACETONE, FLAMMABLE LIQUID, UN1090	\$5,000			
			<b>ID NUMBER</b>		
	<b>CLASSIFICATION</b>				



**TIP:**

- Shipping papers should be carried in the vehicle. If the shipping papers or bill of lading is not available or if the class and ID numbers cannot be located on these documents, the class and ID numbers may be taken directly from the placard.

**4.5.15 – CARGO BODY TYPE-** see Code Sheet: 33

Using only the list from the code sheet provided, indicate the closest description of the cargo body style for the commercial vehicle or combination of vehicles involved in the crash.

**REQUIRED FORMAT**

33 Cargo Body Type 2
-------------------------

CODE SHEET VALUES FOR CARGO BODY TYPE		
1 = Bus (9-15)	8 = Auto Transporter	15 = Vehicle Towing Another Vehicle
2 = Bus (>15)	9 = Garbage Refuse	97 = Not Applicable
3 = Van/Enclosed Box	10 = Grain Chips Gravel	98 = Other (Explain in Narrative)
4 = Cargo Tank	11 = Pole	
5 = Flatbed	13 = Intermodal	
6 = Dump	14 = Logging	
7 = Concrete Mixer		

**DEFINITIONS FOR CARGO BODY TYPE CODE VALUES:**

1 – Bus (seats 9-15 people, including driver)

A motor vehicle, consisting primarily of a transport device, designed to carry more than eight (8) and fewer than sixteen (16) persons.



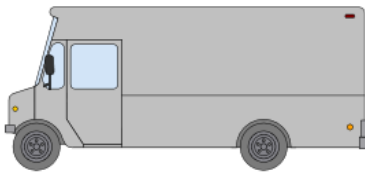
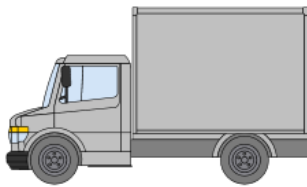
2 – Bus (seats > 15 people, including driver)

A motor vehicle, consisting primarily of a transport device, designed to carry sixteen (16) or more persons.



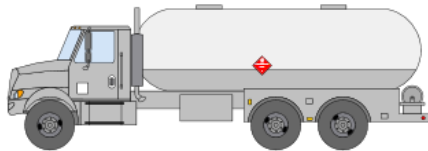
### 3 – Van/Enclosed Box

A truck or trailer having an enclosed body. Applies also to refrigerated vans.



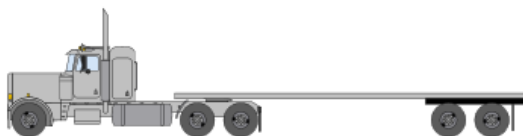
### 4 – Cargo Tank

A Cargo Tank is any motor vehicle that is designed to transport liquid or gaseous materials within a tank and permanently or temporarily attaches to the vehicle or the chassis.



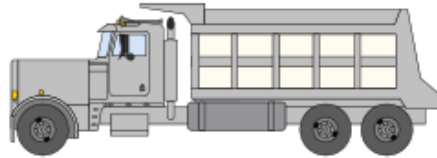
### 5 – Flatbed

A truck with a flat, load bearing surface which normally does not have fixed, permanent sides, but may be equipped with removable side-boards.



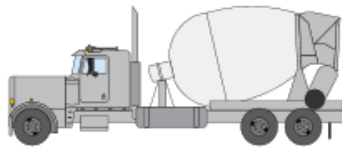
### 6 – Dump

A truck designed to haul rock, dirt, sand, gravel, and smaller materials and equipped with mechanical means for unloading.



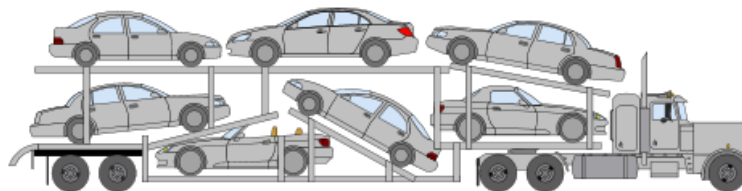
#### 7 – Concrete Mixer

A truck with a body specifically designed to mix or agitate concrete.



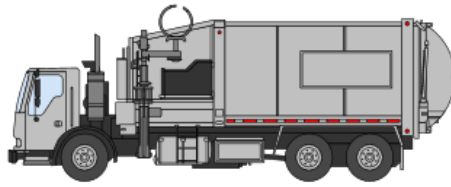
#### 8 – Auto Transporter

A truck with a body specifically designed to transport vehicles (do not include tow trucks).



#### 9 – Garbage Refuse

A truck with a body style specifically designed to collect and transport garbage or refuse. This includes both conventional rear loading and over-the-top bucket-loading garbage trucks.



#### 10 – Grain, Chips, Gravel (Belly Dump Truck)

A truck with a body style specifically designed to haul grain, chips, and gravel and equipped with mechanical means for unloading through a center opening within the bed.

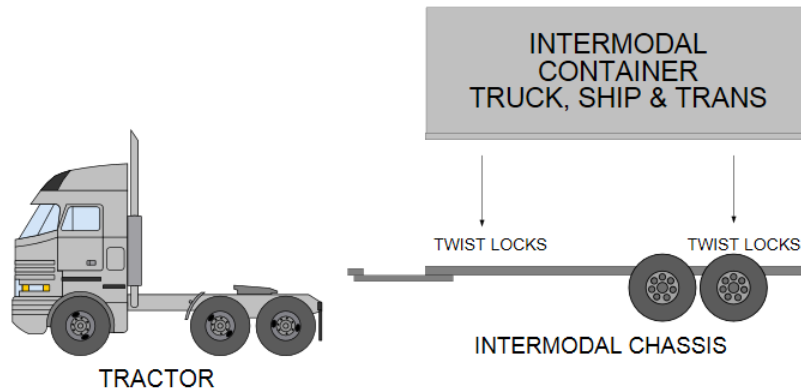
#### 11 – Pole

A pole trailer is a trailer designed to attach to the towing road vehicle by means of a reach, pole, or by being boomed or otherwise secured to the towing road vehicle. A pole trailer is ordinarily used for carrying property of a long or irregular shape such as poles, pipes, or structural members that are generally capable of sustaining themselves as beams between the supporting connections.



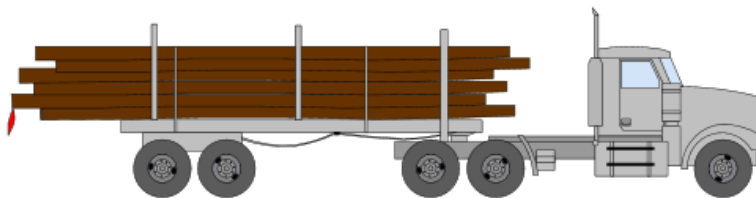
#### 12 – Intermodal

An Intermodal trailer is a trailer designed to carry containers to and from road and rail vehicles and sometimes referred to as container traffic.



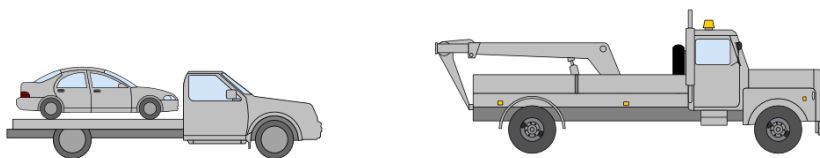
### 13 – Logging

A vehicle used to transport logs on roadways, commonly referred to as a log truck.



### 14 – Vehicle Towing or Carrying Another Vehicle

A wrecker type vehicle used to transport motor vehicles to another location (generally a repair garage or storage facility) or to recover vehicles which are no longer in a drivable condition.



97 – Not Applicable (Unit not equipped for cargo)

98 – Other (Unit description not listed; example: Livestock Trailer)

**CONDITIONAL FIELD:**

- If the CMV unit exists, the Unit Description is 1 – Motor Vehicle or 6 – Towed/Pushed/Trailer and the Hit and Run indicator is not selected, then a valid Cargo Body Style must be listed.
- If Vehicle Type for the unit is 3-Bus (9-15) then Cargo Body Style must be 1-Bus (9-15).
- If Vehicle Type for the unit is 4-Bus (>15) then Cargo Body Style must be 2-Bus (>15).

**4.5.16 – TRAILER INFORMATION**

**4.5.16.1 – UNIT NUM. (Unit Number)**

Enter the trailer unit number that identifies the unit involved in the crash. When a trailer is carrying cargo, include the cargo with the trailer unit and do not report as a separate unit.

Unit Num.
--------------

**CONDITIONAL FIELD:**

- The unit number for the trailer must be set to a unit with a description of 6 Towed/Pushed/Trailer.

**4.5.16.2 – RGW/GVWR (Registered Gross Vehicle Weight/Gross Vehicle Weight Rating)**

This data field is used to capture the Gross Vehicle Weight Rating (GVWR), found on the Vehicle Manufacturer Identification Plate or the Registered Gross Vehicle Weight (RGVW), determined by looking at the Registration Receipt that is required to be carried in the vehicle or by requesting a registration check through TLETS. Select the appropriate box and enter the GVWR or RGVW as applicable. This is a numeric, right justified field.

<input type="checkbox"/> RGW									
<input type="checkbox"/> GVWR									

## CONDITIONAL FIELD:

- If the unit number for trailer exists, the Unit Description is 6 – Towed/Pushed/Trailer and the Hit and Run indicator for the primary CMV unit is not selected, then the RGWV or GVWR must be checked.

## TIP:

- For GVWR, the Vehicle Weight field must be a number between 1 and 250,000 lbs.
- For RGWV, the Vehicle Weight field must be a number between 0 and 80,000 lbs.

### 4.5.16.3 – *TRLR. TYPE (Trailer Type)* - see Code Sheet: 34

Complete Trailer Type information by using the code value which most closely describes the type of trailer(s) being towed.

## REQUIRED FORMAT

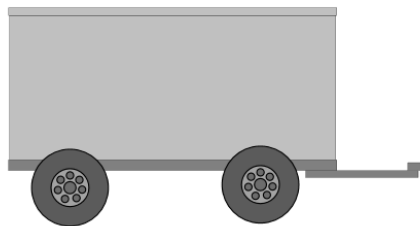
34 Trlr. Type 2
--------------------

CODE SHEET VALUES FOR TRAILER TYPE
1 = Full Trailer
2 = Semi-Trailer
3 = Pole Trailer

## DEFINITIONS OF TRAILER TYPE CODE VALUES

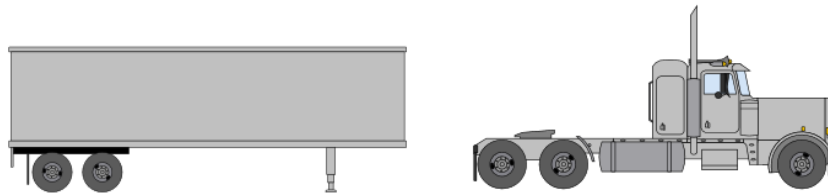
### 1 – Full Trailer

A trailer, other than a pole trailer, designed to be drawn by another motor vehicle and so constructed that no part of its weight, except for the towing device, rests upon the self-propelled towing motor vehicle.



### 2 – Semi Trailer

A trailer, other than a pole trailer, designed to be drawn by another motor vehicle and is constructed so that some part of its weight rests upon the self-propelled towing motor vehicle.



### 3 – Pole Trailer

A trailer designed to be drawn by a motor vehicle and attached to the towing motor vehicle by means of a reach pole, by being boomed or otherwise secured to the towing motor vehicle. For transporting long or irregularly shaped loads such as poles, pipes, or structural members, generally capable of sustaining themselves as beams between the supporting connections.



#### TIP:

- A semi-trailer equipped with an auxiliary front axle (converter dolly) shall be considered a full trailer.

#### 4.5.16.4 – CMV DISABLING DAMAGE

CMV Disabling Damage: This field is used to determine whether a CMV unit sustained damage from the crash rendering the unit inoperable.

#### REQUIRED FORMAT

CMV Disabling	<input type="checkbox"/>	Yes
Damage?	<input type="checkbox"/>	No



- If disabling damage was sustained to a CMV Unit that would render it inoperable, whether or not it was towed, select Yes.
- If no damage was sustained or damage was sustained to the CMV Unit that would not render it inoperable, whether or not it was towed, select No.
- Units operated in combination will be reported separately. If Unit #1 sustained disabling damage, but its towed unit (Unit #2) received no damage, the investigator would select Yes for Unit #1 and No for Unit #2.

#### 4.5.17 – TRAILER INFORMATION

##### 4.5.17.1 – UNIT NUM. (Unit Number)

Enter the trailer unit number that identifies the unit involved in the crash. If the commercial motor vehicle identified in this section is towing another trailer, complete the second set of trailer information. When a trailer is carrying cargo, include the cargo with the trailer unit and do not report as a separate unit.

Unit Num.
--------------

#### CONDITIONAL FIELD:

- The unit number for the trailer must be set to a unit with a description of 6 Towed/Pushed/Trailer.

##### 4.5.17.2 – RGW/GVWR (Registered Gross Vehicle Weight/Gross Vehicle Weight Rating)

This data field is used to capture the Gross Vehicle Weight Rating (GVWR), found on the Vehicle Manufacturer Identification Plate or the Registered Gross Vehicle Weight (RGVW), determined by looking at the Registration Receipt that is required to be carried in the vehicle or by requesting a registration check through TLETS. Select the appropriate box and enter the GVWR or RGVW as applicable. This is a numeric, right justified field.

<input type="checkbox"/> RGVW							
<input type="checkbox"/> GVWR							

## CONDITIONAL FIELD:

- If the unit number for trailer 2 exists, the Unit Description is 6 – Towed/Pushed/Trailer and the Hit and Run indicator for the primary CMV unit is not selected, then the RGWW or GVWR must be checked.

## TIP:

- For GVWR, the Vehicle Weight field must be a number between 1 and 250,000 lbs.
- For RGWW, the Vehicle Weight field must be a number between 0 and 80,000 lbs.

### 4.5.17.3 – TRLR. TYPE (Trailer Type) – see Code Sheet: 34

Complete Trailer Type information by using the code value which most closely describes the type of trailer(s) being towed.

#### REQUIRED FORMAT

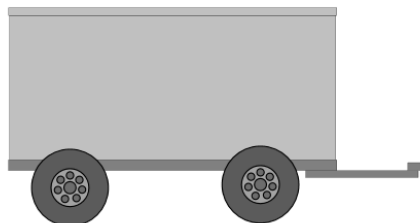
34 Trlr. Type 2
--------------------

CODE SHEET VALUES FOR TRAILER TYPE
1 = Full Trailer
2 = Semi-Trailer
3 = Pole Trailer

#### DESCRIPTIONS OF TRAILER TYPE CODE VALUES

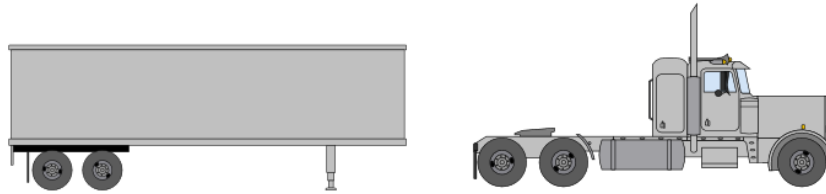
##### 1 – Full Trailer

A trailer, other than a pole trailer, designed to be drawn by another motor vehicle and so constructed that no part of its weight, except for the towing device, rests upon the self-propelled towing motor vehicle.



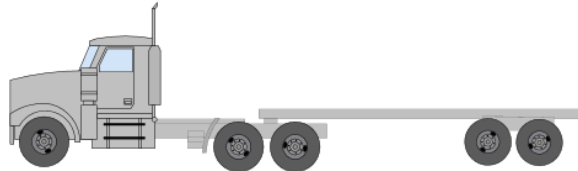
##### 2 – Semi Trailer

A trailer, other than a pole trailer, designed to be drawn by another motor vehicle and is constructed so that some part of its weight rests upon the self-propelled towing motor vehicle.



### 3 – Pole Trailer

A trailer designed to be drawn by a motor vehicle and attached to the towing motor vehicle by means of a reach pole, by being boomed or otherwise secured to the towing motor vehicle. For transporting long or irregularly shaped loads such as poles, pipes, or structural members, generally capable of sustaining themselves as beams between the supporting connections.



#### TIP:

- A semi-trailer equipped with an auxiliary front axle (converter dolly) shall be considered a full trailer.

#### 4.5.17.4 – CMV DISABLING DAMAGE

CMV Disabling Damage: This field is used to determine whether a CMV unit sustained damage from the crash rendering the unit inoperable.

#### REQUIRED FORMAT

CMV Disabling	<input type="checkbox"/>	Yes
Damage?	<input type="checkbox"/>	No

**TIP:**

- If disabling damage was sustained to a CMV Unit that would render it inoperable, whether or not it was towed, select Yes.
- If no damage was sustained or damage was sustained to the CMV Unit that would not render it inoperable, whether or not it was towed, select No.

Units operated in combination will be reported separately. If Unit #1 sustained disabling damage, but its towed unit (Unit #2) received no damage, the investigator would select Yes for Unit #1 and No for Unit #2.

**4.5.18 – SEQUENCE OF EVENTS** – see Code Sheet: 35

Using the values from the code sheet, select the sequence of events, based on the CMV actions that best describe the overall crash. This includes non-collision as well as collision events regardless of injury and/or property damage.

**REQUIRED FORMAT**

Sequence Of Events	35 Seq. 1	35 Seq. 2	35 Seq. 3	35 Seq. 4
--------------------	-----------	-----------	-----------	-----------

<b>CODE SHEET VALUES FOR SEQUENCE OF EVENTS</b>	
1 = Non-Collision: Ran Off Road	12 = Collision Involving Pedestrian
2 = Non-Collision: Jackknife	13 = Collision Involving Motor Vehicle in Transport
3 = Non-Collision: Overturn Rollover	14 = Collision Involving Parked Motor Vehicle
4 = Non-Collision: Downhill Runaway	15 = Collision Involving Train
5 = Non-Collision: Cargo Loss Or Shift	16 = Collision Involving Pedalcycle
6 = Non-Collision: Explosion Or Fire	17 = Collision Involving Animal
7 = Non-Collision: Separation of Units	18 = Collision Involving Fixed Object
8 = Non-Collision: Cross Median/Centerline	19 = Collision With Work Zone Maintenance Equipment
9 = Non-Collision: Equipment Failure	20 = Collision With Other Movable Object
10 = Non-Collision: Other	21 = Collision With Unknown Movable Object
11 = Non-Collision: Unknown	98 = Other (Explain in Narrative)

## CONDITIONAL FIELD:

- If the CMV unit number exists, then a valid Sequence of Events 1 must be listed.

## TIP:

- There are 4 spaces provided, but 4 events do not always occur. If more than 4 events occur, choose the 4 that best describe the overall crash.
- Duplicate sequences are allowed. Sequence codes may be entered more than once.
- The first listed event should reflect the first event that occurred. This event may or may not be the first event to produce injury and/or damage.

EXAMPLE: A tractor/semi-trailer loses control on an icy roadway, leaves the road, strikes a bridge abutment, and overturns. The tractor then becomes engulfed in flames.

Sequence Of Events	35 Seq. 1	1	35 Seq. 2	18	35 Seq. 3	3	35 Seq. 4	6
-----------------------	-----------	---	-----------	----	-----------	---	-----------	---

- SEQ.1 – 1 (Ran off road)
- SEQ.2 – 18 (Collision involving a fixed object)
- SEQ.3 – 3 (Overturn or rollover)
- SEQ.4 – 6 (Explosion or fire)

A single unit truck sideswipes a vehicle. Because of the impact, the truck overturns.

Sequence Of Events	35 Seq. 1	13	35 Seq. 2	3	35 Seq. 3		35 Seq. 4	
-----------------------	-----------	----	-----------	---	-----------	--	-----------	--

- SEQ.1 – 13 (Collision involving a motor vehicle in transport)
- SEQ.2 – 3 (Overturn or rollover)

## 4.5.19 – INTERMODAL SHIPPING CONTAINER PERMIT

This data field is used to capture if the motor vehicle accident involved a combination of vehicles operating under a permit issued under Section §623.402 (Issuance of Permit). Texas Transportation Code §623.401 defines Intermodal Shipping Container as an enclosed, standardized, reusable container that:

1. is used to pack, ship, move, or transport cargo;
2. is designed to be carried on a semitrailer and loaded onto or unloaded from:
  - a. a ship or vessel for international transportation; or
  - b. a rail system for international transportation; and

- when combined with vehicles transporting the container, has a gross weight or axle weight that exceeds the limits by law to be transported over a state highway or county or municipal road.

Intermodal Shipping	<input type="checkbox"/>	Yes
Container Permit	<input type="checkbox"/>	No

### CONDITIONAL FIELD:

- If the CMV unit number exists, then Intermodal Shipping Container Permit Yes or No must be selected.

### TIP:

- If Intermodal Shipping Container Permit is Yes, the Total Num. Axles field is required.
- If Intermodal Shipping Container Permit is Yes, the Actual Gross Weight field is required.
- If Intermodal Shipping Container Permit is No, the Total Num. Axles and Actual Gross Weight fields are not allowed.

## 4.5.20 – ACTUAL GROSS WEIGHT

This data field is used to capture the Actual Gross Weight if the motor vehicle accident involved a combination of vehicles operating under a permit issued under Section §623.402 (Issuance of Permit). This is a numeric, right justified field.

Actual Gross Weight									
---------------------------	--	--	--	--	--	--	--	--	--

### CONDITIONAL FIELD:

- If the Intermodal Shipping Container field is Yes, the Actual Gross Weight field is required.
- If the Intermodal Shipping Container field is No, the Actual Gross Weight field is not allowed.

### TIP:

- For Actual Gross Weight the field must be a number between 0 and 150,000 lbs.

#### 4.5.21 – Total Num. Axles (Total Number of Axles)

This data field is used to capture the Total Num. Axles if the motor vehicle accident involved a combination of vehicles operating under a permit issued under Section §623.402 (Issuance of Permit).

Total Num. Axles:
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#### CONDITIONAL FIELD:

- If a CMV Unit is entered, the Unit Description field is 1 – Motor Vehicle or 6 – Towed/Pushed/Trailer and the Hit and Run box is not checked for that unit, the Total Number of Axles field must be entered. This includes axles on both the power unit and the trailer.
- If the Intermodal Shipping Container field is Yes, the Total Num. Axles field is required.
- If the Intermodal Shipping Container field is No, the Total Num. Axles field is not allowed.

#### TIP:

- For Total Num. Axles the field must be a number between 0 and 50.

### 4.6 – FACTORS AND CONDITIONS

This section of the report is designed for the investigating officer to determine which factor(s) or condition(s) contributed to the crash for each unit. The officer may not have enough evidence to file a traffic charge, but does have enough data to render an opinion as to the contributing factors of the crash.

#### 4.6.1 – CONTRIBUTING FACTORS (Investigator's Opinion) – see Code Sheet: 36

36 Contributing Factors (Investigator's Opinion)					
Unit #	Contributing			May Have Contrib.	
	25	29	20		

#### 4.6.1.1 – UNIT NUM. (Unit Number)

Enter the unit number that corresponds with the unit involved in the crash that had the contributing factors present. This data field is used to identify the unit involved in the crash.

Unit #

#### 4.6.1.2 – CONTRIBUTING (Contributing Factors) – see Code Sheet 36

The investigator should classify by priority, for each unit, the contributing factors that contribute the most to the crash.

#### REQUIRED FORMAT

Contributing		
25	29	20

- FACTOR 1 – List the factor that primarily contributed to the crash.
- FACTOR 2 – List the factor that was a secondary contributor in the crash.
- FACTOR 3 – List the factor that was an additional contributor in the crash.



CODE SHEET VALUES FOR FACTORS and CONDITIONS	
1 = Animal on Road – Domestic	44 = Followed Too Closely
2 = Animal on Road – Wild	45 = Had Been Drinking
3 = Backed without Safety	46 = Handicapped Driver (Explain in Narrative)
4 = Changed Lane when Unsafe	47 = Ill (Explain in Narrative)
14 = Disabled in Traffic Lane	48 = Impaired Visibility (Explain in Narrative)
15 = Disregard Stop and Go Signal	49 = Improper Start from Parked Position
16 = Disregard Stop Sign or Light	50 = Load Not Secured
17 = Disregard Turn Marks at Intersection	51 = Opened Door Into Traffic Lane
18 = Disregard Warning Sign at Construction	52 = Oversized Vehicle or Load
19 = Distraction in Vehicle	53 = Overtake and Pass Insufficient Clearance
20 = Driver Inattention	54 = Parked and Failed to Set Brakes
21 = Drove Without Headlights	55 = Parked in Traffic Lane
22 = Failed to Control Speed	56 = Parked without Lights
23 = Failed to Drive in Single Lane	57 = Passed in No Passing Lane
24 = Failed to Give Half of Roadway	58 = Passed on Right Shoulder
25 = Failed to Heed Warning Sign	59 = Pedestrian FTYROW to Vehicle
26 = Failed to Pass to Left Safely	60 = Unsafe Speed
27 = Failed to Pass to Right Safely	61 = Speeding – (Over Limit)
28 = Failed to Signal or Gave Wrong Signal	62 = Taking Medication (Explain in Narrative)
29 = Failed to Stop at Proper Place	63 = Turned Improperly – Cut Corner on Left
30 = Failed to Stop for School Bus	64 = Turned Improperly – Wide Right
31 = Failed to Stop for Train	65 = Turned Improperly – Wrong Lane
32 = Failed to Yield ROW – Emergency Vehicle	66 = Turned when Unsafe
33 = Failed to Yield ROW – Open Intersection	67 = Under Influence – Alcohol
34 = Failed to Yield ROW – Private Drive	68 = Under Influence – Drug
35 = Failed to Yield ROW – Stop Sign	69 = Wrong Side – Approach or Intersection
36 = Failed to Yield ROW – To Pedestrian	70 = Wrong Side – Not Passing
37 = Failed to Yield ROW – Turning Left	71 = Wrong Way – One Way Road
38 = Failed to Yield ROW – Turn on Red	73 = Road Rage
39 = Failed to Yield ROW – Yield Sign	74 = Cell/Mobile Device Use – Talking
40 = Fatigued or Asleep	75 = Cell/Mobile Device Use – Texting
41 = Faulty Evasive Action	76 = Cell/Mobile Device Use – Other
42 = Fire in Vehicle	77 = Cell/Mobile Device Use – Unknown
43 = Fleeing or Evading Police	98 = Other (Explain in Narrative)

## CONDITIONAL FIELD:

- If Traffic Control is set to 5 – Signal Light, then FACTOR 1, FACTOR 2 or FACTOR 3 for a unit cannot be set to 16 – Disregard Stop Sign or Light.
- If one of the Contributing Factors for a unit is 60 – Unsafe Speed, then another factor for that unit cannot be 61 – Speeding (Over Limit) or 22 – Failed to Control Speed.
- If one of the Contributing Factors for a unit is 22 – Failed to Control Speed, then another factor for that unit cannot be 61 – Speeding (Over Limit) or 60 – Unsafe Speed.
- If one of the Contributing Factors for a unit is 61 – Speeding (Over Limit), then another factor for that unit cannot be 60 – Unsafe Speed or 22 – Failed to Control Speed.
- If a Contributing Factor is used, the same factor should not be used in May Have Contributed Factors.
- The conditions above should apply to both Contributing Factors and May Have Contributing Factors.

**TIP:**

- FACTOR 1 must be populated before FACTOR 2 may be populated and FACTOR 1 and FACTOR 2 must be populated before FACTOR 3 is populated.
- Contributing Factors and Conditions in Factors 1, 2, and 3 must be attributed to the power unit when a unit with Unit Description 6 – Towed/Pushed/Trailer is involved. For example, to report factor 50 – Load Not Secured or factor 52 – Oversized Vehicle or Load use the Unit Number of the associated power unit.
- Contributing Factor 60 – Unsafe Speed, refers to Under Limit.

**4.6.1.3 – MAY HAVE CNTRB. (May Have Contributed)** – see Code Sheet: 36

It is sometimes difficult to form an opinion as to whether a factor or condition did or did not contribute to a crash. This section is to record the fact that the condition was present, but the investigator is unable to determine whether the factor/condition contributed.

**REQUIRED FORMAT**

May Have Contrib.	
2	

- FACTOR 1 – List the factor that may/may not have primarily contributed to the crash.

- FACTOR 2 – List the factor that may/may not be the secondary contributor in the crash.
- May Have Contributed Factors and Conditions in Factors 1 and 2 must be attributed to the power unit when a unit with Unit Description 6 – Towed/Pushed/Trailer is involved. For example, to report factor 50 – Load Not Secured or factor 52 – Oversized Vehicle or Load use the Unit Number of the associated power unit.

#### CONDITIONAL FIELD:

- If Traffic Control is set to 5 – Signal Light, then FACTOR 1 and FACTOR 2 for a unit cannot be set to 16 – Disregard Stop Sign or Light.
- If one of the May Have Contributed Factors for a unit is 60 – Unsafe Speed, then another factor for that unit cannot be 61 – Speeding – (Over Limit) or 22 – Failed to Control Speed.
- If one of the Contributing Factors for a unit is 22 – Failed to Control Speed, then another factor for that unit cannot be 61 – Speeding (Over Limit) or 60 – Unsafe Speed.
- If one of the Contributing Factors for a unit is 61 – Speeding (Over Limit), then another factor for that unit cannot be 60 – Unsafe Speed or 22 – Failed to Control Speed.
- If a factor is used in May Have Contributed Factors, the same factor should not be used in the Contributing Factors.
- The conditions above should apply to both Contributing Factors and May Have Contributing Factors.

#### TIP:

- FACTOR 1 must be populated before FACTOR 2 may be populated.
- Most of the contributing factors can be applied to a non-contact unit as well.

#### 4.6.1.4 – DEFINITIONS OF CONTRIBUTING FACTORS CODE VALUES

- 1. ANIMAL ON ROAD, DOMESTIC:  
When a vehicle receives damage as a result of striking a domestic animal, such as a cow, dog, or chicken or when a domestic animal's presence on the road contributes to the crash.
- 2. ANIMAL ON ROAD, WILD:  
When a vehicle receives damage as a result of striking a wild animal, such as a deer, coyote, turkey, buzzard or when a wild animal's presence on the road contributes to the crash.
- 3. BACKED WITHOUT SAFETY:

When a driver makes an unsafe backing movement and the action contributes to the crash. Texas Transportation Code: Section 545.415 (a).

- 4. CHANGED LANE WHEN UNSAFE:

When a vehicle on a multi-lane roadway moves outside its lane of travel and the action contributes to the crash. Texas Transportation Code: Section 545.060 (a). (Refer to this manual: Section 4.6.2.3, VEHICLE DEFECTS, #5 – #13)

- 14. DISABLED IN TRAFFIC LANE:

When the traffic unit is actually disabled in a traffic lane on the main traveled portion of the road and this contributes to the crash. Texas Transportation Code: Section 545.301.

- 15. DISREGARD STOP AND GO SIGNAL:

When a vehicle fails to stop or comply with a traffic light exhibiting alternating red, yellow, or green lights for controlling traffic and the action contributes to the crash. Texas Transportation Code: Section 544.007.

- 16. DISREGARD STOP SIGN OR LIGHT:

When a driver fails to stop for a stop sign or a flashing red light used in lieu of or in conjunction with a stop sign and the action contributes to the crash. If a vehicle stops, then fails to yield right-of-way, refer to factor 35. Texas Transportation Code: Section 544.008 (a), 545.151 and 545.153.

- 17. DISREGARD TURN MARKS AT INTERSECTION:

When a vehicle fails to follow the directed course as required by official traffic control devices within or adjacent to an intersection and the action contributes to the crash. Texas Transportation Code: Section 545.101.

- 18. DISREGARD WARNING SIGN AT CONSTRUCTION:

When a driver encountering a construction zone disregards warning signs and the action contributes to the crash. Texas Transportation Code: Section 472.022.

- 19. DISTRACTION IN VEHICLE (Explain in Narrative):

When the driver's actions or the actions of others in his/her vehicle are such that a lack of observance and/or vehicle control occurs to the extent it contributes to the crash. Example: Driver swats at a bee; a dog gets under the driver's feet.

- 20. DRIVER INATTENTION (Explain in Narrative):

When a driver's lack of attention to the roadway, highway, or traffic occurs and contributes to the crash. Examples include when the driver is eating, putting on makeup, and adjusting radio.

- 21. DROVE WITHOUT HEADLIGHTS:

When lighting conditions or time of day dictates use of headlights for safe operation to perceive actual hazards and a lack of compliance contributes to the crash. Texas Transportation Code: Section 547.302(a).

- 22. FAILED TO CONTROL SPEED:

When an operator fails to control the speed of a vehicle as necessary to avoid colliding with another person or vehicle that is on or entering the highway in compliance with law and the duty of each person to use due care. Note: Factors 22, 60 and 61 cannot apply to the same unit. Texas Transportation Code: Section 545.351(b).

- 23. FAILED TO DRIVE IN A SINGLE LANE:  
When a driver on a multi-lane roadway failed to keep his vehicle entirely within his lane of travel and the action contributes to the crash. Texas Transportation Code: Section 545.060 (a).
- 24. FAILED TO GIVE HALF OF ROADWAY:  
When a driver is meeting an oncoming vehicle on a roadway wide enough for one lane of traffic in each direction and the driver fails to give the oncoming vehicle fully one-half (1/2) of the roadway and the action contributes to the crash. Texas Transportation Code: Section 545.052.
- 25. FAILED TO HEED WARNING SIGN:  
When failure to use proper caution in obedience to an official traffic control device or a warning sign contributes to the crash. Texas Transportation Code: Section 544.004.
- 26. FAILED TO PASS TO LEFT SAFELY:  
When a vehicle passing to the left infringes on the space of the overtaken vehicle and the action contributes to the crash. (Do not confuse with number 53). Texas Transportation Code: Section 545.053 (a).
- 27. FAILED TO PASS TO RIGHT SAFELY:  
When a vehicle passing to the right infringes on the space of the overtaken vehicle and the action contributes to the crash. Texas Transportation Code: Section 545.057.
- 28. FAILED TO SIGNAL OR GAVE WRONG SIGNAL:  
When failure to give the appropriate signal or giving a wrong signal contributes to the crash. Texas Transportation Code: Section 545.104, 545.105, 545.106.
- 29. FAILED TO STOP AT PROPER PLACE:  
When a vehicle fails to stop at a crosswalk or clearly marked stop line before entering an intersection, or at a proper distance from a R.R. grade crossing, and the action contributes to the crash. Texas Transportation Code: Section 544.007 (d), 544.007 (g), 544.008 (a), 544.010 (c), and 545.251 (a).
- 30. FAILED TO STOP FOR SCHOOL BUS:  
When a vehicle fails to stop (or remain stopped) for a school bus stopped on the roadway, with required visual signals in operation to receive or discharge schoolchildren, and the action contributes to the crash. Texas Transportation Code: Section 545.066.
- 31. FAILED TO STOP FOR TRAIN:

A vehicle that disregards a R.R. crossing gate or flagman, R.R. crossing signal, or approaching train that is plainly visible and in hazardous proximity to the crossing and the action contributes to the crash. Texas Transportation Code: Section 545.251.

- 32. FAILED TO YIELD RIGHT OF WAY – EMERGENCY VEHICLE:  
When a vehicle fails to yield the R.O.W. to a legally authorized emergency vehicle responding to an actual emergency in compliance with statutes and the action contributes to the crash. Texas Transportation Code: Section 545.156.
- 33. FAILED TO YIELD RIGHT OF WAY – OPEN INTERSECTION:  
When a vehicle fails to yield R.O.W. to a vehicle at an intersection not controlled by traffic signs or signals and the action contributes to the crash. Texas Transportation Code: Section 545.151 (b, c, d, e).
- 34. FAILED TO YIELD RIGHT OF WAY – PRIVATE DRIVE:  
When a driver of a vehicle fails to yield R.O.W. before entering or crossing a roadway from an alley, building, private road, or driveway and the action contributes to the crash. Texas Transportation Code: Section 545.155 and 545.256.
- 35. FAILED TO YIELD RIGHT OF WAY – STOP SIGN:  
When a vehicle stops for a stop sign and then fails to yield R.O.W. to a vehicle at an intersection controlled by a stop sign and the action contributes to the crash. Texas Transportation Code: Section 545.151 (a) and 545.153 (b).
- 36. FAILED TO YIELD RIGHT OF WAY – TO PEDESTRIAN:  
When a vehicle fails to yield R.O.W. to a pedestrian legally on the roadway and the action contributes to the crash. Texas Transportation Code: Section 544.007, 552.001, 552.002, 552.003(a, c), 552.006(c), 552.008, and 552.010.
- 37. FAILED TO YIELD RIGHT OF WAY – TURNING LEFT:  
When a vehicle intending to turn left at an intersection or into an alley, private road or driveway fails to yield R.O.W. to any vehicle approaching from the opposite direction and the action contributes to the crash. Texas Transportation Code: Section 545.152.
- 38. FAILED TO YIELD RIGHT OF WAY – TURN ON RED:  
When a vehicle facing a steady red signal at an intersection stops, then enters the intersection to turn without yielding R.O.W. to other vehicles or pedestrians lawfully using the intersection and the action contributes to the crash. Texas Transportation Code: Section 544.007 (d).
- 39. FAILED TO YIELD RIGHT OF WAY – YIELD SIGN:  
When a vehicle fails to yield R.O.W. to another vehicle at an intersection controlled by a yield sign and the action contributes to the crash. Texas Transportation Code: Section 545.151 (a) and 545.153 (c).
- 40. FATIGUED OR ASLEEP:

When, due to exhaustion or weariness, the driver of a vehicle goes to sleep or into a period of mental inactivity, that impairs his reaction time or perception and the condition contributes to the crash.

- 41. **FAULTY EVASIVE ACTION (Explain in Narrative):**  
When a driver takes no evasive action at all when it is reasonable to assume he/she should have, and when the action could have prevented the collision; or in an effort to avoid the collision, the driver takes improper evasive action and the action contributes to the crash.
- 42. **FIRE IN VEHICLE:**  
When a fire is accidentally ignited in a vehicle or a fire is started by some mechanical failure, or after collision, but before events have stabilized.
- 43. **FLEEING OR EVADING POLICE:**  
When a driver of a vehicle intentionally flees from a person that he/she knows is a peace officer attempting to arrest him/her, and the fleeing results in any type of collision. Texas Transportation Code: Section 545.421.
- 44. **FOLLOWED TOO CLOSELY:**  
When a vehicle is following too closely to take proper evasive action and the action contributes to the crash. Texas Transportation Code: Section 545.062 (a).
- 45. **HAD BEEN DRINKING:**  
When, in the investigator's opinion, the driver of a vehicle, pedestrian or pedalcyclist in the crash had been drinking an alcoholic beverage, but not to the extent to be considered intoxicated. (Show in May Have Contributed section). Note: Both factors 45 and 67 should not be indicated for one driver.
- 46. **HANDICAPPED DRIVER (Explain in Narrative):**  
When a driver of a vehicle in the crash has a physical handicap and the condition contributes to the crash.
- 47. **ILL (Explain in Narrative):**  
When a driver of a vehicle in the crash has a physical or mental illness and the condition contributed to the crash.
- 48. **IMPAIRED VISIBILITY (Explain in Narrative):**  
When a driver's view is obstructed by the vehicle's load or occupants, or when vehicles and/or objects on or near the highway obstruct a driver's view of pedestrians and/or traffic. This also includes impaired visibility due to weather or objects/material placed over windows.
- 49. **IMPROPER START FROM PARKED POSITION:**  
When a driver makes an unsafe movement from a parked position and the action contributes to the crash. Texas Transportation Code: Section 545.402.
- 50. **LOAD NOT SECURED:**  
When an unsecured or improperly secured load shifts or falls from a vehicle and contributes to the crash. Texas Transportation Code: Section 725.002.
- 51. **OPENED DOOR INTO TRAFFIC LANE:**

When a door of a vehicle is opened into a traffic lane and the door contributes to the crash. Texas Transportation Code: Section 545.418.

- **52. OVERSIZE VEHICLE OR LOAD:**  
A vehicle with an oversize load or an oversize vehicle, or manufactured housing, because of its oversize, contributes to the crash. Texas Transportation Code: Chapter 621.
- **53. OVERTAKE AND PASS INSUFFICIENT CLEARANCE:**  
When an overtaking vehicle does not have sufficient space to return to the right side of the roadway safely, because of oncoming traffic, and the action contributes to the crash by interfering with the oncoming vehicle or the vehicle overtaken. Texas Transportation Code: Section 545.054 (a).
- **54. PARKED AND FAILED TO SET BRAKES:**  
When failure to set the brakes on a vehicle that was parked and left unattended contributes to the crash. Texas Transportation Code: Section 545.404 (a)(4).
- **55. PARKED IN TRAFFIC LANE:**  
When any vehicle is not legally stopped, standing, or parked and the action contributes to the crash. Texas Transportation Code: Section 545.301 (a), 545.302 and 545.303.
- **56. PARKED WITHOUT LIGHTS:**  
When a vehicle is parked without lights in violation of any provision of Section 547.383 and the action contributes to the crash. Texas Transportation Code: Section 547.383.
- **57. PASSED IN NO PASSING ZONE:**  
When a vehicle overtakes and passes another vehicle in a no passing zone and the action contributes to the crash. Texas Transportation Code: Section 545.055.
- **58. PASSED ON RIGHT SHOULDER:**  
When a vehicle is illegally overtaking or passing another vehicle on the right shoulder and the action contributes to the crash. Texas Transportation Code: Section 545.057 and 545.058.
- **59. PEDESTRIAN FAILED TO YIELD RIGHT OF WAY TO VEHICLE:**  
When a pedestrian, fails to yield to vehicular traffic and the action contributes to the crash. Texas Transportation Code: Section 552.003, 552.004, and 552.005.
- **60. UNSAFE SPEED:**  
When an operator fails to drive at an appropriate reduced speed that is reasonable and prudent under existing circumstances with regard to traffic, including pedestrians, weather or roadway conditions. Note: Factors 22, 60, and 61 cannot apply to the same unit. Texas Transportation Code: Section 545.351 (c).
- **61. SPEEDING – OVER LIMIT:**  
When an operator is traveling over the posted speed limit and it contributes to the crash. Note: Factors 22, 60, and 61 cannot apply to the same unit. Texas Transportation Code: Section 545.352, 545.353(h–1), and 545.353 (h).



- 62. TAKING MEDICATION (Explain in Narrative):  
When a driver is taking medication (prescription or over the counter). List the medications in the officer's narrative.
- 63. TURNED IMPROPERLY – CUT CORNER ON LEFT:  
When a vehicle starts or ends its left turn too soon and the action contributes to the crash. Texas Transportation Code: Section 545.101 (b).
- 64. TURNED IMPROPERLY – WIDE RIGHT:  
A vehicle that turns right on a roadway and fails to keep as near as practical to the right curb or edge of roadway but not to the degree that it could be called "turn from wrong lane," and the action contributes to the crash. Texas Transportation Code: Section 545.101 (a).
- 65. TURNED IMPROPERLY – WRONG LANE:  
A vehicle that turns right or left from the wrong lane and the action contributes to the crash. Texas Transportation Code: Section 545.101.
- 66. TURNED WHEN UNSAFE:  
When a vehicle turns right or left or moves from a direct course when the turn or movement could not be made safely and the action contributes to the crash. Texas Transportation Code: Section 545.103.
- 67. UNDER INFLUENCE ALCOHOL:  
When the intoxicated condition of the driver, pedestrian, or pedalcyclist, due to consuming alcoholic beverages, is a factor that contributes to the crash. Note: Both factors 45 and 67 should not be indicated for one driver.
- 68. UNDER INFLUENCE – DRUG:  
When the driver, pedestrian, or pedalcyclist is under the influence of a drug and that factor contributes to the crash.
- 69. WRONG SIDE – APPROACH OR IN INTERSECTION:  
When a vehicle is overtaking and passing another vehicle left of the center of the roadway, either approaching or traversing an intersection and the action contributes to the crash. Texas Transportation Code: Section 545.056 (a)(1, 2).
- 70. WRONG SIDE – NOT PASSING:  
When a vehicle is driven on the wrong side of the roadway not in the act of overtaking and passing another vehicle traveling in the same direction and the action contributes to the crash. Texas Transportation Code: Section 545.051.
- 71. WRONG WAY – ONE-WAY ROAD:  
When a vehicle is driven the wrong way on a one-way roadway or the wrong way on a divided highway and the action contributes to the crash. Texas Transportation Code: Section 545.059.
- 73. ROAD RAGE:  
An assault with a motor vehicle or other dangerous weapon by the operator or passenger(s) of another motor vehicle or an assault precipitated by an incident that occurred on a roadway.

- 74. CELL/MOBILE DEVICE USE – TALKING:  
When the driver's actions, while using or handling a cell/mobile device for talking, are such that lack of observance and/or control of the vehicle occur to the extent that it contributes to the crash. Also, includes the use of a hands free device.
- 75. CELL/MOBILE DEVICE USE – TEXTING:  
When the driver's actions, while using or handling a cell/mobile device for texting, are such that lack of observance and/or control of the vehicle occur to the extent that it contributes to the crash. Also, includes the use of a hands free device.
- 76. CELL/MOBILE DEVICE USE – OTHER:  
When the driver's actions, while using or handling a cell/mobile device for uses such as internet, gaming, or emailing, are such that lack of observance and/or control of the vehicle occur to the extent that it contributes to the crash. Also, includes the use of a hands free device.
- 77. CELL/MOBILE DEVICE USE – UNKNOWN:  
When the driver's actions, while using or handling a cell/mobile device for undetermined reasons, are such that lack of observance and/or control of the vehicle occur to the extent that it contributes to the crash. Also, includes the use of a hands free device.
- 98. OTHER FACTOR (Explain in Narrative):  
Additional other factors must be explained in the narrative.

**TIP:**

- If a factor is not on the list, select 98–Other factor and provide an explanation in the narrative.
- Not all contributing factors are law violations. Law violations show a legal reference to the Texas Transportation Code or the Texas Penal Code.
- All factors found must be described in the narrative, even if they have been addressed in another place on the report.

#### **4.6.1.5 – CHOOSING FACTORS**

##### **EXAMPLE #1**

An investigating officer determines, through his investigation of a crash, that Unit No. 1 was speeding and ran a stop sign when it collided with Unit No. 2. If the officer's opinion is that the primary factor contributing to the crash was the running of the stop sign and the speeding factor was a secondary factor and there were no evident factors for Unit No. 2 then the factors should be reported as follows:

36 Contributing Factors (Investigator's Opinion)					
Unit #	Contributing			May Have Contrib.	
1	16	61			
2					

**EXAMPLE #2**

In the same crash, Unit No. 2's driver was under the influence and was arrested; however, in the officer's opinion, this may or may not have contributed to the crash. The factors should be reported as follows:

36 Contributing Factors (Investigator's Opinion)					
Unit #	Contributing			May Have Contrib.	
1	16	61			
2				67	

**EXAMPLE #3**

If in the officer's opinion, speeding was the primary cause of this crash the factors should be reported as follows:

36 Contributing Factors (Investigator's Opinion)					
Unit #	Contributing			May Have Contrib.	
1	61	16			
2				67	

**4.6.2 – VEHICLE DEFECTS (Investigator's Opinion) – see Code Sheet: 37**

This section of the report is designed for the investigating officer to record if Vehicle Defects contributed to the crash for each unit. He/she may not have enough evidence to file a traffic charge, but does have enough data to render an opinion as to the contributing factors of the crash.

37 Vehicle Defects (Investigator's Opinion)					
Contributing			May Have Contrib.		

CODE SHEET VALUES FOR VEHICLE DEFECTS
5 = Defective or No Headlamps
6 = Defective or No Stop Lamps
7 = Defective or No Tail Lamps
8 = Defective or No Turn Signal Lamps
9 = Defective or No Trailer Brakes
10 = Defective or No Vehicle Brakes
11 = Defective Steering Mechanism
12 = Defective or Slick Tires
13 = Defective Trailer Hitch
98 = Other (Explain in Narrative)

#### 4.6.2.1 – CONTRIBUTING (Contributing Factors)

The investigator should classify, by priority, each vehicle defect(s) which contributed to the crash, utilizing factors 5–13.

#### REQUIRED FORMAT

Contributing		
5	7	

- DEFECT 1 – List the primary defect that contributed to the crash.
- DEFECT 2 – List the defect that was the secondary contributor of the crash.
- DEFECT 3 – List the defect that was an additional contributor in the crash.

#### TIP:

- DEFECT 1 must be populated before DEFECT 2 may be populated.
- DEFECT 1 and DEFECT 2 must be populated before DEFECT 3 is populated.

#### 4.6.2.2 – MAY HAVE CNTRB. (May Have Contributed) – see Code Sheet: 37

It is sometimes difficult to form an opinion as to whether a vehicle defect did or did not contribute to a crash. This section is to record the fact that the vehicle defect was present; however, the investigator is unable to determine whether the vehicle defect contributed.

#### REQUIRED FORMAT

May Have Contrib.	
6	10

- DEFECT 1 – List the primary defect that may have contributed to the crash.
- DEFECT 2 – List the defect that may have been the secondary contributor of the crash.

**TIP:**

- DEFECT 1 must be populated before DEFECT 2 may be populated.

**4.6.2.3 – DEFINITIONS OF VEHICLE DEFECTS CODES**

- **5. DEFECTIVE OR NO HEADLAMPS**  
When a vehicle is not equipped with headlamps or when headlamps are defective to any extent that they contribute to the crash. Consideration should be given to the time of day or conditions requiring use and proper mounting. Texas Transportation Code: Section 547.302 and 547.321.
- **6. DEFECTIVE OR NO STOP LAMPS**  
When the lack or malfunction of stop lamps contributes to the crash. Texas Transportation Code: Section 547.323.
- **7. DEFECTIVE OR NO TAIL LAMPS**  
When the lack or malfunction of tail lamps contributes to the crash. Consideration should be given to factors in the crash such as time of day and lighting conditions and not statute requirements. Texas Transportation Code: Section 547.322.
- **8. DEFECTIVE OR NO TURN SIGNAL LAMPS**  
When the lack of or malfunction of turn signals contributes to the crash. Texas Transportation Code: Section 547.324.
- **9. DEFECTIVE OR NO TRAILER BRAKES**  
Applies to brakes on trailers, semi-trailers, and pole trailers. When the lack of this equipment or malfunction contributes to the crash. Do not select this section when the vehicle's stopping ability had no bearing on the crash. Texas Transportation Code: Section 547.401 and 547.402.
- **10. DEFECTIVE OR NO VEHICLE BRAKES**  
When the lack of or malfunction of brakes on motor vehicles or motorcycles contributes to the crash. Also applies in the case of inadequate parking brakes resulting in a collision. Texas Transportation Code: Section 547.401 and 547.402.
- **11. DEFECTIVE OR NO STEERING MECHANISM**

When there is a malfunction of either manual or power steering and the malfunction contributes to the crash. Texas Transportation Code: Section 548.051 (5).

- 12. DEFECTIVE OR SLICK TIRES

When a lack of tire traction due to excessive tread wear or a blow out of a tire contributes to the crash. Texas Transportation Code: Section 547.004 (a).

- 13. DEFECTIVE TRAILER HITCH

When malfunction or poorly designed hitch contributes to the crash. Does not apply when the separation of a trailer and towing unit occurred as a result of an impact that the hitch mechanism could not be expected to withstand. Texas Transportation Code: Sections 545.409 (a) and 547.004.

- 98. OTHER (Explain in Narrative)

Additional other Vehicle Defects must be explained in the narrative.

#### 4.6.2.4 – CHOOSING VEHICLE DEFECTS

##### EXAMPLE:

A crash occurs when Unit No. 2 fails to yield at a yield sign. The driver of Unit No. 1 has defective brakes, preventing him/her from taking proper evasive action. In the investigator’s opinion, the predominant contributing factor in the crash is Unit No. 2’s failure to yield. The factors should be reported as follows and a statement of the predominant contributing factor in the crash may be included in the narrative.

36 Contributing Factors (Investigator's Opinion)					37 Vehicle Defects (Investigator's Opinion)					
Unit #	Contributing			May Have Contrib.		Contributing			May Have Contrib.	
1						10				
2	39									

##### CONDITIONAL FIELD:

- If unit description is not equal to 1-Motor Vehicle, 6-Towed/Pushed/Trailer, or 7-Non-Contact, then Vehicle Defects are not allowed.

#### 4.6.3 – ENVIRONMENTAL AND ROADWAY CONDITIONS

##### 4.6.3.1 – WEATHER COND. (Weather Conditions) – see Code Sheet 38

The prevailing atmospheric conditions that existed at the time of the crash. If additional atmospheric conditions existed, then explain in the narrative.

MANDATORY DATA FIELD: If left blank, report will be returned to the officer.

## REQUIRED FORMAT

38 Weather Cond.
3

CODE SHEET VALUES FOR WEATHER CONDITION
1 = Clear
2 = Cloudy
3 = Rain
4 = Sleet/Hail
5 = Snow
6 = Fog
7 = Blowing Sand/Snow
8 = Severe Crosswinds
98 = Other (Explain in Narrative)
99 = Unknown

### **4.6.3.2 – LIGHT COND. (Light Conditions)** – see Code Sheet: 39

The type/level of light that existed at the time of the crash.

MANDATORY DATA FIELD: If left blank, report will be returned to the officer.

## REQUIRED FORMAT

39 Light Cond.
3

### CONDITIONAL FIELD:

- If the Crash Time is between 2200 and 0500, this field cannot be set to 1 – Daylight.

CODE SHEET VALUES FOR LIGHT CONDITION
1 = Daylight
2 = Dark, Not Lighted
3 = Dark, Lighted
4 = Dark, Unknown Lighting
5 = Dawn
6 = Dusk
98 = Other (Explain in Narrative)
99 = Unknown

#### 4.6.3.3 – ENTERING ROADS – see Code Sheet: 40

Enter the selection that best describes the physical presence of the intersection.

MANDATORY DATA FIELD: If left blank, report will be returned to the officer.

#### REQUIRED FORMAT

40 Entering Roads
2

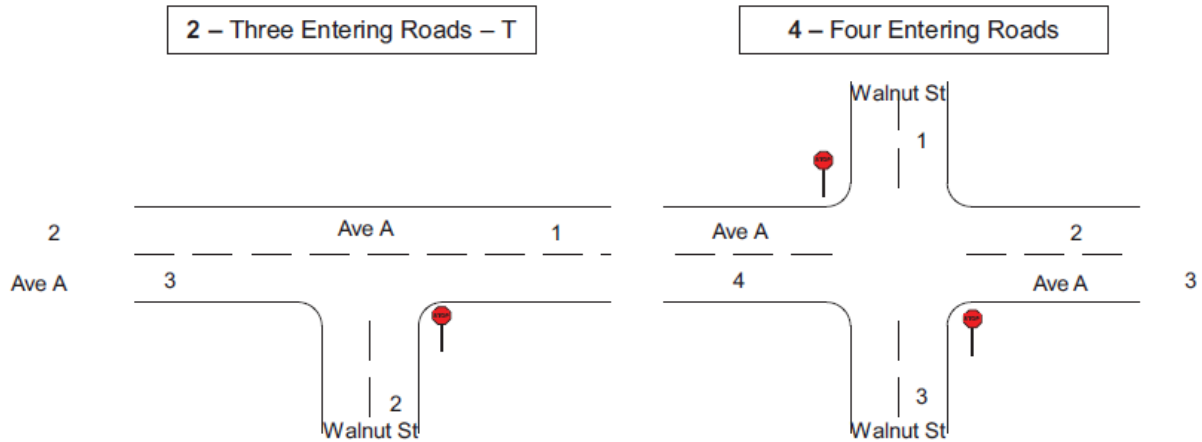
CODE SHEET VALUES FOR ENTERING ROADS
2 = Three Entering Roads – T
3 = Three Entering Roads – Y
4 = Four Entering Roads
5 = Five Entering Roads
6 = Six Entering Roads
7 = Traffic Circle
8 = Cloverleaf
97 = Not Applicable
98 = Other (Explain in Narrative)

#### TIP:

- If the crash did not occur in an intersection, select 97- Not Applicable.
- The number of roads coming to a point at an intersection defines the number of entering roads, regardless of the continuation of a street name or highway number.

EXAMPLE:





**4.6.3.4 – ROADWAY TYPE** – see Code Sheet 41

This data field is used to describe the type of roadway where the crash occurred. Complete this field using only the values for Roadway Type listed on the code sheet.

MANDATORY DATA FIELD: If left blank, report will be returned to the officer.

REQUIRED FORMAT

41 Roadway Type
1

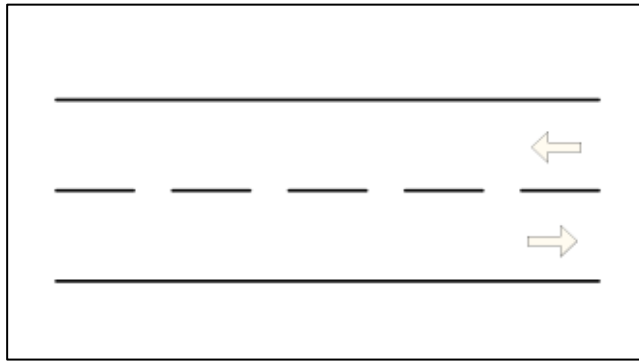
CODE SHEET VALUES FOR ROADWAY TYPE
1 = Two-Way, Not Divided
2 = Two-Way, Divided, Unprotected Median
3 = Two-Way, Divided, Protected Median
4 = One-Way
98 = Other (Explain in Narrative)

**TIP:**

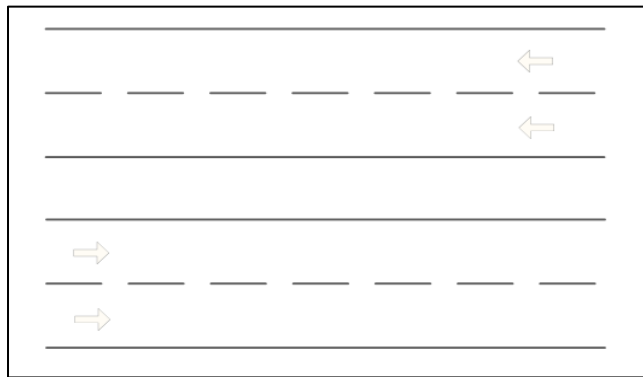
If the crash occurred in an intersection, the RDWY. TYPE for the Road on Which Crash Occurred should be entered.

**EXAMPLE:**

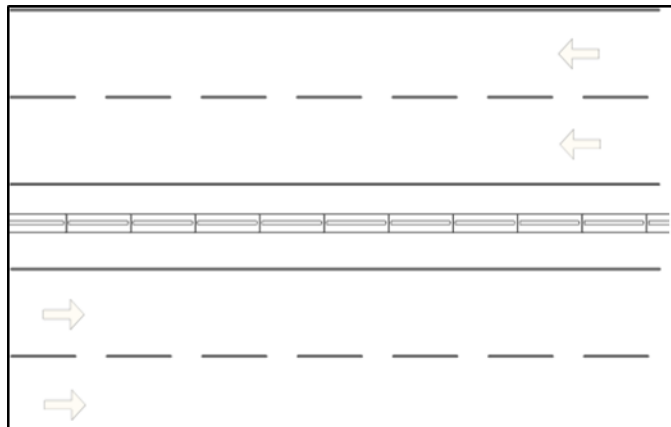
Two-Way, Not Divided



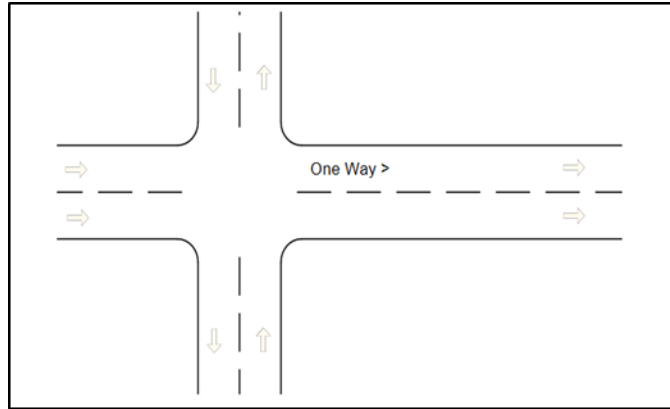
Two-Way, Divided, Unprotected Median



Two-Way, Divided, Protected Median



One-Way



**4.6.3.5 – ROADWAY ALIGNMENT-** see Code Sheet: 42

This data field is used to capture the geometric characteristics that best describe the layout of the roadway where the crash occurred. Complete this field using only the values for Roadway Alignment listed on the Code Sheet.

MANDATORY DATA FIELD: If left blank, report will be returned to the officer.

REQUIRED FORMAT

42 Roadway Alignment
1

CODE SHEET VALUES FOR ROADWAY ALIGNMENT
1 = Straight, Level
2 = Straight, Grade
3 = Straight, Hillcrest
4 = Curve, Level
5 = Curve, Grade
6 = Curve, Hillcrest
98 = Other (Explain in Narrative)
99 = Unknown

**4.6.3.6 – SURFACE CONDITION-** see Code Sheet: 43

This data field is used to capture the surface condition present at the time and place of the crash. Complete this field using only the values for Surface Condition listed on the Code Sheet.

MANDATORY DATA FIELD: If left blank, report will be returned to the officer.

### REQUIRED FORMAT

43 Surface Condition
1

CODE SHEET VALUES FOR SURFACE CONDITION
1 = Dry
2 = Wet
3 = Standing Water
4 = Snow
5 = Slush
6 = Ice
7 = Sand, Mud, Dirt
98 = Other (Explain in Narrative)
99 = Unknown

#### **4.6.3.7 – TRAFFIC CONTROL-** see Code Sheet 44

This data field is used to capture traffic control affecting the street or roadway on which the crash occurred. Capture the code for the traffic control that is present at the location of the crash, even though it may have had no bearing on the causation of the crash. If more than one traffic control is present, indicate the one most affecting this crash. Complete this field using only the values for Traffic Control listed on the Code Sheet.

MANDATORY DATA FIELD: If left blank, report will be returned to the officer.

44 Traffic Control
96

CODE SHEET VALUES FOR TRAFFIC CONTROL	
2 = Inoperative (Explain in Narrative)	11 = Center Stripe/Divider
3 = Officer	12 = No Passing Zone
4 = Flagman	13 = RR Gate/Signal
5 = Signal Light	15 = Crosswalk
6 = Flashing Red Light	16 = Bike Lane
7 = Flashing Yellow Light	17 = Marked Lanes
8 = Stop Sign	18 = Signal Light With Red Light Running Camera
9 = Yield Sign	96 = None
10 = Warning Sign	98 = Other (Explain in Narrative)

### CONDITIONAL FIELD:

- If any Factor in Contributing Factors and Conditions or in May Have Contributed Factors and Conditions is set to 16 – Disregard Stop Sign or Light, then Traffic Control cannot be set to 5 – Signal Light.

### TIP:

- Only use 96-None when no traffic control was actually present.
- If the traffic control device is inoperative, it must be explained in the narrative.

## 4.7 – NARRATIVE AND DIAGRAM

This space is for the investigator’s narrative opinion of what happened. It should be concise, but complete and when coupled with the diagram, it must describe the main events of the crash, including the direction of travel prior to the crash and the area of impact.

**\*Do not record personally identifiable information such as full name, home address, email address, vehicle license plate number or telephone number in the investigator’s narrative for any person.**

NARRATIVE AND DIAGRAM	Investigator's Narrative Opinion of What Happened (Attach Additional Sheets if Necessary)	Field Diagram - Not to Scale
		Indicate North

#### 4.7.1 – INVESTIGATORS NARRATIVE OPINION OF WHAT HAPPENED

Describe how the crash happened. Emphasize or explain, as necessary, any pertinent facts not fully explained elsewhere. Describe mechanical failures or any other contributing factors necessary for a full understanding of what occurred. If the crash report is incomplete, e.g., a Hit and Run or Fatal and information is still pending from the investigation, the officer should state his opinion of what happened and document that the investigation is pending or the officer is waiting on factors from the Medical Examiner. This field allows up to 12,000 characters.

MANDATORY DATA FIELD: If left blank, report will be returned to the officer.

#### TIP:

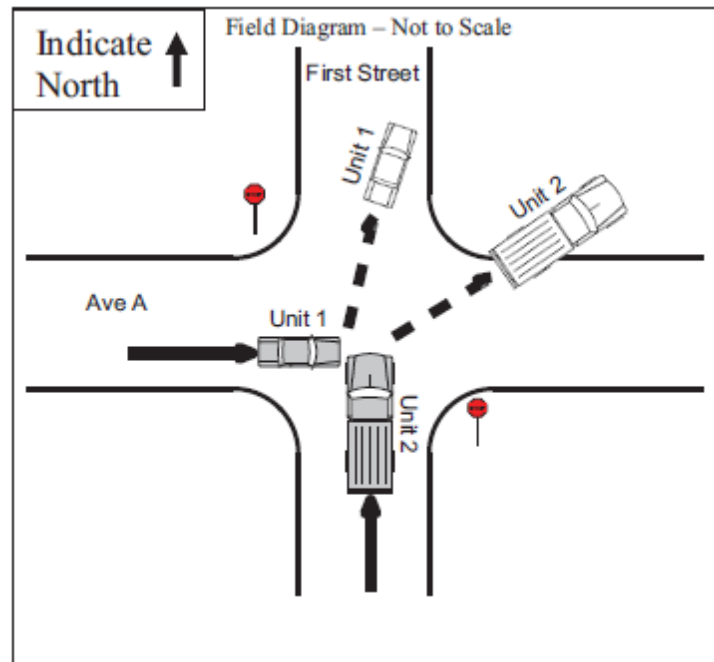
- Do not repeat names, license numbers, and makes of vehicles.
- Refer to units by number, being careful to use the same number the particular unit was assigned in the report.
- Use abbreviations for directions, such as “N” for north, “E” for east.
- Avoid vague statements, such as “Unit #1 and Unit #2 collided,” with no further explanation.
- Any crash where the driver’s physical or mental condition causes an officer to question the driver’s ability to operate a motor vehicle safely should have this fact noted in the narrative. This would include such things as suspecting the driver of being asleep, ill, blacking out, or having missing limbs.

- If the crash involved a peace officer, EMS employee, or fire fighter operating an emergency vehicle while on an emergency and performing the person's duties, the investigator must provide a brief explanation regarding the nature of the emergency. Texas Transportation Code: Section 550.064 (b)(2, 3)
- If Police Fire EMS Flag is set to Yes, a statement should be provided in the Investigator Narrative
- If the narrative states that the crash involved a legally parked unit then the Parked Vehicle box for the appropriate unit must be selected.

#### 4.7.2 – FIELD DIAGRAM – NOT TO SCALE

A small sketch, not necessarily to scale, should be drawn in the space provided. Number the units to correspond to unit numbers as reported in previous sections. This diagram should detail all the events occurring in the crash including direction of travel prior to the impact by use of a solid line, area of the impact, and the path to final positions by use of a dotted line.

MANDATORY DATA FIELD: If left blank, report will be returned to the officer.



#### TIP:

- If the vehicles were moved prior to the arrival of the investigating officer, the officer can use the Narrative to make a statement that the vehicles were moved prior to his arrival and that the diagram reflects the best depiction of the crash.
- Magnetic North will always be indicated by an arrow.

## 4.8 – INVESTIGATOR

### 4.8.1 – TIME NOTIFIED- (24HRMM)

Report the time the investigating officer was notified. The time notified will be reported using Military Time 24 HR. (0000–2359). Midnight represents a new day and must be entered as 0000.

#### REQUIRED FORMAT

Time Notified (24HR:MM)	1	8	3	5
----------------------------	---	---	---	---

### 4.8.2 – HOW NOTIFIED

Report how the investigating officer was notified (dispatched, on sight, by citizen, walk-in). This field allows up to 20 characters.

How Notified
-----------------

### 4.8.3 – TIME ARRIVED- (24HRMM)

Report the actual time the investigating officer arrived at the scene of crash. The time arrived must be reported using Military Time 24 HR (0000–2359). Midnight represents a new day and must be entered as 0000.

#### REQUIRED FORMAT

Time Arrived (24HRMM)	1	8	4	0
--------------------------	---	---	---	---

### 4.8.4 – REPORT DATE- (MM/DD/YYYY)

Report the date this report was prepared, providing the month, day, and year (MM/DD/YYYY).

#### REQUIRED FORMAT

Report Date (MM/DD/YYYY)	01/05/2015
-----------------------------	------------



## TIPS

- The Report Date must not be earlier than the Crash Date. The report cannot possibly be written before the crash occurred.
- The Report Date cannot be a future date from the current date. The Report Date must be for the current day, when the report is prepared.

If a supplemental report is submitted, the Report Date should reflect the date the supplement was prepared.

### 4.8.5 – INV. COMP. (Investigation Complete)

Select the appropriate box.

MANDATORY DATA FIELD: If left blank or both Yes and No is selected, report will be returned to the officer.

Invest.	<input type="checkbox"/>	Yes
Comp.	<input type="checkbox"/>	No

- Yes – indicates that the crash investigation is complete.
- No – indicates that the crash investigation is not complete.

## TIP:

- If No was selected, when the investigation is complete, a CR-3 marked supplement shall be submitted indicating the changes. (See instructions for 5.0 SUPPLEMENT REPORTS of this manual.)

### 4.8.6 – INVESTIGATOR NAME (Printed)

The name of the peace officer investigating the crash must be printed in this space. The first and last name should be listed, but it is acceptable to list the first initial in lieu of a full first name. This field allows up to 120 characters.

MANDATORY DATA FIELD: If left blank, report will be returned to the officer.

EXAMPLE:

Investigator Name (Printed)	Joe Smuckatelly
--------------------------------	-----------------

Investigator Name (Printed)	L Nicklas
--------------------------------	-----------

**TIP:**

- Only list one investigator.
- This form requires a printed name only.
- Do not include the investigator’s handwritten signature or initials.
- Investigator name must be typed or printed and legible.

**4.8.7 – ID NUM. (Identification Number)**

Report the identification number for the peace officer investigating the crash (badge or other departmental identification number). This field allows up to 20 characters.

MANDATORY DATA FIELD: If left blank, report will be returned to the officer.

ID Num.
------------

**4.8.8 – ORI NUM. (ORI Number)**

This data field is used to capture the assigned ORI Number for the Investigating agency. The ORI (Originating Agency Identifier) Number is a unique number that will connect the crash report with the investigating agency.

ORI Num.																			
-------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**TIP:**

- This field is not required.

**4.8.9 – \*AGENCY**

Report the complete Department or Agency Name for which the investigating officer is assigned.

MANDATORY DATA FIELD: If left blank, report will be returned to the officer.

*Agency
---------

**EXAMPLE:**

- Texas Department of Public Safety
- Houston Police Department

- Huntsville Police Department
- Dallas Police Department
- Duncanville Police Department

EXAMPLES OF INCORRECT ENTRIES:

- Texas Highway Patrol
- DPD
- HCSO #6
- HPD
- Lampasas SO

**4.8.10 – SERVICE/REGION/DA**

The Service/Region/DA consists of 3 sets of 2 characters each. Agencies may use these three data fields in any way that is meaningful. None of the three fields are required.

Service/ Region/DA					
-----------------------	--	--	--	--	--

- The first two characters represent the service area. Sometimes used by large agencies to denote major divisions within the agency, such as “HP” for highway patrol.
- The second two characters represent the region and may be used to divide by agency’s region such as “1A”, “SO” for south or “AD” for Adam sector.
- The last two characters may represent sergeant’s area.
- If not reporting any of the three pairs of characters, all six spaces may be left blank.
- If some, but not all, of the three data fields are reported, insert a zero character in the blank fields.

## 5.0 – SUPPLEMENT REPORTS

When it becomes necessary to amend a report that has previously been sent to TxDOT or to provide additional or supplemental information on a report previously sent to TxDOT, the investigator must submit a new report. The new report must have the classification identifier box at the top of the report selected to reflect that the report is a supplemental report.

Law Enforcement and TxDOT Use ONLY

<input type="checkbox"/> FATAL	<input type="checkbox"/> CMV	<input type="checkbox"/> SCHOOL BUS	<input type="checkbox"/> RAILROAD	<input type="checkbox"/> MAB	<input checked="" type="checkbox"/> SUPPLEMENT	<input type="checkbox"/> ACTIVE SCHOOL ZONE	Total Num. Units	Total Num. Prsns.	TxDOT Crash ID
--------------------------------	------------------------------	-------------------------------------	-----------------------------------	------------------------------	--	---	------------------	-------------------	----------------



### Texas Peace Officer's Crash Report (Form CR-3 1/1/2018)

Mail to: Texas Department of Transportation, Crash Data and Analysis, P.O. Box 149349, Austin, TX 78714. Questions? Call 844/274-7457  
Refer to Attached Code Sheet for Numbered Fields

\*=These fields are required on all additional sheets submitted for this crash (ex.: additional vehicles, occupants, injured, etc.).

Page \_\_\_ of \_\_\_

The bottom of the new report must include a new date when a supplemental report is completed. A person other than the peace officer, who prepared the original report, may make a change in or a modification of a written report of a motor vehicle crash if the change is by written supplement to the report and clearly indicates the name of the person who originated the change. Texas Transportation Code: Section 550.068.

INVESTIGATOR	Time Notified (24HR:MM)	How Notified	Time Arrived (24HRMM)	Report Date (MM/DD/YYYY)
	Invest. Comp. <input type="checkbox"/> Yes <input type="checkbox"/> No	Investigator Name (Printed)	ID Num.	Service/Region/DA
	ORI Num.	*Agency		

### TIP:

- The Crash Records Information System (CRIS) will treat all crash reports not marked supplement as original crash reports.
- All supplemental reports must be completed in their entirety. If a data field was completed on the original crash report, the supplement report must also have that same data field completed.
- If original crash was completed and submitted through mail, then the supplement must be completed and submitted through mail.
- If original crash was completed and submitted through approved electronic submission (C.R.A.S.H. or Submission Services), then the supplement must be completed and submitted electronically.

## **6.0 – TERMS, DEFINITIONS, AND LEGAL REFERENCES**

### **Accident**

An unintended event or unstabilized situation, which produces injury or damage, not directly resulting from a cataclysm.

### **Aggressive Driving**

According to the National Highway Traffic Safety Administration the operation of a motor vehicle in a manner that endangers or is likely to endanger persons or property. Aggressive driving is defined as a progression of unlawful driving actions such as:

- Speeding – exceeding the posted limit or driving too fast for conditions;
- Improper or excessive lane changing – failing to signal intent, failing to see that movement can be made safely;
- Improper passing – failing to signal intent, using an emergency lane to pass, or passing on the shoulder.

### **Commercial Motor Vehicle**

(Texas Transportation Code: Section 522.003)

- Any motor vehicle or towed vehicle with a Gross Vehicle Weight Rating (GVWR) or a Registered Gross Vehicle Weight (RGVW), whichever is greater, of 10,001 lbs. or more, or any combination of vehicles where the Gross Combined Weight Rating (GCWR) or the total RGVW of the combination is 10,001 lbs. or more.
- Any vehicle with a passenger seating capacity of nine (9) or more (including the driver) and used for the transportation of persons.
- Any motor vehicle hauling hazardous materials that is required to be placarded under the Hazardous Materials Transportation Act.

### **Contributing Factor**

Any circumstance contributing to a result without which the result could not have occurred; an element which is necessary to produce the result, but not by itself, sufficient.

### **Collision Accident**

Any accident involving a motor vehicle in transport, in which the motor vehicle, its load, its parts, or objects set in motion by the motor vehicle, collide with other things, such as other motor vehicles, railway trains, pedestrians, animals, or objects fixed, moveable or moving.

**Crash**

An identified event that produces injury, death, or damage. Highway safety activists have been working to replace the term “accident” with “crash”, which more accurately reflects the potential and actual seriousness of incidents.

**Driver**

An occupant who is in actual control of a transport vehicle or, for an out-of-control vehicle, an occupant who was in control until control was lost.

**Driver License**

An official document which permits a person to operate a motorized vehicle, such as a motorcycle, car, truck or a bus. Different categories of license often exist for different types of motor vehicles, particularly large trucks, and passenger vehicles. (Refer to section 7.0, of this manual for a list of reasons for suspending or revoking a driver license).

**Driverless Vehicle**

A vehicle without a driver. Vehicle could be illegally parked, previously wrecked, or set in motion by jumping gears or defective parking brake. Does not apply to a vehicle where a driver jumps or falls from a moving motor vehicle.

**Expressway**

A high-speed divided highway for through traffic with access partially or fully controlled and grade separations at major intersections.

**Financial Responsibility**

(Texas Transportation Code: Section 601.002 and 601.053) – The ability to respond in damages for liability for a crash that occurs after the effective date of the document evidencing the establishment of the financial responsibility for a crash that arises out of the ownership, maintenance, or use of a motor vehicle.

**Exceptions to Financial Responsibility Requirement**

(Texas Transportation Code: Section 601.007 and 601.052) – A motor vehicle may be exempt from the financial responsibility requirement if the vehicle is former military, at least 25 years old, used only for exhibitions, or a government owned vehicle.

**Freeway**

(Texas Transportation Code: Section 541.302). – A divided, highway for through traffic with full control of access and grade separations at intersections.

**Full Trailer**

A trailer other than a pole trailer designed to be drawn by another motor vehicle and so constructed that no part of its weight, except for the towing device, rests upon the self-

propelled towing motor vehicle. A semitrailer equipped with an auxiliary front axle (converter dolly) shall be considered a full trailer.

### **Grade Separation**

The crossing at different levels of two trafficways, or trafficway and railway (TxDOT Glossary).

### **Gross Combined Weight Rating (GCWR)**

(Texas Transportation Code: Section 522.003). – The value specified by the manufacturer as the loaded weight of a combination (articulated) motor vehicle. If the manufacturer has not specified a value, the sum of the gross vehicle weight rating of the power unit and the total weight of the towed unit or units and any load on a towed unit.

### **Gross Vehicle Weight Rating (GVWR)**

(Texas Transportation Code: Section 522.003). – The weight of the fully equipped vehicle plus its net carrying capacity as assigned by manufacturer.

### **Hazardous Materials**

A substance or material, including a hazardous substance, which has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, or property when transported in commerce, and which has been so designated (Per Federal Motor Carrier Safety Regulations Management Edition).

### **In Transport**

Denotes the state or condition of a motor vehicle, which is in motion or within the portion of a transport way ordinarily used for travel by similar vehicles. When applied to motor vehicles, in transport means on a roadway or in motion (within or outside the traffic way).

### **Motor Vehicle Crash**

A crash involving a motor vehicle in transport, but not involving aircraft or watercraft.

### **Motor Vehicle Traffic Crash**

Any motor vehicle crash that occurs on a trafficway or that occurs after the motor vehicle runs off roadway but before events are stabilized.

### **Non-Contact Vehicle**

A vehicle that contributes to a crash by unusual or illegal behavior but strikes nothing and suffers neither damage nor injury.

### **Person**

A living human. For crash reporting purposes only, a fetus is considered part of a pregnant woman rather than a separate individual. After death, a human body is not considered to be a person.

**Pole Trailer**

A trailer designed to be drawn by a motor vehicle and attached to the towing motor vehicle by means of a “reach” or “pole,” or by being “boomed” or otherwise secured to the towing motor vehicle. For transporting long or irregularly shaped loads such as poles, pipes, or structural members, generally capable of sustaining themselves as beams between the supporting connections.

**Primary Person**

The driver of a motor vehicle in transport, pedestrian, or pedalcyclist.

**Property**

Property is any physical object other than a person.

**Previously Wrecked Vehicle**

Refers to a vehicle that was recently involved in a crash, disabled on the roadway.

**Registered Gross Vehicle Weight (RGVW)**

The registered weight of the fully equipped vehicle plus its gross carrying capacity.

**Road Rage**

According to the National Highway Traffic Safety Administration an assault with a motor vehicle or other dangerous weapon by the operator or passenger(s) of another motor vehicle or an assault precipitated by an incident that occurred on a roadway.

**Roadway**

(Texas Transportation Code: Section 541.302). – The portion of the highway, other than the berm or shoulder that is improved, designed, or ordinarily used for vehicular travel. A roadway is publicly maintained way, open for purposes of vehicular travel by the general public.

**Roadway System Designation**

The description of highways, from point “A” to point “B,” including roadway system (i.e. IH, FM,), highway number, direction, mileage, and counties affected.

**Semi-Trailer**

A trailer other than a pole trailer designed to be drawn by another motor vehicle and is constructed so that some part of its weight rests upon the self-propelled towing motor vehicle.

**Trafficway**

(CR – 102 Manual on Classification of Motor Vehicle Traffic Crashes in Texas) – Any land way open to the public as a matter of right or custom for moving persons or property from one place to another.



## 7.0 – ADDITIONAL REFERENCES

### REVOKED OR SUSPENDED DRIVER LICENSE

#### **Revoked Driver License – (Texas Transportation Code: Section 521.294)**

The Texas Department of Public Safety (DPS) shall revoke the person's license if the DPS determines that the person:

- is incapable of safely operating a motor vehicle;
- has not complied with the terms of a citation issued by a jurisdiction that is a party to the Nonresident Violator Compact of 1977 for a traffic violation to which that compact applies; has failed to provide medical records or has failed to undergo medical or other examinations as required by a panel of the medical advisory board;
- has failed to pass an examination required by the director under this chapter;
- has been reported by a court under Section 521.3452 for failure to appear unless the court files an additional report on final disposition of the case;
- has been reported within the preceding two years by a justice or municipal court for failure to appear or for a default in payment of a fine for a misdemeanor, punishable only by fine, other than a failure reported under Section 521.3452. Or by a person who is at least 14 years of age but younger than 17 years of age when the offense was committed, unless the court files an additional report on final disposition of the case;
- has committed an offense in another state or Canadian province that, if committed in this state, would be grounds for revocation.

#### **Suspended Driver License – (Texas Transportation Code: Section 521.292).**

DPS shall suspend the person's license if the DPS determines that the person:

- has operated a motor vehicle on a highway while the person's license was suspended, canceled, disqualified, or revoked or without a license after an application for a license was denied;
- is a habitually reckless or negligent operator of a motor vehicle;
- is a habitual violator of the traffic laws;
- has permitted the unlawful or fraudulent use of the person's license;
- has committed an offense in another state or Canadian province that, if committed in this state, would be grounds for suspension;
- has been convicted of two or more separate offenses of a violation restriction imposed on the use of the license;
- has been responsible as a driver for any crash resulting in serious personal injury or serious property damage;

- is the holder of a provisional license issued under Section 521.123 and been convicted of two or more moving violations committed within a 12-month period.

## **DRUG CATEGORIES**

### **2 – CNS Depressants**

Barbiturates, Anti-Depressants, Non-Barbiturates, Anti-Psychotic (Major) Tranquilizers, Anti-Anxiety (Minor) Tranquilizers, Combinations (Limbitrol, Triavil).

### **3 – CNS Stimulants**

Amphetamine, Amphetamine Sulfate, Benzedrine, Cocaine, Desoxyn, Dexedrine, Methamphetamine, Preludin, Ritalin, Cylert.

### **4 – Hallucinogens**

DOM (STP), DMT, LSD, MDMA (Ecstasy), MDA, Peyote, Psilocybin, TMA.

### **6 – Narcotic Analgesics – (Opiates and Synthetics)**

Natural Alkaloids of Opium, Synthetic Opiates, Opium Derivatives.

### **7 – Inhalants**

Volatile Solvents (Toluene), Aerosols (hydrocarbon gases), Anesthetic Gases.

### **8 – Cannabis**

Marijuana, Hash, Hashish, Marinol (Dronabinol).

### **10 – Dissociative Anesthetics**

Ketamine, PCP (and its analogs), Dextromethorphan (DXM), Sernyl, Sernylan.

## 8.0 – STATE AND COUNTRY ABBREVIATIONS

AL	Alabama	MA	Massachusetts	TN	Tennessee
AK	Alaska	MI	Michigan	TX	Texas
AZ	Arizona	MN	Minnesota	UT	Utah
AR	Arkansas	MS	Mississippi	VT	Vermont
CA	California	MO	Missouri	VA	Virginia
CO	Colorado	MT	Montana	WA	Washington
CT	Connecticut	NE	Nebraska	WV	West Virginia
DE	Delaware	NV	Nevada	WI	Wisconsin
DC	District of Columbia	NH	New Hampshire	WY	Wyoming
FL	Florida	NJ	New Jersey	DS	The U.S. Dept. of State
GA	Georgia	NM	New Mexico	AS	American Samoa
HI	Hawaii	NY	New York	FM	Fed. States of Micronesia
ID	Idaho	NC	North Carolina	GU	Guam
IL	Illinois	ND	North Dakota	MP	Mariana Islands
IN	Indiana	OH	Ohio	MH	Marshall Islands
IA	Iowa	OK	Oklahoma	PR	Puerto Rico
KS	Kansas	OR	Oregon	PW	Palau
KY	Kentucky	PA	Pennsylvania	PZ	Panama Canal Zone
LA	Louisiana	RI	Rhode Island	UM	U.S. Minor Outlying Island
ME	Maine	SC	South Carolina	VI	U.S. Virgin Islands
MD	Maryland	SD	South Dakota	WK	Wake Island
CD	Canada	MX	Mexico	US	United States
OT	Other*				
UN	Unknown (EX. – Hit & Run)				

\*Explain in Narrative – Jurisdictions other than States or provinces of the United States, Canada or Mexico (includes Indian Reservations)

## 9.0 – COUNTIES IN TEXAS

Anderson	Collingsworth	Glasscock	Kendall	Motley	Sterling
Andrews	Colorado	Goliad	Kenedy	Nacogdoches	Stonewall
Angelina	Comal	Gonzales	Kent	Navarro	Sutton
Aransas	Comanche	Gray	Kerr	Newton	Swisher
Archer	Concho	Grayson	Kimble	Nolan	Tarrant
Armstrong	Cooke	Gregg	King	Nueces	Taylor
Atascosa	Coryell	Grimes	Kinney	Ochiltree	Terrell
Austin	Cottle	Guadalupe	Kleberg	Oldham	Terry
Bailey	Crane	Hale	Knox	Orange	Throckmorton
Bandera	Crockett	Hall	La Salle	Palo Pinto	Titus
Bastrop	Crosby	Hamilton	Lamar	Panola	Tom Green
Baylor	Culberson	Hansford	Lamb	Parker	Travis
Bee	Dallam	Hardeman	Lampasas	Parmer	Trinity
Bell	Dallas	Hardin	Lavaca	Pecos	Tyler
Bexar	Dawson	Harris	Lee	Polk	Upshur
Blanco	Deaf Smith	Harrison	Leon	Potter	Upton
Borden	Delta	Hartley	Liberty	Presidio	Uvalde
Bosque	Denton	Haskell	Limestone	Rains	Val Verde
Bowie	DeWitt	Hays	Lipscomb	Randall	Van Zandt
Brazoria	Dickens	Hemphill	Live Oak	Reagan	Victoria
Brazos	Dimmit	Henderson	Llano	Real	Walker
Brewster	Donley	Hidalgo	Loving	Red River	Waller
Briscoe	Duval	Hill	Lubbock	Reeves	Ward
Brooks	Eastland	Hockley	Lynn	Refugio	Washington
Brown	Ector	Hood	Madison	Roberts	Webb
Burleson	Edwards	Hopkins	Marion	Robertson	Wharton
Burnet	El Paso	Houston	Martin	Rockwall	Wheeler
Caldwell	Ellis	Howard	Mason	Runnels	Wichita
Calhoun	Erath	Hudspeth	Matagorda	Rusk	Wilbarger
Callahan	Falls	Hunt	Maverick	Sabine	Willacy
Cameron	Fannin	Hutchinson	McCulloch	San Augustine	Williamson
Camp	Fayette	Irion	McLennan	San Jacinto	Wilson
Carson	Fisher	Jack	McMullen	San Patricio	Winkler
Cass	Floyd	Jackson	Medina	San Saba	Wise
Castro	Foard	Jasper	Menard	Schleicher	Wood
Chambers	Fort Bend	Jeff Davis	Midland	Scurry	Yoakum
Cherokee	Franklin	Jefferson	Milam	Shackelford	Young
Childress	Freestone	Jim Hogg	Mills	Shelby	Zapata
Clay	Frio	Jim Wells	Mitchell	Sherman	Zavala
Cochran	Gaines	Johnson	Montague	Smith	
Coke	Galveston	Jones	Montgomery	Somervell	
Coleman	Garza	Karnes	Moore	Starr	
Collin	Gillespie	Kaufman	Morris	Stephens	

## **IF YOU HAVE ANY QUESTIONS OR NEED FURTHER CLARIFICATION:**

Contact information:  
(844) CRIS-HLP, (844-274-7457)  
[support@crishlp.com](mailto:support@crishlp.com)

Mail crash reports to:  
Texas Department of Transportation  
Traffic Operations Division – CDA  
PO Box 149349  
Austin, TX 78714-9349

To obtain crash forms go to:  
<http://www.txdot.gov/inside-txdot/forms-publications/drivers-vehicles/forms/crash-records.html>

To obtain Crash Data Analysis and Statistical Data:  
<http://www.txdot.gov/inside-txdot/division/traffic/crash-statistics.html>