

# DATA ENTRY INSTRUCTIONS

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## Prior to Crash Data Entry

### SECURE VPN ACCESS:

All contract personnel tasked with entering data on the Crash Data Entry System (CDES), or accessing or organizing crash reports on the Alaska DOT&PF server, must receive permission to set up and use a Virtual Private Network (VPN) in order to access the State of Alaska's (SOA) networks remotely. The Contractor must ensure that any new personnel has obtained a VPN.

Each person needing VPN access must fill out the VPN Request Form ([Appendix A](#)). The SOA requester is the DOT&PF Crash Data Manager. DOT&PF Crash Data Manager will provide a template application with the business requirement prepopulated. Contractor Personnel must provide Social Security Number or Passport Number and copy of Birth Certificate or valid U.S. Driver's License.

The time frame to securing a VPN can be between two (2) weeks to two (2) months.

Once a VPN is approved, credentials are assigned by DOT&PF IT staff to each individual. This includes a SOA username and temporary password.

Access to the CDES will occur through a Cisco Anyconnect Secure Mobility client. Instructions for the configuration of the VPN: <https://auth.alaska.gov/DOA/ETS/vpn/vpnfaq.html>

**NOTE:** Each person with a VPN can change the Alaska DOT&PF password the same time when they change VPN password, do not let it expire.

Here are the steps:

1. Connect to VPN
2. Remote into DOTREMOTE01 with DOT credential (shortcut attached)
3. Pre Ctrl +Alt+End key to change the DOT password (please see attached PDF)

### BROWSER

Mozilla Firefox is the preferred browser.

**NOTE:** Do not open two windows or two tabs to the crash application while in the same browser. You may lose all the data entered in one window if you open a new one. Work sequentially; finish a crash before moving onto the next one.

### SIGN CONFIDENTIALITY AGREEMENT

See [Appendix B](#) for form.

All contract personnel tasked with entering data on the Crash Data Entry System (CDES), or accessing or organizing crash reports on the DOT&PF server, must sign the confidentiality document in Appendix B.


## Access to Crash Report Forms

All crash forms are available in the CDES. There are two types of forms to process:

1. **Manual-** The crash data from these need to be hand entered into the CDES and geolocated. They are available as Adobe PDF files in the CDES. A large portion of Alaska's crashes are in this format (approx. 70%) and the vendor should expect to process all or most of these.
2. **Electronic-** The crash data is pre-populated in the CDES. These are forms that have been created electronically by law enforcement and have been pre-populated in the CDES. These forms need to be geolocated, reviewed for missing or incomplete data, and confirmed.

## Entering Crash Data

Login for CDES: [https://dotsobcrash.dot.soa.alaska.gov/CRASH\\_EES/index.jsp](https://dotsobcrash.dot.soa.alaska.gov/CRASH_EES/index.jsp)



Alaska Department of Transportation and Public Facilities

# CRASH ENTRY & EDITING SYSTEM

☒ DOT&PF ☐ State of Alaska

Transportation Data Services








User Authentication

User Name:

Password:

[Site Map](#) [Policies](#) [Nondiscrimination](#) [Accessibility](#) [Employee Directory](#)

DOT&PF Staff Resources




Department of Transportation & Public Facilities

PO Box 112500  
3132 Channel Drive  
Juneau, Alaska 99811-2500

Contact Information

After login, you will be taken to the home page:

Alaska Department of Transportation and Public Facilities

Search

Search

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Transportation Data Services Crash Processing Queue Page (208)

### Queue Sort Criteria

Number of Crashes per Queue

First sort by  Then by  Then by

Fatal and MajorPrimaryDriver ReportsHoldPotential Dups

JUNEAU POLICE DEPARTMENT-130930-017-N/A-(100000815)

ALASKA STATE TROOPERS-AK15000209-STERLING HIGHWAY-(100000338)

ALASKA STATE TROOPERS-AK15001906-TRUNK ROAD-(100000319)

VALDEZ POLICE DEPARTMENT-15-0100-RICHARDSON HIGHWAY-(100000315)

ALASKA STATE TROOPERS-AK15001974-HOLLYWOOD ROAD-(100000331)

HOMER POLICE DEPARTMENT-2015-0146-KACHEMAK BAY DRIVE-(100000313)

WASILLA POLICE DEPARTMENT-15-0080-LAKE LUCILLE DRIVE-(100000321)

WASILLA POLICE DEPARTMENT-15-62-PARKS HIGHWAY-(100000316)

ALASKA STATE TROOPERS-AK15002386-PARKS HIGHWAY-(100000332)

ALASKA STATE TROOPERS-AK14092535-GEIST ROAD-(100000324)

ALASKA STATE TROOPERS-AK15002902-GLENN HIGHWAY SB-(100000310)

ALASKA STATE TROOPERS-AK15003176-EAST SELDON EXTENSION/BOGARD EXTENSION-(100000326)

ALASKA STATE TROOPERS-AK15003179-PARKS HIGHWAY-(100000311)

WASILLA POLICE DEPARTMENT-15-0085-SPRUCE AVENUE-(100000322) is Locked (LBUCHHORN)

SEWARD POLICE DEPARTMENT-15-0090-LOWELL POINT ROAD-(100000337)

ALASKA STATE TROOPERS-AK15003743-NISTLER ROAD-(100000340)

ALASKA STATE TROOPERS-AK15003728-PALMER/WASILLA HIGHWAY-(100000330)

ALASKA STATE TROOPERS-AK15004474-WINDY BOTTOM RD-(100000608)

WASILLA POLICE DEPARTMENT-15-136-KNIK-GOOSE BAY ROAD-(100000606)

ALASKA STATE TROOPERS-AK15005733-KNIK GOOSE BAY ROAD-(100000620)

Queue Entry Format: Reporting Department - Case Number - Street/Highway - (SR/Processing Number)

### Crash Search

Search By

Case Number:

Create New 12200V2 Crash RecordCreate New 122009 (Driver) Crash Report

## TO PROCESS ELECTRONIC CRASHES

### QUEUE SORT CRITERIA (TOP OF PAGE)

Users can sort by Crash Date, Street, SR Number, etc. Please default to “Crash Data – Oldest to Newest” and then process oldest first.

Headers:

**Fatal and Major-** 12-200 Law Enforcement crash forms with a fatality or serious injury. Fields are prepopulated. These need to be reviewed for accuracy, geolocated and committed.

**Primary-** 12-200 Law Enforcement crash forms for all other crashes. Fields are prepopulated. These need to be reviewed for accuracy, geolocated and committed.

**Driver Reports-** 12-209 driver report forms that have already been entered by a crash processor and they need to be geolocated and committed.

**Hold-** Crash forms put on hold by the crash processor. Normally a crash is put on hold to access and finish later or because it's difficult to finish and the aide of Alaska DOT&PF is necessary.

**Potential Dups-** Do Not access crash forms in this folder. These are potential duplicate versions. Occasionally duplicates are created by the public involved in a crash where Law Enforcement may have already filled one out. Or more than one driver has filled out a Driver Report (12-209).

**NOTE:** The contractor will access electronic crash forms in all folders with the exception of “Potential Dups.” Crash forms in the **Fatal & Major** folder should be processed first, then **Primary**, then Manual crash forms in the Crash Processing folder.

### CRASH SEARCH (BOTTOM OF HOME PAGE)

If you have a crash that was not moved to the hold queue or committed, you will find it from this page by hitting the down arrow under “crash search” and then searching by Case Number, SR Number, etc.

### Crash Search

Search By

Case Number:

To access an electronic form either from “Fatal and Major” or “Primary” left click on the forms listed in blue text. **Note:** You cannot open forms that are Locked by other crash processors. Once you click on a crash form you will be taken to the Crash Summary page.

Alaska Department of Transportation and Public Facilities  
**CRASH ENTRY & EDITING SYSTEM**

Search [ ] Search [ ]  
DOT&PF State of Alaska

Transportation Data Services Crash Processing Admin Queue Page (199)

**Queue Sort Criteria** Number of Crashes per Queue: 20

First sort by: Form Type - Police Reports on Top Then by: Crash Date - Oldest to Newest Then by: Street/Highway - A-Z

**Fatal and Major** **Primary** Driver Reports **Electronic Crashes**

JUNEAU POLICE DEPARTMENT-130930-017-ROUTE NOT FOUND - REQUIRES MANUAL GEO-LOCATION-(100000815)

ALASKA STATE TROOPERS-AK1500209-STERLING HIGHWAY-(100000338)

ALASKA STATE TROOPERS-AK15001906-TRUNK ROAD-(100000319)

VALDEZ POLICE DEPARTMENT-15-0100-RICHARDSON HIGHWAY-(100000315)

ALASKA STATE TROOPERS-AK15001974-HOLLYWOOD ROAD-(100000331)

HOMER POLICE DEPARTMENT-2015-0146-KACHEMAK BAY DRIVE-(100000313)

WASILLA POLICE DEPARTMENT-15-0060-LAKE LUCILLE DRIVE-(100000321)

WASILLA POLICE DEPARTMENT-15-62-PARKS HIGHWAY-(100000316)

ALASKA STATE TROOPERS-AK15002386-PARKS HIGHWAY-(100000332) is Locked (LBUCHHORN)

ALASKA STATE TROOPERS-AK15002591-EGAN DRIVE/GLACIER HIGHWAY-(100000336)

ALASKA STATE TROOPERS-AK14092535-GEIST ROAD-(100000324)

ALASKA STATE TROOPERS-AK15002902-GLENN HIGHWAY SB-(100000310)

ALASKA STATE TROOPERS-AK15003176-N/A-(100000326)

ALASKA STATE TROOPERS-AK15003179-PARKS HIGHWAY-(100000311) is Locked (LBUCHHORN)

WASILLA POLICE DEPARTMENT-15-0085-SPRUCE AVENUE-(100000322)

SEWARD POLICE DEPARTMENT-15-0090-LOWELL POINT ROAD-(100000337)

ALASKA STATE TROOPERS-AK15003743-NISTLER ROAD-(100000340)

ALASKA STATE TROOPERS-AK15003728-PALMER/WASILLA HIGHWAY-(100000330)

ALASKA STATE TROOPERS-AK15004474-WINDY BOTTOM RD-(100000608)

WASILLA PD-15-136-KNIK GOOSE BAY-(100000606)

Queue Entry Format: Reporting Department - Case Number - Street/Highway - (SRProcessing Number)

**Crash Search**

Search By: Case Number

Case Number: [ ]

**Create New 12200V2 Crash Record** **Create New 122009 (Driver) Crash Report**

Select to process hardcopy (Manual) crash form.

## TO PROCESS MANUAL CRASH FORMS

You can view all manual crashes from the **PDFs to be Processed** under the Crash Processing menu.

Alaska Department of Transportation and Public Facilities

**CRASH ENTRY & EDITING SYSTEM**

Search Search  
DOT&PF State of Alaska

Crash Processing ▾ Queue Page (210)

Crash Processing  
Public Crash Reporting Page pdf  
**PDFs to be Processed**  
About pdf

Select to view all manual crash forms

AKCollision\_1493\_06062018\_0619.pdf  
AKCollision\_1493\_06062018\_0635.pdf  
AKCollision\_1493\_06222018\_0900.1.pdf  
AKCollision\_1493\_06282018\_0745.pdf  
**AKCollision\_1528\_06132018\_0812.1.pdf**  
AKCollision\_1528\_06272018\_0642.pdf  
AKCollision\_1544\_06192018\_0230.1.pdf  
AKCollision\_26334\_06132018\_0843.1.pdf  
AKCollision\_27973\_06152018\_0524.1.pdf

Select a crash form- Oldest first!

Select a .pdf crash form to review and enter. Then go back to Home Page and select **Create New 12200V2 Crash Record** or **Create New 12209 (Driver) Crash Record**. To go back to the Home Page, select the **Queue Page** menu at the top.

To process a manual form you will select one of two buttons at the bottom of the Home Page:

- **Create New 12200V2 Crash Record**- If processing a manual police form (12-200) select this. When selected it will ask for the Originating Agency, type in what's on the manual crash form. Ex. Anchorage Police Department (Please type in the entire department name. No abbreviations.) Select **Ok**. And then type in the Case Number when prompted. Select **Ok**. Generally crashes with "AKCollision" are 12200V2 forms.
- **Create New 12209 (Driver) Crash Record**- If processing a manual driver report form (12-209) select this. When selected it will ask you for the Crash Year and the SR Number, both are available on the manual crash form. Generally crashes that look like this: 2018-01-01 201805523 Simmons FBKS are 12209 (Driver) forms.





Crash Processing ▾ Queue Page (210)

## Queue Sort Criteria

Number of Crashes per Queue First sort by:  ▾ Then by:  ▾ Then by:  ▾

Fatal and Major

Primary

Driver Reports

Hold

Potential Dups

ALASKA STATE TROOPERS-AK15000209-STERLING HIGHWAY-(100000338) 

ALASKA STATE TROOPERS-AK15001906-TRUNK ROAD-(100000319) 

VALDEZ POLICE DEPARTMENT-15-0100-RICHARDSON HIGHWAY-(100000315) 

HOMER POLICE DEPARTMENT-2015-0146-KACHEMAK BAY DRIVE-(100000313) 

ALASKA STATE TROOPERS-AK15001974-HOLLYWOOD ROAD-(100000331) 

WASILLA POLICE DEPARTMENT-15-62-PARKS HIGHWAY-(100000316) Is Locked (LBUCHHORN)

WASILLA POLICE DEPARTMENT-15-0060-LAKE LUCILLE DRIVE-(100000321) 

ALASKA STATE TROOPERS-AK15002386-PARKS HIGHWAY-(100000332) 

ALASKA STATE TROOPERS-AK14092535-GEIST ROAD-(100000324) Is Locked (LBUCHHORN)

ALASKA STATE TROOPERS-AK15002902-GLENN HIGHWAY SB-(100000310) 

ALASKA STATE TROOPERS-AK15003179-PARKS HIGHWAY-(100000311) 

ALASKA STATE TROOPERS-AK15003176-EAST SELDON EXTENSION/BOGARD EXTENSION-(100000326) 

WASILLA POLICE DEPARTMENT-15-0085-SPRUCE AVENUE-(100000322) Is Locked (LBUCHHORN)

ALASKA STATE TROOPERS-AK15003728-PALMER/WASILLA HIGHWAY-(100000330) 

ALASKA STATE TROOPERS-AK15003743-NISTLER ROAD-(100000340) 

SEWARD POLICE DEPARTMENT-15-0090-LOWELL POINT ROAD-(100000337) 

ALASKA STATE TROOPERS-AK15004474-WINDY BOTTOM RD-(100000608) 

WASILLA POLICE DEPARTMENT-15-136-KNIK-GOOSE BAY ROAD-(100000606) 

ALASKA STATE TROOPERS-AK15005733-KNIK GOOSE BAY ROAD-(100000620) 

ALASKA STATE TROOPERS-AK15006393-PARKS HWY-(100000648) 

Queue Entry Format: Reporting Department - Case Number - Street/Highway - (SR)Processing Number

## Crash Search

Search By:  ▾Case Number: 

To process manual crash forms, select one depending on type of form.

[Create New 12200V2 Crash Record](#)[Create New 122009 \(Driver\) Crash Report](#)

## **Crash Summary**

The Crash Summary page opens after selecting an electronic crash or a new crash form. If creating a new crash to process a manual form, the fields will not be populated. You will follow the manual form as much as possible starting with the narrative. Many fields may be left blank, especially for 12-209 Driver Report Forms.

For electronic crash forms you will confirm the crash location on a map and review all data for accuracy.

**Example of electronic crash with pre-populated fields:**



## Crash Summary for Case Number 2015-0146 (100000313)



## Crash Narrative:

ON 01-09-2015 AT APPROXIMATELY 2042 HOURS, HOMER POLICE DEPARTMENT RECEIVED A 911 CALL STATING A VEHICLE HAD PASSED HER AT A HIGH RATE OF SPEED AND CRASHED INTO THE DITCH. I ARRIVED A FEW MINUTES LATER AND OBSERVED A TAN IN COLOR TOYOTA RA4 BEARING AK PLATES GTB697 BURIED IN THE TREE LINE ON THE NORTH SIDE OF KACHEMAK DR. THE VEHICLE WAS NOT VISIBLE FROM THE ROADWAY THERE WAS NO ONE INSIDE THE VEHICLE. THE VEHICLE HAD A STRONG ODOR OF AN ALCOHOLIC BEVERAGE EMITTING FROM IT. ALL THE AIRBAGS WERE DEPLOYED IN THE VEHICLE. THE REARVIEW MIRROR WAS BROKEN AND THERE WAS BLONDE IN COLOR HAIR ATTACHED TO THE POST OF THE REARVIEW MIRROR. THE VEHICLE WAS TRAVELING IN THE EASTBOUND LANE ON KACHEMAK DR, DRIFTED RIGHT OFF THE PAVEMENT AND THEN LEFT ACROSS THE CENTER LINE. THE VEHICLE CONTINUED DIRECTION OF TRAVEL UNTIL IT LEFT THE ROADWAY AND CRASHED IN THE TREE LINE.

## Crash Diagram for Crash 100000313



## Crash Location

Crash located as LRS


Areawide Crash: NOT AN AREAWIDE CRASH  
Crash City: HOMER CITY  
Crash Borough: KENAI PENINSULA BOROUGH  
Latitude: 59.6478  
Longitude: -151.4538  
Street/Highway: KACHEMAK BAY DRIVE  
Route ID: 2061062X000  
CDS Milepoint: 1.8215570458145307  
Distance: NEAR  
Measurement Unit: FEET  
Direction: WEST  
Intersecting Street: KACHEMAK DR AND EAST END RD

## Other Crash Info

Reporting Agency: HOMER POLICE DEPARTMENT  
Case Number: 2015-0146



**Example of new crash form (manual) with empty fields:**




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Crash Processing ▾ Queue Page (211)

Case Number NOT SPECIFIED (202200053)

## Crash Summary for Case Number NOT SPECIFIED (202200053)


**Crash Location**



**Crash Narrative:**

NO NARRATIVE

**Crash Diagram for Crash 202200053**

No Crash Diagram found for SR Number 202200053

Choose a Crash Diagram File

No file selected.

**Crash Location**

Crash located as Non-Located

Areawide Crash:

Crash City:

Crash Borough:

Latitude:

Longitude:

Street/Highway:

Route ID:

CDS Milepoint:

Distance:

Measurement Unit:

Direction:

Intersecting Street:

**Work Zone Info**

Work Zone Related:

Work Zone Location:

Work Zone Type:

Workers Present:

Law Enforcement Present:

**Other Crash Info**

Reporting Agency:

## CRASH NARRATIVE

Always read the crash narrative first! The narrative is the distillation of what happened; the core nuggets of information by which all other parts of the crash report must agree. If any other information in the crash form does not agree with the narrative, go with the narrative.

For new crash form, type in the narrative from the manual form.

Remove person's names from the narrative. The police will sometimes refer to personal names such as Erick or Peter. You can replace them with Driver 1 or Driver 2. When referring to vehicles, refer to them as Vehicle 1, Vehicle 2, and so forth.

## LOCATING CRASH ON THE MAP

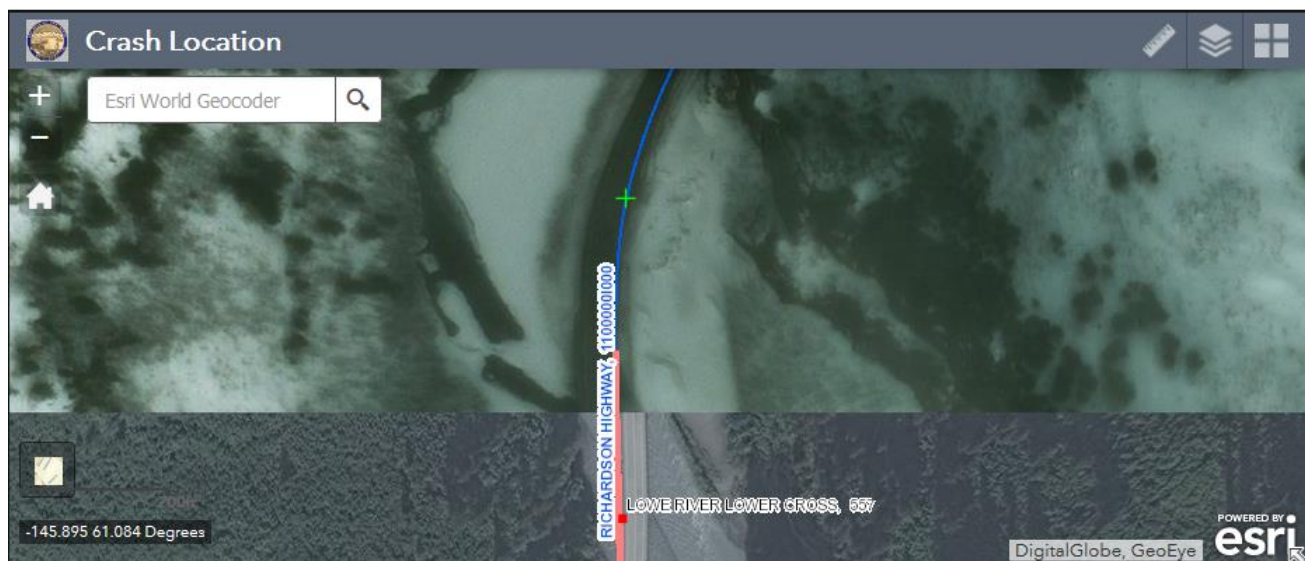
### Electronic Crash Forms:

The map will zoom to the general location of the crash collision using a green cross.

**Blue lines** indicate roads.

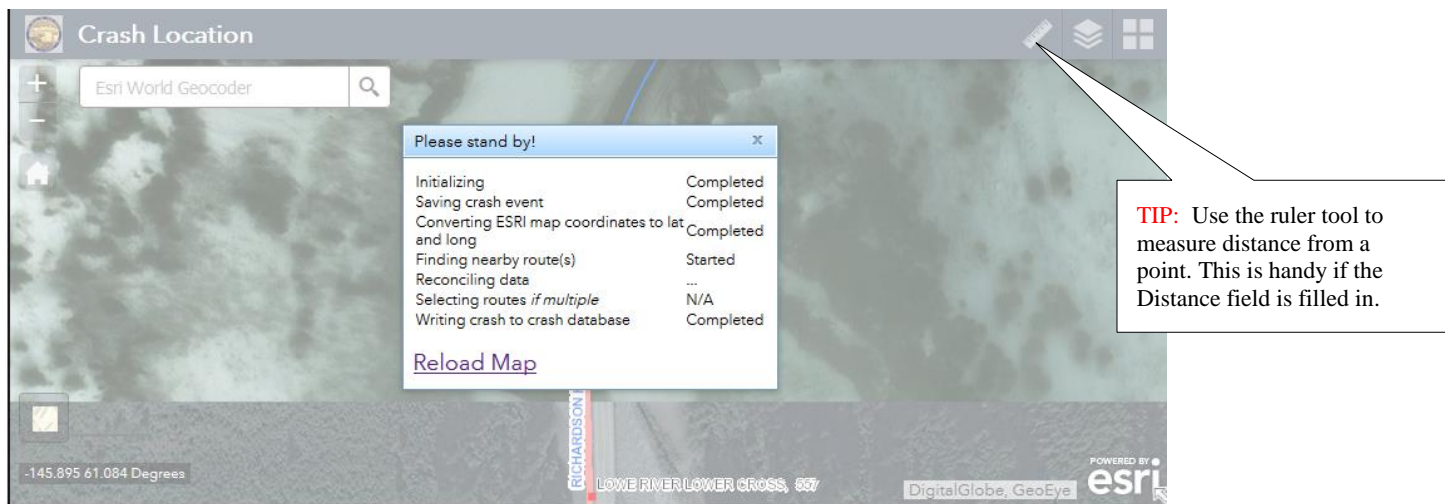
**Pink lines** indicate a bridge or overpass.

All road names and their route ID are in blue text along a route.

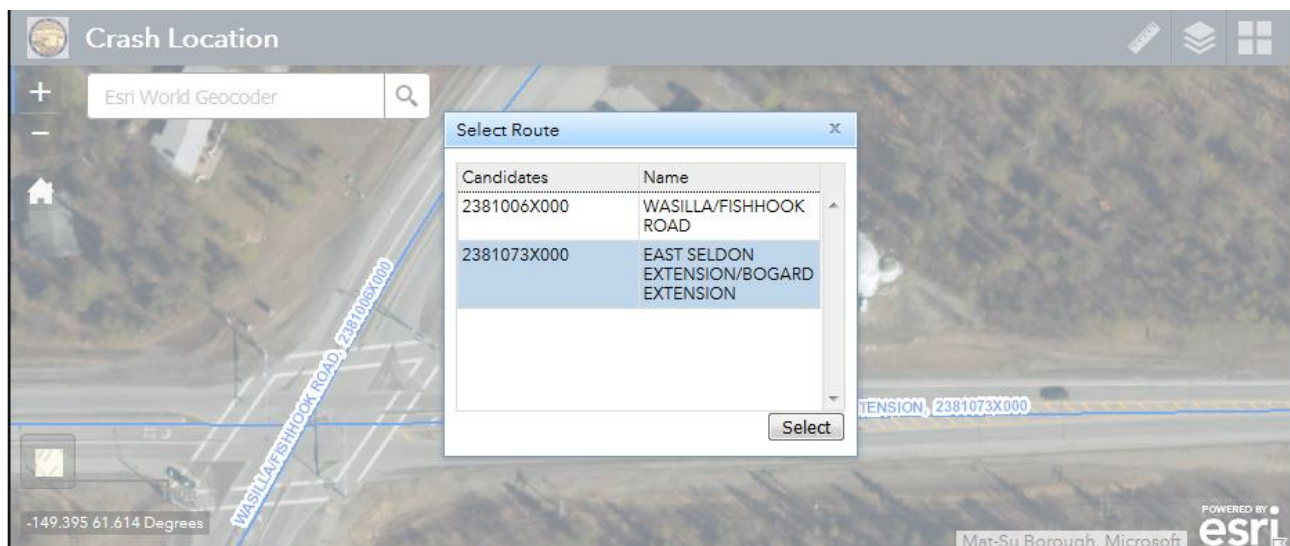


You will need to confirm the predefined location (green cross) as it can be offset from a road or intersection and needs to be moved to the most accurate position possible on a route. Once you have an idea of the location, "double click" on the route. This resets the location. A pop-up will appear to show that the geolocation was completed and will disappear if successful, see below. **NOTE:** Authentication Required box may pop up for first time use, just hit OK.

You can always relocate the crash if necessary.



**Intersection crashes-** Then selecting a crash location at an intersection the CDES will ask which route the crash is located. You will select the route where the crash originated. For example, a vehicle was driving west on East Seldon Road and was making left turn onto Wasilla/Fishhook Road. East Seldon is the route to select. See example below:



**Map Tip-** use the ruler located in the map box (top right) to measure 'distance from' if that is provided in the Crash Location information below the map. You can also change the basemap using the basemap gallery icon.

#### New Crash Forms (Manual entry)

The map will automatically zoom to Anchorage as that is where the majority of crashes occur. To zoom to crash location, enter the main crash street name into the box on the map, Ex. Glenn Highway.





Blue lines indicate roads.

Pink lines indicate a bridge or overpass.

All road names and their route ID are in blue text along a route.

Select the road in the drop list that closely matches. The map will zoom to the selected route.

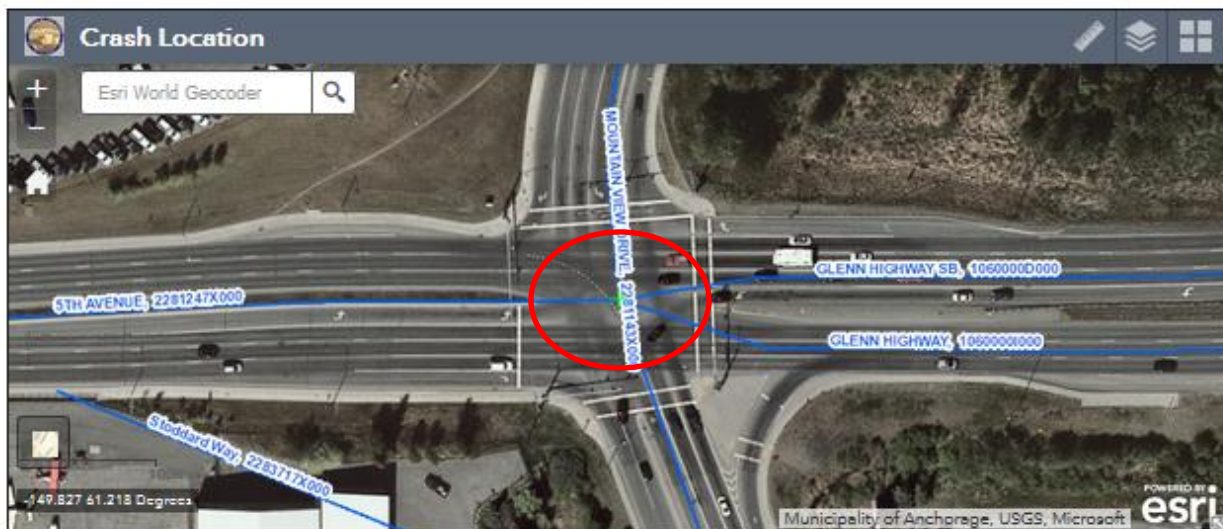
**Intersection crashes-** You can enter the two street names in the box, Ex. Glenn Highway & Airport Heights Drive and the map will zoom to that intersection.

Use the zoom tools (plus sign) on the map to zoom in further. Once you have an idea of the location, "double click" on the route. A pop-up will appear to show that the geolocation was completed and will disappear if successful. If successful, another pop-up will appear asking you to Select Route. Select the main route that the crash occurred on.

Use the ruler to ensure accurate location. See Map Tip above.

**NOTE:** Some routes have SB or NB. This indicates the direction Southbound or Northbound and it only relates to divided highways.

Once a route is selected, you will see a green cross. Also this will automatically populate some fields under Crash Location.



### Crash Narrative:

NO NARRATIVE

### Crash Diagram for Crash 100000846

No Crash Diagram found for SR Number 100000846

Choose a Crash Diagram File

No file selected

Auto-populated once a crash is located is made on the map.

### Work Zone Info

Work Zone Related:

Work Zone Location:

Work Zone Type:

Workers Present:

### Crash Location

Crash Located as XY

Areawide Crash:

Crash City:

Crash Borough:

Latitude: 61.2176

Longitude: -149.8266

Street/Highway:

Route ID: 10600001000

CDS Milepoint:

Distance:

Measurement Unit:

Direction:

Intersecting Street:

### Other Crash Info

Reporting Agency:

Crash Number:



## CRASH LOCATION DATA FIELDS

For Electronic Crash forms, this information should already be populated. Review each of the fields for accuracy, relative the Crash Narrative and to the Crash Diagram (if available) and update accordingly.

For new crash forms, fill in the fields per the hardcopy Adobe PDF form.

**Area wide Crash** simply means it cannot be accurately located on the map since there is not enough information to determine the location on a route. If it can't be located, at the least try to glean which highway or street it occurred on and select from the list if available. If it's an Area wide Crash much of the location information can't be populated unless you can glean information from the Crash Narrative.

**Crash City** – City of crash. Will populate based on location on the map.

**Crash Borough**- Borough of crash. Will populate based on location on the map.

**Latitude & Longitude**- Will populated based on location on the map.

**Street/Highway**- The main route where the crash originated. Will populate based on location on the map.

**Route ID**- Route ID associated with the Street/Highway name above ad will populate based on the location on the map.

**CDS Milepoint**- Alaska DOT&PF internal milepoint system. Not the same as Milepost markers on the highways. Will populate based on location on the map.

**Distance**- Distance in feet from an intersection, bridge or other road feature. New Crash Forms- populate with the distance from the crash form.

**Measurement Unit**- Feet, miles or at intersection. This is the unit used to describe the distance.

**Direction**- This denotes the direction from the intersection where the crash occurred. Ex. 40 feet North from intersection. If at the intersection, select Not Applicable.

**Intersecting Street**- This denotes the intersecting street name of where the crash occurred.

## OTHER CRASH INFO

**Reporting Agency**: Reporting law enforcement agency.

**Case number**: Should match the same number at the top of the page.

**Report type**: Will have Amendment or Original.

**Date/Time of Crash**:

**Crash Time Unknown**: Should be "Yes" if Date/Time of Crash is populated.

**Crash day**: Automatically populates based on the Date/Time of Crash.

**Public/private**: Indicates ownership of the crash site. Sometimes officers put in "public property" or "private property" that seems incorrect. (Such as listing "private property" when a crash happens on a state road). Hone as close to narrative as possible, but change if a mistake is obvious.

**Location**:

- Trafficway, On Road- crash originated on the roadway or shoulder. A majority of crashes will be in this category.
- Trafficway, Off Road- crash does not originate on the roadway or shoulder and no harmful event occurred on the roadway or shoulder. Ex. A motor vehicle driving on the roadside runs off the roadside and crashes into a tree.
- Non-trafficway – A crash does not originate on the roadway, shoulder or roadside (trafficway) and no harmful event occurred within the boundaries of the trafficway (Ex. occurred in a parking lot or trail).

**In Parking Lot:** Provides a drop down menu of “yes” and “no”.

**Photos Taken:** Also provides a drop down menu of “yes” and “no”.

**Non-Vehicle Property Damage:** Is on the form and has “yes,” “no,” or “unknown” as choices.

**Most Contributing Unit Known?:** Indicates whether the unit that caused the crash is known. The most contributing unit can be a motor vehicle, driver, or passenger, pedestrian, bicyclist, and more. Later there is the most contributing person, which is a slightly different concept.

**Number of Motorized Units:** is the number of cars, trucks, buses and other motorized vehicles involved in a crash. It does NOT include units like pedestrians and bikes. Nor does it include trains. There has to be at least one motorized unit for the event to be considered a crash. Later, make sure the number of “Vehicle Pages” matches the number of motorized units in the narrative.

**Number of Non-Motorized Units:** Generally indicates units like bicycles or pedestrians. Moose and other animals are not entered as non-motorized units. Later, make sure this field matches the narrative and make sure the number of “Person Pages” matches or is close to the number of non-motorized unit.

**Total Motorists:** Include driver and passengers in a motor vehicle in transit. Occupants of parked cars are not considered motorists.

**Total Non-Motorists:** Include occupants of parked cars, occupants of non-motorized vehicles, people in buildings, and pedestrians. It can also mean the number of passengers in a non-motorized vehicle, like a horse-drawn buggy. If people in a building are injured from a car crashing into it, they would be entered here. This field is specific to people. Moose and other animals are not entered as non-motorized units.

**Total Witnesses:** Is at the discretion of the officer.

**First Harmful Event:** Is the first event producing damage or injury.

**First Harmful Animal Event:** Is a drop down of animal types. If the First Harmful Event is “Live Animal” this is not the same when an animal contributes to a crash. For example, if a dog runs in front of car and the car rolls over avoiding the animal, the first harmful event is a roll over. If the car hits a moose, then the first harmful event is a “Live Animal”. If an animal is not the first harmful event, then choose not applicable. If animal shows up in first harmful event, then fill out first harmful animal event. You can add contributing animal events later under side bar “Crash Summary/Environment Conditions”.

**1st Event Loc Rel to Trafficway:** Pinpoints where on the trafficway a crash happened.

**Manner of Collision:** Describes the way two motor vehicles hit when the first harmful event is a collision.

**Road Surface:** Indicates surface condition of road at time of crash.

**Within Interchange:** Determines if a crash occurred where roadways interconnect at different grades.

**Intersection Type:** Is filled in when the first harmful event occurs at an intersection.

**School Bus Related:** Is marked when a school bus is involved in the crash.

**Lighting:** Indicates the type of light and the level of light available to drivers at the time of the crash.

**Officer Name (First Last):** Provides two fields for the responding police officer’s first and last name. Type them in. This field defaults to “unknown” if missing.

**Officer ID:** Is the field to type in an officer’s identification, usually of alpha-numerical characters. This field defaults to unknown if missing.

**Officer Agency:** Is generally the same as reporting agency.

**Review Officer ID:** Is the field to type in an officer’s identification, usually of alpha-numerical characters. Often there isn’t a name given. This field defaults to “unknown” if missing.

**Review Date:** Is specific to note when the review officer reviewed the crash report. This is often missing. If unknown, add Not Reported.

**Work Zone Related:** Indicates if a crash was near a construction, maintenance, or utility work zone.

**Work Zone Location:** Is only used if crash is work zone related.

**Work Zone Type:** Notes the type of work being performed such as lane closures, lane crossovers, should work and so on.

**Workers Present:** Notes whether workers were present at the time of the work zone related crash. Available choices are "yes," "no," "not applicable," or "unknown."

**Law Enforcement Present:** Is, in this case, specific to crashes that are work zone related. Available choices are "no," "officer present," "law enforcement vehicle only present," or "not applicable."

**Processing Note:** Is usually automatically populated with the phrase, "RECORD CREATED BY <YOUR NAME>." You may want to use this space to note mistakes or weird aspects of the report.

**TIP:** Check the box for "Populate Missing Crash Summary Fields with Default Values" at the bottom to move more quickly through the form.

Select **Save** to save the page.

Select **Save & Continue** to save and move to the next page.

Select **Move to Hold Queue** if you need to leave and come back later. **NOTE:** You can also use this if you are having difficulty processing a crash. In that case, make a note of the Case # or SR # and notify Alaska DOT&PF Crash Data Manager.

Select **Release This Crash** only if you want to allow others to access this crash record. It unlocks it.

When you select **Save & Continue**, you will see the Traffic & Safety Record page.

## CRASH SUMMARY ADDITIONAL INFORMATION

When you are complete with Vehicles and Persons pages, click on **Additional Information** under Crash Summary.

### Crash Summary Additional Information Fields

#### Weather Conditions (Add)

NO ADDITIONAL ATMOSPHERIC CONDITIONS (Delete)

CLEAR (Delete)

#### Environmental Condition (Add)

ANIMAL(S) IN ROADWAY (Delete)

Save

#### Crash Navigation

Diagram

Narrative

[± CRASH SUMMARY](#)

ADDITIONAL INFORMATION:

[TRAFFIC & SAFETY](#)

[± VEHICLES:](#) Add

[± #1 1999 PO...](#) (x)

[± PERSONS](#) Add

Move to Hold Queue

Release This Crash

**Weather Conditions:** Describes up to two prevailing weather conditions that existed at the time of the crash. Select **Add** if you need to add a weather condition, then select **Save**.


**Environmental Conditions:** Describes up to three environmental conditions that contributed to the crash. Select **Add** if you need to add an environmental condition, then select **Save**.

**NOTE:** Whenever additional fields are added in the Crash Summary, Vehicles, or Persons pages the menu for this section will change from red to GREEN text.

## Traffic and Safety Record

This page provides data regarding road features and will auto-fill once geolocation has occurred on the "Crash Summary" page for both electronic and a new crash form. Therefore you should not have to fill in or update unless there is a red Edit and that case you may need to make a correction.

Select **Save**. If you need to go back to the Crash Summary page, select the text on the right side bar.



Alaska Department of Transportation and Public Facilities

# CRASH ENTRY & EDITING SYSTEM

☒ DOT&PF ☐ State of Alaska

Transportation Data Services Crash Processing ▾ Admin ▾ Queue Page (199) Case Number AK15003176 (100000326)

## Traffic and Safety Record

CDS Route: 2381073X000

Milepoint: 3.8008003172008156

Functional Class: MINOR ARTERIAL ▾

Urban/Rural: LAKES-KNIK-FAIRVIEW-WASILLA ▾

AADT: 5622.0

NHS: NOT NHS ▾

AHS: ROAD IS NOT ON THE ALASKA HIGHWAY SYSTEM ▾

Speed Limit: 30

Region: CENTRAL REGION ▾

Borough: MATANUSKA-SUSITNA BOROUGH ▾

Census Area: MATANUSKA-SUSITNA ▾

Election District: GREATER WASILLA ▾

City: OUTSIDE ANY CITY BOUNDARY ▾

Detachment: DETACHMENT UNKNOWN ▾

Paved: PAVED ▾

Management Resp.: STATE HIGHWAY AGENCY ▾

Maintenance Station: PALMER STATION ▾

Maintenance Category: CATEGORY III ALL YEAR ▾

Save

### Crash Navigation

Diagram

Narrative

[± CRASH SUMMARY](#)

[TRAFFIC & SAFETY](#)

[± VEHICLES: Add](#)

[± PERSONS: Add](#)

Move to Hold Queue

Release This Crash

#### Processing Difficulty Rating

☒ ★★★★★ (Hard)

☐ ★★★★★

☐ ★★★

☐ ★★

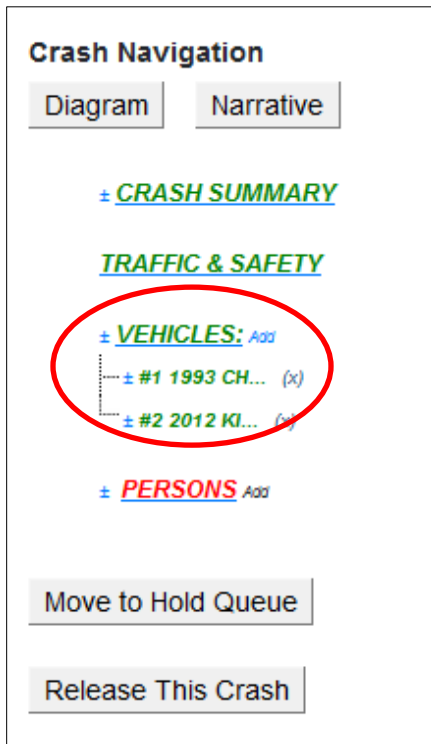
☐ ★ (Easy)

21 | Page

## Vehicles

For electronic crash forms, the Vehicles page will be pre-populated but still requires a review for accuracy. On the right side of the page above is the menu of remaining crash report pages. Navigate to the Vehicles and select the plus sign to the left to see if Vehicles are listed. If you need to add a Vehicle, select **Add** to the right of the text. Select the first Vehicle in the list, review for accuracy, and then select the next one, review for accuracy, and so forth.

For new crash forms, Vehicles will need to be added by selecting **Add** next to Vehicles.



The screenshot shows a 'Crash Navigation' sidebar. At the top are 'Diagram' and 'Narrative' buttons. Below them are links for 'CRASH SUMMARY', 'TRAFFIC & SAFETY', 'VEHICLES: Add', and 'PERSONS Add'. The 'VEHICLES: Add' link is circled in red. Under it, two vehicle entries are listed: '#1 1993 CH...' and '#2 2012 KI...', each with a plus sign and a '(x)' icon. At the bottom of the sidebar are 'Move to Hold Queue' and 'Release This Crash' buttons.

Crash Navigation

Diagram Narrative

[± CRASH SUMMARY](#)

[TRAFFIC & SAFETY](#)

[± VEHICLES: Add](#)


- [± #1 1993 CH... \(x\)](#)
- [± #2 2012 KI... \(x\)](#)

[± PERSONS Add](#)

Move to Hold Queue

Release This Crash

When you select a Vehicle from the list you will see a long list of fields to describe the Vehicle.



Alaska Department of Transportation and Public Facilities

# CRASH ENTRY & EDITING SYSTEM

Search

Search

☐ DOT&PF ☐ State of Alaska

Transportation Data Services Crash Processing ▾ Admin ▾ Queue Page (201) Case Number 15-0100 (100000315)

## 2009 PONTIAC (Vehicle #1)

Total People in Vehicle:

2

Most Contributing Unit:

YES

Vehicle Type:

MOTOR VEHICLE IN-TRANSPORT (INSIDE OR OUTSIDE THE TRAFFI

Driver Present:

YES

VIN:

1G2ZG57B694203895

Show Mfg Vehicle Information

License Plate Number:

FPN587

Registration State:

AK - ALASKA

Registration Year:

2015

Color:

GRN-GREEN

Make:

PONTIAC

Model:

G6

Model Year:

2009

Body Type:

HARDTOP, 4-DOOR

Special Function:

NO SPECIAL FUNCTION

Emergency Use:

NOT APPLICABLE

Posted Speed:

55

Direction of Travel:

SOUTHBOUND

On Street:

RICHARDSON HIGHWAY MILE 15

Trafficway Description:

TWO-WAY, NOT DIVIDED

Total Thru Lanes:

TWO LANES

Horizontal Alignment:

CURVE LEFT

Roadway Grade:

LEVEL

Traffic Control Device:

NO CONTROLS

Traffic Control Device Working:

NO CONTROLS

Crash Navigation

DiagramNarrative

± CRASH SUMMARY

TRAFFIC & SAFETY

± VEHICLES: Add

± #1 2009 PO... (x)

± PERSONS Add

Move to Hold Queue

All Done - Commit!

Release This Crash

Processing Difficulty Rating

☐ ★★★★★ (Hard)

☐ ★★★★★

☒ ★★★

☐ ★★

☐ ★ (Easy)

23 | Page

Page continued...

Traffic Control Device:	NO CONTROLS
Traffic Control Device Working:	NO CONTROLS
Vehicle Action:	NEGOTIATING A CURVE
Other Action:	NOT APPLICABLE
Bus Use:	NOT A BUS
Initial Contact Point:	04 - CLOCK POINT 04
Undercarriage Damage:	YES
Damage Estimate > \$501:	YES
Extent of Damage:	DISABLING DAMAGE
Vehicle Removal:	TOWED DUE TO DISABLING DAMAGE
Towed By:	GUNIONS
Hit and Run:	NO, DID NOT LEAVE SCENE
First Event:	OTHER NON-COLLISION
Second Event:	SNOW BANK
Third Event:	GUARDRAIL FACE
Fourth Event:	(CHOOSE)
Most Harmful Event:	GUARDRAIL FACE
Animal:	NOT APPLICABLE
Headlights On?:	YES

Commercial Vehicle?: ☐

☒ Populate Missing Vehicle Information

[Save](#)

City/County: District: Headquarters: Agency: Emergency: Department of Transportation & Public Facilities

**NOTE:** Select “Populate Missing Crash Summary Fields with Default Values” at the bottom of the page. This button fills each field with a default value. As you tab through the fields entering data you can override the default value. If you have no data for the field, tab through to the next field and the default value remains.

You will find two links on the top right of the page just under the “Crash Navigation”. One opens the crash diagram and one opens the narrative, if available. These are useful to double check information found on this page.

**Total People in Vehicle:** Includes vehicle driver and passengers - both injured and uninjured. Usually the reporting officer will have this number correct. Drivers and passengers will also get their own “person” page of information entered. The only exception is with bus accidents. The count of all bus passengers and drivers should be recorded here, but only the driver and injured passengers get their own “person” pages.

**Most Contributing Vehicle:** Is the unit that is most causal of the crash. This unit can include a motor vehicle, pedestrian, bicyclist, person on a personal conveyance, and more. “Yes,” or “No” are the only choices.

**Vehicle Type:** Describes action and type of vehicle involved in accident. From the drop down menu choose from what the police officer notes.

**Driver Present:** Is a “yes” or “no” field that indicates whether or not a driver was present AT TIME OF CRASH. If no person was in control of the vehicle at time of crash (e.g. parked) mark this as “no”. Generally the police enter this field correctly.



**License Plate Number:** Is a vehicle's unique alpha-numerical identifier. Enter it exactly as the police officer put it on the report.

**Registration State:** Is the geopolitical entity the issued the driver's license. There is a large drop down list covering the vast majority of license issuing domestic and foreign states and territories.

**Registration Year:** Is the year the registration is issued. Enter 9999 if the year is unknown.

**Color:** There is a drop down list of numerous colors. Enter exactly as the police officer noted on the report. This field defaults to "UNK-UNKNOWN" if missing.

**Make:** Is the manufacturer of the vehicle. Type out the full name of the make indicated by the police officer in the report. Sometimes officers use abbreviations. Please enter make in full ("Chevrolet" versus "Chevy").

**Model:** Is the family of motor vehicles made by a manufacturer that have a similar construction. Type out the full name of the model indicated by the police officer in the report. ("Taurus" instead of "TRS").

**Model Year:** Is assigned to a vehicle by its manufacturer and is noted by the police officer. If unknown, enter '9999'.

**Body Type:** Is the general configuration or shape of the motor vehicle. There are over 180 choices. From the drop down menu choose from what the police officer notes. (**NOTE:** SUVs are considered "Carry Alls," while four wheelers and snow machines are considered "open body").

**Special Function:** Indicates if the vehicle is used for a purpose other than personal transport.

**Emergency Use:** Is specific to any vehicle authorized to respond to emergencies with or without use of markings and also refers to vehicles travelling with emergency signals in use. This is common in smaller communities where volunteers are EMTs.

**Posted Speed:** Refers to the speed limit posted for the road upon which a crash occurs. '99' is entered when the speed limit is unknown.

**Direction of Travel:** Is the compass direction of travel vehicle was going at the time of the crash. Sometimes the direction is found in the narrative.

**On Street:** Is the name of the street upon which the vehicle was travelling (in the direction of travel described in the previous field). This is not necessarily the street where the accident occurred. The entry does not have a corresponding spot in the crash report. The data for this field is most often found in the narrative.

**Trafficway Description:** Indicates the type of traffic way. Can also populate using the satellite view on the map.

**Total Thru Lanes:** Is the number of travel lanes the vehicle is on pre-crash.

**Horizontal Alignment:** Describes curve or lack of curve of the road.

**Roadway Grade:** Describes the rise, fall, or levelness of the road.

**Traffic Control Device:** Best describes the traffic controls nearest the pre-crash event.

**Traffic Control Device Working:** Describes whether said device is functioning properly.

**Vehicle Action:** Describes the vehicle's action prior to any maneuvers or action related to the crash. Do not confuse with contributing circumstances or the sequence of crash events.

**Other Action:** Describes the situation where the vehicle action prior to a crash is known, but it doesn't fit any of the 17 or so pre-set actions available in the drop down menu.

**Bus Use:** Indicates whether or not a vehicle is a bus, and if so, what type.

**Initial Contact Point:** Indicates, in a clockwise fashion with 12 o'clock the front of the car and six o'clock the rear, the area of first impact.

**Undercarriage Damage:** Indicates wheel impacts and damage to the underside of a vehicle.

**Damage Estimate > \$501:** Indicates whether an involved car had damages greater than 501 dollars. At least one involved car in a crash should have damages greater than 501 dollars, but not every vehicle listed in a crash need have that amount of damage.

**Extent of Damage:** Is the police officer's estimate of total damage to the vehicle as a result of the crash.

**Vehicle Removal:** Indicates how a vehicle was removed from a crash site scene.

**Towed By:** Is used when one of the towing options is chosen under Vehicle Removal. Type in the name of the towing company exactly as the police officer noted on the report. No need to spend time typing a phone number for the towing company though a number is sometimes included.

**Hit and Run:** Indicates if the driver left the scene of the crash. The car may still be there, but if the driver left on foot, it is still a hit and run.

**First Event:** Is not necessarily the most harmful event. What was the first major thing that happened in a crash's sequence of events?

**Second Event:** Is the second major thing that happened within a crash's sequence of events. Leave as "Choose" if unknown.

**Third Event:** Is the third major thing that happened within a crash's sequence of events. Leave as "Choose" if unknown.

**Fourth Event:** Is the fourth major thing that happened within a crash's sequence of events. Leave as "Choose" if unknown.

**Most Harmful Event:** Is not necessarily the first event. The most harmful event is the part of the crash that led to death, injury, or damage. Fatalities take precedent over injuries, and injuries over property damage.

**Animal:** Is chosen if Live Animal is a most harmful event.

**Headlights On:** Indicates if the vehicles headlights were on at the time of the crash.

WHEN COMPLETE with the above, select "**Save**" and correct any fields that show in red. Select "**Add**" next to the **Vehicles** menu if another vehicle needs to be entered.

## VEHICLES ADDITIONAL INFORMATION

For electronic crash forms, this page will be pre-populated but still requires a review for accuracy. When you are complete with each of the Vehicles involved, you will select the diminutive plus to the left of each Vehicle and select **Additional Information**. When you select **Additional Information** it will look like this. For each variable (Ex. Damaged Area) you can select **Add**, make a selection and select **Save**.

For new crash forms, Vehicles Additional Information will need to be added by selecting **Additional Information** and then **Add** next to each variable.

### Additional Fields for Vehicle 1

#### Damaged Area (Add)

12 - CLOCK POINT 12 (Delete)

#### Vehicle Circumstance (Add)

NONE (Delete)

#### Roadway Condition (Add)

NONE (Delete)

#### Cargo Body Type (Add)

NOT APPLICABLE - (MOTOR VEHICLE 10,000 LBS OR LESS NOT DISPLAYING HM PLACARD) (Delete)

Save

#### Crash Navigation

Diagram

Narrative

± CRASH SUMMARY

ADDITIONAL INFORMATION:

TRAFFIC & SAFETY

± VEHICLES: Add

± #1 1999 PO... (x)

ADDITIONAL INFORMATION:

± PERSONS Add

Move to Hold Queue

Release This Crash

#### Processing Difficulty Rating

★★★★★ (Hard)

★★★★

★★★

★★

★ (Easy)

**Damaged Areas:** Describes up to two areas of a vehicle that have been damaged in the reported crash. Select **Add** to add a damaged area, then select **Save**.

## Additional Fields for Vehicle 1

### No Damaged Areas (Add)

Add Damaged Area:

No Vehicle Circumstances

No Roadway Conditions

No Cargo Body Types

Save

(CHOOSE)

(CHOOSE)

00 - NO DAMAGE

01 - CLOCK POINT 01

02 - CLOCK POINT 02

03 - CLOCK POINT 03

04 - CLOCK POINT 04

05 - CLOCK POINT 05

06 - CLOCK POINT 06

07 - CLOCK POINT 07

08 - CLOCK POINT 08

09 - CLOCK POINT 09

10 - CLOCK POINT 10

11 - CLOCK POINT 11

12 - CLOCK POINT 12

13 - TOP

14 - UNDERCARRIAGE

61 - LEFT

62 - LEFT - FRONT HALF

63 - LEFT - BACK HALF

81 - RIGHT

Damaged areas indicates, in a clockwise fashion with 12 o'clock the front of the car and six o'clock the rear, the area of notable vehicle damage. Select **Save** to add the damaged area. Select **Add** again to add another damaged area if necessary.

**Vehicle Circumstances:** Describes up to two vehicle defects or maintenance issues that contributed to the crash. Select **Add** to add a vehicle circumstance and select **Save**.

**Roadway Conditions:** Describes up to three road way circumstances that contributed to the crash. Select **Add** to add a roadway condition and select **Save**.

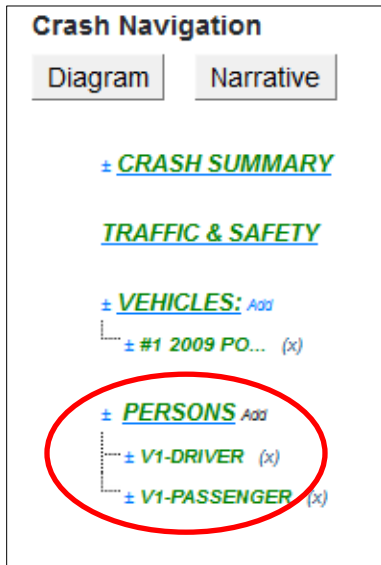
**Cargo Body Types:** Describes up to two cargo configurations for commercial vehicles. Select **Add** to add a cargo body type and select **Save**.

When the additional fields are added or changed, the Crash Navigation menu for this section will change from red to **GREEN** text.

## Persons

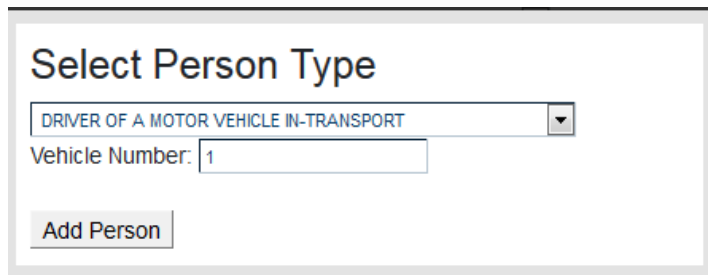
For electronic crash forms this section should be pre-populated. Review and edit for accuracy. This page provides information on the people involved in a crash. Click on plus sign to the left of the Persons to view the Persons involved, i.e., V1-Driver, V1-Passenger. This list could be long if a multi vehicle crash has occurred. If no Persons have been added and need to be, select the ~~diminutive~~ **Add** to the right.

For new crash forms, Persons will need to be added by selecting **Add** next to Persons.



The screenshot shows the 'Crash Navigation' pane with two tabs: 'Diagram' and 'Narrative'. Below the tabs are several expandable sections: '± CRASH SUMMARY', 'TRAFFIC & SAFETY', '± VEHICLES: Add' (with a sub-entry '± #1 2009 PO... (x)'), and '± PERSONS Add' (which is circled in red). Under the 'PERSONS' section, there are two entries: '± V1-DRIVER (x)' and '± V1-PASSENGER (x)'.


If you select **Add**, you will see this pop-up:



The 'Select Person Type' pop-up form contains a dropdown menu with 'DRIVER OF A MOTOR VEHICLE IN-TRANSPORT' selected. Below the dropdown is a text field labeled 'Vehicle Number:' with the value '1'. At the bottom of the form is an 'Add Person' button.



There are many choices but you will most likely choose “Driver of a Motor Vehicle In-Transport” or “Passenger of a Motor Vehicle In-Transport,” with pedestrian and bicyclist occasionally. Persons are listed by vehicle number and whether they are a driver, passenger or occupant. After you Add a person and enter their data, their entry will be under the Person section of the crash navigation pane as vehicle number and person type (e.g. V1-DRIVER). For persons who are not in a vehicle, like a pedestrian or bicyclists, their entry will display as “NON-MOTORIST” under the Persons menu.

When you click on a Person that was listed, you will see a page like this:




Alaska Department of Transportation and Public Facilities

## CRASH ENTRY & EDITING SYSTEM

Transportation Data Services
Crash Processing
Admin
Queue Page (201)
Case Number AK15002902 (100000310)

### VEHICLE 1 DRIVER

Vehicle or Unit Number:  No Vehicle Assigned to This Person 

Most Contributing Person:

Person Type:

Gender:

Physical Street:

Physical City:

Physical State:

Physical Zip:

Age:  [\(Edit\)](#)

DL State:

APSIN ID:

Injury Status:

Source of Transport:

EMS ID:

EMS Run Number:

Name or ID of Medical Facility:

Speeding Suspected:

Visual Obstruction:

Restraint Misuse:

Distracted By:

Alcohol Suspected:

Alcohol Test Status:

Alcohol Test Type:

Alcohol Test Result:

Alcohol Level:

Drugs Suspected:

Drugs, Test Status:

Drugs, Test Type:

Drugs, Test Result:

Charges:

Total Charges:

CDL:

Non-CDL Status:

CDL Status:

DL Class Compliance:

CDL Endorsement Compliance:

DL Restriction Compliance:

Insurance Coverage:

Insurance Company:

NFR:

Row:

Seat:

Seating Other:

Airbag Deployed:

Ejection:

Crash Navigation

[Diagram](#) [Narrative](#)

[+ CRASH SUMMARY](#)

[+ TRAFFIC & SAFETY](#)

[+ VEHICLES: 1](#)

[+ PERSONS: 1](#)

... + V1-DRIVER (X)

... ADDITIONAL INFORMATION

... + NON-MOTORIST (X)

... ADDITIONAL INFORMATION

[Move to Hold Queue](#)

[Release This Crash](#)

Processing Difficulty Rating

☐ ★★★★★ (Hard)

☐ ★★★★★

☐ ★★★

☐ ★★

☐ ★ (Easy)

**NOTE:** Select “Populate Missing Crash Summary Fields with Default Values” at the bottom before data entry. This button fills each field with a default value and will help you move through the page quicker.

If you encounter a hit and run accident, many parts of the form will be incomplete. Use the “unknown” option rather than “not reported” field entry options.

**Vehicle or Unit Number:** This denotes the vehicle or unit the person is associated with. Important: Double check the person being described matches the unit or vehicle number listed in this field.

**No Vehicle Assigned to This Person:** If describing a non-motorist (e.g. bicyclist, pedestrian), check this box.

**Most contributing person:** This usually is chosen for the person who is the driver of the most contributing unit or vehicle, but a passenger can be the person who causes a crash. This is a “yes” or “no” drop down list.

**Person Type:** Can be the driver, a passenger, a pedestrian, a bicyclist, and more. Police will sometimes fill out reports where a passenger is labeled as a witness. In that case, change their “person type” from witness to passenger. We need to know the numbers of people in the vehicles and units involved in the crash. We need to know the number of witnesses, which is entered on the crash summary page, but you do not need person information on witnesses.

**Gender:** Is indicated by the reporting officer. If unknown, Gender will populate as “Unknown”.

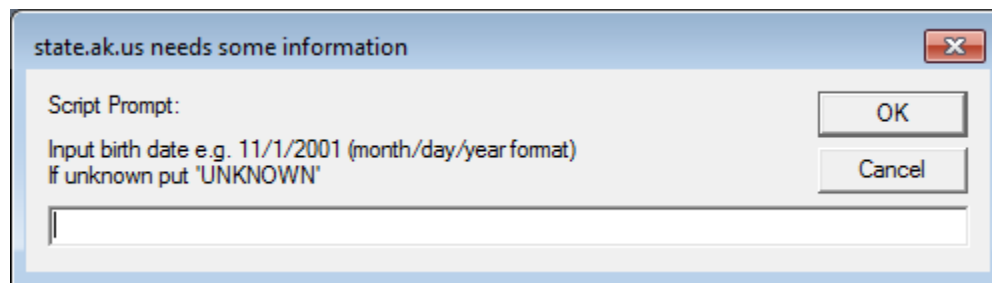
**Physical Street:** Add physical address and not a PO Box.

**Physical City:** If unknown will populate as, “Not Reported.”

**Physical State:** If unknown will populate as, “NR.”

**Physical Zip:** If unknown will populate as, “Not Reported.”

**Age:** Enter date of birth in a MM/DD/YYYY format. Click on “calculate age,” this appears:



Enter the birth date and click ‘OK’. A decimal age will appear in the age field on the person page. The birthdate will no longer be available.

**DL State:** This is the two letter code for the state that issued the driver’s license. If unknown will populate with a two letter code, “NR.”

**APSIN ID:** Is entered when a person has a record within the Alaska Public Safety Information Network (APSIN). The APSIN ID is indicated by the reporting officer. Sometimes the officer enters the same number as the DL Number.

**Injury Status:** Injury status is determined by the police responding to an accident.

**Source of Transport:** Notes if a person was transported to a medical facility.

**EMS ID:** Is the name of the emergency medical service company or agency that transported the person to the first medical facility.

**EMS Run Number:** Notes the number assigned the emergency medical service transport by the company or agency.

**Name or ID of Medical Facility:** Notes the name of the first medical facility the person is transported to.

**Speeding Suspected:** Notes if speeding is suspected.

**Visual Obstruction:** Notes if a person's view was obstructed from within or outside the vehicle or unit.

**Restraint Misuse:** Notes if seatbelt or other restraint was misused.

**Distracted By:** Notes the way a person's attention may have been diverted.

**Alcohol Suspected:** Notes whether an officer believes alcohol may have been a factor. If "NO" is chosen, "TEST NOT GIVEN" becomes the default for the next three alcohol questions.

**Alcohol Test Status:** Determines whether an alcohol test was administered.

**Alcohol Test Type:** Determines the kind of alcohol test administered.

**Alcohol Test Result:** Notes result as not given, positive, negative or unknown.

**Alcohol Level:** Is a numeric field where the officer notes the value of the test given. If no alcohol test given then enter '0.0. You are limited to four characters. You can take the zero out and then you can have a BAC of three significant digits. (e.g. a BAC of 0.368 becomes .368).

**Drugs Suspected:** Denotes whether an officer believes drugs may have been a factor. If "NO" is chosen, "TEST NOT GIVEN" becomes the default for the next three drug questions.

**Drugs, Test Status:** Determines whether a drug test was administered.

**Drugs, Test Type:** Determines the kind of drug test administered.

**Drugs, Test Result:** Is a drop down menu indicating whether the administered test was positive or negative.

**Charges:** Indicates whether any charges were filed for this person.

**Total Charges:** Is a numerical field indicating the number of charges the police officer issued.

**CDL:** Notes whether a person has a Commercial Driver License and was a driver.

**Non-CDL Status:** Notes the status of a driver's license for a person without a Commercial Driver License.

**CDL Status:** Notes the status of a driver's license for a person with a Commercial Driver License.

**DL Class Compliance:** Notes whether driver has appropriate license for the type of vehicle driven.

**CDL Endorsement Compliance:** Notes whether any endorsements are required on a CDL for the driven vehicle, and whether there is compliance with those endorsements.

**DL Restriction Compliance:** Notes if the driver is complying with required restrictions (e.g. corrective lenses).

**Insurance Coverage:** Indicates if the driver has car insurance.

**Insurance Company:** Notes the name of the person's car insurance provider.

**NFR:** Notes if an officer provided a person a Notice of Financial Responsibility.

**Row:** Indicates the row a person was sitting in at the time of the crash.

**Seat:** Indicates, within a row, if the person was sitting in the left, right, or middle seat.

**Seating Other:** Is for passengers not in a typical row and seat arrangement. This might include riding on the exterior or the sleep cab of a truck.

**Airbag Deployed:** Notes availability and location of air bags for the person and whether they were deployed at time of the crash.

**Ejection:** Notes whether a passenger was partially or fully thrown from a vehicle.

**Ejection Path:** Notes through what opening in the vehicle a passenger was partially or fully thrown.



**Extrication:** Is when equipment, or some sort of force beyond carrying the person, was used to remove someone from a wrecked vehicle.

## PERSONS ADDITIONAL INFORMATION

For electronic crash forms this section should be pre-populated. Review and edit for accuracy. When you are complete with each of the Persons involved, you will select the diminutive plus to the left of each Person and select **Additional Information**. When you select **Additional Information** it will look like this. For each variable (Ex. Contributing Circumstances) you can select Add to add data.

For new crash forms, Additional Information will need to be added by selecting **Additional Information** below Persons.

### Additional Fields for Person 1

#### Contributing Circumstance (Add)

[NO CONTRIBUTING ACTION / CIRCUMSTANCE](#) (Delete)

#### Restraint System / Safety Equipment (Add)

[SHOULDER AND LAP BELT USED](#) (Delete)

#### Individual Condition (Add)

[NONE/APPEARENTLY NORMAL](#) (Delete)

#### Drug Detected (Add)

[NOT APPLICABLE](#) (Delete)

#### DL Class (Add)

[D - BASIC DRIVER](#) (Delete)

#### DL Endorsement (Add)

[NONE/NOT LICENSED](#) (Delete)

#### DL Restriction (Add)

[0 - NONE/NOT LICENSED](#) (Delete)

#### Action Prior to Crash (Add)

[NOT APPLICABLE](#) (Delete)

#### No Charges (Add)

[Save](#)

#### Crash Navigation

[Diagram](#)

[Narrative](#)

[± CRASH SUMMARY](#)

[ADDITIONAL INFORMATION](#)

[TRAFFIC & SAFETY](#)

[± VEHICLES: Add](#)

[± #1 1999 PO... \(x\)](#)

[ADDITIONAL INFORMATION](#)

[± PERSONS Add](#)

[± V1-DRIVER \(x\)](#)

[ADDITIONAL INFORMATION](#)

[± V1-PASSENGER \(x\)](#)

[ADDITIONAL INFORMATION](#)

[± V1-PASSENGER \(x\)](#)

[ADDITIONAL INFORMATION](#)

[± V1-PASSENGER \(x\)](#)

[ADDITIONAL INFORMATION](#)

[Move to Hold Queue](#)

[Release This Crash](#)

#### Processing Difficulty Rating

☐ ★★★★★ (Hard)

☐ ★★★★★

☐ ★★★

☐ ★★

☐ ★ (Easy)

**Contributing Circumstances:** Describes up to four actions or circumstances that existed at the time of the crash that may have contributed to the crash. Select **Add** to add a contributing circumstance and then select **Save**.

**Restraint Systems:** Describes up to four restraint systems or safety equipment in use at the time of the crash. Select **Add** to add a restraint system and then select **Save**.

**Individual Conditions:** Describes up to two physical impairments for this person that may have contributed to the crash. Select **Add** to add an individual condition and then select **Save**.

**Drugs Detected:** Describes up to four drugs detected by the drug test performed. Select **Add** to add a drug detected and then select **Save**.

**DL Classes:** Describes up to two driver's license classes the person may have. This is to be entered for drivers, not passengers. Select **Add** to add a DL class and then select **Save**.

**DL Endorsements:** Describes up to five endorsements for commercial and non-commercial licenses. Select **Add** to add a DL endorsement and then select **Save**.

**DL Restrictions:** describes up to three restrictions a driver may have assigned to their license. Select **Add** to add a DL restriction and then select **Save**.

**Actions Prior to Crash:** This field is specific to the non-motorists section of a crash report. The field describes up to two actions a non-motorist was performing prior to a crash. Select **Add** to add an action prior to crash and then select **Save**.

**Charges:** Is used when the crash report indicates charges were issued due to the crash. One drop down and four free text fields are filled out for each charge. Select **Add**.

#### No Charges (Add)

Citation Issued:	(CHOOSE) ▼
Citation Number:	<input type="text"/>
Statute:	<input type="text"/>
Description:	<input type="text"/>

Save

**Citation Issued:** Notes whether or not a citation was issued, or if that status is known. Without hitting save, tab your cursor to the next field for citation number.

**Citation Number:** This is a unique number given the citation by the reporting police officer. Without hitting save, tab your cursor to the next field for statute. Add **Not Reported** if unknown.

**Statute:** This field identifies the state or local law used to issue the charge. Without hitting save, tab your cursor to the next field for the statute description. Add **Not Reported** if unknown.

**Description:** Is the short character-based description of the statute and violation committed, Ex. DUI, Ran Stop Sign.

For multiple citations you will need to **Save** each one, then select **Add** for the next one. When entering Not Reported for Citation Number and Statute you will need to add a unique number for each. Ex. Not Reported 1, Not Reported 2, etc. If you do not you will see this error message:

CITATION RECORD already exists for Citation Number NOT REPORTED.

OK

## Finalizing the Crash Form

When all data entry is complete for you can select **All Done- Commit!** For 12209 Driver Reports you will select **Finalize Driver Report**. All menu items above the commit button must be green prior to committing or finalizing a crash form. This will save the final in Alaska DOT&PF's database. Thank you!

If you are still working on a crash form and need to come back to it later, select **Move to Hold Queue**. You can also use this if you are having difficulty processing a crash. In that case, make a note of the Case # or SR # and notify Alaska DOT&PF Crash Data Manager.

If you are editing a crash form and would like a coworker or manager to review, select **Release this Crash** which will unlock it.

Ignore the Rating section.

**Crash Navigation**

[= CRASH SUMMARY](#)

[TRAFFIC & SAFETY](#)

[= VEHICLES: Add](#)

[= PERSONS Add](#)

Select All Done-Commit when all done. The menu items above must all be green. For New 12209 Driver Crash Report, this will say **Finalize Driver Report**

**Processing Difficulty Rating**

☐ ★★★★★ (Hard)

☐ ★★★★★

☐ ★★★

☐ ★★

☐ ★ (Easy)

Ignore the rating!