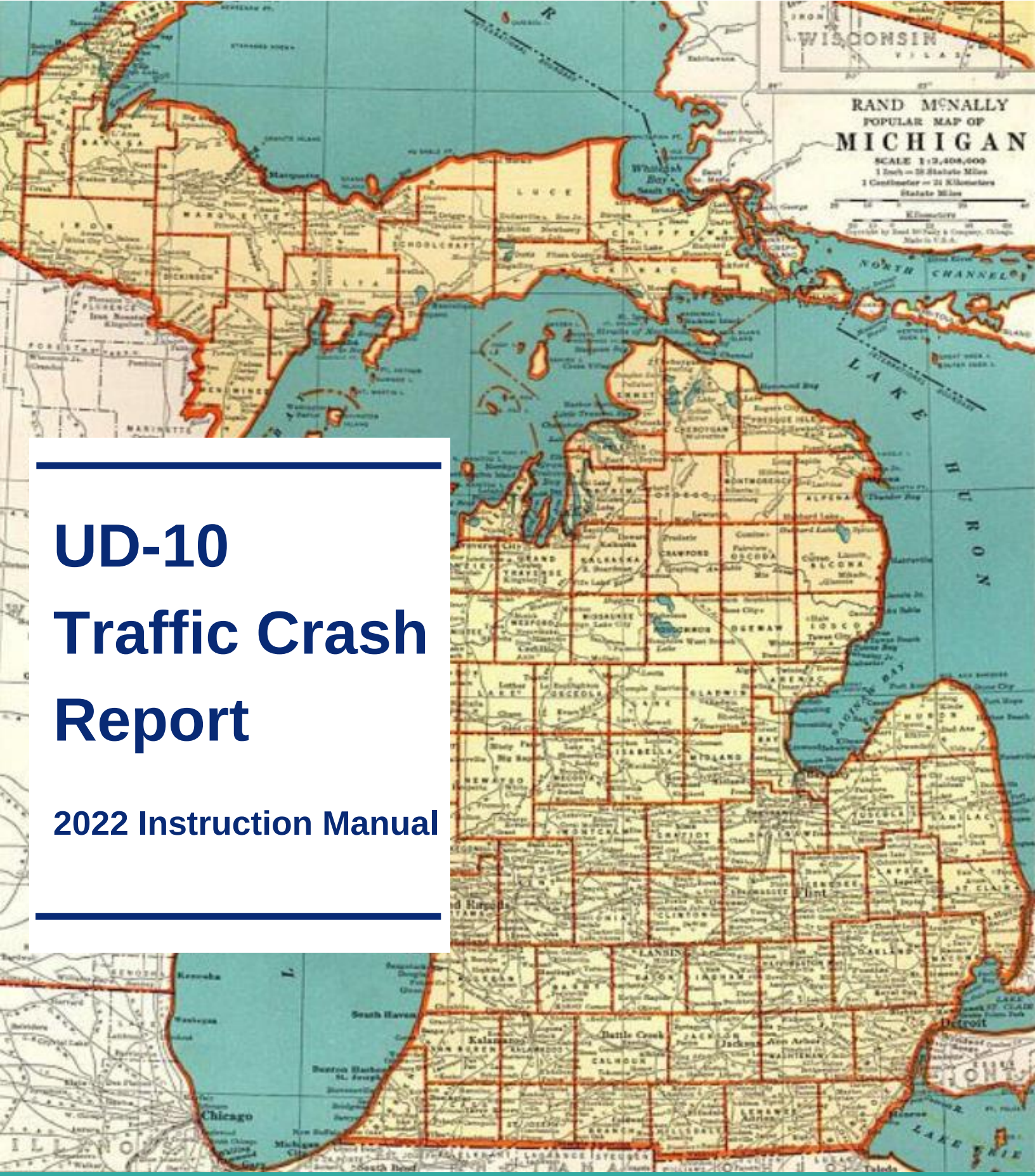

UD-10 Traffic Crash Report

2022 Instruction Manual

Michigan State Police
Traffic Crash Reporting Unit
www.michigan.gov/crash

Introduction

Traffic Crash Reporting

This instruction manual provides guidance for the accurate completion of the UD-10 Traffic Crash Report, as prescribed by the Director of the Department of State Police, pursuant to Michigan Compiled Laws 257.621 and 257.622.

Michigan law requires that the UD-10 be completed in full by the investigating officer and forwarded to the MSP to analyze the cause of the reported crash and prepare information compiled from such reports for public use. A UD-10 shall not be available for use in a court action but shall be for the purpose of furnishing statistical information regarding the number and causes of crashes pursuant to MCL 257.624(1).

Every reasonable effort shall be made to obtain information for the completion of the UD-10. If this is not possible, law enforcement shall use their best judgment and record their considered opinions based on their investigation and experience. This should be done even though it may not be possible to substantiate all recorded information or have enough evidence to initiate enforcement action.

A police officer may issue a citation to a person who is the operator of a motor vehicle involved in a traffic crash if, based upon the personal investigation; the officer has reasonable cause to believe that the person has committed a misdemeanor in connection with the traffic crash, pursuant to MCL 257.728(8).

Similarly, a police officer may issue a citation to a person who is the driver of a motor vehicle involved in a traffic crash if, based upon the personal investigation; the officer has reasonable cause to believe that the person is responsible for a civil infraction in connection with the traffic crash, pursuant to MCL 257.742(3).

Every year, UD-10's are used to report approximately 320,000 traffic crashes to the Michigan State Police for analysis. The instructions in this manual are designed to assist law enforcement in reporting traffic crashes in a complete, accurate and uniform

manner so that the information compiled from such reports will be of the greatest value for traffic crash prevention purposes.

Traffic crash data is used by the following groups:

- Traffic engineers - to redesign unsafe roads and intersections.
- Law enforcement - to assign patrols in high traffic crash areas.
- Secretary of State - to update driving records to accurately identify drivers in crashes.
- Road Commissions - to recover repair costs for damage to public property.
- Federal Agencies – to develop safety initiatives, implement safety programs, and contribute to making and changing laws.

Traffic Crash Definitions

Traffic Crash

The UD-10 Traffic Crash Report shall be used to report to the State of Michigan, all traffic related motor vehicle crashes.

The Michigan criteria for a crash are: **"DID THE CRASH INVOLVE…"**

1. **a motor vehicle** that
2. was **in transport**, and
3. **on the roadway, that resulted in death, injury, or property damage of $1,000 or more.**

The report is also used to record **any crash** involving a snowmobile or off-road vehicle (ORV), whether traffic or non-traffic related. The property damage for a snowmobile or ORV is $100.00 or more.

Exclusions of a non-fatality crash include: Deliberate Intent (i.e., self-inflicted injury, road rage, insurance fraud); Legal Intervention (i.e., pit-maneuver, deliberate acts engaged in by law enforcement).

Note: A pit-maneuver that causes the suspect vehicle to collide with another unit would be reported on a UD-10 as a two-unit crash.

Fatal Crashes

In crashes involving fatalities, the State of Michigan requires that all passengers, injured and uninjured, be listed on the crash report and that the Crash Diagram and Remarks be completed with a thorough description of the crash. Include all supplemental reports relating to this crash. All fatalities occurring on public and non-

public roadways (driveways, shopping centers, etc.) shall also be submitted.
All fatalities must be reported to MSP Operations via the Law Enforcement Information Network (LEIN), using the format shown in Appendix A.

Note: By law, all deceased drivers must be tested for alcohol/drugs.
MCL 257.625a

Fatalities shall be submitted under the following four categories:

- **Regular**: Deaths that occur within 30 days as the result of injuries sustained in a traffic crash.
- **Non-Count**: Deaths that occur more than 30 days after the crash date. Notify the FARS personnel by contacting them at 517-241-1699 if a death occurs after the 30 days. These deaths are not counted statistically.
- **Medical**: Deaths that occur from medical causes not related to the crash. Indicate the Medical Examiner's findings in the narrative portion of the UD-10. These deaths are not counted statistically. If the Medical Examiner determines the cause of death was from a medical issue and not the traffic crash, please notify the FARS personnel at 517-241-1699.
- **Non-Traffic**: Deaths that occur in or on areas not publicly maintained and/or open to the public for thru traffic, i.e., parking lots, fields, lake surfaces, etc. Non-traffic snowmobile and ORV crashes are required by state law to be submitted and compiled. These deaths are not counted statistically.

For any crash involving a fatality, the deceased person(s) can only be recorded as receiving a "K" injury one time. Example: Motor vehicle strikes and kills a pedestrian in the roadway. Moments later another vehicle comes along and hits the pedestrian a second time. Do not report this as another fatal injury for the same pedestrian, because doing so would show two fatalities for the same person.

Parked Vehicles

Parked Vehicle: A parked vehicle on the roadway is considered a traffic unit on the UD-10. The person sitting behind the steering wheel of a parked vehicle is considered the driver of that vehicle, and all other occupants are considered passengers. By selecting **Action Prior** for this unit as **Parked**, that unit will not be sent to the Secretary of State and therefore will not be posted to a driving record.

Note: An emergency vehicle with lights activated and on the roadway is considered a parked vehicle, with the Action Prior being Parked.

Vehicle Stopped on Roadway: A vehicle stopped on the roadway is also a traffic unit on the UD-10 and is considered a motor vehicle "in transport." The driver of the vehicle is listed on the UD-10 and the **Action Prior** for this unit should be **Stopped on Roadway**. This crash will be posted to a driving record.

Unoccupied Vehicle: If the vehicle is Unoccupied, do not list any information in the Driver section. For this instance, select the Unknown/Unoccupied button on the electronic crash report.

Vehicle Involved in Prior Crash: Consider the scenario of a multiple vehicle crash where several UD-10 crash reports may be taken for a single location within a short time frame. For example two cars are involved in a roadway collision and moments later a third vehicle collides with the two previously disabled cars. If you record the initial two vehicles on several UD-10 crash reports, the drivers of those vehicles will have multiple crashes on their driving records for the same date. To alleviate this, list those first two vehicles as involved Units for the initial crash and record them as a Parked Vehicle under the Sequence of Events for all subsequent crashes. That way only one traffic crash will be reflected on their driving record for the entire event.

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Section 1: Administrative

The Administrative Section contains those fields that are consistent throughout the traffic crash and apply to the entire UD-10 report.

Page Number

Each page on the UD-10 can capture up to two units. A single UD-10 will be numbered Page 1 of 1. If there is more than two units involved in a crash, additional UD-10's will need to be added and numbered sequentially. For example, if 5 vehicles are involved in a crash, 3 UD-10's must be completed. The first UD-10 will be numbered Page 1 of 3, the second UD-10 numbered Page 2 of 3, and the third UD-10 would be Page 3 of 3.

Incident Number

Enter the investigating agency's alpha numeric incident number, not to exceed twelve (12) characters.

Note: When giving the incident number to parties involved in a crash, the incident number must be identified exactly as written on the UD-10. Do not give out the External Crash ID number as this number is recycled throughout the years.

File Class

Enter the appropriate 5-digit MICR File Class for the crash.

- **5400-1 Hit and Run Motor Vehicle Crash**
- **5400-2 Operating Under the Influence of Liquor or Drugs**
- **9300-1 Traffic Crash**
- **9300-2 Non-Traffic Crash**

Note: Due to MICR requirements, the FBI only recognizes hit and run crashes as involving a motor vehicle and a pedestrian or a motor vehicle and a bicyclist. If the crash involves two motor vehicles, select File Class 9300-1 or 9300-2, and select the Hit and Run bubble under Special Circumstances.

ORI

The ORI is a unique identifier for every law enforcement agency. Enter the law enforcement agency's Originating Agency Number (ORI) that is reporting the crash.

Department Name

Enter the full name of the law enforcement agency that is reporting the traffic crash.

Reviewer

Once the crash report is completed and submitted, this field will indicate the name of the supervisor who reviewed the crash report.

Crash Date

Enter the date the crash occurred, using the MM/DD/YYYY format. A future date is not valid. If the crash date is unknown and cannot be reasonably estimated, enter the date the crash was reported by the complainant or the date it was reported to you.

Crash Time

Enter the military time the crash occurred. All military time must include 4 digits. Midnight is entered as 0000 and noon is 1200.

If the crash time is unknown and cannot be reasonably estimated, enter the time the crash was reported by the complainant or the time it was reported to you.

Number of Units

Enter the total number of units (Motor Vehicles, Pedestrians, Bicycles and Engineers/Trains) that were physically involved in the crash. Each unit involved in the crash must have a separate Unit section completed. Up to 99 units can be entered for a single crash.

A collision between a train/streetcar and a non-motorized unit, (pedestrian or bicycle) will not be considered a reportable UD-10 crash.

Note: Refer to Appendix D for instructions on how to record train and streetcar crashes.

The following would be crashes involving two units:

- Car-train
- Car-moped
- Car-pedestrian
- Car-snowmobile
- Car-bicycle
- Car-farm tractor
- Car-snowplow
- Car-streetcar

Example: A crash involving a motor vehicle that strikes two pedestrians would be listed as three units.

Example: All persons riding in an Amish buggy or horse drawn carriage are considered separate pedestrian units, assuming a motor vehicle was also involved in the crash.

Example: A police officer uses the push-bumper of the patrol car to push a disabled vehicle, Unit 1. The "operator" of Unit 1 then hits another car, Unit 2. This would be a two-unit crash. The police officer would be listed as the Driver of Unit 1 and the disabled vehicle would be listed as a trailer. Even though the "operator" of Unit 1 may have steered into Unit 2, the police officer driving the patrol car is listed as the Driver of Unit 1 because the patrol car was supplying the power to the disabled vehicle.

Example: A car/animal crash or car/tree crash would involve only one unit because an animal or tree is not a Motor Vehicle, Bicycle, Pedestrian or Engineer/Train.

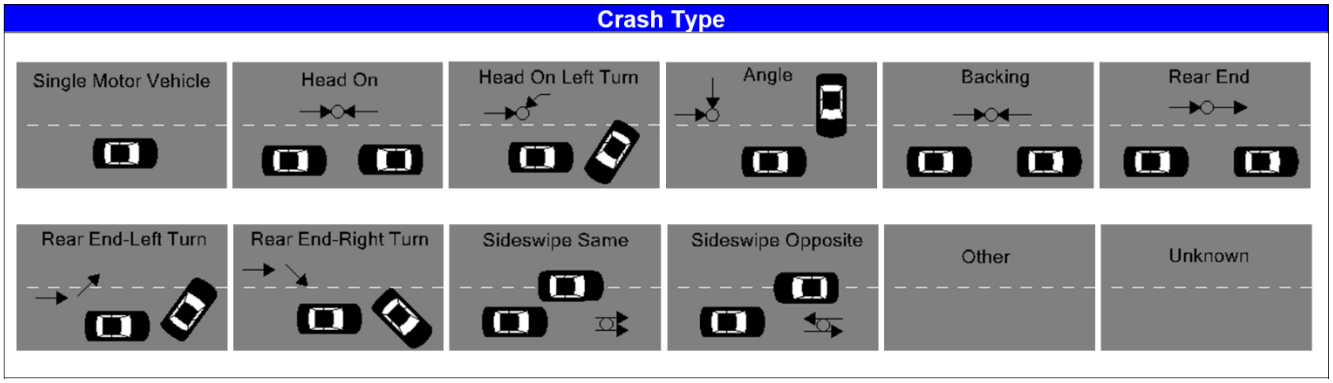
Note: Do not include non-contact vehicles in the total number of units. Non-contact units can be described in the Remarks/Narrative, but do not include personal information.

Example: If one car forces another car off the road and into a collision with another object, this would be a one-unit crash.

Note: If one vehicle sets an object in motion, such as a stone, piece of metal, loose tire or other debris that damages another vehicle, this would be a two-unit crash. There may be very little or no information about the vehicle that initially set the object in motion. Even though there was not direct contact between the vehicles, an object was set in motion by one vehicle that made contact and caused damage to another vehicle. Further explain such occurrences in the Remarks/Narrative.

Crash Type

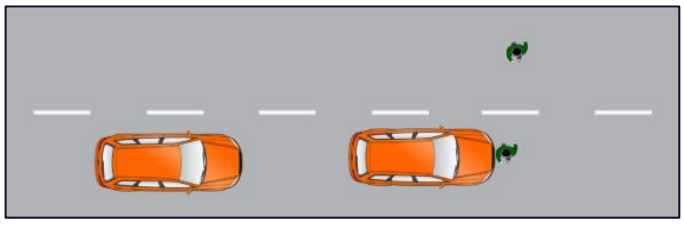
Crash type describes how the vehicles involved in the crash contacted the other unit(s). For multiple impact crashes, record only the first Crash Type.



Note: Crash type is based on the direction of travel prior to impact, regardless of the point(s) of impact or direction the vehicles ultimately face after the crash. Damaged area on the vehicle alone does not determine the crash type.

Single Motor Vehicle

A single motor vehicle crash involves only one motor vehicle as defined in this manual. This includes those cases in which a motor vehicle was the only traffic unit and the only motor vehicle involved that collided with a bicyclist, pedestrian, engineer (train), animal or any other non-motorized object.



Any motorized vehicle or device is considered a "motor vehicle" even though the vehicle or device may not be defined as a motor vehicle in the Michigan Motor Vehicle Code or other applicable legislation. For that matter, traffic units such as ORV's, snowmobiles, ATV's, mopeds, farm tractors, garden tractors and motorized wheelchairs are motor vehicles for the purposes of completing this report. See the Unit Type field for a complete description of motorized vehicles.

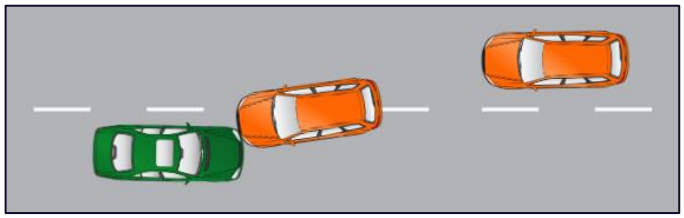
Examples of Single Motor Vehicle crashes include:

- One motor vehicle and one or more pedestrians. Each pedestrian is considered a separate unit.
- One motor vehicle and a horse drawn wagon. Every injured person on the horse drawn wagon would be listed as a separate pedestrian unit.
- One motor vehicle and a railroad train or streetcar.
- One motor vehicle and a bicycle. A tandem bicycle would be considered two separate bicycle units.

- While in transport, a vehicle catches fire. If a fire occurs in or on any part of a vehicle while in transport on a roadway resulting in death, injury or property damage of $1,000 or more.

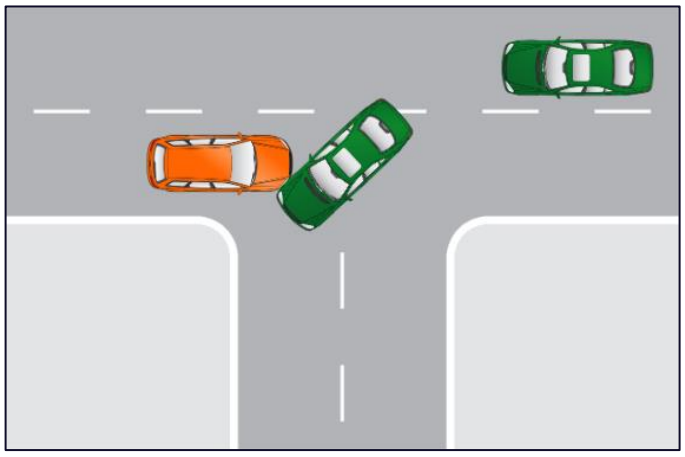
Head On

The direction of travel of both vehicles must be toward each other. The determining factors are not the direction that the vehicles are facing when they come to rest or the points of impact on the vehicles.



Head On-Left Turn

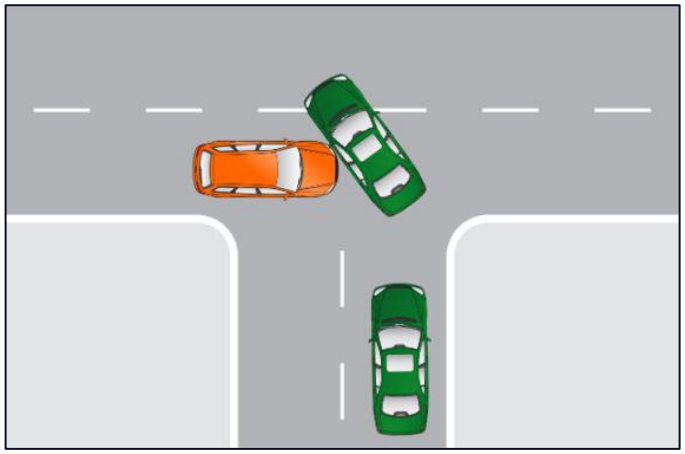
When two vehicles are approaching head on and at least one is attempting a left turn.



Angle

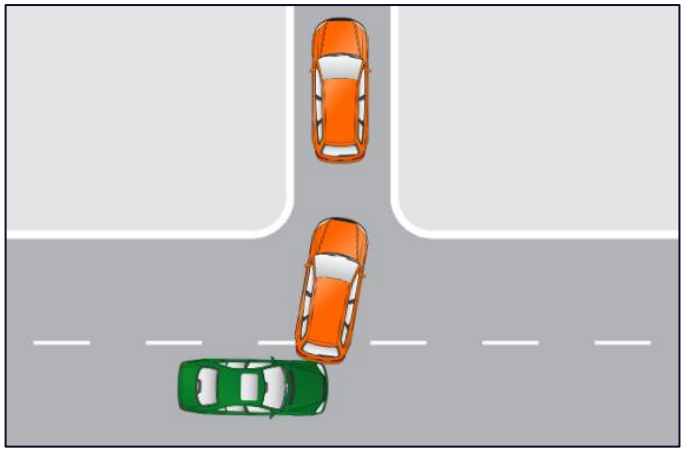
This will be selected when the direction of travel is basically perpendicular for both drivers and there is a side impact of approximately 90 degrees. An angle crash is a more direct impact and may stop the forward movement of one vehicle.

Do not select Angle if a side impact takes place during a Head On-Left Turn, Rear End-Left Turn, or Rear End-Right Turn.



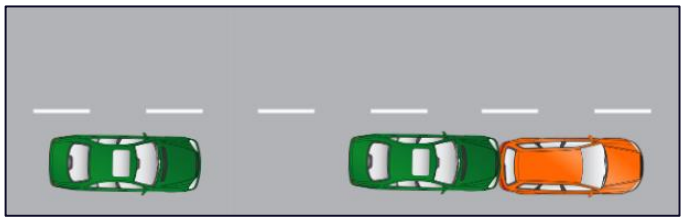
Backing

When one of the vehicles is traveling in reverse, and strikes another vehicle.



Rear End

When the vehicles are traveling in the same direction, one behind the other, and no turn is involved. The area of damage on the vehicles is not the determining factor.

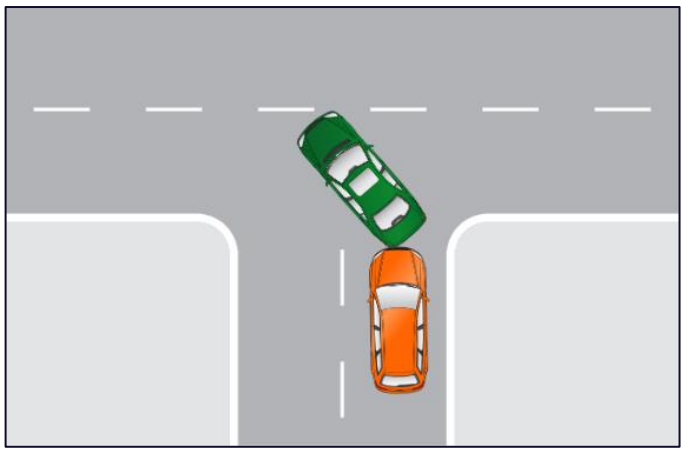


Rear End-Left Turn

When the intention of one driver was to make a left turn and was in the process of completing the turn, and the vehicle was struck by a following vehicle, not necessarily in the same lane, Rear End-Left Turn will be marked.

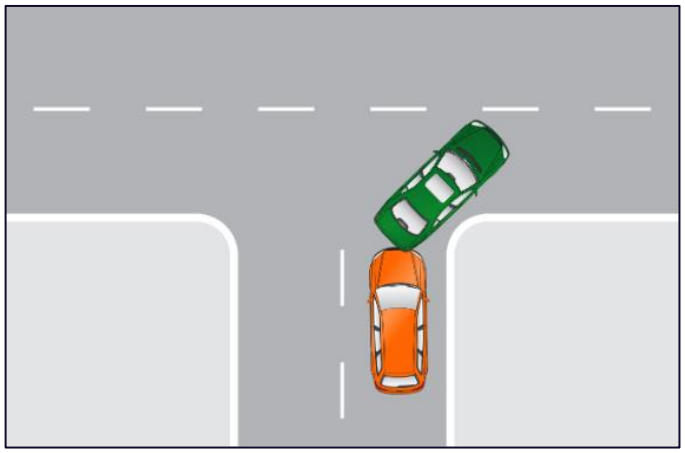
Action Prior for the turning vehicle should be **Turning Left**.

Note: Initial impact may not necessarily be to the rear end.



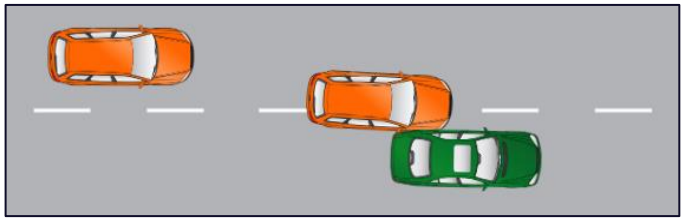
Rear End-Right Turn

Same as Rear End-Left Turn except involving right turns.



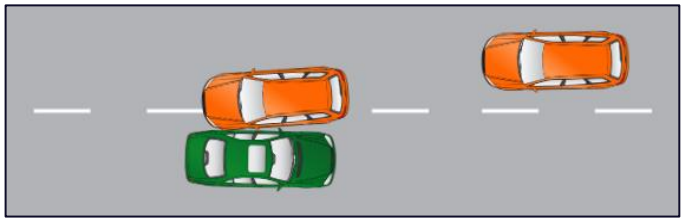
Sideswipe Same

Vehicles traveling in the same direction making side contact will be Sideswipe Same. If a vehicle spins out of control and contacts another vehicle traveling in the same direction, Sideswipe Same will still be selected regardless of points of contact on the vehicles. Sideswipe crashes differ from Angle crashes in that a Sideswipe is a glancing impact and should not in itself stop the forward movement of the vehicle. (An angle crash is a more direct impact and may stop the forward movement of one vehicle.)



Sideswipe Opposite

This will be selected when vehicles are traveling in opposite directions and they make a glancing side impact. Instructions for Sideswipe-Same also apply to this selection.



Other

Select **Other** if it is determined the crash type does not fit one of the other choices.

Unknown

Select **Unknown** if no information is available for Crash Type and the officer cannot make a reasonable attempt at determining how the crash occurred.

Special Circumstances

This field is used to indicate if any Special Circumstances were involved or associated with the crash. At least one selection must be made. More than one may be selected if several circumstances exist.

None

Select **None** if no Special Circumstances exist. If None is selected, no other selections can be made.

Hit and Run

Regardless of the recent MICR/FBI requirements for reporting Hit and Run crashes, Hit and Run under this field shall be selected for any crash involving a motor vehicle striking any other unit and leaving the scene. The File Class selected for your crash does not affect the Hit and Run choice in this field.

School Bus

School Bus shall be selected in situations where a school bus is related to the crash in any way. This includes situations where the school bus was a contact vehicle or where other units crashed due to the presence and influence of a school bus, even though the bus itself was not a contact unit.

> Example: A school bus is hit by another vehicle. The school bus is involved in the crash, select **School Bus**.
>
> Example: An automobile that has stopped for a school bus is struck by another vehicle. The school bus was not involved in this crash but was associated with it, select **School Bus**.
>
> Example: A school bus has stopped. While a student is crossing the road, a driver disregards the bus's flashing lights and hits the student. The bus was associated with the incident but not involved, select **School Bus**.

Fleeing Police

If a police pursuit situation causes other vehicles to crash, select **Fleeing Police**.

> Example: A patrol car collides with a vehicle it is pursuing, select Fleeing Police.
>
> Example: A patrol car is in pursuit of a vehicle that disregards a red traffic signal and collides with another vehicle, select **Fleeing Police**.
>
> Example: A patrol car is pursuing vehicle #1. Vehicle #1's erratic driving causes two other vehicles to collide, but vehicle #1 is not a contact vehicle in that crash, nor is the patrol car, select **Fleeing Police**.
>
> Example: A vehicle being pursued by police collides with a school bus, select **School Bus** and **Fleeing Police**.

Unknown

If Special Circumstance information is unknown to the reporting officer, select **Unknown**.

Example: If a person was involved in a traffic crash and reports it later to a local law enforcement agency. The officer did not investigate the crash at the scene, so **Unknown** would be applicable.

Animal

If an animal is involved in a crash **or** is a contributing factor in a crash, select the appropriate animal.

Animal
1. Deer
2. Turkey
3. Elk
4. Moose
5. Bear
97. Animal (Other)
98. Animal (Unknown)

Example: A driver swerves to miss an animal, loses control, and collides with an oncoming vehicle. This is an animal involved crash, select the appropriate Animal.

Note: Domestic Animals should be listed as Animal (Other) in the Special Circumstances field. If necessary, further document the information in the Remarks/Narrative.

Special Checks

Indicate if a Special Check applies to the crash. More than one can be selected.

Fatal

Select fatal when a fatality is known to have occurred on the date the report is submitted. Also select the Injury code **'K'** for the deceased person.

If a person dies after the report has been submitted, you will need to recall the report, correct the injury code, select **Fatal** under **Special Checks**, and resubmit the report.

Note: All fatalities must be submitted with a "K" injury.

Fatalities will be submitted under four categories:

- REGULAR Fatalities: Deaths that occur within 30 days as the result of injuries sustained in a traffic crash.
- NON-COUNT Fatalities: Deaths that occur more than 30 days after the crash date. Notify the FARS unit if a death occurs after the 30 days. These deaths are not counted statistically.
- MEDICAL Fatalities: Deaths that occur from medical causes not related to the crash. Indicate the Medical Examiner's findings in the narrative portion of the UD-10 if they determine the cause of death was from a medical issue and not the traffic crash. These deaths are not counted statistically.
- NON-TRAFFIC Fatalities: Deaths that occur in or on areas not publicly maintained and/or open to the public for thru traffic, i.e., parking lots, fields, lake surfaces, etc. Non-traffic snowmobile and ORV crashes are required by state law to be submitted and compiled. These deaths are not counted statistically.

Note: When reporting a fatal bus or train crash, include all injured passengers and the driver. This is the only instance when you would exclude uninjured persons in a fatal crash report.

Non-Traffic

Non-Traffic crashes are not required to be submitted to the state records system except for the following situations:

- Non-Traffic Snowmobile crashes
- Non-Traffic Off Road Vehicle (ORV) crashes
- Non-Traffic crashes involving a fatality

Please remember when submitting the above types of Non-Traffic crashes the Area field must be marked **Non-Traffic**.

Seasonal Roads as defined in MCL 247.655, states in part:

The board of county road commissioners of each county may establish a system of seasonal county roads, which may be part of either the county primary road system, or the local road system or both systems. A board of county road commissioners in establishing a system of seasonal county roads may declare a road under the jurisdiction of the board to not be open to public travel during the months of November through April, which roads shall not be open to public travel.

Crashes on seasonal roads during these time periods shall be "Non-Traffic" areas.

ORV/Snowmobile

The State of Michigan requires that both traffic crashes and Non-Traffic crashes involving snowmobiles and ORVs be reported. This requirement applies whenever an ORV or snowmobile is involved in a crash resulting in a fatality, personal injury, or property damage estimated at **$100 or more**.

There is no state law requiring the reporting of Non-Traffic crashes, however, the State of Michigan requests that Fatal Non-Traffic crashes be reported on the UD-10 Traffic Crash Report as well as the LEIN Fatal Crash Notification shown in FARS Appendix A.

Remember, more than one selection can be made in Special Checks.

> Example: A fatal crash occurs in a shopping center parking lot, select **Fatal** and **Non-Traffic**.
>
> Example: A snowmobile fatally injures a pedestrian in an off-road collision on private property, select Fatal, Non-Traffic and ORV/Snowmobile.

Weather

Even though several weather conditions can exist simultaneously in Michigan, select the one most significant weather condition at the time of the crash. Other weather conditions can be noted in the Remarks/Narrative.

Weather
1. Clear
2. Cloudy
3. Fog
4. Rain
5. Snow
6. Severe Crosswinds
7. Sleet / Hail
8. Blowing Snow
9. Blowing Sand, Soil, Dirt
10. Smoke
98. Unknown

Light

Select the one most significant lighting condition at the time of the crash. Other lighting conditions can be noted in the Remarks/Narrative.

Light
1. Daylight
2. Dawn
3. Dusk
4. Dark-Lighted
5. Dark-Unlighted
97. Other
98. Unknown

Road Surface Condition

Even though several Road Surface Conditions can exist simultaneously in Michigan, select the one most significant Road Surface Condition that describes the crash scene. Other Road Surface Conditions may be noted in the Remarks/Narrative.

Example: Ice covered road, with the underlying surface of dirt/gravel.

Road Surface Condition
1. Dry
2. Wet
3. Ice
4. Snow
5. Mud, Dirt, Gravel
6. Slush
7. Debris
8. Water (Standing / Moving)
9. Sand
10. Oily
97. Other
98. Unknown

Total Lanes

Record the total number of lanes that are legally open for travel, which includes flare lanes and center turn lanes. Legal parking lanes, whether occupied or not, shall not be counted. If the crash did not occur on a roadway, mark "00".

If the crash occurred on a divided roadway, record the number of lanes available to a single direction of travel at the point where the first impact of the crash took place.

Photos

Indicate if photographs were taken at the crash scene.

Contributing Circumstances

Contributing Circumstances are apparent external conditions (outside the vehicle) that may have contributed to the crash. If applicable, two choices can be made.

Contributing Circumstances are not meant to replace the blame of the at fault driver, but only to address other conditions that may have contributed to the crash.

These circumstances are important to determine if specific conditions exist that may need to be addressed through traffic improvement projects.

Contributing Circumstances

1. Prior Crash
2. Backup Due to Regular Congestion
3. Backup Due to Other Incident
4. Glare
5. Traffic Control Device Inoperative, Missing or Obscured
6. Shoulders (None, Low, Soft, High)

96. None
97. Other
98. Unknown

County

Enter the County number in which the crash occurred (Appendix B). If you are policing a crash for a neighboring jurisdiction, be sure to enter the County code where the first impact took place.

City/Township

Enter the City/Township number in which the crash occurred (Appendix B). If you are policing a crash for a neighboring jurisdiction, be sure to enter the City/Township code where the first impact took place.

Area

This section is used to describe the general Area where the crash occurred. The basic distinction is between Freeway, Intersection and Other Non-Freeway Areas. Select the one option that most clearly describes the Area where the crash occurred.

►**Freeway**

1. Entrance / Exit Ramp Related
2. Authorized Median Crossover Related
3. Transition Area / Increase or Decrease in Travel Lanes
4. Rest Area Related
5. Scale / Weigh Station Related

20. Curved Roadway
6. All Other Freeway Areas

Example: A collision occurs on a freeway between a vehicle on the freeway and another vehicle attempting to merge into traffic from an acceleration lane. The crash occurs in an area marked with a "Lane Ends" warning sign, select **Transition Area /Increase or Decrease in Travel Lanes.**

Example: A car fails to negotiate a freeway curve, leaves the roadway, and rolls over in the ditch. Select **Curved Roadway**.

Example: A car traveling on a 4-lane freeway with two lanes in each direction collides with a car illegally parked in the right lane, select **All Other Freeway Areas**.

►**Intersection**

7. Within Intersection
8. Driveway Related within 150 ft. of Nearest Edge of Intersection
9. Intersection Related-Other

21. Roundabout

Example: A car exiting a gas station driveway collides with a passing vehicle, and that driveway is within 150 feet from the nearest edge of the roadway intersection. Select **Driveway Related within 150 feet of Nearest Edge of Intersection**.

►Other Non-Freeway Areas

10. Straight Roadway Not Related to Other Selections
11. Curved Roadway Not Related to Other Selections
12. Driveway Related Not within 150 ft. of Intersection
13. Parking Related Legal Roadside
14. Transition Area / Increase or Decrease in Travel Lanes
15. Median Crossing Related
16. Railroad Crossing Related
17. Rest Area Related
18. Scale / Weigh Station Related
19. Non-Traffic Area
97. Other
98. Unknown

Example: In a downtown area, on a straight road near an intersection, a motorist opens their driver's door to exit their legally parked vehicle. A passing car collides with the open door. The most descriptive choice is **Parking Related Legal Roadside**, since that is more significant than the roadway being straight or the impact occurring near an intersection.

Example: A fatal car-pedestrian crash takes place in a grocery store parking lot. Select **Non-Traffic Area**. Also make sure that **Non-Traffic** and **Fatal** are marked under Special Checks.

Traffic Control

If a Traffic Control device was relevant to the crash, select which type of Traffic Control was present. If the crash occurred within 150 feet of an intersection and a Traffic Control device was present, indicate which type of Traffic Control was present at the intersection. If a Traffic Control device was not involved, select **None**.

Traffic Control
1. Signal
2. Stop Sign
3. Stop Sign with Flashing Beacon
4. Yield Sign
96. None

A traffic signal is a 3-light (red-yellow-green) devise that alternately assigns right of way. If the signal is in a red-yellow flashing pattern, it is still considered a signal. Select **Signal,** even if the traffic signal was operating properly at the time of the crash.

A single light overhead beacon that flashes red or yellow is not a traffic signal but would be considered either a **Stop Sign** or **Yield Sign**.

A Stop Sign with Flashing Beacon can be one of the following two occurrences. The first being a traditional stop sign with a flashing red beacon affixed to the top of the sign. The second would be a traditional stop sign accompanied by a flashing red beacon device suspended over the intersection.

Relation to Roadway

Identify the location of the first impact of the crash in relation to the roadway.

Relation to Roadway
1. On the Road
2. Median
3. Shoulder
4. Outside of Shoulder / Curb
5. Gore
6. On-Street Parking
7. Off Roadway (Non-Traffic)
8. Sidewalk
9. Bicycle Lane
98. Unknown

On the Road

An On the Road crash is one of two occurrences. Either a collision crash in which the initial point of contact between the colliding units in the first harmful event is within a roadway or a non-collision crash in which the road vehicle involved was partly or entirely on the roadway at the time of the first harmful event.

> Example: A crash occurs in the normally traveled area of the roadway, including left turn lanes and right and left turn flares, select **On the Road.**
>
> Example: A flatbed truck carrying machine parts fails to negotiate a sharp curve and spills its load on the roadway, resulting in damage over $1000, select **On the Road.**

Median

The Median is an area of the trafficway between parallel roads, separating travel in opposite directions.

> Example: A car drives into the area between the inside left-hand pavement edges of a divided highway striking a bridge abutment, select **Median.**

Shoulder

The Shoulder is that part of a trafficway adjoining with the roadway for emergency use, for accommodation of stopped road vehicles and for lateral support of the roadway structure.

> Example: A car drifts out of the normally traveled lanes, striking a car parked on the shoulder, select **Shoulder.**

Outside of Shoulder/Curb

The Outside of a Shoulder or Curb area would be that area to the right of the shoulder or past the curb.

> Example: A driver avoids a collision in an intersection by swerving off the road and striking a culvert end in the ditch, select **Outside of Shoulder/Curb.**

Gore

The Gore is the narrow area between the main roadway and an exit or entrance ramp where the two separate or come together. The area is bounded on both sides by the edges of the roadways that join at the point of divergence or convergence. The direction of traffic must be the same on both sides of these roadways.

> Example: A driver attempts to exit a freeway; however, the car goes off into the gore area and overturns, select **Gore.**

On-Street Parking

On-Street Parking refers to the designated area on the roadway, which allows spaces for vehicles to park adjacent to the roadway. On-Street Parking can be parallel, angled, or perpendicular to the roadway.

> Example: A vehicle attempts to parallel-park along the roadway and strikes the parked vehicle behind it, select **On-Street Parking.**

Off-Roadway (Non-Traffic)

Off Roadway would be any Non-Traffic area that is not designed or open for regular vehicular traffic.

> Example: A snowmobile traveling down a trail strikes a tree and kills the driver, select **Off Roadway (Non-Traffic).**

Note: A vehicle that loses control on the roadway and crashes off the roadway is not a Non-Traffic area. Select Outside of Shoulder/Curb.

Sidewalk

The Sidewalk is the paved area adjacent to the roadway, primarily designed for pedestrian traffic.

> Example: A car traveling down the road loses its front tire, runs off the road and strikes a pedestrian walking on the sidewalk, select **Sidewalk.**

Bicycle Lane

A Bicycle Lane is that area of the roadway, usually furthest to the right, which is marked and designated exclusively for bicycle traffic.

> Example: A truck drifts out of its travel lane and strikes a subject riding a bike in the designated bicycle lane, select **Bicycle Lane.**

Unknown

If the Relation to Roadway is in question and the officer cannot make a reasonable determination based on their investigation, select **Unknown**.

Work Zone

All four fields must be completed if the crash occurred in a Work Zone (construction zone). If the crash did not occur in a Work Zone, leave these four fields blank.

Work Zone-Work Type

- Construction/Maintenance refers to roadway construction or repair. The building of the roadway itself, or any roadway related features (e.g. bridges, median barriers, etc.)
- Utility refers to any work on facilities other than the roadway such as telephone, electrical, TV cable, water, sewer, etc.

Work Zone-Workers Present

Indicate if workers were present in the Work Zone at the time of the crash. If the zone is exceptionally long, indicate if workers were present in the general vicinity of the crash.

Work-Zone Activity

Indicate what type of activity was being performed within the Work Zone.

Work Zone - Activity
1. Lane Closure 2. Lane Shift / Crossover 3. Work on Shoulder or Median 4. Intermittent or Moving Work 97. Other

Work Zone-Location

Indicate where, within the Work Zone, the crash occurred, or if no warning signs were present.

Work Zone - Location
1. Before the First Work Zone Warning Sign 2. Between the First and Last Work Zone Warning Sign 3. No Warning Signs

Damaged Property

This section is used to capture damage to property, other than vehicle damage, that occurred during the traffic crash.

Describe the property that was damaged, record the name and phone number of the person who owns the property, and indicate if the property was publicly owned.

Note: Animals, domestic or wild, should not be listed as Damaged Property. All animal involved crashes should be recorded in the Special Circumstances field. If necessary, further document the information in the Remarks/Narrative.

Investigated at Scene

Indicate if the officer investigated the traffic crash at the scene.

Reported Date and Time

Enter the date and time the crash was reported to the law enforcement agency. This may not necessarily be the date and time the crash occurred.

Investigator/Badge Number

Enter the name and badge number of the investigating officer. More than one officer and badge number may be entered.

Section 2: Crash Location

This section describes the physical location of the traffic crash, along with other roadway attributes as they relate to the point of first impact.

The location of the crash is defined by the following factors:

- The Primary Road Name on which the crash occurred.
- The nearest Intersecting Road Name.
- The Distance and Direction from the Intersecting Road to the point of impact.

Primary Road Name

Record the formal name of the Primary Road on which the crash occurred.

Note: Be sure to use the local road name in the jurisdiction in which the crash occurred, for example M roads often change names several times as they pass through a county.

Example: M-50 (Clinton Rd.) should be recorded as Clinton Road.

Example: CR 524 should be recorded as County Road 524.

Intersecting Road Name

Record the closest Intersecting Road to the crash location. The primary and intersecting roads need not physically touch each other as in the case of bridges, overpasses, and underpasses. As a rule, landmarks, highway mile markers, private roadways, addresses or businesses shall never be used as reference points to identify the location of a traffic crash.

Note: If the crash is close to a county line, the intersecting road you select must be within the county of the crash.

Note: Locations for private property and non-traffic crashes are an exception and can be recorded using the following examples: 123 Main Street, Sue's Restaurant parking lot, trail 57, etc.

Prefix and Suffix

The Prefix (N, S, E, W) and Suffix (NE, NW, SE, SW) shall be recorded in their respective areas, only if they are part of the formal road name.

> Example: For a crash occurring on North Kentview Drive Northeast, (N) would be recorded as the Prefix and (NE) would be recorded as the Suffix.

Road Type

The abbreviation for the Road Type shall be recorded in this area.

RD	Road	**CT**	Court	**DR**	Drive
ST	Street	**BLVD**	Boulevard	**LN**	Lane
CIR	Circle	**HWY**	Highway	**PKWY**	Parkway
AVE	Avenue	**PL**	Place	**FWY**	Freeway

Divided Roadway

A Divided Roadway is any roadway that is physically divided to provide travel in opposite directions. This can include concrete, guardrail, cable barriers, curbs, medians, etc. If the crash occurs on a Divided Roadway, select the direction of travel in which the crash occurred.

Note: A Divided Roadway can apply to any type of road and may include parkways and boulevards.

Example: If a vehicle loses control and crosses a divided roadway and strikes another vehicle in the opposite lane, select the side of the divided roadway in which the vehicle first lost control and not where the vehicle came to rest.

Distance

Locate all crashes by measuring from the point of first impact to the center of the Intersecting Road. It is very important that these measurements be as accurate as possible so that the crash can be recorded at its actual location.

Document the distance in Feet or Miles using decimal numbers. Never use a hyphen, dash, or slash to indicate a fraction.

Common distances as a decimal:

1 mile (1.0) = 5280 feet

½ mile (.5) = 2640 feet

¾ mile (.75) = 3960 feet

¼ mile (.25) = 1320 feet

Note: Remember to measure from the center of the Intersecting Road back to the point of first impact.

A location zero "0" or "AT", although very rare and should seldom be used, is at the exact center of an intersection, where the centerlines of each roads intersect each other. The number "0" can be recorded as the distance. When this occurs, Feet, Miles and Direction are left blank.

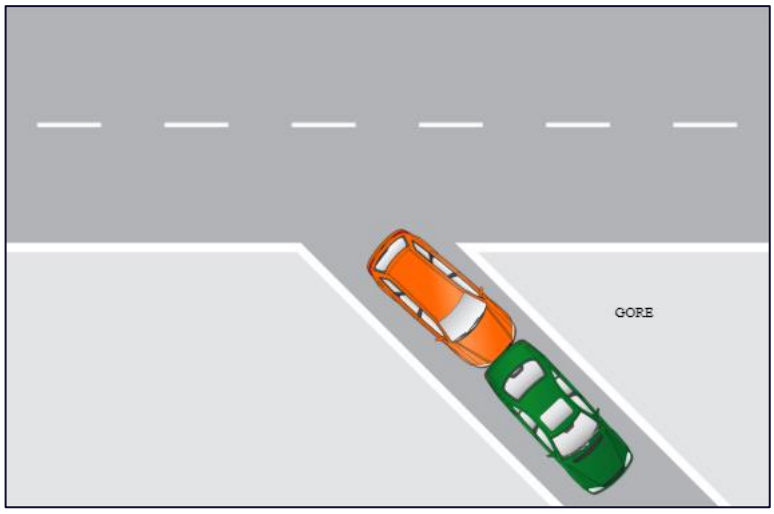
Direction

When measuring the distance, select the compass direction starting from the center of the intersecting road, and measuring back to the first point of impact for the crash. Choices are also available to indicate Northwest, Southeast, etc.

Ramps

The Beginning of Ramp and End of Ramp selections shall only be used when the crash occurs on an entrance or exit ramp. The distance measurement should be from the point of impact to either the Beginning of Ramp or End of Ramp, whichever distance is shorter. Only one Ramp Direction can be selected. The Beginning of Ramp and End of Ramp is determined from the point of the Gore and runs perpendicular across the ramp. The Gore is explained further under Relation to Roadway in Section 1.

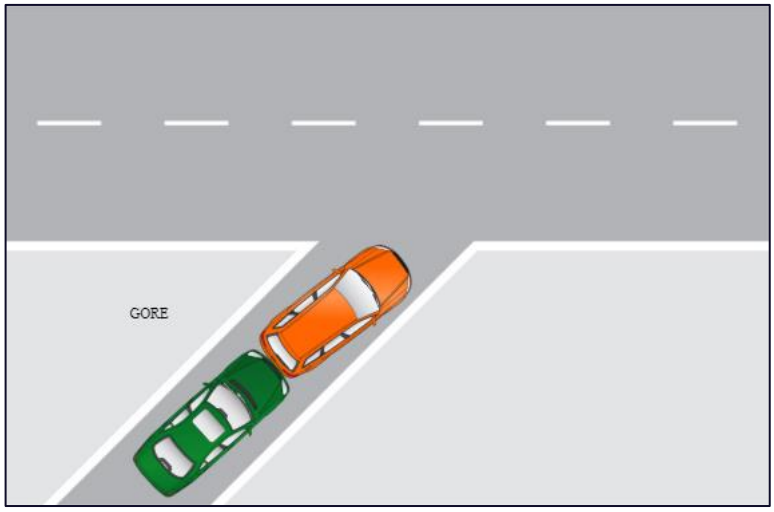
Beginning of Ramp



For this example, use Beginning of Ramp if the crash is closer to where the ramp begins. The distance would be recorded from the point of contact to the beginning of the ramp where the Gore starts and the freeway ends. A compass direction is not needed for ramp crashes.

All Entrance Ramps and Exit Ramps are assigned a Ramp Number, i.e. Ramp 012B. When a crash occurs on a ramp, record the Ramp Number as the Primary Road Name. Document the distance from either the Beginning of Ramp or the End of Ramp.

End of Ramp



For this example, use End of Ramp if the crash is closer to where the ramp ends. The distance would be recorded from the point of contact to the end of the ramp where the Gore ends, and the freeway begins.

Trafficway

Trafficway is used to indicate if a roadway is divided and whether it serves one-way or two-way traffic. Select the type of Trafficway that best describes the area of the crash.

Trafficway
1. Not Physically Divided (Two-Way Traffic)
2. Divided Highway without Traffic Barrier
3. Divided Highway with Traffic Barrier
4. One-Way Traffic
5. Non-Traffic
6. Two-Way, Not Divided, with a Continuous Left Turn Lane

If the Area is **Non-Traffic Area**, then Trafficway must be **Non-Traffic,** Relation to Roadway must be **Off Roadway (Non-Traffic)**, and **Non-Traffic** must be selected under Special Checks. Refer to Section 1 for further descriptions, definitions, and examples of **Non-Traffic** areas.

Note: A Traffic Barrier is a device that provides a physical limitation through which a motor vehicle would not normally pass and is designed to contain or re-direct an errant motor vehicle. A Traffic Barrier would include guardrails, cement barriers and cable barriers. Medians with or without curbs would not be considered a Traffic Barrier.

Speed Limit

Indicate the speed of the road on which the crash occurred, not the speed of the vehicle. If the crash occurred within an intersection, enter the highest speed limit of the roads involved. For all exit and entrance ramp crashes, use the posted speed limit of the freeway**.** If the speed limit is unknown or is not applicable, use your best judgement based on the road type. For crashes in a work zone, enter the temporary posted speed limit. Lastly indicate if the speed limit was posted.

Posted Roadways

Posted speed limits are those speed limits posted through regulatory signs (black numbers on a white background) or on electronic variable message signs.

Do not use advisory speeds as posted speed limits. Advisory speed limits are the black numbers on yellow background signs posted underneath advance warning signs such as Curve Ahead signs. Advisory speeds should be noted in the **Remarks/Narrative**.

Unposted Roadways

Do not estimate a safe speed limit based upon Basic Speed Law and the conditions existing at the time and place of the crash. Refer to MCL 257.627-629, re: prima facie speed limits in (un-posted) business, residential and park districts for additional information.

Examples of un-posted Roadways would include a rural roadway (55 MPH), or a residential neighborhood (25 MPH).

Section 3: Unit/Driver

This section is used to capture the driver information of a vehicle or the unit information for a pedestrian, bicyclist, or train engineer.

Unit Number

Every unit involved in a crash must be given a unit number. Each of these units will be described as a Motor Vehicle (including a parked vehicle), Bicycle, Pedestrian or Engineer (train) as outlined in Unit Type. Animals are never considered traffic units. Up to 99 units can be entered for a single traffic crash.

Note: A non-contact unit that may have caused the crash is not listed as a unit but should be mentioned in the Remarks/Narrative without recording any of the driver's personal information.

If a horseback rider is involved in a crash with a motor vehicle, the rider will be entered as a pedestrian unit, but the horse is not considered a unit. If a horse and buggy are involved in a crash with a motor vehicle, each occupant of the buggy will be listed as a separate pedestrian unit.

If one vehicle loses its cargo or sets in motion an object which strikes another motor vehicle, these are considered two-unit crashes. You may have very little or no information about the vehicle which lost its cargo or set something in motion.

Unit Type

For each unit involved in the crash, a Unit Type must be selected from the following:

- **MV** Motor Vehicle
- **B** Bicycle
- **P** Pedestrian
- **E** Engineer (Train)

Note: Every reportable crash must include at least one motor vehicle.

Note: A bicycle is any pedal operated vehicle, regardless of the number of wheels.

Driver's License Number (DLN)

Enter the driver license number (DLN) of the driver. If no DLN is available, leave blank and make a notation in the Remarks/Narrative. If the DLN is longer than the spaces provided, enter as much as the space allows. Do not record a DLN for a Bicyclist, Pedestrian, or Train Engineer. The driver is considered the person behind the wheel in physical control of the vehicle, or unit providing the power. A person seated behind the steering wheel of a towed vehicle is not a driver because they are not in control of the power unit. They would be considered a passenger in a trailing unit (**Riding In/On Trailing Unit**). The vehicle would be a **Towed Auto**, under Private Trailer Type.

Never record the DLN of a person operating a vehicle that does not require a driver's license, i.e. motorized wheelchair, riding mower, implement of husbandry, etc.

Note: If there is no driver in the vehicle, leave the field blank. Do not write Hit and Run, Unknown, Parked, etc., in this field. Never list driver information for an unoccupied parked vehicle.

Enter the State the driver's license was issued, using the following abbreviations:

United States

Alabama	AL	Montana	MT
Alaska	AK	Nebraska	NE
Arizona	AZ	Nevada	NV
Arkansas	AR	New Hampshire	NH
California	CA	New Jersey	NJ
Colorado	CO	New Mexico	NM
Connecticut	CT	New York	NY

Delaware	DE	North Carolina	NC
Florida	FL	North Dakota	ND
Georgia	GA	Ohio	OH
Hawaii	HI	Oklahoma	OK
Idaho	ID	Oregon	OR
Illinois	IL	Pennsylvania	PA
Indiana	IN	Rhode Island	RI
Iowa	IA	South Carolina	SC
Kansas	KS	South Dakota	SD
Kentucky	KY	Tennessee	TN
Louisiana	LA	Texas	TX
Maine	ME	Utah	UT
Maryland	MD	Vermont	VT
Massachusetts	MA	Virginia	VA
Michigan	MI	Washington	WA
Minnesota	MN	West Virginia	WV
Mississippi	MS	Wisconsin	WI
Missouri	MO	Wyoming	WY

Canada

Alberta	AB	Nunavut	NU
British Columbia	BC	Ontario	ON
Manitoba	MB	Prince Edward Island	PE
New Brunswick	NB	Quebec	PQ
Newfoundland/Labrador	NF	Saskatchewan	SK
Northwest Territories	NT	Yukon Territory	YT
Nova Scotia	NS		

Mexico

Aguascalientes	AG	Moreos	MR
Baja California Norte	BN	Nayarit	NA
Baja California Sur	BS	Nuevo Leon	NL
Campeche	CP	Oaxace	OA

Chiapas	CS	Puebla	PU
Chihuahua	CI	Queretero de Arteaga	QE
Coahuila de Zaragoza	CH	Quintanta Roo	QI
Colima	CL	San Luis Potosi	SL
Distrito Federal	DF	Sinaloa	SI
Durango	DO	Sonora	SO
Guanajuato	GJ	Tabasco	TB
Guerrero	GE	Tamaulipas	TA
Hidalgo	HD	Tlaxcala	TL
Jalisco	JA	Veracruz-Llava	VC
Mexico	MX	Yucatan	YU
Michoacan de Ocampo	MC	Zacatecas	ZA

Note: For international licenses, use XX for the State abbreviation.

Date of Birth

Enter the eight-digit date of birth for the person/driver.

Name, Address and Phone Number

Enter the full name of a driver, bicyclist, pedestrian, or train engineer.

Enter the street address, city, state, and zip code of the person/driver. If the zip code is five digits, only enter the five digits. If the zip code is the extended nine-digit code, enter all nine digits. Enter the area code and phone number of the person/driver.

Note: For the Engineer of a Train, enter the address of their Terminal and not their home address.

Unknown/Unoccupied

Select this if the Unit or Driver is Unknown or the vehicle is Unoccupied. An example of Unknown would be a hit and run unit. An example of Unoccupied would be a parked car.

Driver is Owner

Select this field if the driver of the vehicle is also the registered owner of that vehicle.

License Type / Endorsements

Mark only one License Type, but a driver can have several Endorsements. Refer to Appendix C for further explanations of License Types and Endorsements.

License Type		Endorsements	
O	Operator	**CY**	Cycle
C	Chauffeur	**F**	Farm
M	Moped	**R**	Recreational Double

Gender

Indicate the gender of the person or driver as indicated on their Driver's license or through LEIN as either M, F or X (nonbinary).

Total Occupants

List the total number of occupants for the unit being recorded. Each person on a bicycle is considered a separate unit, e.g., child riding on the handlebars. If the unit is a Pedestrian, enter 0. If the unit is a Bicyclist, enter 1.

Driver Distracted By

If the driver is distracted by any of the following, select the distraction that you either determine or observe. There is no burden of proof needed when selecting a driver distraction. It is simply the officer's decision based upon their personal observations while investigating the traffic crash.

Distractions are actions or sources that may have influenced driver or non-motorist performance. The specific distraction should be noted in the **Remarks/Narrative**.

Driver Distracted By
1. Not Distracted
2. Manually Operating an Electronic Communications Device (Texting, Typing, Dialing)
3. Talking on Hands-Free Electronic Device
4. Talking on Hand-Held Electronic Device
5. Other Activity, Electronic Device (Book Player, Navigation Aid)
6. Passenger
7. Other Activity Inside the Vehicle (Eating, Personal Hygiene)
8. Outside the Vehicle (Includes Unspecified External Distractions)
98. Unknown

If a distraction is known, but not the exact distraction, select **Other Activity Inside the Vehicle** and explain in the **Remarks/Narrative**, e.g., reaching for a phone, applying make-up, lighting a cigarette, reading a book, changing clothes, dog on lap, etc.

All drivers are either: Not Distracted (1), Distracted by something (2-8) or Unknown by the officer (98).

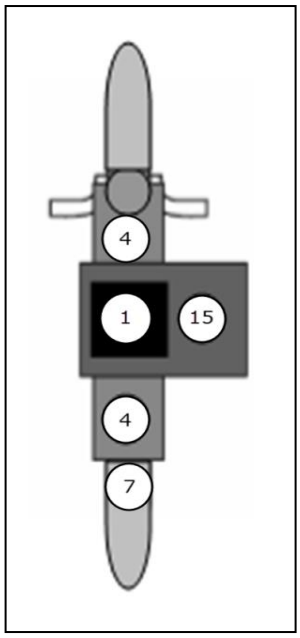
Note: Unknown means you cannot determine if the driver was distracted at the time of the crash.

Note: Distractions can also apply for Bicyclists, Pedestrians, and Train Engineers.

Position

Enter the seating position of the driver based on the descriptions and/or diagrams.

13. Sleeper Section
14. Other Enclosed Passenger / Cargo Area
15. Other Unenclosed Passenger / Cargo Area
16. Riding In / On Trailing Unit
17. Riding On Vehicle Exterior
98. Unknown



►**Motorcycles, Snowmobiles, Etc. (In-Line Seating)**
1. Driver
4. Passenger One
7. Passenger Two
15. Other Unenclosed Passenger / Cargo Area

Other Unit Type Seating Positions:

B Bicyclist
P Pedestrian
E Engineer/Train

If the unit is a Bicyclist enter "**B"**, if the unit is a Pedestrian enter "**P"**, and if the unit is a Train/Engineer enter "**E"** in the Position field.

A parked car without a driver/occupant does not have a position code. Mail carriers and garbage truck drivers can also be Position **3**. For all vehicles with in-line seating, such as motorcycles and snowmobiles, the driver is in seating position **1.**

Restraint

List the type of restraint used by the driver, or if appropriate, if a helmet was worn. Helmet use is not based on the requirement to wear a helmet, but whether one was worn. The typical seatbelt design is **Shoulder and Lap Belt**, where the two are combined as a single device.

Restraint Use
1. No Belts Available
2. Shoulder Belt Only Used
3. Lap Belt Only
4. Shoulder and Lap Belt
5. No Belts Used
6. Child Restraint System – Forward Facing
7. Child Restraint Not Used or Improperly Used
8. Child Restraint System – Rear Facing
9. Child Restraint System – Booster Seat
10. Restraint Failure
11. Restraint Use Unknown
12. Helmet Worn
13. Helmet Not Worn
14. Helmet Use Unknown

A **Child Restraint System-Forward Facing** is for toddlers, a **Child Restraint System-Rear Facing** is for infants and a **Child Restraint System-Booster Seat** is for older kids not tall enough, heavy enough, or old enough for the adult seat belt.

Note: For a Train/Engineer and Pedestrians, select No Belts Available.

If unit type is B (Bicyclist), restraint must be **Helmet Worn**, **Helmet Not Worn** or **Helmet Use Unknown**. If vehicle type is Motorcycle, Moped/Go-ped or Snowmobile, restraint must be **Helmet Worn**, **Helmet Not Worn** or **Helmet Use Unknown**. If vehicle type is ORV either a Helmet **or** a Seatbelt can be selected. If both are worn, select one and mention the second in the **Remarks/Narrative**.

Avoid using **Restraint Use Unknown** and **Helmet Use Unknown** unless you truly do not know if a restraint or helmet was used based upon your investigation.

Race

Select the Race of the driver or person.

Race	
I	American Indian/Alaskan
A	Asian
B	Black/African American
H	Hispanic/Latino
P	Native Hawaiian or Other Pacific Islander
W	White
U	Unknown

Ejected / Trapped

If the occupant was ejected or partially ejected from the vehicle, select Ejected. If the occupant was trapped inside the vehicle and mechanical means were needed to extricate the driver, select Trapped. It may be appropriate to mark **Ejected** and **Trapped**, e.g., a driver whose body is found hanging outside the driver door but whose feet are pinned to the point where mechanical means must be used to free them.

Note: Motorcycles, ORVs and Snowmobiles do not have passengers that are Ejected. A passenger falling off one of these would be properly entered under Sequence of Events as Individual Fell from Vehicle.

Alcohol

The alcohol section is divided into the following five distinct areas, and is used to capture alcohol information for drivers, pedestrians, bicyclists, and train engineers.

- **Alcohol Suspected** - Indicate if you believe alcohol use was suspected by this driver or non-motorist at the time of the crash.

Note: Selecting Alcohol Suspected YES, will result in the crash being posted to a driving record as involving alcohol.

- **Alcohol Contributing** - Indicate if you believe alcohol was a contributing factor to the crash for this driver or non-motorist.
- **Test Type** - Indicate the alcohol Test Type that was administered to this driver. More than one Test Type is permissible. If no test was administered, select Not Offered.
- **Test Results** - Indicate any alcohol Test Results that are known at the time this report was completed. If the Test Results are still pending laboratory analysis, select Results Pending.
- **Interlock** - Indicate if an Ignition Interlock Device was installed on this vehicle.

Note: The FARS Unit requests that the blood alcohol/drug test results of all persons involved in fatal crashes be submitted if available (including surviving drivers, passengers, pedestrians, and bicyclists).

Note: If the test results change your original opinion for alcohol or drugs, a correction should be submitted.

Drugs

The drug section is divided into the following four distinct areas, and is used to capture drug information for drivers, pedestrians, bicyclists, and train engineers.

- **Drug Suspected** - Indicate if you believe drugs were suspected by this driver or non-motorist at the time of the crash.

Note: Selecting Drug Suspected YES, will result in the crash being posted to a driving record as involving drugs.

- **Drug Contributing** - Indicate if you believe drugs were a contributing factor to the crash for this driver or non-motorist.
- **Test Type** - Indicate the drug Test Type that was administered to this driver. More than one Test Type is permissible. If no test was administered, select Not Offered.
- **Test Results** - Indicate any drug Test Results that are known at the time this report was completed. If the Test Results are still pending laboratory analysis, select Results Pending.

Note: The FARS Unit requests that the blood alcohol/drug test results of all persons involved in fatal crashes be submitted if available (including surviving drivers, passengers, pedestrians, and bicyclists).

Note: If the test results change your original opinion for alcohol or drugs, a correction should be submitted.

Note: If the drug test results return Negative from the lab, you can record "001" in the results field and make a note in the Remarks/Narrative.

Alcohol/Drug Reporting

Crashes involving any presence of alcohol and/or drugs shall be reported on the UD-10.

If alcohol and/or drug results are not known at the time the UD-10 is submitted, an update to the report can be made when the results are obtained. Recall the report in

the system, enter the results and resubmit the report to the MSP. There is no need to call the FARS analysts with the updated results.

Drug reporting shall be completed by recording the three-digit drug code found in Appendix B. Do not list the actual amount or dosage of drugs reported.

In the event there are several drugs reported, note the illicit or "street drug" on the UD-10. Likewise, if several drug results are later identified, update the UD-10, and note the illicit or "street drug" on the UD-10, and resubmit to the MSP. Call, fax, or email the FARS analysts with any additional drug results.

The Traffic Crash Reporting Unit will update the crash in the Traffic Crash Reporting System (TCRS) with any findings from toxicology reports, medical examiner reports, lab reports, and the Forensic Advantage application within the MSP, Forensic Science Division.

The findings will be entered into the TCRS, and the Alcohol and/or Drug Suspected fields will be modified, and any changes will be sent to the SOS to update the person's driving record. However, NO changes will be made to the officer's UD-10 Traffic Crash Report unless that agency updates the UD-10 and resubmits to the MSP.

In the event a court action is initiated because of a crash, please ensure a recent LEIN inquiry for the driver(s) has been run to ensure their driving record has not been revised.

Hazardous Action

The Hazardous Action field indicates if, in the investigating officer's opinion, a person is "At Fault" in any way, i.e., did the person's actions contribute to the crash?

Choose the most significant Hazardous Action that applies. Select **None** if a Hazardous Action does not exist for this unit or driver.

Note: Since Hazardous Action and Citation Issued are completely independent of each other, an entry shall be made for Hazardous Action even if no tickets were issued or no physical arrest were made.

Note: Citation Issued is used to record what tickets were issued to the driver and Hazardous Action is used to record the driver's actions that contributed to or caused the crash.

Hazardous Action
0. None
1. Speed Too Fast
2. Speed Too Slow
3. Failed to Yield
4. Disregard Traffic Control
5. Drove Wrong Way
6. Drove Left of Center
7. Improper Passing
8. Improper Lane Use
9. Improper Turn
10. Improper / No Signal
11. Improper Backing
12. Unable to Stop in Assured Clear Distance
13. Other
14. Unknown
15. Reckless Driving
16. Careless Driving

Hazardous Actions **Other** and **Unknown** should rarely be used. Hazardous Action **Other** should be used to describe some other action that is not listed as a choice, but is explained in the **Remarks/Narrative**. Hazardous Action **Unknown** should be used only if the officer truly cannot determine, based on their investigation and experience, if the driver's actions contributed to or caused the crash.

Hospital / Ambulance

Enter the Hospital Code of the hospital where the individual was taken for treatment. Other valid entries are listed below:

Code	Hospital Name
HOSPT	Generic Hospital Code
MORGUE	Morgue (Generic for any area)
NONE	Not taken for treatment
OUTSTE	Out of State Hospital (Generic for any Out of State Hospital)
REFUSD	Refused Hospital Medical Treatment
OTHR	Other Hospital not listed

Enter the Ambulance Code of the ambulance company that was notified and responded to the crash scene. Other valid entries are listed below:

Code	Ambulance Name
AIRLFT	Airlift Flight Service (Generic for any area)
AMB	Generic Ambulance Service
NONE	No Ambulance notified
OUTSTE	Out of State Ambulance (Generic for any Out of State Ambulance)
REFUSD	Refused Medical Attention
OTHR	Other Ambulance not listed
LAW	Law Enforcement (patient transported by police)

Contact the CJIC staff to obtain a list of Hospital and Ambulance codes for your area.

Airbag

Select the type of airbag that was deployed during the crash, based on the visual observation of each occupant at the scene. If the vehicle airbags were not deployed, select **Not Deployed**. For older model vehicles without airbags installed, select **Not Equipped**. If more than one type of airbag was deployed for a single seating position within that vehicle, select **Deployed Combination**. The Airbag field must also be completed for all listed passengers. If the unit is a Pedestrian, Bicyclist or Train/Engineer, select **Not Equipped**.

Airbag
1. Deployed-Front
2. Not Deployed
3. Not Equipped
4. Deployed-Side
5. Deployed-Curtain
6. Deployed-Other (Knee, Air Belt, Etc.)
7. Deployed-Combination
98. Unknown

Note: For seating positions 2, 5, 8, or 11 select Not Equipped.

Note: If vehicle type is Motorcycle, Moped, Snowmobile or ORV, select Not Equipped.

Condition at Time of Crash

Select the physical and/or emotional condition of the driver at the time of the crash. This is important for evaluating the effects that driver fatigue, medications, physical disabilities, or emotional conditions have on the crash.

Based on your opinion and investigation, indicate the apparent condition of the driver at the time of the crash. Medical tests or documentation are not required to indicate a condition. More than one condition may be selected if applicable.

Note: If Appeared Normal or Unknown are selected, no other selections can be made.

Note: Condition at Time of Crash and Driver Distracted By are independent of each other. A driver can Appear Normal and still be distracted by one of the choices under Driver Distracted By.

Use the following when determining the condition of the driver at the time of the crash:

- **Appeared Normal**: No indication of impairment exists.
- **Sick:** Affected with nausea, sick to one's stomach, vomiting.
- **Fatigue or Asleep:** Driver experienced a temporary loss of consciousness or was operating in a reduced physical and or mental capacity due to weariness, medication, or other drugs.
- **Medication:** A legal substance used in treating disease or pain.
- **Physically Disabled:** A physical impairment affecting one's ability to fully function, requiring prosthetic device assistance, wheelchair, crutches etc.
- **Emotional:** A person visibly arguing with someone, visible disagreement, is depressed and/or emotionally upset.
- **Other:** Indication that a physical impairment was involved but not specifically listed above.
- **Unknown:** Physical or emotional impairment is unknown.

Injury

An Injury selection must be made for each driver/person that is recorded as a Unit. The injury recorded should be based on the latest information available at the time the report was completed. Any injured passengers involved in the crash must be recorded in the Passenger Section.

Fatal Injury (K) – A fatal injury is any injury that results in death within 30 days after the motor vehicle crash in which the injury occurred. If the person did not die at the scene but died within 30 days of the motor vehicle crash in which the injury occurred, the injury classification should be changed from the attribute previously assigned to the attribute "Fatal Injury."

Note: Also select Fatal under Special Checks.

Suspected Serious Injury (A) – A suspected serious injury is any injury other than fatal which results in one or more of the following:

- 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.

Suspected Minor Injury (B) – A minor injury is any injury that is evident at the scene of the crash, other than fatal or serious injuries. Examples include lump on the head, abrasions, bruises, minor lacerations (cuts on the skin surface with minimal bleeding and no exposure of deeper tissue/muscle).

Possible Injury (C) – A possible injury is any injury reported or claimed which is not a fatal, suspected serious or suspected minor injury. Examples include momentary loss of consciousness, claim of injury, limping, or complaint of pain or nausea. Possible injuries are those that are reported by the person or are indicated by his/her behavior, but no wounds or injuries are readily evident.

No Apparent Injury (O) – No apparent injury is a situation where there is no reason to believe that the person received any bodily harm from the motor vehicle crash. There is no physical evidence of injury and the person does not report any change in normal function.

Note: List all passengers whether injured or uninjured. An exception to this rule is bus passengers and train passengers, then only the injured passengers need to be listed.

Citation Issued

If a citation was issued, indicate if the offense was Hazardous, Other or both. The free text space provided can be used to record the MCL offense code, the actual violation, or the citation number.

Action Prior

Action Prior records what occurred immediately prior to the crash. Choose the one option that best describes the action of this unit just prior to the first harmful event. The choices are separated by Driver Actions and Pedestrian Actions.

►Driver Action

1. Going Straight Ahead
2. Turning Left
3. Turning Right
4. Stopped on Roadway
5. Involved in Prior Crash at Same Location
6. Changing Lanes
7. Backing
8. Slowing / Stopping on Roadway
9. Slowing / Stopping Other Area
10. Starting Up on Roadway
11. Starting Up in Other Area
12. Entering Parking
13. Leaving Parking
14. Entering Roadway
15. Leaving Roadway
16. Making U-Turn
17. Overtaking or Passing
18. Avoiding Object
19. Avoiding Pedestrian
20. Avoiding Vehicle (Front / Back)
21. Avoiding Vehicle (Angle)
22. Driverless Moving
23. Parked
35. Other
36. Unknown
37. Avoiding Animal
38. Negotiating a Curve

Example: Two vehicles crash in an intersection. If Unit 1 was engaged in making a left turn just prior to impact occurring, then select **Turning Left**. If Unit 2 was being driven straight ahead at impact, then select **Going Straight Ahead**.

Example: A driver tried to swerve around a pothole, Action Prior would be **Avoiding Object**.

Note: A Motor Vehicle, Bicyclist and Train Engineer can only have Driver Actions 1-23 and 35-38.

A vehicle parked on the roadway is considered a traffic unit. The person sitting behind the wheel of the parked vehicle is considered the driver. By selecting Action Prior **Parked**, that unit will not be sent to the Secretary of State and will not be posted to a driving record.

A vehicle stopped on the roadway is also a traffic unit and is considered a motor vehicle "In Transport". The person sitting behind the wheel is the driver of that unit and should be recorded as Action Prior **Stopped on Roadway.** This unit will be posted to a driving record.

Pedestrian Action

Describe the action of the pedestrian just prior to the crash or the first harmful event. Pedestrians can only have Actions 24-36.

▶Pedestrian Action
24. Crossing at Intersection
25. Crossing Not at Intersection
26. Getting On / Off Vehicle
27. In Roadway with Traffic
28. In Roadway Against Traffic
29. Standing / Lying in Roadway
30. Pushing / Working on Vehicle
31. Other Working in Roadway
32. Playing in Roadway
33. In Roadway Other Reason
34. Not in Roadway
35. Other
36. Unknown

Sequence of Events

The Sequence of Events records step-by-step what happened during the crash. Up to four events can be recorded for each unit. The collective codes in Action Prior and Sequence of Events should reveal, from left to right, the events immediately prior to and during the crash. Complete a separate Action Prior and Sequence of Events for each unit involved in the crash.

If more than four events per unit occurred, only record those that were most significant in the officer's opinion. The sequence of events must be in order in which they occurred.

The Sequence of Events is separated into the following three distinct areas.

Non-Collision Events

Separation of Units refers to when a power unit separates from the trailer or towed vehicle. (Not when two vehicles collide and separate from each other). **Individual Fell from Vehicle** is not when someone is ejected from the vehicle. **Immersion** refers to a vehicle or unit entering a body of water.

►Non-Collision

1. Loss of Control
2. Cross Centerline
46. Cross Median
3. Ran Off Roadway - Left
4. Ran Off Roadway - Right
5. Re-enter Roadway
6. Overturn
7. Separation of Units
8. Fire / Explosion
9. Immersion
10. Jackknife
11. Downhill Runaway
12. Cargo Loss / Shift
13. Individual Fell from Vehicle
47. Equipment Failure (Blown Tire, Brake Failure, Etc.)
14. Other Non-Collision

Collision with Non-Fixed Object

►Collision with Non-Fixed Object

15. Pedestrian
16. Bicyclist
17. Motor Vehicle in Transport*
18. Parked Motor Vehicle
48. Work Zone / Maintenance Equipment
49. Cargo Falling / Shifting / or Anything Set in Motion (SIM) By a Motor Vehicle
19. Engineer (Railroad / Train)
20. Animal
21. Other Non-Fixed Object

***Motor Vehicle in Transport means a motor vehicle in motion, or on a roadway.**

Collision with Fixed Objects

►Collision with Fixed Object

22. Bridge Pier / Support
24. Bridge Rail
50. Bridge Overhead Structure
25. Guardrail Face
26. Guardrail End
51. Cable Barrier
27. Concrete Barrier
28. Traffic Sign / Post
29. Traffic Signal Equipment
30. Utility Pole / Light Support
32. Other Post / Pole / Support
33. Culvert
34. Curb
35. Ditch
36. Embankment
37. Fence
38. Mailbox
39. Tree
40. Railroad Crossing Signal
41. Building
42. Traffic Island
43. Fire Hydrant
44. Impact Attenuator / Crash Cushion
45. Other Fixed Object

Example: A car hits the curb, rolls over and then catches on fire, which injures the occupants. The Sequence of Events would be completed as follows:

- **First Event** Collision with Fixed Object-**Curb**
- **Second Event** Non-Collision-**Overturn**
- **Third Event** Non-Collision-**Fire/Explosion**

The third event was the most harmful to a human being so **Fire/Explosion** would be selected as the Most Harmful Event.

Note: A pothole would be coded as Other Fixed Object.

Most Harmful Event

The Most Harmful Event records which event was most harmful to a human being. If no injury, select the event that caused the most property damage.

Note: Loss of Control should never be selected as the Most Harmful Event because it is considered a Non-Collision Event and does not cause any injury or damage.

Section 4 Vehicles

This section is used to capture the vehicle information for each unit involved in the crash.

Vehicle Registration and State

Enter the vehicle registration number and the two-letter abbreviation for the State where the vehicle is registered. If the registration plate is not displayed at the time of the crash, locate the actual registered license plate information through LEIN and enter this on the UD-10. If the license plate affixed to the vehicle is improper or if the vehicle is not assigned a plate, enter NONE for the vehicle registration and document the same in the **Remarks/Narrative**.

Uncommon State Codes

XX International

US U.S. Federal Government

UK Unknown

For local, municipal, county or state government plates, use the state the plate was issued in. For the United States, Canada and Mexico use the abbreviation tables in Section 3. For Municipal (X), Church (Y) and Dealer (D) plates, this letter must be included as part of the Vehicle Registration number.

For vehicles with trailers enter only the registration of the towing vehicle. **Do not** enter the registration for the trailer in this space. Trailer registration data may be entered in the Remarks/Narrative.

Note: Do not enter TEMP, PAPER, N/A, UNK, etc.

Insurance

Enter the insurance company name and policy number for the vehicle.

Towed By

If the vehicle is towed, record the name of the wrecker service that towed the vehicle. If towed by the owner, enter Owner.

Towed To

If the vehicle is towed, record where the vehicle was towed to. In many instances it may be the same as Towed By. Towed To can include home, impound lot, auto body shop, scrap yard, etc.

Vehicle Identification Number

Enter the Vehicle Identification Number from the VIN plate on the driver's side dashboard, driver's door, or adjacent doorpost. Do not rely on the vehicle registration certificate for this information.

On rare occasions, for VIN numbers that consist of 18 characters, drop the first digit, and enter the remaining 17 characters.

Vehicle Description

Describe the vehicle's year, make, model and color i.e. (2020, Toyota, Tacoma, Gray)

Vehicle Type

Select the type of vehicle being reported.

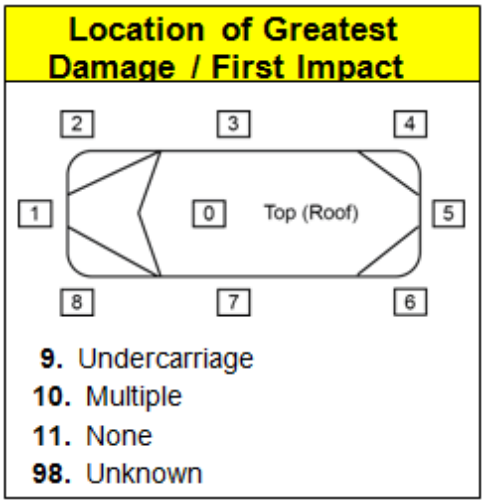
Vehicle Type
1. Passenger Car, SUV, Van
2. Motor Home
3. Pickup Truck
4. Small Truck (Under 10,000 lbs)
5. Motorcycle
6. Moped / Goped
7. Go-Cart / Golf Cart
8. Snowmobile
9. Off Road Vehicle (ATV Type)
10. Other
11. Truck / Bus

A Truck/Bus unit is defined as any of the following:

- A commercial truck or truck/trailer having a Gross Vehicle Weight Rating (GVWR) or Gross Combined Weight Rating (GCWR) of 10,001 pounds or more, whichever is greater.
- Any vehicle designed or used to transport more than 8 passengers including the driver. This can include city buses, school buses, limousines, and courtesy vans.
- Any vehicle displaying or requiring a hazardous material placard, regardless of weight. This can include automobiles, vans, and pick-up trucks.

Location of Greatest Damage

Select the approximate location of the greatest damage to the power unit. If more than one area sustains equal damage, select **Multiple**. If a towed or trailering unit is the only item damaged, then the Location of Greatest Damage is **None**.



Example: A car leaves a roadway, enters a ditch, and strikes the far slope and overturns. The right front corner has minor damage from contacting the far slope, but the entire roof is crushed in the rollover. The Location of Greatest Damage for this example would be **Top (Roof).**

Note: For hit and run vehicles that leave the scene, do not select None. Use your personal observations, witness statements, and evidence at the scene when deciding where the greatest damage may be on the suspect vehicle.

First Impact

Indicate the approximate location of the first point of impact, utilizing the same diagram and choices used for the Location of Greatest Damage. If a towed or trailering unit is the only item damaged, then the location of greatest damage is **None**.

Note: For hit and run vehicles that leave the scene, do not select None. Use your personal observations, witness statements, and evidence at the scene when deciding where the first impact may be on the suspect vehicle.

Extent of Damage

In this field select the Extent of Damage the vehicle sustained in the crash.

Note: For hit and run vehicles that leave the scene, do not select No Damage. Use your personal observations, witness statements, and evidence at the scene to determine if the suspect vehicle sustained either Minor Damage or Functional Damage.

The following damage severities shall be recorded for each unit involved in the crash:

- **No Damage** if there is no apparent damage done to the vehicle.
- **Minor Damage** is cosmetic in nature and does not affect the functionality of the vehicle.
- **Functional Damage** is damage that affects some functionality of the vehicle, but the vehicle is still able to be driven from the scene.

  Example: If a vehicle is involved in a rear end collision and the trunk will not open due to the damage, and the vehicle is still drivable, select **Functional Damage**.

- **Disabling Damage** is severe damage to a vehicle, and because of this, the vehicle must be towed from the scene. The Towed To and Towed By fields must be completed.
- **Unknown** damage is rare and should only be selected in those cases where you cannot reasonably determine if the vehicle was damaged during the crash. Every attempt should be made utilizing your personal observations, witness statements, and evidence at the scene, when deciding the extent of damage for a vehicle.

Vehicle Direction

Select the direction the unit was traveling just prior to the crash, loss of control or turning movement.

Vehicle Direction	
1. North	5. North/East
2. South	6. North/West
3. East	7. South/East
4. West	8. South/West

Example: Vehicle 1 is traveling northbound and turns left in front of Vehicle 2, which is traveling southbound. The Crash Type would be coded as a Head On-Left Turn crash showing the direction of Vehicle 1 as **North** and the direction of Vehicle 2 as **South**.

Private Trailer Type

Only personal trailers should be listed in this section. It is also the design of the trailer rather than its use at the time of the crash that is being sought here. If two trailers on this list make up a recreational double, select **Recreational Double**. If a tractor/trailer combination is used commercially and its GCWR surpasses the 10,001# weight limit, then the Truck/Bus section needs to be completed.

Private Trailer Type
1. Utility
2. Travel Trailer
3. Boat Trailer
4. Farm Equipment
5. Towed Auto
6. Recreational Double
7. Other

Example: If a commercial truck-tractor with a flatbed semi-trailer is being used in farm operations, it will not be listed in this section. It will be listed in the Truck/Bus section.

Example: A pickup truck involved in a crash was pulling a fifth-wheel travel trailer and a boat trailer. This combination would be a recreational double, select **Recreational Double**.

Example: A car towing another vehicle is involved in a crash, select **Towed Auto**.

Example: A pickup truck pulling a farm-type flatbed trailer is involved in a crash. Select **Farm Equipment** in this instance. If the farmer loaned the trailer for use in a parade, it would still be **Farm Equipment** because the design of the trailer is the key factor, not the use at the time of the crash.

Vehicle Defect

If, at the time of the crash, a vehicle defect contributed to the crash, select the appropriate choice for the defect. If some other specific defects are observed, select **Other** and note it in the **Remarks/Narrative**.

Vehicle Defects

1. Brakes
2. Lights
3. Steering
4. Tires / Rims
5. Windows / Windshield
6. Truck Coupling / Trailer Hitch / Safety Chains

97. Other

Special Vehicles

Indicate if a vehicle involved in the crash is one of the Special Vehicles listed for this field. If the vehicle is not one of these, leave blank.

- **Police:** Select **Police** if the vehicle is owned by a governmental law enforcement agency. Select **Police** in all cases where the vehicle is being used for routine patrol, in pursuit of a fleeing vehicle, or responding to an emergency call.
- **Fire:** Select **Fire** only when the vehicle is owned by a fire department (including volunteer fire department).

Example: A volunteer fire fighter was involved in a crash while responding to a fire call. They were using their personal vehicle, including emergency lights and siren. Leave the Special Vehicle section blank. The vehicle is not considered a fire vehicle since it is not a fire department-owned vehicle.

Example: If a city/township owned fire truck was involved in a crash, select **Fire**.

- **Bus:** Select **Bus** if the vehicle is a government, commercial, private, church or school bus. See the Glossary for the definition of bus and school bus.

Example: An old commercial bus that was converted into a motor home was involved in a traffic crash. Leave Special Vehicles blank in this instance because the vehicle no longer meets the definition of a bus, it is now considered a motor home.

- **Ambulance:** Select **Ambulance** when the vehicle is a privately or publicly owned ambulance.
- **Farm Equipment:** Select **Farm Equipment** if the vehicle is an implement of husbandry that cannot be registered with the Secretary of State, (i.e., farm tractors and combines). Farm owned pickup trucks and truck-tractor/semi-trailer combination vehicles can be registered, and therefore are not considered Farm Equipment.
- **Construction/Maintenance Equipment:** Select **Construction/Maintenance Equipment** when the vehicle involved in the crash is a type of construction equipment or road maintenance equipment that would fit the definition of Special Mobile Equipment as defined by MCL 257.62.
- **Tow Truck/Wrecker:** Select **Tow Truck/Wrecker** when the vehicle involved in the crash is designed to tow or carry another vehicle, excluding car carriers.

Vehicle Use

Select the option that best identifies the Vehicle Use (operation) at the time of the crash.

- **Private:** A vehicle privately owned and not part of any commercial enterprise.

- **Commercial (Business):** Any vehicle that is used for business or commercial purposes.

Example: If a driver is using a personal vehicle to deliver items (e.g., pizza, mail, newspapers, etc.) and is involved in a crash, select **Commercial (Business)** because the driver was engaged in a commercial/business function at the time.

Example: A commercial truck is involved in a crash, select **Commercial (Business)**. If it is learned that the truck was borrowed or rented for purposes of moving personal goods, the correct use would be **Private**.

- **In Pursuit/On Emergency:** Any police, fire or ambulance that is in pursuit or on an emergency at the time of the crash.

Example: A volunteer fireman driving his personal vehicle (with lights and siren on) to a fire will be listed as **In Pursuit/On Emergency**.

Example: A patrol car involved in a crash while pursuing another vehicle would be recorded as **In Pursuit/On Emergency**. A crash while in a non-pursuit or non-emergency response mode would be **Other Government**.

- **Farm:** Any vehicle that is used for farm purposes, but not part of a commercial enterprise (for profit).
- **School/Education:** Any vehicle owned and operated by a school.
- **Club/Church:** Any vehicle displaying a "Y" registration plate and being used for that function.
- **Military:** Any vehicle owned and operated by military personnel.
- **Other Government:** Any federal, state, or local government owned police or fire vehicle when not in pursuit or on emergency.
- **Utility:** Gas, electric, cable TV, phone, etc.
- **Road Construction/Other Maintenance:** MDOT, county and local road commissions, etc.

- **Other:** Any other type of vehicle used not listed above, or the vehicle use is unknown.

If a police officer is involved in an on-duty crash, that crash will appear on the UNEDITED version (LEIN 47:42 inquiry) of the police officer's driving record. That crash will not appear on the EDITED version (LEIN 47:36 inquiry) which is sent to the insurance companies. This provision also applies to on-duty firefighters. Michigan law prohibits the release of such information to non-government agencies. This law applies only to vehicles OWNED by a government agency. So, for example, a volunteer firefighter driving their personal vehicle does not qualify for this provision.

Vehicle Automation Systems

The following three fields address the rapidly evolving development of automated vehicle system technologies. An automation system is defined as, "The hardware and software that are collectively capable of performing part or all of the dynamic driving task on a sustained basis". The first field is used to capture if any automation system is present in the vehicle. The second field is used to capture the highest level of automation the vehicle is capable of, and the third field is used to capture the automation system level that was active or engaged at the time of the crash. Definitions of each system level are listed below.

Automation System in Vehicle

Indicate YES or NO if this vehicle is equipped with an automation system.

Automation System Level in Vehicle

Record the highest level of automation this vehicle is equipped with.

Automation System Level Engaged at Time of Crash

Record the highest level of automation that was active or engaged by this vehicle at the time of the crash.

Automation System Level Definitions:

No Automation: The full-time performance by the human driver of all aspects of the dynamic driving task, even when enhanced by warning or intervention systems.

Driver Assistance: Driver assistance system of either steering or acceleration/deceleration using information about the driving environment and with the expectation that the human driver performs all remaining aspects of the dynamic driving task.

Partial Automation: The driving mode-specific execution by one or more driver assistance systems of both steering and acceleration/deceleration using information about the driving environment and with the expectation that the human driver performs all remaining aspects of the dynamic driving task.

Conditional Automation: The driving mode-specific performance by an automated driving system of all aspects of the dynamic driving task with the expectation that the human driver will respond appropriately to a request to intervene.

High Automation: The driving mode-specific performance by an automated driving system of all aspects of the dynamic driving task, even if a human driver does not respond appropriately to a request to intervene.

Full Automation: The full-time performance by an automated driving system of all aspects of the dynamic driving task under all roadway and environmental conditions that can be managed by a human driver.

Dynamic driving task: This includes the operational (steering, braking, accelerating, monitoring the vehicle, and roadway) and tactical (responding to events, determining when to change lanes, turn, use signals, etc.) aspects of the driving task, but not the strategic (determining destinations and waypoints) aspect of the driving task.

Driving mode: This is a type of driving scenario with characteristic dynamic driving task requirements (e.g., expressway merging, high-speed cruising, low speed traffic jam, closed-campus operations, etc.).

Request to intervene: This is the notification by the automated driving system to a human driver that s/he should promptly begin or resume performance of the dynamic driving task.

Automation System Level Tables

The following tables are provided by the Society of Automotive Engineers (SAE) International and the National Highway Traffic Safety Administration (NHTSA) and represent the levels of automation and at which point the System and the Human Driver executes tasks.

Note: Common Level 1 automation examples would include lane keep assist, adaptive cruise control, and parking assist.

SOCIETY OF AUTOMOTIVE ENGINEERS (SAE) AUTOMATION LEVELS

Full Automation

0	1	2	3	4	5
No Automation	**Driver Assistance**	**Partial Automation**	**Conditional Automation**	**High Automation**	**Full Automation**
Zero autonomy; the driver performs all driving tasks.	Vehicle is controlled by the driver, but some driving assist features may be included in the vehicle design.	Vehicle has combined automated functions, like acceleration and steering, but the driver must remain engaged with the driving task and monitor the environment at all times.	Driver is a necessity, but is not required to monitor the environment. The driver must be ready to take control of the vehicle at all times with notice.	The vehicle is capable of performing all driving functions under certain conditions. The driver may have the option to control the vehicle.	The vehicle is capable of performing all driving functions under all conditions. The driver may have the option to control the vehicle.

Section 5 Passengers

This section is used to capture any injured or uninjured passengers for a unit involved in the crash. This section is also used to record vehicle owner information or a witness to the crash.

Name, Address and Phone Number

Enter the full name of the passenger. Enter the street address, city, state, and zip code of the passenger. If the zip code is five digits, only enter the five digits. If the zip code is the extended nine-digit code, enter all nine digits. Enter the area code and phone number of the passenger.

Date of Birth

Enter the eight-digit date of birth for the passenger.

Gender

Indicate the gender of the passenger a either M, F or X (nonbinary).

Race

Select the Race of the passenger.

Race	
I	American Indian/Alaskan
A	Asian
B	Black/African American
H	Hispanic/Latino
P	Native Hawaiian or Other Pacific Islander
W	White
U	Unknown

Injury

An Injury selection must be made for each injured passenger of the involved unit. The injury recorded should be based on the latest information available at the time the report was completed.

Fatal Injury (K) – A fatal injury is any injury that results in death within 30 days after the motor vehicle crash in which the injury occurred. If the person did not die at the scene but died within 30 days of the motor vehicle crash in which the injury occurred, the injury classification should be changed from the attribute previously assigned to the attribute "Fatal Injury."

Note: Also select Fatal under Special Checks. Fatal injuries are further explained in Section 1.

Suspected Serious Injury (A) – A suspected serious injury is any injury other than fatal which results in one or more of the following:

- 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.

Suspected Minor Injury (B) – A minor injury is any injury that is evident at the scene of the crash, other than fatal or serious injuries. Examples include lump on the head, abrasions, bruises, minor lacerations (cuts on the skin surface with minimal bleeding and no exposure of deeper tissue/muscle).

Possible Injury (C) – A possible injury is any injury reported or claimed which is not a fatal, suspected serious or suspected minor injury. Examples include momentary loss of consciousness, claim of injury, limping, or complaint of pain or nausea. Possible injuries are those that are reported by the person or are indicated by his/her behavior, but no wounds or injuries are readily evident.

No Apparent Injury (O) – No apparent injury is a situation where there is no reason to believe that the person received any bodily harm from the motor vehicle crash. There is no physical evidence of injury and the person does not report any change in normal function.

Please list all passengers whether injured or uninjured. An exception to this rule is bus passengers, then only the injured need to be listed.

Airbag

Select the type of airbag that was deployed during the crash, based on the visual observation of each occupant at the scene. If the vehicle airbags were not deployed, select **Not Deployed**. For older model vehicles without airbags installed, select **Not Equipped**. If more than one type of airbag was deployed for a single seating position within that vehicle, select **Deployed Combination**. For seating positions 2, 5, 8, or 11 select **Not Equipped**. If vehicle type is Motorcycle, Moped, Snowmobile or ORV, select **Not Equipped**.

Airbag
1. Deployed-Front
2. Not Deployed
3. Not Equipped
4. Deployed-Side
5. Deployed-Curtain
6. Deployed-Other (Knee, Air Belt, Etc.)
7. Deployed-Combination
98. Unknown

Note: If the unit is a Train/Engineer, select Not Equipped.

Note: The Airbag field must be completed for all listed passengers.

Restraint

List the type of restraint used by the passenger, or if a helmet was worn. Helmet use is not based on the requirement to wear a helmet, but if one was worn.

Restraint Use
1. No Belts Available
2. Shoulder Belt Only Used
3. Lap Belt Only
4. Shoulder and Lap Belt
5. No Belts Used
6. Child Restraint System – Forward Facing
7. Child Restraint Not Used or Improperly Used
8. Child Restraint System – Rear Facing
9. Child Restraint System – Booster Seat
10. Restraint Failure
11. Restraint Use Unknown
12. Helmet Worn
13. Helmet Not Worn
14. Helmet Use Unknown

The typical seatbelt design is **Shoulder and Lap Belt**, where the two are combined as a single device. **Child Restraint System-Forward Facing** is for toddlers. **Child Restraint System-Rear Facing** is for infants. **Child Restraint System-Booster Seat** is for older kids not tall enough or old enough for the adult seat belt.

Note: For a Train/Engineer, select No Belts Available.

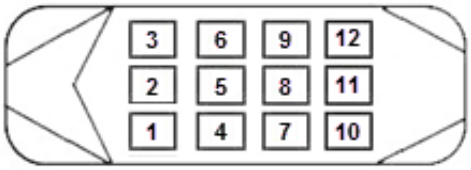
Note: The Restraint Use field must be completed for all listed passengers.

If vehicle type is Motorcycle, Moped/Go-Ped or Snowmobile, restraint must be **Helmet Worn**, **Helmet Not Worn** or **Helmet Use Unknown**.

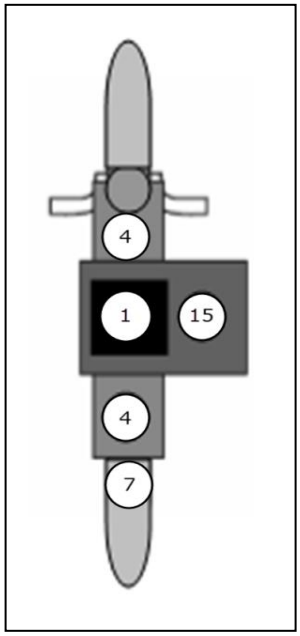
Refrain from using **Restraint Use Unknown** and **Helmet Use Unknown** unless you truly do not know if a restraint or helmet was used based upon your investigation.

Position

Enter the seating position of the passenger, based on the descriptions and/or the diagrams.



13. Sleeper Section
14. Other Enclosed Passenger / Cargo Area
15. Other Unenclosed Passenger / Cargo Area
16. Riding In / On Trailing Unit
17. Riding On Vehicle Exterior
98. Unknown



►**Motorcycles, Snowmobiles, Etc. (In-Line Seating)**
1. Driver
4. Passenger One
7. Passenger Two
15. Other Unenclosed Passenger / Cargo Area

Ejected/Trapped

If the passenger was ejected or partially ejected from the vehicle, select **Ejected**. If the passenger was trapped inside the vehicle and mechanical means were needed to

extricate the passenger, select **Trapped**. It may be appropriate to mark **Ejected** and **Trapped**, e.g., a passenger whose body is found hanging outside the door but whose feet are pinned to the point where mechanical means must be used to free them.

Note: Motorcycles, ORVs, and Snowmobiles do not have passengers that are Ejected. A passenger falling off one of these would be properly entered under Sequence of Events as Individual Fell from Vehicle.

Hospital/Ambulance Codes

Enter the Hospital Code of the hospital where the individual was taken for treatment. Other valid entries are listed below:

Code	Hospital Name
HOSPT	Generic Hospital Code
MORGUE	Morgue (Generic for any area)
NONE	Not taken for treatment
OUTSTE	Out of State Hospital (Generic for any Out of State Hospital)
REFUSD	Refused Hospital Medical Treatment
OTHR	Other Hospital not listed

Enter the Ambulance Code of the ambulance company that was notified and responded to the crash scene. Other valid entries are listed below:

Code	Ambulance Name
AIRLFT	Airlift Flight Service (Generic for any area)
AMB	Generic Ambulance Service
NONE	No Ambulance notified
OUTSTE	Out of State Ambulance (Generic for any Out of State Ambulance)
REFUSD	Refused Medical Attention
OTHR	Other Ambulance not listed
LAW	Law Enforcement (patient transported by police)

Contact the CJIC staff to obtain a list of Hospital and Ambulance codes for your area.

Owner / Un-Injured Passenger / Witness

This area is used to capture the vehicle Owner, Witness or Un-injured Passenger information. Do not use this area for recording information on injured passengers.

Select the appropriate bubble for the Owner, Witness or Un-injured Passenger, then complete their name, address, and phone number.

If this individual is an Un-injured Passenger, then also complete the Age, Position (seating), and Restraint fields.

Section 6 Truck / Bus

This section is used to capture commercial vehicle information as it relates to a truck or bus unit.

Definition of a Truck / Bus Unit

For any vehicle to be considered a Truck / Bus unit, at least one of the following must be true:

- A commercial truck or truck/trailer having a Gross Vehicle Weight Rating (GVWR) or Gross Combined Weight Rating (GCWR) of 10,001 pounds or more, whichever is greater.
- Any vehicle designed or used to transport more than 8 passengers including the driver. This includes buses, school buses, limousines, and courtesy vans.
- Any vehicle displaying or requiring a hazardous material placard, regardless of weight. This includes automobiles, vans, and pick-up trucks.

If a person rents a moving truck that is over 10,001 pounds GVWR or GCWR from a commercial company for personal use, the unit information will be added in the Truck/Bus section of the UD-10. The Carrier Name field should be written as "Individual" (Do not write his/her name). Areas to leave blank are the address and USDOT/ICCMC/MPSC. Complete all vehicle identifiers such as Vehicle Configuration, Cargo Body Type, GVWR/GCWR, driver's license information and Hazardous Materials.

Unit Number

Select the Unit Number of the vehicle listed on the UD-10 that corresponds to this truck or bus unit. If the crash involves more than one truck or bus, additional pages of the UD-10 will be required, and must have different unit numbers assigned.

Carrier Name/Address

The Carrier for the truck/bus unit can be one of the following three (3) instances:

1. The carrier is the person, agency, or corporation that controls the movement of the cargo. The carrier's name can be obtained from any of the following:
   - Shipping papers or bills of lading
   - Displayed on the side of the power unit, keeping in mind that this company is not always the Carrier for the cargo being transported.
   - Drivers daily log
   - Interviewing the driver

Note: The Carrier name can be different than the owner of the truck.

Note: As a last resort use the vehicle registration for Carrier information.

2. For federal, state, or local government owned and operated vehicles list the government entity as displayed on the vehicle, i.e., Mason Public Schools, Ingham County Road Commission, U.S. Army, etc. If an address is given on the vehicle or the registration, list it in the address section.

3. For moving trucks, such as a U-Haul, Penske, or Ryder with a GVWR of 10,001 pounds or more, record the word "INDIVIDUAL" as the Carrier Name and leave the address blank.

It is very important that the Carrier name be listed exactly as it appears on the documents used to identify that carrier. Do not abbreviate the name unless it appears that way on the documents.

Once the Carrier name is established, enter the address of the carrier, company, agency or individual in the spaces provided.

GVWR / GCWR

GVWR (Gross Vehicle Weight Rating) is for a single unit truck or bus. GCWR (Gross Combined Weight Rating) is for a truck or bus pulling a trailer or trailers.

Select the GVWR or GCWR range for the truck/bus unit. This information can normally be found on the power unit, either inside the driver's side door frame or within the cab. For a trailer, the information will normally be found on the driver's side, near the center of the trailer. Both are normally a metal plate, but it can also be stamped into the metal or printed on a sticker.

To establish if the unit qualifies for the Truck/Bus section, determine if the GVWR is 10,001 pounds or more and the vehicle is for hire (commercial purposes). If the vehicle is pulling one or more trailers, you must add the GVWR of the power unit to the GVWR of all the trailers to determine the GCWR. If the trailer is not displaying a GVWR plate, there are three (3) options to determine its GVW (Gross Vehicle Weight).

- Check all paperwork for indications of the GVWR
- The trailer and its load can be weighed by scales.
- The method least preferred is to utilize the registration weight from the Michigan Department of State (SOS). As a last resort, LEIN may also list the GVWR for the trailer.

Vehicle Configuration

Indicate the Vehicle Configuration that best describes the Truck/Bus unit.

1. Passenger Car (Only if Vehicle Has Hazmat Placard)
2. Light Truck (Only if Vehicle Has Hazmat Placard)
3. Bus (9-15 Seats, Including Driver)
4. Bus (16 or More Seats, Including Driver)
5. Single Unit (2 Axles, 6 Tires)

6. Single Unit (3 or More Axles)
7. Truck/Trailer (Single Unit Truck Pulling a Trailer)
8. Truck Tractor (Bobtail)
9. Tractor/Semi Trailer (One Trailer)
10. Truck Tractor/Double (Two Trailers)
11. Truck Tractor/Triple (Three Trailers)
99. Unknown Heavy Truck > 10,000 lbs.

Determine the best possible choice for the Vehicle Configuration based on the information available. If possible, avoid selecting **Unknown Heavy Truck > 10,000 lbs.** or only use as a last resort. For hit and run vehicles that leave the scene, use your personal observations, witness statements and evidence at the scene to decide on the vehicle configuration of the suspect vehicle. The most common configuration for a tractor trailer (semi-truck) is **Tractor/Semi Trailer (One Trailer).**

Cargo Body Type

Indicate the Cargo Body Type that best describe the Truck/Bus unit.

1. Van/Enclosed Box
2. Cargo Tank
3. Flatbed
4. Dump
5. Concrete Mixer
6. Auto Transporter
7. Garbage/Refuse
8. Grains, Chips, Gravel
9. Pole
10. Intermodal Chassis
11. Log
12. Vehicle Towing Motor Vehicle
13. Bus (9-15 Seats, Including Driver)
14. Bus (16+ Seats, Including Driver)
15. No Cargo Body
97. Other

Example: A dump truck towing a lowboy trailer with a bulldozer would be listed as a **Dump** truck. However, a truck-tractor towing a lowboy semi-trailer with a bulldozer will be listed as a **Flatbed** because the truck tractor has no cargo body.

Van/Enclosed Box is the most common Cargo Body Type and can either be a semi-trailer or a straight truck body. **Cargo Tank** is a completely enclosed tank type body designed to transport liquid, gaseous and flowable solid material. **Auto Transporter** is used for truck/trailer auto transport vehicles. Straight trucks transporting vehicles will be listed under **Flatbed**, as appropriate.

Determine the best possible choice for the Cargo Body Type based on the information available. If possible, avoid selecting **Other** or only use as a last resort. For hit and run vehicles that leave the scene, use your personal observations, witness statements and evidence at the scene to decide on the cargo body type of the suspect vehicle. The most common cargo body type for a tractor trailer (semi-truck) is **Van/Enclosed Box.**

Carrier Licensing Numbers

There are three types of carrier numbers that may be found on trucks and buses. Carrier licensing numbers are found on the power unit. Record the carrier numbers that are associated with the Carrier name that controls the movement of the cargo.

USDOT United States Department of Transportation, commonly called **DOT**

ICCMC Interstate Commerce Commission Motor Carrier, commonly called **MC**

MPSC Michigan Public Service Commission

CDL Type and Endorsements

For commercial drivers, record the CDL Type and CDL Endorsements as displayed on the driver's license. Only one CDL Type can be selected, although multiple Endorsements can be recorded. For more CDL information, refer to Appendix C.

Note: If the driver does not have a CDL, select "None".

Medical Card

Drivers of commercial trucks with a weight of 10,001 pounds or more **actual weight or GVWR**; or interstate commercial buses designed for carrying 16 or more passengers including the driver; or any vehicle requiring placards for hazardous materials must be medically qualified by a State certified doctor or physician.

Note: The actual Medical Examiners Certificate is no longer required to be carried by the driver. This information is available on the driving record from SOS.

CDL Exempt

If the driver is operating a commercial vehicle that requires a CDL but has no CDL, it **must** be determined if that driver is exempt from having a Commercial Driver's License. That determination is made by the investigating officer and is based on the operation being performed. Exemptions are not listed on the driver license.

Exemptions:

Select **Farm**, if the driver is farm exempt, is within a 150-mile radius of the farm and is not for hire.

The **Other** exemptions to the CDL requirements are:

- Qualified military drivers of military vehicles.
- Qualified firefighters operating authorized emergency vehicles.
- Persons operating a vehicle used exclusively to transport personal possessions or family members for non-business purposes.

Exemptions are listed in MCL Section 257.302 and 257.312e.

Hazardous Materials

Placard

If the vehicle has a hazardous material placard displayed, select “Yes”.

Cargo Spill

If hazardous materials were spilled or released from the vehicle during the crash, select “Yes”. Materials that spill but are contained within the vehicle and not released to the outside will not be considered a cargo spill.

Only the cargo is considered for this field. This does not include fuel from the vehicle fuel tanks or other hazardous material spilled from a fixed container that was struck by any of the vehicles during the crash.

If there is more than one type of hazardous material placard displayed on a motor vehicle, record the information of the hazardous material spilled. If no material was spilled, record a table 1 material over a table 2 material. If both are from a single table, record the material with the highest quantity of material transported.

For any hazardous material spill, officers should also refer to the orange Emergency Response Guide published by the U.S. Department of Transportation. CHEMTREC is a 24-hour emergency response communication service and can be reached at 1-800-424-9300.

The presence of any hazardous material should be reported via your dispatch center to the local fire department. The Michigan State Police Operations center is also available 24 hours at 517-241-8000.

HazMat ID and Class Number

If a Hazardous Material Placard is displayed, record the four-digit identification number that appears in the center of the diamond-shaped placard or orange panel, whichever is applicable. If more than one placard appears on the panel, list the most hazardous material.

Hazardous Material placards will typically display a single digit International Classification Number in the bottom corner. If a number is displayed, record it in this section.

Note: Some class numbers may contain two digits and will be displayed as a decimal number. Record the entire number.

Section 7 Crash Diagram & Remarks

This section is used to illustrate a diagram of the crash, and the officer's remarks that further describe the crash.

Crash Diagram

In the space provided, illustrate the crash scene to include the roadway and any units involved. This drawing need not be to scale but should provide a visual aid that recreates the action prior and sequence of events for the units involved.

For fatal crashes, use this section to diagram the event and add any necessary remarks to explain what occurred. The Fatality Analysis Reporting System (FARS) requires this information.

Illustrate a diagram that represents a complete picture of the actual events leading up to the crash and through the time when the events have stabilized.

A Crash Diagram is strongly suggested on all crashes and is required for all fatal and injury crashes.

Remarks / Narrative

Use this section to write a brief narrative of how the crash occurred. **Never include personal information in the remarks.** This section can be used to record a witness statement, a non-contact unit that was involved or may have contributed to the crash, or any other information that help you recall the details of the crash.

Other information that can be included in the Remarks Section:

- If drugs or alcohol were involved but were not a contributing factor.
- List anything that might help to remind you what happened if you need to appear in court.

- Advisory speed limits.
- Any trailer, towed vehicle, or cargo that was damaged in the crash.

The more detailed the diagram and remarks, the more it assists engineers and road commissions to make better decisions in their efforts to minimize the number of traffic crashes and their severity.

A Crash Narrative is strongly suggested on all crashes and is required for all fatal and injury crashes.

Note: Never include someone's personal information in the Remarks/Narrative.

Glossary

The following definitions are given for purposes of completing the UD-10 Traffic Crash Report only and should not be used for enforcement or prosecution purposes.

At-Intersection Crash

A traffic crash in which the first harmful event occurs within the limits of an intersection. (ANSI D.16)

Bicycle

A non-motorized unit propelled by pedaling, regardless of the number of wheels, which can include tricycles, unicycles, and pedal cars.

Bridge Abutment

Vertical support structure that retains the earth supporting the bridge ends.

Bridge Parapet End

The end of a bridge or bridge rail, as opposed to the “facing” which is that portion of the bridge rail beyond its end.

Bridge Pier

A freestanding column that supports the weight of a bridge. The column is not enclosed or backed by earth.

Bus

Any passenger-carrying vehicle used for-hire and used to transport 9 or more passengers, including the driver.

Carrier

The person, agency or corporation that controls the movement of the cargo for a Truck/Bus unit.

Commercial Motor Vehicle

Any motor vehicle used for the transportation of goods, property, or people in interstate or intrastate commerce.

Contributing Circumstances

These are apparent external (outside the vehicle) conditions that may have contributed to the crash.

Crash

An un-stabilized situation which includes at least one harmful event. (ANSI D.16)

Culvert

An enclosed structure providing free passage of water under a roadway.

Divided Roadway

A roadway that is physically divided to provide travel in opposite directions.

Engineer, Railroad

A person who operates a train engine.

Extent of Damage, Disabling

Damage to a vehicle that is so severe that it must be towed from the scene.

Extent of Damage, Functional

Damage to a vehicle that is not disabling but affects some function of the vehicle.

Extent of Damage, Minor

Damage to a vehicle that is cosmetic in nature.

Farm Tractor

Farm tractor means every motor vehicle designed and used primarily as a farm implement for drawing plows, mowing machines, and other implements of husbandry. (MCL 257.16)

Fifth Wheel Travel Trailer

A trailer designed for recreational use that is normally towed by a pickup truck. The fifth wheel hitch has an upper and lower coupling device; the lower half is mounted in the bed of the towing unit. The upper half consists of a plate and kingpin which is attached to the towed vehicle (fifth wheel travel trailer). A fifth wheel travel trailer is the only type of travel trailer that meets the requirement for use as the first towed unit in recreational doubles.

Gore

Gore means an area of land where two roadways diverge or converge. The area is bounded on two sides by the edges of the roadways that join at the point of divergence or convergence. The direction of traffic must be the same on both sides of these roadways. The gore is considered to start or end at the point where the painted pavement edge lines of the two roadways diverge or converge.

Gross Combination Weight Rating (GCWR)

The value specified by the manufacturer as the maximum loaded weight of a combination vehicle. In the absence of a label, the GCWR can be calculated by adding the GVWR of the power unit to the GVWR of the vehicle(s) or trailer(s) being towed.

Gross Vehicle Weight Rating (GVWR)

The maximum rated loaded weight in pounds of a single vehicle. Vehicle manufacturers specify the GVWR and this can be found on the vehicle certification label.

Harmful Event

An occurrence of injury or damage.

Highway or Street

Highway or street means the entire width between the boundary lines of every way publicly maintained when any part thereof is open to the use of the public for purposes of vehicular travel. (MCL 257.20)

Ignition Interlock Devices

Ignition Interlock device is an alcohol concentration measuring device that prevents a motor vehicle from being started at any time without first determining through a deep lung sample the operator's breath alcohol level. (MCL 257.625L)

Immersion

The act of plunging into a liquid (water).

Impact Attenuator

A protective device that protects errant vehicles from impacting fixed-object hazards by either gradually decelerating the vehicle or by re-directing its path of travel away from the fixed object.

Implement of Husbandry

Implement of husbandry means a vehicle or trailer in use for the exclusive function of serving agriculture, horticulture, or livestock operations. Implement of husbandry includes a farm tractor, self-propelled application-type vehicle, farm wagon, farm trailer, a vehicle or trailer adapted for lifting or carrying another implement of husbandry, or any substantially similar equipment used to transport products necessary for agricultural production. (MCL 257.21)

Intersection

- The area embraced within the prolongation or connection of the lateral curb lines, or, if none, then the lateral boundary lines of the roadways of 2 highways which join one another at, or approximately at, right angles, or the area within which vehicles traveling upon different highways joining at any other angle may come in conflict.

- Where a highway includes 2 roadways 30 feet or more apart, then every crossing of each roadway of such divided highway by an intersecting highway shall be regarded as a separate intersection. In the event such intersecting highway also includes 2 roadways 30 feet or more apart, then every crossing of 2 roadways of such highways shall be regarded as a separate intersection. (MCL 257.22)

- An area within the extended pavement lines at points where two highways join or cross (from Dictionary of Civil Engineering).

In Transport

The term in transport denotes the state or condition of a vehicle that is in motion or within the portion of a way ordinarily used by similar vehicles. When applied to motor vehicles, in transport means in motion or on a roadway.

Inclusions:

- Motor vehicle in traffic on a highway
- Driverless motor vehicle in motion
- Motionless motor vehicle abandoned on a roadway
- Disabled motor vehicle on a roadway
- And others

A parked motor vehicle in roadway lanes used for travel during rush hours and parking during off-peak periods is in transport during periods when parking is forbidden.

Luminaire/Light Support

A complete lighting unit, consisting of lamp(s), support pole and wiring.

Median

The median is the distance or area between the inside left-hand pavement edges of a divided highway.

Moped

A Moped is a 2- or 3-wheeled vehicle to which both of the following apply:

- It is equipped with a motor that does not exceed 100 cubic centimeters piston displacement and cannot propel the vehicle at a speed greater than 30 miles per hour on a level surface.
- Its power drive system does not require the operator to shift gears. (MCL 257.32b)

Motorcycle

Motorcycle means every motor vehicle having a saddle or seat for the use of the rider and designed to travel on not more than 3 wheels in contact with the ground but excluding a tractor. (MCL 257.31)

Motor Home

Motor home means a motor vehicle constructed or altered to provide living quarters, including permanently installed cooking and sleeping facilities, and is used for recreation, camping, or other non-commercial use. (MCL 257.32a)

Motor Vehicle

Motor vehicle is any motorized road vehicle not operated on rails.

Non-Profit Organization Registration

A vehicle registration issued to certain non-profit organizations such as Civil Air Patrol, churches, and civic clubs. Sometimes referred to as a Y-Plate. (MCL 257.224)

Non-Traffic Area

An area not designed for purposes of through vehicular travel. Generally, an area with roadways that is not part of the state, county, or local road system. Non-traffic areas include shopping center parking areas and service-access roads, parking ramps, parklands, and school properties.

ORV

ORV is a motor-driven, off-road recreation vehicle capable of cross-country travel without benefit of a road or trail, on or immediately over land, snow, ice, marsh, swampland, or other natural terrain. A multi-track or multi-wheel drive vehicle, a motorcycle or related 2-wheel vehicle, a vehicle with 3 or more wheels, an amphibious machine, a ground effect air cushion vehicle, or other means of transportation may be an ORV. An ATV is an ORV. ORV or vehicle does not include a registered snowmobile, a farm vehicle being used for farming, a vehicle used for military, fire, emergency, or law enforcement purposes, a vehicle owned and operated by a utility company or an oil or gas company when performing maintenance on its facilities or on property over

which it has an easement, a construction or logging vehicle used in performance of its common function, or a registered aircraft. (MCL 324.81101)

Parking

Parking means standing a vehicle, whether occupied or not, upon a highway, when not loading or unloading, except when making necessary repairs. (MCL 257.38)

Pedestrian

Person on foot; person on skis, skates, or roller blades; rider of a horse; horse and buggy (each occupant, including the driver, will be listed as a separate pedestrian unit); non-motorized wheelchair.

Ramp

An auxiliary roadway used for entering or leaving thru-traffic lanes.

Recreational Double

Pulling vehicle equipped with fifth wheel and/or pulling two trailers, used for recreation and personal travel, as opposed to commercial use.

Roadway

Roadway means that part of a trafficway designed, improved, and ordinarily used for motor vehicle travel or, where various classes of motor vehicles are segregated, that part of a trafficway used by a particular class. Separate roadways may be provided for opposing directions of traffic for trucks and automobiles. (ANSI D.16)

School Bus

School bus means every motor vehicle, except station wagons, with a manufacturers' rated seating capacity of 16 or more passengers, including the driver, owned by a public, private, or governmental agency and operated for the transportation of children to or from school, or privately owned and operated for compensation for the transportation of children to or from school. School bus does not include buses operated by a municipally owned transportation system or by a common passenger carrier certificated by the state transportation department. (MCL 257.57)

Semi-trailer

Semi-trailer means every vehicle with or without motive power, other than a pole-trailer, designed for carrying persons or property and for being drawn by a motor vehicle and so constructed that some part of its weight and that of its load rests upon or is carried by another vehicle. Semi-trailer does not include any implement of husbandry. (MCL 257.59)

Shoulder & Ditch Slope

Shoulder means that portion of the highway contiguous to the roadway generally extending the contour of the roadway, not designed for vehicular travel but maintained for the temporary accommodation of disabled or stopped vehicles otherwise permitted on the roadway.

Ditch slope is that portion of the highway adjacent to the shoulder if one exists or adjacent to the roadway on roads without shoulders, extending to the bottom of the roadside ditch and is not constructed or maintained for the use of any vehicles except those engaged in construction or maintenance. (MCL 257.59a)

Snowmobile

Snowmobile means any motor driven vehicle designed for travel primarily on snow or ice of a type which utilizes sled runners or skis, or an endless belt tread or any combination of these or other similar means of contact with the surface upon which it is operated; but is not a vehicle which must be registered under Act No. 300 of the Public Acts of 1949, as amended, being sections 257.1 to 257.923 of the Michigan Compiled Laws. (MCL 324.82101)

Towed Vehicle

Vehicle being pulled or pushed by a tow truck or other motor vehicle, where some tires of the towed vehicle touch the road surface (does not include vehicles being transported on flat-bed truck).

Traffic Barrier

A devise that provides a physical limitation through which a motor vehicle would not normally pass and is designed to contain or re-direct an errant motor vehicle. A traffic barrier would include guardrail, cement barriers and cable barriers.

Traffic Control Device

Traffic control devices means all signs, signals, markings, and devices not inconsistent with this act placed or erected by authority of a public body or official having jurisdiction, for the purpose of regulating, warning, or guiding traffic. (MCL 257.70)

Traffic Crash

A road vehicle crash in which the un-stabilized situation originates on a trafficway or a harmful event occurs on a trafficway. (ANSI D.16)

Trafficway

Trafficway is any land way open to the public as a matter of right or custom for moving persons or property from one place to another.

Trailer

Trailer means every vehicle with or without motive power, other than a pole-trailer, designed for carrying property or persons and for being drawn by a motor vehicle and so constructed that no part of its weight rests upon the towing vehicle. Trailer does not include any implement of husbandry. (MCL 257.73)

Transition Area

Area of the roadway where the number of travel lanes increases or decreases.

Truck

Truck means every motor vehicle designed, used, or maintained primarily for the transportation of property. (MCL 257.75)

Truck/Bus Unit

A commercial truck or truck/trailer having a GVWR or GCWR of 10,001 pounds or more, any vehicle displaying or requiring a hazardous material placard, or any vehicle designed or used to transport more than 8 passengers including the driver.

Truck Tractor

Truck tractor means every motor vehicle designed and used primarily for drawing other vehicles, and not so constructed as to carry a load other than a part of the

weight of the vehicle and load so drawn, except that a truck tractor and semi-trailer engaged in the transportation of automobiles may transport motor vehicles on part of the power unit. (MCL 257.77)

Un-Stabilized Situation

Set of events not under human control. It originates when control is lost and terminates when control is regained or, in the absence of persons who are able to regain control, when all persons and property are at rest. (ANSI D.16)

Vehicle

Vehicle means every device in, upon, or by which any person or property is or may be transported or drawn upon a highway, except devices exclusively moved by human power or used exclusively upon stationary rails or tracks and except a mobile home. (MCL 257.79)

Sources: Motor Vehicle Code, ORV Act, Snowmobile Act, ANSI D16.1-2017 8th Edition Manual on Classification of Motor Vehicle Traffic Crashes and the Model Minimum Uniform Crash Criteria 5th Edition-2017.

Appendix A FARS

Fatality Analysis Reporting System

The Fatality Analysis Reporting System (FARS) gathers data on the most severe traffic crashes that occur each year - those that result in loss of human life.

The system was conceived, designed, and developed by the National Center for Statistics and Analysis (NCSA) of the National Highway Traffic Safety Administration (NHTSA) to provide an overall measure of highway safety, to help identify traffic safety problems, to suggest solutions and to help provide an objective basis on which to evaluate the effectiveness of motor vehicle safety standards and highway safety programs.

FARS became operational in 1975 and contains data on fatal traffic crashes within 50 States, the District of Columbia and Puerto Rico. To be included in FARS, a crash must involve a motor vehicle traveling on a trafficway open to the public and must result in the death of a person (vehicle occupants or non-motorist). Any fatal crash involving a snowmobile or ORV shall be submitted to FARS, regardless of where it occurred.

The FARS file contains descriptions, in a standard format, of each fatal crash reported. Each crash has more than 100 different coded data elements that characterize the crash, the vehicles, and the people involved. The specific data elements may be modified slightly each year to conform to changing user needs, vehicle characteristics, and highway safety emphasis areas. The FARS analyst reviews the UD-10 to complete all data elements reported on five forms:

- **Crash Form** contains specific information such as the time and location of the crash, the first harmful event, the number of vehicles, and people involved and the weather conditions.
- **Vehicle Form** contains data on each vehicle involved in the crash. Specific data includes the vehicle type, role in the crash, initial and principal impact points, the most harmful event, whether it is a hit-and-run crash, and whether a school bus was involved.

- **Driver Form** contains driver's record and license status including mandated CDL information.
- **Person Form** contains data on each person involved in the crash: his or her age and sex, role in the crash (driver, passenger, non-motorist), alcohol and drug involvement, injury severity and restraint use.
- **Pre-Crash Form** contains data describing roadway attributes, driver's actions, and details prior to the first harmful event.

The data collected within FARS do not include any personal identifying information such as names, addresses, or social security numbers. Thus, any data kept in FARS files are made available to the public to fully conform to the Privacy Act laws. An overview of FARS data is published in various fact sheets and in an annual report. These are all available to the public. The annual report contains a comprehensive analysis of the year's data and includes some past year's data with comparative analyses.

Michigan has participated in the FARS program since its inception. The FARS analyst gathers, translates, and enters data directly into NHTSA's central computer data file. Data is automatically checked when entered for acceptable range values and for consistency.

FARS data is used extensively within NHTSA; and requests are received from sources such as state and local governments, research organizations, private citizens, the auto and insurance industries, Congress, and the media. Specific FARS data uses include the evaluation of:

- Alcohol related legislation
- Motorcycle helmet legislation
- Restraint usage legislation
- Speed limit laws
- Vehicle safety designs
- Large truck safety
- Air bag effectiveness

FARS data can be accessed at the state level by the FARS analyst to respond to state safety issues. Users may request specific data from the Center at no charge for most

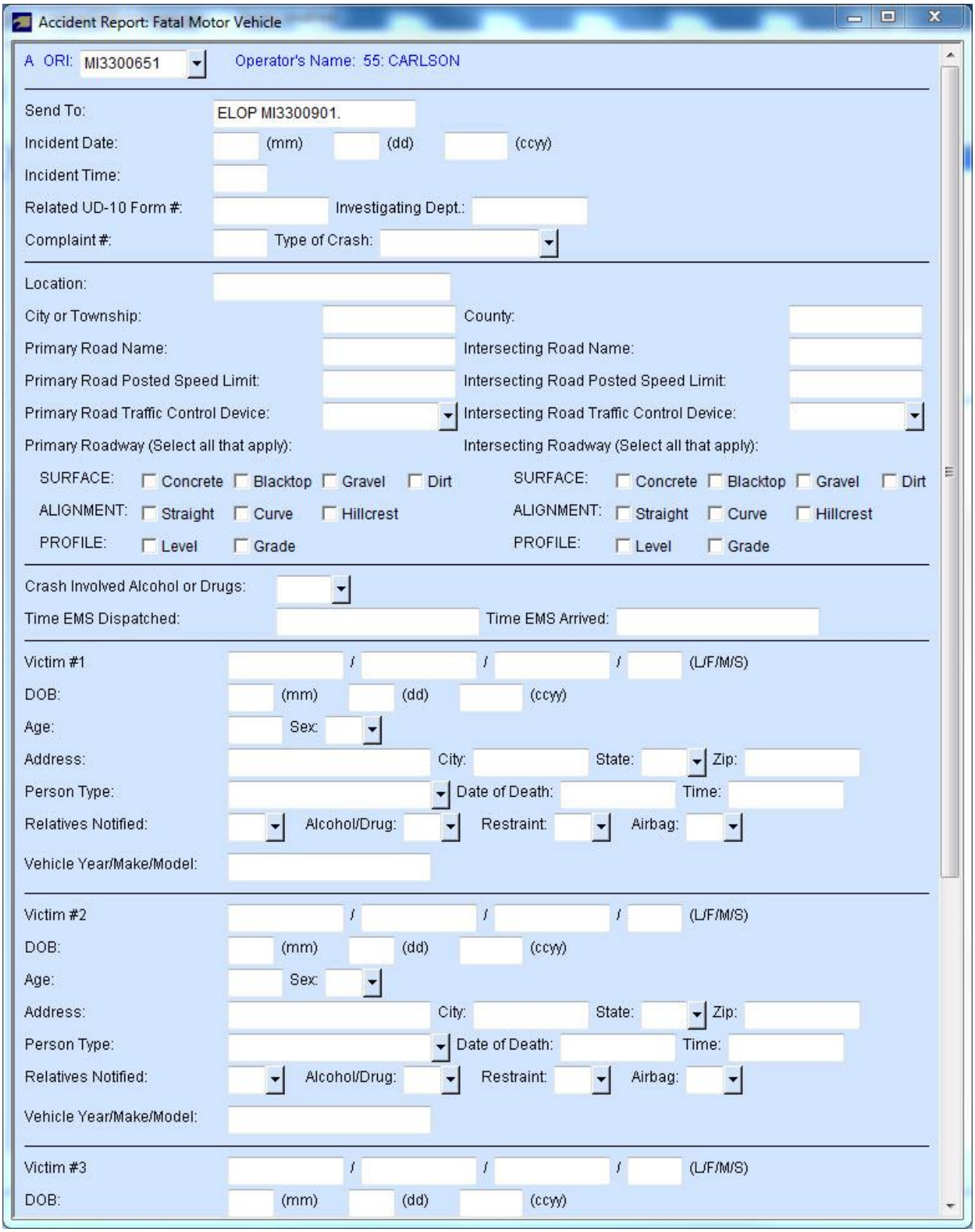
requests, generally within two weeks allowing more time for complex or lengthy reports. Users can also obtain a file on computer tape in one of several formats amenable to analysis. This will allow processing of the data using the law enforcement agency's computer system. FARS website address is: www.fars.nhtsa.dot.gov.

For questions or to request FARS information, contact:

FARS Analyst
Michigan State Police
Criminal Justice Information Center
P.O. Box 30634
Lansing, MI 48909

Lorie Sierra	SierraL@michigan.gov	517-284-3043
Angela Stanton	StantonA@michigan.gov	517-284-3040

Accident Report – Fatal Motor Vehicle (LEIN)



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Appendix C Driver Licensing/Records

Graduated Driver's License (GDL)

On or after April 1, 1997, students who enroll in an approved driver education course will fall under the provisions of the graduated driver license law, which established three levels of licensure.

Level 1

A person who is not less than 14 years and 9 months of age may be issued a level 1 graduated licensing status to operate a motor vehicle if the person has satisfied all the following conditions:

(a) Passed a vision test and met health standards as prescribed by the secretary of state.

(b) Successfully completed segment 1 of a driver education course, including a minimum of 6 hours of on-the-road driving time with the instructor.

(c) Received written approval of a parent or legal guardian.

(d) May operate a motor vehicle only when accompanied either by a licensed parent or legal guardian or, with the permission of the parent or legal guardian, a licensed driver 21 years of age or older for not less than 6 months.

Level 2

A person may be issued a level 2 graduated licensing status to operate a motor vehicle if the person has satisfied all the following conditions:

(a) Had a level 1 graduated licensing status for not less than 6 months.

(b) Successfully completed segment 2 of a driver education course.

(c) Not incurred a moving violation resulting in a conviction or civil infraction determination or been involved in an accident.

(d) Has accumulated a total of not less than 50 hours of behind-the-wheel experience including not less than 10 nighttime hours.

(e) Successfully completed a secretary of state approved driving skills test.

A person issued a level 2 graduated licensing status shall not operate a vehicle under the following circumstances:

(A) Between the hours of 10 p.m. and 5 a.m. This does not apply if either of the following applies:

- The person is accompanied by a parent or legal guardian or a licensed driver 21 years of age or older designated by the parent or legal guardian.
- The person is operating the vehicle in the course of his or her employment or while going to or from employment or while going to or from an authorized activity.

(A) With more than 1 passenger in the vehicle who is less than 21 years of age. This does not apply if any of the following apply:

- The person is accompanied by a parent or legal guardian or a licensed driver 21 years of age or older designated by the parent or legal guardian.
- Any additional passengers who are less than 21 years of age are members of his or her immediate family.
- The person is operating the vehicle in the course of his or her employment or while going to or from employment or while going to or from an “authorized activity”.

An “authorized activity” means any of the following:

(a) A school or a school-sanctioned event or activity. For purposes of this subdivision, school means a public or private school, including a home school.

(b) A sporting event or activity, or extracurricular event or activity, that is not school-sanctioned but that is part of an official sports league or association or an official extracurricular club, or that is paid for as a service offered by a business specializing in those events or activities or training for those events or activities.

(c) A class or program of vocational instruction offered by a college, community college, nonprofit association, or unit of government or by a business specializing in vocational training.

(d) An event or activity sponsored by a religious organization that is tax-exempt under federal law.

(e) Transporting an individual in need of immediate emergency care or personal protection to a health care professional, hospital, police station, domestic violence shelter, or public safety location.

Level 3

A person who is not less than 17 years of age may be issued a level 3 graduated licensing status, if the person has completed 12 consecutive months without a moving violation, an accident in which a moving violation resulted, accident, suspension, or restricted period violation while the person was issued a level 2 graduated licensing status.

MDR

The Master Driver Record (MDR) File identifies each Michigan driver and maintains the history of their driving record. The MDR File is a historical driving record for each individual licensed in Michigan; and for each non-licensed Michigan resident having driving information reported to the Department of State (non-licensed drivers having been involved in accidents and/or convicted of traffic violations). The MDR File also contains information regarding out-of-state drivers having Failure to Comply with Court actions related to alcohol involvement.

Driver record information originates from license branch offices, police agencies, courts, other states, internally from within the Department of State, Department of Public Health, and Department of Education.

A driver record includes: Current license application information, convictions for traffic violations, civil infraction determinations, failure to answer court judgments, accidents, and license withdrawal actions or restrictions on driving privileges.

Driver License Number

The driver license number is a unique number assigned by the Department of State to an individual, upon application for a Michigan driver license, or is assigned by the department when processing an abstract from a court pertaining to a non-licensed individual.

License Issued

The MDR File specifies whether the current license application on file is an original, renewal, duplicate, or correction. If the driver does not have an application on file, the record will show “No License”.

O = Original **C** = Correction

R = Renewal **D** = Duplicate

License Application codes may be preceded by:

E = Extension. The last application renewal was by mail.

P = Probation. The driver is a probationary driver.

Probationary

The MDR file contains an indicator for probationary drivers. A license issued to a person not previously licensed in Michigan or another state is designated as probationary for three years after the original license date.

Driver License Type

The Department of State issues two basic types of driver licenses---Operator and Chauffeur. A Motorcycle, Farm, and/or Recreational endorsement may be added to the operator or chauffeur license. Less frequently used are Moped and Minor Restricted licenses. Commercial Driver License Group and CDL endorsements may be added to an operators or chauffeur license. The requirements for a Chauffeur license do not change; however, upon application for a Chauffeur license, determination is made if a CDL is necessary. A chauffer base license is required when a person is; employed for

the principal purpose of operating a motor vehicle or combination of vehicles with a gross vehicle weight rating (GVWR) 10,000 pounds or more; operating a motor vehicle as a carrier of passengers or as a common or contract carrier of property; operating a school bus, bus, taxi, or limousine.

Driver License Type Codes

CHAF	=	Chauffeur's License
CHAF-CY	=	Chauffeur's License with cycle endorsement
MINOR-REST	=	Minor Restricted License
MOPED	=	Moped License
OPER	=	Operator's License
OPER-CY	=	Operator's License with cycle endorsement

May be followed by:

TIP	=	Temporary Instruction Permit allows the holder to practice driving for up to 180 days with a licensed adult.

May be followed by:

F = Farm Endorsement **R** = Recreational Endorsement **CY** = Motorcycle

License type may be followed by CDL Group code:

A = CDL Group A **B** = CDL Group B **C** = CDL Group C

CDL Group code may be followed by CDL Endorsement code:

H = Hazardous Cargo **N**= Tank

P = Passenger **T** = Double/Triple Trailers

S = School Bus **X** = Tank and Hazardous Cargo

Commercial Driver's License (CDL)

CDL Group Designations

Group A: Needed to operate any combination of vehicles with a GCWR* of 26,001 pounds or more including a towed trailer or vehicle with a GVWR** of more than 10,000 pounds.

Group B: Needed to operate any single vehicle having a GVWR of 26,001 pounds or more or any such vehicle towing a vehicle not in excess of 10,000 pounds GVWR.

Group C: Needed to operate a single vehicle with a GVWR under 26,001 pounds or a combination of vehicles having a combined GVWR under 26,001 lbs. when the vehicle is required to display a hazardous material placard or designed to transport 16 or more passengers including the driver.

**Gross Vehicle Weight Rating (GVWR) is the recommended maximum total weight of the vehicle and load as designated by the vehicle manufacturer. The GVWR label is usually found on the driver side door post of the power unit and on the front left side of the trailer. The GVWR should not be confused with the elected gross vehicle weight (GVW) which is declared by the vehicle owner for registration purposes.

*Gross Combination Weight Rating (GCWR) means the value specified by the manufacturer as the maximum loaded weight of a combination vehicle. In the absence of a label, the GCWR can be calculated by adding the GVWR of the power unit to the GVWR of the vehicle(s) or trailer(s) being towed.

Endorsements

H – Hazardous Materials: To carry hazardous materials in amounts requiring placards. Before applying for this endorsement, you must have a Federal Security Threat Assessment.

P – Passenger: For vehicles which are designed to carry 16 or more people (including the driver).

T – Double or Triple Trailers: (Triple trailer combinations are not permitted in Michigan.)

N – Tank Vehicles: For vehicles designed to haul liquids or liquefied gases in bulk in permanently mounted tanks or portable tanks rated at 1,000 gallons or more.

S – School Bus: For commercial motor vehicles used to transport pre-primary, primary, or secondary school students from home to school, school to home, or to and from school-sponsored events.

X – This X-endorsement code will appear on the license instead of the H and N codes when an applicant receives both Tank and Hazardous Materials endorsements.

License Expiration

The license expiration year shown on a driver license and on the MDR File, is the year in which the current driver license expires on the driver's birthdate.

Name/Birthdate

A driver's name for license application, and the name maintained on the MDR File must be the full legal name of the driver, as verified by acceptable legal documents. The birthdate on the driver license application must be the driver's legally recorded date of birth.

Description of Driver

A driver's Height, Weight, and Eye Color are retained on the MDR File, once this data is collected from license applications.

Address

The driver's address must be a physical address, not a P.O. Box. A P.O. Box will be listed on the driving record.

Driver Moved Out of State

The MDR File maintains an indicator of a driver having moved out-of-state and becoming licensed in another state. The indicator specifies the issuing state upon transferring from Michigan.

Example: A-123-456-789-012 OUT OF STATE ARKANSAS

Special Restrictions

The MDR File reflects “special restriction” on an individual’s driving privilege when that driver has need for special equipment and/or restricted time of day, or radius of driving limitations. These special restrictions are an effort toward safe operation of motor vehicles by drivers, including those having artificial limbs or physical disabilities requiring special steering knobs, cushions, hand controls, and/or sight problems. Also, there are special restrictions that place limitations on some CDLs.

Example: SPECIAL REST. DAYLIGHT DRIVING ONLY
ALL HAND CONTROLS

Change of Address – Address History

A history of all address changes for any individual is maintained, through access to microfilm and microfiche, up to the three most current changes prior to the current license address. The date of change is the date on which the driver actually notified the department of the address change.

Example: ADDRESS HISTORY: C352D 12/18/2014 Z256856 09/13/2011

Previous Name/Alias Name

A previous name other than the name of an individual, if currently licensed, is a name changed by marriage or court order. A previous name is maintained on the master file for four years subsequent to the posting of the name change. An alias name, or assumed name, is a name used for licensing purposes by an individual, not resulting from marriage or court order.

Example: PREV NAME: JOHN SMITH S-530-429-000-013

Convictions & Civil Infraction Determinations

Conviction and civil infraction records include date of court finding, arrest date, court location, name of offense, miles per hour (if offense was speeding), if more than one

violation was reported at the “same incident”, if the abstract was “late received” by the department from the court, and the type of vehicle used at time of violation.

Example: 08/25/2013 DETROIT 07/30/2013 FAILURE TO OBEY TRAFFIC CONTROL DEVICE OR ENFORCEMENT OFFICIAL AT RAILROAD CROSSING -LATE RECD ABST –BB [2452] 3 TICKET: TEST84488 TRIAL: P DATE RECEIVED: 09/10/2013 CDL HOLDER: Y

Failure to Answer Citation and Comply with Court

Courts notify the Department of State if a driver has failed to answer the court after 40 days subsequent to the date of prescribed hearing. The notice from the court is the notice for this department to suspend the driver’s license, and to notify the driver of the suspension by regular mail. Records of failing to comply with a court contain: violation date, hearing date, location place of arrest, type of offense, miles per hour (if the violation was speeding) date of suspension and the court date or the court file number. Upon compliance with the court, the court subsequently notifies the department that the driver did appear, a determination was made, and if convicted, whether or not the driver paid the required reinstatement fee to the court.

Example: 09/16/2014 SUSPENSION **** 04/08/2014 FAC #1201406CT HIGHLAND PARK 11/13/2014 SUSP TERMINATED DROVE WHILE LICENSE SUSP/REV/DENIED [3200] DATE RECEIVED: 09/16/2014 CDL HOLDER: N

Crashes

Crash information retained on the MDR File includes: date of crash, number of vehicles involved in the incident, number of persons injured, number persons killed, if any; policing agency, police agency report number. Crash information is reported to the Department of State by the Michigan State Police. All other police agencies report crashes to MSP, and they subsequently submit crash information to this department (See Crash Codes).

Example: ACCIDENT 10/14/2013 061-8507 RICHMOND PD
1 VEH/UNIT 1 INJ 0 KILLED V01 X4 PA

Court Actions

When District Courts take action against an individual's driving privilege, they notify the Department of State by abstract of conviction. District courts may order revocations, suspensions and/or restrictions. Circuit Courts submit to this department decisions on appeals of departmental actions, and additions to or amendments to previous court actions (suspensions, revocations, restrictions, or denials). Court action information includes: type of action, occurrence date, dates on which the action is effective and termination intended, reason(s) for the action, and court name.

Example: 01/09/2006 CIRCUIT COURT HEARING 01/09/2006, ACTION OF 10/27/1999 AMENDED TO TEMPORARY RESTRICTED LICENSE FROM 01/09/2006 THROUGH MIDNIGHT OF 03/10/2006. MUST REAPPEAR AT CIRCUIT COURT. NO DRIVING PRIVILEGES AFTER 03/10/2006, MAY DRIVE ONLY TO AND FROM PERSONS RESIDENCE AND PLACE OF EMPLOYMENT, AND IN THE COURSE OF EMPLOYMENT, MAY DRIVE FOR MEDICAL REASONS, MAY DRIVE TO AND FROM SUBSTANCE ABUSE TREATMENT PROGRAM AND/OR SUPPORT GROUP MEETINGS IGNITION INTERLOCK NO LONGER REQUIRED LICENSE EXTENSION TO NEW COURT DATE.

Departmental Actions

Actions taken by the Department of State Bureau of Driver Assessment are: Warning Letters, re-examination interviews with the driver, license cancellation, restricted licenses, suspensions, suspension with restrictions, revocation, or denial of driver license. The department's licensing branch offices may deny issuance of a license based upon license application test results. Departmental actions are maintained on the MDR File with the reason(s) for the actions, their effective and termination dates, and whether the required reinstatement fee has been paid (see Referral Reasons).

Example: 09/05/2014 REEXAMINATION DATE 09/05/2014, RESTRICTED

LICENSE FROM 09/10/2014 THROUGH MIDNIGHT OF 03/09/2015 AND UNTIL PAYMENT OF REINSTATEMENT FEE, FROM REFERRAL OF 08/13/2014, UNSATISFACTORY DRIVING RECORD, MAY DRIVE ONLY TO AND FROM PERSONS RESIDENCE AND PLACE OF EMPLOYMENT, AND IN THE COURSE OF EMPLOYMENT, MAY DRIVE FOR MEDICAL REASONS, MAY DRIVE TO AND FROM EDUCATIONAL INSTITUTION, NO OTHER DRIVING SAFETY BELT USE REQUIRED.

Financial Responsibility Action (Fr)

The Department of State is notified by courts to take action on a driver's eligibility to be licensed to drive, upon judgment arising out of ownership, maintenance, or use of a motor vehicle. Detailed information pertaining to Financial Responsibility is maintained on a separate FR File, although the action information is recorded, maintained, and accessed via the MDR File.

Example: 10/14/2013 FINANCIAL RESPONSIBILITY

Coded Information on Driving Records

Warning Letters

DI Correspondence	**H** = (0 to 3 points)
DI Correspondence	**D** = (4 to 7 points)
DI Warning Letter	**D** = (8 to 11 points)
DI Warning Letter	**E** = (0 to 7 points and "violation of corrective lens restriction)
DI Warning Letter	**PH** = (4 to 8 points within two years after probation)

Referral Reasons for Departmental Review or Action

Abbrev.	Explanation
A	Unable To Pass Test (road, sign, vision, or written)
D	Unsatisfactory Driving Record
E	Violation of Restrictions
H	UDR During Probationary License Period

Standard Abbreviations

Abbrev.	Explanation	Abbrev.	Explanation
ACC	Accident	MAND	Mandatory
ADDL	Additional	MCL	Michigan Compiled Laws
ADMIN	Administrative	MED	Medical
AHSP	Alcohol Highway Safety Program	MS	Mandatory Suspension
APP	Application	MSP	Michigan State Police
APPR	Approved	MTR	Motor
APT	Apartment	MUN	Municipal (Court)
AUTH	Authority, Authorized	NEG	Negligent
BDIC	Basic Driver Improvement Course	NUM	Number
CDL	Commercial Driver License	ORIG	Original
CDSS	County Driver Safety School	OUCS	Operating Under Inf. Cont. Sub.
CF #	Court File Number	OUIL	Operating Under Inf. Liquor
CIRC	Circuit (Court)	OWI	Operating While Impaired
CIR CT	Circuit Court	P.D.	Property Damage
CONTD	Continued	PD	Police Department
DEPT	Department	PET	Petitioner
DI	Driver Improvement	P.I.	Personal Injury
DIAG	Diagnostic	PROB	Probation
DLAD	Driver License Appeal Division	RD	Road
DR STMT	Doctor's Statement	RECOM	Recommend (Ed)
DRF	Driver Responsibility Fee	REFD	Referred
EFF	Effective	REQ	Requirements
ELIG	Eligible	RESP	Responsible or Responsibility
EMERG	Emergency	REST	Restrictions or Restricted
EQUIP	Equipment	RETD	Returned
FAC	Failure to Appear in Court	REV	Revocation
FCA	Failure to Change Address	SO	Sheriff's Office
FCJ	Failure to Comply with Judgment	SOS	Secretary of State
FCPV	Failure to Clear Parking Violations	SPEC	Special
FED	Federal	ST	Street
FR	Financial Responsibility	STMT	Statement

FTA	Failed to Appear
GRP	Group
GVW	Gross Vehicle Weight
HOSP	Hospital
HWY	Highway
INC	Incorporated
INDEF	Indefinitely
INFO	Information
INFL	Influence
INJ	Injured
INSTR	Instruction
INTOX	Intoxicated
LATE RECD	Late Received Abstract
LIC	License
LIQ	Liquor
MAG	Magistrate (Court)
SUBJ	Subject
SUPT	Superintendent
SUSP	Suspension
TEMP	Temporary
TERM	Terminate
TIP	Temporary Instruction Permit
TRAF	Traffic (Court)
UA	Under-Age (Under 21)
UBAC	Unlawful Body Alcohol Content
UDAA	Unlawfully Driving Away Auto
UDR	Unsatisfactory Driving Record
UJ	Unsatisfied Judgment
UUA	Unlawful Use of Motor Vehicle
VEH	Vehicle
VIOL	Violation
W/O	Without
X-WAY	Expressway or Freeway
YR	Year

Traffic Crash Codes

Crash information retained on the MDR File includes: date of crash, number of vehicles involved in the incident, number of persons injured, number persons killed, if any; policing agency, police agency report number. Crash information is reported to the Department of State by the Michigan State Police. All other police agencies report crashes to MSP, and they subsequently submit crash information to MDOS/SOS.

V Codes

Violation/Hazardous Action codes indicate if the driver was given a citation for the crash.

V01 = Speed too fast
V02 = Speed too slow
V03 = Failed to yield
V09 = Improper turn
V10 = Improper signal
V11 = Improper backing

V04 = Disregard traffic-control
V05 = Drove wrong way
V06 = Drove left of center
V07 = Improper passing
V08 = Improper lane use
V12 = Unable stop assured clear distance
V13 = Other
V14 = Unknown
V15 = Reckless Driving
V16 = Careless/Negligent Driving

Example:

1. D-616-067-108-888
2. ANNE CARR DRIVER 11/20/1962 F 5-05 130 BRO IMAGE
3. 7064 CROWNER DR C-CHAF-ANPT 09/19/2013 421 11/20/2017
4. LANSING MI 48912 33 ***-**-****
5. 07/09/2015 WOODHAVEN 06/18/2015 SPEED 75/70 –PA 2
6. ACCIDENT 05/24/2012 083-7345 ALMA PD
7. VEH/UNIT 0 INJ 0 KILLED V07 X4 PU
8. MI SOS (PREPARED IN COMPLIANCE WITH MCL 257.733)
   (FOR GOVERNMENTAL OR INDIVIDUAL DRIVERS USE ONLY)

Explanation:

Line 1	Driver License Number
Line 2	Name; Date of Birth; Sex; Height; Weight; and Eye Color, Image
Line 3	Street Address; Type of License; Transaction Date; and Year of Expiration
Line 4	City; Zip Code; and County Code, Voter Registration; the SSN redacted; Restrictions (Corrective Lens)
Line 5	Date of Conviction, Place of Conviction, Date of Offense, Violation Type, Type of Vehicle and Points Accessed (if any)
Line 6	Accident Date; Police Report Number; and Police location
Line 7	Counts (vehicles involved, persons injured, persons killed, and drink/drug indicator, violation code and vehicle type)
Line 8	This statement is displayed to indicate the end of the transaction log (end of the record).

X Codes

These codes indicate if Alcohol and/or Drugs were involved in the crash.

X0 Not used
X3 Had been drinking
X4 Had NOT been drinking or using drugs
X5 Not stated
X6 Had been using drugs
X7 Had been drinking AND using drugs

Example:

ACCIDENT 07/12/2015 15-9876 LANSING PD
2 VEH 3 INJ 0 KILLED V05 X7 PA
Drove wrong way (V05) and had been drinking and using drugs (X7).

Vehicle Type Codes

The following list shows codes for the type of vehicle being driven when a crash occurred or when a citation was issued.

AA = Group A Vehicle
AH = Group A Vehicle Hauling Hazardous Materials
AL = Group A Tank Vehicle with Double/Triple Trailers and Hauling Hazardous Materials
AN = Group A Tank Vehicle
AP = Group A Passenger Vehicle
AS = Group A School Bus
AT = Group A Vehicle with Double/Triple Trailers
AX = Group A Tank Vehicle Hauling Hazardous Materials
AY = Group A Tank Vehicle with Double/Triple Trailers
AZ = Group A Vehicle with Double/Triple Trailers Hauling Hazardous Materials
BB = Group B Vehicle
BH = Group B Vehicle Hauling Hazardous Materials
BN = Group B Tank Vehicle
BP = Group B Passenger Vehicle
BS = Group B School Bus

BX = Group B Tank Vehicle Hauling Hazardous Materials
BU = Bus
CH = Group C Vehicle Hauling Hazardous Materials
CP = Group C Passenger Vehicle
CS = Group C School Bus
CV = Commercial Vehicle
CX = Group C Tank Vehicle Hauling Hazardous Materials
CY = Motorcycle
GC = Go Cart
***H1** = Cargo Truck (Single Vehicle) Hauling Hazardous Materials
***H2** = Tractor Trailer Combination Hauling Hazardous Materials
***H3** = Tractor Trailer with Double Bottom Trailer
HV = Commercial Vehicle Hauling Hazardous Materials
MD = Medium Duty Truck
MO = Moped
NC = Non-Commercial Vehicle
OR = Off Road Vehicle
PA = Passenger Vehicle
PU = Pickup Truck
SB = School Bus
SM = Snowmobile
ST = Small Truck (GVWR Under 10,000 lbs.)
***T1** = Truck/Single Vehicle
***T2** = Tractor Trailer
***T3** = Tractor Trailer Plus Double Bottom Trailer
VA = Van
WC = Watercraft

*These codes are now obsolete but may be seen on older driving records.

Example:
ACCIDENT 10/11/2014 14-1234 LANSING PD
3 VEH 1 INJ 0 KILLED V07 X4 PA
The vehicle involved was a passenger car (PA).

Complete Driving Records

EDITED (47:36)

This response provides convicted driver accident and traffic violations. This response does not include accident, traffic, and other actions for which SOS has no violation conviction information. DO NOT attempt to determine current status from this response; use the 47:35 response for driver eligibility checks.

UNEDITED (47:42)

This response includes all driver accident and traffic information and other actions (conviction and non-conviction violations). This record is to be obtained only on a need to know basis. DO NOT attempt to determine current status from this response; use the 47:35 response for driver eligibility checks.

Example:

```
A-123-456-789-012
JOHN DOE SMITH          01/10/1986   M 5-05 130 BRO IMAGE
123 MAIN ST APT 1             ER-OPER-CY-AHNT 10/01/2003   11/20/2017
LANSING MI 48915 82     VOTER ***-**-**** CORRECTIVE LENS
EDL STATUS: ISSUED
02/08/10     MIDLAND          01/15/10     DISOBEY STOP SIGN        -PA
06/28/10     DETROIT          05/26/10     FAILED TO YIELD          -PA
                        ****  08/02/10     REFD D
                        ****  12/02/10     REEXAM DATE 12/2/2010 SUSP
                                           FROM 12/07/10 THRU 04/06/11,
                                     REINTATEMENT FEE REQUIRED, FROM
                                     REFERRAL OF 08/02/2010
                                     UNSATISFACTORY DIVING RECORD,
                                     ADMIN REVIEW
                        ****  02/07/12     REINSTATEMENT FEE PAID 02/7/2012
09/16/2013 SUSPENSION ****  04/08/2013  FAC #1201406CT HIGHLAND PARK
11/13/2013 SUSP TERMINATED            DROVE WHILE LICENSE SUSP/REV/DENIED
                                      DATE RECEIVED: 09/16/2013 CDL HOLDER: Y
```

08/28/2013 OHIO 07/26/2013 LIMITED ACCESS SPEED 80/70 1
-LATE RECD ABST
10/25/2013 MIDLAND 07/19/2013 DISOBEY TRAFFIC SIGNAL 3
ACCIDENT 07/19/2013 061-8507 MIDLAND PD
2 VEH/UNIT 1 INJ 0 KILLED V04 X4 PA
01/27/2015 MIO 11/13/2014 OPERATING WHILE INTOXICATED 6
**** SUSPENSION FROM 02/20/2015
THROUGH MIDNIGHT OF
03/21/2015 AND RESTRICTED LICENSE
FROM 03/22/2015
THROUGH MIDNIGHT OF
08/18/2015 AND UNTIL PAYMENT
OF REINSTATEMENT FEE, FROM
ACTIVITY OF 01/27/2015,
MANDATORY ACTION CONVICTION,
MAY DRIVE TO AND FROM
RESIDENCE AND EMPLOYMENT,
DURING EMPLOYMENT, TO
TRTMENT AND/OR SUPPORT GROUP
MTGS, TO REGULARLY SCHEDULED
TRTMENT FOR SERIOUS MEDICAL
CONDITION, TO PROBATION,
COMMUNITY SERVICE AND
SCHOOL, MUST CARRY PROOF OF
DESTINATIONS AND HOURS,
SHALL NOT DRIVE A VEHICLE
REQUIRING A COMMERCIAL
DRIVER LICENSE
****BDIC**** - LETTER SENT – 02/01/2012******PASSED – 02/25/2012 - ********
01/30/2012 MASON 01/09/2012 SPEED 40/35 –PA
TICKET: 12I090904
MI SOS (PREPARED IN COMPLIANCE WITH MCL 257.733)

The preceding sample driver record would be interpreted as follows:

Line 1- Displays the Driver License Number and any of the following status information

•Expired – the driver license is no longer valid and must be renewed.

•Out of State "other state name" –The driver surrendered their MI license to obtain a license in another state.

•Deceased – driver is marked as deceased.

•GDL (Graduated Driver License) Level – indicates the driver is under the graduated driver license program.

Examples of how each would read:

A-123-456-789-012	EXPIRED
A-123-456-789-012	OUT OF STATE ARKANSAS
A-123-456-789-012	DECEASED
A-123-456-789-012	GDL LEVEL: 2

Line 2 Driver's legal name, date of birth, sex code (M or F), height, weight, eye color and the word IMAGE. "IMAGE" – means the driver has a digital driver's photo and/or signature on file with the Secretary of State.

Line 3 Street address, license type and application (Renewal Chauffeur license with cycle endorsement, with CDL Group A, & endorsements to haul hazardous cargo, operate tank, passenger, or double/triple trailers), license issue date and year of expiration.

Line 4 Residence address city, state, and zip code, county code – county in which the customer lives, "Voter" – will only display if the customer is registered to vote. Also "***-**-****" the asterisk represents the SSN – all driving records have the SSN redacted – if there are no asterisk then there is not SSN on file and "Corrective lens" will display if the customer needs to wear corrective lens while driving.

Line 5 Displays if the customer has or had an enhanced driver license (EDL):

EDL Status – There are 3 different statuses that can display here.

1. Issued – currently has an EDL card
2. New issuance in process – new EDL card is being processed
3. Cancelled – EDL card was cancelled

Note: An enhanced driver's license can be used in lieu of U.S. Citizenship documentation, such as a passport when crossing the Canadian or Mexican border.

Line 6 Issued citation on 1/15/10 for Disobey Stop Sign while operating a passenger vehicle. Was convicted of violation on 2/8/10 in Midland.

Line 7 Issued ticket on 5/26/10 for failure to yield. Was convicted on 6/28/10 in Detroit.

Line 8 Was referred on 8/2/10 for re-exam by Driver Assessment for unsatisfactory driving record. Was issued a suspension at an administrative review by DA on 12/02/10 effective from 12/7/10 thru 4/6/11.

Line 9 indicates a Paid reinstatement fee on 2/7/12 to reinstate driving privilege.

Line 10 & 11 Displays Fail to Appear in Court (FAC) suspension and termination information which includes the start date of the suspension, date the violation/citation was issued, court ticket or file number, court name. If the suspension is terminated it will display the date the suspension was terminated, and "CDL Holder" – is a yes/no field that indicates if the driver held a commercial driver's license at the time of the violation.

Line 12 Displays a Conviction from Ohio for a Limited Access Speed violation on 7/26/2013. Was late received abstract and assessed one point for violation.

Line 13 Disobeyed traffic signal violation on 7/19/13, convicted on 10/25/13 in Midland, and assessed 3 points.

Line 14 Involved in accident on 7/19/13 in Midland involving 2 vehicles, one injury. Accident was caused because of disregard of traffic control (V04) and the driver had not been drinking (X4).

Line 15 involves an Operated while intoxicated violation on 11/13/14, convicted on 01/27/15 in Mio and assessed 6 points. Suspension from 2/20/2015 through 3/21/2015 with restrictions from 3/21/15 through 8/18/2015.

Line 16 is a Conviction that qualifies for the Basic Driver Improvement Course (BDIC). The Basic Driver Improvement Course (BDIC) offers qualifying individuals a one-time opportunity to avoid the points from certain moving violations by successfully completing a course.

Line 17 End of record (MI SOS) and authority statement.

Additional Services

For more detailed information about interpreting driving records, refer to the LEIN Operations Manual. It can be found in MiCJIN at the Communities link on the left side of the main screen, or at www.leo.gov, or by contacting LEIN Field Services for a CD at MSPLEINFSS@michigan.gov.

OR

Visit the SOS Web site at:
http://www.michigan.gov/documents/howtoreaddr_19352_7.pdf

OR

Contact SOS at 888-767-6424.

Appendix D Traffic Crash Reporting Links

Traffic Crash Advisory #1

First edition of the new Traffic Crash Advisories since the 2016 UD-10 revision.
https://www.michigan.gov/documents/msp/Advisory_1_531442_7.pdf

Traffic Crash Advisory #2

Explaining Extent of Damage fields, drug/alcohol reporting and resources for investigating train crashes.
https://www.michigan.gov/documents/msp/Advisory_2_FINAL_547417_7.pdf

Traffic Crash Advisory #3

Explaining Driver Distracted By and the Narrative/Remarks fields.
https://www.michigan.gov/documents/msp/Advisory_3_560511_7.pdf

Traffic Crash Advisory #4

Reporting the levels of vehicle automation systems.
https://www.michigan.gov/documents/msp/Advisory_4_635365_7.pdf

Traffic Crash Advisory #5

Traffic crashes vs. non-traffic crashes
https://www.michigan.gov/documents/msp/Advisory_5_647723_7.pdf

UD-10 Guide (Cheat sheet for UD-10 fields)

This guide lists all the values for each field on the UD-10.
https://www.michigan.gov/documents/msp/UD-10_Help_Sheet_337147_7.pdf

FARS Guide (Reporting Alcohol/Drug results)

Step by step guide to completing the Drug and Alcohol fields on the UD-10.
https://www.michigan.gov/documents/msp/FINAL_FARS_Guide_2017_560515_7.pdf

M1 Rail “Q-Line” (Streetcar traffic crash guide)

Law enforcement guide to investigating and reporting streetcar crashes.
https://www.michigan.gov/documents/msp/M1_Rail_Line_Flyer_560517_7.pdf

Automated Vehicle System Guide

Guide to assist in determining what level of automation the vehicle is equipped with and utilizing.
https://www.michigan.gov/documents/msp/2018_Automated_Vehicle_Guide_630648_7.pdf

MRA (Related railroad laws and traffic crash guide)

Michigan Railroad Association guide designed for law enforcement for all things railroad related.
https://www.michigan.gov/documents/MI_Model_Enforcement_154678_7.pdf

CLIP Quick Start Guide (LexisNexis crash locating tool)

Guide to getting started with the iyeTek locating and diagramming tool for E-crash.
https://www.michigan.gov/documents/msp/CLIP_2.0_Quick_Start_Guide_626584_7.pdf

NISR (Commercial vehicle VIN decoder)

Free VIN decoder, specifically for commercial motor vehicles.
http://cmvid.nisrinc.com/CMV_ID/CMV_ID.asp

NHTSA (VIN decoder for all vehicles)

Free VIN decoder for all vehicles.
https://vpic.nhtsa.dot.gov/decoder

SAFER (USDOT number search tool)

Searches USDOT numbers through federal database for carrier information.
https://safer.fmcsa.dot.gov/CompanySnapshot.aspx