



### Crash Report

The Police Crash Report was designed to accommodate the majority of Crashes in the Commonwealth of Pennsylvania. Its design was based on the following statistics: 92% of reportable Crashes involve 2 Units or less, 98% of reportable Crashes involve 6 people or less.

Each report set consists of 6 form pages. This provides space for 2 Units and 6 people. If more Units or people are involved, then appropriate unit or person forms will need to be added to the report. These addendum forms are packaged in sets of 25.

Separate forms must be appended to the Crash report for Fatal Crashes, Crashes involving commercial vehicles, motorcycles, bicycles, pedestrians, or a work zone.

PENNDOT will scan data using Optical Character Recognition (OCR) technology from the Police Crash Report into a computer system. The scanning requires "Original" forms to maximize the reading capability. *Therefore, originals (the red set) MUST be submitted.* PENNDOT will not accept copies, faxes, and/or computer-generated forms. If you are using police agency software to prepare your report, it must be sent electronically to PENNDOT by File Transport Protocol (FTP).

Because of the scanning, it is important that the instructions for completing each form are followed. Not following the instructions may result in PENNDOT phoning you to determine the corrective action.

### General Conventions

1. **Use ballpoint pen.** Do not use felt tip pen. Do not use **red or pink ink.** The scanner will not recognize it.
2. **Combed Boxes** - Certain fields are made up of multiple boxes. Each box represents a letter or character. Print inside the boxes using uppercase block characters.

Correct: 

A	B	C	1	2	3
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      Incorrect: 

a	b	c
---	---	---

3. **Single Boxes** - Other fields consist of a single box. All of the information for those fields can be printed within that box. Print inside the box using uppercase block characters.

Correct: 

ABC123
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      Incorrect: 

abc
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4. **Check Ovals** - Fill as much of the white space within the check ovals as possible. More importantly, try not to mark outside the oval area.

Acceptable



Not Acceptable



5. **Page Numbers** - Page numbers identify the sequence in which the pages are to be scanned. Always start with the general information page (AA 500 1). Do not reassign page numbers when submitting changes. Simply add changes to the end.

**Special Report Functions** - Each report set will have a pre-printed Crash number in the top right hand corner of each page in the report. This number will be used to identify a Crash. When submitting changes and additions, fill in the row of boxes

on the addendum page(s) with the original Crash number to ensure the data is updated to the correct Crash.

**New** - the pre-printed numbers in the upper right hand corner identify the new Crash. This number must appear on every page that makes up the report (if extra pages are used they must contain the pre-printed number from the original report). Also, for any needed extra pages, place a mark in the oval indicating it is a New Crash.

If a large number of mistakes are made on a page, use an addendum page but be sure to enter the correct Crash number (pre-printed number on the original report) and then complete the page.

**Changes** - use the addendum page AA 500 L and any other needed appropriate form addendum pages. On every page to be submitted place a mark in the Change/Continuation oval indicating it is changing the original submitted form. Place the original crash number from the upper right hand corner of the original report form in the boxes in the top right corner of the addendum page. Additionally, you need to identify the case by completing the Agency, Incident Number, Investigation Date, and Arrival Time on the AA 500 L page. Supply any other information. As the system will track data by the original crash number, be careful to correctly number Unit(s) and People that are being changed or added.

**Continuations** - Continuations are data not submitted with the original report and must be treated like a "change". On every page to be submitted place a mark in the Change/Continuation oval indicating it is continuing the original submitted form. Place the original crash number from the upper right hand corner of the original report form in the boxes on the addendum page(s) containing continued data. As the system will track data by the original crash number, be careful to correctly number Unit(s) and/or Person(s) that are being changed or added.

### Using the Crash Report Forms

1. Insert the stop cover beneath the first page of forms to prevent impressions from going through to other forms.
2. Fill out page one and flip it up over the end of the book.
3. Insert the stop cover between pages two and three and fill out page two.
4. Continue with all 6 pages of the form or until complete.
5. Remove all completed pages from the book by tearing along the very top perforation at the top of the page. This will leave the Crash report attached so that the reviewing officer can approve it.
6. Submit the form for approval.
7. Separate the two copies of each page, send original (red) copy to PENNDOT and file the copy for your purposes.

### Submitting Reports to PENNDOT

Mail original report (red copy) to the address below:

Bureau of Highway Safety and Traffic Engineering  
 PO Box 2047  
 Harrisburg, Pennsylvania 17105-2047

Remember, the reports should be mailed to PENNDOT no later than 15 days after the date of the Crash. If the investigation is not complete, submit the report anyway. To make changes, follow the directions above under the heading "Changes". Be sure to indicate the correct Crash report number.

**Special Location**

00 Not Applicable	04 Tunnel	08 Ramp & Bridge
01 Underpass	05 Toll Booth	99 Unknown
02 Ramp	06 Cross Over Related	
03 Bridge	07 Driveway/Parking Lot	

(If "Ramp" is indicated, please see manual)

**Street Ending**

AL Alley	ET Extension	PS Park System	ST Street
AV Avenue	EX Expressway	PL Plot	TE Terrace
BL Boulevard	HW Highway	PY Parkway	TN Tunnel
BP Bypass	LN Lane	PZ Plaza	TR Trail
BR Bridge	LT Lot	RD Road	TW Thruway
CR Circle	PI Public Institute	RO Row	WY Way
CT Court	PK Pike	RR Railroad	YE Wye
DR Drive	PL Place	SQ Square	

**Vehicle Make**

54 Acura	35 Datsun	8 Imperial	14 Mercury	69 Singer
31 Alfa Romeo	69 Delorean	58 Infiniti	56 Merkur	61 Sterling
3 AM General	29 Desoto	84 International Harvester	43 MG	29 Studebaker
1 American Motors	69 Desta	38 Isuzu	52 Mitsubishi	29 Stutz
69 Aston Martin	81 Diamond Reo or Reo 200	88 Iveco/Magirus	69 Morgan	48 Subaru
32 Audi	7 Dodge	39 Jaguar	69 Morris	69 Sunbeam
33 Austin/Austin Healey	71 Ducati	69 Jensen	74 Moto-Guzzi	53 Suzuki
29 Avanti	10 Eagle	2 Jeep	84 Navistar	94 Thomas Built
69 Bentley	91 Eagle Coach	2 Kaiser-Jeep	35 Nissan	49 Toyota
69 Bertone	29 Excaliber	73 Kawasaki	75 Norton	50 Triumph
90 Bluebird	69 Ferrari	85 Kenworth	21 Oldsmobile	69 TVR
34 BMW	36 Fiat	63 KIA	18 Opel	30 Volkswagen
69 Bricklin	12 Ford	69 Lada	29 Packard	51 Volvo
80 Brockway	82 Freightliner	69 Lamborghini	87 Peterbilt	89 White/Autocar
70 BSA	83 FWD	40 Lancia	44 Peugeot	89 White/GMC
18 Buick	69 Gazelle	62 Land Rover	9 Plymouth	2 Willys-Jeep
19 Cadillac	92 Gillig	59 Lexus	22 Pontiac	76 Yamaha
29 Checker	23 GMC	13 Lincoln	45 Porsche	57 Yugo
20 Chevrolet	25 Grumman	69 Lotus	69 Reliant (British)	
6 Chrysler	72 Harley-Davidson	86 Mack	46 Renault	98 Other
69 Citroen	69 Hillman	69 Maserati	69 Rolls Royce	
64 Daewoo	37 Honda	41 Mazda	47 Saab	
60 Daihatsu	29 Hyundai	93 MCI	24 Saturn	
		42 Mercedes-Benz	69 Simca	

**Vehicle Position**

00 Not Applicable	08 Left of Trafficway
01 Right Lane (Curb)	09 Right of Trafficway
02 Right Turn Lane	10 HOV Lane
03 Left Lane	11 Shoulder Right
04 Left Turn Lane	12 Shoulder Left
05 2-Direction Center Turn Lane	13 One Lane Road
06 Other Forward Moving Lane	98 Other
07 Oncoming Traffic Lane	99 Unknown

**Movement**

01 Going Straight	08 Trying to Avoid Animal, Ped, Object, Veh, etc	15 Changing Lanes or Merging
02 Slowing/Stopping in Lane	09 Turning Right on Red	16 Negotiating Curve - Right
03 Stopped in Traffic Lane	10 Turning Right	17 Negotiating Curve - Left
04 Passing/Overtaking Veh	11 Turning Left on Red	98 Other
05 Leaving a Parked Position	12 Turning Left	99 Unknown
06 Parked	13 Making a U-Turn	
07 Entering a Parked Position	14 Backing Up	