

# **Police Guide for Preparing Reports of Motor Vehicle Crashes**



**New Jersey  
Department of Transportation**



# Introduction

This comprehensive manual was created by a dedicated group of professionals to help you understand what the requirements are in filing the NJTR- 1. Each data element is explained in detail and provides you with information supported by law and expert opinion.

N.J.S.A. 39:4-131 states:

“Every law enforcement officer who investigates a vehicle accident\* of which report must be made as required in this Title, or who otherwise prepares a written report as a result of an accident\* or thereafter by interviewing the participants or witnesses, shall forward a written report of the accident\* to the division, on forms furnished by it, within five days after this investigation of the accident\*.”

The investigation and reporting of motor vehicle crashes is a necessary duty of a police officer. Reports are intended to help reduce the number of crashes, deaths and injuries through the collection of data elements and study how they occur. You play a vital role in the collection of this data and it is imperative that you understand each piece of information that you enter.

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NJDOT, Information Technology; NJTR1 Designer – Thomas Kennedy  
Voorhees Township Police Department; NJTR-1 Manual Designer-  
Lieutenant Mark J. Wilson  
New Jersey State Police – Sergeant Scott Wishart  
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\* Statutory Language

## History of Crash Reporting

Historically, most traffic crash reports were intended, and used, primarily as simple “Who, What, Where, When and maybe Why” chronicles. In this age of ever decreasing resources, and ever increasing needs, the ability to provide timely, accurate data to Highway Safety Officials becomes increasingly urgent, because it allows traffic safety officials to “do more with less”.

Each traffic Crash Report is a memorialization of a “reportable” crash. The circumstances are rarely ideal as the officer must perform triage in attending to injured persons, minimize the impact and risk to surrounding traffic and then survey and analyze the crash scene.

Pursuant to the requirements of N.J.S.A. 39:4-131, an officer investigating a motor vehicle crash must submit to Motor Vehicle Commission a completed crash report within five (5) days. The reports are submitted by all law enforcement agencies in the State for any “reportable” motor vehicle traffic crash resulting in injury to or death of any person, or damage to property of any one person in excess of \$500.00. As a result, approximately 320,000 <sup>(2003)</sup> crash reports are produced annually.

The Division of Highway Traffic Safety (DHTS) and the New Jersey Department of Transportation are responsible for allocating funds from the National Highway Traffic Safety Administration (NHTSA) and the Federal Highway Administration (FHWA) for the purpose of creating programs aimed at improving the safety of New Jersey roadways. **Traffic crash analysis affects these and other agencies, as the crash report is the only source of their information.** As such, crash reporting information is critical in the decision-making process of numerous agencies.

Some of them are:

Division of Highway Traffic Safety

Motor Vehicles Commission

Division of State Police

Department of Transportation

Department of the Treasury

Department of Insurance

Department of Education

Department of Human Services

Office of Emergency Management Services

County and Municipal Traffic Engineers

County and Municipal Traffic Officers

## Preliminary Instruction Guide

On July 16, 1997, The National Safety Council's Board of Directors passed a motion to eliminate the word ACCIDENT and replace it with the word CRASH. The reason for the motion was to change people's way of thinking about crashes. An accident is defined as "An unexpected or undesired event, chance or fortune" while a crash is "to cause a vehicle or aircraft to have a collision, to be involved in a crash." This reinforces the philosophy that crashes don't just happen; they have causes and can be prevented.

Although Title 39 has not yet changed to reflect this new trend in terminology the changes have been made in this manual.

The most recent NJTR-I went into effect on **January 1, 2006**. **The report was renumbered through input from officers to assist you in the completion of the form. Some changes throughout the new report should be noted:**

**The report was changed from 124 blocks to 144 blocks.**

### Important points

- All 144 boxes on the Crash Report must be completed, even if you only enter a dash.
- Be very specific when entering the location of the crash. This information must be completed in order to pinpoint the exact location of the crash for geo-code processing.
- **All reportable crash reports, including fatals, must be forwarded to the New Jersey Department of Transportation through the New Jersey Motor Vehicle Commission.**
- Use a dash (-) to indicate non-applicable information in **all blocks**.
- Use **double zeros (00)** to indicate the required information is unknown in **blocks 96 -133**.
- **99 "Other" is no longer shown in each category. Write in "99" in the boxes where no choices for "Other" apply and you will explain in the narrative.**
- If a box calls for a two digit numeric answer be sure to fill in both digits, i.e. 01,02,03
- List and number occupied vehicles first, then unoccupied vehicles, then bicyclists and pedestrians on the report
- When entering intersecting municipal street names, enter the numeric streets first and then the alpha streets in alphabetical order.
- A pedalcycle is considered a vehicle for purposes of crash reporting, **except when coding ejection from vehicle (box 85). A pedalcyclist is not coded as being ejected from the cycle if involved in a crash.**
- **A person sitting behind the wheel of a parked vehicle should not have their information listed in the operator boxes (26-34, 56-64) but listed that information in the narrative (box 135)**
- If a vehicle or a pedestrian caused the crash and DID NOT have any contact with a motor vehicle, explain the pedestrian information box 135 and enter a dash (-) in boxes 26 and/or 56.
- Write the pedestrian's identification in boxes 26 and 56. **Do not list the driver's license number in boxes 32 and 62 for pedestrians.**

## 1. Motor vehicle and traffic laws regarding taking of crash reports

### A. Requirements for drivers

1. N.J.S.A.39: 4-130 requires that any driver of a vehicle or street car involved in an accident which results in injury or death of any person or damage to property of any one person in excess of \$500 shall by the quickest means of communication notify the local police department or nearest office of the county police or state police of the accident.
2. The driver is further required to forward a written report of such accident within 10 days to Motor Vehicle Services on forms furnished by it.
3. A written report of an accident shall not be required by this section if a law enforcement officer submits a written report to Motor Vehicle Services pursuant to N.J.S.A.39: 4- 131.

### B. Requirement for police officers

- 1.N.J.S.A.39: 4-131 requires the following:

a.That Motor Vehicle Services shall prepare and supply to police departments forms for accident\* reports. These forms will contain detailed information about the motor vehicle accident\*, including the cause, the conditions then existing, and the persons and vehicles involved.

b.Every law enforcement officer who investigates a vehicle accident\* of which report must be made or who otherwise prepares a written report as a result of an accident\* shall forward a written report of the accident\* to Motor Vehicle Services, on the forms furnished by it, within 5 days after his or her investigation of the accident\*

c.The written report required to be forwarded by law enforcement officers and the information contained therein shall not be privileged or held confidential. Every citizen of this state shall have the right, during business hours and under supervision, to inspect and copy such reports and shall also have the right to purchase copies of the reports at the fee established by law.

2. Private property crashes are to be reported in the same manner as crashes occurring on public roadways. This includes crashes in parking lots, on private streets, and on any other location in the State.

### C. Completing Accident\* Report Form NJTR-1

1. The State of New Jersey Police Accident\* Report Form NJTR-I is to be completed by the police officer for all investigations of motor vehicle crashes.
2. Form NJTR-1 A Motor Vehicle Accident\* Description is to be completed if more than five people were involved in the crash or if additional space is needed for the description.
3. Form NJTR-I B Motor Vehicle Accident\* Diagram, or other diagrams, shall be used in all crash cases involving serious injury or a fatality in lieu of block 134 on form NJTR-I. When using an NJTR-1B or other diagram write: SEE ATTACHED DIAGRAM" in block 135.

- Statutory Language

## D. NJTR-1A Motor Vehicle Accident\* Description

1. Use this form if more room is needed for the Accident\* Description Box 135 and/or if there were more than five passengers in the vehicle(s).

## E. Additional Report Pages

1. In many instances, the police officer conducting a crash investigation will find that it is necessary to submit more than one NJTR-1 form, to correctly report the investigation.
2. The need for an additional NJTR-1 report page would occur when the crash involved three or more cars, **three** or more pedestrians or pedalcyclists, or five or more vehicle occupants. This is necessary because an NJTR- 1 has space for only two vehicles and five occupants. Pedestrians and pedalcyclists are identified in the “Driver” parts of the NJTR-1 by listing name and address but not by including their driver’s license.
3. When an additional form page is needed, the minimum entries required for the additional report **are boxes 1 through 7, as outlined in the sections with the bold black lines.**
  - a. **For example, if an additional report page is submitted because there were more than two vehicles, pedestrians, or pedalcyclists in the crash, the additional report pages need only reflect items 1 through 7 and all other items relating to the additional vehicles, pedestrians, or pedalcyclists covered in boxes 106-133.**

### A. Change Reports

- 1) **Whenever it is necessary to make a change in information set out on a report which has already been submitted to Department of Transportation, a new report must be submitted showing the changes, with the change box checked at the top of the report form. One example would be a hit-and-run crash in which a report is submitted before the offender is identified. An additional report would be required to show the offender’s identity and other pertinent new information developed and not previously reported. Another instance where a “Change Report” is required is when an injured party from a motor vehicle crash dies from their injuries after the initial crash report is submitted. Note that the NJSP & NJMVC are notified via the NLETS teletype and the NJDOT is to be notified via fax as per NJTR1 protocol information sheet.**
- 2) **The bold black lines (blocks 1-7) are always the minimum number of mandatory fields for additional NJTR-1s in the change report along with the names of Driver 1 and Driver 2 on the original report should be carefully printed in boxes 26 and 56, “Driver’s Name”, of the Change Report.**
- 3) When submitting a change report only submit the information that needs to be changed or added. Do not fill in all of the blocks if there is no change in the original report.

### B. Fatal Crashes

1. All fatal motor vehicle crashes shall be reported to the New Jersey State Police via N.L.E.T.S. within 24 hours of occurrence. It is requested of all municipal police departments that they follow the standard format for reporting fatal motor vehicle crashes as it appears on their N.L.E.T.S. (NCIC) terminals. Refer to the NJTR-1 Protocol in the appendix.

2. In addition, a photocopy of the initial investigation report shall be submitted, in a special envelope, to the MVC Fatal Accident Review Board within 72 hours (N.J. Statute 39:5-30). This should NOT be one of the two copies marked as "State Copy".
3. Upon completion of the investigation, a photocopy of the completed report shall be mailed to:

Division of State Police  
Fatal Accident Investigation Unit  
PO Box 7068  
West Trenton, New Jersey 08628-7068

## **II. Recommended Procedures for the Handling of Motor Vehicle Crashes Not Investigated at the Scene.**

1. The Department of Transportation has submitted the following recommended procedure for a late report of a motor vehicle crash that is not investigated at the scene.
  - a. Police personnel should make an entry in their watch log indicating the date and time the reporting individual reported the motor vehicle crash to the police department.
  - b. The department should then provide the reporting individual with an SR1 form (Motor Vehicle Accident Report)
  - c. The reporting individual shall complete the form for reportable crashes. It is suggested that the reporting individual provide a copy to the police department for its files but follow your departmental procedures in this matter.
  - d. The reporting individual shall mail a copy of the report to the agency indicated on the SR1 form.
  - e. Police personnel should emphasize to the reporting individual that they should indicate in box 20 on the report that the police did not investigate the crash.

To help you understand what an insurance company considers an “At-fault” crash, we have provided you with an excerpt from the New Jersey Department of Insurance, dated 8/18/97.

Department of Insurance

**Title 11**

**11:3-34.3 Definition of “At Fault Accident\*”**

“At-fault accident” is any accident involving a driver insured under the policy which resulted in a payment by the insurer of at least \$500.00, and for which the driver is at least proportionately responsible based on the number of vehicles involved.

A driver is [considered] proportionately responsible if 50 percent responsible for an accident\* involving two drivers; if 33 1/3 percent responsible for an accident\* involving three drivers, etc.

An at-fault accident\* SHALL NOT INCLUDE the following:

- 1) Involvement in an accident\* in which the motor vehicle owned or operated by the insured or other driver insured under the policy was lawfully parked.
- 2) Involvement in an accident\* in which the motor vehicle was struck by a hit and run driver, if such accident\* was reported to the proper authorities within 24 hours.
- 3) Involvement in an accident\* in connection with which neither the named insured nor any other driver insured under the policy was convicted of a moving traffic violation and the owner or operator of another vehicle involved in such accident\* was so convicted.
- 4) For physical damage losses other than collision.
- 5) For an accident\* in which the motor vehicle was struck in the rear by another vehicle and a driver insured under the policy has not been convicted of a moving violation in connection with the accident\*.
- 6) For an accident\* occurring as a result of operation of any motor vehicle in response to an emergency if the operator at the time of the accident\* was responding to the call to duty as a paid or volunteer member of any police or fire department, first aid squad, or any law enforcement agency.

\* Statutory Language

**PAGE NUMBER**

At the top left corner of the report, there is a space: PAGE \_\_\_\_\_ of \_\_\_\_\_, make sure that this area is filled in. It will tell the reader how many pages there are for the crash report. Page numbers should be numbered consecutively in the upper left-hand corner of each additional page.

**REPORTABLE/NON-REPORTABLE, CHANGE REPORT**

At the top of the report, there are three small boxes (Reportable, Non-Reportable or Change). Make sure that ONE of these boxes is checked. This indication will advise the processing agency as to where specific data elements should be sent.

**Reportable Crash:** an accident that results in injury or death of any person or damage to property of any one person in excess of \$500. (NJSA 39:4-130)

**FATAL**

Check this box at the top of the report if the crash involves a fatality. This box needs to be checked even though it will be reported elsewhere in the report. If the fatality occurs after the initial investigation report, you **must** submit a change report. (refer to NJSA 39:5-30d fatal protocol)

**BOX 1- CASE NUMBER**

Enter the DEPARTMENT CASE NUMBER where the crash occurred. Make sure that this number is present on ALL additional pages and any changes that you forward later.

**Mutual Aid:** If you are investigating a crash in another jurisdiction as part of mutual aid, then use a case number from the jurisdiction where the crash occurred. Municipalities who contract police services to other municipalities will regulate who is to be the custodian of records as part of that agreement. Indicate the investigating officer's agency in Box 135.

**DO NOT WRITE ANY OTHER INFORMATION IN THIS BOX.**

**BOX 2- POLICE DEPARTMENT OF**

Enter the name of the Police Department that generated the case number in box 1. Enter one of the CODES listed below for the Police Agency:

**01**- Municipal Police    **02** - State Police    **03** - County Police    **04** - Port Authority Police  
**99** - Other Police

**Mutual Aid:** If you are investigating a crash in another jurisdiction as part of mutual aid.

**BOX 3-STATION/PRECINCT**

Enter the Station/Precinct if applicable for your department; otherwise enter a dash (-).

**BOX 4- DATE OF CRASH**

Enter the date that the crash occurred. Fill in all boxes i.e.: 10-02-64

**BOX 5- DAY OF WEEK**

Circle the appropriate day of the week that the crash occurred. Make sure it corresponds with the date of crash in Box 4.

**BOX 6-TIME**

Enter the time of the crash. If the time is unknown, enter the time that the crash was reported to your agency. Make sure to use military time (e.g., 0730 hrs or 2200 hrs).

**BOX 7-MUNICIPALITY CODE**

Enter the 4-digit NCIC Municipal Code where the crash occurred.

**BOX 8- TOTAL KILLED**

Enter the number of persons killed as a result of this crash. Use a two digit number i.e.: 01,02,03. Verify the "Fatal" box is checked at the top of the report. If no one was killed as a result of this crash, enter dashes (--).

If there is an entry other than dashes in this box, make sure that Box 86 (victim's physical condition) is coded as a 01 (killed) and the name/address/date and time of death is recorded in the area next to Box 95. Note: Notify the State Police within 24 hours of the fatal as per NJSA 39:5-30d.

**BOX 9- TOTAL INJURED**

Enter the number of persons injured as a result of this crash. Use a two-digit number, i.e.: 01,02,03. If no one was injured as a result of this crash, enter dashes (--). If there is an entry other than dashes in this box, make sure there are entries in Boxes 86, 89, 90 & 91. There should never be 01 in Box 86 (Victim's Physical Condition) for just an injury crash.

If a person is injured they are not listed as killed in Box 8.

## BOXES 10 THROUGH 22- CRASH LOCATION

The location where the crash occurred is generally deemed to be the location of the first harmful event. If a vehicle leaves the roadway in one jurisdiction and strikes another vehicle or object in another jurisdiction it is generally assumed that the investigating jurisdiction will be the one where the vehicle first left the roadway.

It is IMPORTANT to understand that boxes 10 through 22 MUST be filled out accurately and completely.

This new form was redesigned to take advantage of new technologies in crash data collections as well as to support existing manual methods. (GIS) geographic information system is used by the Processing Agency to pinpoint the locations of accidents and provide vital information to various agencies, in the interest of traffic safety and crash prevention.

This area of the report has been one of the most INCOMPLETE parts of the crash report and it becomes difficult, if not impossible to provide accurate location data. You must remember that this data is available to your agency, through the N.J.D.O.T., but is only as accurate as you make it.

Please remember to enter as much detailed information in these boxes to provide the necessary data for the Processing Agency to properly code the locations of all crash reports. If there are two municipal streets, list them in numeric order first, then the alpha name in alphabetical order, eg: 1st Street and Alpine Way, regardless of which one is the main roadway.

**Note:** the box for the street address has been omitted from this report. All crash locations that occurred on a street or highway will use the nearest intersecting road method of plotting locations. Parking lot crashes can be listed by a street address on line 10 because it is not located on a roadway (see examples).

## BOX 10 CRASH OCCURRED ON

Enter the Road Name or the name of the state, county, municipal or US government authority roadway or parking lot where the crash occurred. If the crash occurred on a state, interstate, toll or county highway, enter the route number and approximate milepost of the crash in boxes 12 and 13. If you enter a Route number in box 12, you **must** also enter the milepost number in box 13.

List the highest road authority first in Box 10. If there are two roadways of the same hierarchy, list them in numeric order first, then the roadway names in alphabetical order, e.g.: 1st street and Alpine Way, regardless of which one is the main roadway.

Be as specific as possible for geo-coding purposes. You may use the street addresses along with the name of the business or the words "Parking Lot" on this line for parking lot crashes. Phrases such as "in front of" or "near" should not be used here.

The direction on line 10 is for divided roadways and one-way streets only. The direction of the road in block 10 should be recorded as the nominal direction as posted on road signs or identified on maps, **i.e.**: straight-line diagram for that street/road/highway where the crash occurred.

Even though a north-south road may actually run east-west for a segment, the direction should not change from the nominal direction for reporting purposes.

**Note:** Ramps and jug handles are plotted for this report with a different method than previously used. Please refer to BOXES 19-20 "RAMP IDENTIFICATION" for entering these locations on this report.

## BOX 11 SPEED LIMIT

Enter the speed limit for the road in Box 10. Remember to put the statutory (NJSA 39:4-98) or posted speed limit and not the advisory speed limit. Advisory speeds are the speed limit signs with a yellow background and black letters and are used as a warning for a potential driving hazard ahead.

## BOXES 12 & 13- ROUTE NUMBER AND MILEPOST

### ROUTE SUFFIX CHOICES

A = Alternate

B = Business

C = Freeway

M=Mercer Alignment (I-95 only)

P =Pennsylvania Extension (NJ Turnpike Only)

S = Spur (County Routes Only)

T- Truck (Rt. 1 & 9 Only)

U-Upper (State Route 139 Only)

L = Lower (State Route 139 Only)

W=Western Alignment (NJ Turnpike, Rt. 9, Rt. 173)

If the crash occurred on a State, Interstate, Toll authority, or county route, you shall enter the route number and the route suffix, where applicable. **State and interstate roadways must have milepost numbers.**

Enter the approximate milepost in box 13. Note that the box requires three digits to the left and two digits to the right. Make sure that you place the digits in the correct boxes.

Example: A crash occurred on the Spur of county Route 518 at milepost 1.1. Boxes 12 and 13 will look like this:

0	5	1	8	S
---	---	---	---	---

12 Route No.

Suffix

0	0	1	1	0
---	---	---	---	---

13 Milepost

Suffix is not to be used to indicate north (N) or south (S).

Straight-line diagrams may be utilized to obtain the milepost numbers

**BOXES 14, 15, 16, 17- DISTANCE FROM NEAREST CROSS ROAD**

Enter the **NAME** of, **DISTANCE** to, and **DIRECTION** to **the** nearest intersecting or non-intersecting cross road from the crash location. If the Crash occurred at an intersection, (39:1-1) intersection means the area embraced within the prolongation of the lateral curb lines or, if none, the lateral boundary lines of two or more highways which join one another at an angle, whether or not one such highway crosses another) indicate by placing an X in the "AT INTERSECTION WITH" Box 15 and place the cross road name in Box 17. For crashes that do not occur at intersections the distance measurements in Box 14 shall be measured from the center of the intersection to the point of impact for the crash.

Indicate the units of measurement to the nearest intersection in item 14.

Note: The NJTR- 1 does not contain space for a second intersecting street for locating between intersection crashes. The accuracy of identifying the name of, distance to and direction to the nearest cross road name is essential. Most engineering agencies use distance increments of 1/100 of a mile when determining locations for crashes.

e.g. Crash between **two** vehicles occurred on Route 22, 500 feet west of Rock Road. Boxes 10 thru 18 will look like this:

10 CRASH OCCURRED ON	<u>Route 22</u> ROAD NAME	N Dir	11 Speed limit <u>25</u>	<input type="checkbox"/>	12 ROUTE NO 0 0 2 2	SUFFIX <input type="checkbox"/>	13 MILEPOST 0 5 2 . 1 0
<u>0500</u> 14	<input type="checkbox"/> AT INTERSECTION WITH	<input type="checkbox"/> N <input type="checkbox"/> E	OF :	<u>Rock Road</u> 17 Cross Road Name	<input checked="" type="checkbox"/> FEET	<input type="checkbox"/> S <input checked="" type="checkbox"/> W	18 Speed Limit <u>25</u>
	<input type="checkbox"/> MILES				15	16	

**BOX 18 SPEED LIMIT**

Enter the speed limit for the road in Box 17. Put the statutory (NJSA 39:4-98) or posted speed limit and not the advisory speed limit in Box 18. Advisory speeds are the speed limit signs with a yellow background and black letters and are used as a warning for a potential driving hazard ahead.

## **BOXES 19-20 RAMP IDENTIFICATION**

A ramp is defined as “An auxiliary roadway used for entering or leaving through-traffic lanes”. A “Jug Handle” is also considered a ramp. If the crash occurred on a ramp from one roadway (state, interstate, toll authority, county, or local) to another, the crash is considered occurring on the ramp and will be entered as such:

#10 Road Name/Route #

#19 Exits will be checked “to”, Entrances will be checked “from”.

#14 Distance to or from the secondary roadway

#15 Check feet or miles (*never check “at intersection with” for a ramp*)

#20 Exit, route, or secondary road name

#20 Enter NB-Northbound SB-Southbound EB-Eastbound WB-Westbound

After having already filled in the name and route number for the primary roadway in Box 10, place an “X” in either the “To” or “From” box, then write the name and/or route number that the vehicle was traveling to or from in Box 20. Then check whether the vehicle was traveling northbound, southbound, eastbound or westbound. If any ramp or surface street has a street name, then use the street name also.

Ramp entries are made by first determining the appropriate road hierarchy involved in the interchange or intersection. Road hierarchy involves determining which road is listed first in Box 10. The road hierarchy is, in descending order:

- Interstate
- State/Interstate Authority
- State Highway
- County
- Municipal
- U.S Government Property
- State Park or Institution
- County Authority, Park or Institution
- Municipal Authority, Park or Institution
- Private Property

### **Determine which road is the primary**

A ramp is an extension of the main roadway. It is important to determine which roadway is the main roadway and which is the secondary roadway. The main roadway will always be listed in Box 10. The secondary roadway will always be listed in Box 20. Box 19 will be used to describe if the crash occurred on a ramp to or from the secondary roadway. Box 14 will be used to locate the crash on the ramp. A distance will be listed to or from the secondary roadway listed in Box 20.

Box 10. Enter the name or route number of the primary roadway, including direction of travel

Box 11. Enter Speed Limit of the primary roadway listed in Box 10

Box 12. Enter the route number of the Roadway listed in Box 10 and the suffix if applicable.

Box 20. Enter the secondary roadway and the direction to which the ramp connects.

Box 19. If the collision occurred on a ramp leading to the roadway listed in Box 20, check the “To” box

If the collision occurred on a ramp leading from the roadway listed in Box 20, check the “From” box

Box 14. Enter the distance of the collision relative to or from the roadway listed in Box 20

Generally speaking the lower numbered highway of highways on the same hierarchy will be the primary highway in regards to completing this report.

If the crash did not occur on a ramp, place a dash (-) in Box 20.

**"The following is an example for coding a crash that occurred on a ramp leading from I-295 North to SH 73 South approximately 200 feet from SH 73"**

CRASH OCCURRED ON Route 295 N 55 11 Speed limit  
 10 ROAD NAME Dir

0295 - 036 . 86  
 12 ROUTE NO SUFFIX 13 MILEPOST

AT INTERSECTION WITH 200 14  
 FEET  N  E OF : \_\_\_\_\_ 18 Speed Limit  
 MILES  S  W \_\_\_\_\_ 17 Cross Road Name

15  16 19  TO  NB  EB  
 Ramp  FROM Rt. 73  SB  WB  
 20 (Route No.)

**BOXES 21 & 22- LATITUDE AND LONGITUDE**

If you are equipped with Global Positioning System (GPS) equipment that can provide latitude and longitude coordinates of a crash location, enter the latitude and longitude coordinates of the crash location in the appropriate boxes.

When reading the coordinates directly from a vehicle based or hand held GPS receiver, take care that the receiver is as close to the initial point of impact of the crash as possible before recording the location coordinates.

If you are not equipped with a GPS receiver, put dashes (--) in boxes 21 and 22.

**NOTE:** This form is designed for the GPS readouts in decimal degrees, not hours, minutes and seconds.

**BOX 23 & 53 VEHICLE NUMBER**

Enter a sequential number to each motor vehicle starting with number 1. List pedalcyclists and pedestrians after all motor vehicles. Motor vehicles are listed first, pedestrians second, bicyclists last. Enter a "P" for the pedestrian. Enter "B" for the pedalcyclists. Enter multiple pedestrians/pedalcyclists, as P1, P2, B1, B2, etc., on additional pages using one case number.

Pedestrians/pedalcyclists will be identified throughout the report in the corresponding position that they are assigned in these boxes. e.g., a pedestrian/pedalcyclist listed in the second position (box 53) would be further described or recognized in the boxes designated for vehicle 2 as depicted on the report overlay.

**BOX 24 & 54 POLICY NUMBER**

Enter the motor vehicle's Insurance Policy number as it appears on the State of New Jersey Insurance Identification Card. If a New Jersey registered vehicle has no insurance, insert "uninsured".

For out-of-state registered vehicles, insert the policy number, as it appears on their Insurance Identification Card. If no policy number is available, enter an asterisk (\*) in Box 24 or Box 54 and explain in Box 135.

## **BOX 25 & 55 INSURANCE COMPANY CODE**

Enter the Motor Vehicle's Insurance Code, as it appears on the State of New Jersey Insurance Identification Card. If the code is missing, place an asterisk (\*) in Box 25 or Box 55 and explain in Box 135.

This information is necessary to send an inquiry to the Insurance Company and verify coverage.

**The links for New Jersey Insurance codes:**

**3-digit MVC code- [www.state.nj.us/mvc/numeric.pdf](http://www.state.nj.us/mvc/numeric.pdf)**

For out-of-state registered vehicles, put an asterisk (\*) in the box and insert the name of the insurance company in Box 135.

The insurance company name may be written in Box 135, if required by departmental SOP.

## **PARKED - PED - PEDALCYCLIST - RESPONDING TO EMERGENCY - HIT & RUN**

"X" the appropriate box **AND** circle the words, if applicable. *This information is necessary to assure that the owner of a parked vehicle, a pedestrian or the victim of a hit and run does not have this crash charged to their record and insurance surcharges assessed.*

Responding to an Emergency - This box is checked only for motor vehicles responding to an emergency and **includes** volunteer Fire/Ambulance personnel in their own vehicles (see note page 8).

Hit & Run - This box is checked for the **ACTOR** - not the VICTIM. Place a diagonal line in the driver/owner boxes with the words "Hit & Run" to indicate that there is no information available.

## **BOXES 26 & 56 - DRIVER'S NAME**

Enter the first name, middle initial and last name of the driver exactly as it appears on the license. Enter the same information for a pedalcyclist or pedestrian. If there is no middle initial, insert a dash (-). For example: If someone has an apostrophe in their name (O'Conner) the "O" is part of the last name NOT the middle initial.

## **BOXES 27 & 57- NUMBER AND STREET**

Enter the street address, exactly as it appears on the driver's license. If change of address information is provided **verbally**, include it in Box 135. Enter the same information for a pedalcyclist or pedestrian. **If there is an RD number and/or a P.O. Box number on the license, write it exactly as it appears, then include in brackets the name and number of the street where the driver actually resides or include this information in Box 135.**

## **BOXES 28 & 58- CITY. STATE AND ZIP CODE**

Enter the city, state and zip code exactly as indicated on the driver's license. Enter the same information for a pedalcyclist or pedestrian.

**BOXES 29 & 59-SEX**

Enter the sex as indicated on the driver's license: M = MALE F = FEMALE

**BOXES 30 & 60- EYES**

**NJ EYE CODE CHART**

1 = Black  
2 = Brown  
3 = Gray  
4 = Blue  
5 = Hazel  
6 = Green  
7,8,9 = Other

Enter the N.J. eye color code for the Driver.

Use the N.J. Eye Code Chart shown to the left.

**BOXES 31 & 61-STATE**

Enter the standard abbreviation for the state as indicated on the driver's license.

**BOXES 32 & 62- DRIVER'S LICENSE NUMBER**

Enter the license number, exactly as it appears on the driver's license. If the driver has no license, write "none". If the driver has a permit, enter the permit number followed by "permit".

**BOXES 33 & 63- DATE OF BIRTH**

Enter the date of birth of the person listed in Boxes 26 and 56 using the month, day, and year format (mm/dd/yy). Utilize preceding zeros, where applicable, e.g., 01,02, etc.

**BOXES 34 & 64-EXPIRES**

Enter the expiration date as indicated on the driver's license using month and year format (mm/yy). Utilize proceeding zeros where applicable, e.g., 01, 02, etc.

**BOXES 35 & 65-OWNER'S NAME**

Enter the Vehicle Owner's first name, middle initial and last name, exactly as it appears on the registration. If there is no middle initial, insert a dash (-).

If the driver is also the owner and the license and registration documents contain identical information, place an "X" in the "Same as Driver" box.

### **BOXES 36 & 66 NUMBER AND STREET**

Enter the street address, exactly as it appears on the registration. If change of address information is provided include it in Box 135. **If there is an RD number and/or a P.O. Box number on the registration, write it exactly as it appears then include, in brackets, the name and number of the street where the owner actually resides in Box 135. If you have checked the "Same as Driver" box, then write the word SAME.**

### **BOXES 37 & 67 – CITY, STATE AND ZIP CODE**

Enter the city, state and Zip Code, exactly as it appears on the registration. If you have checked the "Same as Driver" box, then write the word SAME.

### **BOXES 38 & 68 - MAKE**

Enter the vehicle's manufacture's name, e.g., Ford, Chevy, BMW, etc.

### **BOXES 39 & 69 - MODEL**

Enter the vehicle model as it appears on the registration, e.g., Escort, Corvette, 525i, etc. Do not identify by vehicle style. e.g. 2-door. 4-door

### **BOXES 40 & 70 – COLOR**

Enter the vehicle's color as it appears on the registration, e.g., red

### **BOXES 41 & 71-YEAR**

Enter the vehicle's year, as it appears on the registration.

### **BOXES 42 & 72 - PLATE NUMBER**

Enter the vehicle's license plate number, as it appears on the registration.

### **BOXES 43 & 73 – STATE**

Enter the accepted abbreviation of the state, as it appears on the registration.

### **BOXES 44 & 74 - VIN NUMBER**

Enter the entire Vehicle Identification Number (VIN), as it appears on the registration. Since 1968, most domestic passenger cars were assembled with a "Vin Plate" that is visible through the windshield on the left side of the dash. The VIN may also be found on the nomenclature plate located on the driver's door. This number must match the registration and insurance card. A traditional VIN is 17 characters.

### **BOXES 45 & 75-EXPIRES**

Enter the expiration in month and year format (mm/yy) as it appears on the vehicle registration.

### **BOXES 46 & 76 - VEHICLE REMOVED TO**

Check the corresponding block if the vehicle was driven, towed or left at the scene. Enter the name of the tow company if the vehicle was towed. **Check the appropriate box to the right to indicate if the vehicle was impounded, disabled, or both.** The authority to remove a disabled vehicle from the roadway, whether involved in a crash or not, is NJSA 39:4-136. If vehicle was driven away, enter a dash (-).

### **BOXES 47 & 77 - AUTHORITY TO REMOVE VEHICLE**

Check the box for the authority that approved the vehicle's removal.

### **BOXES 48 & 78 – ALCOHOL/DRUG TEST**

This box indicates if alcohol or drug tests were conducted. Complete this section for all involved drivers and for pedestrians as applicable.

Test Given: Place an "X" in the NO, YES or REFUSED box to show if a test was given. If you place an "X" in the YES box, you must also place an "X" in one of the Breath, Blood or Urine box and enter the results in the Results box. If the specimen was sent to a lab place an "X" in the "Pending" box.

**Do not hold this crash report to await lab results. Once the results are received from the lab, submit a change report that identifies the test results.**

### **BOXES 49 & 79 - HAZARDOUS MATERIAL**

Indicate if Hazardous Materials cargos are present at the crash by placing an "X" in the ON BOARD or SPILL boxes. **DO NOT** check these boxes if only engine fluids are spilled.

Placards are required on any vehicle that carries more than 1,000 pounds of Hazardous Material. Identify the Hazardous Material by entering the 4-digit placard number from the placard displayed on the vehicle. The "Diamond" box is used to place the one (1) digit number that is displayed at the bottom of the placard. If more than one placard is displayed enter additional placard information in Box 135.

Write out the name of the material along the placard number line if a number is not available.

### **BOXES 50 & 80 CARRIER NUMBER**

Enter the USDOT Carrier number of the COMMERCIAL VEHICLE. All Commercial Vehicle Carriers that are involved in Interstate Transport must have a USDOT number.

**NOTE: the carrier and owner can be different entities. Be sure to check the accuracy of these entities for this entry. If additional owners and carriers are involved indicate the information in Box 135.**

The majority of the USDOT numbers may be found on the driver's side of the vehicle. The USDOT number may also be found on the passenger side of the vehicle. Look for a number preceded by the letters: USDOT.

It is important to correctly identify the right motor carrier USDOT number, which may not necessarily be the numbers located on the vehicle. You must enter the number of the MOTOR CARRIER THAT IS RESPONSIBLE FOR THE CARGO.

Interview the driver to determine the following:

- a) Is the vehicle leased or rented?
- b) Who is the motor carrier responsible for this load?
- c) Who is directing & controlling the movement of the vehicle?
- d) Where is the motor carrier's principal place of business?

By properly identifying the motor carrier on this report, you will provide the important data needed to determine the motor carrier's US DOT safety status.

### **BOXES 51 & 81 – COMMERCIAL VEHICLE WEIGHT**

Check the block if the commercial vehicle's GVWR (gross vehicle weight rating) is:

Weight is  $\leq$  10,000 lbs. (less than or equal to 10,000 lbs.)

Weight is  $\geq$  10,001 to 26,000 lbs. (equal to or greater than 10,001 lbs but less than 26,000 lbs.)

Weight is  $\geq$  26,001 lbs. (equal to or greater than 26,001 lbs.)

**Commercial Vehicles:** Though a vehicle displays commercial plates it does not necessarily mean that the vehicle will be considered a commercial vehicle for crash report purposes. For crash report purposes, a CMV (commercial motor vehicle) is defined as any one of the following:

- A) A vehicle that has a GVWR of 10,001 pounds or more
- B) A vehicle that carries hazardous material and is required to display or displays a placard
- C) A vehicle that carries 16 or more people, including the driver
- D) Any other vehicle that requires a Commercial Driver's License (CDL), e.g. Livery/Limo

### **BOXES 52 & 82 – CARRIER NAME**

Enter the commercial vehicle Carrier Name for each vehicle that corresponds with the USDOT Carrier number in Boxes 50 and 80.

## **BOXES 83 THRU 95 (Persons Involved Data)**

This section of the crash report records important information about all persons involved in the crash. You will note that this section is labeled A thru E down the left side, beginning in Box 83. These letters A thru E are sometimes mistaken as the entry for Box 83, **THEY ARE NOT.** Entries must begin in Box 83. If there is an entry other than dashes in box 8 & 9, make sure that there are entries in boxes 86, 89, 90 & 91.

You will note that there is room to enter only 5 involved persons (one per line). If more than five persons are involved, use supplementary report form NJTR-1 A for additional involved persons. If there are more than 5 additional persons you may extend the lines and enter the additional persons. A copy of the NJTR-IA can be found in this manual.

### **BOX 83-WHICH VEHICLE OCCUPIED**

#### **WHICH VEHICLE OCCUPIED**

1-Vehicle 1  
2-Vehicle 2  
B-Pedalcycle  
P-Pedestrian  
O-Other\*

All passengers must be listed, even non-injured.

If a person was in vehicle 1, write 1 in row A under column 83.

Each additional person will be listed in Rows B-E under column 83.

For additional persons in the same \vehicle write 1 in rows B-C under column 83. if there are no people in vehicle #1 start listing data about vehicle #2

For a third or fourth or fifth vehicle, use the number 3, 4, 5 in the column that identifies the corresponding person in that car.

**A person in a wheelchair, including electronic mobility assist devices as defined in NJSA 39:1-1, is considered a pedestrian.**

For multiple pedestrians or pedalcyclists involved in a crash they shall be entered as P1, P2, B1, B2, etc. in Box 83.

## BOX 84- POSITION IN/ON VEHICLE

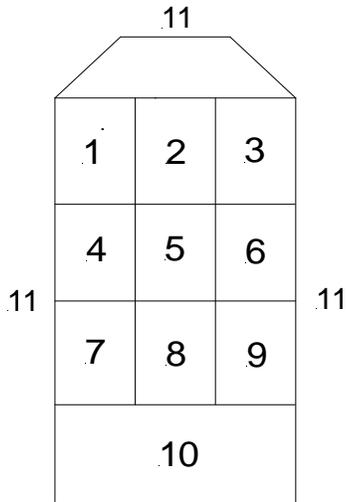
### POSITION IN/ON VEHICLE

00 Unknown

01- Driver

02 - through 10 –  
Passengers

11 - Riding/Hanging on  
outside



Use the diagram to show the position of each person inside or hanging onto the vehicle.

A person sitting on someone's lap has the same numbered position as that person.

If there are 4 people sitting in front seat, the 4th person takes the #2 position along with the regular #2 person.

If 4th person is in the rear, they take the #5 position along with the regular #5 person.

Passengers in a bus are #10. Additional passengers should be listed in the Bus Seating Charts, as well as in boxes 83 thru 95.

A passenger on a motorcycle is #4, except if the motorcycle has a sidecar and then the passenger would be # 3.

For Pedestrians and Bicyclist always use a dash (-)

NJTR-1A

POLICE AGENCY _____
STATION _____ CASE NO _____

136 CRASH DESCRIPTION  
(REFER TO VEHICLE BY NUMBER)

	83	84	85	86	89	88	89	90	91	92	93	94	95	
A														
B														
C														
D														
E														

*Note:* you may extend the lines on this form in order to accommodate additional persons involved.

NJTR-1A (R 7/05)

OFFICER'S SIGNATURE \_\_\_\_\_  
NUMBER \_\_\_\_\_

BADGE

### BOX 85- EJECTION FROM VEHICLE

#### EJECTION FROM VEHICLE

- 01 Not Ejected
- 02 Partial Ejection
- 03 Ejected
- 04 Trapped

This box is used to indicate if a **DRIVER** or **PASSENGER** was ejected from a vehicle. **This does not apply to a pedestrian or pedalcyclist.**

**Partial Ejection** - A portion of the person's torso or head protruding out of the vehicle. It does not mean just arms sticking out of a window.

**Trapped** - If some type of mechanical force is used to free a person from the vehicle, such as a pry-bar or the Jaws of Life.

### BOX 86- VICTIM'S PHYSICAL CONDITION

#### VICTIM'S PHYSICAL CONDITION

- 01 Killed
- 02 Incapacitated
- 03 Moderate Injury
- 04 Complaint of Pain

If an entry is made here, the crash is considered REPORTABLE. "No Injury" receives a dash in this box. Entries must correspond with numbers in box 8 "Total Killed" & box 9 "Total Injured".

**Killed** - Victim is deceased. (Must check "Fatal" box at the top of the report).

**Incapacitated** - Victim has a non-fatal injury. Cannot walk, drive or normally continue the activities that they could perform before the motor vehicle crash.

**Moderate Injury** - An evident injury, other than fatal and incapacitating. Injury is visible, such as a lump on head, abrasion, bleeding or lacerations.

**Complaint of Pain** - A reported or claims of injury that is not fatal, incapacitating or moderate. Injury is not visible to the investigating officer

### BOX 87-AGE

Enter the age of each involved person where Box 87 intersects with it corresponding row. Use preceding zeros for numbers 1 through 9, i.e.: 01, 02, 03.

If victims are under 1 year old write in the number of months followed by an "M" for month, i.e. 02M, 11M. **Write 1m for everything under one month of age.**

### BOX 88-SEX

Enter the sex of each involved person where Box 88 intersects with its corresponding row.

**M=Male F=Female**

## BOX 89- LOCATION OF MOST SEVERE PHYSICAL INJURY

### LOCATION OF MOST SEVERE INJURY

- 01 Head
- 02 Face
- 03 Eye
- 04 Neck
- 05 Chest
- 06 Back
- 07 Shoulder/Upper Arm
- 08 Elbow/Lower Arm/Hand
- 09 Abdomen/Pelvis
- 10 Hip/Upper Leg
- 11 Knee/Lower Leg/Foot
- 12 Entire Body

Indicate the location of the most severe injury that the person sustained as a result of the crash where Box 89 intersects with its corresponding row. The investigating officer need only ascertain the injuries at the scene of the crash, not from a doctor's diagnosis or hospital records.

Example: If the driver had a severe head injury, a broken arm and contusions, you would list the **most severe**, which is the Head Injury 01.

**NOTE: If there is a dash in Box 86, enter a dash (-) in boxes 89, 90 and 91.**

## BOX 90- TYPE OF MOST SEVERE PHYSICAL INJURY

### TYPE OF MOST SEVERE PHYSICAL INJURY

- 01 - Amputation
- 02 - Concussion
- 03 - Internal
- 04 - Bleeding
- 05 - Contusion/Bruise/Abrasion
- 06 - Burn
- 07 - Fracture/Dislocation
- 08 - Complaint of Pain

Indicate the type of the most severe injury that the person sustained as a result of the crash. The investigating officer need only ascertain the injuries at the scene of the crash, not from a doctor's diagnosis or hospital records.

**01-Amputation** - Severed parts

**02-Concussion** - Dazed condition as a result of a blow to the head

**03-Internal** - No visible injury but signs of anxiety, internal pain and thirst

**04-Bleeding** - Obvious discharge of blood

**05-Contusion/Bruise/Abrasion** - Discoloration of skin, or top layer of skin is scraped

**06-Burn** - Reddening, blistering or charring of skin over a portion of the body

**07-Fracture/ Dislocation**- Swelling or evidence of displaced bones

**08-Complaint of Pain** - No visible injury noted, but victim complains of pain

## BOX 91 REFUSED MEDICAL TREATMENT

Enter 01-Yes, if the individual sustained or claimed an injury but refused immediate medical treatment.

Enter 02-No, if the individual was treated and/or transported to a medical facility.

**NOTE:** If there is a dash in Box 86, enter a dash (-) in boxes 89, 90 and 91.

## BOX 92 & 93 SAFETY EQUIPMENT AVAILABLE AND USED

### SAFETY EQUIPMENT

- 01 - None Used
- 02 - Lap Belt **only**
- 03 - Harness **only**
- 04 - Lap Belt & Harness
- 05 - Child Restraint
- 06 - Helmet
- 07 - Reserved
- 08 - Airbag
- 09 - Airbag & Seat Belts
- 10- Safety Vests (Ped Only)

Box 92 identifies safety equipment **AVAILABLE**. Most late model cars will be coded in Box 92 AVAILABLE (i.e., "09"airbags and seat belts). Identify the safety equipment available where Box 92 intersects with its corresponding row.

Box 93 indicates safety equipment **USED**.

Indicate the safety equipment used where Box 93 intersects with its corresponding row.

If an airbag Does Not Deploy, it is not considered USED in Box 94

Complete Boxes 92 and 93 for every person involved in the crash, whether injured or not.

**If a helmet is not DOT approved, explain in Box 135**

Use dash (-) for pedestrians in these boxes as 01 is an invalid entry except where 10 is applicable.

## BOX 94- Air Bag Deployment

Enter the corresponding number for the type of airbag deployed for the occupant.

- 01 Front
- 02 Side
- 07 Other
- 08 Multiple

## BOX 95- HOSPITAL CODE

You use this box to enter the **HOSPITAL CODE NUMBER** of the hospital that the victim was taken to for treatment. The hospital codes are listed on the NJ Department of Health and Senior Services webpage at [www.state.nj.us/health/ems/jems.pdf](http://www.state.nj.us/health/ems/jems.pdf)

**SAMPLE ENTRIES FOR COLUMNS 83 THROUGH 95**

Crash involving 2 vehicles and 5 people:

Line A shows the Driver of Vehicle #1(1), his position as the driver (1), that he is Dead (1), trapped in the vehicle (4), 29 years old (29), male (M), Chest Injury (05), Internal Injuries (3), Safety equipment available was airbag & seat belts (09), Safety equipment used was none (01), (hospital code-Overlook Hospital 7055).

Line B shows the Passenger of Vehicle #1 (1), his position in the front of the vehicle passenger side (3), moderate injury (3), not ejected (01), 9 years old (09), male (M), Head injury (01), Bleeding (4), Safety equipment available was airbag & seat belts (09), Safety equipment used was none (01), Ambulance Run Number (hospital code-Overlook Hospital 7055).

Line C shows the Driver of Vehicle #2 (2), her position as the driver (1), that she has no injuries (-), not ejected (1), 62 years old (62) and female (F), no injuries (--), no injuries (-), Safety equipment available was airbag (08), Safety equipment used was none because airbag did not deploy (01), Ambulance Run Number is not applicable (-).

Line D shows the Passenger of Vehicle #2 (2), her position in the front of the vehicle passenger side (3), complaint of pain (4), not ejected (1), 42 years old (42), female (F), complain of neck pain (04), complaint of pain (8), safety equipment available was harness (03), safety equipment used was harness (03), (hospital code-Overlook Hospital 7055).

Line E shows the 2nd passenger of vehicle #2 (2), his position behind the driver in the back seat (4), no injuries (-), not ejected (1), 7 years old (7), male (M), no injuries (--), no injuries (-), safety equipment available was lap belt (02), Safety equipment used was lap belt (02).

83	84	85	86	87	88	89	90	91	92	93	94	95	
A 1	1	2	1	2 9	M	0 5	3	2	0 9	0 1	01	70 55	Bill Beans 156 Truck Turn Lane, Cherry Hill, NJ 01/24/05 0723
B 1	3	3	3	0 9	F	0 1	4	2	0 9	0 1	01	70 55	Tom Beans
C 2	1	-	-	6 2	F	- -	-	1	0 8	0 1	01	- -	
D 2	3	4	3	4 2	F	0 4	8	2	0 3	0 3	01	70 55	Elaine Wrigley
E 2	4	-	-	0 7	M	- -	-	1	0 2	0 2	01	- -	

**NOTE: For a fatality, you must also list the name, address, date and time of the death in the box next to Box 95.**

## BOX 96- ROAD DIVIDED BY

### ROAD DIVIDED BY

- 01 Barrier Median
- 02 Curbed Median
- 03 Grass Median
- 04 Painted Median
- 05 None

Indicate the physical separation dividing the roadway.

**Barrier Median**-any physical separation that precludes the vehicle from traversing the median (ie. guide rail, jersey barrier, wooded areas)

**Curbed Median**-any median that divides traffic lanes that has a sloped or vertically curbed edging along or around the median.

**Grass Median**- any traversable grass median.

**Painted Median**- any separation between live lanes that is painted with double yellow lines and cross-hatching. Painted centerlines on the roadway alone are not considered medians, write 05 None in Box 96.

If no physical separation is present, or if the crash occurs in an intersection, place 05 in Box 96.

## BOX 97- TEMPORARY TRAFFIC CONTROL ZONE

### TEMPORARY TRAFFIC CONTROL ZONE

- 01 No
- 02 Yes-Construction Zone
- 03 Yes-Maintenance Zone
- 04 Yes-Utility Zone
- 05 Yes-Incident Zone

A **Construction Zone** is defined as a roadway construction zone that displays signs warning of a construction zone longer than one day. The construction zone begins at the first construction sign and ends at the last sign as per MUTCD part VI .

A **Maintenance Zone** is defined as any short-term work zone set up for one day or less.

A **Utility Zone** is either a construction or maintenance zone established by any public or private utility.

An **Incident Zone** is an area of a highway where temporary traffic controls are imposed by authorized officials in response to a road user incident, natural disaster, or special event.

## BOX 98- LIGHT CONDITION

### LIGHT CONDITION

- 01 Daylight
- 02 Dawn
- 03 Dusk
- 04 Dark, Street lights off
- 05 Dark, No Street lights
- 06 Dark, Street lights on, continuous lighting
- 07 Dark, Street lights on, spot lighting

Enter the light condition **at the immediate location of the crash and at the time of the crash**, which may be different from the time you conduct your investigation.

Continuous lighting entails a roadway being fully lit along its length. Spot lighting may indicate a roadway where there is alternating dark spots and lit areas along the roadway.  
Inoperable street lights are listed as "04".

## Box 99 Road System

### ROAD SYSTEM

- 01- Interstate
- 02- State Highway
- 03- State/Interstate Authority- See Note
- 04- State Park or Institution
- 05- County
- 06 -County Authority, Park or Institution
- 07- Municipal
- 08- Municipal Authority, Park or Institution
- 09- Private Property
- 10- U.S Government Property

Write the appropriate number in the box that accurately identifies the road system where the crash occurred.

US Routes are identified as 02 State Highway.

This road system code must match the entry in Box 10 "Crash Occurred On".

If 01, 02, or 03 are entered, then enter a milepost number in Box 13.

School parking lots and driveways as well as any land owned and maintained by a governing body are to be included. Example: an elementary school would be code 08, a county college would be code 06 and a state college would be code 04.

**Note:** Toll roads, Palisades Interstate Parkway, Interstate Bridges Commissions are identified as 03

## BOX 100- ROAD CHARACTER

### ROAD CHARACTER

- 01 - Straight and Level
- 02 - Straight and Grade
- 03 - Straight at Hillcrest
- 04 - Curve and Level
- 05 - Curve and Grade
- 06 - Curve and Hillcrest

Select the roadway characteristic that best describes the roadway at the location of the crash.

This data is used to determine sight distance from an engineering point of view and should describe the alignment of the road.

### **BOX 101- ROAD SURFACE TYPE**

#### **ROAD SURFACE TYPE**

- 01 - Concrete
- 02 - Blacktop
- 03 - Gravel
- 04 - Steel Grid
- 05 - Dirt

Road Surface Type refers to the physical makeup of the road, at the location of the crash. Examples include:

**Concrete** - Portland cement concrete

**Blacktop** - Bituminous concrete (asphalt), including chip road sealing (oil and stone) and macadam

**Other** - Must be noted in Box 135; e.g.: cobblestones wood (bridge decks), steel construction plates, etc.

### **BOX 102-ROAD SURFACE CONDITION**

#### **ROAD SURFACE CONDITION**

- 01-Dry
- 02-Wet
- 03-Snowy
- 04-Icy
- 05-Slush
- 06-Water (Standing/moving)
- 07-Sand
- 08-Oil

Identify the road surface, at the time of the crash.

Include foreign substances such as vehicle fluids that were present prior to the crash as "Other" and must be listed in Box 135.

Oil includes all petroleum products.

Only enter one choice.

### **BOX 103-ENVIRONMENTAL CONDITION**

#### **ENVIRONMENTAL CONDITION**

- 01-Clear
- 02-Rain
- 03-Snow
- 04-Fog/Smog/Smoke
- 05-Overcast
- 06-Sleet/Hail/Freezing Rain
- 07-Blowing Snow/Sand/Dirt
- 08-Severe Crosswinds

Enter the weather condition at the time of the crash, which may be different from when you arrived at the scene.

Only enter one choice.

Additional comments in Box 135.

### **BOX 104- TOTAL NUMBER OF VEHICLES INVOLVED IN CRASH**

Enter the total number of vehicles involved in the crash. This total should correspond with the number of entries in Boxes 35 and 65 in the first page and additional NJTR-1 reports for the same crash. **A Pedestrian or Pedalcyclist is not counted in this number.**

## **BOX 105- CRASH TYPE**

### **CRASH TYPE**

#### **With other MV as first event**

- 01 Same Direction (Read-End)
- 02 Same Direction (Sideswipe)
- 03 Right Angle
- 04 Opposite Direction (Head on, Angular)
- 05 Opposite Direction (Side Swipe)
- 06 Struck Parked Vehicle
- 07 Left Turn/U-turn
- 08 Backing
- 09 Encroachment

#### **With below as first event**

- 10 Overturn
- 11 Fixed Object
- 12 Animal
- 13 Pedestrian
- 14 Pedalcycle
- 15 Non-fixed Object
- 16 Railcar/vehicle

Enter the number that most accurately describes the crash type.

This box describes the first event of the crash.

Encroachment is a situation where a vehicles' lane of travel is entered by another vehicle.

Examples are listed in the appendix.

## **BOXES 106 & 107 OVERSIZE/OVERWEIGHT PERMIT**

### **OVERSIZE/OVERWEIGHT PERMIT**

01-Yes

02-No

Commercial vehicles only, all other types of vehicles enter a dash (-).

Only to be completed in a commercial vehicle crash.

Select 01 if oversize/overweight permit has been issued by NJDOT.

## BOXES 108 & 109 VEHICLE TYPE

### VEHICLE TYPE

#### **Passenger Vehicles**

##### **01 – 19**

- 01 Pass Car/Station Wagon/Minivan
- 02 Passenger Van (< 9 seats)
- 03 Cargo Van (10,000 lbs or less)
- 04 Sport Utility Vehicle
- 05 Pickup
- 06 Recreational Vehicle
- 07 All Terrain Vehicle
- 08 Motorcycle
- 09 (Reserved)
- 10 Any Previous w/Trailer
- 11 Moped
- 12 Street Car/ Trolley
- 13 Pedalcycle
- 19 Other Passenger Vehicle

#### **Trucks**

##### **20 – 30**

- 20 Single Unit ( 2 axle)
- 21 Single Unit ( 3+ axle)
- 22 Light Truck with Trailer
- 23 Single Unit Truck with Trailer
- 24 Truck Tractor (Bobtail)
- 25 Tractor Semi-Trailer
- 26 Tractor Double
- 27 Tractor Triple
  
- 29 Other Truck
- 30 Bus/Large Van (seats 9 or more)

Indicate each vehicle involved by type.

**Passenger Vehicles: Less than 10,001 lbs. GCWR, or seats less than 9 passengers (GCWR=Gross Combination Weight Rating)**

**03 CargoVan**-Step Van, Full-size van.  
Example: FedEx

**04 Sport Utility** - utility vehicles. Examples:  
Ford Explorer, Chevy Blazer, GMC Envoy, Dodge Durango

**05 Pickup**- Includes open, rack body and pickup trucks

**06 Recreation Vehicle** - Vehicles used for recreational purposes only, e.g. travel trailers (Winnebago, Fleetwood, etc.)

**07 All Terrain Vehicles (ATV's)** with either 3, 4, 6 or more tires

**08 Motorcycle** - All motor-operated vehicles of the bicycle/tricycle type, except MOPED, ATVs

**11 Moped** - Pedal bicycle with helper motor (under 50cc)

## BOXES 110 & 111 VEHICLE USE

### VEHICLE USE

- 01 - Personal
- 02 - Business/Commerce
- 03 - Government
- 04 - Responding to  
Emergency
- 05 - Machinery in Use

**Personal:** Any vehicle being operated for personal use.

**Business/Commerce:** Any vehicle being operated for private business, commerce or hire.

**Government:** Any vehicle being operated for governmental use.

**Responding to Emergency:** Operation of any motor vehicle in response to an emergency. (see note on page 8)

**Machinery in Use:** e.g., Snow plow with the plow down and actively engaged in the removal of snow; forklift with a load, or any motor vehicle not being utilized as a "vehicle in transport".

## BOXES 112 & 113 SPECIAL FUNCTION VEHICLES

### SPECIAL FUNCTION VEHICLES

- 01 Work Equipment
- 02 Police
- 03 Military
- 04 Fire/Rescue
- 05 Ambulance
- 06 Taxi/Limo
- 07 Vehicle used as school bus
- 08 Vehicle used as "other" bus
- 09 School bus
- 10 Transit Bus
- 11 Other Bus
- 12 Vehicle used as Snowplow
- 13 Vehicle towing another  
vehicle

Enter the appropriate number to further describe the special function or how the vehicle was being used at the time of the crash, otherwise enter a dash (-).

**01 Work Equipment:** Any equipment not in transport, actively being used in its designed or intended purpose.

**02 Police** – Any vehicle marked or unmarked police vehicle.

**04 Fire/Rescue** - Includes Mobile Intensive Care Units (non-transport) vehicles.

**05 Ambulance** – Any vehicle used for victim transport.

**06 Taxicab/Limo** - Any passenger vehicle used for transportation of passengers for hire (usually with "livery" or "taxicab" plates)

**07 Vehicle Used as school bus**-vehicle used to/from transport students and/or faculty to a school activity in an official capacity

**08 Vehicle used as "other" bus**- any other vehicle with non-bus configuration used to transport passengers

**09 School Bus** - Any school vehicle: passenger car, minibus (8-16 passenger) or full size bus with school registration S-1 or S-2 type plates.

**10 Transit Bus** - Commercial Vehicle used for transport of passengers (non-school). Includes vehicles registered as an "Omnibus"

**11 Other Bus** -special use vehicles, i.e. private coaches.

**12 Vehicle used as Snow plow**- Plow is down and the vehicle is actively being used to clear the roadway of snow or slush.

**13 Vehicle towing another vehicle:** Includes but not limited to tow trucks

## BOXES 114 & 115 CARGO BODY TYPE (Commercial Vehicle Only)

### CARGO BODY TYPE

- 01 Bus (9-15 seats)
- 02 Bus greater than 15 seats
- 03 Van/Enclosed Box
- 04 Cargo Tank
- 05 Flatbed
- 06 Dump
- 07 Concrete Mixer
- 08 Auto Transporter
- 09 Garbage/Refuse
- 10 Hopper (grain/gravel/chips)
- 11 Pole Trailer
- 12 Intermodal Chassis
- 13 No Cargo Body

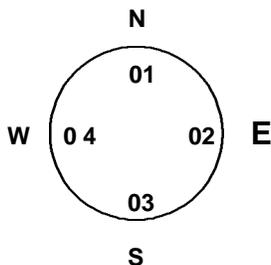
Enter the Cargo Body Type of the vehicle described in boxes 115 and 116, only if they are considered commercial vehicles, otherwise enter a dash (-).

#2 (van/enclosed box) includes any type of CMV, trailer or semi-trailer with an enclosed box.

#5 Flatbed (Truck/trailer)

#12 Intermodal Chassis: Marine, rail terminal equipment as well as over the road equipment where different size intermodal containers are securely placed upon the transport vehicle (i.e. chassis) for transportation to/from destinations. A chassis is the frame on wheels that an intermodal container is secured to for transport by a truck

## BOXES 116-117 DIRECTION OF TRAVEL OF VEHICLES



The direction of travel of the vehicles should **normally** be recorded as the nominal direction as posted on road signs or identified on maps, **i.e.:** straight-line diagrams for the street where the crash occurred.

Even though a north-south road may actually run east-west for a segment, the direction should not change for reporting purposes. **If a vehicle is traveling in the wrong direction (i.e. northbound in a southbound lane) enter the actual direction of travel of the errant vehicle.**

When a vehicle is backing on a roadway, its direction of travel is opposite the nominal direction, **then the direction it was actually moving, not necessarily the direction it was facing, is the nominal direction.**

When a vehicle is parked, indicate the direction the front vehicle was facing prior to the crash.

**DO NOT ENTER THE LETTERS (N.S.E.W.)**

**NOTE: Only enter one choice. e.g.: Do not enter 0102 for northeast!**

**BOX 118 A & B & 119 A & B - APPARENT CONTRIBUTING CIRCUMSTANCES**

**Apparent Contributing Circumstances**

**Human/ Driver Actions 01 – 29**

- 01 Unsafe Speed
- 02 Driver Inattention\*
- 03 Driver Failed to Obey Traffic Control Device
- 04 Driver Failed to Yield Right of Way to Vehicle/Pedestrian
- 05 Improper Lane Change
- 06 Improper Passing
- 07 Improper Use/Failed to Use
- 08 Improper Turning
- 09 Following Too Closely
- 10 Backing Unsafely
- 11 Improper use/no lights
- 12 Wrong Way
- 13 Improper Parking
- 14 Failure to Keep Right
- 25 None
- 29 Other Driver/Pedalcyclist Action

**Vehicle Factors 31 – 49**

- 31 Defective Lights\*
- 32 Brakes\*
- 33 Steering\*
- 34 Tire \*
- 35 Wheels\*
- 36 Windows/Windshield\*
- 37 Mirrors\*
- 38 Wipers\*
- 39 Vehicle Coupling/Hitch/Safety Chains\*
- 49 Other Vehicle Factor

**Road/Environmental Factors 51 – 69**

- 51 Road Surface Condition\*
- 52 Obstruction/Debris on Road\*
- 53 Ruts, Holes, Bumps\*
- 54 Traffic Control Device\* Defective/Missing\*
- 55 Improper Work Zone\*
- 56 Physical Obstruction(s) (viewing, etc)\*
- 57 Animal(s) in Roadway\*
- 58 Improper/Inadequate Lane Markings\*
- 59 Sun Glare\*
- 69 Other Roadway Defects

The Investigator should determine the most prominent factor(s) contributing to the crash, even if a summons is not issued. Select up to two choices for each driver, but only one is required as a minimum.

Although it may seem that alcohol involvement may be included in boxes 118 & 119 and may have contributed to the crash, other factors such a speed, failure to yield, road deficiencies or other improper driving actions may be the **PROXIMATE (actual)** cause of the crash.

A determination should be made based on the crash investigation. Statistical data is gathered from this section to study the cause and effect of crashes. For example, if a vehicle was involved in a crash and the road or environmental conditions listed in boxes 102 and 103 were icy or snow covered, you may enter 01 (unsafe speed) even if a summons is not issued.

**Do not use “25 None” for all vehicles.** There is always an apparent contributing circumstance for one or all of the vehicles in a multi-vehicle crash.

Any selection marked with an asterisk (\*) under Apparent Contributing Circumstances and any selection using “other” must be further explained in box 135.

**CONTRIBUTING CIRCUMSTANCES (continued)**

**Pedestrian Factors 71-89**

- 71 Failed to obey Traffic control Device
- 72 Crossing where prohibited
- 73 Dark clothing/Low visibility to driver
- 74 Inattentive\*
- 75 Failure to yield Right of Way
- 76 Walking on wrong side of road
- 77 Walking in road when sidewalk is present
- 78 Running/Darting Across Traffic
- 85 None
- 89 Other Pedestrian Factors

## **BOXES 120 & 121 – APPARENT PHYSICAL STATUS**

### **APPARENT PHYSICAL STATUS**

- 00 Unknown
- 01 Apparently Normal
- 02 Alcohol Use
- 03 Drug Use (Illicit)\*
- 04 Medication\*
- 05 Alcohol and Drug Use\*
- 06 Physical Handicaps
- 07 Illness
- 08 Fatigued
- 09 Fell Asleep

Indicate the physical status of the operator, pedalcyclist, pedestrian, **immediately before the crash.** If unknown, place a zero-zero (00) in box 120 or 121

**06 Physical Handicaps** may include:

- Severe Vision or Hearing Impairments
- Deafness or Blindness
- Leg/Foot/Arm or Hand Amputation

When illicit drugs (03-Drug Use), prescriptions (04-Medication), and/or combinations of alcohol and drugs (05-Alcohol and Drug Use) are identified, describe by name or type of the drug/medication in box 135.

## **BOXES 122 & 123 – CELL PHONE IN USE**

Indicate if the operator, pedestrian or pedalcyclist was using cell phone at the time of the crash. Enter "01" if it was a handheld cell phone, "02" for a hands free cell phone. Enter a dash (-) in each box if it does not apply.

## BOXES 124 & 125- PRE-CRASH ACTION

### **Vehicle/Pedalcyclist Action (01-29)**

- 01 Going Straight Ahead
- 02 Making Right Turn (not turn on red)
- 03 Making Left Turn
- 04 Making U Turn
- 05 Starting From Parking
- 06 Starting In Traffic
- 07 Slowing or Stopping
- 08 Stopped In Traffic
- 09 Parking
- 10 Parked
- 11 Changing Lanes
- 12 Merging/Entering Traffic Lane
- 13 Backing
- 14 Driverless/Moving
- 15 Passing
- 16 Negotiating Curve
- 17 Driving on Shoulder
- 18 Right Turn on Red Signal
- 29 Other Veh/Cyclist Action\*

### **Pedestrian Action (31-49)**

- 31 Pedestrian Off Road
- 32 Walking To/From School
- 33 Walking/Jogging On Road W/Traffic
- 34 Walking/Jogging On Road Against Traffic
- 35 Playing In Road
- 36 Standing/Lying/Kneeling In Road
- 37 Getting On Or Off Vehicle
- 38 Pushing Or Working On Vehicle)
- 39 Other Working In Roadway
- 40 Approaching Or Leaving School Bus
- 41 Coming From Behind Parked Vehicle
- 42 (reserved)

### **At Intersection**

- 43 Crossing At "Marked" Crosswalk
- 44 Crossing At "Unmarked" Crosswalk

### **At Mid-Block**

- 45 Crossing At "Marked" Crosswalk
- 46 Crossing/Jaywalking
- 49. Other Pedestrian Action\*

These boxes are used to describe pre-crash actions for vehicles that had contact with another vehicle, pedestrian, or pedalcyclist.

Bicycles are considered vehicles.

Write the pedestrian's identification in boxes 26 and 56. **Do not list the driver's license number in boxes 32 and 62 for pedestrians.**

A motorized wheelchair is not regulated as a motor vehicle and must be reported as a PEDESTRIAN.

**12 Merging/Entering Traffic Lane-** Crashes associated when two lanes merge into one, (i.e., acceleration or deceleration merges). This does not include "05-Starting From Parking".

**14 Driverless/Moving-** i.e., if a vehicle rolls out of a parking space, when a driver is ejected or exits, and the vehicle continues in motion

(43-46) Definitions for crosswalks may be found in NJSA 39:1-1.

## BOXES 126 AND 127- TRAFFIC CONTROLS

### TRAFFIC CONTROLS

- 01 Police Officer
- 02 Railroad, Watchman.  
Gates, etc.
- 03 Traffic Signal
- 04 Lane Markings
- 05 Channelization-Painted
- 06 Channelization-Physical
- 07 Warning Signal
- 08 Stop Sign
- 09 Yield Sign
- 10 Flagman
- 11 No Control Present
- 12 Flashing Traffic Control
- 13 School Zone  
(Signs/Flashing)
- 14 Adult School Crossing  
Guards

Make one selection for each vehicle involved in the crash. The particular traffic control device regulating the flow of traffic may be in proximity to the point of impact.

**01 Police Officer** Includes Special Law Enforcement Officer, Fire Police, and anyone with Title 40 responsibilities or that is allowed to stop traffic.

**02 RR, Watchman, Gates, etc.** - Includes all traffic control devices at railway grade crossings.

**03 Traffic Signal** - Includes any Red/Amber/Green type beacons or other signal devices used for stop and go to include metering and pedestrian signals.

**04 Lane markings** - Refers to lines separating the traveled portion from the shoulder, turning lanes and passing zones.

**05 Channelization- Painted** - A series of painted cross-hatching and lane lines, which indicate movement restrictions. Includes exit ramp markings.

**06 Channelization- Physical** - Includes "Jersey" barrier, traffic cones or similar devices such as construction barrels, physical curbing, and concrete islands.

**07 Warning Signals** - An Amber/Red flashing signal or any other electrically powered warning device.

**10 Flagman** - Includes all traffic-directors in work zones.

**12 Flashing Traffic Control**- A traffic signal that is placed into the flash mode.

**14 Adult School Crossing Guards**- Does not include school safety patrols.

**BOXES 128 “a” through “d” & 129 “a” through “d” - SEQUENCE OF EVENTS**

(select up to 4 for each vehicle)

**SEQUENCE OF EVENTS**

**Non-Collision 01 – 19**

01 Overturn/Rollover  
02 Fire/Explosion  
03 Immersion  
04 Jackknife  
05 Ran Off Road- Right  
06 Ran Off Road- Left  
07 Cross Median/Centerline  
08 Downhill Runaway  
09 Cargo/Equip Loss or Shift  
10 Separation of Units  
11 Fell/Jumped From MV  
12 Thrown/Falling Object  
13 Equipment Failure (blown tire, brake failure etc.)  
19 Other Non-Collision

**Collision w/Person, MV or Non-Fixed Object 21– 39**

21 Pedalcyclist  
22 Pedestrian  
23 **Train/Trolley/Other Railcar**  
24 Deer  
25 Other Animal  
26 MV in Transport  
27 MV in Transport, Other Roadway  
28 Parked MV  
29 Work Zone/Maintenance Equipment  
30 Struck By Object Set in Motion By MV  
39 Other Non-Fixed Object

**Collision w/Fixed Object 41 - 69**

41 Impact Attenuator/Crash Cushion  
42 Bridge Overhead Structure  
43 Bridge Pier or Support  
44 Bridge Parapet End  
45 Bridge Rail  
46 Guardrail Face  
47 Guardrail End  
48 Concrete Traffic Barrier  
49 Other Traffic Barrier  
50 Traffic Sign Support  
51 Traffic Signal **Standard**  
52 **Utility Pole**  
53 **Light Standard**  
54 Other Post, Pole, Support  
55 Culvert  
56 Curb  
57 Ditch  
58 Embankment  
59 Fence  
60 Tree  
61 Mailbox  
62 **Fire Hydrant**  
69 Other Fixed Object

The sequence of events identifies the beginning of a crash and all subsequent actions.

Determine the sequence of events by answering the question **“What did the vehicle come in contact with?”**

These details will describe what happened.

If vehicle 1 runs off the road, hits a parked car (vehicle 2) and then a utility pole, the report should be filled out as follows:

Vehicle 1	Vehicle 2
128a - 05	129a - 26
128b - 28	129b - (-)
128c - 52	129c - (-)
128d - (-)	129d - (-)

If Vehicle 1 hits Vehicle 2 coming in the opposite direction, then hits a curb, then hits a tree. Vehicle 2 is hit by vehicle 1, hits pedalcyclist, and then hits a traffic sign support, the report should be filled out as follows:

Vehicle 1	Vehicle 2
128a - 26	129a - 26
128b - 56	129b - 21
128c - 60	129c - 50
128d - (-)	129d - (-)

If you use “19-Other non-collision” or “39-other non-fixed object” or “69-other fixed object”, explain in box 135.

**10 Separation of Units: e.g., a trailer separating from the tractor, a vehicle disconnecting from a tow truck, a container separating from the intermodal chassis**

**12 Thrown/Falling Object: An object striking a motor vehicle in transport. e.g., ice falling from a bridge, rocks falling from a ledge (Not “09-Cargo/Equipment Loss or Shift”)**

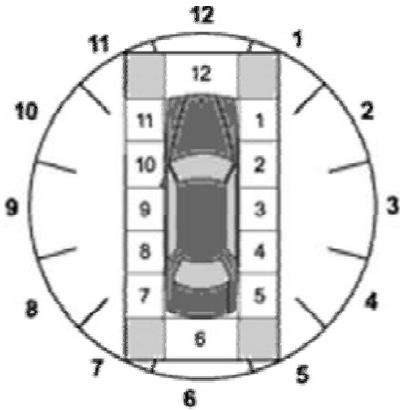
**23 Train/Trolley/Other Railcar (includes light rail, trains, and trolleys):** Where the train/trolley/railcar was involved in a crash with a motor vehicle, pedestrian or pedalcyclist while the Train/Trolley/Other Railcar is on rails within the right of way of the roadway and not situated on rails within it’s own right of way. This includes at-grade crossings and rail lines running in a roadway. It does not include crashes where a train strikes a motor vehicle, pedestrian or pedalcyclist entirely within the right of way of the rail line and not at an at-grade crossing.

**26 (MV in Transport):** Is the state or condition of a vehicle when it is in use primarily for moving persons or property (including the vehicle itself), from one place to another and it is in motion; or in readiness for motion; but not parked

**27 (MV in Transport, Other Roadway):** Use in cases where a motor vehicle leaves the road and strikes a vehicle on a second road e.g., a vehicle running off a bridge and striking another vehicle on the road below.

**BOXES 130, 131, 132 & 133- VEHICLE IMPACT**

Enter the **INITIAL POINT OF IMPACT**, the point where the contact first began between two vehicles, a vehicle and trees, a vehicle and a pedestrian, etc.



- |                   |
|-------------------|
| 13- ROOF          |
| 14- UNDERCARRIAGE |
| 15- OVERTURNED    |
| 17- NONE VISIBLE  |

Enter the area of **PRINCIPAL DAMAGE** which is the area that was most damaged. Use the clockpoint diagram to identify the area of initial impact and principal damage.

Example below: Vehicle #1 was struck in the rear by Vehicle #2. Vehicle #1 sustained no damage. Vehicle #2 sustained damage to the front of the vehicle.

	<b>INITIAL IMPACT 130</b>	<b>PRINCIPAL DAMAGE 131</b>
<b>VEH. 1</b>	<input type="text" value="06"/>	<input type="text" value="17"/>
	<b>132</b>	<b>133</b>
<b>VEH. 2</b>	<input type="text" value="12"/>	<input type="text" value="12"/>

### BOX 134- CRASH DIAGRAM

Indicate north by placing an arrow in the circle at the upper left corner of box 134. Draw each vehicle and number accordingly to correspond with boxes 23/53. Indicate the roadway boundaries, crossings, pavement markings, traffic controls, view obstructions and intersections related to the crash. If any vehicles were moved prior to your arrival, draw a representative diagram based on your investigation and indicate in box 135 that the vehicles were moved prior to your arrival. **Include the pre-crash, crash and post crash positions of the vehicles on the diagram if possible. This can be accomplished on one diagram by depicting the vehicles along their path or on separate diagrams, depending on the investigator's preference.** Use form NJTR-1B (supplemental sheet) in lieu of box 134 on form NJTR-1 in cases of serious injury or fatalities, or as applicable.

### ALL REPORTS REQUIRE A DIAGRAM

### BOX 135- CRASH DESCRIPTION

At a minimum describe the following 3 basic elements:

**First:** An outline of the physical facts involved in the crash

**Second:** A summary of the accounts from all operators, pedestrians and witnesses

**Third:** An objective evaluation statement by the investigator concerning his/her conclusions

Also explain any entries that had asterisk information identified throughout the form. Include pedestrian or pedalcyclist clothing worn at the time of the crash. Note any photos taken.

Use form NJTR-1A (supplemental sheet) if required.

### BOX 136- DAMAGE TO OTHER PROPERTY

List all other property damage that occurred as a result of the crash not including the vehicles involved (i.e., fences, lawns, fire hydrants, etc.). List the property owner's name and address, along with the description of the property that was damaged. Use identifiers where applicable.

### BOXES 137 & 139- CHARGE

Enter the number from boxes 23/53 of the person who received a summons and list the most serious charge by statute number. List only the most serious charge for each person. When there are multiple charges against a person, check the "Multiple Charges" box and list all additional charges in box 135.

**BOXES 138 & 140- SUMMONS NUMBER**

Enter the summons number for the charge listed in boxes 137 & 139. When there are multiple summonses issued, list the summons numbers adjacent to the additional charges in box 135.

**BOX 141-OFFICER'S SIGNATURE**

The investigating officer MUST sign or electronically enter his/her name or the report is not valid.

**BOX 142- BADGE NUMBER**

The investigating officer MUST enter his/her badge number.

**BOX 143 - REVIEWED BY**

The officer who reviews the report should check for accuracy, proper content and completeness then enter their initials in this box along with his/her badge number.

The reviewed reports should be forwarded to the jurisdiction's Custodian of Records. All reportable crash reports are to be submitted to NJDOT, as required by statute or regulation.

Refer to the NJDOT webpage for the current mailing address, protocols and other relevant information.

[WWW.STATE.NJ.US/TRANSPORTATION/REFDATA/ACCIDENT/POLICERES/SHTM](http://WWW.STATE.NJ.US/TRANSPORTATION/REFDATA/ACCIDENT/POLICERES/SHTM)

**BOX 144 – CASE STATUS**

Choose either pending or complete based on your department's standard operating procedures. A submitted pending report can be updated to complete status with a change report.

# NJDOT NJTR-1 PROTOCOL

## Non-Fatal Crash Reporting

A non-Fatal reportable crash (NJTR-1) needs only to be mailed to NJDOT (See address below) within 5 days in accordance with State Statute Title 39. None to Motor Vehicle Commission or State Police.

### Fatal Crash Reporting

1. Local Police Dept & medical examiner do preliminary crash investigation.
2. Local Police Send NLETS Teletype Message (Incident report) to State Police Fatal Unit within 24 hours on **all** Fatal crashes-
3. Mail a copy of NJTR-1 only to, Motor Vehicle Commission, Fatal Accident Review Board and to NJDOT within 72 hours (whether complete or not):

A. NJTR-1 State copy → Motor Vehicle Commission                      Phone 609-292-8018  
Fatal Unit    Fax 609-341-3373  
225 East State Street  
PO Box 173  
Trenton NJ 08666

B. NJTR-1 State copy → New Jersey Department of Transportation  
1035 Parkway Avenue, CN 600  
Trenton NJ 08625  
Atten: Bureau of Safety Programs – Crash Records Unit  
  
Phone 609-530-3474                      Fax 609-530-3496

### NOTES:

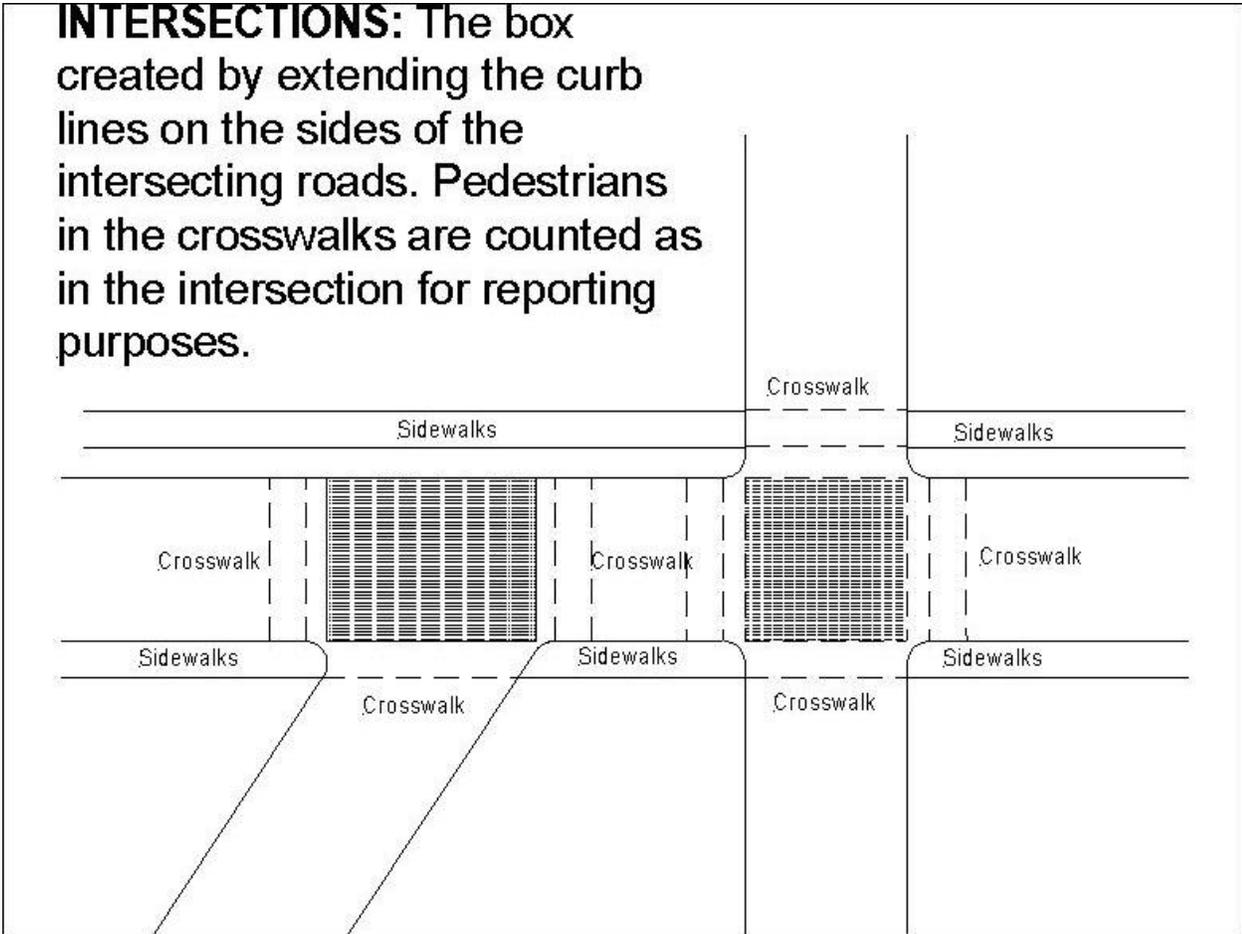
- I. If a crash appears prosecutable and there is concern about filling in Contributing **Circumstances** (Blocks 118 a & b & 119 a & b) the form can be submitted without filling in blocks 118 a & b & 119 a & b or enter “29 Other” and explain in the narrative that the investigation is still pending.
- II. Once the investigation is completed then submit a NJTR-1 “Change Report” with a copy of the Investigation Report or completed Crash Report to the Motor Vehicle Commission, NJDOT and State Police.

C. Photo Copy → NJSP – Division Headquarters                      **State Police Fatal Unit**  
FAI Unit    Phone 609-882-2000 Ext 2240  
PO Box 7068    Fax 609-883-0237  
West Trenton 08628

- State Police do their investigation
- A. State Police send report to DMV & Prosecutors.
  - B. Fatal Accident Review Board determines if administrative action is warranted.

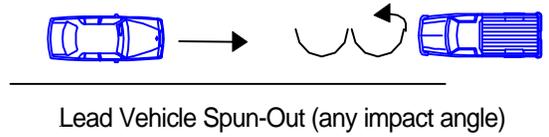
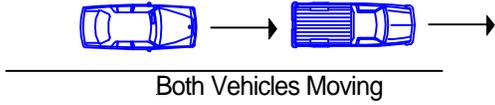
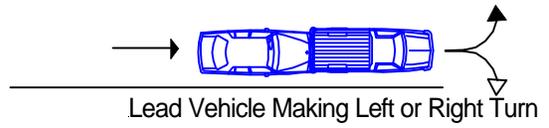
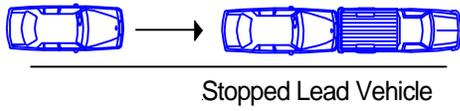
**Definition of an Intersection as per Title-39:1-1**

“Intersection” means the area embraced within the prolongation of the lateral curb lines or, if none, the lateral boundary lines of two or more highways that join one another at an angle, whether or not one such highway crosses another. The square in the center of the drawing below is an example of the area deemed to be an intersection. Any crash that occurs outside of the square of the intersection will have blocks 10 thru 22 (if applicable) completed at the top of the NJTR-1.

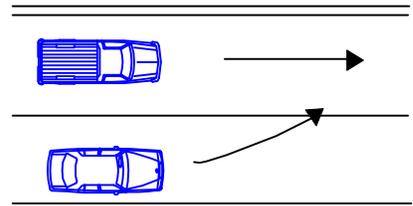
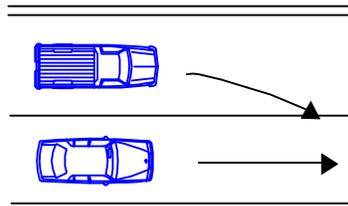
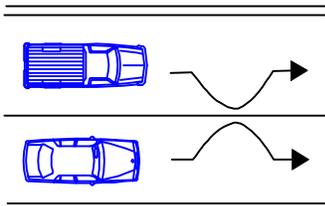


# **BOX 105- CRASH TYPE EXAMPLES**

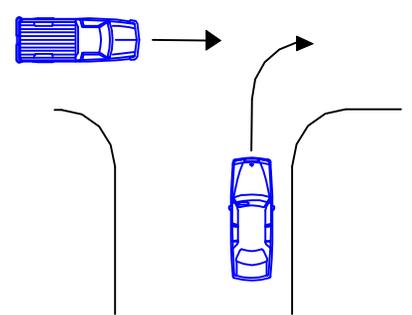
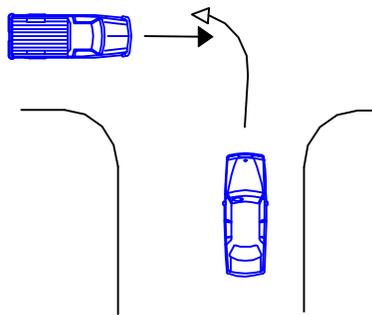
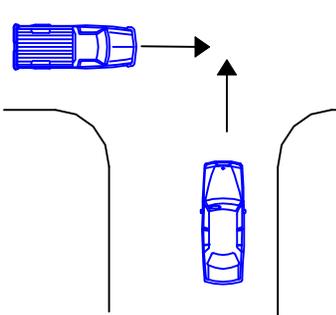
### 1) Same Direction, Rear End



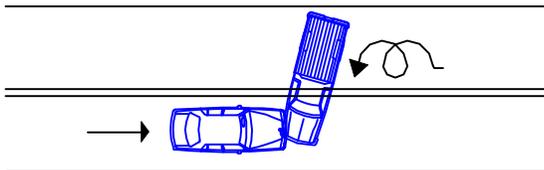
### 2) Side Swipe-Same Direction



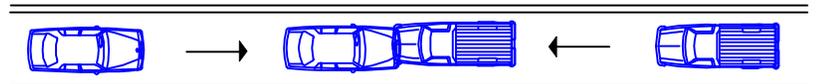
### 3) Right Angle



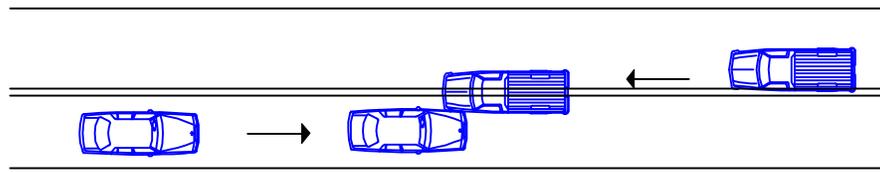
### 4) Opposite direction (head on/angular)



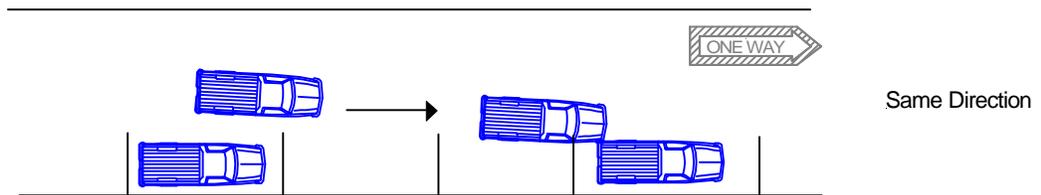
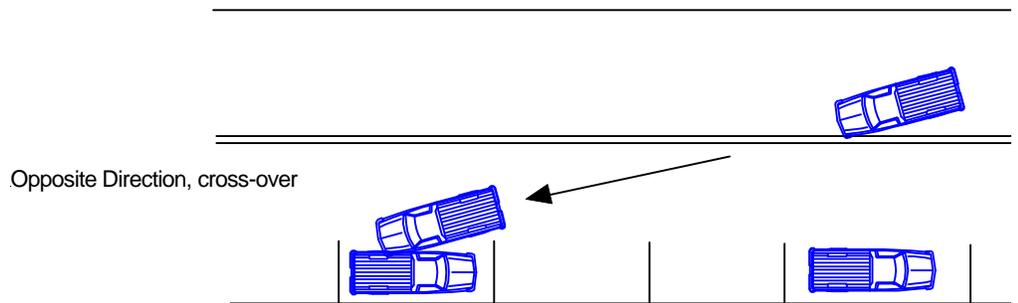
Opposite direction (head on)



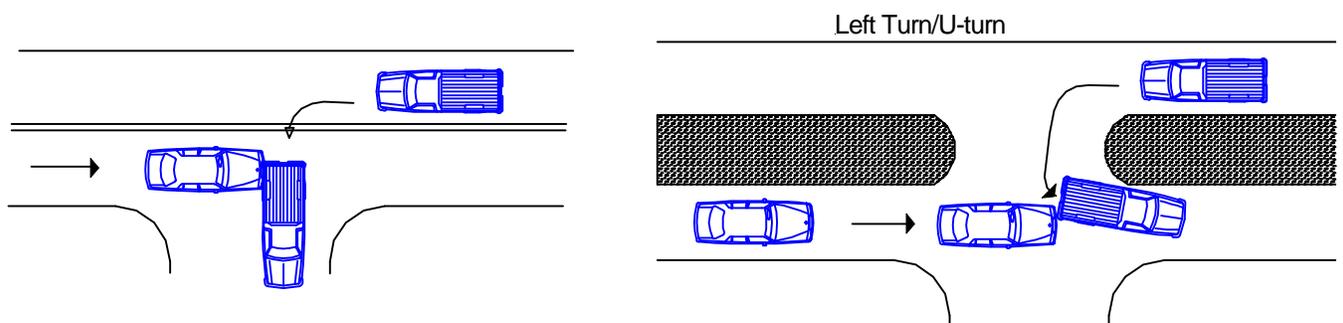
### 5) Opposite direction (side swipe)



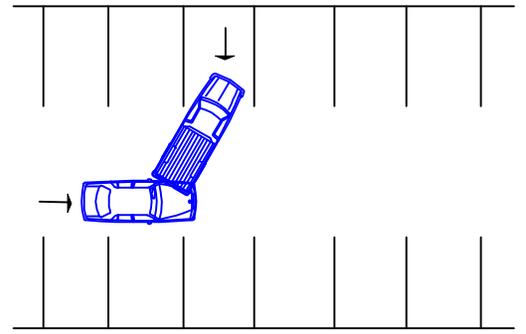
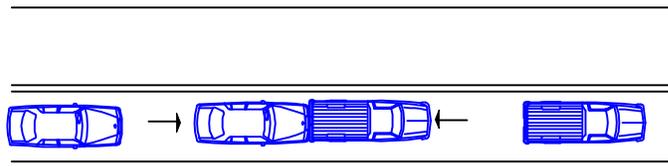
### 6) Parked Vehicle



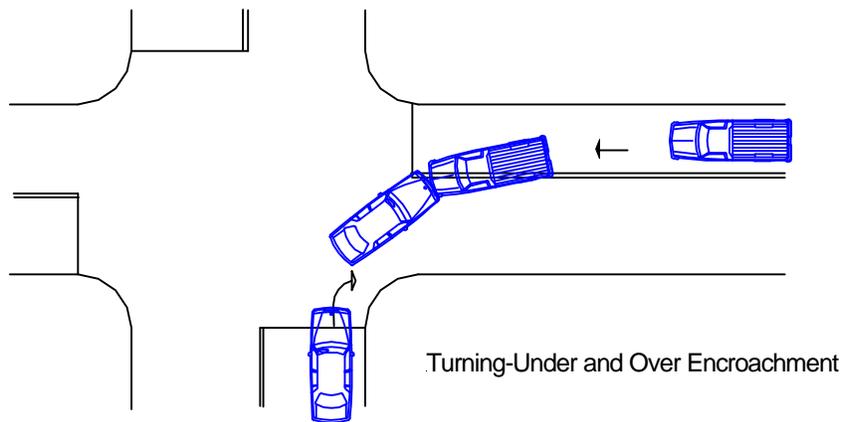
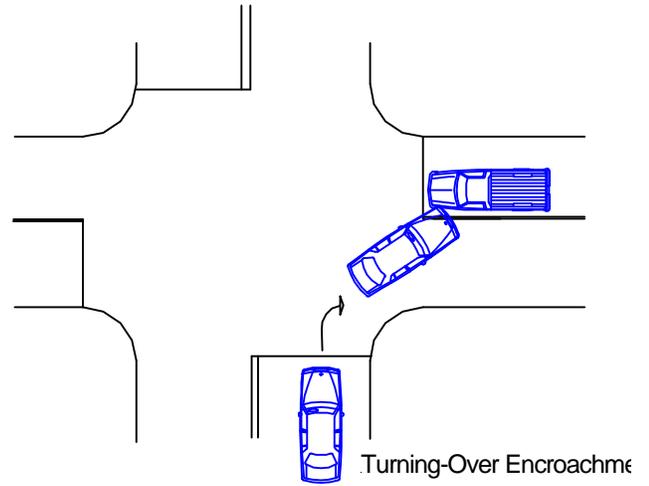
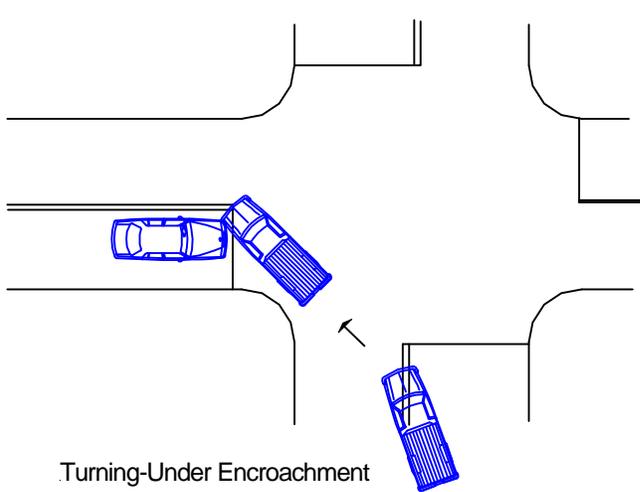
### 7) Left Turn/U-turn



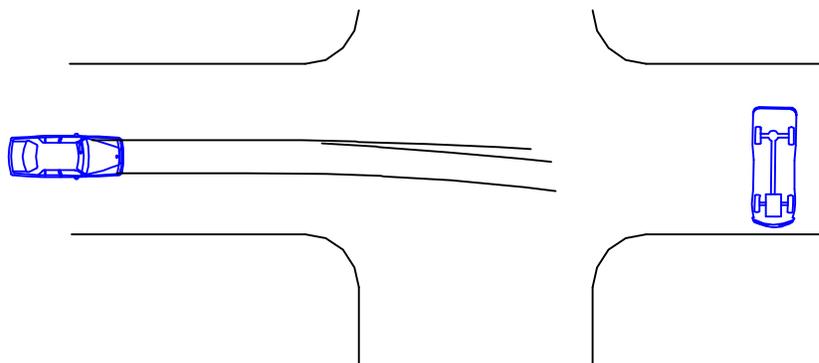
### 8) Backing



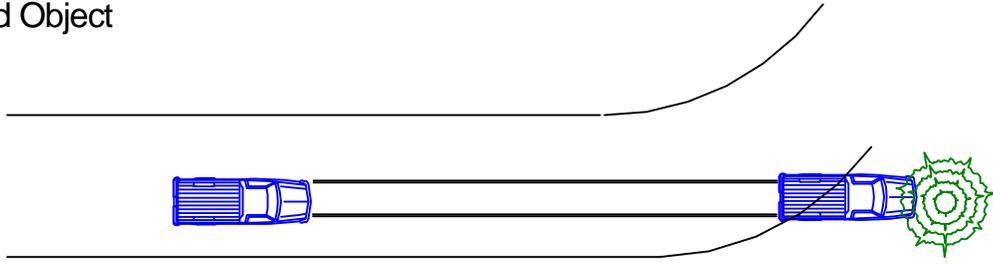
### 9) Encroachment



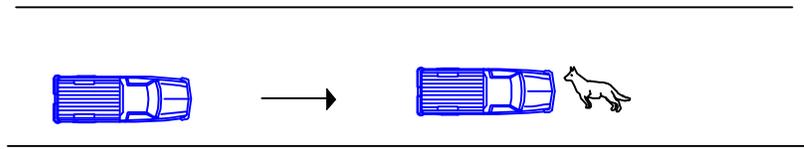
### 10) Overtaken



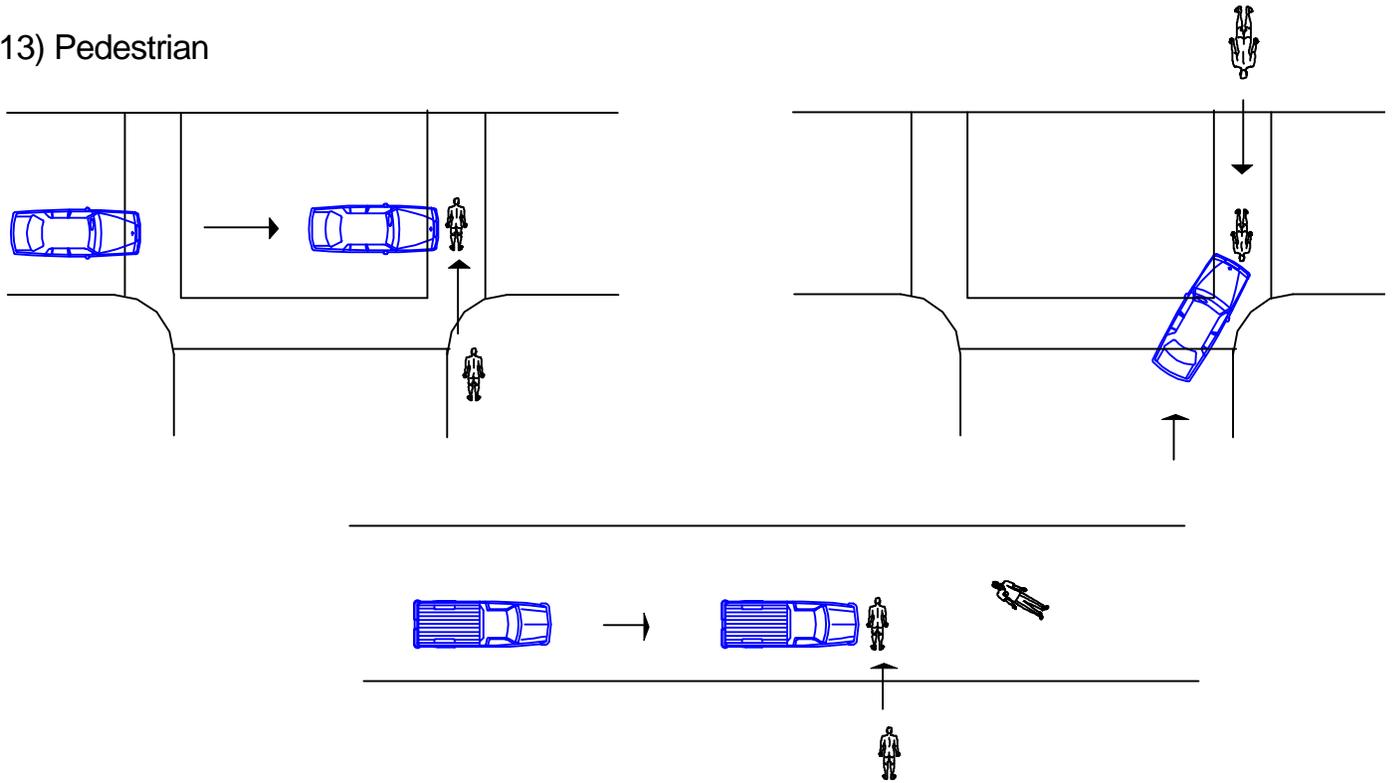
11) Fixed Object



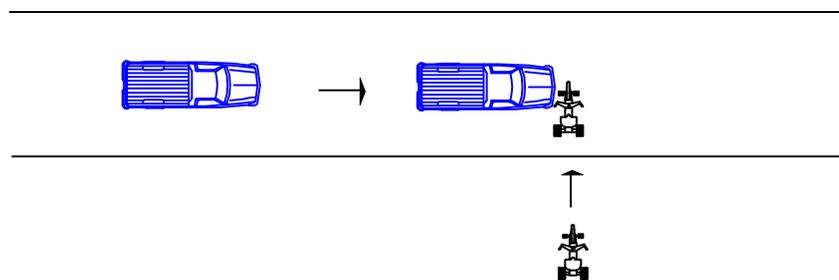
12) Animal



13) Pedestrian



14) Pedacycle

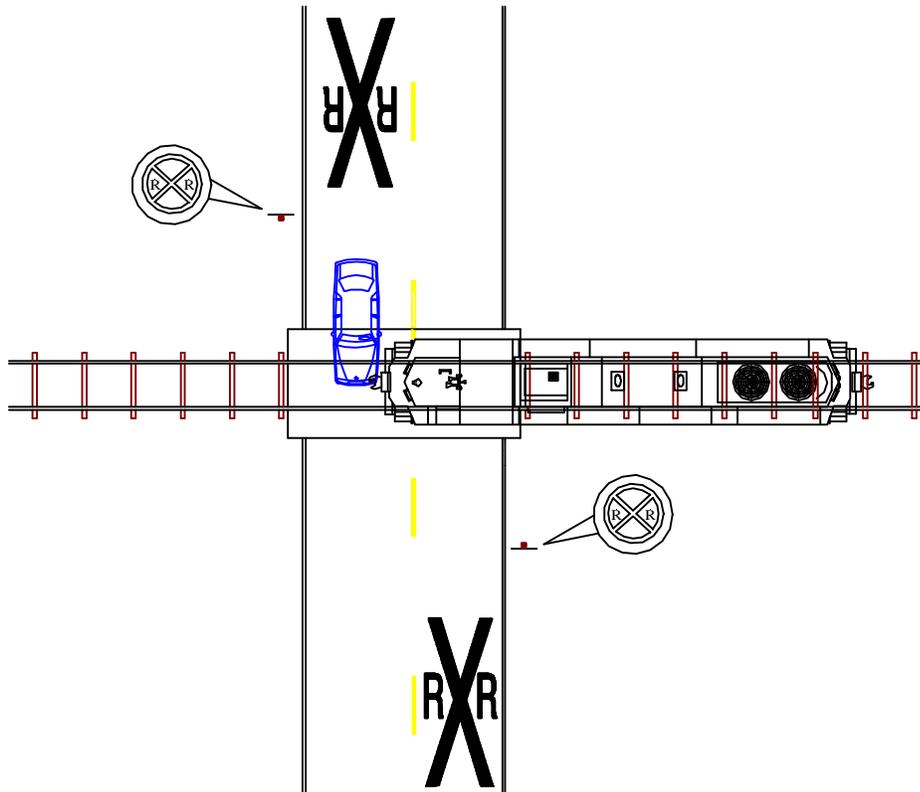


### 15) Non-Fixed Object



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### 16) Railcar/Vehicle



## SELECTED DEFINATIONS FROM THE MANUAL ON CLASSIFICATION OF MOTOR VEHICLE TRAFFIC ACCIDENTS (ANSI-1996)

### 2 Definitions

2.1.1 **person:** A person is any living human. Within the context of this manual, a fetus is considered to be part of a pregnant woman rather than a separate individual. After death, a human body is not considered to be a person.

2.1.2 **property:** Property is any physical object other than a person.

Inclusions:

- Real property, personal property
- Animals  wild or domestic
- Signs, guard rails, impact attenuators
- And others

2.1.3 **transport device:** A transport device is any device designed primarily for moving persons or property along with the device itself from one place to another, except (1) a weapon, (2) a device used primarily within the confines of a building and its premises, or (3) a human-powered non-motorized device not propelled by pedaling.

Inclusions:

- Airplane
- Helicopter
- Hovercraft
- Ship
- Submarine
- Train
- Boxcar
- Caboose
- Snowmobile
- Automobile (See 2.2.12.)
- Bus (See 2.2.10.)
- Truck (See 2.2.13-2.2.26.)
- Trailer (See 2.2.15.)
- Semitrailer (See 2.2.17.)
- Motorcycle (See 2.2.9.)
- Bicycle
- Moped (See 2.2.9.4.)
- And others

Exclusions:

- \_\_\_\_\_ Devices not designed primarily for moving persons or property, such as construction machinery, farm or industrial machinery, snow plows, army tanks, etc.
- \_\_\_\_\_ Devices which do not move from one place to another, such as pipelines, elevators, escalators, ski lifts, conveyor belt systems, etc.
- \_\_\_\_\_ Weapons, such as guns, torpedoes, etc.
- \_\_\_\_\_ Devices used primarily within buildings and their premises, such as fork lifts in factories or lumber yards, motorized baggage trucks in railroad stations, etc.
- \_\_\_\_\_ Human-powered non-motorized devices not propelled by pedaling, such as skis, scooters, roller skates, baby carriages, etc.

2.1.4 **transport vehicle:** A transport vehicle consists of one or more devices or animals and their load. Such devices or animals must include at least one of the following:

- 1) a transport device, or a unit made up of connected transport devices, while idle or in use for moving persons or property from one place to another.
- 2) an animal or team of animals while in use for moving persons or property other than the animal or team itself from one place to another, or
- 3) a movable device such as construction, farm, or industrial machinery outside the confines of a building and its premises while in use for moving persons, the device itself, or other property from one place to another. If such a device or animal has a load, the load is part of that transport vehicle. Loads include:

- \_\_\_\_\_ persons or property upon, or set in motion by, the device or animal
- \_\_\_\_\_ persons boarding or alighting from the device or animal
- \_\_\_\_\_ persons or property attached to and in position to move with the device or animal. If the load upon a transport device includes another transport device, the entire unit including the load is considered to be a single transport vehicle.

Inclusions:

**1) Transport Devices**

- \_\_\_\_\_ Airplane towing a sailplane
- \_\_\_\_\_ Tugboat pushing a barge
- \_\_\_\_\_ Boxcar coupled to a caboose
- \_\_\_\_\_ Truck tractor towing a semi trailer and a trailer (See 2.2.21.)
- \_\_\_\_\_ Automobile towing a person on skates, skateboard or bicycle
- \_\_\_\_\_ Snowmobile towing a skier
- \_\_\_\_\_ Automobile towing another automobile
- \_\_\_\_\_ And others

**2) Animals**

- \_\_\_\_\_ Horse and rider
- \_\_\_\_\_ Dog team drawing a sled
- \_\_\_\_\_ Team of horses drawing a sled
- \_\_\_\_\_ Burro carrying a load of firewood
- \_\_\_\_\_ Mule towing a boat on a canal
- \_\_\_\_\_ And others

### 3) Other Movable Devices

- \_\_\_\_\_ Road grader while traveling under its own power from a maintenance depot to a working place
- \_\_\_\_\_ Lawn mower while being ridden down a street under its own power
- \_\_\_\_\_ Farm tractor while pulling a wagon loaded with corn from a field to a storage place
- \_\_\_\_\_ Army tank while moving under its own power from a firing range to a motor ped.
- \_\_\_\_\_ And others

Exclusions:

#### 1) Transport Devices

- \_\_\_\_\_ Pickup truck while being used to power a saw
- \_\_\_\_\_ Dump truck while spreading its load
- \_\_\_\_\_ Tow truck while using its winch
- \_\_\_\_\_ Jeep while pulling a device picking up golf balls
- \_\_\_\_\_ Transit-mix concrete truck while discharging his load
- \_\_\_\_\_ Dump truck while plowing snow
- \_\_\_\_\_ And others

2.2.1 **traffic way:** A traffic way 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.

2.2.4 **railway vehicle:** A railway vehicle is any land vehicle that is (1) designed primarily for, or in use for, moving persons or property from one place to another on rails and (2) not in use on a land way other than a railway.

Inclusions:

- Street car on private way
- And others
- Street car operating on trafficway (See 2.2.8.)
  - And others

2.2.8 **other road vehicle:** An other road vehicle is any road vehicle other than a motor vehicle.

Inclusions:

- Animal-drawn vehicle (any type)
- Animal harnessed to a conveyance
- Animal carrying a person
- Street car (See 2.2.4.)
- Pedalcycle (See 2.2.27.)
- And others

2.2.15 **trailer:** A trailer is a road vehicle designed to be drawn by another road vehicle.

Inclusions:

- \_\_\_\_\_ Pole trailer (See 22.16)
- \_\_\_\_\_ Semi trailer (See 22.17.)
- \_\_\_\_\_ Full trailer (See 22.18.)

2.2.16 **pole trailer:** A pole trailer is a trailer designed to be attached to the towing road vehicle by means of a reach or pole, or by being boomed or otherwise secured to the towing road vehicle, and ordinarily used for carrying property of a long or irregular shapes such as poles,

pipes or structural members that are generally capable of sustaining themselves as beams between the supporting connections.

- 2.2.17 **semi trailer:** A semi trailer is a trailer, other than a pole trailer, designed for carrying property and so constructed that part of its weight rests upon or is carried by the towing road vehicle.
- 2.2.18 **full trailer:** A full trailer is a trailer, other than a pole trailer, designed for carrying property and so constructed that no part of its weight rest upon or is carried by the towing road vehicle. An auxiliary undercarriage assembly, commonly known as a converter dolly and consisting of a chassis, fifth wheel and one or more tow bars, is sometimes used to convert a semi trailer to a full trailer.
- 2.2.19 **single-unit truck:** A single-unit truck is a truck consisting primarily of a single motorized transport device. When connected to a trailer, such a device may be part of a truck combination (See 2.2.21)
- 2.2.20 **truck tractor:** A truck tractor is a motor vehicle consisting of a single motorized transport device designed primarily for drawing trailers.
- 2.2.21 **truck combination:** A truck combination is a truck consisting primarily of a transport device which is a single-unit truck or truck tractor together with one or more attached trailers.

Inclusions:

- \_\_\_\_\_ Truck tractor with semi trailer
- \_\_\_\_\_ Truck tractor with semi trailer and one or more full trailers
- \_\_\_\_\_ Single-unit truck with one or more full trailers
- \_\_\_\_\_ And others

- 2.2.23 **gross vehicle weight rating:** A gross vehicle weight rating is (1) a value specified by the manufacturer for a single-unit truck, truck tractor or trailer, or (2) the sum of such values for the units which make up a truck combination. In the absence of a gross vehicle weight rating, an estimate of the gross weight of a fully loaded unit may be submitted for such a rating.

- 2.2.27 **pedalcycle:** A pedalcycle is a non-motorized other road vehicle propelled by pedaling.

Inclusions:

- \_\_\_\_\_ Bicycle, tricycle, unicycle, pedalcar
- \_\_\_\_\_ And others

- 2.2.28 **roadway:** A roadway is 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 northbound and southbound traffic or for trucks and automobiles. See Figure 1.

Exclusions:

- \_\_\_\_\_ Bridle paths, tricycle parts
- \_\_\_\_\_ And others

- 2.2.32 **shoulder:** A shoulder is that part of a trafficway contiguous with the roadway for emergency use, for accommodation of stopped road vehicles, and for lateral support of the roadway structure.

2.2.34 **in transport:** The term “in transport” denotes the state or condition of a transport vehicle which is in motion or within the portion of a transport way ordinarily used by similar transport 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

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

2.2.35 **occupant:** An occupant is any person who is part of a transport vehicle.

2.2.36 **pedestrian:** A pedestrian is any person who is not an occupant.

2.2.37 **driver:** A driver is an occupant who is in actual physical control of a transport vehicle or, for an out-of-control vehicle, an occupant who was in control until control is lost.

2.2.38 **passenger:** A passenger is any occupant of a road vehicle other than its driver.

2.2.39 **pedalcyclist:** A pedalcyclist is any occupant of a pedalcyclist in transport.

2.2.40 **motorist:** A motorist is any occupant of a motor vehicle in transport.

2.2.41 **non-motorist:** A non-motorist is any person other than a motorist.

Inclusions:

- \_\_\_\_\_ Pedestrians
- \_\_\_\_\_ Occupants of motor vehicles not in transport
- \_\_\_\_\_ Disabled motor vehicle on a roadway
- \_\_\_\_\_ And others

2.2.43 **bikeway:** A bikeway is that part of a trafficway specifically designated as being open for pedalcycle travel or, where various classes of pedalcycle are segregated, that part of a trafficway open for a particular class. (See 2.2.28)

2.3.1 **injury:** An injury is bodily harm to a person.

Exclusions:

- \_\_\_\_\_ Effects of diseases such as strokes, heart attack, diabetic coma, epileptic seizure
- \_\_\_\_\_ And others

2.3.2 **fatal injury:** A fatal injury is any injury that results in death (See 3.1.3.)

2.3.3 **fatality:** A fatality is any death resulting from a fatal injury. (See 3.1.3.)

2.3.4 **incapacitating injury:** An incapacitating injury is any injury, other than a fatal injury, which prevents the injured person from walking, driving or normally continuing the activities the person was capable of performing before the injury occurred.

Inclusions:

- \_\_\_\_\_ Severe lacerations
- \_\_\_\_\_ Broken or distorted limbs
- \_\_\_\_\_ Skull or chest injuries

- Unconsciousness at or when taken from the accident scene
- Unable to leave the accident scene without assistance
- And others

Exclusions:

- Monetary unconsciousness
- And others

2.3.5 **non-incapacitating evident injury:** A non-incapacitating evident injury is any injury, other than a fatal injury or an incapacitating injury, which is evident to observers at the scene of the accident in which the injury occurred.

Inclusions:

- Lump on head, abrasions, bruises, minor lacerations
- And others

2.3.7 **damage:** Damage is harm to property that reduces the monetary value of that property.

Inclusions:

- Harm to wild animals, or birds, which have monetary value
- And others

Exclusions:

- Harm to wild animals, or birds, which have no monetary value
- Harm to a snowbank unless, for example, additional snow removal costs are incurred because of the harm
- Mechanical failure during normal operation, such as tire blowout, broken fan belt, or broken axle
- And others

2.4 Accidents

2.4.1 **harmful event:** A harmful event is an occurrence of injury or damage.

Inclusions:

Injury or damage resulting when a driver dies or loses consciousness because of a disease condition such as a stroke, heart attack, diabetic coma, or epileptic seizure. In such a case the immediate effect of the diseases, such as the driver's death or loss of consciousness is not itself considered to be a harmful event.

2.4.2 **deliberate intent:** Deliberate intent is the classification given to the cause of an event which occurs when a person acts deliberately to cause the event or deliberately refrains from prudent acts which prevent occurrence of the event.

Inclusions:

- Suicide
- Homicide
- Injury or damage purposely inflicted
- And others

Exclusions:

- Injury or damage beyond that which was intended
- And others

Examples:

- 1) When a driver intentionally kills or injures himself with a motor vehicle by driving it against a fixed object or into a body of water, for example, the driver's death or injury is a result of deliberate intent.
- 2) When a driver intentionally kills or injures another person with a motor vehicle, by running into a pedestrian for example, the death or injury is a result of deliberate intent.
- 3) When a driver intentionally causes damage with a motor vehicle, by ramming another vehicle, for example, the damage is a result of deliberate intent.

2.4.3 **legal intervention:** Legal intervention is a category of deliberate intent in which the person who acts or refrains from acting is a law-enforcing agent or other official.

Examples:

- 1) If a lawbreaker crashes either intentionally or unintentionally into a road block set up by police to stop him, the crash is considered a result of legal intervention. If a driver other than the lawbreaker crashes into the road block, the crash is not considered to be a result of legal intervention.
- 2) If a police car is intentionally driven into another vehicle, the crash is considered to result from legal intervention. If a lawbreaker being pursued by the police loses control of his vehicle and crashes, the crash is not considered to result from legal intervention unless the police intended that the lawbreaker crash.
- 3) If during the course of the pursuit, the police vehicle strikes a road vehicle other than the subject of the pursuit, a non-motorist, or property, then that harmful event is not legal intervention.

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

Exclusions:

Sets of events which are the result of deliberate intent or legal intervention

Examples:

- 1) If intentional acts cause injury or damage beyond that reasonably to be expected from the acts, the unexpected injury or damage is not the result of deliberate intent. There is, therefore, an unstabilized situation unless the contrary can be clearly established.
- 2) In a motor vehicle crash live electric wires fall on a motor vehicle, but there is no injury from the electric current while the occupants remain in the motor vehicle. The unstabilized situation ends with the occupants in a temporary position of safety. Any subsequent injury resulting from attempts by the occupants to leave the motor vehicle, or attempts by others to rescue the occupants is a part of a new unstabilized situation.
- 3) In a motor vehicle crash the occupants of the motor vehicle are carried or thrown into water, but there is no injury from the submersion and the occupants reach a temporary position of safety. At this point the unstabilized situation has ended. Any subsequent injury from attempts by the occupants to reach shore, or from attempts by others to rescue the occupants is part of a new unstabilized situation.

- 4) In a motor vehicle crash objects are loosened but remain in place until all persons are removed from danger from objects that might fall or roll. No property damage would result if the objects fell or rolled. This ends the unstabilized situation. Any subsequent injury attributable to the fall or roll of the loosened objects is not part of the original unstabilized situation.
- 5) In a motor vehicle crash the motor vehicle catches on fire and is burning, but all occupants have been rescued and the fire is under control. No additional property damage is expected. This is the end of the unstabilized situation. If the heat of the fire ignites nearby combustible materials, any subsequent injury or damage from the induced ignition is not a part of the original unstabilized situation.
- 6) In a motor vehicle crash an involved motor vehicle carrying explosive materials is stopped and occupants and bystanders are removed from the scene. At this point the unstabilized situation is ended. If the explosive materials detonate during later attempts to remove or salvage them, any injury or damage resulting from the explosion is not a part of the original unstabilized situation.
- 7) A pedestrian is struck by a motor vehicle in transport, which leaves the scene. The pedestrian comes to rest in the roadway. Any subsequent injury resulting from contact with another motor vehicle in transport is part of a new unstabilized situation.
- 8) A pedestrian is struck by a motor vehicle and thrown into the path of another motor vehicle without striking the pedestrian. A following vehicle swerves to avoid the stopped vehicle and collides with a fixed object. The first vehicle is a non-contact vehicle.

2.4.9 **transport accident:** A transport accident is an accident (1) that involves a transport vehicle in transport, (2) in which the first harmful event is not produced by the discharge of a firearm or explosive device, and (3) that does not directly result from a cataclysm.

Inclusions:

- \_\_\_\_\_Motor vehicle driven into water after bridge was washed out during a hurricane or flood (cataclysm)
- \_\_\_\_\_Motor vehicle driven into fallen materials covering a roadway after a landslide or avalanche (cataclysm)
- \_\_\_\_\_And others

2.4.12 **motor vehicle accident:** A motor vehicle accident is a transport accident that (1) involves a motor vehicle in transport, (2) is not an aircraft accident or watercraft accident, and (3) does not include any harmful event involving a railway train in transport prior to involvement of a motor vehicle in transport.

Exclusions:

Any school bus accident in which no school bus is directly involved and which involves no other motor vehicle (See 2.8.2.)

Example:

If a child approaching a school bus, stopped with its red lights flashing, is struck by a pedalcycle, but neither the pedalcycle nor the child come in contact with the schoolbus, then there is (1) a school bus accident that is not a motor vehicle accident and (2) an other road vehicle accident (collision involving pedestrian).

2.4.18 **traffic accident:** A traffic accident is a road vehicle accident in which (1) the unstabilized situation originates on a trafficway or (2) a harmful event occurs on a trafficway.

2.4.22 **motor vehicle traffic accident:** A motor vehicle traffic accident is a motor vehicle accident which is a traffic accident.

## 2.6 **Road Vehicle Accident Types**

2.6.1 **overturning accident:** An overturning accident is a road vehicle accident in which the first harmful event is the overturning of a road vehicle.

2.6.1.1 **collision accident:** A collision accident is a road vehicle accident other than an overturning accident in which the first harmful event is a collision of a road vehicle in transport with another road vehicle, other property or pedestrians.

2.6.2 **noncollision accident:** A noncollision accident is any road vehicle accident other than a collision accident.

### Inclusions:

\_\_\_\_ Overturning accident

\_\_\_\_ Jackknife accident (See 2.6.4.)

\_\_\_\_ Accidental poisoning from carbon monoxide generated by a road vehicle in transport

\_\_\_\_ Breakage of any part of a road vehicle in transport, resulting in injury or in further property damage

\_\_\_\_ Explosion of any part of a road vehicle in transport

\_\_\_\_ Fire starting in a road vehicle in transport

\_\_\_\_ Fall or jump from a road vehicle in transport

\_\_\_\_ Occupant hit by an object in, or thrown against some part of a road vehicle in transport

\_\_\_\_ Injury or damage from moving part of a road vehicle in transport

\_\_\_\_ Object falling from, or in, a road vehicle in transport

\_\_\_\_ Object falling on a road vehicle in transport

\_\_\_\_ Toxic or corrosive chemicals leaking out of a road vehicle in transport

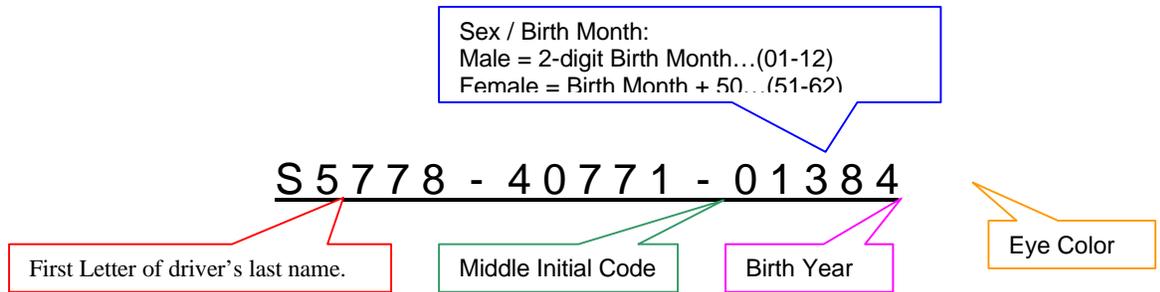
\_\_\_\_ Injury or damage involving only the road vehicle that is a non-collision nature, such as a bridge giving way under the weight of a road vehicle, striking holes or bumps on the surface of the trafficway, or driving into water, without overturning or collision.

2.6.3 **jackknife accident:** A jackknife accident is a noncollision accident in which the first harmful event results from unintended contact between any two units of a multiunit road vehicle such as a truck combination.

2.6.5 **collision involving pedestrian:** A collision involving pedestrian is a collision accident in which the first harmful event is the collision of a pedestrian and a road vehicle in transport.

2.6.8 **collision involving parked motor vehicle:** A collision involving parked motor vehicle is a collision accident in which the first harmful event is the striking of a motor vehicle not in transport by a road vehicle in transport.

# NJ Driver's License Number Codes:



## Examples:

Name: **John J. Smith** Eye Code: **4 (Blue)**  
 DL #: **S5778-40771-01024** Sex: **M (Male)**  
 DOB: **01/38 (January, 1938)**

S 5 7 7 8 - 4 0 7 7 1 - 0 1 3 8 4

Smith	John	J.	MOB	YOB	Eye
			(Month)	(Year)	Color

Name: **Donna Smith** Eye Code: **3 (Gray)**  
 DL #: **S5778-17471-62643** Sex: **F (Female)**  
 DOB: **12/64 (December, 1964)**

S 5 7 7 8 - 1 7 4 0 0 - 6 2 6 4 3

Smith	Donna	NMI	MOB	YOB	Eye
			(Month)	(Year)	Color

## Middle Initial Codes:

- |        |        |        |        |                        |
|--------|--------|--------|--------|------------------------|
| A - 61 | G - 67 | M - 74 | S - 82 | Y - 88                 |
| B - 62 | H - 68 | N - 75 | T - 83 | Z - 89                 |
| C - 63 | I - 69 | O - 76 | U - 84 | 00 - No Middle Initial |
| D - 64 | J - 71 | P - 77 | V - 85 |                        |
| E - 65 | K - 72 | Q - 78 | W - 86 |                        |
| F - 66 | L - 73 | R - 79 | X - 87 |                        |

# What is a crash?

Some thoughts and examples on motor vehicle crash investigations.

## How do I report an incident where an object or part of a load comes off a vehicle and strikes another vehicle?

An incident where an object or part of a load falls off of one vehicle and strikes a second or subsequent vehicle is to be considered a two-vehicle or multi-vehicle non-collision crash.

## What if an object strikes a motor vehicle while in transport, is it classified as a crash for reporting purposes?

Tree branches, golf balls, baseballs, etc. striking a motor vehicle in transport can be classified as one vehicle, non-collision crashes. Pothole damage, strikes against raised manhole covers, etc., are considered fixed object crashes.

## What are the criteria for classifying a reportable crash?

N.J.S. 39:4-129 & 39:4-130 require a police report for all crashes with damage in excess of \$500.00 to any vehicle, or injury or death to any person are classified as "Reportable Accidents\*". Crashes with less than \$500.00 in damages and no injuries or death are considered "Non-Reportable Accidents", and may not necessitate a Motor Vehicle Crash Report (NJTR-1). Although these incidents need to be documented, please refer to your departmental policy as to how these incidents are to be recorded, such as NJTR-1, or incident report.

## Where is the initial jurisdiction in a crash where a vehicle leaves the roadway in one jurisdiction and strikes an object or another vehicle in another jurisdiction?

The location where the crash occurred is generally deemed to be the location of the first harmful event. If a vehicle leaves the roadway in one jurisdiction and strikes another vehicle or object in another jurisdiction, it is generally assumed that the investigating jurisdiction will be the one where the vehicle first left the roadway.

## How is a report completed when a snowplow strikes a motor vehicle or a fixed object while in the act of actively plowing a roadway?

If the snowplow strikes *another* vehicle while actively plowing on a roadway then a crash report is acceptable. N.J.S. 39:4-1 states that a vehicle actively working on a road surface is exempt from the provisions of Chapter 4. The incident becomes a crash because there is damage to another vehicle and not the snowplow. The other vehicle is the justification for the crash report. Place all of the information in the blocks of the NJTR-1 for the snowplow as you would for any other vehicle and NJDOT will disseminate the information of the crash as required.

## When is an incident involving a forklift that strikes a pedestrian a crash?

When a forklift is in a building and is involved in an incident with a pedestrian it is considered a work incident, not a motor vehicle crash. In all other incidents where the forklift is "in transport" and not picking up or setting down a load, then it would be considered a motor vehicle for the purposes of this report.

## Are incidents involving construction vehicles inside of an approved work zone considered motor vehicle crashes?

No, these incidents are considered work zone incidents or possibly OSHA incidents but not motor vehicle crashes. If a motor vehicle leaves a roadway and unintentionally enters a work zone and impacts anything within the work zone then that is classified as a motor vehicle crash.

**How is a passenger riding in the bed of a pick-up truck, or someone who falls off the back of a trash truck listed in a crash report?**

If there are riding in the cargo area they are listed in box 84 as a "10". If they are riding or hanging on to the outside of the vehicle they are listed in box 84 as an "11".

**How do you list a bicyclist who reaches out and grabs a vehicle in transport for a tow but falls and is injured?**

They are listed as a pedalcyclist. Be sure to include in the narrative the information about their hanging onto the vehicle and whether the vehicle operator knew of their improper actions.

**Do we complete a crash report, NJTR-1, and a criminal investigation report for all fatal crashes?**

Some police agencies complete all of the blocks on a NJTR-1 but include only the minimum information required. They then write their investigative report on a separate investigation report form and submit a change report that includes the investigation report. This is done so the information can be forwarded to the appropriate state agencies in the required time period without the need for rushing an investigation. NJTR-1s need to be sent to the NJDOT within 72 hours. Investigation reports are not usually released until the lead agency (prosecutor's office) releases the report at the completion of the investigation

**Do we complete a crash report, NJTR-1, for crashes where the acts are intentional?**

Motor vehicle crashes are defined as unintentional events. If a suspect intentionally strikes a motor vehicle or a person with a motor vehicle then it is classified as an assault with a motor vehicle, or vehicular homicide if the victim dies as a result of injuries inflicted in the assault. These are strictly criminal investigations, not motor vehicle crashes.

**How do you list a crash where a person jumps onto the exterior of a vehicle and the vehicle drives away?**

They are listed as a motor vehicle crash with a passenger riding on the outside of the vehicle and receives an "11" in box 84.

**At what point does a vehicle occupant become a pedestrian when they are exiting a parked or stopped motor vehicle?**

If the occupant is seated in the vehicle they are considered to be an occupant of that vehicle even though their feet are in contact with the ground. If they are not seated and are in the process of standing or sitting and they are half in or out of the vehicle then they are considered pedestrians. If they are standing on any part of the vehicle at the time of a crash, and their feet are not in contact with the ground then they are considered passengers of that vehicle.

# BUS SEATING ARRANGEMENT

## MCI-9, EAGLE & FLXIBLE

## FLXIBLE TRANSIT & NOVA 06

## VOLVO ARTIC

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REAR

Police Agency \_\_\_\_\_

<p><b>STATE OF NEW JERSEY</b> <b>MOTOR VEHICLE CRASH DESCRIPTION</b></p>	Police Agency _____ Station _____ Case No. _____
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**SCHOOL BUS**  
(full size)

● DRIVER			DOOR →	
1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
26	27	28	29	30
31	32	33	34	35
36	37	38	39	40
41	42	43	44	45
46	47	48	49	50
51	52		53	54

**MINIBUS**

● DRIVER		DOOR →	
1	2	3	4
5	6	7	8
9	10	11	12
13	14	15	16