



Palo Alto Pedestrian and  
Bicycle Advisory Committee

Tuesday, August 1, 2023 at 6:15 P.M.

Virtual Meeting  
**\*REVISED AGENDA\***

Join Meeting Via Zoom Online: <https://cityofpaloalto.zoom.us/j/85423333426>;

Dial-in: 669-900-6833 | Meeting ID: 854 2333 3426

1. CALL TO ORDER 6:15 PM
2. AGENDA CHANGES 6:16 PM
3. APPROVAL OF ACTION MINUTES 6:18 PM
  - a. June 6, 2023 PABAC meeting: Part I: TDA 3—Bicycle and Pedestrian Transportation Plan Update and Part II: Other Items
4. PUBLIC COMMENTS 6:20 PM

Note: Written comments submitted by email to [Transportation@CityofPaloAlto.org](mailto:Transportation@CityofPaloAlto.org) between 12:00pm on May 19, 2023, and 12:00pm on July 18, 2023 are attached with the agenda packet.—*Note, none for this meeting.*
5. DISCUSSION ITEM 6:25 PM
  - a. Palo Alto Office of Transportation Update: FY24 Projects  
(*Philip Kamhi, Director, OOT*)—**See Attachment 1 for presentation**
6. STANDING ITEMS 6:55 PM
  - a. Grant Update – Safe Streets for All (*Sylvia Star-Lack, OOT*)
  - b. CSTSC Update – CSTSC Meeting Agendas and Minutes:  
<https://www.cityofpaloalto.org/Departments/Transportation/Safe-Routes-to-School/Partners-and-Program-History>
  - c. VTA BPAC Update (*R. Neff*)
  - d. Subcommittee Reports
    - i. Rail Grade Separation Subcommittee (*B. Arthur*)
    - ii. Bike Bridge Maintenance Subcommittee (*P. Ellson*)
    - iii. Repaving Subcommittee (*R. Neff*)
    - iv. Muni Code Subcommittee (*E. Nordman*)
    - v. Sight line and Safety Problem Reporting on Bike Routes (*E. Nordman*)
  - e. Announcements
    - i. Bike Palo Alto event, tentatively scheduled for Sunday, Oct. 1, 2023  
(*Rose Mesterhazy, OOT*)
    - ii. Follow-up materials from Lt. Ben Becchetti, Police Department  
re: City of Palo Alto Collision Reports  
See Attachment 2—Corrected Collision Report for May 2023  
See Attachment 3—Blank Collision Report form  
See Attachment 4—Traffic Reporting Manuals

f. Future Agenda Items

- Muni code clean-up progress update (Committee report delivered: 2018; Last update from staff: 04/04/2023)
- PAUSD Hoover school campus reconstruction update (Last review: 5/3/2022)
- S. Palo Alto Bikeways project status/grant proposal (Last update: 02/07/2023)
- Rail Grade Separations (Last update: 8/2/2022)
- Municipal Code re: micromobility issues
- BPTP Update Implementation Status Item for the City website
- PABAC assistance reporting sight line/safety issues on bike/ped network (Requested by Staff: 10/6/22)
- Explore alternatives for bike/ped non-injury collision and near-miss reporting
- Bike parking code updates for converting existing business-owned auto parking spaces to bicycle parking
- Park Blvd to Portage Ave. (last discussion: 03/07/2023)
- How to get more information on collisions

7. ADJOURNMENT

7:30 PM

**END OF AGENDA**



Palo Alto Pedestrian and  
Bicycle Advisory Committee

Tuesday, June 6, 2023 at 6:15 P.M.  
Meeting Minutes (revised: 8/1/2023)

Join Meeting Via Zoom Online: <https://cityofpaloalto.zoom.us/j/85423333426>;  
Dial-in: 669-900-6833 | Meeting ID: 854 2333 3426

Members Present: Bruce Arthur (Chair), Eric Nordman (Vice Chair), Alan Wachtel, Art Liberman, Bill Courington, Jane Rosten, Kathy Durham, Nicole Rodia, Paul Goldstein, Richard Swent, Robert Neff (late), Steve Rock

Members Absent: Bill Zaumen, Cedric de la Beaujardiere, Ken Joye, Penny Ellson,

Staff Present: Ozzy Arce, Shrupath Patel, Sylvia Star-Lack

1. CALL TO ORDER 6:15 PM

Vice Chair Nordman called the meeting to order.

2. AGENDA CHANGES 6:16 PM

None.

3. APPROVAL OF ACTION MINUTES 6:18 PM

- a. May 2, 2023 PABAC meeting: Part I: TDA 3—Bicycle and Pedestrian Transportation Plan Update and Part II: Other Items

Mr. Goldstein moved to approve the action minutes of the May 2, 2023, PABAC meeting seconded by Mr. Liberman. Approval of the minutes passed unanimously.

4. PUBLIC COMMENTS 6:20 PM

Note: Written comments submitted by email to [Transportation@CityofPaloAlto.org](mailto:Transportation@CityofPaloAlto.org) between 12:00pm on April 12, 2023, and 12:00pm on May 19, 2023 are attached with the agenda packet.

None.

5. STAFF UPDATE

- a. April 2023 and May 2023 City of Palo Alto Police Department Collision Report for PABAC—See Cover Letter and Attachment 1 6:25 PM

1 Ms. Star-Lack presented the April 2023 and May 2023 City of Palo Alto Police Department  
2 Collision Report. She asked for feedback on what the members want on the monthly report.

3  
4 Vice Chair Nordman stated it was not clear to him what the cited vehicle types were and he felt  
5 that should be clarified. He added providing the information as a spreadsheet would be helpful.

6  
7 Mr. Wachtel said that it gave the cause of the collision but did not say whether a citation was  
8 issued and he wanted clarification on which party was deemed to be at fault.

9  
10 Mr. Liberman inquired if there was a reason for the reduction in the number of columns in the  
11 second section for May. He commented on the column called "At Intersection" and opined it  
12 would be helpful to know if the collision happened not at an intersection. He stated information  
13 on the mechanism of collision would be helpful.

14  
15 Ms. Rodia asked what the possible values for the column of "Vehicle Involved with Description"  
16 were and the definitions of those values.

17  
18 Chair Arthur stated this information should be provided to the Transportation Department.

19  
20 Ms. Star-Lack stated she wanted clarification on the "Caused by Juve?" column and wanted an  
21 injury status. She planned to ask for organization of the sections to make it easier to read and for  
22 the report to be posted somewhere accessible.

23  
24 Ms. Rodia commented that there were 10 out of 40 collisions listed as bicycle involvement on the  
25 April data and felt that seemed like a lot. She was curious if a quarter of motor vehicle collisions  
26 in Palo Alto typically involved bicycles or if April 2023 was an anomaly.

27  
28 Ms. Star-Lack agreed that number seemed high. She stated it is typically not that high and she  
29 would ask for ground truth on that number.

30  
31 Ms. Rosten asked if there was any way to know how many of those collisions involved kids going  
32 to school and back.

33  
34 Ms. Star-Lack answered that it was reported to the City School Traffic Safety Committee how  
35 many bike or pedestrian collisions involved a student.

36  
37 Mr. Courington noted the second report was very different than the first one as if two different  
38 people did them and stated the first one was preferable. He was interested in knowing how they  
39 come up with "Vehicle Involved with Description" and felt the reports should be the same month  
40 to month.

41  
42 Mr. Wachtel suspected that most of the fields in the reports were taken directly from the fill in the  
43 blank or check box fields in the collision report. He suggested looking at the collision report  
44 forms to see whether the information was coded on them that they would like to have.

45  
46 Ms. Star-Lack stated she would ask to have a blank collision report form sent to them.

47

1 Mr. Rock commented that instead of being normalized to the number of trips for bicycles and  
2 cars, it should go to the distance traveled because bicycle trips on average would be shorter than  
3 car trips.

4  
5 Mr. Swent agreed there needed to be consistency in the data set for every month.  
6

7 Mr. Goldstein asked what the criteria was for getting something on this report.  
8

9 Ms. Star-Lack stated the Safe Routes Program has been told to make a police report any time a  
10 student is involved in any kind of traffic event with a bike.

11  
12 Ms. Durham commented they did not always know whether somebody who makes a police report  
13 would get on a spreadsheet like this. They have asked for it in the past years and it had not  
14 regularly happened if there was no injury. She asked how the PABAC can move away from  
15 having to ask the police to do something they consider extra.

16  
17 Ms. Star-Lack stated she would ask for all the information discussed and make a list of all the  
18 columns they would require for every month.  
19

## 20 6. DISCUSSION ITEMS

- 21 a. Municipal code update 18.54: Bike parking specifications for development  
22 projects (*Shrupath Patel, OOT*)—See Attachment 2 for materials 6:30 PM  
23

24 Mr. Patel gave an update on changes proposed to Municipal Code 18.54 relating to existing and  
25 future development projects. He stated the purpose of this code was to provide some specification  
26 requirements for vehicle and bicycle parking where 18.54.060 focus on bicycle regulations such  
27 as how the bicycle parking area should be and the spacing requirements. The goal was to update a  
28 few regulations that were not aligned with the current practices and to add a few additional items  
29 such as requiring a space for larger bikes and providing charging facilities for E-bikes. He  
30 presented slides outlining and explaining the proposed code changes.  
31

32 Mr. Courington asked for clarification whether all double or wall-mounted racks must be lift  
33 assisted or just a percentage. He asked if the assumption was that there were a small number of  
34 people not able to lift their bikes or if everyone would benefit from lift assistance. He believed  
35 they cost \$1,000 apiece.  
36

37 Mr. Patel answered they were not that expensive.  
38

39 Mr. Rock questioned if they were requiring that every bike rack have an electric charger.  
40

41 Mr. Patel answered not every bike rack would require it but a shared facility for long-term bike  
42 parking in protected bike enclosures or rooms would.  
43

44 Mr. Rock asked if coming up to code with the bike racks for minor changes would include paving  
45 the parking lot or just if a different store moved in and remodeled the interior.  
46

47 Mr. Patel answered the staff's hands are tied to ask for the bicycle parking upgradation if a project  
48 was doing interior improvements and did not conform to the city bicycle code..

1 Mr. Rock asked if all the spaces had to be extra big to accommodate cargo bikes.  
2

3 Mr. Patel answered the proposed changes only require an additional clear area in the bicycle  
4 enclosures or rooms for larger bikes.  
5

6 Mr. Swent asked if every individual bicycle parking facility would be required to be reviewed as  
7 stated in the first section of the summary of changes. He believed a list of where to start and an  
8 idea of what they were looking for would be beneficial.  
9

10 Mr. Patel explained there was a wide variety of bike racks available and some projects try to use  
11 bike racks that fit within their design. The city did not want to provide one particular bike rack but  
12 were providing some guidance in the code and would be adding one more document on the City  
13 website that would provide diagrams showing a typical layout of the bike parking area and what  
14 type of bike parking types should be looked for and there would be opportunity for staff to  
15 provide comments if something is not in line.  
16

17 Mr. Wachtel commented the term lift-assist was not clear to him.  
18

19 Mr. Patel stated he would check on the terminology being used. Staff has referred VTA bicycle  
20 technical guidelines for the proposed terminology.  
21

22 Mr. Wachtel stated he noticed the use of the word “should” in existing and proposed language and  
23 wondered what that word meant in the context of an ordinance. He did not feel that word  
24 belonged in an ordinance and suggested the City Attorney should look at it.  
25

26 Mr. Patel stated he would check with the City Attorney for that clarification, but from his  
27 understanding some of the requirements they did not want to deviate from the City code used  
28 “shall” or “must” but “should” was more of a recommendation or consideration.  
29

30 Mr. Wachtel stated the added material in red and underlined on page 17 of the agenda, 1A of  
31 section B did not seem grammatical and a few changes to the wording were needed to make it  
32 clearer.  
33

34 Mr. Patel agreed to revise that material.  
35

36 Vice Chair Nordman commented on page 17 under Bicycle Facility Design Standards. It stated  
37 “Neither short-term nor long-term bicycle parking areas shall be located inside occupied  
38 buildings,” and he wanted to know why that was necessary. He believed indoor bike parking  
39 would be preferred. He suggested rewording it.  
40

41 Mr. Patel answered they were not prohibiting it but providing more guidance. If bike parking was  
42 to be provided inside, it should be located near the main entrance or in an area accessible from  
43 outside of the building.  
44

45 Ms. Star-Lack clarified that this text referred to short-term parking and long-term parking would  
46 be allowed to be inside.  
47

1 Mr. Liberman commented there had been a number of fires in New York City due to E-bikes  
2 being kept in apartments. He asked if the Fire Department’s view of these proposals had been  
3 sought.

4 Mr. Patel stated they would ask the Fire Department to provide feedback on the proposed code  
5 changes.

6  
7 Mr. Wachtel added there was currently a bill in the California legislature preventing landlords  
8 from prohibiting tenants from storing micromobility devices, including E-bikes, in their dwelling  
9 units unless secure long-term storage was provided.

10  
11 b. Portage Avenue & Ash Street Intersection (*Shrupath Patel, OOT*)— See  
12 Attachment 3 for materials 6:50 PM  
13

14 Mr. Patel gave information about the 3200 Park Boulevard Project. As part of the development  
15 agreement, the existing Fry’s parking lot would be given to the City where affordable housing and  
16 a public park would be built in the future. As a part of this, the Office of Transportation was  
17 asking for bike improvements between Ash Street and Park Boulevard on Portage Avenue. He  
18 presented slides outlining the details and reasoning for the proposed improvements. There had  
19 been a concern expressed in an email from Mr. Liberman about an existing utility pole and Mr.  
20 Patel stated the pole would remain where it was and would not be on the multiuse path.

21  
22 Mr. Liberman stated he would like to see a drawing where the crossing and the utility pole will be  
23 because he felt the pole appeared to be exactly at the place where the crossing of Portage would  
24 be located. He commented that the bike path shown on the Matadero Creek path plan going from  
25 Hansen Way through a section of the Varian parking lot did not exist. He suggested it should be  
26 discussed with Varian to open the gate at the end of the Bol Park path section to allow the bike  
27 path to go through the Varian property. He stated he had previously asked the Mayor about it and  
28 was told there was no way to get Varian to agree to open up the parking lot.

29  
30 Ms. Star-Lack agreed that the bike path did not exist but had been proposed.

31  
32 Chair Arthur commented the document had aspirational elements to it that include that bike path.  
33 He stated the Matadero Undercrossing did not exist either.

34  
35 Mr. Patel stated this was only a small section of the proposed connection and they had  
36 opportunity to do implements of what were proposed in the bike plan.

37  
38 Mr. Liberman expressed doubt that this proposed plan would actually happen. He stated that he  
39 had been told that Varian put the gate up because they did not want people going through their  
40 parking lot.

41  
42 Ms. Star-Lack stated that land was owned by Stanford Research Park who were aware of the bike  
43 plan and they had talked about that section. She believed the lines on the map would be helpful  
44 for future developers and she was confident that it could happen.

45  
46 Mr. Patel added even if they did not discuss the west side of El Camino Real, if this portion was  
47 considered part of the NVCAP (North Ventura Coordinated Area Plan) or future bike lanes were  
48 sited on El Camino Real and Park Boulevard, this would be the direct connection to Caltrain

1 Transit Station. There would be more housing in the NVCAP area, and staff were discussing  
2 mobility hubs on Portage Avenue, so the bike facilities could be one element of that future  
3 mobility hub, and the bike project is more about connecting existing areas.  
4

5 Mr. Rock stated it should be ensured that the ramp on Park Boulevard and Portage Avenue would  
6 be wide enough for bicycles to make the turn without having to slow down. He stated stop signs  
7 for bicycles were also aspirational and many bicyclists do not stop at stop signs. He stated if  
8 bicycles coming from the left are expected to stop at the other intersection on the other side at  
9 Ash and walk onto the green part of the crosswalk, they will not stop. He believed bicyclists  
10 should be encouraged to go onto the green part by having some guidance such as green dashes to  
11 follow.  
12

13 Mr. Wachtel commented that this project illustrated some of the problems with two-way bicycle  
14 facilities on one side of the street. He felt the conflicts had been reasonably well handled. He  
15 thought the stop signs were a good idea but also shared skepticism that they would be observed.  
16 He shared concern about what the connection with El Camino would look like with bicyclists on  
17 the left side of the street at the traffic signal but he realized that was beyond the scope of this  
18 project.  
19

20 Ms. Rodia stated if the proposal was to build a two-way multiuse path extending all the way to El  
21 Camino in the future, it would be beneficial to create a high-level design for what the intersection  
22 with El Camino continuing on to Hansen would look like. She asked if the City had regulations or  
23 requirements about how using planters as bumper partitions should be designed.  
24

25 Mr. Patel answered he was not aware of a standard for that kind of landscape and would look into  
26 that issue. He stated they may consider using striping instead of planters.  
27

28 Ms. Rodia suggested the City and PABAC could work together to create standards for protected  
29 bike lanes.  
30

31 Ms. Star-Lack stated Caltrans would be coming out with some standards around bike lanes.  
32

33 Mr. Neff approved of the proposed plans and was in favor of stop signs. He hoped the Matadero  
34 Creek Trail could get going again. He stated many people already use the underpass under 101 at  
35 Matadero Creek.  
36

- 37 c. Update from City staff on the proposed bike lanes and parking removal on El  
38 Camino Real (*Sylvia Star-lack, OOT*) 7:00 PM  
39

40 Ms. Star-Lack gave an update from City staff on the proposed bike lanes and parking removal on  
41 El Camino Real. She stated they had not received the justification and process from Caltrans  
42 around the proposed bike lanes and parking removal on El Camino Real. She had been assured by  
43 the project manager that the letter had been drafted and would be going through Caltrans review  
44 workflow.  
45

46 Mr. Neff questioned what the process and schedule the Office of Transportation was considering  
47 for community discussion of what Caltrans was doing.  
48



1 Ms. Star-Lack answered that it as it was not their project so they did not have a timeline but they  
2 had asked for one and were waiting for the answer.

3  
4 Mr. Liberman stated he saw a letter from Mayor Kou that mentioned document DIB-94 that  
5 implied that the City had more control over what might happen on El Camino and were not under  
6 the thumb of Caltrans. He asked if that information was correct.

7  
8 Ms. Star-Lack stated that in her view it was a document for Caltrans designers to use on Caltrans  
9 facilities like El Camino to determine what facilities should happen. She stated that document  
10 brought Caltrans into modern transportation planning guidance.

11  
12 Mr. Wachtel stated DIB stood for Design Information Bulletin. It was issued by Caltrans to  
13 supplement the guidance in the highway design manual. He stated when the DIB is adopted,  
14 guidance would be provided on what facilities Caltrans believed were suitable in what situations  
15 and he believed a lot of cities would follow it.

16  
17 Mr. Liberman stated that Ms. Ellson asked him to raise the issue about the removal of parking on  
18 El Camino Way. She mentioned a project at the corner of East Meadow and El Camino Way and  
19 expressed concern that there were many kids on bicycles along El Camino Way to East Meadow  
20 on the way back and forth to school and how the construction for the parking removal would  
21 impact them.

22  
23 Ms. Star-Lack stated Mr. Patel would be looking at El Camino Way and she would make sure  
24 they look at how that gets developed to ensure student commutes are not impacted.

25  
26 Mr. Wachtel mentioned that the draft of DIB-94 was written for Caltrans by Kittelson and  
27 Associates and he thought it would be highly influential.

28  
29 7. STANDING ITEMS

7:15 PM

- 30 a. Grant Update – Safe Streets for All Grant Agreement to Council on June 19, 2023  
31 (tentative)

32  
33 Ms. Star-Lack gave an update on the Safe Streets for All grant agreement. She stated the grant  
34 was moving forward. They would have a grant agreement on the June 19 City Council meeting  
35 which would allow them to get started in terms of getting a scope of work done and an RFP to get  
36 a consultant in to do the work. That agenda would be posted at the end of the week.

- 37  
38 b. CSTSC Update – April 20, 2023 CSTSC Meeting summary, see Attachment 4

- 39 c. VTA BPAC Update (*R. Neff*)

40  
41 Mr. Neff gave an update of the April 20, 2023 CSTSC meeting. He stated they had budget  
42 presentation from VTA. Ridership was about 70% of what it had been on buses and light rail  
43 versus 2019. They projected it to get up to about 88% by 2025. The average fare was \$.80 per ride  
44 with most passengers being college students. An update was received on the visionary transit  
45 network talking about how VTA would improve the buses and light rail system for all the people  
46 they serve. That plan was approved and went to the VTA board the previous week and he  
47 assumed it passed there.

48

1 d. Subcommittee Reports

2 i. Rail Grade Separation Subcommittee (*B. Arthur*)

3  
4 Chair Arthur announced that City Council had proposed building the crossing at Seale instead of  
5 Kellogg. He had no other updates.

6  
7 ii. Bike Bridge Maintenance Subcommittee (*P. Ellson*)

8  
9 Mr. Liberman stated Ms. Ellson asked him to mention that there would be a meeting on Friday at  
10 1:00pm at the Wilkie Bridge to look at various options and the results of the survey. The meeting  
11 would be open to everyone. The bridge would have to be closed for whatever they were going to  
12 do to it, and they would be looking for suggestions for a detour.

13  
14 Ms. Star-Lack added that any detour would have to be on publicly accessible land.

15  
16 iii. Repaving Subcommittee (*R. Neff*) – None

17 iv. Muni Code Subcommittee (*E. Nordman*) – None

18 v. Sight line and Safety Problem Reporting on Bike Routes (*E. Nordman*)

19  
20 Vice Chair Nordman reported that he spoke to the person in Public Works who was working on it  
21 but nothing else has been done.

22  
23 e. Announcements

24 i. Recap: Bike to Work Day 2023

25  
26 Mr. Neff gave a recap of the 2023 Bike to Work Day. He stated 200 or 300 people stopped by and  
27 picked up a bag and many T-shirts were given away. He believed Cal Avenue and Wilkie had the  
28 most people. They did not have as many on Saturday this year as before. They could think about  
29 if that is the right thing to keep doing or not. He thought the Bike to Work Day on Thursday  
30 morning was successful.

31  
32 Ms. Rosten stated she worked on Saturday at the Bike to Work Day table and she believed it was  
33 energetic. She had great conversations with people who had barely considered biking much who  
34 had seen the table and were encouraged by people at the table to get going with that. Ms. Ellson  
35 worked with a couple of people who had language problems. She voted for continuing to be there  
36 and felt that it was a good location in general.

37  
38 Ms. Durham stated that it started off at Cal Ave with a lot of people who had been there many  
39 times but approaching 8:00 they got not just middle school kids but parents with young kids. That  
40 gave her hope for building back whatever had been lost in the pandemic.

41  
42 Mr. Rock stated he was near the Wilkie Way Bridge on the second shift. His impression was that  
43 a large majority of the people going by were males in their 20s, 30s or 40s and women and older  
44 people were minorities. He suggested they do a survey marking off the number of people that go  
45 by with gender and age in order to see where to direct energies to encourage people to bike.

46  
47 Ms. Star-Lack announced that the Finance Committee would be forwarding to Council a budget  
48 including the potential addition of two Senior Transportation Planners to the Office of

1 Transportation. One planner will do bike planning and another planner, proposed as a tier 2  
2 option, would do S/CAP type things.

3  
4 Ms. Rosten asked what prompted that generosity.

5  
6 Ms. Star-Lack answered she thought the budget situation overall in the City was better than it had  
7 been and there may be some recognition from the Finance Committee that the tier 2 person was  
8 needed. She suggested that they watch the budget.

9  
10 Mr. Rock commented that the City had put a lot of signs up at the Baylands regarding electric  
11 bikes and what is and is not allowed. He said it was hard not to notice the signs unless bicycling  
12 by quickly because they were complex with boxes checked for various conditions. He  
13 recommended the signs be simplified to say, “No electric bikes on unpaved paths”.

14  
15 Mr. Liberman asked if they were able to know if the BPTP work has started.

16  
17 Mr. Arce answered that it was his understanding that he was to provide any updates on the BPTP  
18 via email.

19  
20 Ms. Star-Lack stated an email would be issued very soon.

21  
22 Mr. Arce announced there would not be a scheduled meeting in July unless it was called on.

23  
24 f. Future Agenda Items

- 25 ➤ Muni code clean-up progress update (Committee report delivered: 2018; Last  
26 update from staff: 04/04/2023)
- 27 ➤ PAUSD Hoover school campus reconstruction update (Last review: 5/3/2022)
- 28 ➤ S. Palo Alto Bikeways project status/grant proposal (Last update: 02/07/2023)
- 29 ➤ Rail Grade Separations (Last update: 8/2/2022)
- 30 ➤ Municipal Code re: micromobility issues
- 31 ➤ BPTP Update Implementation Status Item for the City website
- 32 ➤ PABAC assistance reporting sight line/safety issues on bike/ped network  
33 (Requested by Staff: 10/6/22)
- 34 ➤ Explore alternatives for bike/ped non-injury collision and near-miss reporting
- 35 ➤ Bike parking code updates for converting existing business-owned auto  
36 parking spaces to bicycle parking
- 37 ➤ Park Blvd to Portage Ave. (last discussion: 03/07/2023)
- 38 ➤ How to get more information on collisions

39  
40 8. ADJOURNMENT

7:40 PM

41  
42  
43  
44  
45 **END OF AGENDA**  
46  
47



CITY OF  
**PALO  
ALTO**

# Pedestrian and Bicycle Advisory Committee

## OOT FY 2024 Priorities, Resources and Workplan

# Transportation in FY 2024 Adopted Budget

## Mission Statement

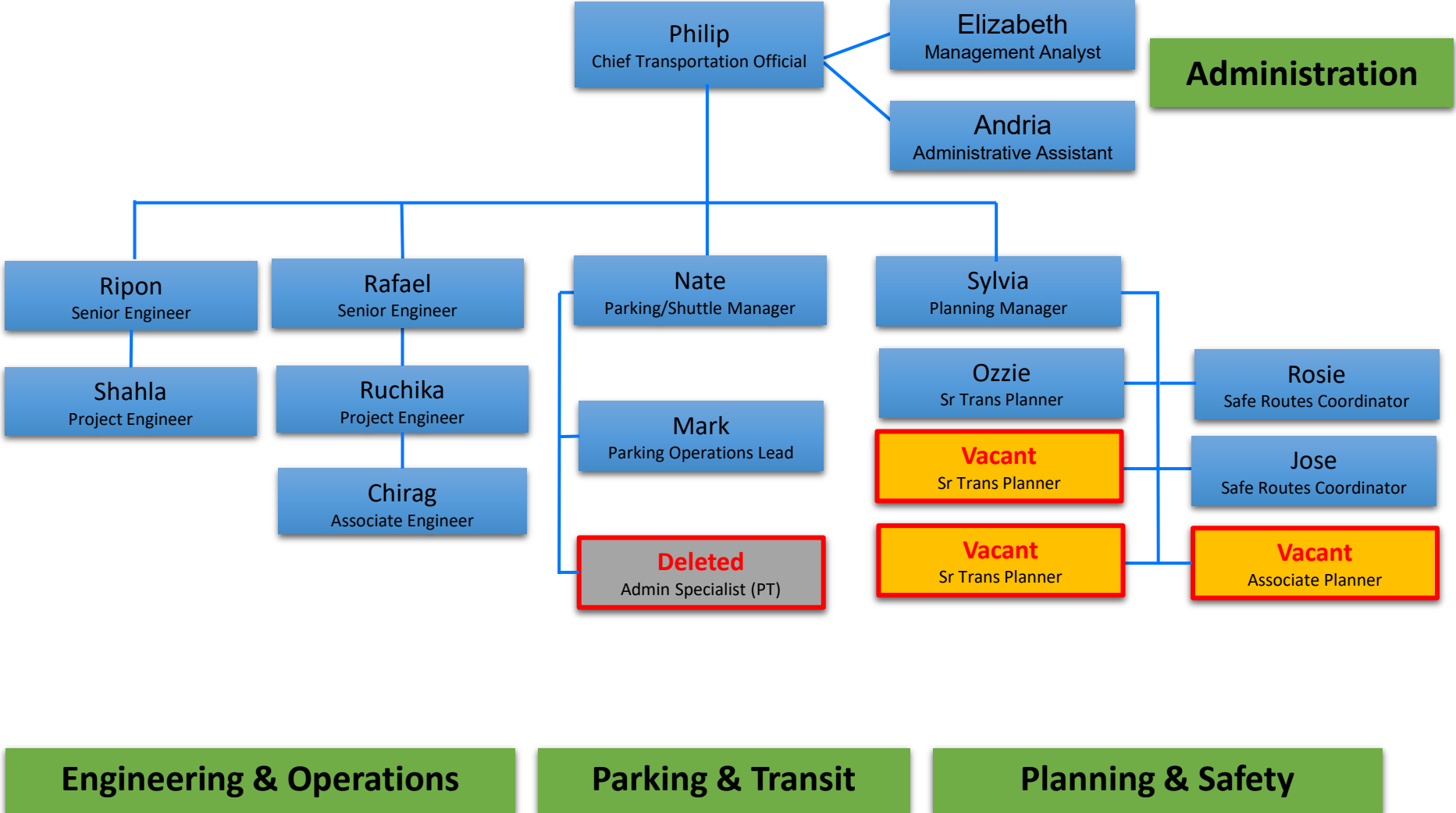


The Office of Transportation's mission is to preserve and enhance the quality of life for Palo Alto residents, visitors, and businesses by providing efficient and cost-effective transportation services for all modes of transportation.

## Purpose

The purpose of the Office of Transportation is to improve the safety of the users of all modes of transportation, reduce reliance on single-occupancy vehicles, address congestion, and reduce through traffic and non-resident parking in Palo Alto neighborhoods, leading to an integrated transportation system that serves local, regional, and intercity travel.

# Office of Transportation – Org Chart



# Staff Recruitment Activities

## Recruitments:

- Senior Transportation Planner (SCAP projects)
- Senior Transportation Planner (Bike and Pedestrian Plans & Projects)
- Associate Transportation Planner (Development Review/TDM plans)



# Office of Transportation Work Areas/Ongoing Work

311 responses, review, tracking, and resulting work	Regional working group meeting participation
Budget planning	Regional/external coordination (with VTA, TMA, Caltrans, MTC, PAUSD, Managers Mobility Partnership, and others)
Community engagement planning	Responding to residents, visitors, agencies, and vendors calls/emails
Contract/consultant management	Review/payment of invoices
Contracting/procurement tasks	Safe Routes to School programming, coordination, contracting, reporting (all six E's, including CSTSC planning)
Development review (building and planning permits, includes large projects such as Castilleja, etc. and CEQA reviews)	Signal system maintenance and adjustments
Engineering work order development and tracking	Special event reviews
Human resources tasks	Staff report/presentation development/review and meeting support
Interdepartmental coordination (such as PW or Utilities requests, S/CAP planning)	TDM plan review
MTC/VTA/other grants project funding/reporting compliance	Traffic Calming Program
Online trainings/professional development	Traffic control plan review
Parking operations (enforcement, permit sales, garages/lots operations, Smart Parking, RPP)	Traffic control/signage placement reviews/upgrades
Parking planning/workplan items	Traffic data collection & analysis
Planning project support (NVCAP, Housing Element Working Group, PTC/Council meetings, etc.)	Uplift Local/parklets/street closure coordination
Presentation/information requests from outside groups	Website development/maintenance
Project communications & coordination with CMO	Wide load truck permits



# OOT Major Projects

Project	Current Status/Planned Actions
<b>Bicycle and Pedestrian Transportation Plan Update</b>	Vendor awarded contract and project Initiated in late July, Data collection has begun, Community Engagement Plan is under development
<b>Car-free Streets (California Ave and Ramona)</b>	RFP for alternative Analysis was released on 7/3/23 and are due on 8/1/23. Four demonstration Projects underway: New Barriers, Ped Wayfinding Signage, Ground Plane Public Art, Flexible Community Spaces.
<b>Churchill Alma Safety Project</b>	City Council awarded the construction contract on June 5, 2023. Public Works is planning to issue Notice to Proceed after reviewing the contract documents in July.
<b>Churchill Avenue Enhanced Bikeways</b>	Easement pending PAUSD approval in August. Plans are being finalized. Coordinating with Utilities. Coordinating with PW for construction schedule.
<b>Crescent Park Traffic Calming</b>	PTC approved the project and recommended to construct permanent improvements with refinements after seeking input from adjacent property owners. PTC also recommended to have landscaping for the traffic calming elements. Staff is seeking proposal from Fehr and Peers and will seek Council approval in Fall 2023.
<b>Embarcadero Road Improvements Project (from Emerson to High Street)</b>	This was a larger project that was finalized and had completed final design. Project was discontinued due to budgetary cuts. OOT has revised/reduced the scope and is focusing on implementing previously approved improvements on both the north and south sides of Embarcadero Rd , from Emerson to High Street. Improvements include intersection improvements at Emerson and Kingsley; landscaping, new pedestrian level lighting; bicycle and pedestrian enhancements.
<b>Engineering and Traffic Speed Surveys</b>	Defining the scope of work, identifying street segments and requesting quotes from our on-call consultant(s) to kick start this project.

# OOT Major Projects Continued

Project	Current Status/Planned Actions
<b>Grade Separation</b>	Standard Agreement with Caltrain approved to review concepts. Council is being asked to add viaduct under this analysis at 8/7 meeting. City has been awarded \$6m in Grant funding for Preliminary Engineering for Churchill, Charleston, Meadow. City has been awarded \$27m for Final Design of Churchill Ave.
<b>Lincoln and Middlefield</b>	Interim modifications underway, seeking community feedback and plan recommendation to PTC and Council in the Fall/Winter
<b>Micromobility Launch (E-scooters/Bike-share)</b>	Pending new Senior Planner.
<b>Palo Alto Link</b>	Pilot service initiated in March 2023. Seeking additional funding to extend service. Service will need to be evaluated in first year to determine effectiveness.
<b>Parking Action Plan</b>	Continue to implement Parking Action Plan items and develop RFP for new parking permit vendor contract.
<b>Pedestrians and Bicycle Muni Code Update</b>	Pending new Associate Planner. This round of municipal code updates is focused on operations and regulations for pedestrians and bicyclists. Updating PAMC 10.04, 10.32, and 18.54 to reflect current practice or policy, correct errors, and be consistent with the state law.
<b>Quiet Zone Study @ Palo Alto Avenue</b>	City Council and PTC approved the conceptual plan for improvements at Palo Alto Avenue. Staff is procuring final design consultant.

# OOT Major Projects Continued

Project	Current Status/Planned Actions
<b>RRFB @ University Avenue and Crescent Park</b>	Involves installation of RRFB and associated improvements on University Avenue Crosswalk at Crescent Drive. Anticipating to begin construction in Winter.
<b>Safe Streets for All Action Plan</b>	Federal grant-funded project to develop a road safety action plan using the Safe Systems approach, community engagement, and equity analysis. Finalizing the scope with the consultant.
<b>San Antonio Road/Charleston Road Intersection Improvements Project</b>	Designs for this intersection aim to improve pedestrian safety-mainly crossing west leg of East Charleston Road with two conflicting southbound right-turn lanes on San Antonio Road. Finalizing 100% plans.



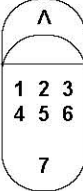
CITY OF  
**PALO  
ALTO**

PABAC August 1, 2023 Meeting: Attachment 2: Corrected Collision Report for May 2023

Date	Time	Location	City	Caused By Juve?	Primary Collision Factor	Occurred On	At Intersection	Collision Type 555 Desc	Vehicle Involved With Desc	Vehicle Involved with Description	Number Injured 555
05/01/2023	1818	HIGH ST/CHANNING AVE	PALOALTO	F	CVC 210802(b)(1)	HIGH STREET	CHANNING AVENUE	Broadside	Other object		1
05/02/2023	1519	600 BLOCK LOS ROBLES AVENUE	PALOALTO	T	CVC 21208 (a)	600 BLOCK LOS ROBLES AVENUE		Broadside	Bicycle		1
05/02/2023	1745	.2800 EL CAMINO REAL	PALOALTO	F	CVC 22350	.2800 EL CAMINO REAL	PAGE MILL ROAD	Rear end	Other motor vehicle		1
05/03/2023	733	LOUIS RD/OREGON EXPR	PALOALTO	F	22100(A) VC	LOUIS RD		Side swipe	Other motor vehicle		0
05/03/2023	1553	EL CAMINO REAL/EMBARCADERO RD	PALOALTO	F	CVC 22350	EL CAMINO REAL		Rear end	Other motor vehicle		0
05/03/2023	1805	MIDDLEFIELD RD/EVERETT AVE	PALOALTO	F	CVC 21801	MIDDLEFIELD ROAD	EVERETT AVENUE	Broadside	Other motor vehicle		2
05/04/2023	1630	CHANNING AVE/MIDDLEFIELD RD	PALOALTO	F	unknown	CHANNING AVENUE	MIDDLEFIELD ROAD	Side swipe	Other motor vehicle		0
05/05/2023	0	CHURCHILL AVE/MARIPOSA ST	PALOALTO	F	21658(a) VC	CHURCHILL AVE	MARIPOSA AVE	Side swipe	Parked motor vehicle		0
05/05/2023	1154	855 EL CAMINO REAL	PALOALTO	F	CVC 22350	855 EL CAMINO REAL		Rear end	Other motor vehicle		2
05/08/2023	1200	ALMA ST/SEALE AVE	PALOALTO	F	21651(b)	ALMA ST		Hit object	Fixed object		1
05/08/2023	2138	EL VERANO AVE/KIPLING ST	PALOALTO	F	CVC 22350	300 BLK EL VERANO AVE	SOUTH CT	Side swipe	Other motor vehicle		1
05/09/2023	1244	1200 BLK MIDDLEFIELD RD	PALOALTO	F	22107 CVC	1200 BLK MIDDLEFIELD RD	MELVILLE AVE	Side swipe	Fixed object	TRAFFIC SIGNAL POLE	0
05/09/2023	1752	ALMA ST/COLORADO AVE	PALOALTO	F	CVC 21703	ALMA ST (2500 BLK)		Rear end	Other motor vehicle		1
05/10/2023	1539	780 ARASTRADERO RD	PALOALTO	F	CVC 22350	780 ARASTRADERO RD	MIRANDA AVE	Hit object	Fixed object	RETAINING WALL	2
05/11/2023	1523	.500 E MEADOW DR	PALOALTO	F	CVC 22350	.500 E MEADOW DR		Rear end	Other motor vehicle		4
05/03/2023	1015	SAN ANTONIO RD/NITA AVE	PALOALTO	F	21658(a) CVC	SAN ANTONIO RD	NITA AVENUE	Side swipe	Other motor vehicle		0
05/11/2023	1620	WAVERLEY ST/KINGSLEY AVE	PALOALTO	T	CVC 22450(A)	WAVERLEY ST	KINGSLEY AVE	Broadside	Bicycle		1
05/13/2023	1826	31570 PAGE MILL ROAD	PALOALTO	F	22350	PAGE MILL ROAD		Hit object	Fixed object	HILLSIDE	1
05/15/2023	1350	2390 EL CAMINO REAL	PALOALTO	F	20002 CVC	2390 EL CAMINO REAL (PARKING LOT)		Rear end	Parked motor vehicle		0
05/15/2023	1400	2301 PARK BLVD	PALOALTO	F	CVC 23152(f)	2301 PARK BLVD		Head-on	Fixed object	WOODEN BARRIER	0
05/15/2023	1415	.4100 BLOCK ALMA STREET	PA	F	CVC 22107	.4100 BLOCK ALMA STREET		Side swipe	Other motor vehicle		0
05/16/2023	1745	OREGON AVE/COWPER ST	PALOALTO	F	CVC 22107	OREGON AVE (400 BLOCK)		Side swipe	Other motor vehicle		0
05/16/2023	1945	PARK BLVD/LELAND AVE	PALOALTO	F	vc 22517	1900 BLOCK OF PARK BLVD	AND	Side swipe	Bicycle		1
05/17/2023	813	ALMA ST/HAWTHORNE AVE	PALOALTO	F	21801(a) CVC	ALMA ST	HAWTHORNE AVE	Broadside	Bicycle		1
05/17/2023	1320	FOREST AVE/RAMONA ST	PALOALTO	F	22106 cvc	.600 RAMONA ST	FOREST AVE	Other	Parked motor vehicle		0
05/19/2023	830	EMBARCADERO RD/MIDDLEFIELD RD	PALOALTO	F	CVC 22107	EMBARCADERO RD		Side swipe	Other motor vehicle		0
05/19/2023	958	KINGSLEY AVE/MIDDLEFIELD RD	PALOALTO	F	21802(a) CVC	MIDDLEFIELD RD	KINGSLEY AVE	Broadside	Other motor vehicle	WOODEN FENCE KNOCKED DOWN	0
05/20/2023	1148	855 EL CAMINO REAL	PALOALTO	F	CVC 21804(a)	855 EL CAMINO REAL		Rear end	Other motor vehicle		2
05/20/2023	2025	EL CAMINO REAL/EMBARCADERO RD	PALOALTO	F	22350 VC	EL CAMINO REAL		Rear end	Other motor vehicle		1
05/23/2023	1857	EMBARCADERO RD/GREER RD	PALOALTO	F	22350 VC	EMBARCADERO RD		Rear end	Other motor vehicle		0
05/24/2023	823	320 CALIFORNIA AVE	PALOALTO	F	22450(A) VC	BIRCH ST	CALIFORNIA AVE	Broadside	Bicycle		1
05/24/2023	1624	EMBARCADERO RD/MIDDLEFIELD RD	PALOALTO	F	CVC 22107	MIDDLEFIELD ROAD		Broadside	Pedestrian		1
05/24/2023	1703	4170 EL CAMINO REAL	PALOALTO	F	21950(a) CVC	MAYBELL AVENUE		Vehicle-Pedestrian	Pedestrian		1
05/26/2023	1628	695 ARASTRADERO RD	PALOALTO	F	CVC 21801(a)	695 ARASTRADERO RD	GEORGIA AVENUE	Broadside	Bicycle		1
05/26/2023	1600	2615 MIDDLEFIELD RD	PALOALTO	F		2615 MIDDLEFIELD RD		Broadside	Bicycle		1
05/26/2023	2015	169 UNIVERSITY AVE	PALOALTO	F	22106 VC	UNIVERSITY AVENUE (200 BLK)		Rear end	Other motor vehicle		0
05/27/2023	250	.2200 BLK E BAYSHORE RD	PALOALTO	F	cvc 22350	E BAYSHORE RD		Hit object	Fixed object	TREE, CHAIN LINK FENCE	0
05/27/2023	1737	LINCOLN AVE/MIDDLEFIELD RD	PALOALTO	F	21802(a)VC	MIDDLEFIELD ROAD	LINCOLN AVE	Broadside	Other motor vehicle		2
05/27/2023	1914	500 BLK BRYANT ST	PALOALTO	F	CVC 22350	500 BLK BRYANT ST		Rear end	Bicycle		1
05/30/2023	1413	103 TENNYSON AVE	PALOALTO	F	cvc 21802(a)	TENNYSON AVENUE	EMERSON STREET	Broadside	Bicycle		1
05/30/2023	1413	1800 ALMA STREET	PALOALTO	F	CVC 22107	ALMA STREET		Other	Other motor vehicle		0
05/31/2023	820	FOREST AVE/MIDDLEFIELD RD	PALOALTO	F	CVC 21802(a)	FOREST AVE	MIDDLEFIELD RD	Broadside	Bicycle		1
05/31/2023	921	MIDDLEFIELD RD/UNIVERSITY AVE	PALOALTO	F	CVC 21801	600 BLK UNIVERSITY AVE	400 BLK MIDDLEFIELD RD	Broadside	Other motor vehicle		2
05/31/2023	1117	PALM DR/SR-82	PALOALTO	F	CVC 21453(a)	PALM DRIVE	SR-82	Broadside	Other motor vehicle		1
05/31/2023	1630	180 HAMILTON AVE	PALOALTO	F	cvc 22102	600 BLOCK OF EMERSON STREET	AND	Side swipe	Other motor vehicle		0




DATE OF COLLISION (MO. DAY YEAR)	TIME (2400)	NCIC #	OFFICER I.D.	NUMBER
OWNER'S NAME		OWNER'S ADDRESS		NOTIFIED <input type="checkbox"/> YES <input type="checkbox"/> NO
PROPERTY DAMAGE DESCRIPTION OF DAMAGE				

<b>SEATING POSITION</b>   <p>1 - DRIVER 2 TO 6 - PASSENGERS 7 - STATION WAGON REAR 8 - REAR OCC. TRK. OR VAN 9 - POSITION UNKNOWN 0 - OTHER</p>	<b>SAFETY EQUIPMENT</b>  <b>OCCUPANTS</b> A - NONE IN VEHICLE B - UNKNOWN C - LAP BELT USED D - LAP BELT NOT USED E - SHOULDER HARNESS USED F - SHOULDER HARNESS NOT USED G - LAP/SHOULDER HARNESS USED H - LAP/SHOULDER HARNESS NOT USED J - PASSIVE RESTRAINT USED K - PASSIVE RESTRAINT NOT USED P - NOT REQUIRED  <b>CHILD RESTRAINT</b> Q - IN VEHICLE USED R - IN VEHICLE NOT USED S - IN VEHICLE USE UNKNOWN T - IN VEHICLE IMPROPER USE U - NONE IN VEHICLE  <b>M/C BICYCLE HELMET</b> DRIVER PASSENGER V - NO X - NO W - YES Y - YES	<b>AIR BAG</b> B - UNKNOWN L - AIR BAG DEPLOYED M - AIR BAG NOT DEPLOYED N - OTHER P - NOT REQUIRED  <b>EJECTED FROM VEHICLE</b> 0 - NOT EJECTED 1 - FULLY EJECTED 2 - PARTIALLY EJECTED 3 - UNKNOWN	<b>INATTENTION CODES</b> A - CELLPHONE HANDHELD B - CELLPHONE HANDSFREE C - ELECTRONIC EQUIPMENT D - RADIO / CD E - SMOKING F - EATING G - CHILDREN H - ANIMALS I - PERSONAL HYGIENE J - READING K - OTHER
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ITEMS MARKED BELOW FOLLOWED BY AN ASTERISK (\*) SHOULD BE EXPLAINED IN THE NARRATIVE.

PRIMARY COLLISION FACTOR LIST NUMBER (#) OF PARTY AT FAULT	TRAFFIC CONTROL DEVICES	1	2	3	SPECIAL INFORMATION	1	2	3	MOVEMENT PRECEDING COLLISION
<b>A</b> VC SECTION VIOLATED: <input type="checkbox"/> CITED YES <input type="checkbox"/> NO	<b>A</b> CONTROLS FUNCTIONING				<b>A</b> HAZARDOUS MATERIAL				<b>A</b> STOPPED
<b>B</b> OTHER IMPROPER DRIVING*:	<b>B</b> CONTROLS NOT FUNCTIONING*				<b>B</b> CELL PHONE HANDHELD IN USE				<b>B</b> PROCEEDING STRAIGHT
<b>C</b> OTHER THAN DRIVER*	<b>C</b> CONTROLS OBSCURED				<b>C</b> CELL PHONE HANDSFREE IN USE				<b>C</b> RAN OFF ROAD
<b>D</b> UNKNOWN*	<b>D</b> NO CONTROLS PRESENT / FACTOR*				<b>D</b> CELL PHONE NOT IN USE				<b>D</b> MAKING RIGHT TURN
	<b>TYPE OF COLLISION</b>				<b>E</b> SCHOOL BUS RELATED				<b>E</b> MAKING LEFT TURN
	<b>A</b> HEAD - ON				<b>F</b> 75 FT MOTORTRUCK COMBO				<b>F</b> MAKING U TURN
	<b>B</b> SIDE SWIPE				<b>G</b> 32 FT TRAILER COMBO				<b>G</b> BACKING
	<b>C</b> REAR END				<b>H</b>				<b>H</b> SLOWING / STOPPING
<b>WEATHER (MARK 1 TO 2 ITEMS)</b>	<b>D</b> BROADSIDE				<b>I</b>				<b>I</b> PASSING OTHER VEHICLE
<b>A</b> CLEAR	<b>E</b> HIT OBJECT				<b>J</b>				<b>J</b> CHANGING LANES
<b>B</b> CLOUDY	<b>F</b> OVERTURNED				<b>K</b>				<b>K</b> PARKING MANEUVER
<b>C</b> RAINING	<b>G</b> VEHICLE / PEDESTRIAN				<b>L</b>				<b>L</b> ENTERING TRAFFIC
<b>D</b> SNOWING	<b>H</b> OTHER*:				<b>M</b>				<b>M</b> OTHER UNSAFE TURNING
<b>E</b> FOG / VISIBILITY FT.					<b>N</b>				<b>N</b> XING INTO OPPOSING LANE
<b>F</b> OTHER*:	<b>MOTOR VEHICLE INVOLVED WITH</b>				<b>O</b>				<b>O</b> PARKED
<b>G</b> WIND	<b>A</b> NON - COLLISION								<b>P</b> MERGING
	<b>B</b> PEDESTRIAN								<b>Q</b> TRAVELING WRONG WAY
<b>LIGHTING</b>	<b>C</b> OTHER MOTOR VEHICLE				<b>OTHER ASSOCIATED FACTOR(S)</b> (MARK 1 TO 2 ITEMS)				<b>R</b> OTHER*:
<b>A</b> DAYLIGHT	<b>D</b> MOTOR VEHICLE ON OTHER ROADWAY	1	2	3	<b>A</b> VC SECTION VIOLATION: <input type="checkbox"/> CITED YES <input type="checkbox"/> NO				
<b>B</b> DUSK - DAWN	<b>E</b> PARKED MOTOR VEHICLE				<b>B</b> VC SECTION VIOLATION: <input type="checkbox"/> CITED YES <input type="checkbox"/> NO				
<b>C</b> DARK - STREET LIGHTS	<b>F</b> TRAIN				<b>C</b> VC SECTION VIOLATION: <input type="checkbox"/> CITED YES <input type="checkbox"/> NO	1	2	3	<b>SOBRIETY - DRUG PHYSICAL</b> (MARK 1 TO 2 ITEMS)
<b>D</b> DARK - NO STREET LIGHTS	<b>G</b> BICYCLE				<b>D</b>				<b>A</b> HAD NOT BEEN DRINKING
<b>E</b> DARK - STREET LIGHTS NOT FUNCTIONING*	<b>H</b> ANIMAL:				<b>E</b> VISION OBSCUREMENT:				<b>B</b> HBD - UNDER THE INFLUENCE
<b>ROADWAY SURFACE</b>	<b>I</b> FIXED OBJECT:				<b>F</b> INATTENTION*:				<b>C</b> HBD - NOT UNDER INFLUENCE*
<b>A</b> DRY	<b>J</b> OTHER OBJECT:				<b>G</b> STOP & GO TRAFFIC				<b>D</b> HBD - IMPAIRMENT UNKNOWN*
<b>B</b> WET					<b>H</b> ENTERING / LEAVING RAMP				<b>E</b> UNDER DRUG INFLUENCE*
<b>C</b> SNOWY - ICY	<b>PEDESTRIAN'S ACTIONS</b>				<b>I</b> PREVIOUS COLLISION				<b>F</b> IMPAIRMENT - PHYSICAL*
<b>D</b> SLIPPERY (MUDDY, OILY, ETC.)	<b>A</b> NO PEDESTRIANS INVOLVED				<b>J</b> UNFAMILIAR WITH ROAD				<b>G</b> IMPAIRMENT NOT KNOWN
<b>ROADWAY CONDITIONS</b> (MARK 1 TO 2 ITEMS)	<b>B</b> CROSSING IN CROSSWALK - AT INTERSECTION				<b>K</b> DEFECTIVE VEH. EQUIP.: <input type="checkbox"/> CITED YES <input type="checkbox"/> NO				<b>H</b> NOT APPLICABLE
<b>A</b> HOLES, DEEP RUT*	<b>C</b> CROSSING IN CROSSWALK - NOT AT INTERSECTION				<b>L</b> UNINVOLVED VEHICLE				<b>I</b> SLEEPY / FATIGUED*
<b>B</b> LOOSE MATERIAL ON ROADWAY*	<b>D</b> CROSSING - NOT IN CROSSWALK				<b>M</b> OTHER*:				
<b>C</b> OBSTRUCTION ON ROADWAY*	<b>E</b> IN ROAD - INCLUDES SHOULDER				<b>N</b> NONE APPARENT				
<b>D</b> CONSTRUCTION - REPAIR ZONE	<b>F</b> NOT IN ROAD				<b>O</b> RUNAWAY VEHICLE				
<b>E</b> REDUCED ROADWAY WIDTH	<b>G</b> APPROACHING / LEAVING SCHOOL BUS								
<b>F</b> FLOODED*									
<b>G</b> OTHER*:									
<b>H</b> NO UNUSUAL CONDITIONS									

<p>SKETCH</p> <div style="text-align: center; margin-top: 20px;">  <p><b>INDICATE NORTH</b></p> <p><b>NOTE:</b> Click in the SKETCH and INDICATE NORTH fields to import a graphic. If a separate page is used, indicate the location of the sketch here.</p> </div>	<p>MISCELLANEOUS</p>
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**INJURED / WITNESS / PASSENGERS**

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DATE OF COLLISION (MO. DAY YEAR)				TIME (2400)				NCIC #				OFFICER I.D.				NUMBER			
WITNESS ONLY	PASSENGER ONLY	AGE	SEX	EXTENT OF INJURY ("X" ONE)				INJURED WAS ("X" ONE)					PARTY NUMBER	SEAT POS.	AIR BAG	SAFETY EQUIP.	EJECTED		
				FATAL INJURY	SEVERE INJURY	OTHER VISIBLE INJURY	COMPLAINT OF PAIN	DRIVER	PASS.	PED.	BICYCLIST	OTHER							
<input type="checkbox"/> #	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
NAME / D.O.B. / ADDRESS																TELEPHONE			
(INJURED ONLY) TRANSPORTED BY:								TAKEN TO:											
DESCRIBE INJURIES																			
<input type="checkbox"/> VICTIM OF VIOLENT CRIME NOTIFIED																			
<input type="checkbox"/> #	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
NAME / D.O.B. / ADDRESS																TELEPHONE			
(INJURED ONLY) TRANSPORTED BY:								TAKEN TO:											
DESCRIBE INJURIES																			
<input type="checkbox"/> VICTIM OF VIOLENT CRIME NOTIFIED																			
<input type="checkbox"/> #	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
NAME / D.O.B. / ADDRESS																TELEPHONE			
(INJURED ONLY) TRANSPORTED BY:								TAKEN TO:											
DESCRIBE INJURIES																			
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<input type="checkbox"/> #	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
NAME / D.O.B. / ADDRESS																TELEPHONE			
(INJURED ONLY) TRANSPORTED BY:								TAKEN TO:											
DESCRIBE INJURIES																			
<input type="checkbox"/> VICTIM OF VIOLENT CRIME NOTIFIED																			
<input type="checkbox"/> #	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
NAME / D.O.B. / ADDRESS																TELEPHONE			
(INJURED ONLY) TRANSPORTED BY:								TAKEN TO:											
DESCRIBE INJURIES																			
<input type="checkbox"/> VICTIM OF VIOLENT CRIME NOTIFIED																			
PREPARER'S NAME				I.D. NUMBER				MO. DAY YEAR				REVIEWER'S NAME				MO. DAY YEAR			

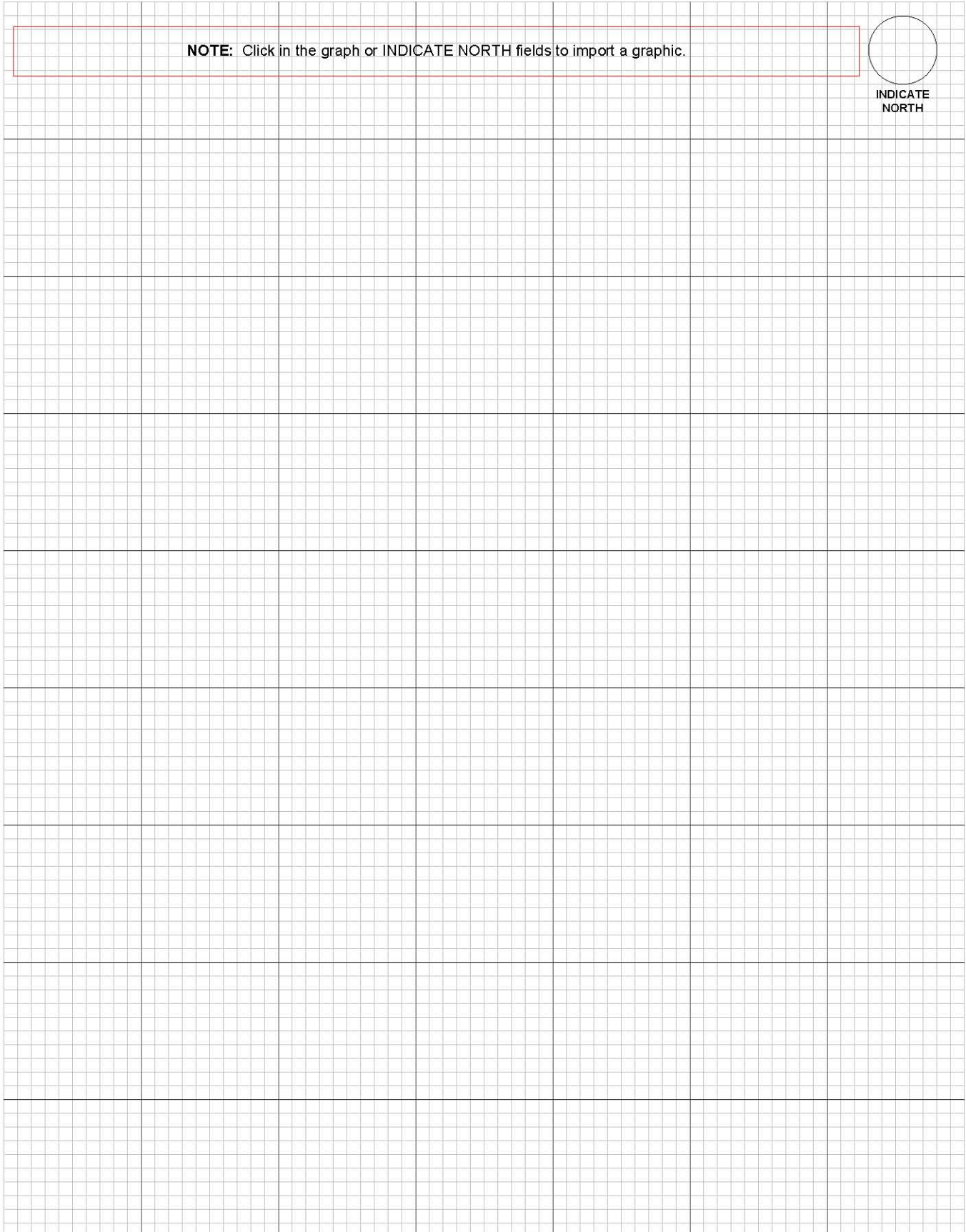


# FACTUAL DIAGRAM

CHP 555 Page 4 (Rev. 4-11) OPI 060

DATE OF COLLISION (MO. DAY YEAR)	TIME (2400)	NCIC #	OFFICER I.D.	NUMBER
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ALL MEASUREMENTS ARE APPROXIMATE AND NOT TO SCALE UNLESS STATED (SCALE = )



PREPARED BY	I.D. NUMBER	MO. DAY YEAR	REVIEWER'S NAME	MO. DAY YEAR
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Clear Diagram

# Traffic Collision Reporting

## 502.1 PURPOSE AND SCOPE

The Palo Alto Police Department prepares traffic collision reports in compliance with the California Highway Patrol Collision Investigation Manual (CIM) and as a public service makes traffic collision reports available to the community with some exceptions.

## 502.2 RESPONSIBILITY

The Traffic Lieutenant will be responsible for distribution of the Collision Investigation Manual. The Traffic Lieutenant will receive all changes in the state manual and ensure conformity with this policy.

## 502.3 TRAFFIC COLLISION REPORTING

It shall be the policy of the Palo Alto Police Department to respond to all collisions which occur in the City of Palo Alto, unless they fall under private property exemptions or meet the criteria for a counter report. Police personnel shall not attempt to discourage parties involved in collisions from making traffic collision reports. This policy designates the conditions for which collision documentation shall occur.

When facts and circumstances are of such a substantive nature as to lead to a reasonable articulable basis for establishing a violation, a Notice to Appear under the authority of Vehicle Code §40600 may be issued.

The provisions of the California Highway Patrol Collision Investigation Manual shall be utilized as a guide during the investigation of all traffic collisions that occur within the City of Palo Alto.

### 502.3.1 PROCEDURE

Traffic Collisions which fall into the following categories will be documented as an "Investigation":

- (a) **Fatality:** A motor vehicle collision which results in the death of a person, on or off the highway;
- (b) **Major Injury:** A motor vehicle collision which results in severe injury, as defined by the CIM. A report may be taken at the discretion of the on-duty supervisor, when the injury does not require hospitalization;
- (c) **Vehicle Code § 20001:** An involved party is in violation of section 20001 of the California Vehicle Code;
- (d) **Vehicle Code § 20002:** An involved party is in violation of section 20002 of the California Vehicle Code and sufficient information is available to warrant follow-up and/or prosecution. A minor damage 20002 may be documented as a Report (555) with prior supervisory approval;
- (e) **When directed by a supervisor.**

# Palo Alto Police Department

## Policy Manual

### *Traffic Collision Reporting*

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#### 502.3.2 INVESTIGATION FORMAT (CHP 556):

Traffic Collisions completed under the above conditions shall be documented as an Investigation (CHP 556). The format to be used for Investigations shall be as follows:

- (a) **Facts**
  - 1. **Notification;**
  - 2. **Scene;**
  - 3. **Parties;**
  - 4. **Physical Evidence;**
  - 5. **Hit & Run** (if applicable);
  - 6. **Hazardous Material** (if applicable);
  - 7. **Other.**
- (b) **Statements**
- (c) **Opinions and Conclusions**
  - 1. **Area of Impact** (AOI);
  - 2. **Intoxication** (if 909A not used);
  - 3. **Cause**
- (d) **Recommendation.**

#### 502.3.3 REPORTS (CHP 555)

Traffic Collisions which fall into the following categories will be documented as a "Report":

- (a) **Minor Injury:** A motor vehicle collision which results in minor injury or complaint of pain;
- (b) **Damage to Public Property:** A motor vehicle collision which results in damage to State, County, or City property. A "Damage to City Property" report shall accompany any collision involving a City vehicle or City property;
- (c) **Specific Vehicle Code Violations:** A motor vehicle collision in which an involved party is in violation of Vehicle Code §§:
  - 1. 2800.1;
  - 2. 12500(a);
  - 3. 14601;
  - 4. 23103;
  - 5. 23109 and/or;
  - 6. 23152.

# Palo Alto Police Department

## Policy Manual

### Traffic Collision Reporting

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- (d) **Major Vehicle Damage:** A motor vehicle collision which results in major damage to any vehicle requiring the vehicle to be towed. This does not include damaged radiators or fenders bent onto tires.
- (e) **Property Damage:** All other property damage collisions, except those exceptions that are listed in this policy, will be documented as a "Report".
- (f) **When directed by a supervisor.**

#### 502.3.4 REPORT FORMAT (CHP 555)

Traffic Collisions completed under the above conditions shall be documented as a Standard Report (CHP 555). The format to be used for the Standard Report shall be as follows:

- (a) **Summary:** The officer should give his/her opinion of what took place, explaining how the collision occurred. This information should include:
  - 1. The vehicle direction of travel, the lane of travel, and the approximate speed of the involved vehicles, etc.;
  - 2. The action of the drivers that contributed to the collision;
  - 3. The point of impact and a brief explanation of the supporting evidence.
- (b) **Statements:** When issuing a Notice of Violation or requesting a complaint;
- (c) **Cause:** The officer should explain why the collision occurred by indicating the driver responsible and the act and/or violation which caused the collision (primary collision factor);
- (d) **Recommendation:** This should be given when appropriate for requesting a complaint or issuing a Notice to Appear.

#### 502.3.5 PROPERTY DAMAGE ONLY REPORT (EXCHANGE OF INFORMATION REPORT CHP 555-03)

Form CHP 555-03 should be completed under the following circumstances:

- (a) Property Damage Only (PDO) collisions involving one or two vehicles, without injuries or fatalities, and no prosecution of an infraction, misdemeanor or felony is anticipated;
- (b) Form CHP 555-03 should not be used when the following conditions are present:
  - 1. More than two vehicles are involved;
  - 2. City vehicles or City property is involved;
  - 3. Potential City liability exists;
  - 4. Hazardous material spills are involved;
  - 5. Hazardous mechanical violation(s) are identified as a contributing factor to the collision (i.e., defective brakes, inoperative brake lamps etc);

# Palo Alto Police Department

## Policy Manual

### *Traffic Collision Reporting*

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6. A qualified Commercial Vehicle (as listed in Policy Manual §502.39) is involved;
7. Major vehicle damage to either vehicle, as defined in Policy Manual §502.39.

#### 502.3.6 PROPERTY DAMAGE ONLY (PDO) REPORT FORMAT

- (a) A case number shall be obtained, the Primary Collision Factor should be determined, and the specific location and the directions of travel of the involved vehicles should be documented;
- (b) The insurance information should be obtained and noted on the report;
- (c) The report should be separated and copies should be provided to the involved parties;
- (d) The bottom portion of the report should be completed and a short narrative (Summary/Cause) should be written of how the accident occurred on the back of page 1. No recommendation is to be made;

This 555-03 report procedure will apply equally to adults and juveniles. 555-03 reports will not be sent to the Statewide Integrated Traffic Reporting System (SWITRS). Copies of the 555-03 serve as the driver's report for insurance purposes. Page 1 of all 555-03 reports will be maintained in the Police Department's Records Division for public access.

#### 502.3.7 COUNTER REPORTS

Reports will be taken at the counter when collisions involve parties who have left the scene but desire a police report. Civilian Police employees will obtain a case number from Communications and have the reporting parties fill out a Driver's Report of Traffic Collision.

- (a) A counter report will be taken if there is a violation of Vehicle Code § 20002 and there is insufficient information to warrant follow-up.
- (b) An officer will respond to the Police Counter and take a report (555/556) under the following conditions:
  1. Hit and run reports where there is sufficient information for follow-up;
  2. Traffic Collisions with injury or complaint of pain resulting at the time of the collision.
- (c) Civilian employees will not list a determination of fault per California Vehicle Code § 20015.

#### 502.3.8 COMMERCIAL VEHICLES

- (a) Form CHP 555D will be filled out for each qualified vehicle and attached to a collision report when:
  1. One or more qualified vehicles was involved, and;
  2. One or more qualified injuries was sustained, or;

## *Traffic Collision Reporting*

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3. One or more vehicles was towed from the scene, or;
  4. One or more vehicles was provided assistance.
- (b) A qualified vehicle is defined as:
1. A vehicle with a GVWR (gross vehicle weight rating) of 10,001 pounds or more and has a DOT (Department of Transportation) number;
  2. Any vehicle displaying a hazardous material placard;
  3. Buses designed to carry more than 10 people, not including the driver.
- (c) A qualified injury is defined as:
1. Any injury severe enough for the injured person to require transportation from the scene for immediate medical attention, or a fatality.
- (d) Provided assistance is defined as:
1. Any assistance provided by Police, Fire, or Tow Company personnel to get the vehicle from the scene. This does not include assistance to change a flat tire.

### **502.4 REPORTING SITUATIONS**

#### **502.4.1 TRAFFIC COLLISIONS INVOLVING CITY VEHICLES**

Traffic collision investigation reports shall be taken when a City-owned vehicle is involved in a traffic collision upon a roadway or highway wherein any damage or injury results. A general information report may be taken in lieu of a traffic collision report (CHP 555 form) at the direction of a supervisor when the collision occurs on private property or does not involve another vehicle. Whenever there is damage to a City vehicle, a Vehicle Damage Report shall be completed and forwarded to the appropriate Division Captain.

Photographs of the collision scene and vehicle damage shall be taken at the discretion of the traffic investigator or any supervisor.

#### **502.4.2 TRAFFIC COLLISIONS WITH POLICE DEPARTMENT EMPLOYEES**

When an employee of this department, either on-duty or off-duty, is involved in a traffic collision within the jurisdiction of the City, the on-duty supervisor or watch commander should assign an uninvolved Palo Alto Police officer to take the report. In the event such collision involves a fatality, serious injury, or other extenuating circumstance, the patrol lieutenant may request that the California Highway Patrol or a neighboring agency investigate the collision.

The term serious injury is defined as any injury that may result in a fatality.

#### **502.4.3 TRAFFIC COLLISIONS WITH OTHER CITY EMPLOYEES OR OFFICIALS**

# Palo Alto Police Department

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### *Traffic Collision Reporting*

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When a City official or employee, either on-duty or off-duty, is involved in a traffic collision within the jurisdiction of the City, the on-duty supervisor or watch commander should assign an uninvolved Palo Alto Police officer to take the report. In the event such collision involves a fatality, serious injury, or other extenuating circumstance, the patrol lieutenant may request that the California Highway Patrol or a neighboring agency investigate the collision.

The term serious injury is defined as any injury that may result in a fatality.

#### **502.4.4 TRAFFIC COLLISIONS ON PRIVATE PROPERTY**

Traffic Collisions occurring on private property shall be investigated as an "Investigation" as listed in Policy Manual § 502.33:

- (a) If there is a fatality or an injury which requires transportation to a hospital;
- (b) If there is a violation of Vehicle Code § 20001 and/or sufficient information is available to warrant follow-up and/or prosecution;

Traffic collisions occurring on private property shall be investigated as a "Report" as listed in Policy Manual § 502.34;

- (a) If there is an injury not requiring transportation to a hospital;
- (b) All other private property collisions require no police report.

#### **502.4.5 TRAFFIC COLLISIONS ON ROADWAYS OR HIGHWAYS**

Traffic collision reports shall be taken when they occur on a roadway or highway within the jurisdiction of this department under any of the following circumstances:

- (a) When there is a death or injury to any persons involved in the collision
- (b) When there is an identifiable violation of the Vehicle Code
- (c) When a report is requested by any involved driver

#### **502.5 NOTIFICATION OF TRAFFIC BUREAU SUPERVISION**

In the event of a traffic collision involving a serious injury and/or death, the Watch Commander shall notify the Traffic Division Lieutenant, or in his or her absence, the Traffic Division Sergeant, to relate the circumstances of the traffic collision and seek assistance from the Traffic Division. In the absence of the Traffic Division Lieutenant, the Watch Commander or any supervisor may assign a Specialized Traffic Accident Reconstruction (STAR) Team member or motor officer to investigate the traffic collision.

## *Traffic Collision Reporting*

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### **502.6 FATAL TRAFFIC COLLISION INVESTIGATION**

The investigation of fatal traffic collisions has become a complex and highly technical field. It is the desire of the Palo Alto Police Department to train officers in the investigation of traffic collisions and reconstruction so they can best determine the cause of collisions and provide expert evidence for prosecution when necessary.

#### **502.6.1 POLICY**

It shall be the policy of the Palo Alto Police Department to insure quality investigation by training and maintaining the Specialized Traffic Accident Reconstruction (STAR) Team. The STAR Team may be called to aid in the investigation to determine the cause of a collision and make recommendations based upon their findings.

The role of the STAR Team is to provide their expertise at the scene of a major traffic collision. They will act as a resource in the analysis, measurement, calculation of physical evidence needed to determine speed, area(s) of impact, and to give advice in investigative procedures. The team members shall diagram the scene and provide support to the investigation as directed by the scene supervisor. Unless relieved of responsibility, the patrol officer(s) shall maintain responsibility of the investigation with assistance from the STAR Team members.

#### **502.6.2 TEAM COMPOSITION AND TRAINING**

The members of the STAR Team shall consist of one supervisor, and officers or agents who have successfully completed the required training. The Traffic Lieutenant will act as the coordinator for the team and will select a team supervisor. The length of service on the team will be determined by the Traffic Lieutenant.

Each member shall attend the below listed training courses and maintain their expertise by quarterly training meetings:

- (a) Basic Investigation 40600 CVC course (40 hours);
- (b) Intermediate Accident Investigation (40 hours);
- (c) Advanced Accident Investigation (80 hours);
- (d) Reconstruction School (80 hours);

#### **502.6.3 CALL-UP PROCEDURES**

- (a) Roster:
  - 1. Communications shall have a current roster of all STAR Team members, their addresses, home telephone numbers, and shift assignments.
- (b) Notification and Coordination:
  - 1. The on-duty supervisor shall notify the STAR Team in cases of fatal or major injury collisions. The team may be used in the event of a collision of unusual circumstance, for example, City liability, or involved City personnel.



## Traffic Collision Reporting

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- (c) Call-up: Communications shall maintain a call-up list of the STAR Team members and at the direction of the on-duty supervisor, shall be responsible for calling members back to duty. On-duty members will be called via radio by the supervisor.
  - 1. The STAR Team supervisor will be called to assign the required number of off-duty members;
  - 2. The Field Services Division Captain shall always be apprised of the incident.

### 502.6.4 INVESTIGATION PROCEDURE

- (a) Field Services Division: The officer assigned to investigate the collision shall be responsible for immediately preserving the scene and notifying his/her supervisor. The officer shall write the collision report according to the traffic collision investigation policy;
- (b) STAR Team: Members shall respond and make a factual diagram and proceed with post collision follow-up. They will provide additional resources for the scene investigation and report to the scene supervisor.

## 502.7 OFFICER INVOLVED TRAFFIC COLLISIONS

### 502.7.1 PROCEDURE

**All officer involved traffic collisions** will be reported immediately to the on-duty supervisor and watch commander. The involved officer shall, barring extenuating circumstances, remain at the scene of the collision pending the arrival of a supervisor. For collisions occurring within the jurisdiction of the City of Palo Alto, the on-duty supervisor or watch commander should assign an uninvolved Palo Alto Police Officer to take the report. In the event such collision involves a fatality, serious injury, or other extenuating circumstance, the patrol lieutenant may request that the California Highway Patrol or a neighboring agency investigate the collision.

The term serious injury is defined as any injury that may result in a fatality.

### 502.7.2 INTERNAL INVESTIGATION

**Report of Property Damage/Loss** - All traffic collisions involving City property shall be documented with the City of Palo Alto "Report of Property Damage/Loss" form. The on-duty supervisor will review the actions of the employee and determine if the collision was "preventable" or "non-preventable."

**Private Vehicles** - When involved in a traffic collision with a private vehicle, it is necessary to complete a "Damage to City Property" form and obtain the involved parties insurance information. It is also necessary to obtain photographs of any and all damage to private property, private vehicles, and to City vehicles involved in these collisions to aid the City Risk Manager in their job.

**Supervisor Responsibilities** - The investigating supervisor will write a memorandum to his/her manager indicating findings, the employee's collision history and recommended action to be taken with the employee.

# Palo Alto Police Department

## Policy Manual

### *Traffic Collision Reporting*

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**Corrective Action** - If the traffic collision was preventable, the supervisor will determine if/when the employee had other preventable collisions in the past. A written reprimand or suspension from duty without pay (or more severe discipline) may be applicable in repetitive or serious cases.

**Personnel and Training Master File** - Personnel and Training will maintain a master "Traffic Collisions" file. Copies of the traffic collision related documents will be routed to Personnel and Training via the respective Division Captain/Coordinator. Accidents will also be tracked via the IA PRO computer management system.

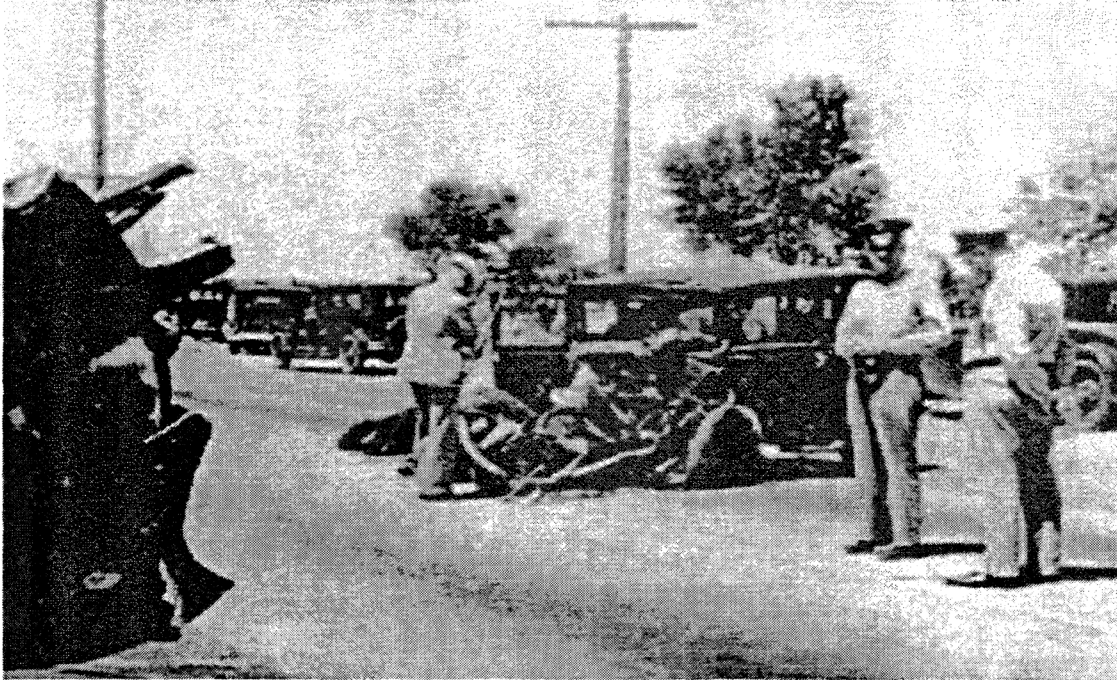
**Driving Instructor** - A Department Driving Instructor will review the traffic collision investigation/report in order to develop a training plan for the involved employee, if necessary.

#### **502.8 POLICY UPDATES**

Updated 12/7/17



**CALIFORNIA**  
*Highway Patrol*



# **COLLISION INVESTIGATION MANUAL**



*An Internationally Accredited Agency*

**HPM 110.5**

CALIFORNIA HIGHWAY PATROL

COLLISION INVESTIGATION MANUAL

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REVISED FEBRUARY 2003

HPM 110.5



## FORWARD

The Statewide Integrated Traffic Records System (SWITRS) was implemented in 1972 to establish uniformity in the collection, reporting, and retrieval of traffic collision data. The purpose of this manual is to establish policy and uniform procedures for documenting motor vehicle collisions within the framework of SWITRS and the Vehicle Code (VC). VC Section 20008 requires that all law enforcement agencies forward to the California Highway Patrol, a copy of every traffic collision report involving injury or death. Although there is no legal requirement to submit Property Damage Only reports, agencies are encouraged to do so.

Collision documentation is the foundation for any effective traffic safety program. To attain a reduction in the frequency and severity of traffic collisions, it is important that the information exchanged among users be identical in definition and type of data. The statewide use of the standard Traffic Collision Report forms in accordance with the instructions in this manual will meet this requirement and provide meaningful data concerning each of the following subjects:

1. The magnitude of the overall traffic collision problem. This is accomplished through comparisons with other local, state, and national traffic safety statistics.
2. The identification of specific traffic safety problems. The collection of traffic collision data will help identify highway design, law enforcement, vehicle, and driver deficiencies. Corrective countermeasures may then be developed by traffic engineers, law enforcement agencies, driver improvement analysts, and educators.
3. The effectiveness of collision prevention efforts. The success or failure of collision prevention programs will be determined through evaluation of statistics gathered from traffic collision report forms.
4. The determination of negligence or fault. Information provided to the Department of Motor Vehicles driver record file will aid analysts in the development of driver improvement programs by identifying problem or negligent drivers and determining the laws violated in connection with the traffic collisions.

Each quarter, the Statewide Integrated Traffic Records System (SWITRS) produces eight routine computer-generated reports reflecting tabulations and categorizations of traffic collision activity within respective jurisdictions. The reports allow law enforcement and public works agencies to identify high collision frequency locations, collision-causing violations, types of collisions, types and ages of parties involved, and other information to assist in the analysis of traffic collisions.

Specific collision data not contained within the quarterly reports are available to users throughout the year by means of the Generalized Retrieval Program (GRP).

Collision data is used by many agencies and individuals in addition to law enforcement and public works agencies. A partial list of users includes:

1. Department of Transportation
2. Department of Motor Vehicles
3. California Legislature
4. Courts
5. Private Citizens
6. Attorneys
7. Research Organizations
8. National Highway Traffic Safety Administration
9. Safety Councils
10. Insurance Companies

Highway Patrol Manual (HPM) 110.5, Collision Investigation Manual (CIM), provides instructions for completing California Highway Patrol (CHP) Traffic Collision Report forms (CHP 555, Traffic Collision Report, CHP 555D, Truck/Bus Collision Supplemental Report, CHP 556, Narrative/Supplemental, and CHP 555-03, Traffic Collision Report - Property Damage Only), and is available to all law enforcement agencies. An additional resource, Highway Patrol Guide 40.60, SWITRS Users' Guide, is also available to assist in understanding the purpose and uses of the GRP and quarterly reports. Information on how to order either the manual or the guide can be found in Chapter 10, Form Requirements and Procedures, of this manual. For assistance in clarification or interpretation of items contained within this manual, contact:

California Highway Patrol  
Enforcement Services Division  
Field Services Section  
Accident Investigation Unit  
444 North Third Street, Suite 310  
Sacramento, CA 95811  
(916) 323-1483

OFFICE OF THE COMMISSIONER

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HPM 110.5

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**CHAPTER 1**  
**RESPONSIBILITIES AND POLICIES**

**REVISED SEPTEMBER 2008**

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## CHAPTER 1

### RESPONSIBILITIES AND POLICIES

1. GENERAL RESPONSIBILITIES. Every California law enforcement agency, having responsibilities for traffic enforcement, should document traffic collisions in accordance with the provisions of this manual.

2. REQUESTS FOR ASSISTANCE. For assistance regarding preparation of the CHP 555, Traffic Collision Report, classification of traffic collisions, or other available services, please call (916) 323-1483 or write to:

California Highway Patrol  
Enforcement Services Division  
Field Support Section  
Accident Investigation Unit  
444 North Third Street, Suite 310  
Sacramento, CA 95811-0228

3. LOCAL AGENCY RESPONSIBILITY. For the significant reasons described in the forward of this manual, local agencies should INVESTIGATE or REPORT, in accordance with the provisions of this manual, all collisions that occur within the scope of their responsibility. If the city has contracted for traffic law enforcement services with another law enforcement agency, the contract agency is responsible. Local agency responsibility includes:

- a. All motor vehicle traffic collisions, as defined in Chapter 2 of this manual, occurring on highways within the jurisdiction of the law enforcement agency.
- b. All motor vehicle non-traffic collisions, as defined in Chapter 2 of this manual, resulting in personal injury or death; or involving a violation of California Vehicle Code (CVC) Section 20002 in which a driver fails to immediately stop his/her vehicle at the scene of the collision and report the collision or provide notification as required by law; or driving while under the influence of alcohol and/or drugs occurring on public or private property within the jurisdiction of the law enforcement agency.
- c. All bicycle collisions occurring on highways within the jurisdiction of the law enforcement agency.

4. LOCAL AGENCY POLICY. This chapter may be adopted in whole or in part by local law enforcement agencies. If this chapter is not adopted in its entirety, local agencies should, at a minimum, establish a reporting policy concerning documentation of:

- a. All collisions resulting in injury or death to any person pursuant to CVC Section 20008.
- b. Property damage only traffic collisions. To provide data essential in the identification of traffic safety problems and the development of collision prevention programs, all law enforcement agencies with collision reporting responsibilities are encouraged to document as many collisions as possible. Local policy will determine the degree of participation.
- c. Collisions involving an identifiable violation when prosecution will be sought.
- d. Bicycle collisions.
- e. Non-injury motor vehicle traffic collisions reported at the police facility, as defined in CVC Section 20015, Counter Reports.
- f. Motor vehicle non-traffic collisions, as defined in Chapter 2 of this manual.
- g. When referring to this manual and because California Highway Patrol (CHP) policy may differ from other agencies, the word "shall" may be substituted with "should" by these agencies according to their local policy.

5. CALIFORNIA HIGHWAY PATROL RESPONSIBILITY. The CHP shall document the following collisions:

- a. All motor vehicle traffic collisions, as defined in Chapter 2 of this manual, occurring on freeways, except as provided in paragraph 8(g).
- b. All motor vehicle traffic collisions, as defined in Chapter 2 of this manual, occurring on highways outside the limits of incorporated cities, except as provided in paragraph 8(g).
- c. All motor vehicle non-traffic collisions, as defined in Chapter 2 of this manual, resulting in personal injury or death; or involving a violation of CVC Section 20002 in which a driver fails to immediately stop his/her vehicle at the scene of the collision and report the collision or provide notification as required by law; or driving while under the influence of alcohol and/or drugs occurring on public or private

property outside the limits of incorporated cities and not within the boundaries of a military reservation, National Park, or National Monument held under exclusive federal jurisdiction.

NOTE: For guidelines, refer to Highway Patrol Manual (HPM) 100.67, Law Enforcement Assistance and Inter-Jurisdictional Operations, Chapter 6, Departmental Responsibilities on Federal Lands.

d. All school bus collisions as defined in Chapter 2 of this manual (additional references are CVC Section 12517.1, Definition of a Schoolbus Accident, and Title 13, California Code of Regulations, Sections 1219 and 1237).

e. All motor vehicle traffic collisions and motor vehicle non-traffic collisions, as defined in Chapter 2 of this manual, occurring on state property patrolled as a function of the Department's Safety Services Program or in cities contracting with the Department for patrol activities. For additional guidelines, refer to HPM 100.70, Safety Services Program.

f. All bicycle collisions occurring on highways within the Department's geographical responsibility.

g. All collisions involving a vehicle or bicycle being used on departmental business within the limits of an incorporated city, only when local agency procedures do not require documentation of the collision (refer to HPM 11.1, Administrative Procedures Manual, Chapter 7, Reports of Accidents).

6. CALIFORNIA HIGHWAY PATROL POLICY. The purpose of this chapter is to provide CHP policy in relation to HPM 110.5, Collision Investigation Manual (CIM):

a. The objective of this chapter is to ensure all CHP officers and sergeants document collisions according to the provisions of the CIM in compliance with current policy and commensurate with their level of training.

b. The basic form of documentation of collisions shall be the INVESTIGATION. In certain limited situations, a REPORT may be completed. Whichever form of documentation is used, it is expected that the completed document will exemplify the best possible traffic investigation and report writing techniques. The document shall lead to logical conclusions based upon the facts of the investigated collision.

c. Each officer has the responsibility to develop report writing and investigative skills that will lead to high quality and professional documentation of collisions. INVESTIGATIONS and REPORTS shall be clear, concise, complete, and answer the questions who, what, when, where, why, and how in a time sequential manner according to the provisions of this manual.

d. To enhance the high quality and professional standards of collision investigations, Area commanders should ensure that all officers and sergeants have completed, at a minimum, Intermediate Accident Investigation training. Additionally, Area commanders are strongly encouraged to support those officers demonstrating a particular interest in advanced collision investigation methodologies, to include enrollment in the Advanced Accident Investigation, Traffic Accident Reconstruction, and TARSC (Traffic Accident Reconstruction Specialist Certification) program.

e. Area commanders shall ensure sufficient levels of review exist and that completed documents, either INVESTIGATIONS or REPORTS, are high quality, professional products. Additionally, Area commanders are responsible for strict adherence to the procedures contained in this manual. Area commanders are encouraged to review fatal injury investigations. When the techniques used by officers are beyond the level of training of the Accident Investigation Review Officer, the Area commander shall require the report to be reviewed by an officer or sergeant with equal or greater level of training. Use of traffic collision reconstruction methodologies/analyses shall be restricted to MAIT (Multidisciplinary Accident Investigation Team) and MAIT associates, under the guidance of the appropriate MAIT, only (refer to HPM 110.1, MAIT Operations Manual, Chapter 1, General). When reconstruction methodologies are utilized by qualified personnel, the Area commander shall require those methodologies be reviewed in accordance with HPM 110.1, Chapter 1.

(1) To request MAIT assistance, refer to HPM 110.1, Chapter 1.

(2) Area commanders are strongly encouraged to allow their officers to assist their Division's MAIT during investigations conducted within their Area. This will expose officers to advanced collision investigation methodologies and the TARSC program, and enable officers to further develop as traffic collision investigators.

f. The collision INVESTIGATION and REPORT samples in this manual represent the minimum acceptable level of documentation and shall not exclude other pertinent areas of reporting.

g. Documentation of collisions shall be made utilizing the CHP 555, Traffic Collision Report, and in accordance with the provisions of this manual and CHP policy (refer to Annex A, Cross Reference to Other Publications Regarding Traffic Collisions/Services).

h. Area commanders shall institute procedures for the timely submission of collision investigations and report documents, emphasizing the need to prepare, review, and approve these documents within the eight-day completion time frame. Collision reports shall normally be available to the public within eight working days.

NOTE: Adherence to the transmittal schedule shall be maintained as outlined in Chapter 10, Form Requirements and Procedures.

i. Any departmental response to a railroad accident, whether reportable by CHP policy or not, shall be reported to the Office of Emergency Services. For notification procedures refer to G.O. 100.80, Report of Unusual Occurrences.

7. COLLISION INVESTIGATION. A collision shall be documented as an INVESTIGATION, as outlined in this manual, when one or more of the following conditions apply:

a. A motor vehicle traffic collision results in the death of a person on or off a highway.

b. A motor vehicle traffic collision results in personal injury, except as provided in paragraph 8(b).

c. The collision is a school bus collision, as defined in Chapter 2 of this manual.

d. All collisions that result in an in-custody arrest as a consequence of the collision event itself. For example, a collision results in an arrest for CVC Section 23152 per Section 40300.5(a). This would exclude an arrest for outstanding warrant(s) confirmed through a subject check subsequent to a collision.

e. The collision is the result of an identifiable violation and prosecution will be sought. To support the prosecution, statements, collection of evidence, and a detailed analysis of the collision is required to prove the section violated. In the event of a property damage only collision, an Area commander may establish local procedures to forego prosecution and document this collision in the report format.

f. An involved party has not fulfilled the requirements pursuant to CVC Section 20002, on or off the highway, and sufficient information is available to identify the hit-and-run driver through follow-up. For example:

(1) A witness to the collision records the license plate number of the hit-and-run vehicle and can identify the driver.

(2) Witnesses can provide a description of the hit-and-run vehicle and driver, and sufficient physical evidence (vehicle parts, personal property, etc.) is available for later identification of the vehicle and driver at the time of the collision.

g. A state-owned vehicle or departmental bicycle is involved in the collision. Operational damage to CHP vehicles will be documented according to departmental policy (refer to HPM 11.1, Administrative Procedures Manual, Chapter 7, Reports of Accidents).

8. COLLISION REPORT. A collision may be documented as a REPORT when one or more of the following conditions apply:

a. A motor vehicle non-traffic collision, as defined in Chapter 2, which involved an injury.

b. Area commanders should establish Area Standard Operating Procedure providing for the documentation of a collision using the report format in which the only injury or injuries involve "Complaint of Pain" claim(s) provided the party(s) exhibits no visible physical injuries, refuses medical treatment at the scene, and is not transported to a medical facility.

(1) Area commanders should consider the following factors at a minimum prior to giving approval for an Area to document a "Complaint of Pain" traffic collision in the REPORT format:

(a) The average number of traffic collisions each officer investigates per year.

(b) Community service expectations.

(c) Operational obligations (i.e., state security) and workloads unique to that specific Area.

(2) The supervisor or officer(s) on scene should recognize situations where a "Complaint of Pain" injury may involve authentic internal or other non-visible injuries. Careful consideration of all factors (i.e., vehicle damage, physical evidence, mechanism of injury, fraud, potential for serious non-visible injury) associated with the collision shall be made prior to documenting the collision in the REPORT format.

c. A collision involves damage to private property and the driver is unable to notify the property owner in compliance with CVC Section 20002, but notifies this Department without unnecessary delay.

d. A collision involves property damage only (includes vehicle fire and tow-away) or an officer witnesses the collision causing violation and issues a citation at the scene of a property damage only collision.



e. A collision involves a late-reported injury as defined in Chapter 2 of this manual.

f. A citizen insists a collision be documented which is not otherwise included within the categories of an INVESTIGATION or a REPORT, such as a private property collision involving property damage only. A REPORT may be prepared subject to the following conditions:

(1) The citizen shall be advised documentation is not required.

(2) The citizen shall be informed of the financial responsibility requirements of CVC Section 16000, if applicable.

(3) The citizen should be advised that documentation may be made by completing a counter report at a CHP office.

g. If individuals involved in a property damage only collision insist on exchanging required information in lieu of a formal collision report, parties will be allowed to do so after an officer has advised them of the financial responsibility requirements of CVC Section 16000. However, officers shall not solicit individuals to exchange required information in lieu of a formal collision report.

## 9. FILING OF COMPLAINTS.

a. Prosecution. Prosecution shall be based on a thorough INVESTIGATION with adequate evidence to support all necessary elements of an offense.

b. Complaint Criteria. Each complaint against an individual sought as a result of a collision INVESTIGATION shall meet the following criteria:

(1) The facts determined by the INVESTIGATION shall constitute a violation of a specific statute.

(2) There shall be adequate evidence to support each element of the offense.

(3) Applicable departmental enforcement policies and tolerances shall be observed.

10. ADMINISTRATIVE REVIEW. Commanders shall be responsible for establishing a system of administrative review and control to ensure all prosecution resulting from collision INVESTIGATIONS are in conformance with standards set forth in this manual.



## ANNEX A

### CROSS REFERENCE TO OTHER PUBLICATIONS REGARDING TRAFFIC COLLISIONS/SERVICES

There are several Highway Patrol Manuals (HPM), General Orders (GO), Guides (HPG), and other miscellaneous publications that provide instruction and information regarding investigating traffic collisions, selling traffic collision reports, and providing traffic services. The list includes, but is not limited to, the following:

<u>Publication</u>	<u>Title</u>
GO 100.30	Closing of Highways for Salvage Operations
GO 100.39	CHP 202, Driving Under the Influence Arrest-Investigation Report and CHP 216, Arrest-Investigation Report
GO 100.46	Reporting of Highway Conditions
GO 110.2	Release of Collision Information
GO 110.7	Policy - Daily Reporting of Traffic Deaths
GO 110.8	Photographs for Accidents and Investigations
HPG 40.60	Statewide Integrated Traffic Records System Users' Guide
HPM 11.1	Administrative Procedures Manual Chapter 4, Miscellaneous Sales – Transmittal of Collections Chapter 7, Reports of Accidents Chapter 9, Civil Actions, Defense of Employees, Small Claims Actions, Constitutionalist Actions, Indemnification of Citizens, Victims of Violent Crimes
HPM 84.2	Hazardous Materials Transportation and Incident Management
HPM 100.67	Law Enforcement Assistance and Inter-Jurisdictional Operations
HPM 100.70	Safety Services Program Manual
HPM 110.1	Multidisciplinary Accident Investigation Team Operations Manual

## CHAPTER 2

### DEFINITIONS AND CLASSIFICATIONS OF COLLISIONS

REVISED FEBRUARY 2010

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## CHAPTER 2

### DEFINITIONS AND CLASSIFICATIONS OF COLLISIONS

1. INTRODUCTION TO DEFINITIONS. The following definitions and classifications of collisions are generally in accordance with the standards set forth in the *American National Standard, Manual on Classification of Motor Vehicle Traffic Accidents*, published by the National Safety Council. However, some of the Collision Investigation Manual (CIM) definitions, interpretations, classifications, and examples have been adapted for use in reporting traffic collisions in California.
2. ACCIDENT OR COLLISION. A collision is an unintended event that produces damage or injury, involving a motor vehicle in-transport. The word injury includes fatal injury. Although the terms “accident” and “collision” are synonymous, the word collision should be used to describe the event.
3. AREA OF IMPACT. An Area of Impact (AOI) is the area(s) at which damage or injury occurs as the result of a collision, where involved parties come into contact with one another, another object, or surface. The AOI is illustrated in the sketch with the appropriate symbol and described in the narrative.
4. AUXILIARY LANE. An auxiliary lane is a connector road that joins an acceleration lane and a deceleration lane, often where the on-ramp of one interchange is closely followed by the off-ramp of another interchange. Auxiliary lanes allow on- and off-ramp traffic to accelerate or decelerate before merging with mainline traffic, or simply to provide more opportunity to merge.
5. BICYCLE. A bicycle, as defined in California Vehicle Code (CVC) Section 231, is a device upon which any person may ride, propelled exclusively by human power through a belt, chain, or gears, and having one or more wheels. Persons riding bicycles are subject to the provisions specified in CVC Sections 21200 and 21200.5. The operator of a unicycle or tricycle that is involved in a collision will be considered a bicyclist only if the cycle meets the definition of a bicycle.
6. BRIDGE RAIL. A bridge rail is a barrier located on the side of a bridge (includes a freeway overcrossing) designed to stop a vehicle from leaving the elevated surface or roadway. It may be constructed of concrete, steel, wood, or stone. The concrete curb is considered part of the bridge rail. Do not refer to a bridge rail as a guardrail even if it is made of guardrail material.

7. CHAIN REACTION COLLISION. Occasionally, in the same area within a short period of time, several vehicles may be involved in collisions under adverse driving conditions. Examples may include a damaged roadway or collapsed bridge, or collisions where visibility is drastically reduced due to fog, dust storms, heavy rain, etc. In such chain reaction collisions, it may be difficult to determine whether the event was one continuous event without stabilization or whether several separate collisions occurred, with the situation stabilizing between each collision. Consequently, for purposes of uniformity, a chain reaction collision should be considered a single collision. (Refer to paragraph 9, Collisions After Stabilized Situations.)

8. CLASSIFICATION OF REPORTING. There are two levels of collision reporting: an INVESTIGATION and a REPORT. These terms refer to the format of documentation and not the report form itself.

9. COLLISIONS AFTER STABILIZED SITUATIONS. A stabilized situation marks the end of an unstabilized event. An unstabilized situation is an event or series of events that begin at loss of control and end when control is regained or when all involved persons, vehicles, and property come to rest. Stabilization may be brief, but when a discernable period of time separates the end of one event from the beginning of another event, each subsequent injury or damage producing event should be documented as a separate collision. The following examples are illustrative of stabilized situations:

- a. Following a motor vehicle collision, live electric wires fell on the involved vehicle, but no injury was sustained from the electric current because the occupants remained inside the motor vehicle. Subsequent injuries attributable to the electric current resulting from occupants attempting to leave the motor vehicle or rescue attempts by others would not be part of the original motor vehicle collision.
- b. Following a motor vehicle collision, objects were loosened which remained in place until all occupants were removed from the area of risk. Any subsequent injury or damage attributable to the fall or roll of the loosened objects would not be part of the original motor vehicle collision.
- c. Following a motor vehicle collision, the driver regained control of his/her vehicle prior to or after coming to rest and fled the scene. In the driver's haste to flee, the driver was involved in a subsequent collision. In this case, the first collision stabilized once the driver regained control of his/her vehicle. Since the decision to flee resulted in a subsequent collision, it would be considered a separate collision and not part of the original motor vehicle collision.

d. Following a motor vehicle collision, the vehicle came to rest within the traffic lanes of a freeway and the driver remained in the vehicle. This collision became stabilized once any additional collisions were no longer imminent (i.e., an approaching vehicle already out of control due to the movement of the original collision) and the driver and vehicle came to rest. Any event thereafter that results in damage or injury would be considered a separate event and not part of the original motor vehicle collision.

e. The driver of a motor vehicle, while being pursued by police, collided with numerous other parked and/or moving motor vehicles. Following each collision, the pursued driver was able to regain control and continue driving until eventually being halted. In this case, a stabilized situation was reached each time the driver regained control of his/her vehicle following a collision. Each set of stabilized events would be considered a separate collision and reported on separate forms.

f. A vehicle caught fire during a non-injury motor vehicle collision. The driver exited the vehicle and ran towards the shoulder in an attempt to escape the fire. If during the driver's attempt to escape, the vehicle exploded causing injury to the driver, the original vehicle collision and driver's injuries would be considered one unstabilized situation. If the driver was able to reach the shoulder where no additional danger was expected or foreseeable and a subsequent explosion caused additional injury, the event would be considered a separate situation.

10. CONNECTOR ROAD. A connector road is a roadway that joins two different highways.

11. COUNTER REPORT OR CITIZEN'S REPORT. A counter report or citizen's report is a property damage only collision reported by an involved party in person at an office of the California Highway Patrol (CHP) or local law enforcement agency. (Refer to paragraph 36, Late-Reported Collision, and CVC Section 20015.)

a. Counter reports are to be completed by the involved party or with the assistance of a peace officer.

b. Counter reports are not processed through the Statewide Integrated Traffic Records System database files.

12. COURTESY REPORT. A courtesy report is the documentation of a traffic collision by an officer of a law enforcement agency or CHP Area other than the law enforcement agency or CHP Area having jurisdiction where the collision occurred.



13. DRIVER. A driver is a person who is in actual physical control of a vehicle. For an out of control vehicle, the driver is the occupant who was in control until control was lost.

a. A driver includes:

(1) A person driving a non-contact involved vehicle. (Refer to paragraph 47, Non-Contact Involved Party.)

(2) A person who was driving a motor vehicle, but lost control of the vehicle because of a vehicle malfunction. This person will be considered a driver if he/she remained in the vehicle or leaped from the moving vehicle to avoid an imminent collision.

(3) A person who had physical control of a moving vehicle and by choice, jumped from or fled from the vehicle before it was safely stopped or parked.

(4) An individual seated in the driver's seat of a vehicle stopped or otherwise disabled within a traffic lane. The vehicle is considered to be in-transport and the occupant a driver.

b. Parked Vehicles. A person who parked a vehicle or permitted it to stand on a highway without effectively setting the parking brake, blocking the wheels, or otherwise fails to prevent movement of the vehicle, should be considered the driver of that vehicle.

(1) Circumstances may exist that relieve the person of being a driver. Considerations are the amount of time that has elapsed between the person parking the vehicle and the vehicle being involved in a collision and his or her proximity to the vehicle when the collision occurred.

NOTE: A person who parked a vehicle that becomes a runaway vehicle and involved in a collision shall comply with notification and reporting requirements pursuant to CVC Section 20002(b).

c. Pushed or Towed Vehicles. The following should be considered in determining whether or not a person operating a pushed or towed vehicle, or operating a vehicle pushing or towing a motor vehicle, is a driver:

(1) A person walking alongside a pushed or towed vehicle while in the act of steering through an opened window or door.

(2) A person seated behind the steering wheel while being pushed, towed, or coasting, if that person had control of the vehicle.

- (3) A person operating a motor vehicle that is being pushed by another motor vehicle should be considered a driver if that person had control of the pushed vehicle at the time of the collision.
  - (4) A person who is operating a motor vehicle that is pushing another motor vehicle should be considered a driver if that person caused or directly contributed to the collision. A person operating a pushing vehicle that is determined not to be a direct contributing factor to the collision should be considered a witness.
  - (5) A person operating a motor vehicle that is being towed by other than a rigid tow bar or tow truck should be considered a driver if that person had control of the towed vehicle and caused or directly contributed to the collision.
  - (6) A person operating a motor vehicle that is towing another vehicle with a rigid tow bar will be considered the driver of the vehicles in combination.
- d. A “driver” includes the operator of any motor vehicle requiring a driver’s license or permit to operate.
- (1) The operator of a motorcycle, motor-driven cycle, motorized bicycle, moped, and motorized scooter, whether or not the engine is running.
- e. A “driver” does not include the operator of a motor vehicle not requiring a driver’s license or permit to operate such as a motorized skateboard or mini motorcycle (pocket bike).
- f. Additionally, a driver does not include the following:
- (1) The rider of a bicycle, unicycle or tricycle that does not meet the definition of a bicycle, skateboard, roller skates, sled, skis, scooter, baby carriage, or wheeled toys.
  - (2) The tillerman or other person who, in an auxiliary capacity, assists the driver in the steering or operation of any articulated fire fighting apparatus (CVC Section 305).
  - (3) A person who is not in actual control of a vehicle, but merely interferes with a driver or driver’s mechanism (CVC Section 21701). The simple act of grabbing the steering wheel may not be considered control of the vehicle.
  - (4) A person operating an electric personal assistive mobility device or a physically disabled person operating a self-propelled wheelchair, motorized tricycle or quadricycle. (Refer to paragraph 51, Pedestrian.)

(5) An infant or child that accidentally or intentionally sets a motor vehicle in motion who, by his/her obvious limited capabilities could not be in control of the motor vehicle.

14. DRIVERLESS VEHICLE. A driverless vehicle is a vehicle that is in-transport without a driver, or a vehicle set in motion by other than a driver. Examples of driverless vehicle include:

- a. A parked vehicle that was set in motion by a child that accidentally or intentionally released the parking brake or pushed the manual transmission out of gear.
- b. A driver failed to effectively set the parking brake, block the wheels, or otherwise failed to prevent movement of the vehicle; however, due to an extended time elapse and/or proximity of the driver to the collision, the person is no longer considered a "driver."
- c. A parked or stopped vehicle that was moved from its point of rest due to a cataclysmic event.

15. EDGE LINE. Edge lines are painted lines on the roadway surface used to delineate the edge of the roadway and provide a visual reference. They are also used to reduce driving on paved shoulders or refuge areas of lesser structural strength than adjacent pavement. Edge lines are generally not continued through intersections and normally are not broken for driveways. Edge lines are used on all state highways, except urban-type streets with curbs, and may be used on streets and highways under local jurisdiction.

16. EMBANKMENT. An embankment is a raised structure (as of earth) to hold back water or carry a roadway.

17. ENCROACHMENT. Encroachment is the intrusion of highway right-of-way by non-highway structures or objects of any kind or character beyond the proper or prescribed limits.

18. EXPRESSWAY. An expressway is an arterial highway, established by a county, with partial or full control of access, which may or may not be divided or have grade separations at intersections.

19. FARM LABOR TRANSPORTER. A farm labor transporter is any motor vehicle, other than a farm labor vehicle, used for the transportation of eight or less farm workers in addition to the driver, to or from a place of employment or employment-related activities. A farm labor transporter includes a passenger vehicle transporting farm workers.

20. FARM LABOR VEHICLE. A farm labor vehicle is any motor vehicle designed, used, or maintained for the transportation of nine or more farm workers in addition to the driver, to or from a place of employment or employment-related activities (CVC Section 322a). The driver of a farm labor vehicle is required to be certified pursuant to CVC Section 12519 (a). A farm labor vehicle does not include a vehicle carrying only members of the immediate family of the owner or driver thereof.

21. FARM WORKER. A farm worker is any person engaged in rendering personal services for hire or compensation in connection with the production or harvesting of farm products, including forestry laborers (CVC Section 322b).

22. FREEWAY. A divided arterial highway with full control of access and with grade separations at intersections.

23. FRONTAGE ROAD. A frontage road is a highway generally paralleling an arterial highway designed to provide access to traffic desiring to cross or enter the arterial highway, or to access abutting property that would otherwise be isolated from the arterial highway.

24. GLARE SCREEN. A glare screen is an expanded metal mesh designed to screen out the headlight glare of opposing traffic. Glare screens may also be installed in special problem areas such as along frontage roads or at entrance and exit ramps.

25. GORE. A gore is an area of land, generally triangular, between the main traffic lanes of a freeway and the freeway on- or off-ramp. The gore is often bound by the edge lines of the traffic lanes at the point the roadway diverges or converges.

26. GUARDRAIL. A guardrail is a barrier located at the edge of a shoulder to prevent a vehicle from hitting an object or going over an embankment. Guardrails are usually constructed of steel rails and wood or steel posts. This includes a guardrail connected to the end of bridge rails.

27. HAZARDOUS MATERIAL. As defined in CVC Section 353, hazardous material is any substance, material, or device posing an unreasonable risk to health, safety, or property during transportation, as defined by regulations adopted pursuant to CVC Section 2402.7. Hazardous material includes explosives and hazardous waste or substances as defined by regulations adopted pursuant to Section 25141 of the Health and Safety Code (H&S) and medical wastes, as defined in H&S Section 117690.

28. HIGHWAY. Highway is a way or place of whatever nature, publicly maintained, and open to the use of the public for purposes of vehicular travel. The terms “highway” and “street” are synonymous.

a. The term highway includes shoulders and sidewalks (property line to property line). (Refer to CVC Section 360 and Annex A, Highway Example.)

b. A portion of the highway that is closed to vehicular travel, such as construction and repair zones or an area closed during collision investigation, does not meet the definition of a highway. Consequently, a collision occurring solely within these areas would be considered a motor vehicle non-traffic collision. (Refer to paragraph 45, Motor Vehicle Non-Traffic Collision.)

29. IMPACT ENERGY ATTENUATORS. Impact energy attenuators (crash cushions) are intended to protect a motorist from the consequences of a collision with a fixed object that cannot be removed or where other protective systems are not suitable.

a. Types currently available include sand-filled plastic drums, water-filled tubs, and lightweight concrete.

b. Attenuators are generally installed at gore point fixed objects that cannot be economically removed or made to breakaway when struck. Attenuators may also be installed at other fixed objects where a guardrail is inappropriate.

30. INJURY. Injuries are classified in the following categories:

a. Fatal Injury. Death as a result of injuries sustained in a collision, or an injury resulting in death within 30 days of the collision.

NOTE: The death of a fetus involved in a traffic collision will be documented as a fatal injury if the coroner classifies the injury as a death and attributes the death to the collision.

b. Severe Injury. An injury, other than a fatal injury, that includes the following:

(1) Broken or fractured bones.

- (2) Dislocated or distorted limbs.
  - (3) Severe lacerations.
  - (4) Skull, spinal, chest or abdominal injuries that go beyond “Other Visible Injuries.”
  - (5) Unconsciousness at or when taken from the collision scene.
  - (6) Severe burns.
- c. Other Visible Injuries. An injury, other than a fatal or severe injury, which is evident to observers at the scene of the collision. Other visible injuries include:
- (1) Bruises, discoloration, or swelling.
  - (2) Minor lacerations or abrasions.
  - (3) Minor burns.
- d. Complaint of Pain. This classification could contain authentic internal, other non-visible injuries, and fraudulent claims of injury. “Complaint of Pain” includes:
- (1) Persons who seem dazed, confused, or incoherent (unless such behavior can be attributed to intoxication, extreme age, illness, or mental infirmities).
  - (2) Persons who are limping, or complaining of pain or nausea, but do not have visible injuries.
  - (3) Any person who may have been unconscious, as a result of the collision, although it appears he/she has recovered.
  - (4) Persons who say they want to be listed as injured but do not appear to be so.

31. INTENTIONAL ACT. An intentional act or omission of act which, directly or indirectly, causes damage to property or injury to any person. Consequences of the intentional act(s) should have been reasonably foreseen and a result of an aggravated, reckless, or flagrantly negligent act, not the result of inattention or mistaken judgment.

NOTE: The California Supreme Court ruled that a person may be held criminally responsible not only for the crime he or she intended to commit (target offense), but also for any other crime (non-target offense) that is the “natural and probable consequence” of the original crime, *People v. Prettyman* (1996) 14 Cal. 4<sup>th</sup> 248. A natural and probable consequence is one that a reasonable person would know is likely

to happen if nothing unusual intervenes. In deciding whether a consequence is natural and probable, consider all of the circumstances established by the evidence (2007 California Jury Instructions, Natural and Probable Consequences Doctrine).

a. Although a motor vehicle may be associated with a subsequent injury or damage causing event, the following examples are not motor vehicle traffic collisions:

(1) Suicide or Self-inflicting Injury.

(a) A person intentionally ran into traffic or jumped from a freeway over crossing and prior to a stabilizing situation was subsequently struck by a vehicle. This intent must be verified in some manner.

(b) A person, attempting to cause self-injury, intentionally drove a motor vehicle against a fixed object, into a body of water, or similarly misused a motor vehicle, and this intent was verified in some manner.

(2) Homicide, Injury, or Damage Purposely Inflicted.

(a) A person deliberately intended to cause death, injury, or damage by driving a motor vehicle against persons, vehicles, or property.

(b) A person fired a gun into a motor vehicle that was traveling along a highway. The driver was struck and subsequently lost control of the vehicle. The vehicle traveled off the roadway resulting in a traffic collision. Although the gunman did not have specific intent to cause a traffic collision, the subsequent collision was a natural and probable consequence of firing a gun into a vehicle traveling on a highway.

(c) A passenger grabbed the steering wheel of a vehicle with the intent to harm themselves and/or the driver. The vehicle crossed into the opposing lane of traffic and struck another vehicle. Although the passenger did not have specific intent to cause the other vehicle's involvement, the collision was a natural and probable consequence of the passenger's actions.

(3) Throwing Substances at Vehicle.

(a) A person intentionally threw a rock onto a highway or dropped an object from an overpass that struck a vehicle. This action caused the driver to lose control resulting in a collision. Although the act was not directed towards a specific person or vehicle, the intentional act resulted in injury or damage. Additionally, although the person that threw the object may not have intended to cause a collision, the resulting event was a natural and probable consequence of the act.

(4) Staged Traffic Collision. (Refer to paragraph 60, Staged Traffic Collisions.)

(5) Legal Intervention. (Refer to paragraph 37, Legal Intervention.)

32. INTERCHANGE. A system of interconnecting roadways in conjunction with one or more grade separations providing for the interchange of traffic between two or more roadways on different levels.

33. IN-TRANSPORT. This describes 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, while in motion or on a roadway.

a. Motor vehicles are considered in-transport when in the roadway, whether moving, stopped, stalled, disabled, or abandoned.

b. Motor vehicles in designated parking stalls, shoulders, or off the highway are considered in-transport only when they are moving.

c. A vehicle is considered to be within a roadway when any part of the vehicle is in the roadway and might be struck by a vehicle that is moving entirely on the roadway. However, this does not include vehicles parked in compliance with CVC Section 22502(a), Curb Parking. For example, the occupant of a parked vehicle opened his/her driver's door into traffic and the door was subsequently struck by a passing vehicle. The occupant of the parked vehicle will be considered a "driver," as the vehicle is in-transport.

d. A portion of the highway that is closed to vehicular travel, such as construction and repair zones or an area closed during collision investigation or police action, does not meet the definition of a highway. Consequently, a vehicle stopped within the closed area is not in-transport.

34. INTERSECTION. An intersection is the area located within the prolongations of the lateral curb lines, or, if none, the lateral boundary lines of the roadways of two highways that join one another at approximately right angles. It is also the area within which vehicles traveling upon different highways joining at any other angle may come in conflict. When the distance along a roadway between two areas meeting these criteria is less than 10 meters (33 feet), the two areas and the roadway connecting them are considered to be parts of a single intersection. (Refer to CVC Section 365 and Annex B, Intersection Example.)



35. LANE NUMBERING. On a multi-lane roadway, traffic lanes available for traffic traveling in the same direction are numbered from left to right when facing in the direction of traffic flow. (Refer to Annex C, Lane Numbering Example.)

- a. An intermittent car-pool lane will only be numbered as part of the adjacent mixed traffic flow lanes during the hours of non-operation. During the designated restricted hours of operation, the car-pool lane will not be numbered as part of the adjacent mixed traffic flow lanes, and will be coded as a separate beat.
- b. A car-pool lane physically separated from a roadway, operated as a permanent high-occupancy vehicle lane on a 24-hour basis, as defined in CVC Section 21655.3, is not numbered as part of the adjacent mixed traffic flow lanes.

NOTE: Lane numbering does not apply to acceleration and deceleration lanes.

36. LATE-REPORTED COLLISION. A late-reported collision is a fatal or injury collision where involved vehicles and parties are no longer at the scene and documentation is requested at a location away from the collision scene. Investigating officers shall determine if the collision was reported after the first opportunity to make such a report before indicating a late-reported status.

- a. Any late-reported fatal collision shall be documented as an INVESTIGATION.
- b. Any late-reported injury collision should be documented as a REPORT unless the local or Area commander determines that an INVESTIGATION should be conducted.
- c. Late-reported collisions may be reported at any time up to one year from the date of occurrence. However, the ability to conduct a comprehensive investigation may be compromised by excessively delayed notifications.
- d. Timeliness and the circumstances surrounding the collision should be considered in determining whether to document the traffic collision as a late-reported collision. An important consideration would be whether the collision was reported after the first reasonable opportunity to make such notification. Consider the following:
  - (1) Involved vehicles and parties moved away from the collision scene on a freeway to an immediately adjacent location, e.g., a service station at the bottom of a freeway ramp, would not qualify the collision as late-reported.

(2) A collision that occurred on a remote highway where a means of notifying a law enforcement agency was not available, and the involved parties made notification within a reasonable period, would not qualify as late-reported.

37. LEGAL INTERVENTION. Legal intervention is an intentional act, in which injury or damage is caused by law-enforcement intervention, usually resulting in apprehension or an attempt to apprehend. Legal intervention which results in injury or damage is not a motor vehicle collision insofar as the enforcing agency and violator relationship is concerned. If, when intentional acts are committed that result in injury or damage beyond that which is reasonably expected, the subsequent event(s) should be documented as a motor vehicle collision. The following examples are provided to help distinguish between legal intervention and a motor vehicle collision:

a. Legal Intervention:

(1) A roadblock was set up to stop a suspect. The suspect collided into it, either intentionally or unintentionally.

(2) A police officer intentionally caused his/her vehicle to collide with a pursued vehicle in an attempt to terminate the pursuit.

(3) A police officer fired bullets into a moving suspect vehicle. The driver subsequently lost control and collided into another vehicle or object.

b. Motor Vehicle Collision:

(1) A driver other than the intended suspect unintentionally collided into a roadblock.

(2) A suspect, while eluding the police, lost control of his/her vehicle and collided into another vehicle.

(3) While pursuing a suspect, a police officer lost control of his/her vehicle and collided into another vehicle, or object.

(4) While in pursuit of a violator, a police officer unintentionally collided with the suspect's vehicle.

38. MEDIAN. A median is the portion of a divided highway separating the roadways for traffic in opposite directions. The median includes the median shoulders. (Refer to Annex A.)

39. MEDIAN BARRIER. A median barrier is a physical object located in the median of a highway to prevent a vehicle from crossing over into oncoming traffic. Median barriers may consist of cable barriers (a longitudinal cable with steel posts), metal beam barriers (steel rails with wood or steel posts), or concrete barriers (solid concrete with the safety shape). Concrete curbs and walls of concrete or wood such as sound walls on the outside edges of the highway are not considered median barriers.

40. MILEPOST MARKER. Milepost markers indicate the route number, county, and post miles of the location. The mileage indicated on the milepost marker reflects the distance from either the south or west county line, depending on the general direction of the highway, to that location. For example, milepost marker 5 LA 92.51 marks a point along Interstate 5 within Los Angeles County and 92.51 miles north of the south edge of the Los Angeles County line. Milepost markers are used by officers, traffic engineers, maintenance personnel, and others to locate specific incidents or features.

41. MOTORCYCLE OR MOTOR-DRIVEN CYCLE. A motorcycle is a vehicle whose motor displaces more than 150 cubic centimeters and has a seat or saddle for the use of the rider. It is designed to travel on not more than three wheels in contact with the ground and weighs less than 1,500 pounds. (Refer to CVC Section 400.) A motor-driven cycle is a motorcycle whose motor displaces less than 150 cubic centimeters.

42. MOTORIZED BICYCLE OR MOPED. A motorized bicycle or moped is either:

a. Any two-wheeled or three-wheeled device having fully operative pedals for propulsion by human power, or having no pedals if powered solely by electrical energy, equipped with an automatic transmission and motor which produces less than two gross brake horsepower and a maximum speed of not more than 30 miles per hour (mph) on level ground. A motorized bicycle is subject to applicable rules of the road and collision reporting requirements. (Refer to CVC Section 406[a].); or

b. A device that has fully operative pedals for propulsion by human power and has an electric motor that has a power output of not more than 1,000 watts, a maximum speed of not more than 20 mph on level ground, and is incapable of further increasing the speed of the device when human power is used to propel the device faster than 20 mph. (Refer to CVC Section 406[b].)

43. MOTORIZED SCOOTER. A motorized scooter is any two-wheeled device that has handlebars, a floorboard that is designed to be stood upon while riding, may have a seat, and is powered by an electric motor (or any other type of motor) that is capable of propelling the device with or without human propulsion. (Refer to CVC Section 407.5.)

44. MOTOR VEHICLE. A motor vehicle is any motorized vehicle not operated on rails. For purposes of classification, a trailer, coaster, sled or wagon, or other equipment being towed or pushed by a motor vehicle is considered part of the motor vehicle, including such equipment when detached while in motion. For collision reporting purposes, a motorized bicycle, moped, or motorized scooter, shall be considered a motor vehicle, whether the motor is operating or not. Motor vehicle does not include a self-propelled wheelchair, motorized tricycle or quadricycle, if operated by a person who, by reason of physical disability, is otherwise unable to move about as a pedestrian. (Refer to CVC Section 415.)

45. MOTOR VEHICLE NON-TRAFFIC COLLISION. A motor vehicle non-traffic collision is any collision involving a motor vehicle in-transport occurring entirely at a place other than a highway.

a. This includes collisions involving a motor vehicle in-transport occurring off-highway on public or private property.

b. Off-highway collisions not involving a motor vehicle in-transport and events such as airplane crashes on highways or train accidents that do not meet the definition of a motor vehicle collision are the responsibility of the sheriff, police department, coroner, Workers' Compensation Appeals Board, or appropriate federal authority.

c. Excludes:

(1) Property damage, personal injury, or death resulting from an organized racetrack or drag strip competition event.

(2) Property damage, personal injury, or death resulting from an activity on a designated parade route.

(3) Property damage, personal injury, or death sustained during an actual agricultural operation.

(4) Property damage, personal injury, or death resulting from operation of a forklift vehicle within an industrial plant or other building.

(5) Property damage, personal injury, or death sustained during a sanctioned bicycle race on the authorized closed course. The closed course must involve an actual highway closure.

46. MOTOR VEHICLE TRAFFIC COLLISION. A motor vehicle traffic collision is any collision involving a motor vehicle in-transport that occurs on a highway or a collision which occurs after the motor vehicle runs off the highway but before events become stabilized.

a. This includes collisions occurring on a highway involving:

(1) A motor vehicle in-transport that set an object in motion without the motor vehicle itself doing the actual striking. For example: The vehicle's load or parts fell from the motor vehicle and the load or parts were struck by another motor vehicle.

(2) A motor vehicle in-transport involved in a non-collision event. For example: Accidental poisoning from carbon monoxide generated by a motor vehicle; injury or damage sustained from a motor vehicle fire; occupants falling from a motor vehicle; occupants jumping from a motor vehicle prior to an imminent collision; damage only to a truck that jackknifes; damage to pushed or towed vehicles that collide with one another; or injury to an occupant of a motor vehicle due to the motion of the vehicle.

(3) A school bus transporting students struck a bump in the roadway causing a student to strike his/her face on a seat, injuring the student.

b. Excludes:

(1) Cataclysmic events such as earthquakes, flash floods, lightning, etc.

(2) Motor vehicles not in-transport, such as snow removal equipment or construction equipment while actually engaged in operations. These vehicles are not in-transport because they are not being used primarily for moving persons or property. This only applies when actually engaged in operations, not traveling to and from the operation(s).

(3) Collisions involving only the participants of a sanctioned on-highway bicycle event.

(4) A vehicle fire occurring while the vehicle is not in-transport.

47. NON-CONTACT INVOLVED PARTY. When classifying collisions in California, the driver of a non-contact vehicle, bicyclist, pedestrian, or other person(s) not making actual physical contact should be considered an involved party when:

a. A driver, bicyclist, pedestrian, or other person(s) commits a traffic or other violation that causes, or directly contributes to, another party to become involved in a collision; and,

b. The violation is corroborated by a disinterested witness, physical evidence, or statements of the non-contact party.

c. Examples:

(1) A pedestrian ran across the street in front of a moving motor vehicle, violation of CVC Section 21950(b), as corroborated by evidence or statements. The driver of the motor vehicle applied the brakes and avoided striking the pedestrian, but the motor vehicle skidded into a parked motor vehicle. The pedestrian would be considered a non-contact involved party and will be listed as an involved party on the CHP 555, Traffic Collision Report.

(2) A person used a vehicle to evade arrest and committed a moving violation, which caused another person to become involved in a collision. The actions of the pursued suspect should be listed as an involved party on the CHP 555.

NOTE: A person attempting to evade arrest is not considered a "Non-Contact Involved Party" unless there is a clear violation, other than evading, which caused, or directly contributed to, another party to becoming involved in a collision. The mere fact that a person is being pursued in itself is not sufficient to make a person a party in the collision.

(3) A large truck and tractor made an unsafe lane change, causing a vehicle traveling in an adjacent lane to run off the road and strike a cement median barrier. Independent witnesses corroborated the sequence of events and provided identifying information. In this case, the driver of the truck should be listed as an involved party.

(4) A vehicle ran off the road and collided with a tree. The driver claimed another vehicle forced him off the road; however, there are no witnesses or physical evidence to corroborate the existence of the second vehicle. In this case, the information relating to the second vehicle should be documented in the narrative portion and the collision should be documented as a solo vehicle collision.

NOTE: If the investigating officer is provided with identifying information involving the claimed non-contact involved party or associated vehicle, the investigating officer should conduct adequate follow-up investigation to prove or disprove the involvement of the party.

48. ON-DUTY EMERGENCY VEHICLE COLLISION. An on-duty emergency vehicle collision applies to a peace officer, as defined in Chapter 4.5 (commencing with Section 830) of Part 2 of Title 3 of the California Penal Code, or a firefighter that has been involved in a collision while operating an authorized emergency vehicle as described in subdivision (a), (b), or (f) of CVC Section 165, or any employer-leased or employer-rented vehicle, in the performance of his or her duty during the hours of his or her employment. This provision also applies to federal officers and federal customs agents while operating an official government vehicle in the performance of his or her duty during the hours of his or her employment.

a. The Department of Motor Vehicles will note the on-duty emergency vehicle collision on the officer's driving record. The collision must be identified by the reporting officer as occurring while on-duty by the notation "On-Duty Emergency Vehicle" written in the upper right hand corner of the "Name" box and in the "Special Conditions" box. (Refer to Chapter 3, Instructions for Completing the CHP 555, Page 1, Traffic Collision Report.)

(1) The purpose of the notation is to alert insurance companies that the driver of the involved authorized emergency vehicle is to be provided the protection pursuant to Insurance Code Sections 488.5, 557.5, and 669.5.

(2) It is important to understand that this provision applies only to a qualified individual operating a publicly owned, rented, or leased authorized emergency vehicle. An on-duty officer operating his/her privately owned vehicle would not qualify for this designation.

(3) A privately owned ambulance not issued a permit under the provisions of CVC Section 165(f) is not considered an authorized emergency vehicle by definition.

b. The following are examples of collisions that do not meet the definition of an "On-Duty Emergency Vehicle Collision":

(1) A paramedic driving a privately owned and properly licensed ambulance during the course of his/her duties was responding to an emergency with lights and siren activated. The paramedic was subsequently involved in a collision. This collision will not be classified as an "On-Duty Emergency Vehicle Collision" since the driver of the ambulance was not a peace officer or firefighter.

(2) An on-duty peace officer, while in uniform, drove his/her personal vehicle to deliver an investigation to an allied agency and was involved in a collision. This collision will not be classified as an "On-Duty Emergency Vehicle" collision since the peace officer was operating a private, non-governmental, owned vehicle.

(3) A uniformed peace officer stopped his/her patrol vehicle on the shoulder of a highway for a disabled vehicle. The peace officer exited the patrol vehicle and contacted the disabled party. A vehicle subsequently collided with the parked patrol vehicle. This collision will not be classified as an "On-Duty Emergency Vehicle" collision since the peace officer was not a driver at the time of the collision.

(4) A uniformed peace officer while driving a suspect's vehicle off the freeway collides with another vehicle or object. This collision will not be classified as an "On-Duty Emergency Vehicle Collision" because the peace officer was operating a private, non-government owned vehicle.

49. PARTY. A party is any pedestrian or any person who operates a vehicle, motor vehicle, or a bicycle, which is involved in or causes a collision.

50. PASSENGER. A passenger is any person inside or upon a vehicle, excluding the driver. A passenger includes a person behind the wheel of a parked motor vehicle not in-transport.

51. PEDESTRIAN. A pedestrian is any person who is afoot or using a means of conveyance propelled by human power other than a bicycle.

a. Pedestrian includes:

(1) Any person riding a device propelled by human power other than a bicycle, or the rider of a unicycle or tricycle that does not meet the definition of a bicycle.

(2) Any person operating a pedestrian conveyance such as a skateboard, roller skates, sled, skis, scooter, baby carriage, or wheeled toys.

(3) Any person who is operating a self-propelled wheelchair, motorized tricycle or quadricycle, if operated by a person who, by reason of physical disability, is otherwise unable to move about as a pedestrian. (Refer to CVC Section 467.)

(4) Any person operating an electric personal assistive mobility device. (Refer to CVC Section 313.)



52. RAILROAD COLLISION. A railroad collision is any collision involving a train and a motor vehicle in-transport and shall be documented as a motor vehicle traffic collision. For further guidance in the documentation and investigation of railroad collisions, refer to Chapter 13, Guidelines for the Investigation and Documentation of Uncommon Occurrences.

NOTE: Section 7663 of the Public Utilities Code requires the CHP or a designated local public safety agency that responds to a railroad accident, runaway train, or any other uncontrolled train movement that threatens public health and safety to promptly notify the Office of Emergency Services.

53. RAMP. An on- or off-ramp is a connecting road between two intersecting highways one of which is an arterial highway (freeway or expressway) and the other a highway with partial or no control of access. An on- or off-ramp may also include that portion of a connecting road outside of the mainline traffic lanes of an arterial highway, such as an acceleration lane, deceleration lane, or auxiliary lane.

54. ROAD. A road is any existing vehicle route established before January 1, 1979, with significant evidence of prior regular travel by vehicles subject to registration, or a route where there is evidence of periodic use, and not necessarily publicly or privately maintained (CVC Section 527). The term "road" may also be defined as the area of a highway that includes any shoulder alongside the roadway and designated parking areas on a roadway or between the roadway and the curb.

55. ROADWAY. A roadway is that portion of a highway improved, designed, or ordinarily used for vehicular travel (CVC Section 530). In the event a highway includes two or more separate roadways, the term roadway refers to any such roadway separately but not to all such roadways collectively. (Refer to Annex A.)

56. RUNAWAY VEHICLE. A runaway vehicle is a vehicle that has a driver; however, the driver is no longer in control of the vehicle due to mechanical failure, or other condition that would cause the vehicle to continue out of control. Examples of a runaway vehicle include:

- a. A vehicle traveling with inoperative brakes, stuck throttle, or no steering.
- b. A stopped or parked vehicle that rolls from its point of rest due to failed parking brakes or a driver that neglects to adequately set the parking brake.
- c. A vehicle that continues in motion after the driver leaped from the vehicle.

## 57. SCHOOL BUS COLLISION.

a. A school bus collision is a motor vehicle collision that results in personal injury or property damage anywhere in California involving one of the following vehicles: (For further guidance in the documentation of a “School Bus Collision”, refer to Chapter 13.)

(1) School bus, as defined in CVC Section 545, while transporting any school pupil at or below the 12<sup>th</sup> grade level to or from a public or private school or to or from school activities.

(2) Youth bus, as defined in CVC Section 680, is any bus, other than a school bus, designed for and when actually carrying not more than 16 persons and the driver, used to transport children at or below the 12<sup>th</sup> grade level directly from a public or private school to an organized non-school related youth activity within 25 miles of the school.

(3) School pupil activity bus (SPAB), as defined in CVC Section 546, operated by a common carrier; or by and under the exclusive jurisdiction of a publicly owned or operated transit system or by a passenger charter-party carrier under contractual agreement between a school and carrier when actually carrying school pupils at or below the 12<sup>th</sup> grade level to or from public or private school activity, or to residential schools.

(4) General public paratransit vehicle (GPPV), as defined in CVC Section 336, designed for carrying not more than 24 passengers, providing local transportation to the general public, when actually carrying pupils at or below 12<sup>th</sup> grade level to or from a public or private school or school activity.

b. A collision between a vehicle and pupil or school bus driver while the pupil or driver was approaching or leaving the school bus and the school bus flashing red signal lamps were in operation pursuant to CVC Section 22112 will be documented as a school bus collision.

c. Injury to a pupil inside a school bus resulting from acceleration, deceleration, or other movement of the vehicle will be documented as a school bus collision.

d. A collision involving a motor vehicle in-transport passing a stopped school bus with its red signal lamps in operation pursuant to CVC Section 22112 will be documented as a school bus collision. The school bus should be listed as a non-contact involved vehicle, although not directly involved.

e. All collisions that meet the definition of a school bus collision shall be documented as an INVESTIGATION. When a collision does not meet the definition of a school bus collision, the collision may be documented as a report.

f. A school bus collision with pupils on board which occurs entirely on private property resulting in property damage only and where no applicable CVC violation has occurred need not be documented. Private property does not include those areas described in CVC Section 21113.

g. A collision involving a school bus, youth bus, SPAB, or GPPV, that occurs within city limits and no pupils were on board at the time of the collision, does not meet the definition of a school bus collision and investigative responsibility rests with the local law enforcement agency.

h. Injuries sustained to pupils while boarding or alighting from a stopped school bus, youth bus, SPAB, or GPPV, are not considered motor vehicle traffic collisions.

NOTE: The provision of drivers' training, the inspection of drivers' records, and the processing of applications for certification to drive a school bus, youth bus, SPAB, and GPPV are responsibilities of the CHP. The investigation of school bus collisions is essential to the CHP's commitment to the School Pupil Safety Program and proper collision documentation should be completed to ensure the safe transportation of all pupils.

58. SHOULDER. A shoulder is that portion of the highway, paved or unpaved, contiguous with the roadway and used for accommodation of stopped vehicles, for emergency stops, and for lateral support of the roadway structure. (Refer to Annex A.)

a. The line between the roadway and the shoulder may be a painted edge line, a change in surface color or material, or a curb (for example, a concrete drainage curb on a freeway).

b. On one-way roadways, there may be surfaced shoulders on both sides.

c. A paved shoulder remains a paved shoulder even when a bicycle lane is superimposed upon it.

59. SIDEWALK. A sidewalk is the portion of a highway, other than the road, set apart by curbs, barriers, markings, or other delineation for pedestrian travel. (Refer to CVC Section 555 and Annex A.)

60. STAGED TRAFFIC COLLISION. A collision intentionally planned or contrived for fraudulent purposes. When there are indicators a traffic collision has been staged, forward a copy of the report to the California Department of Insurance. (For additional information on the documentation and investigation of a staged collision, refer to Chapter 13.)

61. TOW AWAY. A tow away is a collision that results in property damage to at least one vehicle to the extent that it cannot be driven from the collision scene, or driven onto a trailer after simple repairs. Simple repairs include bending a fender away from a tire with a crowbar, changing a flat tire, or cutting a fan belt. A tow away excludes:

- a. A vehicle towed away because the driver is incapacitated (sick or emotionally disturbed).
- b. Inoperative parts not essential to the vehicle being driven away, such as inoperative doors, hoods, truck lids or minor radiator damage.
- c. A vehicle towed away because of an illegal condition due to the collision.
- d. A vehicle towed back onto the roadway or turned upright which can be driven away.
- e. A vehicle towed away because of a vehicle fire.

62. TRANSITION ROAD. A transition road is a connector road that joins two arterial highways (freeways or expressways), generally at a tangent section of the highway and with grade separations at the highway intersection.

63. UNINVOLVED PARTY. An uninvolved party is one who an involved party claims contributed to the occurrence or collision but:

- a. Sustained no damage or injury.
- b. There is no evidence to indicate that the involved party committed a violation that would cause the collision; and,
- c. There is no corroboration by a disinterested witness or the uninvolved party.

d. Examples:

(1) A driver stopped at a crosswalk to allow a pedestrian to cross the road. A second driver approached the stopped vehicle from behind and swerved to avoid the stopped vehicle. The driver of the stopped vehicle will be an uninvolved party if the second vehicle collided with anything other than the stopped vehicle.

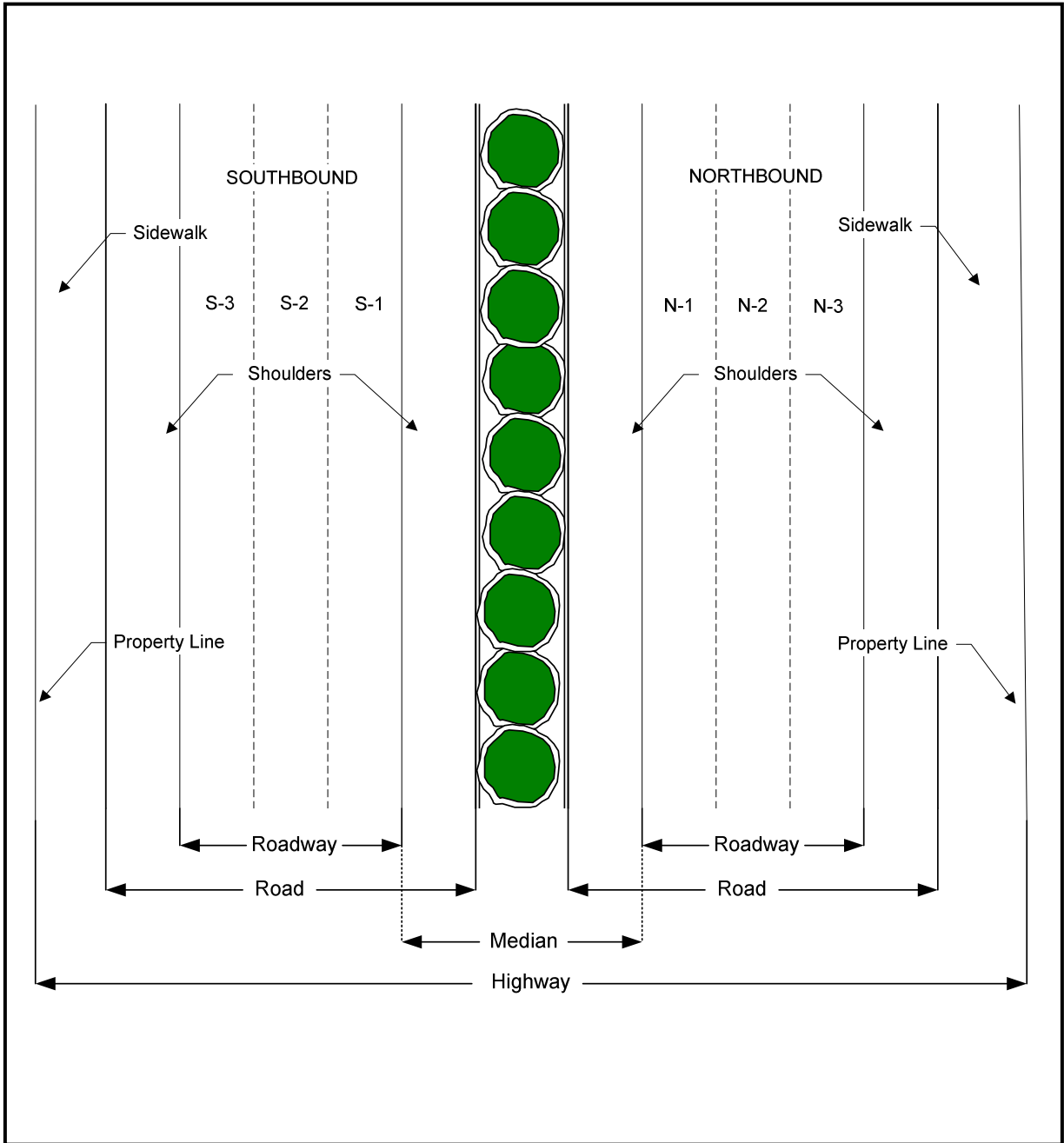
(2) A driver traveling at the legal speed limit is an uninvolved party when an over-taking vehicle loses control and collides with anything other than the vehicle proceeding at the legal speed limit.

(3) A vehicle allegedly set a rock or debris in motion which struck another vehicle. The driver of the vehicle that set the object in motion denied involvement. Without witness statements or physical evidence to corroborate a claim, the driver of the vehicle that set the object in motion will be an uninvolved party.

64. VEHICLE. A vehicle is a device by which any person or property may be propelled, moved, or drawn upon a highway, excepting a device moved exclusively by human power or used exclusively upon stationary rails or tracks. (Refer to CVC Section 670.)

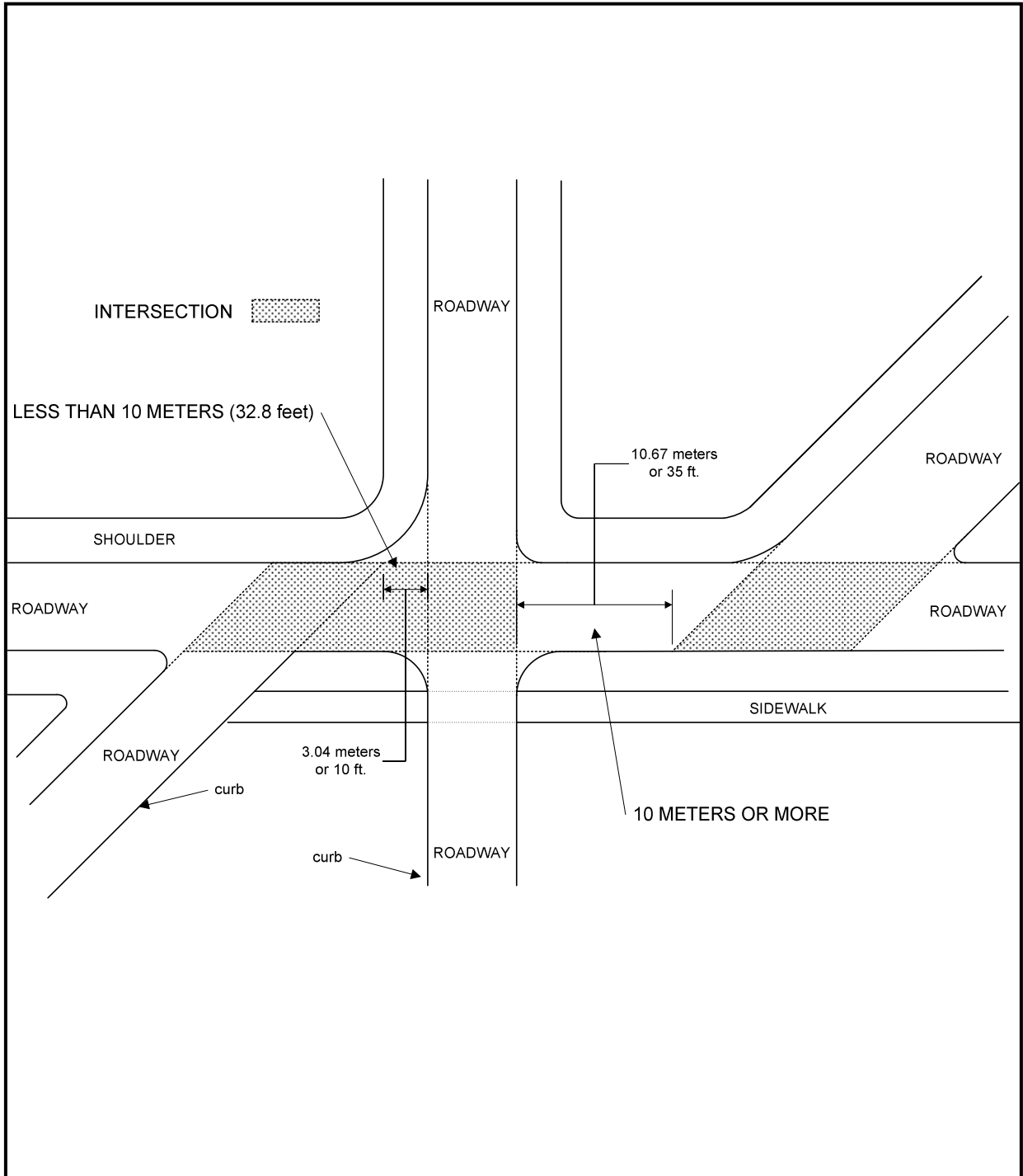
65. WITNESS. A person, other than an involved party or a passenger, who can provide information relevant to the collision. Includes a person who observed the collision or who observed pertinent details before or after a collision, such as a person who can testify to a party's intoxication, either before or after the collision.

ANNEX A  
HIGHWAY EXAMPLE





**ANNEX B**  
**INTERSECTION EXAMPLE**

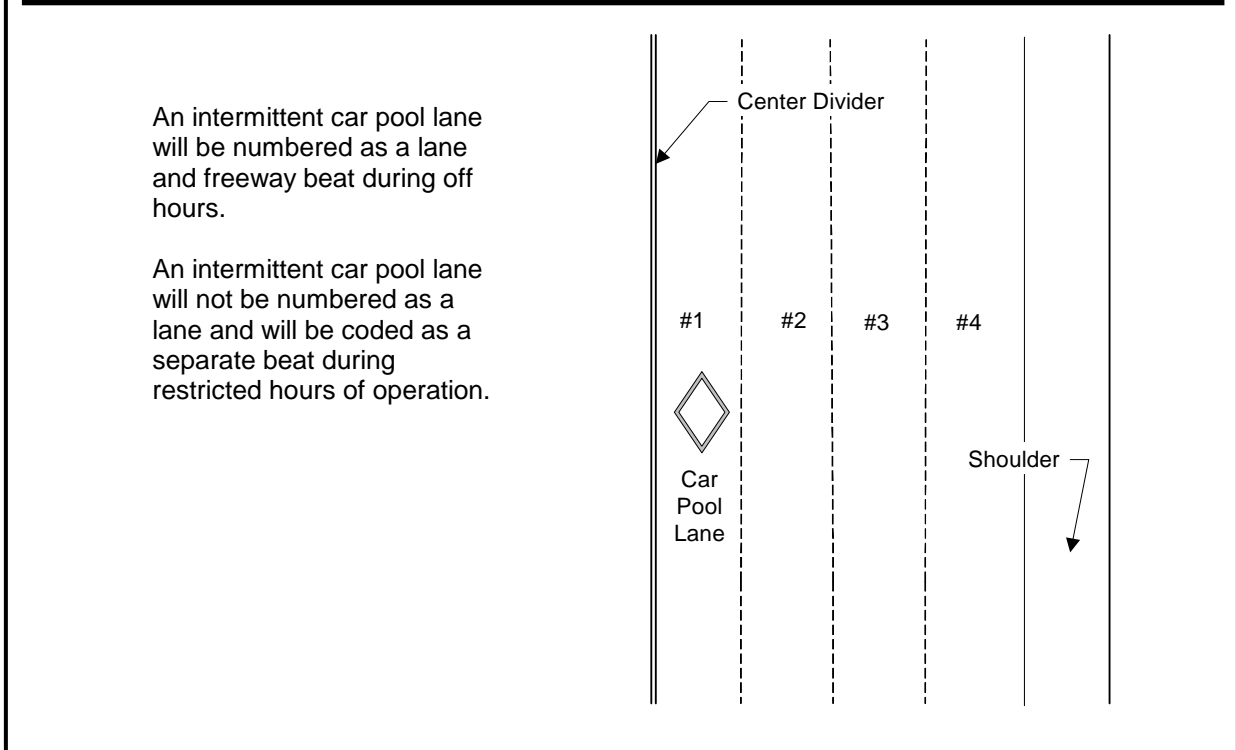
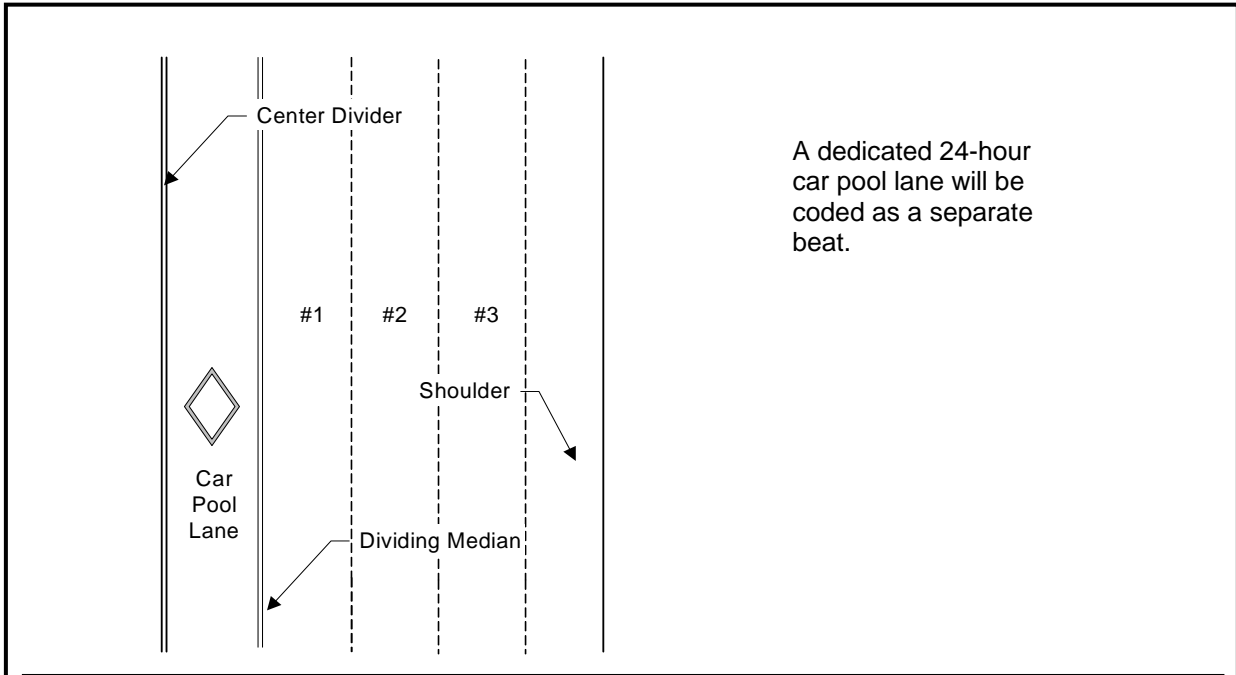






## ANNEX C

### LANE NUMBERING EXAMPLE



**CHAPTER 3**  
**INSTRUCTIONS FOR COMPLETING**  
**THE CHP 555, PAGE 1, TRAFFIC COLLISION REPORT**

**REVISED FEBRUARY 2010**

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## CHAPTER 3

### INSTRUCTIONS FOR COMPLETING THE CHP 555, PAGE 1, TRAFFIC COLLISION REPORT

1. **SCOPE.** This chapter provides instructions for completing the CHP 555, Traffic Collision Report, Page 1. This page is used to document the collision location, driver and vehicle information, and other information relevant to the collision. The numbers on the sample form below correspond to the numbers of the following paragraphs.

STATE OF CALIFORNIA <b>TRAFFIC COLLISION REPORT</b> CHP 555 Page 1												Page <b>11</b>															
<input type="checkbox"/> SPECIAL CONDITIONS		NUMBER NUMBERED <b>3</b>		HIT & RUN POLICY <input type="checkbox"/>		CITY <b>5</b>		JUDICIAL DISTRICT <b>6</b>		LOCAL REPORT NUMBER <b>10</b>		COUNTY <b>7</b>		REPORTING DISTRICT <b>8</b>		SEAT <b>9</b>		DAY OF WEEK <b>17</b>		TOW AWAY <input type="checkbox"/> <b>21</b> NO							
<b>LOCATION</b>												MO. <b>17</b> YEAR <b>18</b> TIME (2400) <b>18</b>		NCIC <b>19</b>		OFFICER I.D. <b>20</b>		PHOTOGRAPHS BY: <input type="checkbox"/> NONE <b>23</b>									
MILEPOST INFORMATION <b>14</b>												GPS COORDINATES <b>13</b>						LATITUDE <b>13</b> LONGITUDE <b>13</b>									
<input type="checkbox"/> AT INTERSECTION WITH <b>15</b>												FEET/MILES <b>16</b> OF <b>16</b>						STATE HWY B.P. <input type="checkbox"/> YES <input checked="" type="checkbox"/> <b>22</b>									
<b>24</b> DRIVER'S LICENSE NUMBER <b>25</b>												STATE <b>25</b>		CLASS <b>26</b>		AIR BAG <b>27</b>		SAFETY EQUIP. <b>28</b>		VEH. YEAR <b>38</b>		MAKE/MODEL/COLOR <b>39</b>		LICENSE NUMBER <b>40</b>		STATE <b>40</b>	
DRIVER NAME (FIRST, MIDDLE, LAST) <b>29</b>												OWNER'S NAME <input type="checkbox"/> SAME AS DRIVER															
<input type="checkbox"/> PEDESTRIAN <input type="checkbox"/> STREET ADDRESS <b>30</b>												OWNER'S ADDRESS <input type="checkbox"/> SAME AS DRIVER <b>41</b>															
<input type="checkbox"/> PARKED VEHICLE <input type="checkbox"/> CITY/STATE/ZIP <b>30</b>												DISPOSITION OF VEHICLE ON ORDERS OF: <input type="checkbox"/> OFFICER <input type="checkbox"/> DRIVER <input type="checkbox"/> OTHER <b>42</b>															
<input type="checkbox"/> BICYCLIST <input type="checkbox"/> SEX <input type="checkbox"/> HAIR <input type="checkbox"/> EYES <input type="checkbox"/> HEIGHT <input type="checkbox"/> WEIGHT <input type="checkbox"/> Mo. <input type="checkbox"/> BIRTHDATE <input type="checkbox"/> Year <input type="checkbox"/> RACE <b>33</b>												PRIOR MECHANICAL DEFECTS: <input type="checkbox"/> BY <input type="checkbox"/> <b>43</b> <input type="checkbox"/> REFER TO NARRATIVE															
<input type="checkbox"/> OTHER <input type="checkbox"/> HOME PHONE <b>34</b> <input type="checkbox"/> BUSINESS PHONE <b>34</b>												VEHICLE IDENTIFICATION NUMBER: <b>44</b>															
INSURANCE CARRIER <b>35</b>												POLICY NUMBER <b>35</b>		VEHICLE TYPE <b>45</b>		DESCRIBE VEHICLE DAMAGE <b>46</b>		SHADE IN DAMAGED AREA <b>46</b>									
DIR OF TRAVEL ON STREET OR HIGHWAY <b>36</b>												SPEED LIMIT <b>37</b>		CA _____ DOT _____		CAL-T _____ TCP/PSC _____ MC/MX _____											
<b>PARTY 2</b> DRIVER'S LICENSE NUMBER												STATE		CLASS		AIR BAG		SAFETY EQUIP.		VEH. YEAR		MAKE/MODEL/COLOR		LICENSE NUMBER		STATE	
DRIVER NAME (FIRST, MIDDLE, LAST)												OWNER'S NAME <input type="checkbox"/> SAME AS DRIVER															
<input type="checkbox"/> PEDESTRIAN <input type="checkbox"/> STREET ADDRESS												OWNER'S ADDRESS <input type="checkbox"/> SAME AS DRIVER															
<input type="checkbox"/> VEHICLE <input type="checkbox"/> CITY/STATE/ZIP												DISPOSITION OF VEHICLE ON ORDERS OF: <input type="checkbox"/> OFFICER <input type="checkbox"/> DRIVER <input type="checkbox"/> OTHER															
<input type="checkbox"/> BICYCLIST <input type="checkbox"/> SEX <input type="checkbox"/> HAIR <input type="checkbox"/> EYES <input type="checkbox"/> HEIGHT <input type="checkbox"/> WEIGHT <input type="checkbox"/> Mo. <input type="checkbox"/> BIRTHDATE <input type="checkbox"/> Year <input type="checkbox"/> RACE												PRIOR MECHANICAL DEFECTS: <input type="checkbox"/> NONE APPARENT <input type="checkbox"/> REFER TO NARRATIVE															
<input type="checkbox"/> OTHER <input type="checkbox"/> HOME PHONE <input type="checkbox"/> BUSINESS PHONE												VEHICLE IDENTIFICATION NUMBER:															
INSURANCE CARRIER												POLICY NUMBER		VEHICLE TYPE		DESCRIBE VEHICLE DAMAGE		SHADE IN DAMAGED AREA									
DIR OF TRAVEL ON STREET OR HIGHWAY												SPEED LIMIT		CA _____ DOT _____		CAL-T _____ TCP/PSC _____ MC/MX _____											
<b>PARTY 3</b> DRIVER'S LICENSE NUMBER												STATE		CLASS		AIR BAG		SAFETY EQUIP.		VEH. YEAR		MAKE/MODEL/COLOR		LICENSE NUMBER		STATE	
DRIVER NAME (FIRST, MIDDLE, LAST)												OWNER'S NAME <input type="checkbox"/> SAME AS DRIVER															
<input type="checkbox"/> PEDESTRIAN <input type="checkbox"/> STREET ADDRESS												OWNER'S ADDRESS <input type="checkbox"/> SAME AS DRIVER															
<input type="checkbox"/> VEHICLE <input type="checkbox"/> CITY/STATE/ZIP												DISPOSITION OF VEHICLE ON ORDERS OF: <input type="checkbox"/> OFFICER <input type="checkbox"/> DRIVER <input type="checkbox"/> OTHER															
<input type="checkbox"/> BICYCLIST <input type="checkbox"/> SEX <input type="checkbox"/> HAIR <input type="checkbox"/> EYES <input type="checkbox"/> HEIGHT <input type="checkbox"/> WEIGHT <input type="checkbox"/> Mo. <input type="checkbox"/> BIRTHDATE <input type="checkbox"/> Year <input type="checkbox"/> RACE												PRIOR MECHANICAL DEFECTS: <input type="checkbox"/> NONE APPARENT <input type="checkbox"/> REFER TO NARRATIVE															
<input type="checkbox"/> OTHER <input type="checkbox"/> HOME PHONE <input type="checkbox"/> BUSINESS PHONE												VEHICLE IDENTIFICATION NUMBER:															
INSURANCE CARRIER												POLICY NUMBER		VEHICLE TYPE		DESCRIBE VEHICLE DAMAGE		SHADE IN DAMAGED AREA									
DIR OF TRAVEL ON STREET OR HIGHWAY												SPEED LIMIT		CA _____ DOT _____		CAL-T _____ TCP/PSC _____ MC/MX _____											
PREPARER'S NAME <b>48</b>						DISPATCH NOTIFIED <input type="checkbox"/> YES <b>49</b> <input type="checkbox"/> N/A						REVIEWER'S NAME <b>50</b>						DATE REVIEWED									

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- a. When completing this form, every reasonable effort should be made to obtain factual information on all required fields. However, opinions may be expressed if substantiated by physical evidence and/or corroborated witness statements that are recorded in the investigation.
- b. All information should be computer generated using the California Automated Reporting System (CARS). Investigation narratives may be completed using word processing software applications. If CARS is not available, reports may be printed legibly using a pen, black ink only, or a Number 2, or softer, pencil.
- c. If available, the most recent revision of the CHP 555 shall be used. Additionally, any modification to the CHP 555 shall be approved by Enforcement Services Division, Field Support Section, Accident Investigation Unit.
- d. Fill in all applicable spaces unless otherwise instructed.
- e. Do not use a check (✓) where an "X" is required.
- f. The top margin of the CHP 555, Page 1, should not contain any entries. This section is used by the Statewide Integrated Traffic Records System (SWITRS) analysts to assign case numbers to the documents.

2. **SPECIAL CONDITIONS.** Enter one or more of the following special conditions. A reporting agency may enter additional special conditions for use by their own agency:

- a. **Counter Report.** Enter if the collision is a Counter Report as defined in Chapter 2, Definitions and Classifications of Collisions.
- b. **Courtesy Report.** Enter if the collision is a Courtesy Report as defined in Chapter 2.

(1) The documenting officer should complete as much of the CHP 555 as possible, except: Beat Number, National Crime Information Center (NCIC) Number, and Officer Identification (ID) Number.

(2) The original report should be sent to the agency having jurisdiction except in cases where a prior mutual agreement has been established between the documenting agency and the agency with jurisdictional responsibility for prosecution purposes. A copy may be retained in the file of the documenting agency.

NOTE: Do not send a copy to Information Management Division (IMD), Support Services Section (SSS), Mail Processing File Unit (MPFU).

(3) The agency commander receiving the original collision report should ensure that the correct Beat, NCIC, and Officer ID Numbers are completed on the collision report form heading. A copy of the completed report should then be sent to IMD, SSS, MPFU, refer to Chapter 10, Form Requirements and Procedures.

c. Farm Labor Vehicle. Enter when the collision involved either a Farm Labor Vehicle or Farm Labor Transporter as defined in Chapter 2.

d. Fatal. Enter when the collision results in a fatality as defined in Chapter 2, section 30, Injury.

e. Hazardous Material. Enter when the collision involved an event that meets the definition of a Hazardous Material Incident as outlined in Highway Patrol Manual (HPM) 84.2, Hazardous Materials Transportation and Incident Management (briefly described in Chapter 2 of this manual). Additional documentation is required. (Refer to Chapter 13, Guidelines for the Investigation and Documentation of Uncommon Occurrences.)

f. Late-Reported. Enter when the collision meets the definition of Late-Reported as outlined in Chapter 2.

g. On-Duty Emergency Vehicle. Enter when the collision meets the definition of an On-Duty Emergency Vehicle Collision as outlined in Chapter 2.

NOTE: It is not necessary that the vehicle be operated with red light and siren for the "On-Duty" classification to apply.

h. Preliminary. Enter when, due to unusual circumstances, the collision investigation cannot be submitted within 15 working days. (Refer to Chapter 10.) The preliminary investigation shall include at a minimum:

(1) Number and names of involved parties.

(2) Injuries.

(3) A scene description.

(4) A summary of the sequence of events that lead to the collision.

NOTE: "Preliminary" shall not be entered when the only unresolved information is the status of the charges to be filed.

i. Private Property. Enter when the collision occurred on property not owned or leased by a public agency.

j. School Bus Collision. Enter the school bus category, school bus type, and the number of pupils on board when the collision meets the definition of a School Bus Collision as outlined in Chapter 2 and California Vehicle Code (CVC), Section 12517.5. A CHP 555E, School Bus Collision Supplemental Report, shall be completed when documenting a school bus collision. For further instruction on documentation of a school bus collision, refer to Chapter 13.

NOTE: Charter-party carriers certified and licensed by the California Public Utilities Commission (PUC), transporting pupils to and/or from a school related activity (i.e., limousine services enroute to/from a prom night) are exempt from the definition of a school bus. The driver, however, must have in his/her immediate possession a valid School Bus or School Pupil Activity Bus (SPAB) Special Drivers Certificate and a parental authorization form for each pupil.

(1) School Bus Category. School bus category is determined by who owns or operates the bus. (Refer to Chapter 2, paragraph 57, School Bus Collision.) Enter one of the following categories:

- (a) Public School Bus.
- (b) Private School Bus.
- (c) Contractor School Bus (school buses for hire such as Taylor and Laidlaw).
- (d) School Pupil Activity Bus.
- (e) Youth Bus.
- (f) General Public Paratransit Vehicle (GPPV).

(2) School Bus Type. The school bus type, either school bus or SPAB, is determined by the bus seating capacity as specified on the CHP 292, Inspection Approval Certificate, displayed in the school bus or SPAB. After the bus category, enter one of the following bus type numbers:

- (a) Type 1: A bus designed for more than 16 passengers in addition to the driver; or
- (b) Type 2: A bus designed for not more than 16 passengers and the driver, or manufactured on or after April 1, 1977, having a manufacturer's gross vehicle weight rating of 10,000 pounds or less, and designed for carrying not more than 20 passengers and the driver.



NOTE: A youth bus is "Type 2" by definition, as well as, a GPPV in most cases. The notation for Type 1 or 2 is not required in the "Special Conditions" box.

(c) For school bus collisions involving wheelchair school buses, include a "W" after the bus type.

(3) Number of Pupils. Write in parentheses the number of pupils on board after the School Bus Type.

(4) For example:

(a) A school bus owned by Laidlaw, Type 2, wheelchair access, school bus with 12 students on board would read, Contractor School Bus 2 W (12).

(b) A district owned school bus, designed to carry 84 students but with only 32 on board at the time of the collision would read, Public School Bus 1 (32).

(5) For a school bus with the lights and signs uncovered and no pupils onboard, Enter "No Pupils on School Bus" in the Special Conditions box to indicate the collision involved a school bus; however, it was not a School Bus Collision by definition. No further notations are necessary.

k. Suspected Staged Traffic Collision. Enter 550 in the Special Conditions box to identify a suspected staged traffic collision as defined in Chapter 2. For information on identification and documentation of a Suspected Staged Collision, refer to Chapter 13. For distribution of the investigation, refer to Chapter 10.

3. NUMBER INJURED/NUMBER KILLED. Enter the total number of persons injured or killed as a result of the collision. If none, enter "0" in each box. The totals must be consistent with the number of persons injured or killed entered on the CHP 555, Page 3, Injured/Witnesses/Passengers.

4. HIT & RUN FELONY/HIT & RUN MISDEMEANOR. Mark an "X" in the applicable box when the facts and evidence indicate either a felony or a misdemeanor hit and run violation was committed. A collision resulting in "Complaint of Pain" or "Other Visible Injury" should be investigated as a felony hit and run. The district attorney's office will ultimately decide which charges will be filed.

5. CITY. Enter the name of the city in which the collision occurred. If the collision did not occur within city limits, enter "Unincorporated" or "Uninc."

6. JUDICIAL DISTRICT. Enter the name of the applicable municipal, justice, or superior court.

7. COUNTY. Enter the name of the county in which the collision occurred.

8. REPORTING DISTRICT. Enter the number of the district, division, or other geographic reporting area above beat level, if applicable. This number may be one to four digits. California Highway Patrol (CHP) personnel should leave this field blank.

9. BEAT. Enter the appropriate beat number, if applicable. This number may be one to three digits.

NOTE: CHP ONLY enter the appropriate highway or county road beat or use the following special assignment and administrative beats:

a. Commercial Facilities (860-898). Assign the appropriate commercial beat to collisions occurring at locations of commercial enforcement activities such as load-o-meter pits, platform scales, or inspection facilities. When the commercial activity location adjoins a state highway beat, mark an "X" in the "Yes" box under "State Highway Related."

b. City (901). Use this beat code when a collision occurs within an incorporated city and not on a freeway. For example, a school bus collision on a roadway within an incorporated city, unless a CHP beat number is assigned to the beat where the collision occurred.

c. Private Property (902). Private property not covered by beats 906 and 907. This beat includes improved surface roads, driveways, parking lots, and all private property within city limits. Improved surface means other than the natural surface material.

d. Public Property (903). Public property not normally patrolled by the Department and not covered by other beat numbers. (Refer to CVC Section 21113.) For example, portions of highways closed for construction, maintenance, or cataclysmic events, improved surface roads, driveways, and parking lots on county, school district, United States (US) or other government-owned land, including Indian reservations. For state highway vista points and rest stops, mark an "X" in the "Yes" box under "State Highway Related."

e. Off-Highway Vehicle (906). Off-highway vehicular recreation areas. For example, open park, beach, desert, and forest lands; any unimproved surface roads on both public and private property. Unimproved surface means the natural surface material. For example, dirt roads, such as fire trails, logging roads, maintenance or service roads, and US Forest Service roads.

f. Other Unimproved Surface (907). Other unimproved surface or off-highway areas not open to the public for off-highway vehicle recreation. For example, vacant lots, school yards, fields, open land, or unimproved surface roads on public or private property upon which public vehicular travel is not permitted.

g. Counter Report (908). Counter report or citizen's report which is a collision involving property damage only and reported by an involved party, in person, at a police facility or CHP office.

10. LOCAL REPORT NUMBER. The same number should be entered on each page of the collision report.

a. Enter the Area Information System control number or case number in this box. CHP ONLY.

b. To facilitate ease of reporting and coordination between departments, the assigned number should contain the four-digit agency code number assigned to the agency by the Department of Justice (DOJ) and contained in the NCIC directory.

(1) For example: The 325<sup>th</sup> collision investigated by the Los Angeles Sheriff's Department (NCIC 1900) occurring in May 2001, would be numbered 1900-325-05-01.

11. PAGE OF. Enter the page number on all pages of the report. The total page number entry is only required on the first and last page of the report, and optional on all other pages.

a. Collisions involving more than three involved parties where at least two CHP 555, Pages 1 and 2, are prepared should be numbered as follows:

(1) The first CHP 555, Page 1, would be numbered as page 1, and the corresponding CHP 555, Page 2, as page 2.

(2) The second CHP 555, Page 1, would be numbered as page 3, and the corresponding CHP 555, Page 2, as page 4.

b. Attachments to the collision report such as the CHP 555D, Truck/Bus Collision Supplemental Report, and the CHP 555E should be numbered as part of the original report. These attachments should be the last pages of the collision report so as not to disrupt the continuity of the report. The following shall not be attached to the collision report:

- (1) The CHP 180, Vehicle Report.
- (2) The CHP 202, Driving Under the Influence Arrest-Investigation Report.
- (3) The CHP 216, Arrest-Investigation Report.

NOTE: Each side of the CHP 555 and CHP 556, Narrative/Supplemental, is a separate page.

## 12. COLLISION OCCURRED ON.

a. Enter the route number or the highway name on which the collision occurred. If the highway has both a number and a name, enter the route number first. On a divided highway, enter the roadway direction (general route direction, not compass direction.) For example, a collision occurs on an east/west portion of Interstate 5 (I-5); however, the roadway alignment for I-5 is north/south. The proper entry would be I-5 N/B (Golden State Fwy) or I-5 S/B (Golden State Fwy), as applicable. Including the common name of freeway or highway after the route number is optional. (Refer to Annex A, Direction of Routes, and Annex B, Examples of Collision Occurred On.)

b. In the event a single vehicle collision occurs exactly on a boundary line between two jurisdictions or districts, the collision should be reported by the jurisdiction or district from which the vehicle was traveling. If a collision on a boundary line involves two or more vehicles, it should be handled by the jurisdiction from which the party most at fault was traveling.

c. When a vehicle runs off the roadway and the first injury or damage producing event in the collision occurs off the roadway, the proper entry in "Location" field is the place where the vehicle left the roadway. The coordinates described in the "Location" box may differ from the actual area of impact (AOI) which occurred after leaving the roadway. The actual location of injury and/or damage should be described in the narrative.

d. When a vehicle leaves and re-enters the roadway prior to becoming involved in a collision, the correct location is the point at which the vehicle leaves the roadway the last time.

e. For all other collisions, enter the location where the first injury or damage producing event occurred.

f. All ramp designations begin with the highway of highest classification. Transition roads begin with the highway that the vehicle was leaving. Do not use the words “on-ramp, off-ramp, connector or transition road” in naming or designating a location. These words may be used to describe a collision scene in the narrative portion of the report. (Refer to Annex B.)

g. Collisions occurring on freeway on-ramps or off-ramps and transition roads shall be located and designated according to the following examples.

(1) On-Ramp: I-8 W/B from Imperial Avenue S/B.

(2) Off-Ramp: I-8 E/B to Imperial Avenue S/B.

(3) Transition: US-50 W/B to I-5 N/B.

h. Identify unnamed access or frontage roads adjacent to a main highway or freeway by the direction the frontage road lies from the highway. For example, I-80, South Frontage Road.

i. When appropriate, enter the street block number after the street name. For example, “San Antonio Street, 400 Block,” is a proper entry; not “400 Block, San Antonio Street.”

j. Identify a collision occurring on an unnamed alley by the alley direction from a parallel named street. For example, “Alley north of ‘B’ Street,” or “Alley east of 14th Avenue.”

k. For private property collisions, write out the location, such as private driveway, parking lot, etc. A street address should be entered when available.

l. When a collision occurs within an intersection, including off-set intersections, indicate the highway of highest classification, or if both highways are the same classification, use the highway upon which the involved party most at fault was traveling. (Refer to Chapter 2, Intersection.) Classification hierarchy in order from highest to lowest are:

(1) Interstate highway.

(2) US route-numbered highway.

(3) State route-numbered highway.

(4) County road.

(5) City street.

(6) All other highways which do not fall into the above categories, such as alleys, toll roads, and other private roads open to the public for purposes of vehicular travel.

NOTE: This does not apply to the intersection of a freeway ramp and a city or county road when the vehicles are off the freeway ramp when the collision occurs. In this situation, the primary location of the collision would be the city street or county road. Mark "X" in the "State Highway Related" box "Yes."

NOTE: Be consistent and concise in spelling a street name. Various spellings of the same street name will list the street in several places on the SWITRS output reports.

13. GLOBAL POSITIONING SYSTEM (GPS) COORDINATES. The documenting officer shall enter the latitudinal and longitudinal coordinates that reference the location of the collision. The entry shall include degrees and decimal degrees for a specific reference point. Coordinates shall be carried five places right of the decimal for a specific reference point. The following is an example of proper latitude and longitude entries:

GPS COORDINATES	
LATITUDE: 38.48381	LONGITUDE: -121.56060

a. If the proper equipment is available (i.e., handheld GPS equipment, Mobile Digital Computer, or software applications such as Streets and Trips) GPS coordinates shall be documented.

b. If the GPS coordinates cannot be collected, CHP employees shall document the milepost marker information.

14. MILEPOST INFORMATION. If GPS coordinates cannot be collected, the documenting officer shall enter the distance and direction from the nearest milepost marker. Record the following information from the marker: 1) route number, 2) county, and 3) milepost location. Following are examples of proper milepost entries:

a. The following indicates the collision occurred 150 feet east (using the general route direction, not compass direction) of milepost 50 SAC 5<sup>10</sup>.

MILEPOST INFORMATION

150 FEET/MILES E OF 50 SAC 5.10

b. The following indicates the collision occurred three tenths of a mile north (using the general route direction, not compass direction) of milepost 5 ORA 34<sup>00</sup>.

MILEPOST INFORMATION

0.3 FEET/MILES N OF 5 ORA 34.00

c. Milepost information is not required for freeway on-ramps or off-ramps and connector roads.

NOTE: For analysis purposes, the collision location should be identified as accurately as possible.

15. AT INTERSECTION WITH. If the collision occurs within an intersection, mark an "X" in this box and enter the route number or name of the intersecting highway, alley, etc.

16. OR: FEET/MILES OF.

a. If the collision does not occur at an intersection, mark an "X" in this box and enter the distance and direction from the nearest permanent reference point, such as an intersecting street, overcrossing, county line, etc. If such a reference point is not present within a reasonable distance, enter the distance and direction from the nearest commonly known identifiable landmark.

b. Line out either "FEET" or "MILES," whichever is not applicable. Selective enforcement and highway design improvements are dependent upon the exact location of the collision; therefore, it is critical that distances to permanent reference points be measured and not estimated.

c. For non-intersection collisions where tape measurement, roll meter, or pacing are not practical due to the distance from a reference point, the officer should drive to the nearest intersecting street, road structure, or commonly known identifiable landmark and measure the distance carefully using the patrol vehicle odometer. When an odometer is used, line out "FEET" and enter the distance in miles and/or tenths of miles. Do not convert odometer reading to feet for purposes of reporting. For example, proper entries are "1.7 MILES" or "0.3 MILES." Improper entries are "3/4 miles," "1/3 miles," or "0.5 miles = 2,640 feet."

d. When a railroad crossing is used as a reference point, enter the distance and direction from the nearest permanent reference point. Enter the PUC grade crossing number following the name of the reference point. Enter the name of the railroad right-of-way property owner in the narrative.

17. MO./DAY/YEAR and DAY OF WEEK. Enter month, day, and year in numeric format, using a four digit year. For example: 12/17/2001. For collisions where the exact date cannot be determined, the officer should make a single date entry based upon his/her best judgment. Do not leave the space blank. Circle the day of week that corresponds with the collision date.

18. TIME (2400). Enter the time the collision occurred using a 24-hour clock.

a. Do not use 2400. For a collision occurring at midnight, use 2359.

b. If an officer investigates two collisions that occur on the same date and at nearly the same time, the time entry for the second report should be at least one minute later than the first. This procedure will prevent assignment of identical field-generated report numbers for two reports.

c. If the precise time cannot be determined, the officer should make a single time entry based upon his/her best judgment. If the time cannot be determined, use 2500. Do not enter "Unknown." If more than one collision is investigated by an officer on the same day, and the time for either collision cannot be determined, the time entry for each collision should be one minute apart (e.g., 2501, 2502).

NOTE: Do not leave this space blank.

19. NCIC #.

a. Enter the four-digit code number assigned by the DOJ. This is a unique number assigned to each jurisdiction contained in the NCIC directory. The first two digits of the NCIC number identify the county within the state, and the second two digits identify the jurisdiction within the county.

NOTE: CHP ONLY enter "9" followed by the three-digit Area location code. For example: "9252" for the South Sacramento Area.



b. A contracted agency must use the NCIC number assigned to their agency not the number assigned to the contracting city. For example: The NCIC number for the Los Angeles County Sheriff's Department (LASD) is "1900." Therefore, "1900" should be entered in the "NCIC #" box when LASD is reporting traffic collisions for the contracting city (i.e., City of Norwalk).

20. OFFICER ID.

a. Enter the badge or ID of the primary investigating officer (one entry only).

b. When an involved party completes a Counter Report, the assisting officer's ID number should be entered on the first page of the CHP 555-03, Traffic Collision Report, Property Damage Only, to complete the collision report number. An officer's name should not, in this case, be entered in either the "Preparer's Name" or the "Reporting Officer" space, or on any subsequent pages of the report.

NOTE: Date, Time, NCIC Number, and Officer ID must be completed on each CHP 555, CHP 555D, CHP 555E, CHP 555-03 and CHP 556 as they comprise the four fields that identify each collision report in the SWITRS computer files.

21. TOW AWAY. Mark an "X" in the "Yes" box when the collision results in "tow away" damage to any vehicle, as defined in Chapter 2. If no vehicles sustain "tow away" damage, mark an "X" in the "No" box.

22. STATE HIGHWAY RELATED. Mark an "X" in the "Yes" box when the collision occurs in a location defined as "State Highway Related." Mark an "X" in the "No" box if the collision is not considered "State Highway Related." (Refer to Annex C, State Highway Related Criteria.) The following criterion applies when identifying a "State Highway Related" collision:

a. The collision occurred on or was associated with a state highway. This includes a state route, US highway, interstate highway, vista point, rest stop, or truck inspection facility.

b. The term "related" refers to a collision not occurring on a state highway yet close enough to affect traffic on the state highway. The following are examples of incidents related with state highways:

(1) Collisions that occur on city streets or county roads within 250 feet of the center of the intersection of a state highway or the center of state highway overcrossings and undercrossings.

(2) Collisions that occur on city streets or county roads within 100 feet of the gore point of a freeway ramp.

(3) Collisions that occur on city streets or county roads (such as frontage roads) where there is damage to state highway property.

NOTE: The California Department of Transportation uses this information in its collision location files to identify collision frequency locations on or near state highways.

23. PHOTOGRAPHS BY.

a. When photographs are taken, enter the name and ID number of the officer taking the photographs. When photographs are taken by other than departmental personnel, enter the photographer's name and telephone number. If no photographs are taken, mark an "X" in the "None" box.

b. Photographs included within the investigation shall be explained in the narrative under "Other Factual Information" or "Physical Evidence."

c. Photography may be used to document the collision scene, vehicle damage, and involved parties without proper identification.

d. All photographs, to include digital photographs, shall be processed in compliance with policy outlined in HPM 70.1, Evidence Manual.

24. INVOLVED PARTY CATEGORY. Mark an "X" in the box which best describes the involved party type.

a. A single CHP 555, Page 1 provides space for three involved parties. When more than three parties are involved:

(1) Number the pages of additional forms as outlined in paragraph 11.a., of this chapter.

(2) Strike out the 1 and 2 under "Party" and enter "4" and "5," etc., as appropriate.

b. Driver. A person who drives or is in actual physical control of a vehicle. (Refer to the definition of a driver in Chapter 2.)

(1) Includes:

(a) Hit and Run. If the involved party is a hit and run driver, only enter information that has been substantiated by physical evidence, a positive ID made by the victim or a witness, or other verifiable statements or evidence, in the "Party" category. For example, do not enter the name of the registered owner of a suspect vehicle as the driver when the only evidence is a vehicle license plate number.

1 A single entry of "CVC Section 20002(a)" is permissible when no party information is available.

(b) Non-Contact Involved Party. Consider the driver of a non-contact vehicle an involved party when the situation meets the definition of a "Non-Contact Involved Party" as outlined in Chapter 2.

1 When involvement of a non-contact involved party is established, complete the investigation or report as a multiple vehicle collision. Record all available information in the appropriate spaces on the CHP 555.

2 When a non-contact party has not been established as an involved party (i.e., no disinterested witness, physical evidence, or statement from the non-contact party), officers may record the alleged non-contact party as a witness on the CHP 555, Page 3, and include any statement given in the narrative. Do not enter any information on the alleged, non-contact driver on the CHP 555, Page 1. The only notation of the non-contact party on the CHP 555, Page 2, should be in the "uninvolved vehicle" box under "other associated factor(s)."

NOTE: This shall not be construed as relieving the investigating officer of the obligation to conduct adequate follow-up investigation if provided with identifying information from the involved driver.

3 When a non-contact driver has left the scene, proceed in accordance with the above as the facts and evidence warrant.

(c) Pushed/Towed Vehicles. Consider the following when determining the party type of parties involved in a collision involving a vehicle being pushed by another vehicle or being towed by other than a rigid tow bar or tow truck.

1 When the collision involves a vehicle being pushed by another vehicle, the person operating the pushed vehicle is a party type "driver."

2 Determine whether the driver of the pushed vehicle or the pushing vehicle is most at fault or in control of the vehicle at the time of the collision. If the driver of the pushing vehicle is at fault or directly contributed to the collision the party type should be marked “driver.” If the driver of the pushing vehicle did not contribute directly to the collision, the person should be listed as a witness.

3 When the collision involves a vehicle being towed by other than a rigid bar or a tow truck, the two motor vehicles are separate parties on the collision report. Determine which person is most at fault for the collision. That person should be marked party type “driver.” The operator of the other vehicle should be marked party type “other.”

c. Pedestrian. A pedestrian is any person who is afoot or who is using a means of conveyance propelled by human power other than a bicycle. (Refer to the definition of a pedestrian in Chapter 2.)

(1) This includes a person in a fenced yard, however, excludes a person inside a building (coded as “other”).

(2) A person boarding or falling from a motor vehicle in-transport is considered a passenger and is classified as though he/she is a part of the conveyance.

d. Parked Vehicle. A non-moving motor vehicle, whether occupied or not, which is outside the traffic lanes, in a parking area, or building. Enter the applicable vehicle information for a parked motor vehicle only. Leave driver information blank.

(1) This includes:

(a) Illegally parked motor vehicles outside the traffic lane.

(b) Vehicles parked within a closed construction zone or other road closure.

(2) This excludes:

(a) A motor vehicle stalled in the traffic lane.

(b) Vehicles parked in violation of the 18-inch requirement as described in CVC Section 22502(a).

NOTE: Those vehicles, moving or temporarily stopped, in traffic aisles within parking areas are considered in-transport when struck.

e. Bicyclist. Mark this box if the party was riding a bicycle. (Refer to the definition of a bicycle in Chapter 2.)

(1) A collision involving a bicycle vs. any object, including a parked vehicle, a pedestrian, or another bicycle, is a vehicle collision only if it occurred on a highway.

(2) A solo bicycle collision occurring on a highway is a vehicle collision.

f. Other. If this box is marked, explain in the narrative. Omit driver license number for individuals in this category. This includes, but is not limited to, the following:

(1) Driverless vehicles. (Refer to the definition of a “Driverless Vehicle” in Chapter 2.)

(2) Under specific circumstances, vehicles being towed by other than a rigid tow bar or tow truck.

(3) Animal-drawn conveyances.

(4) Operators of a train, airplane, or cable car. The conveyance (train, airplane, cable car, etc.) and engineer should be identified as party type “Other.” The injured persons in the conveyance should be identified as passengers and the conductor as a witness.

(5) An operator of highway construction or snow removal equipment while actively engaged in the performance of their duties.

(6) Injured parties in or upon a structure, including buildings, phone booths, bus benches, etc.

(7) Equestrians.

(8) The operator of a motor vehicle not requiring a driver’s license to operate (e.g., Go-Ped, motorized skateboard, ZIP© Electric Scooter).

25. DRIVER’S LICENSE NUMBER/STATE. Record the alpha/numeric number as it appears on the driver license. Record the standard post office two-letter state/territory abbreviation in the “State” box. (Refer to Annex D, Two-Letter State and Territory Abbreviations.)

- a. If the driver license is a valid military or government driver license, enter "Govt." after the license number. Record this type of driver license number only if the driver is an employee of the US Government operating a federally owned or controlled vehicle on official business.
- b. Enter "(Exp)" after the license number if the license has expired.
- c. Enter "(Susp)" after the license number if driver has a suspended license.
- d. Enter "None in Possession" or "(NIP)" after the license number if the number has been confirmed (see below) and the driver does not have his/her license in his/her possession.

(1) If the driver does not have his/her driver license in his/her possession, do not enter a license number based solely on a name and date of birth information match. Enter the driver license number only if there is verified, corroborating information (i.e., current and prior addresses, physical description, and/or other photo identification).

- e. Enter "(None)" if driver is unlicensed.
- f. Enter "(ID)" after the ID number if driver presents a valid state identification card.
- g. Multiple entries may be required. For example, if a driver is identified by a state identification card and a status check reveals the license is suspended. The entry would include (ID) and (Susp) after the number (i.e., A1234567 [ID] [Susp]).
- h. Enter information considered important in the narrative. For example, restrictions, endorsements, the expiration date (if the license is expired), type of license.
- i. Leave this entry blank if not applicable to the involved party (e.g., passengers in parked motor vehicles, bicyclists, train/locomotive engineers, snow removal equipment operators).

(1) Information furnished by these individuals may be included in the narrative portion of the report; however, they cannot be compelled to provide driver license information solely for the purpose of traffic collision investigation.

26. CLASS OF LICENSE. Enter the class of driver license in the "Class" box. For California drivers, this will be Class A, B, C, M, M1, or M2.

- a. If a driver has more than one class on the driver license, enter the appropriate class for the vehicle they were driving at the time of the collision. If the class listed on the driver's license does not correspond with the vehicle being operated, enter "U." (Refer to CVC Section 12804.9.)
- b. When a driver with a Class A or B license does not have a valid medical certificate, as required in CVC Section 12804(c), enter "U."
- c. If the issued license is out-of-state or an international license, enter "F."
- d. For valid driving permits, enter the appropriate class for the vehicle driven if the conditions of the permit are met.
- e. For unlicensed drivers, drivers with suspended, revoked or expired licenses, or drivers with invalid driving permits, enter "U."
- f. When a driver is not in possession of a license at the time of collision, leave the "Class" box blank until the license status and class are determined through the Department of Motor Vehicles (DMV). Enter the information only if there is verified, corroborating information (i.e., current and prior addresses, physical description, and/or other photo identification).
- g. Persons involved in a traffic collision who possess a Diplomatic Driver License (US Department of State, Office of Foreign Missions, issued by the Diplomatic Motor Vehicle Office) shall enter "D." The actual driver license class shall be entered in the "Miscellaneous" box on the CHP 555, Page 2.

(1) If subsequent prosecution of the claimant is anticipated, the claimant's title, country, and type of identification presented should be recorded for future reference. Issuance of a citation or arrest of an immunity claimant at the collision scene should be handled in accordance with the procedures specified in HPM 100.67, Law Enforcement Assistance and Inter-jurisdictional Operations Manual, Chapter 8, Foreign Nationals: Arrest, Detention, and consular Notification in the Event of Death or Injury.

27. AIR BAG. Enter the appropriate alpha code listed in the Safety Equipment legend on the CHP 555, Page 2. Select the code that best describes the condition of the driver's air bag.

NOTE: Only Safety Equipment codes "L" through "N", "B", and "P" should be used when coding the condition of the air bag.

- a. If the vehicle was manufactured without an air bag, enter "P" (Not Required).

- b. If the vehicle was originally equipped with an air bag, yet at the time of the collision an air bag was not installed, enter "N" (Other) and explain in the narrative.
- c. Enter "N" (Other) for a collision when an air bag did not deploy and, in the investigating officer's opinion, circumstances existed which should have led to such deployment. Details shall be described in the narrative.
- d. When the investigating officer is unable to determine any information for these categories during the investigation, place the appropriate unknown code in the box.

28. SAFETY EQUIPMENT. Enter the appropriate alpha code listed in the Safety Equipment legend on the CHP 555, Page 2. Select the code that best describes the safety equipment in use.

- a. A motorcyclist or passenger involved in a collision while wearing an unapproved helmet will be marked "V" for the driver and "X" for the passenger (No Helmet).
- b. Codes "L" through "N" should not be used in the "Safety Equip." box.

NOTE: Do not leave the "Air Bag" or "Safety Equip." box blank unless the coding does not apply (e.g., a pedestrian or bicyclist/motorcyclist for the air bag).

29. NAME. Record the first, middle, and last name of the involved party. If the involved party has a driver license, the name recorded shall be full and complete, as shown on the license.

- a. Any difference between a person's true name and the name recorded should be explained in the narrative (e.g., marriage, divorce, or legal name change).
- b. If the party was involved in an "On Duty Emergency Vehicle Collision" as defined in Chapter 2, enter a minimum of "On-Duty Emerg. Veh." above the party's name.

30. STREET ADDRESS - CITY/STATE/ZIP. Record the party's current street address, city, state, and zip code.

- a. If the address provided is a post office box or documentation of additional location information is desired, include in the narrative portion details that will assist in locating the involved party at a later date (e.g., business or secondary residence address).



- b. If an involved party is in the armed forces, enter the branch of service and current military address. Enter additional addresses in the narrative.
- c. When entering the address, use the standard post office two-letter state/territory abbreviation listed in Annex D.

31. PHYSICAL DESCRIPTION. Enter the appropriate information in the “Sex, Hair, Eyes, Height, and Weight” boxes. In most cases, this information will be available on and should accurately reflect the information contained on the party's driver license or identification card. When the driver license or identification card is not available, complete the physical description with information that can be determined.

- a. If physical description cannot be determined, leave this field blank (i.e., hit and run).

32. BIRTH DATE. Record the numerical month, day, and four digit year the involved party was born. For example: 10/04/1962. If unable to determine the party's birth date, leave the box blank and note the party's approximate age in the narrative.

33. RACE. Indicate the party's appropriate racial designation abbreviation. Officers shall use observation and their best judgment only to determine the party's race. Officers are to mark one of the following categories:

- a. A - Asian
- b. B - Black
- c. H - Hispanic
- d. O - Other
- e. W - White

34. TELEPHONE NUMBERS. Enter the party's home, business and/or cellular telephone numbers, including area codes and extensions. When either of the telephone numbers is unknown, enter “UNK.” If the party has no telephone, enter “None.”

35. INSURANCE CARRIER. The purpose of this space is to include the insurance carrier name and policy number for the involved driver.

- a. If the party has an application or insurance document stating that an application has been received and is being processed by the company and the vehicle is insured pending acceptance of the policy, enter “Binder.”
- b. If the party claims to be self-insured, enter the California Certificate of Deposit number issued to the company or individual by the DMV.
  - (1) For example: DMV S/I 66.
- c. Government entities are considered self-insured. When a vehicle is either owned or leased by a governmental entity, enter the name of the agency. For example: “City of Sacramento” or “Sacramento County.”
- d. If a person is unable to provide the name of their insurance carrier and policy number, enter “None” in the box.
- e. If the party is not required to have insurance (e.g., parked vehicles, bicyclists, pedestrians), enter “N/A” for not applicable.

36. DIRECTION OF TRAVEL - ON STREET OR HIGHWAY. Enter the direction of travel and the official route number or name of the highway, street, alley, etc., upon which the involved party was traveling.

- a. Enter the direction of travel according to the general route direction of the street or highway rather than the true compass direction at the collision location.
- b. The direction of travel for a vehicle on a ramp or connector road should be determined by assuming that the route direction of the parent highway is the true direction. (Refer to Annex A.) If route destination alignment is not known, enter the compass direction.
- c. When a collision occurs while a vehicle is making a turn at an intersection and the AOI is within the intersection, the direction of travel entry should be the direction of the vehicle prior to the turning movement. Entries such as “N” or “N to W” are acceptable.
- d. The direction of travel entry for a vehicle driving into or backing out of a driveway is the direction the vehicle was traveling during the movement.
- e. The direction of travel entry for a parked or stopped vehicle is the direction the vehicle was facing prior to any movement. (Refer to Annex E, Examples of Surface Street Direction.)

NOTE: General route direction is used for milepost entries, collision location, and direction of travel on the CHP 555, Page 1, and in the narrative description.

f. When applicable, the direction of travel entry for a pedestrian should follow the same guidelines as those outlined for a vehicle.

37. SPEED LIMIT. Enter the prima facie speed limit or, when applicable, the maximum speed limit for the vehicle or combination of vehicles upon the highway where the collision occurred.

38. INVOLVED VEHICLE INFORMATION. Enter the involved vehicle information associated with the numbered party. If additional space is needed to record information (e.g., multiple vehicles, multiple owner information) write "Refer to Miscellaneous" or "Refer to Narrative" in the "Owner Information" box and record the vehicle information at that location.

39. VEHICLE YEAR. Enter the four digits of the vehicle model year for up to two vehicles.

40. MAKE/MODEL/COLOR. Enter the manufacturer trade name or standard abbreviation, model series name, and color. For example: Chev/Camaro/Wht.

41. LICENSE NUMBER/STATE. Enter the alpha/numeric number as it appears on the license plate. Compare this number with the characters shown on the registration certificate. When a license plate is not available, enter "None" and record the vehicle identification number (VIN) in the space provided below.

a. Enter "Exp" after the license number if the registration has expired. Enter the standard abbreviation for the name of the state which issued the license plate.

b. If the vehicle is not registered enter "None" in the box and enter the VIN in the appropriate box.

c. If registration is not required, enter "N/A" for not applicable. When present, enter the VIN, serial number, or any other identifying numbers in the appropriate box, "Miscellaneous" section, or in the narrative.

42. OWNER'S NAME/OWNER'S ADDRESS. Enter the registered owner's name and address if the driver is not the registered owner. If the driver is the registered owner, check the "Same as Driver" box. If the owner's address is the same as the driver's, check the "Same as Driver" box in the owner's address space.

43. DISPOSITION OF VEHICLE ON ORDERS OF. If applicable, enter the name and telephone number (with Area Code) of the garage or storage point where the vehicle was towed. Mark an "X" in the appropriate box in the field titled "Disposition of Vehicle on Orders of." If "Other" is marked, record the name and driver license number of the person to whom the vehicle was released.

44. PRIOR MECHANICAL DEFECTS. When there are no prior mechanical defects which, in the investigating officer's opinion, contributed to the collision, mark an "X" in the "None Apparent" box. When, in the investigating officer's opinion, a mechanical defect may have contributed to the collision, mark an "X" in the "Refer to Narrative" box and explain the defect in the narrative.

45. VEHICLE IDENTIFICATION NUMBER. The full VIN is required for commercial vehicles described on the CHP 555D and optional for all other vehicles, if a valid license plate number has been recorded. Ensure the VIN affixed to the vehicle matches the registration certificate.

46. VEHICLE TYPE. Enter the two-digit code for a single vehicle, the towing vehicle of a combination of vehicles, or a miscellaneous entry in the left side of the divided box. The right side of the divided box is for a towed vehicle, a towed combination of vehicles, or for a miscellaneous entry. (Refer to Annex F, Vehicle Type Codes.)

NOTE: CHP ONLY. If a Vehicle Type 40 (Federally legal semi- or double-cargo combo over 75 feet) is involved, enter the actual king pin measurement (king pin to center of rear axle) in the "Miscellaneous" section on the CHP 555, Page 2.

47. DESCRIBE VEHICLE DAMAGE - EXTENT/LOCATION. Determine the extent of vehicle damage and mark an "X" in the applicable box.

- a. Unknown - When the extent or location of the damage is unknown (e.g., a hit-and-run vehicle).
- b. None - No damage occurred to an involved vehicle.
- c. Minor - Slight damage such as minor dents, broken glass, etc.
- d. Moderate - Damage to one-fourth of the vehicle or less, such as entire fender, grille, quarter panel, door, hood, etc.
- e. Major - Damage to more than one-fourth of the vehicle, such as entire side, rear end, etc.

- f. Roll-Over - Damage to vehicle and undercarriage attributed to overturning.
- g. Location of Damage - Shade in the damaged area to represent the approximate location and degree of damage incurred by the vehicle involved in the collision. When a combination of vehicles is involved and cannot be displayed in the box, describe damage to the towed vehicle(s) in the "Miscellaneous" section or in the narrative.
- h. When the vehicle is involved in a rollover collision and damage occurs to the entire vehicle, the damage may be represented by an "X" over the entire vehicle.

48. CA, USDOT, CAL-T, TCP/PSC, MC/MX. When a truck regulated by the US Department of Transportation (USDOT), Public Utilities Commission (PUC), or CHP is involved in a collision, enter all assigned California ("CA"), "USDOT", "CAL-T", "TCP/PSC" or "MC/MX/ICC" number(s) in the space(s) to the right of the applicable prefix. All listed numbers for the carrier shall be recorded. If none, indicate such on the appropriate line:

- a. CA - This number is issued to intrastate carriers.
- b. CAL-T (PUC) - Truck PUC numbers are prefaced with "CAL-T". Bus PUC numbers are prefaced with "TCP" or "PSC", and may be followed by one or two letters. (Enter the prefix, the digits, and the letter[s].)
- c. USDOT - This number is issued to interstate private carriers and is becoming the most common number assigned to commercial vehicles.
- d. Companies based in the US and Canada are given numbers beginning with "MC", while companies based in Mexico are given numbers beginning with "MX".
- e. The Interstate Commerce Commission (displayed as "ICC") numbers have been gradually phased out through 2003 due to deregulation.

49. PREPARER'S NAME. Clearly print the name and ID number of the person preparing the document in the "Preparer's Name" space.

50. DISPATCH NOTIFICATION. When a person involved in a collision is transported by emergency medical personnel to the hospital or incarcerated, mark an "X" in the appropriate box to indicate whether dispatch was notified of the event. If there is no transportation or incarceration, mark an "X" in the "N/A" box.

NOTE: CHP personnel must check "yes" or "N/A" only.

51. REVIEWER'S NAME AND DATE REVIEWED. Print the reviewer's name and the date reviewed in the appropriate spaces.

## ANNEX A

### DIRECTION OF ROUTES

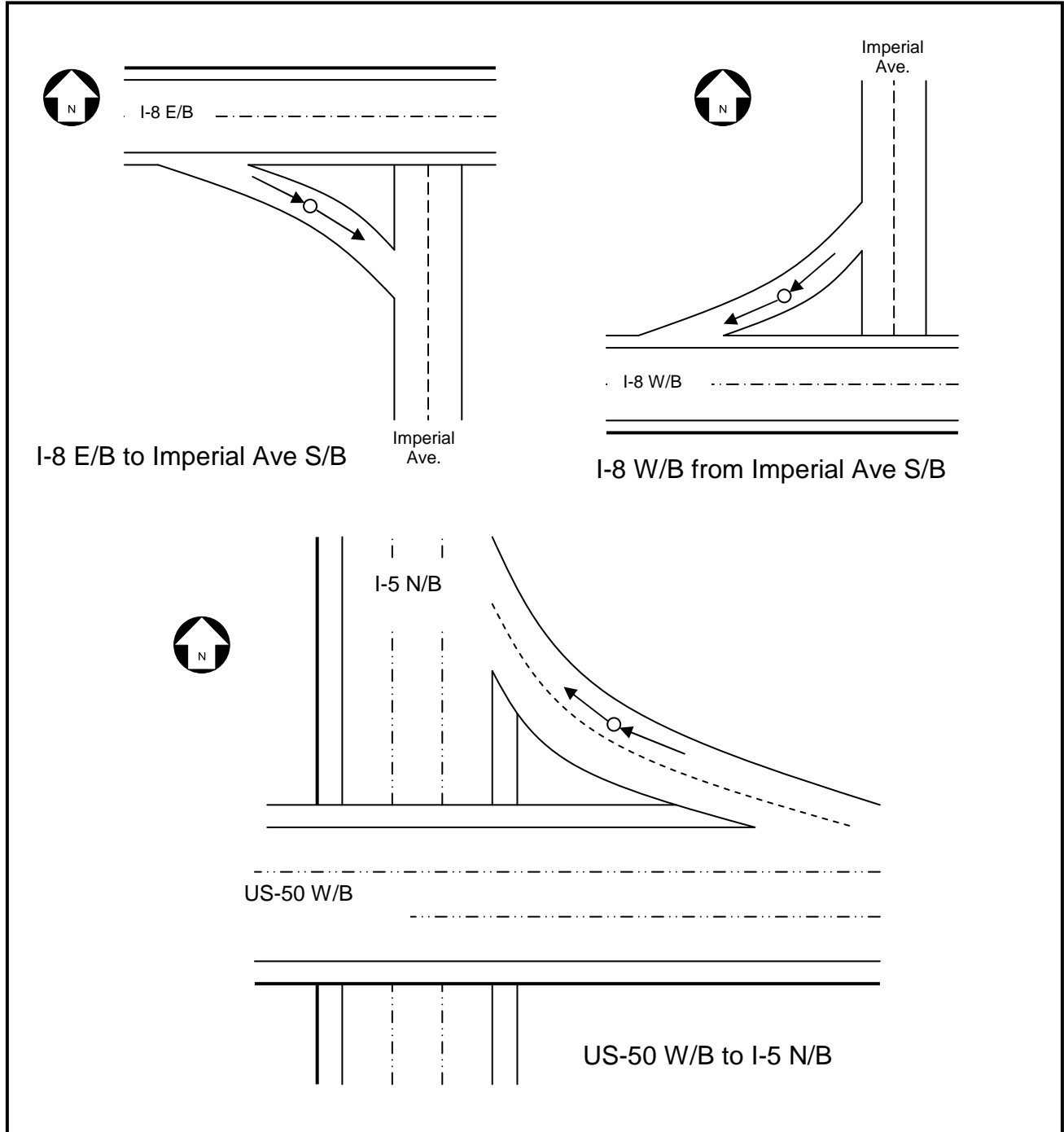
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1	S-N	61	S-N	119	W-E	177	S-N	238	S-N
2	W-E	62	W-E	120	W-E	178	W-E	239	S-N
3	S-N	63	S-N	121	S-N	179	S-N	241	S-N
4	W-E	64	W-E	122	W-E	180	W-E	242	S-N
5	S-N	65	S-N	123	S-N	181	W-E	243	S-N
6	S-N	66	W-E	124	S-N	182	S-N	244	W-E
7	S-N	67	S-N	125	S-N	183	S-N	245	S-N
8	W-E	68	W-E	126	W-E	184	S-N	246	W-E
9	S-N	69	S-N	127	S-N	185	S-N	247	S-N
10	W-E	70	W-E	128	W-E	186	S-N	248	W-E
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13	S-N	72	S-N	130	W-E	188	S-N	251	W-E
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15	S-N	74	W-E	132	W-E	190	W-E	253	W-E
16	W-E	75	S-N	133	S-N	191	S-N	254	S-N
17	S-N	76	W-E	134	W-E	192	W-E	255	S-N
18	S-N	77	S-N	135	S-N	193	W-E	256	S-N
19	S-N	78	W-E	136	W-E	194	S-N	257	S-N
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33	S-N	91	W-E	149	S-N	208	W-E	273	S-N
34	W-E	92	W-E	150	W-E	209	S-N	274	W-E
35	S-N	93	S-N	151	W-E	210	W-E	275	W-E
36	W-E	94	W-E	152	W-E	211	S-N	276	W-E
37	W-E	95	S-N	153	W-E	213	S-N	280	S-N
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39	S-N	97	S-N	155	W-E	215	S-N	282	W-E
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47	S-N	105	W-E	163	S-N	223	W-E	395	S-N
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52	W-E	110	S-N	168	W-E	228	S-N	605	S-N
53	S-N	111	S-N	169	W-E	229	S-N	680	S-N
54	W-E	112	W-E	170	S-N	230	W-E	710	S-N
55	S-N	113	S-N	171	W-E	232	S-N	780	W-E
56	W-E	114	S-N	172	W-E	233	S-N	805	S-N
57	S-N	115	S-N	173	W-E	234	W-E	880	S-N
58	W-E	116	W-E	174	S-N	235	W-E	905	W-E
59	S-N	117	W-E	175	W-E	236	S-N	980	W-E
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# ANNEX B

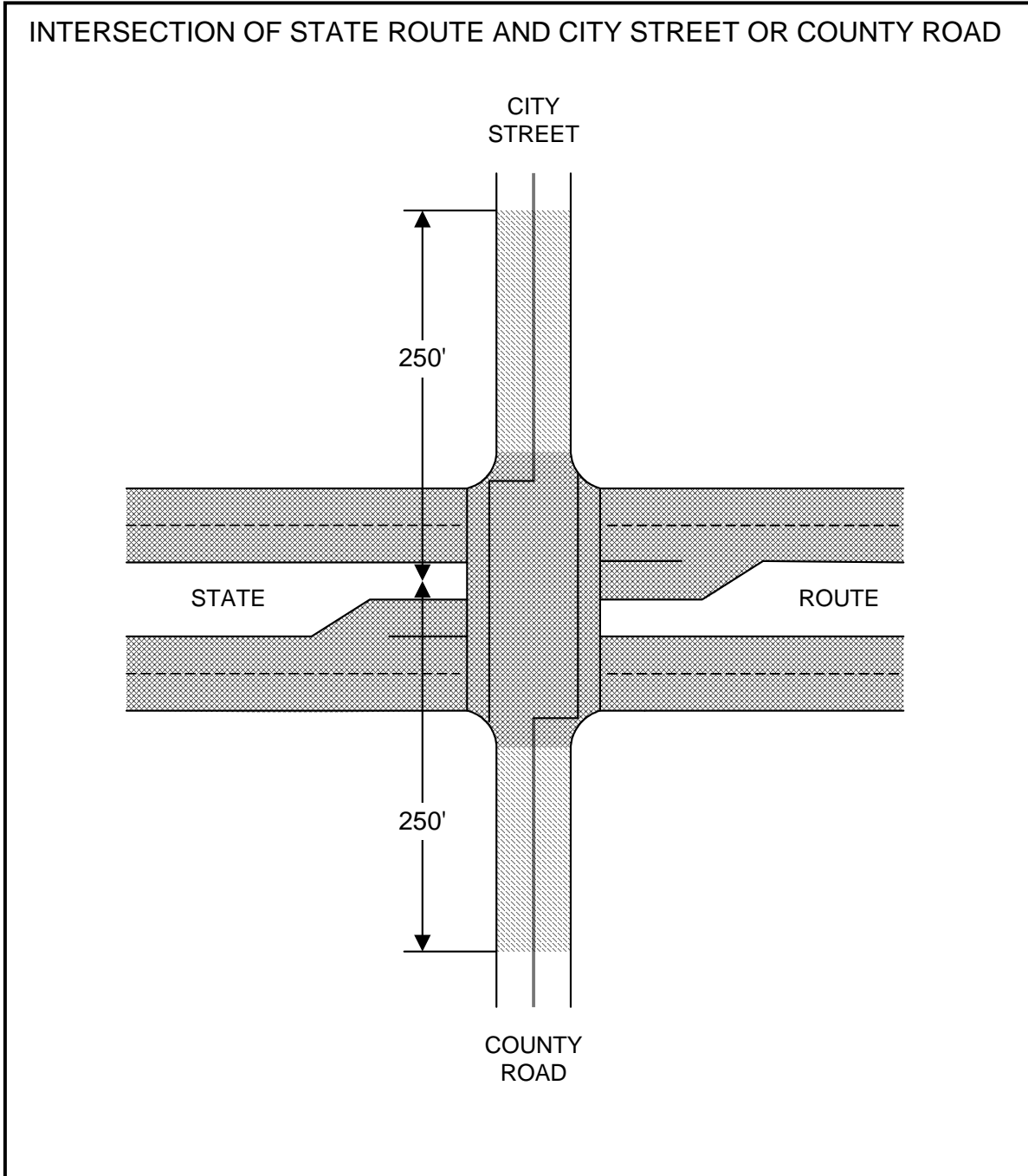
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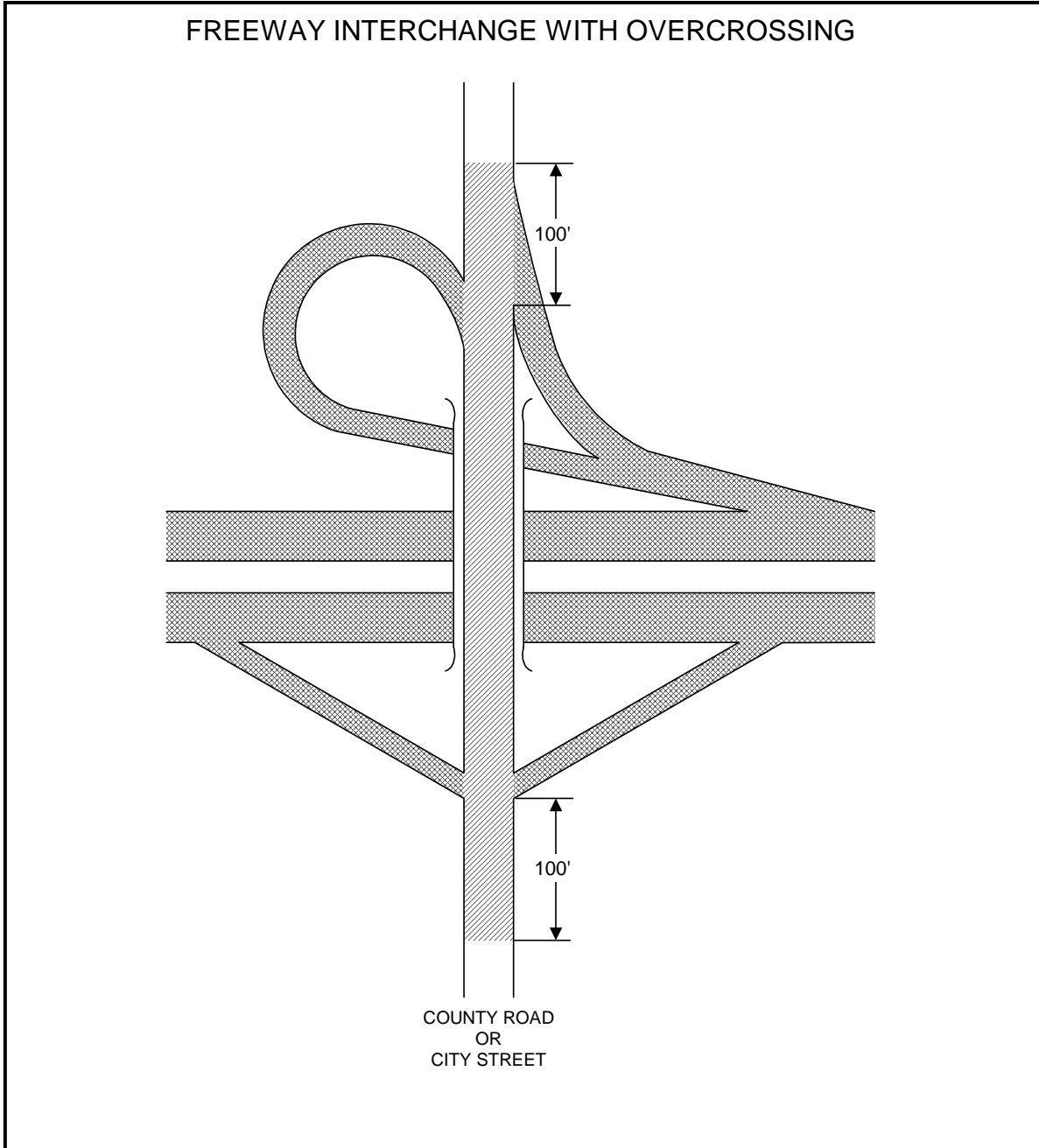
**ANNEX C**

**STATE HIGHWAY RELATED CRITERIA**



ANNEX C

STATE HIGHWAY RELATED CRITERIA *(continued)*



## ANNEX D

### TWO-LETTER STATE AND TERRITORY ABBREVIATIONS

#### AMERICA (US) (STATES)

Alabama	AL	Missouri	MO
Alaska	AK	Montana	MT
Arizona	AZ	Nebraska	NE
Arkansas	AR	Nevada	NV
California	CA	New Hampshire	NH
Colorado	CO	New Jersey	NJ
Connecticut	CT	New Mexico	NM
Delaware	DE	New York	NY
District of Columbia	DC	North Carolina	NC
Florida	FL	North Dakota	ND
Georgia	GA	Ohio	OH
Hawaii	HI	Oklahoma	OK
Idaho	ID	Oregon	OR
Illinois	IL	Pennsylvania	PA
Indiana	IN	Rhode Island	RI
Iowa	IA	South Carolina	SC
Kansas	KS	South Dakota	SD
Kentucky	KY	Tennessee	TN
Louisiana	LA	Texas	TX
Maine	ME	Utah	UT
Massachusetts	MA	Vermont	VT
Maryland	MD	Virginia	VA
Michigan	MI	Washington	WA
Minnesota	MN	West Virginia	WV
Mississippi	MS	Wisconsin	WI

## ANNEX D

### TWO-LETTER STATE AND TERRITORY ABBREVIATIONS (*continued*)

#### CANADA (CN) (PROVINCES)

Alberta	AB	Nova Scotia	NS
British Columbia	BC	Ontario	ON
Manitoba	MB	Prince Edward Island	SK
New Brunswick	NB	Quebec	QC
Newfoundland	NF	Saskatchewan	PE
Northwest Territory	NT		

#### MEXICO (MX) (STATES)

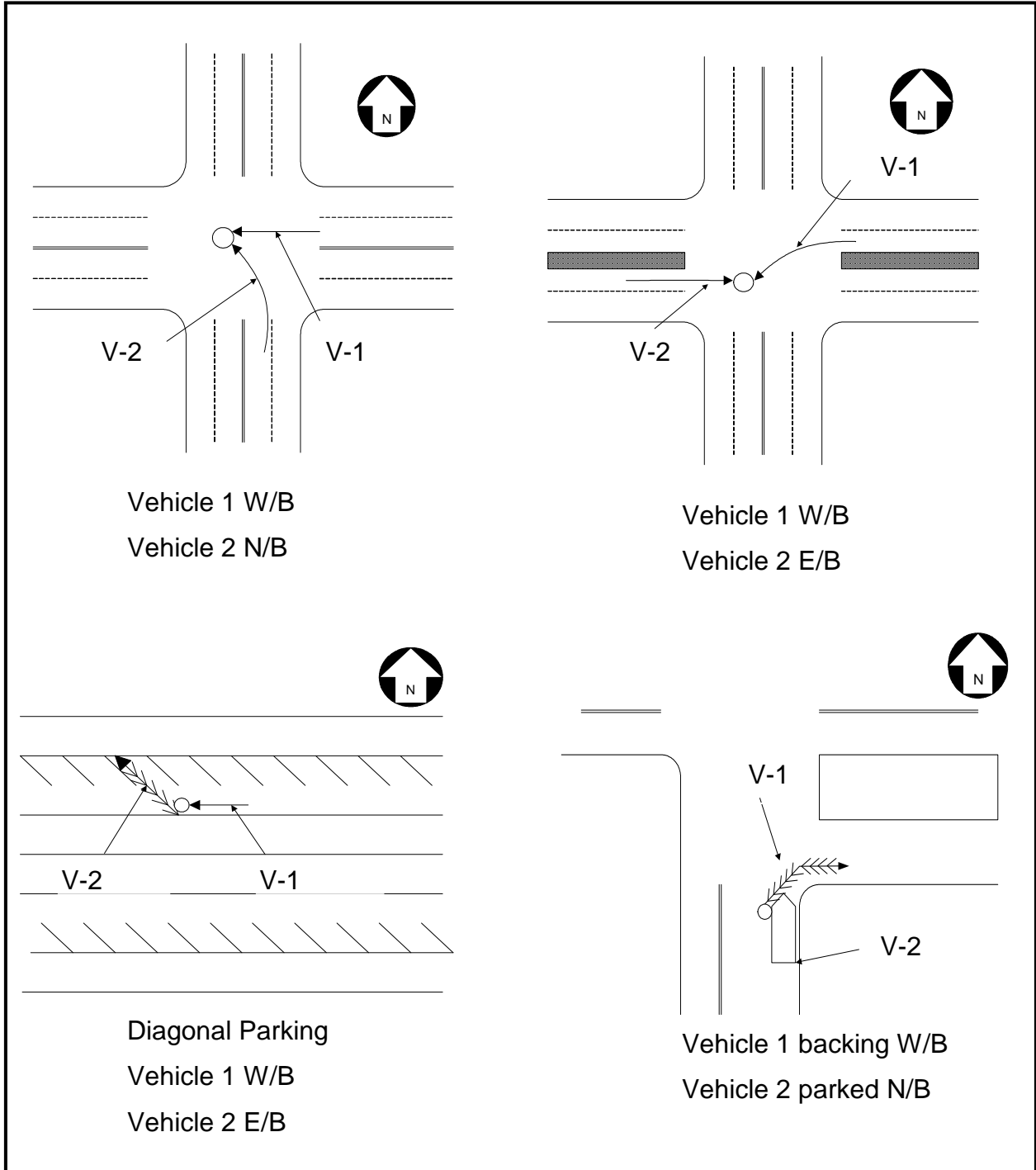
Aguascalientes	AG	Morelos	MR
Baja California Norte	BA	Nayarit	NA
Baja California Sur	BJ	Nuevo Leon	NL
Campeche	CM	Oaxaca	OA
Chiapas	CI	Puebla	PB
Chihuahua	CH	Queretero de Arteaga	QU
Coahuila de Zaragoza	CU	Quintana Roo	QR
Colima	CL	San Luis Potosi	SL
Distrito Federal	DF	Sinaloa	SI
Durango	DO	Sonora	SO
Guanajuato	GT	Tabasco	TB
Guerrero	GR	Tamaulipas	TA
Hidalgo	HL	Tlaxcala	TL
Jalisco	JL	Veracruz-Llava	VC
Mexico	MX	Yucatan	YU
Michoacan de Ocampo	MC	Zacatecas	ZA

#### US PROTECTORATES

American Samoa	AS	Puerto Rico	PR
Panama Canal Zone	PZ	US Minor Outlying Islands	UM
Federated States of Micronesia	FM	Marshall Islands	MH
Guam	GU	Virgin Islands of the US	VI
Northern Mariana Island	MP	Wake Island	WK
Palau	PW		

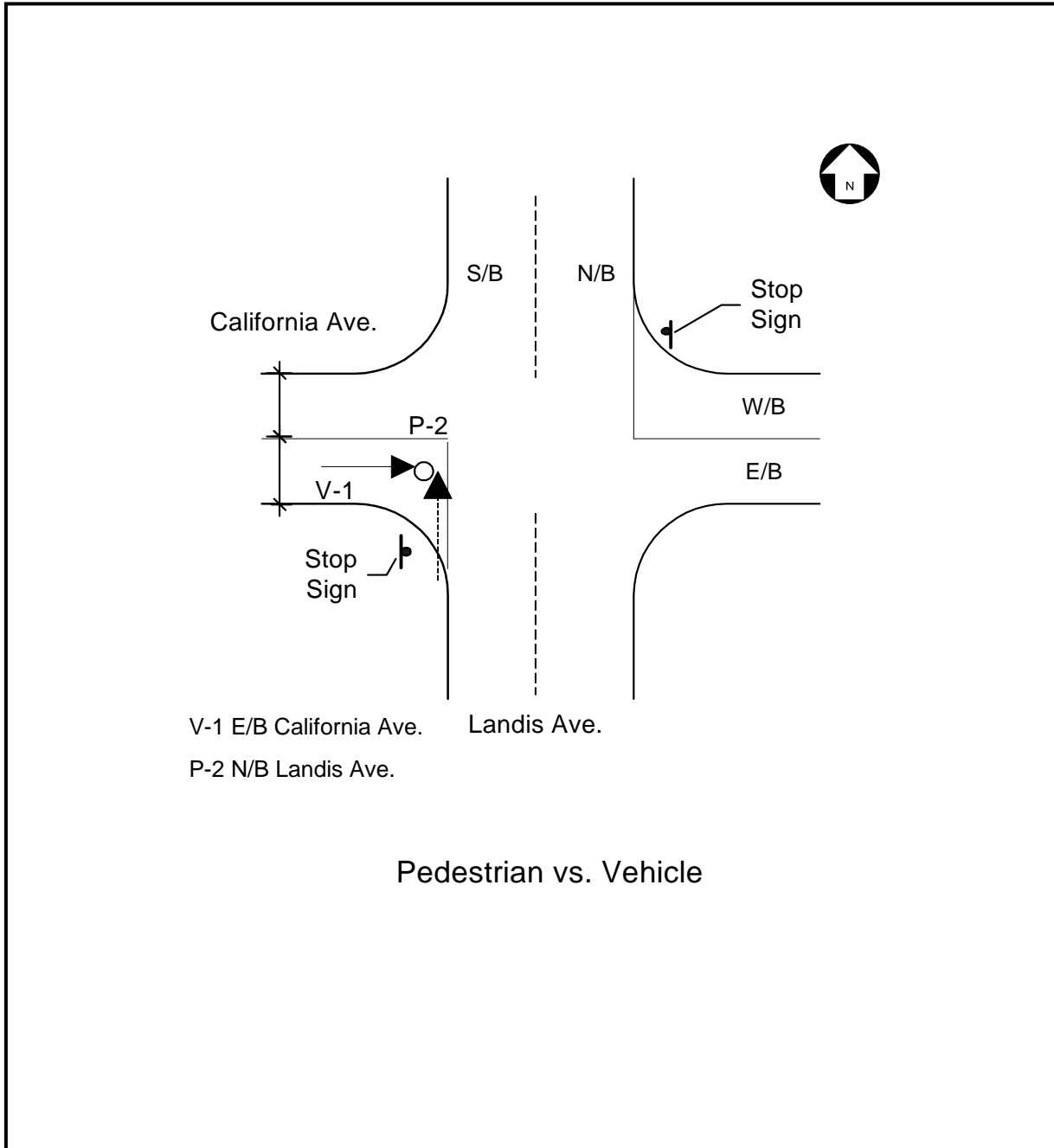
ANNEX E

EXAMPLES OF SURFACE STREET DIRECTION



# ANNEX E

## EXAMPLES OF SURFACE STREET DIRECTION *(continued)*





## ANNEX F

### VEHICLE TYPE CODES

#### Passenger Vehicles

- 01 - Passenger Car, Station Wagon, Jeep
- 02 - Motorcycle
- 03 - Motor Driven Cycle/Scooter
- 04 - Bicycle
- 05 - Motorized Bicycle
- 06 - All Terrain Vehicle
- 07 - Sport Utility Vehicle
- 08 - Mini-vans

#### Buses

- 09 - Paratransit
- 10 - Tour Bus
- 11 - Other Commercial
- 12 - Non-Commercial Bus
- 13 - School Bus Public Type I
- 14 - School Bus Public Type II
- 15 - School Bus Private Type I
- 16 - School Bus Private Type II
- 17 - School Bus Contractual Type I
- 18 - School Bus Contractual Type II
- 19 - General Public Paratransit Vehicle
- 20 - Public Transit Authority
- 63 - Youth Bus
- 64 - School Pupil Activity Bus Type I
- 65 - School Pupil Activity Bus Type II

#### Trucks/Truck Tractors

- 21 - Two Axle Tank Truck
- 22 - Pickups & Panels
- 23 - Pickup w/Camper
- 24 - Three Axle Tank Truck
- 25 - Truck Tractor
- 26 - Two Axle Truck
- 27 - Three or More Axle Truck

#### Trailers

- 28 - Semi Tank Trailer
- 29 - Pull Tank Trailer
- 30 - Two Tank Trailer
- 31 - Semi
- 32 - Pull
- 33 - Two Trailers (Includes Semi & Pull)
- 34 - Boat
- 35 - Utility
- 36 - Trailer Coach
- 37 - Extralegal Permit Load
- 38 - Pole, Pipe, or Logging Dolly
- 39 - Three Trailers
- 40 - Federally Legal Semi
- 52 - Federally Legal Double Combo Over 75 Feet
- 53 - Fifth Wheel Travel Trailer
- 54 - Container Chassis

#### Specialized Vehicles

- 41 - Ambulance
- 42 - Dune Buggy
- 43 - Fire Truck
- 44 - Fork Lift
- 45 - Hwy. Construction Equip.
- 46 - Implement of Husbandry
- 47 - Motor Home
- 48 - Police Car
- 49 - Police Motorcycle
- 50 - Mobile Equipment
- 51 - Farm Labor Vehicle (Certified)
- 55 - Two-Axle Tow Truck
- 56 - Three-Axle Tow Truck
- 57 - Farm Labor Vehicle (Non-Certified)
- 58 - Farm Labor Transporter
- 59 - Motor Home > 40 Feet

## ANNEX F

### VEHICLE TYPE CODES (*continued*)

#### Miscellaneous

- 60 - Pedestrian
- 61 - Second or Additional Enforcement Action(s)
- 62 - Passengers
- 94 - Go-ped, ZIP Electric scooter, Motorboard
- 95 - Misc. Non-Motor Vehicle
- 96 - Misc. Motor Vehicle (Snowmobile, Golf Cart)
- 97 - Low Speed Vehicle
- 98 - Emergency Vehicle (On Emergency Run)
- 99 - Unknown Hit and Run Vehicle Involvement

#### Hazardous Material

- 71 - Passenger Car, Station Wagon, Jeep
- 72 - Pickups and Panels
- 73 - Pickup and Camper
- 75 - Truck Tractor
- 76 - Two-Axle Truck
- 77 - Three or More Axle Truck
- 78 - Two-Axle Tank Truck
- 79 - Three-Axle Tank Truck

#### Hazardous Waste or Hazardous Waste/Material Combination

- 81 - Passenger Car, Station Wagon, Jeep
- 82 - Pickups and Panels
- 83 - Pickup and Camper
- 85 - Truck Tractor
- 86 - Two-Axle Truck
- 87 - Three or More Axle Truck
- 88 - Two-Axle Tank Truck
- 89 - Three-Axle Tank Truck

## CHAPTER 4

### INSTRUCTIONS FOR COMPLETING THE CHP 555, PAGE 2, TRAFFIC COLLISION CODING

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ANNEXES

- A - COMPATIBILITY CHART
- B - SKETCH SYMBOLS
- C - CODING EXAMPLES

# CHAPTER 4

REVISED JULY 2003

## INSTRUCTIONS FOR COMPLETING THE CHP 555, PAGE 2, TRAFFIC COLLISION CODING

1. SCOPE. This chapter provides instructions for completing the CHP 555, Page 2, Traffic Collision Coding. This page is used to document the Primary Collision Factor (PCF) and traffic collision coding information. The numbers on the following paragraphs correspond to the numbers on the sample form on this page.

STATE OF CALIFORNIA TRAFFIC COLLISION CODING CHP 555 Page 2 (Rev. 7-03) OPI 061													Page of <b>5</b>		
DATE OF COLLISION (MO. DAY YEAR)			TIME (2400)			NIC#			OFFICER I.D.			NUMBER			
<b>3</b>			<b>3</b>			<b>3</b>			<b>3</b>			<b>4</b>			
OWNERS NAME						OWNERS ADDRESS						NOTIFIED			
<b>6</b>						<b>6</b>						<input type="checkbox"/> YES <input type="checkbox"/> NO <b>6</b>			
PROPERTY DAMAGE		DESCRIPTION OF DAMAGE													
SEATING POSITION		OCCUPANTS			SAFETY EQUIPMENT			M/C BICYCLE-HELMET			INATTENTION CODES				
1- DRIVER 2 TO 6 - PASSENGERS 7 - STATION WAGON REAR 8 - REAR OCC. TRK. OR VAN 9 - POSITION UNKNOWN 0 - OTHER		A - NONE IN VEHICLE B - UNKNOWN C - LAP BELT USED D - LAP BELT NOT USED E - SHOULDER HARNESS USED F - SHOULDER HARNESS NOT USED G - LAP/SHOULDER HARNESS USED H - LAP/SHOULDER HARNESS NOT USED I - PASSIVE RESTRAINT USED K - PASSIVE RESTRAINT NOT USED			L - AIR BAG DEPLOYED M - AIR BAG NOT DEPLOYED N - OTHER F - NOT REQUIRED CHILD RESTRAINT Q - IN VEHICLE USED R - IN VEHICLE NOT USED S - IN VEHICLE USE UNKNOWN T - IN VEHICLE IMPROPER USE U - NONE IN VEHICLE			DRIVER PASSENGER V - NO X - NO W - YES Y - YES			A - CELL PHONE HANDHELD B - CELL PHONE HANDSFREE C - ELECTRONIC EQUIPMENT D - RADIO / CD E - SMOKING F - EATING G - CHILDREN H - ANIMALS I - PERSONAL HYGIENE J - READING K - OTHER				
ITEMS MARKED BELOW FOLLOWED BY AN ASTERISK (*) SHOULD BE EXPLAINED IN THE NARRATIVE.															
PRIMARY COLLISION FACTOR LIST NUMBER (1) OF PARTY AT FAULT		TRAFFIC CONTROL DEVICES			SPECIAL INFORMATION			MOVEMENT PRECEDING COLLISION							
A - SECTION VIOLATED YES <input type="checkbox"/> NO <input type="checkbox"/> B - OTHER IMPROPER DRIVING* C - OTHER THAN DRIVER* D - UNKNOWN*		A CONTROLS FUNCTIONING B CONTROLS NOT FUNCTIONING* <b>14</b> C CONTROLS OBSCURED D NO CONTROLS PRESENT / FACTOR*			A HAZARDOUS MATERIAL <b>18</b> B CELL PHONE HANDHELD IN USE C CELL PHONE HANDSFREE IN USE D CELL PHONE NOT IN USE E SCHOOL BUS RELATED F 75 FT MOTORTRUCK COMBO G 32 FT TRAILER COMBO H I J K L M N O			A STOPPED B PROCEEDING STRAIGHT C RAN OFF ROAD D MAKING RIGHT TURN E MAKING LEFT TURN F MAKING U TURN <b>20</b> G BACKING H SLOWING / STOPPING I PASSING OTHER VEHICLE J CHANGING LANES K PARKING MANEUVER L ENTERING TRAFFIC M OTHER UNSAFE TURNING N SLINGING INTO OPPOSING LANE O PARKED P MERGING Q TRAVELING WRONG WAY R OTHER							
WEATHER (MARK 1 TO 2 ITEMS)		TYPE OF COLLISION			MOTOR VEHICLE INVOLVED WITH			LIGHTING							
A CLEAR B CLOUDY C RAINING <b>10</b> D SNOWING E FOG / VISIBILITY FT. F OTHER* G WIND		A HEAD - ON B SIDE SWIPE C REAR END <b>15</b> D BROADSIDE E HIT OBJECT F OVERTURNED G VEHICLE / PEDESTRIAN H OTHER*			A NON - COLLISION B PEDESTRIAN C OTHER MOTOR VEHICLE D MOTOR VEHICLE ON OTHER ROADWAY E PARKED MOTOR VEHICLE F TRAIN G BICYCLE <b>16</b> H ANIMAL I FIXED OBJECT J OTHER OBJECT			A DAYLIGHT <b>11</b> B DUSK - DAWN C DARK - STREET LIGHTS D DARK - NO STREET LIGHTS E DARK - STREET LIGHTS NOT FUNCTIONING* F ROADWAY SURFACE A DRY <b>12</b> B WET C SNOWY - ICY D SLIPPERY (MUDDY, OILY, ETC.)							
ROADWAY CONDITIONS (MARK 1 TO 2 ITEMS)		PEDESTRIAN'S ACTIONS			OTHER ASSOCIATED FACTOR(S) (MARK 1 TO 2 ITEMS)			SOBRIETY - DRUG / PHYSICAL (MARK 1 TO 2 ITEMS)							
A HOLES - DEEP RUT* B LOOSE MATERIAL ON ROADWAY* C OBSTRUCTION ON ROADWAY* D CONSTRUCTION - REPAIR ZONE E REDUCED ROADWAY WIDTH F FLOODED* <b>13</b> G OTHER* H NO UNUSUAL CONDITIONS G APPROACHING / LEAVING SCHOOL BUS		A NO PEDESTRIANS INVOLVED B CROSSING IN CROSSWALK AT INTERSECTION <b>17</b> C CROSSING IN CROSSWALK - NOT AT INTERSECTION D CROSSING - NOT IN CROSSWALK IN ROAD - INCLUDES SHOULDER E NOT IN ROAD F APPROACHING / LEAVING SCHOOL BUS			A SECTION VIOLATOR CITED <input type="checkbox"/> YES <input type="checkbox"/> NO B SECTION VIOLATOR <input type="checkbox"/> YES <input type="checkbox"/> NO <b>19</b> C SECTION VIOLATOR CITED <input type="checkbox"/> YES <input type="checkbox"/> NO D E VISION OBSCUREMENT: F INATTENTION* G STOP & GO TRAFFIC H ENTERING / LEAVING RAMP I PREVIOUS COLLISION J UNFAMILIAR WITH ROAD K DEFECTIVE VEH. EQUIP.: CITED <input type="checkbox"/> YES <input type="checkbox"/> NO L UNINVOLVED VEHICLE M OTHER* N NONE APPARENT O RUNAWAY VEHICLE			A HAD NOT BEEN DRINKING B HBD - UNDER INFLUENCE C HBD - NOT UNDER INFLUENCE* D HBD - IMPAIRMENT UNKNOWN* E UNDER DRUG INFLUENCE* F IMPAIRMENT - PHYSICAL* G IMPAIRMENT NOT KNOWN H NOT APPLICABLE I SLEEPY / FATIGUED* <b>21</b>							
SKETCH				MISCELLANEOUS											
				<b>22</b>											
				<b>23</b>											

2. COLLISION CODING HEADER.

DATE OF COLLISION (MO. DAY YEAR)		TIME (2400)	NCIC#	OFFICER I.D.	NUMBER
PROPERTY DAMAGE	OWNER'S NAME		OWNER'S ADDRESS		NOTIFIED <input type="checkbox"/> YES <input type="checkbox"/> NO
	DESCRIPTION OF DAMAGE				

3. DATE OF COLLISION, TIME, NCIC NUMBER, OFFICER ID. Enter the numeric month, day, year, time, National Crime Information Center (NCIC) number, and the Officer Identification (ID) number as completed on the original CHP 555, Page 1, Traffic Collision Report. These four categories are used to identify each collision reported to the Statewide Integrated Traffic Records System (SWITRS).

4. NUMBER. Enter the original report or case number assigned to the collision by the Area or local law enforcement agency. (Refer to Chapter 3, Instructions for Completing the CHP 555, Page 1, Traffic Collision Report, Page 3-8, Number.)

5. PAGE NUMBER. Enter the page number to identify the completed pages contained within the report (e.g., 1, 2, 3, etc. Do not use 4a, 4b, 4c, etc.).

6. PROPERTY DAMAGE.


a. Owner's Name/Address. Enter the name and complete address of the owner or person in charge of the damaged property. Additional owner information may be shown in the "Miscellaneous" box or in the narrative.

b. Notified. Mark an "X" in the appropriate box indicating whether or not the owner or person in charge of the damaged property was notified. If the owner or occupant of the damaged property cannot be contacted, advise the communications center of the damage.

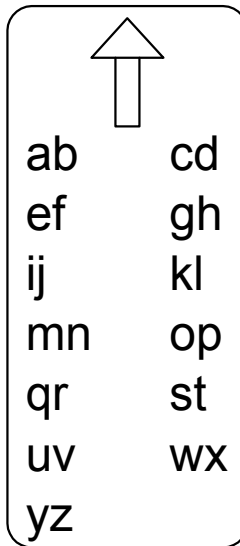
c. Description of Damage. Enter a description of any property damaged in the collision other than vehicles. Additionally, if the CHP 422 (Vehicle Check/Parking Warning/Highway Damage Report) is used, place a notation that a CHP 422 was placed at the scene. Leave this space blank if not applicable.

NOTE: **CHP ONLY** Prepare and attach a CHP 422 if state property was damaged. The CHP 422 may also be used to identify damaged private property.

7. SEATING POSITION/SAFETY EQUIPMENT/EJECTED FROM VEHICLE. Use this legend to determine the numeric and alpha codes to be used in the “Air Bag” and “Safety Equipment” boxes on the CHP 555, Page 1, and the “Seating Position,” “Air Bag,” “Safety Equipment,” and “Ejected From Vehicle” boxes on the CHP 555, Page 3, Injured/Witness/Passengers. When the investigating officer is unable to determine any information for these categories during the investigation, place the appropriate unknown code in the box. Do not leave any “Seating Position,” “Air Bag,” “Safety Equipment,” or “Ejected From Vehicle” boxes blank when there is an injured party or passenger listed unless the injured party is a pedestrian:

SEATING POSITION	SAFETY EQUIPMENT		INATTENTION CODES
 <p>1 - DRIVER 2 TO 6 - PASSENGERS 7 - STATION WAGON REAR 8 - REAR OCC. TRK OR VAN 9 - POSITION UNKNOWN 0 - OTHER</p>	<p><b>OCCUPANTS</b></p> <p>A - NONE IN VEHICLE B - UNKNOWN C - LAP BELT USED D - LAP BELT NOT USED E - SHOULDER HARNESS USED F - SHOULDER HARNESS NOT USED G - LAP/SHOULDER HARNESS USED H - LAP/SHOULDER HARNESS NOT USED J - PASSIVE RESTRAINT USED K - PASSIVE RESTRAINT NOT USED</p>	<p><b>CHILD RESTRAINT</b></p> <p>L - AIRBAG DEPLOYED M - AIRBAG NOT DEPLOYED N - OTHER P - NOT REQUIRED</p> <p>Q - IN VEHICLE USED R - IN VEHICLE NOT USED S - IN VEHICLE USE UNKNOWN T - IN VEHICLE IMPROPER U - NONE IN VEHICLE</p> <p><b>MC/BICYCLE HELMET</b></p> <p>DRIVER PASSENGER V - NO V - NO W - YES W - YES</p> <p><b>EJECTED FROM VEHICLE</b></p> <p>0 - NOT EJECTED 1 - FULLY EJECTED 2 - PARTIALLY EJECTED 3 - UNKNOWN</p>	<p>A - CELL PHONE HANDHELD B - CELL PHONE HANDSFREE C - ELECTRONIC EQUIPMENT D - RADIO/ CD E - SMOKING F - EATING G - CHILDREN H - ANIMALS I - PERSONAL HYGIENE J - READING K - OTHER</p>

a. Seating Position. Select the appropriate seating position number code from the legend and enter the number in the “Seating Position” box for that particular party or passenger on the CHP 555, Page 3.





(1) Injury collisions involving a bus or school bus with up to 26 passengers should have combination alpha seating positions assigned to the passengers. The example above can be modified to fit the configuration of the involved bus.

(2) Injury collisions with more than 26 passengers should have a description of the seating position in the narrative. The "Seating Position" box on the CHP 555, Page 3, would be left blank.

(3) The codes are self-explanatory; however, if the driver of a vehicle with a right-side driving position is injured, use a "1" for the driver's position on the CHP 555, Page 3 and explain in the narrative.

(4) The "0" code is used for other occupant(s). This may be used for a fourth (or additional) passenger in the front seat of a pickup or front or rear seat of a passenger vehicle.

(5) Seating positions for motorcycles/mopeds and bicycles are as follows:

(a) Passenger position "2" is directly behind the rider.

(b) Passenger position "3" is the occupant of a side car.

(c) Passenger position "0" is to be used for passengers in any other location on the motorcycle/moped or bicycle.

b. Air Bag. Select the air bag alpha-code that best describes the condition of any air bag. Enter that code in the "Air Bag" box on the CHP 555, Page 1, for each party. If the vehicle was manufactured without an air bag, enter "P" (Not Required). If the vehicle was originally equipped with an air bag, yet at the time of the collision an air bag was not installed, enter "N" (Other) and explain in the narrative. If a party is injured, enter the appropriate alpha code for air bag deployment on both the CHP 555, Page 1 and the CHP 555, Page 3. If the vehicle is only equipped with a driver's side air bag, enter "P" (Not Required) for other seated positions.

NOTE: Enter "N" (Other) for a collision when an air bag did not deploy and, in the investigating officer's opinion, circumstances existed which should have led to such deployment. Details shall be described in the narrative. **(Revised 5-06.)**

c. Safety Equipment. Select the safety equipment alpha-code from the legend that best describes the safety equipment in use. Enter that code in the "Safety Equipment" box on the CHP 555, Page 1. If a party is injured, complete the "Safety Equipment" box on both the CHP 555, Page 1, and the CHP 555, Page 3. (Refer to Annex 5-A-1, Seatbelt Coding on the CHP 555.)

(1) A motorcyclist involved in a collision while wearing an unapproved helmet will be marked "V" (No Helmet).

(2) A motorcycle passenger wearing an unapproved helmet will be marked "X" (No Helmet).

d. Ejected from Vehicle. Select the appropriate code from the legend and enter it in the "Ejected from Vehicle" box on the Injured/Witness/Passengers page.

## 8. TRAFFIC COLLISION CODING.

PRIMARY COLLISION FACTOR LIST NUMBER (#) OF PARTY AT FAULT		TRAFFIC CONTROL DEVICES			SPECIAL INFORMATION			MOVEMENT PRECEDING COLLISION								
		1	2	3	1	2	3	1	2	3						
<b>A</b>	VC SECTION VIOLATED: CITED <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>A</b>	CONTROLS FUNCTIONING					<b>A</b>	HAZARDOUS MATERIAL					<b>A</b>	STOPPED	
		<b>B</b>	CONTROLS NOT FUNCTIONING*					<b>B</b>	CELL PHONE HANDHELD IN USE					<b>B</b>	PROCEEDING STRAIGHT	
<b>B</b>	OTHER IMPROPER DRIVING*:	<b>C</b>	CONTROLS OBSCURED					<b>C</b>	CELL PHONE HANDSFREE IN USE					<b>C</b>	RAN OFF ROAD	
		<b>D</b>	NO CONTROLS PRESENT / FACTOR*					<b>D</b>	CELL PHONE NOT IN USE					<b>D</b>	MAKING RIGHT TURN	
<b>C</b>	OTHER THAN DRIVER*	<b>TYPE OF COLLISION</b>						<b>E</b>	SCHOOL BUS RELATED					<b>E</b>	MAKING LEFT TURN	
<b>D</b>	UNKNOWN*	<b>A</b>	HEAD - ON					<b>F</b>	75 FT MOTORTRUCK COMBO					<b>F</b>	MAKING U TURN	
		<b>B</b>	SIDE SWIPE					<b>G</b>	32 FT TRAILER COMBO					<b>G</b>	BACKING	
		<b>C</b>	REAR END					<b>H</b>						<b>H</b>	SLOWING / STOPPING	
		<b>D</b>	BROADSIDE					<b>I</b>						<b>I</b>	PASSING OTHER VEHICLE	
<b>WEATHER (MARK 1 TO 2 ITEMS)</b>		<b>E</b>	HIT OBJECT					<b>J</b>						<b>J</b>	CHANGING LANES	
<b>A</b>	CLEAR	<b>F</b>	OVERTURNED					<b>K</b>						<b>K</b>	PARKING MANEUVER	
<b>B</b>	CLOUDY	<b>G</b>	VEHICLE / PEDESTRIAN					<b>L</b>						<b>L</b>	ENTERING TRAFFIC	
<b>C</b>	RAINING	<b>H</b>	OTHER*:					<b>M</b>						<b>M</b>	OTHER UNSAFETURNING	
<b>D</b>	SNOWING	<b>MOTOR VEHICLE INVOLVED WITH</b>						<b>N</b>						<b>N</b>	XING INTO OPPOSING LANE	
<b>E</b>	FOG / VISIBILITY FT.	<b>A</b>	NON - COLLISION					<b>O</b>						<b>O</b>	PARKED	
<b>F</b>	OTHER*:	<b>B</b>	PEDESTRIAN						<b>OTHER ASSOCIATED FACTOR(S) (MARK 1 TO 2 ITEMS)</b>					<b>P</b>	MERGING	
<b>G</b>	WIND	<b>C</b>	OTHER MOTOR VEHICLE		1	2	3	<b>A</b>	VC SECTION VIOLATION: CITED <input type="checkbox"/> YES <input type="checkbox"/> NO					<b>Q</b>	TRAVELING WRONG WAY	
<b>LIGHTING</b>		<b>D</b>	MOTOR VEHICLE ON OTHER ROADWAY					<b>B</b>	VC SECTION VIOLATION: CITED <input type="checkbox"/> YES <input type="checkbox"/> NO					<b>R</b>	OTHER * :	
<b>A</b>	DAYLIGHT	<b>E</b>	PARKED MOTOR VEHICLE					<b>C</b>	VC SECTION VIOLATION: CITED <input type="checkbox"/> YES <input type="checkbox"/> NO		1	2	3	<b>SOBRIETY - DRUG PHYSICAL (MARK 1 TO 2 ITEMS)</b>		
<b>B</b>	DUSK - DAWN	<b>F</b>	TRAIN					<b>D</b>						<b>A</b>	HAD NOT BEEN DRINKING	
<b>C</b>	DARK - STREET LIGHTS	<b>G</b>	BICYCLE					<b>E</b>	VISION OBSCUREMENT:					<b>B</b>	HBD - UNDER INFLUENCE	
<b>D</b>	DARK - NO STREET LIGHTS	<b>H</b>	ANIMAL:					<b>F</b>	INATTENTION* :					<b>C</b>	HBD - NOT UNDER INFLUENCE*	
<b>E</b>	DARK - STREET LIGHTS NOT FUNCTIONING*	<b>I</b>	FIXED OBJECT:					<b>G</b>	STOP & GO TRAFFIC					<b>D</b>	HBD - IMPAIRMENT UNKNOWN*	
<b>ROADWAY SURFACE</b>		<b>J</b>	OTHER OBJECT:					<b>H</b>	ENTERING / LEAVING RAMP					<b>E</b>	UNDER DRUG INFLUENCE*	
<b>A</b>	DRY	<b>PEDESTRIAN'S ACTIONS</b>						<b>I</b>	PREVIOUS COLLISION					<b>F</b>	IMPAIRMENT - PHYSICAL*	
<b>B</b>	WET	<b>A</b>	NO PEDESTRIANS INVOLVED					<b>J</b>	UNFAMILIAR WITH ROAD					<b>G</b>	IMPAIRMENT NOT KNOWN*	
<b>C</b>	SNOWY - ICY	<b>B</b>	CROSSING IN CROSSWALK AT INTERSECTION					<b>K</b>	DEFECTIVE VEH. EQUIP.: CITED <input type="checkbox"/> YES <input type="checkbox"/> NO					<b>H</b>	NOT APPLICABLE	
<b>D</b>	SLIPPERY (MUDDY, OILY, ETC.)	<b>C</b>	CROSSING IN CROSSWALK - NOT AT INTERSECTION					<b>L</b>	UNINVOLVED VEHICLE					<b>I</b>	SLEEPY / FATIGUED*	
<b>ROADWAY CONDITION(S) (MARK 1 TO 2 ITEMS)</b>		<b>D</b>	CROSSING - NOT IN CROSSWALK					<b>M</b>	OTHER*:							
<b>A</b>	HOLES, DEEP RUT*	<b>E</b>	IN ROAD - INCLUDES SHOULDER					<b>N</b>	NONE APPARENT							
<b>B</b>	LOOSE MATERIAL ON ROADWAY*	<b>F</b>	NOT IN ROAD					<b>O</b>	RUNAWAY VEHICLE							
<b>C</b>	OBSTRUCTION ON ROADWAY*	<b>G</b>	APPROACHING / LEAVING SCHOOL BUS													
<b>D</b>	CONSTRUCTION - REPAIR ZONE															
<b>E</b>	REDUCED ROADWAY WIDTH															
<b>F</b>	FLOODED*															
<b>G</b>	OTHER*:															
<b>H</b>	NO UNUSUAL CONDITIONS															

a. This section contains categories for traffic collision coding. Each category requires one entry, except as indicated. Single column categories pertain to the collision, and multi-column categories pertain to the involved parties.

b. Mark an "X" in the element(s) in the single-column categories only on the first CHP 555 completed.

c. Mark an "X" in the element(s) in the multi-column categories for up to three involved parties on the first CHP 555 completed.

d. When the collision involves more than three parties, line out the involved party numbers in the multi-column categories on additional CHP 555s and enter "4," "5," and "6," etc., as necessary. Only the multi-column categories should be completed on the additional forms.

e. Items marked which are followed by an asterisk or colon should be described in the box or explained in the narrative.

f. Coding of the collision analysis categories is optional for counter reports but may be completed with the assistance of the receiving officer. If the collision analysis categories are coded, mark "D" (Unknown), under the PCF. (Refer to VC Section 20015.)

9. **PRIMARY COLLISION FACTOR.** Select the one element or driving action which, in the officer's opinion, best describes the primary or main cause of the collision. Whenever possible, this should be a Vehicle Code (VC) violation:

PRIMARY COLLISION FACTOR LIST NUMBER (#) OF PARTY AT FAULT	
VC SECTION VIOLATED:	CITED
A	<input type="checkbox"/> YES <input type="checkbox"/> NO
B OTHER IMPROPER DRIVING*:	
C OTHER THAN DRIVER	
D UNKNOWN	

a. **VC Section Violated.**

(1) Enter the VC or other code violation considered to be the primary cause of the collision. Include the proper subsection when applicable. Omission or error in selection of a subsection may cause the report to be rejected as an error from the SWITRS computer or the statistics may record or reflect the incorrect cause of the collision. Do not use VC Sections which do not describe the cause of collision, such as VC Sections 20001, 20002, 23103, 23104 or 23153. These violations should be charged, but are not what actually caused the collision.

(2) Enter the number of the involved party most at fault in this box when "A" is applicable. Additionally, placing an "X" in this box indicates a vehicle code violation occurred (e.g., VC Section 21658[a]), but the party who committed the violation could not be determined.

(3) When the involved party determined to be most at fault is either physically arrested or issued a citation for the PCF, mark an "X" in the "Cited = Yes" box. If no arrest is made or no citation issued, mark an "X" in the "Cited = No" box.

(4) If there is more than one violation, choose the violation which contributed most to the cause of the collision.

(5) When the involved party, considered by the officer to be most at fault, is driving a vehicle while under the influence of alcohol or drugs, the PCF shall be VC Section 23152, regardless of any other violation (running a stop sign, following too closely, excessive speed, etc.). Enter other violations under "Other Associated Factor."

(a) Examples:

1 Party #1, who is under the influence of alcohol, failed to stop for a posted stop sign (VC Section 22450) and collided with Party #2 within the intersection. The PCF should indicate Party #1 for violation of VC Section 23152. "Other Associated Factor" will show Party #1 was also in violation of VC Section 22450.

2 Party #1, who was driving at an unsafe speed for conditions (VC Section 22350), was unable to stop in time to avoid rear ending Party #2, who was stopped at a red traffic signal. The investigation revealed Party #2 was under the influence of alcohol, however, not the primary cause of the collision. Since actions of Party #2 did not contribute to the collision, the PCF should reflect Party #1 for VC Section 22350. "Other Associated Factor" should reflect the applicable entries for Party #1 and "None Apparent" for Party #2.

(b) The item marked under "Sobriety-Drug-Physical" should be compatible with the PCF with regard to alcohol or drugs. For example, Party #1, who is under the influence of alcohol or drugs, and determined to be the PCF, then the "Sobriety-Drugs-Physical" section shall have an "X" in the Party #1 column indicating "B-HBD-Under Influence."

b. Other Improper Driving. This element should not be used as a catch-all to relieve the officer of his/her responsibility for determining the cause of the collision when a VC violation was the PCF. Explain this entry in the narrative. This element would be marked only when no specific code section violation is applicable as the main or primary cause of the collision. For example, while on private property, a driver operating a vehicle at an unsafe speed, crashes. If the driver in the foregoing situation is under the influence of alcohol or drugs, then the PCF would be VC Section 23152.

c. Other Than Driver.

(1) Mark an "X" in this element when the primary cause of the collision was beyond the control of the driver. Explain this entry in the narrative. Examples include but are not limited to:

(a) A large animal (deer, horse, cow, etc.) runs in front of a vehicle.

(b) Heart attack, epileptic seizure, diabetic coma, or other medically induced difficulty caused a collision which resulted in damage or injury.

(c) A driver operating a vehicle properly and safely for visible conditions strikes "black ice" and runs off the road, sustaining damage or injury. Include conditions that led to an "Other Than Driver" conclusion in "Scene Description."

(d) Mechanical failure, unknown or not foreseeable through normal and reasonable maintenance, such as brake failure, an axle breaking from metal fatigue, the steering column locking up, etc., which is determined to be the cause of the collision.

(e) A vehicle tire throws up a rock which strikes another vehicle's windshield, when the event is corroborated by witness statements or physical evidence.

(2) This element should not be used as a catch-all to relieve the officer of his/her responsibility for determining the collision cause when a specific code violation was the PCF.

d. Unknown. Mark an "X" in this element only when the cause of the collision cannot be determined. Use this element when conflicting statements and/or lack of physical evidence make it impossible for the investigating officer to determine the cause of a collision. Thoroughly explain this entry in the narrative.

10. **WEATHER.** Mark an "X" in the element(s) "A" through "G," which best describe(s) the weather conditions existing at the time of the collision:

WEATHER (MARK 1 TO 2 ITEMS)	
A	CLEAR
B	CLOUDY
C	RAINING
D	SNOWING
E	FOG / VISIBILITY FT.
F	OTHER*:
G	WIND

- a. Clear. This element includes partial cloudiness if sunlight is not diminished.
- b. Cloudy. Usually overcast but may be only partial cloudiness when light is diminished.
- c. Raining. If marked, then Roadway Surface should be marked "Wet."
- d. Snowing. If marked, then Roadway Surface should be marked, "Wet," or "Snow-Icy."
- e. Fog. Enter an estimate of visibility.
- f. Other. Enter a description of the weather conditions on the line provided and explain in the narrative. This includes conditions such as hail, dust, smoke, etc., if they impaired visibility, and thus, may have contributed to the collision. If marked, also mark an "E" (Vision Obscurements), under "Other Associated Factor."
- g. Wind. Mark this only when winds are sufficient to make vehicle control difficult and may have contributed to the collision.

11. **LIGHTING.** Mark an "X" in the element which describes the lighting conditions at the collision location and at the time of the collision:

LIGHTING	
A	DAYLIGHT
B	DUSK - DAWN
C	DARK - STREET LIGHTS
D	DARK - NO STREET LIGHTS
E	DARK - STREET LIGHTS NOT FUNCTIONING*

- a. This entry must agree with the time. (Refer to Chapter 3, Instructions for Completing the CHP 555, Page 1, Traffic Collision Report, Page 3-13, Time.)
- b. Do not mark an "X" in elements "C," "D," or "E" if the collision occurred during normal daylight hours and the darkness was due to a temporary condition.
- c. If element "E" (Dark-Street Lights Not Functioning) is marked, explain in the narrative the number of inoperative street lights, their location, and reason for malfunction (e.g., rolling blackouts, etc.), if known.

12. **ROADWAY SURFACE.** Mark an "X" in the element which best describes the roadway surface condition at the time of the collision in the traffic lane(s) involved. If element "D" (Slippery, Muddy, Oily, etc.) is marked, describe the material present, the size of the affected areas, location, etc., in the narrative.

ROADWAY SURFACE	
A	DRY
B	WET
C	SNOWY - ICY
D	SLIPPERY (MUDDY, OILY, ETC.)

13. **ROADWAY CONDITIONS.** Mark an "X" in the element(s) which best describe(s) the roadway conditions at the time of the collision in the traffic lane(s) involved. Items with an asterisk shall be described in the narrative: (Refer to General Order 100.46, Reporting of Highway Conditions):

ROADWAY CONDITIONS (MARK 1 TO 2 ITEMS)	
A	HOLES, DEEP RUT*
B	LOOSE MATERIAL ON ROADWAY*
C	OSTRUCTION ON ROADWAY*
D	CONSTRUCTION - REPAIR ZONE
E	REDUCED ROADWAY WIDTH
F	FLOODED*
G	OTHER*
H	NO UNUSUAL CONDITIONS

- a. Holes, Deep Rut. Describe their location, size, and depth in the narrative.

- b. Loose Material on Roadway. This includes sand, gravel, dirt, or similar material that a vehicle could drive over. Describe the location and type of material in the narrative.
- c. Obstruction on Roadway. This includes rocks, boxes, structural material, automobile parts, etc., that should, due to size or shape, be avoided. Describe the obstruction in the sketch, factual diagram, and narrative.
- d. Construction - Repair Zone. A section of highway where construction, repair, or maintenance is being performed. This applies to all long-term construction projects within a designated "Construction Zone" whether or not work is actually being performed. A reduced speed or reduction in roadway width is not necessary for this element to apply.
- e. Reduced Roadway Width. A temporary reduction in the width of the roadway. For example, snow drifts, dirt slides, construction zones, etc. This excludes a sign-posted advising a reduction in the number of lanes or roadway width of a permanent nature.
- f. Flooded. The roadway markings and limits are obscured and would normally affect steering and/or braking. Explain in the narrative the size of flooded area, depth of water, etc.
- g. Other. This includes conditions not covered in A through F above. For example, oil slick on the road, etc. Describe the condition on the line provided.
- h. No Unusual Conditions. Self-explanatory.

14. TRAFFIC CONTROL DEVICES. Mark an "X" in the element which best describes the presence and condition of collision-related traffic control devices at the time of the collision. Control devices include the following traffic signals: regulatory, warning, and construction signs. This excludes striping and officers or other persons directing traffic:

TRAFFIC CONTROL DEVICES	
A	CONTROLS FUNCTIONING
B	CONTROLS NOT FUNCTIONING*
C	CONTROLS OBSCURED
D	NO CONTROLS PRESENT / FACTOR*

- a. Controls Functioning. A traffic control device is present and in operating condition.



- b. Controls Not Functioning. A traffic control device is present but not in operating condition. Use this item for signal-controlled intersections during rolling blackout situations. Explain in the narrative.
- c. Controls Obscured. A traffic control device is present and in operating condition, but is obscured from the involved party's line of sight. Explain in the narrative how the controls were obscured, how this was determined, and what action was taken.
- d. No Controls Present/Factor. A traffic control device is not present or its presence is not a factor. This includes a head-on collision occurring on a through highway within an intersection when traffic entering the through highway is controlled by stop signs.

15. TYPE OF COLLISION. Mark an "X" in the element which best describes the general type of collision as determined by the first injury or damage-causing event. Use elements "A" through "D" only if two or more motor vehicles are involved in the first event. This includes a moving motor vehicle striking a parked vehicle. Primary consideration should be given to the direction of travel of the vehicle(s) prior to impact. Bicycles must be marked with an "X" in "H" (Other). "Type of Collision" and "Motor Vehicle Involved With" must be compatible: (Refer to Annex 4-A-1, Compatibility Chart.)

TYPE OF COLLISION	
A	HEAD - ON
B	SIDE SWIPE
C	REAR END
D	BROADSIDE
E	HIT OBJECT
F	OVERTURNED
G	VEHICLE / PEDESTRIAN
H	OTHER*:

- a. Head-On. Two motor vehicles, approaching from opposite directions, make direct contact. For example, the front of one vehicle collides with the front of another. Or prior to impact, one vehicle skids sideways, causing the side of the skidding vehicle to collide with the front of the other.
- b. Sideswipe. One motor vehicle strikes the side of another with a glancing blow. For example, two vehicles are proceeding in the same direction or from opposite directions, and the side of one vehicle strikes the side of the other.

- c. Rear End. Two motor vehicles, traveling in the same direction, make direct contact. For example, the front of one vehicle strikes the rear of another vehicle, or Vehicle #1 approaches Vehicle #2 from the rear and skids sideways during a braking action, causing the side of Vehicle #1 to strike the rear of Vehicle #2.
- d. Broadside. One motor vehicle strikes another vehicle at an angle greater than that of a sideswipe.
- e. Hit Object. A motor vehicle strikes a fixed object or other object.
- f. Overtuned. A motor vehicle overturns and no prior collision caused the overturning. This would include a motorcyclist losing control, causing the vehicle to lie down on its side. Do not use when the vehicle hits an object and then overturns.
- g. Vehicle/Pedestrian. A vehicle strikes a pedestrian.
- h. Other. A collision not covered in the preceding elements. This entry shall be explained in the narrative, such as a vehicle involved with:
  - (1) A bicycle, train, or animal.
  - (2) An automobile fire.
  - (3) Passengers falling or jumping from a vehicle.
  - (4) A vehicle backing.
  - (5) A bicycle involved with a pedestrian or another bicycle.

16. MOTOR VEHICLE INVOLVED WITH. Mark an “X” in the one element which describes what, in conjunction with a motor vehicle in-transport, produced the first injury or damage event on or off the road. “Motor Vehicle Involved With” and “Type of Collision” must be compatible: (Refer to Annex 4-A-1, Compatibility Chart.)

MOTOR VEHICLE INVOLVED WITH	
A	NON - COLLISION
B	PEDESTRIAN
C	OTHER MOTOR VEHICLE
D	MOTOR VEHICLE ON OTHER ROADWAY
E	PARKED MOTOR VEHICLE
F	TRAIN
G	BICYCLE
H	ANIMAL:
I	FIXED OBJECT:
J	OTHER OBJECT:

a. Non-collision. A collision involving a motor vehicle in-transport which occurred in any manner other than through contact with another vehicle or object. Record an overturned vehicle as a non-collision since there is no impact prior to overturning. Examples:

(1) Overturning is a non-collision incident in which a motor vehicle in-transport overturns for any reason without a prior collision. Includes overturning after swerving to avoid a collision, striking a surface irregularity (uneven road surface, holes, bumps, or ruts), due to a shifting load, or a motorcyclist losing control, causing the vehicle to lay down on its side.

(2) An occupant falling or jumping from a motor vehicle, damage involving only the motor vehicle, such as that caused by striking road surface irregularities (uneven road surface, holes, bumps, or ruts), carbon monoxide poisoning, and fire starting in a motor vehicle in-transport. This also includes a passenger injured from striking the interior of a vehicle due to some motion of the vehicle, such as a quick stop.

b. Pedestrian. A collision involves a bicycle or a motor vehicle in-transport and a pedestrian. Includes a person in or operating a coaster wagon, scooter, sled, skateboard, wheelchair, motorized wheelchair, or “electric personal assistive mobility device” as defined in VC Section 313. (This excludes motorized skateboards, ZIP Electric Scooters, Go-Peds, and similar vehicles.)

c. Other Motor Vehicle. A collision involves a motor vehicle in-transport which comes in contact with another motor vehicle upon the same roadway or upon roadways within an intersection. Falling loads, detached trailers, etc., are considered part of the original motor vehicle. Examples include:

(1) Go-Peds, motorized scooters, ZIP Electric Scooters, etc. (Refer to Chapter 2, Definitions and Classifications of Collisions, Page 2-10, Motor Vehicle.)

(2) Construction, farm, and industrial machinery; road-rollers, tractors, military tanks, highway graders and similar devices equipped with wheels or treads while in-transport under their own power or towed are motor vehicles. When not in-transport, these devices are either fixed objects or other objects, depending upon movement and roadway status.

d. Motor Vehicle on Other Roadway. A collision involves a motor vehicle in-transport which leaves the roadway and collides with another motor vehicle in-transport on another roadway. For example, a vehicle crosses a median strip and collides with a vehicle on an opposing roadway. (Refer to Chapter 2, Definitions and Classifications of Collisions, Page 2-6, In-transport.)

e. Parked Motor Vehicle. A collision involves a motor vehicle in-transport and a motor vehicle not in-transport. This includes a collision with a motor vehicle which is stopped or parked illegally, but otherwise outside the traffic lanes, such as blocking a driveway, beside a fire hydrant, or in a loading zone. This excludes a motor vehicle stopped or parked in a traffic lane where parking is prohibited.

f. Train. A collision involves a motor vehicle in-transport and a railway train or railway vehicle. This includes collisions involving a cable car, light rail, or railway device such as railroad cars set in motion by a train. This excludes collisions where a railway train is involved in a railway incident, such as derailment, prior to involvement with the motor vehicle.

g. Bicycle. A collision involves a bicyclist. Include only bicyclists as defined in VC Section 21200. A person in or upon any other device, except motorized bicycles, propelled by pedaling will be considered a pedestrian. For coding purposes, a bicycle shall be considered a motor vehicle when involved in a collision on a highway and another motor vehicle is not involved.

h. Animal. A collision involves a motor vehicle in-transport and an animal which is either herded or unattended. Indicate the type of animal in the space provided. This includes collisions involving wild animals if a person is injured or if there is damage to the motor vehicle. This excludes a collision involving only injury to wild animals and no vehicle damage. This type of collision does not meet the definition of a motor vehicle traffic collision. Injury to a domestic animal is treated as a

property damage collision if there is no injury to any person or damage to a motor vehicle. This also excludes a collision involving a motor vehicle and ridden animal(s) or animal-drawn conveyance (refer to Other Object).

i. Fixed Object. A collision involves a motor vehicle in-transport and a fixed object. This includes any object attached to or part of the terrain, such as a dirt embankment, boulder, tree, utility pole, traffic signal, guardrail, etc. This also includes removable objects placed for an official purpose, such as traffic barricades, construction materials, and construction machinery. This excludes objects in motion. Identify the object involved on the line provided.

j. Other Object. A collision involves a motor vehicle in-transport and any object which is movable or moving but not fixed or intentionally placed for an official purpose. This includes an animal-drawn vehicle, ridden animal, street car (non-rail), object dropped from a motor vehicle (when such object is not in motion), fallen trees or stones, a transit-mix truck while discharging its load of concrete, a snowplow while engaged in snow removal operations, etc. Identify the object(s) involved on the line provided.

17. PEDESTRIAN'S ACTION. Mark an "X" in the element which best describes the action of the involved pedestrian just prior to the collision. If there is more than one pedestrian involved, mark only one element for the first pedestrian injured or otherwise involved. Officers shall not make entries for the pedestrian in the "Movement Preceding Collision" category. Mark the applicable categories in the items "Type of Vehicle," "Other Associated Factor," and "Sobriety-Drug-Physical."

PEDESTRIAN'S ACTIONS	
A	NO PEDESTRIANS INVOLVED
B	CROSSING IN CROSSWALK - AT INTERSECTION
C	CROSSING IN CROSSWALK - NOT AT INTERSECTION
D	CROSSING - NOT IN CROSSWALK
E	IN ROAD - INCLUDES SHOULDER
F	NOT IN ROAD
G	APPROACHING / LEAVING SCHOOL BUS

18. SPECIAL INFORMATION. Mark an "X" in the appropriate party number column to indicate any applicable element(s). Party number shall correspond with the involved party number on the CHP 555, Page 1:

1	2	3	SPECIAL INFORMATION	
			A	HAZARDOUS MATERIALS
			B	CELL PHONE HANDHELD IN USE
			C	CELL PHONE HANDSFREE IN USE
			D	CELL PHONE NOT IN USE
			E	SCHOOL BUS RELATED
			F	75 FT MOTORTRUCK COMBO
			G	32 FT TRAILER COMBO
			H	
			I	
			J	
			K	
			L	
			M	
			N	
			O	

a. Hazardous Material. Mark this element to indicate the collision involved a vehicle known to be or believed to be transporting hazardous material as defined in VC Section 353 and:

(1) There is a release of hazardous material from any package or container, including a cargo tank (except a vehicle fuel system spilling less than 42 gallons).

(2) There is continuing danger to life or health at the scene due to the presence of the hazardous material. When this line is coded, the narrative portion of the report should include, as a minimum, information identifying the material(s) by name, hazardous class, quantity involved, nature of hazardous material involvement, cleanup involved, and if there was continuing danger to life or health at the scene. (Refer to Chapter 2, Definitions and Classifications of Collisions, Page 2-5, Hazardous Material.)

b. Cell Phone Handheld in Use. Mark this element if the "Party" was preparing to make or answer a call on a handheld cell phone, talking on a handheld cell phone, or in the act of retrieving a handheld cell phone while driving.

c. Cell Phone Handsfree in Use. Mark this element if the “Party” was preparing to make or answer a call on a hands-free cell phone, talking on a hands-free cell phone, or in the act of retrieving a hands-free cell phone while driving. This only applies to a person using a cell phone specifically designed and configured to allow hands-free operation, and is used in that manner while driving.

d. Cell Phone Not in Use. Mark this element if a cell phone was not in use at the time of the collision.

19. OTHER ASSOCIATED FACTOR(S). When a secondary violation has been determined to have contributed to the collision, write the VC section in the appropriate box. Use element “A” for Party #1, element “B” for Party #2, and element “C” for Party #3. Mark an “X” in the one or two element(s) for each involved party which best describe(s) the involved party’s action and/or vehicle condition(s) that evidence or statements support contributed to the occurrence of the collision. If there are no apparent associated factors mark “N - None Apparent.” Each column number marked should correspond to the involved party shown on the CHP 555, Page 1. Any elements marked, except “N,” should be explained in the narrative:

1	2	3	OTHER ASSOCIATED FACTOR(S) (MARK 1 TO 2 ITEMS)
			A VC SECTION VIOLATION: CITED <input type="checkbox"/> YES <input type="checkbox"/> NO
			B VC SECTION VIOLATION: CITED <input type="checkbox"/> YES <input type="checkbox"/> NO
			C VC SECTION VIOLATION: CITED <input type="checkbox"/> YES <input type="checkbox"/> NO
			D
			E VISION OBSCUREMENT:
			F INATTENTION*:
			G STOP & GO TRAFFIC
			H ENTERING / LEAVING RAMP
			I PREVIOUS COLLISION
			J UNFAMILIAR WITH ROAD
			K DEFECTIVE VEH. EQUIP.: CITED <input type="checkbox"/> YES <input type="checkbox"/> NO
			L UNINVOLVED VEHICLE
			M OTHER*:
			N NONE APPARENT
			O RUNAWAY VEHICLE

a. VC Section Violation. Mark an “X” in this element and enter the VC section that contributed most to the cause of the collision. The section entered here for the involved party most at fault will be different from the section entered in the “Primary Collision Factor” box. The same section as the PCF may be entered if another involved party was also in violation of the section. Indicate whether or not a citation was issued by marking a “X” in the appropriate box. Examples:

(1) A high-speed driver fails to stop for a red traffic signal and collides with another vehicle in an intersection. The violation entered in the “Other Associated Factor” category would be VC Section 22350, exceeding the safe speed limit, while the PCF could be VC Section 21453(a), failure to stop for a red traffic signal.

(2) An intoxicated driver weaves across the center line on a two-lane highway and collides with a vehicle going in the opposite direction. The PCF would be VC Section 23152(a), driving under the influence of alcohol, while the “Other Associated Factor” is a violation of VC Section 21460(a), driving left of double yellow lines.

b. VC Section Violation. Same as A, for second involved party.

c. VC Section Violation. Same as A, for third involved party.

d. Section D. Section D is not used but has been retained to maintain the alphabetical criteria in the SWITRS computer program.

e. Vision Obscurement. Indicate the type of obscurement in the space provided. Mark this if “F” (Other), under “Weather” is marked.

f. Inattention. Mark an “X” in this element if, in the officer’s opinion, inattention was an associated factor in the collision. For example, adjusting radio, lighting a cigarette, conversing with passengers, etc. Do not use this element as a catch-all. In the narrative, explain the inattention, and how it was established. Place the applicable letter in box “F” and to the right of the colon.

<u>TYPE OF INATTENTION</u>	<u>CODE</u>	<u>DESCRIPTION</u>
Cell Phone Handheld	A	Self Explanatory
Cell Phone Handsfree	B	Specifically designed and configured for hands-free operation and was used in that manner
Electronic Equipment	C	Computers, Fax, Heads-up Display, On-Board Navigation, Two-Way Radios
Radio / CD	D	Adjusting Station/Volume (includes headphones)



Smoking	E	Cigars, Pipes, Cigarettes (Lighting, Searching)
Eating	F	Self Explanatory
Children	G	Disciplining, Distracted
Animals	H	Interfering with Control
Personal Hygiene	I	Applying Make-Up, Shaving, Brushing Teeth, etc.
Reading	J	Books, Newspapers, Maps, etc.
Other	K	Explain in Narrative

- g. Stop & Go Traffic. Mark an “X” in this element if the collision occurred during heavy congestion. Explain the type of congestion (e.g., reoccurring, non-reoccurring, construction, sports event, etc.) in the narrative.
- h. Entering/Leaving Ramp. Mark an “X” in this element when the driver states or there is evidence that an on-ramp or off-ramp was a factor. (This includes collisions occurring on the ramp.) For example, a driver starts to enter an on-ramp at an intersection and collides with another vehicle. Regardless of other data entered on the form, the driver was also attempting to enter the on-ramp and this element should be indicated.
- i. Previous Collision. Mark an “X” in this element if any obstruction, including traffic congestion, was present due to a prior collision and was an immediate factor associated with the collision.
- j. Unfamiliar with Road. Self-explanatory.
- k. Defective Vehicle Equipment. Mark an “X” in this element if the defect contributed to the occurrence of the collision. Identify the type of defect on the line provided, (e.g., brakes, headlights, tread depth, etc.). Enter the VC section violated and indicate whether or not the party was cited.
- l. Uninvolved Vehicle. Mark an “X” in this element in the column for the involved party which claims that another vehicle contributed to the collision. The uninvolved vehicle and any driver information shall be discussed in the narrative.
- m. Other. Mark an “X” in this element when a factor other than “A” through “L” was present (e.g., sleet or hail).
- n. None Apparent. Self-explanatory.
- o. Runaway Vehicle. A vehicle is accidentally set in motion, out of control, or accelerates uncontrollably, due to mechanical failure, physical impairment, or being driverless. This includes brake failure, stuck throttle or no steering, persons who

are unconscious or deceased at time of impact, or parking brakes which fail on parked vehicles.

20. **MOVEMENT PRECEDING COLLISION.** Mark an “X” in the element which best describes the action of each vehicle prior to the collision and before evasive action or reaction to avoid contact. THIS MOVEMENT DOES NOT HAVE TO CORRESPOND WITH THE PRIMARY COLLISION FACTOR. One vehicle must have movement prior to the collision. Mark an “X” in column 1 for Vehicle #1, column 2 for Vehicle #2, etc., to correspond to the involved party shown on the CHP 555, Page 1. Pedestrian actions are not coded:

1	2	3	MOVEMENT PRECEDING COLLISION
			A STOPPED
			B PROCEEDING STRAIGHT
			C RAN OFF ROAD
			D MAKING RIGHT TURN
			E MAKING LEFT TURN
			F MAKING U TURN
			G BACKING
			H SLOWING / STOPPING
			I PASSING OTHER VEHICLE
			J CHANGING LANES
			K PARKING MANEUVER
			L ENTERING TRAFFIC
			M OTHER UNSAFE TURNING
			N XING INTO OPPOSING LANE
			O PARKED
			P MERGING
			Q TRAVELING WRONG WAY
			R OTHER*:

a. **Stopped.** Mark an “X” for a vehicle not moving but on the roadway (excludes shoulder). A stalled, disabled, or abandoned vehicle on a roadway is considered stopped. Do not use for vehicles in designated parking areas or vehicles within intersections preparing to turn. (Refer to Making Right Turn, Making Left Turn, and Parked.)

b. **Proceeding Straight.** Mark an “X” in this element for a vehicle proceeding straight ahead. A vehicle following the curve of a roadway is coded proceeding

straight. However, a vehicle which runs off the road at a curve should be marked "C - Ran Off Road," provided no evasive action took place prior to the vehicle leaving the road.

- c. Ran Off Road. Mark an "X" in this element if the motor vehicle left the road (includes paved or unpaved shoulder) prior to the collision and before evasive action began. This includes vehicles which would have left the road had their movement not been halted by colliding with protective barriers such as guardrails, concrete walls, or median barriers which are generally placed adjacent to, but outside the road.
- d. Making Right Turn. Mark an "X" in this element for a vehicle making a right turn at an intersection or into a private drive, or a vehicle stopped within an intersection preparing to turn right. This includes an illegal right turning movement, such as a right turn when prohibited or when out of position. This excludes any lane change or turning movement to pass other vehicles. This element does not apply on freeways.
- e. Making Left Turn. Mark an "X" in this element for a vehicle making a left turn at an intersection or into a private drive, or a vehicle stopped within an intersection preparing to turn left. This includes an illegal turning movement, such as a left turn when prohibited or when out of position. This excludes any lane change or turning movement to pass another vehicle and does not apply on freeways.
- f. Making U Turn. Mark an "X" in this element for a vehicle turning in order to proceed in the opposite direction.
- g. Backing. Mark an "X" in this element for a motor vehicle backing up, except when associated with parking. (Refer to Parking Maneuver.)
- h. Slowing/Stopping. Mark an "X" in this element for a motor vehicle in the process of slowing or stopping its forward movement. Speed is not a factor in determining whether this movement applies.
- i. Passing Other Vehicles. Mark an "X" in this element if a motor vehicle on a two-way/two-lane road moved into the opposing lane to pass another vehicle going in the same direction. This excludes movements where the passing vehicle and the overtaken vehicle are traveling in the same direction in separate lanes. (Refer to Changing Lanes.)
- j. Changing Lanes. Mark an "X" in this element for a motor vehicle making a lane change on a roadway divided into two or more clearly marked lanes for traffic in one direction. For example, a violation of VC Section 21658(a), Unsafe Lane Change, when a vehicle in the number one lane of a multi-lane road changing lanes into the number two lane sideswipes another vehicle traveling in that lane or

a vehicle in the number one lane of a multi-lane road unintentionally drifts into and sideswipes a vehicle in the adjacent lane.

k. Parking Maneuver. Mark an “X” in this element for a motor vehicle in the process of parking. This applies to any movement associated with parking (parallel or at an angle) a vehicle whether or not the area is legally designated for parking. This includes a vehicle entering a designated parking area, an area where normal usage permits parking, such as a curb or shoulder, or an area where vehicles are parked illegally outside a traffic lane. This excludes a vehicle backing from a parked position in an attempt to enter traffic.

l. Entering Traffic. Mark an “X” in this element for a motor vehicle entering a designated lane of traffic from a shoulder, median, parking strip, alley, or private drive. Usually this is a forward movement but it may include a backing movement associated with leaving a parked position.

m. Other Unsafe Turning. Mark an “X” in this element for a motor vehicle making a turning movement not described in other elements, such as a violation of VC Section 22107, Unsafe Turning Movement. Do not use for a vehicle making a lane change (see Changing Lanes). Do not use this element on freeways. Instead, use “R” (Other) for unsafe turning movements on freeways (VC Section 22107) and explain in the narrative.

n. Xing Into Opposing Lane. Mark an “X” in this element for a motor vehicle making an involuntary or unplanned movement into an opposing lane of traffic on a two-way road. Do not use for a vehicle that runs off the road and crosses a median prior to collision on another roadway. Examples:

(1) A driver under the influence of alcohol loses control of his/her vehicle and weaves into the opposing lane of traffic.

(2) A vehicle traveling at an excessive speed in a curve drifts into the opposing lane of traffic.

o. Parked. Mark an “X” in this element for a motor vehicle not moving and outside of a traffic lane. This includes a vehicle stopped on a shoulder or in another area where parking is designated or permitted or a motor vehicle parked illegally but otherwise outside a traffic lane, such as blocking a driveway, beside a fire hydrant, or in a loading zone. This excludes a vehicle stopped or parked in a traffic lane where prohibited, such as double parked, in a tunnel, or on a bridge. Mark these vehicles as stopped. (Refer to Stopped.)

p. Merging. Mark an “X” in this element for a vehicle merging into traffic preceding the collision. For example, a vehicle entering traffic from an on-ramp,

merging because the road narrows from four to three lanes, or a vehicle exiting a traffic lane onto a collector road.

q. Traveling Wrong Way. Mark an “X” in this element for a motor vehicle proceeding in the opposite direction of traffic.

r. Other. Mark an “X” in this element for a motor vehicle's or bicycle's movements not defined in elements “A” through “Q.” For example, motor vehicles passing or traveling on the shoulder or which veer onto the shoulder and strike a parked vehicle, pedestrian, or other object. Also mark for non-motor vehicles including herded or ridden animals and animal-drawn conveyances. Describe the movement on the line provided. This excludes a pedestrian.

21. SOBRIETY-DRUG-PHYSICAL. Mark an “X” in one to two element(s) for each involved party which best describe(s) the condition of each involved party with regard to alcohol, drugs, or physical impairment. Use column 1 for Party #1, column 2 for Party #2, etc:

1	2	3	<i>SOBRIETY - DRUG PHYSICAL (MARK 1 TO 2 ITEMS)</i>
			A HAD NOT BEEN DRINKING
			B HBD - UNDER INFLUENCE
			C HBD - NOT UNDER INFLUENCE*
			D HBD - IMPAIRMENT UNKNOWN*
			E UNDER DRUG INFLUENCE*
			F IMPAIRMENT - PHYSICAL*
			G IMPAIRMENT NOT KNOWN
			H NOT APPLICABLE
			I SLEEPY / FATIGUED*

a. Had Not Been Drinking. Self-explanatory.

b. HBD-Under Influence. Had been drinking (HBD) and is under the influence of alcohol. Do not use for parked or driverless vehicles. (Refer to Not Applicable.)

c. HBD-Not Under Influence. Had been drinking and is not under the influence of alcohol. Explain in the narrative how the drinking was established and the method used to determine the party was not under the influence. Do not use for parked or driverless vehicles. (Refer to Not Applicable.)

d. HBD-Impairment Unknown. Had been drinking but it is impossible to determine the extent of impairment. Explain in the narrative. For example, the involved party was unconscious when removed from the scene or was fatally

injured in the collision. A chemical test later determines the involved party was under the influence of alcohol. When copies of the collision report have already been distributed, submit the updated sobriety information as a supplemental on a CHP 556. (Refer to Chapter 10, Use of Traffic Collision Report Forms.) Do not use for parked or driverless vehicles. (Refer to Not Applicable.)

e. Under Drug Influence. The involved party appears to be under the influence of a drug other than alcohol. Explain in the narrative the category of drug suspected. Do not use for parked or driverless vehicles. (Refer to Not Applicable.)

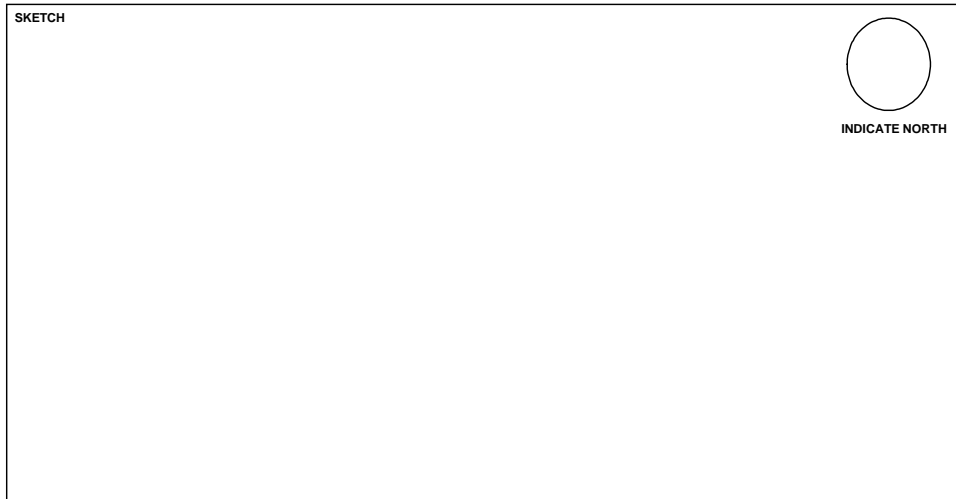
f. Impairment-Physical. The involved party has a physical impairment, such as paralysis, special braces, etc. This includes parties who have suffered a heart attack, epileptic seizure, diabetic coma, or other physically incapacitating impairment which may have contributed to the collision. This includes defective eyesight or hearing if these impairments were not adequately corrected at the time of the collision. Explain in the narrative. Do not use for parked or driverless vehicles. (Refer to Not Applicable.)

g. Impairment Not Known. The collision involves a hit and run driver not at the scene or the existence of an impairment cannot be determined.

h. Not Applicable. The motor vehicle was parked at the time of the collision. Do not mark this element for an involved party if "A" through "G" is applicable.

i. Sleepy/Fatigued. The involved party does not have any physical limitations but appears exhausted and unable to function normally. Also, mark if the party had fallen asleep prior to the collision. Do not use for parked or unoccupied vehicles.

22. SKETCH INSTRUCTIONS. A sketch should be made for every REPORT and INVESTIGATION. All CHP traffic collision documentation shall have a sketch or dynamics diagram. A sketch reflects the officer's opinion of how the collision occurred: (Refer to Annex 3-G-1, Example of Collision Occurred On.)



- a. When more detail or space is required, a sketch shall be drawn on the CHP 555, Page 4, Factual Diagram and labeled as a sketch. Diagramming software can also be used to create the sketch on an additional page prior to the narrative. Indicate the location of the sketch in the box if a separate page is used (e.g., Sketch on page 5).
- b. The sketch of the collision scene should be in proper proportion, although it need not be to scale. The use of a diagram template or straight edge shall be used to improve the clarity of the sketch.
- c. Identify the compass direction "North" by placing an arrow in the circle located in the upper right corner of the sketch box. Both the SKETCH and FACTUAL diagram should show "North" in the same direction.
- d. Identify all highways by official route number or name. Include lane widths for REPORT sketches.
- e. Identify all relevant elements of the collision scene, such as stop signs, fences, trees, rock walls, etc.
- f. Identify structures or objects involved in the collision, location of traffic control devices, vision obstructions, and unusual or temporary conditions such as barricades in a repair zone.
- g. Write parallel to the bottom of the page so entries may be read horizontally.

h. The sketch is optional for counter reports but may be completed with the assistance of the receiving officer.

i. To ensure uniformity in description and interpretation, the basic symbols should be used for a SKETCH only. The FACTUAL diagram symbols (Refer to Annex 6-A-1, Investigation Symbols) may be used to augment but should not be substituted for the SKETCH symbols.

(1) Examples of SKETCH symbols are shown in Annex 4-B-1, Sketch Symbols. The small circle identifies the Area of Impact (AOI).

(2) Show every AOI on the SKETCH. Where multiple AOIs exist, number each AOI consecutively within each circle, beginning with the initial AOI. Explain each AOI in the narrative.

(a) Locate all AOIs in the narrative with a minimum of two measurements approximately 90 degrees apart.

(b) Points of reference should be permanent, such as a roadway edge line, railroad track, overpass, or prolongation of the nearest cross street.

(3) Identify paths of vehicles before the AOI by solid lines, even though the vehicles may have been moved prior to the officer's arrival. The sketch is the officer's opinion how the collision occurred. Place an arrowhead at each AOI (small circle) shown on the SKETCH. Number the solid lines as necessary to identify vehicles (e.g., V-1, V-2, etc.).

(4) Identify paths of pedestrians or animals by dashed lines (e.g., P-1, P-2, etc.).

## 23. MISCELLANEOUS.

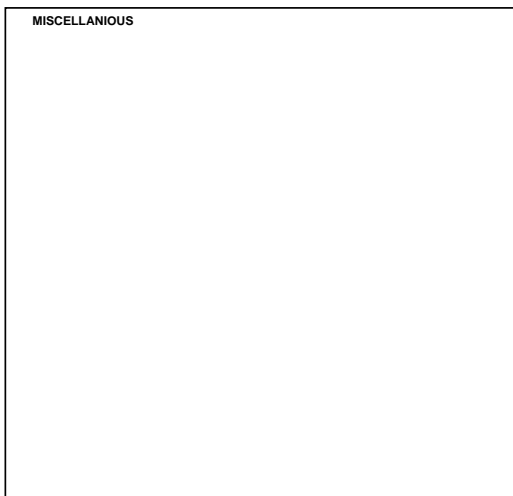
a. The CHP 555 is intended to satisfy the basic data requirement needs of all users of traffic collision information. Individual agencies may have data requirements unique to their records system or administrative procedures. The Miscellaneous space is provided for the purpose of collecting this unique data.

b. This space may also be used by officers to record additional pertinent information (e.g., vehicle damage, information for combinations of vehicles, etc.).



c. Reporting agencies may place additional lines or boxes in this space.

MISCELLANEOUS


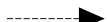







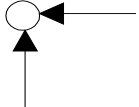
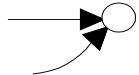


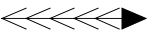


## COMPATIBILITY CHART

The TYPE OF COLLISION and MOTOR VEHICLE INVOLVED WITH must be compatible. (Refer to Chapter 4, Instructions for Completing the CHP 555, Page 2, Traffic Collision Coding.) The following indicates which fields agree:

<b><i>TYPE OF COLLISION</i></b>	<b><i>MOTOR VEHICLE INVOLVED WITH</i></b>
A - HEAD-ON	C - OTHER MOTOR VEHICLE
B - SIDESWIPE	D - MOTOR VEHICLE ON OTHER ROADWAY
C - REAR END	E - PARKED MOTOR VEHICLE
D - BROADSIDE	
E - HIT OBJECT	I - FIXED OBJECT
	J - OTHER OBJECT
F - OVERTURNED	A - NON-COLLISION
G - AUTO/PEDESTRIAN	E - PEDESTRIAN
H - OTHER	A - NON-COLLISION
	C - OTHER MOTOR VEHICLE
	D - MOTOR VEHICLE ON OTHER ROADWAY
	E - PARKED MOTOR VEHICLE
	F - TRAIN
	G - BICYCLE
	H - ANIMAL

## SKETCH SYMBOLS

Vehicle (not parked) or bicycle	
Pedestrian or animal	
Train	
Parked vehicle	
Head-on	
Head-on sideswipe	
Rear end	
Overtaking sideswipe	
Approach turn	
Broadside	
Overtaking turn	
Out-of-control spinout	
Overtuned (Maximum 2 loops regardless of the number of overturns)	
Vehicle backing	

## CODING EXAMPLES

1. VEHICLE VS. TRAIN. A vehicle traveling on a road going across the railroad tracks is struck by a train. The driver and vehicle are coded in the usual manner. The train engineer will be listed on Page 1 of the CHP 555 as an involved party type "Other" and omit driver license information. The conductor will be listed as a witness. The lead locomotive information will be entered in the "Vehicle Information" box and the "Vehicle Type" is 95 (Misc. Non-Motor Vehicle). "Type of Collision" is coded "H" (Other). (Refer to Annex 3-I-1, Investigative Techniques for a Vehicle/Train Collision.)

2. VEHICLE VS. AIRPLANE.

a. An airplane makes an emergency landing on a road and strikes a motor vehicle in-transport.

b. Even though the Federal Aviation Administration (FAA) will conduct an investigation, it is also required that the CHP conduct an investigation as the result of a motor vehicle in-transport. The motor vehicle in-transport would be coded in the usual manner. The airplane would be coded as party type "Other," and enter the appropriate vehicle information (e.g., Cessna 150). Include the FAA tail number. The pilot would be listed as party type "Other" with all information on Page 1 of the CHP 555 except that the driver license number shall be left blank.

3. VEHICLE VS. CONSTRUCTION EQUIPMENT OR SNOWPLOW.

a. A motor vehicle in-transport strikes a piece of construction equipment or a snowplow while actively engaged in the performance of its duties. The motor vehicle would be coded in the usual manner. The construction equipment or snowplow, while performing its duties, would be coded as party type "Other."

b. The driver of the construction equipment/snowplow should be listed as normal except that the driver license number shall be left blank. On Page 2 of the CHP 555, if the operator of the construction equipment/snowplow is found at fault, mark "B" (Other Improper Driving). If the other party is at fault, mark "A" in the "Primary Collision Factor" (PCF) with the applicable Vehicle Code Section. Mark the "Type of Collision" field with "E" (Hit Object). The "Motor Vehicle Involved With" field should be marked "I" (Fixed Object) if not moving or "J" (Other Object) if moving.

4. HEART ATTACK, STROKE, DIABETIC COMA, ETC. A person driving a motor vehicle suffers a heart attack (verified by the doctor or coroner) and becomes involved in a traffic collision. This would be considered a motor vehicle traffic collision because a motor vehicle is in-transport. When the extent of injuries are limited to the medical ailment which caused the collision, in this example a heart attack, the collision becomes a non-injury collision. The PCF would be "Other Than Driver." The "Motor Vehicle Involved With" would be a "Non-Collision," unless another party was involved, and the narrative should include a detailed explanation. Include the coroner's case number in narrative.

5. VEHICLE VS. OBJECT.

a. A motor vehicle in-transport strikes an object in the road that originally was a part of a load (couch, box, rock, etc.).

b. If the object dropped is still moving, then it is considered part of the vehicle (load) and should be coded as two involved parties (motor vehicle involved with other motor vehicle).

c. When the load has come to rest and is subsequently struck by a passing vehicle, the vehicle that struck the object is coded in the usual manner. On Page 2 of the CHP 555, "Type of Collision" will be coded "E" (Hit Object), "Motor Vehicle Involved With" will be "J" (Other Object).

6. VEHICLE VS. VEHICLE TRAVELING THE SAME DIRECTION. Two motor vehicles are traveling in the same direction, for example northbound. The first vehicle spins out of control and ends up facing in the opposite direction, southbound. The first vehicle is struck in the front end by the front end of the second vehicle (e.g., front end to front end). This collision is coded "C" (Rear End) under the "Type Of Collision" field. "Type of Collision" coding is based on the original direction of travel of both vehicles.

7. DAMAGE OCCURRING AS A RESULT OF DEBRIS BEING KICKED UP WHICH STRIKES ANOTHER VEHICLE.

a. This is an unintended event which caused damage, therefore a collision. The information on the party that set the object in motion is placed on Page 1 of the CHP 555, as an involved party only if the party stopped and gave information or the event is corroborated by a witness. If the party did not stop or the event is not corroborated by a witness, any information on the "Other" party would be mentioned in the narrative. The report would be coded as "Other Than Driver" for the "PCF." "Type of Collision" is coded "H" (Other) and the "Motor Vehicle Involved

With” is coded “A” (Non-Collision). This would not be classified as a hit and run traffic collision.

b. Two party collisions result when a rock or stone falls off a gravel truck and causes injury or damage to another vehicle. A falling rock or stone is a load, therefore, considered part of the vehicle. The PCF is a violation 23114 VC.

8. VEHICLE LOSES WHEEL. A motor vehicle in-transport loses a wheel and the loss results in a collision. The “PCF” would be “C” (Other than Driver) and the “Type Of Collision” would be “H” (Other). The “Motor Vehicle Involved With” field is coded “A” (Non-Collision) if nothing else is struck. If the mechanical failure is unknown or unforeseeable through normal and reasonable maintenance, then the “Other Associated Factor” field will be coded “K” (Defective Vehicle Equipment). If statements or other evidence are obtained to show that the mechanical defect was known prior to the collision, then the “PCF” should be coded “A” and 24002(a) VC entered.

9. PASSENGER FALLS OR JUMPS FROM VEHICLE.

a. When a passenger falls or jumps from a motor vehicle in-transport, the “PCF” would be “C” (Other than Driver). “Type Of Collision” would be “H” (Other) and “Motor Vehicle Involved With” would be “A” (Non-Collision). A detailed summary should be provided in the narrative.

b. When a collision results after the driver has jumped from the vehicle, this person is still considered the driver for the report, regardless of mechanical failures.

10. SECTION 21658(A) VC VS. SECTION 22107 VC FOR A FREEWAY COLLISION.

a. Use Section 21658(a) VC when a person makes an unsafe lane change on the freeway and either strikes another vehicle or causes a vehicle in another lane to take evasive action to avoid a collision. The “Movement Preceding Collision” would be “J” (Changing Lanes).

b. When a driver begins to make a lane change, realizes it is not safe and loses control while quickly moving back into the original lane, the “Movement Preceding Collision” would be “J” (Changing Lanes). However, if a person falls asleep or allows their vehicle to drift out of its lane, run off the roadway, or fails to negotiate a curve, then Section 22107 VC would apply. “Movement Preceding Collision” would be coded “M” (Other Unsafe Turning). Do not use “M” (Other Unsafe Turning) on freeways. Instead, use “R” (Other) for unsafe turning on freeways and document in narrative.

11. TRAFFIC COLLISION OCCURS ON/OFF RAMP OR TRANSITION ROAD. If a collision occurs on the Madison Avenue eastbound off-ramp from eastbound I-80, then the location is "I-80 E/B to Madison Avenue E/B." Direction of travel would be East. If a collision occurs while the vehicle is traveling westbound on Madison Avenue to the I-80 on ramp, the location is "I-80 W/B from Madison Avenue W/B." Direction of travel would be west. The "Other Associated Factor" field would be coded "H" (Entering/Leaving On Ramp).

12. ON DUTY EMERGENCY VEHICLE COLLISIONS.

- a. When the driver of an "On-Duty Emergency Vehicle" is involved in a traffic collision and determined to be most at fault, the proper coding for the "PCF" will be "Other Improper Driving."
- b. Vehicle Code Section 21055 gives specific exemptions from the rules of the road while engaged in rescue operations, immediate pursuit of a violator or suspected violator, or while driving in response to an emergency call (emergency lights and siren activated). In the "Other Associated Factor" field the "Vehicle Code Section Violated" box shall be left blank. The remaining entries on Page 2 of the CHP 555 shall be completed as normal.

**CHAPTER 5**

**INSTRUCTIONS FOR COMPLETING THE CHP 555, PAGE 3,  
INJURED/WITNESS/PASSENGERS**

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## CHAPTER 5

### INSTRUCTIONS FOR COMPLETING THE CHP 555, PAGE 3, INJURED/WITNESS/PASSENGERS

1. **SCOPE.** This chapter provides instructions for completing the CHP 555, Page 3, Injured/Witness/Passengers. This page is used only when a person in the collision is either, injured, a witness, or a passenger. The numbers on the following paragraphs correspond to the numbers on the sample form on this page.

STATE OF CALIFORNIA INJURED / WITNESS / PASSENGERS CHP 555 Page 3 (Rev. 1-03) OPI 061												Page of											
DATE OF COLLISION (M)		YEAR		TIME (2400)		NOC #		OFFICER I.D.		NUMBER													
(2)		(2)		(2)		(2)		(2)															
WITNESS ONLY	PASSENGER ONLY	AGE	SEX	EXTENT OF INJURY ("X" ONE)				INJURED WAS ("X" ONE)				PARTY NUMBER	SEAT POS.	AIR * SAFETY BAG * EQUIP.	EJECTED								
#	#	(5)	(6)	FATAL INJURY	SEVERE INJURY	OTHER VISIBLE INJURY	COMPLAINT OF PAIN	DRIVER	PASS.	(8)	BICYCLIST	OTHER	(9)	(10)	(11)	(12)							
NAME / D. O. B. / ADDRESS																TELEPHONE							
(13)																							
(INJURED ONLY) TRANSPORTED BY:																TAKEN TO:							
(14)																							
DESCRIBE INJURIES																							
(15)																							
(16)																							
VICTIM OF VIOLENT CRIME NOTIFIED																							
#																							
NAME / D. O. B. / ADDRESS																TELEPHONE							
(INJURED ONLY) TRANSPORTED BY:																TAKEN TO:							
DESCRIBE INJURIES																							
VICTIM OF VIOLENT CRIME NOTIFIED																							
#																							
NAME / D. O. B. / ADDRESS																TELEPHONE							
(INJURED ONLY) TRANSPORTED BY:																TAKEN TO:							
DESCRIBE INJURIES																							
VICTIM OF VIOLENT CRIME NOTIFIED																							
#																							
NAME / D. O. B. / ADDRESS																TELEPHONE							
(INJURED ONLY) TRANSPORTED BY:																TAKEN TO:							
DESCRIBE INJURIES																							
VICTIM OF VIOLENT CRIME NOTIFIED																							
#																							
NAME / D. O. B. / ADDRESS																TELEPHONE							
(INJURED ONLY) TRANSPORTED BY:																TAKEN TO:							
DESCRIBE INJURIES																							
VICTIM OF VIOLENT CRIME NOTIFIED																							
PREPARER'S NAME																I.D. NUMBER		MO. DAY YEAR		REVIEWER'S NAME		MO. DAY YEAR	

2. DATE OF COLLISION, TIME, NCIC NUMBER, OFFICER ID. Enter the numeric month, day, year, time, National Crime Information Center (NCIC) number, and the officer identification (ID) number as completed on the CHP 555, Page 1, Traffic Collision Report. These four categories are used to identify each collision reported to the Statewide Integrated Traffic Records System (SWITRS).

STATE OF CALIFORNIA <b>INJURED / WITNESS / PASSENGERS</b> CHP 555 Page 3 (Rev. 1-03) OPI 061														Page		of			
DATE OF COLLISION (MO. DAY YEAR)				TIME (2400)				NCIC #				OFFICER I.D.				NUMBER			
WITNESS ONLY	PASSENGER ONLY	AGE	SEX	EXTENT OF INJURY ("X" ONE)				INJURED WAS ("X" ONE)					PARTY NUMBER	SEAT POS.	AIR BAG	SAFETY EQUIP.	EJECTED		
				FATAL INJURY	SEVERE INJURY	OTHER VISIBLE INJURY	COMPLAINT OF PAIN	DRIVER	PASS.	PED.	BICYCLIST	OTHER							
<input type="checkbox"/> #	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
NAME / D. O. B. / ADDRESS														TELEPHONE					
(INJURED ONLY) TRANSPORTED BY:										TAKEN TO:									
DESCRIBE INJURIES																			
<input type="checkbox"/> VICTIM OF VIOLENT CRIME NOTIFIED																			

3. INJURED/WITNESS/PASSENGERS. The information entered in this section identifies an injured party, a witness, or a passenger. List "Injured" persons first on this page:

- a. The term "Injured" refers to a person who has incurred any injury, complains of pain, or has been exposed to a hazardous materials release as the result of the collision.
- b. The term "Witness" refers to a non-injured and non-involved person who can provide relevant collision information based on what they saw, heard, or otherwise observed.
- c. The term "Passenger" refers to non-injured, occupants of an involved vehicle, other than the driver.

4. WITNESS ONLY/PASSENGER ONLY. Mark an "X" in the appropriate box to indicate if the person is a witness or an uninjured passenger. A passenger who can provide witness testimony should be listed as "Passenger Only".

5. AGE. Enter the age of the person. If the age is estimated, indicate by entering a question mark after age in the "Age" box.

6. SEX Enter "M" for male or "F" for female.

7. EXTENT OF INJURY. Mark an "X" in the box which best describes the condition of the injured party: (Refer to Chapter 2, Definitions And Classifications Of Collisions, Page 2-7, Injury.)

a. Fatal Injury. Death as a result of injuries sustained in a collision or an injury resulting in death within 30 days of the collision.

NOTE: The fetus of a pregnant female involved in a traffic collision will be documented as a fatal injury if the coroner attributes the death to the collision.

b. Severe Injury. An injury other than a fatal injury which results in broken bones, dislocated or distorted limbs, severe lacerations, or unconsciousness at or when taken from the collision scene. It does not include minor lacerations.

c. Other Visible Injury. This includes: bruises (discolored or swollen); places where the body has received a blow (black eyes and bloody noses); and abrasions (areas of the skin where the surface is roughened or broken by scratching or rubbing which includes skinned shins, knuckles, knees, and elbows).

d. Complaint of Pain. This classification could contain authentic internal or other non-visible injuries and fraudulent claims of injury. This includes:

(1) Persons who seem dazed, confused, or incoherent (unless such behavior can be attributed to intoxication, extreme age, illness, or mental infirmities).

(2) Persons who are limping but do not have visible injuries.

(3) Any person who is known to have been unconscious as a result of the collision, although it appears he/she has recovered.

(4) Persons who say they want to be listed as injured but do not appear to be so.

8. INJURED WAS. Mark an "X" in the appropriate box which best describes the injured person. If "Other" is marked, explain in the narrative. (Refer to Page 5-5, paragraph 15, Describe Injuries, for uninvolved persons sustaining an injury due to a hazardous materials exposure.)

9. PARTY NUMBER. Enter the number of the involved party with which the person is associated.

10. SEATING POSITION. Enter the numeric code for the seating position of the person. Select the seating position number from the seating position legend. For example, 3 (right front), 4 (left rear). (Refer to Chapter 4, Instructions for Completing the CHP 555, Page 2, Traffic Collision Coding, Page 4-3, Seating Position/Safety Equipment/Ejected From Vehicle.)

11. SAFETY EQUIPMENT.

a. Enter the appropriate alpha code from the safety equipment legend into the appropriate boxes. For example, L (Air Bag Deployed) and G (Lap Belt Shoulder Harness Used). (Refer to Annex 5-A-1, Seatbelt Coding on CHP 555.)

b. CHP investigators shall conduct a visual inspection of the safety restraint systems (seatbelt, airbag, or child restraint) of any vehicle involved in a collision and containing an individual receiving or complaining of any injury.

c. If, in the investigating officer's opinion, a failure is observed or suspected, the following shall apply:

(1) The observed or suspected failure shall be documented in the Parties/Vehicle Information section of the investigation narrative.

(2) The appropriate Multidisciplinary Accident Investigation Team shall be notified. (Refer to Annex 1-A-1, Criteria for Requesting Multidisciplinary Accident Investigation Team (MAIT) Assistance.)

d. If, in the officer's opinion, no failure is observed or suspected, he/she shall document in the Parties/Vehicle Information section of the investigation narrative that a visual inspection was conducted and no failure was observed.

12. EJECTED. For all injured, passenger, or parties listed, enter the appropriate numeric code from the "Ejected From Vehicle" legend in this box. For example, 0 (not ejected), 2 (partially ejected). (Refer to Chapter 4, Seating Position/Safety Equipment/Ejected From Vehicle.)

13. NAME/DOB/ADDRESS/TELEPHONE. Enter the person's full name, date of birth, address with zip code, and home and business telephone numbers, including area codes. Entries such as Party #1, Driver #2, Bicyclist #3, or Pedestrian #4 are acceptable if the person is identified as an involved party on the face page. The "Age", "Sex", "Extent of Injury", "Injured Was", "Party Number", "Seating Position", "Air Bag", "Safety Equipment", and "Ejected" boxes should be completed in all cases, except that

“Seating Position”, “Safety Equipment”, and “Ejected” boxes will be left blank for pedestrians.

14. TRANSPORTED BY/TAKEN TO. If transported, enter the name of the ambulance service or person who transported the injured victim. Also, enter the name of the hospital or doctor and the city and state where the injured person is transported. If the person seeks their own aid, enter the applicable information. The following are examples which may be used:

- a. Seek own aid.
- b. Own transportation. Will see Dr. Smith, Palo Alto, CA.
- c. Community Ambulance to Roseville Community Hospital, Roseville, CA.
- d. Admitted or released - doctor's name.

NOTE: On late-reported collisions where injuries are claimed, the officer shall ascertain if medical treatment was received. As applicable, enter the name of the hospital or doctor, and the city and state where the injured person received treatment or enter “no medical treatment.”

15. DESCRIBE INJURIES. If injured, briefly describe the type of injury sustained by the person. If the victim dies, include the date and time when death was pronounced, where, by whom, and the coroner's case number:

- a. In the event of a hazardous material release, describe the known or suspected material, exposure/contamination injuries to uninvolved persons, and the method of exposure (inhalation, skin contact, etc.).

NOTE: Do not include these injuries in the number injured count on the CHP 555, Page 1 and do not complete “Extent of Injury” in this section if the injuries were sustained after the collision as a result of the hazardous material exposure.

- b. When an officer contacts a foreign national who has been injured in a traffic collision or in any other event falling under the jurisdiction of the Department, he/she should advise the person the Department will notify the appropriate consulate if the injured party desires. If the person requests their consulate be notified, officers shall request the CHP communications center notify the appropriate embassy/consulate as soon as practical. If notification or attempt is made, it should be noted in the INVESTIGATION or REPORT.

16. VICTIM OF VIOLENT CRIME NOTIFIED. Law enforcement officers are required to advise victims of violent crime of certain entitlements. To comply with this requirement, CHP officers shall use the CHP 170, Notice to Victims of Violent Crimes. Place an "X" in this box when notification was made utilizing the CHP 170 or similar form for local agencies. (Refer to Annex 5-B-1, Notification to Victims of Violent Crimes.)

NOTE: A crime of violence is a crime or public offense, as defined in Penal Code Section 15, resulting in physical injury to a person. Acts involving the operation of motor vehicles are not crimes of violence except when the injury or death was caused by a driver in violation of VC Sections 20001, 23152, or 23153.

## SEATBELT CODING ON THE CHP 555 (Revised 5-06.)

- A - NONE IN VEHICLE
- B - UNKNOWN
- C - LAP BELT USED
- D - LAP BELT NOT USED
- E - SHOULDER HARNESS USED
- F - SHOULDER HARNESS NOT USED
- G - LAP/SHOULDER HARNESS USED
- H - LAP/SHOULDER HARNESS NOT USED
- J - PASSIVE RESTRAINT USED
- K - PASSIVE RESTRAINT NOT USED
- L - AIR BAG DEPLOYED
- M - AIR BAG NOT DEPLOYED
- N - OTHER
- P - NOT REQUIRED

Above is the CHP 555 list for coding seatbelt use by occupants in a vehicle involved in a collision. A partial list of seatbelt coding examples follows:

- A            Use if the vehicle was once equipped but the restraint system has been removed.
- G or H       Use to describe occupants wearing the normal 3-point seatbelt, such as currently in use in California Highway Patrol vehicles.
- J or K       Use to describe a passive restraint that uses an *automatic system* to contain occupants. An example of this type of system would be found in the Toyota Camry. When the door is closed, this system automatically goes across the occupant's body.
- L or M       The air bag system is another example of a passive restraint. Due to data collection requirements, the Statewide Integrated Traffic Records System uses a special coding for this system. Code L or M should only be used for those vehicles that have air bags installed. Additionally, code N should only be recorded during instances in which an air bag equipped vehicle is involved in a collision, and in the investigating officer's opinion, the impact was such that a properly functioning air bag should have deployed. An example of this is a major head-on collision in which the air bag failed to activate. **(Revised 5-06.)**

## NOTIFICATION TO VICTIMS OF VIOLENT CRIMES

1. Chapter 5, Indemnification of Private Citizens, Article 1, Victims of Violent Crime Statute, Government Code Sections 13959 through 13969, requires every local law enforcement agency to inform victims of crimes of the provisions of this chapter, of the existence of local victim centers, and in counties where no local victim center exists, to provide application forms to victims who desire to seek assistance pursuant to this article. The following acts involving the operation of a motor vehicle are crimes of violence:

- a. Where injury or death was intentionally inflicted through use of a motor vehicle.
- b. Where injury was caused by a driver in violation of Vehicle Code Sections 20001, 23152, or 23153.

2. The following individuals, (both California residents and non-residents) qualify and shall be notified via CHP 170, Notice to Victims of Violent Crimes (or similar allied agency form), either in person or by mail:

- a. A person who sustains physical injury or death.
- b. Anyone legally dependent for his/her support upon a person who sustains physical injury or death.
- c. Any individual who legally assumes the obligation or who voluntarily pays the medical or burial expenses in the event of a death.

NOTE: The paragraphs below apply to California Highway Patrol ONLY.

3. Highway Patrol Manual 11.1, Administrative Procedures Manual, Chapter 9, Civil Actions, Defense of Employees, Small Claims Actions, Indemnification of Citizens, Victims of Violent Crimes, requires the issuance of the CHP 170 "where it is believed by the CHP investigating officer that a person(s) may qualify under the Victims' Program." Commanders shall take necessary steps to ensure the issuance of the CHP 170 by including appropriate procedures in local Area Standard Operating Procedures.



**CHAPTER 6**

**INSTRUCTIONS FOR COMPLETING  
THE CHP 555, PAGE 4, FACTUAL DIAGRAM**

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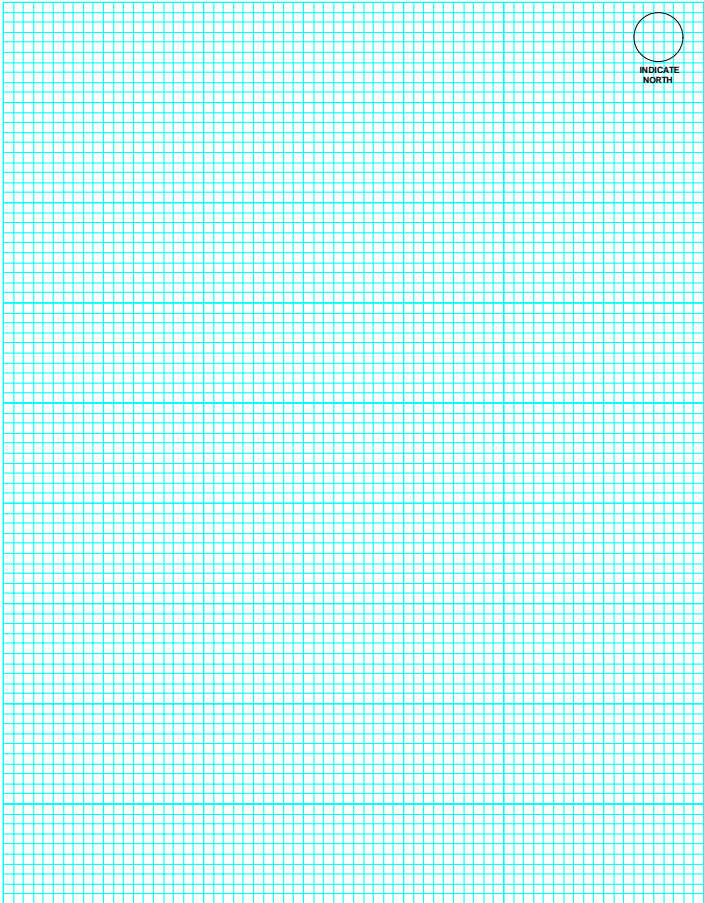
ANNEXES

- A - SAMPLE LEGEND
- B - INVESTIGATION SYMBOLS

**CHAPTER 6**

**INSTRUCTIONS FOR COMPLETING  
THE CHP 555, PAGE 4, FACTUAL DIAGRAM**

1. **SCOPE.** This chapter provides instructions for completing the CHP 555, Page 4, Factual Diagram. This page is used to diagram the collision scene as found upon the officer's arrival. This page is optional on REPORTS, and required on INVESTIGATIONS. The report number information contained in the first line of this page should be identical to that on the CHP 555, Page 1, Traffic Collision Report. (Refer to Chapter 3, Instructions for Completing the CHP 555, Page 1, Traffic Collision Report.)

STATE OF CALIFORNIA <b>FACTUAL DIAGRAM</b> CHP 555 Page 4 (Rev. 1-03) OPI 061				Page <input type="text"/> of <input type="text"/>	
DATE OF COLLISION (MO. DAY YEAR)	TIME (2400)	NCIC #	OFFICER I.D.	NUMBER	
ALL MEASUREMENTS ARE APPROXIMATE AND NOT TO SCALE UNLESS STATED (SCALE = <input type="text"/> )					
					
PREPARED BY	I.D. NUMBER	MO. DAY YEAR	REVIEWERS NAME	MO. DAY YEAR	

## 2. FACTUAL DIAGRAM INSTRUCTIONS.

a. A FACTUAL diagram contains factual details only and shall be completed for every INVESTIGATION.

b. The FACTUAL diagram may be drawn to scale and may be drawn on the CHP 555, Page 4, Factual Diagram. The diagram may also be completed on any other size paper, provided arrangements are made for reproduction. The length may be extended as necessary but must be fan-folded to a finished size of 8-1/2"x11" and attached to the collision investigation. If completing the investigation in an electronic format, such as the California Accident Reporting System (CARS), diagramming software may be used. Use as many diagram pages as necessary to accurately depict the scene.

NOTE: Do not use SKETCH symbols in a FACTUAL diagram. When drawing a FACTUAL diagram to illustrate relevant elements of the collision scene, use the investigation symbols in Annex 6-B-1, Investigation Symbols.

c. Identify the compass direction "North" by placing an arrow in the circle in the upper right corner. Normally, "North" will point toward the top of the page. Both the FACTUAL diagram and SKETCH should show "North" pointing in the same direction.

d. Do not show area(s) of impact (AOI) in the FACTUAL diagram. Each AOI should be described in the narrative and shown in the SKETCH.

e. Use a diagram template or a straight edge. Diagrams should represent reasonable proportions with dimensions identified as being either exact or approximate of the scene as found upon arrival. Measurements should include the scene (roadway width, etc.), evidence, (skids, debris, etc.), and vehicles. Locate vehicles with a minimum of two points of reference (preferably the center of each wheel) using two measurements per point. Measure all reference points of the vehicle at right angles from the stationary reference location (station line, roadway edge, etc). Record applicable objects, fixed or other, and include evidence as necessary for a complete investigation or for court testimony. If vehicles or objects were moved from their points of rest prior to arrival, they need not be shown in the diagram.

f. Inclusion of all measurements in a diagram can result in a cluttered, illegible diagram. To avoid confusion, a diagram legend should be used. Include all measurements in a legend, with an evidence identifier and an abbreviated narrative description of the evidence type and location. The legend may be located in an unused portion of the diagram or on the first CHP 556, Narrative/Supplemental page following the diagram. (Refer to Annex 3-A-1, Investigation Narrative Format.)

- (1) Legend Title. Identify the legend by writing "Legend" above the measurements.
- (2) Vehicle Measurements. Identify the vehicle measurements by vehicle number and the wheel or reference point to which the measurements were taken. For example, V-1 R/F identifies the right front wheel of Vehicle #1.
- (3) Evidence Measurements. Identify the evidence measurements with either a number or an alpha character inside a small circle or box. These must be adequately described in the evidence legend. Evidence locations should be identified with a minimum of two measurements at right angles or by triangulation. Identify curved skidmarks with multiple points to allow reconstruction.
- (4) Legend Contents. The legend contents should consist of a vehicle or numerical evidence identifier followed by the number of feet and by the location from which the measurement was taken.
- (5) Example of Vehicle Measurements. (Refer to Annex 6-A-1, Sample Legend.)

## SAMPLE LEGEND

### Legend

#### Vehicle Points of Rest:

Vehicle-1 Right Front: 231 feet south of the south roadway edge of State Street overcrossing and 31 feet east of the west roadway edge of I-5 northbound.

Vehicle-1 Right Rear: 241 feet south of the south roadway edge of State Street overcrossing and 32 feet east of the west roadway edge of I-5 northbound.

NOTE: Subsequent locations may be designated by ditto marks if the description is listed directly beneath the preceding description and the location reference point is the same.

-OR-

### Legend

#### Station Line:

A station line was established along the center lane line of SR-65 N/B. Station 1+00 was located 11 feet west of the east roadway edge of SR-65 and 52 feet south of the south roadway edge prolongation of Sunset Blvd. The station numbers increase in value in a northerly direction. All measurements were taken at right angles off the station line.

All measurements were taken with 100 foot fiberglass and steel tapes.

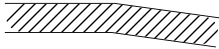

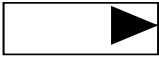










#### Point of Rest:

DESCRIPTION	DISTANCE RIGHT OR LEFT OF STATION LINE	LOCATION ON STATION
Left Front wheel of V-1	35 FT. LEFT	1+98
Left Rear wheel of V-1	26 FT. LEFT	2+03
Right Front wheel of V-2	1 FT. RIGHT	1+95
Right Rear wheel of V-2	6 FT. RIGHT	2+04






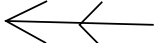
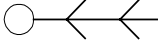

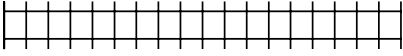
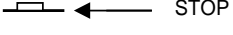

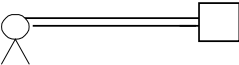
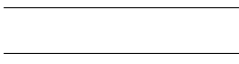


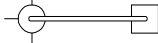
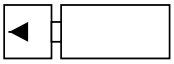

#### Physical Evidence:

ITEM	DESCRIPTION	DISTANCE RIGHT OR LEFT OF STATION	LOCATION ON STATION
1	Begin Tire Friction Mark from L/R tire of V-2	3 ft. right	1+01
	End Tire Friction Mark from L/R tire of V-2	2 ft. right	1+63
2	Begin Tire Friction Mark from R/R tire of V-2	8 ft. right	1+03
	End Tire Friction Mark from R/R tire of V-2	7 ft. right	1+63

## INVESTIGATION SYMBOLS

Abutment or wall	
Animal	
Automobile	
Automobile (damage)	
Camera	
Debris	
Dirt shoulder	
Double line	
Embankment (The arrow should indicate downhill)	
Fence	
Guardrail or fence	
House or building	
House or building (view obstructed)	

## INVESTIGATION SYMBOLS

Lane line	
Marked center line	
No passing line	
Pavement edge	
Bicycle/motorcycle	 or 
Pedestrian	
Fluid spill, water, oil, blood, etc.	
Railroad track	
Sign (show message)	
Signal	
Signal (overhanging)	
Skidmarks	
Streetcar/bus	
Street light	
Street light (overhanging)	
Tractor and trailer	
Truck	

**CHAPTER 7**

**INSTRUCTIONS FOR COMPLETING THE CHP 556, NARRATIVE/SUPPLEMENTAL**

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## CHAPTER 7

### INSTRUCTIONS FOR COMPLETING THE CHP 556, NARRATIVE/SUPPLEMENTAL

1. **SCOPE.** This chapter provides instructions for completing the CHP 556, Narrative/Supplemental. This page is used to describe details of the collision not covered by other forms. Bond or plain computer paper may be substituted for the CHP 556 if the heading information, in the following paragraph, is included at the top of the paper.

STATE OF CALIFORNIA NARRATIVE/SUPPLEMENTAL CHP 556 (Rev. 7-90) OPI 042				Page
DATE OF INCIDENT/OCCURRENCE	TIME (2400)	NCIC NUMBER	OFFICER I.D. NUMBER	NUMBER
<input type="checkbox"/> Narrative <input type="checkbox"/> Supplemental		<input type="checkbox"/> Collision Report <input type="checkbox"/> Other: _____		<input type="checkbox"/> Hit and Run Update <input type="checkbox"/> Other: _____
CITY/COUNTY/JUDICIAL DISTRICT			REPORTING DISTRICT/BEAT CITATION NUMBER	
LOCATION/SUBJECT			STATE HIGHWAY RELATED <input type="checkbox"/> Yes <input type="checkbox"/> No	
1				
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30				
31				
PREPARER'S NAME and I.D. NUMBER			DATE	REVIEWER'S NAME
				DATE
<input type="checkbox"/> <i>Continued</i>				
Use previous editions until depleted				

2. DATE OF ORIGINAL INCIDENT, TIME, NCIC NUMBER, OFFICER ID NUMBER. Complete these boxes on each side of the CHP 556 used to document an original collision or as a supplement to a collision. Enter the numeric month, day, year, time, National Crime Information Center (NCIC) number and Officer Identification (ID) Number as completed on the original CHP 555, Page 1, Traffic Collision Report. These four fields are used to identify each collision report in the Statewide Integrated Traffic Records System (SWITRS) database.
  
3. NUMBER. Enter the original report or case number assigned to the collision by the Area or local law enforcement agency.
  
4. PAGE NUMBER. Enter the page number to indicate the completed pages contained in the report. Number Supplemental sheets consecutively, beginning with 1S.
  
5. NARRATIVE/SUPPLEMENTAL. The CHP 556 is a dual purpose form. Mark an "X" in the appropriate box to indicate what the CHP 556 is being used for:
  - a. Narrative. To document the narrative of the collision.
  
  - b. Supplemental. To document changes or additions to an INVESTIGATION/REPORT previously submitted, including a "Preliminary Report."
  
6. CITY COUNTY/JUDICIAL DISTRICT. Optional, except when submitting a Supplemental Report; enter the appropriate city and/or county.
  
7. REPORTING DISTRICT/BEAT. Optional, except that CHP members shall include a beat number.
  
8. CITATION NUMBER. Optional. This section may be used by the officer to record the citation number issued as a result of the collision.
  
9. LOCATION/SUBJECT. Required for Supplemental Reports only. Enter the primary location as completed on the original CHP 555, Page 1. For state highway related collisions, include the route and milepost numbers.
  
10. STATE HIGHWAY RELATED. Required for Supplemental Reports only. Mark an "X" in the appropriate box to indicate whether or not the collision occurred on or was

associated with a state highway. (Refer to Annex 3-H-1, State Highway Related Criteria Intersection of State Route and City Street or County Road.)

#### 11. COLLISION NARRATIVE.

- a. The purpose of the narrative is to provide, as accurately as possible, a description of the collision and to allow the officer to present other information which may be pertinent to the collision.
- b. The narrative shall not contain useless details. It shall bring together the elements of the incident in a concise, logical, time-sequential order.
- c. The narrative should not repeat information adequately described elsewhere, except when necessary to explain the occurrence of the collision.
- d. When multiple collisions occur arising out of a single incident and are identified as separate stabilized events, investigating officers may duplicate the narrative pages used in the first collision and attach separate face pages. The narrative should make reference to each report. (Refer to Chapter 2, Definitions and Classifications of Collisions, Page 2-2, Collisions After Stabilized Situations.)
- e. A collision narrative may consist of an INVESTIGATION format or REPORT format.

NOTE: **CHP ONLY** An INVESTIGATION format shall be used in all cases unless the collision meets the criteria for a REPORT format outlined in Chapter 1 of this manual.

- f. Both sides of the CHP 556 may be used to continue the narrative.

12. INVESTIGATION NARRATIVE. The INVESTIGATION narrative should consist of the following headings, which shall be graphically set apart. Allied agencies may adjust their format to meet local needs: (Refer to Annex 3-A-1, Investigation Narrative Format.)

- a. Facts. Include only factual information. Do not enter opinions in this section. Facts include, but are not limited to, the following:
  - (1) Notification. Time call was received, type of call, the location the officer responded from, and the time of arrival at the collision scene. A statement shall be made that all times, speeds, and measurements are approximate. Identify the device used to determine measurements. For example, steel tape, rolatape, pacing, etc.

(2) Scene Description. Describe the scene, including whether the roadway is one-way/two-way, freeway/state route/county road/city street, straight/curved, total number of lanes, width of roadway, roadway composition (concrete, asphalt, etc.), center line, and shoulders. If present, describe fixed or other objects, as well as the type of traffic control, lighting conditions, roadway conditions, and other issues not covered by a factual diagram legend.

(a) The officer shall report all facts concerning applicable highway conditions.

(b) The officer shall not express engineering opinions concerning highway conditions.

NOTE: **CHP ONLY** Highway conditions which may affect public safety and expeditious traffic movement shall be reported as specified in General Order 100.46, Reporting of Highway Conditions.

NOTE: CHP members shall not use a term such as "Refer to Diagram" to describe an entire category required in an INVESTIGATION narrative.

(3) Parties. Document where the party/person was found upon arrival and how he/she was identified and established as the party. Locate the vehicle/bicycle/train, as found upon arrival. Describe collision damage and identify any observed prior damage. If mechanical defects were found, include how the defect was discovered and verified. Repeat the sequence for all parties.

NOTE: Whenever a collision occurs which results in any injury, the investigating officer shall inspect the restraint systems of the involved vehicles for possible system failures. If a failure is suspected, the officer should request the assistance of the Multidisciplinary Accident Investigation Team (MAIT) as outlined in Annex 1-A-1, Criteria for Requesting Multidisciplinary Accident Investigation Team (MAIT) Assistance.

(4) Physical Evidence. If not described and shown on a legend-type factual diagram, describe evidence and location by using at least two measurements, depending on the object. Physical evidence, such as paint transfers, vehicle parts that are missing or found, blood, heel marks, gouges, etc., should be described in detail indicating the location it was found and the disposition of evidence.

(5) Hit and Run. Document information such as a description of the suspect vehicle, including any unusual features, and a description of the suspect, his/her clothing, and any unusual features. Document who can identify the

suspect and place him/her as the driver of the hit-and-run vehicle. Also include a summary of follow-up activities or an explanation as to why no follow-up actions were taken.

(6) Hazardous Material. Provide the trade or chemical name of the hazardous material. Include the presence/absence of placards, labels, shipping papers, and type of container (such as cylinders, metal or fiber drums, tanks, etc.). Document the carrier/shipper identification as shown the CHP 555D, Page 1. Additionally, provide a brief description including which cleanup contractor was used, methodology, and disposition of waste material. (A CHP 555D, Truck/Bus Collision Supplemental Report shall be completed. Refer to Chapter 8, Instructions for Completing the CHP 555D, Truck/Bus Collision Supplemental Report.)

(7) Other Factual Information. The investigating officer shall include all other factual information pertinent to the INVESTIGATION. For example, driver license restrictions, driver's physical disabilities, second trailer of a combination of vehicles, etc.

b. Statements. Identify parties, witnesses, and passengers by number and last name. Statements should be taken from all parties, witnesses and passengers. The officer shall first record the location of each "Party/Witness/Passenger" at the time of the collision and the substance of each statement, eliminating unnecessary detail or speculation and arranging the explanation in a logical order.

(1) If a statement is obtained by the question and answer technique, include both the question and the answer. However, if the officer is asking only clarifying questions of a "Party/Witness/Passenger," it is not necessary to document in a question and answer format. If a written statement is obtained, writing "Statement Attached" is appropriate. If no statement is obtained, indicate the reason, e.g., fled scene, none due to injuries, etc.

(2) Statements obtained from passengers or witnesses shall not contain statements such as "Wit. #2 basically stated the same as P-1" or "Passenger #1 substantiated P-1's statement." Each statement obtained from passengers or witnesses shall be their own account of how the collision occurred.

(3) Party/Witness/Passenger statements taken at a location other than at the scene should include the date, location, time, and name of investigating officer or the person taking the statement.

NOTE: A layperson can give his/her opinion as to sobriety.

c. Opinions and Conclusions. The purpose of this section is to explain the collision. Avoid use of stilted or formal phrases. The words "it is my opinion" should not be used, as the heading clearly indicates that the statement is the officer's opinion.

(1) Summary. The officer shall give his/her opinion of what took place, explain how the collision occurred, and why the collision occurred in a logical, time-sequential manner. Each vehicle's pre-collision, at collision, and post collision location with respect to direction of travel, highway, speed, lane, and relationship to each of the involved parties shall be addressed. The summary should also include the actions of the parties or information regarding defective vehicle equipment which contributed to the collision and how this was established and verified.

(2) Area(s) of Impact. The officer shall state how the area of impact (AOI) was determined (physical evidence, statements, point of rest, etc.). Locate the AOI with a minimum of two measurements. If there are multiple AOI's, list them as follows: AOI #1 (V-1 vs. V-2), AOI #2 (V-2 vs. guardrail), etc. For example, the AOI between the front of V-1 and the L/F of V-2 was located 592 feet east of the west roadway edge prolongation of Franklin Street and 8 feet south of the north roadway edge of Washington Boulevard. The AOI was determined by the unmoved location of V-1, tire friction marks from V-1, engine fluid from both vehicles, and vehicle debris.

(3) Intoxication Narrative. The officer shall include the following if an intoxicated party was involved:

(a) The party's actions, including the objective symptoms of intoxication; odor of alcoholic beverage, eyes, speech, hand-eye coordination, balance, etc. The officer shall state how the party was determined to be the driver.

(b) A general statement that Field Sobriety Tests (FST's) were given, if the party performed the FST's as demonstrated, and if the investigating officer determined the party was under the influence of alcohol and/or drugs.

NOTE: **CHP ONLY** Unless otherwise directed by Area procedures, the CHP 555 should be the primary investigative report when a collision investigation results in an in-custody arrest.

(c) Other report forms related to the arrest, such as the CHP 202, Driving Under the Influence Arrest-Investigation Report, or CHP 216, Arrest/Investigation Report, shall contain all confidential information or information necessary to complete the reports.

(d) A reference such as “Refer to Collision Report” may be made in the Arrest-Investigation Report, however, there should be no reference to the arrest report in the collision narrative.

(4) Cause. The officer shall include the primary collision factor (PCF) and, if applicable, any other associated factor that contributed to the collision (which party was most at fault), and an explanation of the items upon which the officer’s opinion is based. A party’s action or failure to act must agree with the summary and the sketch. For example, P-2 was in violation of Vehicle Code (VC) Section 21804(a), Entry onto Highway. The cause was based on the clear line of sight which was available to P-2, front end damage to V-1, side impact damage to V-2, 83 feet of tire friction marks from V-1, location of the AOI, and statements from the involved parties and witness.

NOTE: In the case of a felony, include how the act or neglect was the proximate cause of and degree of injury.

d. Recommendations. The officer should recommend necessary follow-up actions by another person or agency when he/she cannot complete pertinent portions of the INVESTIGATION. Indicate here if you are requesting district attorney’s review. If no recommendations, enter “None.”

(1) Also use this section to explain collision-related violations, e.g., VC Sections 20001, 23153(a) or Penal Code Section 191.5(a).

(2) Indicate whether a citation was issued or a complaint will be filed as a result of the collision investigation. Clearly outline all charges sought.

13. REPORT NARRATIVE. The REPORT narrative should consist of at least the following headings, which shall be graphically set apart. Other headings may be included if appropriate: (Refer to Annex 3-B-1, Report Narrative Format.)

a. Notification. Time call was received, type of call, officer’s response location and time of arrival at the collision scene. A statement shall be made that all times, speeds, and measurements are approximate. Identify the device used to determine measurements. For example, steel tape, rolatape, pacing, etc.

b. Statements. Identify parties and witnesses by number and last name. Identify passengers by using the word “passenger” and last name. (e.g., Passenger Jones). Statements should be taken from all parties, passengers, and witnesses. The officer should first record the location of each passenger/witness at the time of the collision and the substance of each statement, eliminating unnecessary detail or speculation and arranging the explanation in a logical order.

(1) Statements obtained from passengers or witnesses shall not contain statements such as "Wit. #2 basically stated the same as P-1" or "Passenger Jones substantiated P-1's statement." Each statement obtained from passengers or witnesses shall be their own account of how the collision occurred.

(2) Statements taken at locations other than at the scene should include date, location, time, and name of investigating officer or the person taking the statement.

c. Summary. The officer shall give his/her opinion of what took place, explain how and why the collision occurred, in a logical, time-sequential manner. Each vehicle's pre-collision, at collision and post collision location with respect to direction of travel, highway, speed, lane, and relationship to each of the involved parties shall be addressed. The summary should also include the actions of the parties or defective vehicle equipment which contributed to the collision and how this was established and verified.

NOTE: If the collision involves a driver who had been drinking (HBD) and is not under the influence, identify which driver was HBD, indicate that FSTs were given, the driver was determined not to be under the influence, and was not arrested.

d. Area of Impact. The officer shall list each AOI. For example, AOI #1 (V-1 vs. V-2), AOI #2 (V-2 vs. guardrail), etc. Locate each AOI with a minimum of two measurements. The officer shall state how the AOI was determined (physical evidence, statements, point of rest, etc.).

e. Cause. The officer shall include the PCF and, if applicable, any other associated factor that contributed to the collision; which party was most at fault; and an explanation of the items upon which the officer's opinion is based. For example, Party #1, (J. Jones), was in violation of VC Section 22450, failure to stop at a stop sign, based upon statements of parties, witnesses, and physical evidence. A party's action or failure to act must agree with the summary and the sketch.

#### 14. SUPPLEMENTAL.

a. Use the CHP 556 to add, delete, or change collision information in a collision report previously submitted to SWITRS.

b. If bond or plain computer paper is used, or a form other than the CHP 556 is used, the CHP 556 heading information is required at the top of the page/form to match the data with the original report. (Refer to Page 2 of this chapter for instructions on completing the CHP 556.)



c. A supplemental report shall be prepared when any of the following conditions apply:

- (1) A change in "Extent of Injury" from an complaint of pain, other visible injury, or severe injury to a fatal.
- (2) A change in "Extent of Injury" from fatal caused by a collision to a fatality caused by heart attack, stroke, etc.
- (3) A change from property damage only to a substantiated injury or a change in "Extent of Injury" from complaint of pain to severe, (i.e. broken neck, ruptured spleen, etc.).
- (4) A change in party sobriety status.
  - (a) Receipt of updated sobriety information, especially for fatally injured involved parties, is critical for SWITRS recording.
  - (b) Reporting agencies are encouraged to establish a two-week suspense system for contacting the coroner to determine the previously unknown sobriety of fatally-injured parties. If the coroner reports that the party was or was not under the influence, prepare and submit a supplemental report.
- (5) Identification of a previously unidentified involved party, such as in a hit-and-run collision.
- (6) A change in collision classification, such as from a motor vehicle traffic collision to a motor vehicle non-traffic collision or change from a motor vehicle traffic collision to another type of collision.
- (7) A change in the primary collision factor or location of the collision.
- (8) To respond to supplemental statements or information submitted by involved parties or witnesses.

d. The purpose of the supplemental report should always be noted at the beginning of the narrative. The supplemental report shall always be associated with an original report but may not necessarily include a change in the officer's opinions and conclusions. Refer to the following examples:

- (1) Purpose - Change injury to fatality.
- (2) Purpose - Update sobriety information.
- (3) Purpose - Update driver information.

- (4) Purpose - Add background information.
- (5) Purpose - Change from collision caused fatality to heart attack.
- e. Do not repeat valid information.
- f. When the CHP 556 is used as a supplemental report, do not include copies of the original investigation or report when submitting to Information Management Division, Support Services Section, Production Controls Unit. (Refer to Chapter 10, Form Requirements and Procedures.)
- g. When a supplemental report is prepared (refer to this Chapter, page 7-9, for conditions) a copy shall be provided to all involved parties. (Refer to Chapter 10, Form Requirements and Procedures.) ***(Revised 8-05.)***

15. SIGNATURE BLOCK.

- a. Preparer's Name. Print the name and ID number of the investigating officer or the officer completing the supplemental on each page of the CHP 556. Enter the date the report or supplemental was completed.
- b. Reviewer's Name. If this is a supplemental report to an original report, print the name and ID number of the reviewer. Enter the date the report was reviewed.

**CHAPTER 8**

**INSTRUCTIONS FOR COMPLETING THE  
CHP 555D, TRUCK/BUS COLLISION SUPPLEMENTAL REPORT**

**REVISED DECEMBER 2008**

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## CHAPTER 8

### INSTRUCTIONS FOR COMPLETING THE CHP 555D, TRUCK/BUS COLLISION SUPPLEMENTAL REPORT

1. SCOPE. Effective October 1, 1997, all agencies shall prepare a CHP 555D, Truck/Bus Collision Supplemental Report (Rev. 1-07) for qualifying collisions involving commercial motor vehicles. This chapter provides instructions for completing the CHP 555D. This page is used only when the collision involves trucks, buses, or vehicles transporting hazardous materials that meet special criteria.

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL				PARTY NUMBER	
<b>TRUCK / BUS COLLISION SUPPLEMENTAL REPORT</b>				2b	
CHP 555D (Rev. 1-07) OPI 062					
DATE OF COLLISION	TIME (2400)	VEHICLE NUMBER	OFFICER I.D. NUMBER	NUMBER	
		2a			
<b>GENERAL INSTRUCTIONS - COMPLETE THIS FORM FOR EACH QUALIFYING VEHICLE IF THE CRASH MEETS CRITERIA ON BACK OF THIS FORM.</b>					
<b>QUALIFYING INFORMATION</b>					
THIS FORM IS BEING COMPLETED BECAUSE THIS VEHICLE IS:					
<input type="checkbox"/> 3e(1) Vehicle combination > 10,000 lbs. GVWR / GCWR					
<input type="checkbox"/> 3 Vehicle seats for 9 or more persons, including driver					
<input type="checkbox"/> A vehicle of any type with a hazardous materials placard (includes auto, light truck, van, 10,000 lbs. or less)					
TOTAL INVOLVED IN CRASH			AT THE TIME OF THE CRASH, THIS VEHICLE WAS:		
NUMBER OF PERSONS INVOLVED IN FATALITY			<input type="checkbox"/> Operating on a Trafficway		
NUMBER OF INJURED PERSONS TRANSPORTED TO HOSPITAL TREATMENT			<input type="checkbox"/> Public (In-Transport)		
NUMBER OF VEHICLES TOWED FROM SCENE DUE TO DISABILITY			<input type="checkbox"/> Parked on or off the Trafficway		
COMMERCIAL DRIVER LICENSE (CDL)					
<input type="checkbox"/> Yes <input type="checkbox"/> No					
CDL LICENSE CLASS (Check one):					
<input type="checkbox"/> Class A <input type="checkbox"/> Class B <input type="checkbox"/> Class C <input type="checkbox"/> Class D <input type="checkbox"/> Class M					
<b>VEHICLE INFORMATION</b>					
VEHICLE CONFIGURATION (Enter one code from below)			CARGO BODY TYPE (Enter one code from below)		
1 - Passenger Car (only if vehicle has Hazardous Materials Placard) 2 - Light Truck (only if vehicle has Hazardous Materials Placard) 3 - Bus (seats for 9-15 people, including driver) 4 - Bus (seats for 16 people or more, including driver) 5 - Single-Unit Truck (2 axles, 6 tires) 6 - Single-Unit Truck (3 or more axles) 7 - Truck / Trailer(s) (Single-Unit Truck with Trailer) 8 - Tractor / Tractor (without trailer, bobtail, or semi-trailer) 9 - Tractor / Semi-Trailer (one trailer) 10 - Tractor / Doubles (two trailers) 11 - Tractor / Triples (three trailers) 99 - Other Truck > 10,000 lbs. (not listed above)			1 - Applicable / No Cargo Body 2 - Bus (seats for 9-15 people, including driver) 3 - Van / Enclosed Box 4 - Cargo Tank 5 - Flatbed 6 - Dump 7 - Concrete Mixer 8 - Auto Transporter 9 - Garbage / Refuse 10 - Grain, Chips, Gravel 11 - Pole 12 - Vehicle Towing Another Motor Vehicle 13 - Intermodal Chassis 14 - Logging 98 - Other Cargo Body (not listed above)		
GVWR / GCWR (Enter one code from below. Use GCWR for truck combinations)			HAZARDOUS MATERIALS INVOLVEMENT		
1 - 10,000 lbs. or Less 2 - 10,001 - 25,000 lbs. 3 - Greater than 25,000 lbs.			DID THE VEHICLE HAVE A HAZ-MAT PLACARD? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Bus Use (Enter one code from below)			IF YES, INCLUDE THE FOLLOWING INFORMATION FROM THE PLACARD:		
0 - Not a Bus 1 - School (Public or Private) 2 - Transit			HM 4-Digit # or name from diamond or box: HM Class # from bottom of diamond: Was Haz-Mat released from THIS vehicle's cargo? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>MOTOR CARRIER INFORMATION</b>					
CHECK ONE:					
<input type="checkbox"/> Interstate <input type="checkbox"/> Intrastate Carrier <input type="checkbox"/> Not In Commerce - Go <input type="checkbox"/> Not In Commerce - Other Trucks (Over 10,000 lbs. GVWR / GCWR)					
Carrier Name: _____					
Carrier Street Address (P.O. Box only if no street address): _____					
City / State / ZIP Code: _____ Phone Number: _____					
Carrier ID Number(s): NONE _____ USDOT# _____ MC / MX# _____ State# CA _____					
<b>SEQUENCE OF EVENTS</b>					
NOTE: FOR THIS VEHICLE, LIST UP TO FOUR EVENTS					
Event 1: _____ Event 2: _____ Event 3: _____ Event 4: _____					
NON-COLLISIONS		NON-COLLISIONS (continued)		COLLISION INVOLVING / WITH (continued)	
1 - Ran Off Road 2 - Jackknife 3 - Overturn (Rollover) 4 - Downhill Runaway 5 - Cargo Loss or Shift 6 - Explosion or Fire 7 - Separation of Units 8 - Cross Median / Centerline		9 - Equipment Failure (Tires, Brakes, Steering, etc.) 10 - Other Non-Collision		15 - Train 16 - Pedalcycle 17 - Animal 18 - Fixed Object 19 - Work Zone Maintenance Equipment 20 - Other Moveable Object 99 - Other (Describe):	
		COLLISION INVOLVING			
		12 - Pedestrian 13 - Motor Vehicle In-Transport 14 - Parked Motor Vehicle			
PREPARED BY		REVIEWED BY		DATE	

2. GENERAL INSTRUCTIONS. To simplify these instructions, the numbers on the sample form on the preceding page correspond to the numbers of the following paragraphs. The completed form(s) will be the last page(s) of the investigation/report.

a. The report number information contained in the first line of this page should be the same as on the CHP 555, Traffic Collision Report, Page 1 (refer to Chapter 3, Instructions For Completing the CHP 555, Page 1).

b. The party number should correspond to the party number assigned to the qualifying vehicle on the CHP 555, Page 1.

c. If more than one vehicle involved in the collision meets the definition of a qualifying vehicle, a CHP 555D shall be completed for each qualifying vehicle.

3. QUALIFYING INFORMATION/REPORTING CRITERIA.

a. The National Governors' Association, with concern for traffic safety, has requested special information to be collected on a CHP 555D when specific criteria have been met. This information is for a nationwide database; therefore, some of the definitions may vary from those used previously in this manual.

NOTE: The collision must involve at least one motor vehicle in-transport as defined in section 3.g.(1) operating on a trafficway (highway) open to the public.

b. The collision must satisfy two conditions, (1) Qualifying Vehicles and (2) Severity of the Collision, before reporting is required. If the collision is determined to be reportable, a separate CHP 555D must be completed for each qualifying vehicle.

NOTE: Both the Qualifying Vehicle and the Severity of the Collision conditions must be met.

c. Qualifying Vehicle.

(1) Any truck having a gross vehicle weight rating (GVWR) of more than 10,000 pounds or a gross combination weight rating (GCWR) over 10,000 pounds used on public highways.

(2) Any motor vehicle with seats to transport nine or more people, including the driver.

(3) Any vehicle displaying a hazardous materials placard (regardless of weight).

d. Severity of the Collision. The collision must result in one or more of the following events:

- (1) A FATALITY. Any person(s) killed in or outside of any vehicle (truck, bus, car, etc.) involved in the crash or who dies within 30 days of the collision as a result of an injury sustained in the crash.
- (2) AN INJURY. Any person(s) injured as a result of the crash who immediately receives medical treatment away from the collision scene.
- (3) A TOW-AWAY. Any motor vehicle (truck or truck combination, bus, car, etc.) disabled as a result of the crash and transported away from the scene by a tow truck or other vehicle.

NOTE: The severity criterion applies to any vehicle or person involved in the collision.

e. Complete the Qualifying Information section of the 555D by entering the appropriate information based on the collision event.

- (1) This Form is Being Completed Because this Vehicle is: Mark the box that best describes the Qualifying Vehicle.
- (2) Total Involved Vehicles in the Crash. Enter the total number of vehicles involved in the collision. This number represents all vehicle types, not only those that fit within the qualifying vehicle criteria. For example, a tractor towing a semi-trailer would be counted as one vehicle and a passenger vehicle as second vehicle.
- (3) Number of Persons Sustaining Fatal Injuries. Enter the total number of persons who died as a result of an injury sustained in the collision.
- (4) Number of Injured Persons Transported for Immediate Medical Treatment. Enter the total number of persons transported from the scene due to injuries sustained as a result of the collision.
- (5) Number of Vehicles Towed from Scene due to Disabling Damage. Enter the total number of vehicles towed from the scene due to damage occurring as a result of the collision.
  - (a) Disabling Damage is described in the Code of Federal Regulations as damage which precludes departure of a motor vehicle from the scene of the accident, in its usual manner, in daylight, after simple repairs.

(b) Disabling damage includes damage to motor vehicles that could be driven, but would be further damaged in doing so. Disabling damage excludes damage to tires, headlamps or taillights.

(6) At the Time of the Crash, this Vehicle was: Mark the appropriate box based on the status and location of the qualifying vehicle.

(a) Operating on a Trafficway open to the public (In-Transport) – Mark this box if the vehicle was in-motion in the trafficway (highway) or stopped within the travel lane (roadway) at the time it became involved in the collision.

(b) Parked on or off the Trafficway – Mark this box if the vehicle was stopped other than in a travel lane (parked) at the time it became involved in the collision.

f. Commercial Driver License (CDL). A driver's license "class" or "endorsement" is a designation assigned by the issuing state or jurisdiction indicating the class or type of motor vehicle the individual is approved to operate. A CDL classification system is structured to permit drivers to operate vehicles of a specific class and all lower classes (i.e., "Class A" also qualifies a driver to operate "Class B" and "Class C" type vehicles). Drivers in all states have been required to have a CDL in order to drive a specific class or type of "commercial motor vehicle" since 1992.

(1) Commercial Driver License (CDL): Indicate whether or not the driver of the qualifying vehicle possessed a commercial driver's license by marking either the "Yes" or "No" box.

(2) CDL License Class: Mark the appropriate box.

(a) A - Combination vehicles with a GCWR of 26,001 or more pounds provided the GVWR of the vehicle(s) being towed is in excess of 10,000 pounds.

(b) B - Any single vehicle with a GVWR of 26,001 or more pounds, or any such vehicle towing a vehicle not in excess of 10,000 pounds GVWR.

(c) C - Any single vehicle or combination of vehicles that does not meet the definition of Class A or Class B, but is either designed to transport 16 or more passengers, including the driver, or is placarded for hazardous materials.



(d) D - Standard Operator's or Driver's License for the operation of automobiles and light trucks for states that separate these vehicles from Class C. Under the California license classification system this would be equivalent to a basic "Class C" driver's license.

NOTE: The CDL weight limits and seating capacities are greater than those used in the guidelines for reporting a vehicle on this form. It is important to recognize that vehicles that do not qualify for the CDL Classes A, B, and C as outlined above still may qualify under the reporting criteria for inclusion on the CHP 555D.

#### 4. VEHICLE INFORMATION.

a. Vehicle Configuration. This element provides information about the general size and design of the motor vehicle. Indicate the description of the qualifying vehicle involved in the collision by entering the appropriate code in the space provided. Examples of vehicle configurations are located in Annex A of this chapter and on the back of the CHP 555D.

b. Cargo Body Type. The cargo body type selected should best represent the purpose for which the vehicle was designed and built. Indicate the description of the qualifying vehicle's primary cargo carrying capability by entering the correct code in the space provided. Examples of cargo body types are located in Annex B of this chapter and on the back of the CHP 555D.

c. GVWR/GCWR. Enter the appropriate code in the space provided. Enter the GCWR when the qualifying vehicle is a truck combination.

(1) Gross Vehicle Weight Rating (GVWR) is the maximum allowable total vehicle weight (including the vehicle, driver, passengers, fuel, cargo, etc.) designated by the manufacturer.

(2) Gross Combination Weight Rating (GCWR) is maximum allowable vehicle weight for a combination of vehicles. GCWR is the sum of all GVWRs in a combination-unit motor vehicle and should be used when recording the GCWR of the qualifying combination vehicles

(3) Weight ratings (GVWR and GCWR) are ratings only and not the actual weight of the vehicle and/or cargo.

(4) The GVWR may be found on the certification label located on the driver's door or door frame, in the cab behind the seat, or on the driver's visor. The label for trailers should be affixed to a location on the forward half of the left side.

(5) Indicate.

(a) 1 - 10,000 lbs. or Less

(b) 2 - 10,001 – 26,000 lbs.

(c) 3 - Greater than 26,000 lbs.

d. Bus Use. Indicate the specific category of passenger transport in which the qualifying vehicle was engaged by entering the correct code in the space provided.

(1) 0 – Not a Bus. Any vehicle with less than nine seats, including the driver.

(2) 1 – School (Public or Private). Any public or private school or district, or contracted carrier operating on behalf of the entity, providing transportation for pupils at or below the 12th-grade.

(3) 2 – Transit. Any entity providing passenger transportation to the general public over fixed, scheduled routes, in which a fee is charged, within primarily urban geographical areas (e.g., City/Metro Bus or Trolley on tires).

(4) 3 – Intercity. Any company providing long-distance passenger transportation, in which a fee is charged, between cities over fixed routes and with regular schedules (e.g., Greyhound, Trailways).

(5) 4 – Charter. Any company providing transportation on a for-hire basis, usually round-trip service for a tour group or outing. This includes limousine service with nine or more seats.

(6) 5 – Other. All bus operations not included in the previous categories. This includes private companies providing transportation services for their own employees and others (hotel shuttles, etc.), non-governmental organizations such as churches and non-profit groups, and non-educational units of government (e.g., Department of Corrections).

e. Hazardous Material (HM or Haz-Mat) Involvement.

(1) This section is used to indicate whether or not the reported vehicle was carrying a hazardous material, whether the hazardous material was spilled, and to record the class or type of the hazardous material by the four digit United Nations (UN)/North American (NA) number or name.

(2) Most vehicles carrying hazardous materials are required by law to conspicuously display a placard indicating the class, type, or specific name of the hazardous material cargo. In addition, vehicles transporting hazardous materials in tank cars, cargo tanks, or portable tanks are required to display the UN/NA hazardous material number on placards or orange panels.

(3) Did the vehicle have a Haz-Mat Placard? Indicate “Yes” or “No,” by marking the appropriate box. If “No”, proceed to “Was Haz-Mat released from THIS vehicle’s cargo?” subsection (5).

(4) If Yes, include the following information from the placard:

(a) Line space to identify the HM 4-Digit # or name from diamond or box: From the middle of the diamond placard, record either the four-digit number or the hazard class in the space provided on the form. If the four-digit number is not displayed, the placard should display one of the following classes:

- 1 Explosives
- 2 Gases
- 3 Flammable Liquid
- 4 Flammable Solid
- 5 Oxidizer
- 6 Poison
- 7 Radioactive
- 8 Corrosive
- 9 Dangerous

(b) Line space to identify the HM Class # from bottom of diamond: If a one-digit number also appears at the bottom tip of the diamond, enter it in the space provided on the form. When multiple placards are displayed on the vehicle, record the information from only one placard, using the order listed above as a guide.

(5) Was Haz-Mat released from THIS vehicle's cargo? Indicate "Yes" or "No" by marking the appropriate box. Indicate "Yes" if any amount of placarded material was released from the cargo tank or compartment of the truck. Fuel spilled from the vehicle fuel tank should not be considered, even though it is a hazardous material.

5. MOTOR CARRIER INFORMATION. This section is used to report information pertaining to the commercial carrier that caused and directed the movement of cargo or passengers.

a. A motor carrier is the business entity, individual, partnership, corporation, or religious organization responsible for the transportation of the goods, property, or people. The goal is to record the carrier's name, the carrier's address, and the carrier identification (ID) number (e.g., U.S. Department of Transportation (USDOT) number or California Carrier ID (CA) number issued by the CHP).

b. The shipping papers are the most reliable means of identifying the carrier name and address. However, under other than usual circumstances, the shipping papers may not be available. In this case, the officer must rely on other sources such as the name printed on the side of the vehicle or by interviewing the driver.

(1) The investigating officer should verify the correct company name of the carrier with the shipping papers. The carrier is the party responsible for the vehicle's movement, and may be different than the name on the side of the truck due to contractual arrangements.

(2) On single-unit trucks, there should be one carrier name only on the vehicle. However, with multi-unit trucks, there may be one name on the tractor and others on the semi-trailer or trailers. The investigating officer should interview the driver to obtain the correct carrier information. If the driver is unavailable, the carrier information may be carried or displayed in the vehicle (e.g., the driver's side door).

(3) In the case of a bus, the driver must carry a trip manifest or charter order. The name of the motor carrier should be located on these documents.

(4) If these sources fail to identify the name of the carrier, other sources should be checked such as the driver's log book or trailer registration.

c. Check one of the following categories.

(1) Interstate Carrier. Mark this box if the carrier has authority to operate across state lines. Interstate operators are required to have a USDOT number assigned by the Federal Motor Carrier Safety Administration (FMCSA).

(2) Intrastate Carrier. Mark this box if the carrier operates entirely within the state and does not have the authority to engage in interstate commerce. Intrastate operators are not required to have a USDOT number. Operators of “commercial motor vehicles” that qualify under California Vehicle Code Section 34601, must apply for and display a CA Number when engaged in intrastate commerce.

(3) Not In Commerce – Government. Mark this box if the qualifying vehicle was any government-owned vehicle whether it was operated by the local, state, or federal government. In most circumstances, the government-owned vehicle will not have a USDOT number. If this category is selected, record the name of the government entity responsible for the safe movement of the vehicle in "Carrier Name" and all other information available as normal.

(4) Not In Commerce – Other Trucks (Over 10,000 lbs. GVWR/GCWR). Mark this box if the qualifying vehicle was a personal rental vehicle (e.g., U-Haul, Ryder, and Penske) that qualified by size (over 10,000 lbs. GVWR/GCWR) and was being operated by a private individual. In this situation the rental company is not the carrier and should not be recorded. The word "Individual" should be recorded as the “Carrier Name” and the other fields should be left blank. If the investigating officer determines that a rental vehicle is being operated for commercial purposes, then it is appropriate to record the renting business entity as the responsible carrier.

d. Record the following information.

(1) Carrier Name: Provide the complete carrier name. Providing the complete name is critical to accurately match this collision to a valid carrier listed in the Motor Carrier Management Information System.

NOTE: Record the complete carrier name or “doing business as” (listed as “DBA” on the registration) name of the entity responsible for the trip on which the collision occurs. Do not put partial names or abbreviations.

(2) Carrier Street Address (P.O. Box only if no street address): Record the complete address of the responsible carrier.

(3) City/State/Zip: Record the city, state and zip code of the responsible carrier.

(4) Phone Number: Record the phone number of the responsible carrier.

(5) Carrier ID Number(s): Record the USDOT number for the responsible carrier (entity recorded in the "Carrier Name" field) as it appears on the side of the vehicle (power unit) or with the operator's paperwork. If no USDOT number is available, record the "MC/MX" number as the alternative. If available, also record the State CA number for this vehicle. Not all commercial motor vehicles will have USDOT numbers.

NOTE: The Carrier ID numbers are not interchangeable. For instance, the USDOT number must be placed in the space provided specifically for the USDOT number and not in the space provided for the CA number. Placing the incorrect number in the space provided will cause misidentification or no identification of the responsible party.

6. SEQUENCE OF EVENTS. In the boxes provided, enter the corresponding code(s) that best describe(s) the sequence of events, involving the qualifying vehicle, in the order in which they occurred. Enter up to four event codes. For collisions involving more than four events, omit the event(s) least relevant to describing the collision. The event codes are defined in Annex C.

## ANNEX A

### VEHICLE CONFIGURATION DEFINITIONS

The following descriptions and associated codes correspond with the Vehicle Configuration codes listed on the face of the CHP 555D.

**Vehicles with Hazardous Materials Placards Only:** Codes (1) and (2) are vehicle configurations less than 10,000 lbs., that are required to be recorded on the CHP 555D and entered into SAFETYNET if they are placarded for hazardous materials.

**1 – Passenger Cars (only if the vehicle has Hazardous Materials Placard)**

**2 – Light Trucks (only if the vehicle has Hazardous Materials Placard)**

**Bus:** To meet FMCSA collision reporting requirements, any vehicle designed to transport nine or more persons, including the driver, is recorded as a “Bus.” Buses are recorded identically in both Vehicle Configuration and Cargo Body Type. Buses fit into one of two categories based on the number of actual seats in the vehicle.

**3 – Bus (seats for 9-15 people, including driver)**

**4 – Bus (seats for 16 or more people, including driver)**

**Single-Unit Truck:** Single-unit trucks are vehicle configurations designed to transport property, where the cargo carrying capability of the vehicle is integral to the body of the vehicle (i.e., it does not carry cargo in an attached trailer). Single-unit trucks are grouped based on the number of tires and axles present (whether in an up or down position).

**5 – Single-Unit Truck (2 axles, 6 tires)**

**6 – Single-Unit Truck (3 or more axles)**

**Truck-trailer:** A truck-trailer is a vehicle configuration consisting of any single-unit truck with an attached trailer for hauling cargo. When a truck-trailer has two different cargo body types between the truck and its attached trailer, select the cargo body type for the power unit (truck) in the combination. If the truck has no applicable primary cargo body type (e.g., a pickup), use the trailer's cargo body type.

NOTE: Truck/trailers can include light trucks (less than 10,000 lbs. GVWR) pulling trailers that increase the GCWR (Gross Combination Weight Rating) to over 10,000 lbs.

**7 – Truck/Trailer(s) (Single – Unit Truck with Trailer(s))**

## ANNEX A

### VEHICLE CONFIGURATION DEFINITIONS (continued)

**Truck tractors and Semi-trailers:** A truck tractor is a vehicle configuration consisting of a power-unit designed to draw/pull a semi-trailer. Thus, the truck tractor itself has no cargo carrying capability without an attached semi-trailer. A semi-trailer is constructed so that some part of the weight rests upon the power unit. A truck tractor towing other vehicles is considered a "tractor" vehicle configuration. This vehicle configuration is recorded on the CHP 555D based upon the presence and number of attached trailer(s) as follows:

**8 – Truck/Tractor (without trailer, bobtail, or saddlemount)**

**9 – Tractor/Semi-Trailer (one trailer)**

**10 – Tractor/Doubles (two trailers)**

**11 – Tractor/Triples (three trailers)**

Use code (99) when the vehicle configuration qualifies by having a GVWR/GCWR of greater than 10,000 lbs., but does not fit into any of the previous configuration categories. Typically this would apply to vehicles such as farm equipment or heavy machinery.

**99 – Other Trucks > than 10,000 lbs. (not listed above)**



## ANNEX B

### CARGO BODY TYPE DEFINITIONS

The following descriptions and associated codes correspond with the Cargo Body Type codes listed on the face of the CHP 555D.

**0 – Not Applicable/No Cargo Body:** Use code (0) when the qualifying vehicle is a light truck or passenger vehicle that qualifies because it is placarded for hazardous materials and for a vehicle with no cargo hauling capability, such as a fire truck or truck tractor without a semi-trailer.

Buses are recorded identically in both Vehicle Configuration and Cargo Body Type. Buses fit into one of two categories based upon the actual number of seats in the vehicle.

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

**2 – Bus (seats for 16 or more people, including driver)**

**3 – Van/Enclosed Box:** A van or enclosed box cargo body type is an enclosed body integral to the frame of the motor vehicle or trailer. It applies to both enclosed trailers and cargo vans. This is the most common cargo body type for trucks. This should not be used for auto transporters or “open hopper” cargo bodies utilizing a protective cover.

**4 – Cargo Tank:** A cargo tank body type designed to transport dry bulk (e.g., fly or ash), liquid bulk (e.g., gasoline or milk), or gas bulk (e.g., propane).

**5 – Flatbed:** A flatbed cargo body type is without sides or a roof, with or without readily removable stakes which may be tied together with chains, slats or panels. This would include "stake body" trucks.

**6 – Dump:** A dump cargo body type tilts to discharge its load by gravity. "Belly dump" trailers that discharge the load through a gate in the bottom without tilting are given the body type "grain, chips or gravel".

**7 – Concrete Mixer:** A concrete mixer cargo body type is specifically designed to transport and mix concrete.

**8 – Auto Transporter:** An auto transporter cargo body type is specifically designed to transport multiple, fully assembled automobiles. Auto transporters are typically configured as truck-trailers. Single-unit flatbed tow-trucks hauling cars do not qualify as auto transporters.

## ANNEX B

### CARGO BODY TYPE DEFINITIONS (continued)

**9 – Garbage/Refuse:** A garbage cargo body type is specifically designed to collect and transport garbage or refuse and recyclables. It includes conventional, rear-loading and "roll-off" style garbage trucks.

**10 – Grain, Chips, Gravel:** This cargo body type applies to vehicles hauling these or similar bulk commodities. They may be referred to as "open hoppers" or "belly dumps".

**11 – Pole:** A pole cargo body type consists of a trailer designed to be attached to a towing vehicle by a "reach" or "pole", or by being boomed and secured to the towing vehicle. These are ordinarily used to carry property of a long or irregular shape, such as telephone poles. The "pole" extends or retracts to accommodate varying lengths of cargo.

**12 – Vehicle Towing Another Motor Vehicle:** Applies to vehicles that have no cargo carrying capability but are in the act of towing another motor vehicle. These are often called "drive-away" or "tow-away" and will be applicable to tow trucks and specially designed truck tractors.

**13 – Intermodal Chassis:** An intermodal chassis cargo body type is a trailer specifically designed to have a rail or ship container mounted directly on the chassis. This should not be confused with van/enclosed box cargo body type. Intermodal containers may be mounted on a flatbed trailer, in which case "Flatbed" is the cargo body type.

**14 – Logging:** A logging cargo body type is equipped with a fixed middle beam and side support posts specifically designed for carrying logs. If the trailer can "telescope" to carry different log lengths, then it should be considered a "Pole" as the cargo type.

**98 – Other Cargo Body (not listed above):** This applies to a cargo body type that does not fit into any of the previous codes.

## ANNEX C

### NON-COLLISION AND COLLISION INVOLVING/WITH DEFINITIONS

#### Non-Collision Definitions:

Use the following code that corresponds to the collision event:

- 1 Ran-off-road:** The driver lost control of the vehicle and left the roadway.
- 2 Jackknife:** The driver lost control of an articulated vehicle (a vehicle with one or more trailing units connected by a hitch) and the trailer yaws from its normal straight-line path behind the power unit.
- 3 Overturn (Rollover):** The vehicle rotated 90 degrees or more, side-to-side or end-to-end. An “overturn” or “rollover” should be treated as a single event even when a vehicle performs multiple rotations in a collision.
- 4 Downhill Runaway:** The driver lost control due to brake failure on a downhill grade.
- 5 Cargo Loss or Shift:** The loss or shift of items carried on or in the motor vehicle or its trailing unit, and not to the vehicle or trailing unit, itself. As an event in the sequence for this vehicle, the loss or shift does not have to be harmful. For example, the tractor trailer rounds a sharp curve causing the cargo in the trailer to shift and consequently the vehicle overturns.
- 6 Explosion or Fire:** An explosion or fire occurred as the cause, or result of the collision.
- 7 Separation of Units:** A trailing unit separated from the power unit or other trailing unit(s).
- 8 Cross Median/Centerline:** The vehicle crossed the median of a divided highway, or the centerline of a two-way undivided highway, and entered the shoulder or travel lanes on the opposite side of the highway.
- 9 Equipment Failure (Tires, Brakes, Steering, etc.):** Examples include, but are not limited to, defective tires, wheels, wheel rims, brakes, steering, suspension, power train, lighting systems, trailer hitch, air bags, and wipers.

## ANNEX C

## **NON-COLLISION AND COLLISION INVOLVING/WITH DEFINITIONS (continued)**

**10 Other Non-Collision:** This category includes events such as: the vehicle became airborne (i.e., driving off a cliff); an occupant is injured within a vehicle, for example, the load passes through rear window or gas inhalation (carbon monoxide); an occupant fell from the vehicle; or an object was thrown or fell striking the vehicle.

### **Collision Involving/With Definitions:**

Use the corresponding code when the collision event involved the qualifying vehicle and one of the entities described below:

**12 Pedestrian:** A person traveling on their feet, standing, or sitting. This code also includes persons on "Personal Conveyances." A personal conveyance is a device, other than a transport device, used by a pedestrian for personal mobility assistance or recreation. These devices can be motorized or human powered, but not propelled by pedaling. Examples of a personal conveyance include: skateboard riders, people in wheelchairs, people on roller skates, motorized scooters, etc.

**13 Motor Vehicle In-Transport:** A motor vehicle in motion, or stopped in the roadway (In-Transport). This code includes: a motor vehicle in motion on a highway, a driverless motor vehicle in motion, motionless motor vehicle in the roadway, whether occupied or not. 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.

**14 Parked Motor Vehicle:** A motor vehicle not in-transport. Parked motor vehicles include: a vehicle parked in a designated parking space, stopped off the roadway (i.e., stopped on the shoulder, median, or roadside) and those parked in the roadway in lanes not designated for travel at the time of the collision.

**15 Train:** A series of rail vehicles that move along guides to transport freight or passengers from one place to another. This code includes: a cable car or trolley which is on rails. Cable cars and trolleys not on rails are considered motor vehicles in-transport.

**16 Pedalcycle:** A non-motorized vehicle propelled by pedaling. This code includes persons riding non-motorized bicycles, tricycles, and unicycles. This code also includes passengers on those devices.

## **ANNEX C**

## **NON-COLLISION AND COLLISION INVOLVING/WITH DEFINITIONS (continued)**

### **Collision Involving/With Definitions (continued):**

**17 Animal:** A live animal(s) (domestic or wild) that are not themselves being used as transportation or to draw a wagon, cart or other transport device. Use code 20 “Other Movable Object” for dead animals in the roadway.

**18 Fixed Object:** A permanent or semi-permanent structure such as a boulder, impact attenuator, bridge, concrete traffic barrier, embankment, culvert, standing tree, etc.

**19 Work Zone Maintenance Equipment:** A construction, maintenance, or utility vehicle in the process of working and not “in-transport”, for example, the vehicle was using its articulated aerial work platform (e.g., a “bucket truck”) and working on telephone lines.

**20 Other Movable Object:** A temporary or “not-fixed” object. This code includes: a ridden animal or animals drawing a device, construction barrels or cones, temporary highway signs, an animal carcass or fallen tree in the roadway.

**98 Other (Describe):** An event involving and item not described by any of the previous codes. Provide a brief description of the event.

**CHAPTER 9**

**INSTRUCTIONS FOR COMPLETING THE  
CHP 555-03, TRAFFIC COLLISION REPORT – PROPERTY DAMAGE ONLY**

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# CHAPTER 9

REVISED JULY 2003

## INSTRUCTIONS FOR COMPLETING THE CHP 555-03, TRAFFIC COLLISION REPORT - PROPERTY DAMAGE ONLY

1. **SCOPE.** This chapter provides instructions for completing the CHP 555-03, Traffic Collision Report - Property Damage Only. This form is used to document traffic collision location and driver information when an officer was not present at the scene. The CHP 555-03 is to be completed by the involved party, however, law enforcement personnel may provide assistance.

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**TRAFFIC COLLISION REPORT - Property Damage Only**  
CHP 555-03 (Rev. 7-03) OPI 061

Original to Officer; copy(ies) to involved party(ies)

SPECIAL CONDITIONS		HIT & RUN	QTY	JUDICIAL DISTRICT	NUMBER
COUNTY		REPORTING DISTRICT		BEAT	REPORTING OFFICER
COLLISION OCCURRED ON		MO.	DAY	YEAR	TIME (2400)
<input type="checkbox"/> AT INTERSECTION WITH <input type="checkbox"/> Or Feet/Miles Of		DAY OF WEEK		TO/WAY AWAY	STATE HIGHWAY RELATED
PARTY 1 DRIVERS LICENSE NUMBER NAME (FIRST, MIDDLE, LAST) STREET ADDRESS (City) (State) (Zip Code) SEX RACE BIRTHDATE INSURANCE CARRIER POLICY NUMBER DIR. TRAVEL ON STREET OR HIGHWAY SPEED LIMIT VEH. YEAR MAKE / MODEL / COLOR LICENSE NUMBER STATE VEH. TYPE		SHADE DAMAGED AREA		(ALLIED AGENCY USE ONLY) Report taken <input type="checkbox"/> Yes <input type="checkbox"/> No Exchange of information <input type="checkbox"/> Yes <input type="checkbox"/> No	
PARTY 2 DRIVERS LICENSE NUMBER NAME (FIRST, MIDDLE, LAST) STREET ADDRESS (City) (State) (Zip Code) SEX RACE BIRTHDATE INSURANCE CARRIER POLICY NUMBER DIR. TRAVEL ON STREET OR HIGHWAY SPEED LIMIT VEH. YEAR MAKE / MODEL / COLOR LICENSE NUMBER STATE VEH. TYPE		SHADE DAMAGED AREA		INDICATE NORTH	
WIT. <input type="checkbox"/>	AGE	SEX	NAME	ADDRESS	PHONE NUMBER
<input type="checkbox"/>	AGE	SEX	NAME	ADDRESS	PHONE NUMBER
PROP. NAME	ADDRESS				DAMAGED PROPERTY

PRIMARY COLLISION FACTOR LIST NUMBER (#) OF PARTY AT FAULT	TRAFFIC CONTROL DEVICES	SPECIAL INFORMATION		MOVEMENT PRECEDING COLLISION
		1	2	
# A VC SECTION VIOLATED:	A CONTROLS FUNCTIONING	A HAZARDOUS MATERIAL	A STOPPED	
# B OTHER IMPROPER DRIVING*	B CONTROLS NOT FUNCTIONING	B CELL PHONE HANDHELD IN USE	B PROCEEDING STRAIGHT	
# C OTHER THAN DRIVER*	C CONTROLS OBSCURED	C CELL PHONE HANDSFREE IN USE	C RAN OFF ROAD	
D UNKNOWN*	D NO CONTROLS PRESENT/FACTOR*	D CELL PHONE NOT IN USE	D MAKING RIGHT TURN	
E WEATHER (MARK 1 TO 2 ITEMS)	E OTHER*	E	E MAKING LEFT TURN	
A CLEAR	A HEAD-ON	F	F MAKING U-TURN	
B CLOUDY	B SIDESWIPE	G	G BACKING	
C RAINING	C REAR END	H	H SLOWING / STOPPING	
D SNOWING	D BROADSIDE	I	I PASSING OTHER VEHICLE	
E FOG/VISIBILITY	E HIT OBJECT	J	J CHANGING LANES	
F OTHER*	F OVERTURNED	K	K PARKING MANUEVER	
G WIND	G VEHICLE / PEDESTRIAN	L	L ENTERING TRAFFIC	
A DAYLIGHT	H OTHER*	M	M OTHER UNSAFE TURNING	
B DUSK - DAWN	I MOTOR VEHICLE INVOLVED WITH	N	N XING INTO OPPOSING LANE	
C DARK - STREET LIGHTS	A NON-COLLISION	O	O PARKED	
D DARK - NO STREET LIGHTS	B PEDESTRIAN	P	P MERGING	
E DARK - STREET LIGHTS NOT FUNCTIONING*	C OTHER MOTOR VEHICLE	Q	Q TRAVELING WRONG WAY	
A DRY	D MOTOR VEHICLE ON OTHER HIGHWAY	R	R OTHER*	
B WET	E PARKED MOTOR VEHICLE	OTHER ASSOCIATED FACTOR(S) (MARK 1 TO 2 ITEMS)		
C SNOWY - Icy	F TRAIN	A VC SECTION VIOLATION:		
D SLIPPERY/MUDDY OILY, ETC.	G BICYCLE	B VC SECTION VIOLATION:		
A HOLES, DEEP RUTS*	H ANIMAL	SOBRIETY - DRUG / PHYSICAL (MARK 1 TO 2 ITEMS)		
B LOOSE MATERIAL ON ROADWAY*	I FIXED OBJECT:	A HAD NOT BEEN DRIVING		
C OBSTRUCTION ON ROADWAY*	J OTHER OBJECT:	B HRD - UNDER INFLUENCE		
D CONSTRUCTION - REPAIR ZONE	A NO PEDESTRIAN INVOLVED	C HRD - NO UNDER INFLUENCE*		
E REDUCED ROADWAY WIDTH	B CROSSING IN CROSSWALK AT INTERSECTION	D HRD - IMPAIRMENT UNKNOWN*		
F FLOODED*	C CROSSING IN CROSSWALK - NOT AT INTERSECTION	E UNDER DRUG INFLUENCE*		
G OTHER*	D CONSTRUCTION - REPAIR ZONE	F IMPAIRMENT - PHYSICAL*		
H UNUSUAL CONDITIONS	E REDUCED ROADWAY WIDTH	G IMPAIRMENT NOT KNOWN		
	F FLOODED*	H NOT APPLICABLE		
	G OTHER*	I SLEEPY / FATIGUED		
	H UNUSUAL CONDITIONS	J UNINVOLVED VEHICLE		
		K OTHER*		
		L NONE APPARENT		
		M RUNAWAY VEHICLE		

Destroy previous editions.

## 2. USE OF THE CHP 555-03.

a. The California Highway Patrol (CHP) should use the CHP 555-03 only when an involved party comes into the CHP office to fill out a report and the collision involves:

- (1) One or two parties,
- (2) No injuries or fatalities, and
- (3) No anticipated prosecution, or
- (4) Non-injury hit-and-run collisions where prosecution is not anticipated or no follow-up information is available.

b. The Area commander may establish local policy allowing use of the CHP 555-03 for solo vehicle, non-injury collisions, during extreme weather conditions, when Area resources have been redirected to provide the greatest level of service.

c. Collisions which do not meet the above criteria shall be documented using the CHP 555, Traffic Collision Report.

NOTE: **CHP ONLY** The CHP shall use the CHP 555-03 to document all counter reports.

## 3. DESCRIPTION OF THE CHP 555-03.

a. The CHP 555-03 is a multi-page form printed on pressure-sensitive paper.

b. The first page is two-sided and becomes the agency's copy. The first page contains location, party, witness, and registered owner information; sketch, narrative and miscellaneous boxes; and collision analysis data. The reverse side may be used to record additional narrative information.

c. The lower portion of the third and fourth pages (pressure sensitive copies of page 1) provide instructions for compliance with Vehicle Code (VC) Section 20002 and reporting of financial responsibility to the Department of Motor Vehicles. These pages should be given to the reporting parties.

NOTE: **CHP ONLY** On the involved party copy of the CHP 555-03, the Area office address should be stamped in the space to the left or right of the heading "Important - Read Carefully".



4. COMPLETING THE CHP 555-03.

a. Instructions. Refer to Chapter 3, Instructions for Completing the CHP 555, Page 1, Traffic Collision Report, and Chapter 4, Instructions for Completing the CHP 555, Page 2, Traffic Collision Coding, for information on completing items on the form. The following items are also included on the CHP 555-03 form:

(1) Witness/Registered Owner. Mark an "X" in the appropriate box to indicate either a "Witness" or "Registered Owner" (R/O).

(a) When the "Witness" box is marked, leave the "Party Number" box blank.

(b) When the "R/O" box is marked, leave "Age" and "Sex" boxes blank. Enter the applicable "Party Number" with the R/O information. If the "Party" and "R/O" are the same, enter "same."

(2) Local agencies should check the appropriate box, located at the top of the sketch box, that indicates a report taken or exchange of information only. If a report is taken, a narrative should be completed and the report sent to the Statewide Integrated Traffic Records System (SWITRS). If used for exchange of information purposes only, do not send to SWITRS.

b. Narrative. The collision narrative should follow the report narrative format and be documented on the back of page 1. No determination of fault shall be established in the narrative. (Refer to VC Section 20015.)

5. TRANSMITTAL PROCEDURES. If allied agencies use the CHP 555-03 to document property damage only traffic collisions, the original, with the collision analysis, should be retained by the investigating or receiving agency. A photocopy should be sent to the CHP, Information Management Division, Support Services Section, Production Controls Unit. (For distribution and address information, Refer to Chapter 10, Form Requirements and Procedures.)

6. COUNTER REPORTS. Refer to Chapter 2, Definitions and Classifications of Collisions. When utilizing the CHP 555-03 as a counter report, mark an "X" in the "Unknown" element of the Primary Collision Factor box. No determination of fault shall be established in a counter report. (Refer to VC Section 20015.) Do not send Counter Reports to SWITRS.

**CHAPTER 10**  
**FORM REQUIREMENTS AND PROCEDURES**

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## CHAPTER 10

### FORM REQUIREMENTS AND PROCEDURES

#### 1. APPROVED TRAFFIC COLLISION REPORT FORMS.

a. California Highway Patrol (CHP) Forms. Only the CHP 555 (Traffic Collision Report), CHP 555D (Truck/Bus Collision Supplemental Report), CHP 556 (Narrative/Supplemental), CHP 555-03 (Traffic Collision Report - Property Damage Only), or an approved modification of these forms will be processed by the Statewide Integrated Traffic Records System (SWITRS).

b. Approved Modified Forms. Agencies must submit proposed modified versions of traffic collision reports for approval before using to:

California Highway Patrol  
Enforcement Services Division  
Field Services Section  
Accident Investigation Unit  
444 North Third Street, Suite 310  
Sacramento, CA 95814

#### 2. USE OF TRAFFIC COLLISION REPORT FORMS.

a. CHP 555, Traffic Collision Report. The CHP 555 is used to document all the basic data elements required for a collision INVESTIGATION/REPORT.

b. CHP 555D, Truck/Bus Collision Supplemental Report. The CHP 555D is used to document additional information required when specified types of vehicles are involved in a traffic collision.

c. CHP 556, Narrative/Supplemental. The CHP 556 is a dual purpose form. It is used to:

(1) Document the narrative portion of the collision investigation. Bond or computer paper may be substituted for the CHP 556 if the heading information is included at the top of the page.

(2) Document the supplemental changes or additions to an INVESTIGATION/REPORT previously submitted, including a Preliminary Report.

d. CHP 555-03, Traffic Collision Report - Property Damage Only. The CHP 555-03 may be used when the collision involves one or two parties, no injuries or fatalities, and there is no anticipated prosecution. The CHP shall only use the CHP 555-03 to document Counter Reports.

3. OTHER RELATED FORMS.

a. CHP 418/CHP 418A, Collision Report Information (CHP ONLY). The CHP 418 is used by officers to notify all parties of interest, at the collision scene, of the availability of the Traffic Collision Report. The CHP 418A has been printed in seven languages to provide the greatest degree of service to all California motorists.

(1) Officers shall complete side 1 of the CHP 418, or CHP 418A as applicable, with the following information.

- (a) Date of the collision.
- (b) Time of the collision.
- (c) National Crime Information Number (NCIC) for the Area.
- (d) Officer identification number (ID).
- (e) The Area office address and telephone number.
- (f) Tow company address, if the vehicle was stored.

(2) A CHP 418, or CHP 418A as applicable, shall be made available to each party of interest at the collision scene.

(a) If a victim is removed from the scene before the officer can provide the form, and the investigation requires the officer to visit the hospital, the CHP 418 or CHP 418A shall be left with the victim's personal effects.

(b) The officer is not required to go to the hospital solely to provide a CHP 418 or CHP 418A to a victim.

(3) When the CHP 418 or CHP 418A is distributed, the officer should advise the individual of the general contents of the form and provisions for purchasing the collision report by mail and the financial responsibility requirements of VC Section 16000, if applicable.

b. CHP 422, Vehicle Check/Parking Warning/Highway Damage Report. An officer should prepare and attach a CHP 422 if state property was damaged. A

CHP 422 may also be prepared to identify private property damage. (Refer to Chapter 4, Instructions For Completing The CHP 555, Page 2, Traffic Collision Coding, Page 4-2, Property Damage.)

- (1) Document the location exactly as recorded on the CHP 555 by entering the date, time, National Crime Information Center (NCIC) number, and ID of the officer investigating the collision.
- (2) Document and describe the property damage.
  - (a) Document in the property damage section of page 2 of the CHP 555 that a CHP 422 was attached.
  - (b) Mark the "Yes" box in the "Notified" space in the "Property Damage" section of CHP 555 if a CHP 422 was completed and attached to damaged property.
- (3) A CHP 422 need not be prepared when:
  - (a) Attaching the CHP 422 to damaged property jeopardizes the safety of the officer or the public.
  - (b) The Department of Transportation (Caltrans) representative responding to the collision is provided with the necessary information by the officer at the scene.

#### 4. RETENTION OF TRAFFIC COLLISION REPORTS.

a. CHP Retention. CHP commanders shall maintain a file of all original traffic collision reports prepared in their jurisdictions for 48 months rotating, unless sealed by court order or the report is a felony hit and run involving a fatality. This storage may be in an electronic format and not necessarily within the Area office, (e.g., on a main server located at Division or Headquarters).

- (1) Areas shall retain all unsolved felony hit-and-run fatality investigations in the Area file indefinitely.
- (2) Areas may establish procedures locally for purging files. (Refer to Highway Patrol Manual 11.1, Administrative Procedures Manual, Chapter 11, Records Management.)
- (3) Reports prepared by a Multidisciplinary Accident Investigation Team (MAIT) have a 10-year retention period, unless other arrangements have been made by the appropriate Division commander.

b. Local Retention. Local agencies should establish a retention schedule suited to their needs.

c. State Highway Related. At times, Caltrans may be named in a civil suit resulting from vehicle collisions investigated by the CHP or local agencies. In these cases, the Caltrans Legal Division may request the investigating agency to send them the original report, negatives, and photographs upon expiration of the retention period. Special procedures should be instituted to flag records of interest to Caltrans to ensure they are not routinely purged.

d. Duplicate Copies. Requests for duplicate copies of traffic collision reports, either missing from the local files or beyond the local retention schedule, should be directed to CHP Headquarters, Information Management Division, Support Services Section, Production Controls Unit.

(1) Headquarters copies are retained for the following periods, after which they become the property of the Department of Motor Vehicles (DMV):

(a) Fatal collisions - current year plus one.

(b) All others - six months.

(2) The DMV retains the reports for the following periods, after which they become the property of Caltrans:

(a) Fatal collisions - five years from the month of the collision.

(b) All others - 18 months from the month of the collision.

(c) Caltrans destroys non-state highway related reports and retains all state highway related reports for ten years from the month of the collision. Requests for duplicate reports falling within this category should be made directly to Caltrans Legal Division.

## 5. DISTRIBUTION OF TRAFFIC COLLISION REPORTS.

a. Send one copy of each collision report to:

California Highway Patrol  
Information Management Division  
Support Services Section  
Production Controls Unit  
P. O. Box 942898  
Sacramento, CA 94298-0001

- b. A second copy shall be sent to Support Services Section when:
- (1) The collision is state highway related. (Refer to Chapter 3, Instructions for Completing the CHP 555, Page 1, Traffic Collision Report, page 3-14, State Highway Related, and Annex 3-H-1, State Highway Related Criteria, Intersection of State Route and City Street or County Road.) or,
  - (2) The “Special Conditions” box is coded hazardous material. (Refer to Chapter 2, Definitions and Classifications of Collisions, Page 2-5, Hazardous Material.)
- c. An additional copy of the collision report shall be sent to the:
- (1) Coroner when the collision involves a fatality.
  - (2) District attorney when needed for prosecution purposes.
  - (3) Local city/county traffic engineer or public works agency when requested. Send counter reports to these agencies only when public property is damaged. Ensure “Counter Report” is entered in the “Special Conditions” box.
  - (4) Local Caltrans District Director when damage to Caltrans property is noted. Send counter reports to Caltrans only when state property is damaged. Ensure “Counter Report” is entered in the “Special Conditions” box.
- NOTE: **CHP ONLY** Appropriate Division Motor Carrier Safety Unit when mechanical failure of a vehicle subject to motor carrier safety regulations caused or contributed to the collision. Mechanical failure includes, but is not limited to, wheels (all types), tires, steering components, frame members, fifth wheels, trailer hitches or drawbars, and brakes and/or brake systems.
- (5) California Service Authority for Freeway Emergencies (CALSAFE) when a call box is damaged. (Refer to Annex 10-A-1, California Safe Locations, Call Box Maintenance Agencies.)
- d. When a courtesy Traffic Collision Report is prepared for another CHP Area or law enforcement agency, send the original to the appropriate CHP Area or law enforcement agency. Place a copy in the documenting CHP Area or law enforcement agency file. Do not send a copy of the report to Support Services Section. (Refer to Chapter 2, Definitions and Classifications of Collisions, page 2-3, Courtesy Report.)
- e. Counter reports, citizen reports, and non-fatal private property reports shall not be sent to CHP Support Services Section, Production Controls Unit.



f. Division/Area commands shall send copies of reports to Support Services Section, Production Controls Unit, when the collision:

(1) Occurs on beat 901, (Refer to Chapter 3, Instructions for Completing the CHP 555, Page 1, Traffic Collision Report, Page 3-7, Beat.)

(2) Occurs on beats 860-898, such as inspection facilities, (Refer to Chapter 3, Beat.)

(3) Occurs on beat 903, such as rest areas, vista points, public property, and state parks, (Refer to Chapter 3, Beat.)

(4) Occurs on beats 906 and 907, or (Refer to Chapter 3, Beat.)

(5) Meets the special reporting requirements with investigations involving National Transportation Safety Board (NTSB), Division of Occupational Safety and Health (DOSH), or Notification to Victims of Violent Crimes. (Specific information is located in Annex 10-B-1, Federal Collision Investigation, Annex 10-C-1, Special Reporting to the Division of Occupational Health and Safety, and Annex 5-B-1, Notification to Victims of Violent Crimes.)

g. When there are indications a traffic collision has been staged, forward a copy of the report to:

California Department of Insurance  
Fraud Division - Intake  
P. O. Box 27732  
Sacramento, CA 95827-7320

NOTE: The Department of Insurance will process the cases and forward them to their closest regional office for investigation. To contact the Department of Insurance, call (916) 854-5760.

NOTE: **CHP ONLY** When MAIT completes a full investigation, the report that is submitted to Information Management Division, Support Services Section, Production Controls Unit, shall begin with the face page of the CHP 555. Do not send the title page, list of investigators, or table of contents.

6. DISTRIBUTION OF THE SUPPLEMENTAL REPORT.

a. Send one copy of every Supplemental Report to the CHP, Information Management Division, Support Services Section, Production Controls Unit.

- b. Send an additional copy to each involved party and agency that received a copy of the original report, such as the coroner, district attorney, traffic engineer, etc. **(Revised 8-05.)**
- c. It is imperative the Supplemental Report and the original report have the identical Date, Time, NCIC Number, and Officer ID. (See Chapter 7, Instructions for Completing the CHP 556, Narrative/Supplemental, Page 7-2, Date of Original Incident , Time, NCIC Number, Officer ID Number.)
- d. A Supplemental Report shall not be forwarded to change the status of a complaint (e.g., arrest after collision, dismissal, conviction, etc.). These are judicial matters and handled through the court system.
- e. When previously submitted copies of the original report (CHP 555, Page 1) are attached to the Supplemental Report, the word "COPY" should be marked in red on the face page of the original report when it is sent to Support Services Section, Production Controls Unit. This prevents duplicate reports from being processed and assists in making the necessary corrections/amendments to driver license records.

## 7. TRAFFIC COLLISION INVESTIGATION/REPORT CORRECTIONS.

### a. Altering.

(1) Any officer or employee altering, amending, or falsifying a Traffic Collision Investigation/Report may be subject to criminal proceedings initiated under Government Code Section 6200.

(2) The term "altering" shall not be construed to include minor changes made in order to correct mistakes in spelling, date, time, or other similar errors. (People v. Pearson, 111 Cal. App. 2d 9.)

### b. Correcting. Original Traffic Collision Investigation/Reports shall not be corrected except as provided below:

(1) Corrections shall be made by the officer submitting the Traffic Collision Investigation/Report.

(2) When the officer is unavailable, a supervisor or a member designated by the commander may make corrections. Changes may be made by drawing a line through the incorrect word(s) or figure(s). Enter the correct information directly over the information lined out, followed by the initials of the individual making the correction and the date.

c. Amending. In no event shall changes be made to a Traffic Collision Investigation/Report after it has been processed, filed, and copies forwarded as required. Necessary changes shall be made on a Supplemental Report.

8. DRIVER LICENSE CORRECTIONS/AMENDMENTS. Every California law enforcement agency, including the CHP, having the responsibility for investigating traffic collisions shall correct/amend the driver license record, of an individual concerned, when an error has occurred. It is the responsibility of the investigating agency to check the original report and if there is an error, fill out a supplemental report. Procedures are outlined in Annex 10-D-1, Driver License Corrections/Amendments.

9. TRANSMITTAL SCHEDULE. Copies of Traffic Collision Reports shall be forwarded to the CHP, Information Management Division, Support Services Section, Production Controls Unit, according to the following schedule:

- a. Within ten working days from the date of the collision.
- b. Collision reports that cannot be completed due to unusual circumstances may be retained at the local level for a maximum of 15 days.
- c. A preliminary INVESTIGATION shall be submitted when the Traffic Collision Report cannot be completed within the 15-day limit.

(1) A preliminary INVESTIGATION shall include at a minimum:

- (a) Number of parties,
- (b) Names,
- (c) Injuries,
- (d) A summary of the sequence of events that lead to the collision, and
- (e) A scene description.

NOTE: This is especially important when a fatal injury has occurred. The "Special Conditions" box shall be marked "Preliminary."

(2) "Preliminary" shall not be entered in the "Special Conditions" box when the only unresolved information is the status of the charges to be filed.

(3) Commanders shall make every effort to keep the number of preliminary INVESTIGATIONS to a minimum.

10. TRANSMITTAL PROCEDURE.

a. Original Report Reproduction. To ensure legible photocopies of collision investigations and reports can be produced, reporting officers shall use a pen (black ink) or Number 2 (or softer) pencil. The use of computer applications such as the California Automated Reporting System (CARS) to complete a collision report is highly recommended. To obtain CARS software and/or training, contact the California Highway Patrol, Information Management Division, Network Management Section at (916) 657-9090 or email CARSHELP@CHP.CA.GOV.

b. Copying Reports.

(1) Staple all copied pages of each report in the upper left-hand corner.

(2) If two copies of one report are required, staple the copies together in the center of the top margin.

c. Batching.

(1) Batch the collision reports in the following groups:

(a) Traffic Collision Investigations and Reports with "Yes" marked in the "State Highway Related" box.

(b) Supplemental Reports to traffic collisions.

(c) All other traffic collision investigations or reports.

(2) Each batch shall contain no more than 100 reports.

d. CHP 500, Document Transmittal. Each CHP Area shall prepare a CHP 500, Document Transmittal, containing the appropriate routing information.

e. Routing of Batched Documents. Batches of Traffic Collision Investigations, Reports, or Supplemental Reports shall be sent to:

California Highway Patrol  
Support Services Section  
Production Controls Unit  
P. O. Box 942898  
Sacramento, CA 94298-0001

NOTE: Mailing labels may also be requested at the address above.

11. ORDERING FORMS AND MANUALS.

a. Forms. CHP Areas and allied law enforcement agencies shall order Traffic Collision Report forms from:

California Highway Patrol  
Supply Services Unit  
3350 Reed Avenue  
West Sacramento, CA 95605  
(916) 376-3350  
FAX Orders (916) 376-3583

(1) When ordering, use the following codes:

CHP 00-500-00		Pads of 50
CHP 00-555-00	Pages 1 & 2	Box of 45 pads (50/pad)
CHP 00-555-01	Pages 3 & 4	Box of 30 pads (50/pad)
CHP 00-555-03		Box of 38 pads (25/pad)
CHP 00-556-00		Box of 40 pads (50/pad)

(2) Base the request on what will realistically be used during a six-month period.

(3) When ordering the CHP 555, specify the pages required.

b. Manuals. The CHP and local agencies may order HPM 110.5, Collision Investigation Manual, and Highway Patrol Guide (HPG) 40.60, SWITRS Users' Guide, from:

California Highway Patrol  
Publications Unit  
P. O. Box 942898  
Sacramento, CA 94298-0001  
(916) 375-2101

**CALIFORNIA SAFE LOCATIONS  
CALL BOX MAINTENANCE AGENCIES**

<b>AGENCY</b>	<b>ADDRESS</b>	<b>PHONE</b>	<b>FAX</b>
Capital Valley SAFE	3000 "S" Street, Ste. 300 Sacramento, CA 95816	(916)457-2264	(916)457-3299
Del Norte SAFE	207 Price Mall, Ste. 300 Crescent City, CA 95531	(707)465-3878	(707)465-6008
Glenn County SAFE	P. O. Box 1070, Willows, CA 95988-2298	(530)934-6530	(530)934-6533
Humboldt County SAFE	235 4th Street, Ste. F Eureka, CA 95501	(707)444-8208	(707)444-8319
Imperial County SAFE	155 South 11th Street El Centro, CA 92243	(760)339-4462	(760)352-1272
Kern Motorist Aid Authority	1401 19th Street, Ste. 300 Bakerfield, CA 93301	(805)861-2191	(805)324-8215
Lake/Mendocino County SAFE	367 North State Street, Ste. 206 Ukiah, CA 95482	(707)463-1806	(707)463-2212
Los Angeles County SAFE	One Gateway Plaza Los Angeles, CA 90012	(213)922-4407 (213)922-2951 (213)922-2952	(213)922-2955
MTC SAFE	101 Eighth Street Oakland, CA 94607-4700	(510)464-7825 (510)464-7850	(510)464-7848
Monterey County SAFE	312 East Alisal Street Salinas, CA 93901	(831)755-5078	(831)755-4957
Orange County SAFE	P. O. Box 14184 Orange, CA 92863-1584	(714)560-5659	(714)560-5793
Placer CTC	550 High Street, #107 Auburn, CA 95603	(530)823-4030	(530)823-4036
Riverside County SAFE	3560 University Avenue, Ste. 100 Riverside, CA 92501	(909)787-7141	(909)787-7920
San Bernardino SAFE	472 N. Arrowhead Avenue San Bernardino, CA 92401-1421	(909)884-8276	(909)885-4407
San Diego SAFE (T-Cubed)	9475 Chesapeake Drive, Ste. D San Diego, CA 92123	(619)279-1299	(619)279-8424
San Luis Obispo COG	1150 Osos Street, Ste. 202 San Luis Obispo, CA 93401	(805)781-5712	(805)781-5703
San Benito County SAFE	3216 Southside Road Hollister, CA 95023	(831)636-4170	(831)636-4160
Santa Barbara SAFE	222 East Anapamu Street, Ste. 11 Santa Barbara, CA 93101	(805)568-2546	(805)568-2947

Santa Cruz County SAFE	1523 Pacific Avenue Santa Cruz, CA 95060	(831)460-3212	(831)460-3215
Ventura County SAFE	950 County Square Drive, #207 Ventura, CA 93003	(805)642-1591 ext. 105	(805)642-4860

## **FEDERAL COLLISION INVESTIGATION (California Highway Patrol ONLY)**

The California Highway Patrol (CHP) will assist the National Transportation Safety Board (NTSB) and those agencies contracting with the above in the investigation of collisions that fall within the scope of departmental responsibility. The investigating Area shall follow the protocol described in Highway Patrol Manual (HPM) 110.1, Multidisciplinary Accident Investigation Team (MAIT) Operations Manual. If believed necessary by the MAIT representative, NTSB will be contacted.

The NTSB has federal authority to conduct investigations of motor vehicle collisions as they deem appropriate, to determine probable cause, and make recommendations for safety improvements to prevent collisions of a similar nature from occurring. Additionally, NTSB conducts safety studies and investigations on matters pertaining to transportation. The Department has the responsibility and authority to conduct traffic collision investigations to determine the cause, collect information for prosecution, and to identify factors affecting traffic safety in California.

Following are the two areas where the Department and the NTSB may conduct parallel investigations:

- Major Collisions of Significant Severity or Involving Significant Transportation Safety Issues. In this type of collision, the NTSB will send an investigation team similar to the MAIT team directly to the collision site. MAIT will normally be involved in the investigation of collisions of interest to the NTSB.
- Safety Studies on Transportation Problems. The NTSB will request notification of specific types of collisions related to a particular traffic safety problem. Normally, the request will originate from the NTSB Los Angeles field office. The request may involve active investigation at the collision site, access to investigation reports after completion of the CHP investigation, or both.

The NTSB will advise the Department Headquarters of their intent to respond to a major collision or to initiate a safety study. The appropriate field command will be notified, through channels, of the NTSB response. If investigators from the NTSB arrive at a collision site or attempt to initiate a safety study without first making the proper notifications, the Area commander shall immediately notify the appropriate field Division. The field Division will then notify Enforcement Services Division.

Federal agencies involved in traffic safety are parties of interest as defined in General Order (GO) 110.2, Release of Accident Information. The release of collision information will be in conformance with HPM 11.1, Administrative Procedures Manual, Chapter 4, Miscellaneous Sales - Transmittal of Collections, and GO 110.2. No charge will be made for collision reports requested by these federal agencies or their contracting agencies.



**SPECIAL REPORTING TO THE  
DIVISION OF OCCUPATIONAL SAFETY AND HEALTH  
(California Highway Patrol ONLY)**

California Labor Code Section 6409.2 requires that when this Department responds to a collision other than a collision on a public street or highway involving serious injury, illness, or death of an employee of any employer in connection with his/her employment, the nearest office of the Division of Occupational Safety and Health shall be notified immediately by telephone.

A serious injury or illness would be one requiring hospitalization, other than for observation, for a period in excess of 24 hours, or loss of body member, or any serious degree of permanent disfigurement. This determination will have to be made at the collision scene by the responding officer. Area commanders shall ensure that procedures are in effect to make the required telephone notification.

The purpose of immediate notification is to permit investigators from the Division of Occupational Safety and Health to respond to the collision scene. Notification shall include the time, location, and type of collision, the name of the employer, if known, and the name(s) of the victim(s).

It is not required that the collision scene be preserved until the arrival of personnel from the Division of Occupational Safety and Health. Personnel shall cooperate to the maximum extent possible without unnecessarily delaying documentation of the collision.

Injury or death caused by the commission of a Penal Code (PC) violation, except PC Section 385, relating to operating equipment near high voltage conductors, is not required to be reported to the Division of Occupational Safety and Health.

The Division of Occupational Safety and Health is a party of interest as defined in General Order 110.2, Release of Accident Information, for collisions of the type described in this Annex.

## DRIVER LICENSE CORRECTIONS/AMENDMENTS

1. SCOPE. This annex will provide instructions for correcting/amending an individual's driver license record.
  
2. RESPONSIBILITIES. Every California law enforcement agency, including the California Highway Patrol (CHP), having the responsibility for investigating traffic collisions shall correct/amend the driver license record, of an individual concerned, when an error has occurred. It is the responsibility of the investigating agency to check the original report and if there is an error, fill out a supplemental report.
  - a. The following is the driver license correction process:
    - (1) Determine the law enforcement agency which prepared the traffic collision report. One way to ascertain this is to run an inquiry on the person's driver license record through the California Law Enforcement Telecommunications System (CLETS). If the collision was investigated by another law enforcement agency, advise the individual to contact that agency to initiate the driver license correction process. The CHP cannot initiate the correction process for another law enforcement agency.
    - (2) If the CHP investigated the collision, refer the individual to the Area where the collision was investigated. Only the CHP Area which completed the original collision report can make a recommendation to change the report or the person's driver license record.
    - (3) Make one copy of the original traffic collision report. With a red ink pen/marker write "COPY" in the top margin of the first page of the reproduced traffic collision report.
    - (4) When necessary, prepare a supplemental report (CHP 556) to amend the original traffic collision report (refer to Chapter 7, paragraph 14, Supplemental), then send a copy of the supplemental to all involved parties. This will inform all parties involved in the collision that a change was made to the original report. If there is no change necessary to the traffic collision report, and only a data entry error on the driver license record needs to be corrected, no supplemental is required.
    - (5) Using departmental letterhead, prepare correspondence to the Department of Motor Vehicles (DMV), Mandatory Actions Unit, explaining the reason for the driver license record correction and provide the correct information.

(6) Send the CLETS printout, Report of Incorrect Driver License Record Traffic Collisions (DL 208) completed by the customer, a copy of the supplemental report, a copy of the original traffic collision report marked with red "COPY", and correspondence to the Department of Motor Vehicles at the following address:

Department of Motor Vehicles  
Mandatory Actions Unit  
P. O. Box 942890 M/S J233  
Sacramento, CA 94290-0001  
Telephone (916) 657-6525

(7) The Department of Motor Vehicles will notify the requesting party and Statewide Integrated Traffic Records System (SWITRS).

b. Most Common Errors or Questions. Following are the most common errors or questions encountered by the CHP which prompt the driver license record correction process. The text in parentheses indicates the type of documentation required to correct the error.

(1) Individual Incorrectly Listed as "Party Most at Fault". An individual complains their driver license record is incorrect. The traffic collision report lists the other party/driver at fault but fault for the collision appears on the wrong driver license record. A review of the traffic collision report substantiates the individual's claim. (Letter and copy of report only.)

(2) Not Involved in the Traffic Collision. An individual discovers a collision they were not involved in appears on their driver license record. A review of the traffic collision report and driver license record substantiates the individual's claim. (Letter and copy of report only.)

(3) Double-entry on Driver License Record. An individual complains their driver license record lists two traffic collisions for the same incident. A review of the traffic collision report and the individual's driver license record supports the conclusion that only one entry on their driver license record is appropriate. (Letter and copy of report only.)

(4) Insufficient On-duty Emergency Vehicle Information. A peace officer, or driver of an on-duty emergency vehicle, was involved in a traffic collision, but does not have "on-duty emergency vehicle" noted on their driver license record. A review of the traffic collision report reveals: (1) the proper notation "On-duty Emergency Vehicle" was listed in the "Special Conditions Box" and above the driver's name, but DMV failed to enter the data correctly (letter and copy of report only); or (2) the traffic collision report does not have the proper

notations. (Letter, copy of report, and supplemental report to all parties, DMV and SWITRS.)

(5) Incorrect Collision Report. An individual complains they were listed as the party “most at fault” in the collision. However, the report narrative identifies a different party as the driver “most at fault” for the collision. A review of the traffic collision report substantiates the individual’s claim (Letter, copy of report, supplemental report to all parties, DMV and SWITRS.)

*Remember, if there are any changes required to the original traffic collision report regarding driver information, fault or coding, a supplemental shall be completed. A letter, copy of the report, and supplemental shall be sent to the DMV and SWITRS.*

NOTE: A court decision that finds an involved party “Not Guilty” for the charged violation, is not sole justification for changing a traffic collision report, nor the involved party’s driver license record.

**CHAPTER 11**

**COLLISION INVESTIGATION REVIEW**

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ANNEX

A - COLLISION INVESTIGATION/REPORT NOTICE

## CHAPTER 11

### COLLISION INVESTIGATION REVIEW

1. POLICY. The purpose of this chapter is to establish review procedures and guidelines to improve the quality of collision investigations and reports and establish uniform procedures for the completion and retention of the CHP 553, Collision Investigation/Report Notice. Area commanders are encouraged to supplement these procedures, as necessary, through local Standard Operating Procedures to ensure a high quality, timely review of all collision reports.

2. RESPONSIBILITIES.

a. Field Division Commander.

(1) Shall ensure subordinate commands establish procedures which provide for a systematic review of collision investigations and reports.

(2) Shall establish procedures which provide for Multidisciplinary Accident Investigation Team (MAIT) review of investigations using traffic accident reconstruction methodologies beyond the abilities of the Area Accident Investigation (AI) Review Officer.

b. Area Commander.

(1) Shall establish local guidelines to ensure the proper review of collision investigations and reports, and processing of the CHP 553.

(2) Shall ensure at a minimum, all major injury and fatal traffic collisions are initially reviewed by a supervisor.

(3) Shall establish sufficient levels of review to ensure all traffic collision investigations/reports are high quality, professional products.

(4) Shall select a qualified AI Review Officer and alternate(s) and provide for necessary initial and subsequent training needs.

c. Sergeant and Officer-In-Charge.

(1) Shall ensure a CHP 553 is attached to each traffic collision investigation or report.

(2) Shall ensure at a minimum, all major injury and fatal traffic collisions are initially reviewed by a supervisor.

(3) Shall comment, as necessary/appropriate, then initial the CHP 553, when returning the report to the investigating officer.

d. Accident Investigation Review Officers. Shall use a CHP 553 for all traffic collision investigations/reports returned for correction.

(1) AI Review Officers shall ensure traffic collision reports meet the requirements of HPM 110.5, Collision Investigation Manual (CIM).

(2) Procedures shall be established to ensure traffic collision reports are reviewed and processed in a timely manner.

e. Officers.

(1) Shall attach a CHP 553 to all new traffic collision investigations/reports prior to the end of shift, when submitted for review.

(2) Shall initial and date the CHP 553 once corrections are completed, then return it according to Area standard operating procedures.

### 3. CHP 553, COLLISION INVESTIGATION/REPORT NOTICE.

a. Completion. A CHP 553, shall be completed and attached to all collision investigation/reports.

b. Retention. The CHP 553 shall be retained for the period corresponding with an officer's annual performance appraisal. After completion of the annual performance appraisal, the CHP 553 shall be returned to the officer or destroyed except that if an officer is placed on interim reporting in accordance with HPM 10.10, Performance Appraisal Manual, for a cause related to Critical Task #5, Written Communication/Investigations, the CHP 553 forms shall be retained as part of the interim reporting documentation.

### 4. GENERAL INSTRUCTIONS. The following information shall be completed on the CHP 553:

a. Report #. The Area report number, assigned by the AI Review Officer, shall be listed in the upper right hand corner.

b. Date of Collision. This date shall correspond with information on the CHP 555, Page 1, Traffic Collision Report.

- c. Time of Collision. This time shall correspond with information on the CHP 555, Page 1.
- d. Date Submitted. Enter the date the investigation/report is submitted for review.
- e. Investigating Officer. List the last name of the investigating officer.
- f. ID #. The identification number of investigating officer.
- g. Shift. List the shift the investigating officer is assigned (“A”, Days, 0545, etc.).
- h. RDOs. The investigating officer shall list their upcoming regular days off. This will enable the reviewer to ensure timely review and completion of the investigation or report.
- i. Check the Appropriate Box(es):
  - (1) Fatal. Check this box if the collision involved a fatality.
  - (2) On-Duty Emergency Vehicle. Check this box if the collision involved an on-duty emergency vehicle. (Refer to Chapter 2, Definitions and Classifications of Collisions, Page 2-13, On-Duty Emergency Vehicle Collision.)
  - (3) School Bus. Check this box if the collision involved a school bus. (Refer to Chapter 2, Definitions and Classifications of Collisions, Page 2-14, School Bus Collision.)
  - (4) Hit & Run. Check this box if the collision involved a hit and run, and follow-up is required.
  - (5) 11-80/81. Check this box if there were any injuries.
  - (6) 11-82. Check this box if the collision involved property damage only.
  - (7) DUI (Driving Under the Influence). Check this box if the primary collision factor was DUI.
  - (8) MAIT/TARS Review. All mathematical calculations or any use of reconstruction methodologies shall be reviewed by the appropriate Multidisciplinary Accident Investigation Team (MAIT) or Traffic Accident Reconstruction Specialist (TARS). This box should be checked when the investigating officer is serving an apprenticeship in, or completed, the Traffic Accident Reconstruction Specialist Certification (TARSC) program. Refer to HPM 110.1, MAIT Operations Manual, Chapter 10.



j. Status/Action Required.

(1) Complete. Check this box when the collision has been completed and is ready for review.

(2) Incomplete. Check this box when the collision is incomplete and being submitted for issuance of an Area report number.

(3) Please See AI Officer. The AI Review Officer may check this box to ensure contact with the investigating officer for direction on completing the investigation/report.

(4) Please Make Corrections (Refer to "Comments" section below). Check this box to indicate the investigating officer needs to make the recommended changes listed in the comments section of the form.

k. AI Initials. The AI officer shall initial the CHP 553 each time the investigation/report is returned for corrections.

l. Date Returned. Enter the date the AI Review Officer or Supervisor returns the investigation/report to the investigating officer for correction.

m. Sergeant's Initials. The sergeant or OIC shall initial the CHP 553 when the investigation/report is returned to the investigating officer for correction.

n. Date Corrected. The investigating officer shall enter the date when she/he returns the correction notice after making the recommended changes and/or corrections.

o. Officer's Initials. The investigating officer shall initial after reading the comments section and the changes and/or corrections have been completed.

p. Comments. Supervisors and/or the AI Review Officer shall use this space to indicate corrections and/or changes to the investigation/report. Once the investigation/report has been completed, additional corrective comments shall not be entered without the officer being provided an opportunity to review and initial the form.

q. Continued on Page 2. If additional space is required, check this box and continue comments on the reverse side of the form. If additional space is needed, use a separate page.

5. SUPERVISOR'S USE ONLY SECTION.

- a. This section is used by a supervisor or manager to provide positive feedback on the quality of the investigation/report. The Area commander may use this section as a final level of review.
- b. Excellent Report. This box shall be checked when the supervisor or manager determines the investigation/report has exceeded expectations. The specific reason(s) for this rating shall be listed (e.g., diagram, narrative, error free, well written.).

6. ACCIDENT INVESTIGATION REVIEW OFFICER SELECTION CRITERIA.

- a. The Area commander is responsible for the development and selection of the AI Review Officer and alternate(s). Minimum qualifications have been established to ensure the individual has gained the experience necessary to provide a sufficient level of review of a variety of collision scenarios.
- b. Area commanders shall ensure the AI Review Officer meets the following minimum criteria:
  - (1) Two years of field patrol with exposure to accident investigation.
  - (2) Completion of Intermediate Accident Investigation (IAI) Training. Area Commanders shall ensure that officers selected for this position attend the next available Advanced Accident Investigation (AAI) Training class.
  - (3) Completion of Accident Investigation Review Officer Course within one year of assuming the AI Review Officer position.
  - (4) Rating of "Meets" or "Exceeds" in Critical Task #5, Written Communication/Investigations, on the most recent CHP 118, Performance Appraisal.
  - (5) No rating of "Substandard" in any critical task.
  - (6) Other desirable qualities:
    - (a) Excellent interpersonal skills.
    - (b) Self motivated.
    - (c) Ability to tactfully critique written work.



**CHAPTER 12**  
**TRAFFIC CONGESTION RELIEF**  
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## CHAPTER 12

### TRAFFIC CONGESTION RELIEF

1. INTRODUCTION. Traffic collisions are a major cause of congestion. Timely response and proper scene management is essential to the Department's congestion relief efforts. The responding/investigating officer should, as rapidly as possible, remove physical obstructions and visual impediments to restore traffic flow to normal and minimize the potential for secondary collisions.
  
2. TRAFFIC CONGESTION RELIEF. Collisions vary by the severity of injury, number of vehicles involved, and need to collect evidence, all of which will affect scene management and traffic congestion:
  - a. When possible, after checking for injuries, the investigation should be completed off the freeway and out of view of freeway traffic. The rapid removal of people, vehicles, and equipment can greatly minimize traffic delay due to visual impediments created by traffic collisions.
  
  - b. When people and vehicles cannot be moved due to injuries, the officer should request assistance as necessary to ensure adequate traffic control. At the same time, only those officers necessary to actively direct traffic and assist in the investigation should remain at the scene. Other means of minimizing a negative impact on traffic flow should be considered:
    - (1) SIG Alerts should be initiated and canceled as necessary.
  
    - (2) Officers at the scene should be aware of responding emergency vehicles and have an area designated for them so as not to hinder traffic flow or interfere with the collection of evidence.
  
    - (3) Shoulders and center dividers should be considered for use in redirecting traffic and relieve congestion when it is possible to do so without endangering persons or property.
  
    - (4) Traffic escorts for both sides of the freeway should be implemented as deemed necessary. This procedure should be used when there is a possibility it will reduce accidents and congestion by gradually slowing traffic as vehicles approach the scene.
  
    - (5) Officers should engage in active traffic control activities in order to maximize the steady pace of traffic past the scene.

c. In the event of a fatality, the investigating officer shall immediately notify the coroner and advise him/her of the situation. With the consent of the coroner, the fatal victim(s) may be removed from the roadway to a location determined by the coroner. (Refer to Annex 1-A-1, Criteria For Requesting Multidisciplinary Accident Investigation Team (MAIT) Assistance.)

d. When circumstances warrant MAIT involvement, the investigating officer should consider the following:

(1) Rarely should roadways remain closed for extended periods of time for the sole purpose of waiting for the arrival of MAIT personnel. Commanders shall ensure that after the investigating officer complies with the initial steps of preserving physical evidence, the roadway is opened as soon as it is safe to do so.

(2) In order to preserve all physical evidence, the Area's investigating officer should mark locations and take measurements to show the locations of all involved vehicles, skidmarks, debris, and any other significant elements. In addition, photographs should be taken to indicate the pre-crash, at-crash, and post-crash movement of involved vehicles. Emphasis should be placed on showing all vehicle(s) and occupant(s) points of rest, all physical evidence, and all areas of impact.

e. In order of priority, traffic lanes should be cleared of damaged vehicles, debris, and hazardous materials as quickly as possible under supervision of the investigating officer. Except in the most serious cases, restoration of the traffic flow should be prioritized to allow minimum discomfort, reduce time loss, and ensure the safety of the motoring public.

(1) State and commercial tow trucks at the scene should be used for clearing traffic lanes. Do not leave a lane blocked merely because the summoned tow truck has not yet arrived. Use whatever reasonable means are available to clear the traffic lanes.

(a) Use patrol vehicle push bumpers or other available means to remove vehicles from the roadway whenever practical.

(b) The officer should use Freeway Service Patrol tow trucks or passing tow trucks whenever possible while waiting for the rotation tow. (Refer to HPM 100.47, Freeway Service Patrol Manual.)

(2) Vehicles over embankments need not be removed during peak traffic hours, provided they are not otherwise creating a problem.

(3) Vehicles entangled in the center divider fence should be removed as soon as possible. Caltrans approval and assistance shall be requested when it is practical and necessary to cut cables, rails, or other highway barriers to clear an entangled vehicle.

(4) Once the roadway is cleared, all vehicles and people involved, including the officer(s), should leave the scene. Only when all evidence of the collision is removed from the scene will traffic flow be restored.

**CHAPTER 13**

**GUIDELINES FOR THE INVESTIGATION AND DOCUMENTATION  
OF UNCOMMON OCCURRENCES**

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## CHAPTER 13

### GUIDELINES FOR THE INVESTIGATION AND DOCUMENTATION OF UNCOMMON OCCURRENCES

1. **SCOPE.** This chapter provides additional instruction in completing investigations that are unusual in nature or require supplementary documentation per statute. All appropriate information should be recorded as instructed in previous chapters.
  - a. The following paragraphs assist in the documentation of a variety of collisions. The instances described are merely a sampling of the possible scenarios. Each case should be considered based on its own set of facts. A thorough investigation must be conducted taking into account the pre, at, and post collision events to arrive at the appropriate conclusion.
  - b. In addition to supplemental documentation, each of these situations may require specific notifications and additional policies and procedures must be followed. General Order 100.80, Notification and Report of Emergencies and Unusual Occurrences, and Highway Patrol Guide 50.3, Emergency Incident Guide, should be reviewed, as well as, publications specific to the incident.
  
2. **SCHOOL BUS COLLISION.** The following paragraphs provide specific instruction for completing a school bus collision, as well as, instructions for completing the CHP 555E, School Bus Collision Supplemental Report. The CHP 555E shall be completed for each qualifying school bus involved in a school bus collision. A CHP 555D, Truck/Bus Collision Supplemental Report, may also be required. (Refer to Chapter 8, Instructions for Completing the CHP 555D.)
  - a. The criteria required to qualify a collision as a school bus collision are outlined in Chapter 2, Definitions and Classifications of Collisions. A school bus collision includes but is not limited to the following scenarios:
    - (1) A motor vehicle collision that results in personal injury or property damage anywhere in California involving a school bus, youth bus, School Pupil Activity Bus (SPAB), or general public paratransit vehicle.
    - (2) A collision between a vehicle and a pupil and/or school bus driver crossing a street or highway when the school bus flashing red signal (cross-over) lamps are required to be operating.
    - (3) A pupil passenger is injured as a result of acceleration, deceleration, or other movement of the bus.

(4) A school bus transporting pupils in a public parking lot as defined in California Vehicle Code (CVC) Section 21113.

(5) The following are not considered a school bus collision by definition:

(a) Pupil injuries incurred while boarding or alighting from a stopped school bus, SPAB, or youth bus.

(b) Charter-party carriers identified in CVC Section 545(k) certified and licensed by the Public Utilities Commission (PUC), transporting pupils to and/or from a school-related activity (i.e., limousine services enroute to/from a prom night). The driver, however, must have in his/her immediate possession a valid California Special Drivers or SPAB Certificate, and a parental authorization form for each pupil.

NOTE: A school bus collision shall be documented as an INVESTIGATION.

b. Traffic Collision Report. Complete the CHP 555, Traffic Collision Report, pages one through three as outlined in the previous chapters. Additionally, note the following:

(1) Page 1.

(a) Record the school bus category, type, and number of passengers in the "Special Conditions" box as outlined in Chapter 3, Instructions for Completing the CHP 555, Page 1.

(b) Vehicle Type. Indicate the vehicle type code specific to the involved vehicle. The vehicle type code should correspond to the school bus category and type listed in the "Special Conditions" box. The vehicle type codes are listed in Chapter 3.

(c) Record the Carrier Identification (ID) Number (CA Number).

(2) Page 2. Mark the "School Bus Related" box under the appropriate party number column, in the "Special Information" field.

(3) Page 3. List all injured persons (the driver and all pupils) aboard the school bus or persons injured while the pupil or driver was approaching or leaving the school bus and the school bus flashing red signal lamps were in operation.

c. School Bus Collision Supplemental Report. If more than one qualifying school bus is involved in the collision, a CHP 555E shall be completed for each school bus. The completed form(s) will be inserted just prior to the CHP 555D(s). If the investigation/report does not require a CHP 555D, the CHP 555E(s) will be the last page(s) of the investigation/report. (Refer to Annex A, Sample CHP 555E.)

(1) Party Number. The party number should correspond to the party number assigned to the school bus/driver on the CHP 555, Page 1.

(2) Date, Time, National Crime Information Center (NCIC), Officer ID, Number. Enter the collision date (Month, Day, Year), time (2400), NCIC number, Officer ID number, and local report number as completed on the CHP 555, Page 1.

(3) Driver Information.

(a) California Special Driver Certificate. Indicate "Yes" or "No," whether or not the driver has a DL-45, California Special Driver Certificate, by marking the appropriate box. If yes, record the certificate number, expiration date, and the certifying CHP Area number in the following boxes.

NOTE: The expiration date should correspond with the driver license expiration date issued by the Department of Motor Vehicles.

(b) Type. Indicate the type(s) of vehicle(s) the driver is authorized to operate by marking the appropriate box(es). The vehicle(s) the driver is not certified to operate should be crossed out on the driver's DL-45.

(c) Restrictions. Mark the box(es) indicating all the restrictions shown, by code, on the front of the DL-45. The code definitions are on the reverse side of the DL-45.

(d) Medical Certificate. Indicate "Yes" or "No", whether or not the driver has a current DL-51A, Medical Certificate, by marking the appropriate box. If yes, record the exam and expiration dates in the following boxes. Ensure that the driver is in compliance with any restrictions listed on the reverse side of the DL-51A.

NOTE: The expiration date should be two years from the date of the examination.

(e) First Aid Certificate. Indicate "Yes" or "No", whether or not the driver has a valid first aid certificate, by marking the appropriate box. If yes, record the issued and expiration dates in the following boxes.

1 The CHP first aid examination requirement may be waived if the driver possesses a valid first aid certificate issued through an “Emergency Medical Services Authority” approved course. The waiver is indicated by a “6” restriction on the front of the driver’s DL-45.

(4) Vehicle Information.

(a) Inspection Approval Certificate. The CHP 292, Inspection Approval Certificate, should be displayed in the driver’s compartment. Record the name and ID number of the inspecting officer, the last inspection date, the CHP Area number, and the rated passenger capacity indicated on the CHP 292.

(b) Truck/Bus Collision Supplemental Report. If the collision meets the criteria requiring documentation on a CHP 555D, collect the additional information required on the form. At a minimum, will include:

1 Gross Vehicle Weight Rating, “GVWR”.

2 Motor Carrier Information. The carrier name, address and phone number.

(5) Passenger Information.

(a) Obtain a comprehensive list of all students onboard the school bus at the time of the collision. The list should include each student’s name, date of birth, address, and phone number.

(b) A list may be provided by the school bus driver or the school administration office and attached to the report.

(c) Identify the location of each student and note the corresponding list number in the appropriate box on the diagram provided. Cross out the rows that do not apply.

(6) Prepared by. Clearly print the name and ID number of the person preparing the document.

(7) Reviewed by. Print the reviewer's name and the date reviewed in the appropriate spaces.

(8) Reviewed by (check one)/ID Number. Indicate whether the collision was reviewed by a School Bus Officer/Coordinator "SBOC" or a School Pupil Transportation Safety Coordinator "SPTSC" by marking the appropriate box. An SBOC shall review all school bus collision investigations per HPM 82.4, School Pupil and Farm Labor Transportation Safety. Clearly print the name and ID number of the reviewing officer/coordinator.

d. Collisions Involving the Student and/or Driver Only. The collision should be documented as described above with the following modifications:

(1) A collision involving a vehicle and a pupil and/or school bus driver approaching or leaving the school bus when the flashing red signal lamps are operating will be documented as follows:

(a) The pupil and/or school bus driver will be documented as a pedestrian(s) if struck, and a witness(es), if not struck.

(b) The school bus will be listed as an involved parked vehicle, even if it was not struck.

(c) The other vehicle and driver will be listed in the normal manner.

(2) A pupil injured as a result of acceleration, deceleration, or other movement of the bus will be documented as follows:

(a) The pupil will be reported as an injured passenger.

(b) The school bus driver/school bus is considered a "Party" in the collision.

3. VEHICLE vs. PEDESTRIAN COLLISION. A vehicle vs. pedestrian collision involves a motor vehicle in-transport or bicycle and a pedestrian as defined in Chapter 2. The collision investigation should be completed as outlined in previous chapters with the following as additional information specific to a vehicle vs. pedestrian collision.

a. Traffic Collision Report. The CHP 555 should be documented as follows:

(1) Page 1.

(a) Party type should be marked "Pedestrian."

1 A pedestrian may be a “Non-Contact Involved Party” if the pedestrian commits a traffic or other violation that directly or indirectly causes, or directly contributes to, another party to become involved in a collision.

(b) Do not record the party’s Driver License number on page 1. For identification purposes an ID card or driver license number may be recorded in the “Miscellaneous” box or in the narrative.

(c) Leave the “Air Bag”, “Safety Equipment”, and “Insurance Carrier” boxes blank.

(d) Enter “60” in the “Vehicle Type” box. If the collision involves a pedestrian only, no other information should be entered in that section. If the collision involves a pedestrian operating a personal conveyance (e.g., skateboard, motorized wheelchair, Segway), enter the applicable vehicle information.

(2) Page 2.

(a) “Type of Collision” field should be coded as “G” Vehicle/Pedestrian.

(b) “Motor Vehicle Involved With” field should be coded as “B” Pedestrian.

(c) Mark the box that best describes the pedestrian’s movement just prior to the collision in the “Pedestrian’s Actions” field. If there is more than one pedestrian involved, mark only the actions of the first pedestrian injured or otherwise involved.

(d) No entry is made in the “Movement Preceding Collision” field for the pedestrian.

(e) Mark the appropriate box in the pedestrian’s party column as it relates to the pedestrian’s sobriety/drug/physical impairment status.

(3) Page 3. Enter the appropriate information as described in Chapter 5, Instructions for Completing the CHP 555, Page 3, Injured/Witness/Passengers Leave the seat position, air bag/safety equipment, and ejected boxes blank.

b. Primary Collision Factor. When determining fault, the investigating officer will need to examine the totality of the circumstances. Factors to consider include, but are not limited to:

(1) Roadway environment, lighting, and weather conditions.

- (2) The reflective capabilities of the clothing worn by, or items associated with, the pedestrian.
- (3) Condition of the vehicle involved (headlight position, braking capabilities, etc.).
- (4) Timeframe of the collision (how long was the pedestrian in the roadway).
- (5) Position of pedestrian (e.g., lying on the road, kneeling, standing).
- (6) The number of vehicles (if any) that were able to see and avoid the pedestrian.
- (7) A certified collision Traffic Accident Reconstruction Specialist may be needed to examine the scene or conduct a time-position analysis.
- (8) Driver. When the motorist is found at fault, the pedestrian should not be listed as an associated factor. Penal Code (PC) Section 647(f) should not be used as a primary or associated collision factor.
  - (a) The following CVC sections apply when considering only the vehicle's involvement with the pedestrian:
    - 1 Section 21950(a) requires a driver to yield to any pedestrian crossing the roadway within any marked crosswalk or unmarked crosswalk at an intersection.
    - 2 Section 21951 applies to a driver overtaking another vehicle stopped at a crosswalk for a pedestrian.
    - 3 Section 21952 requires a driver to yield to pedestrians upon a sidewalk.
    - 4 Section 22350 is generally the most applicable Primary Collision Factor (PCF) for a vehicle vs. pedestrian collision occurring on a roadway, outside of a crosswalk.
    - 5 Although Section 21950(c) is punitive, it should not be used as a PCF violation. Additionally, Section 21954(b) is non-punitive.
- (9) Pedestrian. The circumstances of how the person came to their position in the roadway must be established. If a pedestrian negligently stepped onto a roadway into the path of a motor vehicle, was walking within the center of a traffic lane without due care, willfully ran into the path of a motor vehicle, or



willfully stood, sat, or laid in the roadway, he/she should be found at fault when evidence exists to support these violations. If evidence supports that the pedestrian was willfully or negligently within the roadway, then one of the following CVC sections may apply:

(a) Section 21950(b) requires a pedestrian to yield to any vehicle approaching so close as to constitute an immediate hazard before entering any marked crosswalk or unmarked crosswalk at an intersection.

(b) Section 21954(a) requires a pedestrian yield to any vehicle approaching so close as to constitute an immediate hazard. In 1961, Section 21954 was amended to substitute the word “upon” for the word “crossing” to eliminate confusion whether one standing in a roadway was “crossing” within the meaning of 21954(a) (*Meyers v. King*, 272 Cal.App.2d 571).

NOTE: This section would not apply to a pedestrian that walked into a traffic lane and then stopped, sat, or laid upon the roadway, and at the time was not an immediate hazard to vehicles upon the roadway.

(c) Section 21956 states that a pedestrian may walk upon a roadway if, and only if, the pedestrian walks along his or her left-hand edge of the roadway. In 1968, *Fry v. Young* (267 Cal.App.2d 340), ruled that the *“plaintiff was clearly a pedestrian, and the prohibition of Vehicle Code Section 21956 against walking upon the roadway except close to his left-hand edge necessarily barred his standing there as well. To do otherwise would be to permit standing pedestrians to create safety hazards in the same place where walking persons cannot lawfully do so.”* A person that walked onto a roadway and stood on it to talk to the driver of a parked vehicle is a violation of Section 21956.

NOTE: The courts have ruled that exceptions exist for those persons whose duties require them to work upon the roadway. Additionally, a person may walk on the right-hand side of a highway if he or she is outside the limits of the roadway and a person walking near the left-hand edge of the roadway is not required to be completely off the roadway.

(d) Other CVC Sections such as 21461.5, 21955, 21957, 21960(a), and 21966, are punitive, yet they should not be used as PCF violations.

NOTE: If the pedestrian’s negligence contributed to the collision, yet no identifiable CVC violation exists, the investigation may include a request for the District Attorney’s review, or a complaint to be filed, for applicable PC violations.

(10) As a general rule the pedestrian has the right of way in marked crosswalks, at intersections, and on the side of the road. Drivers generally have the right of way elsewhere. The following cases support this guideline:

(a) *Hine v. Carmichael*, 205 Cal.App.2d 663: "...She was crossing in the middle of the block. It was plaintiff's duty to yield the right of way to passing vehicles under the provisions of Section 21954. She had no right to assume that drivers of vehicles would slow down in order to give way to her. Plaintiff was under the positive duty under the provisions of the statute to yield the right of way to all vehicles upon the roadway."

(b) *People v. Walker*, 266 Cal.App.2d 562: "...even if the victim was not in an unmarked crosswalk, defendant had a duty to exercise due care for the pedestrian's safety, by virtue of Vehicle Code Section 21954, subdivision (b)."

(11) When it is determined the pedestrian is not at fault, and a "reasonable" driver under the same circumstances would not have been able to avoid such a collision, the PCF should be "C - OTHER THAN DRIVER" and thoroughly described in the investigation narrative.

NOTE: Case law referenced in this section was current at the time of publication. If your collision involves one of the scenarios stated above, the case should be checked for any changes in the findings.

4. VEHICLE vs. TRAIN COLLISION. A train is not a motor vehicle by definition for the purposes of collision reporting. Therefore, a train vs. vehicle collision is only reported if the collision involves a motor vehicle in-transport. Record the appropriate information on the involved vehicle in the normal manner on the CHP 555, Page 1. A train vs. pedestrian collision is not documented on a CHP 555.

NOTE: A collision involving a train that derails and subsequently becomes involved with a motor vehicle in-transport is a railway incident, not a traffic collision.

a. Responsibilities. Safe rail operations are governed, monitored, and influenced by several federal and state agencies and organizations to include the Federal Railroad Administration, National Traffic Safety Board, National Highway Traffic Safety Administration, National Committee on Uniform Traffic Laws and Ordinances, PUC, Operation Lifesaver Inc., and state and local jurisdictions.

(1) Identify the entity responsible for the erecting and maintenance of the railroad crossing device(s). The PUC and/or local authorities may be responsible.

(2) Recognize the responsibilities between the government and private sector for maintenance adjacent to the railroad right-of-way.

b. Train Crew.

(1) Conductor. The conductor is the person in charge of the crew and is responsible for the paperwork of the train. Both the engine crew (engineer/firefighter) and the train crew (brakeperson/switchperson) report to him/her. The conductor is responsible for the rules observance of all members of his/her crew.

(a) Obtain the conductor's name, address, and phone number(s). Record the conductor as a witness on the CHP 555, Page 3.

(b) Obtain additional train crew member's names from the conductor.

(2) Locomotive Engineer. The engineer is responsible for safely operating the train over the railway. He/she is second in command of the train and is responsible for handling the train.

(a) Record the engineer's information in the "Party" section of the CHP 555, Page 1. The engineer is not required to possess a motor vehicle driver license, consequently, do not enter the engineer's Driver License number. Record the engineer's operator license/permit number in the "Miscellaneous" box on the CHP 555, Page 2, or in the investigation narrative. Record the engineer party type as "Other."

(3) Brakeperson. The brakeperson (on the train) or switchperson (in the yard) couple and uncouple cars, throw switches and pass signals.

NOTE: The train crew falls under the Federal Hours of Service Act which limits the number of uninterrupted hours train service employees can work and their rest periods. Generally, a train service employee can work a maximum of 12 hours after an 8-hour off-duty period.

c. Train. Obtain the following information:

(1) Locomotive(s) company name, address, contact person, and phone numbers.

(2) Railway company employing the crew.

(3) Lead engine identification number.

(4) Train identification number.

- (5) Locomotive year, make, model, color, and number.
  - (6) Number and type (e.g., freight, passenger) of locomotive(s) and railcar(s).
  - (7) Note the location and extent of damage (if any) to the train.
  - (8) Record the vehicle type code as “95 – misc. non-motor vehicle.”
  - (9) Train inspection.
    - (a) Inspect train for damage and locate the railcar struck by the vehicle.
    - (b) Test the lights, horn, and bell (required by federal regulation).
    - (c) Check headlamps and ditch lights. Federal regulations require these lights be working on any moving train.
    - (d) Check sanders.
    - (e) The Event Recorder may provide information to include the speed of the train at the time of the collision. The information collected by the event recorder may be obtained from the Railroad Claims Department. The information is not available at the scene and may not be available on all trains.
- d. Coding. Record the appropriate information as outlined in previous chapters. Additionally, record the following:
- (1) “Type of Collision” field should be recorded as “H – Other: Train.”
  - (2) “Motor Vehicle Involved With” field should be recorded as “F – Train.”
  - (3) “Movement Preceding Collision” should be recorded as “R – Other: On fixed rails.”
- e. Scene Documentation. Include the following information:
- (1) Railroad crossing surface.
  - (2) Line of sight obstructions (e.g., billboards, vegetation).
  - (3) Type of railroad warning device(s) used at the crossing.
    - (a) Light/Gate Bell Combination.
    - (b) Light/Bell Combination.

- (c) Wig-wag type.
- (d) Flagperson.
- (e) Crossbucks only.
- (4) Advance warning signs present and distance from crossing.
- (5) Stop signs or traffic signal lights.
- (6) Department of Transportation "DOT" number affixed to the traffic control device or pole.
- (7) Railway company owning the track.
- (8) Number of railcar on the crossing.
- (9) Distance from lead engine to the Area of Impact.
- (10) Track speed limit.
- (11) Crossing inspection.
  - (a) Date last inspected.
  - (b) Name of person inspecting.
  - (c) Any defects noted.

f. Interviews. The following are questions that may be helpful to the investigation.

- (1) Train crew.
  - (a) What is your estimation of the train's speed?
  - (b) What did you see upon approach to the crossing?
  - (c) Was the grade crossing warning device(s) working properly?
  - (d) Did you see the motor vehicle approaching?
  - (e) Could you see the occupant(s) and if so, what were they doing?
  - (f) Did you see the driver take any evasive action?

(g) Where was the train located (how far from the collision) when the horn was sounded?

(h) Where was the train located (how far from the collision) did the engineer put the train into an emergency braking application?

(i) Was the bell ringing?

(j) Was the headlight on bright at the time of the collision (ditch lights)?

(k) Where on the train were you at the time of the collision?

(l) Where were you seated?

(m) Did you see any additional witnesses that may have left the scene?

(2) Driver.

(a) What were you doing prior to the collision?

(b) Where was the train when you first saw it?

(c) Where were you when you took evasive action?

(d) Did you see the train headlight and/or hear the train horn?

(e) Did you see an advance warning sign(s) on the approach to the crossing?

(f) Where were you when you observed the sign?

(g) Was the grade crossing warning device(s) working properly?

(h) Were you listening to the radio?

(i) Were there any distractions in the vehicle?

(j) Were there any distractions outside the vehicle?

(3) Witnesses.

(a) Where was the witness located in relation to the collision scene?

(b) What were they doing at the time of the collision?

(c) What did they see and hear?

- (d) Determine when, where, and how long the locomotive horn sounded.
- (e) Was the grade crossing warning device(s) working at the time of the collision?
- (f) Was the headlight on the train illuminated?
- (g) What were the motor vehicle occupants doing?
- (h) Did they hear any noises before the collision?
- (i) Have the witness(es) describe the sounds they heard and where the sounds originated.

g. Additional Information.

- (1) Determine the direction of travel for both vehicles (use compass direction).
- (2) Train origin and destination.
- (3) The driver of the motor vehicle is typically responsible at grade crossings. As a rule, the train has the right of way. (United States Supreme Court decision Pokora v. Wabash Railway Co.)

5. VEHICLE vs. AIRPLANE. The Federal Aviation Administration will conduct an investigation. It is also required that an investigation be conducted by the responsible law enforcement agency as a result of the involvement of a motor vehicle in-transport. The involved motor vehicle is coded in the usual manner. The airplane and pilot are coded as party type "Other." Enter the appropriate party and vehicle information; however, do not enter the pilot's Driver License number on the CHP 555, Page 1. The vehicle type code should be 96 - misc. motor vehicle. The CHP 555, Page 2, should be coded as usual with the following:

- a. "Type of Collision" – "H - Other: Airplane."
- b. "Motor Vehicle Involved With" – "C - Other Motor Vehicle."

6. VEHICLE vs. CONSTRUCTION, SNOW REMOVAL, TOW, or OTHER EQUIPMENT. This includes construction equipment, vehicles outfitted with snow removal equipment, tow trucks designed primarily for the purpose of towing another vehicle(s) (excludes a motor vehicle simply towing another vehicle by means of a tow bar, tow straps, or ropes), and implements of husbandry which are only incidentally operated or moved over a highway.

- a. The vehicles described above while traveling from one location to another and not actively engaged in the performance of its duties, is considered in-transport and should be documented as a collision in the usual manner.
- b. Actively engaged in the performance of its duties applies when the vehicle is no longer used primarily for the purpose of moving persons or property (to include itself) on a highway, therefore, it is no longer considered in-transport.

NOTE: A collision event or incident involving the vehicles described above while they are not in-transport and not involved with a motor vehicle in-transport, should be documented as an incident and not a traffic or non-traffic collision. To facilitate the recording of information, documentation may be made on a CHP 555; however, the document should not be sent to the Statewide Integrated Traffic Records System.

- (1) A vehicle outfitted with snow removal equipment while traveling to or from the area where snow removal is to be completed is in-transport. When the vehicle is in the actual act of removing snow (i.e., the blade is down) the vehicle is no longer in-transport.
  - (2) A tow truck while responding to, moving within, or parked at a collision scene is in-transport. When the tow truck is in the actual act of loading and securing a vehicle (e.g., the operator is lowering/raising the flat bed, pulling or lifting the vehicle with a chain or cable, securing the vehicle with straps or chains) the tow truck is no longer in-transport.
  - (3) A farm tractor while moving from one part of a farm to another or moving upon a highway from one farm to another farm is in-transport. When the tractor is actively engaged in farming operations (e.g., workers are loading produce onto a trailer attached to the tractor), the vehicle is no longer in-transport.
  - (4) A Caltrans paint striping truck while stopped in the roadway or traveling to and from its work area is in-transport. When the vehicle is in the actual act of striping the roadway, it is no longer in-transport.
- c. If actively engaged in the performance of its duties, and involved with a motor vehicle in-transport, the involved motor vehicle is coded in the usual manner. The operator and equipment will be coded as follows:

- (1) The party type is "Other."



(2) Enter the appropriate party and vehicle information for the equipment; however, do not enter the operator's Driver License number on the CHP 555, Page 1. The CHP 555, Page 2, should be coded as usual with the following exceptions:

(3) If the equipment operator is found to be at fault, mark the PCF field "B – Other Improper Driving:" and describe the improper movement.

(4) Mark the "Type of Collision" field as "E – Hit Object."

(5) Mark the "Motor Vehicle Involved With" field "I – Fixed Object" if the equipment was stationary or "J – Other Object" if the equipment was moving.

7. VEHICLE vs. OTHER OBJECTS. This section concerns traffic collisions involving a vehicle and various objects. The collision investigation should be completed as outlined in previous chapters with the following as additional information specific to a vehicle vs. object type collisions.

a. Vehicle vs. Load. A vehicle strikes an object that was originally part of a load transported by another vehicle.

(1) If the object was still moving or dropped directly in the path of another vehicle not allowing the driver to avoid the object the following applies:

(a) The object is considered part of the vehicle that dropped the object (a load); consequently, the driver and vehicle are an involved party.

(b) The "Type of Collision" field on the CHP 555, Page 2, should be coded as "H – Other: Load."

(c) The "Motor Vehicle Involved With" field on the CHP 555, Page 2, should be coded as "C – Other Motor Vehicle."

(2) If the object had come to rest and is subsequently struck by a passing vehicle, the following applies:

(a) The object is no longer considered part of the vehicle that dropped the object. The vehicle is not listed as an involved party on page 1; however, if the driver and vehicle are still on scene, the information should be listed in the narrative.

(b) The "Type of Collision" field on the CHP 555, Page 2, should be coded as "E – Hit Object."

(c) The “Motor Vehicle Involved With” field on the CHP 555, Page 2, should be coded as “J – Other Object:” with a description.

b. Vehicle vs. Debris. A collision occurs when an object is set in motion by one vehicle and struck by another. This is an unintended event which caused damage, involving a vehicle in-transport; therefore, is documented as a collision.

(1) If the event is substantiated by the party that set the object in motion (involved party), an independent witness, or physical evidence, the involved party is documented on the CHP 555, Page 1.

(a) The “Type of Collision” field on the CHP 555, Page 2, should be coded “H – Other:” with a description.

(b) The “Motor Vehicle Involved With” field on the CHP 555, Page 2, should be coded “C – Other Motor Vehicle.”

(2) If the event is not substantiated, the collision should be coded as a standard “hit object” type collision. In the “Other Associated Factor(s)” field on the CHP 555, Page 2, the “L – Uninvolved Vehicle” box should be marked in the column designated for the party striking the object. Any information pertaining to the uninvolved vehicle should be mentioned in the narrative.

c. Vehicle vs. Displaced Part/Wheel. A vehicle experiences the loss of a part (e.g., wheel, drive shaft) and the loss results in a collision.

(1) The “Type of Collision” field on the CHP 555, Page 2, should be coded “H – Other:” with a description.

(2) If nothing else is struck, the “Motor Vehicle Involved With” field on the CHP 555, Page 2, should be coded “A – Non-Collision.”

(3) If the mechanical failure was plausibly unknown or unforeseeable through normal and reasonable maintenance, then the PCF field should be coded “C – Other than Driver.” The “Other Associated Factor(s)” field will be coded “K – Defective Vehicle Equipment” and enter the applicable CVC Section.

(4) If statements and/or other evidence are obtained to show that the mechanical defect was known, or should have been known, prior to the collision, the PCF field should be coded “A – 24002(a).”

8. HAZARDOUS MATERIAL COLLISION. A collision involving a “Hazardous Material Incident,” as defined in HPM 84.2, Hazardous Material Transportation and Incident Management, must be documented as such in the traffic collision investigation/report.

A brief description of a “Hazardous Material Incident” is outlined in Chapter 2. However, when the collision involved a hazardous material, or there is a question as to whether or not the collision involved a hazardous material, HPM 84.2 and related publications should be reviewed to ensure all policies and procedures are followed, notifications have been made, and proper documentation is completed.

a. Traffic Collision Report. Complete the CHP 555 pages one through three as outlined in the previous chapters. Additionally, note the following:

(1) Page 1.

(a) Record “Hazardous Material” in the “Special Conditions” box as outlined in Chapter 3.

(b) Indicate the vehicle type code specific to the involved vehicle under the “Hazardous Waste or Hazardous Waste/Material Combination” type codes. The vehicle type codes are listed in Chapter 3.

(c) Record the Carrier ID Number.

(2) Page 2. Mark the “Hazardous Material” box under the appropriate party number column, in the “Special Information” field.

(3) Page 3. List known or suspected hazardous material exposure(s) and/or contamination(s) injuries to involved and uninvolved persons. Record the method of exposure (e.g., inhalation, skin contact).

(a) Do not include these injuries in the number injured count on Page 1 and do not complete “Extent of Injury” in this section if the injuries were sustained after the collision as a result of the hazardous material release.

(4) Narrative/Supplemental. Provide the following information in the “Hazardous Material” section of the collision narrative:

(a) The shipping or container name of the hazardous material.

(b) The carrier/shipper ID.

(c) The type of container/packaging (e.g., cylinders, metal or fiber drums).

(d) The presence or absence of placards, labels, and/or shipping papers.

(e) The name and address of the cleanup contractor, the method of cleanup, and the disposition of the waste material.

b. In nearly all cases, the collision will fall under the qualifying information outlined in Chapter 8, Instructions for Completing the CHP 555D; therefore, a CHP 555D shall be completed.

9. MEDICAL EMERGENCY CAUSED COLLISION. A collision where the driver suffers a significant medical emergency (e.g., heart attack, stroke, diabetic emergency) and consequently becomes involved in a collision is documented as a traffic collision if the vehicle is originally or becomes in-transport and a damage or injury-causing event occurs. The following are possible circumstances and the documentation required:

a. The driver of a motor vehicle in-transport suffers a fatal heart attack (verified by a doctor or the coroner) and subsequently becomes involved in a traffic collision involving property damage only.

(1) The driver died as a result of the heart attack and not the collision; therefore, the collision will be documented as a non-injury traffic collision. The PCF should be coded "other than driver" with a detailed explanation provided in the report narrative.

b. The driver of a motor vehicle in-transport suffers a non-fatal diabetic emergency (verified by a doctor or coroner) and subsequently becomes involved in a traffic collision involving a fatality (either himself/herself or another person).

(1) The collision will be documented as a fatal traffic collision. The PCF may be attributed to the driver if there is sufficient evidence to prove the driver was negligent. If not, the PCF may be coded as "other than driver." In either case, the cause must be supported in the investigation narrative.

c. The driver of a motor vehicle in-transport suffers a fatal heart attack (verified by a doctor or coroner) and the vehicle leaves the roadway. The vehicle continues through a field and comes to rest in a ditch.

(1) If there is no property or vehicle damage, the event is not documented as a collision.

d. The driver of a motor vehicle on private property suffers a stroke and subsequently becomes involved in a collision with a tree. The driver is found deceased at the scene. There are no other occupants.

(1) If the death is attributed to the stroke (verified by the coroner), the event is not documented as a collision.

(2) If the death is attributed to the collision, it will be documented as a motor vehicle non-traffic collision.

10. PASSENGER FALLS OR JUMPS FROM A VEHICLE. A collision involving the passenger of a motor vehicle in-transport who falls or jumps from the vehicle.

- a. An investigation and determination must be made of the driver's culpability in the collision. If the driver is not responsible, the PCF should be coded "C – Other than Driver."
- b. The "Type of Collision" field on the CHP 555, Page 2, should be coded "H – Other" and include a description.
- c. The "Motor Vehicle Involved With" field on the CHP 555, Page 2, should be coded "A – Non-Collision".
- d. A detailed summary of the event must be provided in the collision narrative.

11. SECTION 21658(A) CVC vs. SECTION 22107 CVC.

- a. Section 21658(a) CVC is applicable under the following conditions:
  - (1) A driver makes, or is in the process of making, an unsafe lane change and becomes involved in a collision.
  - (2) A driver makes, or is in the process of making, an unsafe lane change, causes another vehicle to take evasive action to avoid a collision, and that vehicle is subsequently involved in a collision.
  - (3) A driver begins to make a lane change, realizes it is not safe, loses control while quickly moving back into the original lane, and becomes involved in a collision.
  - (4) The "Movement Preceding Collision" section should be marked "J - Changing Lanes" in the appropriate party column.
- b. Section 22107 CVC is applicable under the following conditions:
  - (1) A driver allows their vehicle to drift left or right out of its lane and becomes involved in a collision.
  - (2) A driver fails to negotiate a curve in the roadway and becomes involved in a collision.
  - (3) A driver swerves to avoid a stationary object and becomes involved in a collision.

(4) For examples (1) and (2) the “Movement Preceding Collision” field on the CHP 555, Page 2, should be marked “M - Other Unsafe Turning” in the appropriate party column, if the collision occurs other than on a freeway. If the collision occurs on a freeway, mark “R – Other” in the appropriate party column, and write in “unsafe turn.” For example (3) the “Movement Preceding Collision” field on the CHP 555, Page 2, should be marked “B – Proceeding straight” or with the movement of the vehicle prior to the evasive maneuver. Document the party’s movement in the narrative.

## 12. STAGED COLLISION.

### a. Types of Staged Traffic Collisions.

(1) The Swoop and Squat Technique. Two suspect vehicles target one victim vehicle. The first suspect vehicle makes a safe lane change in front of the victim vehicle. The second suspect vehicle makes a quick lane change in front of the first suspect vehicle (the swoop), then aggressively applies the brakes (the squat). The first suspect vehicle is forced to stop suddenly and the unsuspecting victim collides with the rear end of the first suspect vehicle.

(2) The Sudden Stop Technique. The suspect vehicle pulls in front of the victim vehicle prior to a red traffic signal or stop sign. The suspect vehicle pulls forward into the intersection. When the victim vehicle starts moving forward, as in normal traffic situations, the suspect vehicle suddenly stops causing the victim vehicle to rear end the suspect vehicle.

### (3) Collisions Involving the Victim Vehicle Backing.

(a) Driveway. The suspect vehicle waits for the victim vehicle to begin backing out of a driveway. The suspect vehicle then drives into the path of the victim vehicle causing a collision.

(b) Parking lot. Similar to the driveway technique but instead of a driveway the victim vehicle will be backing out of a parking stall.

(4) Pedestrian. The suspect pedestrian will wait for the victim vehicle to pass at a crosswalk or back out of a driveway. When the victim vehicle passes, the suspect walks into the side of the vehicle and claims to be struck.

(5) Right-of-Way Collisions. The suspect driver yields the right of way to victim driver. The victim driver proceeds forward and the suspect drives into the victim vehicle causing a collision.

(6) Phantom Vehicle. The vehicle the suspect claims caused the damage does not exist. All damage was caused by the suspect driving into a fixed object or by some other means of intentionally creating damage to the suspect vehicle.

(7) Fabricated or Paper Collisions.

(a) This is a collision which has not actually occurred. This type of collision is normally documented as a counter report or a late reported collision.

(b) Vehicles with pre-existing damage may be used or a vehicle may be intentionally damaged.

(8) Stuff-in Passengers. In this situation an individual claims to be a passenger after the collision has occurred. Municipal bus lines are a frequent target of this type of insurance fraud.

b. Fraud Recognition and Indicators.

(1) Staged Collisions.

(a) A victim or witness claims the collision appeared to be an intentional act.

(b) The suspect vehicle is an older model with prior damage.

(c) There are numerous passengers in the suspect vehicle.

(d) Passengers in the suspect vehicle either seem to not know each other or where they were going, or make conflicting statements to the same.

(e) Suspicious actions of drivers and passengers prior to collision.

1 Watching the victim vehicle.

2 Boxing the victim vehicle in traffic.

3 Communications between swoop vehicle and squat vehicle such as hand signals, cell phones, handheld radios, etc.

(f) Non-visible injuries are claimed (e.g., sore neck, sore back).

(g) The driver and passenger(s) do not have satisfactory identification.

- (h) The vehicle is insured for an excessive amount compared to the value of the vehicle.
  - (i) An injury is claimed when there is no, or very little, damage to either vehicle. The suspect begins to “play up” the injury when the police arrive.
  - (j) Late reported injury.
  - (k) The suspect driver is over-concerned with victim’s insurance coverage.
  - (l) Rental vehicle.
  - (m) The suspect is hesitant to file a police report.
- (2) Fabricated Collision or Paper Collision.
- (a) There is major damage to the vehicle with no injuries claimed by passengers.
  - (b) There is a lack of physical evidence (e.g., skid marks, broken glass) or damage to one vehicle which is inconsistent with the damage on the other vehicle.
  - (c) The vehicle damage is not consistent with driver or passenger statements.
  - (d) One of the vehicles is inoperable.
  - (e) The driver readily admits liability for the collision.
  - (f) Damaged vehicles were taken to the same repair shop.
  - (g) Both parties have the same doctor and attorney and are claiming soft tissue injuries.
  - (h) Both parties have unsatisfactory identification.
  - (i) Vehicles are not available for inspection.
  - (j) There is no description of the “phantom vehicle.”
  - (k) There are numerous passengers involved.



c. Preliminary Investigation.

(1) On Scene.

- (a) Photograph damage and evidence.
- (b) Obtain statements from all involved parties separately. Statements should be written by the suspect or recorded. Be sure to ask clarifying questions.
- (c) Ask questions regarding injuries. Photograph injuries if possible.
- (d) Identify each occupant and verify identification. Obtain statements from all passengers in the vehicle or any witnesses who claim to have seen the collision. Be sure to separate passengers and witnesses before interviewing and ask clarifying questions.
- (e) Information to obtain from the passengers:
  - 1 Seated position in vehicle. To determine the mechanism of injury, consistency of statements, and properly identify the driver.
  - 2 Whether or not the passengers know one another, or are just mutual acquaintances of the “capper.”
  - 3 Where are they going to or coming from. Check for inconsistent statements.
  - 4 Note any discrepancies in statements from the passengers.

(2) Late Reported Collisions.

- (a) Inspect all vehicles for recent damage. Identify any damage which appears to be “old.”
- (b) Photograph the vehicle, the driver, and all damage, including any damage which appears to be from a previous collision.
- (c) Obtain written statements and ask clarifying questions.
- (d) Verify the driver’s identification, registration, and the vehicle identification number.

d. Key Personnel in a Staged Collision Scheme.

(1) The Doctor.

(a) The doctor provides medical care to the injured passengers in the suspect vehicle.

(b) Injuries are normally soft tissues which are hard to refute.

(c) Injuries normally take several visits with the doctor before fully treated.

(d) Medical bills are the greatest source of income, therefore, the greatest motivation for staged collisions.

(2) The "Capper" or "Administrator."

(a) The capper recruits key players, drivers, and passengers for the staged collision.

(b) The capper may be affiliated with a body repair shop to inflate claims against the insurance company.

(3) The Law Firm. File claims with the insurance company for claim settlements.

e. Collision Report.

(1) When there are indications a traffic collision has been staged, enter "550" in the "Special Conditions" box on page 1 of the CHP 555 and forward a copy of the report to the California Department of Insurance at the address listed below.

(2) The Department of insurance will process the case and forward it to their closest regional office for investigation.

f. Resources.

(1) California Highway Patrol  
Enforcement Services Division  
Field Support Section  
601 N Seventh Street  
Sacramento, CA 95811  
(916) 843-3470

(2) California Department of Insurance – [www.insurance.ca.gov](http://www.insurance.ca.gov)  
Fraud Division – Intake Unit  
9342 Tech Center Drive, Suite 100  
Sacramento, CA 95826  
(916) 854-5760

(3) National Insurance Crime Bureau “NICB”  
2001 E. Financial Way, Suite 100  
Glendora, CA 91741  
(626) 963-6058

(4) For additional resources, refer to Annex B, California Department of Insurance Regional Offices.

g. Applicable Code Violations.

(1) Insurance Fraud – Section 550 PC and California Insurance Code (CIC), Section 1871.4.

(2) Capping – Business and Professions Code, Section 650 and CIC, Section 750.

(3) Conspiracy – Section 182 PC and Title 18, United States Code, Section 371.

(4) Mail Fraud – Title 18, United States Code, Section 1341.

# ANNEX A

## SAMPLE CHP 555E, SCHOOL BUS COLLISION SUPPLEMENTAL REPORT

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL					PARTY NUMBER																																																																																																																																		
<b>SCHOOL BUS COLLISION SUPPLEMENTAL REPORT</b>					2																																																																																																																																		
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## **ANNEX B**

### **CALIFORNIA DEPARTMENT OF INSURANCE REGIONAL OFFICES**

Benicia Regional Office  
1100 Rose Drive, Suite 100  
Benicia, CA 94510  
(707) 751-2000

Fresno Regional Office  
1780 East Bullard Avenue, Suite 101  
Fresno, CA 93710  
(559) 440-5900

Inland Empire Regional Office  
9674 Archibald Avenue, Suite 100  
Rancho Cucamonga, CA 91730  
(909) 919-2200

Orange Regional Office  
333 South Anita Drive, Suite 450  
Orange, CA 92868  
(714) 456-1813

Sacramento Regional Office  
9342 Tech Center Drive, Suite 500  
Sacramento, CA 95826  
(916) 854-5700

San Diego Regional Office  
1495 Pacific Highway, Suite 400  
San Diego, CA 92101  
(619) 699-7100

Silicon Valley Regional Office  
18425 Technology Drive  
Morgan Hill, CA 95037  
(408) 201-8800

S. Los Angeles County Regional Office  
5999 East Slauson Avenue  
Commerce, CA 90040  
(323) 278-5000

Valencia Regional Office  
27200 Tourney Road, Suite 375  
Valencia, CA 91355  
(661) 253-7400

## Public Comments for City of Palo Alto Bicycle/Pedestrian Plan Update

This Packet Includes:

A compilation of written comments on the City of Palo Alto Bicycle/Pedestrian Plan Update submitted by email to [Transportation@CityofPaloAlto.org](mailto:Transportation@CityofPaloAlto.org).

**NOTE: No public comments received for this meeting packet**





## Public Comment Instructions For City of Palo Alto Bicycle/Pedestrian Plan Update

Members of the Public may provide public comments on the City of Palo Alto Bicycle/Pedestrian Plan Update as follows:

1. **Written public comments** (including visuals such as presentations, photos, etc) may be submitted by email to [Transportation@CityofPaloAlto.org](mailto:Transportation@CityofPaloAlto.org). Please follow these instructions:
  - A. Please email your written comments **by 12:00 pm (noon) on the Monday the week before (eight days before)** the upcoming Palo Alto Pedestrian and Bicycle Advisory Committee (PABAC) meeting, unless otherwise indicated. Details of upcoming PABAC meetings are available on the City's [PABAC webpage](#).
    - Written public comments will be attached to the upcoming PABAC meeting agenda packet.
    - Written comments submitted after 12:00pm (noon) on the Monday before the upcoming PABAC meeting will be attached to the following PABAC meeting agenda packet.
  - B. Please **lead your email subject line with "BPTP Update"**.
  - C. When providing comments with reference to the current [City of Palo Alto Bicycle/Pedestrian Plan 2012](#), please be as specific as possible by indicating the chapter number, section heading number, and/or page number.
2. **Spoken public comments using a computer** will be accepted through the teleconference meeting. To address the Committee, click on the URL in the agenda packet for Zoom. Please follow these instructions:
  - A. You may download the Zoom client or connect to the meeting in-browser.
    - If using your browser, make sure you are using a current, up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer.
  - B. You may be asked to enter an email address and name. We request (but do not require) that you identify yourself by name as this will be visible online and will be used to notify you that it is your turn to speak.
  - C. When you wish to speak, click on "raise hand." Staff will activate and unmute speakers in turn. Speakers will be notified shortly before they are called to speak.
  - D. When called, please limit your remarks to the time limit allotted by the Chair.





3. **Spoken public comments using a smart phone app** will be accepted through the teleconference meeting. To address the Committee, download the Zoom application onto your smart phone from the Apple App Store or Google Play Store and enter the Meeting ID in the agenda. Please follow the instructions B-D above.
  
4. **Spoken public comments using a phone (cell or land line) without an app** will be accepted through the teleconference meeting. Use the telephone number listed in the agenda. When you wish to speak, press \*9 on your phone to “raise hand.” You will be asked to provide your first and last name before addressing the Committee. When called, press \*6 on your phone to unmute. Please limit your remarks to the time limit allotted by the Chair.