

Data Entry Instruction Manual

Highway Safety Information System

Introduction

The Highway Safety Information System (HSI) is the accident records data system that is used by the Nebraska Department of Roads.

The HSI System is accessed through CICS1. A series of menus will guide you through the system. To select an item listed on a menu, type in the Line Number of the desired screen on the Command Line and press ENTER, or move the cursor to the appropriate line of the column headed "Sel," type in "s" for SELECT and hit ENTER.

After accessing CICS1, you will find yourself in the Department of Roads (DOR) Menu. Select the HSI option. This will take you to the HSI Main Menu. From the HSI Main Menu, select the first option, "Highway Safety Data Entry."

HSI Sub Menu 0A1, "Highway Safety Data Entry Selections," is the starting point for the data entry operation. The basic screens that you will use for the data entry operation are displayed here. Besides these screens, there are a number of other screens that you may find useful, including query screens and prompt screens, which are intended to make the data entry job easier.

New accident cases should be entered from the "Add or Restart and Accident Case" screen. Additions, deletions, and updates to existing cases can be made from any of the other screens.

Sel	Ln Num	Highway Safety Data Entry Selections	Screen Name
===	=====	=====	=====
---	01	Add or Restart an Accident Case	HSIX034
---	02	Accident Data	HSIX019
---	03	Vehicle Data	HSIX014
---	04	Driver Data (Insurance)	HSIX009
---	05	Vehicle Occupant Data	HSIX015
---	06	Heavy Truck/Bus Data	HXIX010
---	07	Object Data	HSIX013
---	08	Pedestrian/Bicyclist Data	HSIX017
---	09	Accident Incident Data	HSIX033
---	10	Negative Data	HSIX003
---	11	Problem Items for Supervisor Review	HSIX005

Moving Between Screens

Once into the HSI System, there are several methods of moving between screens:

Screen Name on Command Line

Each screen has a “Screen Name” which consists of the letters HSIX followed by a 3-digit number. For example, the “Accident Data” screen listed on the above sub menu has a screen name of “HSIX019.” Entering this screen name on the COMMAND LINE at the bottom of any screen and pressing ENTER will take you directly to the requested screen.

PF Keys

Several of the 24 PF Keys are programmed to take you directly to another screen. The functions of the PF Keys are listed at the bottom of each screen. For example, PF22 will take you to the “Driver Data (Insurance)” screen from most other screens.

Screen Aliases

Most of the data entry screens have two-letter screen aliases that allow you to easily move between screens. Type in the two-letter alias for the desired screen on the Command Line and press ENTER.

Data Entry Screens	Screen Name	Alias
=====	=====	=====
Add or Restart an Accident Case	HSIX034	AC
Accident Data	HSIX019	AE
Vehicle Data	HSIX014	VE
Driver Data (Insurance)	HSIX009	DE
Occupant Data	HSIX015	OE
Heavy Truck/Bus Data	HSIX010	TE
Object Data	HSIX013	BE
Pedestrian/Bicyclist Data	HSIX017	PE
Accident Incident Data	HSIX033	IE
Search Screens		
=====		
Search Screen	HSIX020	NS
Driver/Vehicle Owner Summary	HSIX025	VS
Object/Occupant for Vehicle Data	HSIX024	OS
Driver/Occupant for Vehicle Data	HSIX026	VB
Browse Screens		
=====		
Object Owner Browse	HSIX029	BB
Occupant Browse	HSIX027	OB
Pedestrian/Bicyclist Browse	HSIX028	PB
Heavy Truck/Bus Browse	HSIX021	TB

Data Entry Instruction Manual

Accident Data Screen (HSIX019)

Accident Date

Enter the date on which the accident occurred in this field. This date can be entered in either of two formats:

1. MMDDYY or 2. YYYY-MM-DD

Example – July 14, 1992 can be entered as: 071492 or 1992-07-14

After entry, the date will always be displayed in the YYYY-MM-DD format, no matter which method you use. Although the MMDDYY method requires fewer key strokes, you will have to press the TAB key to advance the cursor to the next field to continue entry.

County Code

Enter the two-digit county code that indicates the county in which this accident occurred.

Valid Codes

- | | | | |
|--------------|---------------|---------------|------------------|
| 1. Adams | 25. Deuel | 49. Johnson | 73. Red Willow |
| 2. Antelope | 26. Dixon | 50. Kearney | 74. Richardson |
| 3. Arthur | 27. Dodge | 51. Keith | 75. Rock |
| 4. Banner | 28. Douglas | 52. Keya Paha | 76. Saline |
| 5. Blaine | 29. Dundy | 53. Kimball | 77. Sarpy |
| 6. Boone | 30. Fillmore | 54. Knox | 78. Saunders |
| 7. Box Butte | 31. Franklin | 55. Lancaster | 79. Scotts Bluff |
| 8. Boyd | 32. Frontier | 56. Lincoln | 80. Seward |
| 9. Brown | 33. Furnas | 57. Logan | 81. Sheridan |
| 10. Buffalo | 34. Gage | 58. Loup | 82. Sherman |
| 11. Burt | 35. Garden | 59. Madison | 83. Sioux |
| 12. Butler | 36. Garfield | 60. McPherson | 84. Stanton |
| 13. Cass | 37. Gosper | 61. Merrick | 85. Thayer |
| 14. Cedar | 38. Grant | 62. Morrill | 86. Thomas |
| 15. Chase | 39. Greeley | 63. Nance | 87. Thurston |
| 16. Cherry | 40. Hall | 64. Nemaha | 88. Valley |
| 17. Cheyenne | 41. Hamilton | 65. Nuckolls | 89. Washington |
| 18. Clay | 42. Harlan | 66. Otoe | 90. Wayne |
| 19. Colfax | 43. Hayes | 67. Pawnee | 91. Webster |
| 20. Cuming | 44. Hitchcock | 68. Perkins | 92. Wheeler |
| 21. Custer | 45. Holt | 69. Phelps | 93. York |
| 22. Dakota | 46. Hooker | 70. Pierce | |
| 23. Dawes | 47. Howard | 71. Platte | |
| 24. Dawson | 48. Jefferson | 72. Polk | |

When accidents occur near county boundaries, it is often difficult to determine in which county the accident should be placed. The First Harmful Event rule is the determining factor. The accident should be located at the spot where the First Harmful Event (the first event which produced injury or damage) occurred.

When an accident occurs exactly on a county line, the accident should be assigned to that county which the driver most at fault was leaving.

Investigator Report Received Date

This date, which should be stamped in the box in the upper right hand corner of the report, can be entered in either of two formats:

1. MMDDYY
- or
2. YYYY-MM-DD

Example – July 14, 1992 can be entered as: 071492 or 1992-07-14

After entry, the date will always be displayed in the YYYY-MM-DD format, no matter which method you use. Although the MMDDYY method requires fewer key strokes, you will have to press the TAB key to advance the cursor to the next field to continue entry.

Accident Time

A four-digit code should be entered indicating the time by hour and minute when the accident occurred, as expressed in military time:

Examples: An accident that occurred at 11:25 p.m. should be entered as 2325
An accident that occurred at 1:05 a.m. should be entered as 0105

Military Time	Regular Time
0000	Midnight
0100	1:00 a.m.
0600	6:00 a.m.
1000	10:00 a.m.
1200	Noon
1300	1:00 p.m.
1400	2:00 p.m.
1500	3:00 p.m.
1600	4:00 p.m.
1700	5:00 p.m.
1800	6:00 p.m.
1900	7:00 p.m.
2000	8:00 p.m.
2100	9:00 p.m.
2200	10:00 p.m.
2300	11:00p.m.

If the time of the accident is Not Stated, enter 2499

Police Notified Time

A four-digit code should be entered indicating the time by hour and minute that the police were notified of the accident, as expressed in military time.

The coding is similar to that used for the Accident Time.

Engineering Study Switch

This information should be entered directly off the investigator's report from the box labeled "Should location have engineering study?" If there is no investigator's report for the accident, or if neither box on the investigator's report was checked, enter a '0' which indicates "not available or not stated."

Valid Codes

0 – Not available/not stated
1 – Yes
2 – No

City Name/City Code

City must be entered for all incorporated cities, towns, and villages in Nebraska, regardless of population. You can indicate the proper city by entering **either** "City Name" **or** "City Code." It is not necessary to enter both fields. Choose whichever field is easier for you.

If "City Name" is entered, the actual name of the appropriate city must be typed in and spelled correctly. If an incorrect spelling is used, an error message will appear. By striking PF1 you can access a help screen that lists all valid city names in alphabetical order, along with their appropriate city codes.

Each city, town or village in Nebraska has a 4-digit census code. Instead of typing in the "City Name," this number can be entered in the "City Code" field. A list of all Nebraska cities with their appropriate census codes can be accessed by striking PF1.

City Codes

Abie.....	0005	Bristow.....	0340	Davenport.....	0675	Giltner.....	1010
Adams.....	0010	Broadwater.....	0345	Davey.....	0680	Glenvil.....	1015
Ainsworth.....	0015	Brock.....	0350	David City.....	0685	Goehner.....	1020
Albion.....	0020	Broken Bow.....	0355	Dawson.....	0690	Gordon.....	1025
Alda.....	0025	Brownville.....	0360	Daykin.....	0695	Gothenburg.....	1030
Alexandria.....	0030	Brule.....	0365	Decatur.....	0700	Grafton.....	1035
Allen.....	0035	Bruning.....	0370	Denton.....	0705	Grainnton.....	1040
Alliance.....	0040	Bruno.....	0375	Deshler.....	0710	Grand Island.....	1045
Alma.....	0045	Brunswick.....	0380	Deweese.....	0715	Grant.....	1050
Alvo.....	0050	Burchard.....	0385	DeWitt.....	0720	Greeley.....	1055
Amherst.....	0055	Burr.....	0390	Dickens.....	0725	Greenwood.....	1060
Anoka.....	0065	Burton.....	0395	Diller.....	0730	Gresham.....	1065
Anselmo.....	0070	Burwell.....	0400	Dix.....	0735	Gretna.....	1070
Ansley.....	0075	Bushnell.....	0405	Dixon.....	0740	Gross.....	1075
Arapahoe.....	0080	Butte.....	0410	Dodge.....	0745	Guide Rock.....	1080
Arcadia.....	0085	Byron.....	0415	Doniphan.....	0750	Gurley.....	1085
Arlington.....	0090	Cairo.....	0420	Dorchester.....	0755	Hadar.....	1090
Arnold.....	0095	Callaway.....	0425	Douglas.....	0760	Haigler.....	1095
Arthur.....	0100	Cambridge.....	0430	DuBois.....	0765	Hallam.....	1100
Ashland.....	0105	Campbell.....	0435	Dunbar.....	0770	Halsey.....	1105
Ashton.....	0110	Carleton.....	0440	Duncan.....	0775	Hamlet.....	1110
Atkinson.....	0115	Carroll.....	0445	Dunning.....	0780	Hampton.....	1115
Atlanta.....	0120	Cedar Bluffs.....	0450	Dwight.....	0785	Harbine.....	1120
Auburn.....	0125	Cedar Creek.....	0453	Eagle.....	0790	Hardy.....	1125
Aurora.....	0130	Cedar Rapids.....	0455	Eddyville.....	0795	Harrison.....	1130
Avoca.....	0135	Center.....	0460	Edgar.....	0800	Hartington.....	1135
Axtell.....	0140	Central City.....	0465	Edison.....	0805	Harvard.....	1140
Ayr.....	0145	Ceresco.....	0470	Elba.....	0810	Hastings.....	1145
Bancroft.....	0150	Chadron.....	0475	Elgin.....	0815	Hayes Center.....	1150
Barada.....	0155	Chambers.....	0480	Elk Creek.....	0820	Hay Springs.....	1155
Barneston.....	0160	Chapman.....	0485	Elkhorn.....	0825	Hazard.....	1160
Bartlett.....	0165	Chappell.....	0490	Elm Creek.....	0830	Heartwell.....	1165
Bartley.....	0170	Chester.....	0495	Elmwood.....	0835	Hebron.....	1170
Bassett.....	0175	Clarks.....	0500	Elsie.....	0840	Hemingford.....	1175
Battle Creek.....	0180	Clarkson.....	0505	Elwood.....	0845	Henderson.....	1180
Bayard.....	0185	Clatonia.....	0510	Elyria.....	0850	Hendley.....	1185
Bazile Mills.....	0190	Clay Center.....	0515	Emerson.....	0855	Henry.....	1190
Beatrice.....	0195	Clearwater.....	0520	Emmet.....	0860	Herman.....	1195
Beaver City.....	0200	Clinton.....	0525	Endicott.....	0865	Hershey.....	1200
Beaver Crossing.....	0205	Cody.....	0530	Ericson.....	0870	Hickman.....	1205
Bee.....	0210	Coleridge.....	0535	Eustis.....	0875	Hildreth.....	1210
Beemer.....	0215	Colon.....	0540	Ewing.....	0880	Holbrook.....	1215
Belden.....	0220	Columbus.....	0545	Exeter.....	0885	Holdrege.....	1220
Belgrade.....	0225	Comstock.....	0550	Fairbury.....	0890	Holstein.....	1225
Bellevue.....	0230	Concord.....	0555	Fairfield.....	0895	Homer.....	1230
Bellwood.....	0235	Cook.....	0560	Fairmont.....	0900	Hooper.....	1235
Belvidere.....	0240	Cordova.....	0565	Falls City.....	0905	Hordville.....	1240
Benedict.....	0245	Cornlea.....	0570	Farnam.....	0915	Hoskins.....	1245
Benkelman.....	0250	Cortland.....	0575	Farwell.....	0917	Howells.....	1255
Bennet.....	0255	Cotesfield.....	0580	Filley.....	0920	Hubbard.....	1260
Bennington.....	0260	Cowles.....	0585	Firth.....	0925	Hubbell.....	1265
Bertrand.....	0265	Cozad.....	0590	Fordyce.....	0930	Humboldt.....	1270
Berwyn.....	0270	Crab Orchard.....	0595	Fort Calhoun.....	0935	Humphrey.....	1275
Big Springs.....	0275	Craig.....	0600	Foster.....	0940	Huntley.....	1280
Bladen.....	0280	Crawford.....	0605	Franklin.....	0945	Hyannis.....	1290
Blair.....	0285	Creighton.....	0610	Fremont.....	0950	Imperial.....	1295
Bloomfield.....	0290	Creston.....	0615	Friend.....	0955	Indianola.....	1300
Bloomington.....	0295	Crete.....	0620	Fullerton.....	0960	Inglewood.....	1305
Blue Hill.....	0300	Crofton.....	0625	Funk.....	0965	Inman.....	1310
Blue Springs.....	0305	Crookston.....	0630	Gandy.....	0970	Ithaca.....	1315
Boelus.....	1250	Culbertson.....	0635	Garland.....	0975	Jackson.....	1320
Boys Town.....	0310	Curtis.....	0640	Garrison.....	0980	Jansen.....	1325
Bradshaw.....	0315	Cushing.....	0645	Geneva.....	0985	Johnson.....	1330
Brady.....	0320	Dakota City.....	0650	Genoa.....	0990	Johnstown.....	1335
Brainard.....	0325	Dalton.....	0655	Gering.....	0995	Julian.....	1340
Brewster.....	0330	Danbury.....	0660	Gibbon.....	1000	Juniata.....	1345
Bridgeport.....	0335	Dannebrog.....	0665	Gilead.....	1005	Kearney.....	1350

CADD Zone Number

Only locations within the city limits of Omaha and Lincoln have CADD zones. If the accident does not occur in one of these cities, no entry should be made in this field. Accidents which happen within Omaha or Lincoln should be coded to the appropriate CADD zone, as determined from the zone maps.

<u>Valid Codes</u>	
Omaha	1-17
Lincoln	1-8

1st or 2nd Accident Switch

<u>Valid Codes</u>
1 - Yes, a driver or parked vehicle was involved in a 1 st or 2 nd Accident
2 - No, or not applicable

This switch relates to those situations when a vehicle is involved in one accident, the situation stabilizes, and then the same vehicle is involved in one or more additional accidents. This switch should be coded '1,' or "Yes," for any accident which is related to other accidents in this manner. It makes no difference whether it is the first accident, second accident, or any other succeeding accident in the overall chain of events.

For the vast majority of accidents, this situation will not apply, and '2,' or "No," should be entered. The "1st or 2nd Accident Switch" is related to the "DMV Exclusion Code" which is located on the Driver Data (Insurance) Screen (HSIX009). This code is discussed on page 45.

Example: Vehicle #1, driven by Bob Jones, is in collision with a second vehicle. The Jones vehicle is stalled in the street, where it is later struck by a third vehicle. Since the situation had stabilized, Jones is considered to have been involved in two accidents. To indicate that these two accidents are related, the "1st or 2nd Accident Switch" is coded '1.'

Location

The location line is where the accident location is described. There are 49 spaces available to be used in a location line. **Try to limit your entries to 30 spaces or less**, since many of the reports that we produce use fewer spaces for this field. Below are some of the basic rules for the location line:

How to Write a Location Line

Private Property Prefix (if needed)	Local Road or Highway Accident Occurred on	&, at, with, or Direction (N of, S of, E of, or W of)	Nearest Cross Street (if available)	Business Entrance Information	Directional and/or Mileage Information
	9TH AVE	AT	29TH ST		
	LAKE AVE(N47)	N OF	24TH ST		
	30TH AVE	S OF	US30-		W OF KEARNEY
	N50	&	JOSEPHINE-		W OF LAVISTA
	48TH ST	N OF	VAN DORN-	PARKWAY ENT	
	US6	E OF	84 TH ST-	ENT-	E OF LINCOLN
LOT-	ADAMS ST	E OF	40TH ST		

Abbreviations

Always use the following abbreviations when writing a location line.

To use with city streets names

Avenue.....AVE
 Boulevard.....BLVD
 Circle.....CIR
 Court.....CT
 Drive.....DR
 Expressway.....EXPY
 Freeway.....FRWY
 Highway.....HWY
 Lane.....LN
 Parkway.....PKWY
 Place.....PL
 Plaza.....PLZ
 Road.....RD
 Roadway.....RDWY
 Street.....ST
 Terrace.....TER
 Trail.....TRL

On Private Property

Drive Thru.....DRV THRU
 Driveway (Residential).....DRVWY
 Drive (Lot).....DRV
 Private Property.....PRIV PROP
 Trailer Court.....TRLR CT

Miscellaneous

Access.....ACC
 Blacktop.....BLKTP
 Bridge.....BRDG*
 Creek.....CRK*
 Cutoff.....CTF
 Entrance.....ENT
 Junction.....JCT
 Overpass.....OVRPS
 Underpass.....UNDRPS
 Viaduct.....VIA

Directions

North.....N
 South.....S
 East.....E
 West.....W
 Northeast.....NE
 Northwest.....NW
 Southeast.....SE
 Southwest.....SW
 Northbound.....NB
 Southbound.....SB
 Eastbound.....EB
 Westbound.....WB

Additional abbreviations can be used for bridge accidents, **only** when the maximum number of location line spaces is reached.

BRDG..... BRG or BR
 OVER.....OVR
 CRK.....CK

Punctuation

The following rules describe when to use dashes (-), periods (.), quote marks (") and single quote marks or apostrophes (').

1) Only use dashes for separating mileage, directional information, entrances, private property prefixes, railroad crossings and bridges. (-) Do not use spaces before or after a dash.

Examples: N71-3 S OF CRAWFORD or CR "A" S OF CR 3-W OF BEATRICE.

- US81 S OF CR 6-JOHN DEERE ENT
- LOT-84TH & "F" ST
- MAIN ST(N79) AT UPRR-N OF 5TH ST
- N12 BRDG OVER AOWA CRK-S OF NEBRASKA ST(S26E)

2) Periods for abbreviations are not used in the location line. (.)

Example: 48TH ST N OF VINE ST-WENDY ENT not 48TH ST. N OF VINE St.-WENDYS ENT.

3) County roads and city streets named with the letters of the alphabet require quote marks. (")

Example: "D" ST & 24TH ST or CR 3 N OF CR "P"-SW OF LYONS

4) Single quote marks or apostrophes should not be used in the location line. (')

Examples: 4161 S 84TH ST-WENDYS ENT not 4161 S 84TH ST-WENDY'S ENT
ST MARYS AVE W OF 20TH ST not ST MARY'S AVE W OF 20TH ST

Highways

1) Highway numbers used in the location line should be used with the following prefixes.

Interstate....."I".....I80	Link....."L".....L28K
US highway....."US".....US6	Spur....."S".....S55M
State highway...."N".....N38	Rec Road....."R".....R92A

2) Outside the city limits, use the highway prefix and number only. Do not use the street name.

Example: US6 E OF 84TH ST not CORNHUSKER HWY(US6) E OF 84TH ST

3) Always use the road names that are highest in precedence in the location line.

Example: US275 & R28C not US275 & 264th St

4) When an address is given for an accident occurring on a highway which is outside the corporate limits or does not have a street name, use the address, then HWY and then the highway number without a prefix.

Examples: 9601 HWY 370 or 1111 E HWY 30

5) To describe a highway ramp in the location line, use the direction of the highway to which the ramp is assigned.

Examples: US77 & RAMP FROM EB US30 or I80 WB RAMP TO N44

6) When a highway joins and then leaves another highway, these two highways form two separate junctions that are identified by a directional prefix. The correct junction can be determined by referring to The Nebraska Highway Reference Log Book and a map. In the location line, use the directional prefix first, then "jct" and then the remainder of the location information.

Examples: N JCT US34 & N61 or S JCT US34 & N61
E JCT US77 & N41 or W JCT US77 & N41

7) In the Location Line, use the "0" (zero) for Links, Spurs and Recreation Roads which only have a single digit number.

Example: R07B not R7B

8) Alleys and frontage roads use the highway number in the location line.

Example: ALLEY-BET 38TH ST & 39TH ST-S OF DODGE ST(US6)

Street Names

1) Standard roadway abbreviations should be used where appropriate. The abbreviation "St" can often be omitted. However, other abbreviations must be included because there may also be avenues, circles, or drives with the same street name. For streets named with letters, always use the appropriate abbreviation.

Examples: 72nd St, 72nd Ave, 72nd Ct

2) For streets named with letters, always use the appropriate roadway abbreviation.

Examples: "A" St, "B" Ave, "C" Cr

3) All numbered streets should be either written as **Third** or **3rd**. Use the official NDOR city maps to identify which is the correct method to be used in each city.

Examples: The NDOR map of Wood River uses Third St.

The NDOR map of Greenwood uses 3rd St.

4) Use the entire official name of a street.

Examples: Blair High Rd **not** Blr Hgh Rd
Cornhusker Hwy **not** Crnhskr Hwy

5) Always abbreviate the direction used in front of street names.

Examples: **W** Center Rd, **N** 24th St, **E** Main St, **S** First St

County Roads

1) When a county road is assigned two names, use the name, number or letter which is consistent with the names, numbers or letters of the other roads in the county.

Example: In Kearney County - CR 4 **not** Heartwell Blacktop

Unincorporated Towns

1) For non-highway accidents, use the name of the unincorporated town at the beginning of the location line and then the remainder of the location information. For highway accidents, use the highway first, then the name of the unincorporated town and then the remainder of the location information.

Examples: WHITMAN-LOT-MAIN ST
WHITMAN-MAIN ST S OF OAK
N2-WHITMAN-S OF OAK

2) Do not abbreviate unincorporated town names.

Addresses

1) When an address and the direction to the nearest cross street are both stated on an accident report, use the nearest cross street in the location line.

Example: The front of the accident report reads 2750 S 11TH ST, however the diagram shows 11TH ST N OF VAN DORN ST, use 11TH ST N OF VAN DORN ST.

2) When the block number is the only information available and the nearest cross street can not be identified, the block number is used after the street name.

Example: 19TH AVE-2700 BLK **not** 2700 19TH AVE

Unknown Locations

Occasionally an accident report will be sent in that does not have complete location information. If all efforts have been taken to find an exact location, such as letters or phone calls by the supervisor, and the information is still incomplete, use the following rules for the location line.

1) When the direction from an intersection where an accident occurred can not be determined, **NR (near)** may be used.

Example: PEACH ST **NR** 9TH ST

2) When an accident report only identifies one road and no other information, only use the road stated. Do not assume any other road information to use with the known road.

Example: The only information given on the accident report is 6th St and no other information is obtained, only use **6TH ST** in the location line.

3) When an accident occurs **inside** the corporate limits of a city at an unknown location, use **CITY STREET**. When an accident occurs **inside** the corporate limits of a city at an unknown location and has been determined to be on private property, use **LOT-CITY STREET**.

4) When an accident occurs **outside** the corporate limits of a city at an unknown location, use **COUNTY ROAD**. When an accident occurs **outside** the corporate limits of a city at an unknown location and has been determined to be on private property, use **LOT-COUNTY ROAD**.

Accident Exclusions

If an accident has been determined to be an "Accident Exclusion", use one of the statements listed below for the location line. (For the definitions of "Accident Exclusions" refer to the Data Entry Instruction Manual)

- 1) DELIBERATE INTENT
- 2) LEGAL INTERVENTION
- 3) NOT AN ACCIDENT

1st & 2nd Accidents

1) The location line for the 2nd accident does not necessarily need to be the same as the location line for the 1st accident.

Example: Two vehicles collide in the intersection of 25th St & Hickory. The final resting place of vehicle #2 is outside of the intersection on Hickory, east of 25th St. A few minutes later another vehicle collides with vehicle #2. The location of the 1st accident would be **25TH ST & HICKORY**. The location of the 2nd accident would be **HICKORY E OF 25TH ST**.

Intersecting Road 1 Intersecting Road 2

Intersecting Road 1 and Intersecting Road 2 are to be used only when an intersection (& or “at”) accident occurs. Each road of the intersection must have a distinctive name. Since there are only 15 spaces available, the Intersecting Road 1 and 2 fields will require a different format than the location line. The location line rules will remain as stated in the Location Guideline Manual. These 2 fields must be in all capital letters! The Intersecting Road 1 and Intersecting Road 2 fields are only used for accidents starting in 2002.

Do not use Frontage Roads in the Intersecting Road fields, since they do not have distinctive names.

Location Line: N33 & FRONTAGE RD-W OF N103
Intersecting Road 1: BLANK
Intersecting Road 2: BLANK

If one or both of the roads is unnamed, then leave both fields blank.

Location Line: US275 & CR-1 SE OF SCRIBNER
Intersecting Road 1: BLANK
Intersecting Road 2: BLANK

For roads that have distinctive names (other than letters or numbers) do not use the road suffix. (ST, AVE, CIR, etc.)

Location Line: MAIN ST & JACKSON AVE
Intersecting Road 1: MAIN
Intersecting Road 2: JACKSON

For roads named with numbers or letters, use the road suffix(ST, AVE, CIR, etc).
EX: Ave “A”, 1st St, “D” Ave, First St

Location Line: 2ND ST AT ELM AVE
Intersecting Road 1: 2ND ST
Intersecting Road 2: ELM

Quotation marks are needed for the roads named with letters. EX: “A” ST
Use the numbered road name in the Intersecting Road 1 field.

Location Line: 14TH ST & “P” ST
Intersecting Road 1: 14TH ST
Intersecting Road 2: ”P” ST

Use the highway prefix and number.
EX: US75 not KENNEDY FRWY(US75)

Location Line: W DODGE RD(US6) & 120TH ST
Intersecting Road 1: US6
Intersecting Road 2: 120TH ST

Ramps and Cutoffs

Use the highway prefix, highway number, direction, and “ramp” or “ctf”.
EX: US6 WB RAMP, N2 EB CTF

Location Line: US281 & EB RAMP FROM US30
Intersecting Road 1: US281
Intersecting Road 2: US30 EB RAMP

Use “ramp to” or “ramp from” in the Intersecting Road 2 field, when the ramp is assigned to the highway used in Intersecting Road 1.

Location Line: US30 & RAMP TO US281
Intersecting Road 1: US30
Intersecting Road 2: RAMP TO US281

Junctions

When two separate junctions are formed by the same two highways use N JCT, E JCT, etc. in the Intersecting Road 1 field.

Location Line: N JCT US34 AT US75
Intersecting Road 1: N JCT US34
Intersecting Road 2: US75

Private Property

Do not use private property roads, named or unnamed.

Location Line: OAK VIEW DR & 143RD PLZ
Intersecting Road 1: BLANK
Intersecting Road 2: BLANK

Highway Number

Highway number must always be entered for roads on the State Highway System. These roads will appear in the **Nebraska Highway Reference Log Book**.

Four spaces are provided to enter the highway number. The fourth position is optional and is often not used, but entry is required in the first three spaces. For those highways with less than three digits in their number, leading zeros must be entered. The prefixes L, S, or R, which indicate that the road is a state link, spur, or recreation road, should always be entered in the first column.

Examples:

Highway Route	Enter
<i>N-2</i>	<i>002</i>
<i>US-34</i>	<i>034</i>
<i>US-281</i>	<i>281</i>
<i>US-275B</i>	<i>275B</i>
<i>Link 28 K</i>	<i>L28K</i>
<i>Spur 55 M</i>	<i>S55M</i>
<i>Recreation Road 35 A</i>	<i>R35A</i>

Reference Post Number

Any accident that occurs on the State Highway System receives a highway number and should also be given a reference post number.

Six spaces are reserved for the reference post number, including a decimal point, which **must** be entered. Leading zeros need not be entered. Reference posts should be calculated to an accuracy of one hundredth of a mile, or two places to the right of the decimal point.

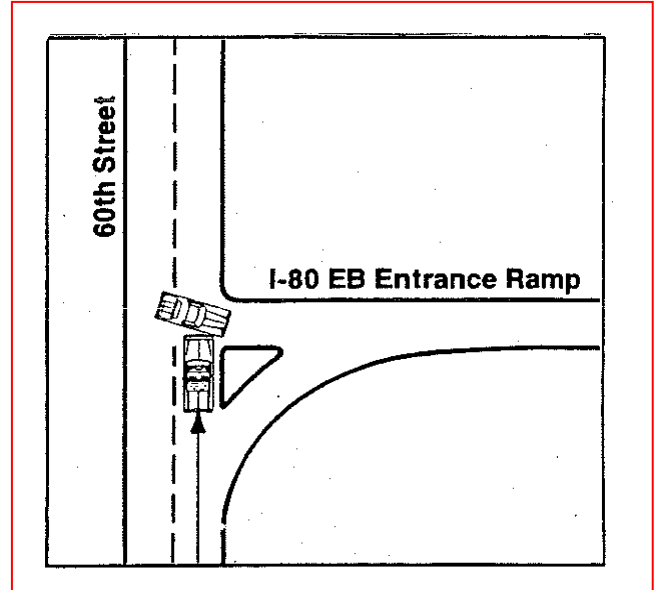
The reference post number may appear on the accident report, but it is more likely that it will have to be calculated. The **Nebraska Highway Reference Log Book** and the **Urban Reference Post Log** will be useful in determining the precise reference post to be entered.

Related Highway Number and Related Reference Post

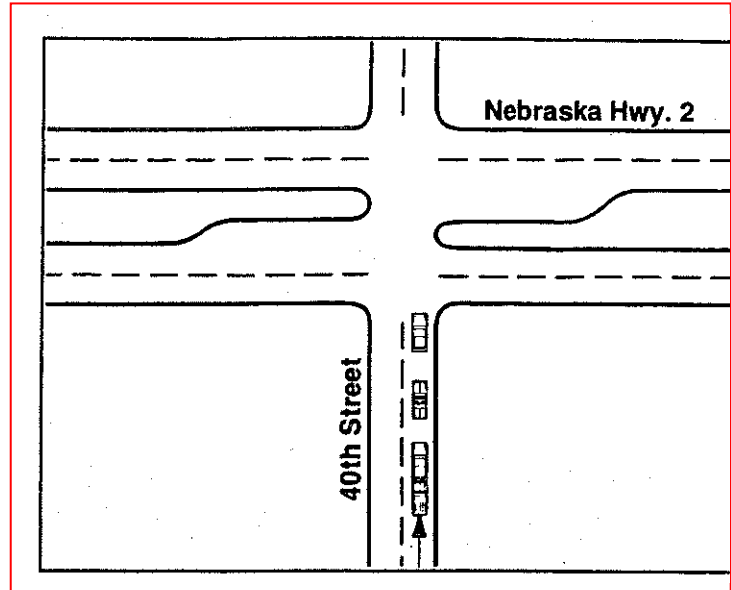
These fields are used only when an intersection-related accident occurs **entirely on an off-system leg** of an intersection with a highway, including Interstate. Enter the "Related Highway Number" and the "Related Reference Post" in the same format as was described for "Highway Number" and "Reference Post." Otherwise, simply tab over these fields.

Intersection-Related Accident – If any of the vehicles involved was in the process of stopping, turning, slowing down, or making any type of maneuver that was a result of the presence of an intersection, the accident was intersection-related.

Examples: A vehicle is southbound on 60th Street in Omaha, making a left-turn to enter the eastbound I-80 entrance ramp, when it is struck broadside by a northbound vehicle. This accident takes place totally on 60th Street, but is related to the state highway intersection with the I-80 ramp terminal. The field "Related Highway Number" should be coded '080' and the field "Related Reference Post" should be coded '45066.' (See diagram)



A northbound vehicle is stopped for a red traffic signal at the intersection of 40th Street and N-2 in Lincoln and is rear-ended by a northbound truck. This accident is related to a state highway intersection, but occurs entirely on the off-system leg (40th Street). The field "Related Highway Number" should be coded '002' and the field "Related Reference Post" should be coded '46109.' (See diagram)



Road Class Code

This code indicates the classification of roadway on which an accident occurred.

<u>Valid Codes</u>
0 – Non-Applicable
1 – Recreation Roads
2 – Local Roads and Streets and cutoffs
3 – Highway (non-Interstate) rest areas/weigh scales
4 – Highway (non-Interstate) ramps
5 – Highway (non-Interstate) and cutoffs
6 – Interstate rest areas/weigh scales
7 – Interstate ramps
8 – Interstate mainline

The codes are listed from the lowest to the highest classification of roadway.

Code '0,' "Non-Applicable," should be used for those accidents which do not fit into any of the other categories. Examples would include accidents which happen in parking lots or other non-trafficway locations.

Code '1,' "Recreation Roads," should be used to code accidents which take place on numbered State Recreation Area Roads (such as R51E).

Code '2,' "Local Roads and Streets," should be used to code all accidents which occur on city streets, county roads, or other roads that are not a part of the State Highway System.

Code 3-5 should be used for State Highways other than the Interstate.

Accidents that occur within rest areas or weigh scales along these highways should be coded '3.' Accidents occurring on ramps should be coded '4.' The majority of highway accidents, those that occur on the highway mainline, should be coded '5.'

Codes 6-8 are used for Interstate highway.

Accidents that occur within Interstate rest areas or weight scales should be coded '6.' Interstate ramp accidents are coded '7.' Accidents that occur on the mainline Interstate should be coded '8.'

Private Property Code

Valid Codes

Y – Yes, accident occurred on private property
N – No, accident did not occur on private property

If an accident occurs on private property, this field should be coded 'Y'. Include as private property roads on military bases, roads on the campuses of universities, colleges, hospitals, or other institutions, and roads through public parks. Maintenance of these roads is usually the responsibility of the institution itself, rather than the highway or street department of the city or county within which they lie, or the Nebraska Department of Roads.

If an accident occurs on the regular roadway/street system, it should receive a code of 'N.'

In Traffic Switch

Most motor vehicle accidents are **traffic accidents**, so the "In Traffic Switch" should be coded '1.' The "In Traffic Switch" should be coded '2' if the accident was a non-traffic accident.

Valid Codes

1 – Yes, accident occurred in traffic
2 – No, non-traffic accident

To be considered a **traffic accident** an accident must originate or a harmful event must occur on a **trafficway**. A trafficway is defined as a place reserved or commonly used for vehicular travel that is open to the public as a matter of right or custom. A trafficway extends in width from property line to property line. Thus, it includes the roadway, shoulders, and all the other area that lies between the property line and the roadway.

Most motor vehicle accidents occur on trafficways. Those that don't are known as **non-traffic accidents**. Included among non-traffic accidents are those which take place in private driveways, parking stalls and parking aisles of public parking lots, as well as those accidents which occur on airfield roads, farms, industrial premises, mines, quarries, and other private grounds which are not open to the public as a matter of right or custom.

Roads which are under construction or temporarily closed to travel are not considered trafficways **if** traffic is prohibited from entering by signing or barriers which are in conformance with applicable standards.

Private ownership does not exclude a road from trafficway status **if** it is open to the public for vehicular travel. For example, a private boat dock is a trafficway if the owner allows any member of the public to use it. Major roads through private shopping centers, and approaches to public buildings, docks, and stations are also considered trafficways.

One-Way Switch

This field indicates whether or not an accident occurred on a one-way street. This information will normally be taken directly off the accident report form.

Valid Codes

0 – Not stated
1 – Yes
2 – No

Intersection Involvement Code

This element should be coded if the accident occurred within the boundaries of an intersection, or if the accident was in some way related to an intersection. If any of the vehicles involved was in the process of stopping, turning, slowing down, or making any other type of maneuver that was a result of the presence of an intersection, the accident was intersection-related.

Valid Codes

Y – Yes, an intersection was involved
N – No, an intersection was not involved

Bridge Involvement Code

This element should be coded to indicate the involvement of a bridge in an accident. For an accident to be considered bridge-involved, it is not necessary that the bridge be struck by a vehicle. If the fact that the bridge was there contributed to the accident occurrence, then the accident is bridge-involved.

Example: A vehicle goes out of control on an icy bridge deck, but does not leave the roadway until it has crossed the bridge. Although neither the bridge nor the approach guardrail are struck, the accident is still considered bridge-involved.

Valid Codes

Y – Yes, a bridge was involved
N – No, a bridge was not involved

Latitude

Enter the latitude at which the accident occurred if it is listed on the investigator’s report. The latitude should be entered as a number in the format NNN.NNNNNN.

Example: 041.291177

Longitude

Enter the longitude at which the accident occurred if it is listed on the investigator’s report. The longitude should be entered as a number in the format NNN.NNNNNN.

Example: 099.378832

Railroad Involvement Code

This element should be coded to indicate the involvement of a train, a railroad crossing, or other railroad property in an accident. For an accident to be considered railroad-involved, it is not necessary that a train, crossing, or railroad equipment be struck. If the fact that a railroad crossing was present contributed to the occurrence of an accident, then the accident was railroad-related.

<p style="text-align: center;"><u>Valid Codes</u></p> <p>Y – Yes, railroad involvement N – No railroad involvement</p>

Federal Railroad Crossing Number

This element provides 7 spaces to identify the railroad grade crossing to which an accident is related.

This element should be coded for any accident where a railroad grade crossing is involved. Private crossings do have crossing numbers, but they are usually not known, since they do not appear on railroad crossing maps. If the Federal Railroad Crossing Number for a private crossing is noted on the accident report, however, go ahead and enter it.

Union Pacific crossings normally start with ‘8’ (example: 817048M), Burlington Northern Santa Fe crossings with ‘0’ (example: 070580J), and Chicago Northwestern crossings with ‘1’ (example: 188269B). This does not always hold true, however, because crossings on railroad lines that change hands, often through the merger of railroad companies, usually retain their old numbers. Thus, many Union Pacific crossings which were once a part of the Missouri Pacific line (which has merged with the U.P.) still begin with ‘4.’

Railroad Name Code

This element is used to code the name of the railroad company whose train, crossing, or equipment was involved in a railroad-related accident. The letter code should be entered which indicates the appropriate railroad. If this is not a railroad-related accident, code '0' should be entered.

The list to the right shows valid codes for those railroad lines currently operating in Nebraska. The most common entries will be Burlington Northern Santa Fe and Union Pacific. The list below indicates those companies no longer in operation, but which may be needed to code old railroad accidents.

History Codes (Not Valid For Current Accidents)

A – Atchison, Topeka & Santa Fe
D – Chicago & Northwestern
E – Chicago Pacific
I – Missouri Pacific
O – Western Railroad Properties

Valid Codes

0 – Not Applicable
1 – Unknown
B – Burlington Northern Santa Fe
C – Chicago Central & Pacific
F – Fremont Elkhorn Valley
G – Ideal Basic Industries
H – Mid States Port Authority
J – Nebraska Public Power District
K – Omaha, Lincoln & Beatrice
L – Sidney & Lowe
M – Union Pacific
N – United States Government
P – Dakota, Minnesota & Eastern
Q – Fillmore Western Railway Co.
R – Nebraska Central Railroad
S – Nebraska, Kansas, Colorado Railnet
T – Nebraska Northeastern Railway
U – Nebraska Railway Inc.
V – Track Tech Inc.
W – Omaha Public Power District
X – Nebkota

Point of Impact with Train Code

This element is important when motor vehicles collide with trains or other railroad vehicles or equipment that travel on the railroad tracks.

Code '0,' "*No impact with train,*" should be entered for all accidents which do not involve a collision between a motor vehicle and a train or other railroad vehicle.

Code '1,' "*Vehicle hit train,*" should be used when a vehicle-train collision occurs in which the motor vehicle strikes a train or any other track-mounted railroad equipment or vehicles.

Code '2,' "*Train hit vehicle,*" should be used when a vehicle-train collision occurs in which the motor vehicle is struck by a train or other track-mounted railroad vehicle.

Code '3,' "*Unknown,*" should be used when the accident report indicates that a vehicle-train collision occurred, but the information is not adequate to determine whether the motor vehicle struck the train or the train struck the motor vehicle.

Valid Codes

0 – No impact with train
1 – Vehicle hit train
2 – Train hit vehicle
3 – Unknown

Weather Condition Code 1 (A1)
Weather Condition Code 2 (A2)

These codes should be entered directly off the accident report form. If the elements are not marked on the form, enter '00' for "Not stated."

<u>Valid Codes</u>
00 – Not stated
01 – Clear
02 – Cloudy
03 – Fog, smog, smoke
04 – Rain
05 – Sleet, hail, freezing rain/drizzle
06 – Snow
07 – Severe crosswinds
08 – Blowing sand, soil, dirt, snow
09 – Other
10 -- Unknown

Light Condition Code (C)

This code should be entered directly off the accident report form. If the element is not marked on the form, enter '0' for "Not stated."

<u>Valid Codes</u>
0 – Not stated
1 – Daylight
2 – Dawn
3 – Dusk
4 – Dark – lighted roadway
5 – Dark – roadway not lighted
6 – Dark – unknown roadway lighting
7 – Other
8 – Unknown

Road Character Code (D)

This code should be entered directly off the accident report form. If the element is not marked on the form, enter '0' for "Not stated."

<u>Valid Codes</u>
0 – Not stated
1 – Straight and level
2 – Straight and on slope
3 – Straight and on hilltop
4 – Curved and level
5 – Curved and on slope
6 – Curved and on hilltop

Road Surface Code (E)

This code should be entered directly off the accident report form. If the element is not marked on the form, enter '0' for "Not stated."

<u>Valid Codes</u>
0 – Not stated
1 – Concrete
2 – Asphalt
3 – Brick
4 – Gravel
5 – Dirt
6 – Other

Road Surface Condition Code (F)

This code should be entered directly off the accident report form. If the element is not marked on the form, enter '0' for "Not stated."

<u>Valid Codes</u>
0 – Not stated
1 – Dry
2 – Wet
3 – Snow
4 – Ice
5 – Sand, mud, dirt, oil, gravel
6 – Water (standing, moving)
7 – Slush
8 – Other
9 – Unknown

Total Number of Through Lanes Code (G)

This code should be entered directly off the accident report form. If the element is not marked on the form, enter '0' for "Not stated."

<u>Valid Codes</u>
0 – Not stated
1 – One lane
2 – Two lanes
3 – Three lanes
4 – Four lanes
5 – Five lanes
6 – Six or more lanes

Median Type Code (H)

This code should be entered directly off the accident report form. If the element is not marked on the form, enter '0' for "Not stated."

<u>Valid Codes</u>
0 – Not stated
1 – Median barrier
2 – Raised median (Curbed)
3 – Grass median (No curb)
4 – Painted (No curb)
5 – None

Contributing Circumstances, Environment Code (I)

This code should be entered directly off the accident report form. If the element is not marked on the form, enter '0' for "Not stated."

<u>Valid Codes</u>
0 – Not stated
1 – None
2 – Weather conditions
3 – Vision obstruction
4 – Glare
5 – Animal in roadway
6 – Other
7 -- Unknown

Contributing Circumstances, Road Code (J)

This code should be entered directly off the accident report form. If the element is not marked on the form, enter '00' for "Not stated."

<u>Valid Codes</u>
00 – Not stated
01 – None
02 – Road surface condition (wet, icy, snow, slush, etc.)
03 – Debris
04 – Rut, holes, bumps
05 – Work zone (construction/maintenance/utility)
06 – Worn, travel-polished surface
07 – Obstruction in roadway
08 – Traffic control device inoperative, missing or obscured
09 – Shoulders (none, low, soft, high)
10 – Non-highway work
11 – Other
12 – Unknown

Type of Roadway Junction Code (K)

This code should be entered directly off the accident report form. If the element is not marked on the form, enter '00' for "Not stated."

<u>Valid Codes</u>
00 – Not stated
01 – Not at junction
02 – Four-way intersection
03 – T-intersection
04 – Y-intersection
05 – Traffic circle/roundabout
06 – Five-point, or more
07 – On-ramp
08 – Off-ramp
09 – Crossover
10 – Driveway
11 – Railroad grade crossing
12 – Shared-use paths or trails
13 – Unknown

School Bus Related Code (L)

This code should be entered directly off the accident report form. If the element is not marked on the form, enter '0' for "Not stated."

<u>Valid Codes</u>
0 – Not stated
1 – No
2 – Yes, school bus directly involved
3 – Yes, school bus indirectly involved
4 – Unknown

Work Zone Related Code (R1)

This code should be entered directly off the accident report form. If the element is not marked on the form, enter '0' for "Not stated."

<u>Valid Codes</u>
0 – Not stated
1 – No
2 – Unknown
3 – Yes

Work Zone, Location of the Crash Code (R2)

This code should be entered directly off the accident report form. If the element is not marked on the form, enter '0' for "Not stated."

<u>Valid Codes</u>
0 – Not stated
1 – Before the first work zone warning sign
2 – Advance warning area (after the first warning sign, but before the work area)
3 – Transition area (where lanes are shifted or tapered for lane closure)
4 – Activity area (adjacent to actual work area, whether workers and equipment were present or not)
5 – Termination area (after the activity area, but before traffic resumes normal conditions)

Type of Work Zone Code (R3)

This code should be entered directly off the accident report form. If the element is not marked on the form, enter '0' for "Not stated."

<u>Valid Codes</u>
0 – Not stated
1 – Lane closure
2 – Lane shift/crossover
3 – Work on shoulder or median
4 – Intermittent or moving work
5 – Other

Workers Present Code (R4)

This code should be entered directly off the accident report form. If the element is not marked on the form, enter '0' for "Not stated."

<u>Valid Codes</u>
0 – Not stated
1 – Yes
2 – No
3 – Unknown

First Harmful Event Code

This element is coded to indicate that incident where the **first** occurrence of **injury** or **damage** from an accident took place. It should be determined from a thorough reading of the case, including the diagram and narrative.

First Harmful Event is also critical to the determination of the location of an accident. Accidents should be located at that spot where the First Harmful Event occurs.

<u>Valid Codes</u>	
Non-Collision Accidents	26 – Bridge parapet end
01 – Overturn/rollover	27 – Bridge rail
02 – Fire/explosion	28 – Guardrail face
03 – Immersion	29 – Guardrail end
04 – Jackknife	30 – Median barrier
05 – Cargo/equipment loss or shift	31 – Highway traffic sign post
12 – Other non-collision	32 – Overhead sign support
13 – Unknown non-collision	33 – Light/luminaire support
	34 – Utility pole
	35 – Other post, pole, or support
Collision Accidents	36 – Culvert
14 – Pedestrian	37 – Curb
15 – Bicycle (Pedalcycle)	38 – Ditch
16 – Railway vehicle	39 – Embankment
17 – Animal	40 – Fence
18 – Motor vehicle in transport	41 – Mail box
19 – Parked motor vehicle	42 – Tree
20 – Work zone maintenance equipment	43 – Other fixed object
21 – Other movable object	44 – Work zone maintenance equipment
22 – Unknown movable object	45 – Unknown fixed object
	Other
Fixed Objects	46 – Other
23 – Impact attenuator/crash cushion	47 – Unknown
24 – Bridge overhead structure	
25 – Bridge pier or abutment	

Explanation of First Harmful Event Codes

Non-Collision Accidents

Overturn/rollover (Code 01): An accident where a vehicle upsets onto its top or side. A motorcycle is always coded 01.

Fire/explosion (Code 02): An accident resulting from a fire which starts or an explosion which takes place while a vehicle is in transport.

Immersion (Code 03): An accident that results from a vehicle plunging into water, such as a lake or river.

Jackknife (Code 04): An accident that results from unintended contact between any two units of a multi-unit vehicle, such as the tractor and trailer of a truck combination.

Cargo/equipment loss or shift (Code 05): An accident that results from material, gear, or other load falling from a vehicle or shifting position on a vehicle and affecting its balance.

Other non-collision (Code 12): Any non-collision accident that results in damage or injury, but does not fit into any of the other available categories. Examples include vehicle damage caused by driving through potholes or damage to lawns when vehicles drive on them.

Unknown non-collision (Code 13): An accident resulting from any non-collision event where the specifics are unknown.

Collision Accidents

Pedestrian (Code 14): A collision with any person who is not an occupant of a transport vehicle. This includes persons on foot, persons sitting, lying, or working on a trafficway, and persons in a human-powered device (other than those propelled by pedaling), such as a baby carriage, child's wagon, ice or roller skates, scooters, sleds, and wheel chairs.

Bicycle (Pedalcycle) (Code 15): A collision with a non-motorized, human-powered vehicle which is propelled by pedaling. Examples include bicycles, tricycles, and unicycles.

Railway vehicle (Code 16): A collision with any vehicle that is designed to move on rails, including engines or any other track-mounted railroad vehicles.

Animal (Code 17): A collision with any animal that is herded or unattended, such as deer, cows, etc. Animals which are being ridden or which are pulling vehicles, such as carts or buggies, are considered transport vehicles and should be coded as '21', "Other movable object."

Motor vehicle in transport (Code 18): Any collision between two motor vehicles in transport.

Parked motor vehicle (Code 19): A collision between a motor vehicle in transport and a motor vehicle that is not in transport. This includes vehicles parked in places designated for parking, vehicles parked or stopped along the roadway where parking is permitted by normal usage (such as on shoulders), vehicles stopped or parked illegally, but not in the roadway traffic lanes, and vehicles stopped, disabled, or abandoned off the roadway. Vehicles stopped or parked in traffic lanes where parking is prohibited are not considered parked vehicles.

Work zone maintenance equipment (Code 20): A collision with any construction machinery or road maintenance equipment that is actively engaged in work. Examples include a snowplow while plowing snow or a road grader while grading a road. These same pieces of equipment, if moving from place to place on a road and not in the process of working, are considered motor vehicles.

Other movable object (Code 21): A collision with an object that is movable or moving (but not set in motion by a motor vehicle, in which case it would be considered a part of the motor vehicle). Examples include vehicles drawn by animals, animals (such as a horse) being ridden by a person, objects dropped from motor vehicles, but not in motion (such as a chair which fell from a pickup truck and is lying in the roadway), and fallen trees or rocks (which are no longer moving).

Unknown movable object (Code 22): A collision with an object of undetermined nature that is movable or moving (but not set in motion by a motor vehicle, in which case it would be considered a part of the motor vehicle).

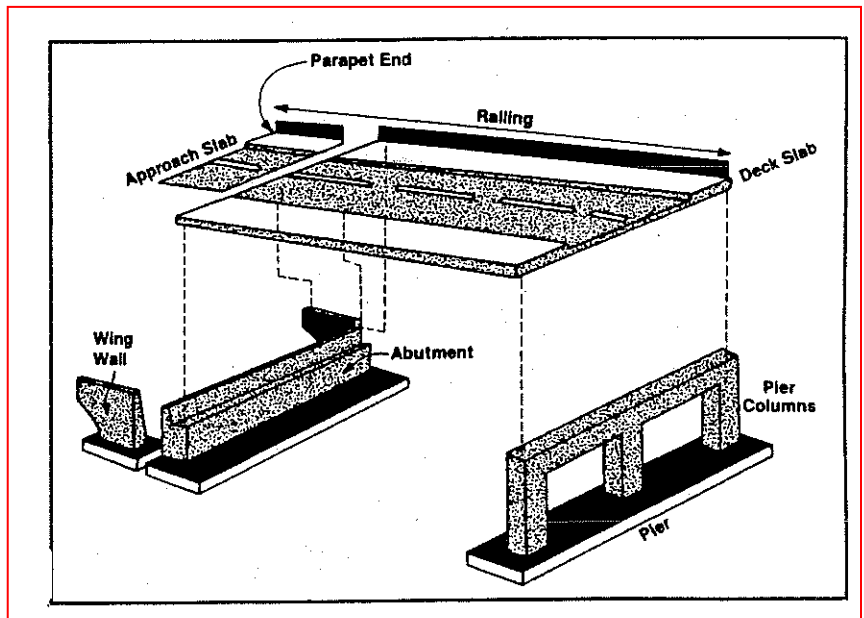
Fixed Object Collisions

Fixed Object: A fixed object is an object that is permanently attached to the terrain or is intentionally placed on or along the roadway for an official purpose (such as construction barricades). Objects that are in motion are excluded.

Impact attenuator (crash cushion) (Code 23): A protective device designed to present errant vehicles from impacting fixed object hazards. It is intended to lessen the effect of a crash by absorbing energy at a controlled rate. Most often used on high volume roadways, several different types of devices are common, including sand barrels and collapsible systems employing water or plastic foam.

Bridge: A structure, including supports, which carries a roadway over a depression or obstruction, such as water, another roadway, or a railroad track. Bridges are made up of several components. Motor vehicle collisions with various bridge components are categorized separately under First Harmful Event. (See diagram)

Bridge overhead structure (Code 24): The main bridge structure that carries a roadway or railroad track over another roadway. Collisions with the bridge piers are not included. The most common use of this code would be when a truck with an unusually high load attempts to go under a bridge and strikes the overhead structure.

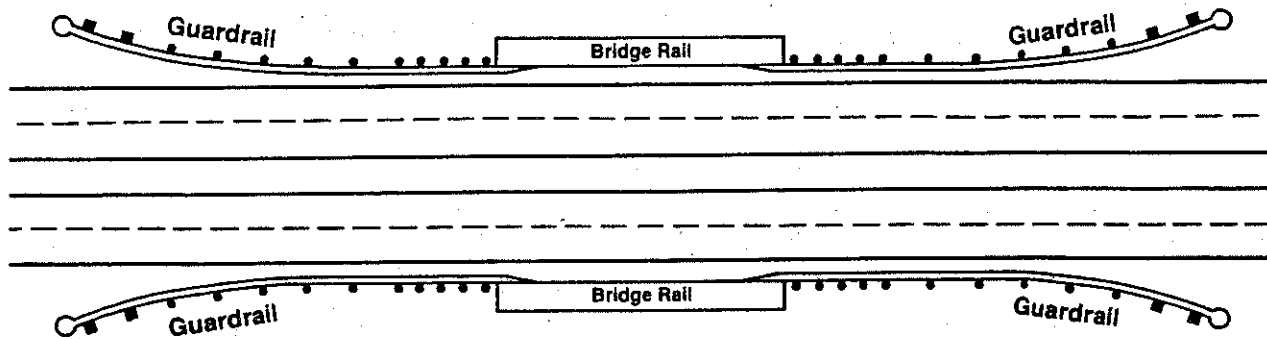


Bridge pier or abutment (Code 25): The walls or columns that support a bridge structure. (Abutments support the bridge ends, piers are the intermediate supports.) Collisions with these objects will normally involve vehicles traveling under bridges.

Bridge parapet end (Code 26): The end of the low wall, or bridge rail, that runs along the upper portion of a bridge and is an especially hazardous object when struck by a vehicle. Bridge parapet ends are often shielded by guardrail, attenuators, or other protective devices.

Bridge rail (Code 27): A barrier that extends along the length of a bridge structure which is intended to prevent straying vehicles from going over the side of the structure. The most common types of bridge rail are metal rails or concrete parapets.

Most highway bridges are protected by a combination of guardrail and bridge rail. The barrier that extends along the length of the bridge structure is bridge rail. The approaches to the bridge are normally protected by guardrail, which prevents vehicles from striking the parapet ends. A transition section is used to connect the guardrail with the bridge rail to provide continuous protection. When information on the accident report is not sufficient to distinguish whether a bridge-related collision was with bridge rail or approach guardrail, code it to bridge rail. (See diagram.)



Guardrail: A barrier placed lengthwise along the edge of the roadway for the purpose of protecting a vehicle that strays from its intended path from striking a hazard, and redirecting it towards the roadway. The type of guardrail used in Nebraska is usually steel beam or cable. The guardrail codes used for First Harmful Event are broken down into two categories:

Guardrail face (Code 28): The face is the front portion of the guardrail which is intended to be struck by vehicles which stray from the roadway. It represents by far the greatest part of a guardrail system. Accidents which involve a collision with guardrail, but for which information is too sketchy to allow one to accurately determine which part of the guardrail system was actually struck, should be coded as "Guardrail Face."

Guardrail end (Code 29): The end of a guardrail installation, if struck by a vehicle, is particularly hazardous. Because of this, most guardrail ends are built with special end treatments such as breakaway cable terminals (BCT), flared and buried ends, and Texas twists. This code should be used when it can be determined from the accident report that the end, rather than the face of a guardrail, was the first object struck.

Median barrier (Code 30): A permanent barrier usually made of concrete or steel rail, which runs lengthwise along the roadway in the median of a divided highway to prevent vehicles from crossing over into opposing traffic.

Highway traffic sign post (Code 31): Includes all highway regulatory, warning, and guide signs along the side of a roadway and the posts that support them. Private advertising signs or billboards are not included.

Overhead sign support (Code 32): A structure used to support traffic signs that is mounted over the lanes of a roadway.

Light/luminaire support (Code 33): The poles or other structures that support luminaires that are intended to light the roadway.

Utility pole (Code 34): Poles which support wires or cables belonging to a public utility (electrical power, telephone, television, etc.).

Other post, pole, or support (Code 35): Any poles, posts, or other supports that do not fit into another category. This includes reflectorized steel delineator posts (sometimes called reflector posts) that are placed along the side of a roadway to outline the pavement edge.

Culvert (Code 36): Drainage structures designed to carry water under a roadway. The culvert opening, headwalls, wing walls, and inlets should all be considered part of a culvert.

Curb (Code 37): A structure built along the edge of the roadway to provide drainage control, pavement edge support, and pavement edge delineation. It is normally twelve inches or less in height and may be vertical or sloped.

Ditch (Code 38): A narrow channel built along the side of a roadway to collect and carry the surface water that has run off the roadway.

Embankment (Code 39): A raised structure often, but not always, made of earth. It may be built intentionally to hold back water or to carry a roadway, or may be the result of excavation or washout. The backslope of a cut section of highway, as well as creek beds should be coded as embankments.

Fence (Code 40): A barrier intended for containment, such as to prevent animals from escaping, or to mark a boundary.

Mailbox (Code 41): A receptacle intended for the deposit of mail, including its post or other supports.

Tree (Code 42): Any tree or other woody plants and bushes.

Other fixed object (Code 43): Any fixed object not included in another category. It includes walls, buildings, tunnels, etc.

Work zone maintenance equipment (Code 44): Construction machinery or road maintenance equipment that is not in transport, but parked along a roadway.

Unknown fixed object (Code 45): A fixed object of undetermined nature.

Other

Other (Code 46): Any collision or non-collision accident that fits in no other category.

Unknown (Code 47): Any accident of undetermined nature

Relation to Roadway Code

This code is used to place the location of the First Harmful Event of an accident in relation to the roadway. It must be determined from a thorough reading of the case, including the diagram and narrative.

Code '1,' "On roadway," should be used for all accidents where the "First harmful event" occurs on the roadway. The roadway is that part of the trafficway which is intended for vehicle travel.

Code '2,' "Shoulder," should be used for accidents where the "First harmful event" occurs on the shoulder of the road. The shoulder is that portion of the road immediately next to the driving surface which is intended to accommodate stopped vehicles, for emergency use, and for lateral support of the roadway structure. The shoulder may be paved or made of earth.

Code '3,' "Median," should be used for accidents where the "First harmful event" occurs on the highway median. The median is that portion of a divided highway that separates opposing traffic flows. It is not intended for vehicle traffic.

Besides separating traffic, it can also provide a stopping area for emergency situations and a recovery area for out-of-control vehicles. Median vary greatly in width, from a minimum of 4-feet to 80-feet or more. They are usually grass in rural areas, but are often raised concrete in urban areas.

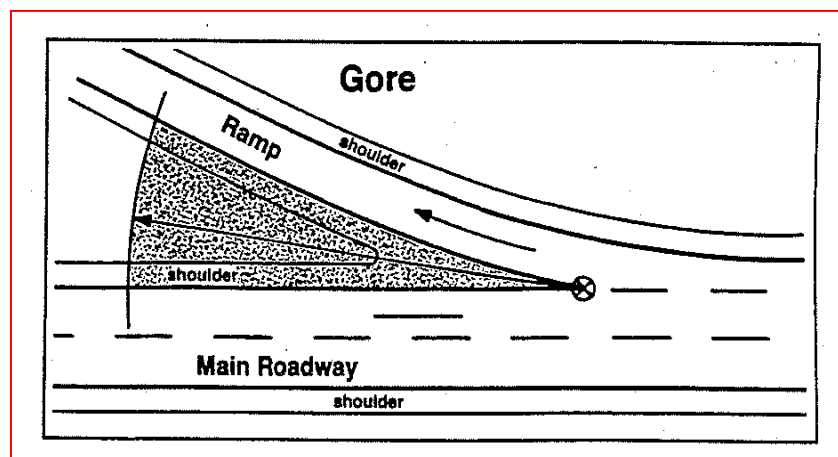
Code '4,' "Beyond left shoulder," should be used for accidents where the "First harmful event" occurs beyond the left shoulder.

Code '5,' "Beyond right shoulder," should be used for accidents where the "First harmful event" occurs beyond the right shoulder.

Codes '4' and '5' will most commonly be used for single vehicle accidents. In a single vehicle accident, left and right should be determined in relation to the direction the driver is originally traveling. For multi-vehicle collisions, determine left and right from the original direction of travel of the driver who is most at fault in the accident, or who has strayed the farthest from his intended path.

Code '6,' "Off roadway (unknown)," should be used for accidents where it is determined that the "First harmful event" occurred off the roadway, but it is not possible from the information given to tell whether the accident occurred on the shoulder, beyond the shoulder, or in the median.

Valid Codes	
1	– On roadway
2	– Shoulder
3	– Median
4	– Beyond left shoulder
5	– Beyond right shoulder
6	– Off roadway (unknown)
7	– Gore
8	– Unknown



Code '7,' "Gore," should be used for accidents where the "First harmful event" occurs at a roadway gore. A gore is the area, often triangular in shape, where two roadways which carry traffic traveling in the same direction, come together or split apart. (See diagram)

Code '8,' "Unknown," should be used for accidents where, because of a lack of information, it is impossible to tell where the "First harmful event" occurred.

Directional Analysis Code

This code is used to indicate the type of collision that is the First Harmful Event in multi-vehicle collisions. It must be determined from a careful reading of the case, including the diagram and narrative.

The most important consideration in determining which directional analysis code to assign to an accident is the direction of the vehicles involved just prior to the collision. The angle at which the vehicles collide is a secondary consideration.

Example: Two vehicles collide at a normal four-leg intersection. One of the vehicles was traveling northbound and the other westbound. At the last moment, one of the drivers swerves in an attempt to avoid the accident, his vehicle spins out of control, and the other vehicle collides into its rearend. This accident should be coded as an angle collision. (The determining factor is the direction of travel of the vehicles just prior to the collision.)

In those cases where the direction of travel is the same for more than one directional analysis choice, select the code which best describes the angle at which the vehicles collided.

Example: When vehicles traveling in opposite directions on the same roadway collide, the accident may be coded either as a head-on collision, or a sideswipe (opposite direction) collision, depending on whether the vehicle collided head-to-head or head-to-side.

Code '0,' "Not applicable," should be entered when the accident is not a multi-vehicle collision.

Code '1,' "Rearend," should be entered when a multi-vehicle collision occurs between two or more vehicles traveling in the same direction, and one vehicle collides into the rear of another.

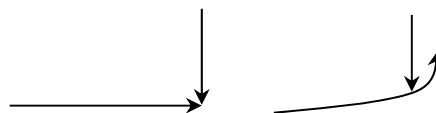


Code '2,' "Head-on," should be entered when a multi-vehicle collision occurs between two vehicles traveling in opposite directions on the same roadway, and they strike front-to-front.

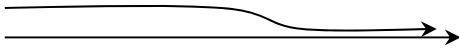


<u>Valid Codes</u>	
0	– Not applicable
1	– Rearend
2	– Head-on
3	– Angle
4	– Sideswipe (same direction)
5	– Sideswipe (opposite direction)
6	– Left-turn leaving
7	– Backing
8	– Unknown

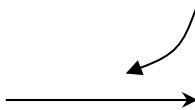
Code '3,' "Angle," should be entered when a multi-vehicle collision occurs between vehicles traveling on roadways, or other driving paths, which cross at such an angle (approximately 90 degrees) as to put them into direct conflict. This includes both vehicles traveling in a straight path and vehicles intending to turn.



Code '4,' "Sideswipe (same direction)," should be entered when a multi-vehicle collision occurs between two vehicles traveling in the same direction, and one of the vehicles collides into the side of the other. This type of accident will often happen when a vehicle is changing lanes on a multi-lane roadway, when a vehicle goes out of control, or when a vehicle attempts to pass another vehicle.



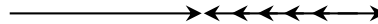
Code '5,' "Sideswipe (opposite direction)," should be entered when a multi-vehicle collision occurs between two vehicles traveling in the opposite direction on the same roadway, and one vehicle strikes the other in the side.



Code '6,' "Left-turn leaving," should be entered if a multi-turning vehicle strikes or is struck by another vehicle which is traveling on the same roadway in the opposite direction. (This does not include collisions between left-turning vehicles and vehicles traveling on crossing roadways. These are single collisions.)



Code '7,' "Backing," should be entered when a multi-vehicle collision occurs in which one of the vehicles involved is in the process of backing up.



Code '8,' "Unknown," should be entered when a multi-vehicle accident occurs, but where the information is not sufficient to determine the directional analysis type.

Investigation at Scene Switch

This information should be entered directly off the investigator's report from the box labeled "Was Investigation Made at Scene?" If there is no investigator's report for the accident or neither box on the investigator's report is checked, enter a '0', which indicates "not available or not stated."

<u>Valid Codes</u>	
0	– Not available/Not stated
1	– Yes
2	– No

Investigator Type Code

This code is entered to indicate the law enforcement agency which investigated the accident. This should be determined from the "Department" box in the investigator's signature area at the bottom of the back page of the investigator's report.

<u>Valid Codes</u>	
0	– Not investigated
1	– Nebraska State Patrol
2	– County Sheriff
3	– City Police
4	– Other Agency

Code '0,' "Not investigated," should be entered if no investigator's report is received for an accident.

Code '1,' "Nebraska State Patrol," should be entered if the investigating officer was a member of the Nebraska State Patrol.

Code '2,' "County Sheriff," should be entered if the investigating officer is the sheriff of any county or one of his deputies.

Code '3,' "City Police," should be entered if the investigating officer is a member of the police force of any city or village.

Code '4,' "Other Agency," should be entered if the investigating officer is identified as a member of any agency other than those listed above. Example would include Bureau of Indian Affairs police or military police

Vehicle Data Screen (HSIX014)

Information on all vehicles involved in an accident, including parked and towed vehicles, must be entered on this screen.

Investigator Estimated Damage

Enter the dollar damage to this vehicle as estimated by the investigating officer. This information should be taken directly off the investigator's report form. If there is no investigator's report for this accident, or the investigator makes no estimate, leave this field blank.

Round all estimates off to whole dollar amounts. Entry of cents is not allowed. The number entered should not include a dollar sign or commas.

Examples: An estimate of \$569.75 should be entered as: 570
An estimate of \$11,575 should be entered as: 11575

Other Used Symbols: > = Greater Than < = Less Than +/- = \$1001

Rpt Received Date

This hidden field will only appear on the screen when you attempt to enter an "Investigator Estimated Damage" amount without first entering the "Investigator Report Received Date" on the Accident Data Screen (HSIX019).

When this field is highlighted, you may key in the date that the officer's report was received on this screen, rather than having to page back to the Accident Data Screen to make the update.

Use Driver Estimate Switch

This switch should be coded "Yes" whenever a driver's estimate of damage to his vehicle is accepted. It should be coded "No" if a driver's estimate is not received or when a "Proof of Damage" letter is sent to the driver. Based on the driver's response to the "Proof of Damage" letter, it may later be changed to "Yes."

<u>Valid Codes</u>
1 – Yes
2 – No

Driver/Owner Estimated Damage

Enter the dollar damage to this vehicle as estimated by its driver or owner. This information should come directly off the individual's accident report. If there is no individual's report, or no estimate is made by the driver or owner, leave this field blank.

Round all estimates off to whole dollar amounts. Entry of cents is not allowed. The number entered should not include a dollar sign or commas.

Examples: An estimate of \$569.75 should be entered as: 570 An estimate of \$11,575 should be entered as 11575

Vehicle License Number

Enter the plate number in this field. This information is taken from the "License Plate Number" field on the investigator's report. Nebraska license plates should be entered without dashes, spaces or plate types. Non-Nebraska plates (including Canadian and Mexican plates) are entered exactly as written in by the officer. You can include dashes and spaces in these types of plates. Examples are provided below.

Nebraska License Plates

<u>License Plate Number written on investigator's report:</u>	<u>How it should be entered into the "Vehicle License Number" field:</u>
2-T9566	2T9566
57Comm5054	575054
FRITZEL	FRITZEL
ITSBIG	ITSBIG
18mc94	1894
In Transit	INTRANSIT
None	Tab over this field
PO1805 (Semi Power Unit)	PO1805
55-266 TF (Pickup Truck)	55266
1-BY904	1BY904

Non-Nebraska License Plates

<u>License Plate Number as written on investigator's report:</u>	<u>How it should be entered into the "Vehicle License Number" field:</u>
(Canadian Plate) L96609-6	L96609-6
(Canadian Plate) P30462	P30462
(Wisconsin Plate) LBJ-259	LBJ-259
None	Tab over this field

Vehicle License Year

Enter the four-digit year in which the vehicle license plate expires. This information comes directly off the accident report form. If the year the license plate expires is 2003, for example, the Vehicle License Year should be entered as '2003'.

Vehicle License State

Enter the two-character code that indicates the name of the U. S. state, Canadian province, Mexican state, or U.S. territory where the vehicle is registered. This information is taken from the "License Plate State" field on the investigator's report.

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

<u>Canadian Provinces</u>	<u>U. S. Territories</u>		
Alberta.....	AB	U. S. Dept. of State.....	DS
British Columbia.....	BC	American Samoa.....	AS
Manitoba.....	MB	Panama Canal Zone.....	PZ
New Brunswick.....	NB	Fed. States of Micronesia..	FM
Newfoundland.....	NF	Guam.....	GU
Northwest Territory.....	NT	Northern Mariana Islands..	MP
Nova Scotia.....	NS	Palau.....	PW
Ontario.....	ON	Puerto Rico.....	PR
Prince Edward Island.....	PE	US Minor Outlying Islands	UM
Quebec.....	QC	Marshall Islands.....	MH
Saskatchewan.....	SK	Virgin Islands (U. S.).....	VI
Yukon Territory.....	YT	Wake Island.....	WK

Valid Codes for Mexican States and Other Jurisdictions

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

Vehicle Model Year

Enter the four-digit model year for this vehicle. This information comes directly off the accident report form. If the year the license plate expires is 2003, for example, the Vehicle License Year should be entered as '2003'. If the vehicle involved in the accident is government owned and has an Exempt license plate number, level this area blank.

Vehicle Make Code

Enter the two-digit code that indicates the make of this vehicle. This information comes directly off the accident report form.

<u>Valid Codes</u>		
01 – American Motors	37 – Honda	64 – Daewoo
02 – Jeep	38 – Isuzu	69 – Other Imported Auto
03 – AM General	39 – Jaguar	70 – BSA
04 – Hummer	40 – Lancia	71 – Ducati
06 – Chrysler	41 – Mazda	72 – Harley-Davidson
07 – Dodge	42 – Mercedes Benz	73 – Kawasaki
08 – Imperial	43 – MG	74 – Moto-Guzzi
09 – Plymouth	44 – Peugeot	75 – Norton
10 – Eagle	45 – Porsche	76 – Yamaha
12 – Ford	46 – Renault	80 – Brockway
13 – Lincoln	47 – Saab	81 – Diamond Reo or Reo
14 – Mercury	48 – Subaru	82 – Freightliner
18 – Buick	49 – Toyota	83 – FWD
19 – Cadillac	50 – Triumph	84 – International Harvester
20 – Chevrolet	51 – Volvo	85 – Kenworth
21 – Oldsmobile	52 – Mitsubishi	86 – Mack
22 – Pontiac	53 – Suzuki	87 – Peterbilt
23 – GMC	54 – Acura	88 – Iveco/Magirus
24 – Saturn	55 – Hyundai	89 – White (Autocar/GMC)
25 – Grumman	56 – Merkur	90 – Bluebird
29 – Other Domestic Auto	57 – Yugo	91 – Eagle Coach
30 – Volkswagen	58 – Infiniti	92 – Gillig
31 – Alfa Romero	59 – Lexus	93 – MCI
32 – Audi	60 – Daihatsu	94 – Thomas Built
33 – Austin/Austin Healey	61 – Sterling	98 – Other
34 – BMW	62 – Land Rover	99 – Unknown
35 – Nissan/Datsun	63 – KIA	
36 – Fiat		

Alphabetic List of Valid Make Codes

54 – Acura	69 – Gazelle	98 – Neoplan
31 – Alfa Romero	95 - Geo	35 – Nissan
03 – AM General	92 – Gillig	75 – Norton
01 – American Motors	23 – GMC	21 – Oldsmobile
69 – Aston Martin	25 – Grumman	18 – Opel
32 – Audi	72 – Harley-Davidson	98 – Orion
33 – Austin/Austin Healey	69 – Hillman	98 – Oshkosh
98 – Auto-Union-DKW	98 – Hino	29 – Packard
29 – Avanti	37 – Honda	87 – Peterbilt
69 – Bently	29 – Hudson	44 – Peugeot
69 – Bertone	04 - Hummer	09 – Plymouth
90 – Bluebird	55 – Hyundai	22 – Pontiac
34 – BMW	08 – Imperial	45 – Porsche
69 – Bricklin	58 – Infiniti	69 – Reliant (British)
80 – Brockway	84 – International Harvester	46 – Renault
70 – BSA	38 – Isuzu	81 – Reo
18 – Buick	88 – Iveco/Magirus	69 – Rolls Royce
19 – Cadillac	39 – Jaguar	47 – Saab
98 – Carpenter	02 – Jeep	24 – Saturn
29 – Checker	69 – Jensen	98 – Scania
20 – Chevrolet	02 – Kaiser-Jeep	69 – Simica
06 – Chrysler	73 – Kawasaki	69 – Singer
69 – Citroen	85 – Kenworth	61 – Sterling
98 – Collins Bus	63 – KIA	98 – Sterling (Truck)
64 – Daewoo	69 – Lada	29 – Studebaker
60 – Daihatsu	69 – Lamborghini	29 – Stutz
35 – Datsun	40 – Lancia	48 – Subaru
69 – DeLorean	62 – Land Rover	69 – Sunbeam
29 – Desoto	59 – Lexus	53 – Suzuki
69 – Desta	13 – Lincoln	94 – Thomas Built
81 – Diamond Reo	69 – Lotus	49 – Toyota
98 – DINA	86 – Mack	50 – Triumph
98 – Divco	69 – Maserati	69 – TVR
07 – Dodge	41 – Mazda	98 – UD
71 – Ducati	93 – MCI	98 – Van Hool
10 – Eagle	42 – Mercedes-Benz	30 – Volkswagen
91 – Eagle Coach	14 – Mercury	51 – Volvo
29 – Excaliber	56 – Merkur	98 – Western Star
69 – Ferrari	43 – MG	89 – White/Autocar
36 – Fiat	98 – Mid Bus	02 – Willys-Jeep
12 – Ford	52 – Mitsubishi	76 – Yamaha
82 – Freightliner	69 – Morgan	57 – Yugo
83 – FWD	69 – Morris	
	74 – Moto-Guzzi	
	84 – Navistar	

Vehicle Bodystyle Code

Enter the two-digit code that indicates the correct bodystyle for this vehicle. Although bodystyle is collected on the accident reports, it is often not reported in the manner we want.

The coding of "Bodystyle" is based exclusively on how the body of the vehicle is configured. It is not to be confused with the function the vehicle is performing. For instance, a van used to bus children to a rural school should be coded '17,' "Full size van," not as a bus.

Bodystyle codes requiring some additional clarification are presented below.

Trucks and Buses (Codes 02-09, 37-40)

These codes relate directly to the Supplemental Truck and Bus Accident Report. The Bodystyle Code for any vehicle included on a Supplemental Truck and Bus Report should be taken directly from the "**Vehicle Configuration**" box on that report.

Any vehicle that is a truck with a Gross Vehicle Weight Rating (GVWR) or Gross Combination Vehicle Weight Rating (GCVWR) of 10,001 pounds or more must be assigned a code from 02-09. Any bus designed to carry 9 or more passengers, including the driver, must be assigned either code 37 or 38. Any vehicle that does not meet either of these qualifications, but is displaying a hazardous materials placard, must be assigned either code 39 or 40.

Code '09,' "Unknown heavy truck," should be used when the vehicle is known to be a heavy truck, but information it too sketchy to determine the precise bodystyle.

Vans (Codes 16-17)

The following lists give examples of vehicle models that should be included in the two van categories. The lists are not necessarily complete.

Minivans: Buick-Terraza; Chevrolet-Astro, Lumina, Uplander, Venture; Chrysler Town and Country, Voyager; Dodge-Caravan, Grand Caravan; Ford-Aerostar, Windstar, Freestar; GMC-Safari, Savana; Honda-Odyssey; Hyundai-Entourage; Isuzu-Oasis; Kia-Sedona; Mazda-MPV; Mercury-Monterey, Villager; Mistubishi-Minivan; Nissan-Altra EV, Axxess, Quest, Van; Oldsmobile-Silhouette; Plymouth-Voyager, Grand Voyager, Vista; Pontiac-Transport, Montana; Saturn-Relay; Toyota-Previa, Sienna; Volkswagon-Camper, Eurovan, Vanagon.

Full Size Van: B150-B350, Sportsman, Royal Maxiwagon, Ram, Tradesman, Voyager (1983 and before), E150-E450, Econoline, Clubwagon, Chateau, G10-G30, Chevy Van, Beauville, Sport Van, G15-G35, Rally Van, Vandura, Freightliner Sprinter/Advantage, Mercedes Benz-Sprinter, Dodge-Sprinter

Utility Vehicles (Codes 18-19)

The following lists give examples of vehicle models that should be included in the two categories of utility vehicles. The lists are not necessarily complete.

Compact: Acura-SLX, RDX; Audi-Q5, Q7; BMW-X3, X5; Buick-Rendezvous, Rainier; Chevrolet- S-10 Blazer/TrailBlazer, Tracker(1999 on), Trailblazer(2003 on), Equinox; Diahatsu-Rocky; Dodge-Durango, Nitro,Raider; Ford-Bronco II(1984 on), Escape, Explorer, Explorer Sport; GMC-Jimmy(1995 on), Envoy; Honda-CRV, Passport, Element; Hummer-H3; Hyundai-Santa Fe, Tuscon, Veracruz; Infiniti-QX4; Isuzu-Amigo, Axiom, Rodeo, Rodeo Sport, Vehicross, Trooper, Hombre; Jeep-Cherokee(1984 on), Commander, Grand Cherokee, Liberty, Patriot, Wagoneer, Wrangler; Lincoln-Aviator; KIA-Sportage, Sorrento; Land Rover-Defender, Discovery, Freelander; Lexus-RX300, RX330, GX470; Mazda-Navajo, Tribute; Mercedes-M, ML, G500; Mercury-Mariner, Mountaineer; Mitsubishi-Montero, Montero Sport, Endeavor; Nissan-Pathfinder, Xterra; Oldsmobile-Bravada(1996 on); Pontiac-Aztek, Torrent; Saab-9-7x; Saturn-Vue; Subaru-B9 Tribeca, Forester; Suzuki-Vitara, Vitara 6, Grand Vitara, X90, XL7; Toyota-4-Runner, FJ Cruiser, Highlander, RAVA4; Volkswagen-Tiguan; Volvo-XC90.

Medium/Large: Acura-MDX; Cadillac-Escalade; AMC Hummer; Chevrolet-Blazer (full-size), Tahoe; Chrysler-Aspen; Ford-Full-size Bronco(78 and after), Excursion, Expedition; Honda-Pilot; GMC-Full-size Jimmy(1991 on), Yukon (Denali / XL); Ininity-QX56; Isuzu-Ascender; Jeep-Cherokee (1983 and before); Land Rover-LR2, LR3, Range Rover; Mercedes Benz-GL450; Nissan-Armada; Porsche-Cayenne; Lexus-LX450 / 470; Lincoln-Navigator; Toyota-Land Cruiser, Sequoia; Volkswagen-Touareg.

Motorized Cycles (Codes 21-25)

Motorized cycles include only vehicles that have three or fewer wheels. Code '21,' "*Motorcycle and dirtbike*" is the most common category of motorized cycle. When in doubt, a motorized cycle should be entered in this category.

Only use the less common motorized vehicle codes (Minibike, Moped, Motorscooter, or Three-wheel ATV) when a vehicle is clearly described on the accident report as belonging to one of these categories.

Farm Equipment (Code 29)

Any self-propelled farm vehicles, such as tractors, combines, floaters, etc., should receive code '29.' This code **should not** be used for trucks, which should receive the appropriate truck code.

Construction/Maintenance Equipment (Code 30)

Any self-propelled equipment used for road construction or maintenance, such as road graders, pavers, bulldozers, earthmovers, etc., should receive code '30.' This code should **not** be used for trucks, which should receive the appropriate truck code.

Other (Code 31)

"Other" should be used for vehicles that fit into none of the above bodystyle categories. Try not to overuse this category. If a vehicle closely resembles one of the listed bodystyles, but does

not precisely fit, it may be better to include it with the bodystyle it resembles, rather than selecting "Other."

Example: If you know the vehicle is a truck, try to fit it into one of the truck categories, rather than choosing "Other."

<u>Valid Codes</u>	
02 – Single Unit Truck (10,001 – 26,000 lbs.)	20 – Pickup truck
03 – Single Unit Truck (>26,000 lbs. GVWR)	21 – Motorcycle & dirt bike
04 – Truck tractor (bobtail)	22 – Minibike
05 – Truck with trailer	23 – Moped
06 – Tractor with semi-trailer	24 – Motor scooter
07 – Tractor with doubles	25 – Three-wheel ATV
08 – Tractor with triples	26 – Motor home
09 – Unknown heavy truck / Fire truck	27 – Snowmobile
10 – 2-door Sedan	28 – Four-wheel ATV/dune buggy
11 – 4-door Sedan	29 – Farm equipment
12 – Convertible	30 – Construction/maintenance equipment
13 – Station wagon	31 – Other
14 – Auto-based ambulance	32 – Unknown body style
15 – Limousine	37 – Bus (seats 9-15, including driver)
16 – Mini van	38 – Bus (seats 15+, including driver)
17 – Full size van	39 – Passenger car with haz mat placard
18 – Compact Utility	40 – Light truck with haz mat placard
19 – Medium/large utility	

VIN (Vehicle Identification Number)

This code should be entered directly off the accident report. The VIN normally consists of 17 digits (both numbers and letters).

Traffic Control Device Code (N)

This code should be entered directly off the accident report form. If the element is not marked on the form, enter '0' for "Not stated."

<u>Valid Codes</u>
0 – Not stated
1 – No controls
2 – Traffic control signal
3 – Flashing traffic control signal
4 – School zone sign
5 – Stop sign
6 – Yield sign
7 – Warning sign
8 – Railroad crossing device
9 – Unknown

Extent of Damage Code (O)

This code should be entered directly off the accident report form. If the element is not marked on the form, enter '0' for "Not stated."

<u>Valid Codes</u>
0 – Not stated
1 – None/minor damage
2 – Functional damage
3 – Disabling damage (requires towing from scene)
4 – Severe/vehicle totaled
5 – Unknown

Disposition of Vehicle Code (Q)

Enter the code that indicates the appropriate disposition of this vehicle after the accident. This information should be taken directly off the accident report form.

<u>Valid Codes</u>
0 – Not stated
1 – Towed – due to damages
2 – Towed – other reasons
3 – Left at scene
4 – Driven away
5 – Unknown

Sequence of Events Codes

- Sequence of Events – First Event (1)**
- Sequence of Events – Second Event (2)**
- Sequence of Events – Third Event (3)**
- Sequence of Events – Fourth Event (4)**
- Most Harmful Event**

These fields should be entered directly off the investigator's report. They do not appear on the driver's report. All five fields use the same set of codes. The First Event and Most Harmful Event must always be coded. If these elements are not marked on the form, enter '00' for "Not stated." The Second, Third, and Fourth Events are optional to the investigator and may be left blank.

Valid Codes for Sequence of Events, Most Harmful Event

00 – Not stated

Non-Collision Accidents

- 01 – Overturn/rollover
- 02 – Fire/explosion
- 03 – Immersion
- 04 – Jackknife
- 05 – Cargo/equipment loss or shift
- 06 – Equipment failure
- 07 – Separation of units
- 08 – Ran off road right
- 09 – Ran off road left
- 10 – Cross median/centerline
- 11 – Downhill runaway
- 12 – Other non-collision
- 13 – Unknown non-collision

Collision Accidents

- 14 – Pedestrian
- 15 – Bicycle (Pedalcycle)
- 16 – Railway vehicle
- 17 – Animal
- 18 – Motor vehicle in transport
- 19 – Parked motor vehicle
- 20 – Work zone maintenance equipment
- 21 – Other movable object
- 22 – Unknown movable object

Fixed Objects

- 23 – Impact attenuator/crash cushion
- 24 – Bridge overhead structure
- 25 – Bridge pier or abutment
- 26 – Bridge parapet end
- 27 – Bridge rail
- 28 – Guardrail face
- 29 – Guardrail end
- 30 – Median barrier
- 31 – Highway traffic sign post
- 32 – Overhead sign support
- 33 – Light/luminaire support
- 34 – Utility pole
- 35 – Other post, pole, or support
- 36 – Culvert
- 37 – Curb
- 38 – Ditch
- 39 – Embankment
- 40 – Fence
- 41 – Mail box
- 42 – Tree
- 43 – Other fixed object
- 44 – Work zone maintenance equipment
- 45 – Unknown fixed object

Other

- 46 – Other
- 47 – Unknown

Authorized Speed Limit (mph)

Enter the speed limit in miles per hour for this vehicle directly from the information on the accident report form.

Direction Before Accident Code

Enter the appropriate code for the direction in which this vehicle was traveling just prior to the accident. This information should be taken directly from the “Vehicle Movement Before Collision” box on the accident report form.

Valid Codes

- 0 – Not stated
- 1 – North
- 2 – South
- 3 – East
- 4 – West

Vehicle Movement Code

Enter the code which best indicates the movement of this vehicle just prior to the accident. This information should be taken directly from "Vehicle Movement Before Collision" box on the accident report.

<u>Valid Codes</u>	
00 – Not stated	07 – Making U-turn
01 – Essentially straight ahead	08 – Entering traffic lane
02 – Backing	09 – Leaving traffic lane
03 – Changing lanes	10 – Parked
04 – Overtaking/passing	11 – Slowing or stopped in traffic
05 – Turning right	12 – Other
06 – Turning left	13 – Unknown

Point of Impact Code

Enter the code that indicates the appropriate point of impact for this vehicle. The information should be taken directly from the accident report.

<u>Valid Codes</u>	
00 – None	07 – Left side
01 – Center front	08 – Left front
02 – Right front	09 – Top & windows
03 – Right side	10 – Undercarriage
04 – Right rear	11 – Total (all areas)
05 – Center rear	12 – Other
06 – Left rear	99 – Unknown

Most Damaged Area Code

Enter the code that indicates the appropriate most damaged area for this vehicle. The information should be taken directly from the accident report.

<u>Valid Codes</u>	
00 – None	07 – Left side
01 – Center front	08 – Left front
02 – Right front	09 – Top & windows
03 – Right side	10 – Undercarriage
04 – Right rear	11 – Total (all areas)
05 – Center rear	12 – Other
06 – Left rear	99 – Unknown

Driverless Code

This data element is used to indicate various situations where a vehicle involved in an accident either has no driver or the identity of the driver is not known. It must be determined by a careful reading of the case, including the diagram and narrative.

<u>Valid Codes</u>
0 – MV has driver
1 – Driver unknown
2 – No driver

Code '0,' "MV has driver," should be used for the majority of vehicles in accidents, where the vehicle has a driver and the identity of that driver is known.

Code '1,' "*Driver unknown*," should be used when the vehicle is known to have had a driver, but the identity of that driver is unknown (such as in a hit-and-run accident).

Code '2,' "*No driver*," should be used for those vehicles involved in accidents that had no driver.

Examples: Parked vehicles, vehicles that are left running by their drivers and slip into gear or roll away.

Emergency Vehicle Switch

This switch should be coded '1' or "Yes" if an emergency vehicle, such as an ambulance, police car, or fire truck, is traveling in emergency mode (siren or flashing lights on).

<u>Valid Codes</u>
1 – Yes
2 – No

For other vehicles, or emergency vehicles not traveling in emergency modes, code '2' or "No."

Towed By Vehicle Number

Leave this field blank.

Towed Unit Code

This code identifies the type of item being towed by the vehicle.

Code '0,' "*Not Applicable*," should be used if the vehicle is a heavy truck or if the vehicle is not towing anything.

Because the Heavy Truck/Bus Data screen will be used to collect information on heavy trucks and their trailing units, only information on bodystyles other than trucks will be collected here.

Code '1,' "*Motor Vehicle*," should be used if this vehicle is towing another vehicle (without using a trailer).

Code '2,' "*Trailer*," should be used if this vehicle is towing any type of trailer. This includes horse trailers, boat trailers, other vehicles on trailers, etc.

Code '3,' "*Farm Machinery*," should be used if this vehicle is towing any type of farm machinery or implement.

Code '4,' "*Other*," should be used if this vehicle is towing something other than the items listed above.

Government Ownership Code

If this vehicle is owned by the government, enter the appropriate code.

Valid Codes

0 – Not government owned
1 – Federal
2 – Department of Roads
3 – Other NE state agency
4 – Local fire department
5 – Other local agency

Owner Report Received Date

If an individual's accident is submitted by the owner of the vehicle, and the driver has not filed, enter the date the report was received here.

This date can be entered in either of two formats:

1. MMDDYY or 2. YYYY-MM-DD

Example – July 14, 1992 can be entered as: 071492 or 1992-07-14

After entry, the date will always be displayed in the YYYY-MM-DD format, no matter which method you use. Although the MMDDYY method requires fewer key strokes, you will have to press the TAB key to advance the cursor to the next field to continue entry.

Owner Name

An Owner Name should be entered only when there is no driver name available. This includes situations where the vehicle is parked, the driver is unknown, or the vehicle is driverless.

Name format:

1. Proper names should be entered in the format:

LAST,FIRST,MIDDLE with no spaces separating the parts of the name.

All proper names must include two commas.

Example: Richard,Richard,L

If only the last name is known, enter it with two commas at the end.

Example: Jones,,

If no middle initial is available, enter a second comma after the first name.

Example: Wilson,Larry,

Any additional middle names or name suffixes such as Jr, Sr, II,III, etc. should be entered after the second comma. In no case should more than two commas be used.

Examples: James,John,K Jr
Mitchell,Robert,III
Thompson,Angela,Mary Ann

2. Business names should be entered with no commas.

Example: XTZ Electronics Company

Driver Data (Insurance) Screen (HSIX009)

A Driver Data (Insurance) Screen should be created and filled out for every vehicle driver involved in an accident. This includes all vehicles that have a "Driverless Code" of '0.'

Report Received Date

Enter the date when this driver's individual accident report was received. It should be stamped in the upper right hand corner of the report. If no report was received from this driver, leave the field blank.

The date can be entered in either of two formats:

1. MMDDYY or 2. YYYY-MM-DD

Example – July 14, 1992 can be entered as: 071492 or 1992-07-14

After entry, the date will always be displayed in the YYYY-MM-DD format, no matter which method you use. Although the MMDDYY method requires fewer key strokes, you will have to press the TAB key to advance the cursor to the next field to continue entry.

Personal Driver Attributes

A group of five data elements listing personal driver attributes is entered next. Entry of these elements differs for drivers licensed in Nebraska and those licenses elsewhere or having no license.

(PF4 – NE Driver Prompt)

Driver Name
License State Code
Driver License No.
Date of Birth
Sex Code

Search for Drivers with a Nebraska License

If a driver holds an active Nebraska driver's license, the DMV Driver Record file must be searched before data for any of the five fields listed above will be accepted by the system.

Search by Driver License Number

First attempt to search the Driver Record file by "Driver License Number." Enter the Driver License Number as it appears on the accident report and hit PF4. If a match is found on the Driver Record file, the data for these five fields will be entered into the screen for you.

Search on Driver Name

If the Driver License Number on the accident report is not correct, the search will be unsuccessful. You will have to search the file again, this time by "Driver Name." Blank out the Driver License Number by typing spaces in the field. Then press PF4. This will take you to the Licensed Driver Prompt screen, where the name search begins.

After accessing the prompt panel (PF4), key in the driver name. Names should be entered in the format: LAST,FIRST,MIDDLE with no spaces separating the parts of the name.

All names must include two commas.

Example: Richardson,Rhonda,L

If only the last name is known, enter it with two commas at the end.

Example: Jones,,

If no middle initial is available, enter a second comma after the first name.

Example: Wilson,Larry,

Any additional middle names or name suffixes such as Jr, Sr, II, III, etc. should be entered after the second comma. In no case should more than two commas be used.

Examples: James,John,J Jr
Mitchell,Robert,III
Thompson,Angela,Mary Ann

Making a Selection

After entering the "Search Name," a list of names similar to the one entered will be displayed along with other driver information. The more precisely you enter the name, the smaller the list should be.

After entering the "Search Name," a list of names similar to the one entered will be displayed along with other driver information. The more precisely you enter the name, the smaller the list should be.

Example: A Driver Name search might result in the following display:

S	e	Ln		S	e	License		S
I	No	Names	Birth Date	x	Number	City	Address	
=	==	=====	=====	=	=====	=====	=====	
-	01	LARKIN,RUSSELL,J	1954-04-16	M	G01261146	OMAHA	5613 S 77	
-	02	LARKINS,RICHARD,A	1956-05-30	M	G02135121	LINCOL	3419 S 44	
-	03	LARRICK,JANE,W	1932-09-04	F	G02151529	LINCOL	6001 ROLLIN	

Each of the names on the list is identified by a line number (noted on the left of the screen as "Ln No"). The cursor will be located on the Command Line. Type the line number of the correct name here and press ENTER. You will return to the Driver Data (Insurance) screen and the proper information will be inserted into the five related fields.

An Unsuccessful Search

If the accident report indicates the driver has a Nebraska license, but you do not find a match on the DMV file, return to the Driver Data (Insurance) screen by passing PF12 and manually type the information provided on the report in the five related fields. After you finish entering data for the entire screen and hit ENTER, a highlighted field "Accept Lic SW" will appear on the screen.

Accept Lic SW – This field appears on the screen only when data entered on a Nebraska driver is not found on the DMV file or when there is an incomplete match with DMV's records. Two of the three fields (1) driver name, (2) birth date, and (3) driver's license number must be the same before data from an incomplete match can be accepted. In order for the system to accept the data entered, this switch must have a "Yes" response. Enter a 'Y' or '1' to indicate "Yes."

Entry for Drivers Not Licensed in Nebraska

For drivers who do not hold a valid Nebraska driver's license, the information for the fields (1) Driver License Number, (2) License State Code, (3) Driver Name, (4) Date of Birth, and (5) Sex Code must be entered manually.

Driver Name

Thirty-five spaces are provided for entering the driver's name.

Proper names should be entered in the format: **Last,First,Middle** with no spaces separating the parts of the name.

All proper names must include two commas.

Example: Richardson,Rhonda,L

If only the last name is known, enter it with two commas at the end.

Example: Jones,,

If no middle initial is available, enter a second comma after the first name.

Example: Wilson,Larry,

Any additional middle names or name suffixes such as Jr, Sr, II, III, etc. should be entered after the second comma. In no case should more than two commas be used.

Examples: James,John,K Jr
Mitchell,Robert,III
Thompson,Angela,Mary Ann

License State Code

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

<u>Canadian Provinces</u>	<u>U. S. Territories</u>		
Alberta.....	AB	U. S. Dept. of State.....	DS
British Columbia.....	BC	American Samoa	AS
Manitoba	MB	Panama Canal Zone.....	PZ
New Brunswick	NB	Fed. States of Micronesia ..	FM
Newfoundland.....	NF	Guam	GU
Northwest Territory	NT	Northern Mariana Islands ..	MP
Nova Scotia.....	NS	Palau.....	PW
Ontario	ON	Puerto Rico.....	PR
Prince Edward Island.....	PE	US Minor Outlying Islands	UM
Quebec	QC	Marshall Islands.....	MH
Saskatchewan.....	SK	Virgin Islands (U. S.).....	VI
Yukon Territory	YT	Wake Island.....	WK

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

Driver License Number

Enter the driver's license number for this driver. Twenty spaces are provided. This information should be taken directly from the accident report form. If this information is not available, leave the field blank.

Date of Birth

Enter the driver's date of birth from the accident report form. The date can usually be entered in either of two formats:

1. MMDDYY or 2. YYYY-MM-DD

Example – July 14, 1992 can be entered as: 071492 or 1992-07-14

Exception: If the year of the driver's birth was 1920 or earlier, the second date format (YYYY-MM-DD) **must be used**.

After entry, the date will always be displayed in the YYYY-MM-DD format, no matter which method you use. Although the MMDDYY method requires fewer key strokes, you will have to press the TAB key to advance the cursor to the next field to continue entry.

Sex Code

Enter the driver's sex as listed on the accident report form.

<p><u>Valid Codes</u> 0 – Not Stated 1 – Male 2 - Female</p>

Driver Residence Code

Determine the proper driver residence code by reading the "Driver's Address" block on the accident report form.

<p><u>Valid Codes</u> 0 – Unknown 1 – City of accident 2 – NE (within 25 miles) 3 – NE (beyond 25 miles) 4 – Out-of-state</p>
--

Citation Code

Enter the appropriate code for this driver from the "Citation" box on the investigator's report form.

<p><u>Valid Codes</u> 0 – Not stated 1 – Yes 2 – No 3 – Pending</p>
--

Citation Number 1

If a Citation Number is indicated on the investigator's report, enter it in this field. Enter the number exactly as it appears on the report. Fifteen spaces are available.

Citation Number 2

If two Citation Numbers are indicated on the investigator's report, enter the second number in this field. Enter the number exactly as it appears on the report. Fifteen spaces are available. This field will often be blank.

Contributing Circumstances, Driver Code (M)

This code should be entered directly off the accident report form. If the element is not marked on the form, enter '00' for "Not stated."

Valid Codes

- 00 – Not stated
- 01 – No improper driving
- 02 – Failed to yield right of way
- 03 – Disregarded traffic signs, signals, road markings
- 04 – Exceeded authorized speed limit
- 05 – Driving too fast for conditions
- 06 – Made improper turn
- 07 – Wrong side or wrong way
- 08 – Followed too closely
- 09 – Failure to keep in proper lane or running off road
- 10 – Operating vehicle in erratic, reckless, careless, negligent, or aggressive manner
- 11 – Swerving or avoiding due to wind, slippery surface, vehicle, object, non-motorist in roadway, etc.
- 12 – Over-correcting/over-steering
- 13 – Visibility obstructed
- 14 – Inattention
- 15 – Mobile phone distraction
- 16 – Distracted – other
- 17 – Fatigued/asleep
- 18 – Operating defective equipment
- 19 – Other improper action
- 20 – Unknown

Driver Condition Code (P)

Enter the appropriate code for this driver from the “Driver’s Condition” box on the accident report form.

<u>Valid Codes</u>	
0	– Not stated
1	– Apparently normal
2	– Physical impairment
3	– Emotional (depressed, angry, disturbed, etc.)
4	– Illness
5	– Fell asleep, fainted, fatigued, etc.
6	– Under the influence of medications/drugs/alcohol
7	– Other
8	– Unknown

Driver Alcohol Test Switch

Enter whether or not this driver was given an alcohol test. This information comes directly from the “Alcohol Testing” box on the investigator’s report form. Since there is no “Alcohol Testing” box on individual’s report, enter ‘0,’ “Not Stated,” if only an individual’s report is received.

<u>Valid Codes</u>	
0	– Not Stated
1	– Yes
2	– No

BAC Level

The Blood Alcohol Content (BAC) Level for this driver should be entered here, if available. This information may be contained on the investigator’s report or on the form entitled “Report of Alcohol and Drug Analysis for Nebraska Traffic Crashes”, which is received from county attorneys in fatal crashes. If both reports have results and there is a discrepancy between them, use the results from the county attorney’s report.

Three spaces are provided for the BAC level. All three digits **must** be entered, including zeros. BAC results are usually stated in the form of a decimal number, such as .124. **Do not** enter a decimal point. If BAC is Greater than .01 than Drivers Condition Code = 6.

<i>Examples:</i>	BAC Level	Enter
	.155	155
	.000	000
	.015	015
	.10	100

Alcohol/ Drugs Suspected Code

This code should be entered directly from the “Alcohol/Drugs Suspected” box on the investigator’s report. If the element is not marked on the form, or there is no investigator’s report, enter ‘0’ for “Not Stated.”

<u>Valid Codes</u>	
0	– Not Stated
1	– Neither alcohol nor drugs suspected
2	– Yes – alcohol suspected
3	– Yes – drugs suspected
4	– Yes – alcohol & drugs suspected
5	– Unknown

DMV Exclusion Code

This code is used to prevent this driver's information from being transferred to the Department of Motor Vehicles' Driver Records file.

In most instances driver information should be transferred to DMV's Driver Records file. Only in certain circumstances, most of which occur infrequently, do we want this information excluded.

Code '0,' "No Exclusion," will be used for the majority of cases, where we want the applicable information to be transferred to the DMV Driver Records file.

Code '1,' "Machine Working," is used when an accident occurs between a vehicle determined to be a "machine working" and another motor vehicle in transport. The driver of the "machine working" receives the code of '1.' The drivers of any other vehicles involved in the accident would receive codes of '0.'

A "machine working" is any construction machinery, industrial or farm machinery, road grader, or similar device that is engaged in work. The concept of "use" at the time of the accident is critical here. If this same machine is in transport, moving from one place to another on a public way, then it is a motor vehicle and should not be considered "machine working."

Example: A truck has a blade attached to its front for plowing snow. While it is actually engaged in plowing snow, this vehicle is a "machine working." If this same vehicle has the blade raised, and it is moving down a roadway in preparation for plowing snow elsewhere, it is a motor vehicle in transport, not a "machine working."

Before "machine working" is coded, the case must be approved by the Accident Records Supervisor.

Code '2,' "Second Accident," is used if this driver is involved in two or more accidents that are related to the same incident. Entering this code will prevent the driver from being charged with two or more separate accidents on his driving record.

This code is related to the "1st or 2nd Accident Switch" which is located on the Accident Data Screen (HSIX019). When the "DMV Exclusion Code" is coded '2,' then the "1st or 2nd Accident Switch" should be coded '1,' or "Yes," for the second accident and any succeeding accidents in which this driver is involved that are related to a single incident. Only the information from the 1st accident will be transferred to the DMV Driver Records file.

Example: Vehicle #1, driven by Bob Jones, is in collision with a second vehicle. The Jones vehicle is stalled in the street, where it is later struck by a third vehicle. Since the situation had stabilized, Jones is considered to have been involved in two accidents. To indicate that these two accidents are related to the same incident, the "1st or 2nd Accident Switch" is coded to "Yes" by entering '1.' To prevent Jones from being charged with two accidents on his driving record, the "DMV Exclusion Code" would be coded '2' for the second accident.

Valid Codes

- 0 – No exclusion
- * 1 – Machine working
- 2 – Second accident
- * 3 – Legal Intervention
- * 4 – Deliberate intent
- * 5 – Not an accident

* Requires approval by Accident Records Supervisor

Code '3,' "Legal Intervention," is used when a law enforcement officer intentionally causes an injury or damage producing incident while in the course of arresting or attempting to arrest law breakers or performing other law enforcement actions by means of a motor vehicle. Such an incident is **not an accident** and should be excluded from the driver records of **all drivers** involved.

Events resulting in injury or damage beyond what was originally intended by the officer are accidental, and should not be coded as "legal intervention."

Before "legal intervention" is coded, the case must be approved by the Accident Records Supervisor.

Code '4,' "Deliberate Intent," is used when a motor vehicle is employed as an intentional means of inflicting injury or damage to a specified person or motor vehicle. The two most common instances of "deliberate intent" are suicide or self-inflicted injury and homicide or purposely inflicted damage or injury. If an accident is determined to be "deliberate intent," it is **not an accident** and code '4' should be coded for **all drivers** involved.

Random acts of mischief, such as throwing rocks at a motor vehicle from an overpass, should not be considered "deliberate intent" unless it is shown that the actions were directed at a specific vehicle or person. Events resulting in injury or damage beyond what was originally intended are accidental, and should not be coded as "deliberate intent."

Before "deliberate intent" is coded, the case must be approved by the Accident Records Supervisor.

Code '5,' "Not an Accident," is used for any other incident, besides those already mentioned, which is determined to have not been an accident. Examples include collisions between a "machine working" and a fixed object, incidents where a trailer is blow over by high winds without the vehicle going out of control, incidents where a tree limb falls on a parked vehicle, and incidents which are originally reported as accidents but are later found to be untrue.

If an incident is determined to be "Not an Accident," code '5,' should be entered for **all drivers** involved.

Before "Not an Accident" is coded, the case must be approved by the Accident Records Supervisor.

Officer Contacted Switch

This code is used to show whether or not this driver indicated that a police officer had been contacted in regard to the accident. The information is taken directly from the "Was There a Police Officer Contacted?" box on the individual's report form for this driver. If no individual's report is received from this driver, or neither box on the individual's report is checked, then the field should be coded "Not Stated."

<p><u>Valid Codes</u></p> <p>0 – Not Stated</p> <p>1 – Yes</p> <p>2 – No</p>

Insurance Company ID/Insurance Company Name

All insurance company names are identified by a 4-character code. To enter the proper code, you must use the Insurance Company Prompt Screen, which is accessed by pressing PF4.

Insurance Company Prompt Screen

When you first access this screen, the cursor will be located on the search line at the top of the screen. Enter the insurance company name here and press ENTER.

You do not need to enter the entire insurance company name. A partial name will also result in a list of companies being displayed. The more accurately you enter the company name, however, the shorter the list will be.

After you type the name and press ENTER, a list of insurance companies with names similar to the one entered will appear in a scroll region. Each of these companies is identified by a line number, or "Ln Num."

Example: Entry of the name "Mutual" resulted in the following display:

S e l	Ln Num	Insurance Company ID	Insurance Company Name	City Name
-	1	M140	MEDLOCK AGENCY	VALENTINE
-	2	M205	MIDLAND INS GROUP	LINCOLN
-	3	M370	MUTUAL FIRE	CEDAR RAPIDS
-	4	M375	MUTUAL OF OMAHA	OMAHA
-	5	M380	MUTUAL SERVICES CASUALTY	ARDEN HILLS

After the list is displayed, the cursor moves to the command line. If the correct insurance company name is displayed, enter the appropriate line number.

If, for instance, "Mutual of Omaha" is the correct insurance company name, enter '4' on the command line and press ENTER. You will be returned to the Driver (Insurance) Data Screen and the correct Insurance Company Name and Insurance Company ID will be inserted.

If you know the Insurance Company ID, you can bypass the Insurance Company Prompt Screen, and type it directly into the 4-character field provided on the Driver (Insurance) Data Screen. This may be most useful when the insurance company is either unknown or the driver is not insured. The following special codes exist on the Insurance Company Names table, but are not really insurance company names:

Insurance Company Name	Insurance Company Name
Not Stated	0001
No Tab	0002
None	0003
Self-Insured	0004
60-561	GVMT

If a driver's accident report is received, but the insurance information is not filled out, "Not Stated" (ID 0001) should be entered.

If a driver's accident report is received with no insurance tab attached, "No Tab" (ID 0002) should be entered.

If the driver indicates that he had no insurance, enter "None" (ID 0003).

Some companies are self-insured. If this situation applies to a driver, enter "Self-Insured" (ID 0004). To be considered self-insured, a company must appear on the Self-Insured List provided by the Department of Motor Vehicles.

Government-owned vehicles are exempted from the requirement to show financial responsibility by Nebraska statute 60-561. If this situation applies to a driver, enter "60-561" (ID GVMT).

All insurance company names should be listed on the Insurance ID file. If you cannot find a name, check with the Accident Records Supervisor. The file may need to be updated.

Insurance Agent Name

If no insurance company name is provided on the insurance tab of the individual's accident report, but an insurance agent's name is listed, enter the name of the insurance agent or agency. If no insurance agent name is listed, or an insurance company name is provided, tab over this field.

Business names should be entered with **no** commas.

Examples: XYZ Electronics Company

Insurance Denied Switch

This switch is used to indicate those situations when a driver's insurance has been denied. In almost all cases, the switch will be coded '0' for "Not Stated" when the case is first entered. If we later receive notice from the Department of Motor Vehicles that the driver's insurance was denied, then the field should be updated to "Yes" by entering '1.'

<u>Valid Codes</u> 0 – Not Stated 1 – Yes
--

Vehicle Occupant Data Screen (HSIX015)

A Vehicle Occupant Data Screen should be created and filled out for every vehicle that has at least one occupant, including the driver.

The screen is set up differently from the previous screens. The data elements are laid out horizontally, rather than vertically, with one line provided for each occupant in the vehicle.

The Screen Function field is located in the first column and must be entered for each occupant. If you are in the “Add a Case” mode, the Screen Function for the first line will be automatically set to “Add” when you access the screen.

To query on this screen, enter the “Accident Key” and “Vehicle Number” at the top of the screen and hit the ENTER key. No “Q” screen function code is required.

Example:

U A D	Occ Num	Dr Sw	A B a g e	R e s t r a i n t	Name	Birth Date	1	2	3	4	5	S e x	Med Facil
==	===	==	=	=	=====	=====	==	=	==	=	=	=	=====
A	001	Y	1	2	Bailey,Scott,J	1960-10-29	01	1	04	3	1	M	
A	002	N	1	1	Bailey,Ginger,D	1962-09-10	03	2	01	2	2	F	500003
A	003	N	5	5	Bailey,Amber,L	1998-07-14	06	1	08	4	1	F	
A	004	N	5	2			04						

If you are in the “Add a Case” mode, information that has already been entered for the driver on the Driver Data (Insurance) screen will be automatically transferred to this screen and will not need to be reentered. The cursor will position itself on the next field where data entry is needed.

Required Data

Information will be captured on this screen for both injured and uninjured occupants. The fields in which data entry is required differ, depending on whether or not the occupant is injured.

Uninjured Occupants

A limited amount of data is available on uninjured occupants. Entry is required in only the (1) occupant number, (2) driver switch, (3) airbag deployed, (4) restraint use, and (5) seating position fields. This information should be taken from the “Restraint Use” box on the accident report form. The name and other personal information about an uninjured occupant will not be available unless he is a driver. Driver data that is collected on the Driver Data (Insurance) Screen will be automatically inserted into the record.

Injured Occupants

Information on injured occupants is taken from the injury section at the bottom of the front page of the accident report form. In addition to the five fields required for uninjured occupants, if an occupant name is entered, entry of the (1) ejected/trapped, (2) body region with most severe injury, (3) injury severity, and (4) transported to medical facility fields are also required.

Information for any of the other fields on this screen may not be available and can be left blank.

Occupant Number

This number must be entered for each occupant. When you are adding a driver, this number will automatically be filled in. When adding other occupants, be sure the occupant numbers are numbered consecutively.

Driver Switch

When you add a driver, this field will be filled in with a 'Y,' for "Yes," when you access the screen. For non-drivers, the Driver Switch should be coded "No" by entering 'N' or '2.' If it is unknown whether this occupant was the driver, code it "Unknown" by entering 'U' or '0.'

Valid Codes

0 – Not Stated
1 – Yes
2 – No

Airbag Deployed Code

Enter this information directly from the "Airbag Deployed" box on the accident report form. It is a required field for each occupant.

Valid Codes

0 – Not stated	4 – Not deployed
1 – Deployed - front	5 – Not applicable/ No airbag available
2 – Deployed - side	6 – Unknown
3 – Deployed – both front/side	

Restraint Use Code

Enter this information directly from the "Airbag Deployed" box on the accident report form. It is a required field for each occupant.

Valid Codes

0 – Not stated	5 – Child safety seat used
1 – None used – vehicle occupant	6 – Child booster seat used
2 – Lap & shoulder belt used	7 – DOT approved helmet used
3 – Shoulder belt only used	8 – Costume helmet used
4 – Lap belt only used	9 – Restraint use unknown

Costume (novelty) Motorcycle Helmet – A helmet that does not meet Federal Safety Standards (FMVSS 218) and subsequently does not have the energy absorbing capacity to protect a motorcycle rider in a crash.

Occupant Name

Enter the occupant's name from the accident report form. Proper names should be entered in the format: LAST,FIRST,MIDDLE with no spaces separating the parts of the name.

All proper names must include two commas.

Example: Richardson,Rhonda,L

If only the last name is known, enter it with two commas at the end.

Example: Jones,,

If no middle initial is available, enter a second comma after the first name.

Example: Wilson,Larry,

Any additional middle names or name suffixes such as Jr, Sr, II, III, etc. should be entered after the second comma. In no case should more than two commas be used.

Examples: James,John,K Jr
Mitchell,Robert,III
Thompson,Angela,Mary Ann

Occupant Birth Date

Enter the occupant's birth date from the accident report form. The date can usually be entered in either of two formats:

1. MMDDYY or 2. YYYY-MM-DD

Example – July 14, 1992 can be entered as: 071492 or 1992-07-14

Exception: If the year of birth was 1920 or earlier, the second date format (YYYY-MM-DD) **must be used**.

After entry, the date will always be displayed in the YYYY-MM-DD format, no matter which method you use. Although the MMDDYY method requires fewer key strokes, you will have to press the TAB key to advance the cursor to the next field to continue entry.

1 – Seating Position

Enter the occupant's seating position from Box 1 in the lower right corner of the accident report form. A diagram showing the location of seating positions within a typical vehicle appears at the bottom of the screen.

More than one occupant can be given the same seating position. For instance, if there are more than nine occupants on a large bus which is involved in an accident, all occupants in excess of nine should be assigned to seating position '10,' "Other enclosed passenger/cargo area."

<u>Valid Codes</u>	
0 – Not stated	10 – Other enclosed passenger/cargo area
1 – Front: left	11 – Other unenclosed passenger/cargo area
2 – Front: middle	12 – Riding on vehicle exterior
3 – Front: right	13 – Sleeper section of truck cab
4 – Second row: left	14 – Trailing unit
5 – Second row: middle	15 – Moped
6 – Second row: right	16 – Motorcycle operator
7 – Third row: left	17 – Motorcycle passenger
8 – Third row: middle	18 – Pedestrian
9 – Third row: right	19 – Bicycle (pedalcycle)
	20 – Unknown

2 – Ejected/Trapped

Enter this information from Box 2 in the lower righthand corner of the accident report. This field can be left blank for uninjured occupants.

<u>Valid Codes</u>	
0 – Not applicable	4 – Trapped – no equipment used
1 – Not ejected or trapped	5 – Trapped – equipment used
2 – Partially ejected	6 – Unknown
3 – Totally ejected	

3 – Body Region with Most Severe Injury

Enter this information from Box 3 in the lower righthand corner of the accident report form. This field can be left blank for uninjured occupants.

<u>Valid Codes</u>	
0 – Not applicable	7 – Elbow/lower arm/hand
1 – Head	8 – Abdomen/pelvis
2 – Face	9 – Hip/upper leg
3 – Neck	10 – Knee/lower leg/foot
4 – Chest	11 – Entire body
5 – Back/spine	12 – Unknown
6 – Shoulder/upper arm	

4 – Injury Severity

Enter this information from Box 4 in the lower righthand corner of the accident report form. This field can be left blank for uninjured occupants.

Valid Codes

- 1 – Fatal
- 2 – Disabling
- 3 – Visible
- 4 – Possible
- 5 – No injury

5 – Transported to Medical Facility

Enter this information from Box 5 in the lower right-hand corner of the accident report form. This field can be left blank for uninjured occupants.

Valid Codes

- 0 – Not stated
- 1 – Not transported
- 2 – EMS
- 3 – Police
- 4 – Other
- 5 – Unknown

Occupant Sex Code

Enter the occupant's sex as listed on the accident report form.

Valid Codes

- 0 – Not Stated
- 1 – Male
- 2 – Female

Medical Facility Name Code

Enter the 6-digit code that indicates the name of the hospital or other medical facility to which this occupant was taken after the accident. Get this information from the "Medical Facility Name" box on the investigator's report.

<u>Valid Codes for Nebraska Hospitals</u>			
CITY	COUNTY	MEDICAL FACILITY NAME	CODE
Ainsworth	Brown	Brown County Hospital	060001
Albion	Boone	Boone County Health Center	030001
Alliance	Box Butte	Box Butte General Hospital	040001
Alma	Harlan	Harlan County Health System	390001
Atkinson	Holt	West Holt Memorial Hospital	410001
Auburn	Nemaha	Nemaha County Hospital	560001
Aurora	Hamilton	Memorial Hospital	380001
Bassett	Rock	Rock County Hospital	830001
Beatrice	Gage	Beatrice Community Hospital & Health Center	320001
Beatrice	Gage	Beatrice Community Hospital/Parkview Center	320002
Beatrice	Gage	Beatrice State Developmental Center	320003
Benkelman	Dundy	Dundy County Hospital	270001
Blair	Washington	Memorial Community Hospital	790001
Bridgeport	Morrill	Morrill County Community Hospital	540001
Broken Bow	Custer	Jennie M. Melham Memorial Medical Center	100001
Burwell	Garfield	Community Memorial Health Center	340001

<u>Valid Codes for Nebraska Hospitals (Continued)</u>			
CITY	COUNTY	MEDICAL FACILITY NAME	CODE
Callaway	Custer	Callaway District Hospital	100002
Cambridge	Furnas	Tri Valley Health System	310001
Central City	Merrick	Litzenberg Memorial County Hospital	530001
Chadron	Dawes	Chadron Community Hospital & Health Services	210001
Columbus	Platte	Columbus Community Hospital	630001
Cozad	Dawson	Cozad Community Hospital	220001
Creighton	Knox	Creighton Area Health Services	490001
Crete	Saline	Crete Municipal Hospital	670001
David City	Butler	Butler County Health Care Center	090001
Fairbury	Jefferson	Jefferson Community Health Center	440001
Falls City	Richardson	Community Medical Center	660001
Franklin	Franklin	Franklin County Memorial Hospital	290001
Fremont	Dodge	Fremont Area Medical Center	250001
Friend	Saline	Warren Memorial Hospital	670002
Geneva	Fillmore	Fillmore County Hospital	280001
Genoa	Nance	Genoa Community Hospital/LTC	550001
Gordon	Sheridan	Gordon Memorial Hospital District	730001
Gothenburg	Dawson	Gothenburg Memorial Hospital & LTC	220002
Grand Island	Hall	St. Francis Medical Center / CHI Health	370001
Grand Island	Hall	St. Francis Memorial Health Center / CHI Health	370002
Grant	Perkins	Perkins County Health Services	600001
Hastings	Adams	Hastings Regional Center	010001
Hastings	Adams	Mary Lanning Memorial Hospital	010002
Hebron	Thayer	Thayer County Health Services	760001
Henderson	York	Henderson Health Care Services	820001
Holdrege	Phelps	Phelps Memorial Medical Center	610001
Humboldt	Richardson	Humboldt Healthcare	660003
Imperial	Chase	Chase County Community Hospital	130001
Kearney	Buffalo	Good Samaritan Hospital / CHI Health	070001
Kearney	Buffalo	Richard H. Young Hospital	070002
Kimball	Kimball	Kimball County Hospital	480001
Lexington	Dawson	Tri-County Area Hospital District	220003
Lincoln	Lancaster	BryanLGH Medical Center East (Bryan)	500001
Lincoln	Lancaster	BryanLGH Medical Center West (Lincoln General)	500003
Lincoln	Lancaster	Lincoln Correctional Center - Evaluation Unit Hospital	500002
Lincoln	Lancaster	Lincoln Regional Center	500004
Lincoln	Lancaster	Madonna Rehabilitation Hospital	500005
Lincoln	Lancaster	Madonna Rehabilitation LTC Hospital	507001
Lincoln	Lancaster	Nebraska State Penitentiary Hospital & Clinic	500006
Lincoln	Lancaster	Saint Elizabeth Regional Medical Center / CHI Health	500007
Lynch	Boyd	Niobrara Valley Hospital Corporation	050001
McCook	Red Willow	Community Hospital	650001
Minden	Kearney	Kearney County Health Services-Hospital	460001
Mullen	Hooker	Pioneer Memorial Community Hospital Association	420001
Nebr. City	Otoe	St. Mary's Hospital / CHI Health	580001

<u>Valid Codes for Nebraska Hospitals (Continued)</u>			
CITY	COUNTY	MEDICAL FACILITY NAME	CODE
Neligh	Antelope	Antelope Memorial Hospital	020001
Norfolk	Madison	Faith Regional Health Services/West Campus	520001
Norfolk	Madison	Faith Regional Health Services/East Campus	520002
Norfolk	Madison	Norfolk Regional Center	520003
North Platte	Lincoln	Great Plains Regional Medical Center	510001
O'Neill	Holt	Avera St. Anthony's Hospital	410002
Oakland	Burt	Oakland Memorial Hospital	080001
Ogallala	Keith	Ogallala Community Hospital	470001
Omaha	Douglas	Alegent Health-Bergan Mercy Medical Center / CHI Health	260001
Omaha	Douglas	Immanuel Medical Center / Alegent Health / CHI Health	260002
Omaha	Douglas	Boys Town National Research Hospital	260004
Omaha	Douglas	Children's Hospital	260005
Omaha	Douglas	Douglas County Hospital	260006
Omaha	Douglas	Lakeside Hospital / Lakeside HealthPark Services / CHI Health	260012
Omaha	Douglas	UNO Medical Center / Nebraska Health System	260011
Omaha	Douglas	Richard Young Center	260007
Omaha	Douglas	Saint Joseph Hospital / CUMC	260010
Omaha	Douglas	Creighton Medical Center / CHI Health	260010
Omaha	Douglas	Nebraska Methodist Hospital	260008
Ord	Valley	Valley County Hospital	780001
Osceola	Polk	Annie Jeffrey Memorial County Health Center	640001
Oshkosh	Garden	Garden County Hospital & Nursing Home	330001
Osmond	Pierce	Osmond General Hospital	620001
Papillion	Sarpy	Midlands Hospital / Alegent Health-Midlands Comm. / CHI Health	680001
Papillion	Sarpy	Select Specialty Hospital	680002
Pawnee City	Pawnee	Pawnee County Memorial Hospital	590001
Pender	Thurston	Pender Community Hospital	770001
Plainview	Pierce	Plainview Public Hospital / CHI Health	620002
Red Cloud	Webster	Webster County Community Hospital	810001
Schuyler	Colfax	Alegent Health Memorial Hospital-Schuyler / CHI Health	170001
Scottsbluff	Scotts Bluff	Regional West Medical Center - North Unit	700001
Scottsbluff	Scotts Bluff	Regional West Medical Center - South Unit	700002
Seward	Seward	Seward Memorial Hospital	720001
Sidney	Cheyenne	Memorial Health Center	150001
St. Paul	Howard	Howard County Community Hospital	430001
Superior	Nuckolls	Brodstone Memorial Nuckolls County Hospital	570001
Syracuse	Otoe	Community Memorial Hospital	580002
Tecumseh	Johnson	Johnson County Hospital	450001
Tilden	Antelope	Tilden Community Hospital	020002
Valentine	Cherry	Cherry County Hospital	140001
Wahoo	Saunders	Saunders County Health Services	690001
Wakefield	Dixon	Wakefield Health Care Center	240001
Wayne	Wayne	Providence Medical Center	800001
West Point	Cuming	St. Francis Memorial Hospital	180001
York	York	York General Hospital	820002
Other			999998
Unknown			999999
Sioux City	Iowa	St. Luke's Medical Center	910001
Sioux City	Iowa	Mercy Medical Center	910000
Vermillion	South Dakota	Sanford Medical Center	900002
Yankton	South Dakota	Avera Sacred Heart	900001

Heavy Truck/Bus Data Screen (HSIX010)

A Heavy Truck/Bus Data Screen should be created and filled out for every truck with a Gross Vehicle Weight Rating (GVWR) or Gross Combination Vehicle Weight Rating (GCVWR) in excess of 10,000 pounds, vehicle displaying a hazardous materials placard, or bus designed to transport 9 or more passengers including the driver, for which information is reported on an Investigator's Supplemental Truck and Bus Accident Report (green form).

Gross Vehicle Weight Rating Code (GVWR)

Enter this code from information provided in the "Gross Vehicle Weight Rating (GVWR)" box on the green Supplemental Truck and Bus Report.

Valid Codes

0 – Not stated
1 – 10,000 lbs. or less
2 – 10,001 to 26,000 lbs.
3 – More than 26,000 lbs.

Carrier Name

Enter the Carrier Name for this vehicle directly off the green Supplemental Truck and Bus Report.

Proper names should be entered in the format: Last,First,Middle. No spaces should be used to separate the parts of the name. Two commas are required.

Business names should be entered with no commas.

Example: XYZ Electronics Company

If the information is not available, tab over this field.

Carrier Address

Enter the Carrier Address for this vehicle directly off the green Supplemental Truck and Bus Report. Two lines are provided. If the information is not available, tab over this field.

Carrier City Name

Enter the Carrier City Name for this vehicle directly off the green Supplemental Truck and Bus Report. If the information is not available, tab over this field.

Carrier State Code

Enter the two-character Carrier State Code from information found in the “Carrier Address” box on the green Supplemental Truck and Bus Report. If this information is not available, tab over this field.

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

<u>Canadian Provinces</u>	<u>U. S. Territories</u>
Alberta..... AB	U. S. Dept. of State..... DS
British Columbia..... BC	American Samoa..... AS
Manitoba..... MB	Panama Canal Zone..... PZ
New Brunswick..... NB	Fed. States of Micronesia.. FM
Newfoundland..... NF	Guam..... GU
Northwest Territory..... NT	Northern Mariana Islands.. MP
Nova Scotia..... NS	Palau..... PW
Ontario..... ON	Puerto Rico..... PR
Prince Edward Island..... PE	US Minor Outlying Islands UM
Quebec..... QC	Marshall Islands..... MH
Saskatchewan..... SK	Virgin Islands (U. S.)..... VI
Yukon Territory..... YT	Wake Island..... WK

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

Carrier Zip

Enter the 5-digit ZIP code for the carrier from information found in the “Carrier Address” box on the green Supplemental Truck and Bus Report. If the information is not available, tab over this field.

US DOT Number

Enter this number from the “Carrier Identification Number” box on the green Supplemental Truck and Bus Report. If the information is not available, tab over this field.

ICC MC Number

Enter this number from the “Carrier Identification Number” box on the green Supplemental Truck and Bus Report. If the information is not available, tab over this field.

Trailer License Year

Enter the four-digit year in which the trailer license plate expires. This information comes directly off the green Supplemental Truck and Bus Report. If the year the license plate expires is 2003, for example, the Vehicle License Year should be entered as ‘2003’. If this information is not available, tab over this field.

Trailer License State Code

Enter the two-character code that indicates the name of the U. S. state, Canadian province, Mexican state, or U.S. territory where the vehicle is registered. This information is taken from the “Trailer License Plate” box on the green Supplemental Truck and Bus Report. If this information is not available, tab over this field.

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

<u>Canadian Provinces</u>	<u>U. S. Territories</u>		
Alberta.....	AB	U. S. Dept. of State.....	DS
British Columbia.....	BC	American Samoa.....	AS
Manitoba.....	MB	Panama Canal Zone.....	PZ
New Brunswick.....	NB	Fed. States of Micronesia..	FM
Newfoundland.....	NF	Guam.....	GU
Northwest Territory.....	NT	Northern Mariana Islands..	MP
Nova Scotia.....	NS	Palau.....	PW
Ontario.....	ON	Puerto Rico.....	PR
Prince Edward Island.....	PE	US Minor Outlying Islands	UM
Quebec.....	QC	Marshall Islands.....	MH
Saskatchewan.....	SK	Virgin Islands (U. S.).....	VI
Yukon Territory.....	YT	Wake Island.....	WK

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

Trailer License Number

Enter the Trailer License Number from the “Trailer License Plate” box on the green Supplemental Truck and Bus Report. Fourteen spaces are provided. If the information is not available, tab over this field.

Commerce Classification Code

Enter this code from information provided in the “Commerce Classification” box on the green Supplemental Truck and Bus Report.

Valid Codes

- 0 – Not stated
- 1 – Interstate commerce
- 2 – Intrastate commerce
- 3 – Not applicable

Truck Width

Enter this information, in inches, from the box on the green Supplemental Truck and Bus Report. The most common widths used are 96 and 102 inches. If the information is not available, tab over this field.

Driver’s License Class Code

Enter the information from the box checked that corresponds to the Driver’s License Class Code.

Valid Driver’s License Class Codes

- A – Class A
- B – Class B
- C – Class C
- M – Class M
- O – Class O
- U – Unknown / Not stated

Class A – Allows a driver to operate vehicles which tow trailers or other vehicles with a gross vehicle weight rating (GVWR) over 10,000 lbs. Also allows a driver to operate Class B and C vehicles.

Class B - Allows a driver to operate single vehicles with a GVWR of 26,001 lbs. or more; or a gross combination weight rating (GCWR) of 26,001 lbs. or more towing trailers/vehicles rated at 10,000 lbs. GVWR or less. Also allows a driver to operate Class C vehicles.

Class C – Allows a driver to operate vehicles under 26,001 lbs. GVWR that are designed to transport 16 or more persons including the driver; **or** that carry 15 or less people (including the driver) transporting children to or from school and home regularly for compensation; **or** carry hazardous materials in amounts requiring placarding.

Class M – Allows a driver to operate a motorcycle or three-wheeled motor vehicle.

Class O – Allows a driver to operate any motor vehicle (including a moped and an ATV) except a motorcycle and commercial motor vehicle.

Cargo Body Type Code

Enter this information from information found in the "Cargo Body Type" box on the green Supplemental Truck and Bus Report.

This code must correspond with the "Vehicle Body Style Code" you entered for this vehicle on the Vehicle Data Screen (HSIX014). If you enter a code that does not correspond (such as a "Cargo Body Type Code" of 'bus,' when the "Vehicle Body Style" is not 'bus'), a highlighted field entitled "Vehicle Body Style" will appear to the right on the "Cargo Body Type Code" line. You can then correct the "Vehicle Body Style Code," if necessary, by entering the proper code on this screen, rather than having to return to the Vehicle Data Screen.

<u>Valid Codes</u>	
0 – Not stated	7 – Flatbed
1 – Bus (seats 9-15)	8 – Dump
2 – Bus (seats 15+)	9 – Concrete mixer
3 – Van/enclosed box	10 – Auto transporter
4 – Grain/chips/gravel	11 – Garbage/refuse
5 – Pole	12 – Other
6 – Cargo Tank	13 – Unknown
7 -- Flatbed	

Bus Use Code

Enter the information from the box checked. Note: School bus means the use of a school bus to transport only school children and/ or school personnel from home to school and from school to home.

<u>Valid Bus Use Codes</u>			
1 – Not a Bus	3 – Charter Bus	5 – InterCity Bus	7 - Other
2 – Transit Bus	4 – School Bus	6 – Not Reported	

HAZ MAT Placard Switch

Enter this information from the answer to the question "Does vehicle have a HAZ MAT placard?" which is located in the "Hazardous Material Involved" box of the green Supplemental Truck and Bus Report. If the box is not checked, enter '0' for "Not stated."

<u>Valid Codes</u>
0 – Not stated
1 – Yes
2 – No

Placard 1 Digit Number

Enter the 1-digit ID for the HAZ MAT placard from the “Placard Information” section of the “Hazardous Material Involved” box on the green Supplemental Truck and Bus Report. If the information is not available, tab over this field. If there is more than one number on the report go to www.labelmaster.com this web site will reduce the multiple code to a one digit code.

HAZ MAT Release Switch

Enter this information from the answer to the question “Was hazardous cargo released?” which is located in the “Hazardous Material Involved” box of the green Supplemental Truck and Bus Report. If the box is not checked, enter ‘0’ for “Not stated.”

Valid Codes

0 – Not stated
1 – Yes
2 – No

Officer Badge Number

Enter the “Officer Number” from the green Supplemental Truck and Bus Report. Tab over this field if it is blank.

Object Data Screen (HSIX013)

An Object Data Screen should be filled out whenever an object is damaged as the result of an accident or when a vehicle is damaged as a result of striking an object. A separate screen is required for each object owner.

Object Owner Name

This number must be entered for each object owner. Order the object owners in sequence, starting with '001.' If you attempt to add an object owner who already exists, an error message will appear and you will have to change the object owner number.

Owner Name

Enter the object owner's name from the accident report form.

Proper names should be entered in the format: LAST,FIRST,MIDDLE with no spaces separating the parts of the name. Two commas are required.

Example: Richardson,Rhonda,L.

Business names should be entered with no commas.

Example: XYZ Electronics Company

Common Object Owner Prompt

A prompt screen is provided so that you can easily enter the names of those owners who most commonly have objects struck in motor vehicle accidents. Pressing PF4 while in the upper portion of the screen will access the Object Owner Common Name Prompt. A list of common object owners is displayed as follows:

Sel	Lan Num	<u>Common Names</u>
---	01	Burlington Northern Santa Fe Railroad
---	02	Chicago Northwestern Railroad
---	03	City of Grand Island
---	04	City of Lincoln
---	05	City of Omaha
---	06	K N Energy
---	07	Alltel
---	08	LES – Lincoln Electric System
---	09	MUD – Metropolitan Utilities District
---	10	Nebraska – State of
---	11	Nebraska Department of Roads
---	12	Not stated
---	13	NPPD – Nebraska Public Power District
---	14	OPPD – Omaha Public Power District
---	15	Union Pacific Railroad

The cursor will be on the command line. Enter the line number of the desired object owner and press ENTER. You will be returned to the Object Data Screen with the selected name placed in the Owner Name field.

“Not stated” is one of the selections on the Object Owner Common Name Prompt. This should be used when the owner of the object is not listed on the report or when a vehicle is damaged by hitting an object along the road which has no apparent owner or value, such as a rock, snow bank, ditch, etc.

Estimated Damage Amount

Enter the dollar damage to the property of this owner.

Round all estimates off to whole dollar amount. Entry of cents is not allowed. The number entered should not include a dollar sign or commas.

*Examples: An estimate of \$569.75 should be entered as: 570
An estimate of \$11,575 should be entered as: 11575*

If you do not know the amount of damage to an object, or if there is no apparent damage to the object, tab over this field. Only enter ‘0’ for estimated damage if it is stated on the report that there was no damage to the object.

Estimate Source Code

Enter the code that indicates the source of the cost estimate for the damage amount entered. If the estimate comes from the Investigator's Report, enter '1,' from the Driver's Report, enter '2,' etc.

If no cost estimate is given, enter '1' if the object is mentioned on the investigator's report, '2' if only a driver's report is available.

Valid Codes

- 1 – Investigator
- 2 – Vehicle driver
- 3 – Vehicle owner
- 4 – Object owner

Report Received Date

If an individual's accident report is submitted by an object owner, or if an object owner has responded to a letter written by this office, enter the date the report was received here. Otherwise, tab over this field.

This date can be entered in either of two formats:

1. MMDDYY
- or
2. YYYY-MM-DD

Example – July 14, 1992 can be entered as: 071492 or 1992-07-14

After entry, the date will always be displayed in the YYYY-MM-DD format, no matter which method you use.

Object Type Code

The types of objects struck are entered on a scroll region in the bottom portion of the Object Data Screen. A prompt screen is provided to assist you in adding these objects. For each Object Owner, an Object Type Code should be entered for every different type of object damaged.

Object Type Code Prompt

The Object Type Code Prompt is accessed by pressing PF4 while in the bottom portion, or scroll region, of the Object Data Screen.

A list of object types will be displayed and the cursor will be located on the Command Line. If you want to enter a single object, enter the line number of the desired object type in the Command Line and strike ENTER. This will return you to the Object Data Screen with the selected object inserted into the scroll region.

The desired object may not appear on the first screen. You can page forward and backward, using PF8 and PF7, to examine the entire object list.

To shorten the list of objects displayed, you can choose to search by “family” of object. The first two letters of the object type codes are the family code. With the cursor on the Command Line, hit the Return Key. This will move the cursor to the “Object Type Category Code” space at the top of the screen. Enter the desired family code and press ENTER. All objects in the selected family will be displayed and the cursor will go to the Command Line. You can then select the desired object as before.

The object family codes are:

AN	Animal
BR	Bridge
EN	Environment
LV	Land Vehicle
MI	Miscellaneous
RO	Roadside Obstacle
RR	Railroad
ST	Structure

If you want to add multiple objects, you can do so easily by using the “Select” column that runs down the left side of the prompt screen. With the cursor on the Command Line, strike the Return Key twice, and the cursor will move into the select column. Enter the letter “s” in the “Select” column beside all objects you wish to enter. You can use PF8 and PF7 keys to page through the object list. After you have selected all desired objects, strike the ENTER key. You will be returned to the Object Data Screen and all the selected objects will be inserted into the scroll region.

After returning to the Object Data Screen, you must press ENTER to input the selected object or objects into the system.

Pedestrian/Bicyclist Data Screen (HSIX017)

A Pedestrian/Bicyclist Data Screen should be created and filled out for every non-motorist involved in an accident. For purposes of this screen, the term non-motorist includes pedestrians, bicyclists, other pedalcyclists, and persons riding horses or other animals.

Pedestrian Name

Enter the name of the pedestrian from the accident report form.

Proper names should be entered in the format: LAST,FIRST,MIDDLE with no spaces separating the parts of the name.

All proper names must include two commas.

Example: Richardson,Rhonda,L

If only the last name is known, enter it with two commas at the end.

Example: Jones,,

If no middle initial is available, enter a second comma after the first name.

Example: Wilson,Larry,

Any additional middle names or name suffixes such as Jr., Sr., II, III, etc. should be entered after the second comma. In no case should more than two commas be used.

*Examples: James,John,K Jr
Mitchell,Robert,III
Thompson,Angela,Mary Ann*

Date of Birth

Enter the pedestrian's date of birth from the accident report form.

The date can usually be entered in either of two formats:

1. MMDDYY
- or
2. YYYY-MM-DD

Example – July 14, 1992 can be entered as: 071492 or 1992-07-14

*Exception: If the year of birth was 1920 or earlier
the second date format (YYYY-MM-DD) **must be used.***

After entry, the date will always be displayed in the YYYY-MM-DD format, no matter which method you use. Although the MMDDYY method requires fewer key strokes, you will have to press the TAB key to advance the cursor to the next field to continue entry.

Seating Position Code

Enter the pedestrian's seating position from Box 1 in the lower right corner of the accident report form. Only codes '18,' '19,' and '20' are valid for use on this screen. If codes 1-17 apply, the person is a vehicle occupant, not a pedestrian. Use code '20,' "Unknown," for persons who are riding horses or other animals.

Valid Codes
18 – Pedestrian
19 – Bicycle
20 – Unknown

Body Region with Most Severe Injury

Enter this information from Box 3 in the lower righthand corner of the accident report form.

<u>Valid Codes</u>	
0 – Not applicable	7 – Elbow/lower arm/hand
1 – Head	8 – Abdomen/pelvis
2 – Face	9 – Hip/upper leg
3 – Neck	10 – Knee/lower leg/foot
4 – Chest	11 – Entire body
5 – Back/spine	12 – Unknown
6 – Shoulder/upper arm	

Injury Severity Code

Enter this information from Box 4 in the lower right-hand corner of the accident report form.

<u>Valid Codes</u>
1 – Fatal
2 – Disabling
3 – Visible
4 – Possible
5 – No injury

Transported to Medical Facility Code

Enter this information from Box 5 in the lower right-hand corner of the accident report form.

<u>Valid Codes</u>
0 – Not stated
1 – Not transported
2 – EMS
3 – Police
4 – Other
5 – Unknown

Pedestrian Sex Code

Enter the pedestrian’s sex as listed on the accident report form.

<u>Valid Codes</u>
0 – Not stated
1 – Male
2 – Female

Medical Facility Name Code

Enter the 6-digit code that indicates the name of the hospital or other medical facility to which this occupant was taken after the accident. Get this information from the “Medical Facility Name” box on the investigator’s report.

<u>Valid Codes for Nebraska Hospitals</u>			
CITY	COUNTY	MEDICAL FACILITY NAME	CODE
Ainsworth	Brown	Brown County Hospital	060001
Albion	Boone	Boone County Health Center	030001
Alliance	Box Butte	Box Butte General Hospital	040001
Alma	Harlan	Harlan County Health System	390001
Atkinson	Holt	West Holt Memorial Hospital	410001
Auburn	Nemaha	Nemaha County Hospital	560001
Aurora	Hamilton	Memorial Hospital	380001
Bassett	Rock	Rock County Hospital	830001
Beatrice	Gage	Beatrice Community Hospital & Health Center	320001
Beatrice	Gage	Beatrice Community Hospital/Parkview Center	320002
Beatrice	Gage	Beatrice State Developmental Center	320003
Bellevue	Sarpy	Bellevue Medical Center	681000
Benkelman	Dundy	Dundy County Hospital	270001
Blair	Washington	Memorial Community Hospital	790001
Bridgeport	Morrill	Morrill County Community Hospital	540001
Broken Bow	Custer	Jennie M. Melham Memorial Medical Center	100001
Burwell	Garfield	Community Memorial Health Center	340001

<u>Valid Codes for Nebraska Hospitals (Continued)</u>			
CITY	COUNTY	MEDICAL FACILITY NAME	CODE
Callaway	Custer	Callaway District Hospital	100002
Cambridge	Furnas	Tri Valley Health System	310001
Central City	Merrick	Litzenberg Memorial County Hospital	530001
Chadron	Dawes	Chadron Community Hospital & Health Services	210001
Columbus	Platte	Columbus Community Hospital	630001
Cozad	Dawson	Cozad Community Hospital	220001
Creighton	Knox	Creighton Area Health Services	490001
Crete	Saline	Crete Municipal Hospital	670001
David City	Butler	Butler County Health Care Center	090001
Fairbury	Jefferson	Jefferson Community Health Center	440001
Falls City	Richardson	Community Medical Center	660001
Franklin	Franklin	Franklin County Memorial Hospital	290001
Fremont	Dodge	Fremont Area Medical Center	250001
Friend	Saline	Warren Memorial Hospital	670002
Geneva	Fillmore	Fillmore County Hospital	280001
Genoa	Nance	Genoa Community Hospital/LTC	550001
Gordon	Sheridan	Gordon Memorial Hospital District	730001
Gothenburg	Dawson	Gothenburg Memorial Hospital & LTC	220002
Grand Island	Hall	St. Francis Medical Center / CHI Health	370001
Grand Island	Hall	St. Francis Memorial Health Center / CHI Health	370002
Grant	Perkins	Perkins County Health Services	600001
Hastings	Adams	Hastings Regional Center	010001
Hastings	Adams	Mary Lanning Memorial Hospital	010002
Hebron	Thayer	Thayer County Health Services	760001
Henderson	York	Henderson Health Care Services	820001
Holdrege	Phelps	Phelps Memorial Medical Center	610001
Humboldt	Richardson	Humboldt Healthcare	660003
Imperial	Chase	Chase County Community Hospital	130001
Kearney	Buffalo	Good Samaritan Hospital / CHI Health	070001
Kearney	Buffalo	Richard H. Young Hospital	070002
Kimball	Kimball	Kimball County Hospital	480001
Lexington	Dawson	Tri-County Area Hospital District	220003
Lincoln	Lancaster	BryanLGH Medical Center East (Bryan)	500001
Lincoln	Lancaster	BryanLGH Medical Center West (Lincoln General)	500003
Lincoln	Lancaster	Lincoln Correctional Center - Evaluation Unit Hospital	500002
Lincoln	Lancaster	Lincoln Regional Center	500004
Lincoln	Lancaster	Madonna Rehabilitation Hospital	500005
Lincoln	Lancaster	Madonna Rehabilitation LTC Hospital	507001
Lincoln	Lancaster	Nebraska State Penitentiary Hospital & Clinic	500006
Lincoln	Lancaster	Saint Elizabeth Regional Medical Center / CHI Health	500007
Lynch	Boyd	Niobrara Valley Hospital Corporation	050001
McCook	Red Willow	Community Hospital	650001
Minden	Kearney	Kearney County Health Services-Hospital	460001
Mullen	Hooker	Pioneer Memorial Community Hospital Association	420001
Nebr. City	Otoe	St. Mary's Hospital / CHI Health	580001

<u>Valid Codes for Nebraska Hospitals (Continued)</u>			
CITY	COUNTY	MEDICAL FACILITY NAME	CODE
Neligh	Antelope	Antelope Memorial Hospital	020001
Norfolk	Madison	Faith Regional Health Services/West Campus	520001
Norfolk	Madison	Faith Regional Health Services/East Campus	520002
Norfolk	Madison	Norfolk Regional Center	520003
North Platte	Lincoln	Great Plains Regional Medical Center	510001
O'Neill	Holt	Avera St. Anthony's Hospital	410002
Oakland	Burt	Oakland Memorial Hospital	080001
Ogallala	Keith	Ogallala Community Hospital	470001
Omaha	Douglas	Alegent Health-Bergan Mercy Medical Center / CHI Health	260001
Omaha	Douglas	Alegent Health-Immanuel Medical Center / CHI Health	260002
Omaha	Douglas	Boys Town National Research Hospital	260004
Omaha	Douglas	Children's Hospital	260005
Omaha	Douglas	Douglas County Hospital	260006
Omaha	Douglas	Lakeside HealthPark Services / CHI Health	260012
Omaha	Douglas	Nebraska Health System	260011
Omaha	Douglas	Richard Young Center	260007
Omaha	Douglas	Saint Joseph Hospital / CUMC	260010
Omaha	Douglas	Creighton Medical Center / CHI Health	260010
Omaha	Douglas	Nebraska Methodist Hospital	260008
Ord	Valley	Valley County Hospital	780001
Osceola	Polk	Annie Jeffrey Memorial County Health Center	640001
Oshkosh	Garden	Garden County Hospital & Nursing Home	330001
Osmond	Pierce	Osmond General Hospital	620001
Papillion	Sarpy	Alegent Health-Midlands Community Hospital / CHI Health	680001
Papillion	Sarpy	Select Specialty Hospital	680002
Pawnee City	Pawnee	Pawnee County Memorial Hospital	590001
Pender	Thurston	Pender Community Hospital	770001
Plainview	Pierce	Plainview Public Hospital / CHI Health	620002
Red Cloud	Webster	Webster County Community Hospital	810001
Schuyler	Colfax	Alegent Health Memorial Hospital-Schuyler / CHI Health	170001
Scottsbluff	Scotts Bluff	Regional West Medical Center - North Unit	700001
Scottsbluff	Scotts Bluff	Regional West Medical Center - South Unit	700002
Seward	Seward	Seward Memorial Hospital	720001
Sidney	Cheyenne	Memorial Health Center	150001
Sidney	Cheyenne	Sidney Regional Medical Center	150001
St. Paul	Howard	Howard County Community Hospital	430001
Superior	Nuckolls	Brodstone Memorial Nuckolls County Hospital	570001
Syracuse	Otoe	Community Memorial Hospital	580002
Tecumseh	Johnson	Johnson County Hospital	450001
Tilden	Antelope	Tilden Community Hospital	020002
Valentine	Cherry	Cherry County Hospital	140001
Wahoo	Saunders	Saunders County Health Services	690001
Wakefield	Dixon	Wakefield Health Care Center	240001
Wayne	Wayne	Providence Medical Center	800001
West Point	Cuming	St. Francis Memorial Hospital	180001
Winnebago	Thurston	Winnebago U.S. Public Health Service Indian Hospital	770002
York	York	York General Hospital	820002
Other			999998
Unknown			999999
Sioux City	Iowa	St. Luke's Medical Center	910001
Sioux City	Iowa	Mercy Medical Center	910000
Vermillion	South Dakota	Sanford Medical Center	900002
Yankton	South Dakota	Avera Sacred Heart	900001

EMS Service Name Code

Enter the code that indicates the name of the Emergency Medical System (ambulance) service that responded to the injuries suffered by the pedestrian or other non-motorist.

<u>Valid Codes for Nebraska EMS Services</u>		
EMS Service Name	County	Code
Ayr VFD	Adams	023
Hastings Fire Department	Adams	158
Hastings Volunteer Ambulance	Adams	159
Holstein Rescue Squad	Adams	169
Kenesaw VFD	Adams	184
Roseland Fire & Rescue Unit	Adams	285
Rural Metro Hastings	Adams	287
Antelope Memorial Hospital Ambulance Service	Antelope	012
Clearwater Volunteer Fire & Rescue	Antelope	082
Elgin Fire & Rescue Service	Antelope	117
Orchard Fire & Rescue	Antelope	244
Arthur County RFD	Arthur	017
Banner County VFD	Banner	025
Brewster Emergency Squad	Blaine	049
Albion Fire & Rescue	Boone	002
Boone County Ambulance Service	Boone	044
Cedar Rapids Rescue Squad	Boone	069
Petersburg Fire & Rescue	Boone	262
St. Edward Fire & Rescue Department	Boone	313
Alliance Fire Department	Box Butte	005
Alliance RFD	Box Butte	006
Hemingford VFD	Box Butte	164
Boyd County Ambulance Service	Boyd	045
Naper VFD	Boyd	222
Spencer Volunteer Rescue Unit	Boyd	310
Brown County Ambulance - Long Pine Unit	Brown	055
Brown County Ambulance Association	Brown	054
Amherst VFD	Buffalo	010
Elm Creek VFD	Buffalo	119
Gibbon Fire Department	Buffalo	141
Good Samaritan EMS	Buffalo	143
Kearney Volunteer Fire Department	Buffalo	183
Pleasanton Volunteer Fire & Rescue	Buffalo	270
Ravenna Emergency Unit	Buffalo	279
Shelton Volunteer Fire & Rescue	Buffalo	300
Craig Rescue Unit	Burt	090
Decatur Volunteer Fire & Rescue	Burt	104
Lyons Volunteer Fire & Rescue	Burt	202
Oakland Rescue/Ambulance Squad	Burt	236
Tekamah Fire & Rescue Squad	Burt	331
Bellwood VFD	Butler	036
Brainard Volunteer Fire & Rescue	Butler	048

EMS Service Name	County	Code
Butler County Hospital Ambulance Service	Butler	061
David City VFD/Rescue	Butler	102
Dwight Volunteer Fire & Rescue	Butler	113
Rising City VFD	Butler	282
Ulysses VFD	Butler	341
Alvo Rescue Squad	Cass	008
Eagle Volunteer Fire & Rescue	Cass	114
Elmwood Rescue	Cass	120
Greenwood Volunteer Rescue Squad	Cass	150
Louisville Volunteer Fire & Rescue Department	Cass	198
Murray Rescue	Cass	221
Nehawka Rescue	Cass	224
Plattsmouth Volunteer Rescue Squad	Cass	269
Union Volunteer Fire & Rescue	Cass	343
Weeping Water Rescue Squad	Cass	362
Coleridge Ambulance Service	Cedar	083
Hartington Ambulance Service	Cedar	156
Laurel Rescue Squad	Cedar	187
Randolph Rescue Unit	Cedar	278
Wynot Ambulance Service	Cedar	376
Imperial Emergency Medical Services	Chase	177
Wauneta EMS	Chase	356
Cherry County Hospital Ambulance	Cherry	076
Sandhill Rescue & Ambulance Service	Cherry	291
Dalton VFD	Cheyenne	099
Emergency Response Care	Cheyenne	602
Gurley Volunteer Fire & Rescue	Cheyenne	153
Lodgepole Volunteer Fire Department	Cheyenne	196
Potter Volunteer Fire & Rescue	Cheyenne	275
Sidney Medical	Cheyenne	302
Clay Center Volunteer Ambulance	Clay	081
Edgar VFD	Clay	115
Fairfield VFD	Clay	126
Glenvil Ambulance	Clay	142
Harvard Fire & Rescue	Clay	157
Ong Volunteer Fire & Rescue	Clay	242
Sutton Volunteer Ambulance Service	Clay	326
Clarkson Rescue Squad	Colfax	079
Howells Rescue Squad	Colfax	174
Leigh Emergency Unit	Colfax	190
Schuyler Rescue Squad	Colfax	295
Bancroft Rural Volunteer Fire & Rescue	Cuming	024
Beemer Rescue	Cuming	033
West Point Rescue	Cuming	363
Wisner Rescue Squad	Cuming	372
Ansley Volunteer Rescue Unit	Custer	011
Arnold Volunteer Fire Department	Custer	016
Broken Bow, City of	Custer	053
Callaway Rural Fire & Rescue	Custer	063
Comstock Rescue Squad	Custer	086
Mason City Rescue Service	Custer	204

<u>Valid Codes for Nebraska EMS Services</u>		
EMS Service Name	County	Code
Merna EMS	Custer	211
Oconto Rescue Unit	Custer	237
Sargent Ambulance Service	Custer	293
Dakota City Fire Department	Dakota	098
Homer VFD	Dakota	171
South Sioux City Rescue	Dakota	306
Chadron Volunteer Fire Fighters	Dawes	072
Crawford VFD	Dawes	091
Cozad Rescue Squad	Dawson	089
Farnam Rescue Squad	Dawson	129
Gothenburg VFD	Dawson	145
Lexington VFD	Dawson	192
Overton Volunteer Fire & Rescue	Dawson	250
Sumner Rescue Unit	Dawson	323
Tri-County Hospital	Dawson	339
Big Springs Volunteer Fire & Rescue	Deuel	040
Chappell Ambulance Service	Deuel	075
Allen-Waterbury Rescue Squad	Dixon	004
Emerson Fire & Rescue	Dixon	122
Newcastle Rescue	Dixon	228
Ponce Rescue Service	Dixon	274
Wakefield Rescue Unit	Dixon	352
Dodge Rescue Unit	Dodge	108
Fremont Fire Department	Dodge	132
Fremont Rural Fire Department	Dodge	133
Heartland EMS	Dodge	162
Hooper Fire District	Dodge	172
North Bend VFD	Dodge	233
Scribner Rescue Squad	Dodge	297
Snyder Volunteer Rescue Squad	Dodge	305
Uehling Rescue	Dodge	340
Winslow Rescue Service	Dodge	371
Nickerson Rescue	Dodge	402
American Ambulance Service	Douglas	009
Bennington Volunteer Fire & Rescue Dept.	Douglas	038
Boystown, Village of	Douglas	046
Elkhorn Rescue Squad	Douglas	118
Irvington Volunteer Fire Department	Douglas	179
Omaha Ambulance Service	Douglas	239
Omaha Fire Department	Douglas	240
Ponca Hills VFD	Douglas	273
Ralston Volunteer Fire & Rescue	Douglas	277
Rural Metro Omaha	Douglas	289
Valley Fire Protection District # 5	Douglas	347
Valmont Emergency Rescue	Douglas	348
Waterloo Fire & Rescue	Douglas	355
Dundy County Ambulance Service	Dundy	111
Dundy County Ambulance Service - Haigler	Dundy	112
Exeter Volunteer Fire & Rescue Department	Fillmore	125
Fairmont Rescue Unit	Fillmore	127

<u>Valid Codes for Nebraska EMS Services</u>		
EMS Service Name	County	Code
Fillmore County Ambulance	Fillmore	130
Geneva Rescue Squad	Fillmore	139
Grafton RFD	Fillmore	146
Milligan Rescue	Fillmore	213
Schickley Volunteer Rescue	Fillmore	301
Campbell RFD	Franklin	065
Franklin VFD	Franklin	131
Hildreth VFD	Franklin	167
Eustis Rescue Squad	Frontier	123
Frontier County Ambulance - Curtis	Frontier	135
Frontier County Ambulance - Maywood	Frontier	136
Arapahoe Ambulance & Rescue	Furnas	013
Beaver City Ambulance	Furnas	030
Cambridge Rescue Service	Furnas	064
Oxford Volunteer Fire & Rescue	Furnas	251
Wilsonville-Hendley RFD	Furnas	368
Adams Rescue Squad	Gage	001
Beatrice Fire & Rescue	Gage	029
Clatonia Rescue Squad	Gage	080
Cortland Fire & Rescue	Gage	088
Wymore Volunteer Fire & Rescue	Gage	375
Lewellen Rescue Unit	Garden	191
Oshkosh Rescue Service	Garden	248
Burwell VFD	Garfield	060
Elwood Rescue Unit	Gosper	121
Johnson Lake Emergency Association	Gosper	182
Grant County Rescue Squad	Grant	148
Greeley Volunteer Rescue Unit	Greeley	149
Scotia Rescue Unit	Greeley	296
Spalding Rescue Squad	Greeley	308
Wolbach Rescue Squad	Greeley	373
Cairo Quick Response Team	Hall	062
Grand Island Fire Department	Hall	147
Rural Metro Grand Island	Hall	286
Wood River Rescue Unit	Hall	374
Hamilton County Ambulance Service	Hamilton	155
Aurora VFD	Hamilton	401
Alma VFD	Harlan	007
Orleans Volunteer Rescue Unit	Harlan	246
Republican City Volunteer Rescue	Harlan	281
Stamford Fire & Ambulance Service	Harlan	315
Hayes Center Ambulance	Hayes	161
Culbertson Rescue Squad	Hitchcock	097
Palisade Rescue Squad	Hitchcock	253
Stratton Ambulance	Hitchcock	320
Trenton Rescue Squad	Hitchcock	338
Atkinson Ambulance Service	Holt	020
Chambers Rescue Service	Holt	073
Ewing Fire & Rescue	Holt	124
Holt County Medical Services	Holt	170

<u>Valid Codes for Nebraska EMS Services</u>		
EMS Service Name	County	Code
O'Neill VFD	Holt	235
Page Fire & Rescue	Holt	252
Stuart Ambulance Service	Holt	322
Mullen Ambulance Service	Hooker	220
Dannebrog/Boelus Rescue Squad	Howard	100
Elba VFD	Howard	116
St. Paul Rescue Squad	Howard	314
Diller Rescue Unit	Jefferson	107
Jefferson County Ambulance District # 33	Jefferson	180
Plymouth Ambulance Service	Jefferson	271
Johnson County Ambulance/Cook	Johnson	181
Sterling Rescue	Johnson	319
Tecumseh Rescue Squad	Johnson	330
Axtell Volunteer Fire & Rescue Dept.	Kearney	022
Minden Ambulance Service	Kearney	215
Minden Fire Department	Kearney	216
Wilcox VFD	Kearney	367
Brule Volunteer Ambulance, Village of	Keith	057
Ogallala VFD	Keith	238
Paxton VFD	Keith	258
Springview Rescue	Keya Paha	312
Kimball County Ambulance Service	Kimball	186
Bloomfield Ambulance Service	Knox	043
Creighton Ambulance Service	Knox	092
Crofton Rescue	Knox	096
Niobrara Volunteer Rescue Unit	Knox	230
Santee Tribe of Nebraska	Knox	292
Verdigre Volunteer Rescue Squad	Knox	350
Wausa RFD	Knox	357
Bennet Fire & Rescue Department	Lancaster	037
Hallam Rescue Squad	Lancaster	154
Lincoln Fire & Rescue	Lancaster	193
Midwest Medical Transport Agency	Lancaster	382
Raymond Volunteer & Rescue	Lancaster	280
Rural Metro Lincoln	Lancaster	288
Southwest RFD	Lancaster	307
Star Care Air Ambulance	Lancaster	383
Waverly Rescue Squad	Lancaster	358
SouthEast Rural Fire and Rescue	Lancaster	400
Brady Volunteer Rescue Squad	Lincoln	047
Maxwell Volunteer Ambulance Service	Lincoln	205
North Platte Fire Department	Lincoln	234
Sutherland Ambulance	Lincoln	325
Wallace RFD	Lincoln	353
Stapleton VFD	Logan	318
Loup County Ambulance	Loup	200
Battle Creek VFD	Madison	027
Madison Emergency Squad	Madison	203
Meadow Grove Fire & Rescue	Madison	210
Newman Grove Rescue Unit	Madison	229

<u>Valid Codes for Nebraska EMS Services</u>		
EMS Service Name	County	Code
Norfolk Ambulance Service	Madison	231
Norfolk Fire Division, City of	Madison	232
Lifenet Air Medical (Norfolk)	Madison	381
Tilden Rescue Squad	Madison	335
Tilden Transfer Service	Madison	336
McPherson County RFD	McPherson	208
Central City Community Ambulance Service	Merrick	070
Chapman Fire & Rescue	Merrick	074
Clarks Rescue Squad	Merrick	078
Palmer Rescue Squad	Merrick	254
Silver Creek Ambulance Service	Merrick	303
Bayard Fire & Rescue	Morrill	028
Bridgeport VFD	Morrill	050
Broadwater VFD	Morrill	051
Fullerton Rescue Squad	Nance	138
Genoa Rescue Squad	Nance	140
Auburn Rescue Squad	Nemaha	021
Brownville Rescue Service	Nemaha	056
Cooper Emergency Medical Response Team	Nemaha	087
Nemaha County Hospital Ambulance	Nemaha	226
Nemaha Rescue Squad	Nemaha	227
Peru Rescue Squad	Nemaha	261
Brodstone Memorial-Nuckolls Co. Hospital Ambulance	Nuckolls	052
Lawrence Rescue Squad	Nuckolls	189
Nelson VFD/Rescue	Nuckolls	225
Superior Volunteer Rescue Squad	Nuckolls	324
Burr Rescue Squad	Otoe	059
Community Memorial Hospital	Otoe	085
Douglas Rescue	Otoe	110
Nebraska City Rescue Service	Otoe	223
Palmyra Rescue Service	Otoe	255
Syracuse Rescue Service	Otoe	327
Talmage Rescue Squad	Otoe	329
Unadilla Rescue	Otoe	342
Pawnee County Ambulance	Pawnee	257
Table Rock Rescue Squad	Pawnee	328
Perkins County Ambulance	Perkins	260
Bertrand Rescue Unit	Phelps	039
Holdrege Volunteer Fire & Rescue	Phelps	168
Loomis Volunteer Fire & Rescue	Phelps	197
Phelps Memorial Hospital Ambulance	Phelps	263
Osmond Ambulance Service	Pierce	249
Pierce Rescue Service	Pierce	264
Plainview Community Ambulance	Pierce	266
Behlen Manufacturing Company	Platte	034
Columbus Fire Department	Platte	084
Creston Rescue Unit	Platte	093
Humphrey Volunteer Fire & Rescue	Platte	176
Lindsay Volunteer Fire & Rescue	Platte	194
Monroe Rescue Unit	Platte	218

EMS Service Name	County	Code
Platte Center Rescue	Platte	267
Platte County Ambulance	Platte	268
Speedway Rescue	Platte	309
Osceola Ambulance/Rescue	Polk	247
Polk VFD	Polk	272
Shelby Rescue Squad	Polk	299
Stromsburg Ambulance Service	Polk	321
Bartley Rescue Unit	Red Willow	026
Indianola VFD	Red Willow	178
McCook Fire Department	Red Willow	206
McCook Volunteer Fire & Rescue	Red Willow	207
Beaver Valley RFD	Red Willow	032
Falls City Volunteer Ambulance Service	Richardson	128
Humboldt Rescue	Richardson	175
Rock County Ambulance Service	Rock	283
Crete Ambulance Service	Saline	094
Crete VFD/Rescue Squad	Saline	095
Daykin Rescue Unit	Saline	103
DeWitt Rescue	Saline	106
Dorchester Volunteer Fire & Rescue	Saline	109
Friend Rescue Squad	Saline	134
Tobias Rescue Unit	Saline	337
Western Rescue Unit	Saline	364
Wilber Rescue Squad	Saline	366
Bellevue VFD	Sarpy	035
Gretna Volunteer Fire & Rescue	Sarpy	152
LaVista Volunteer Fire & Rescue	Sarpy	188
Papillion Fire Department	Sarpy	604
Papillion VFD	Sarpy	256
Speedway Rescue	Platte	309
Springfield RFD	Sarpy	311
Ashland Emergency Service	Saunders	018
Cedar Bluffs Rescue Squad	Saunders	068
Ceresco Volunteer Fire & Rescue Department	Saunders	071
Mead Volunteer Fire & Rescue Department	Saunders	209
Prague Rescue Squad	Saunders	276
Saunders County Ambulance	Saunders	294
Valparaiso Fire & Rescue	Saunders	349
Wahoo Rescue Squad	Saunders	351
Yutan Fire Department	Saunders	378
Lyman VFD	Scottsbluff	201
Minatare/Melbeta Volunteer Fire	Scottsbluff	214
Mitchell VFD	Scottsbluff	217
Morrill Volunteer Rescue	Scottsbluff	219
Valley Ambulance Service	Scottsbluff	345
Beaver Crossing VFD	Seward	031
Milford Volunteer Fire & Rescue	Seward	212
Seward Volunteer Fire & Rescue	Seward	298
Staplehurst Rescue Squad	Seward	317
Utica Rescue Squad	Seward	344
Gordon Volunteer Rescue Squad	Sheridan	144

<u>Valid Codes for Nebraska EMS Services</u>		
EMS Service Name	County	Code
Hay Springs Volunteer Fire/Rescue	Sheridan	160
Ashton Fire & Rescue	Sherman	019
Litchfield Ambulance Service	Sherman	195
Loup City Coop Ambulance	Sherman	199
Sioux County Rescue Unit	Sioux	304
Pilger Fire & Rescue	Stanton	265
Stanton Rescue Service	Stanton	316
Alexandria Rescue Unit	Thayer	003
Bruning Fire & Rescue	Thayer	058
Carleton Ambulance	Thayer	066
Chester Volunteer Ambulance & Rescue	Thayer	077
Davenport Rescue Unit	Thayer	101
Deshler Rescue Squad	Thayer	105
Hebron VFD/Rescue	Thayer	163
Thayer County Ambulance Service	Thayer	332
Theford Volunteer Rescue Squad	Thomas	333
Macy Rescue	Thurston	603
Omaha Tribal Rescue	Thurston	241
Pender Rescue	Thurston	259
Rosalie Fire & Rescue	Thurston	284
Thurston Rescue	Thurston	334
Walthill Rural Fire & Rescue	Thurston	354
Winnebago Tribal Rescue & Ambulance	Thurston	369
Arcadia Volunteer Fire Dept./Rescue	Valley	014
Ord VFD	Valley	245
Valley County Ambulance Service	Valley	346
Arlington Rescue Squad	Washington	015
Blair Rescue Squad	Washington	042
Ft. Calhoun Fire & Rescue	Washington	137
Herman Rescue Squad	Washington	166
Kennard Volunteer Rescue Squad	Washington	185
OPPD Fort Calhoun Station	Washington	243
Carroll Volunteer Fire Department	Wayne	067
Hoskins-Woodland Park Ambulance	Wayne	173
Wayne Ambulance Service	Wayne	359
Winside Rescue Unit	Wayne	370
Bladen Rescue Service	Webster	041
Webster County # 2 - Blue Hill	Webster	360
Webster County Ambulance	Webster	361
Wheeler County Rescue Unit	Wheeler	365
Gresham RFD	York	151
Henderson Rescue Service	York	165
York Fire Department	York	377
Other		998
Unknown		999
Mercy Air Care (Sioux City Iowa)	Iowa	601
SiouxLand Paramedics	Iowa	600
Clay County EMS	South Dakota	501
Yankton County EMS	South Dakota	500

EMS Run Report Number

Enter this 6-digit code exactly as it is entered into the “EMS Run Report No.” box on the investigator’s report. This field should only be filled out for injured persons who have been treated by an EMS (ambulance) service. If the information is not available, tab over this field.

Pedestrian Location Code (S1)

Enter this code directly from Box S1 on the investigator’s report. It is located near the center of the report, just above the vehicle information blocks.

<u>Valid Codes</u>	
00 – Not stated	09 -- Shoulder
01 – Marked crosswalk at intersection	10 – Sidewalk
02 – At intersection but not crosswalk	11 – Within 10 feet of roadway (but not shoulder, median, sidewalk, or island)
03 – Non-intersection crosswalk	12 – Beyond 10 feet of roadway (within trafficway)
04 – Driveway across crosswalk	13 – Outside trafficway
05 – In roadway	14 – Shared-use path or trail
06 – Not in roadway	15 – Unknown
07 – Median (but not on shoulder)	
08 – Island	

Pedestrian Action Code (S2)

Enter this code directly from Box S2 on the investigator’s report. It is located near the center of the report, just above the vehicle information blocks.

<u>Valid Codes</u>
0 – Not stated
1 – Entering or crossing specified location
2 – Walking, running, jogging, playing, cycling
3 – Working
4 – Pushing vehicle
5 – Approaching or leaving vehicle
6 – Playing or working on vehicle
7 – Standing
8 – Other
9 – Unknown

Pedestrian Condition Code (S3)

Enter this code directly from Box S3 on the investigator's report. It is located near the center of the report, near the vehicle information blocks. If the element is not marked on the form, or there is no investigator's report, enter '0' for "Not Stated."

<u>Valid Codes</u>	
0	– Not stated
1	– Apparently normal
2	– Physical impairment
3	– Emotional (depressed, angry, disturbed, etc.)
4	– Illness
5	– Fell asleep, fainted, fatigued, etc.
6	– Under the influence of medications/drugs/alcohol
7	– Other
8	– Unknown

Alcohol/ Drugs Suspected Code (S4)

This code should be entered directly from Box S4 on the investigator's report. If the element is not marked on the form, or there is no investigator's report, enter '0' for "Not Stated."

<u>Valid Codes</u>	
0	– Not Stated
1	– Neither alcohol nor drugs suspected
2	– Yes – alcohol suspected
3	– Yes – drugs suspected
4	– Yes – alcohol & drugs suspected
5	– Unknown

Contributing Circumstances, Non-Motorist Code (S5a,b)

Enter these codes directly from Boxes S5a and S5b on the investigator's report. The second contributing circumstance is not required and may often be left blank.

<u>Valid Codes</u>	
00	– Not stated
01	– Improper crossing
02	– Darting
03	– Lying and/or illegally in roadway
04	– Failure to yield right of way
05	– Not visible (dark clothing)
06	– Inattentive (talking, eating, etc.)
07	– Failure to obey traffic signs, signal, officer
08	– Wrong side of road
09	– Other
10	– Unknown

Non-Motorist Safety Equipment Code (S6a,b)

Enter these codes directly from Boxes S6a and S6b on the investigator's report. The second type of safety equipment is not required and may often be left blank.

<u>Valid Codes</u>
00 – Not stated
01 – None used
02 – Helmet used
03 – Protective pads used (elbows, knees, shins, etc.)
04 – Reflective clothing
05 – Lighting
06 – Not applicable
07 – Other
08 – Unknown

Pedestrian Report Received Date

If the pedestrian files an individual's report, enter the date when the report was received. This date should be stamped in the upper right hand corner of the report. If no report was received from this pedestrian, leave the field blank.

The date can be entered in either of these two formats:

1. MMDDYY or 2. YYYY-MM-DD

Example – July 14, 1992 can be entered as: 071492 or 1992-07-14

After entry, the date will always be displayed in the YYYY-MM-DD format, no matter which method you use.

Alcohol Test Code

Enter whether or not the pedestrian was given an alcohol test. This information comes directly from the "Alcohol Testing" box on the investigator's report form. Since there is no "Alcohol Testing" box on individual's report, enter '0,' "Not Stated," if only an individual's report is received.

<u>Valid Codes</u>
0 – Not Stated
1 – Yes
2 – No

BAC Level

The Blood Alcohol Content (BAC) Level for the pedestrian should be entered here, if available. This information may be contained on the investigator's report or on the form entitled "Report of Alcohol and Drug Analysis for Nebraska Traffic Crashes", which is received from county attorneys in fatal crashes. If both reports have results and there is a discrepancy between them, use the results from the county attorney's report.

Three spaces are provided for the BAC level. All three digits **must** be entered, including zeros. BAC results are usually stated in the form of a decimal number, such as .124. **Do not** enter a decimal point.

<i>Examples:</i>	BAC Level	Enter
	.155	155
	.000	000
	.015	015
	.10	100

Accident Add Control Totals for Data Entry Screen (HSIX034)

This screen supplies the screen progression that is needed to enter a new accident case or to add a vehicle to an existing case.

Adding a New Case (Function Code = N)

To enter a new case, type an 'N' in the "Function Code" field. Do not enter an Accident Key, but skip to the line labeled "Number Requested." Examine the accident reports you have received for the case and determine the number of vehicle, object owner, and pedestrian records you will need to create. Enter these numbers under the appropriate column headings on the "Number Requested" line and press ENTER. The system will now lead you through the screens that you need to enter, beginning with the Accident Data screen.

Example: Suppose you have an accident that involves three vehicles, two object owners, and a pedestrian. Fill out the screen as follows:

Function Code: N
Accident Key: _____

	< ===== Screens to enter: ===== >			
	Vehicle	Object Owners	Pedestrians	
	=====	=====	=====	
Number Requested:	3	2	1	
Number Completed:				

As you enter the case data, the system will take you through a series of three vehicle screens, two object owner screens, and one pedestrian screen.

Other Fields Important to Screen Progression

For each vehicle that has a driver, you will also need to fill out a Driver Data and a Vehicle Occupant Data screen. Whether or not the Driver Data screen appears in the progression will depend on the "Driverless Code" which is entered on the Vehicle Data screen. If the "Driverless Code" is '0,' "MV has driver," then a Driver Data screen will appear.

The Vehicle Occupant Data screen will appear whether or not there is a driver in the vehicle, since it is possible that there could be injured occupants in a parked vehicle. If there are no occupants in a vehicle that has no driver, you will not need to enter anything on the Vehicle Occupant Data screen. Simply strike ENTER again, without entering any data, and the system will take you to the next required screen.

If the "Bodystyle Code" entered on the Vehicle Data screen is '02' through '09' or '37' through '40', a Heavy Truck/Bus Data screen will also appear. The data that needs to be entered on this screen comes from the Supplemental Truck and Bus Accident Report (green form). If no green form has been received, you can bypass this screen by striking ENTER again.

Restarting a Case (Function Code = R)

If a case in the process of being added using the “Add Case” process is exited for any reason before it is completely entered, it can be restarted later at the place where entry ended.

To recall a partially entered case, query on the case by entering a Function Code of ‘Q,’ entering the Accident Key, and striking ENTER. Once the data on the lines labeled “Number Requested” and “Number Completed” is retrieved, change the Function Code to ‘R’ and again press ENTER. The add process will be restarted at the spot where the original entry was discontinued.

Changing the Number of Requested Screens (Function Code = C)

Once the add process for a case is started, you may discover that an incorrect number of screens was requested. The number of screens requested can be changed by returning to the Accident and Control Totals for Data Entry screen, changing the Function Code to ‘C,’ changing the numbers in the “Number Requested” line as needed, and striking ENTER. This can be done while the case is initially being entered, or afterward. If the case is not active, you will have to query on the Accident Key to retrieve the case data.

Using PF Keys Within the Add a Case Process

While entering a new case in the “Add a Case” process, most of the PF keys that are normally available in the HSI system are not active. To make any changes in the screen progression, you must first return to the Accident and Control Totals for Data Entry screen (HSIX034). This can be done by pressing PF12.

Once in the Accident and Control Totals for Data Entry screen, the number of screens requested can be changed by using Function Code ‘C.’ You can also access the Vehicle Data Screen (HSIX014) by pressing PF21. This will allow you to make changes in the “Driverless Code” and “Bodystyle Code” fields that control whether or not the Driver Data (Insurance) and the Heavy Truck/Bus Data screens appear.

Accident Incident Data Entry Screen (HSIX033)

This screen is used to tie together accidents that are related to one another into incidents. These are accidents where the "1st or 2nd Accident Switch" on the Accident Data screen (HSIX019) was coded "Yes."

Creating a New Incident

After all the accidents that are related to a single incident have been entered into the system, an incident should be created by accessing the "Accident Incident Data Entry" screen (HSIX033).

At the top of the screen, enter the "Incident Date" and "County" which correspond to the incident at hand. Leave the "Incident Sequence Number" blank. Press PF4 to access the "Accident Incident Case Prompt." All the accidents on the date and within the county you selected which have the "1st or 2nd Accident Switch" coded "Yes," and which have not already been placed into an incident, are displayed in a scroll area.

Here is an example for an incident that occurred in Lancaster County (County 55) on January 25, 1991:

```
For Incident .....
          Incident Date: 1991-01-25
Incident Sequence Number:
Search County ... Code: 55
```

A	Ln	Accident	Cty	Seq	Accident	Tm	Num	Hwy	Ref	Location
=	==	=====	===	===	=====	==	===	===	=====	=====
A	01	1991-01-25	55	098	910004876	1243	002	006	317.83	Cornhusker(6) at 48 th
A	02	1991-01-25	55	097	910004877	1245	003	006	317.83	Cornhusker(6) nr 48 th
	03	1991-01-25	55	083	910004891	1313	002			70 th & Holdrege
		1991-01-25	55	082	910004892	1422	002	006	316.77	Cornhusker(6) at 35 th
A	05	1991-01-25	55	080	910004894	1241	002	006	317.83	Cornhusker(6) at 48 th
		1991-01-25	55	077	910004897	1829				Superior nr 14 th
		1991-01-25	55	063	910004911	1400	003	006	316.77	Cornhusker(6) at 35 th
		1991-01-25	55	062	910004912	1455	002	006	316.77	Cornhusker(6) at 35 th
		1991-01-25	55	057	910004917	0745	002			27 th & "J" St

Scan the displayed cases and choose those that should be included in the incident by typing an "A" into the screen function column on the far left of the scroll region. If the list is longer than one screen, you can page through it using PF7 and PF8. After all the appropriate cases have been selected, press ENTER. The system will create a new incident, filling in the "Incident Sequence Number."

You can then return from the prompt screen to the "Accident Incident Data Entry" screen by striking PF12. Only those cases that you included in the incident are now displayed. If you later determine that one or more of the included accidents should not have been contained in the incident, they can be deleted here.

Deleting a Case from an Incident

To delete a case from an incident, you must first query the incident on the “Accident Incident Data Entry” screen. If you have just entered the incident, the data will be displayed when you return from the prompt screen by striking PF12.

To query an incident that has been previously entered, enter the Incident Date, Incident Sequence Number, and County Code at the top of the screen and press ENTER. The cases included in the selected incident will be displayed.

Other incidents that occurred in the same county on the same day can be scanned by using the PF10 (Next Record) and PF11 (Previous Record) keys. If you queried on Incident Sequence Number ‘006,’ for example, but later determined that this was not the incident needed, you could access the next lower Incident Sequence Number by pressing PF11 or the next higher Incident Sequence Number by pressing PF10.

To delete cases from an incident, enter a “D” in the screen function column on the far left of the scroll region for those cases you want to remove. Then strike PF2.

To delete an entire incident, place a “D” in the screen function column for all the cases in the incident and press PF2.

Items for Supervisor Review (HSIX004)

This screen should be used to alert the Data Entry Supervisor that a problem exists with a case that will require some additional action, such as sending a letter or making a phone call. It can be accessed from any of the data entry screens by pressing PF14. Unlike most of the other PF keys on the HSI system, PF14 can be used to access this screen while the “Add a Case” process is active.

Depending on which screen you access the items for Supervisor Review screen from, the system makes some assumptions about whom you want to contact for additional information. No matter which screen you are on, the system will place a “How Involved Code” into the Items for Supervisor Review screen when you PF to it. On many screens, it will also pull a name into the “Need Information From” field. The following “How Involved Codes” will appear when you access the Items for Supervisor Review from each of the listed screens.

<u>Screen</u>	<u>How Involved Code</u>
Accident	INV
Vehicle	OWN
Driver	DRV
Occupant	DRV
Truck/Bus	CAR
Object	OBJ
Pedestrian	PED

The “How Involved Code” and name that are automatically placed into the Items for Supervisor Review screen may not always indicate the correct person to whom a letter needs to be sent. If not, the name and/or the “How Involved Code” should be changed. Type the correct name or code over the one that the system placed in the “Need Information From” field.

A list of twelve problem codes appears beneath the name information. These are the most likely reasons why a letter would need to be sent to the person listed. Indicate why we need to contact this person by typing an ‘A’ in the “Add” column, along the left edge of the screen, for the problem or problems that need to be addressed, and press ENTER.

Example: A driver’s report is received which lacks a signature, an estimate of damages, and the names and injuries of occupants. The Items for Supervisor Review screen is accessed from the Driver Data (Insurance) screen. It should be filled out as follows:

Function Code: A (A = Add)
 Accident Key: 910005003
 How Involved Code: DRV
 Need Information From: Kennedy,Michael,D

A d d	Ln Num	Prblm Type Code	Problem Description
===	===	====	=====
---	2	01	Need a Report Filed
---	3	02	Need a Truck and Bus Report
---	4	03	Incomplete Truck & Bus Report
A	5	04	Signature
A	6	05	Damage Estimate
---	7	06	Proof-of-Damages
---	8	07	Need Amended Invest. Report
---	9	08	Request Other Driver Data
A	10	09	Name and Injury of Occupants
---	11	10	Need Better Location Data
---	12	11	Need Pedestrian Injury Data
---	13	12	Other

After the above information is entered into the system, it is used by the Data Entry Supervisor to prepare letters. If necessary, the information can easily be changed. If you query on the case in the above example, for instance, the screen now appears with the problems that were selected, separated by a blank line from the other problem choices. You are now in "Update" mode. Any of the problems that appear above the blank line can be deleted by placing a 'D' in the "Add" column along the left side of the screen. Any of the problems which appear below the blank line can be added by placing an 'A' in the "Add" column.

To delete all the information on the problem screen, place a 'D' in the "Screen Function" field at the top of the screen and strike ENTER.

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