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# **Motor Vehicle Collision Report (MVCR) Manual**

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## HOW TO USE YOUR MANUAL

MVCR

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### Summary

Sections are the major divisions of this manual. This manual contains four sections, each section is given a two digit number as follows:

Section	Contents
01	Introduction
02	Form
03	Template
99	Index

### Introduction

This section must be read before completing the collision form.

### Form

This section contains explanation of fields on the form.

### Template

This section contains an explanation of all codes on the template or overlay.

### Subject

Subjects are divisions of a section. The subject number appears at the top of each page as part of the procedure number.

### Numbering

This manual uses a four digit numbering system to identify the Section and Subject. The first two digits are the Section number and the last two digits are the Subject number, e.g., 0314 is **Section 03 Template, Subject 14 Towed Vehicle**.

The numbers are located in the top right hand corner of each page.

### Finding Information

Refer to the Subject Index at the back of the manual or refer to the Table of Contents located at the front of the Manual.

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## **INTRODUCTION**

### **General**

**MVCR 0101**

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#### **Summary**

The Motor Vehicle Collision Report form, SR-LD- 401, is filled out in the event of a collision that involves at least one motor vehicle that is in motion at the time of a collision.

The Motor Vehicle Collision Report serves a variety of users including:

- police officers who prepare the report
- traffic engineers who analyze collisions and trends for highway design and maintenance
- traffic collision researchers who analyze collision statistics
- traffic legislation and collision prevention
- involved persons, their lawyers and insurance companies

#### **Who Fills Out an SR-LD-401 Form**

Ministry of Transportation (MTO) staff and police officers across the Province of Ontario complete the SR-LD- 401 according to the instructions set out in this reference guide.

Police officers fill this form in legibly by hand or electronically.

## SR-LD-401 (Upper)

**Column 1** is used for Vehicle 1, Driver 1 and Trailer 1 information.

**Column 2** is used for Vehicle 2, Driver 2 and Trailer 2 information.

Number	Field Description
03-01	Ver 1 Use Template Ver. 1 with this report
0203	Report Type <input type="checkbox"/> Original <input type="checkbox"/> Amended <input type="checkbox"/> Faxed
0204	Time Officer Arrived or Police Force Reported to
0205	Emergency Equipment in Attendant
0206	Service Performed
0207	Badge No.
0208	MTO Use <input type="checkbox"/> Only <input type="checkbox"/> Emergency <input type="checkbox"/> Industrial <input type="checkbox"/> Other
0209	Trailer <input type="checkbox"/> RI <input type="checkbox"/> Reference Point
0210	Urban/Rural Check as applicable <input type="checkbox"/> Urban <input type="checkbox"/> Rural <input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Other
0211	Municipality
0212	County, District, Reg. Municipality
0213	Driver (Last Name First)
0214	Address
0215	Telephone No.
0216	Postal Code
0217	Driver's Licence No.
0218	Prov.
0219	Class Cond.
0220	Sex <input type="checkbox"/> D.O.B. (Y/M/D) <input type="checkbox"/> Proprietary Class <input type="checkbox"/> Driver <input type="checkbox"/> Passenger <input type="checkbox"/> Other
0221	Suspension <input type="checkbox"/> Yes <input type="checkbox"/> No
0222	Brake Test <input type="checkbox"/> Yes <input type="checkbox"/> No
0223	Colour
0224	Body Style
0225	Air
0226	Plate No.
0227	Prov.
0228	Number of Passenger in Vehicle
0229	Owner (Last Name First)
0230	Address
0231	Telephone No.
0232	Postal Code
0233	Insurance Company and Policy No.
0234	None
0235	CVOR No.
0236	Lic. Class <input type="checkbox"/> Required <input type="checkbox"/> Loaded <input type="checkbox"/> Unloaded
0237	Approx. Speed Km/hr.
0238	Make
0239	Plate No.
0240	Prov.
0241	Owner (Last Name First)
0242	Address
0243	Telephone No.
0244	Postal Code
0245	Insurance Company and Policy No.
0246	None

For collisions involving more than two vehicles, use additional SR-LD-401 forms, e.g., for Vehicle 3 or Vehicle 3 and Vehicle 4 use an additional form. Strike out the Column 1, 2 number and write in 3, or 3 and 4 respectively as needed.

For more information, see the topic called *Multiple form Reports* in MVCR 0103.

## Definition of Collision

For the purposes of collision reporting, a collision is the contact resulting from the motion of a motor vehicle or streetcar or its load, that produces property damage, injury or death.

The term collision indicates that the initial point of contact involves at least one motor vehicle or streetcar.

The Motor Vehicle Collision Report is used for reporting off-road vehicle collisions whether they occur on or off a public roadway.

## Motor Vehicle Defined

For the purposes of this guide, motor vehicles refer to vehicles that are defined under HTA.

**Note:** A street car is not a motor vehicle under the HTA definition.

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<b>Offroad Vehicles Defined</b>	Offroad vehicles are captured within the definition of Motor Vehicle under the HTA, Paragraph 23 Subsection 1(1), specifically "any other vehicle propelled or driven otherwise than by muscular power".  An off-road vehicles is any vehicle propelled or driven otherwise than by muscular power or wind and designed to travel, <ul style="list-style-type: none"><li>• on not more than three wheels, or</li><li>• on more than three wheels and being of a prescribed class of vehicle: ("véhicule tout terrain")</li></ul>
<b>Motorized Snow Vehicles Defined</b>	A motorized snow vehicle is defined as a self-propelled vehicle designed to be driven primarily on snow.
<b>Definition of Collision Motorized Snow Vehicle or Off Road Vehicle</b>	For the purposes of collision reporting, a collision is the contact resulting from the motion of a motorized snow vehicle or off road vehicle or its load, that produces property damage, injury or death.
<b>Contact Defined</b>	Contact refers to contact to both internally and externally of the motor vehicle.
<b>Motion Defined</b>	For vehicles equipped with automatic transmission, motion refers to a moving vehicle with driver in the driver seat and/ or: <ul style="list-style-type: none"><li>• wheels turning and axles rotating</li><li>• skidding (moving with wheels locked, axles not rotating)</li><li>• stopped with the engine running and the gear in any other position other than PARK or NEUTRAL</li></ul> For vehicles equipped with manual transmission, motion refers to a moving vehicle with driver in the driver seat and/or: <ul style="list-style-type: none"><li>• wheels turning and axles rotating</li></ul>

- skidding (moving forward with wheels locked, axles not rotating)
- stopped with the engine running and in any gear but NEUTRAL

**Note:** A parked vehicle does not constitute a vehicle in motion.

A rolling driverless vehicle is considered to be in motion.

## Reportable Collisions

The Motor Vehicle Collision Report form must be completed and forwarded to the Ministry of Transportation for any collisions which involve at least one motor vehicle and where the collision falls within at least one of the following scenarios and meets at least one of the following conditions:

Conditions
<ul style="list-style-type: none"><li>• results in a fatality within 30 days</li><li>• results in injury to one or more persons</li><li>• results in total damage exceeding \$1000 in total damage</li><li>• involves at least one motorized snow vehicle where total damage exceeds \$400</li></ul>

For where to send completed forms see, *Distribution of Copies, Including Amendments*, below.

## Hit and Run Collisions

Reports of hit and run collisions should not be delayed until driver(s) are apprehended. If a driver is later apprehended, amended SR-LD-401 with new information must be submitted within 10 days.

## Non-Reportable Collisions

### Conditions

For any of the reasons below, a Motor Vehicle Collision Report does not have to be completed if the collision:

- did not involve injury/fatality

- total damage is less than \$1000
- total damage is less than \$400 for a motorized snow vehicle

### **Hit and Run Drivers**

For non-reportable collisions which involve hit and run drivers, if the driver is apprehended before the report is completed, the report is not submitted to MTO. It may be retained by the investigating police service.

### **Homicides/ Suicides**

Homicides/Suicides in motor vehicles are reported as a code 99 *Intentional Act* in Box 42. Distribution of copies is the same as for a reportable collision, excluding incidents where a motor vehicle is not in motion, i.e., death due to asphyxiation in a garage.

### **Driver Competence**

If the police officer believes the competence of the driver was a factor in the collision, the relevant facts should be submitted to:

Ministry of Transportation  
c/o Collision Unit  
1355 John Counter Blvd.  
Kingston, ON K7L 5A3

### **Distribution of Copies, Including Amendments**

The SR-LD-401 has five units, i.e., copies. Each unit has a specific recipient. The unit number is found in the bottom right-hand corner of the form.

Unit two must be sent to the Ministry of Transportation within 10 days of the collision date.

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See the following table:

<b>Copy No.</b>	<b>Provide To</b>
1	Police Service or Municipality  <b>Note:</b> Unit one is for Police Services only.
2	Ministry of Transportation c/o Collision Unit 1355 John Counter Blvd. Kingston, ON K7L 5A3
3	Ministry of Transportation c/o Insurance & Claims Office 301 St. Paul's Street 2nd Floor St. Catharines, Ontario L2R 7R4  <b>Note:</b> Unit three is for Insurance & Claims only
4	Driver involved in the collision
5	Driver involved in the collision

**Questions from  
Police**

If you are unsure whether the collision is reportable, contact Police or MTO.

If the collision does not meet the definition of a reportable collision, do not fill out the SR-LD-401.

**Note:** Municipalities or police services may require the form to be completed as per their service policy for these types of collisions, but copies are not required by MTO.

For clarification or interpretation of coding, Police Service Supervisors may contact the Ontario Police College:

Ontario Police College  
c/o Traffic Training Co-ordinator  
10716 Hacienda Rd.  
Aylmer, Ontario  
N5H 2T2

[www.opconline.ca](http://www.opconline.ca)

Tel. 519-773-4455

**To Order MVCR  
Forms (SR-LD-401)** To order Motor Vehicle Collision Report forms, send requests to:

Ministry of Transportation  
c/o Stock Management Office  
1355 John Counter Blvd.  
Kingston, Ontario  
K7L 5A3

Tel. 1-800-267-3181

Allow four to six weeks for delivery.

**MVCR Manuals** To order copies of the Motor Vehicle Collision Report Manual, send requests to:

Ontario Police College  
c/o Traffic Training Co-ordinator  
10716 Hacienda Rd.  
Aylmer, Ontario  
N5H 2T2

[www.opconline.ca](http://www.opconline.ca)

Tel. 519-773-4455

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## **INTRODUCTION**

### **Vehicles**

**MVCR 0102**

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#### **Summary**

The definitions and interpretations as contained in the Ontario Highway Traffic Act, the Off Road Vehicles Act, and the Motorized Snow Vehicles Act apply in this manual.

#### **Motorized Snow Vehicles**

The Motor Vehicle Collision Report is used for reporting of motorized snow vehicle collisions whether they occur on or off a public roadway as required by the Motorized Snow Vehicles Act.

#### **Off-Road Vehicles**

Off-road vehicles are captured within the definition of Motor Vehicle under the HTA, Paragraph 23 Subsection 1(1), specifically "any other vehicle propelled or driven otherwise than by muscular power".

#### **Trailers**

Where a vehicle is towing more than one trailer, additional trailers are recorded in the Trailer Section on a separate form and cross referenced.

Areas to identify towed vehicles, trailer types and trailer connections are included on the form. Diagrams showing the various types of connections are included in this manual (see 0314 for details).

#### **School Bus**

Under the HTA, the definition of a school bus means a bus that:

- is painted chrome yellow
- displays on the front and rear thereof the words "school bus" and on the rear thereof the words "do not pass when signals flashing".

**School Purpose Vehicles** A school purpose vehicle is a vehicle leased or contracted for the transportation of pupils to and from school..

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## **INTRODUCTION**

### **General Rules**

**MVCR 0103**

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#### **Summary**

Investigating officers must complete each area of the SR-LD-401 form.

#### **General Rules**

See below for general rules:

- No fields are left blank.
- If no information is available for an area, draw a diagonal line through the field.
- For unknown information, enter U/K.
- If the Driver wears corrective lenses, enter an X in the Cond. box.
- For Out-of Province scenarios, draw a diagonal line through the field. Must show all Provinces, States or Country of Origin.

**Note:** Ensure that your printing on the form is neat and legible. Press firmly as each form contains five copies.

**Time**

Time is reported using the 24-hour clock (military time), as follows:

<b>Time</b>	<b>Enter</b>
1:00 a.m.	0100
1:00 p.m.	1300
midnight	0000
noon	1200
If the time of the collision is unknown, enter 9999.	

**Dates**

Dates are entered using the System International (SI) format. The numeric sequence of YY/MM/DD is used for year/month/day, e.g., write 10-04-21 for April 21, 2010.

**Names**

All surnames are entered surname first in capital letters, followed by first given name in full and initials, e.g., HOWARD, John F.G.

**Assigning Drivers and Vehicles**

When assigning designations D1, D2, V1, V2 to drivers and vehicles, designate D1 and V1 as the at fault or most at fault driver as determined by the investigating officer.

**Driver's Address**

Exact information must be entered to locate the person in question, e.g., street and house number, municipality or lot, concession and rural route. See Section 9903 for details on street abbreviations.

**Form Areas/Code Blocks Not Applicable**

Each description area and code box on the form must be considered by the investigating officer and an entry made. If an item is not applicable, draw a diagonal line through the area/box.

**Information Unknown**

If information is not known, enter U/K for unknown. See next item for, reporting of unknown code boxes.

**Code Box**

Codes are selected from the template. If the item is applicable but the information is unknown, use code 00 (zero, zero).

**Code Box  
Abbreviations**

Code	What it Means
D1	Driver 1
P1	Pedestrian 1
R1	Road 1
V1	Vehicle 1

**Code Box Errors**

If you make an error on the original report which cannot be corrected legibly, cross out the box. Enter the box number and the correct code in one of the Error Entry boxes on the lower right side of the form.

**Note:** Correction using the error code boxes does not change the report type to "amended".

**Multiple Selections**

Some form areas/boxes allow for multiple selections as recorded on the form.

**Multiple Form  
Reports**

Each report form contains space for:

- one to two Drivers
- one to two Vehicles (with or without one Towed Vehicle each)
- one to five Involved Persons

**Note:** A maximum of two persons may be pedestrians.

Use additional forms if the collision involves more than five involved persons or more than two pedestrians or more than two vehicles or double trailers.

Those areas of the additional forms that identify Driver 1 or 2, and Vehicle 1 or 2 may be changed by stroking out the identifying number and placing the correct one beside it, e.g., V3, V4.

Common information such as location, road jurisdiction, road surface and other descriptions/codes do not have to be repeated on the subsequent forms.

## Restricted Fields

There are areas of the form that are for MTO Use Only. Do *not* write in the following areas:

- the white space at the top of the form above the Report Type field
- the greyed-out MTO Use Only field to the right of the Name of Submitting Police Service field.
- the Code fields to the right of the Driver (Last Name First) fields

The image shows the 'Motor Vehicle Accident Report' form from Ontario, Version 1. The form is a grid of fields with various codes and labels. Some fields are highlighted with green boxes, specifically around the 'Driver' section and some code fields. The entire form is oriented vertically.

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## FORM

### Collision Number

**MVCR 0201**

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#### Summary

1. Enter the file number designated by the police service.

#### Example

Collision Number	1G00 - 9 - 1234
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2. Enter the appropriate collision number according to the format used by the police service reporting the collision.

The OPP format (e.g., shown above), is as follows:

- First 4 Numbers denote the detachment.
- Second number is the year of the collision.
- The next four numbers are the number of collisions within that detachment area.

**Note:** Municipal Jurisdictions use their own format for a collision number.

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**FORM****Collision Date****MVCR 0202**

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**Summary**

Enter the collision date in YYMMDD format. If the date of the collision is not known, enter the date on which the collision was reported.

**Day of the Week**

Enter the abbreviated alpha description, i.e., Mon, Tue, Wed, Thu, Fri, Sat or Sun.

**Time**

Enter the time using the 24 hour clock (military time), as follows:

Time	Enter
1:00 a.m.	0100
1:00 p.m.	1300
midnight	0000
noon	1200
If the time of the collision is unknown, enter 9999.	

**Example**

Collision Date	Yr.	Mo.	Day	Day of the Week	Time
	1/10	51	81	MON.	13:30

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**FORM****Report Type****MVCR 0203**

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**Summary**

This field defines the type of report being submitted.

**Note:** The white space above the Report Type field must not be used.  
It is reserved for the MTO microfilm number.

**Original**

For the first report of the collision to be submitted, enter X, eg. X  
Original (place an x in the box shown). Do not record as amended if  
changes are captured using the error code boxes.

**Amended**

For a revised issue of a previously submitted report, enter X, eg.: X  
Amended (place and x in the box shown). Do not use a photocopy  
of the original report.

For an Amended Report, submit a new Motor Vehicle Collision  
Report Form with the following Fields/Code Boxes completed for  
cross referencing:

- Collision Number, if any
- Collision Date
- Classification of Collision, Box 42
- Name of Investigating Officer
- Badge No.
- Div./Stat./Det.
- Name of Submitting Police Service
- Location
- Municipality

- Driver's Licence Number for one driver

**If the Driver's Licence Number is Not Available**

If the Driver's Licence number is not available, enter the Driver's Name, Address, Sex and Date of Birth.

If Name, Address, Sex and Date of Birth are not available, enter the Plate No. and Province of registration.

**Record Only New Information**

Record only new information. If cross referencing information has changed, enter both new and old information.

**Fail to Remain**

If the driver(s) involved fail to remain at the site of a collision, mark X in the box next to "Fail to Remain."

The report is recorded as "Fail to Remain" even if the driver(s) are subsequently apprehended.

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## FORM

**Time Officer Arrived or Police Service Reported To**

**MVCR 0204**

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### **Summary**

Enter the date and time of the collision.

Enter the time using the 24 hour clock (military time), as follows:

Time	Enter
1:00 a.m.	0100
1:00 p.m.	1300
midnight	0000
noon	1200
If the time of the collision is unknown, enter 9999.	

If the driver leaves the collision scene and reports to a police jurisdiction other than the one where the collision occurred, enter the name of the police service completing the report.

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## **FORM**

### **Emergency Equipment**

**MVCR 0205**

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#### **Summary**

This field is for recording emergency equipment at the collision site and the service performed.

#### **Emergency Equipment in Attendance**

The investigating officer records all emergency equipment in attendance at the collision, including:

- EMS vehicles
- ambulances
- fire trucks/air rescue
- hydro
- Ministry of Transportation

Emergency equipment does not include tow trucks.

If more than one emergency service is required, the investigating officer decides which is the most important service vehicle in attendance and records it on the form.

#### **Service Performed**

Enter the service performed.

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## **FORM**

### **Dangerous Goods Involvement**

**MVCR 0206**

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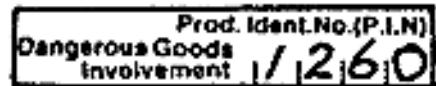
#### **Summary**

If a vehicle is transporting dangerous goods, enter the Product Identification Number (P.I.N.) obtained from the placards on the vehicle.

If a vehicle is transporting more than one type of dangerous goods, enter the one comprising the larger portion of the load.

If the number is not available, enter U/K for unknown.

#### **Example**



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## FORM

### Investigating Police Officer/Service

**MVCR 0207**

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**Summary** Record information on the investigating officer and police service in this area.

**Name of Investigating Officer** Enter your surname first in capital letters, followed by first given name in full and initials.

**Badge No.** Enter the badge number of the investigating officer.

**Div./Stat** The Division, Station or Detachment is DET. Descriptors may be alpha or numeric, e.g., traffic division or station 52. Leave the selected category visible and strike-out the unused categories.

**Plat/Squad** Enter the Platoon or Squad. It is usually numeric. Leave the selected category visible and strike-out the unused categories.

**Name of Submitting Police Service** Enter the name of the submitting Police Service.

**Example**

Name of Investigating Officer <b>CROCKET, James S</b>	Badge No. <b>2468</b>	Div./Station/Unit: <b>TRAFFIC</b>	Plat/Squad <b>7</b>
Name of Submitting Police Force <b>BROCKVILLE POLICE SERVICE</b>			

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**FORM****Location****MVCR 0208**

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**Summary**

The location is vital for municipal and rural collision data systems. The legal implications are more obvious, but for engineering purposes it is important that the location data is accurate.

**Road 1/Road 2**

The lines shown as R1 and R2 refer to Road 1 and Road 2.

**Non-Intersection**

Road 1 is designated as the road where the initial impact occurred even if the collision concludes on another roadway.

**Intersection Same Road Authority**

At the intersection of two or more roadways, Road 1 is assigned in the following order of priority:

- freeways, i.e., QEW or 400 series.  
QEW first and remaining freeways in numerical order, starting from the lowest number
- through highway
- larger roadway by number of lanes
- heaviest volume
- alphabetical order
- numerical order, lowest number first

### Intersection Different Road Authorities

If the intersection is under the jurisdiction of more than one road authority, Road 1 is the roadway under the jurisdiction of the more senior authority. Jurisdiction is assigned according to the following order of seniority:

- federal
- provincial
- regional/district municipality
- municipality
- county or district
- township

**Note:** Where two or more roadways are under the jurisdiction of the senior road authority, Road 1 is determined as in Intersection Same Road Authority.

### Point of Reference

Record the distance and direction from the point of reference to the collision site. Suitable points of reference are other roadways, bridges, houses or buildings or other permanent, identifiable objects. Trees, fences, rock faces and light/ hydro poles are *not* suitable.

### Parking Lots

If the collision occurred off-highway in a parking lot, enter the property name, e.g., On Purple Plaza Lot on line R1. Enter the street address on R2.

**Municipality**

Enter the name of the municipality.

**County, District or  
Reg. Municipality**

Enter the name of county, district or regional municipality. Leave the selected category visible and strike-out the unused categories.

<b>MTO District (OPP only)</b>	If the keypoint system is used, enter the appropriate MTO district. This information may be obtained from the Linear Highway Referencing System text.
<b>Geocode (OPP only)</b>	You may use a location geocoding system to complement the alpha-numeric descriptors.
<b>Keypoint (OPP only)</b>	For MTO highways, enter the keypoint number.  The keypoint number is a five-digit code Linear Highway Referencing System (LHRS) number and is used to complement the alpha-numeric descriptor. A keypoint number is assigned for each major segment of a highway. A text containing LHRS information is provided to police authorities responsible for patrolling MTO highways.
<b>Offset (OPP only)</b>	If using the keypoint system, enter the appropriate offset. The LHRS offset can be found in the LHRS text.
<b>Ramp No. (OPP only)</b>	For locations where the collision is on a ramp, enter the ramp number. The ramp numbers can be found in the ramp diagrams supplied by MTO to police agencies who patrol MTO highways.

**Note:** For the OPP and MTO staff, the LHRS is available at the following web site: <http://intra.mto.gov.on.ca/> (MTO's Intra Site)

1. Select the Divisions & Locations button.
2. Select the Linear Highway Referencing System (LHRS)

<http://intra.mto.gov.on.ca/lhrs/>

**MTO Use Only**

MTO Head Office enters the highway number, distance, units and direction.

**Examples**

<b>Location</b>	Street, Road, Highway, Etc. House No. or Distance <b>HIGHWAY #1 401</b>	Circle as applicable <input checked="" type="radio"/> Km. N. S. E. W. <b>250</b>	M District <input checked="" type="radio"/> 0.9	Keypoint/Geocode <b>47 2 00 003</b>	Offset	Ramp No.	Pole No.
R1	Intersection Keypoint/Patrol Area or Other Reference Keypoint No.	Municipality					
R2	<b>FORCED ROAD U.P.</b>	<b>LANCASTER TP</b>	<b>County, District or Reg. Municipality GLEN GARRY</b>				

<b>Location</b>	Street, Road, Highway, Etc. House No. or Distance <b>KENNEDY ROAD</b>	Circle as applicable <input checked="" type="radio"/> Km. N. S. E. W. <b>40</b>	M District <input checked="" type="radio"/> 0	Keypoint/Geocode <b>2 2 2 0 6</b>	Offset	Ramp No.	Pole No.
R1	Intersection Keypoint/Patrol Area or Other Reference Keypoint No.	Municipality					
R2	<b>CONESTOGA DRIVE</b>	<b>BRAMPTON</b>	<b>County, District or Reg. Municipality PEEL</b>				

<b>Location</b>	Street, Road, Highway, Etc. House No. or Distance <b>MAIN ST. E.</b>	Circle as applicable <input checked="" type="radio"/> Km. N. S. E. W. <b>8</b>	M District <input checked="" type="radio"/> 0	Keypoint/Geocode <b>6 6 0 2</b>	Offset	Ramp No.	Pole No.
R1	Intersection Keypoint/Patrol Area or Other Reference Keypoint No.	Municipality					
R2	<b>SHERMAN, AVE.</b>	<b>HAMILTON</b>	<b>County, District or Reg. Municipality HAMILTON - WENTWORTH</b>				

<b>Location</b>	Street, Road, Highway, Etc. House No. or Distance <b>HIGHWAY #417</b>	Circle as applicable <input checked="" type="radio"/> Km. N. S. E. W. <b>20</b>	M District <input checked="" type="radio"/> 0.9	Keypoint/Geocode <b>4 9 3 6 9 0 1 8 5 1 1 3 2</b>	Offset	Ramp No.	Pole No.
R1	Intersection Keypoint/Patrol Area or Other Reference Keypoint No.	Municipality					
R2	<b>OTTAWA ST.</b>	<b>OTTAWA</b>	<b>County, District or Reg. Municipality OTTAWA - CARLETON</b>				

<b>Location</b>	Street, Road, Highway, Etc. House No. or Distance <b>HIGHWAY #7</b>	Circle as applicable <input checked="" type="radio"/> Km. N. S. E. W. <b>2.0</b>	M District <input checked="" type="radio"/> 0.7	Keypoint/Geocode <b>1 4 2 8 0 1 0 1</b>	Offset	Ramp No.	Pole No.
R1	Intersection Keypoint/Patrol Area or Other Reference Keypoint No.	Municipality					
R2	<b>O.P.S TWP RD. L10-11-E</b>	<b>O.P.S. TWP</b>	<b>County VICTORIA</b>				

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**FORM****Driver****MVCR 0209**

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**Summary**

D1 is assigned to the driver which is the initiator of the collision, i.e., D1 strikes D2.

**Note:** D1 is the person whom was deemed to be at fault or most at fault as determined by the investigating officer.

In this section all data pertinent to the drivers is entered.

**Driver (Surname First)**

Enter the driver's surname first in capital letters, followed by the first given name in full and initials, e.g., JONES, Brian A.

**Note:** If a pedestrian is involved in the collision, include pedestrian information in the involved persons section, not in the driver area.

If a single motor vehicle is involved with a pedestrian the driver regardless of whether or not they are at fault will be put in the D1/V1 section.

**Code**

Leave this field blank. This field is for Ministry use only. It indicates if a driver has been charged with an offence. This information is filled in when the report is being entered into the automated referencing system.

**Address**

Enter the driver's address as follows:

**Urban**

- street name and number
- apartment or unit number
- municipality
- province/state

- country

**Rural**

- lot number
- concession number
- township
- rural route
- municipality
- province/state
- country

**Telephone No.**

Enter the driver's telephone number and postal code.

**Postal Code****Driver's Licence**

Enter the driver's licence number in full.

**Number****Prov.**Enter the name of the licensing Province/State & Country. Please use Canada Post abbreviations, e.g., BC, PE, ON etc. For a full list of Province and Territory abbreviations see MVCR 0103, *General Rules*.**Class**

Enter the class of licence, e.g., A, B or G. For jurisdictions outside of Ontario, codes may be numeric.

**Note:** If you do not have the information, draw a line through the box.**Cond.**

Enter restrictive conditions and/or endorsements.

**Sex**

Enter M or F for male or female.

<b>D.O.B.</b>	Enter date of birth in the sequence of year-month-day, (YYMMDD). Use only numbers, e.g., September 16,1965 is entered as 65-09-16.
<b>Proper Licence to Drive Class of Vehicle</b>	Mark the appropriate box with an X to indicate if the driver has the proper licence to drive the vehicle. The back side of the template contains a chart of the Ontario Classified Licencing System.
	<b>Note:</b> If you cannot verify identity, draw a line through the box.
<b>Suspended Driver</b>	Mark the licence status with an X, i.e., yes or no.
<b>Breathalyzer, Blood Test Admin.</b>	Mark the appropriate box with an X to indicate if a breathalyzer, drug recognition test, or blood test was administered. To indicate the type of test, stroke out the term which does not apply, (see illustration). The breath test refers to the test given on an approved Borkenstein Breathalyzer at the police station, not the test administered at the collision site.

### Examples

<b>1</b>	Driver (Surname first)			Code	
Driver	Address		Telephone No.		
	217 - 301 East 76th St.		662-5631		
	Postal Code		T9H 3T6		
	Driver's Licence No.		Prov.	Class	Cond.
	C-7714-35882-91486		B.C.	G	
	Sex	D.O.B. (Y.M.D.)	Proper Licence to Drive Class of Vehicle	Suspended Driver	Breathalyzer
	F	6.6.1.1.0.8	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N

<b>2</b>	Driver (Surname first)			Code	
Driver	Address		Telephone No.		
	231 - 31 Westchester		(614)372-8861		
	Postal Code		99273		
	Driver's Licence No.		Prov.	Class	Cond.
	BB7-6427-388195		CALF	1	3
	Sex	D.O.B. (Y.M.D.)	Proper Licence to Drive Class of Vehicle	Suspended Driver	Breathalyzer
	M	4.2.0.9.1.7	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N

<b>Driver</b>	Driver (Surname first)			Code	
	<b>MARTIN, Dean A.</b>				
<b>Address</b>				Telephone No.	
	<b>991 Industrial Pkwy</b>			<b>826-8011</b>	
<b>Postal Code</b>					
	<b>Mississauga, Ont.</b>			<b>L5N 3M7</b>	
<b>Driver's Licence No.</b>				<b>Prov.</b>	<b>Class</b>
	<b>NONE</b>			<b>Cond.</b>	
<b>Sex</b>	<b>D.O.B. (Y.M.D.)</b>	<b>Proper Licence to Drive Class of Vehicle</b>	<input type="checkbox"/> <b>Y</b>	<b>Suspended</b>	<input checked="" type="checkbox"/> <b>Y</b>
<b>M</b>	<b>6.20.827</b>	<input checked="" type="checkbox"/> <b>N</b>	<b>Driver</b>	<input type="checkbox"/> <b>N</b>	<b>Breathalyser</b> <input checked="" type="checkbox"/> <b>Y</b>
					<b>Blood Test</b> <input type="checkbox"/> <b>N</b>
					<b>Admin.</b> <input checked="" type="checkbox"/> <b>N</b>

<b>Driver</b>	Driver (Surname first)			Code	
	<b>JONES, Fred A.</b>				
<b>Address</b>				Telephone No.	
	<b>456 Random Rd.</b>			<b>866-6411</b>	
<b>Postal Code</b>					
	<b>Apt. 32, Toronto, Ont.</b>			<b>L8T 2R9</b>	
<b>Driver's Licence No.</b>				<b>Prov.</b>	<b>Class</b>
	<b>J7932-65436-20827</b>			<b>Ont.</b>	<b>D</b>
<b>Sex</b>	<b>D.O.B. (Y.M.D.)</b>	<b>Proper Licence to Drive Class of Vehicle</b>	<input checked="" type="checkbox"/> <b>Y</b>	<b>Suspended</b>	<input type="checkbox"/> <b>Y</b>
<b>M</b>	<b>6.20.827</b>	<input checked="" type="checkbox"/> <b>N</b>	<b>Driver</b>	<input checked="" type="checkbox"/> <b>N</b>	<b>Breathalyser</b> <input type="checkbox"/> <b>Y</b>
					<b>Blood Test</b> <input type="checkbox"/> <b>N</b>
					<b>Admin.</b> <input checked="" type="checkbox"/> <b>N</b>

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**FORM****Vehicle****MVCR 0210**

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**Summary**

Designations V1 and V2 are assigned to the drivers and vehicles in a collision, V1 is the vehicle the at fault driver or most at fault driver was operating at the time of the collision, e.g., V1 strikes V2.

**Indirectly Involved**

Mark an X in the box if the vehicle action contributed to or caused a collision but did not sustain an impact, damage or injury to its occupants.

**Make/Year**

Enter the make, year, model colour and body style of the vehicle.

**Model/Colour**

Abbreviations for some body styles follow:

**Body Style**

Item	Abbreviation
2, 3, 4, 5 door	2D, 3D, 4D, 5D
Convertible	CV/Conv
Station Wagon	SW
Motorcycle	MC
Tractor	Tra
Panel	Pnl
Pickup	Pk
Stake	Sk/Stk
Motor Home	MH
Dump	Dp
Van	Vn
Bus	Bu
School Bus	SB

**Note:** Abbreviations for colors may be used but are not recommended.

<b>Air Brake</b>	If there are air brakes, mark the appropriate box with an X.
<b>Plate No.</b>	Enter the plate number.  The plate number must match the number shown in the vehicle registration.  If plate is registered to the vehicle, enter it. If the plate number does not match the vehicle registration, (e.g. stolen plate, plate not authorized) enter "unplated" in the box. Stroke out the space provided using a diagonal line to show if the proper plate numbers do not exist or are not available, e.g., trains.
<b>Prov.</b>	Enter the name of the Province/State/Country issuing the plate in the space provided. Abbreviations may be used.
<b>Number of Occupants in Vehicle</b>	Enter the number of occupants in the vehicle including the driver. If this information is not known, enter U/K. for unknown.
<b>Owner (Surname First)</b>	Enter the name of the owner of the vehicle, company name or surname first, followed by the first name in full and initials. If the owner is the same person as the driver mark the "As Above" box with an X.
<b>Address Telephone No. Postal Code</b>	Enter the address, telephone number and postal code of the vehicle owner in the spaces provided. If the owner and driver are the same, draw a diagonal line is drawn through all three areas.
<b>Insurance Co. And Policy No.</b>	Enter the name of the insurance company and policy number for the vehicle. If there is no insurance plan, mark the "None" box with an X.
<b>CVOR No.</b>	If a commercial vehicle is involved, enter the Commercial Vehicle Operator Registration (CVOR) number. If the CVOR number is not available, enter U/K for unknown.
<b>Note:</b> If the vehicle is not a commercial vehicle there will not be a CVOR number. In this case, draw a diagonal line through the box.	

**LIC. Class Required** Enter the class of licence required to operate the vehicle. Classes of Licence required are provided on the back of the template.

**Loaded or Unloaded** Mark this box with an X to indicate whether a commercial vehicle is loaded or unloaded.

**Approx. Speed** Enter the approximate speed estimated by independent witnesses, drivers or the officer.

### Examples

Indirectly Involved  Vehicle	Make	Year	Model	Colour	Body Style
	<input type="checkbox"/> Honda	06	Civic	Red	H/BK
	Air	<input type="checkbox"/> Y	Plate No.	Prov.	Number of Occupants in Vehicle
	Brake	<input type="checkbox"/> N	RCA 758	Ont.	2
	Owner (Surname first) <input type="checkbox"/> As Above				
	Address			Telephone No.	
				Postal Code	
	Insurance Company and Policy No. <input type="checkbox"/> None ALLSTATE				
	CVOR No. XL57791-273BL				
	Lic. Class Required	G	<input checked="" type="checkbox"/> Loaded <input type="checkbox"/> Unloaded	Approx. Speed 100 Km/hr.	

Indirectly Involved  Vehicle	Make	Year	Model	Colour	Body Style
	<input checked="" type="checkbox"/> Mack	05	Convent.	Black	T/R
	Air	<input checked="" type="checkbox"/> Y	Plate No.	Prov.	Number of Occupants in Vehicle
	Brake	<input checked="" type="checkbox"/> N	Rm-22743	QUE	2
	Owner (Surname first) <input type="checkbox"/> As Above Black Mack Trucking				
	Address 331 Dorchester St.			Telephone No. 691-9981	
	Montreal, Quebec J6J 2A9			Postal Code	
	Insurance Company and Policy No. <input type="checkbox"/> None TRUCKERS MUTUAL				
	CVOR No. STE - 7713 - 5C				
	Lic. Class Required	A	<input checked="" type="checkbox"/> Loaded <input type="checkbox"/> Unloaded	Approx. Speed 80 Km/hr.	

Indirectly Involved  Vehicle	Make	Year	Model	Colour	Body Style
	<input type="checkbox"/> Pontiac	05	Sunbird	Blue	4Dr.
	Air	<input type="checkbox"/> Y	Plate No.	Prov.	Number of Occupants in Vehicle
	Brake	<input type="checkbox"/> N	V0V 274	Ont.	4
	Owner (Surname first) <input type="checkbox"/> As Above HERTZ LEASING CO.				
	Address 2202 W. Service Rd			Telephone No. 881-2341	
	Burlington, Ont. L9C 3M5			Postal Code	
	Insurance Company and Policy No. <input type="checkbox"/> None DOMINION OF CANADA				
	CVOR No. RM-22173-5562-C				
	Lic. Class Required	G	<input checked="" type="checkbox"/> Loaded <input type="checkbox"/> Unloaded	Approx. Speed 95 Km/hr.	

Vehicle Involved	Make	Year	Model	Colour	Body Style
	Dodge	W/K	Aries	Brown	2Dr.
	Air	<input type="checkbox"/> Y	Plate No.	Prov.	Number of Occupants in Vehicle
	Brake	<input checked="" type="checkbox"/> N	W/K	W/K	W/K
	Owner (Surname first) <input type="checkbox"/> As Above				
	Address			Telephone No.	
				Postal Code	
Insurance Company and Policy No. <input type="checkbox"/> None					
W/K					
CVOR No.		Lic. Class Required	G	<input type="checkbox"/> Loaded <input type="checkbox"/> Unloaded	Approx. Speed
					100 Km/hr.

Vehicle Involved	Make	Year	Model	Colour	Body Style
	Chev	69	Camaro	Tan	2Dr.
	Air	<input type="checkbox"/> Y	Plate No.	Prov.	Number of Occupants in Vehicle
	Brake	<input checked="" type="checkbox"/> N	MCC 224	Ont.	1
	Owner (Surname first) <input checked="" type="checkbox"/> As Above				
	Address			Telephone No.	
				Postal Code	
Insurance Company and Policy No. <input checked="" type="checkbox"/> None					
CVOR No.		Lic. Class Required	G	<input type="checkbox"/> Loaded <input type="checkbox"/> Unloaded	Approx. Speed
					140 Km/hr.

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**FORM****Trailer****MVCR 0211**

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**Summary**

A trailer is any object equipped with wheels hauled by a motor vehicle and includes a towed motor vehicle. Details on the trailer are required even if the unit was not damaged.

If more than one trailer is towed by a vehicle, information for the additional trailer(s) must be entered on additional forms.

**Make**

Enter the make, plate number and issuing Province/State.

**Plate No.**

Abbreviations are permitted.

**Prov.****Owner****(Surname First)**

Enter the company or individual name, address, postal code and telephone number for the registered owner of the trailer.

**Address**

If the owner of the trailer is the same as the owner of the vehicle mark an X in the box provided and strike out the name, address, postal code and telephone number box.

**Postal Code****Telephone No.**

Enter the name of the insurance company and the policy number. If the information is the same as shown for the vehicle, mark the "As Vehicle Above" box with an X.

If insurance is not available, enter U/K for unknown.

**Examples**

Trailer	Make	Plate No.	Prov.
	AIRSTREAM CCM-122 ONT		
	Owner (Surname First) <input type="checkbox"/> As Vehicle Above ADAM, Aron B.		
	Address		Telephone No.
	127 Park Royal Rd		511-3246
Kenora, Ont.			
Postal Code M6C 3J2			
Insurance Company and Policy No. <input type="checkbox"/> As Vehicle Above Firemans CM-22171-3			

Trailer	Make <b>Fruehauf</b>	Plate No. <b>62-8827</b>	Prov. <b>ALTA</b>
	Owner (Surname first) <input checked="" type="checkbox"/> As Vehicle Above		
	Address		Telephone No.
			Postal Code
	Insurance Company and Policy No. <input checked="" type="checkbox"/> As Vehicle Above		

Trailer	Make <b>King</b>	Plate No. <b>RMV-221</b>	Prov. <b>Ont.</b>
	Owner (Surname first) <input type="checkbox"/> As Vehicle Above <b>TRAIN TRAILER LEASE</b>		
	Address <b>331 Industrial Rd.</b>		Telephone No. <b>882-1212</b>
			Postal Code <b>L8T 2R9</b>
	Insurance Company and Policy No. <input type="checkbox"/> As Vehicle Above <b>CO-OPERATORS 62-27739-4</b>		

Trailer	Make <b>Homebuilt</b>	Plate No. <b>None</b>	Prov. <input checked="" type="checkbox"/>
	Owner (Surname first) <input checked="" type="checkbox"/> As Vehicle Above		
	Address		Telephone No.
			Postal Code
	Insurance Company and Policy No. <input type="checkbox"/> As Vehicle Above <b>None</b>		

Trailer	Make <b>U-Haul</b>	Plate No. <b>WK</b>	Prov. <b>WK</b>
	Owner (Surname first) <input type="checkbox"/> As Vehicle Above		
	Address <b>WK</b>		Telephone No.
			Postal Code
	Insurance Company and Policy No. <input type="checkbox"/> As Vehicle Above <b>WK</b>		

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## **FORM**

### **Investigating Officer's Description and Diagram**

**MVCR 0212**

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#### **Summary**

Enter the written description, if possible, in the top portion of the diagram area using standard abbreviations. Details concerning the written description and diagram follow.

#### **Officers Description**

The written description is an investigation of the collision based on the facts gathered at the scene. When read in conjunction with the diagram, it provides a clear explanation of the collision.

When describing the actions of the involved vehicles or persons, include:

- what the unit was, e.g., Vehicle 1, pedestrian, involved person or animal
- direction of travel
- R1/R2 or road name
- position on road
- actions of vehicles/persons
- speed of vehicle

In the case of hit and run, indicate which vehicle left the scene of the collision, e.g. V1 (H&R).

Descriptions should be brief. Complete sentences are not required.  
The following abbreviations may be used:

Item	Abbreviation
vehicle which initiated the collision	V1
second vehicle or more	V2, V3, etc.
driver who initiated the collision	D1
second driver or more	D2, D3, etc.
pedestrian	P
directions	<ul style="list-style-type: none"> <li>• EB (eastbound)</li> <li>• WB (westbound)</li> <li>• NB (northbound)</li> <li>• SB (southbound)</li> </ul>
left turn/right turn	LT/RT
road	RD
highway	HWY
street	ST
left	Lt
right	Rt

## Diagram Contents

The diagram must clearly show how the collision occurred. A straight edge template is used to provide legibility.

The diagram should contain the following data, if applicable:

- north arrow in the circle provided
- R1/R2 or road name(s)
- approximate impact area, located by the distance from the curb or edge of the roadway or any other relevant measurement

Write the area of impact measurement in the unused portion of the diagram section instead of on the diagram.

- If the vehicle left the roadway, measure at the angle determined from relation of the distance the vehicle was travelling at time of collision.

If no impact occurred, measure at right angles from the edge of the roadway.

- vehicle, pedestrians or animals at the impact area
- road markings, e.g., lane and intersection markings
- final vehicle locations
- traffic control signs at the scene
- object(s) which obstructed drivers view
- street widths
- road defect(s)

**Diagram Symbols**

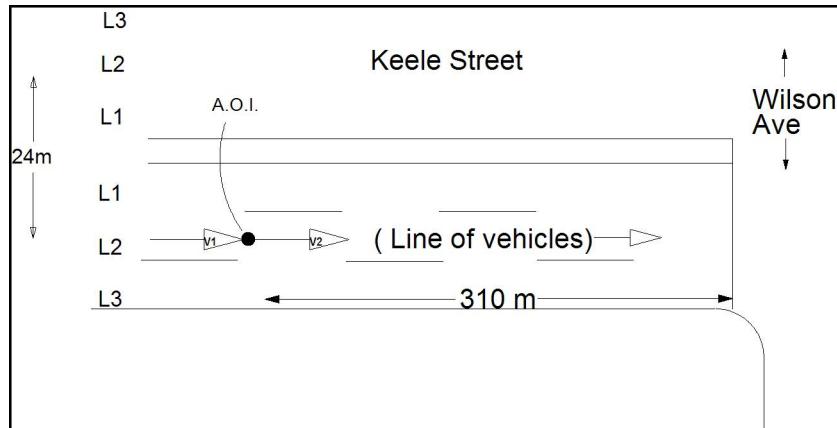
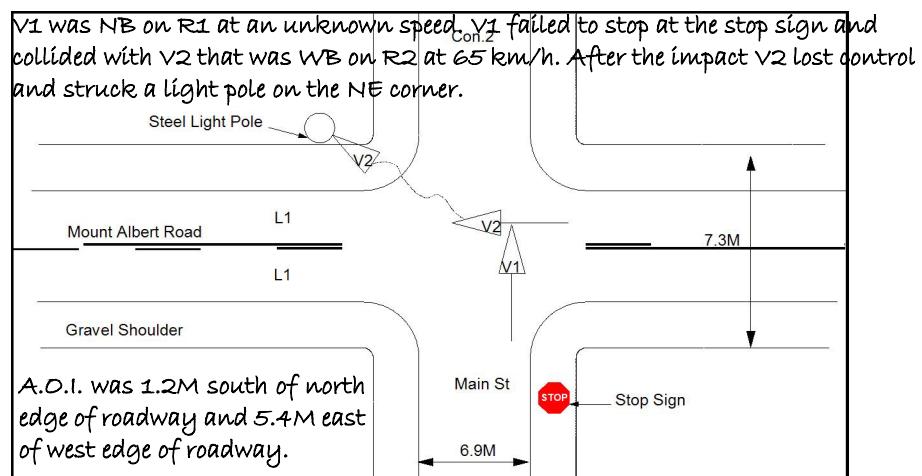
The following general rules apply to the diagram:

- a solid line indicates a vehicles path before impact
- a broken line indicates a vehicles path after impact
- use one arrowhead per unit
- put the vehicle/pedestrian number in the arrowhead
- the vehicle arrowhead must indicate the direction the unit was facing when it came to rest
- the symbols/paths must touch when contact occurs

The above symbols are on the back of the template overlay.

**Note:** You may use traditional symbols to depict vehicles, pedestrians and animals.

### Examples

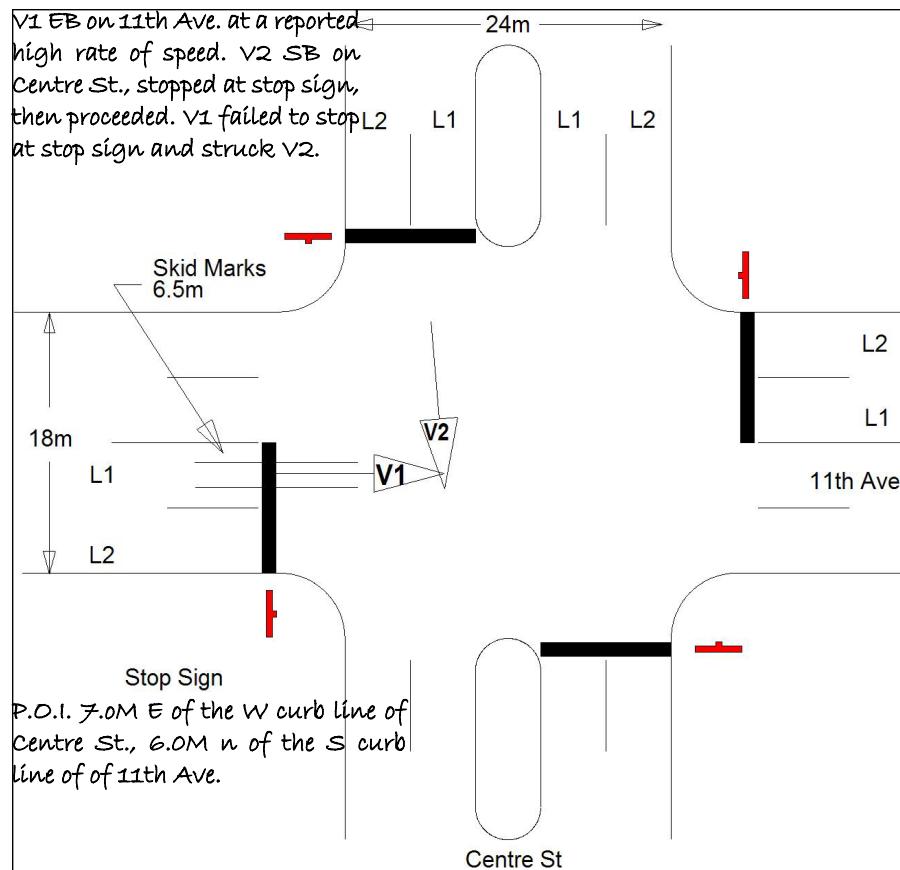


Note the North orientation and the use of symbols in the collision diagram.

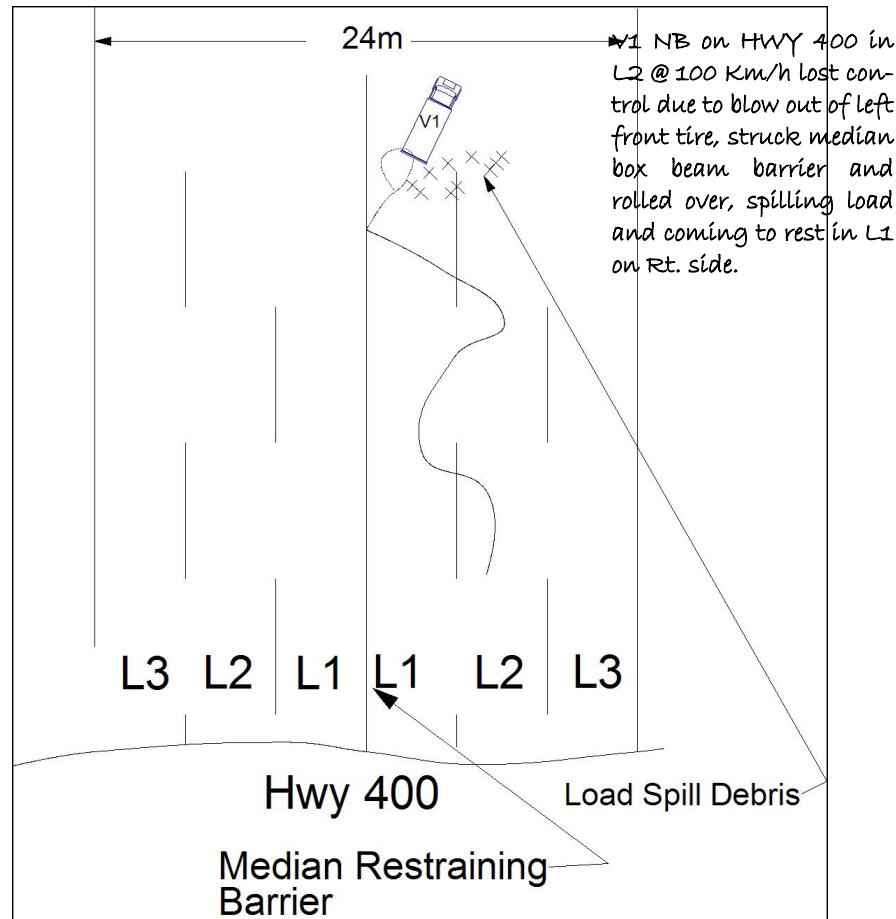
V1, V2 NB on Keele St. in L2 at less than 15 Km/h. V2 stopped for traffic queued at traffic signals. V1 failed to stop and struck the rear of V2.

Note the placement of the point of impact information off the diagram and in written form. You may arrange the text and the collision diagram to provide sufficient space for both items.

In multi-vehicle collisions the entire area of the first form may be used for the collision diagram. Use subsequent sheets for the collision description.



You may orient the required information as necessary.



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## **FORM**

### **Lanes/Speed**

**MVCR 0213**

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**Summary** Information pertaining to the speed limits and number of through lanes is required.

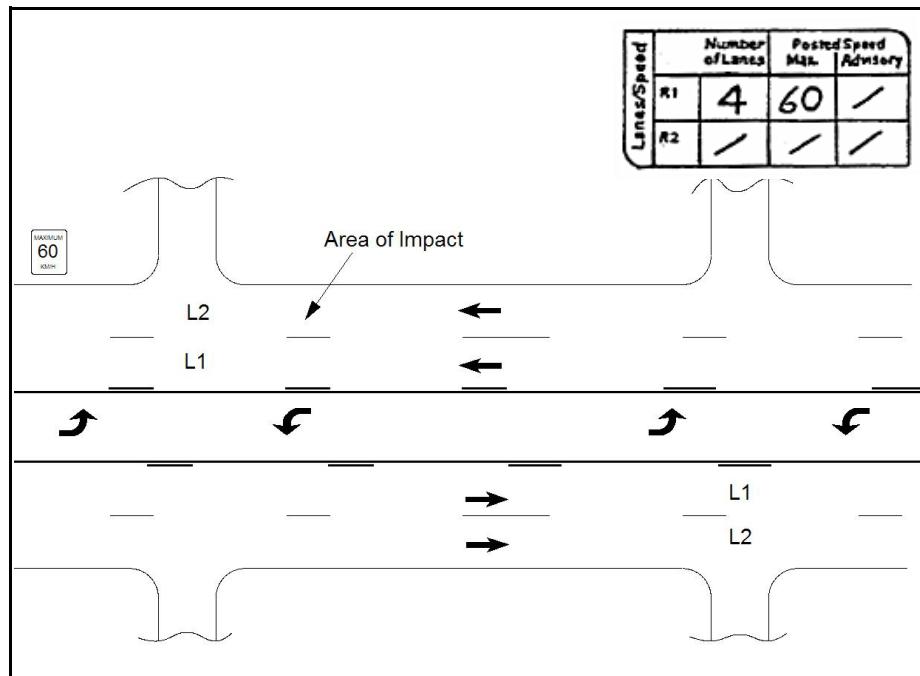
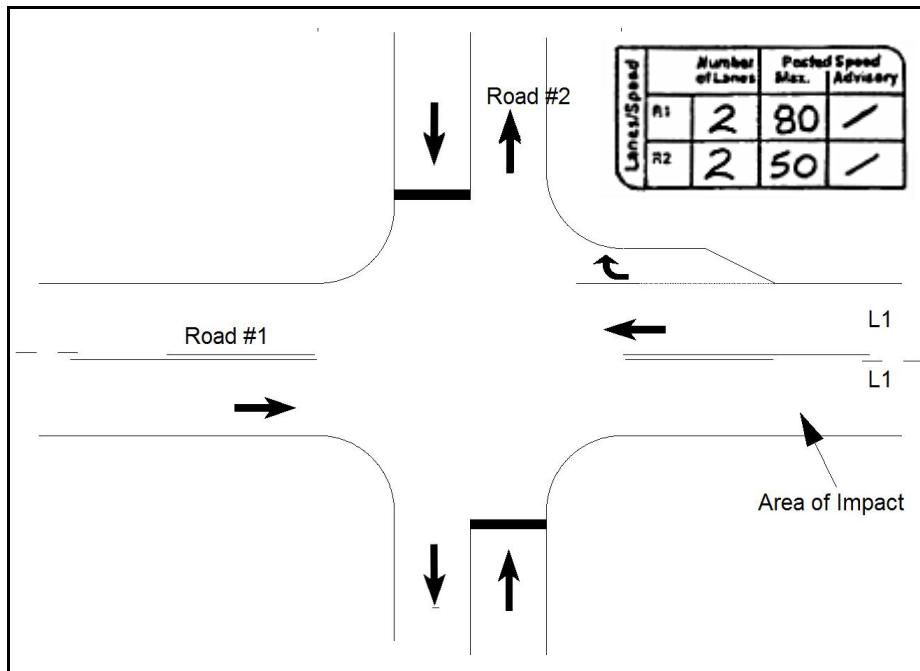
**Posted Speed Maximum** Enter the maximum posted speed limit for the roadway. There is always a maximum posted speed. Ramps or right turn channels have the same posted speed as the through road. Signs are white with a black message.

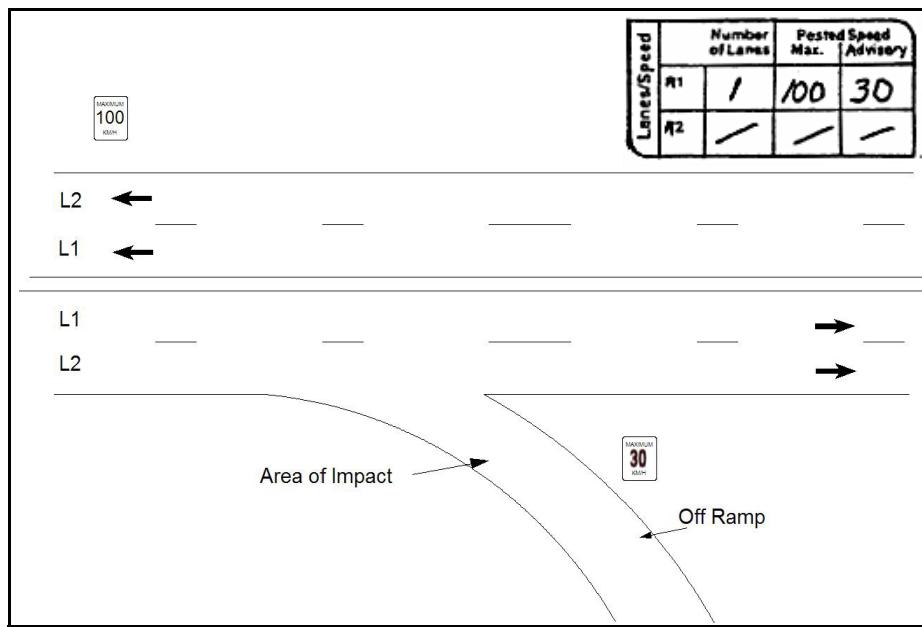
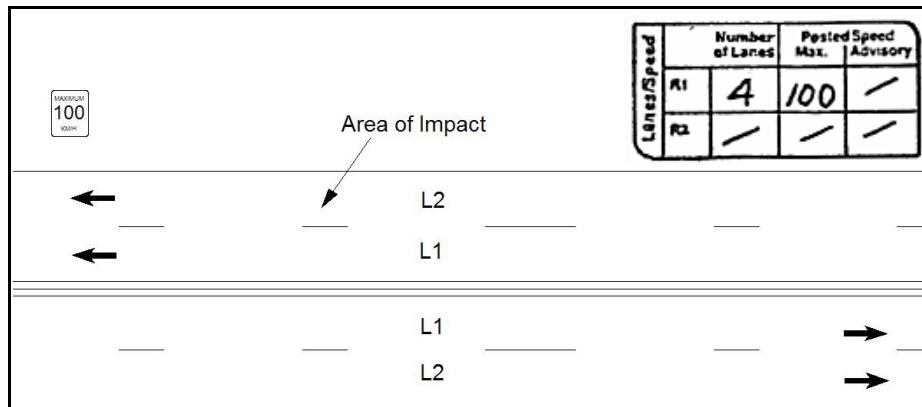
**Posted Speed Advisory** Advisory posted speed limits are posted on ramps and curves. These are warning signs which are yellow with a black message.

In construction zones, signs are construction orange with a black message.

**Number of Lanes** Enter the total number of through lanes on the roadway. On divided facilities and complex freeways, record through lanes for both directions of travel. Do not include merge lanes, transfer lanes, turn lanes or ramps.

For collisions on ramps or transfer lanes, record only the number of lanes on the ramp or the transfer lane.

**Examples**



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## **FORM**

### **Description of Code(s) 97, 98, 99**

**MVCR 0214**

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#### **Summary**

Several fields and code boxes in the Motor Vehicle Collision Report form provide categories for conditions not contained in the given selections. Normally, the selection is entitled Other. It does not include unknown items, but only items not included in the given selections.

Enter the code box number or field name and a description of the condition. If you need additional space, use the written description area of the form.

#### **Examples**

**Description of Code(s) 97, 98, 99**  
**32 - DEFECTIVE STEERING**

**Description of Code(s) 97, 98, 99**  
**21 - MILITARY VEHICLE, HALF-TRACK**

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## FORM

### Describe Damage to Other Property

**MVCR 0215**

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#### Summary

If damage has occurred to public property, i.e., property other than the vehicle(s) involved, always report the collision and any resulting damage.

See the following example for how to enter the description of damage to public property:

- guide rail posts
- fence - two sections
- building - SE corner

**Note:** When recording information, if additional space is required, use any available space on the portion of the form for recording the description and diagram of the collision. Witness Statement Form may be used as a separate sheet. Do not write on the back of the collision report as sometimes the information goes through to the front and it can cause problems for reading the report.

#### Person and/or Agency Advised

Enter the name of the individual/agency in the space provided. For an individual, enter the surname first in capital letters, followed by the given name and initials.

#### Examples

Describe Damage to Other Property	MAILBOX	Person and/or Agency Advised	JONES, BEN	OWNER	Yr. 07	Mo. 08	Day 14	Time 23:30
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Describe Damage to Other Property	GUIDE RAIL	Person and/or Agency Advised	MTO	SMITH, HARRY	Yr. 07	Mo. 09	Day 24	Time 09:45
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**FORM****Involved Persons - Injured Taken To/By****MVCR 0216**

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**Summary**

If the collision involves injury or fatality, record the location where the involved person was taken and the means of transportation used to remove them from the scene. If an involved person claims to be injured, but chooses to seek medical attention at a later day, record a Code 99. Enter involved person number and add note: seek own medical attention.

The involved person number must match the involved person number in column 69. See Subject 0334.

**Example**

No.	Involved Persons - Injured Taken To/By	AIR AMBULANCE
1	HUNTSVILLE GENERAL	AMBULANCE
2	SUNNY BROOK	ONTARIO AMBUL.
4	SICK CHILDRENS	BY PRIVATE VAN

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## FORM

### Independent Witness - Name

**MVCR 0217**

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#### Summary

Complete this field according to local Police Service policy.

Enter the name of the independent witnesses to the collision. Write the surname first in capital letters, followed by the first given name and initials.

**Note:** If charges are laid, expected or pending, leave the box empty.  
The box remains optional for an investigation.

Additional details are not required.

#### Witness Statements

The method of recording driver and witness statements is determined by the individual Police Service.

The reverse of Unit 1 of the form has been lined for your convenience. If you use this area, ensure that the sheet is separate from the balance of the copies before writing on it. Refer to MVCR 0215 for details.

#### Example

Independent Witnesses - Name	
PINE, Jack T.	
CYR, Colin R.	
KNIGHT, Dr. Amy C.	

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## FORM

### Vehicle Taken To/By

**MVCR 0218**

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#### Summary

Enter the address/ location to which each vehicle is transported and the name of the person or agency conveying it and the municipal licence number.

**Note:** Almost all jurisdictions require tow trucks to obtain bylaw licence plates to operate in the jurisdiction. The tow truck operators licence plate number must be inserted in this field.

If the vehicle is driven away/ taken away by driver, draw a line through the field.

#### Examples

Vehicle Taken To/By	
V1	IMPOUND LOT BY KELLY'S
V2	OWNERS RESIDENCE BY UNITOW,

Vehicle Taken To/By	
V1	CAROLS BODY SHOP 121717
V2	<hr/>

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**FORM****Persons Charged****MVCR 0219**

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**Summary**

If a person other than the driver is charged as a result of the collision, enter the surname first in capital letters followed by the given name and initials.

Record the section number and the Act or the bylaw under which the charge is laid. Indicate which driver is being charged. If a person other than the driver is charged as a result of the collision, enter the surname first in capital letters followed by the given name and initials.

If the charge involves an HTA charge for commercial vehicle, include Provincial Offences Ticket Number (POT) number. For multiple charges, include the most serious charges first: e.g., moving violations, then equipment violations.

Where applicable, indicate the Provincial Offences Ticket number.

See below for commonly used abbreviations:

For	Enter
Driver 1/2	D1/D2
Highway Traffic Act	H.T.A.
Criminal Code	C.C.
Provincial Offences Ticket	P.O.T.

**Example**

Persons Charged - Section and Act & P.O.T. No.	
D1	SECTION 239 (3) C.C.
D2	H.T.A. 164 P.O.T. 123456

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**FORM****Name of Coroner****MVCR 0220**

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**Summary**

If applicable, enter the name and telephone number of the coroner involved in the investigation.

**Example**

Name of Coroner	Telephone No.
QUINCY, DR. JOHN B	416-692-2740

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## **FORM**

### **If School Aged Children Involved**

**MVCR 0221**

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#### **Summary**

If the pedestrian or cyclist is school aged, i.e., ages 4 to 18 inclusive, enter the name of their school.

Be aware that this data is required throughout the entire year whether or not school is in session.

This information is required for collision prevention programs conducted by the schools.

#### **Example**

 If School Age Child Involved, indicate School Name **H.S. BILLINGS HIGH**

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## FORM

### Signature of Investigating Officer/Supervisor

MVCR 0222

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#### Summary

The investigating officer and their supervisor must sign and date the report.

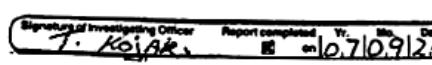
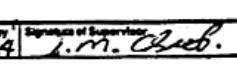
#### Signature of Investigating Officer

The investigating officer signs the report and checks off that the report is completed. Enter the date that the report was completed in YYMMDD format.

#### Signature of Supervisor

The supervisor of the investigating officer signs the report and enters their badge number. Enter the date that the report was reviewed in YYMMDD format.

#### Example

Signature of Investigating Officer	Report completed	Yr.	Mo.	Day	Signature of Supervisor	Badge No.	Yr.	Mo.	Day
	on	10	09	24		9999	10	09	23

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## **TEMPLATE**

### **Collision Location - Box 1**

**MVCR 0301**

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#### **Summary**

Collision location is divided into two sub-categories, On Highway Codes 1 to 7 and 98 and Off Highway Codes 8 to 10 and 99. If collision occurred in a location which is not a public roadway, it is considered to be an Off Highway collision.

The public roadway as defined under the HTA includes the roadway and shoulder.

#### **CODE 01 Non-Intersection**

There are no intersections, underpasses, overpasses, tunnels, bridges, private drives or railway crossings. The cause of the collision is not related to activity at a nearby intersection. For a definition of intersection see Code 03.

#### **CODE 02 Intersection Related**

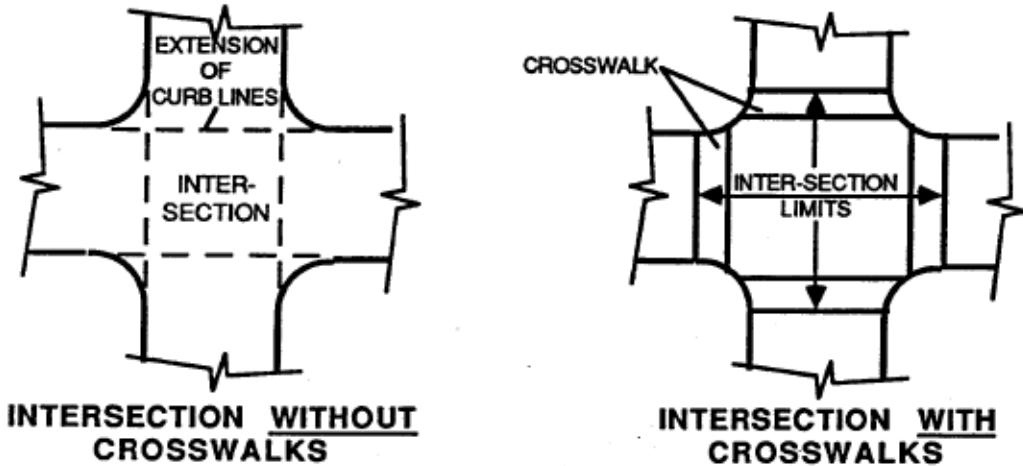
A collision is intersection related in any of the following situations:

- a motor vehicle is moving toward an intersection, is within 100 m of the intersection and not turning into a private driveway
- a motor vehicle is moving away from an intersection in a turning action
- a motor vehicle is moving away from an intersection, is not turning and is within 100 m of the intersection

#### **Code 03 At Intersection**

The area within the outermost lines of the crosswalks. If there are no crosswalks, the intersection is the area within an imaginary line extending from the curb or highway boundary lines.

**Note:** Right turn channels are not part of the intersection.

**CODE 04**

**At/ near Private Drive**

Private drives are all entries or exits which are not public roadways,

e.g.:

- entrance to plazas
- schools
- hospitals
- homes
- factories

For use when the cause of the collision is related to a nearby private drive, ie., vehicle is turning into or out of a drive.

**CODE 05**

**At Railway Crossing**

Collision occurred at a railway crossing. Includes railway tracks but not trolley or street car tracks located in the travelled lanes.

**CODE 06**

**Underpass or Tunnel**

Collision occurred in a tunnel or on a roadway underneath a structure.

**CODE 07**

**Overpass or Bridge**

Collision occurred on a bridge or on a roadway on a structure.

<b>CODE 98 Other</b>	Collision occurred on a public roadway not described above. Detailed information is entered in the Description of Code(s) 97, 98, 99 field (see 0214) .
<b>CODE 08 Trail</b>	Collision occurred adjacent to trails or paths.
<b>CODE 09 Frozen Lake or River</b>	Collision occurred on the surface of a frozen lake or river. This will often apply to off-road vehicles and snowmobiles but includes any vehicle operated on a frozen watercourse.
<b>CODE 10 Parking Lot</b>	Collision occurred on private property designated for vehicular use. Includes driveways to parking lots and parking garages, but not residential drives.
<b>CODE 99 Other</b>	Collision occurred off highway not described above, e.g.: <ul style="list-style-type: none"><li>• field</li><li>• parkland</li><li>• residential drive</li></ul> Detailed information is entered in the . Description of Code(s) 97, 98, 99 field (see 0214).

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## **TEMPLATE**

### **Impact Location - Boxes 2, 3**

**MVCR 0302**

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#### **Summary**

Impact location has been introduced to assist safety and engineering staff in pinpointing the exact location of the initial impact.

#### **CODE 01**

##### **Within Intersection**

The intersection is defined as the area within the outer most lines of the crosswalks. If no crosswalks the intersection is the area within an imaginary line extending from the curb lines or highway boundary lines.

**Note:** Right turn channels are not part of the intersection.

#### **CODE 02**

##### **Through-lane**

Collision occurred on a thru lane. A thru lane is a lane not designated for turning or parking.

The thru lane number is entered in Code Box 3.

##### **Lane Numbering**

All thru lanes are numbered consecutively from centre left turn lane or centre line to right shoulder.

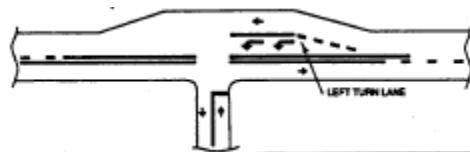
For complex freeways, express lanes and collector lanes are considered separate roadways, i.e., 01, 02, 03, etc.

On ramps, each lane is a thru lane from terminus to terminus and is numbered left to right. For illustration see 0213.

#### **CODE 03**

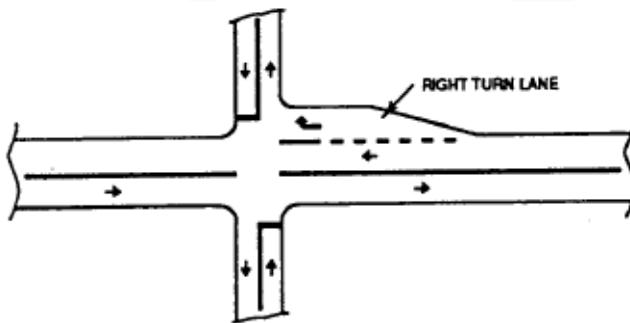
##### **Left Turn Lane**

Impact took place in a lane solely designated for left turning traffic in 1 direction of travel, i.e., vehicles travelling SB to EB or NB to WB, but not both.



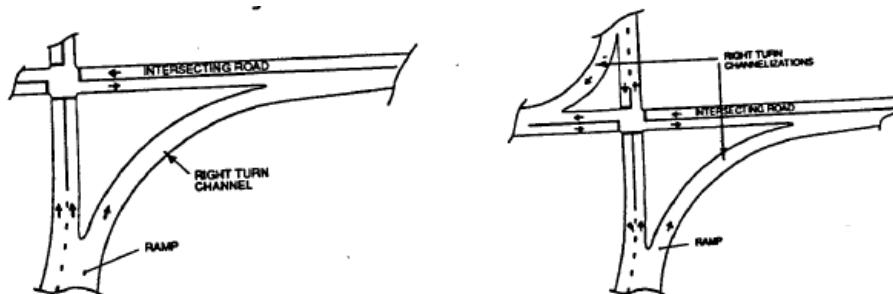
**CODE 04**  
**Right Turn Lane**

For use if impact location is a lane solely designated for traffic turning right and the lane is not physically separated from the thru lane by raised medians or curbing (see Code 05).



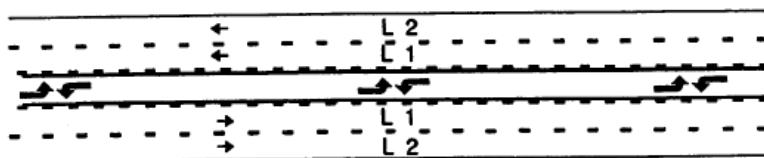
**CODE 05**  
**Right Turn  
Channel**

Collision occurred within a lane solely designated for right turning traffic and this lane is at least partially physically separated by a curb or restraining barrier from the thru lanes. A right turn channel may only occur where 2 roadways meet at grade. Ramps which enter or exit from the freeway are not right turn channels.



**CODE 06**  
**Two-way or left  
turn lane**

A continuous lane in the centre of the roadway for turning left.

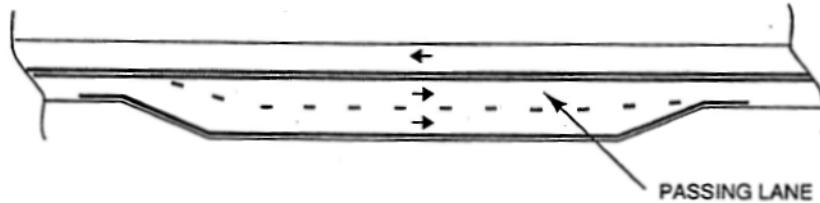


**CODE 07**  
**Passing Lane**

Lane is constructed adjacent to an existing lane to permit unimpeded passing 1 direction. Frequently, constructed on steep grades where a heavy vehicle would lose speed climbing. Passing is

permitted in the opposite direction of travel if there is sufficient visibility and the lane is unoccupied.

The term passing lane is not to be confused with the left thru lane on multi-lane facilities.



**CODE 08  
Left Shoulder**

Collision occurred to the immediate left of travelled lanes.  
(Relative to the vehicle's direction of travel)

**CODE 09  
Right Shoulder**

Collision occurred to the immediate right of travelled lanes.

**CODE 10  
Not on Roadway-  
Left Side**

Collision occurred beyond the shoulder area on the left (relative to the vehicle's direction of travel).

**CODE 11  
Not on roadway-  
right side**

Collision occurred beyond the shoulder on the right (relative to the vehicle's direction of travel).

**CODE 12  
Off Highway**

Impact locations not on public highway, e.g.:

- parking lots
- bush trails

The vehicle(s) involved was/were operated off-highway prior to impact and was/were not an out of control vehicle(s).

**Code 99  
Other**

Impact locations not described by the above selections. Detailed information is entered in the Description of Code(s) 97, 98, 99 field (see 0214).

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## **TEMPLATE**

### **Environment Conditions - Boxes 4, 5**

**MVCR 0303**

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#### **Summary**

Designations are used to determine whether environmental conditions were a factor in the collision. Data is used to determine action for recurring conditions contributing to collisions, eg.:

- road icing
- drifting snow
- fog
- smoke from industry

**Note:** Up to 2 selections may be recorded, if required.

#### **CODE 01**

**Clear**

Dull, overcast or bright conditions are recorded as clear provided no precipitation or airborne matter, obscures visibility.

#### **CODE 02**

**Rain**

Self-explanatory.

#### **CODE 03**

**Snow**

Self-explanatory.

#### **CODE 04**

**Freezing Rain**

Includes sleet and hail.

#### **CODE 05**

**Drifting Snow**

Snow drifting on or above roadway which obscures visibility of the roadway, road markings, traffic devices or highway fixtures.

#### **CODE 06**

**Strong Wind**

If wind was a contributing factor in the collision.

**CODE 07** Airborne matter obscuring visibility, whether of natural or  
**Fog, Mist, Smoke,** industrial origin.  
**Dust**

**CODE 99** Environmental conditions not described above. Conditions  
**Other** encountered are recorded in the Description of Code (s) 97, 98, 99  
field (see 0214).

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## **TEMPLATE**

### **Light - Box 6**

**MVCR 0304**

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#### **Summary**

The light conditions at the time of the collision are recorded to assess the need for artificial lighting and control devices.

#### **CODE 01**

##### **Daylight**

The light conditions which normally occur between one half hour after sunrise and one half hour before sunset.

#### **CODE 02**

##### **Daylight Artificial**

The light conditions which normally occur between one half hour after sunrise and one half hour before sunset. Artificial illumination devices were functioning at the collision site.

#### **CODE 03**

##### **Dawn**

The light conditions which normally occur between one half hour before and one half hour after sunrise.

#### **CODE 04**

##### **Dawn Artificial**

The light conditions which normally occur between one half hour before and one half hour after sunrise. Artificial illumination devices were functioning at the collision site.

#### **CODE 05**

##### **Dusk**

The light conditions which normally occur between one half hour before and one half hour after sunset.

#### **CODE 06**

##### **Dusk Artificial**

The light conditions which normally occur between one half hour before and one half hour after sunset. Artificial illumination devices were functioning at the collision site.

#### **CODE 07**

##### **Dark**

The light conditions which normally occur between one half hour after sunset and one half hour before sunrise.

**CODE 08  
Dark Artificial**

The light conditions which normally occur between one half hour after sunset and one half hour before sunrise. Artificial illumination devices were functioning at the collision site.

**CODE 99  
Other**

The collision occurred under light conditions not defined above. Includes non-normal occurrences such as a solar eclipse, major storm on location at which artificial illumination is not functioning e.g.:

- tunnel

Light conditions are entered in the Description of Code(s) 97, 98, 99 (see 0214).

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## **TEMPLATE**

### **Traffic Control - Box 7**

**MVCR 0305**

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#### **Summary**

This field is to identify any traffic control device at the collision scene. The device need not have been a factor in the collision. If more than one device exists, the traffic control device which had the greatest bearing on the collision is recorded.

Speed limits and pavement markings are not traffic control devices for this field.

#### **CODE 01 Traffic Signal**

Properly operating traffic signals or intersections under the manual control of a police officer are included. Includes railway warning lights without gates, pedestrian walk lights and lane control signals.

**Note:** If traffic signals are not functioning correctly, enter under code 99.

Auxiliary flashing lamps installed in conjunction with yield, stop or other regulatory and warning signs are not traffic signals.

#### **CODE 02 Stop Sign**

A regulatory sign requiring driver to halt.

#### **CODE 03 Yield Sign**

A regulatory sign requiring driver to reduce speed and give right-of-way to approaching traffic before proceeding.

#### **CODE 04 Pedestrian Crossover**

School crosswalks or the normal painted line crosswalk delineation provided at signalized urban intersections are not crossovers. A pedestrian crossover may be located at an intersection or elsewhere and is designated by:

- mandatory X marks in each lane of road way 30 meters in advance of crossover
- mandatory overhead sign
- mandatory signs prohibiting passing

- optional pedestrian-activated warning lights

**CODE 05  
Police Control**

Traffic flow controlled by a police officer supersedes all other traffic controls. Does not include manual control of a traffic signal by a police officer.

**CODE 06  
School Guard**

Control of traffic by a person other than a police officer to assist school children in crossing a road. Does not include child acting in a "safety patrol" capacity or a school guard at a location governed by a traffic signal or pedestrian crossover.

**CODE 07  
School Bus**

A chrome yellow and black bus, van or mini bus used to transport children, or mentally challenged adults to or from a training centre. This vehicle functions as a traffic control device when it is stationary, has red signal lights flashing and stop arm activated.

**CODE 08  
Traffic Gate**

A barrier to prevent vehicles from passing a point on the roadway. Normally, they are located at railway crossings, entrances to private parking lots and ramps used in conjunction with reversible lanes.

**CODE 09  
Traffic Controller**

Any person directing or controlling traffic who is not a police officer or school crossing guard. Includes construction or railway flag persons and persons directing traffic when vehicles are backing from a driveway or public access, or persons at collision locations or other temporary locations.

**CODE 10  
No Control**

None of the traffic control devices defined above was present at collision site.

**Code 99  
Other**

Traffic control device is not described above. Detailed information is entered in the Description of Code (s) 97, 98, 99 field (see 0214).

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## **TEMPLATE**

### **Traffic Control Condition - Box 8**

**MVCR 0306**

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#### **Summary**

The condition of the traffic control device which was detailed in the Traffic Control field is entered. The condition of the traffic control device at the time of the collision is reported (not subsequent damage). Road authorities monitor the condition of traffic control devices at collision sites to ensure proper maintenance and to improve their performance through improved design and installation.

#### **CODE 01 Functioning**

Electronic or mechanical devices were operating correctly, e.g.:

- traffic signals

#### **CODE 02 Not Functioning**

Electronic or mechanical devices were operating incorrectly or were not operating. Includes traffic signal not operating due to a power failure, burned out bulbs. Includes signs which have deteriorated and are no longer reflectorized or lettering has peeled off. Does not include devices damaged in the collision.

#### **CODE 03 Obscured**

Traffic control devices which were functioning and/or in good repair but were not visible. Includes obscured by snow or ice build up, condensation, mud, parked vehicles or vegetation.

#### **CODE 04 Missing/ Damaged**

Traffic control devices missing or damaged prior to the collision. Includes signs/signals removed, vandalized or defaced to obscure message. Does not include traffic control devices damaged in the collision.

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## **TEMPLATE**

### **Road Character - Boxes 9, 10**

**MVCR 0307**

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#### **Summary**

This field provides a description of the physical nature of the highway at the collision location. For collisions occurring within an intersection, enter appropriate selections for each highway in the same order as in the LOCATION field.

For complex freeways, description must be one of the following:

- 05 Ramp
- 06 collector lane
- 07 Express lane
- 08 Transfer lane

**Note:** "Divided Highway"; ' or "Divided Highway with Restraining Barrier" are never used to describe complex freeways (see illustration).

#### **Roadway**

The part of the highway that is improved, designed or normally used for vehicular traffic. Does not include the shoulder.

#### **Median Strip**

Portion of a highway constructed to separate traffic flows by physical barrier or an unpaved strip.

#### **Divided**

A highway that has flows of traffic separated by median stripe(s) or restraining barrier.

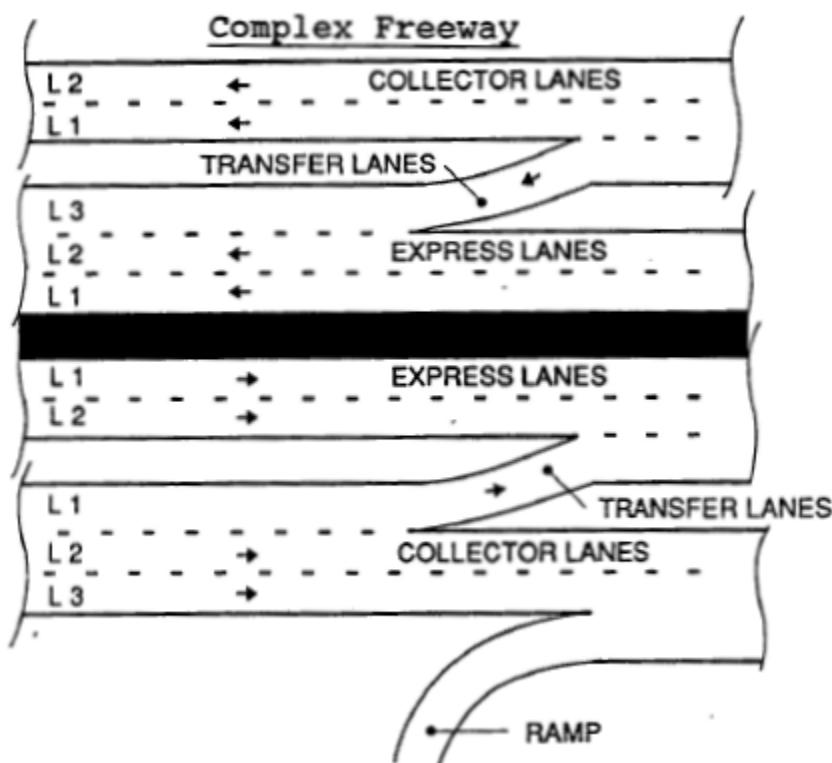
#### **CODE 01 Undivided One-way**

An undivided highway designated for the movement of traffic in one direction only, regardless of the number of lanes. Does not include any section of a divided highway, QEW, 401 or any interchange ramp.

<b>CODE 02</b> <b>Undivided Two-Way</b>	An undivided highway for traffic in opposite directions. Includes roads with only serrated concrete strips (singing medians) or painted lines between opposing lanes.
<b>CODE 03</b> <b>Divided with Restraining Barrier</b>	A highway divided into separate streams by a median strip with a physical barrier to impede or prevent a vehicle from travelling from one stream of traffic to another. Restraining barriers include guide rails, fences, walls or other physical barriers.
<b>CODE 04</b> <b>Divided with no Barrier</b>	A highway divided into separate flows of traffic by median stripe(s) of unpaved ground without restraining barriers, e.g., grass median with drainage ditch.
<b>CODE 05</b> <b>Ramp</b>	A roadway connecting two different highways at a grade-separated intersection permitting the transfer of vehicles from one highway to the other. A roadway is defined as a ramp regardless of its construction or use. Defining a roadway as a ramp supersedes all other designations. Included are entrances to and exits from controlled access freeways and free-flow connections between intersecting freeways (see illustrations).
<p><b>Note:</b> Transfer lanes on complex freeways are not ramps.</p>	
<b>CODE 06</b> <b>Collector Lane</b>	A roadway found only on complex freeways lying parallel to and on the right of the express lanes.  Collector lanes are accessed by transfer lanes to or from express lanes. Collector lanes are joined by access ramp to intersecting roadways (see illustration).
<b>CODE 07</b> <b>Express Lane</b>	The main through stream of traffic in each direction on complex freeways. Also the first set of lanes, immediately to the right of centre (see illustration).

**CODE 08**  
**Transfer Lane**

A connecting roadway between collector and express lanes, providing access to or from express lanes and collector lanes (see illustration).



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## **TEMPLATE**

### **Road Surface - Boxes 11, 12**

**MVCR 0308**

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#### **Summary**

If the collision occurred at an intersection, the condition of each road is described.

The material used to construct a road surface has a direct bearing on its frictional qualities and vehicle operation.

Enter the material type that best describes the road surface at the collision site.

#### **CODE 01**

##### **Asphalt**

Self explanatory.

#### **CODE 02**

##### **Oil Treated Gravel**

Comprised of sand, fines and crushed stone larger than that found in asphalt bound by oil products for a stable running surface with a glossy, tar-like appearance. A high quality oil treated surface known as a mulch surface is similar to asphalt but contains more coarse granular material in the running surface. Oil treatment and mulch surfaces are normally used on secondary and tertiary highways.

#### **CODE 03**

##### **Gravel or Crushed Stone**

Surface constructed of layers of natural or artificially crushed rock, placed and compacted without a binder material.

#### **CODE 04**

##### **Concrete**

A poured concrete slab surface is characterized by colouring lighter than asphalt, with regular joints or filled gaps between pavement slabs.

#### **CODE 05**

##### **Earth**

A natural soil driving surface compacted and left without any overlay of crushed gravel, concrete, asphalt or the addition of any binder material.

<b>CODE 06</b>	Planks or timbers laid to form a driving surface. Commonly used on bridge decks or roadways under construction.
<b>CODE 07</b>	Steel sections laid to provide a surface commonly used on bridge decks or roadways under construction.
<b>CODE 08</b>	Surface comprised of cut stone, brick small concrete blocks or cobblestones.
<b>Brick/ Interlocking Stone</b>	
<b>Code 99</b>	Surface material not described above.
<b>Other</b>	The type of material is entered in the Description of Code (s) 97, 98, 99 field (see 0214)

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## **TEMPLATE**

### **Road Surface - Boxes 13, 14**

**MVCR 0309**

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<b>Summary</b>	If the collision occurred at an intersection, the condition of each road is described.
<b>CODE 01</b> <b>Good</b>	Road surface in good repair and could not have an adverse influence on the operation of a motor vehicle.
<b>CODE 02</b> <b>Poor</b>	Road conditions exist which require obvious maintenance and may have some influence on the operation of a motor vehicle. Includes broken, uneven pavement, frost heave, rutting, large pot-holes or other obstacles which require the driver to reduce speed or take evasive action.
<b>CODE 03</b> <b>Under Repair or Construction</b>	Maintenance or construction zone is located in the travelling lanes or immediately adjacent to the roadway. Includes resurfacing, grading, shoulder maintenance and construction of additional lanes. Includes any work which changes the character, direction or alignment of a roadway. Does not include snow plowing, salting operations or other transient activities.

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## **TEMPLATE**

### **Road Surface Condition - Boxes 15, 16**

**MVCR 0310**

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#### **Summary**

The road surface condition at the collision site is recorded. For collisions occurring at or near an intersection, the condition for each road is entered. Where more than one condition applies, the most prevalent condition or the condition which had the greatest bearing on the collision is entered.

#### **CODE 01**

**Dry**

Road surface is free of any impediment to traction and tire adhesion.

#### **CODE 02**

**Wet**

Includes flooding

#### **CODE 03**

**Loose Snow**

Recently fallen or blown snow covers a large portion of the road but not yet packed by traffic.

#### **CODE 04**

**Slush**

A mixture of heavy, wet snow and water covers a substantial portion of the road.

#### **CODE 05**

**Packed Snow**

Snow has been packed by traffic after falling or drifting onto road

#### **CODE 06**

**Ice**

Ice includes freezing rain or black ice on the road.

#### **CODE 07**

**Mud**

Wet soil deposited on road by construction, off-road vehicles, farm equipment, animals, precipitation.

#### **CODE 08**

**Loose Sand or**

**Gravel**

Loose granular material on the road surface. This can be under wet or dry conditions.

**CODE 09**                    Liquid other than water on the road from vehicle spillage, e.g.:  
**Spilled Liquid**

- diesel fuel
- gasoline
- oil
- chemicals

**CODE 99**                    Other material on the road surface as a result of spillage from  
**Other**                        vehicles. Detailed information is entered in the Description of  
                                  Code(s) 97, 98, 99 field (see 0214).

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## **TEMPLATE**

### **Road Alignment - Boxes 17, 18**

**MVCR 0311**

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#### **Summary**

The Road Alignment indicates the horizontal and vertical alignment of the road at the collision site. If the collision occurred at an intersection, indicate the alignment of each road.

#### **CODE 01**

##### **Straight on Level**

The road is tangent (straight) and exhibits no gradient (slope).

#### **CODE 02**

##### **Straight on Hill**

The road is tangent (straight) and exhibits a gradient (slope).

#### **CODE 03**

##### **Curve on Level**

The road exhibits no gradient (slope) but a change in horizontal alignment (curve or bend).

#### **CODE 04**

##### **Curve on Hill**

The road exhibits both a gradient (slope) and change in horizontal alignment (curve or bend).

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## **TEMPLATE**

**Road Pavement Markers - Boxes 19, 20**

**MVCR 0312**

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**Summary**

The condition of pavement markings at the collision site is entered.  
If the collision occurred at an intersection, indicate the condition of  
the markings on each road.

**CODE 01**

**Exist**

Pavement markings are in good condition and clearly visible.

**CODE 02**

**Non-existent**

Pavement markings have not been placed on the highway.

**CODE 03**

**Obscured**

Pavement markings are present and normally visible, but were  
obscured by some temporary condition such as snow or mud at the  
time of the collision.

**CODE 04**

**Faded**

Pavement markings are faded, worn and barely visible.

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## **TEMPLATE**

### **Vehicle Type - Boxes 21, 22, 23, 24**

**MVCR 0313**

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#### **Summary**

Vehicle type is entered for each vehicle involved. Information on vehicle type is entered in MTO automated files to enable vehicle and roadway design to be monitored.

#### **CODE 00**

**Unknown**

Self-explanatory.

#### **CODE 01**

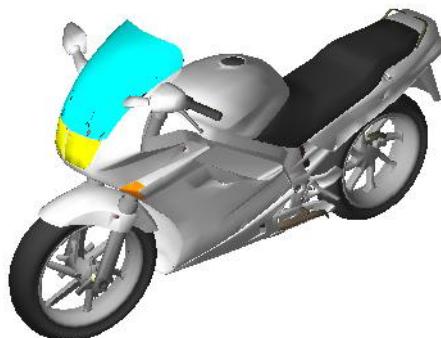
**Automobile/  
Station Wagon**



#### **CODE 02**

**Motorcycle**

A self-propelled vehicle with a seat or saddle for the driver and designed to travel with not more than 3 wheels in contact with the ground. Includes a motor scooter but not a moped/motor assisted bicycle.



**CODE 03****Moped**

A two wheeled motor assisted bicycle not weighing more than 55 kg. It has pedals which are operable to propel it at all times.

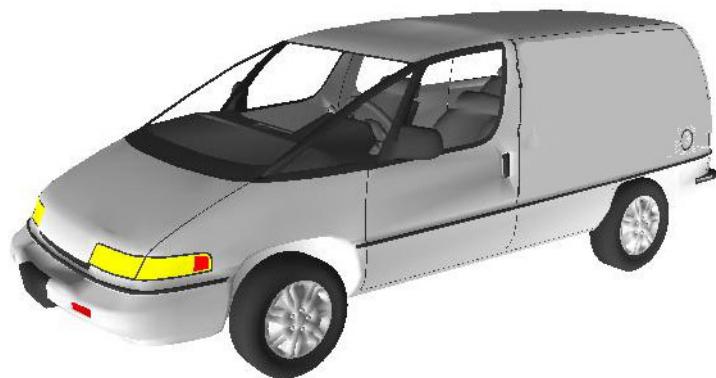
**CODE 04****Passenger Van**

Designed to carry passengers. It may be registered with passenger or commercial plates.

**CODE 5****Pick-up Truck**

For the transportation of goods. Includes pick-up trucks with cap or box inserted camper.

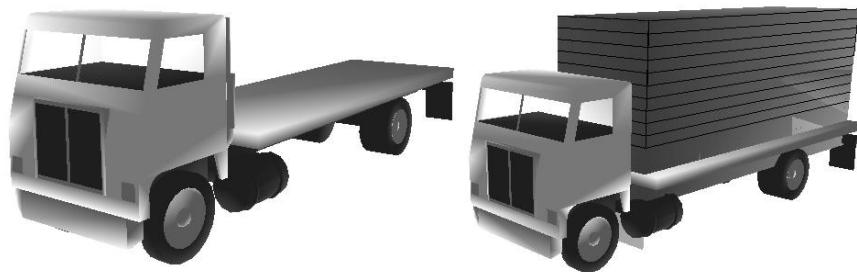


**CODE 06**  
**Delivery Van****CODE 07**  
**Tow Truck**

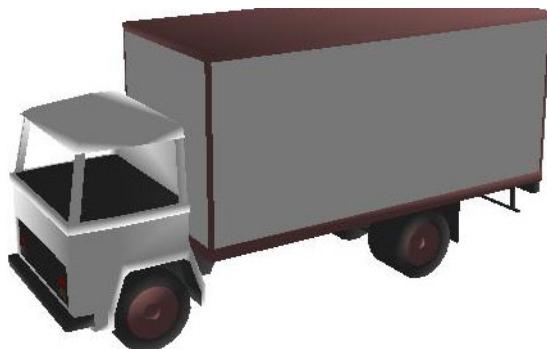
Designed and used as a tow truck.

**CODE 08**  
**Truck-Open**

Flatbed or Flatbed with racks.



**CODE 09**  
**Truck Closed**



**CODE 10**  
**Truck Tank**

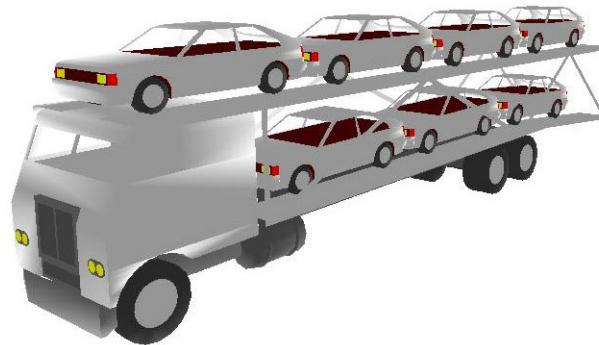


**CODE 11**  
**Truck-Dump**



**CODE 12**  
**Truck-Car Carrier**

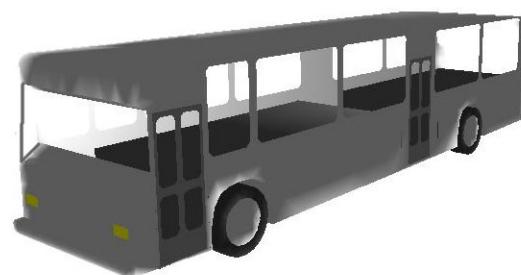
A straight truck with the capacity to carry vehicles above and behind the cab. Normally used in combination with a car carrier semi-trailer.

**CODE 13**  
**Truck-Tractor**

A tractor pulling or not pulling a trailer. If not pulling a trailer, code boxes 25, 26, 27 and/ or 28 should be coded 00.

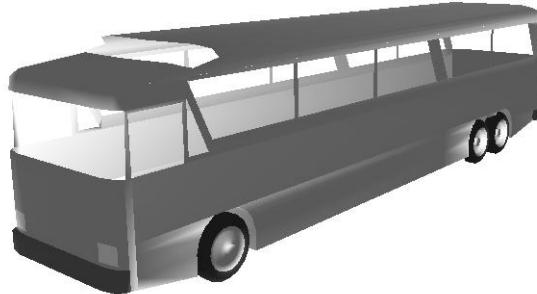
**CODE 14**  
**Municipal Transit**  
**Bus**

A motor vehicle operated for urban transit, usually having 2 separate doors.

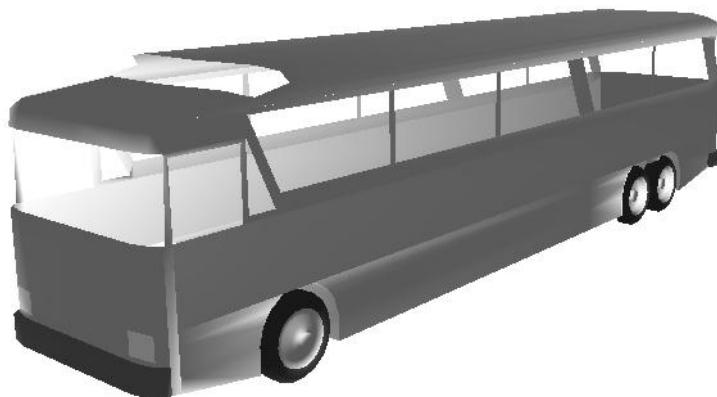


**CODE 15  
Intercity Bus**

A motor coach usually operated between urban centres, having one door and baggage capacity separated from passenger cabin.

**CODE 16  
Bus (other)**

A motor vehicle designed to carry passengers and not described above. These vehicles often belong to religious organizations or carry groups of people such as the physically disabled. It may be a family vehicle but not a school vehicle.

**CODE 17  
School Bus**

A motor vehicle painted chrome yellow and black with a seating capacity for 24 passengers or more.

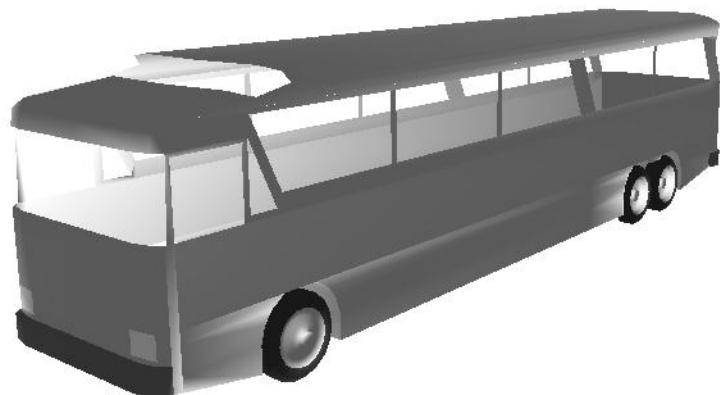


**CODE 18  
School Van**

A motor vehicle painted chrome yellow and black with a seating capacity of less than 24.

**CODE 19  
Other School  
Vehicle/Bus**

A privately owned vehicle operated under contract to a school board or principal and used to transport pupils

**CODE 20  
Motor Home**

**CODE 21  
Off-Road Two  
Wheels**

A recreational motorcycle equipped for use other than on streets, roads and public highways. Should bear a plate with green numbers and letters on a white background or red numbers and letters on a white background (dealer plates). Vehicle may be unplied if owner occupies the land where used.

**CODE 22  
Off-Road Three  
Wheels**

Designed primarily for recreational use off-highway and only incidentally operated on public highways, i.e.:

- drive directly across a highway

Includes trappers or farmers using the vehicle for agriculture provided it bears a slow moving vehicle sign.

**CODE 23  
Off-Road Four  
Wheels**

Same as Code 22, but with 4 wheels.

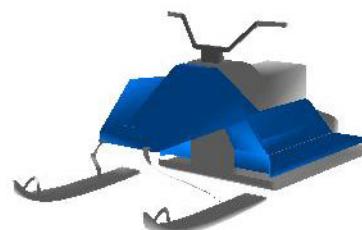


**CODE 24****Off-Road Other**

Designed primarily for recreational use off-highway. May or may not be required to have an off-road vehicle plate.

**CODE 25****Motorized Snow Vehicle**

Self-propelled vehicle designed primarily to be driven on snow.

**CODE 26****Farm Tractor**

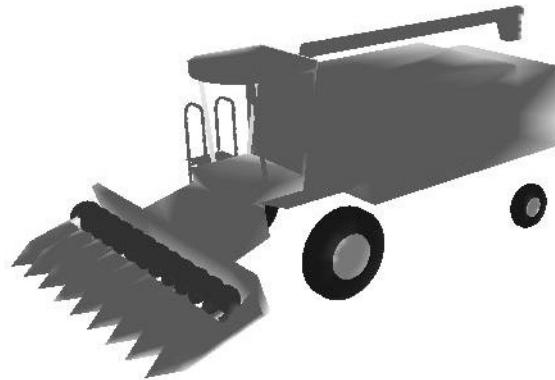
Self propelled farm vehicle designed and used for drawing other implements of husbandry.

**CODE 27****Other Farm Vehicle**

Self-propelled implements of husbandry, e.g.:

- sprayer

- harvester
- combine



**CODE 28**  
**Construction**  
**Equipment**

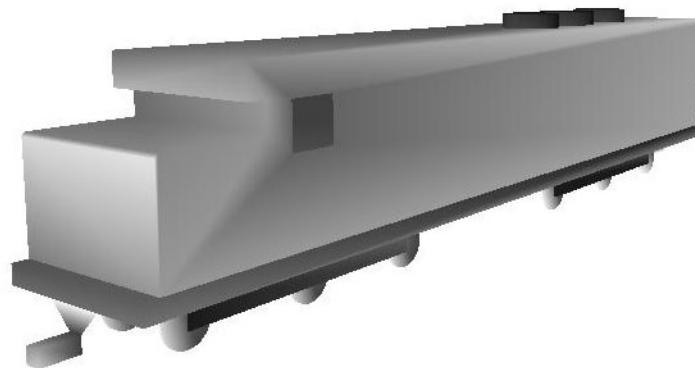
A construction or roadway maintenance vehicle which is usually unlicensed. Includes streets sweepers and grass cutting equipment.



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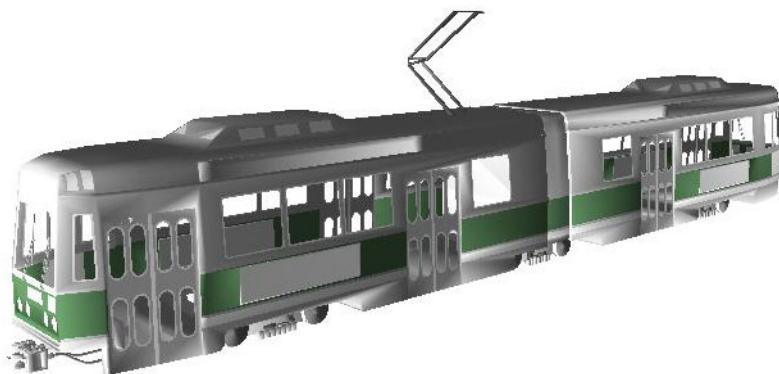
**CODE 29 Railway**

Train



**CODE 30**

Street Car



**CODE 31**

Snow Plow

Self propelled vehicle plowing or blowing snow off a highway.

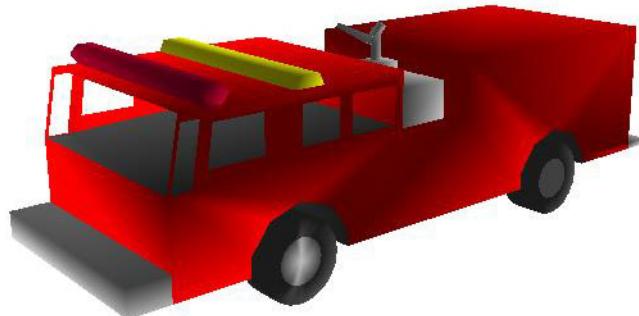


**CODE 32**  
**Ambulance**

Includes cardiac arrest emergency unit and ambulance buses.



**CODE 33**  
**Fire Vehicle**



**CODE 34**  
**Police Vehicle**



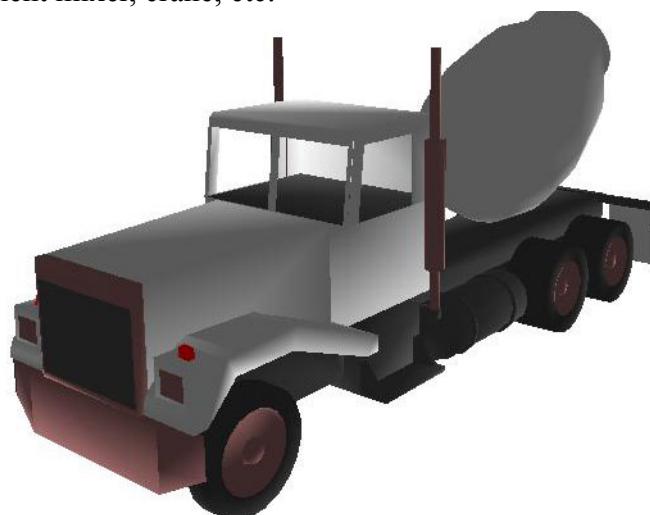
**CODE 35**                    Public Utility Vehicle  
**Other Emergency**  
**Vehicle**



**CODE 36**                    Self evident - includes 2, 3 and 4 wheeled cycles with pedals.  
**Bicycle / eBike**



**CODE 98**                    Cement mixer, crane, etc.  
**Truck-Other**



**CODE 99**                    Vehicle type is not described above. Detailed information is entered  
**Other (specify)**            in the Description of Code (s) 97, 98, 99 field (see 0214).

**CODE Boxes  
23 and 24  
Emergency  
Vehicles**

Code 01 is entered in boxes 23 or 24 if Vehicles 1 or 2 or both were emergency vehicles active in the performance of their duties. The rotating vehicle light and siren must be activated for code to be entered.

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## **TEMPLATE**

### **Towed Vehicle - Boxes 25, 26**

**MVCR 0314**

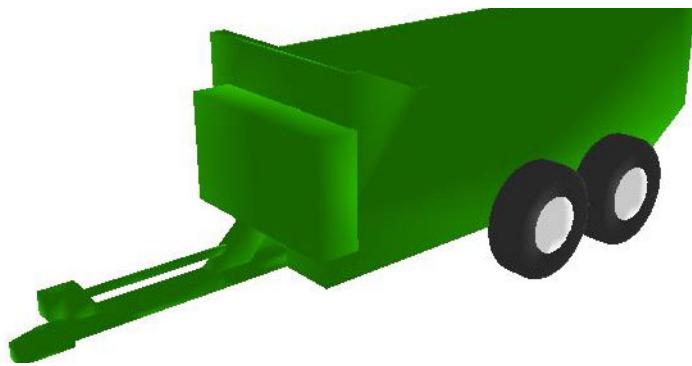
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#### **Summary**

The following definitions and examples are provided for towed vehicles.

#### **CODE 01**

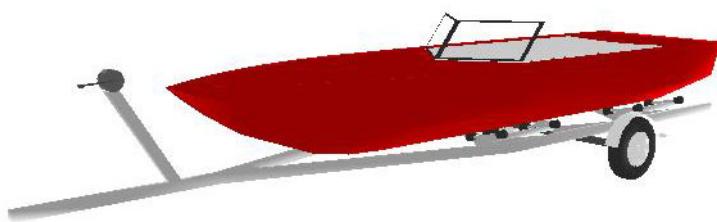
**Recreational  
Trailer or semi-  
trailer - house tent**



#### **CODE 02**

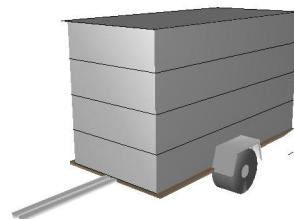
**Boat Trailer**

Includes canoe, power boat, sailboat, etc.



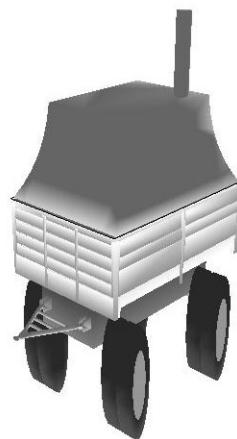
**CODE 03  
Small Utility Trailer**

Vehicle towed by a passenger vehicle, motorcycle or commercial motor vehicle (truck) whose registered gross weight is 3,000 kg. or less. Vehicle operator requires Class G licence only. Box and flatbed trailers for transporting goods, snowmobiles, off road vehicles and construction equipment are examples.

**CODE 04  
Wheeled Device or  
Apparatus**

A vehicle not designed to carry persons or property but equipment with attached wheels, e.g.:

- cement mixer
- compressor
- tar pot

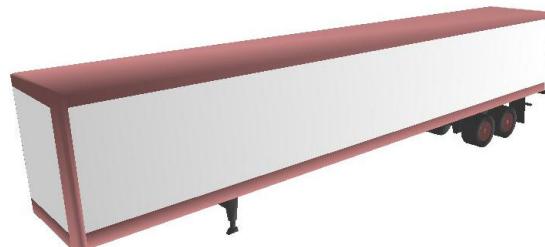


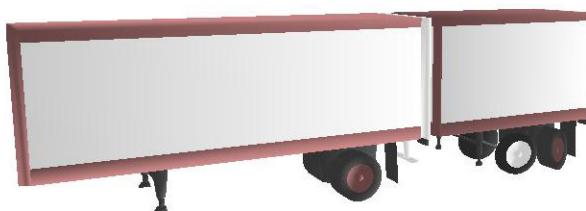
**CODE 05****Large Full Trailer**

Trailer towed by a commercial motor vehicle (truck) with a registered gross vehicle weight greater than 3,000 kg. which is not supported by the towing vehicle.

**CODE 06****Large Semi Trailer**

Trailer towed by a commercial motor vehicle (truck) with a registered gross weight greater than 3,000 KG which is supported by the towing vehicle using a 5th wheel connection. Vehicle operator requires a Class D or A licence.

**CODE 07****Double Semi****Trailer(semi-trailer  
-semi trailer)**

**CODE 08**  
**Double (semi-trailer-trailer)****CODE 09**  
**Farm Equipment****CODE 10**  
**Towed Motor Vehicle**

A motor vehicle towed by a tow truck or another motor vehicle using chains.

**CODE 99**  

Towed vehicle other than those defined above. Detailed information is entered in the Description of Code(s) 97, 98, 99 field (see 0214).

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## **TEMPLATE**

**Trailer Type - Boxes 27, 28**

**MVCR 0315**

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### **Summary**

Trailer Type are for single and double trailer combinations with gross weight over 4600 kg.

The following illustrations assist in the proper selection.

### **CODE 01**

#### **Trailer Van**



### **CODE 02**

#### **Flatbed/ Flatbed with Racks**



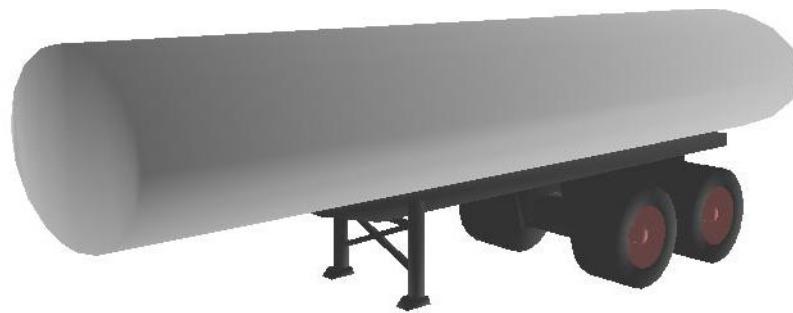
### **CODE 03**

#### **Low - bed Float**



**CODE 04**

Tank



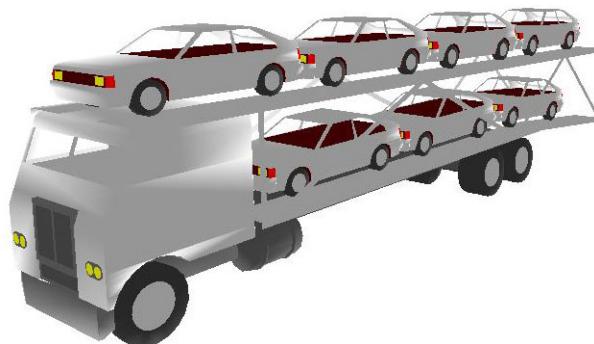
**CODE 05**

Dump



**CODE 06**

Car Carrier



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**CODE 07**

Livestock



**CODE 99**

Other

Trailer type is not defined above. Detailed information is entered in the Description of Code(s) 97, 98, 99 field (0214).

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## **TEMPLATE**

### **Trailer Connection - Boxes 29, 30**

**MVCR 0316**

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#### **Summary**

Due to concern about the stability of semi-trailers, an area has been introduced to permit monitoring and analysis of the performance of trailer connections.

#### **Converter Dolly**

Vehicle unit consisting of one or more axles, a fifth wheel assembly lower half and a draw bar used to convert a semi-trailer to a full trailer.

#### **Fifth Wheel**

Coupling device mounted on the vehicle chassis which consists of a skid plate, associated mounting brackets and latching mechanism that connects to a kingpin for supporting and towing a semi-trailer.

#### **CODE 01**

##### **Single Drawbar Dolly (A train)**

Second trailer is towed from a single hitch located on the centre line of the first semi-trailer. The towed trailer may be either a semi-trailer using a converter dolly or a full trailer. If it is a full trailer the front axle(s) must be able to pivot.

#### **CODE 02**

##### **Wheel connection only (B train)**

Second semi-trailer is attached by a fifth wheel permanently mounted on the rear-of the first semi-trailer.

#### **CODE 03**

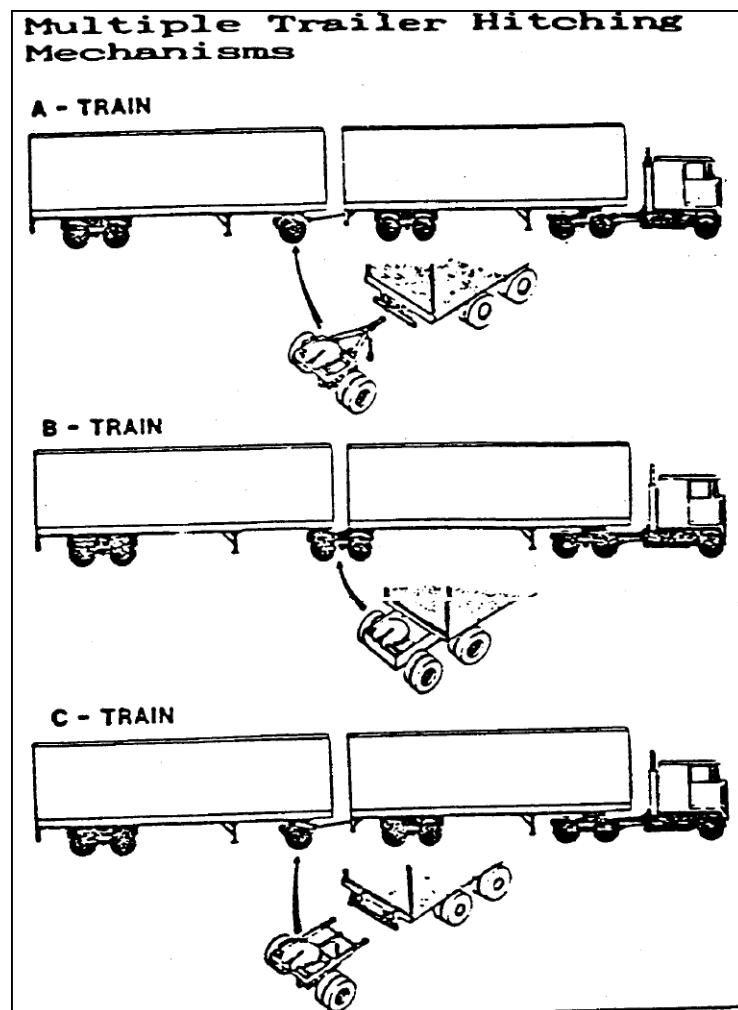
##### **Double Drawbar Dolly (C Train)**

Second semi-trailer sits on a converter dolly and is attached to the first trailer by 2 hitches. Both hitches must be at the same height on the trailer and the two drawbars on the converter dolly must be rigidly connected to prevent excessive sway.

#### **CODE 99**

##### **Other**

Trailer Connection is not included above detailed information is entered in the Description of Code(s) 97, 98, 99 field (see 0214).



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**TEMPLATE****Vehicle Condition - Boxes 31, 32****MVCR 0317**

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**Summary**

Any obvious defect which may have affected the operation of the vehicle and contributed to the cause of the collision. Information for each vehicle is entered in code boxes 31 and 32. An explanation of any defect is in the Descriptions of Code(s) 97, 98, 99 field (see 0214). A list of common defects is included on the reverse of the overlay.

<b>Code</b>	<b>Apparent Vehicle Defects</b>	<b>Code</b>	<b>Apparent Vehicle Defects</b>
00	Not known	07	Other lamps or reflectors defective.
01	No apparent defect	08	Engine control defective
02	Service brakes defective	09	Wheels or suspension defective
03	Steering defective	10	Vision obscured
04	Tire puncture or blowout	11	Trailer hitch defective (specify).
05	Tire tread insufficient	99	Other defect (specify)
06	Headlamps defective		

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## **TEMPLATE**

### **Apparent Driver Action - Boxes 33, 34**

**MVCR 0318**

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#### **Summary**

The action each driver was making immediately prior to the collision is recorded. Does not apply to evasive action taken by driver to avoid the collision. If more than 1 selection applies, select action which resulted in the collision.

#### **CODE 1 Driving Properly**

Driver is proceeding with due regard for other drivers and cannot be faulted for involvement in the collision.

#### **CODE 02 Following too Closely**

Driver failed to maintain sufficient distance from the vehicle in front.

#### **CODE 03 Exceeding Speed Limit**

Driver was operating the vehicle at a speed in excess of the maximum posted limit.

#### **CODE 04 Speed too Fast for Conditions**

Driver was operating the vehicle within the posted limit, but too fast for existing conditions at the collision site.

#### **CODE 05 Speed too Slow**

Driver operates vehicle below the posted limit and impedes the normal movement of traffic or poses a hazard to other vehicles.

#### **CODE 06 Improper Turn**

The turn was made along a path or in a manner other than prescribed in the Highway Traffic Act, e.g.:

- turns made from lanes or into lanes other than those prescribed by the Highway Traffic Act
- turns where vehicle encroaches on lanes occupied by other vehicles (including vehicles struck while stopped on roadway)

- turns where vehicle encroaches on lanes occupied by other vehicles (including vehicles struck while stopped on roadway)
- turns where vehicle encroaches on crosswalks, sidewalks or strikes fixed objects on the roadside

**CODE 7  
Disobeyed Traffic Control**

Driver failed to obey a traffic control device. Failure to obey is defined as failing to fulfill the obligation(s) placed on the driver by the traffic control device, (e.g., failing to stop at a stop sign). Once obligation(s) are fulfilled, the apparent driver action can no longer be considered Disobeyed Traffic Control. Traffic control device include the following:

- traffic signals, including yielding to pedestrians while turning right on red light
- regulatory signs, e.g.:
  - stop
  - turn prohibition
  - speed limit
  - one way only
  - yield

**Note:** Failure to obey a Yield sign involves failing to give right-of-way (by reducing speed or stopping) to a vehicle in or approaching an intersection.

- pedestrian crossovers
- police control of traffic
- school crossing guards
- school buses
- traffic gates
- traffic controllers

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<b>CODE 08</b>	Vehicle fails to yield or give right of way to:
<b>Failure to Yield Right-of-Way</b>	<ul style="list-style-type: none"><li>• oncoming vehicles when turning</li><li>• approaching traffic when entering a highway from a private drive</li><li>• a vehicle on the right when 2 vehicles enter an intersection at the same time with Stop signs on all approaches</li><li>• other vehicles approaching an intersecting roadway with no traffic control; after the vehicle had stopped at a stop sign</li><li>• pedestrians crossing roadway with right-of-way at signalized intersections and pedestrian crossovers.</li></ul>
<b>CODE 09</b>	On two-way undivided roadway where vehicle occupies or attempts to occupy an opposing lane while passing. Include changing lanes before and after passing and forcing an oncoming vehicle off the roadway.
<b>CODE 10</b>	Driver loses control of the vehicle due to unexpected circumstances, e.g.:
<b>Lost Control</b>	<ul style="list-style-type: none"><li>• mechanical malfunction</li><li>• object on road-way</li><li>• slippery road surface</li><li>• losing consciousness</li></ul>
<b>CODE 11</b>	Self-explanatory.
<b>Wrong Way on One Way Road</b>	
<b>CODE 12</b>	Driver changing lanes becomes involved in or causes an collision,
<b>Improper Lane Change</b>	e.g.: <ul style="list-style-type: none"><li>• attempting to pass</li><li>• passing on the shoulder</li></ul>

- overtaking on a divided facility
- moving from the passing to the driving lane on a four lane undivided facility

Does not include occupying or attempting to occupy an opposing lane.

**CODE 99**  
**Other**

Apparent driver action is not defined above. Detailed information is entered in the Description of Code(s) 97, 98, 99 field (see 0214).

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## **TEMPLATE**

**Driver/ Pedestrian Condition - Boxes 35, 36, 37, 38**

**MVCR 0319**

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### **Summary**

If more than one condition applies, the condition most relevant to the collision is entered.

Each page has space for up to 2 Pedestrian Conditions for Pedestrians #1 and #2 in the Involved Person area on the same page (Ref. 0334) are recorded in Boxes 37 and 38 respectively.

If more than 2 pedestrians are involved, additional forms are completed.

### **CODE 00**

#### **Unknown**

The condition of the subject prior to the collision is not known.

### **CODE 01**

#### **Normal**

Self-explanatory.

### **CODE 02**

#### **Had Been Drinking**

Driver/Pedestrian had consumed alcohol but their physical condition was not legally impaired.

### **CODE 03**

#### **Ability Impaired,**

#### **Alcohol (over .08)**

Driver/Pedestrian had consumed alcohol and, upon testing, was found to have a blood-alcohol level in excess of 80mg.

### **CODE 04**

#### **Ability Impaired,**

#### **Alcohol**

Driver had consumed sufficient alcohol to warrant being charged with a drinking and driving offence.

**Note:** If both Codes 03 and 04 apply, Code 03 is used.

Pedestrian had consumed alcohol and was physically impaired in the judgement of the officer.

**CODE 05**  
**Ability Impaired,  
Drugs**

Driver/Pedestrian had used drugs and was legally impaired in the judgement of the investigating officer. If the type of drug is known, record this information in the written description.

**CODE 06**  
**Fatigue**

Driver/Pedestrian was unusually tired and may have fallen asleep. Fatigue was not the result of a drug, medical condition, or alcohol.

**CODE 07**  
**Medical or  
Physical Disability**

Driver/Pedestrian has a medical or physical disability, e.g., diabetic, epileptic or amputee. The disability need not have been a factor in the collision. Includes an illness physical defect which was a factor in the collision, e.g.:

- heart attack
- broken arm

A description of the defect or illness is required in the written description.

**Note:** Drivers wearing glasses, contact lenses or other corrective lenses are not recorded unless these devices were not in use and their non-use contributed to the cause of the collision.

**CODE 08**  
**Hand Held  
Device(s)**

Driver was using a electronic hand held device at the time of the collision. Hand held devices include:

- cellular telephone
- MP3 players
- GPS devices

**CODE 09**  
**Inattentive**

Driver was operating a motor vehicle without due care and attention or placing less concentration on driving e.g., changing radio stations, consuming food, talking on phone or two-way radio using headphones. Pedestrian was not acting in a careful responsible manner, e.g.:

- failing to heed traffic signals
- crossing at prohibited locations

- failing to look both ways before crossing.

Specify the inattentive circumstances in the description of the collision and diagram area,

**CODE 99****Other**

The Driver/ Pedestrian condition is not defined above. Detailed information is entered in the description of Code (s) 97, 98, 99 field (see 0214).

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## **TEMPLATE**

### **Pedestrian Action - Boxes 39, 40**

**MVCR 0320**

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#### **Summary**

Each page has space for up to 2 pedestrians. The actions of Pedestrians #1 and #2 are recorded in boxes 39 and 40 respectively.

Include such persons in the Involved Persons area of the form (see 0334). If more than 2 pedestrians are involved, additional form (s) are completed. The action of any pedestrians immediately prior to their involvement or indirect involvement in the collision is recorded.

#### **CODE 00 Unknown**

Self Explanatory.

#### **CODE 01 Crossing with Right-of-Way**

Pedestrian crossing the roadway at an intersection in a legal manner, i.e.:

- crossing with the traffic signal
- crossing at a stop sign
- crossing under the direction of an authorized person

#### **CODE 02 Crossing without Right-of-Way**

Pedestrian crossing the roadway at an intersection against a traffic signal, regulatory sign or against the direction of an authorized person. Excludes crossing to enter or after leaving school bus.

#### **CODE 03 Crossing no Traffic Control**

Pedestrian in a collision while crossing at an uncontrolled intersection or a non-intersection without traffic control.

<b>CODE 04</b> <b>Crossing ped</b> <b>Crossover</b>	Pedestrian crossing a crossover in a proper manner. This requires a pedestrian to indicate intention to cross and to wait for approaching vehicles to stop. Pedestrian crossovers may be equipped with pedestrian activated, amber warning lights. The pedestrian should, but is not required to, activate them.
	<b>Note:</b> A pedestrian crossover should not be confused with the pavement markings used at signalized urban intersections (see 0305).
<b>CODE 05</b> <b>Crossing Marked</b> <b>Crosswalk Without</b> <b>Right-of-way</b>	Pedestrian cross without right-of-way, i.e.: <ul style="list-style-type: none"><li>• crossing against the traffic signals or the instructions of a police officer</li><li>• crossing without permission of school crossing-guard.</li></ul> Include pedestrians who cross at pedestrian crossovers in an improper manner.
	<b>Note:</b> If pedestrian using crossover in improper manner, Traffic Control must be Code 04 in 0305.
<b>CODE 06</b> <b>Walking on</b> <b>Roadway with</b> <b>Traffic</b>	Pedestrian walking in the same direction as the traffic, using the travelled portion of the highway.
<b>CODE 07</b> <b>Walking on</b> <b>Roadway Against</b> <b>Traffic</b>	Pedestrian walking in the opposite direction to the traffic, using the travelled portion of the highway.
<b>CODE 08</b> <b>Sidewalk or</b> <b>Shoulder</b>	Pedestrian on a shoulder, sidewalk or other pedestrian way which is adjacent to the roadway.
<b>CODE 09</b> <b>Playing or Working</b> <b>on Highway</b>	Pedestrian playing or working on the travelled portion of a highway. Includes highway construction and maintenance crews, tow truck operators, police/fire/emergency services attending collisions or children playing in the roadway.

<b>CODE 10</b> <b>Coming from</b> <b>Behind parked</b> <b>Vehicle or Object</b>	Pedestrian coming from behind a parked vehicle or object onto the roadway and is obscured from the view of drivers.
<b>CODE 11</b> <b>Running on</b> <b>Roadway</b>	Exclude pedestrians running into pedestrian crossover or crosswalks.
<b>CODE 12</b> <b>Person Getting on/ off School Bus</b>	Pedestrian entering or leaving a school bus is involved in an collision. This Includes pedestrian entering/leaving the bus or crossing the road to enter or after leaving bus.
<b>CODE 13</b> <b>Person getting on/ off vehicle</b>	Pedestrian entering or leaving a motor vehicle other than a school bus.
<b>CODE 14</b> <b>Pushing/ Working on Vehicle</b>	Pedestrian pushing or working on a vehicle. Includes collisions involving the pedestrian, the vehicle or both.
<b>CODE 99 Other</b>	Pedestrian action not described above. Detailed information is entered in the Description of Code (s) 97, 98, 99 field (see 0214).

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## **TEMPLATE**

### **Road Jurisdiction - Box 41**

**MVCR 0321**

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#### **Summary**

The authority having jurisdiction over the road at the collision site. If the collision occurred at an intersection or, was intersection related, the jurisdiction of the more senior road authority has priority. The jurisdictional hierarchy is as follows:

- Federal
- Provincial
- Regional Municipality
- County or District
- Municipal
- Township
- Private Property and others

#### **CODE 01 Municipal**

Road under the jurisdiction of a municipal council, e.g.  
city streets in:

- Hamilton
- Toronto
- Brockville

Excludes township roads.

<b>CODE 02 Provincial Highway</b>	Highway under the jurisdiction of the Province of Ontario: <ul style="list-style-type: none"><li>• Highway #401</li><li>• Highway #5</li><li>• the Queen Elizabeth Way</li></ul>
<b>CODE 03 Township</b>	Roadway under the jurisdiction of a township council, e.g.: <ul style="list-style-type: none"><li>• Essa Township</li><li>• Field Township</li><li>• Lindsay Township</li></ul>
<b>CODE 04 County or District</b>	Roadway under the jurisdiction of a county or government or district council, e.g.: <ul style="list-style-type: none"><li>• Kenora District</li><li>• Cochrane</li><li>• Manitoulin</li></ul>
<b>CODE 05 Regional Municipality</b>	Roadway under the jurisdiction of a regional council, e.g.: <ul style="list-style-type: none"><li>• Haldimand-Norfolk</li><li>• Hamilton-Wentworth</li><li>• Niagara</li></ul>

**Note:** Roadway under the jurisdiction of the District Municipality of Muskoka should be recorded under Regional Municipality.

<b>CODE 06</b>	Collisions on privately owned property, e.g.:
<b>Private Property</b>	<ul style="list-style-type: none"><li>• parking lots</li><li>• driveways</li><li>• industrial sites</li><li>• construction sites or other locations not maintained or operated by a governmental authority</li></ul>
<b>CODE 07</b>	Federal jurisdiction extends to navigable waterways, bridges over national or international waterways, roads within the National capital Region, federal airports, military and Coast Guard facilities, consulates and embassies.
<b>CODE 99</b>	The collision occurred at a location under a jurisdiction not detailed above. The jurisdiction is entered in the Description of Code (s) 97, 98, 99 field (see 0214).
<b>Other</b>	

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## **TEMPLATE**

### **Classification of Collision - Box 42**

**MVCR 0322**

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#### **Summary**

The appropriate classification which describes the motor vehicle collision is entered.

#### **CODE 01 Fatal Injury**

A collision which results in a fatality within 30 days of the date of the motor vehicle collision.

**Note:** Does not include homicide or fatal injury as the result of an intentional act. For intentional acts, use Code 99 (see below).

#### **CODE 02 Non-fatal Injury**

A collision which results in injury to one or more persons which does not result in a fatality within 30 days of the date of the collision. Injury is defined as any bodily harm visible or complained of resulting from the collision.

#### **CODE 03 P.D. Only**

A property damage only collision is an collision in which no injury occurs and total damage including load damage is in excess of \$1000. Includes collisions involving motorized snow vehicles where total damages exceeds \$400.

#### **CODE 04 Non- Reportable**

A collision in which no injury occurs and total damage including load damage is less than \$1000 or \$400 for motorized snow vehicles.

#### **CODE 99 Other**

A collision is the intentional contact of a motor vehicle to oneself, others, property, buildings, etc. resulting in a death (includes homicides). Detailed information is entered in the Description Code (s) 97, 98, 99 field (see 0214).

**Note:** If there was intent to strike one person, but offending vehicle struck and killed an unintended third party, then the death is classified as fatal.

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## **TEMPLATE**

**Initial Direction of Travel - Boxes 43, 44**

**MVCR 0323**

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### **Summary**

The direction (s) in which the involved vehicle was travelling prior to collision is recorded, eg:

- North - Code 1
- South - Code 2
- East - Code 3
- West - Code 4

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## TEMPLATE

### Initial Impact Type - Box 45

MVCR 0324

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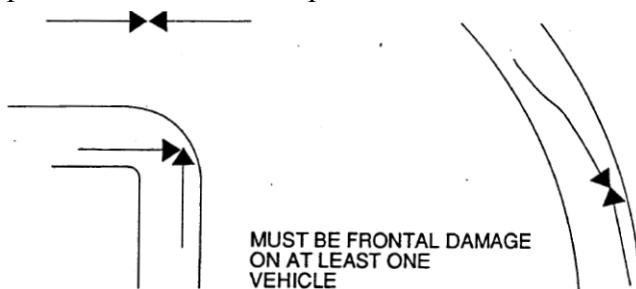
#### Summary

This field provides information to be retrieved from collision data systems to enable engineers to provide technical solutions unique to each selection. The code entered must best describe the general path of the vehicle (s) immediately before the first impact.

**Note:** Where more than 1 impact occurred the first impact type is entered.

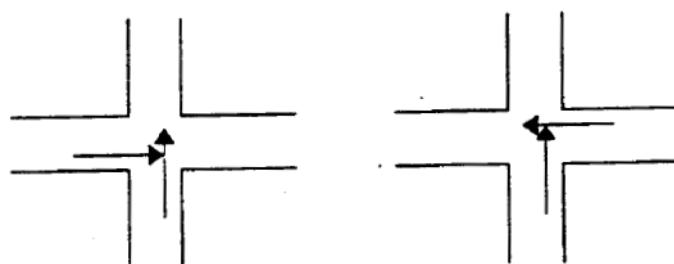
#### CODE 01 Approaching

Initial direction of travel of each vehicle is opposite the other and at least 1 vehicle was impacted on the front. One vehicle may be stopped but not disabled or parked.



#### CODE 02 Angle

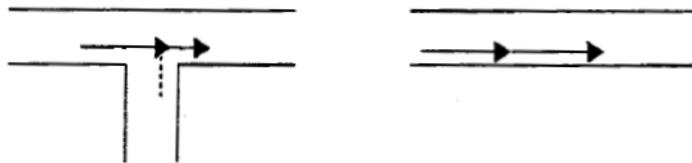
Included are collisions which occur at intersections and/or private drives, where the initial directions of travel are approximately 90 to one another and neither vehicle is in the act of turning, e.g., V1-EB, V2-NB. Normally a vehicle entering a roadway from a private drive is in the act of turning and this is not considered an angle impact.



## **CODE 03**

### **Rear End**

Collisions where vehicles are travelling in the same direction and the lead vehicle is struck in the rear.



**Note:** If one of the two vehicles travelling in the same direction is showing a turning movement then the turning movement rule applies. Otherwise your code will always be 03 a rear end.

# **CODE 04**

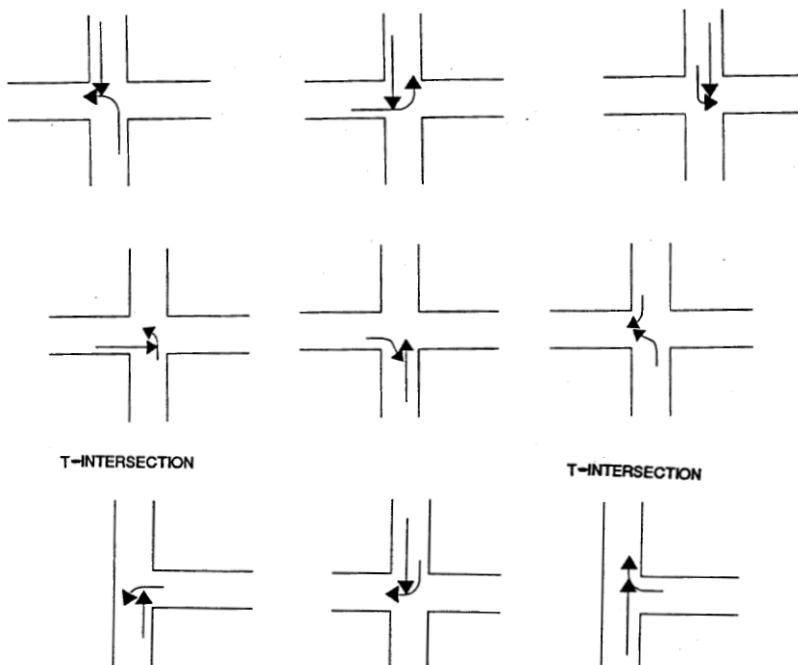
## **Sideswipe**

Collisions involving side impacts where vehicles are travelling in the same or opposite direction. Vehicles which sideswipe while approaching, ie.: no frontal impacts are coded as sideswipes.

## **CODE 05**

### **Turning Movement**

Collisions in which vehicles are turning and impact location of one of the vehicles is on the side, e.g., V-1 is SB and V-2 is NB to WB.



**Note:** When two vehicles are travelling in the same direction and one of them is indicating a turning movement of either 04, 05 or 06. The initial impact will always be 05. Not a rear end (03).

**CODE 06**  
**SMV Unattended**  
**Vehicle**

Single motor vehicles (SMV) collisions occur when a vehicle strikes a vehicle unattended by its driver. Includes parked, stopped, disabled, abandoned and runaway vehicles, provided it was not under the care and control of a driver. Does not include vehicles stopped for traffic, standing while loading, unloading passengers, or cargo.



**CODE 07**  
**SMV Other**

Single Motor Vehicle (SMV) initially collides with a fixed object, pedestrian or animal. Includes occurrences of other Events provided in the Sequence of Events (see 0328).

Sequence of Events Multiple Choices Allowed	
<b>Movable Objects</b>	
01-Other motor vehicle	06-Street car
02-Unattended vehicle	07-Farm tractor
03-Pedestrian	08-Animal – domestic
04-Cyclist	09-Animal – wild
05-Railway train	10-Other
<b>Other Events</b>	
20-Ran off road	25-Submersion
21-Skidding/sliding	26-Rollover
22-Jeckknifing	27-Debris on road
23-Load spill	28-Debris falling off vehicle
24-Fire/explosion	29-Other
<b>Fixed Objects</b>	
50-Cable guide rail	60-Ditch
51-Concrete guide rail	61-Curb
52-Steel guide rail	62-Crash cushion
53-Pole (utility, tower)	63-Building or well
54-Pole (sign, parking meter)	64-Water course
55-Fence/notes barrier	65-Construction marker
56-Culvert	66-Tree, shrub, stump
57-Bridge support	67-Other
58-Rock face	
59-Snowbank/drift	
<b>Fixed Object Offset</b>	
<b>Left of Roadway</b>	
01- Less than 3.1m	Right of Roadway
02- 3.1m to 6.0m	05- Less than 3.1m
03- 6.1m to 9.0m	06- 3.1m to 6.0m
04- Greater than 9.0m	07- 6.1m to 9.0m
	08- Greater than 9.0m
<b>V1</b>	
1st	48
Offset	49
2nd	50
Offset	51
3rd	52
Offset	53
<b>V2</b>	
1st	54
Offset	55
2nd	56
Offset	57
3rd	58
Offset	59

**CODE 99**

Impact type not described above. Detailed information is entered in the Description of code (s) 97, 98, 99 field (see 0214).

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## **TEMPLATE**

### **Vehicle Manoeuvre - Boxes 46, 47**

**MVCR 0325**

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<b>Summary</b>	Enter the manoeuvre that each vehicle was performing prior to the impact or the driver's realization that the impact might occur. Does not include any vehicle manoeuvre taken to avoid a possible collision.  This does not include any vehicle manoeuvre taken to avoid a possible collision.
<b>CODE 00 Unknown</b>	The manoeuvre being performed by the vehicle prior to the impact is not known, e.g., hit and run vehicles.
<b>CODE 01 Going Ahead</b>	The vehicle was driving in a straight line on tangent (straight) sections of roadway, maintaining lane position on curves or following the correct line on ramps and transfer lanes.
<b>CODE 02 Slowing or Stopping</b>	Does not include slowing or stopping to avoid a collision
<b>CODE 03 Overtaking</b>	Overtaking is a vehicle manoeuvre to bypass another slower vehicle moving in the same direction by changing lanes, moving faster than passed vehicle and then returning to original lane of travel.
<b>CODE 04 Turning Left</b>	Direction to the left not associated with changes in roadway alignment, e.g., turning NB to WB
<b>CODE 05 Turning Right</b>	Vehicle making a radical change of direction to the right not associated with changes in roadway alignment, e.g., turning NB to EB.
<b>CODE 06 Making a "U" Turn</b>	U-turn is any reversal of direction accomplished by a 180 degree turn.

<b>CODE 07</b> <b>Changing Lanes</b>	Crossing between lanes, provided that crossing is not part of merging. Includes all crossing between lanes for passing.
<b>CODE 08</b> <b>Merging</b>	Vehicle entering a flowing stream of traffic from a location where a lane is ending and the driver must move into an adjacent lane. This includes merging required by lane closures for maintenance and construction.
<b>CODE 09</b> <b>Reversing</b>	Vehicle moving in a direction opposite to its normal direction of travel, e.g., backing out of driveway, backing into a parallel parking location or backing out of angle parking.
<b>CODE 10</b> <b>Stopped</b>	Vehicle has a driver. Vehicle is operational and on the normal driving portion of the road.
<b>CODE 11</b> <b>Parked</b>	Vehicle operational and does not have a driver.
<b>CODE 12</b> <b>Disabled</b>	Non-functional vehicle located on or off the driving portion of the road.
<b>CODE 13</b> <b>Pulling Away From the Shoulder or Curb</b>	Vehicle pulling away from the shoulder median or curb of road.
<b>CODE 14</b> <b>Pulling onto Shoulder or Toward Curb</b>	Vehicle in motion and pulling onto a shoulder, median or to a curb on the roadside.
<b>CODE 99 Other</b>	The manoeuvre being performed is not described above. Detailed information is entered in the Description of Code (s) 97, 98, 99 field (see 0214).

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## **TEMPLATE**

### **Sequence of Events - Boxes 48, 59**

**MVCR 0326**

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#### **Summary**

The sequence of events for each vehicle is entered. The order of events for each motor vehicle during the collision until it came to rest is entered. There are three categories to choose from, as follows:

- moveable objects (0327)
- other events (0328)
- fixed objects (0329)

Up to three selections per vehicle may be recorded with the first event code for V1 entered in Box 48 and Box 54 for V2 when applicable. More than one selection may be made from the three categories. It is not necessary to record a selection from each area or to record three selections.

V1 strikes V2 causing V2 load to spill. V1 continues on, strikes a culvert on the left 5m from the edge of the travelling lanes and subsequently rolls over.

**Note:** Left or right is determined by the direction of travel of the vehicle.

<b>Sequence of Events Multiple Choices Allowed</b>	
<b>Moveable Objects</b>	
01-Other motor vehicle	06-Street car
02-Unattended vehicle	07-Farm tractor
03-Pedestrian	08-Animal — domestic
04-Cyclist	09-Animal — wild
05-Railway train	97-Other
<b>Other Events</b>	
20-Ran off road	25-Submersion
21-Skidding/sliding	26-Rollover
22-Jackknifing	27-Debris on road
23-Load spill	28-Debris falling off vehicle
24-Fire/explosion	98-Other
<b>Fixed Objects</b>	
50-Cable guide rail	60-Ditch
51-Concrete guide rail	61-Curb
52-Steel guide rail	62-Crash cushion/end treat.
53-Pole (utility, tower)	63-Building or wall
54-Pole (sign, parking meter)	64-Water course
55-Fence/noise barrier	65-Construction marker
56-Culvert	66-Tree, shrub, stump
57-Bridge support	99-Other
58-Rock face	
59-Snowbank/drift	
<b>Fixed Object Offset</b>	
<b>Left of Roadway</b>	
01- Less than 3.1m	Right of Roadway
02- 3.1m to 6.0m	05- Less than 3.1m
03- 6.1m to 9.0m	06- 3.1m to 6.0m
04- Greater than 9.0m	07- 6.1m to 9.0m
	08- Greater than 9.0m
<b>V1</b>	
1st	
Offset	
2nd	
Offset	
3rd	
Offset	
V2	
1st	
Offset	
2nd	
Offset	
3rd	
Offset	

An unattended vehicle rolls away, striking a pedestrian and coming to rest in a fence on the right, 3.5m from the roadway.

<b>Sequence of Events Multiple Choices Allowed</b>	
<b>Moveable Objects</b>	
01-Other motor vehicle	06-Street car
02-Unattended vehicle	07-Farm tractor
03-Pedestrian	08-Animal — domestic
04-Cyclist	09-Animal — wild
05-Railway train	97-Other
<b>Other Events</b>	
20-Ran off road	25-Submersion
21-Skidding/sliding	26-Rollover
22-Jackknifing	27-Debris on road
23-Load spill	28-Debris falling off vehicle
24-Fire/explosion	98-Other
<b>Fixed Objects</b>	
50-Cable guide rail	60-Ditch
51-Concrete guide rail	61-Curb
52-Steel guide rail	62-Crash cushion/end treat.
53-Pole (utility, tower)	63-Building or wall
54-Pole (sign, parking meter)	64-Water course
55-Fence/noise barrier	65-Construction marker
56-Culvert	66-Tree, shrub, stump
57-Bridge support	99-Other
58-Rock face	
59-Snowbank/drift	
<b>Fixed Object Offset</b>	
<b>Left of Roadway</b>	
01- Less than 3.1m	Right of Roadway
02- 3.1m to 6.0m	05- Less than 3.1m
03- 6.1m to 9.0m	06- 3.1m to 6.0m
04- Greater than 9.0m	07- 6.1m to 9.0m
	08- Greater than 9.0m
<b>V1</b>	
1st	
Offset	
2nd	
Offset	
3rd	
Offset	
<b>V2</b>	
1st	
Offset	
2nd	
Offset	
3rd	
Offset	

A truck strikes a moose, then a rock face on the left 4.5 m from the roadway and spills its load.

<b>Sequence of Events Multiple Choices Allowed</b>	
<b>Moveable Objects</b>	
01-Other motor vehicle	06-Street car
02-Unattended vehicle	07-Farm tractor
03-Pedestrian	08-Animal — domestic
04-Cyclist	09-Animal — wild
05-Railway train	97-Other
<b>Other Events</b>	
20-Ran off road	25-Submersion
21-Skidding/sliding	26-Rollover
22-Jackknifing	27-Debris on road
23-Load spill	28-Debris falling off vehicle
24-Fire/explosion	98-Other
<b>Fixed Objects</b>	
50-Cable guide rail	60-Ditch
51-Concrete guide rail	61-Curb
52-Steel guide rail	62-Crash cushion/end treat.
53-Pole (utility, tower)	63-Building or wall
54-Pole (sign, parking meter)	64-Water course
55-Fence/noise barrier	65-Construction marker
56-Culvert	66-Tree, shrub, stump
57-Bridge support	99-Other
58-Rock face	
59-Snowbank/drift	
<b>Fixed Object Offset</b>	
<b>Left of Roadway</b>	<b>Right of Roadway</b>
01- Less than 3.1m	05- Less than 3.1m
02- 3.1m to 6.0m	06- 3.1m to 6.0m
03- 6.1m to 9.0m	07- 6.1m to 9.0m
04- Greater than 9.0m	08- Greater than 9.0m

V1      V2

48 09  
49 01  
50 58  
51 02  
52 23  
53 01  
54 01  
55 01  
56 01  
57 01  
58 01  
59 01

51 01  
52 01  
53 01  
54 01  
55 01  
56 01  
57 01  
58 01  
59 01

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## **TEMPLATE**

### **Movable Objects**

**MVCR 0327**

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#### **Summary**

Movable objects are self-propelled or have the capacity for motion.

#### **CODE 01**

#### **Other Motor Vehicles**

Vehicles which struck or were struck by the subject vehicle.

Includes cars, trucks, motorcycles and all terrain vehicles. Does not include farm tractors, street cars, railway trains, unattended vehicles or motorized snow vehicles.

#### **CODE 02**

#### **Unattended Vehicles**

Vehicle not under the care and control of a driver at time of the collision. Includes parked, abandoned, or runaway vehicles.

#### **CODE 03**

#### **Pedestrian**

A pedestrian is any person not in or upon a motor vehicle at the time of the collision. Includes persons in or operating a pedestrian conveyance, e.g.:

- baby carriage
- scooter
- skate board
- coaster wagon
- roller skates
- wheelchair/ motorized wheelchair/ mobility device
- child's tricycle

#### **CODE 04**

#### **Cyclist**

A cyclist is any person riding a bicycle, Ebike, adult tricycle, unicycle, trailer, side car or other conveyance attached to a bicycle or adult tricycle. Excludes person walking a bicycle (this is considered a pedestrian).

**Note:** If the pedals are removed from an Ebike, it is considered a motor vehicle.

**CODE 05**  
**Railway Train** All railway vehicles except street cars.

**CODE 06**  
**Street Car** Vehicle which travels upon street car tracks for maintenance or public conveyance. Includes street cars which jump their tracks in the course of an collision.

**CODE 07**  
**Farm Tractor** A self propelled vehicle designed and used primarily as a farm implement for drawing implements of husbandry.

**CODE 08**  
**Animal- Domestic** A animal that can reasonably be assumed to be domesticated. Includes farm/ ranch animals or household pets.

**CODE 09**  
**Animal -Wild** Animal not kept or cared for as domestic property, e.g.:

- moose
- deer
- bear

**CODE 97**  
**Other** A moveable object not described above. Details are entered in the Description Code (s) 97, 98, 99 field (see 0214). Includes motorized snow vehicles.

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## **TEMPLATE**

### **Other Events**

**MVCR 0328**

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#### **Summary**

Other events occur either before or after the initial impact and do not involve fixed or moveable objects.

#### **CODE 20 Ran off Road**

The driver while in care and control of a motor vehicle directs it off the travelled portion of the road for whatever reason. Includes:

- veered to avoid obstruction
- failed to negotiate a change in roadway alignment
- heart attack
- fell asleep

#### **CODE 21 Skidding/ Sliding**

Vehicle lost traction due to abrupt braking, steering, acceleration or impact. Loss of traction may be caused by mud, snow, slush, ice, rain or spilled liquid. The vehicle manoeuvre which resulted was a skid or slide indicating loss of control.

#### **CODE 22 Jackknifing**

For vehicles towing trailers only. A jackknife occurs when the trailer's forward motion and weight forces the rear wheels of the power unit to break traction and slide sideways. The continued forward motion the trailer drags the power unit into a position alongside the trailer.

#### **CODE 23 Load Spill**

Load spill occurs when cargo separates from the vehicle and is deposited on or adjacent to the roadway. Vehicle loses load immediately before or during collision. Includes solid, liquid or gaseous material, provided the item was cargo and not part of the vehicle.

#### **CODE 24 Fire/ Explosion**

Fire or explosion is the ignition or detonation of any portion of the vehicle, fuel or cargo. Includes electrical fire, fuel fire, burning cargo, or fire in the braking system. Fire or explosion may occur

before or as a result of the collision, but only involves the vehicle itself and not occurrences on adjacent property.

<b>CODE 25</b> <b>Submersion</b>	Any portion of the occupant compartment is submerged in water or some other liquid. Includes snowmobile breaking through the ice and vehicle which drove into watercourse.
<b>CODE 26</b> <b>Rollover</b>	Vehicle is forced onto its side or roof regardless of the cause.
<b>CODE 27</b> <b>Debris on the Road</b>	Stationary material on the roadway which constitutes a hazard and requires a driver to reduce speed or attempt evasive action to prevent damage and maintain control. Includes stationary cargo and vehicle parts and miscellaneous debris which has fallen from another motor vehicle and debris on the road. Does not include ice, hail, snow, rain or animals.
<b>CODE 28</b> <b>Debris Falling Off Vehicle</b>	Any material in the act of falling or still in motion after falling from a vehicle. Includes snow and ice falling off a vehicle or trailer.
<b>CODE 98</b> <b>Other</b>	For other events not described above. Details are entered in the Description of Code (s) 97, 98, 99 field (see 0214).

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**TEMPLATE****Fixed Object****MVCR 0329**

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**Summary**

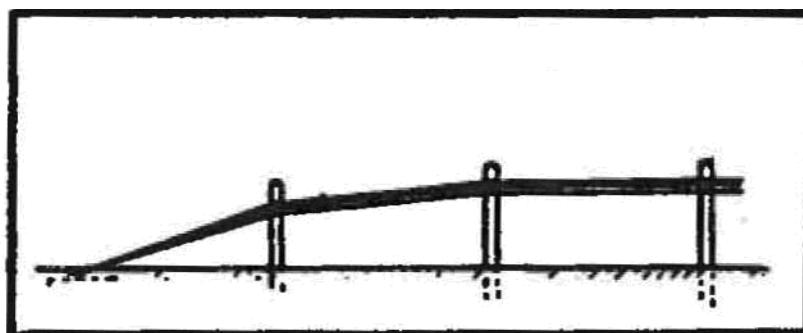
Fixed objects are natural topographical features, highway appurtenances, snow accumulations and other immovable objects on the roadside. The offset distance from the edge of the travelled portion of roadway to the fixed object is measured. This distance is coded in the box marked Offset under the corresponding fixed object collision event.

The code containing the appropriate distance range is selected from Left of Roadway or Right of Roadway to indicate which side of roadway the fixed object was located.

**Note:** The left or right is determined by the direction the vehicle was traveling

**CODE 50  
Cable Guide Rail**

Cable guide rail is constructed of tensioned steel cables anchored to buried concrete blocks and mounted on light steel or wooden posts. Impacts at the beginning or end of the system or transitions between different barrier systems are coded as Crash cushion/End Treatment.



**CODE 51**  
**Concrete Guide Rail**

A shaped concrete wall designed to contain errant vehicles and prevent them from reaching a hazard, e.g., New Jersey style.

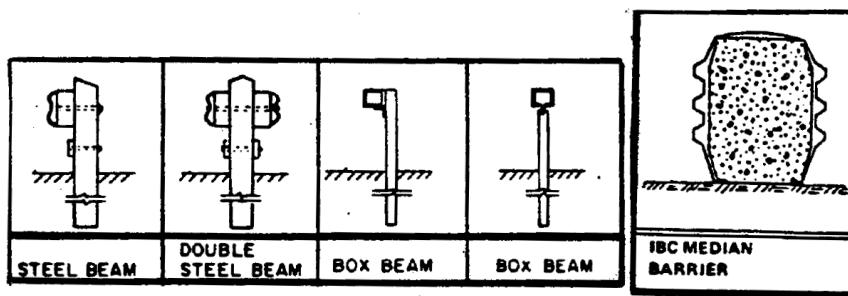


**CODE 52**  
**Steel Guide Rail**

Barrier system constructed of rigid steel components. Collisions occurring at beginning or end of the system or at a transition between 2 different systems are coded as Crash cushion/End Treatment.

Includes the following guide rail types:

- Steel Beam: a continuous W-shaped steel beam normally mounted on heavy square timber posts.
- Box Beam: a continuous square tube normally mounted on weak steel posts found in median and shoulder applications.
- IBC Barrier: a continuous bin type structure constructed of formed steel panels and filled with granular material.



**CODE 53**  
**Pole, (Utility Tower)**

All large poles and tower structures found on the roadside. This includes:

- utility poles

- luminaires
- hydroelectric towers
- head sign structures

**CODE 54****Pole, (Sign,  
Parking Meter**

All smaller poles supporting ground mounted signs, e.g.:

- parking meters
- mailboxes or delineators

**CODE 55****Fence/ Noise  
Barrier**

All fences and roadside noise barriers are included. Fences on private property are also included.

**CODE 56****Culvert**

Culverts carry roadside drainage under roadway or other obstructions and are constructed of steel, concrete or timber.

**CODE 57****Bridge Support**

Any portion of a bridge is coded as a bridge support. Include all components above and below structure.

**CODE 58****Rock Face**

All exposed faces of bedrock or large rock outcrops on the roadside, including ditches, with rock backslopes.

**CODE 59****Snowbank/Drift**

An accumulation of snow in a windrow or pile, including naturally drifted and plowed snow. This only applies when the accumulation is sufficient to cause loss of vehicle control.

**CODE 60**  
**Ditch** An earthen trench below the elevation of the roadway to collect and carry water from the road surface. Includes ditches in median strips but not ditches with rock backslopes.

**CODE 61**  
**Curb** A raised edge placed at or beyond the limit of the travelled portion of the roadway, normally in conjunction with a gutter to provide drainage. Curbs are defined as being maximum of 300 mm high.

**CODE 62**  
**Crash Cushion / End treatment** A range of roadside fixtures including guide rail end treatments, energy attenuating treatments and crash cushions with guide rail ends and other devices.

For use when any of the following guide rail elements are struck:

- the beginning or approach end of a guide rail
- the termination or leaving end of a guide rail
- any transition between two segments of the same or different types of barrier
- energy attenuating devices attached to other structures or free standing, e.g.:
  - yellow inertia barrels
  - G.R.E.A.T. Systems

**CODE 63**  
**Building or Walls** A building or wall is any solid structure in excess of 300 mm in height, e.g.:

- dry stone walls
- retaining walls
- tunnel walls

Does not include portions of a bridge structure, noise barriers or concrete guide rail.

<b>CODE 64</b>	Any substantial body of water, including lakes, streams, rivers, canals, locks, or artificial water courses.
<b>CODE 65</b>	Any temporary sign, delineator, arrow board or other traffic marker in a construction zone. Construction markers are usually construction orange and black.
<b>CODE 66</b>	Any substantial plant, living or dead. A substantial plant is large enough to cause damage to or change course of a motor vehicle.
<b>CODE 99 Other</b>	Any fixed object other than those defined above. Detailed information is entered in the Description of Code (s) 97, 98, 99 field (see 0214).

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## TEMPLATE

**Fixed Objects Offset Boxes 49, 51, 53, 55, 57, 59**

**MVCR 0330**

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### **Summary**

For collisions with fixed objects, the offset distance from the travelled lanes of the roadway is recorded. The offset distance is defined as the distance from the closest edge of the travelled portion of the roadway to the fixed Object expressed in metres.

**Note:** The offset distance is based on the direction the vehicle was travelling at the time of the collision.

<b>Fixed Objects Offset Left of Roadway</b>	<b>Fixed Objects Offset Right of Roadway</b>
01 - Less than 3.1 m	05 - Less than 3.1 m
02 - 3.1 to 6.0 m	06 - 3.1 to 6.0 m
03 - 6.1 m to 9.0 m	07 - 6.1 m to 9.0 m
04 - Greater than 9.0 m	08 Greater than 9.0 m

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## **TEMPLATE**

### **Vehicle Damage Boxes 60, 61**

**MVCR 0331**

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#### **Summary**

Due to difficulty assessing vehicle damage by dollar value, this field has been revised. Cost estimates are no longer used as they have failed to indicate the severity of damage when applied to older vehicles, expensive autos and transport trucks. Refer to back of template for information.

#### **Note:**

1. The officer is still required to determine if the collision is reportable.
- 2 . Engineers may obtain cost for damage from the Insurance Bureau of Canada.

<b>Code</b>	<b>Vehicle Damage</b>	<b>Definition</b>
01	none	No visible damage
02	light	Slight or superficial damage. This includes scratches, small dents or minor cracks that do not affect the safety or performance of the vehicle.
03	moderate	Unsafe conditions result. The vehicle must be repaired to make its condition meet the requirements of law. The vehicle can be driven, but doing so is unsafe.
04	severe	Vehicle cannot be driven: requires towing. Would normally be repaired.
05	demolished	Vehicle damaged to the extent that repairs would not be feasible.

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## TEMPLATE

### Location of Vehicle Damage Boxes 62, 63, 64, 65

MVCR 0332

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#### Summary

The Location of Vehicle Damage or Area of Impact field describes damage to each vehicle involved in the collision. V1 and V2 damage is recorded in 4 boxes (V1: 62 & 63, V2: 64 & 65). The code corresponding to the initial impact damage sustained by the vehicle is entered in the Initial Impact box. Damage sustained in subsequent impacts is entered in the box Secondary Impact. It is not necessary for the vehicle to be damaged the area of impact is recorded. If the same location on a vehicle is impacted more than once and no other areas are impacted, the same area may be coded both as an initial and secondary impact. Additional areas are recorded in the written description.

Location of Vehicle Damage or Area of Impact		Multiple Choices	Allowed
01-Right front corner	14-Right side complete		
02-Right front	15-Back complete		
03-Right centre	16-Left side complete		
04-Right rear	17-Top		
05-Right rear corner	18-Undercarriage		
06-Back centre	19-No contact		
07-Left rear corner	00-Unknown		
08-Left rear			
09-Left centre			
10-Left front			
11-Left front corner			
12-Front centre			
13-Front complete			

Diagram illustrating the location of vehicle damage boxes:

Legend:

- V1 { Initial Impact Secondary Impact } 62, 63
- V2 { Initial Impact Secondary Impact } 64, 65

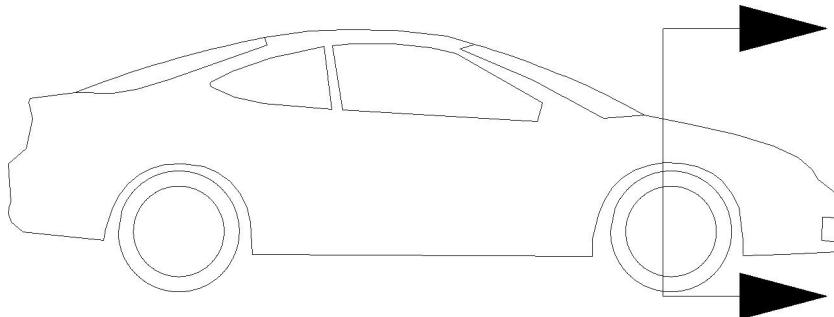
#### CODE 00

#### Unknown

The amount or location of damage/impact to the motor vehicle could not be determined. Include hit and run collisions in which the vehicle left the scene and was not apprehended.

**CODE 01**  
**Right Front Corner**

Right Front Corner includes bumper, headlight, front of fender, corner of hood, signal lamp, etc. Damage/impact does not extend more than halfway across the grill or behind the front wheel centre-line.

**CODE 02**  
**Right Front**

Right Front includes:

- right front fender
- wheel
- tire
- fender well
- headlight
- signal lamp
- right-hand edge of hood
- right corner of bumper, etc.

Includes forward side area of railers.

**CODE 03**  
**Right Centre**

Right Centre includes:

- right hand doors
- roof pillar
- rocker panels

- pick-up box forward of rear wheels
- saddle tanks on transport trucks
- side glass, etc.

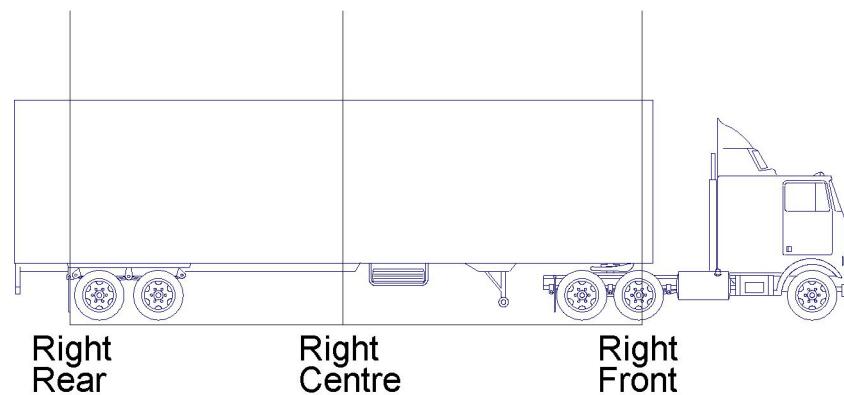
Includes centre side area of trailers.

**CODE 04****Right Rear**

Right Rear includes:

- rear fender
- wheel
- tire
- lamp
- right side of trunk lid
- rear roof pillar
- right corner bumper, etc.

Includes rear side area of trailers.

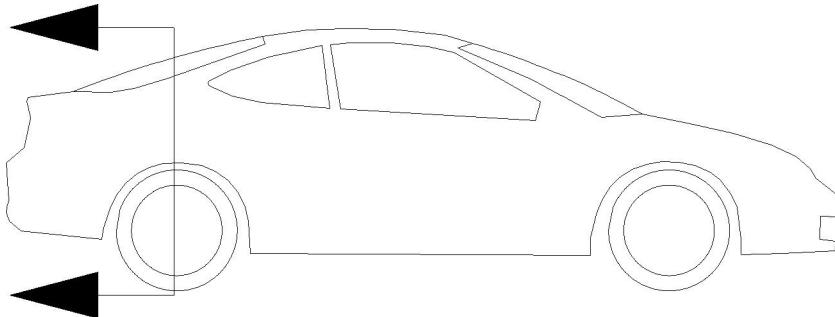
**CODE 05****Right-Rear Corner**

Right Rear Corner includes:

- bumper
- tail light

- rear corner of fender
- corner of trunk lid, etc.

Damage/impact does not extend beyond the center of the rear of the vehicle or forward of the center of the rear wheels.



#### **CODE 06 Back Centre**

Back centre includes:

- bumper
- tail gate
- trunk lid
- fuel tank on cars
- pickups, etc.

Provided there is no damage/impact to the fenders.

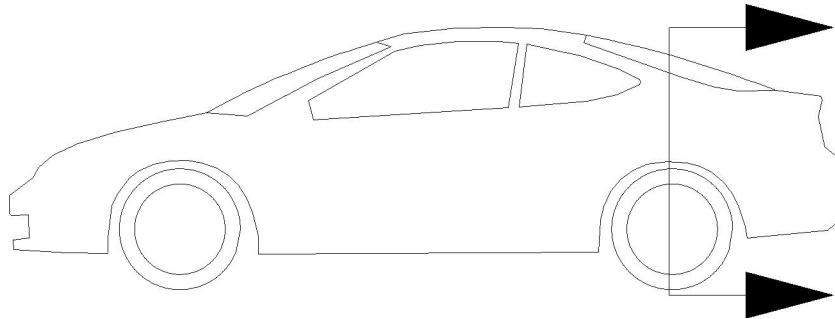
#### **CODE 07 Left Rear Corner**

Left Rear Corner includes:

- bumper
- tail light
- rear corner of fender
- corner of trunk lid

---

Damage/impact must not extend beyond the center of rear of the vehicle or forward of the center of rear wheels.



**CODE 08**  
**Left Rear**

Left Rear includes:

- rear fender
- wheel
- tire
- tail lamp
- left side of truck lid
- rear roof pillar
- corner of bumper, etc

Includes rear side area of trailers.

**CODE 09**  
**Left Centre**

Left Centre includes:

- left hand doors
- roof pillar
- rocker panels
- pickup box forward of rear wheels
- saddle tanks -on transport trucks
- side glass, etc.

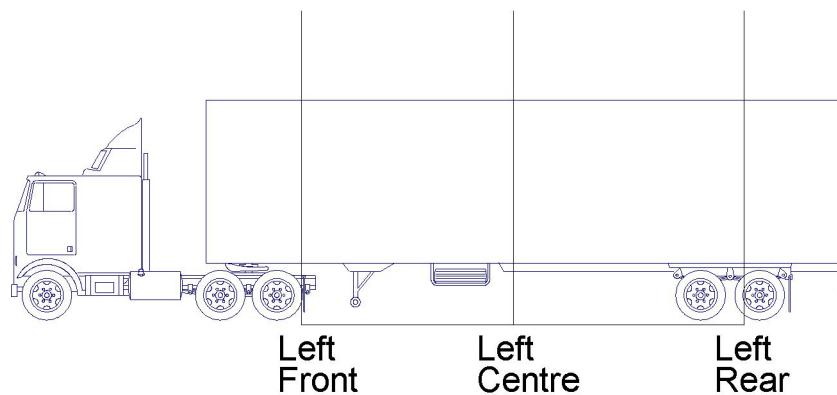
Includes centre side area of trailers.

**CODE 10**  
**Left Front**

Left Front includes:

- left front fender
- wheel
- tire
- fender well head light
- signal lamp
- left-hand edge of hood
- left corner of bumper etc.

Includes forward side area of trailers.



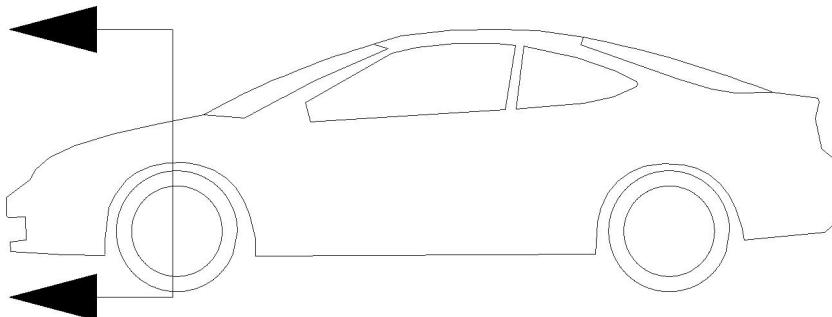
**CODE 11**  
**Left Front Corner**

Left Front Corner includes:

- bumper
- head-light
- front of fender
- corner of hood-signal lamp, etc.

---

Damage/impact must not extend beyond the center of the grill and the centre-line of the front wheel.



**CODE 12**  
**Front Centre**

Front Centre includes:

- bumper
- grill
- radiator
- hood
- front spoiler
- windshield, etc.

Provided there is no damage/impact to the fenders.

**CODE 13**  
**Front Complete**

Front Complete includes:

- bumper
- grill
- hood
- front spoiler
- both headlamps
- signal lamps
- fender fronts

- radiator
- windshield, etc.

The damage/impact must affect the entire front of the vehicle.

**CODE 14**  
**Right Side**  
**Complete**

Right Side Complete includes

- doors
- fenders one headlight
- signal lamp
- tail lamp
- rocker panel
- side glass
- wheels
- tires
- saddle tanks,
- pick-up truck box,
- side walls
- wheels on trailers, etc.

A substantial portion of he side of the vehicle must be damaged or impacted, e.g., sideswipes.

**CODE 15**  
**Back Complete**

Back Complete includes

- bumper
- trunk
- tail gate

- signal lights
- parking lights, etc.

The damage/impact must affect the entire back of the vehicle.

**CODE 16**  
**Left Side Complete**

Left Side Complete includes:

- doors
- fenders
- one headlight
- signal lamp
- tail lamp
- rocker panel
- side glass
- wheels
- tires
- saddle tanks
- pickup truck box
- side walls
- wheels on trailers, etc.

A substantial portion of the side of the Vehicle must be damaged/impacted, e.g., sideswipes,

**CODE 17**  
**Tops**

Top includes:

- roof
- sunroof

- T-Top
- convertible cover
- vinyl roof
- pickup truck caps, etc.

**CODE 18**  
**Undercarriage**

Undercarriage includes:

- springs
- shocks
- steering components
- brakes
- oil pan
- linkages
- floor pan
- driveshaft
- axles
- frame components
- exhaust system, etc.

**CODE 19**  
**No Contact**

The vehicle did not come into contact with any other object or sustain damage from any external source.

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**TEMPLATE****Special Studies Boxes 66, 67, 68****MVCR 0333**

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**Summary**

Special instructions will be issued for the use of these boxes. In the absence of specific instructions for their use, the area is stroked out. Special studies are conducted for limited durations and geographic areas.

Special studies may be undertaken by municipalities. Code boxes 66, 67 and 68 are for studies initiated by Ministry of Transportation only. If no MTO studies are in effect, a line is drawn through each box.

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## TEMPLATE

### Involved Persons, Columns 69 to 73

MVCR 0334

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#### Summary

Information on all persons involved in an collision is entered if personal injury or death results to any involved person. An involved person includes vehicle occupants, cyclists and pedestrians.

For property damage only collisions, this section is not completed.

For a bus, uninjured passengers are not identified by name but the number is recorded.

For each involved person in an collision, enter the following:

Column	Enter
69	Vehicle Number.  <b>Note:</b> For pedestrians, enter number for most directly involved vehicle.
70	Pedestrian number. Must correspond to designations in code boxes 37 to 40 on the same page.
71	Involved person's full name address and telephone number.  <b>Note:</b> 1. Driver may be recorded as D1/D2.  2. Addresses are required for all injured parties, e.g., passengers, hang-ons, pedestrians.
72	Person's age.  <b>Note:</b> For infants less than one year old, record 00. Of unknown, enter UK. For ages 99 and over, enter 99.
73	M or F for male or female.

Veh. No. Ped. No.		D1				30	M	0	1	0	3	1	2
Involved Persons		21	BAXTER, LINDA M. 99 HURON ST. TORONTO 687-7711	31			F	0	3	i	3	1	2
		31	BAXTER, RODNEY B. 99 HURON ST. TORONTO 687-7711	010			M	L3	2	3	10	2	
		4											
		6 68	70 71					72	73	74	75	76	77 78

Veh. No. Ped. No.		D1				37	M	0	1	0	3	9	2
Involved Persons		21	RAYMOND, JOSEPH D. 14 ELM ST. OSHAWA 684-8801	30			M	0	8	3	/	10	2
		3											
		4											
		6 68	70 71					72	73	74	75	76	77 78

Veh. No. Ped. No.		D1				21	F	0	1	0	3	2	2
Involved Persons		1	SMITH, JOHN V. 1235-3788	19			M	0	3	0	3	1	2
		2	D2				M	0	1	2	3	6	2
		3	D3				F	0	1	0	3	1	2
		4	D4				M	0	1	2	3	8	2
		6 68	70 71				M	0	1	2	3	8	2

Veh. No. Ped. No.		D1				16	F	0	1	2	3	1	2
Involved Persons		2	D2	-			F	0	1	0	3	2	2
		3	29 UNINJURED PASSENGERS, BUS										
		4											
		6 68	70 71					72	73	74	75	76	77 78

Veh. No. Ped. No.		D1				24	M	0	1	0	3	1	1
Involved Persons		22	D2	-			M	0	1	0	3	3	1
		32	01 WALKER, TED J. 69 FALL AVE. OAKVILLE 662-5631	37			M	0	9	3	/	10	1
		42	02 WALKER, RITA J. 69 FALL AVE. OAKVILLE 662-5631	41			F	0	9	4	/	10	1
		6 68	70 71				M	0	1	2	3	8	2
		72	73				M	0	1	2	3	8	2

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## **TEMPLATE**

### **Position Column 74**

**MVCR 0335**

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#### **Summary**

The position of the involved person in the vehicle is entered.

#### **CODES 1 to 7**

Drivers are coded as position 01. Passengers may be located in a variety of locations within the vehicle. Positions 02 to 06 describe most passenger/vehicle locations, although position 07 may be required for passengers riding in pick-up trucks, vans, multi passenger buses or service vehicles where a passenger sits in the bucket, i.e.:

- cherry picker

Only one position may be used regardless of the individual's posture, e.g.:

- lying across the backseat.

**Note:** If right hand drive vehicle, indicate (RHD) and record driver position as 01.

#### **CODE 8**

#### **Hanger-on**

Hangers-on are persons hanging onto a moving motor vehicle's fenders bumpers doors or other parts and are not inside the vehicle, e.g.:

- riding in the cargo bay of a pickup truck
- riding in the back of a trailer

#### **CODE 9**

#### **Pedestrian**

A pedestrian is any involved person who is not a vehicle occupant or a cyclist. Includes person pushing or repairing a vehicle.

#### **CODE L**

#### **Sitting on Lap**

Introduced to record people sitting on the lap or knee of other individuals. Commonly used for a child sitting on a person's lap. The position L: and the number of the seating position is entered.

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**TEMPLATE****Injuries Column 75****MVCR 0336**

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<b>Summary</b>	The position of the involved person in the vehicle is entered.
<b>CODE 0</b>	Uninjured person.
<b>None</b>	
<b>CODE 1</b>	Person did not go to hospital when leaving the scene of the
<b>Minimal</b>	collision. Includes minor abrasions , bruises and complaints of pain.
<b>CODE 2</b>	Person went to hospital and was treated in the emergency room, but
<b>Minor</b>	not admitted.
<b>CODE 3</b>	Person admitted to hospital. Includes person admitted for
<b>Major</b>	observation. This could be either life threatening or non-life threatening.
<b>CODE 4</b>	Person killed immediately or within 30 days of the motor vehicle
<b>Fatal</b>	collision.
<b>Note:</b> Do not use when the collision was an intentional act, ie: homicide. Use code 99.	

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**TEMPLATE****Ejection Column 76****MVCR 0337**

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**Summary**      The ejection of the involved persons is recorded. For pedestrians and hangers-on, box is stroked out.

**CODE 1**      Person was thrown out of vehicle during the collision. Includes riders of 2 or 3 wheeled vehicles and motorized snow vehicles thrown clear of their vehicles during an collision.

**CODE 2**      Person was found after the collision to have been partially ejected through a windshield, window opening, door or roof opening. Code is used if the nature of injuries or the physical evidence is consistent with partial ejection.

**CODE 3**      Person was retained within the vehicle, not necessarily in the original seating position.

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## **TEMPLATE**

### **Safety Equipment Used Column 77**

**MVCR 0338**

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<b>Summary</b>	The type of safety equipment in use is entered
<b>CODE 00 Use Unknown</b>	Where the driver or passenger has left the scene of the collision and usage has not been determined.
<b>CODE 1 Lap and Shoulder Belt</b>	Both lap and shoulder belt were worn. In most vehicles unit is one assembly, however older models may have separate assemblies. Includes child in approved booster seat.
<b>CODE 2 Lap Belt Only</b>	Only a lap belt exists and was worn. Older vehicles or trucks may be fitted with this equipment only. In newer vehicles, rear seat or centre seat positions frequently have lap belts only. Includes child in approved booster seat.
<b>CODE 3 Lap Belt Only of Combined Assembly</b>	Passenger altered the position of the shoulder harness so that only the lap portion was used or lap belt only was used in older vehicle with separate assemblies.
<b>CODE 4 Child Safety Seat Used Incorrectly</b>	Child safety seat did not conform with one or more of the following: <ul style="list-style-type: none"><li>• properly anchored</li><li>• approved equipment</li><li>• facing proper direction</li><li>• using restraint straps</li><li>• Approved equipment safety standards label on the rear of these at, written as CMVSS213.</li></ul>

- Car beds are not approved safety equipment. Approved booster seats are coded under the type of restraint in use, if any.
- Infants should face backwards.

**CODE 5  
Child Safety Seat  
Used Correctly**

Child safety seat met all the following criteria:

- anchored properly
- approved equipment
- facing proper direction
- using restraint straps

**CODE 6  
Air Bags Deployed**

The Vehicle was equipped with air bags which were deployed on impact.

**CODE 7  
Booster Seat Used**

One of the passengers in the vehicle was a child under eight years of age, weighing less than 18 kgs, seated in a booster seat at the time of accident.

**CODE 8  
Helmet**

For use when helmet was worn. In Ontario, C. S. A. approved helmets are required by operators and passengers of motorcycles, snowmobiles and off-road vehicles.

**CODE 9  
Equipment Not  
Used but Available**

Seating position was fitted with safety equipment in good repair but equipment was not used. Include equipment which has been intentionally disabled.

**CODE 10  
No equipment  
available**

Seat position was not fitted with safety equipment, i.e.:

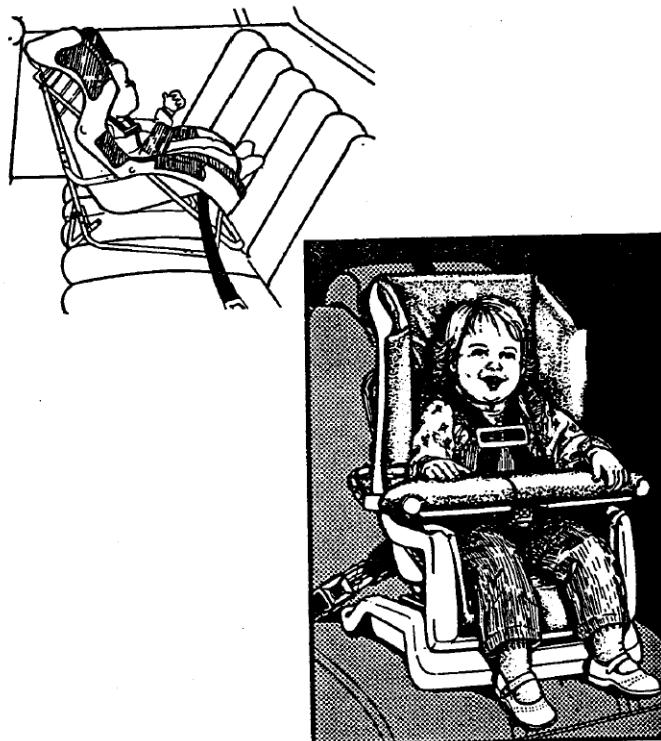
- belts
- helmets
- approved child seats

---

Includes equipment which has been inadvertently damaged and is not functional.

**CODE 99  
Other Safety  
Equipment Used**

Approved safety equipment in use is not detailed above. Detailed information is entered in the Description of Code (s) 97, 98, 99 field (see 0214).



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**TEMPLATE****Determination of Use Column 78****MVCR 0339**

---

**Summary**

Provides additional information to assess reliability of safety equipment in use. The officer records the most reliable source.

<b>Code</b>	<b>Determination of Use</b>
1	Involved Driver/ Passenger
2	Investigating Officer
3	Witness

---

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**TEMPLATE****Subject Index****MVCR 9901**

---

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	• Date	0202
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	• Vehicle Owner	0210
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## **TEMPLATE**

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**MVCR 9902**

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**TEMPLATE****Abbreviations****MVCR 9903**

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**Street Abbreviations**

Street Type	Abbreviation
Abbey	ABBEY
Acres	ACRES
Allée	ALLÉE
Autoroute	AUT
Alley	ALLEY
Avenue	AVE
Bay	BAY
Beach	BEACH
Bend	BEND
Boulevard	BLVD
By-pass	BYPASS
Byway	BYWAY
Campus	CAMPUS
Cape	CAPE
Carré	CAR
Carrefour	CARREF
Centre	CTR
Cercle	CERCLE
Chase	CHASE
Chemin	CH
Circle	CIR
Circuit	CIRCT
Close	CLOSE
Common	COMMON
Concession	CONC

---

<b>Street Type</b>	<b>Abbreviation</b>
Corners	CRNRS
Côte	CÔTE
Cour	COUR
Cours	COURS
Cove	COVE
Crescent	CRES
Croissant	CROIS
Crossing	CROSS
Cul-de-sac	CDS
Dale	DALE
Dell	DELL
Diversion	DIVERS
Downs	DOWNS
Drive	DR
Échanger	ÉCH
End	END
Esplanade	ESPL
Estates	ESTATE
Expressway	EXPY
Extension	EXTEN
Farm	FARM
Field	FIELD
Forest	FOREST
Freeway	FWY
Front	FRONT
Gardens	GDNS
Gate	GATE
Glade	GLADE
Glen	GLEN
Green	GREEN
Grounds	GRNDS

Street Type	Abbreviation
Grove	GROVE
Harbour	HARBR
Heath	HEATH
Heights	HTS
Highlands	HGHlds
Highway	HWY
Hill	HILL
Hollow	HOLLOW
Île	ÎLE
Impasse	IMP
Inlet	INLET
Island	ISLAND
Key	KEY
Knoll	KNOLL
Landing	LANDING
Lane	LANE
Limits	LMTS
Line	LINE
Link	LINK
Lookout	LKOUT
Loop	LOOP
Mall	MALL
Manor	MANOR
Maze	MAZE
Meadow	MEADOW
Mews	MEWS
Montée	MONTÉE
Moor	MOOR
Mount	MOUNT
Mountain	MTN
Orchard	ORCH

Street Type	Abbreviation
Parade	PARADE
Parc	PARC
Park	PK
Parkway	PKY
Passage	PASS
Path	PATH
Pathway	PTWAY
Pines	PINES
Place	PL
Plateau	PLAT
Plaza	PLAZA
Point	PT
Pointe	POINTE
Port	PORT
Private	PVT
Promenade	PROM
Quai	QUAI
Quay	QUAY
Ramp	RAMP
Rang	RANG
Range	RG
Ridge	RIDGE
Rise	RISE
Road	RD
Rond-point	RDPT
Route	RTE
Row	ROW
Rue	RUE
Ruelle	RLE
Run	RUN
Sentier	SENT

<b>Street Type</b>	<b>Abbreviation</b>
Square	SQ
Street	ST
Subdivision	SUBDIV
Terrace	TERR
Terrase	TSSE
Thicket	THICK
Towers	TOWERS
Townline	TLINE
Trail	TRAIL
Turnabout	TRNABT
Vale	VALE
Via	VIA
View	VIEW
Village	VILLGE
Villas	VILLAS
Voie	VISTA
Walk	WALK
Way	WAY
Wharf	WHARF
Wood	WOOD
Wynd	WYND

### **Unit Abbreviations**

<b>Unit Type</b>	<b>Abbreviation</b>
Apartment	APT
Suite	SUITE
Unit	UNIT

**Province and Territory Abbreviations Bordering State**

<b>Province or Territory</b>	<b>Abbreviation</b>
Alberta	AB
British Columbia	BC
Manitoba	MB
New Brunswick	NB
Newfoundland and Labrador	NL
Northwest Territories	NT
Nova Scotia	NS
Nunavut	NU
Ontario	ON
Prince Edward Island	PE
Quebec	QC
Saskatchewan	SK
Yukon	YT

**Abbreviations**

<b>State</b>	<b>Abbreviation</b>
Alaska	AK
Maine	ME
Michigan	MI
Minnesota	MN
Montana	MT
New York	NY
North Dakota	ND
Ohio	OH
Pennsylvania	PA
Washington	WA
Wisconsin	WI

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**Street Direction Abbreviations**

Street Direction	Abbreviation
East	E
North	N
Northeast	NE
Northwest	NW
South	S
Southeast	SE
Southwest	SW
West	W

**Code Box  
Abbreviations**

Abbreviations shown on the template

Code	What it Means
D1	Driver 1
P1	Pedestrian 1
R1	Road 1
V1	Vehicle 1