



Traffic crash reports

What are traffic crash reports

Traffic crash reports are completed by police officers at the scene of all road crashes, including non-injury crashes. They record the details of exactly where, when, how and why the crash happened.

These traffic crash reports are added to the NZ Transport Agency's crash analysis system (CAS). At the end of 2012, CAS held records of almost 976,000 crashes.

Traffic crash reports provide essential information to a wide range of road safety and road construction partners who are engaged in the constant fight to reduce the approximately 2000 deaths and serious injuries recorded each year.

In accurately completing a traffic crash report, you directly influence road safety in the future.

How are traffic crash reports used?

Police officers and intelligence analysts use traffic crash reports **at the crash scene**, as a permanent record to use in evidence and to identify high-risk locations or at-risk populations for enforcement campaigns or safety cameras. CAS is used to develop risk target patrol plans and beat books, and supply traffic intelligence to police of all ranks.

Road controlling authority (RCA) engineers and safety planners use CAS to identify road safety risks, to prioritise road safety improvements such as intersection redesign, and to plan new developments with road safety in mind.

Traffic engineers and consultants use CAS to identify and analyse high-risk routes, intersections or blackspots, to prioritise safety improvements such as barriers and rumble strips and to prioritise maintenance interventions such as improving skid resistance.

Central government uses CAS reports to identify trends in deaths and serious injuries, identify causes, direct research, allocate resources and funding, and inform safety policy.

Insurance companies may use details on crashes involving their clients.

The news media use CAS reports to inform the public on road safety issues.

The general public use CAS reports, for example, for projects and community road safety campaigns.

Why are traffic crash reports so important for safer journeys?

Safer Journeys is New Zealand's road safety strategy to 2020, with the vision of a 'safe road system increasingly free of death and serious injury'.

At the heart of Safer Journeys is the Safe System approach, which recognises that many crashes are the result of simple mistakes and some crashes are inevitable. Our responsibility is to create a forgiving road system so that crashes don't result in death or serious injury.

The Safe System principles are:

1. People make mistakes and some crashes are inevitable.
2. Our bodies don't withstand crash forces well.
3. System designers and system users must share responsibility for managing crash forces to a level that doesn't result in death or serious injury.
4. We need to strengthen all parts of the system: roads and roadsides, speeds, vehicles, and road users.

What this means for traffic crash reports is that we require accurate and timely information about all the factors that lead to crashes or affect their severity. By reporting fully on crashes, you give road safety partners the best chance of preventing future crashes.

Human error, deliberate or accidental, is almost always just one factor in a serious crash. While it may be the cause, the severity of the crash is always related to the speed, and is often a result of other issues on the road or roadside, or with the vehicles involved.

We need to know how weaknesses in each part of the system may have contributed to deaths and serious injuries in every crash, to provide the evidence base to improve the system as a whole, target local risks effectively and create safer journeys for all.



...we require accurate and timely information in the crash report about all the factors that lead to crashes or affect their severity.

A Safe System approach to filling out a traffic crash report

1. Accurately complete all sections of the form

Traffic crash report forms are a source of information to a wide range of people. Each item of information on the form is important to someone and is there for a good reason. From a Safe System perspective, understanding whether the vehicle speeds prior to impact were considered too fast for the conditions at the time, rather than greater or less than the legal limit, is always important, as is knowing the legal speed limit. Information about the vehicle, safety features such as airbags, and about factors that might have contributed to driver or rider error or to the severity of the crash are also important. For example, an unforgiving road or roadside can contribute to the severity of a crash and this is useful information for road safety engineers.

It is desirable to gather as much of the information as possible on site, but where this is not practicable information can be obtained later from interviews, maps, roading authorities, etc.

2. The location must be accurately described

That is, road name, distance and direction from the nearest side road, and name of nearest side road. Also record the compass direction (N E S W) taken from the intersection of this side road along the crash road to the crash site.

Ask yourself, could this description be located on a map by a stranger to the area? A bridge or some other landmark is useful to measure from.

3. A clear drawing showing how the crash happened

The intended vehicle movements prior to and actual movements during the crash, show a picture showing where the vehicles ended. Put directions of travel and identifying landmarks on the diagram, such as marker posts, trees, bridges and house numbers. It is essential that each vehicle's direction of travel is given and the orientation of the drawing matches the 'north' arrow on the drawing space in the traffic crash report. Make sure that any hazards are clearly identified and also anything that made the system more or less forgiving, eg presence or absence of barriers or clear zones.

4. A concise version of the statement from each party

Summarise their version of where they were going, direction of travel etc, what happened and why. Don't just write 'see attached statement'.

5. A summary by the reporting officer explaining what happened and possible reasons why

Facts are important. However, as you may have arrived some time after the actual crash, some facts may be no longer readily available. This is where your opinion as an experienced police officer becomes invaluable. An educated guess is useful, eg 'long grass possibly obscured visibility' or 'driver was unfamiliar with the area and did not see signs'. This is not to attribute blame but to provide clues to possible causes when the crash is investigated at a later date. Extraneous documents such as IONS, TONS or Victim Reports etc are not required to be attached.

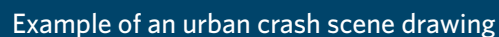
REMEMBER:

- **Report every crash**
This information can be used to prevent further deaths and injuries on our roads.
- **Always use a bold black pen**
Never use a pencil or fine pen as the traffic crash report will be scanned and needs to be legible.
- **Always measure distance from a side road or other prominent fixed object, eg bridge.**
Never guess the location.
- **Always name the side road or other prominent fixed object, eg Porewa Stream Bridge.** Never rely solely on GPS references as the current CAS system does not recognise them.



...an unforgiving road and roadside can contribute to the severity of a crash and this is useful information for road safety engineers.

Draw the diagram clearly and simply but with as much relevant information as possible to describe the situation. In some cases, a detailed plan may be necessary for legal evidence. (See Integrated Training Programme module DUT 142 Vehicle Collisions.)



- The officer in charge checks the report.
- The copies are separated. Do not place all copies on the file.
- Check what your local arrangements are regarding where you should send the copies.

The top Transport Agency copy is sent to:
(Not photocopy or carbon copy, these do not scan properly)

Crash Analysis System Administrator
NZ Transport Agency
Level 4
50 Victoria Street
Private Bag 6995
Wellington 6141.

- The report is read and the crash is given movement and factor codes that accurately describe the reasons why the crash happened.

- 4 | NZ Transport Agency

TRAFFIC CRASH REPORT

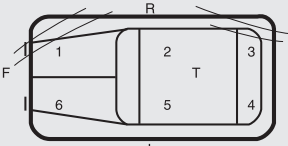
Page 1

Send white top copy pages to New Zealand Transport Agency Regional Office

POL 565 11/12

1 Local Body: <u>Rangitikei</u> Locality or suburb: <u>Porewa</u> Crash road: <u>SH 1N</u> Side road: <u>Putorino Road</u> GPS: _____ / _____		Fatal crash Serious injury crash Minor injury crash Non-injury crash	2 Crash date: <u>6 : 5 : 2009</u> Crash time: <u>11:15</u> 24 HOUR CLOCK <table border="1"> <tr> <td>Sun 1</td> <td>Mon 2</td> <td>Tue 3</td> <td>Wed 4</td> <td>Thu 5</td> <td>Fri 6</td> <td>Sat 7</td> </tr> </table> CODE 1V Officer arrival time: <u>11:25</u> SCNSTN SECTOR CODE <table border="1"> <tr> <td>C</td> <td>R</td> <td>U</td> <td>R</td> <td>A</td> <td>L</td> <td></td> <td></td> </tr> </table> Where Stationed <table border="1"> <tr> <td>B</td> <td>C</td> <td>P</td> </tr> </table> Reporting Member Initials/Reg No. <u>M Q 7 9 8 7</u>	Sun 1	Mon 2	Tue 3	Wed 4	Thu 5	Fri 6	Sat 7	C	R	U	R	A	L			B	C	P
Sun 1	Mon 2	Tue 3	Wed 4	Thu 5	Fri 6	Sat 7															
C	R	U	R	A	L																
B	C	P																			

3 CHECKED BY: (Supervisor) <u>Sgt Smith</u> Rank/Name	Det./Sen./Sgt./Const. Initials <u>AL5301</u> Reg. No. Signature _____ Date _____ (Minuting Member)
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4 VEHICLE 1 Reg No. <u>AB5678</u> T.S.L. No. <table border="1"> <tr> <td>Car/wagon</td> <td>SUV/4x4</td> <td>TaXi</td> <td>Van/ute</td> <td>Truck</td> <td>Bus</td> </tr> </table> School bus Motor cycle MoPed Other Towing: Boat Caravan Trailer Semi-trailer A train B train Other Make & Model: <u>Holden Commodore</u> Year: <u>1990</u> CC rating: <u>3800</u> WOF or COF: Yes No Expiry date <u>12 : 10 : 2009</u> Speed before crash: <u>100</u> km/h Parked Reversing Stationary Too fast for conditions: Yes No Uncertain Total passengers: Front: <u>1</u> Rear: <u>2</u> Other: _____ (Not Drivers) Damage severity <table border="1"> <tr> <td>Fire</td> </tr> <tr> <td>Overturn</td> </tr> <tr> <td>Extensive</td> </tr> <tr> <td>Minor/moderate</td> </tr> <tr> <td>Nil</td> </tr> </table> DAMAGE LOCATION  <table border="1"> <tr> <th>D.Loc</th> <th>Role</th> <th>FAC</th> <th>FAC</th> <th>FAC</th> <th>CODER</th> <th>DAY</th> <th>MONTH</th> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Car/wagon	SUV/4x4	TaXi	Van/ute	Truck	Bus	Fire	Overturn	Extensive	Minor/moderate	Nil	D.Loc	Role	FAC	FAC	FAC	CODER	DAY	MONTH									5 DRIVER 1 FORE NAMES <u>Michael</u> SURNAME <u>Sheppard</u> Name: _____ Address: <u>RD 3 Makenua</u> Phone Nos: <u>06 843 2198</u> DOB: <u>16 : 5 : 1947</u> Male Female Ethnicity: European Māori Samoan Fijian Tongan Cook Islander Niuean To Kelaian Other Pacific Island Asian Other (Specify) Occupation: <u>Sharemilker</u> Licence No: <u>A5543218</u> Licence status: Learner Restricted Full Never lic'd Forbidden Wrong class Disqualified Overseas Unknown Expired If driver holds Overseas licence _____ Overseas Driver Country of Origin: _____ Overseas Driver Status: Student Immigrant Visitor Unknown Restraint worn: Uncertain Yes No Not Avail. Injuries: (in detail) <u>Broken ribs</u> <u>Lacerations</u> <u>whiplash</u> Fatal Serious Minor Nil Hospitalised at: <u>P North</u> Alcohol Unknown Not suspected Suspected Research (250-400) Screen Evidential <table border="1"> <tr> <td>+</td> <td>-</td> <td>Blood</td> </tr> <tr> <td></td> <td></td> <td><u>95</u></td> </tr> </table>	+	-	Blood			<u>95</u>
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6 DRIVER INTERVIEW NOTES: <u>I was driving north towards Taihape. As I crossed the bridge the car began to twitch. I braked and the car just shot across the road. I tried to control it but lost it on the shoulder. I ended up in the ditch on the other side of the road. I've only had two cans of beer.</u> Driver 1 signature _____
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7 ION/TON Nos: _____ OFFENCE/PREC CODE: _____ DRIVER: _____ ION/TON Nos: _____ OFFENCE/PREC CODE: _____ DRIVER: _____ CARD EVENT No. <u>P 0 0 2 7 1 8 3 6 3</u> DOCLOC CASE No. <u>0 8 6 1 4 5 0 2 1 6 2</u> OCCURRENCE ID _____
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8	VEHICLE 2 Reg No. <u>BZ673</u> T.S.L. No. <u> </u>	Owns veh. <input checked="" type="radio"/> Not owned Rental <input type="radio"/> Unknown																									
	Car/wagon <input type="checkbox"/> SUV/4x4 <input type="checkbox"/> Taxi <input checked="" type="checkbox"/> Van/ute <input type="checkbox"/> Truck <input type="checkbox"/> Bus <input type="checkbox"/> School bus <input type="checkbox"/> Motor cycle <input type="checkbox"/> MoPed <input type="checkbox"/> Other <input type="checkbox"/>																										
	Towing: Boat <input type="checkbox"/> Caravan <input type="checkbox"/> Trailer <input type="checkbox"/> Semi-trailer <input type="checkbox"/> A train <input type="checkbox"/> B: R <input type="checkbox"/> A <input type="checkbox"/> Other <input type="checkbox"/>																										
	Make & Model: <u>Toyota hilux</u> Year: <u>1968</u> CC rating: <u>2000</u> WOF or COF: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Expiry date <u>3 : 7 : 2009</u>																										
	Speed before crash: <u>?</u> km/h Parked <input type="checkbox"/> Reversing <input type="checkbox"/> Stationary <input type="checkbox"/>																										
	Too fast for conditions: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Uncertain <input type="checkbox"/>																										
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10 DRIVER INTERVIEW NOTES:

I was going south as I came round the bend I saw the green car spinning across the road. I swerved and braked to avoid him. I think the trailer must have jackknifed because next thing I knew I was upside down.

Driver 2 signature

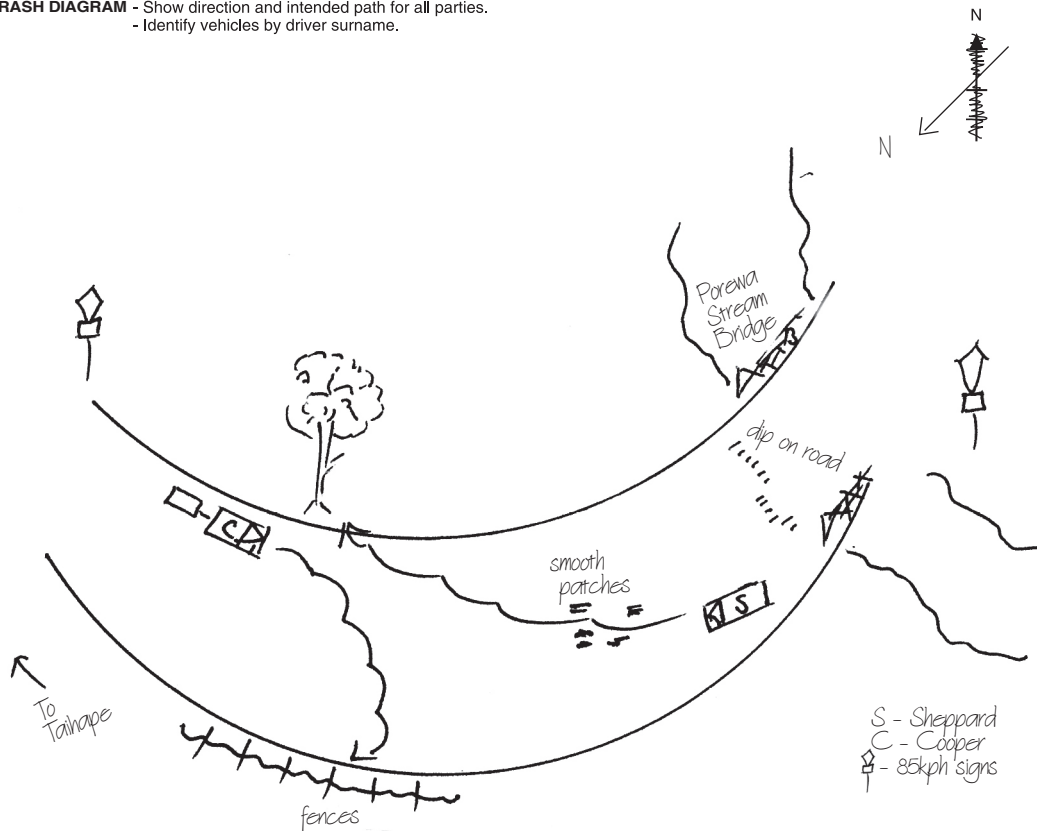
S Cooper**11** If there is no further Police action, please state reason(s):

.....

.....

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12 CRASH DIAGRAM - Show direction and intended path for all parties.
- Identify vehicles by driver surname.



(NOT TO SCALE)

13 WHAT HAPPENED

Sheppard travelling north lost control on the wet road coming off the bridge into a right hand bend (85kmph advisory). He overcorrected and slid into the opposing lane and then off the road into a culvert and tree. Affected by alcohol. Cooper travelling south saw Sheppard out of control and took evasive action but his ute/trailer combo rolled and went upside down against a fence on the western side of the road.

14 OBJECTS HIT: Culvert, tree, fence

OBJ	MVMT	1	D	S	2	3	4	FAC	FAC	FAC

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15 WHY CRASH HAPPENED

Road and Roadside factors (eg no barriers, no shoulder, large trees, limited visibility etc)

Wet and slippery patches just north of bridge

Large tree just north of bridge

Rumble strips each side of road

Road User factors (eg impairment, fatigue, distraction, dark clothing etc)

Sheppard lost control and overcorrected possibly entered curve too fast.

Had been drinking alcohol.

Vehicle factors (eg brakes, steering, tyres etc)

Cooper's vehicle had expired WOF. Trailer heavily loaded.

Speed factors (eg speed too great for conditions, too great for corner etc)

Sheppard too fast through corner.

16 DETAILS	Speed limit	100	Advisory speed	85	Temp speed limit		ROAD	1-way	2-way	Off rd.	TOTAL LANES	0	1	2	3	4	5	6
	CURVATURE	Straight	Easy	Moderate	Severe	MARKINGS	Ped. Xing	Raised isld	Paint isld	No Pass Line	Centre Line	Nil						
	SURFACE	Sealed	Unsealed	TYPE	Bridge	M-way Ramp	Rtly Xing	Fat rd.	Hill rd.									
	SURFACE	Wet	Dry	Ice or snow	JUNCTION	Driveway	Roundabout	X	T	Y	Multileg							
	LIGHT	Bright sun	Overcast	Twilight	Dark	CONTROL	Traf. signals	Stop	Give way	Sch Patrol/warden	Nil							
STREET LIGHTS		On	Off	None	WEATHER	Fine	Mist/fog	Lt rain	Hvy rain	Snow	Frost	Str. wind						

17 OTHER PERSONS INVOLVED EXCLUDING DRIVERS

Forenames	Surname	Cyclist, Pedestrian, Passenger with	DOB	Sex	Ethnicity	Injury	NZTA Use	Causation	Office Use
1. Name:	Jemma Sheppard	Sheppard	1/8/92	M	M	Fatal	Serious		
Address:	RD 3 Makena			F		Minor	Nil		
Injuries:	nil								
2. Name:	Thomas John Atkinson	"	2/10/40	M	E	Fatal	Serious		
Address:	15 Park Avenue, Foxton			F		Minor	Nil		
Injuries:	bump on head								
3. Name:	Michael Sheppard	"	2/7/99	M	M	Fatal	Serious		
Address:	RD 3 Makena			F		Minor	Nil		
Injuries:	nil								
4. Name:				M		Fatal	Serious		
Address:				F		Minor	Nil		
Injuries:									
5. Name:				M		Fatal	Serious		
Address:				F		Minor	Nil		
Injuries:									
6. Name:				M		Fatal	Serious		
Address:				F		Minor	Nil		
Injuries:									

European	NZ Maori	Samoan	Fijian	Tongan	Cook Islander	R	Niuean
ToKelauan	Other Pacific Island	Asian	Other	(Specify)			

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18**INDEPENDENT WITNESSES OR OTHER NOTES**

Name: Forenames Allan John Surname Turner

Residential Address: 58 Fox St, Levin Phone: 03 471 9864

Business Address: Phone:

Following ute and trailer - saw it suddenly wobble and go off to the right.

Was approaching bridge. Didn't notice other car until got closer.

Signature: A Turner

Name: Forenames Surname

Residential Address: Phone:

Business Address: Phone:

Signature:

Name: Forenames Surname

Residential Address: Phone:

Business Address: Phone:

Signature:

19

Next of kin notified (when, where, by whom)

20**SPECIAL PROJECTS:**

Office Use

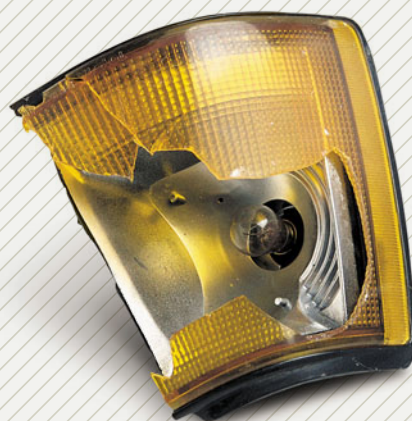
1. Project Name

2. Project Name:

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Some facts about crashes

- Speed at the time of crash is the biggest predictor of crash forces.
- People are less likely to crash on safer roads and roadsides with median barriers which prevent head-on crashes at speed.
- Rumble strips reduce fatigue-related crashes.
- Roundabouts are generally safer than signalised intersections.
- People are generally less likely to be injured in a car manufactured after 2000, and much more so if it has a four or five star ANCAP rating.
- Motorcycling is the travel mode with the highest rate of deaths and serious injuries.
- Any level of alcohol increases the rate at which people make simple errors or mistakes while driving or riding. **Alcohol also affects the extent of injury.**
- Young drivers are at higher risk of crashing when they lack experience of driving or riding in a variety of situations.
- Even low levels of fatigue affect people's ability to react to hazards.



If you have further queries, call our contact centre on 0800 699 000 or write to us:

NZ Transport Agency
Private Bag 6995
Wellington 6141.



This publication is also available on NZ Transport Agency's website at www.nzta.govt.nz