

## City of Philadelphia – Vehicle Crash Report Form Supervisor review instruction sheet



This document provides instructions for completing a review of the Vehicle Crash Report Form.

A thorough review of the Vehicle Crash Report Form is essential to ensuring that all crashes are investigated fully and all steps are made to prevent these crashes from happening in the future. The supervisor and Crash Review Officer (CRO) should thoroughly review the Vehicle Crash Report Form and question the driver as needed. The supervisor and CRO should complete their review and send copies of the completed report within 48 hours of the incident. Copies should be sent to the Philadelphia Police Department, the Office of Fleet Management and the Office of Risk Management.

All written entries should be legible within the Vehicle Crash Report Form. The reviewer and supervisor should note any entries that are not clear and contact the driver for additional information. All fields on the form should be completed, however there are several mandatory fields that must be entered or the data will not be able to be entered into the tracking system used by the City. The mandatory fields are highlighted below.

### Part 1: Vehicle Crash Information

1. Enter Driver's Name.
2. Enter Driver's Payroll Number.
3. Enter Driver's Date of Birth.
4. Enter Driver's Gender.
5. Enter Driver's License Number.
6. Enter Driver's Phone Number.
7. Enter Driver's Job Title.
8. Enter Driver's Job Title at the time of the crash. An employee may be asked to work a different job classification in the event that another employee is not available to drive (i.e. the employee is sick, injured, on vacation, etc.)
9. Enter Driver's Supervisor Name.
10. Enter current Department or Agency.
11. Enter current Division/Unit.
12. Enter Date of crash and approximate Time of crash.
13. Enter Date and Time crash reported.
14. Enter Location of crash. Be as descriptive as possible. Identify any landmarks or building addresses to describe the location. Use the word "at" between the streets or roads if crash occurred at an intersection. For crashes not at intersections print the names of streets or roads on either side of the collision using the words "between" and "and".
15. Enter Weather Conditions during crash.  
"Clear" indicates an almost cloudless sky, with only a few, small clouds visible.  
"Rain" indicates a non-freezing precipitation and may range from very light, light, moderate, to heavy.  
"Fog" indicates water droplets suspended in the air. This creates a condition where you may not be able to see clearly a half mile away or directly in front of you.  
"Snow" indicates precipitation in the form of ice crystals. Snow may range from light flurries, to snow showers (moderate), to a snow squall, indicating a very heavy snowfall often reducing visibility.  
"Cloudy" indicates a condition when most of the sky is covered with clouds. If the sky is not visible at all the condition is considered "Overcast."  
"Other" could include high cross winds, sleet or freezing rain, electrical storm, etc. Note that if "Rain" is checked (for example) and a downpour may have contributed to the accident, ensure that this information is included in Section 74.
16. Enter Road Conditions when vehicle crash occurred.  
"Dry" indicates the road has no visible liquid water, snow or ice.

“Wet” indicates the road is covered with liquid water from rain or fully melted snow. If such a condition as standing water may have contributed to the accident, include this information in Section 74.

“Ice” indicates the road has visible ice on the areas where the wheels touch the road. If the ice on the road is severe and may have contributed to the accident, ensure that this information is included in Section 74.

“Snow” on the road indicates that snow is on the roadway and is being removed by normal plowing operations. If the snow is packed on the roadway and has not been removed by routine plowing, include this information in Section 74.

“Other” could include dirt, oil or gravel on road, damaged road, or road under construction. Details surrounding the choice of other should be included in Section 74.

17. Enter Route type when vehicle crash occurred: routine, non-routine or emergency.

18. Enter whether the crash occurred during Normal/Usual hours or Overtime hours.

19. Enter whether the shift the driver works is a Straight Shift or not.

20. Enter whether the shift the driver works is a Rotating Shift or not.

21 thru 29. Select all boxes that apply. Passenger vehicles include cars, motorcycles and vans and trucks for personal use. Commercial vehicles include buses, tractor trailers and vans and trucks for business use.

30. Select Box if crash was Head On. A head on crash is when both vehicles hit with the front of the vehicle.

31. Select Box if crash was a Side Collision. Side Collision crashes are where the side of one vehicle is impacted by the front or rear of another vehicle, forming a right angle. These crashes are also known as T-bone or broadside collisions. Indicate whether the other vehicle struck the city vehicle on the driver or passenger side.

32. Select Box if crash was a Side Swipe. Identify passenger or driver side. A side swipe same direction occurs when two vehicles moving alongside each other collide, with at least one of the vehicles being struck on the side. A side swipe opposite direction occurs when two vehicles approach opposite directions and collide in a side swiping manner.

33. Select Box if the city vehicle was Rear Ended. A rear end, or same direction collision occurs when two vehicles are in the position of one behind the other and they collide.

34. Select Box if the city vehicle was Backed Into. This type of collision occurs when Vehicle #1 (city vehicle) is struck by Vehicle #2 (other vehicle) as Vehicle #2 is in the process of backing up.

35. Select Box if the city vehicle Backed Into something. This type of collision occurs when Vehicle #1 (city vehicle) backs into a fixed object including but not limited to another vehicle, pole, sign, building, or equipment.

36. Select Box if crash involved an Overturned Vehicle. This involves a crash in which a vehicle overturns on or off the roadway without first having been involved in some other type of single or multiple vehicle crash.

37. If the crash does not involve any of the above, select “Other” and describe in the provide space. This could include reasons for a non-collision crash such as to avoid hitting a pedestrian, animal, or other vehicle; vehicle/equipment malfunction (flat tire, loss of brakes, warning lights not operable); or objects striking vehicle.

## Part 2: Vehicle and Driver Information

38 thru 41. Provide requested information about the City Vehicle. In all crashes the City Vehicle will be Vehicle #1.

42 thru 46. Provide requested information about the Other Vehicle in the crash. The other vehicle will be Vehicle #2. For Section 46, VIN stands for Vehicle Identification Number and will be located on the insurance or registration card for Vehicle #2. The VIN may also be visible on the driver’s side windshield of the vehicle.

47 thru 51. Provide information requested for the Driver of Vehicle #2.

52 thru 56. Provide information requested for Passengers in Vehicle #1 (city).

57 thru 60. Provide information requested for Passengers in Vehicle #2 as applicable.

61 thru 66. Provide information requested for any Witnesses as applicable.

67. Select the correct box for anyone receiving medical attention.

## Part 3: Police Report Information

68. Enter Police Officer’s Name.

69. Enter Officer’s Badge Number.

70. Enter Police Report District Control Number. A district control number must be requested even if an officer does not come to the scene of the crash. A district control number should be requested over the phone from the officer completing the form.

71. Enter AID Case Number. AID stands for Accident and Investigation Division of the City Police. An AID number will only be assigned in the event of a major crash involving injuries, fatalities, or several vehicles.

#### **Part 4: Written Vehicle Damage and Crash Description**

72. Circle the damaged areas of Vehicle #1 and Vehicle #2.

73. Draw a diagram of the crash and crash vehicles. Identify each vehicle by number and identify all landmarks, streets, mile markers and highways. Identify which direction is north in the diagram. Add additional sheets as needed for description of the crash.

74. Give a detailed description of the crash, describing each vehicle by number. Include approximate speeds and directions. Provide a chronological timeline of what occurred immediately before, during and after the crash. Include pertinent information about lighting on the road, glare, traffics signs and signals, unexpected noises, unusual circumstances observed, etc.

#### **Part 5: Signatures and review**

75 and 76. Insert Driver's signature and date.

77 and 78. Insert Supervisor's signature and date.

79 and 80. Insert Crash Review Officer's signature and date.

81. Crash Review Officer to complete review.

Preventable Crash – crash in which the driver failed to do everything that reasonably could have been done to avoid the crash. In order to determine if a crash was preventable or not the CRO should review the Guide to Determine Accident Preventability attached below.

Reportable Crash – crash is considered to be reportable if the crash is on a road or highway and involves:

- The death or injury of a person
- Damage to any vehicle to the extent that it cannot be driven under its own power.

If the accident is reportable, required forms must be completed and submitted appropriately to PENNDOT. PENNDOT uses these accident forms to prepare and develop crash prevention and crash reduction programs on a statewide level.

82. Indicate if a Safety Belt was worn by the city driver.

83. Indicate if Post Accident Drug / Alcohol Testing was completed.

84. Provide any recommendations to the driver or management that may have prevented the accident from occurring.

85 and 86. Insert Safety Officer's Signature and date.

## **A GUIDE TO DETERMINE ACCIDENT PREVENTABILITY**

### **STANDARD OF PERFORMANCE**

Accidents involve so many different factors that it is impossible to set hard and fast rules to classify them as preventable or non-preventable. Each Crash Review Officer (CRO) must make this determination. In making these decisions, a CRO will answer the question "What standard of safe driving performance do we expect of our drivers?" Drivers respect a strict interpretation of the rules so long as the CRO and supervisor take the time and effort to insure that these interpretations are made consistently and impartially. The following paragraphs are offered as a guide in determining the preventability of accidents; however, ultimately it is the responsibility of the CRO to determine if an accident was preventable or not.

### **ACCIDENTS INVOLVING MORE THAN ONE CITY DRIVER**

When two or more city vehicles are involved in the same accident, each driver may be considered to have been in a preventable accident regardless of which one was primarily responsible for the occurrence. Although two or more employees may be riding on the same vehicle, a preventable accident will be charged only against the person operating the vehicle.

### **WITNESS STATEMENTS**

Each driver involved in an accident usually contributes to it in some degree. If the "other driver" admits they were at fault, it usually only means that they see how they contributed to the situation. Admission of being at fault by the "other driver", a record of the "other driver" being cited for a traffic violation and witness or police statements of exoneration for the driver are not, in themselves, conclusive evidence to declare an accident "non-preventable." It is likely that the driver contributed to the situation in some manner. Consequently, a careful study must be made of all conditions to determine how the employee in question contributed to the situation by acts of omission or commission. Unless thorough investigation indicates that the employee in question could not have avoided involvement, by reasonable defensive driving practice, the accident will be regarded as PREVENTABLE.

### **INTERSECTIONS**

It is the responsibilities of drivers to approach, enter, cross intersections and be prepared to avoid accidents that might occur through the action of other drivers. Complex traffic movement, blind intersections, or failure of the "other driver" to conform to law or traffic control devices will not automatically discharge an accident as "not preventable." Intersection accidents are preventable even though the driver has not violated traffic regulations. The driver's failure to take precautionary measures prior to entering the intersection is a factor to be studied in making a decision.

### **BACKING**

Practically all-backing accidents are preventable. A driver is not relieved of his responsibility to back safely when a guide is involved in the maneuver. A guide cannot control the movement of the vehicle; therefore, a driver must check all clearances for himself.

### **FRONT-END COLLISIONS**

Regardless of the abrupt or unexpected stop of the vehicle ahead, the driver can prevent front-end collisions by maintaining a safe following distance at all times. This includes being prepared for possible obstructions on the highway, either in plain view or hidden by the crest of a hill or the curve of a roadway. Traveling at speeds greater than headlights illuminate at night is a common cause of front-end collisions. Nighttime driving speed should not be greater than that which will permit the vehicle to come to a stop within the forward distance illuminated by the vehicle's headlights.

### **REAR-END COLLISIONS**

Investigation often discloses that drivers risk being struck from behind by failing to maintain a margin of safety in his own following distance. Rear-end collisions preceded by a roll-back, an abrupt stop at a grade crossing, when a traffic signal changes, or when a driver fails to signal a turn at an intersection, should be charged PREVENTABLE. Failure to signal intentions or to slow down gradually should be considered PREVENTABLE.

## PASSING

Failure to pass safely indicates faulty judgment and the possible failure to consider one or more of the important factors a driver must observe before attempting the maneuver. Unusual actions of the driver being passed or of oncoming traffic might appear to exonerate a driver involved in a passing accident; however, the entire passing maneuver is voluntary and the driver's responsibility.

## BEING PASSED

Sideswipes and cut-offs involving a driver while they are being passed are preventable when they fail to yield to the passing vehicle by slowing down or moving to the right where possible.

## LANE ENCROACHMENT

A safe driver is rarely a victim of entrapment by another driver when changing lanes. Similarly, entrapment in merging traffic is an indication of unwillingness to yield to other vehicles or to wait for a break in traffic. Blind spots are not valid excuses for lane encroachment accidents. Drivers must make extra allowances to protect themselves in areas of limited sight distances. If a driver hits a car between themselves and a curb when making a wide right or left turn, this is called a "Squeeze Play". Squeeze plays causing involvement with parked cars, pillars, and other structures, can be prevented by dropping back when it is apparent that the other driver is forcing the issue by entering the driver's lane or contesting a common portion of the road.

## OPPOSING VEHICLES

It is extremely important to check the action of the driver when involved in a head-on or sideswipe accident with a vehicle approaching from the opposite direction. Exact location of vehicles, prior to and at the point of impact, must be carefully verified. Even though an opposing vehicle enters the drivers' traffic lane, it may be possible for the driver to avoid the collision. For example, if the opposing vehicle was in a passing maneuver and the driver failed to slow down, stop, or move to the right to allow the vehicle to re-enter the driver's lane, the driver has failed to take action to prevent the occurrence. Failing to signal the opposing driver by flickering the headlights or sounding the horn should also be taken into account.

## TURNING

Turning movements, like passing maneuvers, require the most exacting care by a driver. If a driver hits a car between themselves and a curb when making a wide right or left turn, this is called a "Squeeze Play". Squeeze plays at the left or right turns involving other vehicles, scooters, bicycles, or pedestrians are the responsibility of the driver making the turn. Failure to signal, to properly position the vehicle for the turn, to check the rearview mirrors, to check pedestrian lanes or to take precautionary action from tip-offs from the other vehicle immediately preceding the incident would make the accident preventable.. U-turns by the driver that result in a collision are PREVENTABLE.

## PASSENGER ACCIDENTS

Passenger accidents in any type of vehicle are preventable when they are caused by faulty operation of the vehicle. Even though the incident did not involve a collision of the vehicle, it must be considered preventable when the driver stops, turns, or accelerates abruptly. Emergency action by the driver to avoid a collision that results in passenger injury should be checked to determine if proper driving prior to the emergency would have eliminated the need for the evasive maneuver.

## PEDESTRIANS

Traffic regulations and court decisions generally favor the pedestrian hit by a moving vehicle. An unusual route of a pedestrian at mid-block or from between parked vehicles does not necessarily relieve a driver from taking precautions to prevent such accidents. Whether speed limits are posted or the area is placarded with warning signs, speed too fast for conditions may be involved. School zones, shopping areas, residential streets, and other areas with special pedestrian traffic must be traveled at reduced speeds equal to the particular situation. Bicycles, motor scooters and similar equipment are generally operated by young and inexperienced operators. The driver who fails to reduce their speed when this type of equipment is operated within their sight-distance has failed to

take the necessary precautions to prevent an accident. Keeping within posted speed limits is not taking the proper precaution when unusual conditions call for voluntary reduction of speed.

#### WEATHER

Adverse weather conditions are not a valid excuse for being involved in an accident. Rain, snow, fog, sleet, or icy pavement have never caused an accident. These conditions merely increase the hazards of driving. Failure to adjust driving to the prevailing weather conditions should be cause for deciding an accident preventable. Failure to use safety devices such as skid chains, sanders, etc., provided, should be cause for a preventable decision when it is reasonable to expect the driver to use such devices.

#### ALLEYS, DRIVEWAYS, AND PLANT ENTRANCES

Accidents involving traffic originating from alleys, driveways, plant entrances, and other special locations should be carefully analyzed to determine what measures the driver might have taken to avoid the occurrence. Failure to slow down, sound a warning or to yield to the other driver can be considered cause to judge such an accident preventable.

#### FIXED OBJECTS

Collisions with fixed objects are preventable. They usually involve failure to check or properly judge clearances. New routes, strange delivery points, resurfaced pavements under viaducts, inclined entrances to docks, marquees projecting over traveled section of road, and similar situations are not, in themselves, valid reasons for excusing a driver from being involved. The driver must be constantly on the lookout for such conditions and make the necessary allowances.

#### PRIVATE PROPERTY

When a driver is expected to make deliveries at unusual locations, construction sites, etc., or on driveways not built to support heavy commercial vehicles, it is the driver's responsibility to discuss the operation with the proper authorities and to obtain permission prior to entering the area.

#### PARKING

Unconventional parking locations, including double parking, parking and failure to put out warning devices generally constitute evidence for judging an accident preventable. Rollaway accidents from a parked position normally should be classified preventable. This includes unauthorized entry into an unlocked and unattended vehicle, failure to properly block wheels, or to turn wheels toward the curb to prevent vehicle movement.

#### MECHANICAL FAILURE

Any accident caused by mechanical failure that reasonably could have been detected by the driver, but went unheeded should be judged preventable. It is the driver's responsibility to report unsafe vehicle conditions for repairs and to immediately begin repairs where continued operation might result in an accident. When mechanical difficulties occur unexpectedly during a trip, and a driver upon discovery, fails to check with his supervisor for emergency instructions prior to an accident, the accident is preventable. An accident caused by mechanical failure that results from abusive driving should be considered preventable.

#### NON-COLLISION

Many accidents, such as overturning, jack-knifing, or running off the road, may result from emergency action by the driver to preclude being involved in a collision. Examination of the driving procedure prior to the incident may reveal speed too fast for conditions, or other factors. The driver's actions prior to involvement should be examined for possible errors or lack of defensive driving practice.

#### USE OF ELECTRONIC DEVICES

Talking on the phone, texting, reprogramming a GPS device, changing radio stations, and other actions that are unnecessary while driving are considered distracted driving and should be considered preventable.