



NCDOT

North Carolina Department of Transportation

Traffic and Criminal Software



TraCS

TraCS User's Guide for Supervisors and Reporters

PUBLISHED BY
North Carolina Division of Motor Vehicles
Traffic Records Branch
May 2020

Contents

Chapter 1: Introduction to TraCS.....	1-1
North Carolina Crash Requirements.....	1-1
Access Levels.....	1-3
Agency Administrator.....	1-3
Supervisor.....	1-4
Reporter.....	1-5
Form Status by Access Level.....	1-6
If You Need Assistance.....	1-7
Training.....	1-7
Chapter 2: TraCS Interface.....	2-1
Forms Manager.....	2-2
Status Bar.....	2-3
Forms Manager Ribbon.....	2-3
Home Tab.....	2-4
View Tab.....	2-7
Actions Tab.....	2-9
Tools Tab.....	2-11
Administrative Tab.....	2-12
Window Tab.....	2-13
Help Tab.....	2-14
Forms Manager Navigation Bar.....	2-15
Forms Grid.....	2-18
Search Panel.....	2-24
Forms Viewer.....	2-31
Forms Viewer Title Bar.....	2-32
Forms Viewer Status Bar.....	2-32
Forms Viewer Ribbon.....	2-32
Home Tab.....	2-33
View Tab.....	2-36
Actions Tab.....	2-39
Help Tab.....	2-40
Forms Viewer Navigation Bar.....	2-41
Navigation Tree.....	2-43
Databar.....	2-44
North Carolina Crash Report Form.....	2-45



Chapter 3: Completing and Submitting the NCCRF	3-1
Starting TraCS.....	3-1
Displaying Information about TraCS.....	3-2
Creating a New Contact and NCCRF	3-3
Entering Data on the Form.....	3-5
Saving a Form	3-5
Deleting a Form in TraCS	3-6
Deleting a Form on the Forms Manager.....	3-6
Deleting a Form on the Forms Viewer	3-6
Field Defaults.....	3-7
Setting NCCRF Field Defaults	3-7
Applying Field Defaults	3-8
Recurring Groups	3-9
Adding a Recurring Group	3-9
Deleting a Recurring Group and Clearing Group Data.....	3-9
Records Search.....	3-10
Searching for Driver Information (North Carolina Driver Licenses Only).....	3-10
Searching for Vehicle Registration Records (NC Registered Vehicles Only).....	3-13
Searching for Commercial Carrier Records.....	3-17
Using a GPS Device to Populate Latitude and Longitude Fields	3-20
Downloading GPS Driver and Setting Communication Port	3-20
Activating GPS on the Form.....	3-23
Creating a Diagram.....	3-23
Drawing Requirements	3-25
Launching a Diagram Tool.....	3-26
Set Easy Street Draw (ESD) Version in TraCS.....	3-27
Entering a Narrative.....	3-28
Edit Contact Information.....	3-31
Validating a Form.....	3-33
Closing a Form	3-36
Closing a Contact	3-36
Viewing and Editing a Form	3-37
Processing a Validated Form (Supervisor Only)	3-39
Receiving and Opening Validated Forms	3-39
Accepting the Form	3-39
Rejecting the Form	3-39
Clearing a Form's Accepted or Rejected Status	3-40



Viewing Accepted and Rejected Forms	3-41
Viewing Form Rejection Reason	3-42
Correcting and Resubmitting a Rejected Form	3-42
Display Forms Based on Person's Name	3-44
Creating a Supplemental Report	3-45
Identifying NCDMV Transmitted Reports in TraCS	3-46
Downloading a Report from the TraCS Server	3-47
Submitting a Supplemental Report.....	3-48
Chapter 4: The North Carolina Crash Report Form.....	4-1
NCCRF Group and Collections	4-1
Crash Data Group	4-2
Unit Group.....	4-24
Person Group.....	4-56
Diagram Group.....	4-61
Narrative Group.....	4-62
Supervisor's Rejection Reason	4-63
Property Damage Group.....	4-63
Witness Group.....	4-65
Violation Group.....	4-66
DMV Validation Messages.....	4-67
Chapter 5: Commercial Motor Vehicles (CMVs)	5-1
Commercial Motor Vehicle Definition.....	5-1
Carrier Identification.....	5-2
Identifying Motor Carriers in Crashes	5-3
Problems Identifying the Correct Information on Shipping Papers	5-5
Rented and Leased CMVs.....	5-6
Completing Commercial Unit Fields	5-7
Commercial Driver License (CDL).....	5-7
Gross Vehicle Weight Rating	5-9
GVWR Label Location	5-11
Vehicle Style Type, Cargo Body Type, and Vehicle Trailer Type	5-13
Hazardous Cargo	5-16
Bulk Packages.....	5-19



Chapter 6: Search Crashweb for Reports	6-1
Introduction.....	6-1
Searching for Crash Reports.....	6-2
NCDMV Crash ID Number for Supplemental Reports.....	6-6
Chapter 7: TraCS Diagram Tool Guide	7-1
Palettes and Palette Groups	7-2
Symbols	7-6
Saving the Diagram and Closing the TraCS Diagram Tool	7-10
Chapter 8: TraCS Auto Update.....	8-1
Required Updates	8-1
Optional Updates	8-3
Chapter 9: Glossary of Terms	9-1
Chapter 10: KeyTips and Other Keyboard Shortcuts.....	10-1
Forms Manager KeyTips.....	10-2
Forms Viewer KeyTips.....	10-6
KeyTip Notes for Adding and Deleting Groups	10-9
Chapter 11: Index	11-1

Chapter 1: Introduction to TraCS

The Traffic and Criminal Software (TraCS) is a data collection and reporting tool for the public safety community. In North Carolina, TraCS is used to submit an electronic version of the paper-based NC Crash Report Form DMV-349. The electronic form is called the North Carolina Crash Report Form (NCCRF). This user's guide contains information on how to use TraCS and complete the NCCRF. To view or download the electronic version of this user's guide, go to <https://connect.ncdot.gov/business/DMV/Pages/Law-Enforcement.aspx>.

North Carolina Crash Requirements

Highway safety starts with crash data.

Only the investigating officer can collect timely information at the crash scene and provide the experience, objectivity, and professionalism needed to represent the public's interest. The information recorded by the officer should be based on his or her professional opinion.

North Carolina General Statute 20-166.1(h) requires that DMV provide the crash form used by all law enforcement officers to report motor vehicle crashes in North Carolina.

North Carolina motor vehicle laws states that a reportable motor vehicle crash must meet at least one of the following criteria:

- The crash resulted in a fatality, or
- The crash resulted in a non-fatal personal injury, or
- The crash resulted in total property damage amounting to \$1,000.00 or more, or
- The crash resulted in property damage of any amount to a vehicle seized, or
- The vehicle has been seized and is subject to forfeiture under North Carolina General Statute 20-28.2.

In addition, a reportable motor vehicle crash must occur on a trafficway (any land way open to the public as a matter of right or custom for moving persons or property from one place to another) or occur after the motor vehicle runs off the roadway but before events are stabilized. The terms collision, accident, and crash are synonymous when describing a motor vehicle crash.



After the investigation of a crash is completed, North Carolina General Statute 20-166.1(e) requires that the investigating officer make a written report of the crash within 24 hours. The law enforcement agency (LEA) must submit the report to the Division within 10 days after receiving it.

A Crash Fatality Notification Form must be submitted to DMV within 24 hours after the fatality occurs. To download the form, go to <https://connect.ncdot.gov/business/DMV/Pages/Law-Enforcement.aspx>.



IMPORTANT: When the death resulting from a crash occurs within 12 months after the crash, the investigating agency must submit a supplemental report, including the death, to the DMV.

The National Highway Traffic Safety Administration (NHTSA) defines a motor vehicle traffic crash investigation as the thorough examination of all elements contributing to the crash, resulting in a well-founded explanation of the series of events which occurred based upon the factual data.

When an officer submits a NCCRF to DMV, he or she provides valuable data to many groups of people working to make North Carolina streets and highways safer. It is important that officers are also aware of some of the state level uses of this data, such as enforcement of North Carolina's financial responsibility law by DMV. Other users of the data may include:

- County engineers planning to resurface a road
- City consultants developing safe school routes
- A high school driver's education teacher planning a curriculum
- A public works director planning reconstruction of a hazardous intersections

In addition to county and city officials, other users of crash data include the university researcher studying the problems of older drivers, the automobile manufacturer evaluating a design or the people at all levels of the public and private sectors that support law enforcement's efforts to combat drunk driving.

Traffic crash reports are subject to be viewed by lawyers, judges, insurance companies, and the public. Crash prevention programs and successful prosecutions in court are dependent upon proper and complete crash investigation and report writing. Subsequent levels of investigation rely on the quality of the information contained on the DMV-349. The location of the crash, the road condition at the time of the crash, and other evidence at the scene, cannot be replaced or recreated unless the investigating officer documents the crash accurately.



Access Levels

The TraCS interface varies based on user permissions. Permissions are based on access levels assigned to a user by their agency's administrator. One access level is assigned to each user and TraCS displays only the functions that apply to the assigned access level. The three user access levels are:



NOTE: A user ID can be assigned only one access level.

Agency Administrator

The agency administrator access level is intended for those individuals who are responsible for implementing and maintaining the TraCS program within an agency. The agency administrator can add and delete users, and assign access levels to their users. The agency administrator cannot create or accept crash reports. Refer to the *TraCS Law Enforcement Agency (LEA) Administrator's Guide* for more information on implementing and maintaining TraCS at the agency administrator access level.



Supervisor

A supervisor is someone that oversees the patrolling officers of an agency. The supervisor access level is intended for those individuals who perform everyday supervisory functions within TraCS, such as:

- Accept a reporter's form before electronically transmitting it to the NC Division of Motor Vehicles.
- Reject a reporter's form and send the form with the rejection reason back to the reporter.
- View a reporter's DMV-rejected form after the reporter completes the report.

In addition to the functions of the supervisor access level, supervisors also have the ability to create, validate, and accept their own NCCRF. Figure 1 shows the NCCRF process flow for a supervisor.

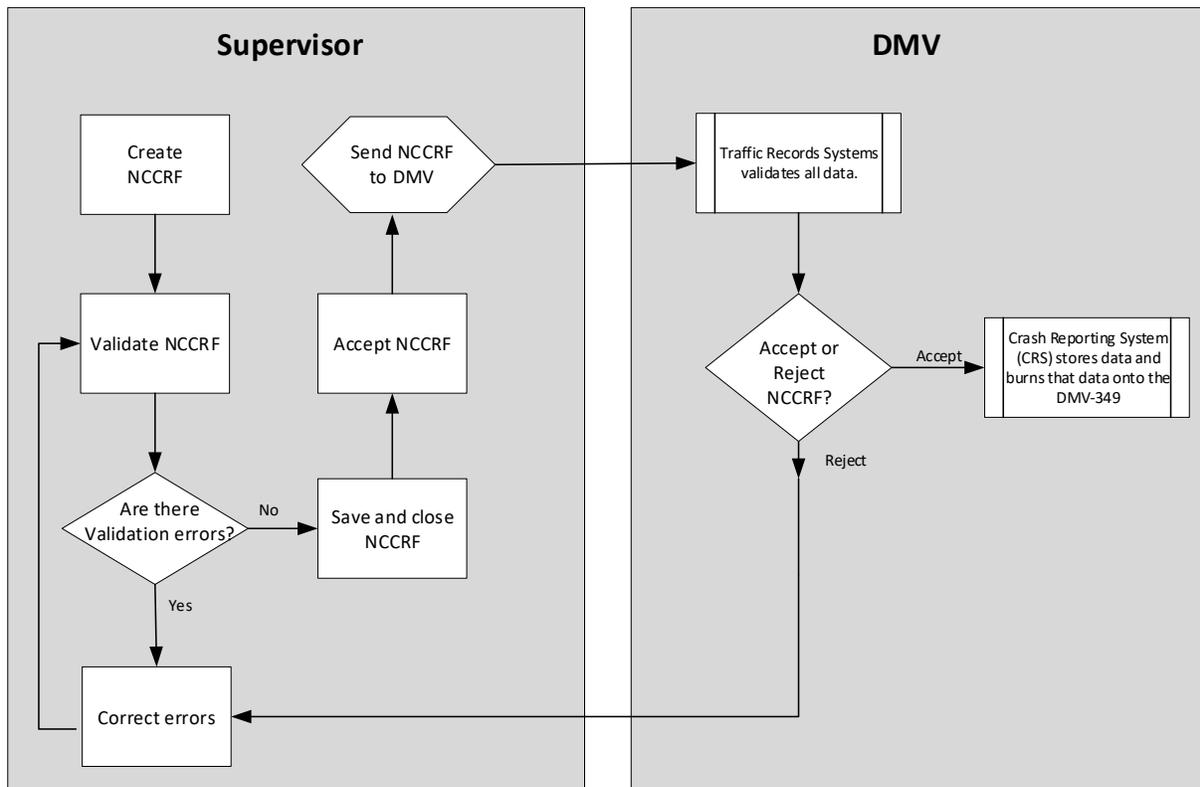


Figure 1. NCCRF Process – Supervisor



Reporter

Reporter access level is intended for those individuals who collect data from crashes. Users assigned to this access level can only view and edit their own forms.

Figure 2 shows the NCCRF process for the reporter.

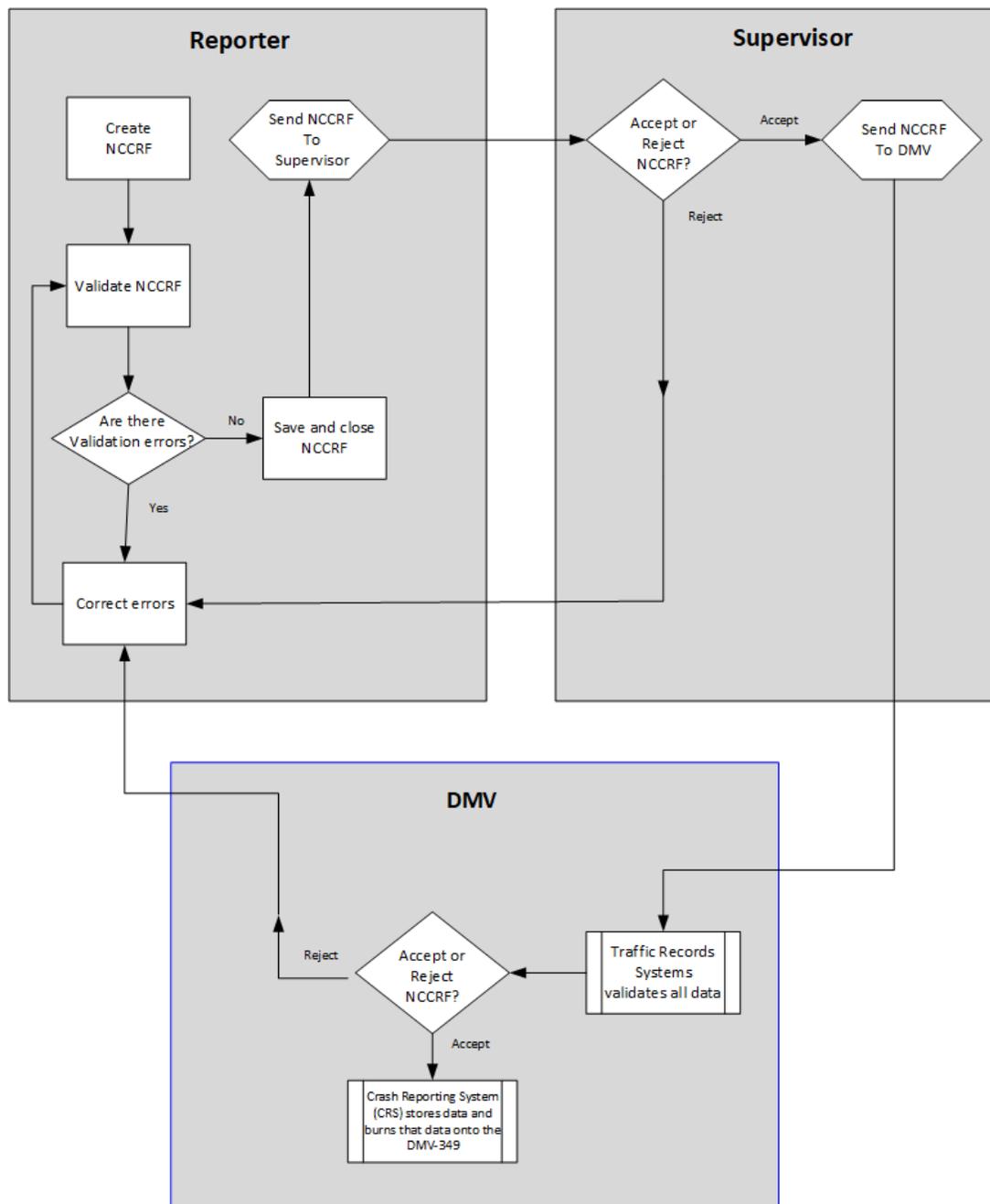


Figure 2. NCCRF Process – Reporter



Form Status by Access Level

The NCCRF goes through a series of stages from the time it is created until it reaches its final storage location. Each stage is referred to as the form status. The form status displays in the Status column on the Forms Grid, as shown in Figure 3, and on the title bar of the Forms Viewer.

Form Status Column

Forms											
Contact Date	Form Name	Form Number	Status	Is Locked	Form Date	Contact Time	Form Time	User ID	Location	Form Des...	Contact Na...
1/17/2013	NCCRF	00000125	Validated	<input checked="" type="checkbox"/>	1/17/2013	3:49:00 PM	3:50:00 PM	owehomer	NCDMV		BAC related
1/17/2013	NCCRF	00000126	Open	<input type="checkbox"/>	1/17/2013	4:15:00 PM	4:16:00 PM	owehomer	NCDMV		Roundabou
1/18/2013	NCCRF	00000127	Rejected	<input type="checkbox"/>	1/18/2013	9:56:00 AM	9:56:00 AM	owehomer	NCDMV		Roundabou
1/18/2013	NCCRF	00000128	Validated	<input type="checkbox"/>	1/18/2013	11:50:00 AM	11:50:00 AM	owehomer	NCDMV		Fire
1/23/2013	NCCRF	00000129	Open	<input type="checkbox"/>	1/23/2013	12:02:00 PM	12:02:00 PM	owehomer	NCDMV		Folderoweh
1/17/2013	NCCRF	00000130	Open	<input type="checkbox"/>	1/23/2013	4:15:00 PM	12:10:00 PM	owehomer	NCDMV		Roundabou
1/17/2013	NCCRF	00000131	Open	<input type="checkbox"/>	1/23/2013	4:15:00 PM	12:10:00 PM	owehomer	NCDMV		Roundabou

Figure 3. Forms Grid Status Column (Reporter's View Shown)

Locked forms can be viewed but not edited. Table A and Table B describe each status based on the user's access level.

Table A. Reporter Access Level

Status	Locked	Description
Open	No	User is currently working on the report.
Open	Yes	Improper program shut down (power outage). Requires administrative unlock.
Validated	No	The report has been validated, but not sent.
Validated	Yes	The report has been sent to the supervisor for approval.
Rejected	No	The report has been rejected by the supervisor or DMV and sent back to the reporter for correction.
Transmitted	No	The report has been accepted by DMV and has an assigned Crash ID.



Table B. Supervisor Access Level

Status	Locked	Description
Open	No	User is currently working on the report.
Open	Yes	Improper program shut down (power outage or Easy Street Draw lockup). Requires administrative unlock.
Validated	No	The report has been validated, but not sent.
Accepted	No	The report has been approved but not sent.
Accepted	Yes	The report has been sent to DMV for processing.
Rejected	No	The supervisor has rejected a reporter's report or DMV has rejected the supervisor's report.
Rejected	Yes	The reporter's report has been rejected and sent back.
Transmitted	No	The report has been accepted by DMV and has an assigned Crash ID.

If You Need Assistance

This user's guide and the TraCS Help system are designed to answer most of your questions. If you encounter a system message or need assistance, contact Operations Support at (919) 861-3084, Monday through Friday, 8:00 a.m. to 5:00 p.m.

Training

DMV offers train-the-trainer classes. Contact Operations Support to schedule TraCS training:

Phone: (919) 861-3084

Email: operations-support@ncdot.gov

Chapter 2: TraCS Interface

Chapter 1: This section describes the TraCS user interface (UI), which includes the two main windows (Forms Manager and Forms Viewer), and the commands and controls used to interact with TraCS.



NOTE: The TraCS user interface is based on user access level.



Forms Manager

The Forms Manager is the first window to open when you log in to TraCS. An example of the Forms Manager is shown in Figure 4. The Forms Manager is used to organize all forms and create new forms. See Chapter 3: “Completing and Submitting the NCCRF” for detailed instructions on performing tasks in the Forms Manager.

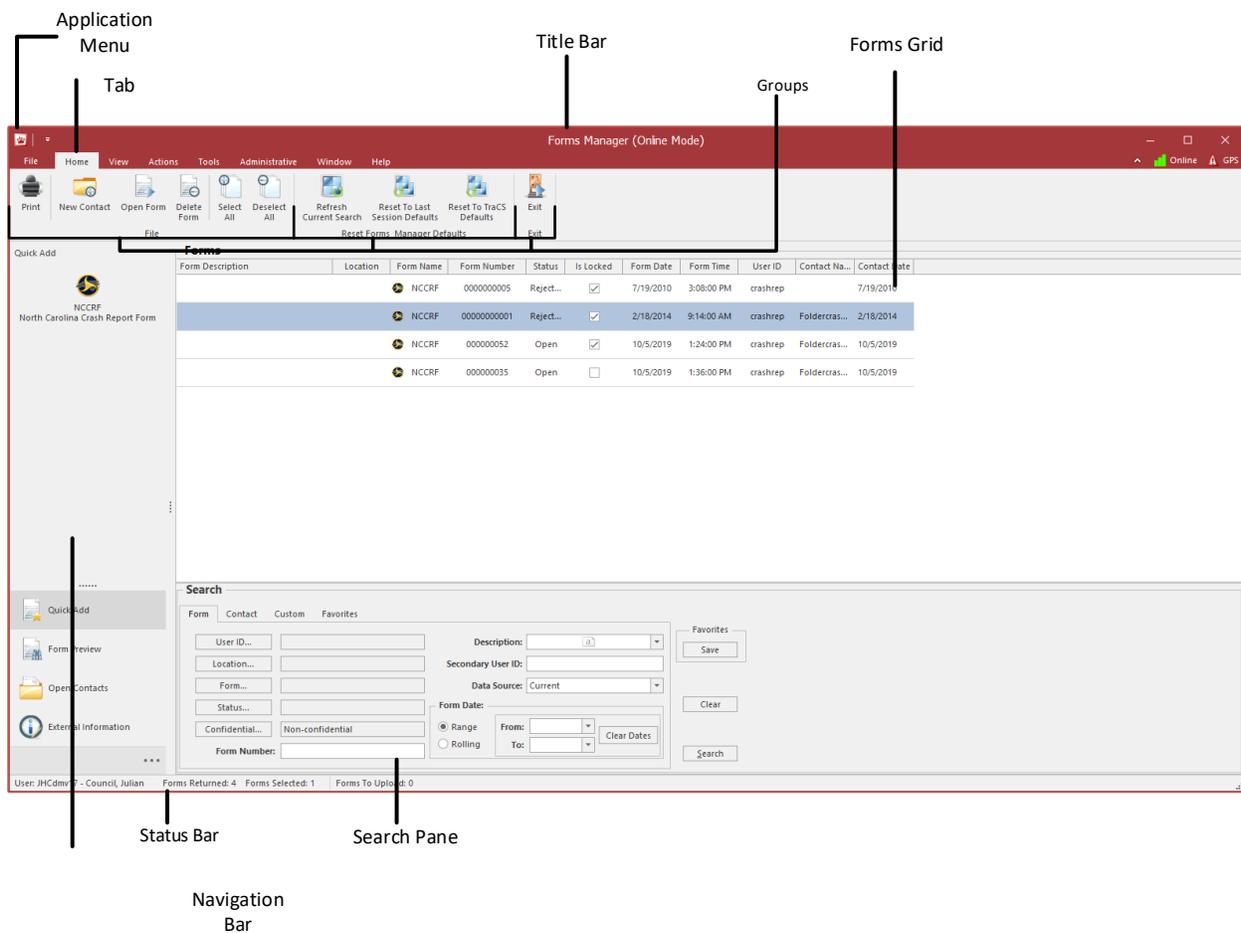


Figure 4. Forms Manager (Reporter's View Shown)



Status Bar

The Forms Manager status bar (shown in Figure 5 Figure 5) displays the following:

- User name
- Last and first name
- Number of forms displaying on the Forms Grid
- Number of forms selected

The status bar can be displayed or hidden.

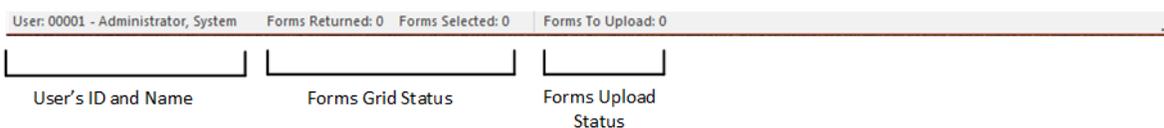


Figure 5. Forms Manager Status Bar

Forms Manager Ribbon

The Forms Manager ribbon is composed of several tabs, each of which represents a subset of the Forms Manager functionality. The tabs contain related commands that are organized, grouped, and labeled, as shown in Figure 6.

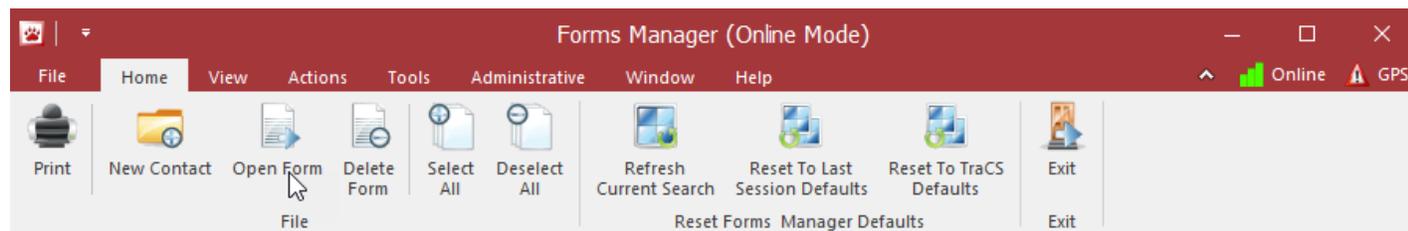


Figure 6. Forms Manager Ribbon (HomeTab Selected)



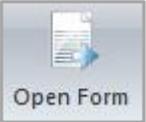
Home Tab

The Home tab commands display by default when you open TraCS (as shown in Figure 6). Table C describes the Home tab commands.

Table C. Home Tab Commands



TraCS User's Guide for Supervisors and Reporters

Command	Click	Action
Print	 Print	Opens the Print manager.
New Contact	 New Contact	Opens a new contact with a new NCCRF.
Open Form	 Open Form	Opens the selected form on the Forms Grid. If the form is already open, the Forms Viewer moves to the front. If a form is open and you select a different form, you are prompted to close the current Forms Viewer. NOTE: Double-clicking the form on the Forms Grid also opens the form.
Delete Form	 Delete Form	Deletes the selected form (or forms) on the Forms Grid.  CAUTION: Deleted forms CANNOT be recovered.
Select All	 Select All	Selects all forms on the Forms Grid.
Deselect All	 Deselect All	Deselects all forms on the Forms Grid.
Refresh Current Search	 Refresh Current Search	Updates the forms listed on the Forms Grid according to the current search criteria.
Reset to Last Session Defaults	 Reset To Last Session Defaults	Restores the Forms Manager workspace to the user's default state. Some view options are saved at the time the user exits the Forms Manager. This view is called the user's default state. Table D shows which viewing options that can be restored to defaults on the Forms Manager.



TraCS User's Guide for Supervisors and Reporters

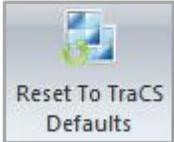
Command	Click	Action
Reset to TraCS Defaults		Restores the Forms Manager workspace to the TraCS default state. Table D shows the viewing options that are restored to the default on the Forms Manager.
Exit		Closes TraCS.

Table D. Forms Manager View Options

View Options	Returns to Default with Reset	
	Yes	No
Add to Quick Access Toolbar	✓	
Show Quick Access Toolbar Below Ribbon		✓
Minimize Ribbon		✓
Hide Navigation Bar	✓	
Navigation Bar Dock Right	✓	
Quick Add Hide	✓	
Form Preview Hide	✓	
Form Preview Activate		✓
Open Contacts Hide	✓	
Open Contacts Activate		✓
Forms Grid	✓	
Status Bar Hide		✓
Edit Appearance Color Schemes	✓	
Nighttime Mode	✓	
Hide Search Panel	✓	



View Options	Returns to Default with Reset	
	Yes	No
Search Panel Dock Top	✓	
Perform Auto Search After Login	✓	
Group Forms by Heading	✓	

View Tab

Click the **View** tab to display the **View** tab commands (as shown in Figure 7).

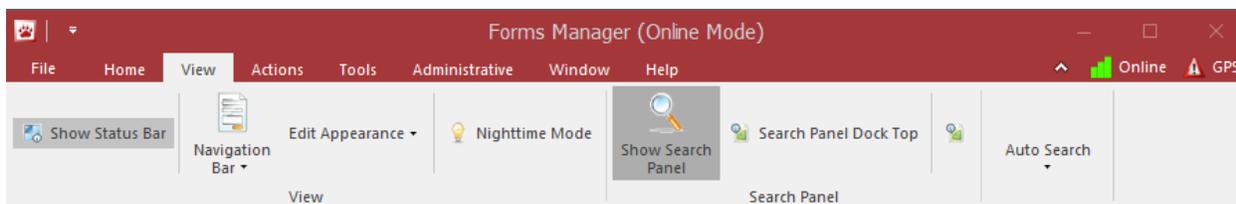
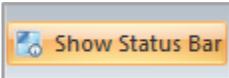
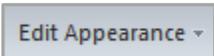
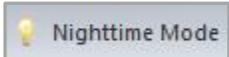


Figure 7. View Tab

Table E describes the View tab commands.

Table E. View Tab Commands

Command	Click	Action
Show Status Bar		Displays or hides the status bar.
Navigation Bar menu		Controls: <ul style="list-style-type: none"> • Navigation Bar location in the workspace • Display of the Navigation Bar and buttons See Table F for a description of the Navigation Bar menu commands.
Edit Appearance menu		Displays color scheme options for TraCS windows. Black is the default. NOTE: A color scheme selected while in nighttime mode does not display until nighttime mode is turned off.
Nighttime Mode		Turns nighttime mode on or off. Nighttime Mode changes screen illumination.



TraCS User's Guide for Supervisors and Reporters

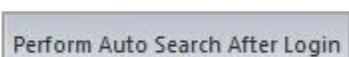
Command	Click	Action
Show Search Panel		Displays or hides the Search Panel.
Search Panel Dock Top		Moves the Search Panel to the top of the window.
Search Panel Dock Bottom		Moves the Search Panel to the bottom of the window.
Perform Auto Search After Login		Automatically searches and displays forms after logging into TraCS.

Table F describes the Forms Manager Navigation Bar menu commands. See “Forms Manager Navigation Bar” on page 2-15 for more information.

Table F. Forms Manager Navigation Bar Menu Commands

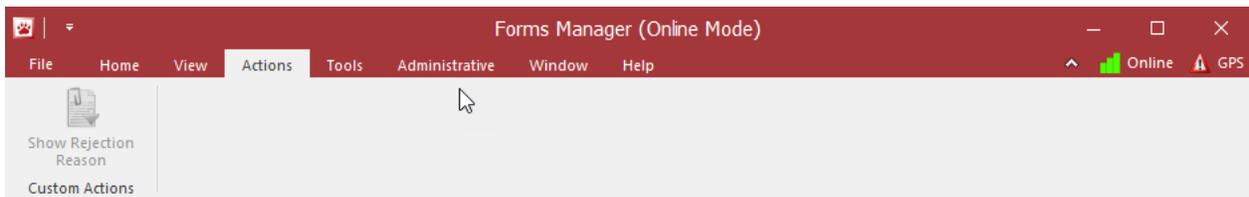
Command	Action
Show Navigation Bar	Hides or displays the Navigation Bar.
Navigation Bar Dock Left	Moves the Navigation Bar to the left of the Forms Manager window.
Navigation Bar Dock Right	Moves the Navigation Bar to the right of the Forms Manager window.
Hide	Hides or displays the Quick Add function.
Form Preview Show/Hide	Hides or displays the Form Preview function on the Navigation Bar.
Form Preview Activate	Displays the Form Preview in the Navigation Bar viewer.
Open Contacts Show/Hide	Hides or displays the All Contacts function on the Navigation Bar.
Open Contacts Activate	Displays open contacts in the Navigation Bar viewer.
External Information Show/Hide	Hides or displays the External Information function on the Navigation Bar.
External Information Activate	Displays External Information in the Navigation Bar viewer.



Actions Tab

Click the **Actions** tab to display the Show Rejection command. The supervisor's Actions tab has more commands than the reporter's, as shown in Figure 8.

Reporter's Actions Tab



Supervisor's Actions Tab

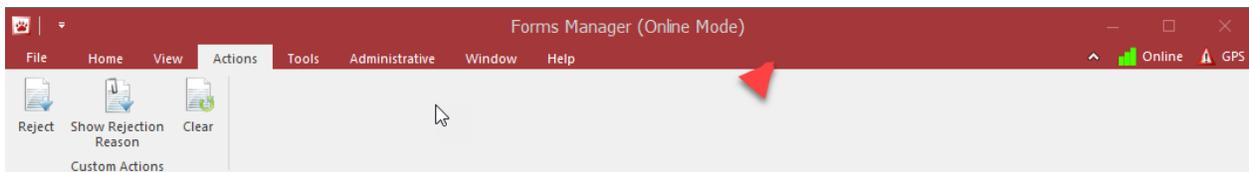


Figure 8. Actions Tab



Table G describes the Tools tab commands.

Table G. Actions Tab Commands

Command	Click	Action
Accept		Supervisor only. Changes the status of a form from validated to accepted. Supervisors can accept reporters' forms and their own forms.
Reject		Supervisor only. Changes the status of a form from validated to rejected.
Show Rejection Reason		Displays the supervisor's reason for rejecting the form.
Clear		Supervisor only. Changes the form status of Accepted or Rejected to Validated.



Tools Tab

Click the **Tools** tab to display the **Tools** tab commands (as shown in Figure 9).

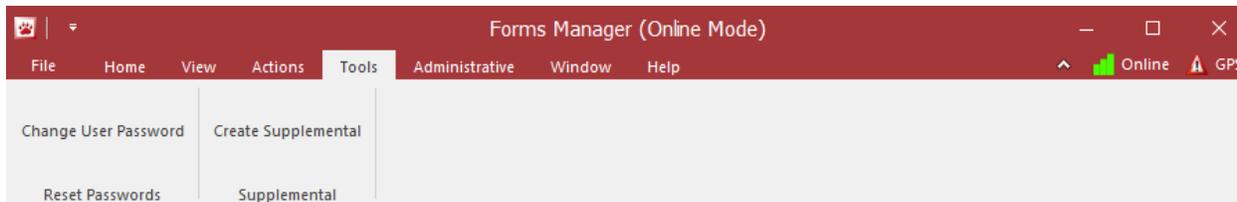
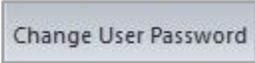


Figure 9. Tools Tab

Table H describes the **Tools** tab commands.

Table H. Tools Tab Commands

Command	Click	Action
Change User Password		Opens the Change Password dialog box. Passwords are case-sensitive.
Create Supplemental		Opens the Enter DMV Crash ID for Supplemental dialog box.



Administrative Tab

Click the **Administrative** tab to display the **Administrative** tab commands (as shown in Figure 10).

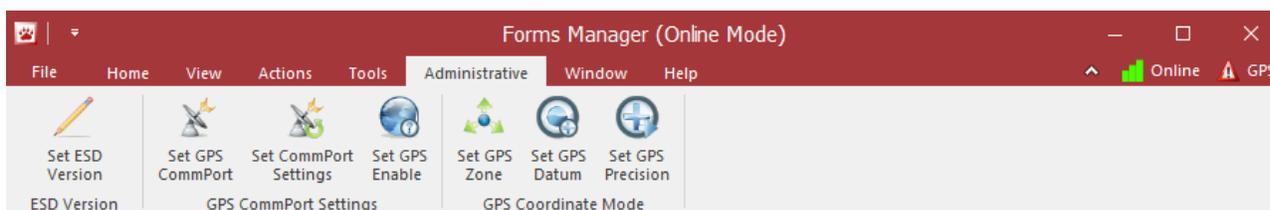
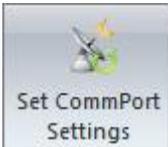


Figure 10. Administrative Tab

Table I. Administrative Tab Commands

Item	Click	Action
Set ESD Version		Opens the ESD Setting dialog box. Enter the version number of the installed Easy Street Draw application to update the Easy Street Draw launch display.
Set GPS CommPort		Opens the GPS Com Port Number dialog box. Enter the communication port number that the GPS receiver is using for broadcasting. The default is 1 . See “Downloading GPS Driver and Setting Communication Port” on page 3-20 for instructions on how to identify the communication port number.
Set CommPort Settings		Opens the GPS ComPortSettings dialog box. Enter the communications port settings: <ul style="list-style-type: none"> • Baud rate • Parity • Data Bits • Stop Bits The default is 4800,n,8,1 .
Set GPS Enable		Opens the GPS Enabled dialog box. Leave the default of True to initialize the GPS device when TraCS starts.
Set GPS Zone		Opens the GPS Zone dialog box. The GPS zone number (1–24) is required for projected coordinates. The default is 15 .



Item	Click	Action
Set GPS Datum		Opens the GPS Datum dialog box. Datum is required for projected coordinates. Enter NAD27 or leave the default of NAD83 .
Set GPS Precision		Opens the Set GPS Precision dialog box. Precision refers to the number of satellites required to return coordinates. Use this setting only if Mode = NMEA and sentence type \$GPGGA is available from the GPS receiver. The default is 4 .

Window Tab

Click the **Window** tab to display the Window commands (as shown in Figure 11.).

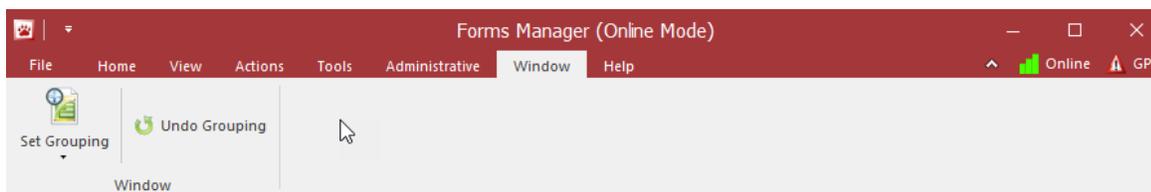


Figure 11. Window Tab

Table J describes the Window tab commands.

Table J. Window Tab Commands

Item	Click	Action
Set Grouping		Displays the Arrange By menu. Use this menu to sort and group forms by a column heading. See “Sorting Forms on the Forms Grid” on page 2-18 for additional sorting options.
Undo Grouping		Removes grouping. You can also ungroup items by doing one of the following: <ul style="list-style-type: none"> • Select Drop Grouping on the Set Grouping/Arrange By menu, or • Select Reset to TraCS Defaults on the File tab.



Help Tab

Click the **Help** tab to display the Help tab commands (as shown in Figure 12).

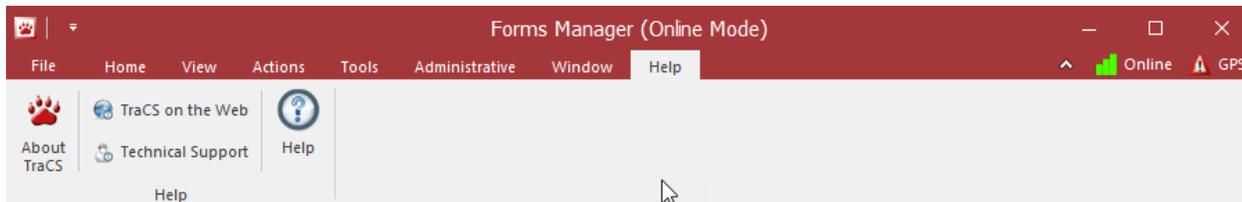
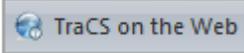
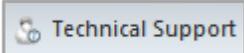
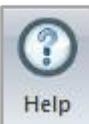


Figure 12. Help Tab

Table K describes the **Help** tab commands.

Table K. Help Tab Commands

Command	Click	Action
About TraCS		Displays the TraCS version, copyright, and serial number.
TraCS on the Web		Opens the NC Division of Motor Vehicles TraCS website, which provides additional information. dmvcrashweb.dot.state.nc.us/trcs/
Technical Support		Opens the TraCS Technical Support Contacts page.
Help		Opens TraCS Help.



Forms Manager Navigation Bar

The Navigation Bar provides quick access to tasks associated with the form. The Navigation Bar can be docked to the left or right of the window. Buttons can be displayed, hidden, or minimized. When buttons are minimized, you see only the button icons.

The viewer displays the results of the selected button, as shown in Figure 13. If the selection requires a larger portion of the bar, the buttons are minimized to icons at the bottom.

Figure 13. Forms Manager Navigation Bar (Examples of Standard and Minimized Buttons Shown)

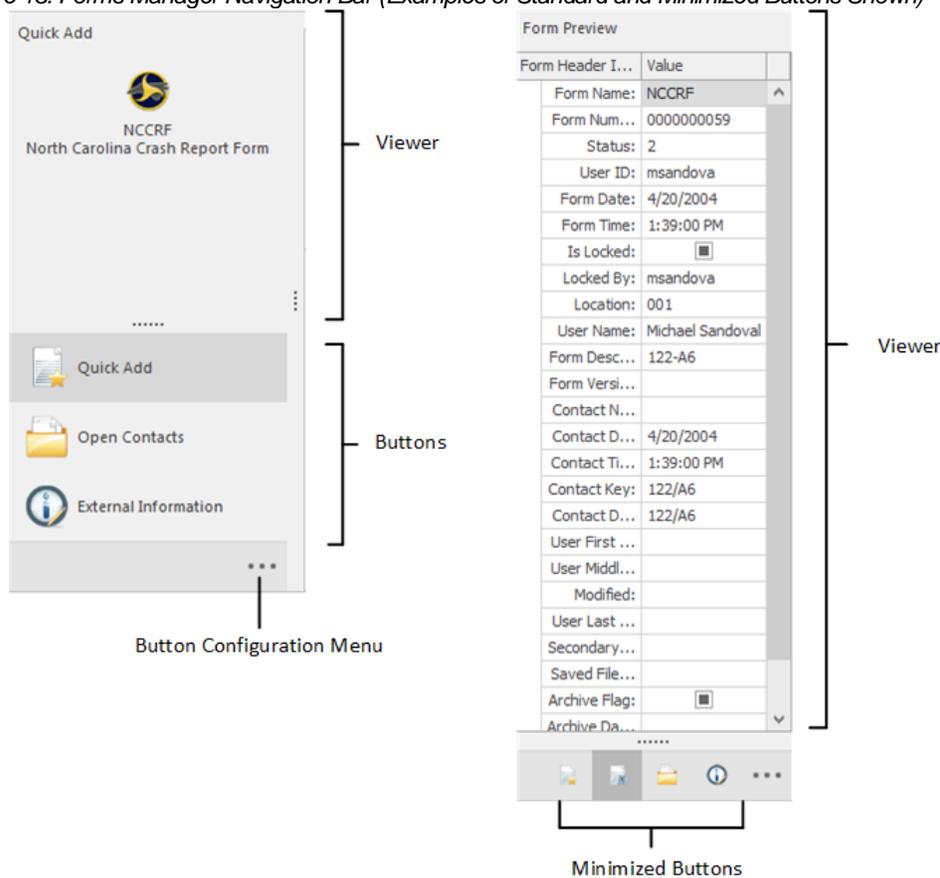




Table L describes the Navigation Bar buttons.

Table L. Navigation Bar Buttons

Button	Action
Quick Add	Opens a new contact and NCCRF.
Form Preview	Displays all information contained in the form header.
Open Contacts	Displays opened contact name and lists forms within the contact. If no form is opened, the Open Contacts viewer is blank.
External Information	<p>Displays external information retrieved from one or more of the following searches:</p> <ul style="list-style-type: none">• Individual (North Carolina driver information)• Vehicle (vehicle registration records)• Carrier (commercial carrier records)• Location (ILT) <p>Go to "Records Search" on page 3-10 for instructions on performing external searches.</p> <p> CAUTION: DO NOT use the External Information viewer for data entry. Doing so does not populate all required fields. Use the External Information viewer for display purposes only.</p>



The Navigation Bar can be modified from three menus:

- Navigation Bar menu (on the View tab)
- Shortcut menu (right-click on the Navigation Bar)
- Configure Buttons menu (located at the bottom of the Navigation Bar)

Table M lists the commands available to modify the Navigation Bar.

Table M. Forms Manager Navigation Bar Display Options

Command	Navigation Bar Menu (View Tab)	Shortcut Menu	Button Configuration Menu
Show Navigation Bar	✓	✓	
Navigation Bar Dock Left	✓	✓	
Navigation Bar Dock Right	✓	✓	
Hide (hide/show Quick Add)	✓		
Quick Add → Hide/Show	✓	✓	
Quick Add → Activate	✓		
Quick Add → Add Form → NCCRF	✓	✓	
Form Preview → Hide/Show	✓	✓	
Form Preview → Activate	✓		
Open Contacts → Hide/Show	✓	✓	
Open Contacts → Activate	✓		
External Information → Hide/Show	✓	✓	
External Information → Activate	✓		
Explorer Mode		✓	
Show More Buttons			✓
Show Fewer Buttons			✓
Add or Remove Buttons			✓



Forms Grid

The Forms Grid displays forms located in your current database. You can choose to display some or all of the forms by entering search criteria (see “Search Panel” on page 2-24). You can sort forms on the grid by clicking the grid column headers. Double-click a form to open it in the Forms Viewer. Figure 14 shows an example of the Forms Grid.

Forms											
Contact Date	Form Name	Form Number	Status	Is Locked	Form Date	Contact Time	Form Time	User ID	Location	Form Des...	Contact Na
1/17/2013	NCCRF	00000125	Validated	<input checked="" type="checkbox"/>	1/17/2013	3:49:00 PM	3:50:00 PM	owehomer	NCDMV		BAC related
1/17/2013	NCCRF	00000126	Open	<input type="checkbox"/>	1/17/2013	4:15:00 PM	4:16:00 PM	owehomer	NCDMV		Roundabou
1/18/2013	NCCRF	00000127	Rejected	<input type="checkbox"/>	1/18/2013	9:56:00 AM	9:56:00 AM	owehomer	NCDMV		Roundabou
1/18/2013	NCCRF	00000128	Validated	<input type="checkbox"/>	1/18/2013	11:50:00 AM	11:50:00 AM	owehomer	NCDMV		Fire
1/23/2013	NCCRF	00000129	Open	<input type="checkbox"/>	1/23/2013	12:02:00 PM	12:02:00 PM	owehomer	NCDMV		Folderoweh
1/17/2013	NCCRF	00000130	Open	<input type="checkbox"/>	1/23/2013	4:15:00 PM	12:10:00 PM	owehomer	NCDMV		Roundabou
1/17/2013	NCCRF	00000131	Open	<input type="checkbox"/>	1/23/2013	4:15:00 PM	12:10:00 PM	owehomer	NCDMV		Roundabou

Figure 14. Forms Grid (Reporter's View Shown)

Sorting Forms on the Forms Grid

By default, the forms listed on the Forms Grid are sorted by form date and time. Forms can be re-sorted by clicking on any column heading on the Forms Grid. Click a column heading once to sort the forms in ascending order; click a column header a second time to sort the forms in descending order.

Table N lists Forms Grid column names and descriptions.

Table N. Forms Grid Columns

Column	Description
Checked Out	Does not apply in North Carolina.
Contact Date	Defaults to the date that the contact was created. For agency use (see NOTE). Contact date should be changed to the date of the crash.
Contact Description	Defaults to the system-assigned description. For agency use (see NOTE).
Contact Key	The system-assigned contact identification. NOTE: The contact key also displays as the contact name and contact description unless new data is entered when the contact is created.
Contact Name	Defaults to the system-assigned contact name. For agency use (see NOTE).



TraCS User's Guide for Supervisors and Reporters

Column	Description
Contact Time	Defaults to the time that the contact was created. For agency use. See NOTE.
Form Date	Defaults to the day that the form was created. For agency use (see NOTE).
Form Description	The default is blank. For agency use (see NOTE).
Form Name	The form name is always NCCRF.
Form Number	Indicates the form identification number (displays in the Case Number field on the NCCRF)
Form Time	Defaults to the time that the form was created. For agency use (see NOTE).
Form Version	Form version is always 1.00 in North Carolina.
Is Locked	Indicates whether the form is locked or unlocked. When this column is empty, the form is available for editing. When the box is checked, the form is not available for editing.
Location	Indicates the reporting agency.
Locked By	User ID of the reporter or supervisor who modified the form before performing the send/receive function.
Modified	Indicates that the NCCRF was modified in the current log in session.
Saved Filename	Not used in North Carolina.
Secondary User ID	The second ID assigned to a user. The Secondary User ID is commonly the user's badge number.
Status	Indicates the status of the form (for example, open, issued, rejected, or approved).
User First Name	Form originator's first name.
User ID	Indicates which user's forms are displaying in the form grid.
User Last Name	Form originator's last name.
User Middle Name	Form originator's middle name.
User Name	Form originator's name.

NOTE: "For agency use" indicates that the value is user-definable. See "Edit Contact Information" on page 3-31 for instructions on updating the contact time and date.



Column Headings Menu

The Column Headings menu provides additional sort and display options. To display the column headings menu, place the pointer over any column heading on the Forms Grid and right-click, as shown in Figure 15.

Form Name	Form Number	Status	Is Locked	Form Date	Form Time	User ID	Contact Na...	Contact Date
NCCRF	0000000059	Rej			1:39:00 PM	msandova		4/20/2004
NCCRF	0000000061	Rej			9:28:00 AM	crashrep		4/22/2004
NCCRF	0000000002	Rej			1:59:00 PM	msandova		4/22/2004
NCCRF	0000000003	Rej			2:51:00 PM	msandova		4/22/2004
NCCRF	0000000005	Rej			3:29:00 PM	msandova		4/23/2004
NCCRF	0000000006	Rej			9:14:00 AM	msandova		4/26/2004
NCCRF	0000000007	Rej			2:29:00 PM	msandova		4/26/2004
NCCRF	0000000009	Rej			9:03:00 AM	msandova		4/27/2004

Search

- Sort Ascending
- Sort Descending
- Clear All Sorting
- Group By This Column
- Show Group By Box
- Hide This Column
- Column Chooser
- Best Fit
- Best Fit (all columns)
- Filter Editor...
- Show Find Panel
- Show Auto Filter Row

Figure 15. Forms Grid – Column Heading Menu

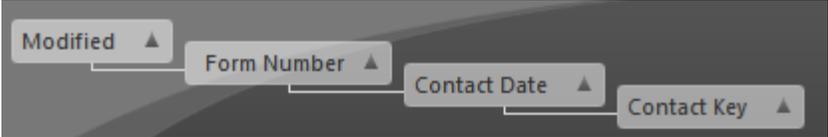
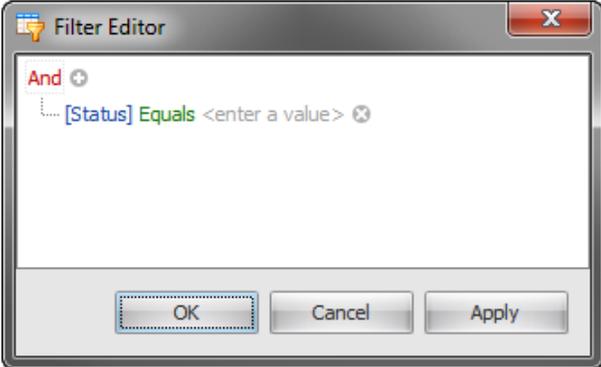


Table O lists the sort options and descriptions of the Column Headings menu.

Table O. Forms Grid Columns Menu



TraCS User's Guide for Supervisors and Reporters

Sort Option	Description
Sort Ascending	Sorts forms in ascending order based on the selected column.
Sort Descending	Sorts forms in descending order based on the selected column.
Clear Sorting	Returns the forms to the original order.
Group By This Column	Moves all forms with the same column value to a group. Groups within a group can be created. Group view can be collapsed or expanded.
Show Group By Box	<p>Displays the hierarchy of groups, as shown below:</p>  <p>To clear grouping, place the pointer on the Group By Box and select Clear Grouping.</p> <p>NOTE: You can also clear grouping by:</p> <ul style="list-style-type: none">• Selecting Drop Grouping on the Set Grouping/Arrange By menu under the Window tab, or• Selecting Reset to TraCS Defaults on the File tab.
Hides Group By Box	Closes the Group By Box.
Remove This Column	Hides the selected column. The column can be restored from the Column Chooser.
Column Chooser	Displays names of columns that are currently hidden on the Forms Grid. Double-click a column name to add the column to the Forms Grid.
Best Fit	Adjusts the selected column width.
Best Fit (all columns)	Adjusts all column widths on the Forms Grid.
Filter Editor	<p>Opens the Filter Editor. Use the Filter Editor to apply conditions to filter the forms on the Forms Grid. In the example below, the search is for the value entered for the Contact Name column. Click any text in the Filter Editor to display menu options or a text box.</p> 



TraCS User's Guide for Supervisors and Reporters

Sort Option	Description
Show Find Panel	Opens the Show Find Panel. Text entered in the box returns all forms that meet the search criteria. Search is based on values in all columns.
Hide Find Panel	Closes the Show Find Panel.
Show Auto Filter Row	Opens the Show Auto Row. A blank row displays at the top of the grid. Forms display automatically as values are entered in one or more columns.
Hide Auto Filter Row	Closes the Show Auto Row.



Search Panel

The Search Panel provides a way to search through your local database for forms based on specific criteria that you enter. Only forms matching your criteria display on the Forms Grid when you run search. If you run a search with no search criteria entered, all forms display. Search fields are divided into three tabs, General, Advanced, and Custom. Favorite searches can be saved to the Favorites tab.



NOTE: Search text fields are not case-sensitive. Enter the complete description.

Form Tab

Use the search form on the **Form** tab (shown in Figure 16) for customized searches. One or more filters can be combined to define the search criteria. After making your selections, click **Search** to display the results on the Forms Grid. See Table P for a description of the search controls on the General tab.

Figure 16. Search Panel – Form Tab



Table P. Form Search Tab

Controls	Description/Steps
User ID	<p>The user ID of the user who created the form. Click User ID to select one or more User IDs from the Select User(s) dialog box. The dialog box displays all users in your TraCS database.</p> <p>NOTE: Only a supervisor can view the forms of all users within the agency. Reporters can view only their own forms.</p>
Location	<p>The name of the agency where the form originated.</p> <p>Click Location to select one or more agencies from the Select Location(s) dialog box.</p> <p>NOTE: Only DMV can view the forms of all North Carolina agencies.</p>
Form	<p>Displays all form types available to you. In North Carolina the NCCRF is the only form type available.</p>
Status	<p>The form status. Select one or more statuses from the Select Status(es) dialog box. See Table A and Table B, on page 1-6 for status descriptions based on the user's access level.</p>
Confidential	<p>Search for forms based on the confidential type of the form.</p>
Form Number	<p>Enter the entire form number. Only one form number can be entered.</p> <p>NOTE: The form number is referred to as the case number on the NCCRF.</p>
Description	<p>As entered by the agency.</p>
Secondary User ID	<p>The secondary user ID of the user who created the form.</p>
Data Source	<p>Select Current</p>
Form Date	<p>Select the Range radio button to specify a range of dates to display only forms within that range</p> <p>From – Select the search start date from the calendar</p> <p>To – Select the search end date from the calendar</p> <p>Clear Date – Select to clear dates</p> <p>Select the Rolling radio button to display forms older than a certain number of days or forms with the last x number of days.</p> <p>Older Than – Input the number of days in the box to the right.</p> <p>Last – Input the number of days in the box to the right.</p>
Save button	<p>Click Save to save current search criteria as a favorite to use again.</p> <p>The Favorites tab displays with the new favorite search row selected. The system-assigned search name is in edit mode to enable you to rename the search.</p>



Controls	Description/Steps
Clear button	Click Clear to remove all forms from the Forms Grid and all search criteria from the search tabs.
Search button	Click Search to perform a search based on the criteria entered. To display all forms, click Search with no criteria entered.

Contact Tab

Use the search form on the **Contact** tab (shown in Figure 17) for additional search options. One or more filters can be combined to define the search criteria. After making your selections, click **Search** to display the results on the Forms Grid. See Table Q for a description of the search controls on the **Contact** tab.

The screenshot shows a search interface with the following elements:

- Search Panel header with tabs: Form, Contact, Custom, Favorites.
- Form fields: Contact Number (text input), Description (dropdown menu).
- Contact Date section: Radio buttons for Range (selected) and Rolling; From and To date pickers; Clear Dates button.
- Right-side controls: Favorites Save button, Clear button, Search button.

Figure 17. Search Panel – Contact Tab



Table Q. Contact Tab

Controls	Description
Secondary User ID	Enter the second ID assigned to a user. The Secondary User ID is commonly the user's badge number.
Contact Number	Enter the complete contact number.
Description	Enter the completed description. The field is not case-sensitive.
Contact Date	<p>Specify a range of dates to display forms by contact dates within that range.</p> <p>Select the search start date from the From field calendar, or press any key to enter the current date.</p> <p>Select the search end date from the To field calendar, or press any key to enter the current date.</p> <p>Click Clear Date to clear the Contact Date fields.</p> <p>Select the Rolling radio button to display forms older than a certain number of days or forms with the last x number of days.</p> <p>Older Than – Input the number of days in the box to the right.</p> <p>Last – Input the number of days in the box to the right.</p>
Save button	<p>Click Save to save current search criteria as a favorite to use again.</p> <p>The Favorites tab displays with the new favorite search row selected. The system-assigned search name is in edit mode to enable you to rename the search.</p>
Clear button	Click Clear to remove all forms from the Forms Grid and all search criteria from the search tabs.
Search button	<p>Click Search to perform a search based on the criteria entered.</p> <p>To display all forms, click Search with no criteria entered.</p>
Only Locked Forms button	Select to display only forms in locked status.
Only Forms with Attachments button	Not applicable for North Carolina.



Custom Tab

Use the search form on the **Custom** tab (shown in Figure 18) to search for a specific field and value on the NCCRF. After making your selections, click **Search** to display the results on the Forms Grid. See Table R for a description of the search controls on the **Custom** tab.



NOTE: See “Display Forms Based on Person’s Name” on page 3-44 for detailed instructions on performing a search based on a person’s name.

Figure 18. Search Panel – Custom Tab

Table R. Custom Tab

Controls	Description
Custom Search Fields list box	Select the field name to which you want to enter a field value. Name searches require a person type to be selected in addition to the name.
Clear All button	Click Clear All to remove custom search criteria.
Enter the search value text box	This box displays for Local Use, Person First Name, Person Middle Name, and Person Last Name fields only. Enter the value of the selected field. NOTE: A wildcard * (asterisk) can be used in text search fields. Fields are not case-sensitive.
Select the search value list box	This box displays only when County, Municipality, Person Suffix, or Person Type fields are selected. Select the value. TIP: Names in the Municipality list box are not in alphabetical order. To quickly find and select the name, click in the box and press the first letter of the name. Repeat until the correct municipality is highlighted.
Clear List	Clears the list selection. This button displays for only if the selected Custom Search Field is County, Municipality, Person Suffix, or Person Type fields.
Search for Blank Values? check box	Select the Search for Blank Values? check box to display forms that have no data entered for the selected field.



Controls	Description
Definable Fields	Not applicable for North Carolina.
Only Locked Forms button	Select to display only forms in locked status.
Only Forms with Attachments button	Not applicable for North Carolina.
Save button	Click Save to save current search criteria as a favorite to use again. The Favorites tab displays with the new favorite search row selected. The system-assigned search name is in edit mode to enable you to rename the search.
Search button	Click Search to perform a search based on the criteria entered. To display all forms, click Search with no criteria entered.
Clear button	Click Clear to remove all forms from the Forms Grid and all search criteria from the search tabs.

Favorites Tab

The Favorites tab (shown in Figure 19) displays saved searches. After selecting a search, click **Run Selected Search** to display the results on the Forms Grid. See Table S for a description of the search controls on the Favorites tab.

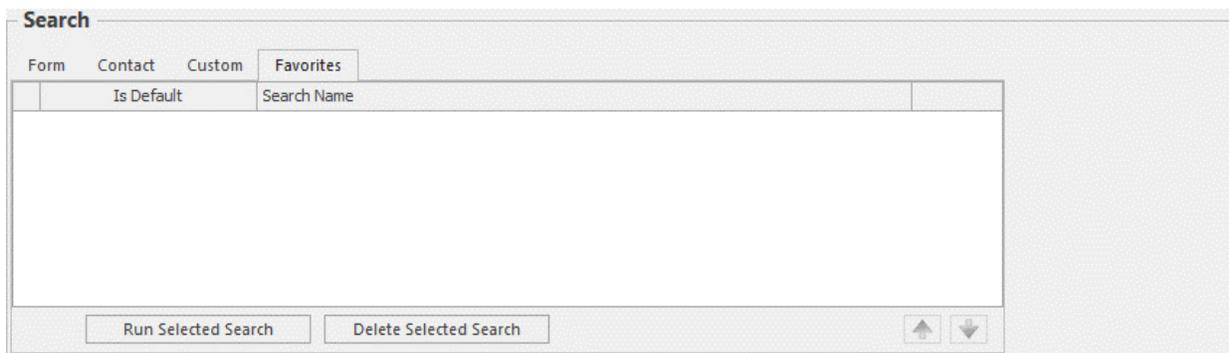


Figure 19. Search Panel – Favorites Tab



Table S. Favorites Tab

Controls	Description
Is Default column	Select this check box to make this search the new default search.
Search Name column	Displays the search name. To rename the search, double-click the name and enter a new name.
Run Selected Search button	Click to run the selected search. The results display on the Forms Grid and the associated search tab displays with the favorite search criteria.
Delete Selected Search button	Click to remove selected search.



Forms Viewer

The Forms Viewer opens as a secondary window when a new contact is created or an existing form is opened from the Forms Manager window. Forms can be completed, edited, viewed, and validated from the Forms Viewer (as shown in Figure 20).

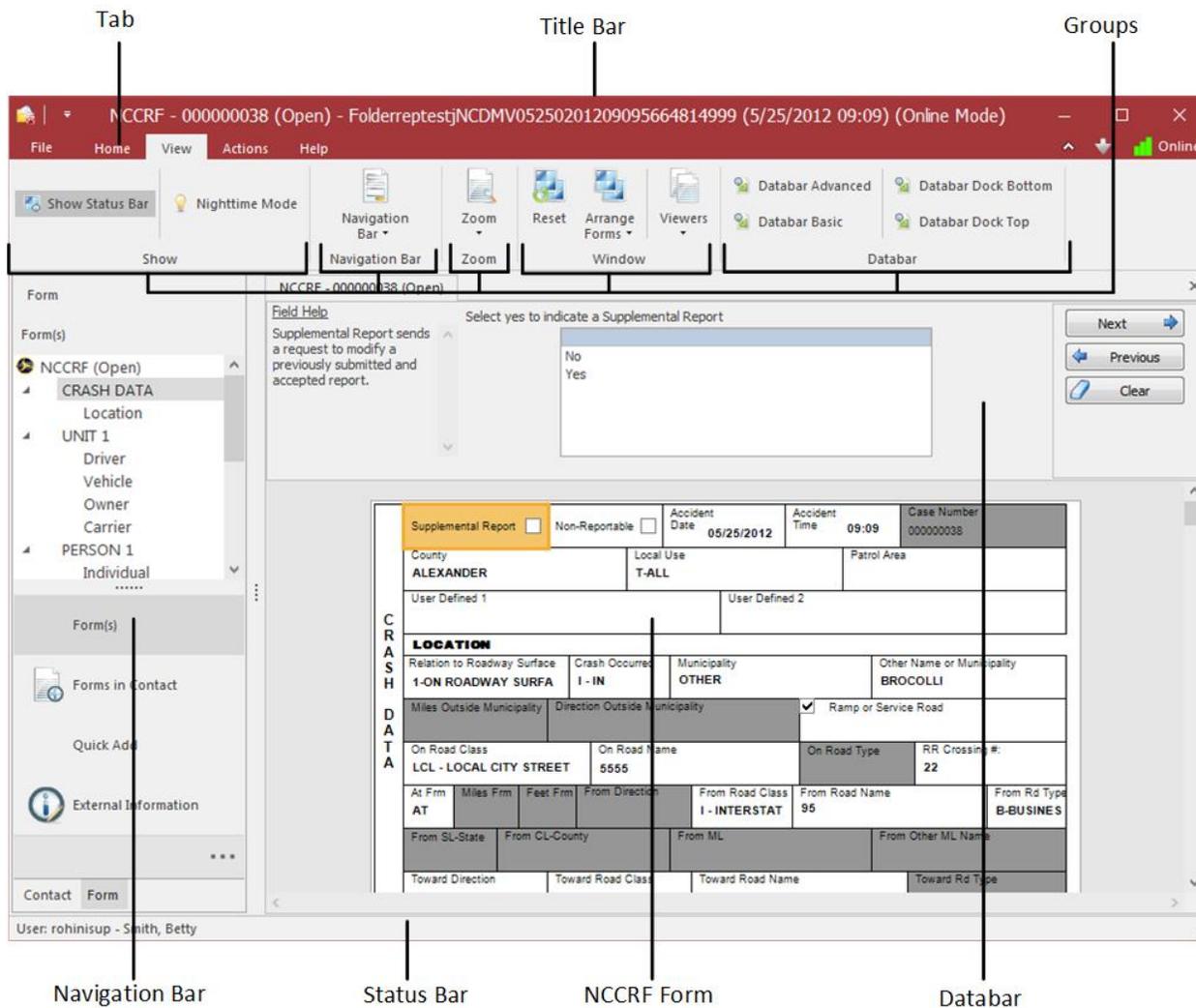


Figure 20. Forms Viewer



Forms Viewer Title Bar

The title bar provides basic contact and form information (as shown in Figure 21).



Figure 21. Forms Viewer Title Bar

Forms Viewer Status Bar

The status bar displays the user's ID and last and first name (as shown in Figure 22).



Figure 22. Forms Viewer Status Bar

Forms Viewer Ribbon

The ribbon is composed of several tabs, each of which represents a subset of TraCS functionality. The tabs contain related commands that are organized, grouped, and labeled as shown in Figure 23.

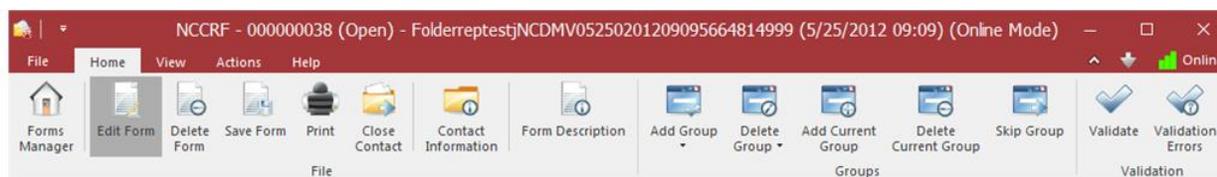


Figure 23. Forms Viewer Ribbon (Home Tab Selected)



Home Tab

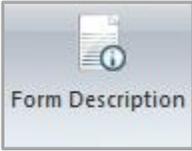
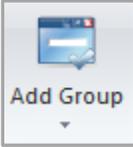
The **Home** tab commands display by default when you open TraCS (as shown in Figure 23). Table T describes the **Home** tab commands.

Table T. Home Tab Commands

Command	Click	Action
Forms Manager	 Forms Manager	Displays the Forms Manager.
Edit Form	 Edit Form	Changes the edit mode of the form from view-only to edit and back to view-only.
Delete Form	 Delete Form	Permanently deletes the form.  CAUTION: Deleted forms CANNOT be recovered.
Save Form	 Save Form	Saves the open form.
Print	 Print	Opens the Print dialog box.
Close Contact	 Close Contact	Saves and closes the contact and all forms in the contact.
Contact Information	 Contact Information	Opens the Contact Information dialog box. NOTE: All forms in the contact must be closed or have the Edit Mode turned off before any information can be entered. The date and time should be changed to the date and time of the crash. Information entered here displays only on the TraCS interface; time and dates are NOT changed on the NCCRF.



TraCS User's Guide for Supervisors and Reporters

Command	Click	Action
Form Description		Opens the Form Information dialog box. NOTE: Edit Mode must be turned on before any information can be entered. The date and time should be changed to the date and time of the crash. Information entered here displays only on the TraCS interface; time and dates are NOT changed on the NCCRF.
Add Group		Displays the Add Group menu listing groups that can be added to the form.
Delete Group		Displays the Delete Group menu listing groups on the open form. If a group is selected that cannot be deleted, only the data in the group is permanently deleted.  CAUTION: Deleted groups or data CANNOT be recovered.
Add Current Group		Adds another instance of the current group type. For example, when PERSON 1 is active and Add Current Group is selected, a PERSON 2 group is created. The new group is active and displays in the Navigation Tree.
Delete Current Group		Permanently deletes the current group and all associated data. If the current group is a group that cannot be deleted, only the data in the group is permanently deleted.  CAUTION: Deleted groups or data CANNOT be recovered.
Skip Group		Skips to the first field in the next group.



TraCS User's Guide for Supervisors and Reporters

Command	Click	Action
Validate	 A rectangular button with a light blue background. It features a white checkmark icon at the top and the word "Validate" in black text below it.	Validates the open form and if applicable, displays the errors in the Validation Errors panel.
Validation Errors	 A rectangular button with a light blue background. It features a white checkmark icon with a red 'x' over it, and a small red circle with a white 'i' (information icon) to the right. Below the icon is the text "Validation Errors" in black.	Opens and closes the Validation Errors panel.



View Tab

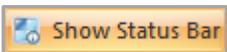
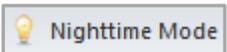
Click the **View** tab to display the **View** tab commands (as shown in Figure 24).



Figure 24. Forms Viewer – View Tab

Table U describes the **View** tab commands.

Table U. View Tab Commands

Command	Click	Action
Show Status Bar		Displays or hides the status bar at the bottom of the Forms Viewer window.
Nighttime Mode		Turns on and off the nighttime mode. Nighttime mode changes screen illumination.
Navigation Bar		Controls which buttons are visible in the Navigation Bar. See Table V for a description of Navigation menu commands.
Zoom		Displays the Zoom menu commands for setting the zoom level of the form.
Reset		Restores the Forms Viewer to the default workspace. See Table W on page 2-38 for the view options that are restored to the default on the Forms Viewer.
Arrange Forms		Displays menu commands for displaying open forms in the contact.
Viewers		Switches between open forms in the contact.



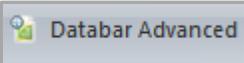
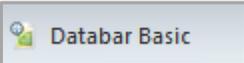
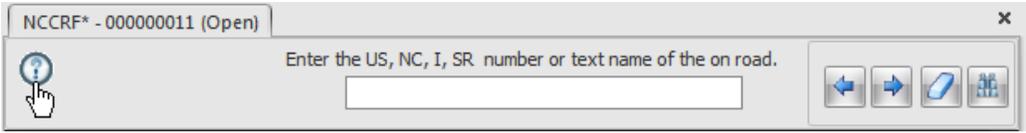
Command	Click	Action
Databar Advanced		Default databar. Expands the databar to full size. See Figure 30 on page 2-44 to view examples of the advanced and basic databar.
Databar Basic		Minimizes the size of the databar and converts information in graphical representations into list boxes when applicable. See Figure 30 on page 2-44 to view examples of the advanced and basic databar. NOTE: To display field help in the basic databar, click the basic databar help button, as shown in the following example.
		
Databar Dock Bottom		Moves the databar to the bottom of the form.
Databar Dock Top		Default location. Moves the databar to the top of the form.

Table V describes the Forms Viewer Navigation Bar menu commands.

Table V. Forms Viewer Navigation Bar Menu Commands

Command	Action
Show Navigation Bar	Opens and closes the Navigation Bar.
Navigation Bar Dock Left	Default. Moves the Navigation Bar to the left of the Forms Viewer.
Navigation Bar Dock Right	Moves the Navigation Bar to the right of the Forms Viewer.
Forms Navigation Tree → Hide/Show	Hides or displays the Navigation Tree button.
Forms Navigation Tree → Activate	Displays the Navigation Tree in the Navigation Bar viewer.
External Information → Hide/Show	Hides or displays External Information button.
External Information → Activate	Displays the External Information in the Navigation Bar viewer.



Table W shows which view options are restored the default after clicking **Reset** on the View.

Table W. Forms Viewer View Options

View Option	Returns to Default with Reset	
	Yes	No
Show Quick Access Toolbar Below Ribbon		✓
Minimize Ribbon		✓
Status Bar Hide	✓	
Nighttime Mode		✓
Add to Quick Access Toolbar	✓	
Hide Navigation Bar	✓	
Navigation Bar Dock Right	✓	
Quick Add Hide	✓	
Form(s) Hide [navigation tree]	✓	
Form(s) Activate [navigation tree]	✓	
External Information Hide	✓	
External Information Activate	✓	
Navigation Bar Explorer Mode	✓	
Arrange Forms (Tile Horizontally, Tile Vertically, and Cascade)	✓	
Databar Basic	✓	
Databar Dock Bottom	✓	



Actions Tab

Click the **Actions** tab to display the **Actions** tab commands. Figure 25 shows an example of both the supervisor's and reporter's **Actions** tab.

Supervisor's Actions Tab



Reporter's Actions Tab

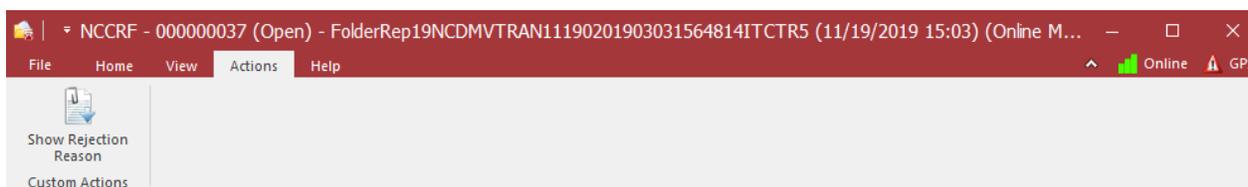


Figure 25. Forms Viewer – Action Tab

Table X describes the Action tab commands.

Table X. Actions Tab Commands

Command	Click	Action
Accept		Supervisor only. Changes the status of the form from Validated to Accepted.
Reject		Supervisor only. Changes the status of the form to Rejected.
Show Rejection Reason		If the form was rejected by the supervisor, the reason displays.



Command	Click	Action
Clear		Supervisor only. Changes the form status back to original status.

Help Tab

Click the **Help** tab to display the Help tab commands (Figure 26).



Figure 26. Forms Viewer – Help Tab

Table Y describes the Help tab commands.

Table Y. Help Tab Commands

Command	Click	Action
About TraCS		Displays the TraCS version, copyright, and serial number.
TraCS on the Web		Opens the NC Division of Motor Vehicles TraCS website, which provides additional information. dmvcrashweb.dot.state.nc.us/trcs/
Technical Support		Opens the TraCS Technical Support Contacts page.
Help		Opens TraCS Help.



Forms Viewer Navigation Bar

The Navigation Bar provides quick access to tasks associated with the form. The Navigation Bar can be configured to display or hide the buttons and dock the bar to the left or right of the window. Buttons can be displayed, hidden, or minimized.

The viewer displays the results of the selected button (as shown in Figure 27). If the selection requires a larger portion of the bar, the buttons are minimized to the bottom of the bar.

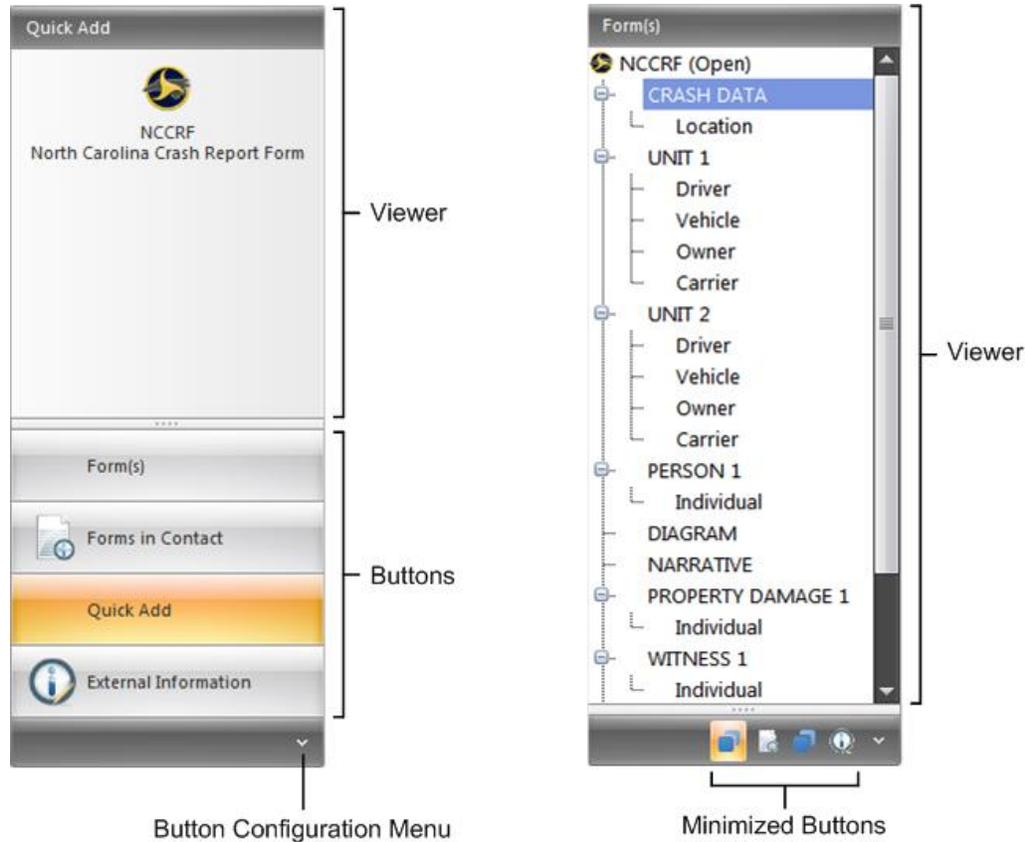


Figure 27. Forms Viewer Navigation Bar (Example of Standard and Minimized Buttons Shown)



The Navigation Bar can be modified from three menus:

- Navigation Bar menu (on the **View** tab)
- Shortcut menu (right-click on the Navigation Bar)
- Configure Buttons menu (located at the bottom of the Navigation Bar)



NOTE: The commands on the **Navigation Bar** menu on the **View** tab override the **Configure Buttons** menu. If you cannot locate a button, go to the **Navigation Bar** menu and select **Show** to display it.

Table Z lists the commands available to modify the Navigation Bar.

Table Z. Forms Viewer Navigation Bar Display Options

Command	Navigation Bar Menu (View Tab)	Shortcut Menu	Button Configuration Menu
Show Navigation Bar	✓	✓	
Navigation Bar Dock Left	✓	✓	
Navigation Bar Dock Right	✓	✓	
Form Navigation Tree → Show/Hide	✓	✓	
Form Navigation Tree → Activate	✓		
External Information → Show/Hide	✓	✓	
External Information → Activate	✓		
Forms in Contact		✓	
Order Quick Add (not applicable in NC)		✓	
Quick Add Show/Hide		✓	
Explorer Mode		✓	
Show More Buttons			✓
Show Fewer Buttons			✓
Add or Remove Buttons			✓



Navigation Tree

The TraCS Navigation Tree contains a hierarchical tree view which displays the NCCRF group and collection headings, as shown in Figure 28. The navigation tree allows you to maneuver within a form (for example, between groups or collections).

You can skip to a specific group or collection on a form by clicking the desired group name or collection name in the navigation tree. When a group name is selected, the first field contained in that group is selected and highlighted. When a collection name is selected, the first field in that collection is selected and highlighted.

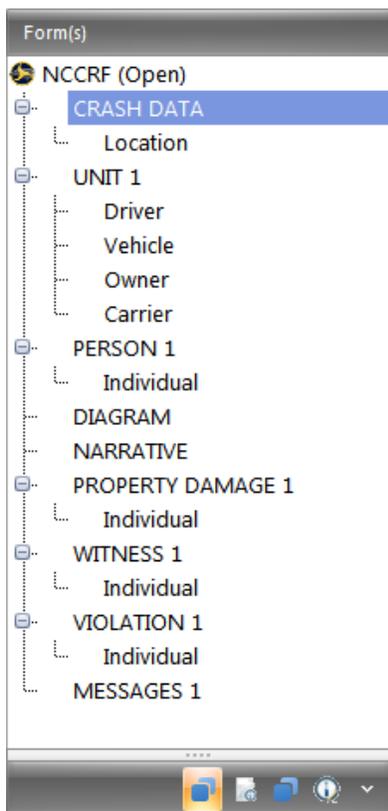


Figure 28. Navigation Tree

When a topic is highlighted in the Navigation Tree, the corresponding field on the open form is selected. In the example in Figure 29, PROPERTY DAMAGE 1 is highlighted on the Navigation Tree which automatically selects the Property Damage Text field on the form.



Figure 29. Selected Tree Topic and Corresponding Field



Databar

The databar displays when the form is in edit mode and it is used to enter information into the form. Each field has a specific databar associated with it that determines the type of data that can be applied to the field. For example, a numbers databar allows only numbers to be entered. The Field Help provides an explanation and instructions for the current field.

A new form automatically opens in edit mode. Existing forms open in view-only mode and you must activate edit mode to display the databar.

The databar can be displayed in one of two ways, the advanced databar (default), and the basic databar. Figure 30 shows examples of both. The basic databar minimizes the size of the databar and converts information in graphical representations into list boxes when applicable.

Advanced Databar

Basic Databar

NOTE: Click databar help button to display field help.

Figure 30. Advanced and Basic Databar



North Carolina Crash Report Form

The open NCCRF displays, as shown in Figure 31. When a field is selected on a form, the databar associated with that field displays above the form.

NCCRF - 00000144 (Open)

Supplemental Report <input type="checkbox"/>	Non-Reportable <input type="checkbox"/>	Accident Date 01/28/2013	Accident Time 14:59	Case Number 00000144		
County		Local Use	Patrol Area			
User Defined 1		User Defined 2				
LOCATION						
Relation to Roadway Surface		Crash Occurred I - IN	Municipality CARY	Other Name or Municipality		
Miles outside municipality	Direction Outside City		Ramp or Service Road			
On Road Class		On Road Name	On Road type	RR Crossing No:		
At Frm	Miles Frm	Feet Frm	From Direction	From Road Class	From Road Name	From Rd type
From SL-State	From CL-County		From ML		From Other ML Name	
Toward Direction		Toward Road Class	Toward Road Name	Toward RD type		
Toward SL-State	Toward CL-County		Toward ML		Toward Other ML Name	
Latitude		Longitude		Altitude		
ACCIDENT ENVIRONMENT						
Locality		Predominant Development Type		Road Surface Condition		
Weather Condition 1		Weather condition 2			Weather Contributed	
Ambient Light		Crash First Harmful Event		Crash Most Harmful Event		
Roadway Contributing Circumstance 1			Roadway Contributing Circumstance 2			
ROADWAY INFORMATION						
Road Feature			Road character			
Road Classification			Road Surface Type			
Road Configuration						

Figure 31. North Carolina Crash Report Form

Chapter 3: Completing and Submitting the NCCRF

This chapter includes instructions for:

- Creating a new contact and NCCRF
- Entering data in fields and setting field defaults
- Adding and deleting recurring groups
- Searching driver, vehicle, and commercial carrier records and auto-populating related fields with the results
- Validating and submitting the NCCRF for approval
- Processing a validated form (supervisor only)
- Submitting a supplemental report

Starting TraCS

To start TraCS:

1. From the **Start** menu, select **All Programs > TraCS** . Or, double-click the TraCS icon  on your desktop.
2. Log on to TraCS. The Forms Manager window opens.



NOTES:

Contact your agency administrator if you have forgotten your log in password.



Displaying Information about TraCS

To display the version number of your copy of TraCS:

1. From the **Help** tab, click **About TraCS**. The TraCS software information displays, as shown in Figure 32.

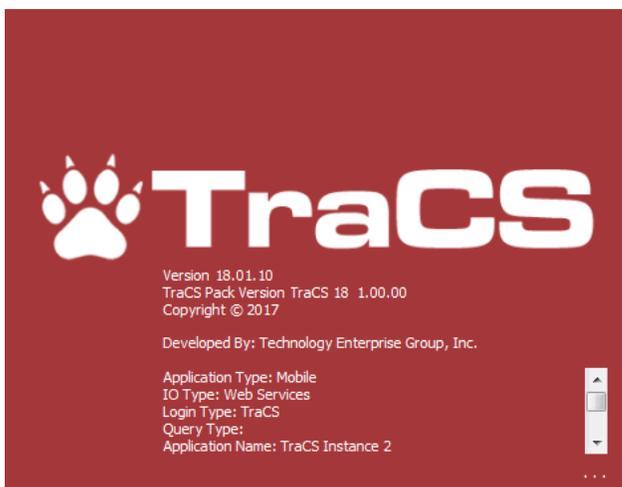


Figure 32. TraCS Software Information

This information is useful to the customer support staff if you need assistance.

2. Click **anywhere on the box to close** the dialog box.



Creating a New Contact and NCCRF

TraCS is designed around the concept of a contact, which is defined as an incident for which an officer is called to perform an official act (for example, writing a citation or investigating a crash). In North Carolina, the only electronic form designed for TraCS is the NCCRF. Before data can be entered into the NCCRF, a contact must be opened. A contact is represented in TraCS as a file folder, with each electronic form in the contact represented as a piece of paper in the file folder.

To create a new contact and NCCRF:

1. Click **New Contact** on the Forms Manager **File** tab. The **Create Contact** dialog box opens with default content displayed, as shown in Figure 33.

The screenshot shows a 'Create Contact' dialog box. The 'Contact Number' field is pre-filled with 'Folder00001NCDMV03150201902532386372DMVSY'. The 'CFS Number' field is empty with a browse button. The 'Date' is set to '3/15/2019' and the 'Time' is '2:53:00 PM'. The 'Description' field is empty. The 'Create' and 'Cancel' buttons are at the bottom.

Figure 33. Create Contact Dialog Box



NOTES:

1. Initially, the default content for contact name, contact description, and contact key are the same. Changing the contact name and description allows you to enter information that provides quick and easy identification (for example, 2-car fender-bender or a 6-car pile-up on expressway). The Contact Key content remains the same.
 2. Limit contact name and description length to no more than 25 characters to avoid distorting the Forms Grid display.
2. **Optional.** Replace the default contact name.
 3. Change the date and time to the date and time the crash occurred.
 4. **Optional.** Replace the default contact description.



5. Click **Create**.

The **Available Forms** dialog box opens with the NCCRF selected, as shown in Figure 34.

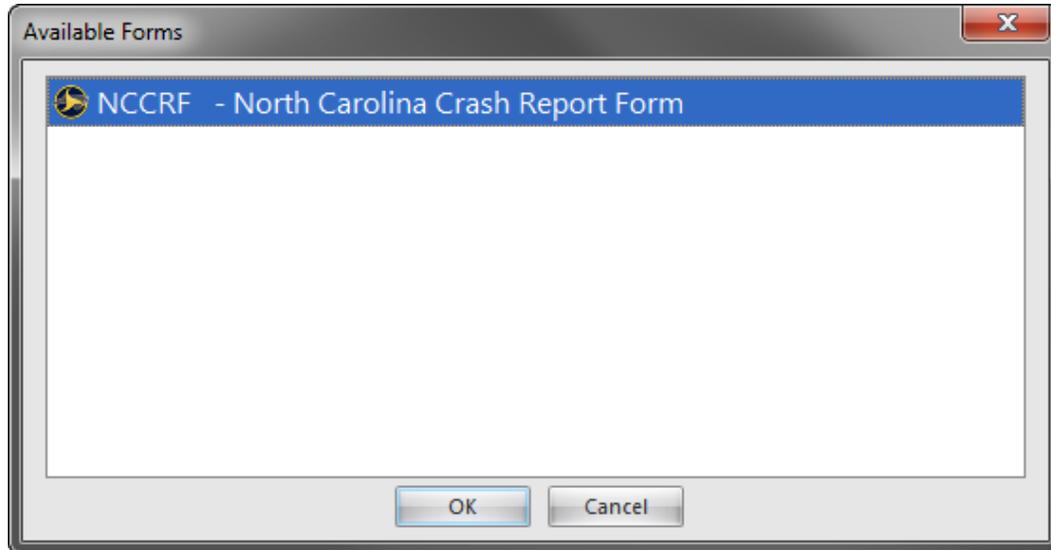


Figure 34. Available Forms Dialog Box

6. Click **OK**.

The Forms Viewer opens in a new window. The Forms Viewer displays the new contact and NCCRF form. The new form is in Edit Form mode.



NOTE: When the form is reopened, Edit Form mode must be turned on before any modifications can be made. To do this, open the form and click **Edit Form** on the **Home** tab in the Forms Viewer.



Entering Data on the Form

TraCS uses the databar as the primary data entry tool. In addition to facilitating data entry, databars also enforce data integrity (for example, a numbers databar allows only numbers to be entered). See “Databar” on page 2-44 for more information on the databar.

See Chapter 4: “The North Carolina Crash Report Form” for a detailed description and requirements for each field on the form.



See Chapter 9: “Glossary of Terms” for a list of TraCS terminology used to complete the electronic NCCRF.

Saving a Form



NOTE: Save the form frequently to avoid losing data because of an unexpected power failure or other problem.

To save a form without closing it, click **Save Form** on the **Home** tab, in the **File** group.

Form data is automatically saved when you close the form or Forms Viewer.



Deleting a Form in TraCS

A form can be deleted in TraCS from either the Forms Manager or the Forms Viewer.



CAUTION: Deleted forms CANNOT be recovered.



NOTE: Locked forms cannot be deleted.

Deleting a Form on the Forms Manager

To permanently delete a form:

1. Select one or more forms to be deleted from the Forms Grid.
2. From the **File** tab, in the **File** group, click **Delete Form** (or press the **Delete** key). The **Are you sure you want to Delete Form** dialog box opens.
3. Click **Yes** to confirm the deletion.

The form is deleted from TraCS.

Deleting a Form on the Forms Viewer

To permanently delete a form:

1. Click **Delete Form** in the **File** group on the **Home** tab. A confirmation box opens.
2. Click **Yes** to confirm the deletion.



Field Defaults

Default values can be set for many of the NCCRF form fields. When a field with a default value is active, the value is selected in the databar. Continuing to the next field populates the field with the default. You can overwrite, cancel, or change the default value at any time.

Default field values that you set apply to blank fields on all forms created with your user ID. No existing content is overwritten.

Setting NCCRF Field Defaults

To set a field default:

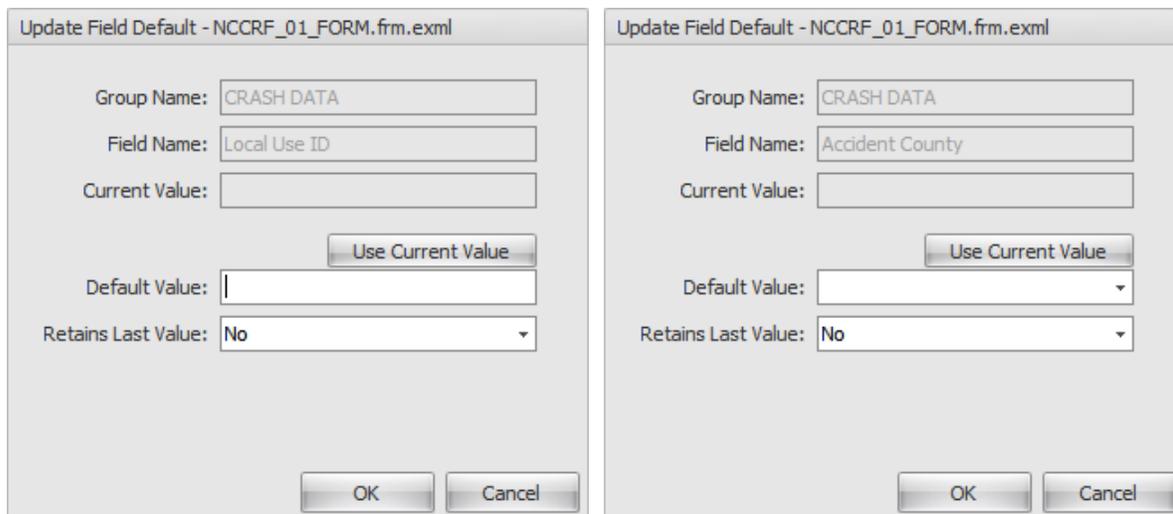
1. Open a form and click **Edit Form** on the **Home** tab to change to edit mode.
2. Point to the field to which you want to set a default value.
3. Right-click to open the shortcut menu, as shown in Figure 35.



Figure 35. Field Shortcut Menu



4. Click **Set Default Value**. The Default Value field displays the same as the selected field databar. Figure 36 shows examples of the Update Field Default dialog box—one with a text box and one with a list box.



Text Box

List Box

Figure 36. Update Field Default Dialog Box

5. Enter default value or click **Use Current Value** to enter the value in the field.
6. Keep the value of **No** for the **Retains Last Value** field and click **OK**.



CAUTION: Do not select **Yes** or **Temp** for the **Retains Last Value** field. Doing so can result in incorrect data populating the field.

Applying Field Defaults

To apply a field default:

1. Open the form and click **Edit Form** on the **Home** tab to change to edit mode.
2. Go to the blank field to which you want the field default applied. The default value displays on the databar.

The field populates with the default value when you move to another field.



Recurring Groups

Adding a Recurring Group

The NCCRF is comprised of several groups. Groups that occur more than one time on a form are known as recurring groups. Groups that occur only once on a form are known as non-recurring groups. See “NCCRF Group and Collections” on page 4-1 for detailed information on group types.

To add a recurring group:

1. Click the **Home** tab on the Forms Viewer.
2. Do one of the following:
 - Select a group in the Navigation Tree and click **Add Current Group**, or
 - Select a group from the **Add Group** menu.
 - Right-click anywhere in the Navigation Tree and select a group from the **Add Group** shortcut menu.

The selected group displays in the Navigation Tree. For example, when PERSON is the selected group, the Navigation Tree displays PERSON 1 and PERSON 2.

Deleting a Recurring Group and Clearing Group Data



CAUTION: Deleted groups or group data cannot be recovered.

Non-recurring groups cannot be deleted. However, the data in a non-recurring group can be cleared using the **Delete Group** and **Delete Current Group** commands.

Any instance of a recurring group can be deleted as long as there is more than one instance of the group. For example, if the form has two PERSON groups and the PERSON 1 group is deleted, PERSON 2 becomes PERSON 1. Because PERSON 1 is the only PERSON group, the group cannot be deleted. However, you can permanently clear all data in the PERSON 1 group with the delete commands.



To delete a recurring group or clear group data:

1. Click the **Home** tab on the Forms Viewer.
2. Do one of the following:
 - Select the group in the Navigation Tree and click **Delete Current Group**, or
 - Select the group from the **Delete Group** menu.

Non-recurring group only. The data is permanently cleared from the group fields.

Recurring group only. The group is permanently deleted from the form.



NOTE: A group can also be deleted by pointing anywhere on the Navigation Tree, right-clicking, and selecting the group from the **Delete Group** menu.

Records Search

The records search function in TraCS allows you to retrieve information on the following:

- Driver information (based on NC driver's license)
- NC vehicle registration information (based on NC license plate or VIN number)
- Commercial carrier records (based on USDOT number)

Searches are performed directly from the open NCCRF form. After retrieving the records, you can choose to apply the results to the form (populating applicable fields).

Searching for Driver Information (North Carolina Driver Licenses Only)

Use the driver search function to perform a search based on a North Carolina driver license number.

To search for driver information and apply results to the form:

1. Enter the type of unit (Vehicle, Hit & Run, or Commercial) in the **Unit Type** field. Driver fields become available.
2. Go to the **DL State** field on the form and select **NC** from the **Select the state in which the driver's license was issued** list on the databar.
3. Click **Next** to go to the **DL Number** field.



4. Enter the NC driver's license number and click **Search Driver** on the databar. If a match exists, the results display, as shown in Figure 37.

Confirm Search Results

 Search results returned:
Driver License State: NC
Driver License Number: 000000000001
Driver License Class:
Driver License :
Driver Last Name: PHONETIC
Driver First Name: ELTONTTEST
Driver Middle Name: ROYTEST
Driver Suffix:
Driver Date of Birth: 11/20/1912
Driver Street Address 1: 106 HARLON DR
Driver Street Address 2:
Driver Address City: CARY
Driver Address State: NC
Driver Address Zip Code: 280545709
Driver Ethnicity: W
Driver Gender: M
Driver Home Phone: 9195551212

Figure 37. Search by Driver's License Results Example



5. Click **Yes**.

Related fields populate with the search results and the data is stored in the External Information viewer on the Navigation Bar, as shown in Figure 38.

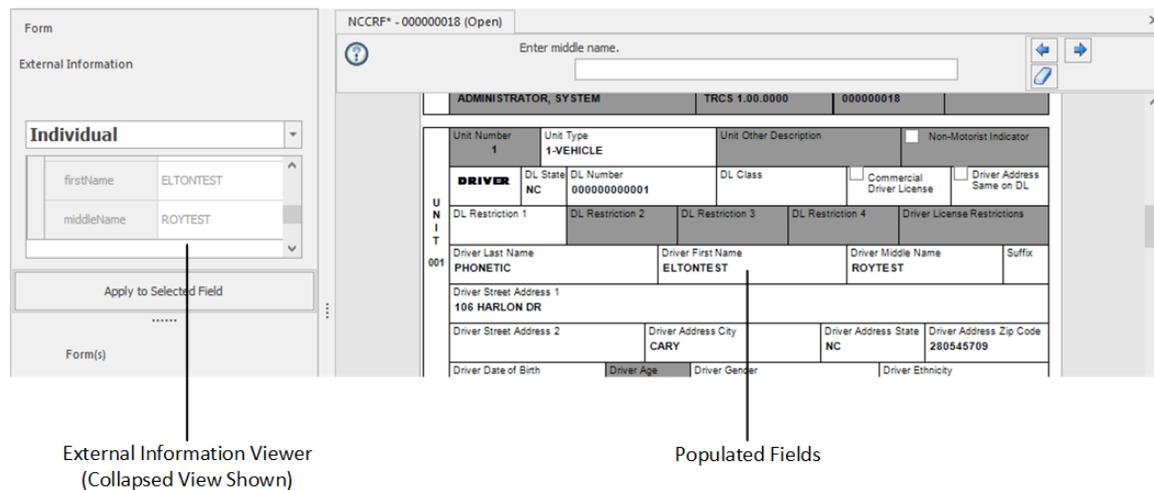


Figure 38. Driver Information Search Results Example



CAUTION: Changing a value in an external search information field does not automatically change other instances of that field in other locations.



External Information

Individual

Insurance Compa	
Insurance Policy N	
Insurance Phone	
ID Viewed?	
Email Address	
CDL	
lastName	PHONETIC
firstName	ELTONTST
middleName	ROYTEST
Address Street	106 HARLON DR
Street2	

Apply to Selected Field

External Search Information Fields

Searching for Vehicle Registration Records (NC Registered Vehicles Only)

NC vehicle registration information can be retrieved by performing a search based on the license plate or vehicle identification number (VIN) number entered on the NCCRF.

To search for vehicle registration records:

1. Go to the **License Plate State** field on the form and select **NC – North Carolina** from the **Select the state in which the license plate was issued** list on the databar.
2. To search by the license plate number, enter the license plate number in the **License Plate Number** field and click **Search**. If a match exists, the results display, as shown in Figure 39.



NOTE: Do not enter dashes (-) or any other symbols.

Confirm Search Results

 Search results returned:
Owner Last Name: TEST
Owner First Name: CHARLES
Owner Middle Name: ROBERT
Owner Suffix:
Owner Street Address 1: 935 S JOYNER ST
Owner Street Address 2:
Owner Address City: GIBSONVILLE
Owner Address State: NC
Owner Address Zip Code: 280545709
Owner Company Name:
Vehicle Make: DAEW
Vehicle Year: 1999
Vehicle Vin Number: KLAJA52Z0XK281894
Vehicle License Plate Number: EEL 1134
Vehicle License Plate State: NC
Vehicle License Plate Year:
Vehicle Insurance Company:
Vehicle Insurance Policy Number:

Figure 39. Search by License Plate Number Results Example



- To search by the VIN number, enter the VIN number in the **VIN Number** field and click **Search**. If a match exists, the results display, as shown in Figure 40.

Confirm Search Results

Search results returned:
Driver License State: NC
Driver License Number: 00000000001
Driver License Class:
Driver License :
Driver Last Name: PHONETIC
Driver First Name: ELTONTTEST
Driver Middle Name: ROYTEST
Driver Suffix:
Driver Date of Birth: 11/20/1912
Driver Street Address 1: 106 HARLON DR.
Driver Street Address 2:
Driver Address City: CARY
Driver Address State: NC
Driver Address Zip Code: 280545709
Driver Ethnicity: W
Driver Gender: M
Driver Home Phone: 9195551212

Yes No

Figure 40. Search by VIN Number Results Example

- Click **OK**.

Related fields populate with the search results and the data is stored in the External Information viewer on the Navigation Bar, as shown in Figure 41.

Form

External Information

Vehicle

NCCRF - 000000047 (Open)

Field Help
If the driver has a permit, enter "permit number". The driver's license number is used to access individual records.

Enter the driver's license number.

00000000001

Next Previous Clear Search

VEHICLE		License State	NC License Number	1	License Plate Year	VIN Number
Vehicle Year	Vehicle Make					Vehicle Style Type

External Information Viewer (Collapsed View Shown)

Populated Fields

Figure 41. Vehicle Information Search Results Example



CAUTION: Changing a value in an external search information field does not automatically change other instances of that field in other locations.

Vehicle	
License Plate Number	
License Plate State	
License Plate Year	
VIN	
CDL Required?	
Hazmat Placard Required?	
Pass End Required?	
HazMat Plate	
Company Unit Number	
Vehicle Type	
plateState	NC
plateNumber	1
plateYear	
vinNumber	

External Search Information Fields



Searching for Commercial Carrier Records

The USDOT number is used to access carrier records. Use the Commercial Carrier Search function to perform a search based on a USDOT number.



NOTES: The Unit Type field must be **4-COMMERCIAL**.

To search for a commercial carrier's records:

1. Go to the **USDOT Number** field on the form and enter the USDOT number and click **Search**.

If a match exists, the **Apply the result Info** message displays with the commercial carrier's records, as shown in Figure 42.

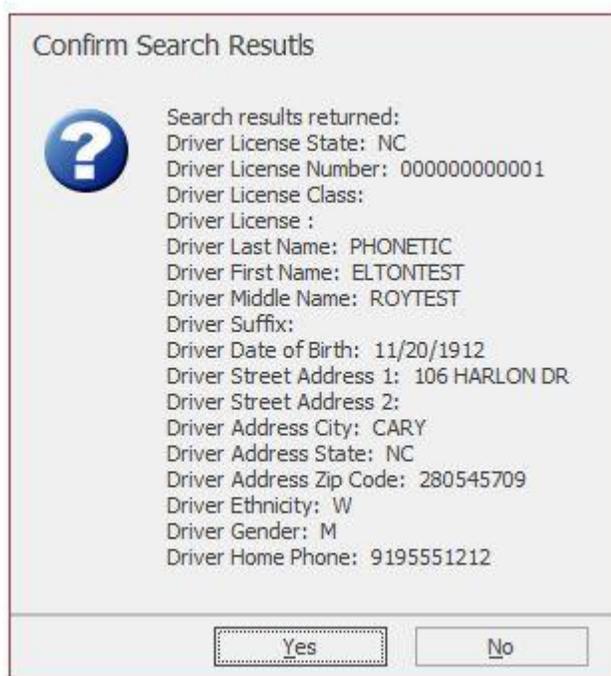


Figure 42. Apply the result Info Message (Commercial Carrier)



TraCS User's Guide for Supervisors and Reporters

2. Verify that the correct carrier name displays in the search results.
3. Click **OK**.

Related fields populate with the search results and the data is stored in the External Information viewer on the Navigation Bar, as shown in Figure 43.

Form

External Information

Carrier

Carrier Name

Carrier Street

Apply to Selected Field

Form(s)

Forms in Contact

Contact Form

NCCRF - 00000029 (Open)

Field Help

Enter the 6 digit USDOT number, if the number is available. If the number is not available enter the state and state number of the carrier.

Enter the 6 digit USDOT number

1

Next

Previous

Clear

Search

Carrier	Carrier Same as Owner	Carrier Name	Carrier Address City	Address State	Carrier Zip Code
<input type="checkbox"/>		QUITLIN TIN PLATE AND METAL CO	ATLANTA	GA	30301
Carrier Street Address Line 1 S01DVRI 7911 MCSMI501RI					
Carrier Street Address 2					
Carrier Source of Data					
Cargo Body Type					
USDOT Number	ICC Number	Carrier Axles	Carrier State	State Number	
1			GA - GEORGIA		
IFTA Number	FEI Number	Carrier Fleet #	Gross Vehicle Weight Rating		

HAZARDOUS MATERIALS

Hazardous Material Involved? Hazardous Material Placard Exists Hazardous Cargo Released Carrying Hazardous Material

External Information Viewer
(Collapsed View Shown)

Populated Fields

Figure 43. Carrier Search Results Example



CAUTION: Changing a value in an external search information field does not automatically change other instances of that field in other locations.



Carrier

Carrier Name	
Carrier Street	
Carrier City	
Carrier State	
Carrier Zip Code	
US DOT Number	
ICC Number	
carrierName	QUITLIN TIN PLATE AND METAL CO
carrierStreetAdd	S01DVRI 7911 MCSMIS01RI
carrierStreetAdd	
carrierAddressCit	ATLANTA
carrierAddressSta	GA
carrierZip	30301

External Search Information Fields

Apply to Selected Field



Using a GPS Device to Populate Latitude and Longitude Fields

Downloading GPS Driver and Setting Communication Port

TraCS can use data from a user-provided GPS device to automatically populate the Latitude and Longitude fields on the NCCRF. When a GPS is enabled, TraCS also displays current GPS coordinates at the bottom of the Forms Manager and Forms Viewer.

To connect the GPS:

1. Connect the user-provided GPS to your machine.
2. Go to the GPS manufacturer's website and download the latest driver for your device.



NOTE: NMEA has traditionally been implemented as a serial protocol and therefore, if a USB connection is used, there needs to be a USB to Serial Port conversion.

The driver for the GPS device maps the USB connection to a serial port.

3. Follow the GPS manufacturer's instructions for installing the driver.
4. Select **Control Panel** from the Windows **Start** menu and double-click **Device Manager** to open.



5. Locate the **Ports (COM and LPT)** line and click on the plus (+) sign to expand. The ports recognized by Windows are listed here. Note the port name that is listed as Serial Comm Port (COMx), where x is the number of the port. COM3 is the port number shown in the example in Figure 44.

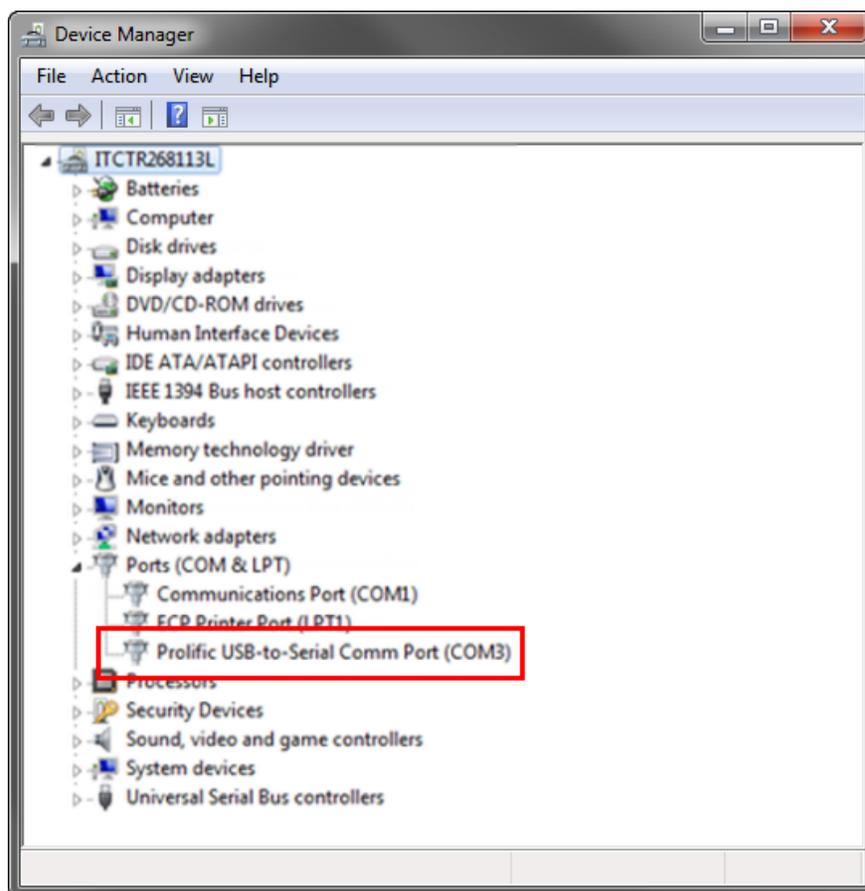


Figure 44. USB-to-Serial Comm Port Example

6. Test your GPS to verify that it is working.
7. Log in to TraCS.



- From the Forms Manager window, click **Set GPS CommPort** on the **Administrative** tab. The **Set GPS Com Port Number** dialog box opens, as shown in Figure 45.

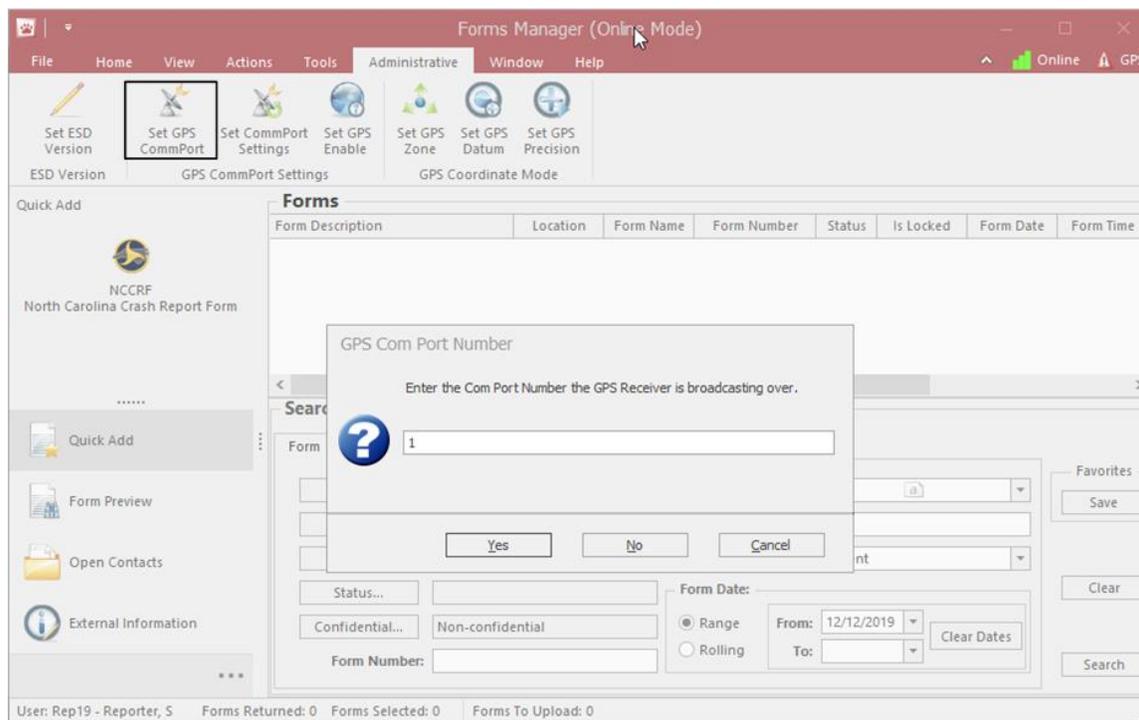


Figure 45. Set GPS CommPort Dialog Window

- Enter the port number and click **Yes**.
- Click **OK** to close the confirmation message. The GPS is now ready to use in TraCS.



Activating GPS on the Form

To activate GPS coordinates on the form:

1. Open the form.
2. Click in either the **Latitude** field or **Longitude** field to make the field active and click **GPS**. Both fields populate with the coordinates from the GPS. Figure 46 shows the fields before activation.

The screenshot shows a software window titled "NCCRF* - 00000011 (Open)". At the top, there are tabs for "Groups" and "Validation". Below the title bar, there is a "Field Help" section with the text: "Enter latitude in decimal degrees: If available, enter the geographical latitude in decimal degrees." To the right of the help text are two input fields: "Latitude" and "Longitude". A blue button labeled "GPS" is being clicked by a mouse cursor, and a "Stored" button is visible below it. On the far right, there are three buttons: "Next" (with a right arrow), "Previous" (with a left arrow), and "Clear" (with a trash icon). Below these elements is a large table with the following structure:

Toward SL-State	Toward CL-County	Toward ML	Toward Other ML Name
Latitude	Longitude	Altitude	
ACCIDENT ENVIRONMENT			
Locality	Predominant Development Type	Road Surface Condition	
Weather Condition 1	Weather Condition 2	Weather Contributed	
Ambient Light	Crash First Harmful Event	Crash Most Harmful Event	

Figure 46. Latitude and Longitude Fields

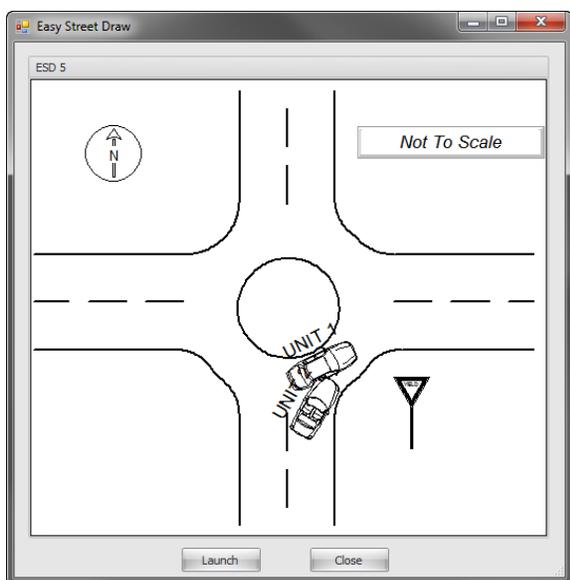
Creating a Diagram



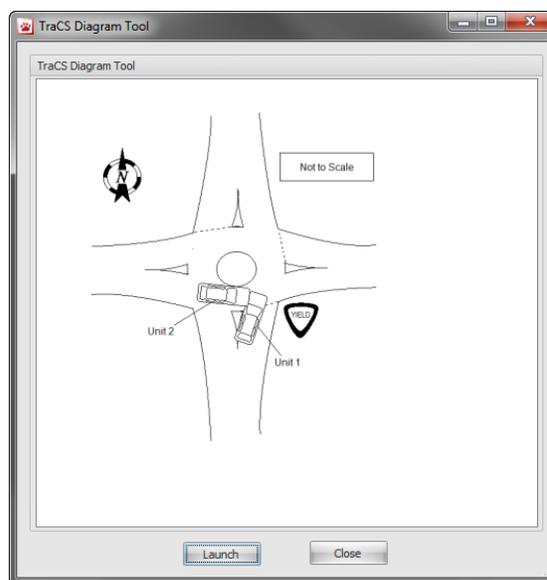
WARNING: DO NOT USE COLOR. When the NCCRF is burned to the DMV-349 all objects display as black or white. The first example below shows how a fill of yellow displays after the NCCRF is burned to the DMV. NCDMV does not accept diagrams that use color.



Figure 47 shows two examples of a crash diagram; one created using the ESD tool and the other using the TraCS Diagram tool.



ESD Diagram



TraCS Diagram

Figure 47. Crash Diagram Examples



Drawing Requirements

When creating the diagram of the crash scene, the following should be included:

- Roads and intersecting roads, widths of roads, shoulders, and median strips.
- Direction of travel for each traffic lane.
- All roadside features pertinent to the crash (such as parked cars, trees, buildings, traffic signs and signals).
- Paths of travel for involved vehicles and pedestrians prior to, during, and after the crash.
- Tire marks and debris, if important in the crash or otherwise needed.
- Measurements pertinent to the location of the point of impact should be shown on the diagram. Measure distances up to 500 feet with a tape, use odometer measurement of distances over 500 feet (528 ft = 1/10 mi).
- Use the diagram tool's compass symbol or draw an arrow pointing true north (relative to scene).
- Add "Not to Scale" to each diagram.



Launching a Diagram Tool

To launch a diagram tool:

1. Go to the Diagram group on the form (Figure 48) and select **ESD Diagram** or **TraCS Diagram** and click **Open**. The launch window opens.

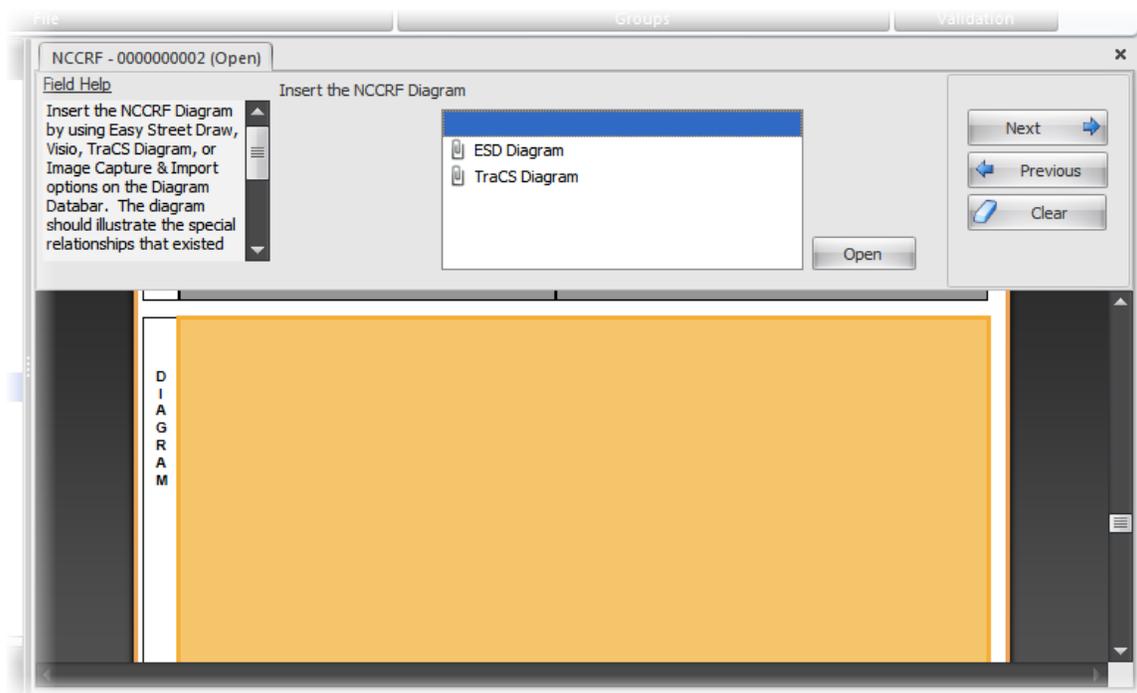


Figure 48. Chose Diagram Tool

2. Click **Launch** to open the tool.
3. Complete the drawing.

If you chose the ESD diagram tool, refer to the Easy Street Draw user guide for instructions on how to create a diagram using the program. If you are using ESD for the first time, see “Set Easy Street Draw (ESD) Version in TraCS” on page 3-27 for instructions on setting the version number.

If you chose the TraCS diagram tool, see Chapter 7: “TraCS Diagram Tool Guide” for instructions on how to create a diagram using the program.



Set Easy Street Draw (ESD) Version in TraCS

Before using ESD 6 for the first time, set the ESD version to 6.

1. From the Forms Manager, click **Set ESD Version** on the **Administrative** tab. The ESD Setting dialog window opens, as shown in Figure 49.

The image shows a dialog box titled "ESD Setting". Inside the dialog, there is a text prompt "Enter the ESD version." followed by a text input field containing the number "6". To the left of the input field is a blue circular icon with a white question mark. At the bottom of the dialog, there are three buttons: "Yes", "No", and "Cancel".

ESD Setting

Enter the ESD version.

6

Yes No Cancel

Figure 49. EDS Setting Dialog Window

2. Enter **6** in the box and click **Yes**.



Entering a Narrative

Insert a word description of events occurring prior to, during, and after the crash which are not elsewhere on the form. Include in the description an explanation for **Other** options selected during data entry. The description should note all pertinent and unusual aspects of the crash. The statements made in this narrative should be in the opinion of the investigating officer. The crash narrative or description provides valuable information to traffic researchers, enabling them to design and promote Highway Safety Programs.



NOTE: The narrative is limited to 4,000 characters.

To enter a narrative:

1. Select **NARRATIVE** in the Navigation Tree, as shown in Figure 50.

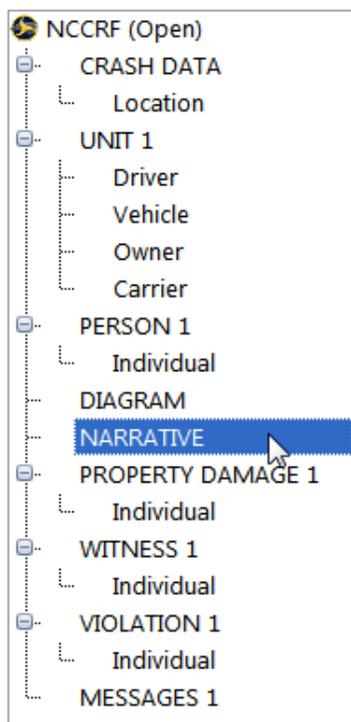


Figure 50. Narrative Selected in Navigation Tree



2. Enter text directly in the Narrative databar box, or click **Edit** to open the Narrative box (shown in Figure 51) and enter the data there.



NOTE: A narrative cannot exceed 4,000 characters.

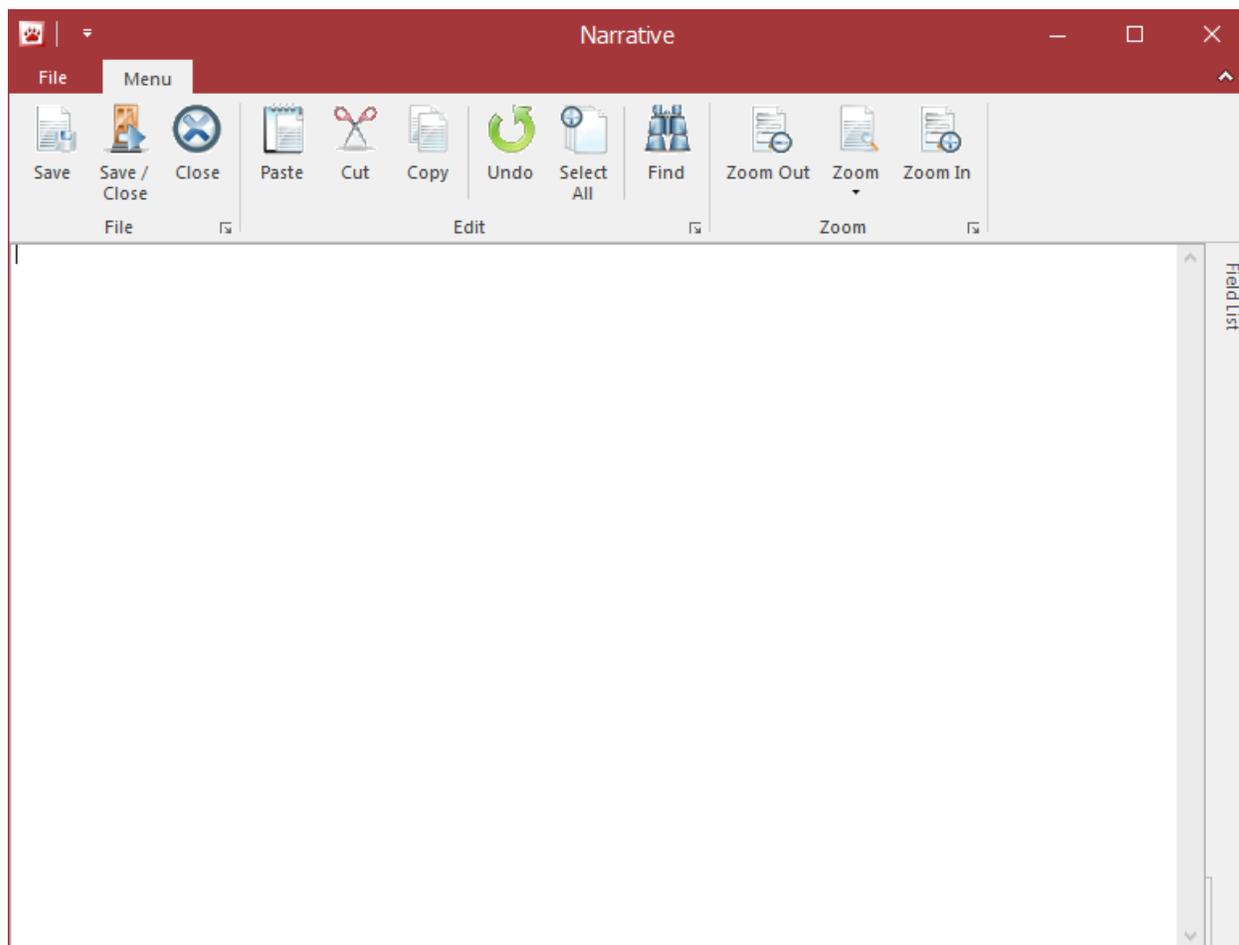


Figure 51. Narrative Dialog Box

3. If you entered the narrative in the Narrative databar, click **Next** (or press **Enter**) to save the data and move to the next field.

If you entered the narrative in the Narrative box, click **Save** to save the data and close the Narrative box. The text entered displays in the Narrative group on the NCCRF.

The data entered displays in the Narrative group on the NCCRF.



NOTE: The Narrative box has a **Find** button to search text within the narrative.





Edit Contact Information

The contact name, date, time, and description for existing contacts can be edited from the Forms Viewer.



NOTES:

1. All forms in the contact must be closed or have the Edit Mode turned off before any information can be entered in the Contact Information dialog box.
2. When a contact is created, the contact date and time default to the current time. The date and time should be changed to the date and time of the crash. Data entered in the Contact Information box display only on the TraCS interface—not on the form. The time and date on the NCCRF can only be changed in the Accident Date and Accident Time fields on the NCCRF.

To edit contact information:

1. If the form is in edit mode, click **Edit Form** on the **Home** tab in the Forms Viewer to turn it off.
2. Select **Contact Information** on the **Home** tab. The **Contact Information** dialog box opens, as shown in Figure 52.

The image shows a screenshot of the 'Contact Information' dialog box. The dialog has a title bar with a paw print icon and a close button. It is divided into two main sections. The left section contains input fields for 'Contact Number' (with the value 'Folder00001NCDMV03180201910572269466DMVSY4'), 'CFS Number' (with a dropdown arrow), 'Date' (set to '3/18/2019'), and 'Time' (set to '10:57:00 AM'). Below these is a large text area for 'Description'. The right section, titled 'Forms in Contact', contains a list box with one item: 'NCCRF - 000000019'. At the bottom of the dialog are two buttons: 'Update' and 'Cancel'.

Figure 52. Contact Information Dialog Box

3. **Optional.** Replace the contact name.



TraCS User's Guide for Supervisors and Reporters

4. Change the date and time to the date and time the crash occurred. The changes display in the Contact column on the Forms Manager Forms Grid and on the Forms Viewer title bar.
5. **Optional.** Replace the contact description.
6. Click **Update**.
7. Click **Yes** to confirm.



Validating a Form

Validating performs a cross-check between the crash data entered and a set of standard rules that confirm the form is complete and accurate.

Two types of messages can display after initiating the validation—errors and warnings:

- **Error messages.** Error messages provide suggestions for correcting the errors. All errors must be corrected and the form successfully validated and saved before it will transmit.
- **Warning messages.** Warning messages identify conditions that do not violate rules, but they are illogical (for example, omitting insurance information on a vehicle). The form can successfully complete validation and still display warning messages.



NOTE: The NCCRF form must be in Edit mode to validate.

To validate a form:

1. Click **Validate** on the **Home** tab in the **Validation** group. The validation fails if errors were made during data entry.
2. If no errors are found, the form status changes to Validated. Continue to step 3.
If errors are found, skip to step 4.
3. If the form contains warnings, the **Validate Form** dialog box opens, as shown in Figure 53. Click **Yes** to see the warnings or **No** to complete validation.



NOTE: The validated form remains unlocked until it is transmitted.

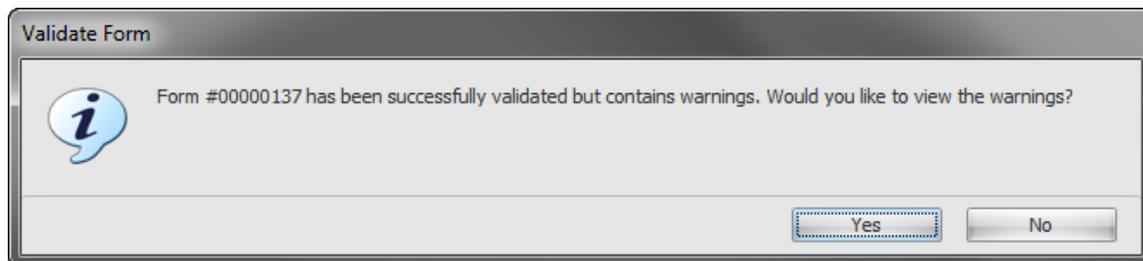


Figure 53. Validate Form Dialog Box



4. A warning message displays. Click **OK** to close.

The Validation Errors panel opens at the bottom of the Forms Viewer listing all errors and warnings, as shown in Figure 54. Table AA describes the Validation Errors panel elements.

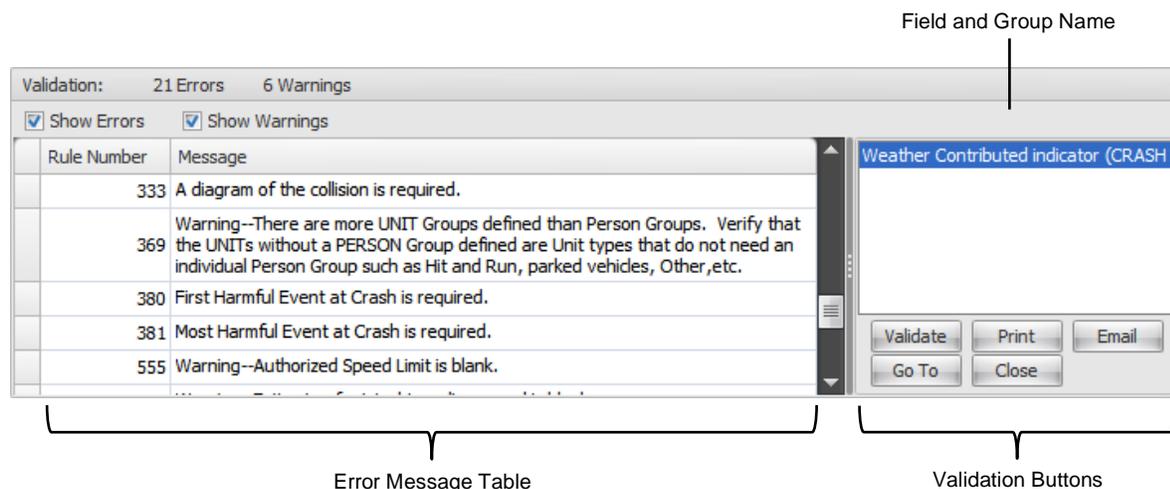


Figure 54. Validation Errors Panel

Table AA. Validation Errors Panel Description

Element	Description
Show Errors check box	Select this check box to display or hide the errors on the Error Message Table.
Show Warnings check box	Select this check box to display or hide the warnings on the Error Message Table.
Error Message Table	<ul style="list-style-type: none"> The Rule Number helps Technical Support troubleshoot the error if you cannot resolve the error yourself. The message provides a brief explanation of the reason for each error and provides suggestions for correcting the error. Double-click this row to go to the field on the form.
Field and Group Name box	Displays the field name and group name. Double-click the text to go to the field on the form.
Validate button	After errors are corrected, click Validate to perform another validation function to confirm that all entries in the form are correct.
Print button	Click this button to open the TraCS Viewer – Validation Errors window. Errors and warnings are formatted on a letter-size document. From the Print Preview tab you can print, export, navigate, and zoom the Validation Errors document.



TraCS User's Guide for Supervisors and Reporters

Element	Description
Email button	Click this button to send an email message listing the errors and warnings.
Go To button	Click this button to go to the field selected on the Error Message table.
Close button	Click this button to close the validation error window. NOTE: On the Home tab, in the Validation group, click Validation Errors to reopen the Validation Errors panel.

5. Double-click the row or the field and group name. The field becomes active on the form.
6. Make the correction. The error disappears from the Validation Errors panel.
7. Continue until all errors are corrected. When the last error is corrected, the status of the form changes to Validated.



NOTE: Editing an unlocked, validated form changes the form status back to “Open.”



NOTE: The validated form remains unlocked until it is transmitted.



Closing a Form

You can save and close a form in a contact without closing the Forms Viewer.

To close the form, click the form close button, shown in Figure 55.

The form is saved when you close the form. The Forms Viewer remains open.

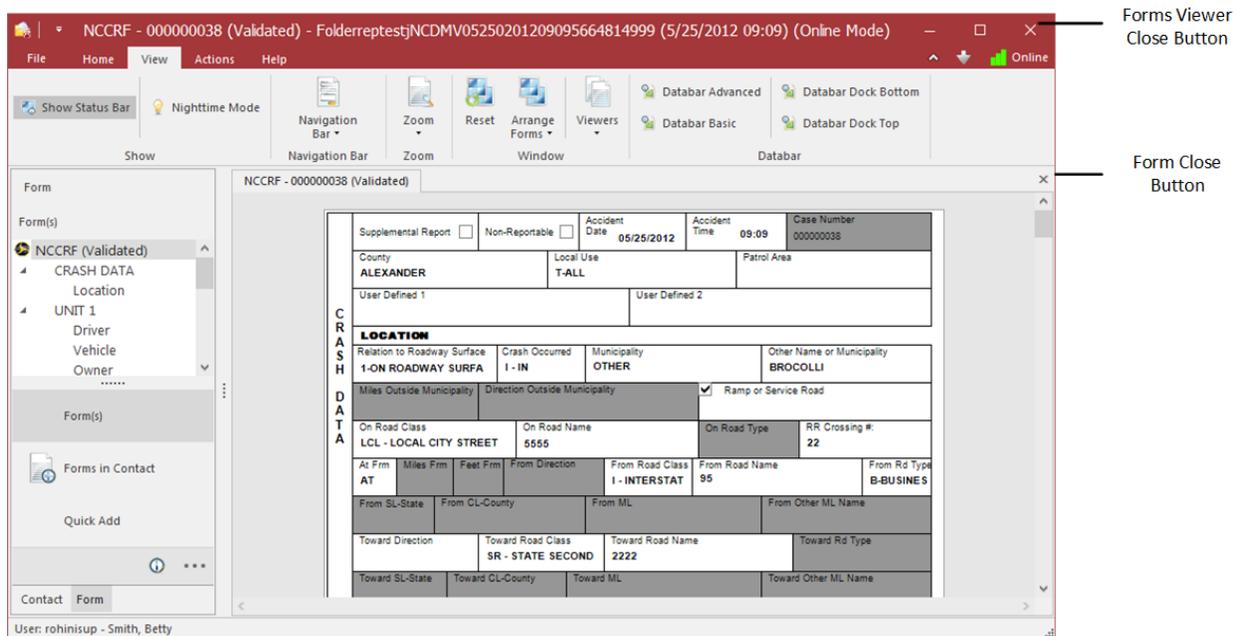


Figure 55. Close Buttons

Closing a Contact

To close a Contact, do one of the following:

- On the **Home** tab, in the **File** group, click **Close Contact**.
- Click the Forms Viewer close button.

Open forms, the contact and the Forms Viewer close. Forms are automatically saved.



Viewing and Editing a Form

The form must be in edit mode before changes can be made.

To edit a form:

1. Double-click the form on the Forms Grid to open. The form opens in the Forms Viewer.
2. Click **Edit Form** on the **Home** tab in the **File** group. The form is now in edit mode.



NOTE: The Edit button changes the edit mode of the form from view-only to edit and back to view-only. Locked forms cannot be changed to edit mode.





Processing a Validated Form (Supervisor Only)

This section provides instructions for supervisors processing validated forms. The procedure includes receiving, opening, and accepting or rejecting forms.

Receiving and Opening Validated Forms

To receive and open validated forms from reporters:

3. Click **Search** on the **General** tab of the Search Panel to display and update all forms on the Forms Grid.
4. Select and open the form to process. To open:
 - Double-click the form on the Forms Grid, or
 - From the **File** tab, click **Open Form**.
5. Review the form.
6. To accept the form and send to DMV, continue to “Accepting the Form” on page 3-39. To reject the form, skip to “Rejecting the Form” on page 3-39.

Accepting the Form

To accept the validated form:

1. Click **Accept** on the **Actions** tab in the Forms Viewer. The **Form has been accepted** message displays.
2. Click **OK**. The form status changes from “Validated” to “Accepted.”

The Accepted and unlocked status indicates that the form is ready for DMV processing.

The form status changes from Accepted-unlocked to Accepted-locked.

Rejecting the Form

To reject a validated form:

1. From the **Actions** tab, click **Reject**. The **Are you sure you want to reject Form** dialog box opens.
2. Click **Yes**. The **Rejection Reason** dialog box opens, as shown in Figure 56.

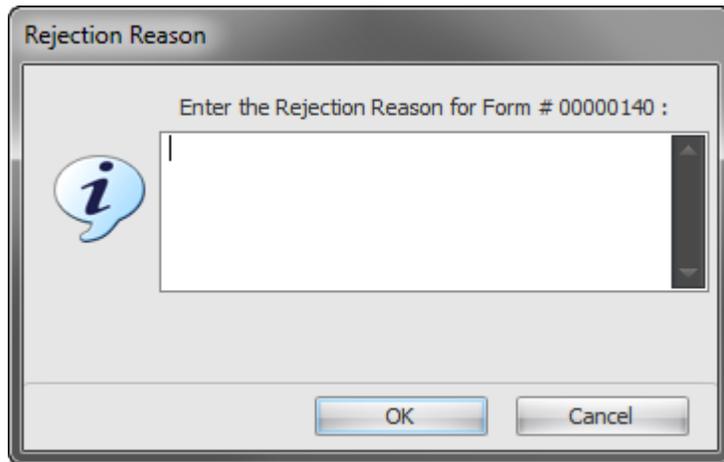


Figure 56. Rejection Reason Dialog Box

3. Enter the reason for the rejection and click **OK**. The confirmation message displays.
4. Click **OK**.

The form status changes from Validated to Rejected.

5. Click **Save Form** on the **Home** tab.

The form status changes from Rejected/unlocked to Rejected/locked. "Rejected" displays as the form status in the Forms View title bar and the Navigation Bar. On the Forms Grid, the form displays as "Rejected" and locked.

the forms displays as Rejected and unlocked on the reporter's TraCS.

Clearing a Form's Accepted or Rejected Status

The supervisor can use the **Clear** command to remove an **Accepted** or **Rejected** status from a form.

To clear a form's Accepted or Rejected status:

1. Open the form in which you want to clear the status.
2. Click **Clear** on the **Actions** tab. A confirmation message displays.
3. Click **Yes**. The status of the form changes back to its original status.



Viewing Accepted and Rejected Forms

To check the status of forms submitted to the supervisor or DMV:

4. Click **Search** on the General tab of the Search Panel. All forms display on the Forms Grid. Check the Status column for accepted, rejected, and transmitted forms.



Viewing Form Rejection Reason

To view rejection reason:

1. Open the rejected form.
2. If the form is rejected by a supervisor, in the Forms Viewer, select the Narrative group in the Navigation Tree and scroll down to the **Reject Reason** field. See “Supervisor’s Rejection Reason” on page 4-63 for more information.
3. If a form is rejected by DMV, select the Violation group in the Navigation Tree in the Forms Viewer. The reason is located in the **DMV Validation Messages** field. See “DMV Validation Messages” on page 4-67 for more information.

Correcting and Resubmitting a Rejected Form

If a form is rejected, the originator (the person who initiated the form) corrects and resubmits the form.



NOTE: Always click the **Search** button on the Search Panel to update and display the forms status on the Forms Grid.

To correct and resubmit a form:

1. Open rejected form.
2. Edit Form.
3. Make all corrections.
4. Validate the form. For validation instructions, see “Validating a Form” on page 3-33.
5. Save the form.
6. Close the form.
7. **Supervisor only.** Click **Accept** on the **Actions** tab.
- 8.

Reporter only. The form is sent to your supervisor for approval.

Supervisor only. The form is sent to DMV.





Display Forms Based on Person's Name

You can search all forms in your current database by a person's name. A person search based only on the name displays all forms matching the name entered. The person search can be narrowed further by selecting the person type in addition to the person name.



NOTE: A person search only applies to names entered in the PERSON group on the form.

To perform a person search:

1. Click the **Custom** tab on the Forms Manager Search panel (Figure 57).

Figure 57. Search Panel – Custom Tab

2. Enter a name for the person search. A wildcard * (asterisk) can be used in text search fields. Fields are not case-sensitive.

The person name fields are:

- Person First Name
- Person Middle Name
- Person Last Name
- Person Suffix
- Person Type

Any combination of person fields can be searched. For example, if you enter “Ben” as the search value for the Person First Name, the search results display all persons with the first name of “Ben.” To narrow the person search, enter data in one or more of the other person fields.



3. To narrow the name search to a specific person type, click **Person Type** in the **Custom Search Fields** and select a person type in the **Select the search values** list.
4. Click **Search**.

The Forms Grid displays forms using the search criteria you entered.



NOTE: For more information on how to search for forms, see “Search Panel” on page 2-24.

Creating a Supplemental Report

A supplemental report modifies a report that has been accepted by DMV. A supplemental traffic crash report must be submitted when:

- The original report was incomplete because of lack of information or an incomplete investigation.
- A correction on the original report is necessary because of inaccurate information.
- A person injured in a crash dies within twelve months as a result of the crash, and the death was not reported in the original report.



Identifying NCDMV Transmitted Reports in TraCS

supplemental can only be applied to a form with a status of "Transmitted." To create a supplemental report, the accepted crash report with a valid NCDMV Crash ID number must display in your TraCS Forms Manager.

The NCDMV Crash ID number replaces the form and case numbers. NCDMV Crash ID numbers start with "1". Figure 58 shows an example of the numbers and status display in TraCS before and after NCDMV acceptance.

Before NCDMV Acceptance

Forms Grid

Name	Form Number	Status	Is Locked
CRF	0000000001	Accepted	<input checked="" type="checkbox"/>

NCCRF

Time	15:32
Case Number	0000000001
Patrol Area	

After NCDMV Acceptance

Forms Grid

Name	Form Number	Status	Is Locked
CRF	100002669	Transmitted	<input type="checkbox"/>

NCCRF

Time	14:33
Case Number	100002669
Patrol Area	

Figure 58. Form and Case Numbers and Status Before and After NCDMV Acceptance



Downloading a Report from the TraCS Server



NOTE: Any TraCS user (supervisor or reporter) can download any DMV-accepted crash report from the TraCS server that was submitted by their agency.

To download a report from the TraCS server:

1. If you do not know the DMV Crash ID you can search for it on Crashweb. Go to Chapter 6: "Search Crashweb for Reports" for instructions.
2. Select **Create Supplemental** on the Forms Manager **Tools** tab. The **Enter DMV Crash ID for Supplemental** dialog box opens, as shown Figure 59.

Enter DMV Crash ID for Supplemental

Please enter the DMV Crash ID to add supplemental information.

OK Cancel

Figure 59. Enter DMV Crash ID for Supplemental

3. Enter the DMV Crash ID and click **OK**. The **TraCS** message displays, as shown in Figure 60.

TraCS

The report for Crash ID 102789653 has been updated with your user id. You can now search for and access the report from your Forms Manager.

OK

Figure 60. TraCS Message



- Click **OK** again to close the **TraCS** message.
- Click **Search** on the Search Panel in the forms manager. Double click on the form to open the form. This will download the form from the server. Continue to "Submitting a Supplemental Report" below to complete the process.

Submitting a Supplemental Report

After receiving the processed report back from DMV (with a valid DMV Crash ID) follow these steps to submit a supplemental report.

- Click **Edit Form** on the **Home** tab of Forms Viewer.



NOTE: A DMV Crash ID starts with "1" and replaces the NCCRF form number.

- The **Do you want to proceed?** message displays (as shown in Figure 61.) to let you know that the status will change from "Transmitted" to "Open" and the supplemental flag on the form will be set. Click **Yes**. The form converts to edit mode and the databar displays.

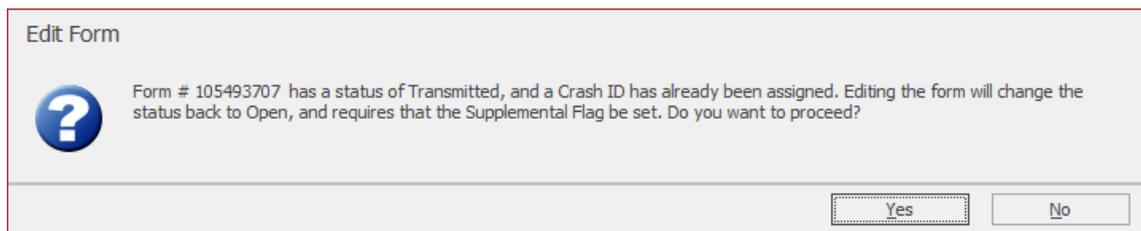


Figure 61. Do You Want to Proceed Message

- The first field of the form is the **Supplemental Report** field. This field will automatically be checked as shown in Figure 62. Click **Next** on the databar.

The screenshot shows a form databar with several fields. The "Supplemental Report" field is highlighted in orange and has a checked checkbox. Other fields include "Non-Reportable" (unchecked), "Accident Date" (12/14/2018), "Accident Time" (12:37), "Case Number" (102789653), "County" (CATAWBA), "Local Use" (Z2), and "Patrol Area" (Z2). Below these are "User Defined 1" (0181800) and "User Defined 2". On the left side, the letters "C", "R", and "A" are stacked vertically. At the bottom, the word "LOCATION" is visible.

Figure 62. Supplemental Report Field



9. Make the required corrections to the report.



NOTE: If the original report included a hit and run driver and the driver has been apprehended the supplemental report must include all information for that respective driver and vehicle.

10. Validate and send through the normal submission process.

Chapter 4: The North Carolina Crash Report Form

In North Carolina, TraCS is used to submit an electronic version of the paper-based NC Crash Report Form DMV-349. The electronic form is called the North Carolina Crash Report Form (NCCRF). In the state of North Carolina, the NCCRF is the only form defined in TraCS.

See Chapter 9: “Glossary of Terms” for definitions, interpretations, and examples related to motor vehicles and other road vehicle crashes.

Follow the instructions on the databars to successfully enter data in the form.

NCCRF Group and Collections

The NCCRF form is separated into logical groups. Some groups are further separated into collections. All groups contain fields in which data is entered to complete the form. Figure 63 shows an example of the UNIT 1 group and UNIT 1 group collections in the Navigation Tree.

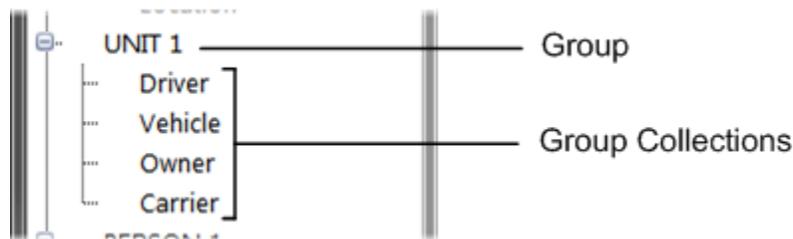


Figure 63. Group and Collection Example

Non-Recurring Groups

Groups that occur only once on the form are known as non-recurring groups. The NCCRF contains the following four non-recurring groups:

- [Crash Data](#), page 4-2
- [Diagram](#), page 4-61
- [Narrative](#), page 4-62
- [DMV Validation Messages](#), page 4-67



Recurring Groups

Groups that can occur more than one time on the form are known as recurring groups. The NCCRF contains the following five recurring groups:

- [Unit](#), page 4-24
- [Person](#), page 4-56
- [Property Damage](#), page 4-63
- [Witness](#), page 4-65
- [Violation](#), page 4-66

Crash Data Group

The Crash Data group is used to collect information about the location, road conditions, and environment of the crash site. The collections that make up the Crash Data group are:

- [Header](#), page 4-2
- [Location](#), page 4-4
- [Accident Environment](#), page 4-12
- [Roadway Information](#), page 4-17
- [Work Zone Related](#), page 4-22
- [System Generated Auto-Populated Fields](#), page 4-23

Header Fields

Figure 64 shows the fields in the header of the crash data group. Table BB describes the fields.

C R	Supplemental Report <input type="checkbox"/>		Non-Reportable <input type="checkbox"/>		Accident Date	06/06/2013	Accident Time	13:19	Case Number	0000000001
	County			Local Use			Patrol Area			
	User Defined 1					User Defined 2				

Figure 64. Crash Data Group – Header Fields



Table BB. Header Fields

Field	Description
Supplemental Report	<p>Select Yes if the form was previously accepted by DMV and has a valid DMV Crash ID and requires correction or additional information.</p> <p>NOTE: A DMV Crash ID starts with “1” and replaces the NCCRF form number.</p> <p> CAUTION: Do not select Yes when filling out the initial report. The purpose of a Supplemental Report is to modify a report that has been previously accepted by DMV.</p> <p>See “Creating a Supplemental Report” on page 3-45 for complete instructions.</p>
Non-Reportable	<p>Agencies can choose to report a crash that does not meet the State's criteria for a reportable crash. If submitting a non-reportable crash to the State, select Yes.</p> <p>A reportable motor vehicle traffic crash must include a fatality, injury, property damage of \$1,000.00 or greater or property damage of any amount to a vehicle seized. A reportable crash must occur on a trafficway or occur after the motor vehicle runs off the roadway but before events are stabilized.</p>
Accident Date	<p>When the form opens for the first time this field displays the current date. The date should be changed to the actual date of the crash.</p>
Accident Time	<p>When the form opens for the first time this field displays the current time. The time should be changed to the actual time of the crash. The time of the crash is recorded in 24-hour clock time. Noon is 12:00 and midnight is 24:00. For crashes that occur exactly at midnight use 23:59.</p> <p>For example, 8:00 AM is recorded as 08:00 and 8:15 PM is recorded as 20:15.</p>
Case Number	<p>The system automatically populates this field.</p>
County	<p>Select the county in which the crash occurred.</p>
Local Use	<p>This field is optional, but highly recommended. Enter the local identification of an accident. The maximum length is 20 characters. If entered, the identification can be used to search for the form.</p>
Patrol Area	<p>This field is optional. Enter the patrol area. The maximum length is five characters.</p>
User Defined 1	<p>This field is available for local agency use. No DMV edits applied. The maximum length is 32 characters.</p>
User Defined 2	<p>This field is available for local agency use. No DMV edits applied. The maximum length is 32 characters.</p>



Location Fields

Figure 65 shows the fields in the Location section of the Crash Data group. Table CC describes the fields.

C R A S H D A T A	LOCATION									
	Relation to Roadway Surface			Crash Occurred		Municipality			Other Name or Municipality	
	Miles Outside Municipality		Direction Outside Municipality				Ramp or Service Road			
	On Road Class			On Road Name			On Road Type		RR Crossing #.	
	At Frm	Miles Frm	Feet Frm	From Direction		From Road Class	From Road Name		From Rd Type	
	From SL-State		From CL-County			From ML		From Other ML Name		
	Toward Direction		Toward Road Class		Toward Road Name			Toward Rd Type		
	Toward SL-State		Toward CL-County			Toward ML		Toward Other ML Name		
	Latitude				Longitude			Altitude		

Figure 65. Crash Data Group – Location Section

Table CC. Location Fields

Field	Description
Relation to Roadway Surface	Indicates the specific location of the first harmful event at the crash level. Select one of the following: 1 – On Roadway surface 2 – Shoulder 3 – Median 4 – Roadside 5 – Outside Trafficway (off roadway) 6 – Unknown
Crash Occurred	Select I – In if the crash occurred inside the corporate city or town limits. Select N – Near if the crash occurred outside the corporate city or town limits. The Miles Outside City and Direction Outside City fields become available.
Municipality	The Municipality list contains only municipalities that are in the selected county. If the municipality is not listed, select Other . The Other Name or Municipality field becomes available.



TraCS User's Guide for Supervisors and Reporters

Field	Description
Other Name or Municipality	Enter the name of the municipality or town the crash occurred.
Miles Outside City	Enter the miles outside the municipality that the crash occurred. NOTE: This field is unavailable if I – In is selected in the Crash Occurred field.
Direction Outside City	Indicate the direction outside the municipality that the crash occurred. Select one of the following: E – East N – North NE – Northeast NW – Northwest S – South SE – Southeast SW – Southwest W – West NOTE: This field is unavailable if I – In is selected in the Crash Occurred field.
Ramp or Service Road	Select Yes if the crash occurred on a ramp or service road.
On Road Class	Select the highest classification of the road: I – Interstate route LCL – Local NC – North Carolina numbered route PP – Private road, property or driveway PVA – Public vehicular area SR – Secondary road US – US numbered route UNK – Unknown



Field	Description
On Road Name	<p>Enter the route number, road name, or street name of the road, or select Locate from the databar to open the Incident Location Tool (ILT). When the Incident Location Tool (ILT) is used to identify the crash location, the On Road Name, At Frm, From Road Class, and the From Road Name fields automatically populate. See Error! Reference source not found. "Error! Reference source not found." for more information.</p> <p>Enter a route number when the Road Class is US, NC, I, or SR.</p> <p>Enter the text name associated with the location of the crash when the Road Class is LCL, PVA, PP, or UNK.</p> <p>NOTE: Do not enter periods in the street name.</p> <p>Use the following abbreviations for the street type suffix:</p> <p>RD – Road ST – Street AV – Avenue PL – Place CT – Court LN – Lane TR – Trail CIR – Circle BLVD – Boulevard PKWY – Parkway FRWY – Freeway HWY – Highway</p> <p>Directional abbreviations are: N, S, E, W, NW, NE, SE, and SW.</p>
On Road Type	<p>Select one of the following road types:</p> <p>No special type ALT – Alternate BUS – Business P – Bypass</p> <p>NOTE: This field is optional and can be entered when the Road Class is Interstate, NC, or US. Alternate, Business or Bypass routes have signs posted. Typically, routes do not have special types.</p>
RR Crossing #	<p>Enter the Rail Road Crossing number if the crash occurred at or near a rail-highway grade crossing.</p> <p>If not a rail-highway grade crossing, leave this field blank. If the crash occurred at or near a rail-highway grade crossing, enter the number posted at the site. The number is composed of six digits and a letter, such as 687422t (this field accepts 7 digits only). If the number is missing or illegible, include the name of the railroad company owning or operating the tracks in the narrative.</p>



TraCS User's Guide for Supervisors and Reporters

Field	Description
At Frm	Select At if the crash occurred at intersecting streets. Select From to indicating the crash occurred between two streets. Miles Frm, Feet Frm, and From Direction field become available.
Miles Frm	Enter the miles to the nearest intersection. If the distance is only feet to the nearest intersection, leave this field blank.
Feet Frm	Enter the distance in feet from the nearest intersecting street. If the distance is miles to the nearest intersection, leave this field blank.
From Direction	Select the direction from the nearest intersecting street to the scene of the crash. City streets may run in intermediate compass directions and should be listed as such (for example, Northeast). Select one of the following: E – East N – North NE – Northeast NW – Northwest S – South SE – Southeast SW – Southwest W – West
From Road Class	Select the highest classification of the road: CL – County line I – Interstate route LCL – Local MILE – Mile marker ML – Municipal line NC – NC numbered route PP – Private road, property or driveway PVA – Public vehicular area SL – State line SR – Secondary road US – US numbered route UNK – Unknown After the From Road Class and Toward Road Class fields are selected, the Toward SL-State , Toward CL-County , and Toward ML fields become available based on the road class entered.



TraCS User's Guide for Supervisors and Reporters

Field	Description
From Road Name	<p>Enter the US, NC, I, or SR number or text name of the road name.</p> <p>Enter a route number when the From Road Class is US, NC, I, or SR.</p> <p>Enter the text name associated with the location of the crash when the From Road Class is LCL, PVA, PP, or UNK.</p> <p>NOTE: Do not enter periods in the street name.</p> <p>Use the following abbreviations for the street type suffix:</p> <p>RD – Road ST – Street AV – Avenue PL – Place CT – Court LN – Lane TR – Trail CIR – Circle BLVD – Boulevard PKWY – Parkway FRWY – Freeway HWY – Highway</p> <p>Directional abbreviations: N, S, E, W, NW, NE, SE, and SW.</p>
From Rd type	<p>Select one of the following road types:</p> <p>No special type ALT – Alternate BUS – Business P – Bypass</p> <p>NOTE: This field is optional and can be entered when the From Road Class is Interstate, US, or NC. Alternate, Business or Bypass routes have signs posted. Typically, routes do not have special types.</p>
From SL-State	<p>This field becomes available when SL – State line is selected in the From Road Class field. Select the state line where the crash occurred:</p> <p>Georgia South Carolina Tennessee Virginia</p>
From CL-County	<p>This field becomes available when SL – County line is selected in the From Road Class field. Select the county line. The CL-County Line Road classification requires that the appropriate North Carolina county be selected.</p>



TraCS User's Guide for Supervisors and Reporters

Field	Description
From ML	<p>This field becomes available when ML – Municipal line is selected in the From Road Class field.</p> <p>Select the municipality (city or town), or select Other when the municipality is not listed.</p>
From Other ML Name	<p>This field becomes available when Other is selected in the From ML field.</p> <p>Enter the name of the municipality.</p>
Toward Direction	<p>Enter the direction toward the nearest intersecting street to the crash site. City streets may run in intermediate compass directions and should be listed as such (for example, Northeast). Select one of the following:</p> <ul style="list-style-type: none"> E – East N – North NE – Northeast NW – Northwest S – South SE – Southeast SW – Southwest W – West
Toward Road Class	<p>Select the highest classification of the road or street:</p> <ul style="list-style-type: none"> CL – County line I – Interstate route LCL – Local MILE – Mile marker ML – Municipal line NC – NC numbered route PP – Private road, property or driveway PVA – Public vehicular area SL – State line SR – Secondary road UNK – Unknown US – US numbered route <p>After the From Road Class and Toward Road Class fields are selected, the Toward SL-State, Toward CL-County, and Toward ML fields become available based on the road class entered.</p>



TraCS User's Guide for Supervisors and Reporters

Field	Description
Toward Road Name	<p>Enter the US, NC, I, or SR number or text name of the crash location.</p> <p>Enter a route number when the Toward Road Class is US, NC, I, or SR.</p> <p>Enter the text name associated with the location of the crash when the Toward Road Class is LCL, PVA, PP, or UNK.</p> <p>NOTE: Do not enter periods in the street name.</p> <p>Use the following abbreviations for the street type suffix:</p> <p>RD – Road ST – Street AV – Avenue PL – Place CT – Court LN – Lane TR – Trail CIR – Circle BLVD – Boulevard PKWY – Parkway FRWY – Freeway HWY – Highway</p> <p>Directional abbreviations: N, S, E, W, NW, NE, SE, and SW.</p>
Toward RD type	<p>Select one of the following road types:</p> <p>No special type ALT – Alternate BUS – Business P – Bypass</p> <p>NOTE: This field is optional and can be entered when the Toward Road Class is Interstate, US, or NC. Alternate, Business or Bypass routes have signs posted. Typically, routes do not have special types.</p>
Toward SL-State	<p>Select the State Line where the crash occurred:</p> <p>Georgia South Carolina Tennessee Virginia</p>
Toward CL-County	<p>Select the appropriate County.</p> <p>NOTE: When CL-County line is selected for the Toward Road Class field, the Toward CL-County field becomes available.</p>
Toward ML	<p>Select the municipality name.</p>



TraCS User's Guide for Supervisors and Reporters

Field	Description
Toward Other ML Name	When Other is selected in the Toward ML field, this field becomes available. Enter the name of the municipality.
Latitude	If available, enter the geographical latitude location in decimal degrees. See NOTE.
Longitude	If available, enter the geographical longitude location in decimal degrees. See NOTE.
Altitude	If available, enter the geographical altitude (elevation) in feet.



NOTE: TraCS can use data from a GPS device to automatically populate fields on a form. When a GPS is enabled, TraCS also displays current GPS coordinates at the bottom of the Forms Manager and Forms Viewer.

For a GPS receiver to work with TraCS it must be able to broadcast NMEA to a COM port. Even though a GPS device connects to a machine through a USB port, most come with USB to COM drivers. Go to the **Administrative** tab on the Forms Manager to enter the GPS communication ports and coordinates (see “Administrative Tab” on page 2-12 for descriptions).



Accident Environment Fields

Figure 66 shows the fields in the Accident Environment of the Crash Data group. Table DD describes the fields.

ACCIDENT ENVIRONMENT			
Locality	Predominant Development Type	Road Surface Condition	
Weather Condition 1		Weather Condition 2	Weather Contributed
Ambient Light	Crash First Harmful Event	Crash Most Harmful Event	
Roadway Contributing Circumstance 1		Roadway Contributing Circumstance 2	

Figure 66. Crash Data Group – Accident Environment Section

Table DD. Accident Environment Fields

Field	Description
Locality	<p>Select a locality development:</p> <ul style="list-style-type: none"> 1 – Rural (<30% developed) 2 – Mixed (30% to 70% developed) 3 – Urban (>70% developed) <p>The locality refers to the general type and level of development near the collision. If the estimated total development is less than 30%, or about 1/3 of road frontage on both sides over a substantial distance from the scene of the collision, select Rural.</p>
Predominant Development Type	<p>Select the predominant development type:</p> <ul style="list-style-type: none"> 1 – Farms, woods, pastures 2 – Residential 3 – Commercial (mainly retail stores) 4 – Institutional (schools, hospitals, government buildings) 5 – Industrial



TraCS User's Guide for Supervisors and Reporters

Field	Description
Road Surface Condition	Select the road surface condition that describes the roadway surface conditions at the time and place of the crash. Select one of the following: 01 – Dry 02 – Wet 03 – Water (standing, moving) 04 – Ice 05 – Snow 06 – Slush 07 – Sand, Mud, Dirt, Gravel 08 – Fuel, Oil 09 – Other (explain in the narrative) 10 – Unknown
Weather Condition 1	Select the general atmospheric conditions that existed at the time of the crash. Select one of the following: 1 – Clear 2 – Cloudy 3 – Rain 4 – Snow 5 – Fog, smog, smoke 6 – Sleet, hail, freezing rain/drizzle 7 – Severe cross winds 8 – Blowing sand, dirt, snow 9 – Other (explain in the narrative)
Weather Condition 2	NOTE: When data is entered in the Weather Condition 1 field, the Weather Condition 2 field becomes available. If pertinent, select the second general atmospheric conditions that existed at the time of the crash.
Weather Contributed	Select an indication, in the officer's opinion as to whether or not weather was a contributing factor in the crash. Select one of the following: 1 – Yes 2 – No 3 – Unknown



TraCS User's Guide for Supervisors and Reporters

Field	Description
Ambient Light	<p>Ambient light refers to the type of light that existed at the time of the crash. Select one of the following:</p> <ul style="list-style-type: none">1 – Daylight2 – Dusk3 – Dawn4 – Dark-lighted roadway5 – Dark-roadway not lighted6 – Dark-unknown lighting7 – Other (explain in the narrative)8 – Unknown <p>NOTE: Extremely cloudy conditions may be classified as Dawn or Dusk if the ambient light conditions are similar (explain in the narrative).</p>



TraCS User's Guide for Supervisors and Reporters

Field	Description
Crash First Harmful Event	<p>Select the first injury or damage producing event that characterizes the crash type and identifies the nature of the first harmful event. Select one of the following:</p> <ul style="list-style-type: none">00 – Unknown01 – Ran off road-right02 – Ran off road-left03 – Ran off road-straight04 – Jackknife05 – Overturn/rollover13 – Other non-collision (explain in the narrative)14 – Pedestrian15 – Pedalcyclist16 – Railway train, engine17 – Animal18 – Movable object (explain in the narrative)19 – Fixed object (explain in the narrative)20 – Parked motor vehicle21 – Rear end, slow or stop22 – Rear end, turn23 – Left turn, same roadway24 – Left turn, different roadways25 – Right turn, same roadway26 – Right turn, different roadways27 – Head on28 – Sideswipe, same direction29 – Sideswipe, opposite direction30 – Angle Collision31 – Backing up32 – Other collision with vehicle (explain in the narrative)



TraCS User's Guide for Supervisors and Reporters

Field	Description
Crash Most Harmful Event	<p>Select the most harmful event that produced the greatest property damage or most severe injury in the crash. If several vehicles are involved in a crash, select the harmful event that was the most harmful in the crash.</p> <p>Select one of the following:</p> <ul style="list-style-type: none">00 – Unknown01 – Ran off road-right02 – Ran off road-left03 – Ran off road-straight04 – Jackknife05 – Overturn/rollover13 – Other non-collision (explain in the narrative)14 – Pedestrian15 – Pedalcyclist16 – RR train, engine17 – Animal18 – Movable object (explain in the narrative)19 – Fixed object (explain in the narrative)20 – Parked motor vehicle21 – Rear end, slow or stop22 – Rear end, turn23 – Left turn, same roadway24 – Left turn, different roadways25 – Right turn, same roadway26 – Right turn, different roadways27 – Head on28 – Sideswipe, same direction29 – Sideswipe, opposite direction30 – Angle31 – Backing up32 – Other collision with vehicle (explain in the narrative)



TraCS User's Guide for Supervisors and Reporters

Field	Description
Roadway Contributing Circumstance 1	Select the apparent condition of the road which contributed to the crash. Select one of the following: 00 – None (no unusual conditions) 01 – Road Surface Condition 02 – Debris 03 – Rut, holes, bumps 04 – Work zone (construction, maintenance, utility) 05 – Worn travel-polished surface 06 – Obstruction in roadway 07 – Traffic control device inoperative, not visible or missing 08 – Shoulders low, soft or high 09 – No shoulders 10 – Non-highway work 11 – Other (explain in the narrative) 12 – Unknown
Roadway Contributing Circumstance 2	NOTE: When data is entered in the Roadway Contributing Circumstance 1 field, this field becomes available. Indicate the second contributing circumstance (if applicable), that contributed to the crash.

Roadway Information Fields

Figure 67 shows the fields in the Roadway Information section of the Crash Data group. Table EE describes the fields.

ROADWAY INFORMATION	
Road Feature	Road Character
Road Classification	Road Surface Type
Road Configuration	
Access Control	Number of Lanes
Traffic Control Type	Traffic Control Operating?

Figure 67. Crash Data Group – Roadway Information Section



Table EE. Roadway Information Fields



TraCS User's Guide for Supervisors and Reporters

Field	Description
Road Feature	<p>Select the road feature:</p> <ul style="list-style-type: none">00 – No special feature01 – Bridge02 – Bridge approach03 – Underpass04 – Driveway, public05 – Driveway, private06 – Alley intersection07 – Four-way intersection08 – T-intersection09 – Y-intersection10 – Traffic circle/roundabout11 – Five-point, or more12 – Related to intersection13 – Non-intersection median crossing14 – End or beginning-divided highway15 – Off-ramp entry16 – Off-ramp proper17 – Off-ramp terminal on crossroad18 – Merge lane between on and off ramp19 – On ramp entry20 – On ramp proper21 – On ramp terminal on crossroad22 – Railroad crossing23 – Tunnel24 – Shared use path or trails25 – Other (explain in the narrative) <p>NOTE: If the location of the first harmful event coincides with one of the road features indicated, select the specific road feature.</p>



TraCS User's Guide for Supervisors and Reporters

Field	Description
Road Character	<p>Road character describes the change in horizontal direction of a roadway, determined at the point of curvature. Select one of the following:</p> <ul style="list-style-type: none">1 – Straight, level2 – Straight, hillcrest3 – Straight, grade4 – Straight, bottom (sag)5 – Curve, level6 – Curve, hillcrest7 – Curve, grade8 – Curve, bottom (sag)9 – Other (explain in the narrative)
Road Classification	<p>The road classification describes the character of service or function of streets or highways. Use the highest class (use road class for local streets having route designation). Select one of the following:</p> <ul style="list-style-type: none">1 – Interstate2 – US Route3 – NC Route4 – State Secondary Route5 – Local Street6 – Public Vehicular Area7 – Private Road, Driveway8 – Other (explain in the narrative)
Road Surface Type	<p>The Road Surface Type is the actual surface type of the roadway on the area in which the crash occurred. Select one of the following:</p> <ul style="list-style-type: none">1 – Concrete2 – Grooved Concrete3 – Smooth asphalt4 – Coarse asphalt5 – Gravel6 – Sand7 – Soil8 – Other (explain in the narrative)



TraCS User's Guide for Supervisors and Reporters

Field	Description
Road Configuration	<p>Road configuration indicates whether or not a trafficway is divided and whether it serves one-way or two-way traffic. A median must be present for a divided road. Select one of the following:</p> <ul style="list-style-type: none"> 1 – One-way, not divided 2 – Two-way, not divided 3 – Two-way, divided, unprotected median 4 – Two-way, divided, positive median barrier 5 – Unknown
Access Control	<p>The Access Control indicates the degree of access to a roadway controlled by public authority. Select one of the following:</p> <ul style="list-style-type: none"> 1 – No access control 2 – Full access control 3 – Partial access control
Number of Lanes	<p>Enter the total number of thru lanes of the “road-on” at the point of the collision. If two-way, then the total number for both directions is entered. Do not count turning lanes unless they are continuous between intersections. Enter 0 for parking lots.</p>
Traffic Control Type	<p>Select the type of traffic control device present at the collision site and whether it was operating and visible at the time. Examples include RR crossbucks only (the black on white cross-arm device), human control (for example, law officer or railroad flagman). Select one of the following:</p> <ul style="list-style-type: none"> 00 – No control present 01 – Stop sign 02 – Yield sign 03 – Stop and go signal 04 – Flashing signal with stop sign 05 – Flashing signal without stop sign 06 – RR gate & flasher 07 – RR flasher 08 – RR crossbucks only 09 – Human control 10 – Warning sign 11 – School zone signs 12 – Flashing stop and go signal 13 – Double yellow line, no passing zone 14 – Other (explain in the narrative)
Traffic Control Operating?	<p>Select Yes, No, or Unknown to indicate whether the device was operating properly at the time of the collision.</p>



Work Zone Related Fields

Figure 68 shows the fields in the Work Zone Related fields of the Crash Data group. Table FF describes the fields.

WORK ZONE RELATED	
Work Zone Area?	Work Activity at Time of Crash
Work Area Marked at Time of Crash?	Workzone Related Crash Location

Figure 68. Crash Data Group – Work Zone Related Section

Table FF. Work Zone Related Fields

Field	Description
Work Zone Area?	Work zone related information is used to assess the impact of work activities and crash statistics. Select one of the following: 1 – Construction work area 2 – Maintenance work area 3 – Utility work area 4 – Intermittent work (such as patching a pothole) 5 – No (disables the next three fields)
Work Activity at time of crash	Indicate if there was work activity at the time of the crash. Select one of the following: 1 – On going 2 – No apparent activity
Work area marked at time of crash?	Select how the work area was marked at the time of the crash: 1 – Yes, marked with warning signs, cones 2 – No, not marked
Work Zone Related Crash Location	Select the location of the crash in relation to the work area: 1 – Before work area 2 – In work area approach taper 3 – Adjacent to actual work area



System Generated Auto-Populated Fields

Figure 69 shows the fields that are automatically populated by the TraCS system in the Crash Data group. Table GG describes the fields. If the information is incorrect, contact your agency administrator.

Name of Agency NC DMV		Agency Identification NCDMV		Host Name PMO258737	
Date Report Initiated 06/06/2013		DMV Crash ID		DMV Report Status	
Officer Last Name KYKER	Officer First Name BECKY	Officer Middle Name		Suffix	Officer Number BADGE111
Officer Name KYKER, BECKY		Release Number TRCS 5.00.0000	Original Case Number 000000001		Accepted User ID

Figure 69. Crash Data Group – Auto-Populated Fields Section

Table GG. Auto-Populated Fields

Field	Description
Name of Agency	Displays the name of the Police Department.
Agency Identification	Displays the agency's ID number.
Host Name*	The identification of the machine that the form resides on.
Date of Report Initiated	Displays the date the form was created.
DMV Crash ID	The crash identification number displays in this field after DMV approves the report.
DMV Report Status	Not used.
Officer Last Name*	Displays the officer's last name.
Officer First Name*	Displays the officer's first name.
Officer Middle Name*	If applicable, displays the officer's middle name.
Suffix*	If applicable, displays the officer's name suffix.
Officer Number*	Displays the officer's badge number.
Officer Name*	Displays the officer's full name.
Release Number	Displays the version of TRCS used when the form was created.



Field	Description
Original Case Number	Displays the system-assigned case number.
Accepted User ID	Displays the supervisor's ID.

* Agency-defined.

Unit Group

The Unit group is a recurring group that is used to collect information on the following items:

- [Unit Description](#), page 4-25
- [Driver](#), page 4-29
- [Vehicle](#), page 4-37
- [Owner](#), page 4-49
- [Trailer Information](#), page 4-51
- [Carrier](#), page 4-52
- [Hazardous Materials](#), page 4-54



Unit Description Fields



NOTE: See “Adding a Recurring Group” on page 3-9 for instructions on how to add another Unit group to the form.

Figure 70 shows the fields in the Unit description fields of the Crash Data group. Table HH describes the fields.

Unit Number 1	Unit Type	Unit Other Description	<input type="checkbox"/> Non-Motorist Indicator
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Figure 70. Unit Group – Unit Description Section

Table HH. Unit Description Fields

Field	Description
Unit Number	Indicates the unit number.
Unit Type	<p>1 – Vehicle: A motor vehicle or combination of motor vehicles for private use.</p> <p>2 – Pedestrian: Non-motorist involved in accident. When Pedestrian is selected for the Unit Type field, the Non-Motorist Contributing Circumstances 1 field becomes available.</p> <p>3 – Hit & Run: Unknown motor vehicle involved in accident. See “Hit and Run Related Fields” on page 4-26 for detailed instructions.</p> <p>4 – Commercial: A motor vehicle or combination of motor vehicles used in commerce.</p> <p>5 – Other: Miscellaneous other units. For example, train, farm tractor, bicycle, or moped.</p> <p>When Other is selected for the Unit Type field, the Unit Other Description field and the Non-Motorist Indicator check box become available.</p>
Unit Other Description	This field is available when 5-Other is selected for the Unit Type . Enter the description of the other vehicle type.
Non-Motorist Indicator	This box is available if 5-Other is selected for the Unit Type . Select Yes if a non-motorist unit contributed to the crash (related non-motorist contributing circumstances fields become enabled).



Hit-and-Run Related Fields

If **3-Hit & Run** is selected as the Unit Type, leave all fields empty in the Driver section except the **Driver Contributing Circumstances 1** field. Owner fields can be completed if the information is known.

The form does not allow incomplete descriptive information for the driver and vehicle. If you have a partial description, enter the information in the Narrative section.

There is one field in the Driver section and nine fields in the Vehicle section that require data. Complete these fields to the best of your ability, and then explain any discrepancies in the Narrative section. Table II lists the mandatory fields for a hit-and-run.



NOTE: You do not need a Person group for a hit-and-run if the driver information is unknown although you will receive a warning when validating the NCCRF.

Table II. Hit-and-Run Related Fields

Section	Field	Selection
Unit Description	Unit Type	3 – Hit & Run
Driver	Driver Contributing Circumstances 1	33 – Unable to determine
Vehicle	Vehicle Style Type	32 – Unknown
	Vehicle Drivable	Yes
	Direction	Select the traveling or parked direction. Select one of the following: E – East N – North NE – Northeast NW – Northwest S – South SE – Southeast SW – Southwest W – West

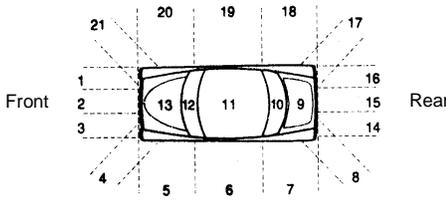
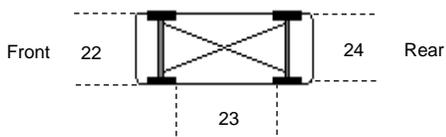
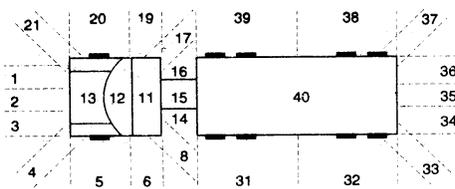
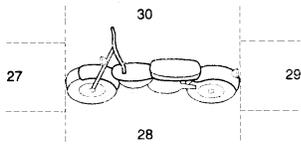


TraCS User's Guide for Supervisors and Reporters

Section	Field	Selection
Vehicle (cont.)	Road Class	Select the highest classification of the road or street the vehicle was traveling or parked. Select one of the following: I – Interstate route LCL – Local NC – NC numbered route PP – Private road, property or driveway PVA – Public vehicular area SR – Secondary road UNK – Unknown US – US numbered route
	Road Name	Enter the route number, road name or street name of the road. If the street does not have a route number, use the city street name.



TraCS User's Guide for Supervisors and Reporters

Section	Field	Selection
Vehicle (cont.)	Points of Initial Contact	<p>Select points of initial contact. A maximum of five can be selected. If contacts overlap areas, more than one number should be recorded.</p> <p>For back distributed impact on an automobile, select 14, 15, or 16. Points of initial contact consists of parts which the vehicle first contacts, not secondary.</p> <p>00 – Pedestrians & Non-Contact Vehicle (that remained on the scene)</p> <p>1 thru 21 – Vehicle (Passenger Cars/Small Trucks)</p>  <p>22 thru 24 – Vehicle (Underneath)</p>  <p>1 thru 25 and 31 thru 40 – Vehicle (Tractor-Trailers)</p>  <p>27 thru 30 and Motorcycles, Bicycles, and Mopeds</p>  <p>25 – Vehicle rolled over and it is impossible to determine initial impact</p> <p>26 – Unknown</p> <p>00 – No contact (fell from moving vehicle, for example)</p>
	Vehicle Maneuver/Action	16 – Other (explain in the narrative)



TraCS User's Guide for Supervisors and Reporters

Section	Field	Selection
Vehicle (cont.)	First Harmful Event for this unit	32 – Other collision with vehicle (explain in the narrative)
	Most Harmful Event for this unit	32 – Other collision with vehicle (explain in the narrative)

Driver Fields

Figure 71 shows the fields in the Driver section of the Unit group. Table JJ describes the fields.

U N I T 001	DRIVER		DL State	DL Number	DL Class	<input type="checkbox"/> Commercial Driver License	<input type="checkbox"/> Driver Address Same on DL
	DL Restriction 1	DL Restriction 2	DL Restriction 3	DL Restriction 4	Driver License Restrictions		
	Driver Last Name		Driver First Name		Driver Middle Name		Suffix
	Driver Street Address 1						
	Driver Street Address 2		Driver Address City		Driver Address State	Driver Address Zip Code	
	Driver Date of Birth		Driver Age	Driver Gender		Driver Ethnicity	
	Driver Home Phone		Driver Work Phone		Driver Vision Obstruction		
	Driver Physical Condition				Driver Alcohol/Drugs Suspected		
	Driver Alcohol/Drug Test Status				Driver Test Results		Test BAC or BrAC
	Driver Contributing Circumstances 1						
	Driver Contributing Circumstances 2						
	Driver Contributing Circumstances 3						
	Non-Motorist Contributing Circumstances 1				Non-Motorist Contributing Circumstances 2		

Figure 71. Unit Group – Driver Section



Table JJ. Driver Fields

Field	Description
DL State	Select the state in which the driver license was issued.
DL Number	Enter the driver license number. If the driver has a permit, enter the permit number. NC licensed drivers only. The driver license number is used to access a driver's records by searching the NCDMV driver license database. See "Searching for Driver Information (North Carolina Driver Licenses Only)" on page 3-10.
DL Class	Enter the driver license class.
Commercial Driver License	Select Yes if the driver license is a commercial driver license.
Driver Address same on DL	Select Yes if the driver's address is the same as the address on the driver's license.



TraCS User's Guide for Supervisors and Reporters

Field	Description
DL Restriction 1	<p>NC licensed drivers only. Enter the alpha and/or numeric code that corresponds to the Driver License Restriction.</p> <ul style="list-style-type: none">L – No Air BrakesS – School Bus Only (duplicates only)0 – None1 – Corrective Lenses2 – 45 mph Speed Limit/No Interstate Highways3 – Daylight Driving Only4 – NC Intrastate Only - CDL5 – Wrecker Only6 – Mobile Home Transport Only7 – Outside Mirror8 – No Tractor Trailers9 – Other – as shown on license10 – Accompanied By Driver Licensed For Class Driven12 – 6 a.m. Until 8 p.m. Only13 – Automatic Transmission14 – Passenger Class B + C Only15 – Passenger Class C Only16 – Limited Learner Permit (Level 1)17 – Limited Provisional License (Level 2)18 – Motorcycle Learner Permit19 – Blood/Alcohol Concentration .0420 – Blood/Alcohol Concentration .04/Ignition Interlock21 – Blood Alcohol Concentration .0022 – Blood/Alcohol Concentration .00/Ignition Interlock23 – Ignition Interlock Only
DL Restriction 2	<p>NOTE: When data is entered in the DL Restriction 1 field, this field becomes available.</p>
DL Restriction 3	<p>NOTE: When data is entered in the DL Restriction 2 field, this field becomes available.</p>
DL Restriction 4	<p>NOTE: When data is entered in the DL Restriction 3 field, this field becomes available.</p>



TraCS User's Guide for Supervisors and Reporters

Field	Description
Driver License Restrictions	NC licensed drivers only. The restrictions entered in the DL Restriction 1, DL Restriction 2, DL Restriction 3, and DL Restriction 4 fields populate in this field. Out-of-state licensed drivers. Enter driver license restrictions. The maximum length is 20 characters.
Driver Last Name	Enter the driver's last name exactly as it appears on the driver license.
Driver First Name	Enter the driver's first name exactly as it appears on the driver license.
Driver Middle Name	Enter the driver's middle name exactly as it appears on the driver license.
Suffix	If applicable, select the individual's name suffix.
Driver Street Address 1	Enter the driver's street address or rural road number. Post office box numbers are not acceptable. The maximum length is 25 characters. Use the Driver Street Address 2 field if more room is needed.
Driver Street Address 2	Use only if the address exceeds the space in Driver Street Address 1 . The maximum length is 25 characters.
Driver Address City	Enter the driver's address city.
Driver Address State	Select the driver's address state or province.
Driver Address Zip Code	Enter the driver's address zip code.
Driver Date of Birth	Enter the driver's date of birth. The age is automatically calculated after the date is entered.
Driver Age	The Driver Age field is automatically calculated based on the data entered in the Driver Date of Birth and the Accident Date fields.
Driver Gender	Select Male or Female .
Driver Ethnicity	Select the ethnicity of the driver: A – Asian B – Black H – Hispanic N – Native American O – Other (explain in the narrative) U – Unknown W – White
Driver Home Phone	Enter the driver's home phone number, including the area code.
Driver Work Phone	Enter the driver's work phone number, including the area code.



TraCS User's Guide for Supervisors and Reporters

Field	Description
Driver Vision Obstruction	<p>Select what prevented the driver or non-motorist from seeing whether such movement(s) could be made in a safe manner. Select one of the following:</p> <ul style="list-style-type: none">00 – None01 – Vehicle window(s) obscured02 – Trees, crops, brush, etc.03 – Building(s)04 – Embankment05 – Sign(s)06 – Hillcrest07 – Parked vehicle(s)08 – Vehicle(s) in traffic/moving09 – Blinded, headlights10 – Blinded, sunlight11 – Blinded, other lights12 – Other (explain in the narrative)13 – Unknown
Driver Physical Condition	<p>Select the condition of the driver and/or non-motorist at the time of the crash. Select one of the following:</p> <ul style="list-style-type: none">01 – Apparently normal02 – Illness03 – Fatigue04 – Fell asleep, fainted, loss consciousness05 – Impairment due to medications, drugs, alcohol06 – Medical condition07 – Other physical impairment08 – Restriction not complied with09 – Other (explain in the narrative)10 – Unknown



TraCS User's Guide for Supervisors and Reporters

Field	Description
Driver Alcohol/Drugs Suspected	<p>Select the investigating police officer's assessment of whether alcohol or other drugs were used by the vehicle driver or non-motorist. Select one of the following:</p> <ul style="list-style-type: none"> 0 – No 1 – Yes alcohol, impairment suspected 2 – Yes alcohol, no impairment detected 3 – Yes other drugs, impairment suspected 4 – Yes other drugs, no impairment detected 5 – Yes alcohol and other drugs, impairment suspected 6 – Yes alcohol and other drugs, no impairment detected 7 – Unknown
Driver Alcohol/Drug Test Status	<p>Select whether or not an alcohol drug test was given. Select one of the following:</p> <ul style="list-style-type: none"> 0 – No test 1 – Alcohol test (no drug test) 2 – Test for other drugs (no alcohol test) 3 – Alcohol & other drugs test (both alcohol & drug test) 4 – Test refused 5 – Unknown
Driver Test Results	<p>Select the driver's test results:</p> <ul style="list-style-type: none"> 0 – No test 1 – No alcohol or other drugs 2 – Alcohol (percent BAC or BrAC) 3 – Other drugs reported 4 – Contaminated sample/unusable 5 – Pending 6 – Unknown
Test BAC or BrAC	<p>Enter the alcohol test results in a two-digit format. Do not enter the decimal. Include additional test result information in the narrative.</p>



TraCS User's Guide for Supervisors and Reporters

Field	Description
Driver Contributing Circumstances 1	<p>Select the actions of the driver that may have contributed to the crash. Select one of the following:</p> <ul style="list-style-type: none">00 – No contributing circumstances indicated01 – Disregarded yield sign02 – Disregarded stop sign03 – Disregarded other traffic signs04 – Disregarded traffic signals05 – Disregarded road markings06 – Exceeded authorized speed limit07 – Exceeded safe speed for conditions08 – Failure to reduce speed09 – Improper turn10 – Right turn on red11 – Crossed centerline/going wrong way12 – Improper lane change13 – Use of improper lane14 – Overcorrected/oversteered15 – Passed stopped school bus16 – Passed on hill17 – Passed on curve18 – Other improper passing19 – Failed to yield right of way20 – Inattention21 – Improper backing22 – Improper parking23 – Invalid entry (not used in TraCS)24 – Improper or no signal25 – Followed too closely26 – Operated vehicle in erratic, reckless, careless, negligent, or aggressive manner27 – Swerved or avoided due to wind, slippery surface, vehicle, object, non-motorist28 – Visibility obstructed



Field	Description
Driver Contributing Circumstances 2	29 – Operated defective equipment 30 – Alcohol use 31 – Drug use 32 – Other (explain in the narrative) 33 – Unable to determine 35 – Driver distracted by electronic communication device (cell phone, texting, etc.) 36 – Driver distracted by other electronic device (navigation device, DVD player, etc.) 37 – Driver distracted by other inside the vehicle 38 – Driver distracted by external distraction (outside the vehicle) 34 – Unknown NOTE: When data is entered in the Driver Contributing Circumstances 1 field, this field becomes available.
Driver Contributing Circumstances 3	NOTE: When data is entered in the Driver Contributing Circumstances 2 field, this field becomes available.
Non-Motorist Contributing Circumstances 1	Select the non-motorist contributing events, circumstances, or actions which may have contributed to the crash: 00 – None 01 – Coming from behind parked vehicle 02 – Darting 03 – Lying and/or illegally in roadway 04 – Failure to yield right of way 05 – Not visible (dark clothing, etc.) 06 – Inattentive (talking, eating, etc.) 07 – Failure to obey traffic signs, signal 08 – Wrong side of road 09 – Other (explain in the narrative) 10 – Unknown
Non-Motorist Contributing Circumstances 2	NOTE: When data is entered in the Non-Motorist Contributing Circumstances 1 field, this field becomes available.



Vehicle Fields

Figure 72 shows the fields in the Vehicle section of the Unit group. Table KK describes the fields.

VEHICLE					
License Plate State	License Plate Number	License Plate Year	VIN Number		
Vehicle Year	Vehicle Make		Vehicle Style Type		
Is there insurance on this vehicle?	Vehicle Insurance Company				
Vehicle Insurance Policy Number					
<input type="checkbox"/> Vehicle Drivable	<input type="checkbox"/> Vehicle Seizure (DWI)	Vehicle Was Traveling/Parked TRAVELING		Direction	
Road Class		Road Name		Road Type	
Points of Initial Contact					
TAD 1	Severity 1	TAD 2	Severity 2	TAD 3	Severity 3
Estimated Damage	Vehicle Towed By				
<input type="checkbox"/> Vehicle Towed To Same as Towed By	Vehicle Towed To				
Vehicle Maneuver/Action			Non-Motorist Action		
Non-Motorist Location Prior to Impact					
First Harmful Event for This Unit			Second Harmful Event for This Unit		
Third Harmful Event for This Unit			Fourth Harmful Event for This Unit		
Most Harmful Event for This Unit		Distance/Direction to Object Struck		Vehicle Underride/Override	
Vehicle Defects 1			Vehicle Defects 2		
Authorized Speed Limit	Estimate Original Traveling Speed	Estimated Speed at Impact	Tire Impressions Before Impact	Distance Traveled After Impact	
Emergency Vehicle Use		<input type="checkbox"/> Post Crash Fire	<input type="checkbox"/> School Bus Contact Vehicle	<input type="checkbox"/> School Bus Non Contact Vehicle	

Figure 72. Unit Group – Vehicle Section



Table KK. Vehicle Fields

Field	Description
License Plate State	Select the state in which the license plate was issued.
License Plate Number	Enter the license plate number exactly as displayed on the registration plate or tag affixed to the vehicle. For combination trucks, the vehicle plate number is obtained from the power unit or tractor. If no vehicle plate exists (for example, military or postal vehicles), refer to the vehicle registration document or other forms of identification. NC registered vehicles only. The license plate number can be used to access registration records by searching through the NC Vehicle Registration database. See "Searching for Vehicle Registration Records (NC Registered Vehicles Only)" on page 3-13 for instructions.
License Plate Year	Enter the year that the license plate was valid.
VIN Number	Enter the vehicle identification number (VIN) which may be found on or near the left front door post, or on or near the firewall and on the registration card. To insure accuracy, enter the number and check it in reverse order. NC registered vehicles only. The VIN number can be used to access registration records by searching through the NC Vehicle Registration database. See "Searching for Vehicle Registration Records (NC Registered Vehicles Only)" on page 3-13 for instructions.
Vehicle Year	Enter the model year of the vehicle.
Vehicle Make	Enter the make of the vehicle (for example, Ford, Lexus, or Nissan).



TraCS User's Guide for Supervisors and Reporters

Field	Description
Vehicle Style Type	Select the style or type of vehicle: 01 – Passenger Car 02 – Pickup 03 – Light truck (minivan, panel) 04 – Sport Utility 05 – Van 06 – Commercial bus 07 – School bus 08 – Activity bus 09 – Other bus 10 – Single unit truck (2-axle, 6-tire) 11 – Single unit truck (3 or more axles) 12 – Truck/trailer 13 – Truck/tractor (for example, bobtail) 14 – Tractor/semi-trailer 15 – Tractor/doubles 16 – Unknown heavy truck 17 – Taxicab 18 – Farm equipment 19 – Farm tractor 20 – Motorcycle 21 – Moped 22 – Motor scooter or motor bike 23 – Pedal cycle 24 – Pedestrian 25 – Motor home/recreational vehicle 26 – Other (explain in the narrative) 27 – All Terrain Vehicle (ATV) 28 – Fire truck 29 – EMS Vehicle, Ambulance, Rescue Squad 30 – Military 31 – Police 32 – Unknown
Is there insurance on this vehicle?	Select Yes when the insurance company or policy number is available for this vehicle. If there is no insurance, select No . If information is unknown, select Unknown .



TraCS User's Guide for Supervisors and Reporters

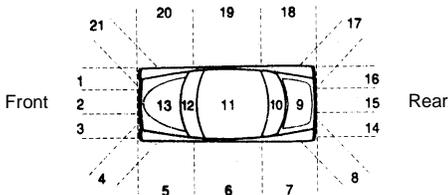
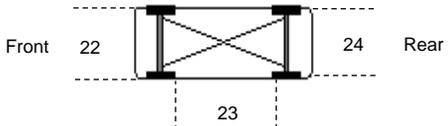
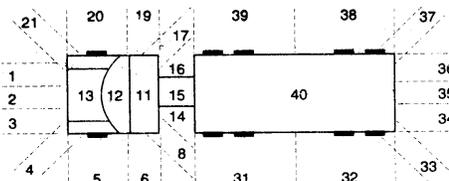
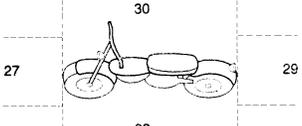
Field	Description
Vehicle Insurance Company	Enter the insurance company name for the vehicle involved in the collision. NOTE: This field becomes available when Yes is selected in the Is there insurance on this vehicle? field.
Vehicle Insurance Policy Number	Enter the insurance policy number. NOTE: This field becomes available when data is entered in the Vehicle Insurance Company field.
Vehicle Drivable	Select Yes if the vehicle was drivable. Select No if the vehicle was not drivable.
Vehicle Seizure (DWI)	Select Yes if the vehicle is a DWI seizure. Select No if the vehicle was not seized.
Vehicle was Traveling/Parked	Select Traveling or Parked Facing to indicate whether the vehicle was parked. IMPORTANT: For parked vehicles, the best approach is to leave all the fields empty in the Driver section. If partial information is entered, the system requires all information to be entered. Any information about the driver should be entered in the Narrative section. The following are mandatory fields for the Driver section (leave all others empty): <ul style="list-style-type: none">• Unit Type: Choose Appropriate Unit Type (1, 4, or 5)• Driver Contributing Circumstances 1: 0 or other appropriate field For the Vehicle section, fill in all the information like any other unit. Select Parked Facing for the Vehicle was Traveling/Parked field. NOTE: You do not need a Person group for a parked unit (unless there were passengers in it), although you will receive a warning when validating the NCCRF. Parked vehicle with person in the driver seat. Follow the above instructions and do not enter any information in the Driver section. Add a Person group for this Unit and enter all the information and make sure the following fields are set: <ul style="list-style-type: none">• Person Type: 2 – Passenger• Seating: 01 – Front Left



TraCS User's Guide for Supervisors and Reporters

Field	Description
Direction	Select the traveling or parked direction. Select one of the following: E – East N – North NE – Northeast NW – Northwest S – South SE – Southeast SW – Southwest W – West
Road Class	Select the highest classification of the road or street the vehicle was traveling or parked. Select one of the following: I – Interstate route LCL – Local NC – NC numbered route PP – Private road, property or driveway PVA – Public vehicular area SR – Secondary road UNK – Unknown US – US numbered route
Road Name	Enter the route number, road name or street name of the road. If the street does not have a route number, use the city street name.
Road Type	Select one of the following road types: No special type ALT – alternate BUS – business P – Bypass NOTE: Road type is optional and can be entered when the Road Class is US, NC, or Interstate.



Field	Description
Points of Initial Contact	<p>Select points of initial contact. A maximum of five can be selected. If contacts overlap areas, more than one number should be recorded.</p> <p>For back distributed impact on an automobile, select 14, 15, or 16. Points of initial contact consists of parts which the vehicle first contacts, not secondary.</p> <p>00 – Pedestrians & Non-Contact Vehicle (that remained on the scene) 1 thru 21 – Vehicle (Passenger Cars/Small Trucks)</p>  <p>22 thru 24 – Vehicle (Underneath)</p>  <p>1 thru 25 and 31 thru 40 – Vehicle (Tractor-Trailers)</p>  <p>27 thru 30 and Motorcycles, Bicycles, and Mopeds</p>  <p>25 – Vehicle rolled over and it is impossible to determine initial impact 26 – Unknown 00 – No contact (for example, fell from moving vehicle)</p>



TraCS User's Guide for Supervisors and Reporters

Field	Description
TAD 1	The traffic accident damage (TAD). Select the area of the vehicle that was damaged in the collision. Complete TAD 2, Severity 2 and TAD 3, Severity 3 fields if needed to describe additional areas and severity of vehicle damage.
Severity 1	NOTE: This field becomes available when data is entered in the TAD 1 field. Select the severity of the damage to the vehicle for TAD 1 area using a scale of 0 to 7 with 0 being no damage and 7 being the most damage.
TAD 2	NOTE: This field becomes available when data is entered in the Severity 1 field. Select the second area of the vehicle that was damaged in the collision.
Severity 2	NOTE: This field becomes available when data is entered in the TAD 2 field. Select the severity of the damage to the vehicle for the TAD 2 area using a scale of 0 to 7 with 0 being no damage and 7 being the most damage.
TAD 3	NOTE: This field becomes available when data is entered in the Severity 2 field. Select the third area of the vehicle that was damaged in the collision.
Severity 3	NOTE: This field becomes available when data is entered in the TAD 3 field. Select the severity of the damage to the vehicle for the TAD 3 area using a scale of 0 to 7 with 0 being no damage and 7 being the most damage.
Estimated Damage	Enter a dollar estimate (up to 7 digits, numbers only) of the cost to restore the vehicle to its condition just prior to the collision or an estimate of the value of the vehicle before the crash – whichever is less. For a totaled vehicle, enter a dollar estimate of the retail value of the vehicle prior to the crash.
Vehicle Towed By	Enter the name and location of the towing company. The maximum length is 50 characters. NOTE: When No is selected for the Vehicle Drivable field, this field becomes available.
Vehicle Towed To Same as Towed By	Select Yes if the towed to is the same as the towed by business and location.
Vehicle Towed To	Enter the towed to name and location. The maximum length is 50 characters.



TraCS User's Guide for Supervisors and Reporters

Field	Description
Vehicle Maneuver/Action	<p>Select the vehicle maneuver action, in the investigating officer's opinion, just prior to the crash. Select one of the following:</p> <ul style="list-style-type: none">01 – Stopped in travel lane (driver still in vehicle)02 – Parked out of travel lanes03 – Parked in travel lanes04 – Going straight ahead05 – Changing lanes or merging06 – Passing07 – Making right turn08 – Making left turn09 – Making U turn10 – Backing11 – Slowing or stopping12 – Starting in roadway13 – Parking14 – Leaving parked position15 – Avoiding object in road16 – Other (explain in the narrative)
Non-Motorist Action	<p>Select the non-motorist action just prior to the crash:</p> <ul style="list-style-type: none">1 – Entering or crossing specified location2 – Walking, riding, running/jogging with traffic3 – Walking, riding, running/jogging against traffic4 – Working5 – Pushing vehicle6 – Approaching or leaving vehicle7 – Playing8 – Standing9 – Other (explain in the narrative)



TraCS User's Guide for Supervisors and Reporters

Field	Description
Non-Motorist Location Prior to Impact	<p>Select the non-motorist location just prior to the crash:</p> <ul style="list-style-type: none"> 01 – Marked crosswalk at intersection 02 – At intersection but no crosswalk 03 – Non-intersection crosswalk 04 – Driveway access crosswalk 05 – In roadway 06 – Not in roadway 07 – Median (but not on shoulder) 08 – Island 09 – Shoulder 10 – Sidewalk 11 – Within 10 feet of roadway (not on shoulder, median, sidewalk, island) 12 – Beyond 10 feet of roadway (within trafficway) 13 – Outside trafficway 14 – Shared-use path or trails
First Harmful Event for this unit	<p>Select the first harmful event in a continuous series of events which resulted in damage or personal injury. For example, if a vehicle runs off the roadway to the right, returns to the roadway out of control, and runs head-on into another motor vehicle, select 01 – Ran off road right as the first harmful event. Select one of the following:</p> <ul style="list-style-type: none"> 00 – Unknown 01 – Ran off road right 02 – Ran off road left 03 – Ran off road straight ahead 04 – Jackknife 05 – Overturn/rollover 06 – Crossed centerline/median 07 – Downhill runaway 08 – Cargo/equipment loss or shift 09 – Fire/explosion 10 – Immersion 11 – Equipment failure (tires, brakes, etc.) 12 – Separation of units 13 – Other non-collision (include in the narrative) 14 – Pedestrian 15 – Pedalcyclist 16 – Railway vehicle (train, engine)



TraCS User's Guide for Supervisors and Reporters

Field	Description
	17 – Animal
	18 – Movable object (explain in the narrative)
	20 – Parked motor vehicle
	21 – Rear end, slow or stop
	22 – Rear end, turn
	23 – Left turn, same roadway
	24 – Left turn, different roadways
	25 – Right turn, same roadway
	26 – Right turn, different roadways
	27 – Head on
	28 – Sideswipe, same direction
	29 – Sideswipe, opposite direction
	30 – Angle
	31 – Backing up
	32 – Other collision with vehicle (explain in the narrative)
	33 – Tree
	34 – Utility pole (with or without light)
	35 – Luminaire pole (non-breakaway)
	36 – Luminaire pole (breakaway)
	37 – Official highway sign (non-breakaway)
	38 – Official highway sign (breakaway)
	39 – Overhead sign support
	40 – Commercial sign
	41 – Guardrail end on shoulder
	42 – Guardrail face on shoulder
	43 – Guardrail end in median
	44 – Guardrail face in median
	45 – Shoulder barrier end (non-guardrail)
	46 – Shoulder barrier face (non-guardrail)
	47 – Median barrier end (non-guardrail)
	48 – Median barrier face (non-guardrail)
	49 – Bridge rail end
	50 – Bridge rail face
	51 – Overhead part of underpass
	52 – Pier on shoulder or underpass
	53 – Pier in median of underpass



TraCS User's Guide for Supervisors and Reporters

Field	Description
	54 – Abutment (supporting wall) of underpass 55 – Traffic island curb or median 56 – Catch basin or culvert on shoulder 57 – Catch basin or culvert in median 58 – Ditch 59 – Embankment 60 – Mailbox 61 – Fence or fence post 62 – Construction barrier 63 – Crash cushion 64 – Other fixed object (explain in the narrative) NOTE: An entry for “19” is purposely absent from the above list.
Second Harmful Event for this unit	NOTE: When data is entered in First Harmful Event field, this field becomes available. Select the second harmful event for this unit.
Third Harmful Event for this unit	Select the third harmful event for this unit. NOTE: When data is entered in Second Harmful Event field, this field becomes available.
Fourth Harmful Event for this unit	Select the fourth harmful event for this unit. NOTE: When data is entered in Third Harmful Event field, this field becomes available.
Most Harmful Event for this unit	Select the most harmful event for this unit.
Distance/Direction to Object Struck	Select the distance and direction from the road to the object struck. Select one of the following: 00 – None 01 – In road 02 – Right of road, 0-10 ft 03 – Right of road, 11-30 ft 04 – Right of road, over 30 ft 05 – Left of road, 0-10 ft 06 – Left of road, 11-30 ft 07 – Left of road, over 30 ft 08 – Straight ahead, 0-10 ft 09 – Straight ahead, 11-30 ft 10 – Straight ahead, over 30 ft



TraCS User's Guide for Supervisors and Reporters

Field	Description
Vehicle Underride/Override	An underride refers to a vehicle sliding under another vehicle during a crash. An override refers to a vehicle riding up over another vehicle. Select one of the following: 1 – Underride 2 – Override 3 – Neither underride or override 4 – Unknown
Vehicle Defects 1	Select the appropriate code for each vehicle. If 6 – Other defects is selected, describe in the Narrative. 0 – None detected 1 – Brakes 2 – Headlights 3 – Rear lights 4 – Steering 5 – Tires 6 – Other defects (include in narrative) 7 – Unknown
Vehicle Defects 2	Select the appropriate code for each vehicle. If 6 – Other defects is selected, describe in the Narrative.
Authorized Speed Limit	Enter the authorized speed limit for the vehicle at the time of the crash. The authorization may be indicated by the posted speed limit, blinking sign at construction zones or restricted speed for permitted vehicles.
Estimate of Original Traveling Speed	Enter the estimated speed in miles per hour. The estimate reflects the speed of the vehicle the moment the driver initially perceived an existing hazard.
Estimate of Speed at Impact	Enter the estimated speed in miles per hour at the moment of impact.
Tire Impressions Before Impact	Enter length in feet of the tire impressions, skid marks, tire print yaw.
Distance Traveled After Impact	Enter the distance in feet traveled after impact as a result of the force of the collision.



TraCS User's Guide for Supervisors and Reporters

Field	Description
Emergency Vehicle Use	Select the emergency vehicle involved in the crash. Emergency vehicle refers to a vehicle that is traveling with emergency signals in use, such as flashing blue or red lights or a siren sounding. NOTE: DOES NOT apply to a vehicle responding to the crash. 1 – Fire truck 2 – EMS Vehicle, Ambulance, Rescue Squad, etc. 3 – Military 4 – Police 5 – Other
Post-Crash Fire	Select Yes if there is a fire after the crash involving this unit.
School Bus Contact Vehicle	Select Yes when the unit is a school bus and is directly involved in the crash as a contact vehicle.
School Bus Non-Contact Vehicle	Select Yes when the unit is a school bus and is indirectly involved in the crash as a non-contact vehicle.

Owner Fields Figure 73 shows the fields in the Owner section of the Unit group. Table LL describes the fields.

OWNER		<input type="checkbox"/> Owner Same as Driver	<input type="checkbox"/> Address Same as Driver	<input type="checkbox"/> Owned by Company	Owner Company Name	
Owner Last Name		Owner First Name		Owner Middle Name	Suffix	
Owner Street Address 1						
Owner Street Address 2		Owner Address City		Owner Address State	Owner Address Zip Code	

Figure 73. Unit Group – Owner Fields



Table LL. Owner Fields

Field	Description
Owner Same as Driver	Select Yes if the owner is the same as the driver. Driver information is copied to owner data fields.
Address Same As Driver	Select Yes if the owner's address is the same as the driver's address. Driver address is copied to the owner's address data fields.
Owned by Company	Select Yes if the vehicle is owned by a business. When the owner is a business, the Company Name fields become available and the Last Name, First Name, and Suffix data fields become disabled.
Owner Company Name	Enter the company's name. The maximum length is 72 characters.
Owner Last Name	Enter the vehicle owner's last name as it appears on the vehicle registration or other legal documentation.
Owner First Name	Enter the vehicle owner's first name as it appears on the vehicle registration or other legal documentation.
Owner Middle Name	Enter the vehicle owner's middle name as it appears on the vehicle registration or other legal documentation.
Suffix	If applicable, select the individual's name suffix.
Owner Street Address 1	Enter the owner's street address or rural road number. The maximum length is 25 characters. Use the Owner Street Address 2 field if more room is needed.
Owner Street Address 2	Use only if the address exceeds the space in Owner Street Address 1 . The maximum length is 25 characters.
Owner Address City	Enter the owner's address city.
Owner Address State	Select the owner's address state.
Owner Address Zip Code	Enter the owner's address zip code.



Trailer Information Fields Figure 74 shows the fields in the Trailer Information section of the Unit group. Table MM describes the fields.

TRAILER INFORMATION			
Vehicle Trailer Type 03-UTILITY		First Trailer Num Axles	First Trailer Width (in)
Second Trailer Num Axle	Second Trailer Width (in)	Second Trailer Length (ft)	Overwidth Permit

Figure 74. Unit Group – Trailer Information Section

Table MM. Trailer Information Fields

Field	Description
Vehicle Trailer Type	If this vehicle was pulling a trailer, select the appropriate trailer type: 00 – No trailer (default) Non-Semi-Trailers 01 – Boat 02 – Camper 03 – Utility 04 – Horse 05 – House trailer (mobile home) 06 – Towed vehicle 07 – Other non-semi Semi-Trailers 08 – Tanker 09 – Enclosed van 10 – Flatbed or platform 11 – Other semi-trailer 12 – Double trailer
First Trailer No. Axles	Enter the number of axles for the first trailer. If the trailer is a semi-trailer, only the axles under the first trailer are recorded.
First Trailer Width (in)	Enter the actual width of the first trailer in inches.
First Trailer Length (ft)	Enter the actual length of the first trailer in feet.
Second Trailer No. Axles	Enter the number of axles for the second trailer. If the trailer is a semi-trailer, only the axles under the second trailer are recorded.
Second Trailer Width (in)	Enter the actual width of the second trailer in inches.



TraCS User's Guide for Supervisors and Reporters

Field	Description
Second Trailer Length (ft)	Enter the actual length of the second trailer in feet.
Overwidth Permit	Enter the overwidth permit number. Overwidth trailers may be carrying special equipment. Overwidth mobile homes include 12 ft, 14 ft, and 16 ft width variations.

Carrier Fields

Carrier fields become available when **4-Commercial** is selected as the **Unit Type**, as shown Figure 75. Table NN describes the fields.



NOTE: See Chapter 5: “Commercial Motor Vehicles” for additional requirements and steps for completing carrier-related fields.

CARRIER		<input type="checkbox"/> Carrier Same as Owner	Carrier Name		
Carrier Street Address Line 1					
Carrier Street Address 2		Carrier Address City		Address State	Carrier Zip Code
Carrier Source of Data		Cargo Body Type			
USDOT Number	ICC Number	Carrier Axles	Carrier State		State Number
IFTA Number		FEI Number	Carrier Fleet #	Gross Vehicle Weight Rating	

Figure 75. Unit Group – Carrier Section

Table NN. Carrier Fields

Field	Description
Carrier Same as Owner	Select Yes when the carrier owner and the vehicle owner are the same. The vehicle owner information is copied to the carrier owner data input fields.
Carrier Name	Enter the name of the motor carrier company from the first available source (vehicle side, shipping papers, or driver).
Carrier Street Address 1	Enter the carrier's street address or rural road number. The maximum length is 25 characters. Use the Carrier Street Address 2 field if more room is needed.
Carrier Street Address 2	Use only if the address exceeds the space in Carrier Street Address 1 . The maximum length is 25 characters.



TraCS User's Guide for Supervisors and Reporters

Field	Description
Carrier Address City	Enter the carrier's address city. The maximum length is 22 characters.
Address State	Select the carrier's address state.
Carrier Zip Code	Enter the carrier's address zip code.
Carrier Source of Data	Select the source of the carrier information: 1 – Truck 2 – Shipping papers 3 – Driver
Cargo Body Type	Select the cargo body type: 01 – Bus (seats for 16 or more, including driver) 02 – Bus (seats for less than 16, including driver) 03 – Van/enclosed box 04 – Grain/chips/gravel truck 05 – Pole truck 06 – Cargo tank 07 – Flatbed 08 – Dump 09 – Concrete mixer 10 – Auto transporter 11 – Garbage/refuse 12 – Log truck 13 – Other (explain in the narrative) 14 – Intermodal cargo container
US DOT Number	If available, enter the six-digit USDOT number. If the number is not available, enter the state and state number of the carrier. NOTE: The USDOT number can be used to access carrier records. See "Searching for Commercial Carrier Records" on page 3-17 for instructions.
ICC Number	If available, enter the carrier's ICC number. If the number is not available, enter the state and state number of the carrier.
Carrier Axles	Enter the total number of axles on the truck or bus. Include the axles on the truck semi-trailers and trailers.
Carrier State	Select the carrier's state of business.
State Number	Enter the carrier's state identification number. The maximum length is 12 characters.



TraCS User's Guide for Supervisors and Reporters

Field	Description
IFTA Number	Enter the carrier's International Fuel Tax Agreement (IFTA) number contained on the vehicle registration or cab card.
FEI Number	Enter the carrier's Federal Employee Identification (FEI) number contained on the vehicle registration or cab card.
Carrier Fleet #	Enter the carrier's Fleet number contained on the vehicle registration or cab card.
Gross Vehicle Weight Rating	Enter the manufacturer's gross vehicle weight rating (GVWR).

Hazardous Materials Fields

Figure 76 shows the fields in the Hazardous Materials section of the Unit group. Table OO describes the fields.

HAZARDOUS MATERIALS			
<input checked="" type="checkbox"/> Hazardous Material Involved?	<input type="checkbox"/> Hazardous Material Placard Exists	<input type="checkbox"/> Hazardous Cargo Released	<input type="checkbox"/> Carrying Hazardous Material
4-Digit Placard Number	1-Digit Placard Number	Hazardous Material Name	

Figure 76. Unit Group – Hazardous Materials Section

Table OO. Hazardous Materials Fields

Field	Description
Hazardous Material Involvement?	Select Yes whenever the unit has explosives; dissolved, refrigerated, or compressed gasses; flammable liquid; flammable solids (combustible or water reactive); oxidizing substances (organic peroxides); poisonous (toxic) and infectious substances; radioactive material; corrosive; or miscellaneous dangerous goods involved.
Hazardous Material Placard Exists	Select Yes if a hazardous materials placard exists.
Hazardous Cargo Released	Select Yes if hazardous materials were released. This does not include fuel from the tank.
Carrying Hazardous Material	Select Yes if the carrier is carrying hazardous materials.
4-Digit Placard Number	If available, enter the 4-digit placard number from the diamond or box.



TraCS User's Guide for Supervisors and Reporters

Field	Description
1-Digit Placard Number	Select the 1-digit hazardous placard number: 1 – Explosives 2 – Gases – Compressed, Dissolved, or Refrigerated 3 – Flammable Liquid 4 – Flammable Solids – Combustible, Water reactive 5 – Oxidizing Substances – Organic Peroxides 6 – Poisonous (Toxic) and Infectious Substances 7 – Radioactive Material 8 – Corrosives 9 – Miscellaneous Dangerous Goods
Hazardous Material Name	Enter the hazardous material name when the hazardous placard information is not available.



Person Group

The Person group is a recurring group used to collect information on all people associated with each unit involved in the crash. Figure 77 shows the fields in the Persons group. Table PP describes the fields.

See “Adding a Recurring Group” on page 3-9 for instructions on how to add another Person group to the form.

P E R S O N 001	Unit Number	Person Type			<input type="checkbox"/> Same Address as Drivers?	
	1	2-PASSENGER				
	Last Name		First Name		Middle Name	Suffix
	Address 1					
	Address 2		City		State	Zip Code
	Phone Number					
	Date of Birth	Age	Gender	Ethnicity	Seating	
	Occupant Non-Motorist Protection			Air Bag Deployment		Air Bag Switch Status
	Trapped Status		Ejection Status		Injury Status	
	EMS Name					
	Treatment Facility Name					
	Treatment Facility City			Treatment Facility State		

Figure 77. Person Group



Table PP. Person Group Fields

Field	Description
Unit Number	Enter the unit number the person is associated with.
Person Type	Select the person type: 1 – Driver 2 – Passenger Non-Motorist 3 – Pedestrian 4 – Pedalcyclist 5 – Roller skater, rollerblader, etc. 6 – Other (explain in the narrative) 7 – Unknown NOTE: If Driver is selected and the Unit Type is Vehicle or Commercial , the driver's demographic information is copied from the Unit group to the Person group.
Same Address as Drivers?	Select Yes when the person's address is the same as the driver's address.
Last Name	Select or enter the person's last name. The maximum length is 25 characters.
First Name	Enter the person's first name. The maximum length is 20 characters.
Middle Name	Enter the person's middle name. The maximum length is 20 characters.
Suffix	If applicable, select the individual's name suffix.
Address 1	Enter the person's street address or rural road number. The maximum length is 25 characters. Use the Address 2 field if more room is needed.
Address 2	Use only if the address exceeds the space in Address 1 . The maximum length is 25 characters.
City	Enter the person's address city.
State	Select the person's address state.
Zip Code	Select the person's address zip code.
Phone Number	Enter the person's phone number, including the area code.
Date of Birth	Enter the date of birth for each person involved in the crash. If the date of birth is not available, enter the approximate age of the person.
Age	The Age field automatically populates when the date of birth is entered.
Gender	Select Female , Male , or Unknown .



TraCS User's Guide for Supervisors and Reporters

Field	Description
Ethnicity	Select the person's ethnicity: A – Asian B – Black H – Hispanic N – Native American O – Other (explain in the narrative) U – Unknown W – White
Seating	Select the location of this occupant in, on, or outside of the motor vehicle prior to the crash impact: 01 – Front-left (Driver, motorcycle driver) 02 – Front-middle 03 – Front-right 04 – Second seat-left (motorcycle passenger) 05 – Second seat-middle 06 – Second seat-right 07 – Third row-left (motorcycle passenger) 08 – Third row-middle 09 – Third row-right 10 – Sleep section of cab (truck) 11 – Passenger in other enclosed area 12 – Passenger in enclosed area (pickup) 13 – Trailing Unit 14 – Riding on vehicle exterior 15 – Unknown



TraCS User's Guide for Supervisors and Reporters

Field	Description
Occupant Non-Motorist Protection	Select the occupant protection or non-motorist protection used by the person involved in the crash: 00 – None used 01 – Lap belt only 02 – Shoulder and lap belt 03 – Shoulder belt only 04 – Child restraint 05 – Helmet (motorcycle or non-motorist) Codes 6-8 for non-motorist only 06 – Protective pads 07 – Reflective clothing 08 – Lighting 09 – Other (explain in the narrative) 10 – Unable to determine
Air Bag Deployment	Select the deployment status of an airbag, relative to each specific occupant: 0 – No Air bag(s) 1 – Not deployed 2 – Deployed front 3 – Deployed side 4 – Deployed both front and side 5 – Unknown
Air Bag Switch Status	Select the air bag switch status: 0 – No On/Off switch 1 – Switch in On position 2 – Switch in Off position 3 – Unknown if switch is present 4 – Unknown position in vehicle
Trapped Status	Select the trapped status of the person: 1 – Yes 2 – No 3 – Unknown



TraCS User's Guide for Supervisors and Reporters

Field	Description
Ejection Status	<p>The ejection status indicates the location of the occupant's body as being completely or partially thrown from the vehicle as a result of the crash. Select one of the following:</p> <ul style="list-style-type: none">1 – Not ejected2 – Totally ejected3 – Partially ejected4 – Unknown
Injury Status	<p>Select the injury status that indicates the most severe injury to the person involved in the crash:</p> <ul style="list-style-type: none">1 – Killed2 – A type injury (disabling)3 – B type injury (evident)4 – C type injury (possible)5 – No injury6 – Unknown
EMS Name	<p>Enter the name of the Emergency Medical Service (EMS) unit. The maximum length is 50 characters.</p> <p>When a name is entered, the Treatment Facility Name, Treatment Facility City, and Treatment Facility State fields become available.</p>
Treatment Facility Name	<p>Enter the destination treatment facility name where the injured person is being taken.</p>
Treatment Facility City	<p>Enter the treatment facility city or town.</p>
Treatment Facility State	<p>Select the state the treatment facility is located.</p>



Diagram Group

The Diagram group (shown in Figure 78) is used to enter a diagram of the crash scene. Two drawing programs are available in TraCS: Easy Street Draw (ESD) and TraCS Diagram Tool. See "Creating a Diagram" on page 3-20 for diagram instructions and requirements.

Figure 78. Diagram Group



Narrative Group

The Narrative is a written description of the crash entered directly into TraCS. The Narrative group is shown in Figure 79. See “Entering a Narrative” on page 3-28 for instructions on completing the narrative.

Figure 79. Narrative



Supervisor's Rejection Reason

The supervisor's rejection reason follows the Narrative section on the form. The **Reject Reason** field (shown in Figure 80) is blank when initialized and only displays data if reviewing a rejected crash report from a supervisor. See "Rejecting the Form" on page 3-39 for instructions on how to reject a form (supervisors only).

Reject Reason	
REJECTION REASON: WRONG ROAD NAME ENTERED ON THE "ON ROAD NAME" FIELD.	

Figure 80. Reject Reason

Property Damage Group

The Property Damage group (shown in Figure 81) is a recurring group used to collect information regarding all property damage caused by the crash (excluding vehicle damage).

See "Adding a Recurring Group" on page 3-9 for instructions on how to add another Property Damage group to the form.

P R O P E R T Y	If any Non-Vehicle Property Damage, Explain.	Non-Vehicle Property Damage Text			
	State Owned?	Property Damage Estimate			
	Company Owned?	Company Name			
D A M A G E	Last Name		First Name	Middle Name	Suffix
	Street Address 1				
	Street Address 2		City	State	Zip Code
	001	Property Damage Owner Phone Number			Property Damage Unit Number

Figure 81. Property Damage Group



Table QQ. Property Damage Group Fields

Field	Description
Non-Vehicle Property Damage Text	Enter any property, other than motor vehicles and their loads, that was damaged. Damage to signs, buildings, mailboxes, fences, etc. should be entered here. NOTE: Using more than 25 characters may result in the field being illegible. If additional space is required, add an additional Property Damage group. This information must be entered before continuing with the rest of the Property Damage group.
State Owned?	Select Yes if the damaged property is state owned.
Property Damage Estimate	Enter an estimated value of the additional property damage.
Company Owned?	Select Yes if the additional property damage is owned by a company.
Company Name	Enter the company name of the additional property damage owner.
Last Name	Enter property damage owner's last name.
First Name	Enter property damage owner's first name. The maximum length is 20 characters.
Middle Name	Enter property damage owner's first name. The maximum length is 20 characters.
Suffix	If applicable, select the individual's name suffix.
Street Address 1	Enter the property damage owner's street address or rural road number. The maximum length is 25 characters. Use the Street Address 2 field if more room is needed.
Street Address 2	Use only if the address exceeds the space in Street Address 1 . The maximum length is 25 characters.
City	Enter the property damage owner's address city.
State	Select the property damage owner's address state.
Zip Code	Enter the property damage owner's address zip code.
Property Damage Owner Phone Number	Enter property damage owner's phone number including the area code.
Property Damage Unit Number	Enter the striking vehicle unit number.



Witness Group

The Witness group (shown in Figure 82) is a recurring group used to collect information regarding all witnesses to the crash.

W I T N E S S 001	Last Name	First Name	Middle Name	Suffix
	Street Address 1			
	Street Address 2	City	State	Zip code
	Phone Number			

Figure 82. Witness Group

In the Witness group, information must be entered in the **Last Name** field before continuing with the rest of the section. Identify any reliable witnesses who may be of help in future investigation by recording their information here.

See “Adding a Recurring Group” on page 3-9 for instructions on how to add another Witness group to the form.

Table RR. Witness Group Fields

Field	Description
Last Name	Enter the witness' last name. The maximum length is 25 characters.
First Name	Enter the witness' first name. The maximum length is 20 characters.
Middle Name	Enter the witness' middle name. The maximum length is 20 characters.
Suffix	If applicable, select the individual's name suffix.
Street Address 1	Enter the witness' street address or rural road number. The maximum length is 25 characters. Use the Street Address 2 field if more room is needed.
Street Address 2	Use only if the address exceeds the space in Street Address 1 . The maximum length is 25 characters.
City	Enter the witness' address city.
State	Select the witness' address state.
Zip code	Enter the witness' address zip code.
Phone Number	Enter the witness' phone number, including the area code.



Violation Group

The Violation group (shown in Figure 83) is a recurring group used to enter information regarding any traffic violations incurred by persons involved in the crash.

V I O L A T I O N	Last Name	First Name	Middle Name	Suffix
	Violation Description			
	Violation Number		Violation Unit Number	
	001			

Figure 83. Violation Group



NOTE: The Violation group is for agency information only and is printed on the North Carolina DMV-349 form.

In the Violation group, information must be entered in the **Last Name** field before continuing with the rest of the section. Enter the names of any person charged with a traffic violation, and the charges preferred. Violation numbers are optional.

See “Adding a Recurring Group” on page 3-9 for instructions on how to add another Violation group to the form.

Table SS. Violation Group Fields

Field	Description
Last Name	Enter the violator’s last name. The maximum length is 25 characters.
First Name	Enter the violator’s first name. The maximum length is 20 characters.
Middle Name	Enter the violator’s first name. The maximum length is 20 characters.
Suffix	If applicable, select the individual's name suffix.
Violation Description	Enter a description of the violation.
Violation Number	Enter the violation number.
Violation Unit Number	Enter the vehicle unit number the violation is associated.



DMV Validation Messages

If the NCDMV Traffic Records Communication System (TRCS) rejects a form, the rejection reason (or reasons) display in the DMV Validation Messages group.

The **DMV Validation Messages** field (shown in Figure 84) remains blank when initialized and only displays data when viewing a rejected crash report from NCDMV. There can be multiple rejection messages, one for each exception encountered by TRCS.

001	DMV Validation Messages
-----	-------------------------

Figure 84. DMV Validation Messages

Chapter 5: Commercial Motor Vehicles (CMVs)

This chapter provides the requirements and steps for completing the UNIT group section of the NCCRF when the unit is a commercial motor vehicle.

Commercial Motor Vehicle Definition

North Carolina defines a commercial motor vehicle (CMV) as a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:

1. Has a gross combination weight rating of 10,001 or more pounds inclusive of a towed unit; or
2. Is designed to transport 16 or more passengers, including the driver; or
3. Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under the Hazardous Materials Regulations (49 CFR Part 172, Subpart F).

The Federal Motor Carrier Safety Administration (FMCSA) defines a CMV as any self-propelled or towed motor vehicle used on a highway in interstate commerce to transport passengers or property when the vehicle:

1. Has a gross vehicle weight rating or gross combination weight rating, or gross vehicle weight or gross combination weight of 4,536 kg (10,001 pounds) or more, whichever is greater; or
2. Is designed or used to transport 9 or more people (including the driver) for compensation; or
3. Is designed or used to transport more than 15 passengers, including the driver, and is not used to transport passengers for compensation; or
4. Is used in transporting material found by the Secretary of Transportation to be hazardous under 49 U.S.C. 5103 and transported in a quantity requiring placarding under regulations prescribed by the Secretary under 49 CFR, subtitle B, chapter 1, subchapter C.



Carrier Identification

A motor carrier is defined as a business entity, individual, partnership, corporation, or religious organization responsible for the transportation of the goods, property or people:

- A motor carrier is the legal entity that directs and controls the operation of one or more commercial vehicles.
- A motor carrier can be a trucking company, a bus company or any entity that uses vehicles for commercial purposes.

Table TT describes four different types of motor carriers.

Table TT. Motor Carrier Types

Carrier	Description
For Hire	A person engaged in the transportation of goods or passengers for compensation.
Private	A person who provides transportation of property or passengers by CMV and is not a "for hire" motor carrier.
Interstate Commerce	Trade, traffic, or transportation in the United States. <ul style="list-style-type: none"> • Between a place in a State and a place outside of such State (including a place outside of the U.S.). • Between two places in a State through another State or a place outside of the U.S. • Between two places in a State as part of trade, traffic or transportation originating or terminating outside the State or the U.S. • Required to have a USDOT number.
Intrastate Commerce	Used for a carrier that operates entirely within the state. Not required to have a USDOT number. USDOT numbers in the process of being assigned to Intrastate motor carriers in a number of states. Should include state two-character abbreviation on the end. For example, USDOT 1234566NC.



Identifying Motor Carriers in Crashes

Most motor carriers involved in crashes can be identified through a company name and USDOT number on the driver's side of the truck tractor or truck. Occasionally, determining the motor carrier and recording the important information (USDOT number, carrier name, and address) can be difficult.

The U.S. Department of Transportation created quick reference cards called "Visor Cards." Follow the steps on this card (shown on Figure 85) to identify the motor carrier and USDOT number.

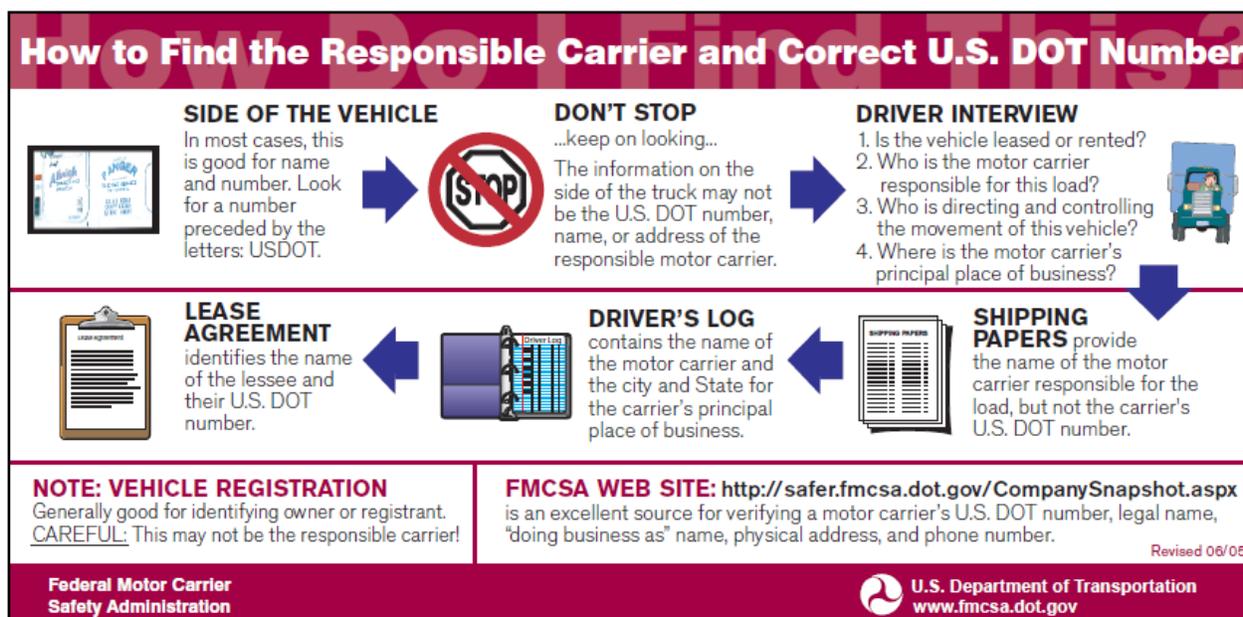


Figure 85. United States DOT Visor Card – Identify Responsible Carrier

The back of this card contains the following examples:

Example 1

John Smith owns his own truck tractor, operating under John Smith Trucking. Smith contracts with White Manufacturing to take one of their trailers loaded with its goods from New York to Los Angeles.

Question: Who is the motor carrier?

Answer: John Smith is the motor carrier because he is the entity that has agreed to carry this load.



Example 2

John Smith, driving his truck tractor, utilizes a cargo broker, K&S Trucking, to obtain goods from a shipping company, Intermodal Inc., for his return trip back to New York.

Question: Who is the motor carrier?

Answer: John Smith is the motor carrier because K&S Trucking transferred the responsibility of the load to John Smith.

Example 3

John Smith, driving his truck tractor, leases his services to Polyester Chemical Company. Polyester directs Smith to deliver a semi-trailer from New York to St. Louis.

Question: Who is the motor carrier?

Answer: The lease agreement between Polyester and Smith makes Polyester the motor carrier responsible for the load.

Example 4

John Smith is driving a tractor/semi-trailer owned and operated by ABC Trucking.

Question: Who is the motor carrier?

Answer: ABC Trucking is the motor carrier. John Smith is just a driver for ABC Trucking.

Example 5

John Smith is driving a tractor owned by ABC Trucking which has been leased to XYZ Trucking. XYZ uses the tractor to pull XYZ trailers in its regular shipping service.

Question: Who is the motor carrier?

Answer: XYZ is the motor carrier because XYZ is directing the carrying of the load.



Problems Identifying the Correct Information on Shipping Papers

The following situations can exist at the crash site:

- Shipping papers are only required for hazardous material cargo.
- Driver may say that there are no shipping papers, even when papers may be in the vehicle.
- USDOT number is not available on the shipping papers or the driver's log for the carrier responsible for the load.

The following must display on the outside of a CMV:

- Legal or a single trade name of the CMV.
- Motor carrier ID number, preceded by "USDOT."
- If the name of any person other than the operating carrier appears, the name of the operating carrier must appear and be preceded by "operated by."
- Other identifying information may be displayed on the vehicle if it is not inconsistent with the information required.

The following issues make it difficult to identify the motor carrier:

- Multiple or missing markings on CMVs
- Leased CMVs (for example, Ryder Transportation Services)
- Owner operators who lease their vehicles and driving services to other carriers
- Agents of interstate van lines



Rented and Leased CMVs

Trip and long-term leasing can cause the names and numbers on doors to be different from the names on the shipping papers (bill of lading). A company can lease a tractor(s) or the owners' services to pull its load with the company's trailer(s). The carrier name and USDOT number on the driver's side of the tractor may be for the owner of the tractor(s), not the company responsible for the load. (This also applies to leased single-unit trucks.)

A short-term rental agreement for less than 30 days is required to be inside the vehicle. A carrier is required to have the carriers name and USDOT number on the side of the vehicle within 30 days of a long-term lease. One problem is that a company can extend a short-term (30 days) lease in an effort to keep from adding the company name and USDOT number on the vehicle. For example, a business entity rents a truck for 29 days, returns it, and then two days later rents the truck again.

Ryder Transportation Services is an example of a leased CMV. They lease their services to haul goods. In this instance, Ryder is the motor carrier and correct information is Ryder's USDOT number, as shown in Figure 86. Each Ryder vehicle has a unique number assigned to each vehicle.



Figure 86. United States Department of Transportation Number

The officer can call Ryder's regional or national office, provide them with this number and Ryder can then provide the officer with information on the company or individual that leased the vehicle.



Completing Commercial Unit Fields

The following sections provide the procedures for completing the commercial unit fields on the TraCS NCCRF.

Commercial Driver License (CDL)

Select **Yes** in the databar for the **Commercial Driver License** field to select the check box, as shown in Figure 87

U	Unit Number 1		Unit Type 4-COMMERCIAL		Unit Other Description		Non-Motorist Indicator <input type="checkbox"/>	
	DRIVER		DL State	DL Number	DL Class	<input checked="" type="checkbox"/> Commercial Driver License	<input type="checkbox"/> Driver Address Same on DL	

Figure 87. UNIT Group – DRIVER Section – Commercial Driver License Selected

The CDL classes and the commercial motor vehicles that they authorize the operation of are as follows:

- **Class A:** Any combination of vehicles with a combined gross vehicle weight rating of 26,001 pounds or more, if the gross vehicle weight rating of the vehicle or vehicles being towed is in excess of 10,000 pounds.
- **Class B:** Any single vehicle with a gross vehicle weight rating 26,001 pounds or more or any such vehicle towing a vehicle having a gross vehicle weight rating that is not in excess of 10,000 pounds.
- **Class C:** Any single vehicle, or combination of vehicles, that is not a Class A or Class B vehicle, but that either is designed to transport 16 or more passengers, including the driver, or is placarded for hazardous materials and any school bus with a gross vehicle weight rating of less than 26,001 pounds that is designed to transport fewer than 16 passengers including the driver.



The higher CDL class allows you to drive vehicles in any of the lower classes provided you have the correct endorsements. Figure 88 and Figure 89 show visor cards illustrating the endorsements, classes, and groups.

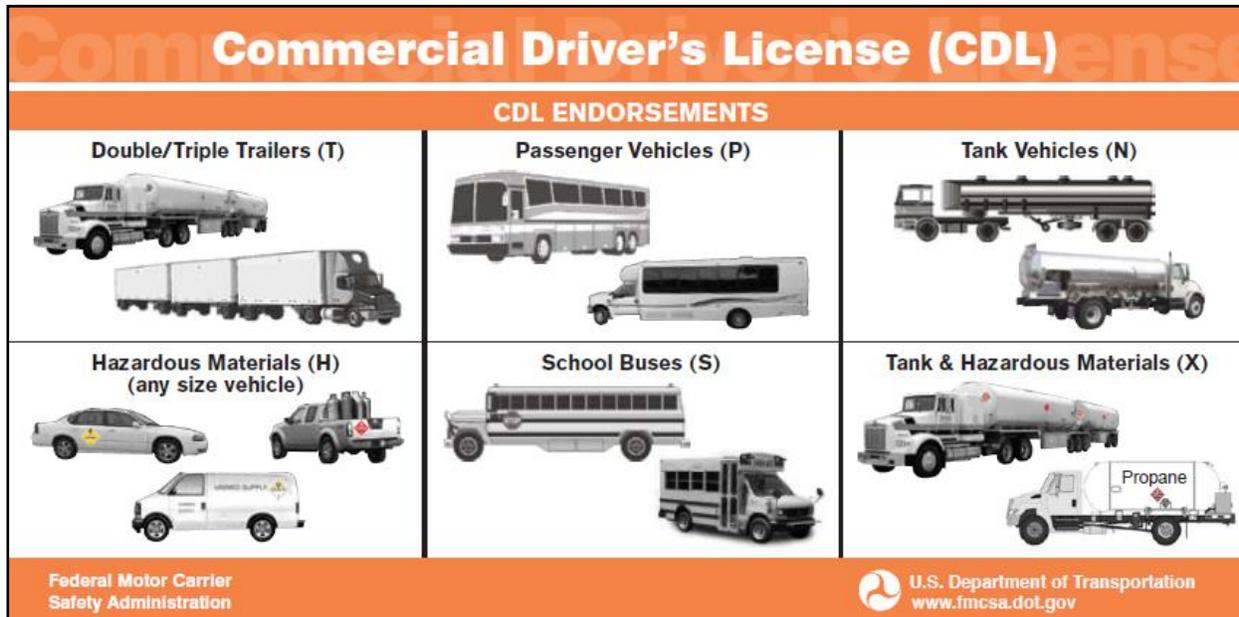


Figure 88. United States DOT Visor Card – Commercial Driver's License Endorsements and Classes



Figure 89. United States DOT Visor Card – Commercial Driver's License Commercial Motor Vehicle Groups



There are situations where a person is not required to have a NC CDL. The following are the exceptions:

- Active Duty Military with military licenses operating military vehicles.
- Firefighters meeting approved training standards and operating authorized emergency vehicles.
- Farmers in certain cases.
- Individuals operating motor homes or other vehicles used exclusively to transport personal possessions or family members, for non-business purposes.

Endorsements are necessary for the following commercial driving requirements:

- (T) Double/Triple Trailers.
- (P) Passenger Vehicles. For vehicles which are designed to carry 16 or more people (including the driver); or those which carry 15 or less people (including the driver) transporting children to or from school and home regularly for compensation.
- (N) Tank Vehicles. For vehicles designed to haul liquids or liquefied gases in bulk in permanently mounted tanks or portable tanks rated at 1,000 gallons or more.
- (H) Hazardous Materials. To carry hazardous materials in amounts requiring placards.
- (X) Endorsement code designating a Tank (N) vehicle that carries Hazardous Materials (H).

Gross Vehicle Weight Rating

Table UU describes the three vehicle weight ratings.

Table UU. Vehicle Weight Rating Types

Rating	Description
Gross Vehicle Weight Rating (GVWR)	The value specified by the manufacturer as the recommended loaded weight of a single motor vehicle.
Gross Combination Weight Rating (GCWR)	The value specified by the manufacturer(s) as the recommended loaded weight of a combination (articulated) motor vehicle. This is for truck tractors and single-unit trucks pulling a trailer(s).
Gross Vehicle Weight (GVW)	Used for enforcement purposes. GVW indicates the greater of the GVWR/GCWR or the Actual Weight, whichever is higher.



Enter the weight in pounds in the **Gross Vehicle Weight Rating (GVWR)** field (shown in Figure 90).



NOTE: Since the actual weight of the vehicle is often unknown by the police officer investigating the crash, the Federal Motor Carrier Safety Administration (FMCSA) uses the GVWR or GCWR for consistency in crash reporting.

CARRIER		<input type="checkbox"/> Carrier Same as Owner	Carrier Name		
Carrier Street Address Line 1					
Carrier Street Address 2		Carrier Address City		Address State	Carrier Zip Code
Carrier Source of Data			Cargo Body Type		
USDOT Number	ICC Number	Carrier Axles	Carrier State	State Number	
IFTA Number		FEI Number	Carrier Fleet #	Gross Vehicle Weight Rating	

HAZARDOUS MATERIALS

Figure 90. UNIT Group – CARRIER Section – Gross Vehicle Weight Rating Selected

The GVWR is based on the least carrying weight of the axles, springs, tires, wheels and frame and the gross axle weight rating (GVWR) that is applied to each axle. The example in Figure 91 shows the GVWR as 46,000 pounds.



	KILOGRAMS	POUNDS
GVWR	20865	46000
FR. GAWR	5443	12000
2ND. GAWR	7711	17000
3RD. GAWR	7711	17000
4TH. GAWR	0	0

Figure 91. Gross Axle Weight Rating – Three Axle Example



The GVWR specified by the manufacturer can be less than the Gross Axle Weight Rating (GAWR) for the front and rear axles combined, as shown in the example in Figure 92.



Front GAWR	4,850
Rear GAWR	<u>8,250</u>
Total GAWR	13,100
GVWR	<u>11,200</u>
Difference	1,900 lbs

Figure 92. Front and Rear Gross Axle Weight Rating

GVWR Label Location

The weight ratings, including the GVWR, can be found on the certification label located on the:

- Driver's door or door frame
- Cab behind driver's seat
- Driver-side visor



A secondary manufacturer can increase the GVWR that the original manufacturer specifies when additional equipment is added to the cab-chassis. The secondary manufacturer may add a GVWR plate, such as the yellow sticker located on the door frame shown in Figure 93.

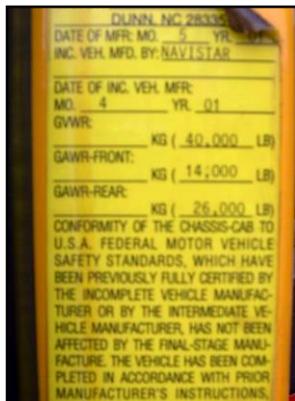


Figure 93. Secondary Manufacturer GVWR Plate

On a trailer, the GVWR is located as shown in Figure 94.

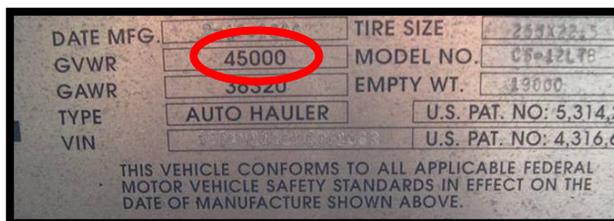


Figure 94. Trailer Certification Label Location

General GVWR Guidelines for Small Trailers

- Single-axle utility trailers usually have a GVWR of 3,250 pounds or more.
- Double-axle utility trailers have a GVWR of 7,500 pounds or more



Vehicle Style Type, Cargo Body Type, and Vehicle Trailer Type

Figure 95 shows a Class A motor home with a towed vehicle. This example employs all three field types as described in Table VV.



Figure 95. Class A Motor Home with Towed Vehicle

Table VV. Selections for Motor Home with Towed Vehicle

Field	Selection
Vehicle Style Type	25 – Motor home/recreational vehicle*
Cargo Body Type	Leave blank, not a qualifying vehicle
Vehicle Trailer Type	6 – Towed vehicle

* A motor home that weighs over 26,001 lbs is classified as a commercial motor vehicle.

Vehicle Style Type

Select the vehicle style or type from the **Vehicle Style Type** field (Figure 96) databar list. Use the Vehicle Configuration Visor Card (Figure 97) as an aid in selecting the vehicle style type. See Table KK on page 4-38 for the list of vehicle style types.

VEHICLE				
License Plate State	License Plate Number	License Plate Year	VIN Number	
Vehicle Year	Vehicle Make			Vehicle Style Type

Figure 96. UNIT Group – VEHICLE Section - Vehicle Style Type Field

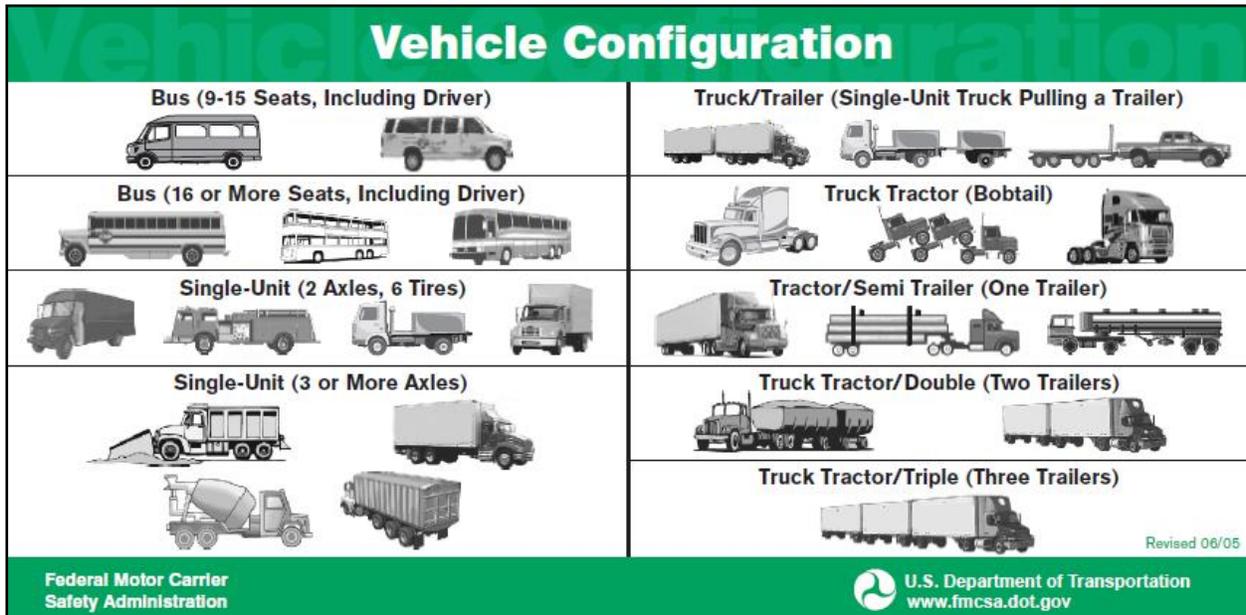


Figure 97. United States DOT Visor Card – Vehicle Configuration

Cargo Body Type

Select the cargo body type from the **Cargo Body Type** field (Figure 98) databar list. Use the Cargo Body Type Visor Card Figure 99) as an aid in determining the type. See Table NN on page 4-52 for the list of cargo body types.

CARRIER	<input type="checkbox"/> Carrier Same as Owner	Carrier Name		
Carrier Street Address Line 1				
Carrier Street Address 2		Carrier Address City	Address State	Carrier Zip Code
Carrier Source of Data		Cargo Body Type		

Figure 98. UNIT Group – CARRIER Section – Cargo Body Type Field

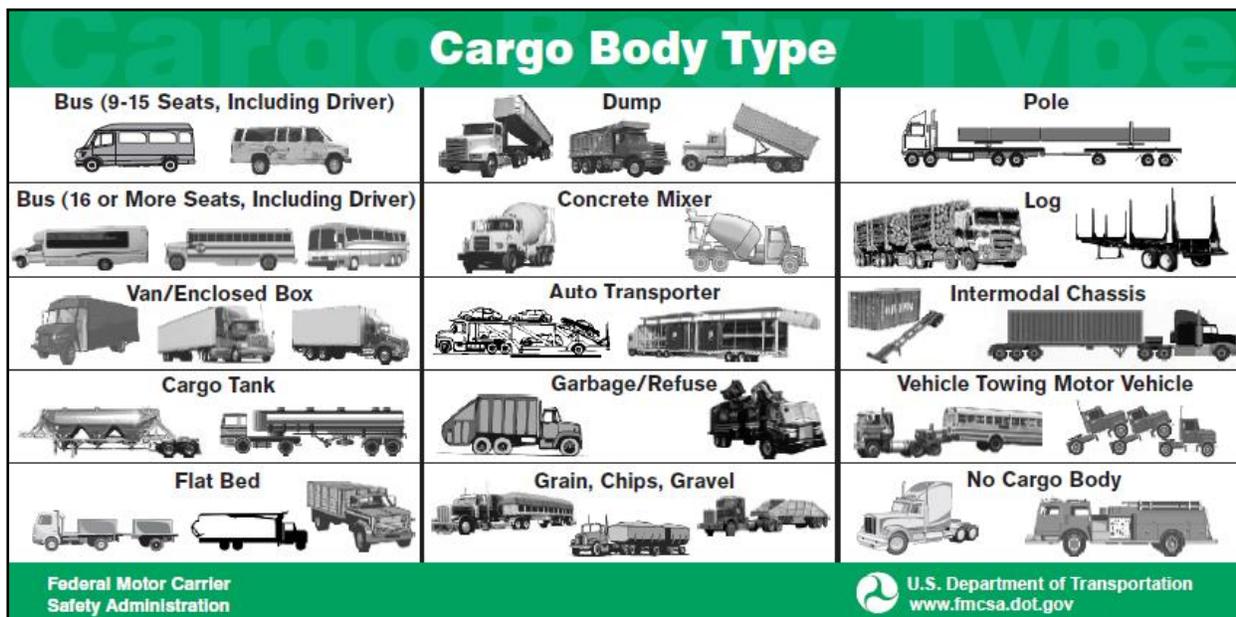


Figure 99. United States DOT Visor Card – Cargo Body Type

Trailer Information

If the vehicle is pulling a trailer, select the trailer type from the **Vehicle Trailer Type** field (Figure 100) databar list. See Table MM on page 4-51 for the list of vehicle trailer types.

TRAILER INFORMATION			
Vehicle Trailer Type	First Trailer Num Axles	First Trailer Width (in)	First Trailer Length (ft)
00-NO TRAILER			
Second Trailer Num Axle	Second Trailer Width (in)	Second Trailer Length (ft)	Overwidth Permit

Figure 100. UNIT Group – TRAILER INFORMATION Section – Vehicle Trailer Type Field



Hazardous Cargo

Hazardous cargo refers to any substance or material which has been determined to be capable of posing an unreasonable risk to health, safety and property when transported in commerce.

A diamond-shaped point-on-point fixture comprised of various colors should be located on all four sides of a vehicle which is transporting placarded hazardous materials.

If the vehicle is carrying hazardous cargo, complete the related fields in the HAZARDOUS MATERIALS section, (Figure 101). See Table WW for field descriptions.



NOTE: Hazardous materials may be present even though no placard is displayed on the vehicle.

HAZARDOUS MATERIALS			
<input checked="" type="checkbox"/> Hazardous Material Involved?	<input type="checkbox"/> Hazardous Material Placard Exists	<input type="checkbox"/> Hazardous Cargo Released	<input type="checkbox"/> Carrying Hazardous Material
4-Digit Placard Number	1-Digit Placard Number	Hazardous Material Name	

Figure 101. UNIT Group – HAZARDOUS MATERIALS Section

Table WW. Hazardous Materials Fields

Field	Description
Hazardous Material Involvement?	Select Yes whenever the unit has explosives; dissolved, refrigerated, or compressed gasses; flammable liquid; flammable solids (combustible or water reactive); oxidizing substances (organic peroxides); poisonous (toxic) and infectious substances; radioactive material; corrosive; or miscellaneous dangerous goods involved.
Hazardous Material Placard Exists	Select Yes if a hazardous materials placard exists.
Hazardous Cargo Released	Select Yes if hazardous materials were released. This does not include fuel from the tank.
Carrying Hazardous Material	Select Yes if the carrier is transporting hazardous materials.
4-Digit Placard Number	If available, enter the 4-digit placard number from the diamond or box.



TraCS User's Guide for Supervisors and Reporters

Field	Description
1-Digit Placard Number	Select the 1-digit hazardous placard number: 1 – Explosives 2 – Gases – Compressed, Dissolved, or Refrigerated 3 – Flammable Liquid 4 – Flammable Solids – Combustible, Water reactive 5 – Oxidizing Substances – Organic Peroxides 6 – Poisonous (Toxic) and Infectious Substances 7 – Radioactive Material 8 – Corrosives 9 – Miscellaneous Dangerous Goods
Hazardous Material Name	Enter the hazardous material name when the hazardous placard information is not available.



Use the Nine Classes of Hazardous Materials (Figure 102) and Reporting Hazardous Materials Information visor cards (Figure 103) as references when completing the HAZARDOUS MATERIALS section.

Nine Classes of Hazardous Materials

<p>Class 1: Explosives Divisions: 1.1, 1.2, 1.3, 1.4, 1.5, 1.6</p>	<p>Class 2: Gases Divisions: 2.1, 2.2, 2.3</p>	<p>Class 3: Flammable Liquid and Combustible Liquid</p>	<p>Class 4: Flammable Solid, Spontaneously Combustible, and Dangerous When Wet Divisions 4.1, 4.2, 4.3</p>	<p>Class 5: Oxidizer and Organic Peroxide Divisions 5.1, 5.2</p>
<p>Class 6: Poison (Toxic) and Poison Inhalation Hazard</p>	<p>Class 7: Radioactive</p>	<p>Class 8: Corrosive</p>	<p>Class 9: Miscellaneous</p>	<p>Dangerous</p>

Revised 06/05

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Figure 102. United States DOT Visor Card – Nine classes of Hazardous Materials

Reporting Hazardous Materials Information

ACCURATE REPORTING SAVES LIVES

Data you collect is used to calculate risk assessment, determine response methods, and develop regulations. Vehicles carrying hazardous materials are required to carry shipping papers containing the HM Class and ID number (or name). Your Accident or Collision Report/Supplement may ask the following hazardous materials questions (exact wording will vary by State):

<p>1. DOES THE VEHICLE HAVE A HAZARDOUS MATERIALS PLACARD? YES <input type="radio"/> NO <input type="radio"/></p> <p>Placards should be on all four sides of the vehicle. For containers with bulk packages inside, if the required ID# marking is not visible, the transport vehicle must be marked on each side and each end. Some Common Placards</p>	<p>2. ENTER THE FOUR-DIGIT NUMBER (OR NAME) FROM THE PLACARD <u>1 9 9 3</u></p> <p>The four-digit number may be on an orange panel or a white "square-on-point" panel. If no four-digit number appears on the placard, enter the Placard Name.</p>
<p>3. ENTER THE HAZARDOUS MATERIALS CLASS NUMBER FROM THE BOTTOM OF THE PLACARD <u>3</u></p> <p>The Class Number can be a one- or two-digit number with a decimal in the middle. <u>5.1</u></p> <p>It is critical for identifying and studying various types of hazardous materials involved in traffic crashes.</p>	<p>4. WAS HAZARDOUS CARGO RELEASED? YES <input type="radio"/> NO <input type="radio"/></p> <p>The intent of this question is to determine whether any of the placarded material was released or escaped from its transport container into the environment. Fuel or oil carried by the vehicle for its own use is NOT considered cargo and should not be reported in this section.</p>

Federal Motor Carrier Safety Administration | U.S. Department of Transportation | www.fmcsa.dot.gov

Figure 103. United States DOT Visor Card – Reporting Hazardous Materials Information



TraCS User's Guide for Supervisors and Reporters

Figure 104 shows where to locate the 4-digit placard number (2315 in this example) and the 1-digit placard number (9 in this example) on shipping papers.

Use print type. (Form designed for use on elite (12-pitch) typewriter.) Form Approved. OMB No. 2050-0039. Expires 9-30-9

UNIFORM HAZARDOUS WASTE MANIFEST		1. Generator's US EPA ID No.	Manifest Document No.	2. Page 1 of 1	Information in the shaded areas is not required by Federal law.
3. Generator's Name and Mailing Address		V, A, 5, 0, 0, 1, 3, 5, 7, 9, 2, 4	6, 0, 0, 1, 2		
4. Generator's Phone (668) 202-2653		Grey Grubbing Collections Hill Bottom Road Cramer Point, VA 61420			
5. Transporter 1 Company Name	6. US EPA ID Number	Boomer Transport			
7. Transporter 2 Company Name	8. US EPA ID Number	N, Y, D, 0, 0, 1, 2, 3, 4, 5, 4, 2			
9. Designated Facility Name and Site Address		10. US EPA ID Number			
Duell Disposal Systems Mean Street Extension Toughtown, VA 21602		V, A, D, 0, 0, 0, 2, 4, 6, 8, 6, 4			
11. US DOT Description (Including Proper Shipping Name, Hazard Class and ID Number)		12. Containers		13. Total Quantity	14. Unit Wt/Vol
a. POLYCHLORINATED BIPHENYLS, SOLUTION, 9, UN2315, PGIII, MARINE POLLUTANT		0	01	18182	K
b.					
c.					
d.					

Figure 104. Identifying 4-Digit and 1-Digit Placard Numbers on a Uniform Hazardous Waste Manifest Form

Bulk Packages

Bulk packaging is a package with no intermediate form of containment (for example, a cargo tank or tank cars) and having a:

- Maximum capacity greater than 119 gallons as a receptacle for liquid,
- Maximum mass greater than 882 lbs. and maximum capacity greater than 119 gallons as a receptacle for a solid, or
- Water capacity greater than 1,000 lbs. for gas.

Non-bulk packaging has a capacity less than or equal to bulk packages.

Bulk packages must be placarded unless cleaned and purged. A gas tanker that is empty and has not been cleaned or purged must remain placarded.

Containers with bulk packages inside must be marked, on each side and on each end, with the identification number specified for the hazardous material.

Chapter 6: Search Crashweb for Reports

Introduction

You can search and display DMV-level statuses of all crash reports submitted by your agency through Crashweb. If a report is rejected by the supervisor or DMV, the error messages can be displayed.

The search results table lists the following information:

- NCDMV Crash ID (assigned after acceptance by DMV)
- Accident date
- Officer's name
- Local use ID
- County
- On road name
- Status
- History of crash report

DMV statuses are:

- Pending supervisor approval (PS)
- Rejected by Supervisor (RS)
- Pending DMV Approval (PD)
- Rejected by DMV (RD)
- Accepted by DMV (AD)



Searching for Crash Reports

To log on Crashweb and go to the search function:

1. Go to <https://dmvcrashweb.dot.state.nc.us/>. You will be redirected to the North Carolina Identity Management (NCID) login page (<https://ncid.nc.gov/login/login.html>), as shown in Figure 105.

 **North Carolina Identity Management (NCID)**

NCID is the standard identity management and access service provided to state, local, business, and individual users. NCID provides a high degree of security and access control to real-time resources.

User ID: [forgot your User ID?](#)

Password: [forgot your Password?](#)

[Need Help?](#)

To register for a new NCID account click here: [Register!](#)

This system is the property of the State of North Carolina and is for authorized use only. Unauthorized access is a violation of federal and state law. All software, data transactions, and electronic communications are subject to monitoring.

 [Privacy and Other Policies](#) [Contact Us](#)

Figure 105. NCID Login Page



2. Enter your NCID user ID and password and click **Login**.

The North Carolina DMV Crash Reporting Site Welcome page displays, as shown in Figure 106.

Welcome to North Carolina DMV Crash Reporting Site

Note: Please read the following important information:

For optimum performance on this site, use Internet Explorer 7.0 or Firefox 3.6 browser and a screen resolution of 1024 by 768.

A valid User ID/Password is required to access Web Based Data Capture, Crash Report Electronic Distribution, Organization User Maintenance and External User Crash Report Requests. The DMV, Traffic Records Section will coordinate the assignment of these sign-on components.

- o If you have a valid User ID/Password, please click on the button to access the appropriate function
- o If you need a valid User ID/Password, please contact North Carolina Department of Transportation, Division of Motor Vehicles, Traffic Records Section at (919) 861-3084.

Effective September 1997, North Carolina General Statute 20-43.1, in accordance with the Federal Privacy Protection Act of 1994, closed to the public the personal information contained in the records of the Division of Motor Vehicles. The Division, or an officer, employee or contractor thereof, is prohibited from knowingly disclosing any personal information about an individual for any use not specifically identified by that act. Personal information includes photographs, social security numbers, driver license numbers, names, addresses, telephone numbers and medical or disability information. Improper release of this information is prohibited under both state and federal law (class 2 misdemeanor G.S.20-43.1).

****Crash reports prior to January 1, 1999 are not available via this web site for Crash Report Electronic Distribution or External User Crash Report Requests.**

Crash Report Electronic Distribution	GO -->
Organization User Maintenance	GO -->
External User Crash Report Requests	GO -->

Figure 106. North Carolina DMV Crash Reporting Site Welcome Page



3. Click the "External User Crash Report Requests" GO button.

The TRAC Status search page displays, as shown in Figure 107.

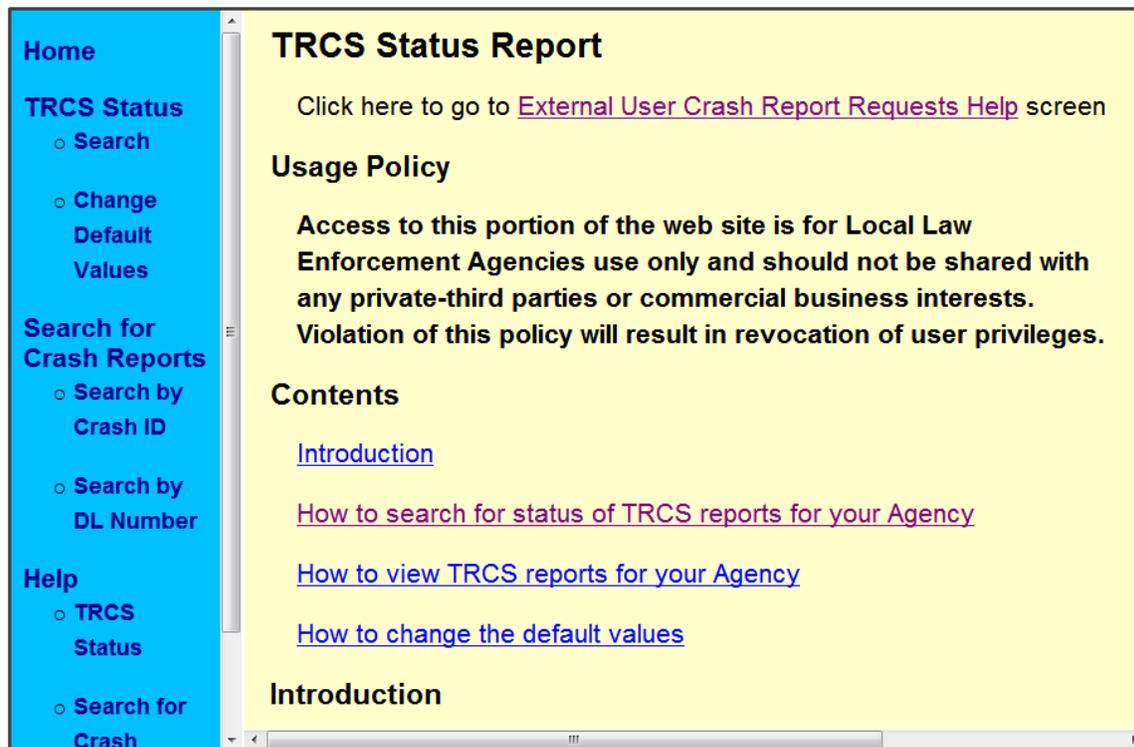


Figure 107. TRAC Status Search Page



4. Click **Search** on the menu bar to display the **Search TRCS Status** page, as shown in Figure 108. Click **Help** for directions on completing the search.

NC DMV Crash Reporting System

Search TRCS Status

Need [Help](#) with this screen?

Search for Crash Reports submitted by

DMV Processed Date Range: from: to: (mm/dd/yyyy)

Accident Date Range: from: to: (mm/dd/yyyy)

County:

Local Use ID:

Driver License Number:

Driver Last Name:

Officer First Name:

Officer Last Name:

Status:

- Pending Supervisor Approval
- Rejected by Supervisor
- Pending DMV Approval
- Rejected by DMV
- Accepted by DMV

Figure 108. Search TRCS Status Page



NCDMV Crash ID Number for Supplemental Reports

The Crash ID number assigned by NCDMV is used in TraCS to download the report from the TRCS server when creating a supplemental to that report in TraCS. Use the search to find the crash ID number. Figure 109 shows search results with crash ID numbers assigned. Go to "Creating a Supplemental Report" on page 3-45 for instructions on creating a supplement to a crash report in TraCS.

12 Crash Report(s) were found meeting the search criteria

Crash ID	Accident Date	Officer Name	Local Use ID	County	On Road	Status	History
100002704	03/22/2013 15:15	Rep, Test	local123	JOHNSTON	SR 1004	AD	View
100002697	04/15/2013 10:10	Rep, Test	010120011227	SWAIN	PVA IGA FOOD STORE	AD	View
100002720	05/22/2013	Rep, Test		HERFORD	LCL DD	AD	View

NCDMV Assigned
Crash ID Numbers

"AD" is Accepted
by DMV

Figure 109. Crash Report Search Results

Chapter 7: TraCS Diagram Tool Guide

The TraCS Diagram Tool allows you to quickly create a diagram that depicts a crash. The diagram can then be applied directly to the TraCS form. The steps to create a diagram are outlined in this chapter.

The diagram tool is opened from the Diagram databar on the NCCRF form. See “Diagram Group” on page 4-61 for drawing requirements and instructions on how to open the TraCS Diagram Tool. The diagram is automatically saved to the form when you exit the diagram tool. Diagrams can also be saved on your machine in the Symbol Palettes folder. Saved diagram files have an extension of .tdd (the last "d" stands for “diagram”).

This section explains how to use the tool bars, menus, symbols, symbol palettes, and the drawing page to create the diagram. Figure 110 identifies the main elements of the tool.

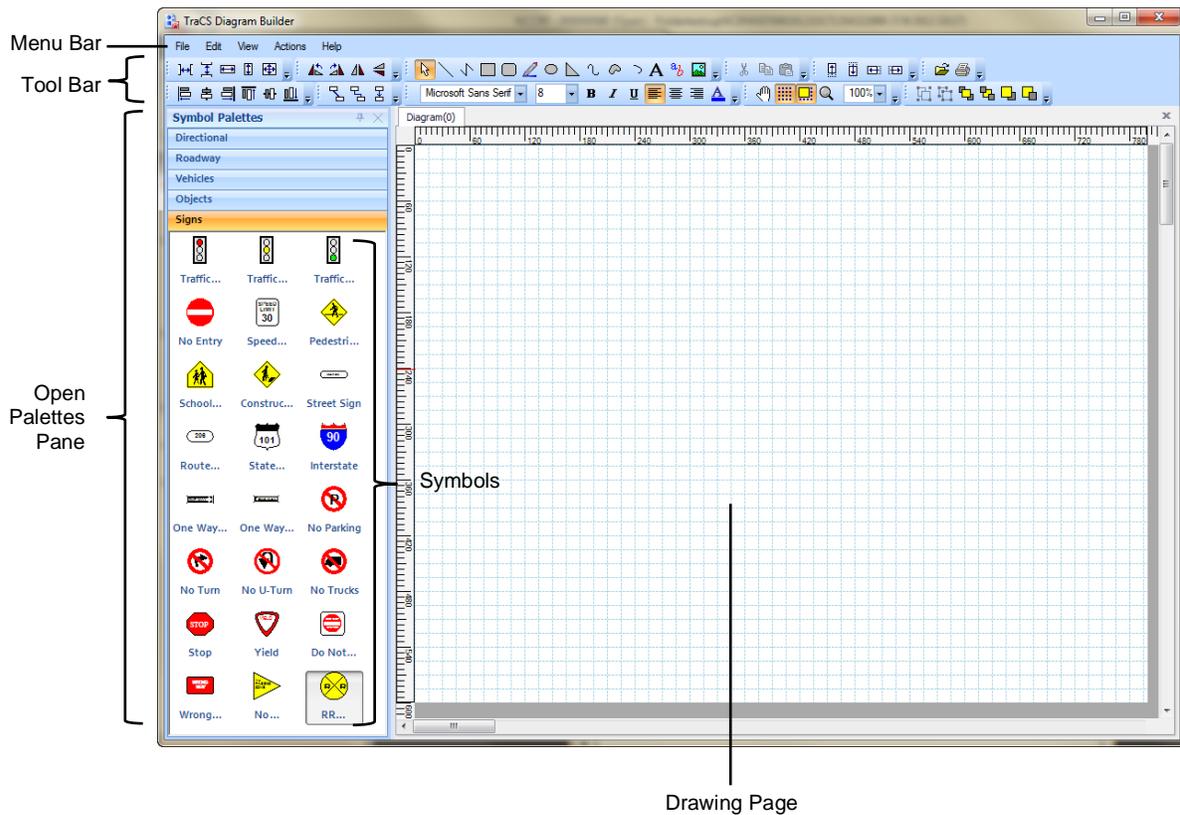


Figure 110. TraCS Diagram Tool Window



Palettes and Palette Groups

A Symbol Palette is a group of symbols. For example, the Signs palette contains a symbol for each of the different types of street signs. TraCS comes with five symbol palettes (shown in Figure 111) that contain all the symbols needed to create a diagram of a crash. Symbol palettes that do not display on the open palette pane can be added to the pane. The files are located in the Symbol Palettes folder. After you open the symbol palettes, you can save them as default palettes so they display every time you open the TraCS Diagram Tool.



NOTE: The agency administrator has the option of creating additional symbol palettes for users within the agency.

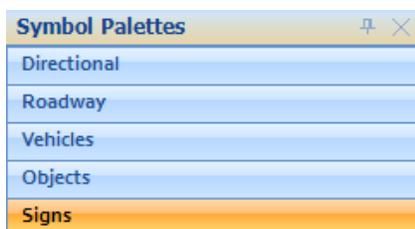


Figure 111. Default Palettes

Opening Palette or Palette Group

To add a palette or palette group to the open palettes pane and save as a default:

1. Select **Add Palette or Palette Group** from the **File** menu, as shown in Figure 112. The TraCS palette files display.

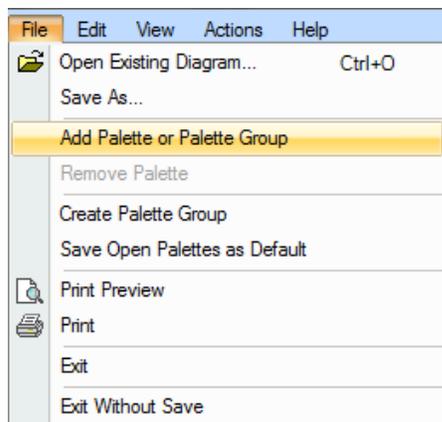


Figure 112. File Menu – Add Palette or Palette Group

2. Select a file type from the list on the **Open Palette or Template** dialog box.



NOTE: Palette file extensions are .tdp. Palette group extensions are .tdg. Only one type of extension displays at a time in the dialog box, as shown in Figure 113.

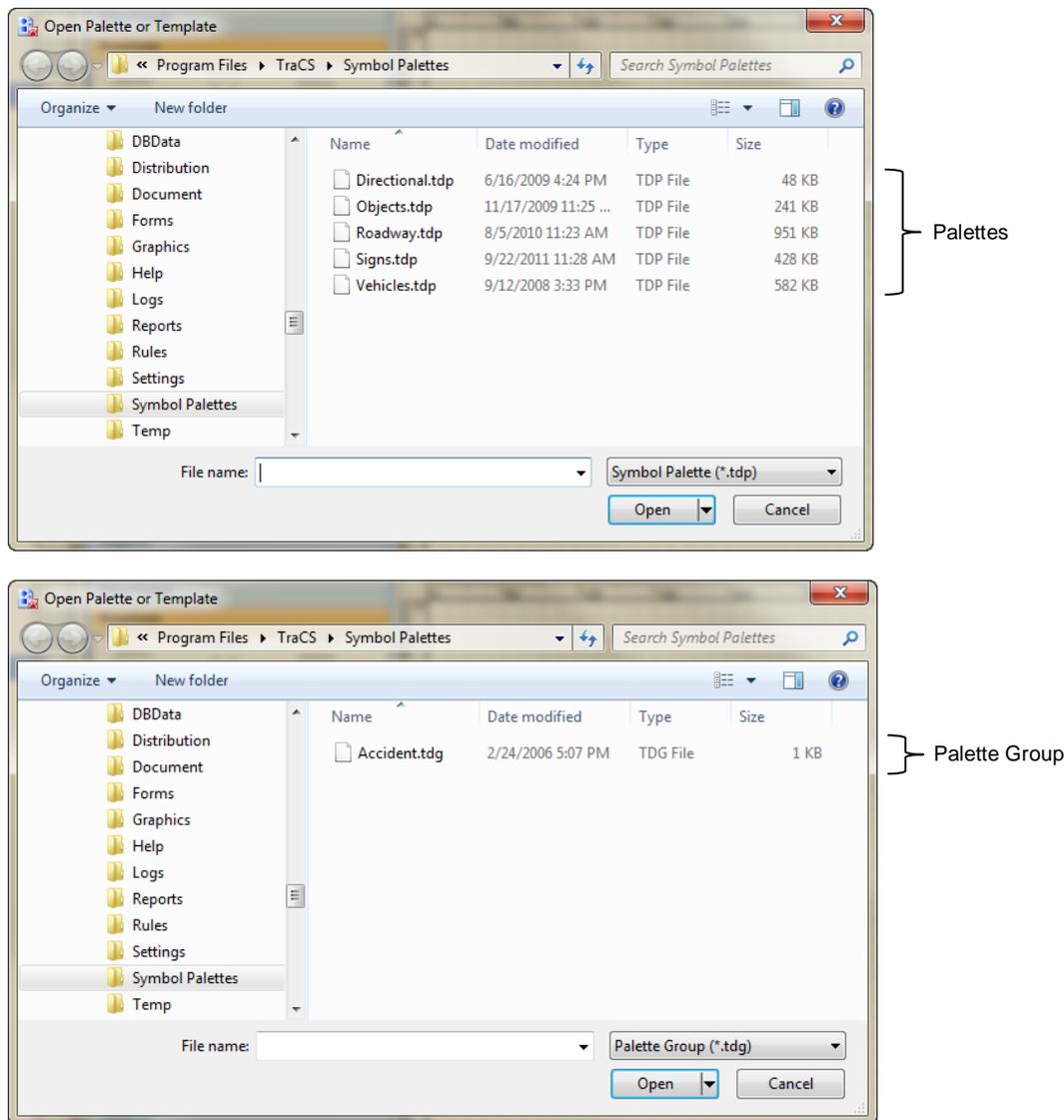


Figure 113. Open Palette or Template Dialog Box

3. Click **Open**. The palette or palette group is added to the palette bar.



NOTE: Palettes that are not saved as default palettes are only available for the current TraCS Diagram Tool session. Continue to step 4 to save the palettes as defaults. Default palettes display every time the TraCS Diagram Tool is opened.



4. To save all palettes displayed on the palette bar as default palettes, select **Save Open Palettes as Default** from the **File** menu, as shown in Figure 114.

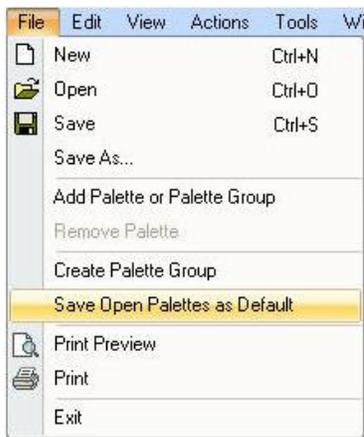


Figure 114. File Menu – Save Open Palettes as Defaults

Closing a Palette

To remove a palette from the open palettes pane:

1. Select the palette.
2. Right-click and select **Remove Palette** (or select **Remove Palette** from the **File** menu).



Creating a New Palette Group

When a symbol palette is created in the Symbol Designer, it can be saved as an individual palette file, or it can be saved along with other open symbol palettes to form a new palette group. Opening a palette group file in the TraCS Diagram Tool opens all symbol palettes saved to that group file.

To create a palette group:

1. Open the palettes that you want to include in the palette group. Remove palette groups from the Symbol Palettes pane that you do not want to include in the group.



NOTE: All open palettes (that is, all palettes that display in the Open Palettes pane) will be included in the Palette Group.

2. Select **Create Palette Group** from the **File** menu. The **Save Palette Group** dialog box opens, as shown in Figure 115.

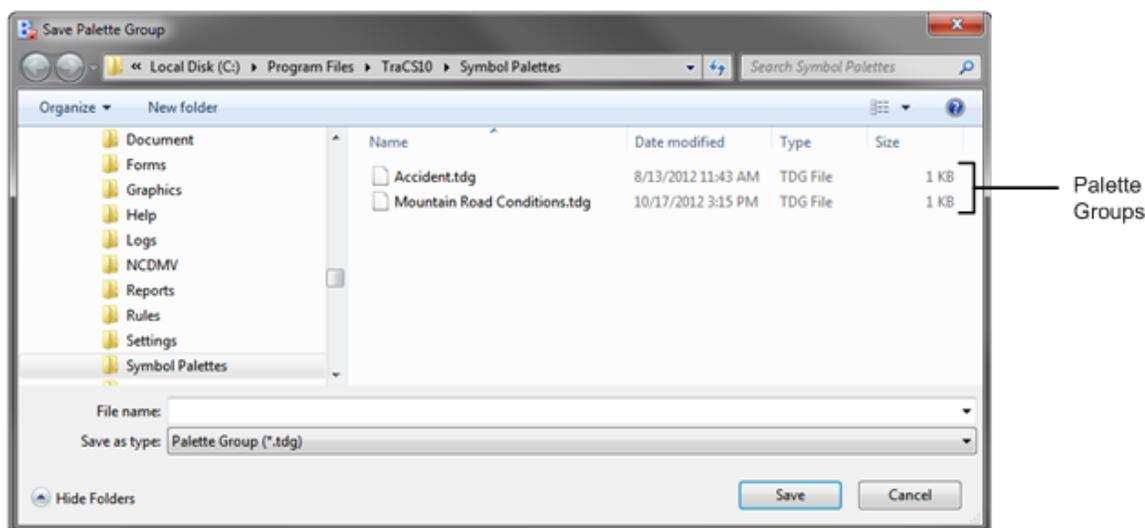


Figure 115. Save Palette Group Dialog Box

3. Enter a file name for the new palette group and click **Save**. All palettes in the new group display in the Open Palette pane.

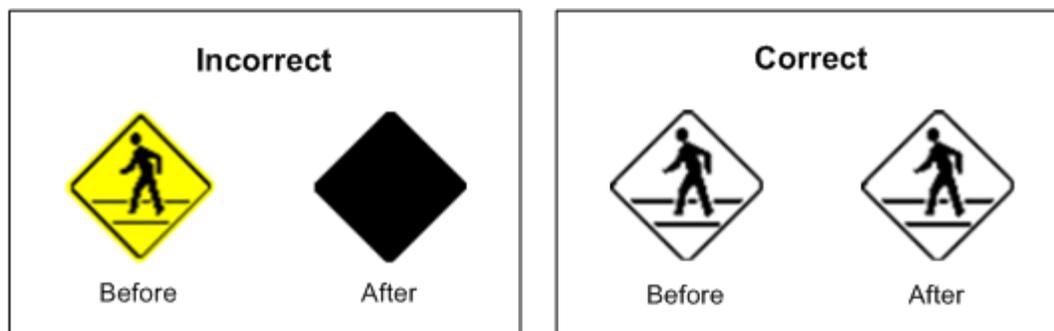


Symbols

Symbols are objects that are used when creating a diagram of a crash scene. For example, a car symbol and a tree symbol could be used in a diagram that depicts a crash in which a car struck a tree.



WARNING: DO NOT use fill or color. When the NCCRF is burned to the DMV-349 all diagram colors (including shades of gray) display as black. Fills can make the diagram unreadable. Both examples below show how the same sign displays in the NCCRF and how it displays in the DMV-349. One example uses color and fill; the other does not. NCDMV does not accept diagrams that use color or fill.



Adding a Symbol

To add a symbol to a diagram:

1. Select the palette that contains the symbol that you want to add to the diagram.
2. Drag the symbol to the drawing page, as shown in Figure 116.

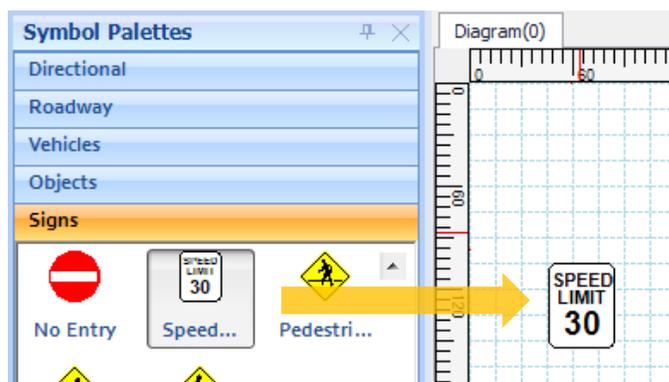


Figure 116. Dragging Symbol to Drawing Page



Working with Symbols

This section provides instructions to rotate, size, align, group, and link symbols on the drawing page. Text in symbols (such as roadway signs) can be replaced.

To replace text in a sign:

1. Drag the symbol to the drawing page, as shown in Figure 117.
2. Double-click the symbol number text to change to overtype mode and enter text, as shown in Figure 117.

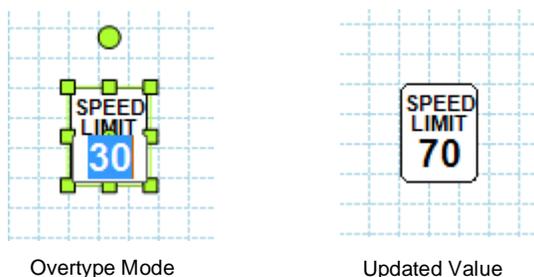


Figure 117. Replacing Symbol Text

To rotate a symbol:

1. Drag the rotate (green) handle to rotate the symbol, as shown in Figure 118.

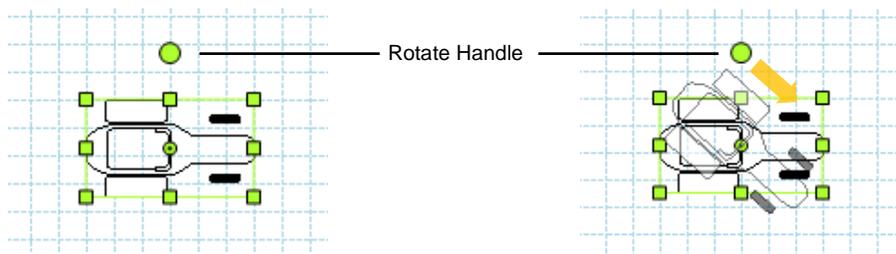


Figure 118. Rotating a Symbol

2. Right-click the selected symbol, and then select **Rotate > Rotate 90 clockwise** or **Rotate > Rotate 90 counter-clockwise** to rotate the symbol in 90 degree increments.



NOTE: Multiple symbols can be selected and rotated together.



To resize a symbol:

Select the symbol and then place the pointer over one of square sizing handles and drag to the preferred size, as shown in Figure 119

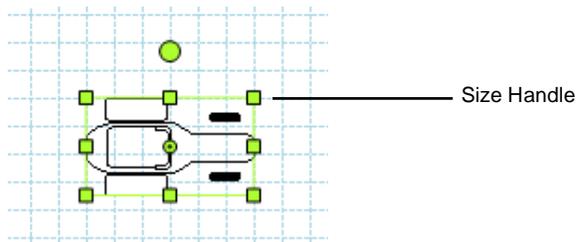


Figure 119. Resizing a Symbol

Symbols can be resized to be the same height and width as other symbols, as well as be proportionally spaced on the drawing page. The change is based on the first selected symbol in the group. In the example in Figure 120, the cone on the left was the first selected symbol before the **Same Size** command was selected.

To size, rotate, space, and align symbols:

- 1. Resize symbols from the Actions menu, as shown in Figure 120.

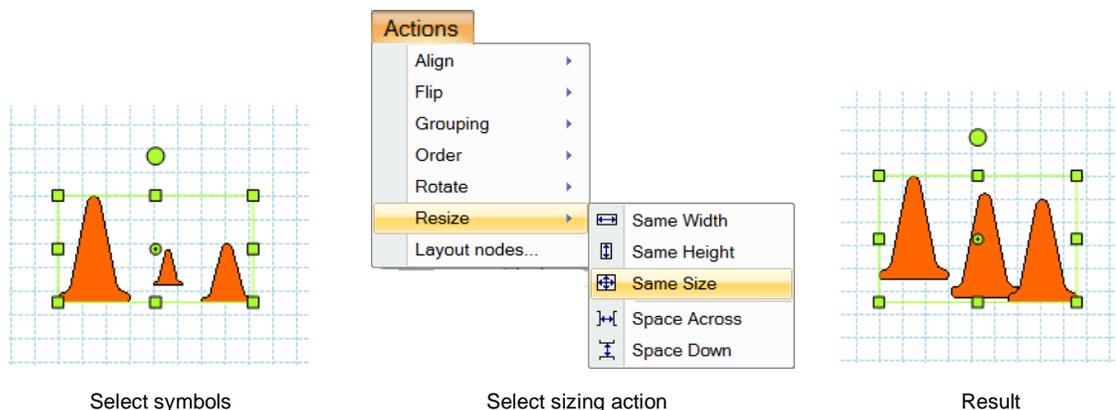


Figure 120. Resizing Symbols Example

- 2. Use the controls on the toolbar to arrange the selected symbols (as shown in Figure 121).

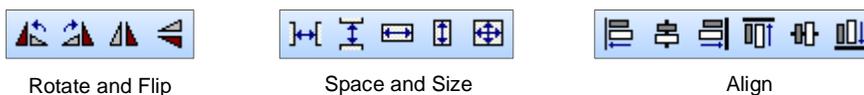


Figure 121. Symbol Controls



Group a set of symbols so that you can work with them collectively. Resize, rotate, flip, move, or format all the symbols in the group as if they were a single object.

To group symbols:

1. Press **Ctrl** and then click each symbol to be group together, as shown in Figure 122.

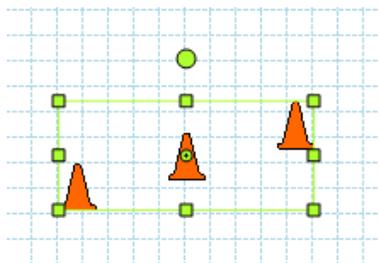


Figure 122. Selected Symbols

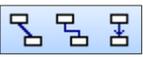
2. Click **Group**  on the toolbar.



NOTE: Select the grouped symbols and click **Ungroup**  to return the symbols to their original ungrouped state.

Linking two symbols draws a line between them. The line automatically adjusts and remains in place when either symbol is moved.

To link symbols:

1. Click one of the link buttons  on the toolbar. The pointer changes to a cross.
2. Click the first of the two symbols to be linked together, as shown in Figure 123.

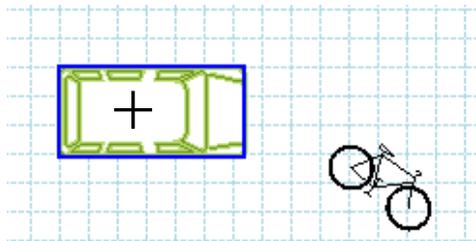


Figure 123. Select First Symbol



3. Drag to the second symbol until a second blue box displays, as shown in Figure 124. When the mouse button is released, the connecting line displays.

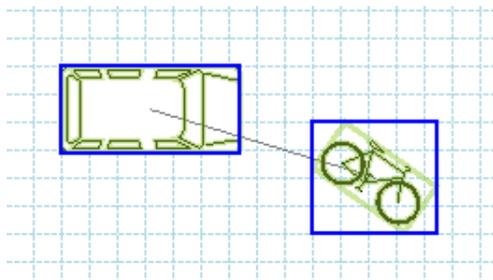


Figure 124. Drag to Second Symbol

Saving the Diagram and Closing the TraCS Diagram Tool

To save the diagram and close the diagram tool:

1. Select **Exit** from the **File** menu or click  .

The diagram is saved and the TraCS Diagram Builder closes.

2. Click **Close** to close the TraCS Diagram Tool launch window.

The diagram displays on the form and the Accident Report Narrative field becomes active.



NOTE: To close the diagram tool without saving the diagram, select **Exit Without Save** from the File menu.

Chapter 8: TraCS Auto Update

TraCS Auto Update keeps your TraCS program current. When new updates are available, the user is prompted to install them when the users logs in. The Auto Update will deliver changes to the North Carolina customizations (these are more common) such as form updates, business rule updates, etc.

The Auto Update can also upgrade the underlying the TraCS program provided by the vendor called Baseline Updates(these are less common). For instance, the TraCS application can be upgraded from TraCS 18 to TraCS 19. These updates are automatically performed similar to the NC customizations and the users follow the same process.

There are two types of updates: required and optional. If the update is required, you will not be able to log in to TraCS until the update is installed.

Required Updates



CAUTION: If you do not install required updates you will not be able to log in to TraCS in any mode; online or offline.

To install required updates:

1. Log in to TraCS. If required updates are available the **Required Update Available** window opens, as shown in Figure 125.

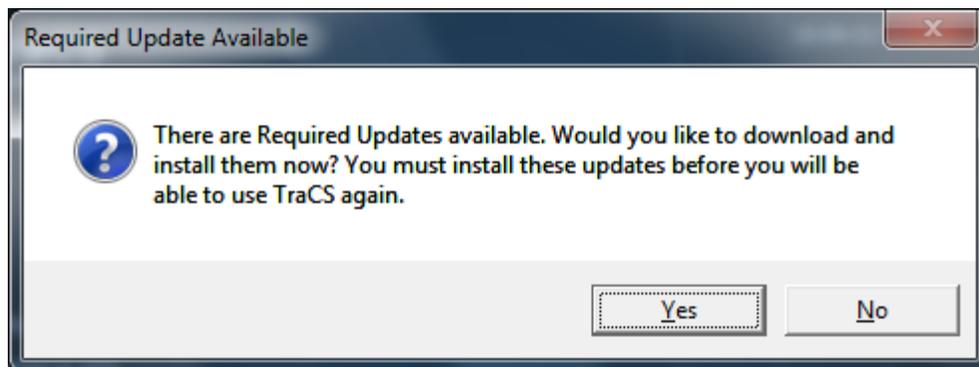


Figure 125. Required Update Available Window



2. Click **Yes**. The TraCS Update window opens, as shown in Figure 126.

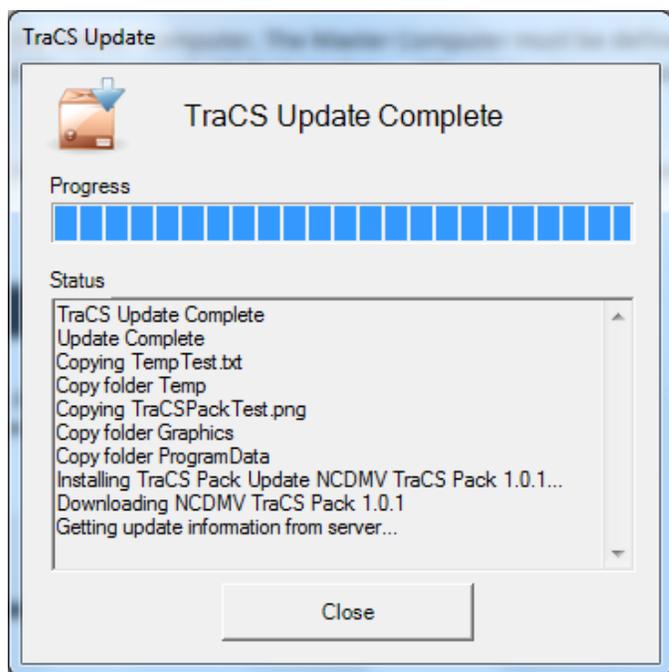


Figure 126. TraCS Update Window

3. When the update is complete, click **Close**.



Optional Updates

To install optional updates:

1. Log in to TraCS. If optional updates are available the **TraCS Update** icon in the notification area displays the “You have new TraCS Updates to install. Restart TraCS to install them.” notification, as shown in Figure 127.

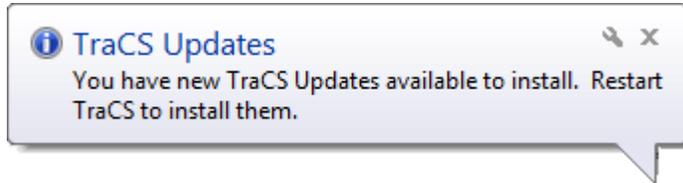


Figure 127. Optional Update Available Window

2. Log off and then log in again. The **Updates Available** window opens, as shown in Figure 128.

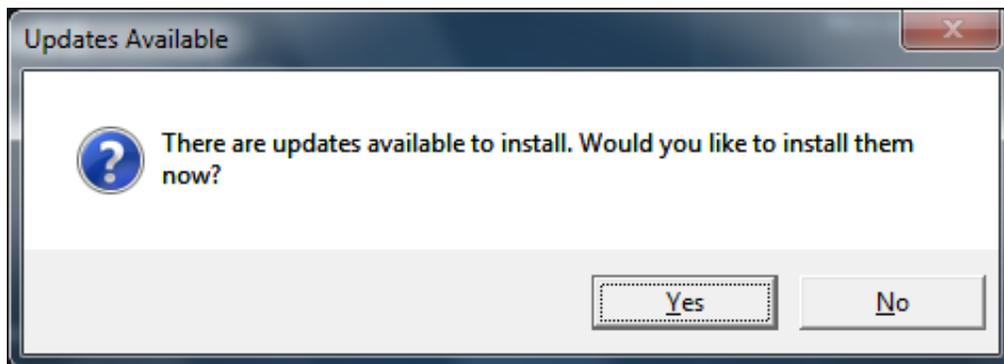


Figure 128. Update Available Window



3. Click **Yes**. The **TraCS Update** window opens, as shown in Figure 129.

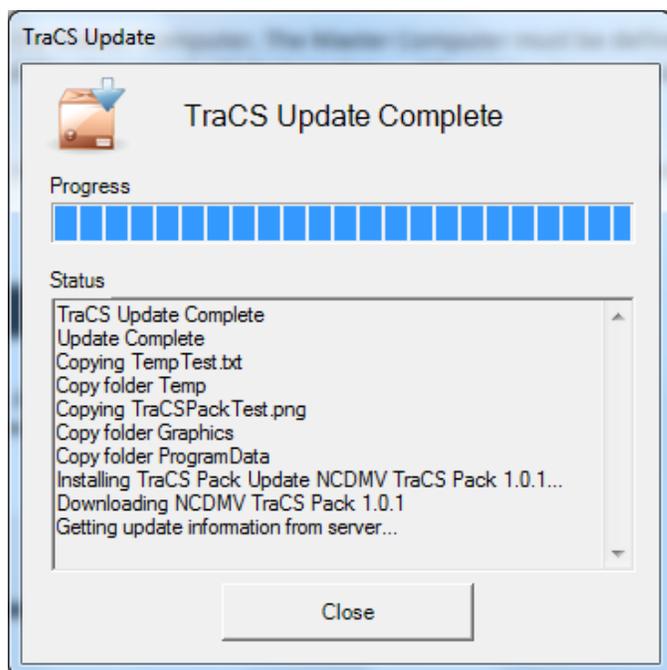


Figure 129. TraCS Update Window

4. When the update is complete, click **Close**.

Chapter 9: Glossary of Terms

This section contains definitions, interpretations, and examples related to motor vehicles and other road vehicle crashes.

A

Access Control

When the rights of owners or occupants of abutting land or other persons to access light, air, or view in connection with a highway is fully or partially controlled by public authority.

Air Bag Deployed

An air bag is out of its cover and protruding into the occupant compartment. The bag can be fully or partially inflated.

Alcohol/Drug Suspected

The officer suspects drugs or alcohol have been used by the person.

Alcohol/Drug Involvement

The officer's assessment of whether alcohol or other drug use was suspected or demonstrated to be present by test for any vehicle driver or non-motorist in the crash.

Alcohol

The percent of blood alcohol content (BAC) or breath alcohol content (BrAC).

Alignment

The geometric characteristics or layout of a roadway. Alignment is usually subdivided into horizontal or vertical.

Ambient Light

The type of light that exists at the time of a motor vehicle crash.

Angle – Manner of Impact

A crash involving two vehicles that impact at an angle. For example, the front of one vehicle impacts the side of another vehicle.



Animal in Roadway

Living beings which have the capacity for movement and motor response to stimulation but are not human beings. If a motor vehicle strikes an animal (other than a domestic animal) and harm results ONLY to the animal, the event is NOT a motor vehicle collision.

Approaching or Leaving Vehicle

Physical movement in the direction of or in the direction away from the vehicle.

At Intersection but No Crosswalk

An area which contains a crossing or connection of two or more roadways not classified as a driveway access but without the street crossing distinctly indicated for pedestrian crossing by lines or other markings on the surface of the roadway.

Auxiliary Lane

The portion of the roadway adjoining the through traveled way for parking, speed change, turning, storage for turning, weaving, truck climbing, or for other purposes supplementary to through traffic movement.

B

Backing

A start from a parked or stopped position in the direction of the rear of the vehicle.

Barrier

A device which provides a physical limitation through which a vehicle would not normally pass and is designed to contain or redirect an errant vehicle.

Bridge Parapet End

A low wall built along the edge of a bridge deck.

Bridge – Pier or Abutment

A bridge pier is a support for a bridge structure other than at the ends. A bridge abutment is the end support for a bridge.

Bridge – Overhead Structure

Any part of a bridge that is over the reference or subject roadway. In crash reporting, this typically refers to the beams or other structural elements supporting a bridge deck.

Bridge

A structure (including supports) carrying a roadway over an obstruction such as water, a railway, or other roadway, having an opening of 20 feet (6 m) or more measured along the center of the structure.



Bridge – Rail

A barrier attached to a bridge deck or a bridge parapet to restrain vehicles, pedestrians, or other users.

C

Cargo Body Type

Coded for buses and trucks over 10,000 pounds GVWR.

Cargo Tank

A single-unit truck, truck/trailer, or tractor/semi-trailer having a cargo body designed to transport either dry bulk (fly ash, etc.), liquid bulk (gasoline, milk, etc.), or gas bulk (propane, etc.).

Cargo/Loss or Shift

The release of the goods being transported from the cargo compartment of the truck, or the change in the position of the goods within the cargo compartment.

Cargo Released

The goods being transported by a truck spill out of the vehicle cargo compartment.

Carrier Identification Number

A unique number assigned by the U.S. Department of Transportation, Interstate Commerce Commission, or by the state to a motor carrier.

Carrier Name

The name of an individual, partnership, or corporation responsible for the transportation of persons or property.

Carrier Name Source

Where the name of the motor carrier was noted, be it the power unit of the truck, the trailer, the shipping papers, or other documents.

Cataclysm

A cloudburst, cyclone, earthquake, flood, tornado, or volcanic eruption.

Center Line

A yellow pavement marking used to separate traffic traveling in opposite directions. A center line need not be at the geometrical center of the pavement.

Changing Lanes

A vehicle shift from one traffic lane to another traffic lane moving in the same direction.



Cited

Driver or non-motorist issued a citation for actions which contributed to the crash.

Clear Zone Distance

The total roadside border area, starting at the edge of the traveled way, available for safe use by errant vehicles. This area may consist of a shoulder, a recoverable slope, a non-recoverable slope, and/or a clear run-out area. The desired width is dependent on the traffic volumes and speeds, and roadside geometry.

Cloudy

Overcast with clouds.

Collision

A road vehicle crash other than an overturning crash in which the first harmful event is a collision of a road vehicle in transport with another road vehicle, other property, animal or pedestrian.

Collision with Object Not Fixed

A collision crash in which the first harmful event is the striking by a road vehicle in transport of an object that is not fixed.

Collision with Fixed Object

A collision crash in which the first harmful event is the striking of a fixed object by a road vehicle in transport.

Commercial Sign

A sign placed by an area business as a means of advertising. Logo signs (advertising upcoming businesses along the roadway) placed by DOT are not commercial signs.

Concrete Mixer

A single-unit truck with a body specifically designed to mix or agitate concrete.

Construction Barrier

A traffic barrier designed to protect traffic from entering work areas, provide protection for workers, separate two-way traffic, protect construction, and separate pedestrian and vehicular traffic.

Contributing Circumstances

The actions of the driver or non-motorist, and/or the apparent condition of the road which contributed to the crash.



Crash Cushion

A barrier at a spot location designed to prevent an errant vehicle from impacting a fixed object hazard by gradually decelerating the vehicle to a safe stop or by redirecting the vehicle away from the hazard.

Crash City/Place

The city/place in which the crash occurred.

Crash Date and Time

The date (month, day, and year) and time (hour and minute) at which the crash occurred.

Crash Roadway Location

Exact location on the roadway indicating where the crash occurred.

Crash Severity

The severity of a crash based on the most severe injury to any person or, if none injured, so designating.

Crossover

Area in the median of a divided roadway where vehicles are permitted to travel, cross the opposing lanes of traffic or do a U-turn.

Culvert

An enclosed structure providing free passage of water under a roadway with a clear opening of twenty feet (6 m) or less measured along the center of the roadway.

Curb

A raised edge or border to a roadway. Curbs may be constructed of concrete, asphalt, or wood and typically have a face height of less than 9 inches (225 mm).

D

Dark – Lighted Roadway

It is dark but the roadway is lighted by lights designed and installed to illuminate the roadway. This is not lighting from store fronts or house lamps.

Dark – Roadway Not Lighted

It is dark and the roadway is not lighted by lights designed and installed to illuminate the roadway.

Dart Out

Pedestrian enters the street mid-block and is struck by or walks or runs into a moving vehicle.



Date and Time Crash Reported to Police Agency

The date and time at which the call was placed notifying the police agency about the crash.

Date of Birth

Month, day, and year of birth of person involved in the crash.

Dawn

The first appearance of light in the morning.

Debris

The remains of something broken or destroyed.

Deliberate Intent

Suicide, homicide and other harmful events under human control.

Derived Data Elements

Derived data elements are not collected at the scene by the police. Instead they are obtained by counting or recoding information contained in existing data elements that have already been collected and computerized.

Direction of Travel before Crash

The direction of a vehicle's normal/general travel on the roadway before the crash. This is NOT a compass direction but a direction consistent with the overall direction of the road.

Disabling Damage

Damage which precludes departure of the vehicle from the scene of the crash in its usual operating manner after simple repairs.

Disregarded Traffic Signs, Signals, Road Markings, or Officer

Driver or non-motorist failed to comply with the instructions directed by traffic signs, signals, road markings, or a police officer at the scene.

Ditch

An open channel dug into the ground, usually parallel to the highway embankment and within the limits of the highway right-of-way.

Downhill Runaway

A motor vehicle that is moving down a hill without the ability to stop.

Driver

An occupant who is in actual physical control of a transport vehicle or, for an out-of-control vehicle, an occupant who was in control until control was lost.



Driver Condition

State of being, health, or physical fitness of the occupant who is in actual physical control of a transport vehicle at the time of the crash.

Driverless Motor Vehicle

A driverless motor vehicle, though previously parked, or a motor vehicle out of control while being towed or pushed, is considered to be a motor vehicle in transport. Also, an abandoned motor vehicle, upon a roadway, is considered to be a motor vehicle in transport. This principle does not apply to such devices as farm or industrial machinery, highway graders, construction machinery, or similar devices which are not in use at the time of the crash for transport.

Driver License Number

A unique number assigned by the authorizing agent issuing a driver license to an individual.

Driveway

A roadway providing access to property adjacent to a trafficway.

Driving Too Fast for Conditions

Traveling at a speed that was unsafe for the road, weather, traffic or other environmental conditions at the time.

Dump Truck

A truck which can be tilted or otherwise manipulated to discharge its load by gravity.

Dusk

The beginning of darkness in the evening.

E

Edge Line

A pavement marking used to mark the edge of pavement for driver guidance.

Ejection

An occupant's body completely or partially thrown from the vehicle as a result of a crash.

Embankment

A mound of earth or stone above the original ground, built to hold back water, or to support a roadway.



Emergency Use

Indicates vehicles, such as military, police, ambulance, or fire, which are on an emergency response. Emergency use refers to a vehicle that is traveling with emergency signals in use, such as, flashing blue or red lights and a siren sounding.

EMS Response Unit Name

Name of Emergency Medical Services (EMS) unit that responded to the crash.

Exceeded Authorized Speed Limit

Driver was operating vehicle faster than posted speed limit at time of the crash.

F

Failed to Yield Right of Way

Driver or non-motorist did not give way to another vehicle or non-motorist as required.

Fatal Crash

Any motor vehicle or other road vehicle crash resulting in fatal injuries to one or more persons.

Fell Asleep, Fainted, Fatigue, etc.

Driver experienced a temporary loss of consciousness or was operating in a reduced physical and mental capacity due to weariness, medication, or other drugs.

Fire/Explosion

Fire/explosion which was the cause or product of the crash.

First Harmful Event

The first injury or damage producing event which characterizes the crash type and identifies the nature of the first harmful event, such as an explosion in the vehicle.

Flashing Traffic Control Signal

Traffic control signal that is flashing or a single light flashing red or yellow.

Flatbed

A single-unit truck, truck/trailer, or tractor/semi-trailer whose body is without sides or roof, with or without readily removable stakes which may be tied together with chains, slats, or panels. This includes trucks transporting containerized loads.

Followed Too Closely

Driver was positioned too close to another vehicle or non-motorist to permit safe response to any change in movement or behavior of the other vehicle or non-motorist.



Full Access Control

Authority to control access is exercised to give preference to through traffic by providing access connections with selected public roads only, by prohibiting crossings at grade or direct private driveway connections.

Functional Classification

A classification system in which highways and streets are grouped into classes, or systems, according to the character of the service they are intended to provide.

Functional Damage

Damage which is not disabling, but affects operation of the road vehicle or its parts.

G

Geographic Information System (GIS)

System which associates information with specific geographic locations, for example, roadway characteristics by latitude/longitude.

Global Positioning System (GPS)

Exact geographic location indicated in terms of latitude and longitude.

Grade

The rate of ascent or descent of a roadway, expressed as a percent; the change in roadway elevation per unit of horizontal length.

Guardrail

A longitudinal barrier consisting of posts and rails or cables, whose primary function is to prevent penetration or to safely redirect an errant vehicle away from a roadside or median.

H

Harmful Event

An occurrence of injury or damage.

Hazardous Materials

Any substance or material which has been determined by the U.S. Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce and which has been so designed under regulations of the USDOT.



Hazardous Materials Involvement (Cargo Only)

Indication that a motor vehicle had a hazardous materials placard as required by federal regulations.

Highway Traffic Sign Post

A pole, post, or structure constructed to support a highway sign intended to guide, regulate, or inform highway users.

Highway, Street, or Road

A general term denoting a public way for purpose of vehicular travel, including the entire area within the right-of-way. Recommended usage in urban areas: highway or street. Recommended usage in rural areas: highway or road.

Hit & Run

A vehicle involved in the crash as the “striking vehicle” or as the “vehicle struck” but which left the scene. The appropriate box must be checked, e.g., vehicle 1, vehicle 2, etc., and any information that is known, included in the Driver and/or Vehicle areas.

Horizontal Alignment

The plan view of a roadway. Horizontal alignment is described in terms of lengths of tangents and degree of curves.

I

In Roadway

Physically located in that part of the trafficway designed, improved, and ordinarily used for motor vehicle travel.

In Transport

The state or condition of a vehicle when it is in use primarily for moving persons or property (including the vehicle itself) from one place to another, and is

- In motion;
- In readiness for motion; or
- On a roadway, but not parked in a designated parking area.

Injury Status

The most severe injury to a person involved in the crash. Injury statuses are:

- Killed – Deaths (which must occur within 12 months after the crash) resulting from injuries sustained in a specific road vehicle crash.



- A type injury (disabling) – Injury obviously serious enough to prevent the person injured from performing his normal activities for at least one day beyond the day of the collision. Massive loss of blood, broken bone, and unconsciousness of more than momentary duration are examples.
- B type injury (evident) – Obvious injury, other than killed or disabling, which is evident at the scene. Bruises, swelling, limping, soreness, are examples. Class B injury would not necessarily prevent the person from carrying on his normal activities.
- C type injury (possible) – No visible injury, but person complains of pain, or has been momentarily unconscious.

Insufficient Information

When available information is insufficient to determine whether the injury or damage resulted from a motor vehicle in a transport collision, assume that it did and that the event is a motor vehicle collision.

Intersection

An area which (1) contains a crossing or connection of two or more roadways not classified as driveway access and (2) is embraced within the prolongation of the lateral curb lines or, if none, the lateral boundary lines of the roadways. Where the distance along a roadway between two areas meeting these criteria is less than 33 feet, the two areas and the roadway connecting them are considered to be parts of a single intersection.

Intersection Related

May refer to a crash that occurs within the influence area of the intersection and is caused by the operation of the intersection. The influence area is a variable distance that depends on the intersection design, traffic control and operating characteristics.

Island

Cement or grassy area in the middle of a trafficway.

J

Jackknife

An event involving a truck pulling a semi-trailer or trailers where the trailing unit(s) and the pulling vehicle rotate opposite of each other.

L

Lap Belt Only Used

Use of only a lap safety belt, either because the vehicle is equipped only with lap belts or because the shoulder belt was not used.



Latitude/Longitude

For those agencies/municipalities which are able to record the geographic location of a crash in terms of latitude, longitude and altitude (elevation), fields exist in the Crash Data section on the NCCRF for capturing this information.

Light Truck with Only Four Tires

Trucks (mini-van, panel, pickup, sport utility) of 10,000 pounds gross vehicle weight rating or less.

Logbook

A document carried in the truck cab or bus in which commercial motor vehicle drivers must enter their record of duty status for each 24-hour period using methods prescribed by the USDOT.

Luminaire

A complete lighting unit consisting of one or more lamps (bulbs or tubes that emit light), along with the socket and other parts that hold the lamp in place and protect it, and wiring that connects the lamp to a power source.

Luminaire Pole

A pole or post constructed to support a luminaire for lighting a roadway.

M

Marked Crosswalk at Intersection

That portion of the roadway at the intersection that is distinctly indicated for a pedestrian crossing by lines or other markings on the surface of the roadway.

Mechanical Failure

Any mechanical failure, such as, a tire blowout, broken fan belt, broken axle, or similar event does not, by itself, constitute a motor vehicle collision. However, any subsequent injury or damage producing event resulting from the mechanical failure would be a motor vehicle collision if the motor vehicle is in transport.

Median

The portion of a divided trafficway separating the traveled way for traffic in opposing directions.

Median Barrier

A longitudinal barrier (such as concrete) used to prevent an errant vehicle from crossing the portion of a divided highway separating the traveled ways for traffic in opposite directions.

Most Damaged Area/Extent of Deformity

The location and severity of most damage on vehicle from crash.



Most Harmful Event for this Vehicle

The most harmful event in terms of property damage or injury caused by this vehicle.

Motor Home

A van where a frame-mounted recreational unit is added behind the driver or cab area or mounted on a bus/truck chassis.

Motor Vehicle

Any mechanically or electrically powered device not operated on rails, upon which or by which any person or property may be transported or drawn upon a highway. For purpose of this guide, any object such as a trailer, coaster, sled or wagon being towed by a motor vehicle is considered a part of the motor vehicle, including such devices when detached while in motion, or set in motion by a motor vehicle, such as during pushing. Also, the load, including occupants, upon or in the motor vehicle, or upon or in the device being towed or pushed, is considered a part of the motor vehicle.

Motor Vehicle includes, but is not limited to the following devices:

- Automobiles (any type), bus, motorcycle, motorized bicycle or scooter, motorized fire engine, truck, van, trolley bus not operating upon rails.
- Construction machinery, farm and industrial machinery, road roller, tractor, army tank, highway grader, or similar devices equipped with wheels or treads, while in transport under own power.
- Special motorized devices such as go-carts, midget racers, invalid chairs, snowmobiles, swamp buggies, or similar devices, while in transport under their own power.

Motor Vehicle Crash

Any event that results in death, injury or property damage attributable directly to a motor vehicle or its load in transport, but not involving aircraft or watercraft. It must occur on a trafficway or after the motor vehicle runs off the roadway but before events are stabilized.

Motor Vehicle Non-traffic Crash

Any motor vehicle crash occurring entirely in any place other than a trafficway.

Motor Vehicle Status

The use of the device at the time of the crash is the primary criterion for establishing motor vehicle status. For example:



- A registered motor vehicle is being drawn by a team of horses on a city street; it is considered other road vehicle.
- A registered motor vehicle is being used to draw a plow engaged in breaking ground on a farm; it is considered farm machinery while engaged in plowing.
- A registered truck is engaged in spreading concrete at a road construction site; it is construction machinery.
- A motorized highway grader, under its own power, is moving from one work place to another on a public way; it is considered a motor vehicle in transport.
- A registered truck, with a blade attached, is engaged in plowing snow from a trafficway; it is considered road maintenance machinery.
- A riding, motorized lawn mower, under its own power, is being driven from one home to another on a city street; it is considered a motor vehicle in transport.
- A military tank is being moved, under its own power, from the firing range to the motor pool, on a land way of a military post; it is considered a motor vehicle in transport.

Motorcycle

A two-wheeled motor vehicle having one or more riding saddles, and sometimes a third wheel for the support of a sidecar. The sidecar is considered a part of the motorcycle. Included are motor scooters, minibikes, and mopeds.

N

Non-Contact Motor Vehicles or Non-Motorists

Units that caused the crash and remained at the scene. They are counted as units with identifying information, and are referred to in the narrative.

Non-Contact Phantom Motor Vehicles or Non-Motorists

Units that caused the crash but left the scene. They should not be counted in the number of units, but should be referred to in the narrative.

Nonfatal Injury Crash

Any motor vehicle or other road vehicle crash, other than a fatal crash, that results in injuries, other than fatal, to one or more persons.

Non-Intersection Crosswalk

A portion of the roadway, not at an intersection, that is distinctly marked a pedestrian crossing on the surface of the roadway.



Non-Motorist

A non-motorist is any person other than a motorist, including pedestrians, pedalcyclists, roller bladers, and roller skaters.

Non-Motorist Safety Equipment

The safety equipment used by the non-motorist, such as helmets, protective pads, reflective clothing.

Number of Lanes

The total number of thru lanes of the “road on” at the point of the crash (if two-way, total for both directions). Do not count turning lanes unless they are continuous between intersections. Enter “0” for parking lots.

O

Official Highway Sign

A pole, post, or structure used to support a highway sign intended to guide, regulate, or inform highway users.

On-Off Switch (Air Bag Deployed)

A switch that activates/deactivates the front seat passenger or driver’s airbag.

Operating Defective Equipment (Driver)

Vehicle in transport where any part or component of vehicle in transport is deficient, faulty, incomplete, or incapacitated.

Other Road Vehicle

Any device, except motor vehicle and pedestrian conveyance, in, upon, or by which any person or property may be transported upon a land way or place, such as a trafficway.

Includes:

- Animal-drawn vehicle (any type)
- Animal harnessed to a conveyance
- Animal carrying a person
- Street car
- Bicycle (pedal cycle)

Other Road Vehicle Crash

A crash involving a road vehicle in transport, but not involving an aircraft, a watercraft, a motor vehicle in transport, or a railway train.



Outside Trafficway

Not physically located on any land way open to the public as a matter of right or custom for moving persons or property from one place to another.

Overhead Part of Underpass

Any part of an underpass that is over a roadway. For a bridge, this typically refers to the beams or other structural elements supporting the bridge deck.

Overhead Sign Support

A pole, post, or structure constructed to support a sign which is over a roadway (usually installed on or relocated to nearby overpasses or other structures).

Overturn/Rollover

A vehicle that has overturned at least 90 degrees from its upright position.

P

Pavement Markings

Markings set into the surface of, applied upon, or attached to the pavement for the purpose of regulating, warning, or guiding traffic. Markings are typically paint or plastic but may be devices of various materials.

Pedal cycle

A vehicle operated solely by pedals and propelled by human power. Pedal cycle types include:

- Bicycle (any size, with two wheels in tandem)
- Tricycle
- Unicycle
- Sidecar or trailer attached to any of the above devices

Excludes these devices when towed by a motor vehicle, including hitching.

Pedestrian

Any person not in or upon a motor vehicle or other road vehicle.

Includes:

- Person afoot, sitting, lying, or working upon a land way or place.
- Person in or operating a pedestrian conveyance.



Excludes:

- Person boarding or alighting from another conveyance, except pedestrian conveyance.
- Person jumping or falling from a motor vehicle in transport.

Person

A person is any living human. Within the context of the ANSI D16.1 Classification Manual, a fetus is considered to be part of a pregnant woman rather than a separate individual. After death, a human body is not considered to be a person.

Physical Impairment

A condition that results in some decrease in a physical ability.

Point of Impact

The section of the vehicle that impacted first in a crash.

Pole Trailer

A trailer designed to be attached to the towing vehicle by means of a reach or pole, or by being boomed or otherwise secured to the towing road vehicle, and ordinarily used for transporting property of a long or irregular shape.

Private Road or Driveway

Includes every road or driveway not open for the use of the public as a matter of right or custom for the purpose of vehicular traffic.

Property

Any physical object other than a person. Includes real property, personal property, animals (wild or domestic), signs, guardrails, impact attenuators, and others.

Property Damage Only

Crash in which at least one vehicle is damaged or other property damage occurs but no occupants or non-motorists are injured.

Public Vehicular Area

Includes any area that is generally open to and used by the public for vehicular traffic, including any drive, driveway, road, roadway, street, alley, or parking lot on the grounds and premises of:

- Any public or private hospital, college, university, school, orphanage, church, or any of the institutions, parks or other facilities maintained and supported by the state of North Carolina or any of its subdivisions; or
- Any service station, drive-in theater, supermarket, store, restaurant, or office building, or any other business, residential, or municipal establishment providing parking space for customers, patrons, or the public.



- Any property owned by the United States and subject to the jurisdiction of the State of North Carolina. (The inclusion of property owned by the United States in this definition shall not limit assimilation of North Carolina law when applicable under the provisions of Title 18, United States Code, section 13).

The term “public vehicular” area shall also include any beach area used by the public for vehicular traffic as well as any road opened to vehicular traffic within or leading to a subdivision for use by subdivision residents, their guests, and members of the public, whether or not the subdivision roads have been offered for dedication to the public.

The term “public vehicular area” shall not be construed to mean any private property not generally open to and used by the public. Report on a PVA should contain the same information as if the crash occurred on the roadway.

R

Railway Grade Crossing

An intersection between a roadway and train tracks which cross each other at the same level (grade).

Railway Train

Any device, with or without cars coupled thereto, designed for transport upon a railway, including any device designed to operate upon railway tracks, under its own power, such as a motor vehicle equipped with flanged wheels. Non-motorized devices, not set in motion by a railway train or vehicle, are not considered to be a railway train or vehicle.

Relation to Roadway

The location of the first harmful event as it relates to its position within or outside the trafficway.

Road

That part of a trafficway which includes both the roadway and any shoulder alongside the roadway.

Road Vehicle

Any land vehicle other than a railway vehicle, including motor vehicles and other road vehicles.

Roadway

That part of a trafficway designed, improved, and ordinarily used for vehicular travel. In the event the trafficway includes two or more separate roadways, the term “roadway” refers to any such roadway separately, but not to all such roadways collectively.



S

School Bus

A motor vehicle used for the transportation of any school pupil at or below the 12th-grade level to or from a public or private school or school-related activity. It must be externally identifiable by the color yellow, the words "school bus", flashing red lights located on the front and rear, and identifying lettering on both sides indicating the school or school district served, or the company operating the bus.

School Bus Related Crash

A motor vehicle crash in which a school bus, with or without a pupil on board, is involved directly as a contact vehicle or indirectly as a noncontact vehicle.

School Zone Signs

Signs which change the speed limit on roads adjacent to schools on school days, signs which give advance warning of school and signs which warn of children crossing the road.

Seating Position

Location of occupant within a vehicle or on a motorcycle.

Separation of Units

When the truck or truck tractor becomes separated from the semi-trailer and/or trailer(s) they are pulling.

Sequence of Events

A list of the things that occurred to the vehicle in question that was relevant to the crash.

Shipping Papers (Truck)

The documents carried in the cab of the truck or truck tractor that indicates the cargo being carried and other motor carrier responsible for the movement of the cargo.

Shoulder

The portion of the road contiguous with the roadway for accommodation of stopped vehicles, for emergency use, and for lateral support of the roadway structure. The line between the roadway and the shoulder may be a painted edge line, a change in surface color or material, or a curb. On some modern trafficways, there may be a surfaced shoulder on the right side, and frequently a narrower shoulder on the left side of a one-way roadway.

Shoulder and Lap Belt Used

In a two part occupant restraint system, both the shoulder belt and lap belt portions are connected to a buckle.



Shoulder Barrier

Concrete barrier or something other than a guardrail placed on the shoulder.

Single-Unit Truck (2-axle, 6-tire)

A power unit that includes a permanently mounted cargo body (also called a straight truck) that has only two axles and at least six tires on the ground.

Single-Unit Truck (3-or-more axles)

A power unit that includes a permanently mounted cargo body (also called a straight truck) that has three or more axles.

Stabilized Situation

The condition prevailing after motion and other action constituting the events of a crash have ceased and no further harm will ensue unless a new series of events is initiated by other means.

T

TAD

Traffic accident damage.

Test Status/Test Results

Indication as to whether alcohol or other drugs test was administered; if test was refused; if the results showed alcohol, the percent BAC or BrAC; if the results showed other drugs reported; if the sample was contaminated or unusable.

Tractor/Semi-Trailer

A truck tractor that is pulling a semi-trailer.

Traffic Circle/Roundabout

An intersection of roads where vehicles must travel around a circle to continue on the same road or intersecting road.

Traffic Control Signal

An electronic device that controls traffic movement.

Traffic Island

The cement or grassy area in the middle of a trafficway.

Traffic Lane

The specific part of the roadway that is used for vehicular travel.



Trafficway

The entire width between property lines, or other boundary lines, of every way or place, of which any part is open to the public for purposes of vehicular travel as a matter of right or custom.

Transport Collision

Any collision involving a device designed primarily for (or being used at the time primarily for) conveying persons or goods from one place to another. In classifying collisions which involve more than one kind of transport, the following order of precedence should be used:

- Aircraft
- Watercraft
- Motor vehicle
- Railway train
- Other road vehicle

This means that a collision involving aircraft and a motor vehicle or a watercraft and a motor vehicle will not be classified as a motor vehicle collision.

Trapped

Persons who are restrained in a vehicle by damages resulting from a crash.

Truck Tractor (Bobtail)

A motor vehicle consisting of a single motorized transport device designed primarily for pulling semi-trailers.

Truck/Trailer

A motor vehicle combination consisting of a single-unit truck and a trailer (a vehicle designed for carrying property and so constructed that no part of its weight rests upon or is carried by the towing road vehicle).

U

Underride/Override

An underride refers to a vehicle sliding under another vehicle during a crash. An override refers to a vehicle riding up over another vehicle. Both can occur with a parked vehicle.

Unit

Any motor vehicle, pedestrian, pedalcyclist, moped or other road vehicle, excluding railway vehicles.



Unstabilized Situation

A set of events not under human control. It originates when control is lost and terminates when control is regained or, in the absence of persons who are able to regain control, when all persons and property are at rest.

Utility Pole

A pole or post constructed for the primary function of supporting an electric line, telephone line or other line or cable.

V

Van/Enclosed Box

A single-unit truck, truck/trailer, or tractor/semitrailer having an enclosed body integral to the frame of the vehicle.

Vehicle Authorized Speed Limit

The posted speed limit for the type of vehicle being driven. Take into account that the limit might be different for each vehicle type.

Vehicle Body Type

Code used in the Vehicle Identification Number to indicate the general configuration or shape or a vehicle distinguished by characteristics such as number of doors, seats, windows, roof line, hard top or convertible.

Vehicle License Plate Number

The number or other characters, exactly as displayed, on the registration plate or tag affixed to the vehicle. For combination trucks, vehicle plate number is obtained from the power unit or tractor.

Vehicle Maneuver/Action

What the vehicle was doing prior to the crash.

Vertical Alignment

The profile or elevation view of a roadway. Vertical alignment is described in terms of grades (uphill or downhill) and crest or sag curves.

W

Warning Signs

Signs used to warn traffic of existing or potentially hazardous conditions on or adjacent to a road.



Weight Rating of Power Unit of the Truck

A gross vehicle weight rating (GVWR) is a value specified by the manufacturer for a single-unit truck, truck tractor or trailer, or the sum of the combined units.

Work Zone

A segment of the roadway marked to indicate that construction, maintenance, utility or intermittent work is being performed.

Y

Yaw Marks

Marks created from a tire still rolling while simultaneously sliding laterally.

Chapter 10: KeyTips and Other Keyboard Shortcuts

KeyTips are keyboard tips that indicate what key to press to access TraCS functionality. Every command in TraCS ribbons can be accessed by using KeyTips. You must press F10 to see the KeyTips and then press the indicated keys to run the associated command. In Figure 130, pressing F10, V, N, I changes TraCS windows to nighttime mode.

 **NOTE:** KeyTips are not case-sensitive.



Figure 130. KeyTips Example



Table XX through Table EEE list the Forms Manager KeyTips sequences and Table FFF through Table NNN list the Forms Viewer KeyTips sequences. A keyboard shortcut option is included in parentheses if available.

Forms Manager KeyTips

Table XX. Forms Manager/Application Menu KeyTips

To do this	Press
Open Export Report dialog box	F10, A, P, E
Open Print dialog box	F10, A, P

Table YY. Forms Manager/File Tab KeyTips

To do this	Press
Open Print dialog box	F10, F, P, (or CTRL+P)
Open Create Contact dialog box	F10, F, N
Open selected form	F10, F, O (or CTRL+O)
Delete selected form	F10, F, D, E (or Delete or CTRL+D)
Select all forms in Forms Grid	F10, F, S
Deselect all forms in Forms Grid	F10, F, D, S
Refresh current search	F10, F, R, E
Reset to last session defaults	F10, F, R, S
Reset to TraCS defaults	F10, F, R, T
Close TraCS	F10, F, E



Table ZZ. Forms Manager/View Tab KeyTips

To do this	Press
Display or hide status bar	F10, V, N, S, H
Display or hide navigation bar	F10, V, N, A, S
Change color scheme to Blue	F10, V, E, B, L
Change color scheme to Black	F10, V, E, B, A
Change color scheme to Carmel	F10, V, E, C, A
Change color scheme to Money Twins	F10, V, E, M
Change color scheme to Lilian	F10, V, E, L, I
Change color scheme to Asphalt	F10, V, E, A
Change color scheme to iMaginary	F10, V, E, I
Change color scheme to Coffee	F10, V, E, C, O
Change color scheme to Liquid Sky	F10, V, E, L, Q
Change color scheme to London Liquid Sky	F10, V, E, L, O
Change color scheme to Glass Oceans	F10, V, E, G
Change color scheme to Stardust	F10, V, E, S
Change color scheme to Office 2007 Blue	F10, V, E, O, F
Change color scheme to Office 2007 Black	F10, V, E, O, I
Change color scheme to Office 2007 Silver	F10, V, E, O, C
Change color scheme to Night	F10, V, E, N
Turn nighttime mode on or off	F10, V, N, I
Display or hide search panel	F10, V, S, O
Move search panel to top	F10, V, S, E
Move search panel to bottom	F10, V, S, A
Turn on or off default form search after login	F10, V, P



Table AAA. Forms Manager/Actions Tab KeyTips

To do this	Press
Accept validated form	F10, A, C, A
Reject validated form	F10, A, C, R
Display rejection reason	F10, A, C, S
Clear rejected or accepted form status	F10, A, C, C

Table BBB. Forms Manager/Tools Tab KeyTips

To do this	Press
Open Change Password dialog box	F10, T, C, H
Create supplemental	F10, T, C, R

Table CCC. Forms Manager/Administrative Tab KeyTips

To do this	Press
Set ESD version	F10, A, D, S E
Set GPS CommPort	F10, A, D, S, T
Set CommPort settings	F10, A, D, S, C
Set GPS enable to True or False	F10, A, D, S, G
Set GPS zone	F10, A, D, S, P
Set GPS Datum	F10, A, D, S, S
Set GPS precision	F10, A, D,, S, R



Table DDD. Forms Manager/Window Tab KeyTips

To do this	Press
Group forms on Forms Grid by the Form Name column heading	F10, W, S, A, F, O
Group forms on the Forms Grid by the Form Number column heading	F10, W, S, A, F, R
Group forms on the Forms Grid by the Form Status column heading	F10, W, S, A, F, M
Group forms on the Forms Grid by the User ID column heading	F10, W, S, A, U, S
Group forms on the Forms Grid by the Form Date column heading	F10, W, S, A, F, D
Group forms on the Forms Grid by the Form Time column heading	F10, W, S, A, F, T
Group forms on the Forms Grid by the Is Locked column heading	F10, W, S, A, I
Group forms on the Forms Grid by the Form Description column heading	F10, W, S, A, F, E
Group forms on the Forms Grid by the Contact Name column heading	F10, W, S, A, C, O
Group forms on the Forms Grid by the Contact Date column heading	F10, W, S, A, C, N
Group forms on the Forms Grid by the Contact Time column heading	F10, W, S, A, C, N
Group forms on the Forms Grid by the Contact Key column heading	F10, W, S, A, C, A
Group forms on the Forms Grid by the Contact Description column heading	F10, W, S, A, C, C
Group forms on the Forms Grid by the Locked By column heading	F10, W, S, A, L, O
Group forms on the Forms Grid by the Location column heading	F10, W, S, A, L, C
Group forms on the Forms Grid by the User Name column heading	F10, W, S, A, U, E
Group forms on the Forms Grid by the Form Version column heading	F10, W, S, A, F, V
Group forms on the Forms Grid by the User First Name column heading	F10, W, S, A, U, R
Group forms on the Forms Grid by the User Middle Name column heading	F10, W, S, A, U, M
Group forms on the Forms Grid by the User Last Name column heading	F10, W, S, A, U, L



To do this	Press
Group forms on the Forms Grid by the Secondary User ID column heading	F10, W, S, A, S, E
Group forms on the Forms Grid by the Saved File Name column heading	F10, W, S, A, S, A
Group forms on the Forms Grid by the Modified column heading	F10, W, S, A, M
Undo grouping	F10, W, S, A, A, C

Table EEE. Forms Manager/Help Tab KeyTips

To do this	Press
Display the TraCS version, copyright, and serial number	F10, H, A
Open the NC Division of Motor Vehicles TraCS website	F10, H, T, R
Open the TraCS Technical Support Contacts page	F10, H, T, E
Opens TraCS Help	F10, H, H (or F1)

Forms Viewer KeyTips

Table FFF. Forms Viewer/Home Tab/File Group KeyTips

To do this	Press
Display Forms Manager	F10, H, O, F, O
Change edit mode of form from view-only to edit and back to view-only	F10, H, O, E
Permanently delete the form	F10, H, O, D, E (or CTRL+D)
 CAUTION: Deleted forms CANNOT be recovered.	
Save open form	F10, H, O, S, A
Open Report Manager Print dialog box	F10, H, O, P (or CTRL+P)
Save and close contact	F10, H, O, C, L
Open Contact Information dialog box	F10, H, O, C, O
Open Form Information dialog box	F10, H, O, F, R



Table GGG. Forms Viewer/Home Tab/Groups Group KeyTips

To do this	Press
Add a new UNIT group	F10, H, O, A, D, U
Add a new PERSON group	F10, H, O, A, D, P, E
Add a new PROPERTY DAMAGE group	F10, H, O, A, D, P, R
Add a new WITNESS group	F10, H, O, A, D, W
Add a new VIOLATION group	F10, H, O, A, D, V
Add a new DMV Validation Messages group	F10, H, O, A, D, M
Delete CRASH DATA group (see "KeyTip Notes for Adding and Deleting Groups" on page 10-9)	F10, H, O, D, L, C
Delete UNIT group (see "KeyTip Notes for Adding and Deleting Groups" on page 10-9)	F10, H, O, D, L, U
Delete PERSON group (see "KeyTip Notes for Adding and Deleting Groups" on page 10-9)	F10, H, O, D, L, P, E
Delete DIAGRAM group (see "KeyTip Notes for Adding and Deleting Groups" on page 10-9)	F10, H, O, D, L, D
Delete NARRATIVE group (see "KeyTip Notes for Adding and Deleting Groups" on page 10-9)	F10, H, O, D, L, N
Delete PROPERTY DAMAGE group (see "KeyTip Notes for Adding and Deleting Groups" on page 10-9)	F10, H, O, D, L, PR
Delete WITNESS group (see "KeyTip Notes for Adding and Deleting Groups" on page 10-9)	F10, H, O, D, L, W
Delete VIOLATION group (see "KeyTip Notes for Adding and Deleting Groups" on page 10-9)	F10, H, O, D, L, V
Delete DMV Validation Messages group (see "KeyTip Notes for Adding and Deleting Groups" on page 10-9)	F10, H, O, D, L, M
Permanently delete current group and all associated data (see "KeyTip Notes for Adding and Deleting Groups" on page 10-9)	F10, H, O, D, T
Add another instance of current group type	F10, H, O, A, C
Skip to the first field in the next group	F10, H, O, S, K



Table HHH. Forms Viewer/Home Tab/Validation Group KeyTips

To do this	Press
Validate the active form	F10, H, O, V, A
Open or close the validation error log	F10, H, O, V, L



KeyTip Notes for Adding and Deleting Groups

When a recurring group is added to the form, TraCS appends a sequential number to the end of the group name. The new group and number displays on the **Delete Group** list and on the form. A unique KeyTip is also assigned and displays on the **Delete Group** list when KeyTips are activated, as shown in Figure 131.



CAUTION: If an undeletable group is selected, the data in the group is permanently deleted. Deleted groups and data cannot be recovered.

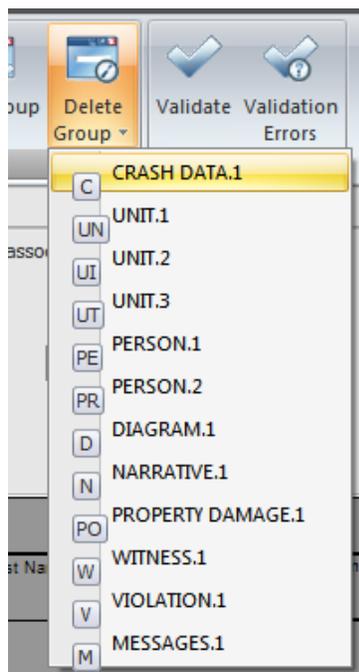


Figure 131. Recurring Groups with KeyTips Activated



Table III. Forms Viewer/View Tab/View Group KeyTips

To do this	Press
Display or hide status bar	F10, V, S
Turn nighttime mode on or off	F10, V, N, I
Display or hide Navigation Bar	F10, V, N, A, S
Move Navigation Bar to left	F10, V, N, A, N, A
Move Navigation Bar to right	F10, V, N, A, N, V
Hide Navigation Tree in Navigation Bar	F10, V, N, A, F, H
Display Navigation Tree in Navigation Bar	F10, V, N, A, F, A
Hide External Information in Navigation Bar	F10, V, N, A, E, H
Display External Information in Navigation Bar	F10, V, N, A, E, S
Activate External Information in Navigation Bar (open External Information viewer in the Navigation bar)	F10, V, N, A, E, A

Table JJJ. Forms Viewer/View Tab/Zoom Group KeyTips

To do this	Press
Set size and zoom options for form	Press F10, V, Z and then select the zoom setting



Table KKK. Forms Viewer/View Tab/Window Group KeyTips

To do this	Press
Restore Forms Viewer to the default workspace	F10, V, R
Arrange forms in contact in tabbed view	F10, V, A, T, A
Tile forms in contact horizontally	F10, V, A, T, I
Tile forms in contact vertically	F10, V, A, T, L
Cascade forms in contact	F10, V, A, C
List forms in viewer	F10, V, V
Expand databar	F10, V, D, A
Minimize databar	F10, V, D, T
Move databar to bottom	F10, V, D, B
Move databar to top	F10, V, D, R

Table LLL. Forms Viewer/Actions Tab/Custom Actions Group KeyTips

To do this	Press
(Supervisor only) Change status from Validated to Accepted	F10, A, C, A
(Supervisor only) Change status to Rejected	F10, A, C, R
Show rejection reason	F10, A, C, S
(Supervisor only) Clear Accepted or Rejected form status	F10, A, C, C

Table MMM. Forms Viewer/Tools Tab KeyTips

To do this	Press
Open the View Full Narrative dialog box	F10, T, F



Table NNN. Forms Viewer Help Tab KeyTips

To do this	Press
Display the TraCS version, copyright, and serial number	F10, H, E, A
Open the NC Division of Motor Vehicles TraCS website	F10, H, E, T, R
Open the TraCS Technical Support Contacts page	F10, H, E, T, E
Opens TraCS Help	F10, H, E, H (or F1)



Chapter 11: Index

- access levels, 1-3
 - agency administrator, 1-3
 - reporter, 1-4
 - supervisor, 1-3
- Accident Environment fields, 4-12
- Actions tab, 2-39
 - Forms Manager, 2-9
- add
 - recurring group, 3-9
 - symbol to drawing page, 7-6
- Administrative tab, 2-12
- agency administrator, 1-3
- bulk packaging, 5-19
- cargo body types, 5-14
- Carrier fields, 4-52
- change form's status, 3-40
- clear form's accepted or rejected status, 3-40
- Clear status button, 2-40
- close
 - contact, 2-33, 3-36
 - form, 2-33, 3-36
 - Navigation Bar, 2-8, 2-37
 - TraCS, 2-6
- commercial carrier records
 - search:, 3-17
- commercial driver license, 5-7
 - Class A, 5-7
 - Class B, 5-7
 - Class C, 5-7
 - visor card, 5-8
- commercial motor vehicle
 - defined, 5-1
 - motor carriers, 5-2
- commercial motor vehicle (CMV)
 - leased, 5-6
 - rented, 5-6
- contact
 - close, 3-36
 - description, 3-3
 - edit information, 3-31
- correct validation errors, 3-33
- Crash Data
 - Accident Environment fields, 4-12
 - fields, 4-2
 - groups, 4-2
 - Location fields, 4-4
 - pre-populated fields, 4-23
 - Roadway Information fields, 4-17
 - Unit Description fields, 4-25
 - Work Zone Related fields, 4-22
- crash diagram, 4-61
- crash requirements, 1-1
- Crashweb, 6-1
- create
 - contact description, 3-3
 - diagram, 3-23
 - NCCRF, 3-1
 - supplemental, 3-47
- customer support, 1-6
- databar, 2-44, 3-5
- delete
 - form
 - Forms Manager, 3-6
 - Forms Viewer, 3-6
 - recurring group, 3-9
- diagram
 - drawing requirements, 3-25
 - launch diagram tool, 3-26
- Diagram group, 3-23, 4-61
- DMV Validation Messages field, 3-42, 4-67
- Driver fields, 4-29
- driver information
 - search records, 3-10
- Easy Street Draw (ESD), 3-27, 4-61
- enter data in fields, 3-5
- field defaults
 - apply, 3-8
 - set, 3-7
- fields
 - Crash Data, 4-2
 - Diagram, 4-61
 - Messages, 4-67
 - Person, 4-56
 - Property Damage, 4-63
 - Reject Reason, 4-63
 - Unit, 4-24
 - Violation, 4-66
 - Witness, 4-65
- File tab, 2-4
- form



- accept, 3-39, 3-41
- change status, 3-40
- clear accepted or rejected status, 3-40
- close, 3-36
- delete, 3-6
- edit, 3-37
- reject, 3-39, 3-41
- sort, 2-18
- status, 3-41
- validate, 3-33
- form errors, 3-33
- form status based on user access, 1-5
- Forms Grid, 2-18
 - column headings menu, 2-20
 - delete forms, 3-6
 - search for forms, 2-24
 - sort forms, 2-18
- Forms Manager
 - Actions tab, 2-9
 - Administrative tab, 2-12
 - File tab, 2-4
 - Forms Grid, 2-18
 - Navigation Bar, 2-15
 - ribbon, 2-3
 - Search Panel, 2-24
 - Tools tab, 2-11
 - View tab, 2-7
 - Window tab, 2-13
- Forms Viewer, 2-31
 - Actions tab, 2-39
 - databar, 2-44
 - Help tab, 2-40
 - Home tab, 2-33
 - Navigation Bar, 2-41
 - Navigation Tree, 2-43
 - North Carolina Crash Report Form, 2-45
 - ribbon, 2-32
 - View tab, 2-36
- glossary, 9-1
- GPS
 - activate on the form, 3-23
 - set communication port, 3-20
 - settings, 2-12
- gross vehicle weight rating (GVWR)
 - label locations, 5-11
 - small trailers, 5-12
 - types, 5-9
- group types
 - non-recurring, 4-1
 - recurring, 4-2
- groups
 - Crash Data, 4-2
 - Diagram, 4-61
 - Messages, 4-67
 - Narrative, 4-62
 - Person, 4-56
 - Property Damage, 4-63
 - Unit, 4-24
 - Violation, 4-66
 - Witness, 4-65
- hazardous cargo, 5-16
 - visor card, 5-18
- Hazardous Materials fields, 4-54
- Help tab, 2-14, 2-40
- hit-and-run related fields, 4-26
- Home tab, 2-33
- Incident Location Tool (ILT), 4-6
- KeyTips, 10-1
- Location fields, 4-4
- Messages group, 4-67
- motor carriers, 5-3
 - types, 5-2
- narrative
 - enter, 3-28
 - group, 4-62
- Narrative group
 - rejection reason, 3-42
- Navigation Bar
 - Forms Manager, 2-15
 - Forms Viewer, 2-41
 - Navigation Tree, 2-43
- Navigation Tree, 2-43
- NCCRF
 - Crash Data group, 4-2
 - create, 3-1
 - defined, 4-1
 - Diagram group, 4-61
 - Messages group, 4-67
 - Person group, 4-56
 - Property Damage group, 4-63
 - Reject Reason, 4-63
 - submit, 3-1
 - Unit group, 4-24
 - Violation group, 4-66
 - Witness group, 4-65
- non-recurring group, 4-1
- North Carolina Crash Report Form, 2-45
- open Navigation Bar, 2-8, 2-37
- password
 - change, 2-11
 - forgotten, 3-1
- Person group, 4-56
- Property Damage fields, 4-63
- Records Search, 3-10
 - commercial carrier records, 3-17
 - driver information, 3-10
 - vehicle registration information, 3-13
- recurring group, 3-9, 4-2
 - add, 3-9
 - clear data, 3-9
 - delete, 3-9
- rejected form
 - correct and resubmit, 3-42
 - Reject Reason field, 4-63
 - view rejection reason, 3-42
- report status, 2-25
- reporter, 1-4
- ribbon, 2-3, 2-32
- Roadway Information fields, 4-17
- search



- person name fields, 3-44
- search criteria
 - accident date, 2-28
 - case number, 2-28
 - contact description, 2-26
 - contact name, 2-26
 - county, 2-28
 - date range, 2-26
 - form number, 2-24
 - form status, 2-24
 - form type, 2-24
 - local use, 2-28
 - location (agency), 2-24
 - locked forms, 2-26
 - municipality, 2-28
 - person first name, 2-28
 - person last name, 2-28
 - person middle name, 2-28
 - person suffix, 2-28
 - person type, 2-28
 - secondary user ID, 2-26
 - user ID, 2-24
- Search Panel, 2-24
- shipping papers, 5-5
- sort forms, 2-18
- start TraCS, 3-1
- status
 - Crashweb, search for reports, 6-1
 - form, 3-41
 - forms, 1-5
 - reports, 2-25
 - supervisor, 1-6
 - status bar, 2-3, 2-32
- submit
 - non-reportable crash, 4-3
 - supplemental, 3-48
- submitting
 - NCCRF, 3-1
- supervisor, 1-3
- supplemental,
 - on page** 3-45
 - create, 3-47
 - creating, 3-45
 - instructions, 4-3
 - NCDMV Crash ID Number, 6-6
 - submit, 3-48
- title bar, 2-32
- Tools tab
 - Forms Manager, 2-11
- TraCS defined, 1-1
- TraCS Diagram Tool, 4-61, 7-1
- TraCS version, 3-2
- trailers, gross vehicle weight rating of, 5-12
- training, 1-6
- Unit
 - Carrier fields, 4-52
 - Driver fields, 4-29
 - group, 4-24
 - Hazardous Materials fields, 4-54
 - Vehicle fields, 4-37
- unit data for Driver Hit & Run fields, 4-26
- Unit Description fields, 4-25
- user interface, 2-1
 - databar, 2-44
 - Forms Grid, 2-18
 - Forms Manager, 2-2
 - Forms Viewer, 2-31
 - KeyTips, 10-1
 - Navigation Bar, Forms Manager, 2-15
 - Navigation Bar, Forms Viewer, 2-41
 - Navigation Tree, 2-43
 - North Carolina Crash Report Form, 2-45
 - reset to default, 2-6
 - ribbon, 2-32
 - Search Panel, 2-24
 - status bar, 2-3, 2-32
 - title bar, 2-32
- validate form, 3-33
- validated form
 - accept, 3-39
 - receive, 3-39
 - reject, 3-39
- Vehicle fields, 4-37
- vehicle registration information
 - search records, 3-13
- vehicle style, 5-13, 5-14
- vehicle trailer type, 5-15
- View tab
 - Forms Manager, 2-7
 - Forms Viewer, 2-36
- Violation
 - fields, 4-66
 - group, 3-42
- visor cards
 - commercial driver license, 5-8
 - hazardous cargo, 5-18
 - motor carrier, 5-3
 - US DOT number, 5-3
- Window tab, 2-13
- Witness fields, 4-65
- Work Zone Related fields, 4-22