

## **NOTICE OF PROPOSED GUIDANCE DOCUMENT**

### **Driver Report of Crash Help DSP4**

Pursuant to Wis. Stat. s. 227.112, the Wisconsin Department of Transportation is hereby seeking comment on Driver Report of Crash Help DSP4, a proposed guidance document.

### **PUBLIC COMMENTS AND DEADLINE FOR SUBMISSION**

Comments may be submitted to the Wisconsin Department of Transportation for 21 days by:

1. Department's website:

<https://appengine.egov.com/apps/wi/dot/guidance-docs?guidDocId=DSP4>

2. Mailing written comments to:

Division of State Patrol  
Wisconsin Department of Transportation  
9<sup>th</sup> Floor South  
4822 Madison Yards Way  
Madison, WI 53705-9100

### **WEBSITE LOCATION OF FINAL GUIDANCE DOCUMENT**

The final version of this guidance document will be posted at [wisconsindot.gov](http://wisconsindot.gov) to allow for ongoing comment.

### **AGENCY CONTACT**

[DOTDSPGuidanceDocs@DOT.WI.GOV](mailto:DOTDSPGuidanceDocs@DOT.WI.GOV)

<b>Driver Report of Crash Help</b>	
<b><u>Definitions</u></b>	
<b><u>Crash Type</u></b>	
<b><u>Crash Type</u></b>	<b><u>Definition</u></b>
Involving a motor vehicle	A motor vehicle is any motorized (mechanically or electrically powered) road vehicle not operated on rails. Includes motor vehicle traffic on a highway, driverless motor vehicles in motion, motionless motor vehicles abandoned on a roadway, and disabled motor vehicles on a roadway. For crash reporting motor vehicle is limited to cars, trucks, buses, or motorcycles. "Involving a motor vehicle" also includes vehicles with doors open into the roadway. If another vehicle was involved in the crash at any point, the crash type should be classified as "Involving a Motor Vehicle."
Involving a parked and unoccupied motor vehicle	A motor vehicle not in transport, other than a working motor vehicle, that is not in motion and not located on the roadway. Any stopped motor vehicle where the entirety of the vehicle's primary outline as defined by the four sides of the vehicle (e.g., tires, bumpers, fenders) and load, if any, is not within the roadway is parked. For crash reporting motor vehicle is limited to cars, trucks, buses, or motorcycles.
Involving a deer or other wild animal	Includes collisions with non-domesticated animals (e.g., deer) that are not being used as transportation or to draw a wagon, cart, or other transport device. Also used if it cannot be determined if the animal was alive or dead at the time of the crash.
Involving a domesticated animal	Includes collisions with domesticated animals that are not being used as transportation or to draw a wagon, cart, or other transport device. Also used if it cannot be determined if the animal was alive or dead at the time of the crash.
Involving a bicyclist	Includes occupied bicycles, tricycles, unicycles, and pedal cars. A bicycle or any of the other objects mentioned in the roadway without a rider that is struck would be classified as "Involving a Non-Fixed Object."
Involving a pedestrian	A pedestrian is someone who is not an occupant of a motor vehicle in transport or can be classified as a bicyclist. Includes a person who is adjacent to the motor vehicle regardless of their actions. Pedestrian includes persons in wheelchairs, persons on horseback, persons walking bicycles, or persons on skateboards or roller skates.
Involving a fixed object	A fixed object is an object that can be considered part of the road way, naturally occurring objects, and those objects otherwise fixed to the ground. This includes, but not limited to, curbs, ditches, fences, cable and concrete barriers, mailboxes, trees, traffic signals and signs, and fire hydrants.
Involving a non-fixed object	Any object other than a motor vehicle in transport, a pedestrian, another road vehicle in transit, a parked motor vehicle, a railway vehicle, a pedalcycle, an animal, or a fixed object. An example would be a fallen tree.

<b>Injury Type</b>	
<b><u>Injury Type</u></b>	<b><u>Definition</u></b>
Suspected Serious Injury	A suspected serious injury may include but is not limited to severe laceration resulting in exposure of underlying tissues/muscle/organs or resulting in significant loss of blood, broken or distorted extremity (arm or leg), crush injuries, suspected skull, chest or abdominal injury other than bruises or minor lacerations, significant burns (second and third degree burns over 10% or more of body), unconsciousness when taken from the crash scene, or paralysis.
Suspected Minor Injury	A suspected minor injury is any injury that is less than a suspected serious injury which may include but is not limited to a lump on the head, abrasions, bruises, minor lacerations (cuts on the skin surface with minimal bleeding and no exposure of deeper tissue/muscle).
Possible Injury	A possible injury is any injury which is not a suspected serious or minor injury which may include but is not limited to momentary loss of consciousness, claim of injury, limping, or complaint of pain or nausea. Possible injuries are those which are reported by the person or are indicated by his/her behavior, but no wounds or injuries are readily evident.

<b><u>Frequently Asked Questions</u></b>	
<b><u>FAQ</u></b>	<b><u>Answer</u></b>
How do I add a Unit to my Crash Report? --OR-- I am receiving an error stating I need to add a second unit. What do I do?	The "Add Unit" button is located above the Unit 1 tab in the Entry page. You may add up to 10 units. You must enter a second unit if you were involved in certain crash types.
Do I have to complete all of the additional unit information?	No. You only need to provide the information which you know. All other fields you may leave blank. Providing as much information on the additional units as you can will assist the DOT in processing your crash report.
How is the crash time reported?	The crash time is the exact or approximate time the crash occurred. The crash time is reported as either AM or PM. Crash time is not reported as military time.
What is a crash number?	A crash number is a unique number that is assigned to each crash once submitted to DOT. The only reason you would need to enter a crash number is if you received a letter from the DOT stating you needed to complete a crash report.
What is owner same as operator?	Check this box when the operator of the vehicle is the same person that owns the vehicle.
How do I add an injury to a unit?	Click the "Add Injury" button at the bottom of the Entry page. Only add additional injuries for those individuals that are other than the operator.