STATE OF MICHIGAN

UD-10 Traffic Crash Report Manual

Produced and Distributed by:
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PLEASE MAKE COPIES AND DISTRIBUTE AS NEEDED

Concept of the
State of Michigan
TRAFFIC CRASH REPORT

This manual has been prepared to provide guidance for completion of the State of Michigan Traffic Crash Report form (UD-10 or UD-10E*) prescribed by the Director of the Department of State Police pursuant to Section 257.622 of the Compiled Laws of 1970, as amended.

Michigan law requires that the completed crash reports be forwarded to the Director of the Department of State Police on forms prescribed by that office. UD-10's cannot be available for use in any court action (MCL 257.624) but are used for the purpose of furnishing statistical information on crashes. They also provide the basis for traffic legislation, enforcement, engineering, education, driver licensing and public information generally not available from any other source pursuant to MCL Section 257.624 of the Compiled Laws of 1970, as amended.

Every reasonable effort shall be made to obtain factual information for the completion of the report. If this is not possible, law enforcement shall use their best judgment and record their considered opinions based on their investigation and experience. This should be done even though it may not be possible to substantiate all recorded information or have sufficient evidence to initiate prosecution.

When prosecution is initiated, "a police officer may issue a citation to a person who is a driver of a motor vehicle involved in an accident if, based upon PERSONAL INVESTIGATION, the officer has reasonable cause to believe that the person has committed a misdemeanor under the act" or "is responsible for a civil infraction in connection with the crash." MCL Section 257.728(8) and 257.742(3).

Each crash report is a display of the ability of the professional traffic crash investigator. Compliance with instructions in the manual will help ensure that reports are filled out completely, accurately, uniformly, and will be of greatest possible value for crash prevention purposes.

Lastly, the UD-10 Traffic Crash Report is not only for insurance companies! Data reported on the UD-10 is used by:

- Traffic engineers to help redesign unsafe roads and intersections.
- Road Commissions to recoup repair costs from insurance companies when public property is damaged.
- Law enforcement to assign patrols to roads where an unusually high number of crashes occur.
- Department of State to update driver records and get "problem" drivers off our roads.
- Federal safety agencies that develop safety initiatives, implement safety programs, and contribute to making and changing laws.

Accurate and timely data is important to everyone!

*** The contents of this manual refer to both paper UD-10 submission and electronic UD-10 submission (referred to as UD-10E). However, there are specific items that refer to electronic submission only and those will be noted with the " " symbol.**

FOREWORD

The law enforcement officer is absolutely the most important element of the UD-10 and electronic crash report!

The data produced from approximately 400,000 traffic crash reports processed each year can be no better than the accuracy of the original reports submitted by Michigan's law enforcement agencies. If the law enforcement officer completing the UD-10 Traffic Crash Report or the UD-10E Electronic Crash Report does an incomplete or incorrect job of filling out the form, the resulting data will be of poor quality. As a result, traffic safety experts will be unable to evaluate public education campaigns, make improvements to roadways, and dangerous drivers will continue to pose a threat to all motorists.

The paper UD-10 Traffic Crash Report is a two-sided form designed to capture information about a motor vehicle crash. Each form is designed to capture information pertaining to two units, two injured passengers and up to four uninjured passengers. If there are more than two units involved in a crash, additional forms will need to be submitted. In this case, a Serial Override Number, will be used on the additional forms.

The Electronic Traffic Crash Report is a means designed to capture information about a motor vehicle crash. Each report is designed to capture information pertaining to unlimited number of units and injured/uninjured passengers.

To improve the quality of the paper UD-10 Traffic Crash Report,
please be mindful of these common errors.

Missing Date and/or Unit Number: The date must be written as MM/DD/YYYY and the Unit Number is also of special importance so please remember to complete this field for each unit recorded.

Both "Corrected" and "Replace" Bubbles are Marked: It cannot be both, it must be one or the other. Also, when submitting a form to CORRECT, REPLACE or DELETE, the OVERRIDE box must have the serial number of the original form.

Missing Override Number **(in the lower left corner):** If the officer is submitting a form other than the original or is using a supplemental form because more than two units were involved, the original serial number must be written in the OVERRIDE box. This number links the subsequent information with the original form.

Stray Marks or Damaged Forms: These cause the form to be rejected by the system. Do not make ANY STRAY marks, including personal initials in a corner to indicate it has been reviewed by a supervisor, slashes through areas that do not apply, signatures that extend outside the box, drawing in the margins, etc.

Location: Do not guess or estimate distances. When accurate distances are not received, traffic specialists cannot properly identify areas of concern. Also, do not use familiar local landmarks as locations; for example, “Ford Plant 7, Gate 2.” The road name and intersecting road name must be the name of a public roadway within the county of the crash.

Vehicle Registration: PRINT LEGIBLY AND CLEARLY!

Total Number of Units do not Match Total Number of Units Submitted: Make sure that the total Number of Units, matches the completed number of units. Example: Number of Units is 3, be sure that 3 separate units are completed and marked as Unit 1, Unit 2 and Unit 3.

If you have questions about the UD-10:
CONTACT THE TRAFFIC CRASH REPORTING SECTION AT (517) 241-1699

INSTRUCTIONS FOR COMPLETION

CRASH DEFINITION

The UD-10(E) Traffic Crash Report will be used to report to the State of Michigan, all traffic related motor vehicle crashes. The report is also used to record **any crash** involving a snowmobile or off-road vehicle (ORV), whether traffic or non-traffic related. The property damage for a snowmobile or ORV is $100.00.

The Michigan criteria for a crash is, ***"DID THE CRASH INVOLVE…"***

1. ***a motor vehicle*** *that*
2. *was* ***in transport****, and*
3. ***on the roadway****,* ***that resulted in death, injury or property damage of $1,000 or more*** *(effective January 1, 2004).*

Exclusions of a crash include: Deliberate Intent (i.e., suicide, self-inflicted injury, homicide); Legal Intervention (i.e., pit-maneuver, deliberate acts engaged in by law enforcement) **Note:** A pit-maneuver that causes two other vehicles to crash, those two vehicles would then be reported on a crash form.

FORM DESIGN – PAPER

The UD-10 is a two-sided form designed to record the information pertaining to a crash involving two (2) units. Additional forms need to be submitted if the crash involves more than two units. One unit (vehicle, driver and passengers) will be entered on the front side of the form and that of a second unit on the back. Bubbled entries and written areas will be entered into the State of Michigan Traffic Crash Records System.

Note: The shading on the form has no significant value and is only used to visually differentiate the areas on the form. You shall complete all sections applicable to best describe the crash being submitted.

FORM DESIGN – ELECTRONIC

The UD-10E is an electronically generated form comprised of crash data.

FATAL CRASHES

In crashes involving fatalities, the State of Michigan requires that all passengers, injured and uninjured, be listed on the crash report and that the Crash Diagram and Remarks, be completed with a thorough description of the crash. Include all supplemental reports relating to this crash. All fatalities occurring on non-public highways (driveways, shopping centers, etc.) shall also be submitted. All fatalities must be reported to MSP Operations via the Law Enforcement Information Network (LEIN), using the format shown in Section 8.

Note: Any **injured** person(s) involved in the crash must be recorded in the Unit/Passenger section. See Section 3.

PARKED VEHICLES

Legally Parked Vehicle: A LEGALLY parked vehicle is a traffic unit on the UD-10(E). All occupants (including the person sitting behind the steering wheel) of a LEGALLY parked vehicle are passengers. Do NOT include a Drivers License Number (DLN) of the occupant seated behind the wheel. Michigan law does not require a person to have a driver license in order to sit in a legally parked vehicle. Code the person sitting behind the wheel in the Passenger section in Position "01."

Illegally Parked Vehicle: An ILLEGALLY parked vehicle is a traffic unit on the UD-10(E) and is considered a motor vehicle "in transport." If the vehicle is ILLEGALLY parked, list the DLN of the occupant seated behind the steering wheel. Notice we have intentionally avoided calling this person the "driver" because the car is PARKED, but the person's DLN, name, address, etc. should be listed in the Driver section of the UD-10(E).

Unoccupied Vehicle: If the vehicle is UNOCCUPIED (parked legally or illegally), do not list any information in the Driver section.

INSTRUCTIONS FOR COMPLETION (Cont.)

IMPORTANT REMINDERS – PAPER

Here are some important points to keep in mind when using this form:

1. A pen (blue or black ink only) may be used to complete this form. Do not use felt tip or gel pens, they have a tendency to bleed through to other data fields.

2. Do not write or make any marks on the paper outside the rectangular form. These marks may go through hash marks or into other bubbles and cause an incorrect reading of the data.

3. If an error is made in the "write-in" or "bubble" areas please correct accordingly. If using a pencil, erase the answer completely. If ink was used, correction tape or whiteout may be used (correction tape is preferred).

4. Do not use staples. The staples tear the report and cause an incorrect reading of the data.

5. Damaged, ripped, torn or taped forms cannot be processed. They will be returned to be re-written.

6. When a single digit response is recorded in a field that has two columns, a zero in the first column must also be filled in. For example, if the correct response to an item is "3," fill in a "0" in the first column and a "3" in the second column. The result will be "03."

7. If recording the distance as a decimal, the decimal point must occupy its own box. See example below.

8. No personal information should be recorded in the narrative. i.e., driver's license number, addresses, telephone numbers.

IMPORTANT REMINDERS – ELECTRONIC

1. No personal information should be recorded in the narrative. i.e., driver's license number, addresses, telephone numbers.

2. If **ANY** information is unknown, leave field blank. i.e., hit and run driver, unknown, n/a, none.

3. The number of units that can be recorded is unlimited.

4. The number of involved parties that can be recorded is unlimited.

FOR ASSISTANCE

Direct any questions about the use of the UD-10(E) Traffic Crash Report form to:

Michigan State Police
Criminal Justice Information Center
P.O. Box 30634
Lansing, MI 48909

Office Phone:	**Office Fax:**
(517) 241-1699	**(517) 241-1644**

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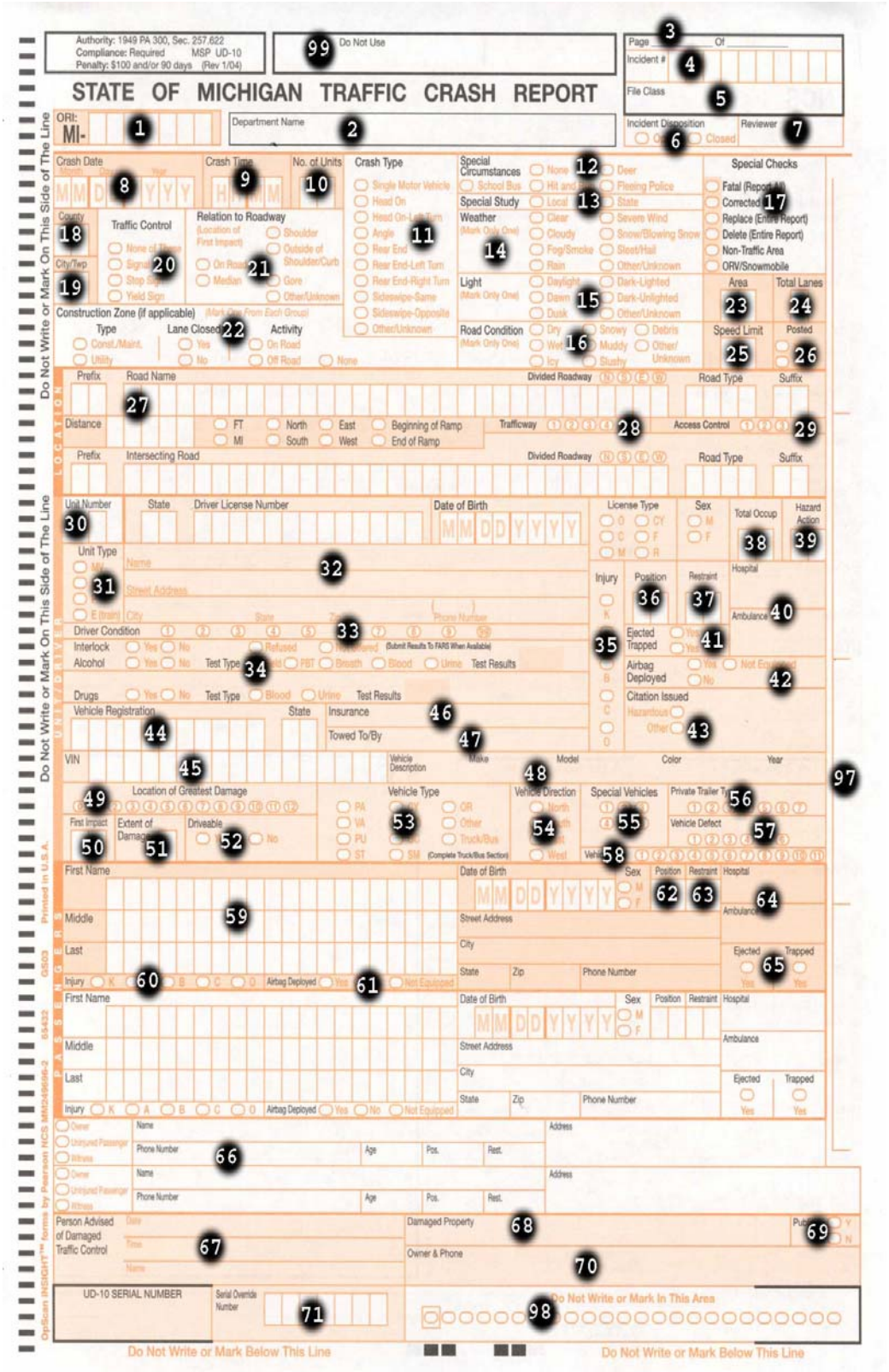

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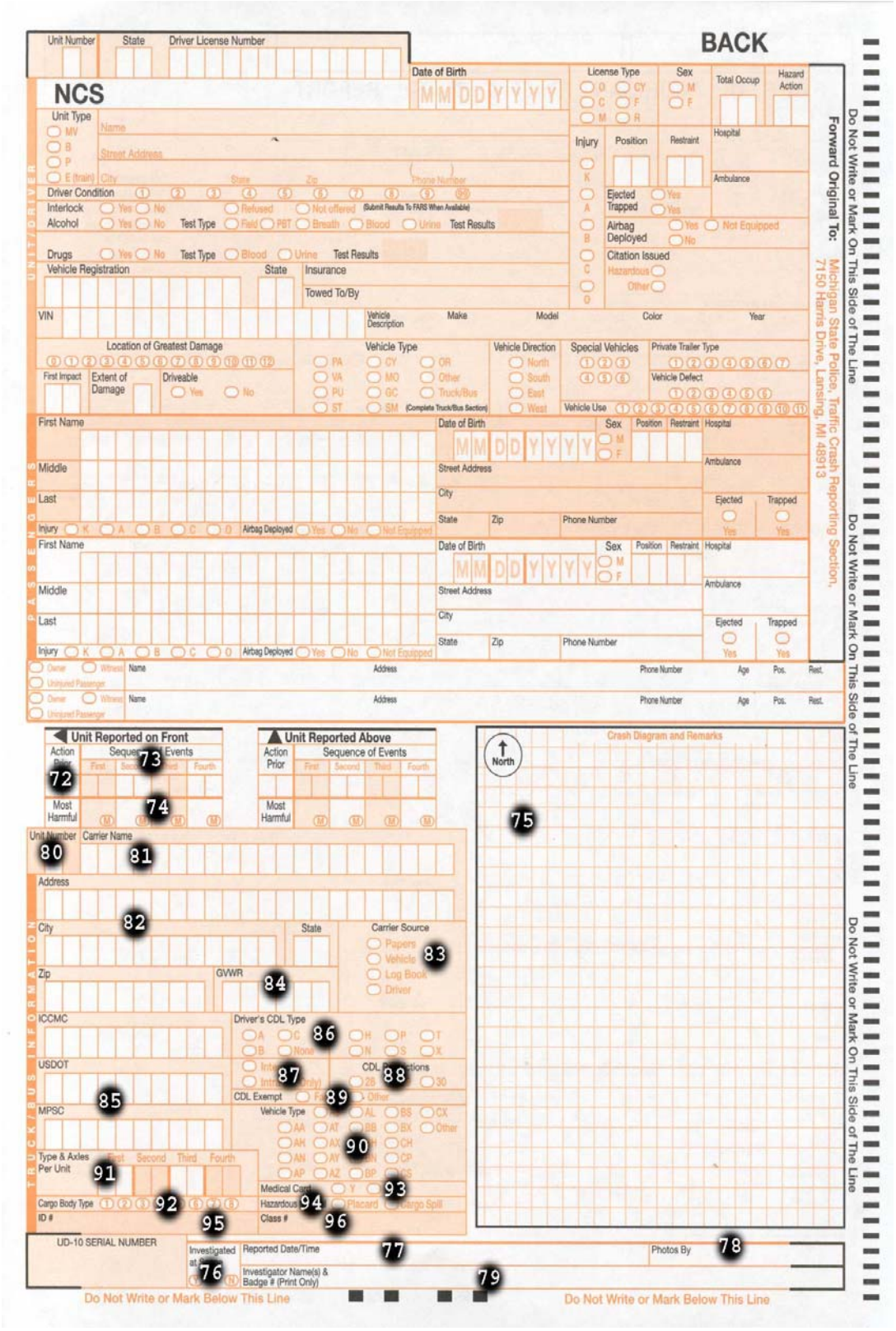

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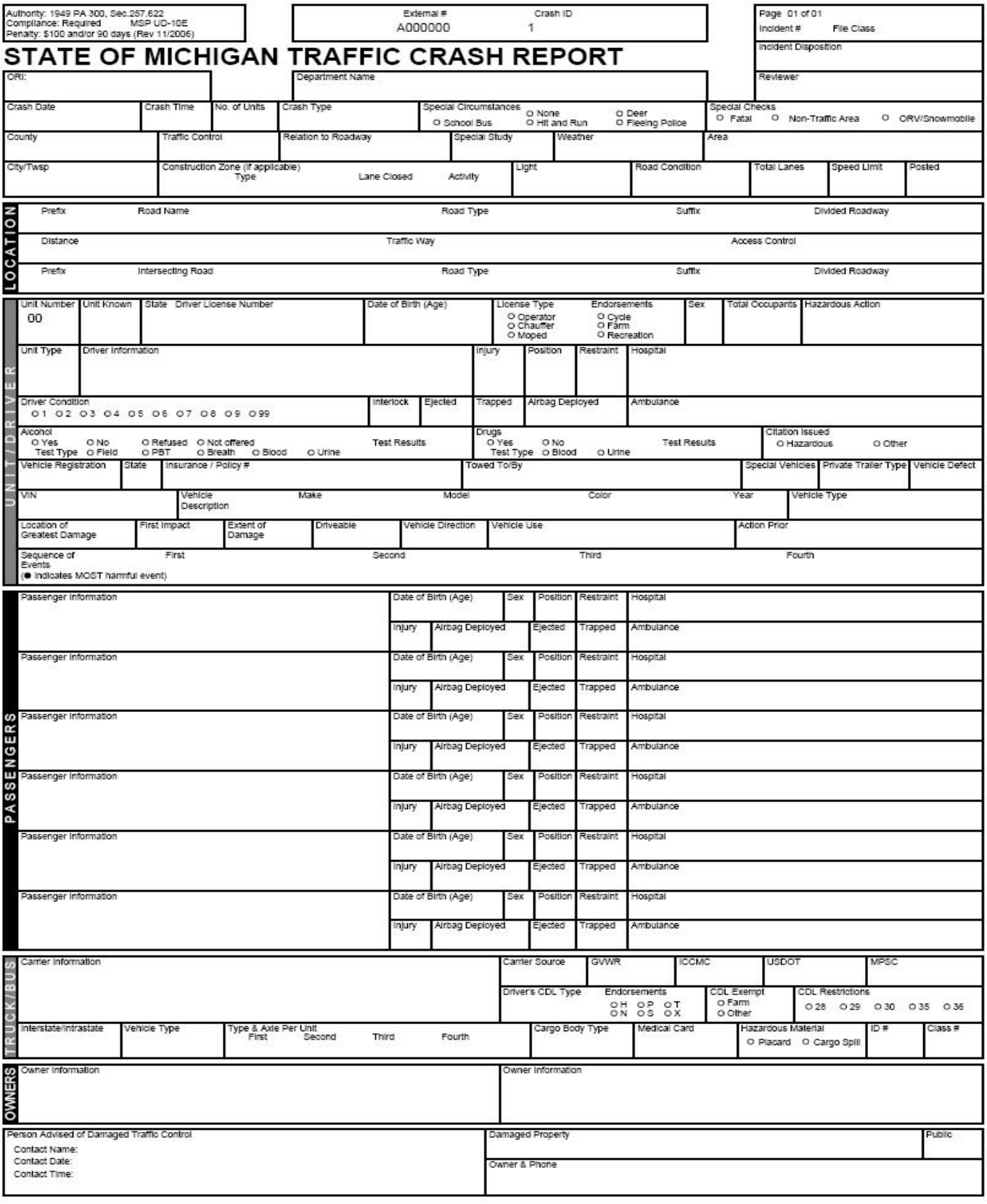
Quick Reference

UD-10E (Front)



Authority: 1949 PA 300, Sec.257.622
Compliance: Required MSP UD-10E
Penalty: $100 and/or 90 days (Rev 11/2006)

External # A000000 Crash ID 1

Page 01 of 01
Incident # File Class
Incident Disposition
Reviewer

STATE OF MICHIGAN TRAFFIC CRASH REPORT

ORI: | Department Name

Crash Date | Crash Time | No. of Units | Crash Type | Special Circumstances: O None O Hit and Run O Deer O Fleeing Police O School Bus | Special Checks: O Fatal O Non-Traffic Area O ORV/Snowmobile

County | Traffic Control | Relation to Roadway | Special Study | Weather | Area

City/Twsp | Construction Zone (if applicable) Type Lane Closed Activity | Light | Road Condition | Total Lanes | Speed Limit | Posted

LOCATION

Prefix | Road Name | Road Type | Suffix | Divided Roadway

Distance | Traffic Way | Access Control

Prefix | Intersecting Road | Road Type | Suffix | Divided Roadway

UNIT/DRIVER

Unit Number 00 | Unit Known | State Driver License Number | Date of Birth (Age) | License Type: O Operator O Chauffer O Moped | Endorsements: O Cycle O Farm O Recreation | Sex | Total Occupants | Hazardous Action

Unit Type | Driver Information | Injury | Position | Restraint | Hospital

Driver Condition O 1 O 2 O 3 O 4 O 5 O 6 O 7 O 8 O 9 O 99 | Interlock | Ejected | Trapped | Airbag Deployed | Ambulance

Alcohol: O Yes O No O Refused O Not offered Test Results; Test Type O Field O PBT O Breath O Blood O Urine | Drugs: O Yes O No Test Results; Test Type O Blood O Urine | Citation Issued: O Hazardous O Other

Vehicle Registration | State | Insurance / Policy # | Towed To/By | Special Vehicles | Private Trailer Type | Vehicle Defect

VIN | Vehicle Description | Make | Model | Color | Year | Vehicle Type

Location of Greatest Damage | First Impact | Extent of Damage | Driveable | Vehicle Direction | Vehicle Use | Action Prior

Sequence of Events (● indicates MOST harmful event): First | Second | Third | Fourth

PASSENGERS

Passenger Information | Date of Birth (Age) | Sex | Position | Restraint | Hospital | Injury | Airbag Deployed | Ejected | Trapped | Ambulance

(repeated for each passenger)

TRUCK/BUS

Carrier Information | Carrier Source | GVWR | ICCMC | USDOT | MPSC

Driver's CDL Type | Endorsements: O H O P O T O N O S O X | CDL Exempt: O Farm O Other | CDL Restrictions: O 28 O 29 O 30 O 35 O 36

Interstate/Intrastate | Vehicle Type | Type & Axle Per Unit: First Second Third Fourth | Cargo Body Type | Medical Card | Hazardous Material: O Placard O Cargo Spill | ID # | Class #

OWNERS

Owner Information | Owner Information

Person Advised of Damaged Traffic Control
Contact Name:
Contact Date:
Contact Time:

Damaged Property | Public

Owner & Phone

Quick Reference

UD-10E (Back)

UNIT / DRIVER

Unit Number	Unit Known	State Driver License Number	Date of Birth (Age)	License Type / Endorsements	Sex	Total Occupants	Hazardous Action
00				O Operator O Chauffer O Moped / O Cycle O Farm O Recreation			

Unit Type	Driver Information	Injury	Position	Restraint	Hospital

Driver Condition	Interlock	Ejected	Trapped	Airbag Deployed	Ambulance
O 1 O 2 O 3 O 4 O 5 O 6 O 7 O 8 O 9 O 99					

Alcohol	Test Results	Drugs	Test Results	Citation Issued
O Yes O No O Refused O Not offered Test Type O Field O PBT O Breath O Blood O Urine		O Yes O No Test Type O Blood O Urine		O Hazardous O Other

Vehicle Registration	State	Insurance / Policy #	Towed To/By	Special Vehicles	Private Trailer Type	Vehicle Defect

VIN	Vehicle Description	Make	Model	Color	Year	Vehicle Type

Location of Greatest Damage	First Impact	Extent of Damage	Driveable	Vehicle Direction	Vehicle Use	Action Prior

Sequence of Events (● indicates MOST harmful event)	First	Second	Third	Fourth

PASSENGERS

Passenger Information	Date of Birth (Age)	Sex	Position	Restraint	Hospital

Injury	Airbag Deployed	Ejected	Trapped	Ambulance

Repeat the two rows above for each passenger.

TRUCK/BUS

Carrier Information	Carrier Source	GVWR	ICCMC	USDOT	MPSC

Driver's CDL Type / Endorsements	CDL Exempt	CDL Restrictions
O H O P O T O N O S O X	O Farm O Other	O 28 O 29 O 30 O 35 O 36

Interstate/Intrastate	Vehicle Type	Type & Axle Per Unit (First Second Third Fourth)	Cargo Body Type	Medical Card	Hazardous Material	ID #	Class #
					O Placard O Cargo Spill		

OWNERS

Owner Information	Owner Information

WITNESS

Witness Information	Witness Information

Investigated at Scene	Reported Date (Time)	1st Investigator Name (Badge)	2nd Investigator Name (Badge)	Photos By

Narrative	Diagram

Quick Reference

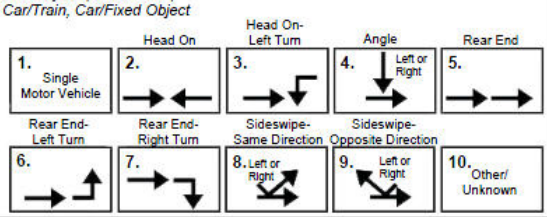
UD-10 Help Sheet (Front)

STATE OF MICHIGAN TRAFFIC CRASH REPORT

Revised 09/2010

Crash Type (First Impact)

Single Motor Vehicle
Includes Car/Pedestrian, Car/Bicyclist, Car/Animal, Car/Train, Car/Fixed Object



Special Vehicles

1 Police
2 Fire
3 Bus
4 Ambulance
5 Farm equipment
6 Construction/ maintenance equip.

Vehicle Defects

1 Brakes
2 Lights/ reflectors
3 Steering
4 Tires/wheels
5 Windows
6 Other

Vehicle Use

1 Private
2 Commercial
3 In pursuit/on emergency
4 Farm
5 School/education
6 Club/church (all Y-plates)
7 Military
8 Other government
9 Utility (gas, cable, etc.)
10 Road construction/ road maintenance
11 Other

Area

Freeway
01 Entrance/exit ramp related
02 Median crossing related
03 Transition area*
04 Rest area related
05 Scale/weigh station related
06 All other freeway areas

Intersection
07 Within intersection
08 Intersection driveway related (within 150 feet of intersection)
09 Intersection related-other

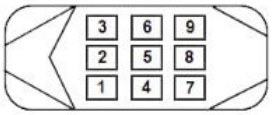
Other Non-Freeway Areas
10 Straight roadway Not related to other selections
11 Curved roadway Not related to other selections
12 Driveway related
13 Parking related (legal roadside)
14 Transition area*
15 Median crossing related
16 Rail crossing related
17 Rest area related
18 Scale/weigh station related
19 Non-traffic area
20 Other
21 Unknown

*Increase/decrease in the number of travel

Position

B Bicycle
P Pedestrian
E Engineer (railroad/train)

1-9 Vehicle Interior
See Representation Below



10 Sleeper section
11 Other enclosed passenger area/cargo area
12 Other unenclosed passenger area/cargo area
13 Riding in/on trailing unit
14 Riding on vehicle exterior
15 Unknown

Motorcycles, snowmobiles, etc. (In-line seating)
1 Driver
4 Passenger one
7 Passenger two
12 Other/unenclosed passenger area/cargo area

Private Trailer Type

1 Utility
2 Travel trailer
3 Boat trailer
4 Farm equipment
5 Towed auto
6 Recreation double
7 Other

Unit Type

MV Motor Vehicle
B Bicyclist (all pedalcyclists)
P Pedestrian
E Engineer (railroad/train)

Action Prior To Crash

Driver Action
01 Going straight ahead
02 Turning left
03 Turning right
04 Stopped on roadway
05 Involved in prior crash at same location
06 Changing lanes
07 Backing
08 Slowing/stopping on roadway
09 Slowing/stopping other area
10 Starting up on roadway
11 Starting up other area
12 Entering parking
13 Leaving parking
14 Entering roadway
15 Leaving roadway
16 Making U-turn
17 Overtaking or passing
18 Avoiding object
19 Avoiding pedestrian
20 Avoiding vehicle (front/back)
21 Avoiding vehicle (angle)
22 Driverless moving
23 Parked
35 Other
36 Unknown
37 Avoiding animal

Pedestrian Action
24 Crossing at intersection
25 Crossing not at intersection
26 Getting on/off vehicle
27 In roadway with traffic
28 In roadway against traffic
29 Standing/lying on roadway
30 Pushing/working on vehicle
31 Other working in roadway
32 Playing in roadway
33 In roadway other reason
34 Not in roadway
35 Other
36 Unknown

Sequence of Events/ Most Harmful Events

Non-Collision
01 Loss of control
02 Cross centerline/median
03 Ran off roadway-left
04 Ran off roadway-right
05 Re-enter roadway
06 Overturn
07 Separation of units
08 Fire/explosion
09 Immersion
10 Jackknife
11 Downhill runaway
12 Cargo loss/shift
13 Individual fell from vehicle
14 Other noncollision

Had a Collision With

Non-Fixed Object
15 Pedestrian
16 Bicyclist
17 Motor vehicle in transport*
18 Parked motor vehicle
19 Engineer (railroad/train)
20 Animal
21 Other non-fixed object

Fixed Object
22 Bridge/pier/abutment
23 Bridge parapet end
24 Bridge rail
25 Guardrail face
26 Guardrail end
27 Median barrier
28 Highway traffic sign post
29 Highway signal post
30 Luminaire/light support
31 Utility pole
32 Other pole
33 Culvert
34 Curb
35 Ditch
36 Embankment
37 Fence
38 Mailbox
39 Tree
40 Railroad crossing signal
41 Building
42 Traffic island
43 Fire hydrant
44 Impact attenuator
45 Other fixed object

In transport means a motor vehicle in motion or on a roadway.

Trafficway

01 Not physically divided (2-way trafficway)
02 Divided highway, median strip, without traffic barrier
03 Divided highway, median strip, with traffic barrier
04 One-way trafficway

Restraint Use

01 No belts available
02 Shoulder belt used only
03 Lap belt only used
04 Shoulder & lap belt used
05 No belt used
06 Child restraint used
07 Child restraint not used, not available or improper
08 Restraint failure
09 Restraint use unknown
10 Helmet worn
11 Helmet not worn
12 Helmet use unknown

Access Control

01 No access control (unlimited access)
02 Full access control (ramp entry & exit only)
03 Other (partial access control)

Code of Injury

K – **Fatal Injury** Any injury which results in death.
A – **Incapacitating Injury** Any injury other than fatal which prevents normal activities and generally requires hospitalization.
B – **Non-incapacity Injury** Any injury not incapacitating but evident to others at the scene.
C – **Possible Injury** No visible injury but complaint of pain or momentary unconsciousness.
O – **No Injury** No indication of injury.

Hazardous Action

00 None
01 Speed too fast
02 Speed too slow
03 Failed to yield
04 Disregard traffic control
05 Drove wrong way
06 Drove left of center
07 Improper passing
08 Improper lane use
09 Improper turn
10 Improper/no signal
11 Improper backing
12 Unable to stop in assured clear distance
13 Other
14 Unknown
15 Reckless driving
16 Careless/negligent driving

Driver Condition

01 Appeared normal
02 Had been drinking
03 Illegal drug use
04 Sick
05 Fatigue
06 Asleep
07 Medication
08 Driver Distracted
09 Driver Using Cellular Phone
99 Unknown

Quick Reference

UD-10 Help Sheet (Back)

Commercial Motor Vehicle Categories

The vehicle type will be in Group "A," Group "B," Group "C" or Other.

GROUP "A" is any combination of vehicles with a gross combination weight rating (GCWR) of 26,001 pounds or more, provided the gross vehicle weight rating (GVWR) of the vehicle(s) being towed is in excess of 10,000 pounds GVWR.

Vehicle Type

Code	Definition
AA	= Group A vehicle
AH	= Group A vehicle, Hazardous
AN	= Group A vehicle, Tanks
AP	= Group A vehicle, Passenger
AT	= Group A vehicle, Double/Triple
AX	= Group A vehicle, Tank & Hazardous
AY	= Group A vehicle, Tank & Double/Triple
AZ	= Group A vehicle, Hazardous, Double/Triple
AL	= Group A vehicle, Hazardous, Tank, Double/Triple
AS	= Group A vehicle, School Bus

GROUP "B" is any single vehicle with a GVWR of 26,001 pounds or more or any combination of vehicles with a gross combination weight rating (GCWR) of 26,0001 pounds or more, provided the gross vehicle weight rating (GVWR) of the vehicle(s) being towed is not in excess of 10,000 pounds GVWR.

Vehicle Type

BB	= Group B vehicle
BH	= Group B vehicle, Hazardous
BN	= Group B vehicle, Tank
BP	= Group B vehicle, Passenger
BX	= Group B vehicle, Tank & Hazardous
BS	= Group B vehicle, School Bus

GROUP "C" is any single vehicle with a GVWR of less than 26,001 pounds or a combination of vehicles having a combined GCWR under 26,001 pounds when the vehicle is required to display placards for hazardous material. Group "C" can also include any vehicle used to transport passengers with a seating capacity of 9 or more including the driver.

Vehicle Type

CH	= Group C vehicle, Hazardous
CP	= Group C vehicle, Passenger
CX	= Group C vehicle, Tank & Hazardous
CS	= Group C vehicle, School Bus

"OTHER" is any vehicle being used for commercial purposes and does not fall into the categories of Group A, B or C but is over 10,001 pounds and less than 26,001 pounds. Vehicle type must be marked as Truck/Bus, and the Truck/Bus section must be completed. **Within the Truck/Bus section, vehicle type should be marked "Other."**

Truck/Bus

Truck or Bus Definition

The Truck/Bus information box located on the back of the form must be completed for each of these vehicles regardless of whether a CDL is issued. Do not report motor homes or implements of husbandry.

1. A truck or truck/trailer having a Gross Vehicle Weight Rating (GVWR) of more than 10,000 pounds.
2. Any vehicle that displays a hazardous materials placard including automobiles and vans.
3. Any bus or school bus designed or used to transport 9 or more passengers including the driver (this includes courtesy vans and limousines).

Cargo Body Type

1. Van (enclosed box)
2. Cargo tank
3. Flatbed/platform
4. Dump
5. Concrete mixer
6. Auto transport
7. Garbage/refuse
8. Other/unknown

Type and Axles Per Unit

Enter the total number of axles for the truck or bus in the first box. Include the steering axle. There will always be at least two axles. Include axles whether they are on the ground or raised. Place the letter "T" before the number of axles if the truck is a truck tractor (equipped with a fifth wheel for towing, semi-trailer and there is no cargo body mounted on the truck).

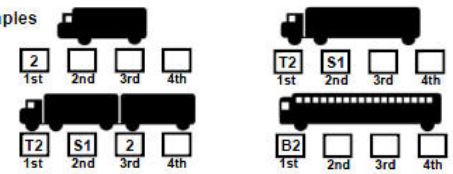
Next, enter the total number of axles for each trailer by entering one trailer per box. Place an "S" before the number of axles if the trailer is a semi-trailer which is designated when a portion of the load is supported by the towing unit.

NOTE: A bus (commercial or school) is designated by the number of seats in the vehicle (including the driver's) and will not list the number of axles.

Use the following rules:

1. Mark Truck/Bus in Vehicle Type in the Unit section and mark appropriate vehicle type in the Truck/Bus section.
2. For Type and Axles:
   a. Enter B1 in the first box if a bus has seating of 9 to 15 including driver
   b. Enter B2 in the first box if a bus has seating 16+

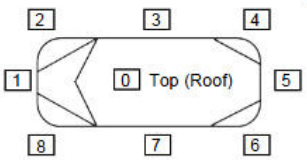
Examples



Vehicle Type

PA = Passenger car & station wagon	**OR** = Off road vehicle (ATV type)
VA = Van, motor home	**Other** = Non-registered vehicles (e.g., farm equip., trains, front-end loader)
PU = Pickup truck	**Truck/Bus** = Complete the Truck/Bus Section (includes medium trucks, limousines, and courtesy vans)
ST = Small truck (under 10,000 lbs.)	
CY = Cycle	
MO = Moped	
GC = Go-cart	
SM = Snowmobile	

Location of Greatest Damage/First Impact



9 Undercarriage
10 Multiple
11 Other/Unknown
12 None

Extent of Vehicle Damage

For each vehicle, select the degree of severity. "1" being least severe and "7" most severe, with "0" representing no damage. When a vehicle has multiple areas of damage, all damage should be considered.

Questions concerning the UD-10 should be directed to the Traffic Crash Reporting Section at (517) 241-1699.

UD-10 Traffic Crash Report
Instruction Manual

SECTION 1

Administrative Elements

Michigan Department of State Police
Criminal Justice Information Center
Traffic Crash Reporting Section

May 2010

Administrative Elements

The following crash data element numbers coincide with the UD-10 Quick Reference where the data elements are identified by number on the form:

ORI (Originating Agency Number)

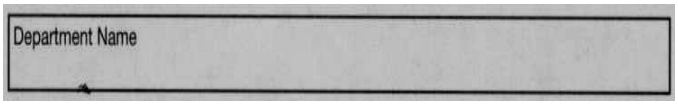
Enter each law enforcement agency's nine character ORI. The first two characters, MI, are preprinted on the form. The remaining seven digits will need to be completed. **Mark one digit per box**.

The first two (2) digits identify the county in which the agency resides. The next three (3) digits identify the agency's jurisdiction number that is assigned by the Michigan State Police, CJIS Field Services Section. The last two (2) digits are normally zeros (00), unless the CJIS Field Services Section has assigned a specific precinct number.

The ORI is a unique identifier for every law enforcement agency. **It is important that it be correct and complete**.

Electronic version will automatically default to your agency's ORI.

Department Name

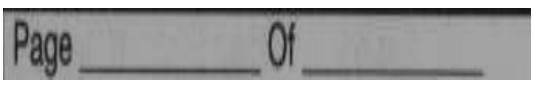


Enter the full name of the law enforcement agency. Do not abbreviate the agency name, although agency type may be abbreviated, e.g., Police Department (**PD**), Sheriff Department (**SD**) and Michigan State Police (**MSP**).

Michigan State Police must identify their non-abbreviated post location. The post number may be listed in addition to the post name.

Electronic version will automatically default to your agency's department name.

Page Number



Since there is the possibility that more than one UD-10 form will be used to report a traffic crash, each form must be numbered in sequence. For example, if five vehicles are involved in a crash, three forms must be completed. The first UD-10 form would be numbered Page 1 of 3, the second UD-10 form, Page 2 of 3, and the third UD-10 form, Page 3 of 3. If only one form is used, it would be numbered page 1 of 1. See Serial Override Number, to add additional pages.

Electronic version will automatically number your pages.

Incident Number

Enter the agency's alpha numeric incident number, not to exceed ten (10) characters.

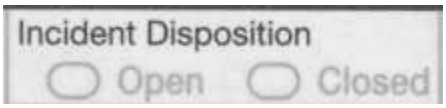
Note: When giving the incident number to parties involved in a crash, the incident number must be identified **exactly** as written on the UD-10(E).

File Class

Enter the appropriate file class for this crash.

54001 – Hit & Run Motor Vehicle Accident 54002 – Operating Under Influence of Liquor or Drugs 93001 – Accident, Traffic 93002 – Accident, Non-Traffic

Disposition



This box is used for local investigative purposes. Select the appropriate status of the crash investigation at the time of submittal. Do not hold the UD-10 form pending closure. If the only change to the report is closing the disposition, do not submit a corrected copy.

This is a required field. You must select open or closed.

Reviewer

The person reviewing the report at a supervisory level will enter initials or other identifier.

Crash Date

Enter the date the crash occurred in the boxes. A future date is not valid.

If the date is unknown and cannot be reasonably estimated, use the date the crash was reported by the complainant.

Crash Date – Cont.

A valid date is necessary to update records of each involved driver. If a crash report is submitted with an incorrect date, the original report must be deleted and a new report submitted. There **must** be a total of eight digits.

Must be in yyyymmdd format. The crash date can not be greater than the reported date.

Crash Time

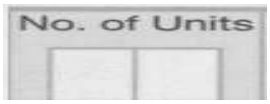
Enter the military time at which the crash occurred. **All military time must include four digits**. **Mark one digit per box**.

If time occurred is unknown, enter the time the crash was reported. Do not use 99:99.

One minute after midnight is entered 0001 (this is the start of the day). 9:15 AM is 0915, 12:00 noon is 1200.

From 1:00 PM on, simply add 12 to the hour to get the military time. For example, 1:00 PM equals 1300 (1:00 + 12:00 = 13:00), 2:25 PM equals 1425 (2:25 + 12:00 = 1425), and 10:05 PM equals 2205 (10:05 + 12:00= 22:05).

Number of Units



Enter the total number of units (Motor Vehicles, Pedestrians, Bicycles and Engineers [railroad/train]) that were physically involved, up to a maximum of nine. Each unit counted in a crash **must** have a separate unit section completed. **Mark one digit with a leading zero e.g., 01-09**.

Up to 99 units can be enter for one crash.

Example: A crash involving a car that strikes two pedestrians would be listed as **three** units.

Example: All of the following would be crashes involving **two** units:

- car-train
- car-moped
- car-pedestrian
- car-snowmobile
- car-bicycle
- car-farm tractor
- car-snowplow

Example: A police officer used the push-bumper of the patrol car to push a disabled vehicle, Unit 1. The “operator” of Unit 1 hit another car, Unit 2. This would be a **two** unit crash. The police officer would be listed as the Driver of Unit 1 and the disabled vehicle would be listed as a

Number of Units – Cont.

trailer. Even though the "operator" of Unit 1 may have steered into Unit 2, the police officer driving the patrol car is listed as the Driver of Unit 1 because the patrol car was supplying the power.

Example: A car/animal crash or car/tree crash would involve only **one** unit because an animal or tree is not a Motor Vehicle, Bicycle, Pedestrian or Engineer (railroad//train).

Note: Do not include non-contact vehicles in the total number of units. Non-contact units can be described in the Crash Diagram and Remarks.

Example: If one car forces another off the road and into a collision with an off-road object, this would be a **one** unit crash.

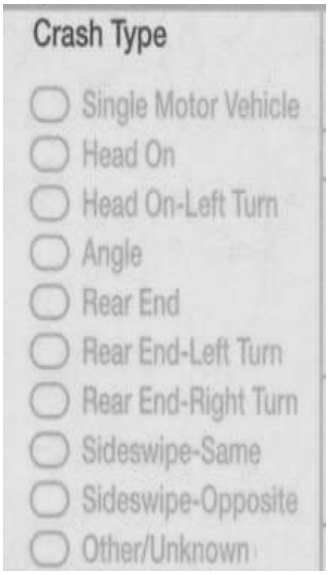
Note: If one vehicle sets an object in motion; such as a stone, piece of metal, loose tire or other debris that damages another vehicle, this would be a **two** unit crash. There may be very little or no information about the vehicle that initially set the object in motion. Even though there was not direct contact between the vehicles, an object was set in motion that made contact and caused damage. Further explain such occurrences in the Crash Diagram and Remarks.

More than 9 Units (Applies to paper only)

If a crash involves more than nine units, the same incident number may be used. Record any additional units as a second crash with the same DATE, TIME and LOCATION. The first form of this second crash must be completed in its entirety since it is a "new" crash. Do not enter the UD-10 Serial numbers in the Crash Diagram and Remarks, on the reverse side of each form.

Example: A crash involving ten motor vehicles and one pedestrian would have 11 units. For reporting purposes, the units in this crash would be divided into two distinct crashes. Up to nine units could be reported in the first crash with the remainder being reported in the second crash.

Crash Type



Choose **only one** crash type that best identifies the crash. In a multi-impact crash only the first crash type will be coded.

Crash Type – Cont.

Determine Crash Type:
Crash Type is based on the direction of travel, regardless of point(s) of impact or direction vehicles ultimately face after crash. Damage area on the vehicle alone does not determine crash type.

Example: Two motor vehicles are approaching each other and one vehicle loses control and starts to spin. The rear of the out of control vehicle impacts the front of the other vehicle. This would be considered a "Head On" crash because the intended direction of travel of both vehicles was toward each other.

The following definitions will be applied to Crash Types. Except for "Single Motor Vehicle," the selection will be based on the first impact of the first two motor vehicles involved in the crash. Crash types of head-on, angle, rear-end, sideswipe same or sideswipe other, can include one "parked" vehicle.

1. Single Motor Vehicle:

A crash that involves only one motor vehicle as defined in this manual. This includes those cases, in which a motor vehicle was the only traffic unit, and the only motor vehicle involved that collided with a bicyclist, pedestrian, engineer (railroad train), animal or any other non-motorized object.

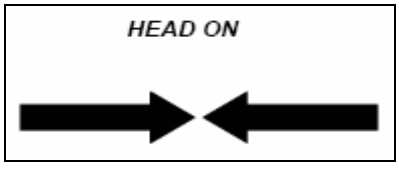
Any motorized vehicle or device is considered a "motor vehicle" even though the vehicle or device may not be defined as a motor vehicle in the Michigan Motor Vehicle Code or other applicable legislation. In that manner, traffic units such as ORV's, snowmobiles, ATV's, mopeds, farm tractors, garden tractors and motorized wheelchairs are motor vehicles for the purposes of completing this form. Please see Unit Type for a complete description of motorized vehicles.

Examples of Single Motor Vehicle crashes:

- One motor vehicle and two pedestrians
- One motor vehicle and a railroad train
- One motor vehicle and a bicycle
- While in transport, a wheel on a vehicle caught fire. If a fire occurs in or on any part of a vehicle while in transport on a roadway resulting in death, injury or property damage of $1,000 or more.

Note: For the above listed examples, a UD-10(E) would be completed listing the crash as a "Single Motor Vehicle" crash. These types of occurrences are defined as non-collision crashes which are any road vehicle crash other than a collision crash.

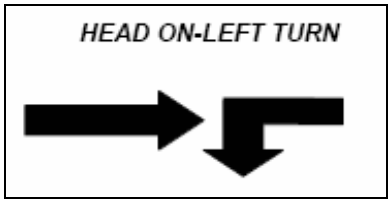
2. Head On:



The direction of travel of both vehicles must be toward each other. The direction that the vehicles are facing when they come to rest or the points of impact on the vehicles are not the determining factors.

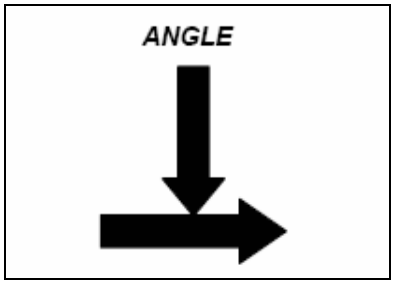
Crash Type – Cont.

3. Head On-Left Turn:



When two vehicles are approaching head on and at least one is attempting a left turn.

4. Angle:

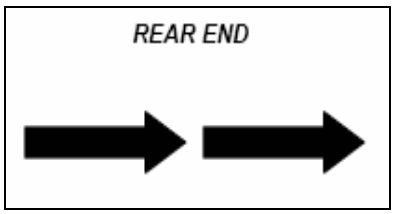


This will be selected when the direction of travel is basically perpendicular for both drivers and there is a side impact of approximately 90 degrees.

An angle crash is a more direct impact and may stop the forward movement of one vehicle.

Do not select Angle if the side impact takes place during a Head On-Left Turn, Rear End-Left Turn, or Rear End-Right Turn.

5. Rear End:

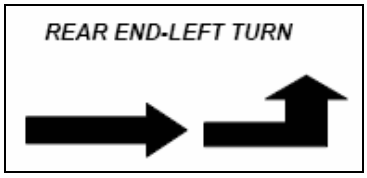


When the vehicles are traveling in the same direction, one behind the other, and no turn is involved. Area of damage on the vehicles is not the determining factor.

Note: Any crash involving a vehicle backing up into another vehicle is not considered a rear end crash. This type of crash would be considered as Other/Unknown.

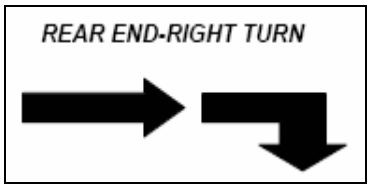
Crash Type – Cont.

6. **Rear End-Left Turn:**



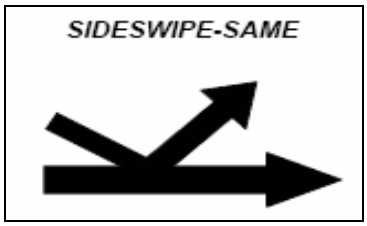
When the intention of one driver was to make a left turn and he was struck by a following vehicle not necessarily in the same lane, Rear End-Left Turn will be marked. Initial impact damage to the turning vehicle may not necessarily be to the rear end.

7. **Rear End-Right Turn:**



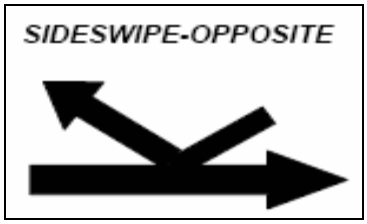
Same as Rear End-Left Turn (6) except involving right turns.

8. **Sideswipe-Same:**



Vehicles traveling in the same direction making side contact will be Sideswipe Same. If a vehicle spins out of control and makes contact with another vehicle traveling in the same direction Sideswipe Same will still be selected regardless of points of contact on the vehicles. Sideswipe crashes differ from Angle crashes in that a Sideswipe is a glancing impact and should not in itself stop the forward movement of the vehicle. (An angle crash is a more direct impact and may stop the forward movement of one vehicle.)

9. **Sideswipe-Opposite:**



This will be selected when vehicles are traveling in opposite directions and they make a glancing side impact. Instructions for #8 also apply to this selection.

Crash Type – Cont.

10. Other/Unknown:

This will be selected if it is determined the crash does not fit in one of the first nine selections.

Example: The only motor vehicle involved in a crash, runs off the road and overturns. This crash type would be selected as a "Single Motor Vehicle."

Example: A car striking any of the following, on or adjacent to the roadway, would be selected as a "Single Motor Vehicle" crash type because none of the objects struck is a motor vehicle:

- Pedestrian
- Bicyclist
- Engineer (railroad/train)

Any crash involving two or more motor vehicles will require a Crash Type of 2 through 10, depending upon the profile of the collision.

Example: A car is stopped waiting to make a left turn and is struck in the rear by another car. **Rear End-Left Turn** will be selected.

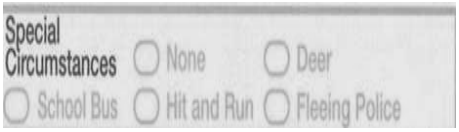
Example: A car proceeding straight through an intersection collides with an oncoming snowmobile that suddenly makes a left turn. **Head On-Left Turn** will be selected because of the type of crash and because, for UD-10 traffic crash reporting purposes, the snowmobile is considered a motor vehicle.

Example: A car rear-ends an ATV. Both are headed straight ahead at impact. **Rear End** will be selected since the ATV is considered to be a motor vehicle. The same code would be used if any other type of motorized vehicle was struck (e.g., car, farm tractor, snowmobile, etc.).

If multiple impacts are involved, only the first impact will determine the crash type.

Example: An oncoming truck sideswipes a car. The car then proceeds into a head-on crash with an oncoming vehicle. Because the first impact involved a sideswipe with an oncoming vehicle, **sideswipe-opposite** will be selected.

Special Circumstances



Indicate special circumstances that were in any way involved or associated in the crash. **At least one selection must be made. More then one may be selected if circumstances warrant.**

None

No special circumstances exist. If None is selected, no other selections can be made.

Deer

If a deer is a contributing factor in a crash, select Deer. **Do not select deer if any other animal is struck other than a deer**.

Special Circumstances – Cont.

Example: A driver swerves to miss a deer, loses control and collides with an oncoming vehicle. This is a deer associated crash, select Deer.

School Bus

School bus shall be selected in situations where a school bus is related to the crash in any way. This includes situations where the school bus was a contact vehicle or where other units crashed due to the presence and influence of a school bus, even though the bus itself was not a contact unit.

Example: A school bus is hit by another vehicle. The school bus is actually involved in the crash, select School Bus.

Example: An automobile that has stopped for a school bus is struck by another vehicle. The school bus was not involved in this crash but was associated with it, select School Bus.

Example: A school bus has stopped. While a student is crossing the road, a driver disregards the bus flashing lights and hits the student. The bus was associated with the incident but not involved, select School Bus.

Hit & Run

If the crash was a hit and run, select Hit and Run.

Fleeing Police

If a police pursuit situation causes other vehicles to crash, select Fleeing Police.

Example: A patrol car collides with a vehicle it is pursuing, select Fleeing Police.

Example: A patrol car is in pursuit of a car that disregards a red traffic signal and collides with another car, select Fleeing Police.

Example: A patrol car is pursuing Car 1. Car 1's erratic driving causes two other vehicles to collide, but Car 1 is not a contact vehicle in that crash, nor is the patrol car, select Fleeing Police.

Example: A vehicle being pursued by police collides with a school bus, select School Bus and Fleeing Police.

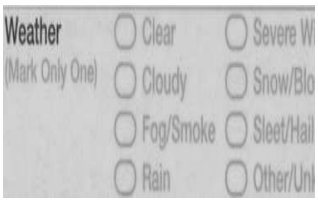
If no special circumstances exist, you must select None.

Special Study

The Special Study box allows both state and local officials to highlight specific crash situations for statistical studies. Personnel will receive instructions from the agency if a special study is implemented. Otherwise, leave blank. Contact the Michigan State Police – Traffic Crash Reporting Section prior to implementing a local study.

A yes or no choice is required.

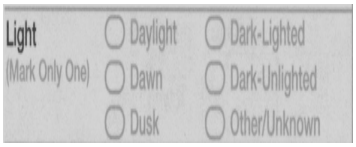
Weather



Indicate the **one most significant** weather condition at the time of the crash. If there are multiple weather factors, only the most significant factor must be indicated.

Other factors may be noted in the Crash Diagram and Remarks, Data Element 75.

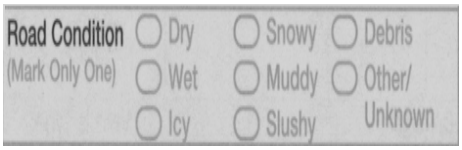
Light



Indicate the **one most significant** light condition at the time of the crash. If there are multiple light factors only the most significant factor must be indicated.

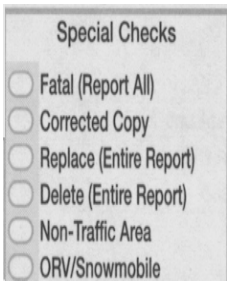
Other factors may be noted in the Crash Diagram and Remarks, Data Element 75.

Road Condition



Indicate the **one most significant** condition that applies to the crash. Other conditions may be described in the Crash Diagram and Remarks.

Special Checks



More than one bubble can be filled in.

FATAL

Select fatal when a fatality is known to have occurred as of the date the report is submitted. When Fatal is selected, be sure to also select the Injury code 'K' for the appropriate person.

Special Checks – Cont.

If a person dies after the report has been submitted, a Corrected Copy **must** be submitted. The Fatal bubble would be marked on the corrected form. **Be sure to fill in the Fatal bubble and the Corrected Copy bubble and write the original serial number in the override box.** See guidelines on submitting a Corrected Copy.

If a person dies after the report has been submitted, correct the Injury code and select Fatal under Special Checks and resubmit report as a Replace.

Select Fatal whenever any person listed on a UD-10(E) dies. Those deaths are reported to Special Operations via LEIN and the injury code should reflect a 'K." Fatalities will fall within four categories:

1. NORMAL Fatalities: These are deaths that occur within 30 days of a crash as the result of injuries received in that crash. Should the death occur after the UD-10 has been submitted, but within the 30-day time frame, a Corrected Copy must be forwarded for the death to be counted statistically.

Should the death occur after the UD-10E has been submitted, but within the 30-day time frame, the electronic UD-10E must be corrected and resubmitted as a Replace.

2. NON-COUNT Fatalities: Unlike Normal Fatalities, these deaths are not counted statistically because the person expired more than 30 days after the crash date. Upon submission of the UD-10 by the policing agency (with the appropriate FATAL and Injury code 'K' marked), FARS Unit personnel will process the information they require and will then remove the FATAL bubble and change the 'K' to an 'A' Injury code. The UD-10(E) will be processed as an injury crash.

Notify the FARS personnel by contacting them at (517) 241-1699 if a death occurs after 30 days.

3. MEDICAL Fatalities: When a person dies from medical causes not related to the crash the death is not statistically counted as a traffic fatality. Upon receipt of the UD-10(E) with the appropriate FATAL and Injury code 'K' marked by the policing agency, FARS Unit personnel will change the 'K' to an 'O' Injury code before the report is processed, upon verification by the agency or a death certificate.

4. NON-TRAFFIC Fatalities: Are those that occur in or on areas not publicly maintained and/or open to the public for thru traffic; i.e., parking lots, fields, lake surfaces, etc.

Fatalities deemed Non-Traffic are not compiled with the Normal Fatalities, but the data is utilized by the Department of State concerning driver records, the Department of Community Health concerning death certificates, and the Department of Natural Resources concerning activities and tourism.

Non-traffic snowmobile and ORV crashes are required by state law to be submitted and compiled. Non-traffic fatalities are used simply as a name list for queries and to make sure driver records are cleared; they are not processed for statistics.

BUS or TRAIN Fatalities: If you are reporting a FATAL bus or train crash you only have to include all injured passengers and the driver. This is the only time you would exclude uninjured persons in a fatal crash.

***CORRECTED COPY* (A change to a *paper* form previously submitted)**

This is not an option for electronic submission.

Select Corrected Copy to submit a change to a crash form **previously submitted** to the Michigan State Police. The corrected copy requires certain information in addition to the content item(s) being changed or added. The following items **must** be submitted on all corrected copies submitted:

Required Data Elements for a Corrected Copy

- Agency ORI
- Department Name
- Original Incident Number
- Crash Date (previously submitted)
- Number of Units
- Special Checks (Corrected Copy)
- County
- City/Township
- Unit Number
- The preprinted serial number of the original traffic crash report being corrected. See Serial Override Number.

Do not write over, cross out or white-out the pre-printed serial number.

When using the Corrected Copy option, start by marking one of the Unit Number, bubbles on the front of the form. Mark the appropriate Unit Number needing the correction. **Start on the front page, even if it is Unit 2-9**.

If changes are being made to an area that does not relate to a unit number, a '1' must be placed in the unit number box. This allows a link of information between the corrected copy and the original.

Example: Crash Type is being changed from Other/Unknown to Head On. The Unit Number 1 must still be filled in.

No correction will be made, if the Unit Number field is not completed.

Note: Units or passengers **cannot** be added or deleted via the corrected copy process. Use the **Replace** process for this type of change.

In order to change the date of a crash previously reported, first delete the original crash and then submit a new UD-10 crash form.

***REPLACE* (Replace an entire report previously submitted)**

When changing the number of units, identity of a driver or crash date, a new report must be submitted.

If an investigation of a crash reveals a major change in the circumstances known to have occurred in that crash, resubmit an entire rewritten report to supersede the initial report submitted. The completely rewritten report must include the preprinted serial number of the

traffic crash report being replaced in the override serial # box. See Serial Override Number. **The entire report must be replaced. A single page of a report cannot be replaced.**

Example: The investigation reveals the number of units reported was inaccurate on a previously submitted crash report. To correct the number of units, replace the original UD-10(E) crash report with a rewritten, updated report.

Example: In a previously submitted report, John Jones was listed as the driver of a vehicle. Later, he is determined to have been a passenger instead. This change will require a replace of the original UD-10(E) crash report because the driver information is changing.

Paper UD-10's have three items that tie that particular incident together: ORI Number, Serial Number and Crash Date. These three elements must be consistently correlated.

When changing any information including the number of units, the identity of the driver or crash date, make the necessary corrections on the previously filed submission then submit as a replace.

DELETE (Delete an entire report from system)

Select Delete only to delete an **entire** report from the system.

Required Data Elements for a Delete **(Paper Only)**

- Agency ORI
- Department Name
- Original Incident Number
- Crash Date (previously submitted)
- Number of Units
- Special Checks (Delete)
- County
- City/Township
- Unit Number
- Preprinted serial number of the previously submitted traffic crash report being deleted. See Serial Override Number.

Example: A previously submitted Hit-Run crash is determined to be a false police report.

Example: A traffic crash proves to be the result of an intentional act; i.e., an assault.

NON-TRAFFIC

Except for the following situations, non-traffic crashes are not required to be submitted to the state records system:

1. Non-traffic snowmobile crashes
2. Non-traffic Off Road Vehicle (ORV) crashes
3. Fatal non-traffic crashes

Please remember when submitting the above types of non-traffic crashes, that Area must be marked 19 (Non-traffic Area).

Special Checks – Cont.

The State of Michigan requires that both traffic crashes and non-traffic crashes involving snowmobiles and ORVs be reported. This requirement applies whenever an ORV or snowmobile is involved in a crash resulting in a fatality, personal injury, or property damage estimated at **$100 or more**.

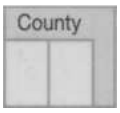
There is no state law requiring the reporting of non-traffic crashes, however, the State of Michigan requests that fatal non-traffic crashes be reported via the UD-10(E) Traffic Crash Report and the LEIN Fatal Crash Notification shown in Section 8.

Remember, more than one selection may be selected in Special Checks.

Example: A fatal crash occurs in a shopping center parking lot, select Fatal and Non-Traffic.

Example: A snowmobile fatally injures a pedestrian in an off-road collision on private property, select Fatal, Non-Traffic and ORV/Snowmobile.

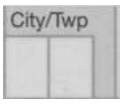
County



Enter the county number in which the crash occurred. See Appendix C for the County/City/Township Code List.

This is a required field. If not completed properly, the form cannot be processed.

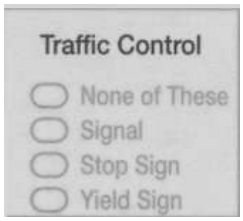
City/Township



Enter the City or Township code for the political jurisdiction in which the crash occurred. See Appendix C for the County/City/Township Code List.

This is a required field. If not completed properly, the form cannot be processed.

Traffic Control



FOR ALL CRASHES, select only one bubble. If there was no traffic control present, select "None of These."

A traffic signal is a 3-light (red-yellow-green) device that alternately assigns right-of-way. Even if the light is in a red-yellow flashing pattern, it is still considered a traffic signal. Mark 1-Signal regardless of whether the traffic signal was operating properly at the time of the crash.

Traffic Control – Cont.

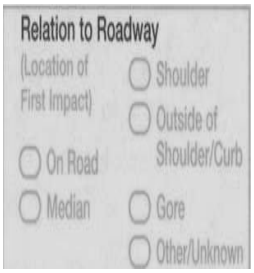
A 1-light beacon that flashes red or yellow is not considered a traffic signal. A stop or yield sign would accompany this 1-light beacon. Indicate which type of sign is present.

If the crash occurred within 150' of an intersection and the traffic control device was a contributing factor in the crash, indicate which of the traffic control devices was present at the intersection.

Note: If a person is "holding" a sign and officially directing traffic, select the appropriate sign. For example, if a person is holding a stop sign at a school crossing to allow the children to cross the street, select "stop sign."

Note: An officer using hand signals is not considered a traffic control device. Select "None of These."

Relation to Roadway



Identify the location of the first impact of the crash in relationship to the roadway. **Choose only one selection**.

On Road

An on-roadway crash is one of two circumstances. Either a collision crash in which the initial point of contact between the colliding units in the first harmful event is within a roadway or a non-collision crash in which the road vehicle involved was partly or entirely on the roadway at the time of the first harmful event.

Example: A crash occurs in the normally traveled area of the roadway, including left turn lanes and right and left turn flares. **Select 1 – On Road**.

Example: A car leaves the thru lane, moves to the right into a parking lane, and strikes a parked car. The parked car is on the road, not on the shoulder. **Select 1 – On Road**.

Median

A median is an area of a trafficway between parallel roads separating travel in opposite directions.

Example: A car drives into the area between the inside left-hand pavement edges of a divided highway striking a bridge abutment. **Select 2 – Median**.

Shoulder

A shoulder is that part of a trafficway adjoining with the roadway for emergency use, for accommodation of stopped road vehicles and for lateral support of the roadway structure.

Relation to Roadway – Cont.

Example: A car drifts out of the normally traveled lanes, striking a car parked on the shoulder. **Select 3 – Shoulder**.

Outside of Shoulder/Curb

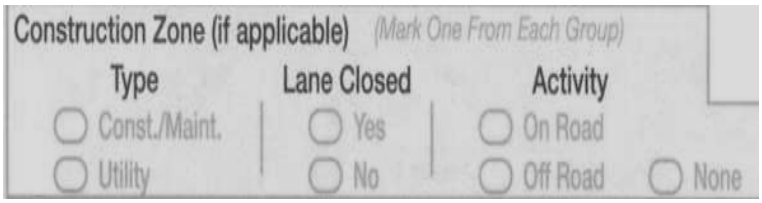
A driver avoids a collision in an intersection by swerving off the road and striking a culvert end. **Select 4 – Outside of Shoulder/Curb**.

Gore

The gore is the narrow area between the main roadway and an exit or entrance ramp where the two completely separate or come together. The area is bounded on both sides by the edges of the roadways that join at the point of divergence or convergence. The direction of traffic must be the same on both sides of these roadways.

Example: A driver attempts to exit a freeway; however, the car goes off into the gore area and overturns. **Select 5 – Gore**.

Construction Zone



If the crash took place within a construction zone, indicate the specific type of area by selecting one choice in each of the three categories. **If applicable, all 3 fields must be completed**.

If a construction zone is NOT present, do NOT complete any of the three fields within this box.

If any of these three fields are completed, the crash is recorded as a construction zone crash.

Type

Construction/Maintenance: Indicates roadway construction, maintenance or repair. The building, maintenance or repair of the road itself and roadway-related features (e.g., overhead signs, signals, etc.).

Utility: Indicates work on facilities other than the roadway such as telephone, electrical, cable television, water, or sewer.

Note: A construction/maintenance zone may or may not be posted as such. If posted, the zone extends from the first "Construction Ahead" warning sign to the final "Construction Ends" sign. If there are no posted warning signs marking the start of the zone, the first or last traffic cone or barricade may be used instead. If a crash occurs outside of the construction zone as a result of backup caused by the construction, do not complete any fields.

Construction Zone – Cont.

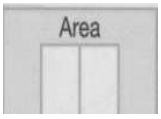
Lane Closed

Complete if Type has been selected. Indicate whether one or more lanes were closed in the construction zone.

Activity

Complete if Type and Lane Closed are selected. Indicate whether the construction activity was, (1) on the road, (2) off the road, or (3) no activity was occurring at the time of the crash. If the zone is several miles long, judge whether there was activity in the general area of the crash.

Area



This section is used to describe the nature of the area in which the crash occurred. The basic distinction is between freeway and non-freeway areas. Select the one option that most clearly describes the nature of the collision area. **Select one digit per box**.

Freeway Crash – 01 thru 06

01 Entrance/exit ramp related
02 Median crossing related
03 Transition area (increase or decrease in travel lanes)
04 Rest area related
05 Scale/weigh station related
06 All other freeway areas

Non-Freeway Intersections – 07 thru 09

07 Within intersection
08 Intersection Driveway related (within 150 feet of nearest edge of intersection)
09 Intersection related - other

Other Non-Freeway Areas – 10 thru 21

10 Straight roadway - not related to other selections
11 Curved roadway - not related to other selections
12 Driveway related (not within 150 feet of intersection)
13 Parking related (legal roadside)
14 Transition area (increase or decrease in travel lanes)
15 Median crossing related
16 Railroad grade crossing-related
17 Rest area related
18 Scale/weigh station related
19 Non-traffic area
20 Other
21 Unknown

Example: A collision occurs on a freeway between a vehicle on the freeway and another vehicle attempting to merge into thru traffic from a half-mile long acceleration lane. The crash occurs in an area marked with “Lane Ends” warning signs. **Select 03 – Transition area (increase or decrease in travel lanes).**

Area – Cont.

Example: A car fails to negotiate a freeway curve, leaves the roadway and overturns down an embankment. It does not occur near an exit ramp, rest area, or weigh station. **Select 06 – All other freeway areas.**

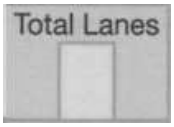
Example: A car exiting a service station driveway collides with a passing vehicle. The driveway is 100 feet from the nearest edge of the intersection. **Select 08 – Driveway related (within 150 feet of nearest edge of intersection).**

Example: A car traveling on a 4-lane road with two through lanes in each direction collides with a car illegally parked in the right lane. If this crash occurred on a freeway, whether the roadway was straight or curved, **Select 06 – All other freeway areas**. If the road is straight and not a freeway, **Select 10 – Straight Roadway**. If the road were curved, **Select 11 – Curved Roadway**. Option 13 – Parking related (legal roadside) would not be marked because the vehicle struck was illegally parked.

Example: On a straight city street near an intersection, a motorist opens his/her driver's door to exit his/her legally parked vehicle. A passing car collides with the open door. The most descriptive code is **13 – Parking-related**, since that is more significant than the roadway being straight or the impact occurring near an intersection.

Example: A fatal car-pedestrian crash takes place in an off-street parking lot. **Select 19 – Non-traffic area**. In this case, also make sure that Non-Traffic Area is marked under Special Checks.

Total Lanes



Select the total number of lanes, including flare lanes, curb to curb, or edge of roadway (excluding shoulders) of the roadway which is listed as the crash location.

Count the total number of legal travel lanes. As long as a vehicle can legally operate in a marked lane, the lane will be counted. However, legal parking lanes (whether occupied or not) shall not be counted.

If the crash took place on a divided roadway, indicate the number of lanes available to a single direction of traffic at the point where the first impact of the crash took place. If the crash occurred other than on a roadway, mark "0."

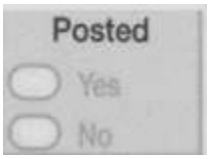
Speed Limit

Indicate the speed of the road (NOT the speed of the vehicle) on which the crash took place.

If the crash took place within an intersection, enter the highest speed limit of the roads involved.

Note: Use the posted speed limit of the freeway for all exit/entrance ramp crashes.

Posted



Indicate whether or not the speed limit was posted.

Posted Roadways

Posted speed limits are those speed limits posted through the use of regulatory signs (black numbers on a white background) or on electronic variable message signs.

Do not consider advisory speeds as posted speed limits. Advisory speed limits are the black numbers on yellow background signs posted underneath advance warning signs such as Curve Ahead signs. Advisory speeds should be shown in the Crash Diagram and Remarks.

Unposted Roadways

Do not estimate a safe speed limit based upon Basic Speed Law and the conditions existing at the time and place of the crash. Refer to Michigan Motor Vehicle Code Section 627, re: prima facie speed limits in (unposted) business, residential and park districts for additional information.

Example: A crash occurs on a rural road. There are no posted speed limit signs and the area is not a business, residential, park, or school zone. The roadway is snow-covered at the time of the crash. Select 55 and No in this instance.

Serial Override Number – (Paper Only)

Each form is designed to record information pertaining to two units. Each form provides space for two injured passengers or up to four uninjured passengers per unit. If there are more than two units involved in the crash, additional forms shall be used.

The use of an additional form makes it necessary to override the preprinted serial number of the additional form(s) being used. Enter the preprinted serial number of the first form in the Serial Override Number box of all additional forms submitted for a particular crash. This will override the preprinted serial number in the lower left corner of each form.

When using additional pages, certain administrative fields do not need to be repeated. Only the following fields are required for the top portion of additional UD-10 pages: **AGENCY ORI, DEPARTMENT NAME, ORIGINAL INCIDENT NUMBER, CRASH DATE (previously submitted), NUMBER OF UNITS, COUNTY and CITY/TOWNSHIP**.

Do NOT WHITEOUT, CROSS OUT or make any MARKS on the preprinted UD-10 serial number.

Example: A five (5) vehicle crash is being reported:

Serial Override Number – (Paper Only)

Units 1 and 2 are reported on Form 1811700. This will become "Page 1 of 3" in the upper right corner of the front page of the report.

Units 3 and 4 are reported on Form 1811701; however, on that form enter 1811700 in the Serial Override Number box. This form is now marked "Page 2 of 3" on the front page of the report.

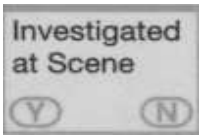
Unit 5 will be reported on form 1811702; and 1811700 is also entered in the Serial Override Number box of this form. This form becomes "Page 3 of 3."

All three forms are now considered UD-10 Traffic Crash Form 1811700.

Example: Two commercial vehicles collide. Since each form provides space to record only one commercial vehicle driver and one commercial vehicle, two UD-10 forms for this crash will need to be used. The preprinted serial number of the first form will be entered in the Serial Override Number block of the second form (and all subsequent forms used to report this crash).

In the upper right hand corner of the UD-10, enter "Page 1 of 2" on the first form, and "Page 2 of 2" on the other form.

Investigated at Scene



Select whether or not the crash was investigated at the scene.

Reported Date/Time

Enter the date (month, day, and year) and military time that this crash was reported to the law enforcement agency. This is NOT necessarily the date and time of the crash.

Photos By

Enter the photographer's initials, name, badge number or other identifying data.

Investigator Name(s) and Badge Number(s)

Please ENTER the name(s) and badge number(s) of the investigating officer(s).

UD-10 Traffic Crash Report
Instruction Manual

SECTION 2

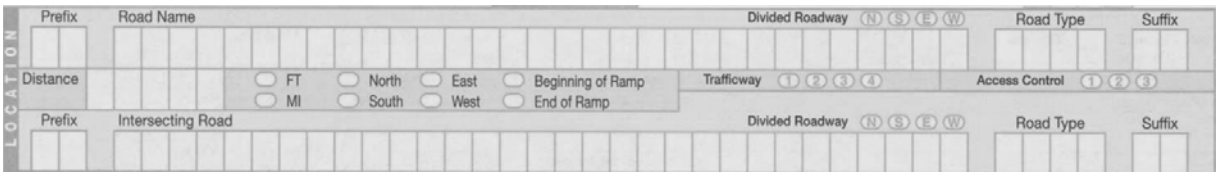
Location Elements

Michigan Department of State Police
Criminal Justice Information Center
Traffic Crash Reporting Section

May 2010

Location

Location



The location of a crash is defined by the following factors:

- Road Name on which the crash occurred
- Distance and Direction of the point of impact from an Intersecting Road (located within the county of the crash)
- Intersecting Road name

Landmarks, freeway mile markers, private roadways, addresses, or factory gate numbers cannot be used as a reference point to identify the location of a crash.

Location for private property crashes can be documented using: 123 Main St., cornfield, Sue's restaurant parking lot, trail 57, etc.

Road Name

From the following bulleted items, choose all that apply with relation to the roadway.

- Prefix (N, S, E, W, NE, NW, SE, SW)
- Primary or intersecting road names
- Road Type (Dr, St, Rd, Ave, etc.)
- Road Suffix (NE, SE, etc.)
- Identifying number(s) – (County Rd 524)
- Traffic directions (if a median exists) of a street or highway (i.e., S (I75), E (I94)

Be sure to use the **local road name** in the jurisdiction in which the crash occurred.

Example	Written			
	Prefix	**Road Name**	**Road Type**	**Suffix**
Hall Road (M-59)		Hall	Rd	
8255 Saginaw Street		Saginaw	St	
South Beltline Ave NW	S	Beltline	Ave	NW

Divided Roadway

When referencing divided roadways, always select the direction assigned of the roadway involved. Make only one selection. Following are examples:

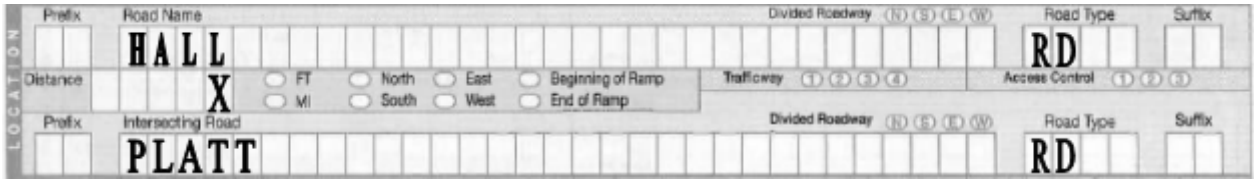
Location – Cont.

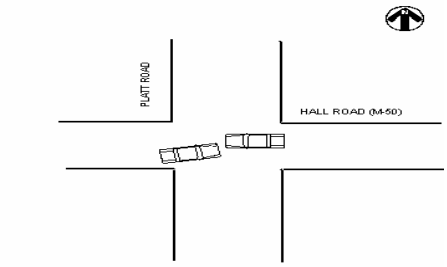
Divided Roadway	Road Name	Divided Roadway Bubble
North US-41	US-41	N
South N. Telegraph	Prefix = N Road Name = Telegraph	S
West I-94	I-94	W
East 8 Mile	8 Mile	E

Distance

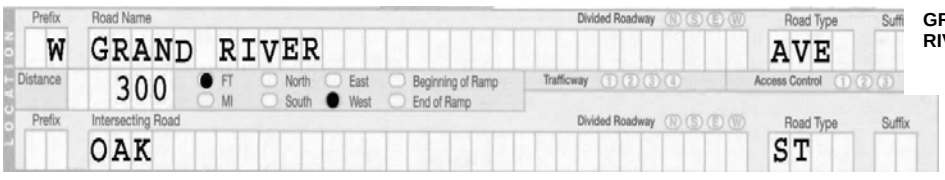
Locate all crashes by measuring along a road from the point where the projected centerlines of the intersecting roadways cross. Document the measurement in feet with whole numbers or in miles with decimal numbers (instead of fractions ½=.5). Refer to Appendix E, Mileage Conversion Chart for a complete list of conversions.

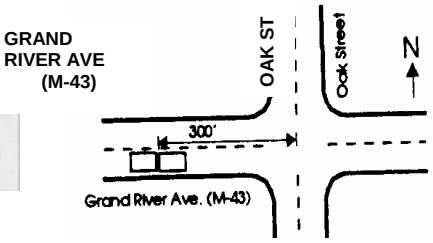
A location AT an intersection is <u>at the exact point</u> where the projected centerlines of the intersecting roadways cross. It is rare that the point of impact from a crash is AT an intersection since it is normally off the center point by feet or inches. However, if it is the case, the letter "X" needs to be placed in the distance section of the location field instead of the word "AT."





Measurements should be made from the AT point to the point of impact of the unit(s), staying within county boundaries.





Indicate the direction as needed i.e., N (North), NE (Northeast), NW (Northwest), S (South), SE (Southeast), SW (Southwest), E (East), W (West), BR (beginning of ramp) or ER (end of ramp).

The sign on each ramp can be considered the street name assigned to that stretch of roadway and therefore follows the normal rules for any other street in the total system. There are two exceptions when using ramp signs in the crash location portion of the UD-10(E).

Distance – Cont.

1. A ramp is considered starting (Figure 1) and/or ending (Figure 2) at a right angle to the gore (area of land where two roadways diverge or converge). See Section 9 for the definition of gore.

When the ramp intersects a crossroad, the imaginary centerlines shall be used (Figure 3).

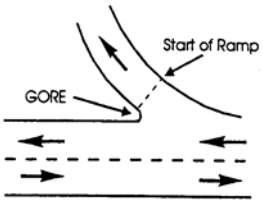


Figure 1

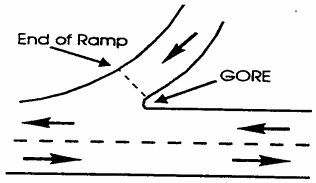


Figure 2

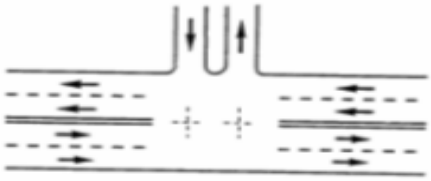
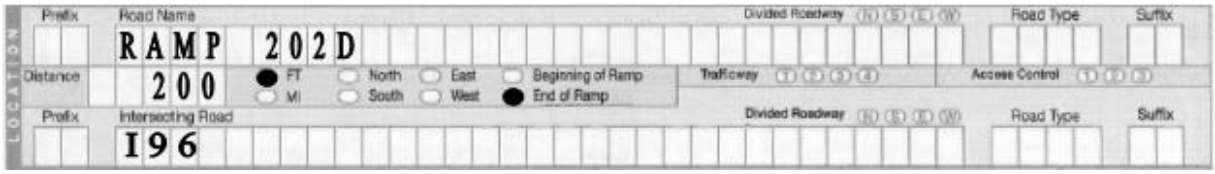
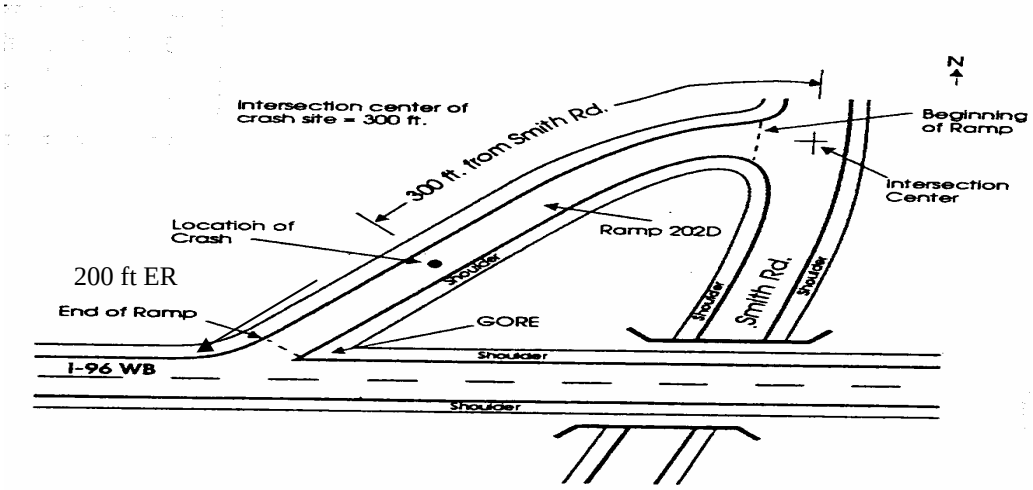


Figure 3

2. The intersecting street used for a ramp must be either the street at the beginning or the street at the end of the ramp, whichever street the distance given is measured from.





Directions for Railroad Crossings

Most railroad crossings have a National Inventory (NI) number. This NI number is usually attached to the railroad crossing signal support or the crossbuck sign support at the grade crossing. When locating crashes at or near a railroad crossing, the NI number can be used as a reference point just as a street name could. The NI number has a maximum of six numbers followed by a letter and is displayed at the crossing in this format 233-106-P. When using the NI number to reference a traffic crash, record it as the intersecting street with the following format RR233106P.

Trafficway

Select the trafficway that best describes the area of the crash. An example would be a divided highway or roadway. Although the traffic is one-way traffic, it is better described as a divided highway since the divided highway already implies the roadway is one-way traffic.

Trafficway is a code indicating whether or not a roadway is divided and whether it serves one-way or two-way traffic. This is used in classifying crashes as well as identifying the environment of a particular crash. This information is important to guide future trafficway design and traffic control.

Indicate the degree of trafficway division at the site of the crash.

1 Not physically divided (two-way trafficway)
2 Divided highway, median strip, without traffic barrier (roundabouts)
3 Divided highway, median strip, with traffic barrier
4 One-way trafficway
5 Non-Traffic

A traffic barrier is a device that provides a physical limitation through which a motor vehicle would not normally pass and is designed to contain or redirect an errant motor vehicle (i.e., guardrails, cement barrier, etc.).

Note: If area is 19 (non-traffic area), then trafficway must be "5." Please note, if these fields are not available, the vendor software automatically populates this field.

Access Control

Access Control is the degree that access to abutting land, light, air, or view in connection with a roadway is fully or partially controlled by public authority. This information is highly correlated with crash rates and is important to guide future highway design and traffic control. **Select one**.

Indicate the degree that public authority controls access to an adjoining roadway.

1 No access control (unlimited access)
2 Full access control (ramp entry & exit only)
3 Other (partial access control), (i.e., roundabouts, Michigan left turns)
4 Non-Traffic

Note: Access is controlled by roadway configuration, not traffic control devices, i.e., No Left Turn sign, etc.

Note: If area is 19 (non-traffic area), then access control must be "4." Please note, if these fields are not available, the vendor software automatically populates this field.

UD-10 Traffic Crash Report
Instruction Manual

SECTION 3

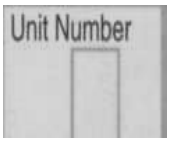
Unit Elements

Michigan Department of State Police
Criminal Justice Information Center
Traffic Crash Reporting Section

May 2010

Units

Unit Number



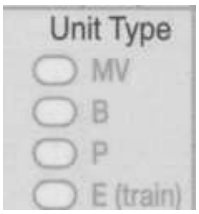
Every unit involved in a crash must be given a unit number. Each of these units will be described as either a **M**otor **V**ehicle (including a parked vehicle), **B**icycle, **P**edestrian or **E**ngineer (train) as outlined in Unit Type.

An animal (horse, deer, cow, etc.) is **NOT** a traffic unit.

Note: A non-contact unit that may have caused the crash is not listed as a unit and the driver information can only be entered in the Crash Diagram and Remarks Section.

If a horseback rider is involved in a crash, the rider will be entered as a pedestrian unit; the horse will not be considered a unit. If a horse and buggy are involved in a crash, they will not be entered as a unit; each human occupant of the buggy will be listed as a separate pedestrian unit.

Unit Type



For each unit involved in the crash, one Unit Type must be selected:

MV	Motor vehicle (any motorized unit designed to be operated on land)
P	Pedestrian
B	Bicycle
E	Engineer (railroad/train)

Unit Type – Cont.

The following examples are intended to assist in selecting the correct unit type.

(MV) Motor Vehicle

- "Standard" motor vehicle – cars, pickups, vans, buses, trucks, motorcycles, etc.
- Emergency vehicles – police, fire, ambulance
- Farm equipment – farm tractors, combines, etc.
- Off Road Vehicles (ORV's)
- Snowmobiles
- Mopeds
- All-Terrain Vehicles (ATV's)
- Dirt bikes, motorbikes, go-carts
- Garden Tractor
- Motorized wheel chair
- Cushman scooters
- Road maintenance equipment – dump trucks, snowplow, road graders
- Construction Equipment – rollers, front-end loaders, scrapers, mobile cranes, etc.

(P) Pedestrian

- Person on foot, skis, skates or rollerblades, rider of a horse, horse and buggy (each occupant, including driver will be listed as a separate pedestrian unit)
- Non-motorized wheelchair

(B) Bicycle

- All forms of pedalcycles, including those with one, two and three wheels
- Multiple persons on a bicycle must be listed as a separate bicycle (B) unit.
- Tag alongs and affixed bicycle cart occupants are considered separate bicycle units.

Note: Two people riding one bicycle struck by a motor vehicle will be listed as a three (3) unit crash.

(E) Engineer (Train)

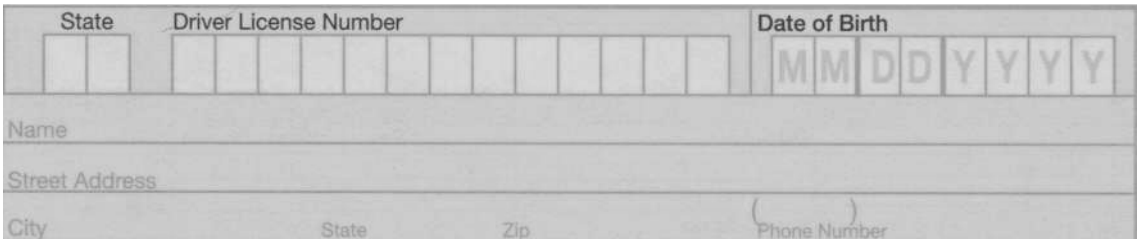
- Engineer (railroad/train)

Unit Known

Unit known should be "No" if some (but not all) information is available for the unit/driver.

Unit known should be "Yes" if all information is available for unit/driver.

Driver (If Known)



The person behind the wheel in physical control of the vehicle, or unit providing the power, is considered the driver. A person seated behind the steering wheel of a towed vehicle is not a driver because he is not in control of the power unit. They would be considered a passenger in a trailing unit (a position "13," which is riding in/on trailing unit). The vehicle would be a Towed Auto (5), under private trailer type.

Do not list driver information for an UNOCCUPIED parked vehicle.

Note: If there is not a driver of the vehicle, leave the field blank. Do not write hit and run, unknown, parked, etc., in this field.

State

Enter the state in which the driver license was issued.

UNITED STATES ABBREVIATIONS

Alabama	AL	Montana	MT
Alaska	AK	Nebraska	NE
Arizona	AZ	Nevada	NV
Arkansas	AR	New Hampshire	NH
California	CA	New Jersey	NJ
Colorado	CO	New Mexico	NM
Connecticut	CT	New York	NY
Delaware	DE	North Carolina	NC
Florida	FL	North Dakota	ND
Georgia	GA	Ohio	OH
Hawaii	HI	Oklahoma	OK
Idaho	ID	Oregon	OR
Illinois	IL	Pennsylvania	PA
Indiana	IN	Rhode Island	RI
Iowa	IA	South Carolina	SC
Kansas	KS	South Dakota	SD
Kentucky	KY	Tennessee	TN
Louisiana	LA	Texas	TX
Maine	ME	Utah	UT
Maryland	MD	Vermont	VT
Massachusetts	MA	Virginia	VA
Michigan	MI	Washington	WA
Minnesota	MN	West Virginia	WV
Mississippi	MS	Wisconsin	WI
Missouri	MO	Wyoming	WY

CANADIAN TERRITORIES

Alberta	AB	Nunavut	NU
British Columbia	BC	Ontario	ON
Manitoba	MB	Prince Edward Island	PE
New Brunswick	NB	Quebec	PQ
Newfoundland/Labrador	NF	Saskatchewan	SK
Northwest Territories	NT	Yukon Territory	YT
Nova Scotia	NS		

MEXICAN STATES

Aguascalientes	AG	Moreos	MR
Baja California Norte	BN	Nayarit	NA
Baja Califonia Sur	BS	Nuevo Leon	NL
Campeche	CP	Oaxace	OA
Chiapas	CS	Puebla	PU
Chihuahua	CI	Queretero de Arteaga	QE
Coahuila de Zaragoza	CH	Quintanta Roo	QI
Colima	CL	San Luis Potosi	SL
Distrito Federal	DF	Sinaloa	SI
Durango	DO	Sonora	SO
Guanajuato	GJ	Tabasco	TB
Guerrero	GE	Tamaulipas	TA
Hidalgo	HD	Tlaxcala	TL
Jalisco	JA	Veracruz-Llava	VC
Mexico	MX	Yucatan	YU
Michoacan de Ocampo	MC	Zacatecas	ZA

INTERNATIONAL

International	XX

Driver License Number

Enter the driver license number of the driver; if no OPS available, leave blank and make notation in the Remarks section. If the driver license number is longer than spaces provided, enter as much as space allows. **Do not list a Driver License Number for a Bicyclist, Pedestrian, or Engineer/Train**.

Do not list driver information for an unoccupied-parked vehicle.

Name

Enter first name, middle name or initial, last name of a driver, bicyclist, pedestrian or train engineer.

Address

Enter the complete street, city/township, state and zip code of the person/driver. If the zip code is the extended nine-digit code, enter all nine digits.

Driver – Cont.

Phone Number
Enter the area code and phone number where the person/driver is most likely to be contacted.

Date of Birth
Enter the person/driver date of birth. There must be a total of eight digits.

License Type and Endorsements

License Type	Endorsements
(mark only one)	(choose all that apply)
O – Operators	CY – Cycle
C – Chauffeurs	F – Farm
M – Moped	R – Recreational Double

See Appendix F – Drivers License Types for examples.

Sex
Indicate the person/driver gender, M or F.

Driver Condition

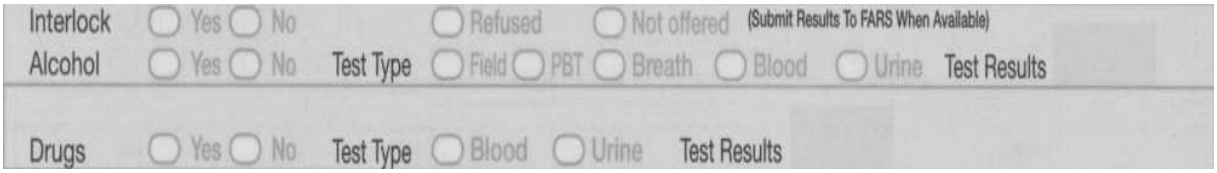
Select the condition of the driver that may have contributed to the crash. This is important for evaluating the effect that driver fatigue, medications, alcohol, drugs, or other conditions have on the crash. **Select at least one**.

Indicate the apparent condition of the driver at the time of the crash. Medical tests or documentation are not required to indicate a condition. More than one condition may be selected, except if:

1 – Appeared Normal is selected, no other selections can be made.
99 – Unknown is selected, no other selections can be made.

1	Appeared normal	6	Asleep
2	Had been drinking	7	Medication
3	Illegal drug use	8	Distracted
4	Sick	9	Using cellular phone
5	Fatigue	99	Unknown

Alcohol/Drug Evaluation & Ignition Interlock



Alcohol

Indicate whether, in the officer's opinion, drinking had been involved. Next, indicate the type of test, if any, that was administered. If a test was given, enter the test results on the blank line. If no test was given, indicate whether the test was Refused by the subject or Not Offered by the officer.

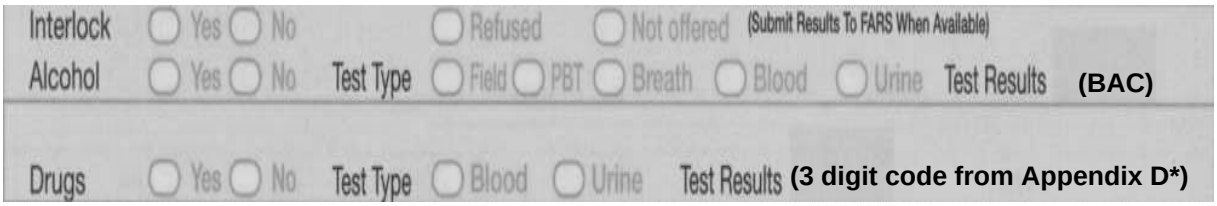
The Field entry refers to the administration of any field sobriety tests (also known as psycho-physical tests). If any type of balance test, "finger-to-nose," or similar type of field sobriety test(s) were conducted, select **Field**. Otherwise leave that entry blank.

If multiple chemical tests were administered and results obtained, record the test results. Multiple selections may be made. Other tests and results may be described in the Crash Diagram and Remarks Section.

NOTE: A blood test is required by law for all deceased drivers or deceased railroad engineers involved in a traffic crash. Do not delay submission of a UD-10(E) report while awaiting the results of this test. As soon as these test results become available, call the Fatality Analysis Reporting System (FARS) at (517) 241-1742 or (517) 241-1749.

*The FARS Unit requests that information on the blood alcohol/drug test results of **all persons** involved in fatal crashes be submitted if available (including surviving drivers, passengers, pedestrians, and bicyclists).*

DRUGS

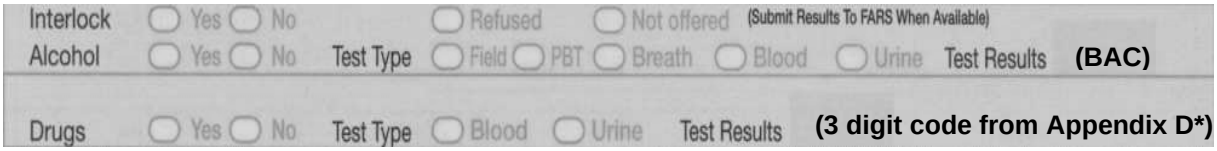


Indicate whether, in the officer's opinion, drugs had been involved. Next, indicate the type of test, if any, that was administered. If a test was given, enter the test results on the blank line. More than one selection may be made for Test Type.

***Enter the 3 digit code(s) from Appendix D for drug test result(s).**

Alcohol/Drug Evaluation & Ignition Interlock – Cont.

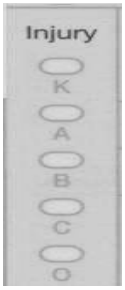
IGNITION INTERLOCK



Indicate whether an Ignition Interlock device is installed in a vehicle involved in the crash in accordance with **Michigan Motor Vehicle Code, Sec. 257.622a, effective October 1, 1999**. See pictures below for examples of an Ignition Interlock system.

Note: Ignition Interlock device means an alcohol concentration measuring device that prevents a motor vehicle from being started at any time without first determining, through a deep lung sample, the operators breath alcohol level. Michigan Vehicle Code, Sec. 257.625L (6)

Injury



Note: Any injured person(s) involved in the crash must be recorded in the Unit/Passenger section.

INJURY SEVERITY CLASSIFICATION

K **FATAL INJURY** is any injury that results in death due to a motor vehicle traffic crash. Also be sure to select Fatal under Special Checks.

A **INCAPACITATING INJURY** is any injury, other than fatal, that prevents the injured person from walking, driving, or normally continuing the activities which he or she was capable of performing prior to the motor vehicle traffic crash.

Includes: Severe lacerations, broken or distorted limbs, skull fracture, crushed chest, internal injuries, unconscious when taken from the crash scene, unable to leave crash scene without assistance.

Injury – Cont.

Excludes: Momentary unconsciousness.

General: Determinations are made at the time the injured person leaves the crash scene. It is not necessary to consult with doctors or hospitals unless information is not otherwise available. Apparent condition immediately after the crash does not govern classification because the person may recover from hysteria quickly or may begin to feel the effects of internal or other injuries between the time of the crash and time of leaving the scene.

a. Medical treatment at the crash scene or later makes no difference. What the person does at the scene is important.

b. Hospitalization normally will be required for incapacitating injuries.

c. Duration of the disability after injury makes no difference. Incapacitation is important.

d. Developments after leaving the scene make no difference except in case of death.

B **NON-INCAPACITATING EVIDENT INJURY** is any injury that is evident at the scene of the crash, other than fatal and incapacitating injuries.

Includes: Lump on head, abrasion, and minor lacerations.

Excludes: Limping (the injury cannot be seen).

C **POSSIBLE INJURY** is any injury reported or claimed which is not a fatal, incapacitating, or non-incapacitating evident injury.

Includes: Momentary unconsciousness. Claim of injuries not evident. Limping, complaint of pain, nausea, hysteria.

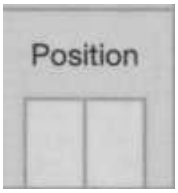
General: Possible injuries are those which are claimed or reported, or indicated by behavior, but not by wounds.

O **NO INJURY** is a situation where there is no reason to believe that the person received any bodily harm from the motor vehicle traffic crash.

Note: Uninjured passengers are not required to be listed in the injury section with the exception of a fatality occurring within the crash at which point all involved parties must be listed.

Note: Please list all passengers whether injured or uninjured. An exception to this rule is bus passengers, only injured need to be listed.

Position

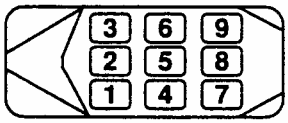


The driver position is usually "01," which is the left-side front seat.

If this unit is a Bicyclist, Pedestrian or Engineer, enter the corresponding code **B**, **P** or **E** in the Position field.

A parked car without a driver/occupant does not have a position code.

For all vehicles with in-line seating, such as motorcycles and snowmobiles, the driver is also in position "01."

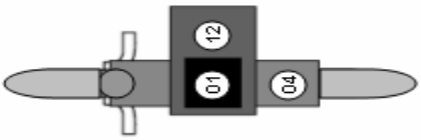


01	Driver	**07**	3rd Row-Left	**12**	Other Unenclosed passenger or cargo area
02	Front-Middle	**08**	3rd Row-Middle		
03	Front-Right	**09**	3rd Row-Right	**13**	Riding in/on training unit
04	2nd Row-Left	**10**	Sleeper Section	**14**	Riding on vehicle exterior
05	2nd Row-Middle	**11**	Other Enclosed Passenger area or cargo area (sidecar)	**15**	Unknown
06	2nd Row-Right				

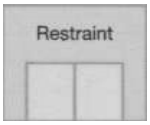
B	Bicycle	**P**	Pedestrian	**E**	Engineer (train)

Motorcycles/In-line Seating

01	Motorcycle Driver
04	Motorcycle Passenger-One
07	Motorcycle Passenger-Two
12	Other Unenclosed passenger or cargo area (sidecar)



Restraint



List the **type of restraint** used by the driver, or if appropriate, whether a **helmet** was worn. Helmet restraint use is not based off the requirement to wear a helmet, but whether or not one was worn. Refrain from using 09-Restraint use unknown, unless you truly do not know if a restraint was used (i.e., vehicle burned so badly it cannot be determined).

Restraint – Cont.

	Restraint		Helmet
01	No belts available	10	Helmet worn
02	Shoulder belt only used	11	Helmet not worn
03	Lap belt only	12	Helmet use unknown
04	Shoulder and lap belt used		
05	No belts used		
06	Child restraint used		
07	Child restraint not used, not available or improper		
08	Restraint failure		
09	Restraint use unknown		
06	Child restraint used		

If unit type is B (Bicyclist), restraint must be 10 (helmet worn), 11 (helmet not worn) or 12 (helmet use unknown).

If vehicle type is CY (motorcycle), MO (moped), SM (snowmobile) or OR (off-road vehicle) restraint must be 10, 11 or 12.

Total Occupants

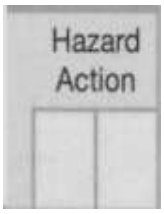
List the total occupants of the vehicle.

If the number of occupants is unknown, leave blank.

If unit is a pedestrian, mark 00.
If unit is a bicyclist, mark 01.

Each person on a bike is considered a separate unit. (e.g., child riding on pegs in back)

Hazardous Action



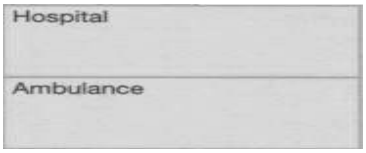
Hazardous action coding reflects whether, in the investigating officer's opinion, a person is "at fault" in any way; i.e., did the person's action(s) contribute to the crash? A coded entry shall be made regardless of whether a citation was issued or a physical arrest was made.

Hazardous Action – Cont.

Choose the most significant hazardous action that applies. If no hazardous action, use code 00-None.

00	None	09	Improper turn
01	Speed too fast	10	Improper/no signal
02	Speed too slow	11	Improper backing
03	Failed to yield	12	Unable to stop in assured clear distance
04	Disregard traffic control		
05	Drove wrong way	13	Other
06	Drove left of center	14	Unknown
07	Improper passing	15	Reckless driving
08	Improper lane use	16	Careless/negligent driving

Ambulance/Hospital



Enter the hospital code of the hospital where the individual was taken for treatment, see Appendix A. Other valid entries are listed below:

Code	Hospital Name
HOSPT	Generic Hospital Code
MORGUE	Morgue (Generic for any area)
NONE	None
OUTSTE	Out of State Hospital (Generic for any Out of State Hospital)
REFUSD	Refused Medical Treatment

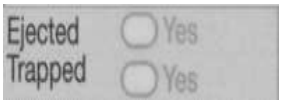
Enter the ambulance code of the ambulance company that was notified, see Appendix B. Other valid entries are listed below:

Code	Ambulance Name
AIRLFT	Airlift Flight Service (Generic for any area)
AMB	Generic Ambulance Service
NONE	None
OUTSTE	Out of State Ambulance (Generic for any Out of State Ambulance)
REFUSD	Refused Medical Attention

See Appendix A & B for a list of hospital and ambulance codes. If the name is not found in the appendix, enter the name of the hospital or ambulance in the appropriate box and contact CJIC staff to have the code added to the appendices.

If the Ambulance/Hospital code is not listed or is unknown, choose the generic code. The valid entries listed above for Ambulance & Hospital should appear as an option within your program.

Ejected/Trapped

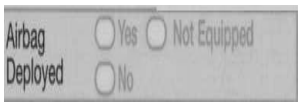


If the driver was ejected or partially ejected from the vehicle, indicate Yes.

If the driver was trapped as a result of the crash and mechanical means were needed to extricate the driver, indicate Yes.

It may be appropriate to mark ejected and trapped, e.g., a driver whose body is found hanging outside the driver door but whose feet are pinned in to the point where mechanical means must be used to free them.

Airbag Deployed



For vehicles with airbags installed, list Yes or No based on the visual observation of each occupant at the scene. For older model vehicles without airbags installed fill in the Not Equipped bubble.

Note: For positions 2, 5 or 8, select not equipped.

Citation Issued

If a citation was issued, indicate whether the offense was Hazardous, Other or both. In the space provided record the offense code(s) using the Violation Code number and write in the actual violation.

Vehicle Registration

Enter the vehicle registration number and the two-letter abbreviation for the State where the vehicle is registered. If the registration is improper or none is displayed at the time of the crash, locate the actual registered license plate information and enter this on the UD-10. Record the improper plate or that no plate is displayed in the remarks section.

United States – State abbreviation, (i.e., MI) – see State Abbreviations
Canada – Province abbreviation, (i.e., ON) – see Canadian Territories
U. S. Government or International, enter XX

Vehicle Registration – Cont.

For vehicles with trailers enter only the registration of the vehicle towing the trailer. **Do not** enter the registration for the trailer in this space. Trailer registration data may be entered in the Crash Diagram and Remarks Section.

Vehicle Identification Number (VIN)

Enter the VIN from the vehicle identification plate on the driver's side dashboard, driver's door or adjacent doorpost. Do not rely on the registration certificate for this information.

In rare occasions, for VIN numbers that consist of 18 digits, drop the first digit and enter the remaining 17 digits.

Insurance

Enter the insurance company name and policy number.

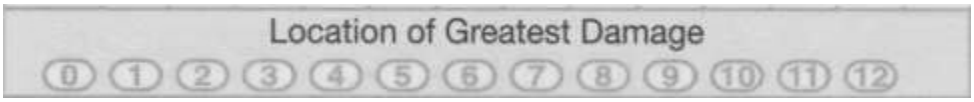
Towed To/By

If the vehicle is towed, include the name of the wrecker service. If driven away or removed by owner or driver, enter this information (such as, Driven/Driver, Towed/Owner, etc.).

Vehicle Description

Describe the vehicle's year, make and color (i.e., Chevrolet, Malibu, Silver, 2004).

Location of Greatest Damage



Select the **location of the most severe damage** to the power unit. If more than one area sustains equal damage, choose number 10 - Multiple.

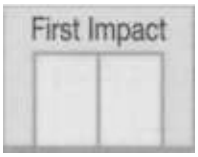
0	Rollover	7	Side, Left
1	Front, Center	8	Front, Left
2	Front, Right	9	Undercarriage
3	Side, Right	10	Multiple
4	Rear, Right	11	Other/Unknown
5	Rear, Center	12	None
6	Rear, Left		

Example: Vehicle 2 is rear-ended by Vehicle 1, pushing 2 into the back of Vehicle 3. If the damage to the front and rear of Vehicle 2 is equal or near equal, select 10 for multiple damage.

Example: A car leaves a roadway, enters a ditch, and strikes the far slope and overturns. The right front corner has minor damage from contacting the far slope, but the entire roof is crushed in the rollover. Select 0 to record the roof damage as the area of greatest damage.

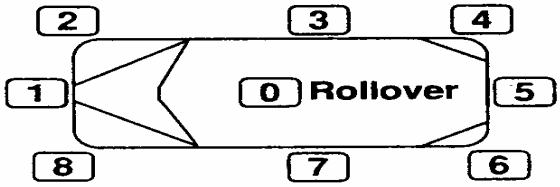
Note: In combination vehicles, if a towed or trailering unit is the only item damaged, then the location of greatest damage is “12” (none).

First Impact



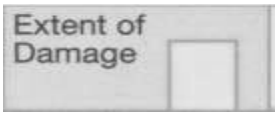
Indicate the **location of the first** point of impact, using the same coding choices used in the Location of Greatest Damage.

0	Rollover	7	Side, Left
1	Front, Center	8	Front, Left
2	Front, Right	9	Undercarriage
3	Side, Right	10	Multiple
4	Rear, Right	11	Other/Unknown
5	Rear, Center	12	None
6	Rear, Left		

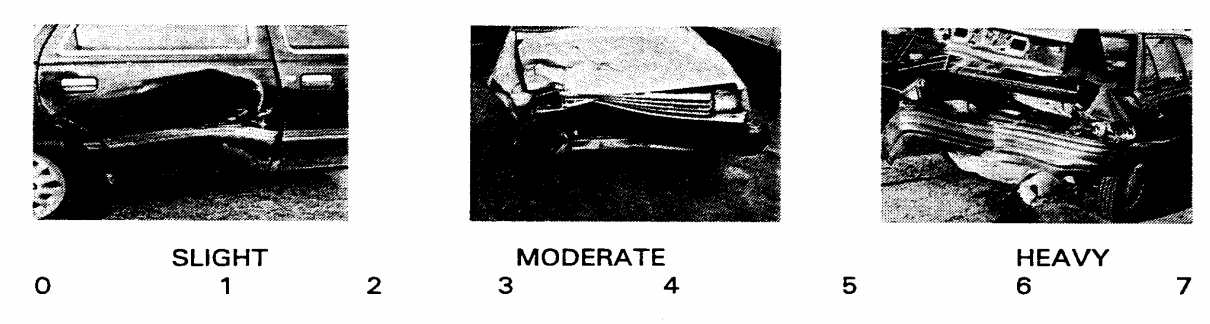


Note: In combination vehicles, if a towed or trailering unit is the only item damaged, then the location of greatest damage is “12” (none).

Extent of Vehicle Damage



The purpose of this section is to describe the degree of damage to a vehicle in a crash. Mark the number that indicates the severity on a scale from 0 to 7, with 0 used to indicate no damage and 7 used to indicate a vehicle that is damaged to the point where it clearly cannot be repaired.

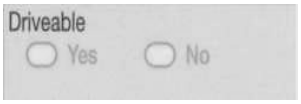


The State of Michigan does not require an estimate of the monetary value of damage. If an estimate is given, that information may be entered in the Crash Diagram and Remarks Section.

The extent of vehicle damage coding can be subjective. Attempt to indicate how much functional damage the vehicle sustained in this crash. Disregard any vehicle damage sustained from a previous crash.

Note: In combination vehicles, if a towed or trailering unit is the only item damaged, then the extent of damage must be zero.

Driveable

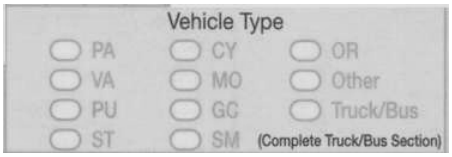


Select Yes or No as to whether the vehicle is capable of being driven from the scene. If the vehicle is towed due to an incapacitated driver or other disabling mechanical problem **not** caused by the crash, select Yes.

Though damaged, if a vehicle could be driven from the scene without the need for special tools or parts, it would still be considered driveable. If simply changing a flat tire or prying a piece of damaged fender away from a tire so it can rotate would enable the vehicle to be driven away, then the vehicle shall be considered driveable.

Example: A driver is involved in a minor property damage crash. No damage prevents the car from being driven, but the driver states he is too shook up to drive. The vehicle is towed. Select Yes in this instance.

Vehicle Type



Use the following Department of State two letter code to identify the type of vehicle being reported.

VEHICLE TYPES

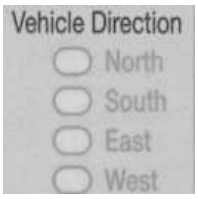
PA	Passenger car, SUV and station wagon
VA	Van, motor home
PU	Pickup truck
ST	Small truck (under 10,000 lbs.)
CY	Cycle
MO	Moped/Goped
GC	Go-cart
SM	Snowmobile
OR	Off road vehicle (ATV type)
Other	Non-registered farm equipment, combine, front end loader, motorized scooter, golf cart, or segway
Truck/Bus	Complete the Truck/Bus Section

If it is determined the vehicle is a truck or bus, select Truck/Bus and complete the Truck/Bus section.

NOTE: For a vehicle not listed in this section, such as a snow plow, farm tractor or a road grader, list the vehicle as Other.

If this is a commercial vehicle, Truck/Bus must be selected and commercial vehicle must be completed.

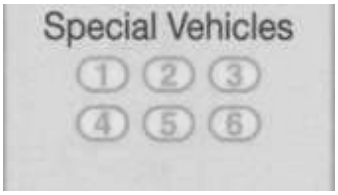
Vehicle Direction



Select the direction the unit was traveling **prior to** the crash, loss of control or turning movement. (i.e., N for north, N and E for northeast).

Example: Unit 1 is traveling northbound and turns left in front of, and is struck by, Unit 2 which is traveling southbound. This should be coded as a Head On-Left Turn crash showing the direction of Unit 1 as North and the direction of Unit 2 as South.

Special Vehicles



Indicate whether the vehicle involved in the crash was one of the special vehicle types listed below. If this vehicle is not one of these types, leave blank. **Fill in only one bubble**.

1	Police vehicle	4	Ambulance
2	Fire vehicle	5	Farm equipment (non-registered)
3	Bus (commercial, private, school)	6	Road Construction/Road Maintenance

Police Vehicle: Select **1 – Police Vehicle** if the vehicle is owned by a governmental law enforcement agency. Select **1 – Police Vehicle** in all cases whether the vehicle is being used routinely (e.g., patrol), in pursuit of a fleeing vehicle, or responding to an emergency call.

Fire Vehicle: Select **2 – Fire Vehicle** only when the vehicle is owned by a fire department (including volunteer fire department).

Example: A volunteer fire fighter was involved in a crash while responding to a fire call. He/she was using his/her personal vehicle, including emergency lights and siren. Leave the Special Vehicle section blank. The vehicle is not considered a fire vehicle since it is not a fire department-owned vehicle.

Example: A city or township owned fire truck was involved in a traffic crash. Select 2 – Fire Vehicle.

Bus: Select **3 – Bus** if the vehicle is a commercial, private, or church bus. See Section 9 for definitions of bus and school bus.

Example: An old commercial bus converted to a motor home was involved in a traffic crash. Leave 3 blank in this instance because the vehicle no longer meets the definition of a bus, it is a motor home.

Ambulance: Select **4 – Ambulance** whenever the vehicle is a privately or publicly owned ambulance.

Farm Equipment: Select **5 – Farm Equipment** if the vehicle is an implement of husbandry that cannot be registered with the Michigan Department of State, (i.e., farm tractors and combines). Farm owned pickup trucks and truck-tractor/semi-trailer combination vehicles can be registered, therefore, are not farm equipment.

Road Construction/Road Maintenance: Select **6 – Road Construction/Road Maintenance** when the vehicle involved in the crash is a type of construction equipment or road maintenance equipment (i.e., such as a snow plow) that would fit the definition of Special Mobile Equipment as defined by Section 257.62 of the Motor Vehicle Code.

Private Trailer Type

Only personal utility trailers would be listed in this section. It is the design of the trailer rather than its use that is being sought here. For example, if a commercial truck-tractor with a flatbed semi-trailer is being used in farm operations, it will not be listed in this section. It will be listed in the Truck/Bus section. If the trailer is designed specifically for farm use, such as a hay wagon, then it will be listed in this section. If two trailers listed below make up a recreational double, list only the recreational double.

1	Utility	5	Towed Auto
2	Travel Trailer	6	Recreational Double
3	Boat Trailer	7	Other
4	Farm Equipment		

Example: A pickup truck involved in a crash was pulling a fifth-wheel travel trailer and a boat trailer. This combination would be a recreational double, thus **6 – Recreational Double** shall be used.

Example: A car towing another car is involved in a crash. The towed car is struck from the rear. Select **5 – Towed Auto**.

Example: A pickup truck pulling a farm-type flatbed trailer is involved in a crash. Select **4 – Farm equipment** in this instance. If the farmer loaned the trailer for use in a parade, it would still be a 4 because the **design of the trailer is the key factor, not the use** at the time of the crash. A utility trailer used for commercial use and causes the GCWR of the power unit and trailer to surpass the 10,001 weight limit, the unit and trailer will need to be coded as truck/bus.

Vehicle Defect

If the investigating officer finds a vehicle defect that may have contributed to the crash, select the appropriate choice to note the most significant defect. Other defects may be noted in the Crash Diagram and Remarks. If no defect is detected then no selection is required.

Note: Select only one of the following:

1 Brakes
2 Lights/reflectors
3 Steering
4 Tires/wheels
5 Windows
6 Other

Vehicle Use

Select the option that best identifies the Vehicle Use (operation) at the time of the crash.

1 Private
2 Commercial (business)
3 In Pursuit/On Emergency (police, fire, including volunteer firemen in personal vehicle, ambulance during an emergency run)
4 Farm
5 School/Education
6 Club/Church (any vehicle displaying a Y registration plate being used for that function)
7 Military
8 Other Government (government owned, federal, state or local, police and fire vehicles when not in pursuit/on emergency)
9 Utility (gas, electric, cable television company, etc.)
10 Road Construction/Road Maintenance
11 Other

Example: A driver is using a personal vehicle to deliver items (e.g., pizza, mail, newspapers, etc.) and is involved in a crash. Select **2 – Commercial (Business)** because the driver was engaged in a commercial/business function at the time.

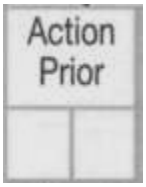
Example: A commercial truck is involved in a crash, select **2 – Commercial (Business)**. If it is learned that the truck was borrowed or rented for purposes of moving personal goods, the correct use code would be **1-Private**.

Example: A volunteer fireman driving his personal vehicle (with lights and siren on) to a fire will be listed as **3 – In Pursuit/On Emergency**. This vehicle would not be listed as **8 – Other Government Use**.

Example: A patrol car involved in a crash while pursuing another vehicle would be a **3 – In/ Pursuit/On Emergency**. A crash while in a non-pursuit or non-emergency response mode would be an **8 – Other Government Use**.

Note: This crash will appear on the UNEDITED version (LEIN 47:42 inquiry) of the police officer's driving record. The EDITED version (LEIN 47:36 inquiry) is sent to the insurance companies. Michigan law prohibits the release of such information to non-government agencies. This law applies only to vehicles OWNED by a government agency. So, for example, a volunteer firefighter driving their own vehicle does not qualify for this provision.

Action Prior



Action Prior records what occurred immediately prior to the crash.

Choose the **ONE** option that best describes the action of this unit just prior to the first harmful event.

Driver Action

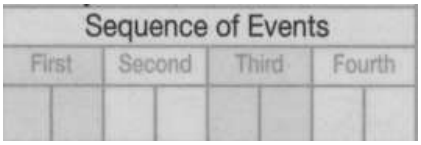
01	Going straight ahead	14	Entering roadway
02	Turning left	15	Leaving roadway
03	Turning right	16	Making U-turn
04	Stopped on roadway	17	Overtaking or passing
05	Involved in prior crash at same location	18	Avoiding object
		19	Avoiding pedestrian
06	Changing lanes	20	Avoiding vehicle (front/back)
07	Backing	21	Avoiding vehicle (angle)
08	Slowing/stopping on roadway	22	Driverless moving
09	Slowing/stopping other area	23	Parked
10	Starting up on roadway	35	Other
11	Starting up other area	36	Unknown
12	Entering parking	37	Avoiding animal
13	Leaving parking		

Pedestrian Action

24	Crossing at intersection	31	Other working in roadway
25	Crossing not at intersection	32	Playing in roadway
26	Getting on/off vehicle	33	In roadway other reason
27	In roadway with traffic	34	Not in roadway
28	In roadway against traffic	35	Other
29	Standing/lying in roadway	36	Unknown
30	Pushing/working on vehicle		

Example: If Unit 1 was engaged in making a left turn just prior to impact occurring, thus option **02 – Turning Left** is selected. Unit 2 was being driven straight ahead at impact, therefore, option **01 – Going Straight Ahead** is selected.

Sequence of Events



Sequence of Events records step-by-step what happened during the crash. Up to four Sequence of Events may be recorded. The codes in Action Prior and Sequence of Events should reveal, from left to right the events immediately prior to and during the crash. Complete a separate Action Prior and Sequence of Events box for each unit (Motor Vehicle, Bicyclist, Pedestrian, and Engineer). **You can select up to four events, however mark only one digit per box**.

If more than four occurred, only record those that were most significant in the officer's opinion based on: any/all injuries first, any/all property damage second, then actions leading up to, during or after those events. The sequence of events must still be in order of which they occurred. Events listing:

Non-Collision

01 Loss of control
02 Cross centerline/median
03 Ran off road-left
04 Ran off road-right
05 Re-enter roadway
06 Overturn
07 Separation of units
08 Fire/explosion
09 Immersion
10 Jackknife
11 Downhill runaway
12 Cargo loss/shift
13 Individual fell from vehicle
14 Other non-collision

Note: 07 – Separation of Unit refers to a power unit and trailer/towed vehicle separating (not when two (2) vehicles collide and separate from each other). 13 – Individual fell from vehicle is not when someone is ejected from the vehicle.

Collision With *Non-Fixed* Objects

15 Pedestrian
16 Pedalcycle
17 Motor vehicle in transport*
18 Parked motor vehicle**
19 Railroad train/engineer
20 Animal
21 Other non-fixed object

Sequence of Events – Cont.

Collision With *Fixed* Objects

22 Bridge/pier/abutment	34 Curb
23 Bridge parapet end	35 Ditch
24 Bridge rail	36 Embankment
25 Guardrail face	37 Fence
26 Guardrail end	38 Mailbox
27 Median barrier	39 Tree
28 Highway traffic sign post	40 Rail crossing signal
29 Highway signal post	41 Building
30 Luminary/light support	42 Traffic island
31 Utility pole	43 Fire hydrant
32 Other pole	44 Impact attenuator (crash cushion)
33 Culvert	45 Other fixed object

*In transport means a motor vehicle in motion, or on a roadway illegally parked.
**Motor vehicle parked legally.

Most Harmful

Most Harmful records which event, in the officer's opinion, was most harmful to a human being. If no injury, select the event that caused the most property damage.

Example: A driver tried to avoid an object in the road, Action Prior would be **18 – Avoiding Object**.

The car hit the curb, rolled over and then caught fire. The Sequence of Events would be completed as follows:

First **34 – Curb**
Second **06 – Overturn**
Third **08 – Fire/explosion**

The third event was the most harmful to a human being so **08 – Fire/explosion** would be selected for this event.

Note: There are several sequence of events that cannot be listed as most harmful because they did not cause an injury or damage. An example would be **01 – Loss of control**.

UD-10 Traffic Crash Report
Instruction Manual

SECTION 4

Involved Party Elements

Michigan Department of State Police
Criminal Justice Information Center
Traffic Crash Reporting Section

May 2010

Involved Parties

Passenger

If more passenger space is needed for injured/uninjured passengers, they must be placed in a passenger section on a second UD-10 form. For example, if a **single** unit crash involves more than two (2) injured or uninjured passengers, list the additional passengers on the back side of the form. Remember to select the Unit Number as 1.

The number of injured/uninjured passengers is unlimited.

Name
Enter first name, middle name or initial and last name.

Address
Enter the complete address, city, state, and zip code of the passenger. If the zip code is the extended nine-digit code, enter all nine digits.

Phone Number
Enter the phone number, including area code, where the passenger is most likely to be contacted.

Date of Birth
Enter the passenger's date of birth. There must be a total of eight digits.

Sex
Indicate passengers sex, M or F.

Injury

Note: Any injured person(s) involved in the crash must be recorded in the Unit/Passenger section.

INJURY SEVERITY CLASSIFICATION

K **FATAL INJURY** is any injury that results in death due to a motor vehicle traffic crash. Also be sure to select Fatal under Special Checks.

A **INCAPACITATING INJURY** is any injury, other than fatal, that prevents the injured person from walking, driving, or normally continuing the activities which he or she was capable of performing prior to the motor vehicle traffic crash.

Includes: Severe lacerations, broken or distorted limbs, skull fracture, crushed chest, internal injuries, unconscious when taken from the crash scene, unable to leave crash scene without assistance.

Injury – Cont.

Excludes: Momentary unconsciousness.

General: Determinations are made at the time the injured person leaves the crash scene. It is not necessary to consult with doctors or hospitals unless information is not otherwise available. Apparent condition immediately after the crash does not govern classification because the person may recover from hysteria quickly or may begin to feel the effects of internal or other injuries between the time of the crash and time of leaving the scene.

a. Medical treatment at the crash scene or later makes no difference. What the person does at the scene is important.

b. Hospitalization normally will be required for incapacitating injuries.

c. Duration of the disability after injury makes no difference. Incapacitation is important.

d. Developments after leaving the scene make no difference except in case of death.

B **NON-INCAPACITATING EVIDENT INJURY** is any injury that is evident at the scene of the crash, other than fatal and incapacitating injuries.

Includes: Lump on head, abrasion, and minor lacerations.

Excludes: Limping (the injury cannot be seen).

Example: Pedestrian is unconscious on the ground after a crash; his clothes are torn and blood oozes from abrasions. When the ambulance arrives he is conscious, able to give information, and walks around. He goes to the hospital in the ambulance, but is able to sit up in it; there is no evidence that he is incapacitated.

C **POSSIBLE INJURY** is any injury reported or claimed which is not a fatal, incapacitating, or non-incapacitating evident injury.

Includes: Momentary unconsciousness. Claim of injuries not evident. Limping, complaint of pain, nausea, hysteria.

General: Possible injuries are those which are claimed or reported, or indicated by behavior, but not by wounds.

Example: Occupant complains of pain but shows no signs of bleeding or other wound; leaves the scene in a taxi to keep an appointment; he dies; this is possible injury when classified at the time of leaving the scene, but should be changed to K upon notice of death.

O **NO INJURY** is a situation where there is no reason to believe that the person received any bodily harm from the motor vehicle traffic crash.

Note: Uninjured passengers are not required to be listed in the injury section with the exception of a fatality occurring within the crash at which point all involved parties must be listed.

Note: Please list all passengers whether injured or uninjured. An exception to this rule is bus passengers, only injured need to be listed.

Airbag Deployed

Select the appropriate choice. For vehicles with airbags installed, list Yes or No based on the visual observation of each occupant at the scene. For older model vehicles without airbags installed fill in the Not Equipped bubble.

Note: For positions 2, 5 or 8, select not equipped.

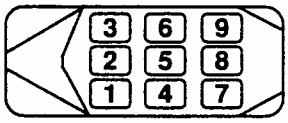
Position

The driver position is usually "01," which is the left-side front seat.

If this unit is a Bicyclist, Pedestrian or Engineer, enter the corresponding code **B**, **P** or **E** in the Position field.

A parked car without a driver/occupant does not have a position code.

For all vehicles with in-line seating, such as motorcycles and snowmobiles, the driver is also in position "01."

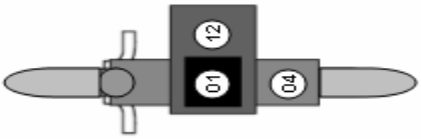


01	Driver	**07**	3rd Row-Left	**12**	Other Unenclosed passenger or cargo area
02	Front-Middle	**08**	3rd Row-Middle		
03	Front-Right	**09**	3rd Row-Right	**13**	Riding in/on training unit
04	2nd Row-Left	**10**	Sleeper Section	**14**	Riding on vehicle exterior
05	2nd Row-Middle	**11**	Other Enclosed Passenger area or cargo area (sidecar)	**15**	Unknown
06	2nd Row-Right				

B	Bicycle	**P**	Pedestrian	**E**	Engineer (train)

Motorcycles/In-line Seating

01 Motorcycle Driver
04 Motorcycle Passenger-One
07 Motorcycle Passenger-Two
12 Other Unenclosed passenger or cargo area (sidecar)



Restraint

List the **type of restraint** used, or if appropriate, whether a **helmet** was worn. Helmet restraint use is not based off the requirement to wear a helmet, but whether or not one was worn. Refrain from using 09-Restraint use unknown, unless you truly do not know if a restraint was used (i.e., vehicle burned so badly it cannot be determined).

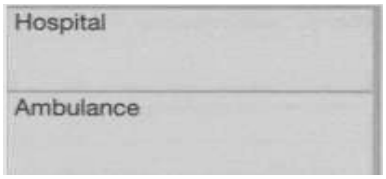
	Restraint
01	No belts available
02	Shoulder belt only used
03	Lap belt only
04	Shoulder and lap belt used
05	No belts used
06	Child restraint used
07	Child restraint not used, not available or improper
08	Restraint failure
09	Restraint use unknown
06	Child restraint used

	Helmet
10	Helmet worn
11	Helmet not worn
12	Helmet use unknown

If unit type is B (Bicyclist), restraint must be 10 (helmet worn), 11 (helmet not worn) or 12 (helmet use unknown).

If vehicle type is CY (motorcycle), MO (moped), SM (snowmobile) or OR (off-road vehicle) restraint must be 10, 11 or 12.

Ambulance/Hospital



Enter the hospital code of the hospital where the individual was taken for treatment, see Appendix A. Other valid entries are listed below:

Code	**Hospital Name**
HOSPT	Generic Hospital Code
MORGUE	Morgue (Generic for any area)
NONE	None
OUTSTE	Out of State Hospital (Generic for any Out of State Hospital)
REFUSD	Refused Medical Treatment

Ambulance/Hospital – Cont.

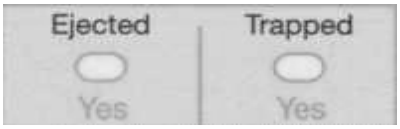
Enter the ambulance code of the ambulance company that was notified, see Appendix B. Other valid entries are listed below:

Code	Ambulance Name
AIRLFT	Airlift Flight Service (Generic for any area)
AMB	Generic Ambulance Service
NONE	None
OUTSTE	Out of State Ambulance (Generic for any Out of State Ambulance)
REFUSD	Refused Medical Attention

See Appendix A & B for a list of hospital and ambulance codes. If the name is not found in the appendix, then enter name of the hospital or ambulance in the appropriate box and contact CJIC staff to have the code added to the appendices.

If the Ambulance or Hospital code is not listed or is unknown, choose the generic code.

Ejected/Trapped



If the driver was ejected or partially ejected from the vehicle, indicate Yes.

If the driver was trapped as a result of the crash and mechanical means were needed to extricate the driver, indicate Yes.

It may be appropriate to mark ejected and trapped, e.g., a driver whose body is found hanging outside the driver door but whose feet are pinned in to the point where mechanical means must be used to free them.

Owner/Witness/Uninjured Passenger

The owner, witness or uninjured passenger information may be placed in this area. **Do not use this area for recording information on injured passengers.**

Indicate whether the information being entered is for an owner, witness of the crash or an uninjured passenger. Complete the name, address and phone number information for this person.

If this individual is an uninjured passenger, complete the Age, Position, and Restraint fields.

UD-10 Traffic Crash Report
Instruction Manual

SECTION 5

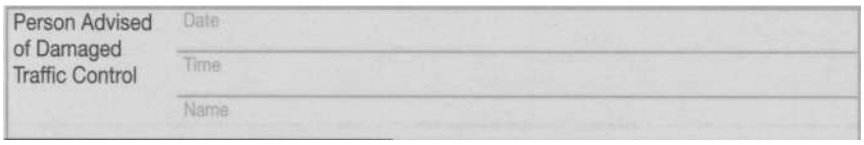
Damaged Property Elements

Michigan Department of State Police
Criminal Justice Information Center
Traffic Crash Reporting Section

May 2010

Damaged Property

Person Advised of Damaged Traffic Control

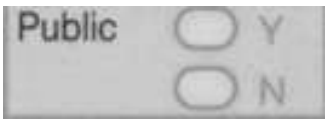


When there is damage to traffic control devices, telephone the proper road authority and report the damage. Any perceived engineering problems should also be reported to the proper road authority. Obtain the name of the person contacted and enter the date and time that person was notified and their name.

Damaged Property

When property is damaged, other than vehicles, identify the object including domestic animals and traffic control devices, etc.

Public Property Damage



Select Yes (Y) if the damaged property was publicly owned. Examples of publicly owned property:

- Impact Attenuator
- Bridge/Pier/Abutment
- Bridge Parapet End
- Bridge Rail
- Guardrail Face
- Guardrail End
- Median Barrier
- Highway Traffic Sign Post
- Luminaire/Light Support
- Utility Pole
- Culvert
- Fence
- Highway/Rail Signal

Deer or domestic animals are NOT considered Public Property.

Owner and Phone Number of Damaged Property

Enter the full name and complete phone number of the owner of the damaged property.

UD-10 Traffic Crash Report
Instruction Manual

SECTION 6

Truck/Bus Elements

Michigan Department of State Police
Criminal Justice Information Center
Traffic Crash Reporting Section

May 2010

Truck/Bus

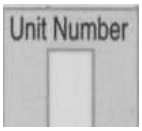
FOR ADDITIONAL INFORMATION IN FILLING OUT THE TRUCK PORTION, ASSISTANCE MAY BE AVAILABLE BY CONTACTING THE MSP, MOTOR CARRIER DIVISION, AT (517) 336-6195

Definition of Truck/Bus

1. A truck or truck/trailer having a Gross Vehicle Weight Rating (GVWR) or Gross Combined Weight Rating (GCWR) of more than 10,000 pounds.
2. Any vehicle that displays a hazardous material placard, including automobiles and vans.
3. Any bus or school bus designed or used to transport 9 or more passengers including the driver. (Note: this includes limousines or courtesy vans)

Note: If an individual rents a moving truck that is above 10,001 GVWR or GCWR from a commercial company, the unit information will be added in the truck bus portion of the UD-10. The carrier name field should be written as "Individual" (Do not write his/her name). Areas to leave blank are the address, interstate/intrastate and USDOT/ICCMC/MPSC. Complete all vehicle identifiers such as Type & Axles, Cargo Body Types, GVWR/GCWR, license information and Hazardous Materials.

Truck Unit Number



Select the unit number that corresponds to the truck or bus assigned in the Unit Number.

A truck or bus may be reported in any unit area on the UD-10(E). If the crash involves more than one truck or bus, they must have different unit numbers. However, **only one truck or bus may be reported per paper UD-10 form**.

You may enter unlimited truck/bus units.

Carrier Name

List one of the following in the Carrier Name:

1. The carrier is the person, agency, or corporation that controls the movement of the vehicle for transport of the load. The carrier's name shall be obtained from one of the following in this order of preference:

Note: The carrier name can be different than the actual owner of the truck.

Carrier Name – Cont.

a. Shipping papers and bills of lading

Diamond Vogel Paint

Delivery Address:
McCoy & Hatfield Paints
123 Fighting Lane
Mason-Dixon, VA 23231

Billing Address:

HM	No. of Units	Shipping Description	Total Quantity
X	1 box	Aluminum powder, coated,	5 kg
		4.1, UN1309, PGIII	

This is to certify that the above-named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the Department of Transportation.

Signed Andrew Landers

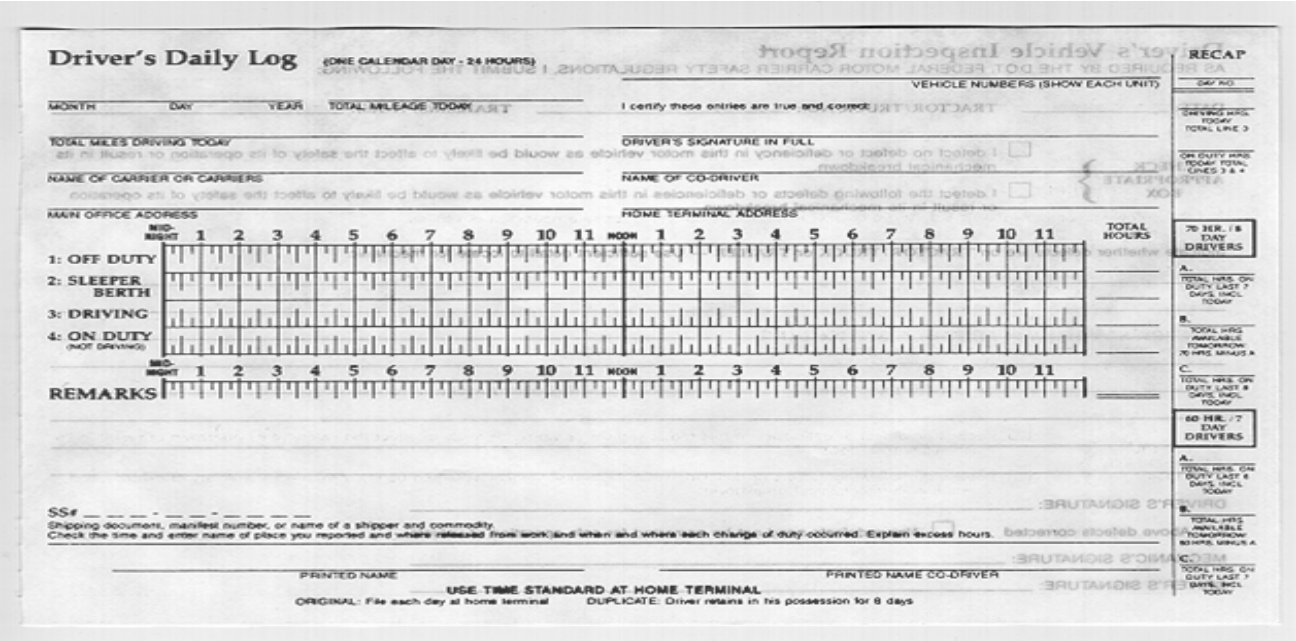
Date 5/25/2005

SAFETY BEGINS WITH YOU!

b. Side of the power unit (permanently or temporarily displayed)

Carrier Name – Cont.

c. Drivers daily log



d. From the driver

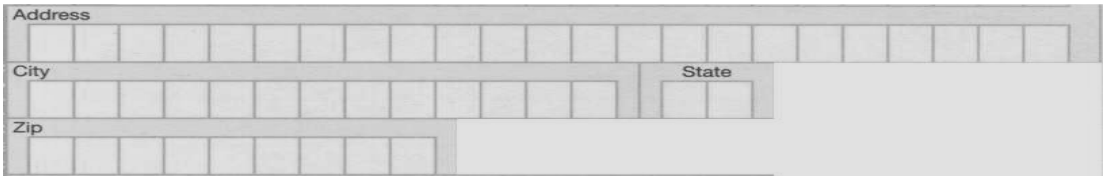
Note: Use the vehicle registration for information as a last resort.

2. For government owned and operated vehicles, either federal, state or local agencies, list the government entity as displayed on the vehicle, i.e., Grand Ledge Public Schools, Road Commission for Oakland County, U.S. Army, etc. If an address is given on the vehicle or the registration, list it in the address section.

3. For privately owned non-commercial vehicles, such as a six-wheel pickup or small truck, list the owner as it is displayed on the vehicle registration.

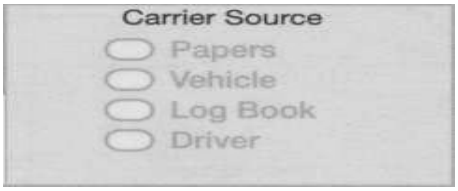
Note: It is very important that the carrier name be listed exactly as it appears on the documents used to identify that carrier. Do not abbreviate the name in any way except for the abbreviations that appear on the documents.

Carrier Address



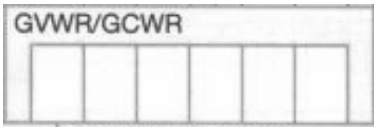
Enter the address of the carrier, company, agency or individual listed in Carrier Name section. Be sure to enter the zip code. List all nine-digit extended zip codes when they are available.

Carrier Source



Identifying the proper carrier is extremely important. The carrier identifies the company or entity responsible for the movement of the load. Select the source used to obtain the carrier name. The four sources are discussed in Carrier Name.

Gross Vehicle Weight Rating (GVWR)/Gross Combination Weight Rating (GCWR)

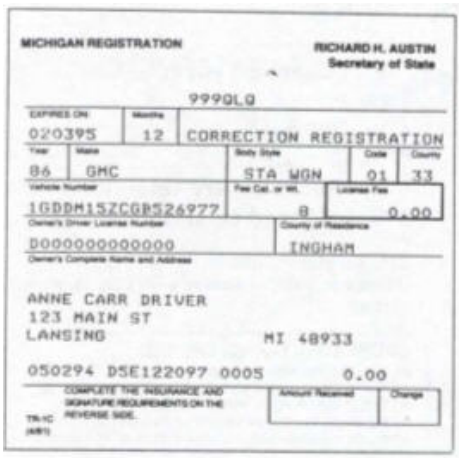


Enter the GVWR (Gross Vehicle Weight Rating) or GCWR (Gross Combination Weight Rating) for the vehicle. This information can normally be found on the power unit inside the drivers side door frame or within the cab. For a trailer, the information will normally be found half way down the driver side of the trailer. Both are normally a metal plate, but it can also be stamped into the metal or on a sticker.

To determine if the unit is included in the truck/bus section, determine if the GCWR is over 10,000 lbs. and for hire (commercial purposes). Once that is determined, if the power unit's GVWR is less than 26,001 lbs., you must add the GVWR weight of the power unit to the GVWR of all the trailers to determine the GCWR. If the trailer is not displaying a GVWR plate, there are three options to determine its GVW (gross vehicle weight).

1) Check all paperwork for indications of the GVWR
2) The trailer and its load can be weighed by scales.
3) The method least preferred is to utilize the registration weight from Michigan Department of State (SOS). If no weight is listed on the registration, leave the area blank.

If the GVWR plate or sticker cannot be found on the power unit, enter the weight listed on the registration (see figures #11 and #13 below). If no weight appears on the registration, leave this box blank.


MICHIGAN REGISTRATION

RICHARD H. AUSTIN
Secretary of State

999QLQ

020395 | 12 | CORRECTION REGISTRATION

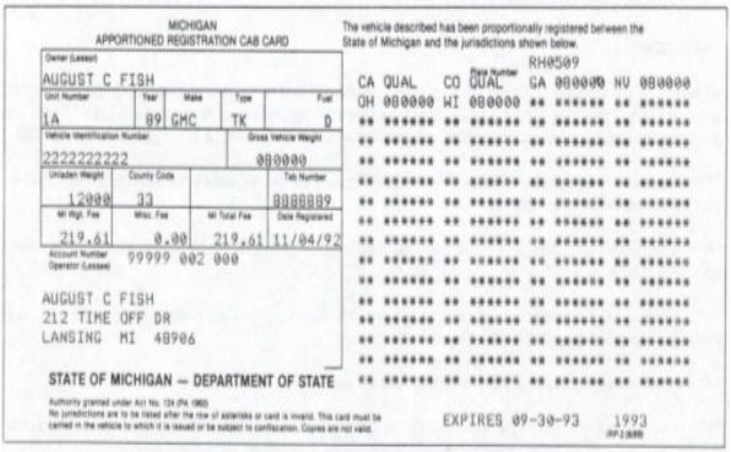
96 | GMC | STA WGN | 01 | 33

1GDDM15ZCGB526977 | 8 | 0.00

0000000000000 | INGHAM

ANNE CARR DRIVER
123 MAIN ST
LANSING MI 48933

050294 DSE122097 0005 0.00


MICHIGAN
APPORTIONED REGISTRATION CAB CARD

The vehicle described has been proportionally registered between the State of Michigan and the jurisdictions shown below.

AUGUST C FISH

Fleet Number RH0509

Unit Number	Year	Make	Type	Fuel
1A	89	GMC	TK	D

Vehicle Identification Number: 2222222222 | Gross Vehicle Weight: 080000

Unladen Weight	County Code		Tab Number
12000	33		0000089

MI Reg. Fee	Misc. Fee	MI Total Fee	Date Registered
219.61	0.00	219.61	11/04/92

Account Number / Operator (Lessee): 99999 002 000

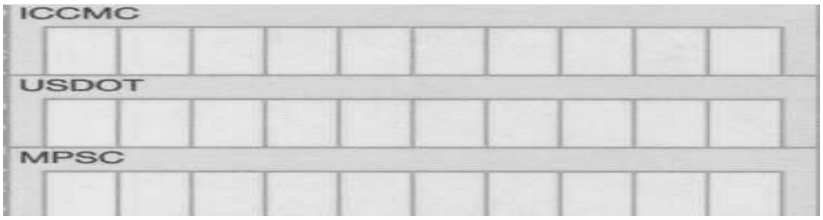
AUGUST C FISH
212 TIME OFF DR
LANSING MI 48906

CA QUAL CO QUAL GA 080000 HV 080000
OH 080000 WI 080000 ** ****** ** ******

STATE OF MICHIGAN — DEPARTMENT OF STATE

EXPIRES 09-30-93 1993

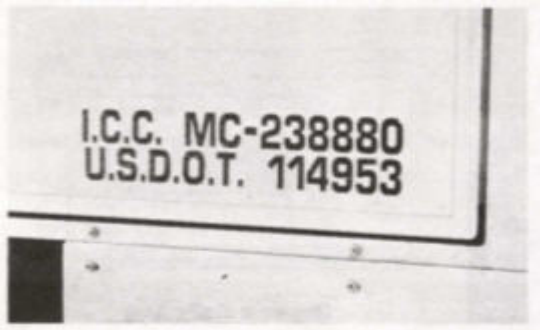
ICCMC/USDOT/MPSC



There are three types of carrier numbers that may be found on trucks and buses. Carrier licensing numbers are found on the power unit. As of January 1, 2008, all commercial carriers over 10,001 GVWR, whether intrastate or interstate will be required to obtain a USDOT Number. They will be required to display the number on the vehicle after January 1, 2009.

1. Interstate Commerce Commission Motor Carrier (ICCMC)

2. United States Department of Transportation (USDOT)



3. Michigan Public Service Commission (MPSC)

These carrier numbers shall be listed on the UD-10(E) if available.

Driver's CDL Type

For commercial drivers, mark all code letters as displayed in the "C.D.L. Type" box on the driver license. **Multiple selections may be made**.

Group		Endorsements
"A" "B" "C"	with	"H" "N" "P" "T" "X"

The following is a list of required license endorsements and types for the specific vehicle driven. This list is a helpful tool for traffic enforcement. Continue to document what the driver is issued on the UD-10(E). Available Type/Endorsement combinations are:

Group A vehicle	A
Group A vehicle, Hazardous	AH
Group A vehicle, Tank	AN
Group A vehicle, Passenger	AP
Group A vehicle, Double/Triple	AT
Group A vehicle, Tank & Hazardous	AX
Group A vehicle, Tank & Double/Triple	ANT
Group A vehicle, Hazardous, Double/Triple	AHT
Group A vehicle, Hazardous Tank, Double/Triple	ATX
Group A vehicle, School Bus	APS
Group B vehicle	B
Group B vehicle, Hazardous	BH
Group B vehicle, Tank	BN
Group B vehicle, Passenger	BP
Group B vehicle, Tank & Hazardous	BX
Group B vehicle, School Bus	BPS
Group C vehicle, Hazardous	CH
Group C vehicle, Passenger	CP
Group C vehicle, Tank & Hazardous	CX
Group C vehicle, School Bus	CPS

Note: For further information regarding CDL requirements for commercial vehicle operation, see Vehicle Type.

Interstate/Intrastate

If the power unit shows an Interstate Commerce Commission Motor Carrier (ICCMC), select Interstate.

For all privately used (non-commercial/rental trucks), federal, state and local government owned vehicles, select Intrastate (Michigan only).

To determine the transportation status of a carrier there are three resources to utilize:

1) Ask the driver
2) If a ICCMC is present, select interstate.
3) Check the safer website, http://safer.fmcsa.dot.gov/companysnapshot.aspx

CDL Restrictions

These restrictions are only for Michigan licensed drivers. A sticker with all restrictions is placed on the back of the driver's license and applicable restrictions are circled in red. Select all those CDL restrictions in the "C.D.L. Restrictions" box that are circled in red on the back of the driver's license.

28 CDL Not Valid for Vehicle with Air Brakes
29 CDL P Endorsement Valid in Group B or C Vehicle Only
30 CDL P Endorsement Valid in Group C Vehicle Only

CDL Exempt

If the driver is operating a commercial vehicle that requires a CDL but has no CDL, it **must** be determined if that driver is exempt from the CDL. That determination is made by the investigating officer and is based on the operation being performed. Exemptions are not listed on the driver license.

Exemptions:

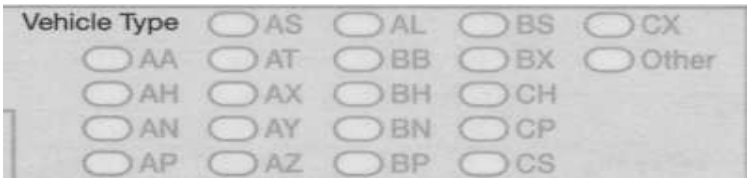
1. **Farm**, if the driver is farm exempt.

The **Other** three exemptions to the CDL requirements are:

2. Qualified military drivers in military vehicles.
3. Qualified firefighters operating authorized emergency vehicles.
4. Persons operating a vehicle used exclusively to transport personal possessions or family members for non-business purposes. If one of these exemptions applies, mark Other.

Exemptions are listed in Section 257.302 and 257.312e, (9), (10), (11), (12) and (13) of the Michigan Vehicle Code (revised 2003).

Vehicle Type



Group A: Any combination of vehicles with a gross combination weight rating (GCWR) of 26,001 pounds or more provided the GVWR of the vehicle(s) being towed is in excess of 10,000 pounds.

Vehicle Two-Position Codes	
AA	Group A vehicle
AH	Group A vehicle, Hazardous
AN	Group A vehicle, Tank
AP	Group A vehicle, Passenger
AT	Group A vehicle Double/Triple
AX	Group A vehicle, Tank & Hazardous
AY	Group A vehicle, Tank & Double/Triple
AZ	Group A vehicle, Hazardous, Double/Triple
AL	Group A vehicle, Hazardous Tank, Double/Triple
AS	Group A vehicle, School Bus with Trailer

Vehicle Type – Cont.

Group B: Any single vehicle (including buses) with a GVWR of 26,001 lbs. and greater, or a combination of vehicles with a combined GVWR over 26,000 lbs. when towing a trailer that has a GVWR of 10,000 lbs. or less.

Vehicle Two-Position Codes	
BB	Group B vehicle
BH	Group B vehicle, Hazardous
BN	Group B vehicle, Tank
BP	Group B vehicle, Passenger
BX	Group B vehicle, Tank & Hazardous
BS	Group B vehicle, Bus (i.e., school bus, transit bus, charter bus)

Vehicle Type – Cont.

Group C: Any single vehicle with a GVWR of less than 26,001 lbs. or a combination of vehicles having a combined GVWR under 26,001 lbs. when the vehicle is required to display placards for hazardous material or designed to carry 16 passengers (including driver).

Vehicle Two-Position Codes	
CH	Group C vehicle, Hazardous
CP	Group C vehicle, Passenger
CX	Group C vehicle, Tank & Hazardous
CS	Group C vehicle, School Bus

Vehicle Type – Cont.

Group O: Any vehicle being used for commercial purposes and does not fall into the categories of Group A, B or C but is over 10,001 pounds and less then 26,001 pounds Vehicle type must be marked as truck/bus, and the truck/bus section must be completed. Within the truck/bus section, vehicle type should to be marked "Other."

Type and Axles Per Unit

Enter the total number of axles per unit. Starting with the left box, first enter the power unit and then each trailer or towed unit.

If the truck is a truck tractor (a vehicle designed only to tow other units and has no cargo body), **place a "T" in front of the number** of axles for the power unit.

If the trailer is a semi-trailer (designed so that part of the trailer load is carried on the towing unit), **place an "S" in front of the number** of axles in the appropriate box.

A Bus (commercial or school) is now designated by the number of seats in the vehicle (including the driver's) and **will not** list the number of axles.

For Type and Axles:
Enter **B1** in the first box if a bus has seating of 9 to 15 including the driver
Enter **B2** in the first box if a bus has seating of 16+"

Example: A dump truck pulling a utility trailer with a bulldozer would be listed as **3-S2**. The "S2" designates a two-axle semi-trailer that places part of the trailer weight on the towing unit.

Example: A truck tractor towing a van semi-trailer would be **T3-S2**. The "T3" designates a three-axle truck tractor and the "S2" designates a two-axle semi-trailer.

Example: A truck tractor towing a gravel semi-trailer/trailer combination (doubles) would be listed as **T3-S3-5**. The "S3" designates a three-axle semi-trailer, and the "5" designates a five-axle full trailer which does not place any of the load on the towing unit except for the tongue weight.

Example: A school bus with seating for 30 passengers including the driver would be B2 in the first box. The "B2" designates a bus with seating for 16 or more passengers.

Cargo Body Type

Indicate body type of the truck being reported and select **only one** of the following:

1. Van (enclosed box)
2. Cargo tank
3. Flatbed/platform
4. Dump
5. Concrete mixer
6. Auto transporter
7. Garbage/refuse
8. Other/unknown/Bus (commercial or school)

Example: A dump truck towing a lowboy trailer with a dozer would be listed as a Dump truck. However, a truck-tractor towing a lowboy semi-trailer with a dozer will be listed as a Flatbed/platform because the truck tractor has no cargo body.

Van (enclosed box) is meant to be used with the normal enclosed cargo box whether it be a semi-trailer or a straight truck body. This category was not meant for use with a bus.

Cargo Body Type – Cont.

Cargo Tank means a completely enclosed tank type body designed to transport liquid, gaseous and flowable solid material (powder, granular, etc.).

Auto transporter is only used for truck/trailer auto transport vehicles. Straight trucks transporting vehicles will be listed under Flatbed/platform, as appropriate.

There are several types of vehicles that best fit in the Other category. These include such vehicles as tow trucks without a flatbed, utility and line trucks, pole trailers and special use vehicles not otherwise listed. Buses, pickups and bobtail truck tractors (without a trailer) will also be listed under Other.

Medical Card

Drivers of trucks with a gross vehicle weight greater than 10,001 pounds (4,537 kilograms) **actual weight or GVWR**; or interstate commercial buses designed for carrying 16 or more passengers including the driver; or any vehicle requiring placards for hazardous materials must be medically qualified and carry a medical examiners certificate (**See below**). Some intrastate drivers who have a long continuous service with a company may have qualified for the grandfather medical waiver and will carry a certificate stating so. A very limited number of drivers may carry a medical waiver certificate for a physical disability.

Select Yes if the driver has a medical card, grandfather card, or medical waiver certificate.

MEDICAL EXAMINER'S CERTIFICATE

I certify that I have examined _____ In accordance with the Federal Motor Carrier Safety Regulations (49 CFR 391.41-391.49) and with knowledge of the driving duties, I find this person is qualified; and, if applicable, only when:

- ☐ wearing corrective lenses
- ☐ wearing hearing aid
- ☐ accompanied by a _____ waiver exemption
- ☐ driving within an exempt intracity zone (49 CFR 391.62)
- ☐ accompanied by a Skill Performance Evaluation Certificate (SPE)
- ☐ Qualified by operation of 49 CFR 391.64

The information I have provided regarding this physical examination is true and complete. A complete examination form with any attachment embodies my findings completely and correctly, and is on file in my office.

SIGNATURE OF MEDICAL EXAMINER	TELEPHONE	DATE

MEDICAL EXAMINER'S NAME (PRINT)	☐ MD ☐ DO ☐ Chiropractor ☐ Advanced Practice Nurse ☐ Physician Assistant

MEDICAL EXAMINER'S LICENSE OR CERTIFICATE NO./ISSUING STATE

SIGNATURE OF DRIVER	DRIVER'S LICENSE NO.	STATE

ADDRESS OF DRIVER

MEDICAL CERTIFICATE EXPIRATION DATE

Hazardous

Placard
If the vehicle had hazardous material placards displayed, select Yes. This does not include Drive Safely or other similarly worded placards.

Spill
If hazardous materials were spilled/released from the vehicle during the crash, select Yes. Materials that spill but are contained within the vehicle and not released to the outside will not be considered as spilled/released for this report.

Only the cargo is to be considered for this question. This does not include fuel from the vehicle fuel tanks or other hazardous material spilled from a fixed containment that was struck by any of the vehicles during the crash.

If there is more then one type of hazardous material placard displayed on a motor vehicle, record the information of the hazardous material spilled. If no material was spilled, record a table 1 material over a table 2 material. If both are from a single table, record the material with the highest quantity of material transported.

The presence of any hazardous material should be reported. Any questions about a hazardous material spill, please contact the Michigan State Police, Motor Carrier Division, Hazardous Material Section at (517) 336-6580. Section investigators will assist with mitigating the incident and will check the motor carrier for Haz Mat regulation compliance. A section investigator may be reached at all times by call Michigan State Police Operations at (517) 336-6100.

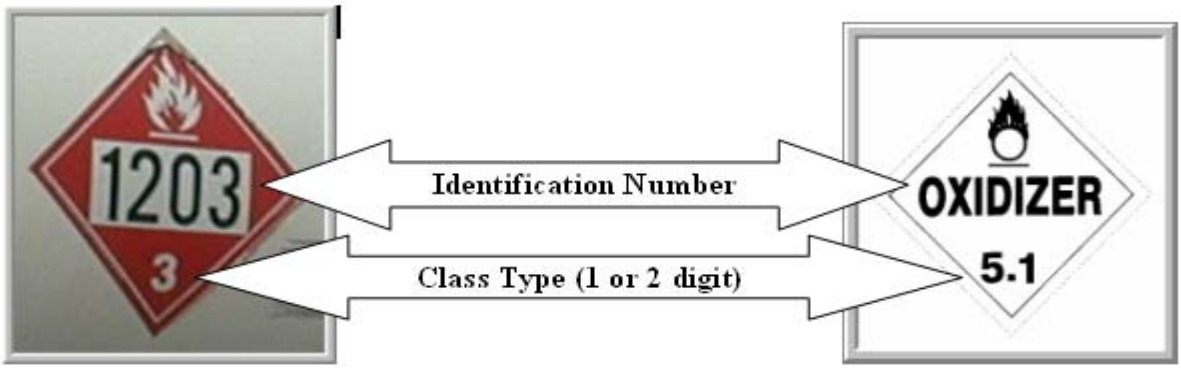
Hazardous Material Placard Identification Number

If a Hazardous Material Placard is displayed, select the four-digit identification number that appears in the center of the diamond-shaped placard or orange panel, whichever is applicable. If more than one placard appears on the panel, list only one.

Class (International Classification)

Class #

Most Hazardous Material placards will display a single digit International Classification number in the bottom corner. If a number is displayed, select it in this section.



Local Filing Information Area (Paper Only)

This space is reserved for use by local departments. There is space for up to four entries along the right border on the front of the form for filing purposes. Data such as date, incident number and driver's name may be listed as determined by the law enforcement agency.

Litho Coding (Paper Only)

Do Not Write or Mark In This Area

DO NOT CROSS OUT ANY BUBBLES IN THIS AREA, EVEN WHEN SUBMITTING A CORRECTED COPY, REPLACE OR DELETE.

Each form will come with bubbles pre-marked in the Litho code section. Do not mark any additional bubbles or make any stray marks in this section.

Do Not Use (Paper Only)

Do Not Use

This area is used only by the Criminal Justice Information Center.

UD-10 Traffic Crash Report
Instruction Manual

SECTION 7

Crash Diagram and Remarks

Michigan Department of State Police
Criminal Justice Information Center
Traffic Crash Reporting Section

May 2010

Crash Diagram and Remarks

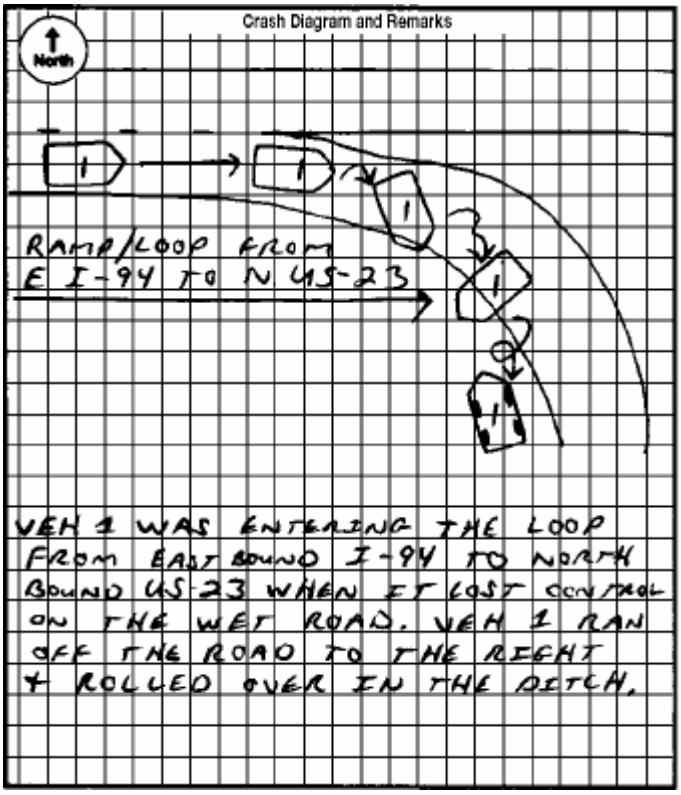
Crash Diagram and Remarks – Required for Fatal & Injury Crashes

Use this section to diagram the event and add any necessary remarks to explain what occurred. The Fatality Analysis Reporting System (FARS) requires this information.

Submit a diagram that conveys a good picture of the actual events leading up to the crash through the time period where events had stabilized.

Example:

Paper UD-10



Electronic UD-10(E)

- If drugs or alcohol were involved but were not a contributing factor please make note of it in the remarks section

- List anything that might help to remind you what happened if you need to appear in court (UD-10(E)'s are not admissible)

- List advisory speed limits

- List any other vehicle not directly involved in the crash, but may have contributed to it

- The more detailed the diagram and remarks the more it assists engineers and road commissions to make better decisions in their efforts to minimize crash numbers and/or severity

- Do not include any personal identifiers

If templates are needed for drawing, please contact (517) 241-1699.

UD-10 Traffic Crash Report
Instruction Manual

SECTION 8

Fatality Analysis Reporting System (FARS)

Michigan Department of State Police
Criminal Justice Information Center
Traffic Crash Reporting Section

May 2010

Fatality Analysis Reporting System (FARS)

The Fatality Analysis Reporting System (FARS) gathers data on the most severe traffic crashes that occur each year - those that result in loss of human life.

The system was conceived, designed, and developed by the National Center for Statistics and Analysis (NCSA) of the National Highway Traffic Safety Administration (NHTSA) to provide an overall measure of highway safety, to help identify traffic safety problems, to suggest solutions and to help provide an objective basis on which to evaluate the effectiveness of motor vehicle safety standards and highway safety programs.

FARS became operational in 1975 and contains data on fatal traffic crashes within 50 States, the District of Columbia and Puerto Rico. To be included in FARS, a crash must involve a motor vehicle traveling on a trafficway customarily open to the public, and must result in the death of a person (vehicle occupants or non-motorist).

The FARS file contains descriptions, in a standard format, of each fatal crash reported. Each crash has more than 100 different coded data elements that characterize the crash, the vehicles, and the people involved. The specific data elements may be modified slightly each year to conform to changing user needs, vehicle characteristics, and highway safety emphasis areas. The FARS analyst reviews the UD-10 to complete all data elements reported on four forms:

The **Crash Form** contains specific information such as the time and location of the crash, the first harmful event, whether it is a hit-and-run crash, whether a school bus was involved, the number of vehicles and people involved and weather conditions.

The **Vehicle Form** contains data on each vehicle involved in the crash. Specific data include the vehicle type, role in the crash, initial and principal impact points, the most harmful event.

The **Driver Form** contains driver's record and license status including mandated CDL information.

The **Person Form** contains data on each person involved in the crash: his or her age and sex, role in the crash (driver, passenger, non-motorist), alcohol and drug involvement, injury severity and restraint use.

The data collected within FARS do not include any personal identifying information such as names, addresses, or social security numbers. Thus, any data kept in FARS files are made available to the public to fully conform to the Privacy Act laws. An overview of FARS data is published in various fact sheets and in an annual report. These are all available to the public. The annual report contains a comprehensive analysis of the years data and includes some past years data with comparative analyses.

Michigan has participated in the FARS program since its inception. The FARS analyst gathers, translates and enters data directly into NHTSA's central computer data file. Data is automatically checked when entered for acceptable range values and for consistency.

Fatality Analysis Reporting System (FARS) – Cont.

FARS data is used extensively within NHTSA; and requests are received from sources such as state and local governments, research organizations, private citizens, the auto and insurance industries, Congress, and the media. Specific FARS data uses include the evaluation of:

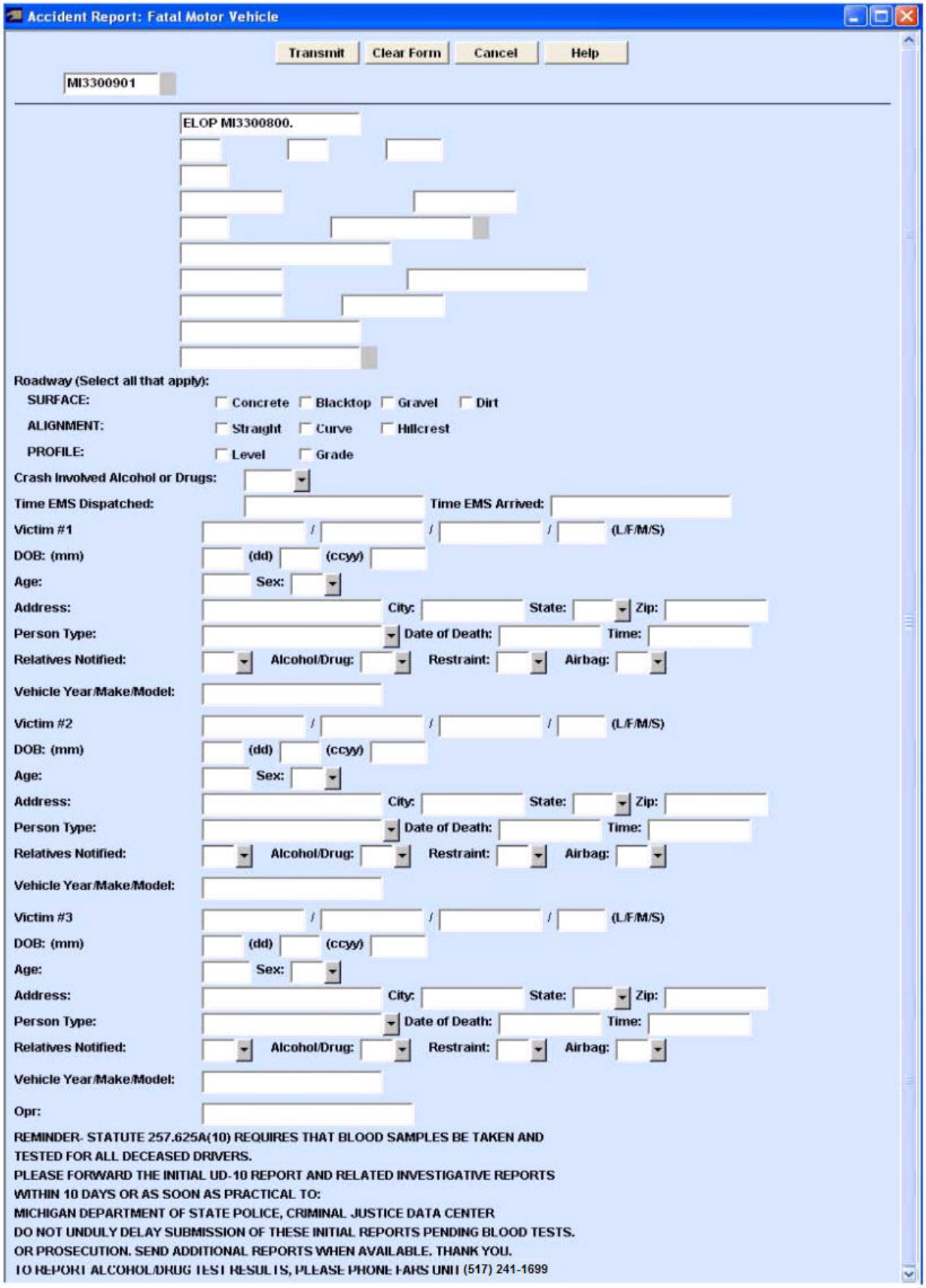
- legal drinking age legislation
- motorcycle helmet usage legislation
- repeat offender
- restraint usage laws
- speed limit
- safety design of cars and light trucks
- safety of large trucks on the highway

FARS data can be accessed at the state level by the FARS analyst to respond to state safety issues. Users may request specific data from the Center at no charge for most requests, generally within two weeks allowing more time for complex or lengthy reports. Also users can obtain a file on computer tape in one of several formats amenable to analysis. This will allow processing of the data using the law enforcement agency's computer system. FARS website address is: www-fars.nhtsa.dot.gov.

To request FARS information, contact:

FARS Analyst
Michigan State Police
Criminal Justice Information Center
P.O. Box 30634
Lansing, MI 48909
Phone (517) 241-1742 or (517) 241-1749

REPORTING FATAL CRASHES VIA L.E.I.N



UD-10 Traffic Crash Report
Instruction Manual

SECTION 9

Glossary

Michigan Department of State Police
Criminal Justice Information Center
Traffic Crash Reporting Section

May 2010

Glossary

Some definitions given are for purposes of UD-10 Traffic Crash Report completion only and should not be used for enforcement or prosecution purposes.

At-intersection crash
Traffic crash where the first harmful event occurs at the exact intersecting point of the centerlines of the two roadways. See Within-Intersection Crash.

Bicycle
Bicycle means a device propelled by human power upon which a person may ride, having either 2 or 3 wheels in a tandem or tricycle arrangement, all of which are over 14 inches in diameter. §257.4

Bridge abutment
Vertical support structure that retains the earth supporting the bridge ends. See Bridge pier.

Bridge parapet end
The end of a bridge or bridge rail, as opposed to the "facing" which is that portion of the bridge rail beyond its end.

Bridge pier
Freestanding column that supports the weight of a bridge. The column is not enclosed or backed by earth. See Bridge abutment.

Bus
Any passenger-carrying vehicle used for hire and used to transport 9 or more passengers, including the driver.

Commercial Motor Vehicle
Has a gross combination weight rating of 26,001 pounds or more inclusive of a towed unit(s) with a gross vehicle weight rating of more than 10,000 pounds; has a gross vehicle weight rating of 26,001 pounds or more; is designed to transport 16 or more passengers, including the driver; and is of any size and is used in Hazardous Materials transport.

Crash
An unstabilized situation that includes at least one harmful event. Also, that occurrence in a sequence of events that usually produces injury, death or property damage.

Crash cushion
See Impact attenuator.

Culvert
Enclosed (covered) channel under a road or driveway to allow water to pass.

Elected gross weight
Elected gross weight means the empty weight of a vehicle or combination of vehicles, fully equipped for service, plus the weight of the maximum load which the owner has elected to carry on such vehicle or combination of vehicles. §257.13a

Engineer, railroad
A person who operates an engine.

Glossary – Cont.

Farm tractor
Farm tractor means every motor vehicle designed and used primarily as a farm implement for drawing plows, mowing machines, and other implements of husbandry. §257.16

Fifth wheel travel trailer
A trailer designed for recreational use that is normally towed by a pickup truck. The fifth wheel hitch has an upper and lower coupling device; the lower half is mounted in the bed of the towing unit. The upper half consists of a plate and kingpin which is attached to the towed vehicle (fifth wheel travel trailer). A fifth wheel travel trailer is the only type of travel trailer that meets the requirement for use as the first towed unit in recreational doubles.

Gore
Gore means an area of land where two roadways diverge or converge. The area is bounded on two sides by the edges of the roadways that join at the point of divergence or convergence. The direction of traffic must be the same on both sides of these roadways. The gore is considered to start or end at the point where the painted pavement edge lines of the two roadways diverge or converge.

Gross Combination Weight Rating (GCWR)
The value specified by the manufacturer as the maximum loaded weight of a combination vehicle. In the absence of a label, the GCWR can be calculated by adding the GVWR of the power unit to the GVWR of the vehicle(s) or trailer(s) being towed.

Gross Vehicle Weight Rating (GVWR)
The maximum rated loaded weight in pounds of a single vehicle. Vehicle manufacturers specify the GVWR and this can be found on the vehicle certification label.

Gross weight
Gross weight means the weight of a vehicle without load plus the weight of any load thereon. §257.19

Harmful event
Harmful event means an occurrence of injury or damage.

Highway or street
Highway or street means the entire width between the boundary lines of every way publicly maintained when any part thereof is open to the use of the public for purposes of vehicular travel. §257.20

Ignition Interlock Devices
Ignition Interlock device means an alcohol concentration measuring device that prevents a motor vehicle from being started at any time without first determining through a deep lung sample the operators breath alcohol level. Michigan Vehicle Code, Sec. 257.625L (6).

Immersion
The act of plunging into a liquid (water).

Impact attenuator
A protective device that protects errant vehicles from impacting fixed-object hazards by (1) gradually decelerating the vehicle and (2) re-directing its path of travel away from the fixed object.

Glossary – Cont.

Implement of husbandry
Implement of husbandry means a vehicle which is either a farm tractor, a vehicle designed to be drawn by a farm tractor or an animal, a vehicle which directly harvests farm products, or a vehicle which directly applies fertilizer, spray, or seeds to a farm field. §257.21

Intersection
Intersection means:
(a) The area embraced within the prolongation or connection of the lateral curb lines, or, if none, then the lateral boundary lines of the roadways of two (2) highways which join one another at, or approximately at, right angles, or the area within which vehicles traveling upon different highways joining at any other angle may come in conflict.

(b) Where a highway includes two (2) roadways 30 feet or more apart, then every crossing of each roadway of such divided highway by an intersecting highway shall be regarded as a separate intersection. In the event such intersecting highway also includes two (2) roadways 30 feet or more apart, then every crossing of two (2) roadways of such highways shall be regarded as a separate intersection. §257.22

Also: An area within the extended pavement lines at points where two highways join or cross (from Dictionary of Civil Engineering).

In transport
The term in transport denotes the state or condition of a vehicle that is in motion or within the portion of a way ordinarily used by similar vehicles. When applied to motor vehicles, in transport means in motion or on a roadway.

Inclusions:
- Motor vehicle in traffic on a highway
- Driverless motor vehicle in motion
- Motionless motor vehicle abandoned on a roadway
- Disabled motor vehicle on a roadway
- And others

A parked motor vehicle in roadway lanes used for travel during rush hours and parking during off-peak periods is in transport during periods when parking is forbidden.

Luminaire/light support
A complete lighting unit, consisting of lamp(s), support pole and wiring

Median
The median is the distance or area between the inside left-hand pavement edges of a divided highway.

Moped
Moped means a 2- or 3-wheeled vehicle which is equipped with a motor that does not exceed 50 cubic centimeters piston displacement, produces 2.0 brake horsepower or less, and cannot propel the vehicle at a speed greater than 30 miles per hour on a level surface. The power drive system shall not require the operator to shift gears. 257.32b

Glossary – Cont.

Motorcycle
Motorcycle means every motor vehicle having a saddle or seat for the use of the rider and designed to travel on not more than 3 wheels in contact with the ground but excluding a tractor. §257.31

Motor home
Motor home means a motor vehicle constructed or altered to provide living quarters, including permanently installed cooking and sleeping facilities, and is used for recreation, camping, or other non-commercial use. §257.32a

Motor vehicle
Motor vehicle means every vehicle that is self-propelled and every vehicle which is propelled by electric power obtained from overhead trolley wires, but not operated upon rails. §257.33

Non-profit organization registration
A vehicle registration issued to certain non-profit organizations such as Civil Air Patrol, churches, and civic clubs. Sometimes referred to as a Y-Plate. See MVC 257.224 for details.

Non-traffic area
An area not designed for purposes of through vehicular travel. Generally, an area with roadways that is not part of the state, county, or local road system. Non-traffic areas include shopping center parking areas and service-access roads, parking ramps, parklands and school properties.

ORV
ORV vehicle means a motor-driven off-road recreation vehicle capable of cross-country travel without benefit of a road or trail, on or immediately over land, snow, ice, marsh, swampland, or other natural terrain.

It includes, but is not limited to, a multitrack or multiwheel drive or low pressure tire vehicle; a motorcycle or related 2-wheel or 3-wheel vehicle; an amphibious machine; a ground effect air cushion vehicle; or other means of transportation deriving motive power from a source other than muscle or wind.

ORV vehicle does not include a registered snowmobile; a farm vehicle being used for farming; a vehicle used for military, fire, emergency, or law enforcement purposes; a construction or logging vehicle used in performance of its common function; or a registered aircraft. §257.1601

Parking
Parking means standing a vehicle, whether occupied or not, upon a road, when not loading or unloading, except when making necessary repairs. §257.38

Pedalcycle
A non-motorized vehicle propelled by pedaling. It includes unicycles, bicycles, and tricycles.

Pedestrian
Person on foot; person on skis, skates or roller blades; rider of horse; horse and buggy (each occupant, including the driver, will be listed as a separate pedestrian unit); non-motorized wheel chair.

Glossary – Cont.

Ramp
An auxiliary roadway used for entering or leaving thru-traffic lanes.

Recreational double
Pulling vehicle equipped with fifth wheel and/or pulling two trailers, used for recreation and personal travel, as opposed to commercial use.

Roadway
Roadway means that portion of a highway improved, designed, or ordinarily used for vehicular travel. In the event a highway includes two (2) or more separate roadways, the term roadway, as used herein, shall refer to any such roadway separately, but not to all such roadways collectively. §257.55

School bus
School bus means every motor vehicle, except station wagons, with a manufacturers rated seating capacity of 16 or more passengers, including the driver, owned by a public, private, or governmental agency and operated for the transportation of children to or from school, or privately owned and operated for compensation for the transportation of children to or from school. School bus does not include buses operated by a municipally owned transportation system or by a common passenger carrier certificated by the state transportation department. §257.57

Semi-trailer
Semi-trailer means every vehicle with or without motive power, other than a pole-trailer, designed for carrying persons or property and for being drawn by a motor vehicle and so constructed that some part of its weight and that of its load rests upon or is carried by another vehicle. §257.59

Shoulder; ditch slope
Shoulder means that portion of the highway contiguous to the roadway generally extending the contour of the roadway, not designed for vehicular travel but maintained for the temporary accommodation of disabled or stopped vehicles otherwise permitted on the roadway.

Ditch slope is that portion of the highway adjacent to the shoulder if one exists or adjacent to the roadway on roads without shoulders, extending to the bottom of the roadside ditch and is not constructed or maintained for the use of any vehicles except those engaged in construction or maintenance. §257.59a

Snowmobile
Snowmobile means any motor driven vehicle designed for travel primarily on snow or ice of a type which utilizes sled runners or skis, or an endless belt tread or any combination of these or other similar means of contact with the surface upon which it is operated; but is not a vehicle which must be registered under Act No. 300 of the Public Acts of 1949, as amended, being sections 257.1 to 257.923 of the Michigan Compiled Laws. §257.1501

Glossary – Cont.

Special mobile equipment
Special mobile equipment means every vehicle not designed or used primarily for the transportation of persons or property and incidentally operated or moved over the highways, including farm tractors, road construction or maintenance machinery, mobile office trailers, mobile tool shed trailers, mobile trailer units used for housing stationary construction equipment, ditch-digging apparatus, well-boring and well-servicing apparatus. The foregoing enumeration shall be deemed partial and shall not operate to exclude other such vehicles which are within the general terms of this definition. §257.62

Street or highway
Street or highway means the entire width between boundary lines of every way publicly maintained when any part thereof is open to the use of the public for purposes of vehicular travel. §257.64

Thru highway
Thru highway means every state trunk line highway, or any other highway at the entrance to which vehicular traffic from an intersecting highway is required by law to stop before entering or crossing the same. §257.68

Towed vehicle
Vehicle being pulled or pushed by a tow truck or other motor vehicle, where some tires of the towed vehicle touch the road surface (does not include vehicles being transported on flat-bed truck).

Traffic
Traffic means pedestrians, ridden or herded animals, vehicles, street cars and other conveyances, either singly or together, while using any highway for purposes of travel. §257.69

Traffic Crash
An incident involving a motor vehicle, in transport, on a roadway, that resulted in death, injury or property damage of $1,000 or more.

Traffic control devices
Traffic control devices means all signs, signals, markings, and devices not inconsistent with this act placed or erected by authority of a public body or official having jurisdiction, for the purpose of regulating, warning or guiding traffic. §257.70

Trailer
Trailer means every vehicle with or without motive power, other than a pole-trailer, designed for carrying property or persons and for being drawn by a motor vehicle and so constructed that no part of its weight rests upon the towing vehicle. §257.73

Transition area
Area of road where the number of travel lanes increases or decreases.

Truck
Truck means every motor vehicle designed, used, or maintained primarily for the transportation of property. §257.75

Glossary – Cont.

Truck Tractor
Truck tractor means every motor vehicle designed and used primarily for drawing other vehicles, and not so constructed as to carry a load other than a part of the weight of the vehicle and load so drawn, except that a truck tractor and semi-trailer engaged in the transportation of automobiles may transport motor vehicles on part of the power unit. §257.77

Unstabilized situation
Set of events not under human control. It starts when control is lost and ends when (1) control is regained or, (2) in the absence of persons who are able to regain control, when all persons and property are at rest.

Vehicle
Vehicle means every device in, upon, or by which any person or property is or may be transported or drawn upon a highway, excepting devices exclusively moved by human power or used exclusively upon stationary rails or tracks and excepting a mobile home. §257.79

Within-intersection crash
Traffic crash where the first harmful event occurs within the limits (corners) of the intersection. See At-intersection crash.

Sources: Motor Vehicle Code, ORV Act, Snowmobile Act, and National Safety Council Manual on Classification of Motor Vehicle Traffic Accidents.

UD-10 Traffic Crash Report Instruction Manual

Appendix A

Hospital Codes

Michigan Department of State Police
Criminal Justice Information Center
Traffic Crash Reporting Section

May 2010

Hospital Codes

Due to security concerns, the Hospital Code listing is not available on the internet at this time. However, if you are a registered user of the Traffic Crash Reporting System (TCRS), you may access these codes in the Related Links section.

The web site address is: www.michigan.gov/crash

If you do not currently have access to the Traffic Crash Reporting System, please contact the Crash Section at (517) 241-1699.

UD-10 Traffic Crash Report Instruction Manual

Appendix B

Ambulance Codes

Michigan Department of State Police
Criminal Justice Information Center
Traffic Crash Reporting Section

May 2010

Ambulance Codes

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UD-10 Traffic Crash Report Instruction Manual

Appendix C

County/City/Township Code Listing

Michigan Department of State Police
Criminal Justice Information Center
Traffic Crash Reporting Section

May 2010

County/City/Township Code Listing

01 – Alcona County

County		Township/City/Village
01	01	Alcona Twp
01	02	Caledonia Twp
01	03	Curtis Twp
01	04	Greenbush Twp
01	05	Gustin Twp
01	06	Harrisville Twp
01	07	Hawes Twp
01	08	Haynes Twp
01	09	Mikado Twp
01	10	Millen Twp
01	11	Mitchell Twp
01	29	Harrisville
01	30	Lincoln

02 – Alger County

County		Township/City/Village
02	01	Au Train Twp
02	02	Burt Twp
02	03	Grand Island Twp
02	04	Limestone Twp
02	05	Mathias Twp
02	06	Munising Twp
02	07	Onota Twp
02	08	Rock River Twp
02	29	Chatham
02	46	Munising

03 – Allegan County

County		Township/City/Village
03	01	Allegan Twp
03	02	Casco Twp
03	03	Cheshire Twp
03	04	Clyde Twp
03	05	Dorr Twp
03	06	Fillmore Twp
03	07	Ganges Twp
03	08	Gunplain Twp
03	09	Heath Twp
03	10	Hopkins Twp
03	11	Laketown Twp
03	12	Lee Twp
03	13	Leighton Twp
03	14	Manlius Twp
03	15	Martin Twp
03	16	Monterey Twp
03	17	Otsego Twp
03	18	Overisel Twp
03	19	Salem Twp
03	20	Saugatuck Twp
03	21	Trowbridge Twp
03	22	Valley Twp
03	23	Watson Twp
03	24	Wayland Twp
03	29	Douglas
03	30	Fennville
03	31	Hopkins
03	32	Martin
03	33	South Haven
03	39	Saugatuck
03	40	Wayland
03	46	Allegan
03	47	Otsego
03	48	Plainwell
03	80	Holland

County/City/Township Code Listing – Cont.

04 – Alpena County

County		Township/City/Village
04	01	Alpena Twp
04	02	Green Twp
04	03	Long Rapids Twp
04	04	Maple Ridge Twp
04	05	Ossineke Twp
04	06	Sanborn Twp
04	07	Wellington Twp
04	08	Wilson Twp
04	29	Hillman
04	66	Alpena

05 – Antrim County

County		Township/City/Village
05	01	Banks Twp
05	02	Central Lake Twp
05	03	Chestonia Twp
05	04	Custer Twp
05	05	Echo Twp
05	06	Elk Rapids Twp
05	07	Forest Home Twp
05	08	Helena Twp
05	09	Jordan Twp
05	10	Kearney Twp
05	11	Mancelona Twp
05	12	Milton Twp
05	13	Star Twp
05	14	Torch Lake Twp
05	15	Warner Twp
05	29	Bellaire
05	30	Central Lake
05	31	Ellsworth
05	39	Elk Rapids
05	40	Mancelona

06 – Arenac County

County		Township/City/Village
06	01	Adams Twp
06	02	Arenac Twp
06	03	Au Gres Twp
06	04	Clayton Twp
06	05	Deep River Twp
06	06	Lincoln Twp
06	07	Mason Twp
06	08	Moffatt Twp
06	09	Sims Twp
06	10	Standish Twp
06	11	Turner Twp
06	12	Whitney Twp
06	29	Au Gres
06	30	Omer
06	31	Sterling
06	32	Turner
06	33	Twining
06	39	Standish

07 – Baraga County

County		Township/City/Village
07	01	Arvon Twp
07	02	Baraga Twp
07	03	Covington Twp
07	04	L'anse Twp
07	05	Spurr Twp
07	39	Baraga
07	46	L'anse

County/City/Township Code Listing – Cont.

08 – Barry County

County		Township/City/Village
08	01	Assyria Twp
08	02	Baltimore Twp
08	03	Barry Twp
08	04	Carlton Twp
08	05	Castleton Twp
08	06	Hastings Twp
08	07	Hope Twp
08	08	Irving Twp
08	09	Johnstown Twp
08	10	Maple Grove Twp
08	11	Orangeville Twp
08	12	Prairieville Twp
08	13	Rutland Twp
08	14	Thornapple Twp
08	15	Woodland Twp
08	16	Yankee Springs Twp
08	29	Freeport
08	30	Woodland
08	39	Middleville
08	40	Nashville
08	60	Hastings

09 – Bay County

County		Township/City/Village
09	01	Bangor Twp
09	02	Beaver Twp
09	03	Frankenlust Twp
09	04	Fraser Twp
09	05	Garfield Twp
09	06	Gibson Twp
09	07	Hampton Twp
09	08	Kawkawlin Twp
09	09	Merritt Twp
09	10	Monitor Twp
09	11	Mt. Forest Twp
09	12	Pinconning Twp
09	13	Portsmouth Twp

09 – Bay County – Cont.

County		Township/City/Village
09	14	Williams Twp
09	39	Auburn
09	40	Pinconning
09	46	Essexville
09	80	Bay City
09	81	Midland

10 – Benzie County

County		Township/City/Village
10	01	Almira Twp
10	02	Benzonia Twp
10	03	Blaine Twp
10	04	Colfax Twp
10	05	Crystal Lake Twp
10	06	Gilmore Twp
10	07	Homestead Twp
10	08	Inland Twp
10	09	Joyfield Twp
10	10	Lake Twp
10	11	Platte Twp
10	12	Weldon Twp
10	29	Benzonia
10	30	Beulah
10	31	Elberta
10	32	Honor
10	33	Lake Ann
10	34	Thompsonville
10	39	Frankfort

11 – Berrien County

County		Township/City/Village
11	01	Bainbridge Twp
11	02	Baroda Twp
11	03	Benton Twp
11	04	Berrien Twp
11	05	Bertrand Twp
11	06	Buchanan Twp

County/City/Township Code Listing – Cont.

11 – Berrien County – Cont.

County		Township/City/Village
11	07	Chikaming Twp
11	08	Coloma Twp
11	09	Galien Twp
11	10	Hagar Twp
11	11	Lake Twp
11	12	Lincoln Twp
11	13	New Buffalo Twp
11	14	Niles Twp
11	15	Oronoko Twp
11	16	Pipestone Twp
11	17	Royalton Twp
11	18	St. Joseph Twp
11	19	Sodus Twp
11	20	Three Oaks Twp
11	21	Watervliet Twp
11	22	Weesaw Twp
11	29	Baroda
11	30	Eau Claire
11	31	Galien
11	32	Grand Beach
11	33	Michiana
11	34	Shoreham
11	39	Berrien Springs
11	40	Bridgman
11	41	Coloma
11	42	Stevensville
11	43	Three Oaks
11	44	Watervliet
11	46	Buchanan
11	47	New Buffalo
11	66	Benton Harbor
11	67	Niles
11	68	St. Joseph

12 – Branch County

County		Township/City/Village
12	01	Algansee Twp
12	02	Batavia Twp
12	03	Bethel Twp
12	04	Bronson Twp
12	05	Butler Twp
12	06	California Twp
12	07	Coldwater Twp
12	08	Gilead Twp
12	09	Girard Twp
12	10	Kinderhook Twp
12	11	Matteson Twp
12	12	Noble Twp
12	13	Ovid Twp
12	14	Quincy Twp
12	15	Sherwood Twp
12	16	Union Twp
12	29	Sherwood
12	39	Bronson
12	40	Quincy
12	41	Union City
12	60	Coldwater

13 – Calhoun County

County		Township/City/Village
13	01	Albion Twp
13	02	Athens Twp
13	04	Bedford Twp
13	05	Burlington Twp
13	06	Clarence Twp
13	07	Clarendon Twp
13	08	Convis Twp
13	09	Eckford Twp
13	10	Emmett Twp
13	11	Fredonia Twp
13	12	Homer Twp
13	13	Lee Twp
13	14	Leroy Twp

County/City/Township Code Listing – Cont.

13 – Calhoun County – Cont.

County		Township/City/Village
13	15	Marengo Twp
13	16	Marshall Twp
13	17	Newton Twp
13	18	Pennfield Twp
13	19	Sheridan Twp
13	20	Tekonsha Twp
13	29	Athens
13	30	Burlington
13	31	Tekonsha
13	39	Homer
13	41	Union City
13	46	Springfield
13	60	Marshall
13	66	Albion
13	80	Battle Creek

14 – Cass County

County		Township/City/Village
14	01	Calvin Twp
14	02	Howard Twp
14	03	Jefferson Twp
14	04	Lagrange Twp
14	05	Marcellus Twp
14	06	Mason Twp
14	07	Milton Twp
14	08	Newberg Twp
14	09	Ontwa Twp
14	10	Penn Twp
14	11	Pokagon Twp
14	12	Porter Twp
14	13	Silver Creek Twp
14	14	Volinia Twp
14	15	Wayne Twp
14	29	Vandalia
14	39	Cassopolis
14	40	Edwardsburg
14	41	Marcellus

14 – Cass County – Cont.

County		Township/City/Village
14	60	Dowagiac
14	67	Niles

15 – Charlevoix County

County		Township/City/Village
15	01	Bay Twp
15	02	Boyne Valley Twp
15	03	Chandler Twp
15	04	Charlevoix Twp
15	05	Evangeline Twp
15	06	Eveline Twp
15	07	Hayes Twp
15	08	Hudson Twp
15	09	Marion Twp
15	10	Melrose Twp
15	11	Norwood Twp
15	12	Peanine Twp
15	13	St. James Twp
15	14	South Arm Twp
15	15	Wilson Twp
15	29	Boyne Falls
15	39	East Jordan
15	46	Boyne City
15	47	Charlevoix

16 – Cheboygan County

County		Township/City/Village
16	01	Aloha Twp
16	02	Beaugrand Twp
16	03	Benton Twp
16	04	Burt Twp
16	05	Ellis Twp
16	06	Forest Twp
16	07	Grand Twp
16	08	Hebron Twp
16	09	Inverness Twp
16	10	Koehler Twp

County/City/Township Code Listing – Cont.

16 – Cheboygan County – Cont.

County		Township/City/Village
16	12	Mackinaw Twp
16	13	Mentor Twp
16	14	Mullett Twp
16	15	Munro Twp
16	16	Nunda Twp
16	17	Tuscarora Twp
16	18	Walker Twp
16	19	Waverly Twp
16	20	Wilmot Twp
16	29	Mackinaw City
16	30	Wolverine
16	60	Cheboygan

17 – Chippewa County

County		Township/City/Village
17	01	Bay Mills Twp
17	02	Bruce Twp
17	03	Chippewa Twp
17	04	Dafter Twp
17	05	Detour Twp
17	06	Drummond Twp
17	07	Hulbert Twp
17	08	Kinross Twp
17	09	Pickford Twp
17	10	Raber Twp
17	11	Rudyard Twp
17	12	Soo Twp
17	13	Sugar Island Twp
17	14	Superior Twp
17	15	Trout Lake Twp
17	16	Whitefish Twp
17	29	Detour
17	66	Sault Ste Marie

18 – Clare County

County		Township/City/Village
18	1	Arthur Twp
18	2	Franklin Twp
18	3	Freeman Twp
18	4	Frost Twp
18	5	Garfield Twp
18	6	Grant Twp
18	7	Greenwood Twp
18	8	Hamilton Twp
18	9	Hatton Twp
18	10	Hayes Twp
18	11	Lincoln Twp
18	12	Redding Twp
18	13	Sheridan Twp
18	14	Summerfield Twp
18	15	Surrey Twp
18	16	Winterfield Twp
18	30	Farwell
18	39	Harrison
18	46	Clare

19 – Clinton County

County		Township/City/Village
19	1	Bath Twp
19	2	Bengal Twp
19	3	Bingham Twp
19	4	Dallas Twp
19	5	Dewitt Twp
19	6	Duplain Twp
19	7	Eagle Twp
19	8	Essex Twp
19	9	Greenbush Twp
19	10	Lebanon Twp
19	11	Olive Twp
19	12	Ovid Twp
19	13	Riley Twp
19	14	Victor Twp

County/City/Township Code Listing – Cont.

19 – Clinton County – Cont.

County		Township/City/Village
19	15	Watertown Twp
19	16	Westphalia Twp
19	29	Eagle
19	30	Elsie
19	31	Hubbardston
19	32	Maple Rapids
19	33	Westphalia
19	39	Dewitt
19	40	Fowler
19	41	Ovid
19	60	St. Johns
19	61	Grand Ledge
19	80	East Lansing

20 – Crawford County

County		Township/City/Village
20	1	Beaver Creek Twp
20	2	Frederic Twp
20	3	Grayling Twp
20	4	Lovells Twp
20	5	Maple Forest Twp
20	6	South Branch Twp
20	39	Grayling

21 – Delta County

County		Township/City/Village
21	1	Baldwin Twp
21	2	Bark River Twp
21	3	Bay De Noc Twp
21	4	Brampton Twp
21	5	Cornell Twp
21	6	Ensign Twp
21	7	Escanaba Twp
21	8	Fairbanks Twp
21	9	Ford River Twp
21	10	Garden Twp
21	11	Maple Ridge Twp
21	12	Masonville Twp

21 – Delta County

County		Township/City/Village
21	13	Nahma Twp
21	14	Wells Twp
21	29	Garden
21	60	Gladstone
21	66	Escanaba

22 – Dickinson County

County		Township/City/Village
22	1	Breen Twp
22	2	Breitung Twp
22	3	Felch Twp
22	4	Norway Twp
22	5	Sagola Twp
22	6	Waucedah Twp
22	7	West Branch Twp
22	46	Norway
22	60	Iron Mountain
22	61	Kingsford

23 – Eaton County

County		Township/City/Village
23	1	Bellevue Twp
23	2	Benton Twp
23	3	Brookfield Twp
23	4	Carmel Twp
23	5	Chester Twp
23	6	Delta Twp
23	7	Eaton Twp
23	8	Eaton Rapids Twp
23	9	Hamlin Twp
23	10	Kalamo Twp
23	11	Oneida Twp
23	12	Roxand Twp
23	13	Sunfield Twp
23	14	Vermontville Twp
23	15	Walton Twp
23	16	Windsor Twp
23	29	Dimondale

County/City/Township Code Listing – Cont.

23 – Eaton County – Cont.

County		Township/City/Village
23	30	Mulliken
23	31	Sunfield
23	32	Vermontville
23	39	Bellevue
23	40	Olivet
23	41	Potterville
23	46	Eaton Rapids
23	60	Charlotte
23	61	Grand Ledge
23	95	Lansing

24 – Emmet County

County		Township/City/Village
24	1	Bear Creek Twp
24	2	Bliss Twp
24	3	Carp Lake Twp
24	4	Center Twp
24	5	Cross Village Twp
24	6	Friendship Twp
24	7	Littlefield Twp
24	8	Little Traverse Twp
24	9	Mckinley Twp
24	10	Pleasant View Twp
24	11	Maple River Twp
24	12	Readmond Twp
24	13	Resort Twp
24	14	Springvale Twp
24	15	Wawatam Twp
24	16	West Traverse Twp
24	29	Alanson
24	30	Mackinaw City
24	31	Pellston
24	39	Harbor Springs
24	60	Petoskey

25 – Genesee County

County		Township/City/Village
25	1	Argentine Twp
25	2	Atlas Twp
25	4	Clayton Twp
25	5	Davison Twp
25	6	Fenton Twp
25	7	Flint Twp
25	8	Flushing Twp
25	9	Forest Twp
25	10	Gaines Twp
25	11	Genesee Twp
25	12	Grand Blanc Twp
25	13	Montrose Twp
25	14	Mt. Morris Twp
25	15	Mundy Twp
25	16	Richfield Twp
25	17	Thetford Twp
25	18	Vienna Twp
25	29	Gaines
25	30	Goodrich
25	31	Otter Lake
25	32	Otisville
25	34	Lennon
25	39	Clio
25	40	Linden
25	41	Montrose
25	46	Mt. Morris
25	47	Swartz Creek
25	60	Davison
25	61	Fenton
25	62	Flushing
25	63	Grand Blanc
25	80	Burton
25	95	Flint

County/City/Township Code Listing – Cont.

26 – Gladwin County

County		Township/City/Village
26	1	Beaverton Twp
26	2	Bentley Twp
26	3	Billings Twp
26	4	Bourret Twp
26	5	Buckeye Twp
26	6	Butman Twp
26	7	Clement Twp
26	8	Gladwin Twp
26	9	Grim Twp
26	10	Grout Twp
26	11	Hay Twp
26	12	Sage Twp
26	13	Secord Twp
26	15	Sherman Twp
26	16	Tobacco Twp
26	29	Beaverton
26	39	Gladwin

27 – Gogebic County

County		Township/City/Village
27	1	Bessemer Twp
27	3	Erwin Twp
27	4	Ironwood Twp
27	5	Marenisco Twp
27	6	Wakefield Twp
27	7	Watersmeet Twp
27	46	Bessemer
27	47	Wakefield
27	60	Ironwood

28 – Grand Traverse County

County		Township/City/Village
28	1	Acme Twp
28	2	Blair Twp
28	3	East Bay Twp
28	4	Fife Lake Twp
28	5	Garfield Twp

28 – Grand Traverse County – Cont.

County		Township/City/Village
28	6	Grant Twp
28	7	Green Lake Twp
28	8	Long Lake Twp
28	9	Mayfield Twp
28	10	Peninsula Twp
28	11	Paradise Twp
28	12	Union Twp
28	13	White Water Twp
28	29	Fife Lake
28	30	Kingsley
28	66	Traverse City

29 – Gratiot County

County		Township/City/Village
29	1	Arcadia Twp
29	2	Bethany Twp
29	3	Elba Twp
29	4	Emerson Twp
29	5	Fulton Twp
29	6	Hamilton Twp
29	7	Lafayette Twp
29	8	Newark Twp
29	9	New Haven Twp
29	10	North Shade Twp
29	11	North Star Twp
29	12	Pine River Twp
29	13	Seville Twp
29	14	Sumner Twp
29	15	Washington Twp
29	16	Wheeler Twp
29	29	Ashley
29	30	Perrinton
29	39	Breckenridge
29	46	Ithaca
29	47	St. Louis
29	60	Alma

County/City/Township Code Listing – Cont.

30 – HIllsdaleCounty

County		Township/City/Village
30	1	Adams Twp
30	2	Allen Twp
30	3	Amboy Twp
30	4	Cambria Twp
30	5	Camden Twp
30	6	Fayette Twp
30	7	Hillsdale Twp
30	8	Jefferson Twp
30	9	Litchfield Twp
30	10	Moscow Twp
30	11	Pittsford Twp
30	12	Ransom Twp
30	13	Reading Twp
30	14	Scipio Twp
30	15	Somerset Twp
30	16	Wheatland Twp
30	17	Woodbridge Twp
30	18	Wright Twp
30	29	Allen
30	30	Camden
30	31	Montgomery
30	32	North Adams
30	33	Waldrom
30	39	Jonesville
30	40	Litchfield
30	41	Reading
30	60	Hillsdale

31 – Houghton County

County		Township/City/Village
31	1	Adams Twp
31	2	Calumet Twp
31	3	Chassell Twp
31	4	Duncan Twp
31	5	Elm River Twp
31	6	Franklin Twp
31	7	Hancock Twp

31 – Houghton County – Cont.

County		Township/City/Village
31	8	Laird Twp
31	9	Osceola Twp
31	10	Portage Twp
31	11	Quincy Twp
31	12	Stanton Twp
31	13	Schoolcraft Twp
31	14	Torch Lake Twp
31	29	Copper City
31	30	South Range
31	39	Calumet
31	40	Lake Linden
31	46	Hancock
31	47	Laurium
31	60	Houghton

32 – Huron County

County		Township/City/Village
32	1	Bingham Twp
32	2	Bloomfield Twp
32	3	Brookfield Twp
32	4	Caseville Twp
32	5	Chandler Twp
32	6	Colfax Twp
32	7	Dwight Twp
32	8	Fair Haven Twp
32	9	Gore Twp
32	10	Grant Twp
32	11	Hume Twp
32	12	Huron Twp
32	13	Lake Twp
32	14	Lincoln Twp
32	15	McKinley Twp
32	16	Meade Twp
32	17	Oliver Twp
32	18	Paris Twp
32	19	Pte Aux Barques Twp
32	20	Port Austin Twp

County/City/Township Code Listing – Cont.

32 – Huron County – Cont.

County		Township/City/Village
32	21	Rubicon Twp
32	22	Sand Beach Twp
32	23	Sebewaing Twp
32	24	Sheridan Twp
32	25	Sherman Twp
32	26	Sigel Twp
32	27	Verona Twp
32	28	Windsor Twp
32	29	Caseville
32	30	Elkton
32	31	Kinde
32	32	Owendale
32	33	Port Austin
32	34	Port Hope
32	35	Ubly
32	39	Harbor Beach
32	40	Pigeon
32	41	Sebewaing
32	46	Bad Axe

33 – Ingham County

County		Township/City/Village
33	1	Alaiedon Twp
33	2	Aurelius Twp
33	3	Bunker Hill Twp
33	4	Delhi Twp
33	5	Ingham Twp
33	6	Lansing Twp
33	7	Leroy Twp
33	8	Leslie Twp
33	9	Locke Twp
33	10	Meridian Twp
33	11	Onondaga Twp
33	12	Stockbridge Twp
33	13	Vevay Twp
33	14	Wheatfield Twp
33	15	White Oak Twp

33 – Ingham County – Cont.

County		Township/City/Village
33	16	Williamston Twp
33	29	Dansville
33	39	Leslie
33	40	Stockbridge
33	41	Webberville
33	46	Williamston
33	60	Mason
33	80	East Lansing
33	95	Lansing

34 – Ionia County

County		Township/City/Village
34	1	Berlin Twp
34	2	Boston Twp
34	3	Campbell Twp
34	4	Danby Twp
34	5	Easton Twp
34	6	Ionia Twp
34	7	Keene Twp
34	8	Lyons Twp
34	9	North Plains Twp
34	10	Odessa Twp
34	11	Orange Twp
34	12	Orleans Twp
34	13	Otisco Twp
34	14	Portland Twp
34	15	Ronald Twp
34	16	Sebewa Twp
34	29	Clarksville
34	30	Hubbardston
34	31	Lyons
34	32	Muir
34	33	Pewamo
34	39	Lake Odessa
34	40	Saranac
34	46	Portland
34	60	Belding

County/City/Township Code Listing – Cont.

34 – Ionia County – Cont.

County		Township/City/Village
34	61	Ionia

35 – Iosco County

County		Township/City/Village
35	1	Alabaster twp
35	2	Au Sable Twp
35	3	Baldwin Twp
35	4	Burleigh Twp
35	5	Grant Twp
35	6	Oscoda Twp
35	7	Plainfield Twp
35	8	Reno Twp
35	9	Sherman Twp
35	10	Tawas Twp
35	11	Wilber Twp
35	29	Whittemore
35	39	East Tawas
35	40	Tawas City

36 – Iron County

County		Township/City/Village
36	1	Bates Twp
36	2	Crystal Falls Twp
36	3	Hematite Twp
36	4	Iron River Twp
36	5	Mansfield Twp
36	6	Mastodon Twp
36	7	Stambaugh Twp
36	29	Alpha
36	30	Gaastra
36	39	Caspian
36	40	Crystal Falls
36	46	Iron River

37 – Isabella County

County		Township/City/Village
37	1	Broomfield Twp
37	2	Chippewa Twp
37	3	Coe Twp
37	4	Coldwater Twp
37	5	Deerfield Twp
37	6	Denver Twp
37	7	Fremont Twp
37	8	Gilmore Twp
37	9	Isabella Twp
37	10	Lincoln Twp
37	11	Nottawa Twp
37	12	Rolland Twp
37	13	Sherman Twp
37	14	Union Twp
37	15	Vernon Twp
37	16	Wise Twp
37	29	Rosebush
37	30	Lake Isabella
37	39	Shepherd
37	46	Clare
37	67	Mt Pleasant

38 – Jackson County

County		Township/City/Village
38	1	Blackman Twp
38	2	Columbia Twp
38	3	Concord Twp
38	4	Grass Lake Twp
38	5	Hanover Twp
38	6	Henrietta Twp
38	7	Leoni Twp
38	8	Liberty Twp
38	9	Napoleon Twp
38	10	Norvell Twp
38	11	Parma Twp
38	12	Pulaski Twp
38	13	Rives Twp

County/City/Township Code Listing – Cont.

38 – Jackson County – Cont.

County		Township/City/Village
38	14	Sandstone Twp
38	15	Spring Arbor Twp
38	16	Springport Twp
38	17	Summit Twp
38	18	Tompkins Twp
38	19	Waterloo Twp
38	29	Cement City
38	30	Concord
38	31	Hanover
38	32	Parma
38	33	Springport
38	39	Brooklyn
38	40	Grass Lake
38	80	Jackson

39 – Kalamazoo County

County		Township/City/Village
39	1	Alamo Twp
39	2	Brady Twp
39	3	Charleston Twp
39	4	Climax Twp
39	5	Comstock Twp
39	6	Cooper Twp
39	7	Kalamazoo Twp
39	8	Oshtemo Twp
39	9	Pavilion Twp
39	10	Prairie Rhonde Twp
39	11	Richland Twp
39	12	Ross Twp
39	13	Schoolcraft Twp
39	14	Texas Twp
39	15	Wakeshma Twp
39	29	Climax
39	30	Richland
39	39	Augusta
39	40	Galesburg
39	41	Parchment

39 – Kalamazoo County – Cont.

County		Township/City/Village
39	42	Schoolcraft
39	43	Vicksburg
39	80	Portage
39	89	Kalamazoo

40 – Kalkaska County

County		Township/City/Village
40	1	Blue Lake Twp
40	2	Boardman Twp
40	3	Clearwater Twp
40	4	Cold Springs Twp
40	5	Excelsior Twp
40	6	Garfield Twp
40	7	Kalkaska Twp
40	8	Oliver Twp
40	9	Orange Twp
40	10	Rapid River Twp
40	11	Springfield Twp
40	13	Bear Lake Twp
40	39	Kalkaska

41 – Kent County

County		Township/City/Village
41	1	Ada Twp
41	2	Algoma Twp
41	3	Alpine Twp
41	4	Bowne Twp
41	5	Byron Twp
41	6	Cannon Twp
41	7	Caledonia Twp
41	8	Cascade Twp
41	9	Courtland Twp
41	10	Gaines Twp
41	11	Grand Rapids Twp
41	12	Grattan Twp
41	13	Lowell Twp
41	14	Nelson Twp

County/City/Township Code Listing – Cont.

41 – Kent County – Cont.

County		Township/City/Village
41	15	Oakfield Twp
41	17	Plainfield Twp
41	18	Solon Twp
41	19	Sparta Twp
41	20	Spencer Twp
41	21	Tyrone Twp
41	22	Vergennes Twp
41	29	Caldedonia
41	30	Casnovia
41	31	Kent City
41	32	Sand Lake
41	39	Cedar Springs
41	40	Rockford
41	46	Lowell
41	47	Sparta
41	66	East Grand Rapids
41	67	Grandville
41	68	Kentwood
41	69	Walker
41	89	Wyoming
41	95	Grand Rapids

42 – Keweenaw County

County		Township/City/Village
42	1	Allouez Twp
42	2	Eagle Harbor Twp
42	3	Grant Twp
42	4	Houghton Twp
42	5	Sherman Twp
42	29	Ahmeek

43 – Lake County

County		Township/City/Village
43	1	Chase Twp
43	2	Cherry Valley Twp
43	3	Dover Twp
43	4	Eden Twp

43 – Lake County – Cont.

County		Township/City/Village
43	5	Elk Twp
43	6	Ellsworth Twp
43	7	Lake Twp
43	8	Newkirk Twp
43	9	Peacock Twp
43	10	Pinora Twp
43	11	Pleasant Plains Twp
43	12	Sauble Twp
43	13	Sweetwater Twp
43	14	Webber Twp
43	15	Yates Twp
43	29	Baldwin
43	30	Luther

44 – Lapeer County

County		Township/City/Village
44	1	Almont Twp
44	2	Arcadia Twp
44	3	Attica Twp
44	4	Burlington Twp
44	5	Burnside Twp
44	6	Deerfield Twp
44	7	Dryden Twp
44	8	Elba Twp
44	9	Goodland Twp
44	10	Hadley Twp
44	11	Imlay Twp
44	12	Lapeer Twp
44	13	Marathon Twp
44	14	Mayfield Twp
44	15	Metamora Twp
44	16	North Branch Twp
44	17	Oregon Twp
44	18	Rich Twp
44	29	Clifford
44	30	Columbiaville
44	31	Dryden

County/City/Township Code Listing – Cont.

44 – Lapeer County

County		Township/City/Village
44	32	Metamora
44	33	North Branch
44	34	Otter Lake
44	39	Almont
44	40	Imlay City
44	41	Brown City
44	60	Lapeer

45 – Leelanau County

County		Township/City/Village
45	1	Bingham Twp
45	2	Centerville Twp
45	3	Cleveland Twp
45	4	Elmwood Twp
45	5	Empire Twp
45	6	Glen Arbor Twp
45	7	Kasson Twp
45	8	Leelanau Twp
45	9	Leland Twp
45	10	Solon Twp
45	11	Suttons Bay Twp
45	29	Empire
45	30	Northport
45	31	Suttons Bay
45	66	Traverse City

46 – Lenawee County

County		Township/City/Village
46	1	Adrian Twp
46	2	Blissfield Twp
46	3	Cambridge Twp
46	4	Clinton Twp
46	5	Deerfield Twp
46	6	Dover Twp
46	7	Fairfield Twp
46	8	Franklin Twp

46 – Lenawee County – Cont.

County		Township/City/Village
46	9	Hudson Twp
46	10	Macon Twp
46	11	Madison Twp
46	12	Medina Twp
46	13	Ogden Twp
46	14	Palmyra Twp
46	15	Raisin Twp
46	16	Ridgeway Twp
46	17	Riga Twp
46	18	Rollin Twp
46	19	Rome Twp
46	20	Seneca Twp
46	21	Tecumseh Twp
46	22	Woodstock Twp
46	29	Addison
46	30	Britton
46	31	Cement City
46	32	Clayton
46	33	Deerfield
46	34	Onsted
46	39	Clinton
46	40	Morenci
46	46	Blissfield
46	47	Hudson
46	60	Tecumseh
46	66	Adrian

47 – Livingston County

County		Township/City/Village
47	1	Brighton Twp
47	2	Cohoctah Twp
47	3	Conway Twp
47	4	Deerfield Twp
47	5	Genoa Twp
47	6	Green Oak Twp
47	7	Hamburg Twp
47	8	Handy Twp

County/City/Township Code Listing – Cont.

47 – Livingston County – Cont.

County		Township/City/Village
47	9	Hartland Twp
47	10	Howell Twp
47	11	Iosco Twp
47	12	Marion Twp
47	13	Osceola Twp
47	14	Putnam Twp
47	15	Tyrone Twp
47	16	Unadilla Twp
47	29	Pinckney
47	39	Brighton
47	40	Fowlerville
47	60	Howell
47	65	Fenton

48 – Luce County

County		Township/City/Village
48	1	Columbus Twp
48	2	Lakefield Twp
48	3	McMillan Twp
48	4	Pentland Twp
48	39	Newberry

49 – Mackinac County

County		Township/City/Village
49	1	Bois Blanc Twp
49	2	Brevort Twp
49	3	Clark Twp
49	4	Garfield Twp
49	5	Hendricks Twp
49	6	Hudson Twp
49	7	Marquette Twp
49	8	Moran Twp
49	9	Newton Twp
49	10	Portage Twp
49	11	St. Ignace Twp
49	29	Mackinac Island
49	46	St. Ignace

50 – Macomb County

County		Township/City/Village
50	1	Armada Twp
50	2	Bruce Twp
50	3	Chesterfield Twp
50	4	Clinton Twp
50	5	Harrison Twp
50	6	Lenox Twp
50	7	Macomb Twp
50	8	Ray Twp
50	9	Richmond Twp
50	11	Shelby Twp
50	12	Washington Twp
50	13	Lake Twp
50	39	Armada
50	40	Memphis
50	41	New Haven
50	46	Grosse Pte Shores
50	47	New Baltimore
50	48	Richmond
50	49	Romeo
50	50	Utica
50	66	Center Line
50	67	Fraser
50	68	Mt. Clemens
50	80	Eastpointe
50	89	Roseville
50	90	St. Clair Shores
50	91	Sterling Heights
50	95	Warren

51 – Manistee County

County		Township/City/Village
51	1	Arcadia Twp
51	2	Bear Lake Twp
51	3	Brown Twp
51	4	Cleon Twp
51	5	Dickson Twp
51	6	Filer Twp

County/City/Township Code Listing – Cont.

51 – Manistee County – Cont.

County		Township/City/Village
51	7	Manistee Twp
51	8	Maple Grove Twp
51	9	Marilla Twp
51	10	Norman Twp
51	11	Onekama Twp
51	12	Pleasanton Twp
51	13	Springdale Twp
51	14	Stronach Twp
51	29	Bear Lake
51	30	Copemish
51	31	Eastlake
51	32	Kaleva
51	33	Onekama
51	60	Manistee

52 – Marquette County

County		Township/City/Village
52	1	Champion Twp
52	2	Chocolay Twp
52	3	Ely Twp
52	4	Ewing Twp
52	5	Forsyth Twp
52	6	Humboldt Twp
52	7	Ishpeming Twp
52	8	Marquette Twp
52	9	Michigamme Twp
52	10	Negaunee Twp
52	11	Powell Twp
52	12	Republic Twp
52	13	Richmond Twp
52	14	Sands Twp
52	15	Skandia Twp
52	16	Tilden Twp
52	17	Turin Twp
52	18	Wells Twp
52	19	West Branch Twp
52	60	Ishpeming

52 – Marquette County

County		Township/City/Village
52	61	Negaunee
52	66	Marquette

53 – Mason County

County		Township/City/Village
53	1	Amber Twp
53	2	Branch Twp
53	3	Custer Twp
53	4	Eden Twp
53	5	Freesoil Twp
53	6	Grant Twp
53	7	Logan Twp
53	8	Hamlin Twp
53	9	Meade Twp
53	10	Pere Marquette Twp
53	11	Riverton Twp
53	12	Sheridan Twp
53	13	Sherman Twp
53	14	Summit Twp
53	15	Victory Twp
53	29	Custer
53	30	Fountain
53	31	Freesoil
53	39	Scottville
53	60	Ludington

54 – Mecosta County

County		Township/City/Village
54	1	Aetna Twp
54	2	Austin Twp
54	3	Big Rapids Twp
54	4	Chippewa Twp
54	5	Colfax Twp
54	6	Deerfield Twp
54	7	Fork Twp
54	8	Grant Twp
54	9	Green Twp

County/City/Township Code Listing – Cont.

54 – Mecosta County – Cont.

County		Township/City/Village
54	10	Hinton Twp
54	11	Martiny twp
54	12	Mecosta Twp
54	13	Millbrook Twp
54	14	Morton Twp
54	15	Sheridan Twp
54	16	Wheatland Twp
54	29	Barryton
54	30	Mecosta
54	31	Morley
54	32	Stanwood
54	66	Big Rapids

55 – Menominee County

County		Township/City/Village
55	1	Cedarville Twp
55	2	Daggett Twp
55	3	Faithorn Twp
55	4	Gourley Twp
55	5	Harris Twp
55	6	Holmes Twp
55	7	Ingallston Twp
55	8	Lake Twp
55	9	Mellen Twp
55	10	Menominee Twp
55	11	Meyer Twp
55	12	Nadeau Twp
55	13	Spalding Twp
55	14	Stephenson Twp
55	29	Daggett
55	30	Powers
55	31	Stephenson
55	32	Carney
55	66	Menominee

56 – Midland County

County		Township/City/Village
56	1	Edenville Twp
56	2	Geneva Twp
56	3	Greendale Twp
56	4	Homer Twp
56	5	Hope Twp
56	6	Ingersoll Twp
56	7	Jasper Twp
56	8	Jerome Twp
56	9	Larkin Twp
56	10	Lee Twp
56	11	Lincoln Twp
56	12	Midland Twp
56	13	Mills Twp
56	14	Mt Haley Twp
56	15	Porter Twp
56	16	Warren Twp
56	29	Sanford
56	39	Coleman
56	80	Midland

57 – Missaukee County

County		Township/City/Village
57	1	Aetna Twp
57	2	Bloomfield Twp
57	3	Butterfield Twp
57	4	Caldwell Twp
57	5	Clam Union Twp
57	6	Enterprise Twp
57	7	Forest Twp
57	8	Holland Twp
57	9	Lake Twp
57	10	Norwich Twp
57	11	Pioneer Twp
57	12	Reeder Twp
57	13	Richland Twp
57	14	Riverside Twp
57	15	West Branch Twp

County/City/Township Code Listing – Cont.

57 – Missaukee County – Cont.

County		Township/City/Village
57	29	Lake City
57	30	McBain

58 – Monroe County

County		Township/City/Village
58	1	Ash Twp
58	2	Bedford Twp
58	3	Berlin Twp
58	4	Dundee Twp
58	5	Erie Twp
58	6	Exeter Twp
58	7	Frenchtown Twp
58	8	Ida Twp
58	9	LaSalle Twp
58	10	London Twp
58	11	Milan Twp
58	12	Monroe Twp
58	13	Raisinville Twp
58	14	Summerfield Twp
58	15	Whiteford Twp
58	29	Estral Beach
58	30	Maybee
58	39	Carleton
58	40	Dundee
58	41	Luna Pier
58	42	Petersburg
58	43	South Rockwood
58	46	Milan
58	66	Monroe

59 – Montcalm County

County		Township/City/Village
59	1	Belvidere Twp
59	2	Bloomer Twp
59	3	Bushnell Twp
59	4	Cato Twp
59	5	Crystal Twp

59 – Montcalm County – Cont.

County		Township/City/Village
59	6	Day Twp
59	7	Douglass Twp
59	8	Eureka Twp
59	9	Evergreen Twp
59	10	Fairplain Twp
59	11	Ferris Twp
59	12	Home Twp
59	13	Maple Valley Twp
59	14	Montcalm Twp
59	15	Pierson Twp
59	16	Pine Twp
59	17	Reynolds Twp
59	18	Richland Twp
59	19	Sidney Twp
59	20	Winfield Twp
59	29	McBride
59	30	Pierson
59	31	Sheridan
59	39	Carson City
59	40	Edmore
59	41	Howard City
59	42	Lakeview
59	43	Stanton
59	60	Greenville

60 – Montmorency County

County		Township/City/Village
60	1	Albert Twp
60	2	Avery Twp
60	3	Briley Twp
60	4	Hillman Twp
60	5	Loud Twp
60	6	Montmorency Twp
60	7	Rust Twp
60	8	Vienna Twp
60	29	Hillman

County/City/Township Code Listing – Cont.

61 – Muskegon County

County		Township/City/Village
61	1	Blue Lake Twp
61	2	Casnovia Twp
61	3	Cedar Creek Twp
61	4	Dalton Twp
61	5	Egelston Twp
61	6	Fruitland Twp
61	7	Fruitport Twp
61	8	Holton Twp
61	9	Laketon Twp
61	10	Montague Twp
61	11	Moorland Twp
61	12	Muskegon Twp
61	14	Ravenna Twp
61	15	Sullivan Twp
61	16	Whitehall Twp
61	17	White River Twp
61	29	Casnovia
61	30	Lakewood Club
61	39	Fruitport
61	40	Montague
61	41	Ravenna
61	46	North Muskegon
61	47	Roosevelt Park
61	48	Whitehall
61	66	Muskegon Heights
61	67	North Shores
61	80	Muskegon

62 – Newaygo County

County		Township/City/Village
62	1	Ashland Twp
62	2	Barton Twp
62	3	Beaver Twp
62	4	Big Prairie Twp
62	5	Bridgeton Twp
62	6	Brooks Twp
62	7	Croton Twp

62 – Newaygo County – Cont.

County		Township/City/Village
62	8	Dayton Twp
62	9	Denver Twp
62	10	Ensley Twp
62	11	Everett Twp
62	12	Garfield Twp
62	13	Goodwell Twp
62	14	Grant Twp
62	15	Home Twp
62	16	Lilley Twp
62	17	Lincoln Twp
62	18	Merrill Twp
62	19	Monroe Twp
62	20	Norwich Twp
62	21	Sheridan Twp
62	22	Sherman Twp
62	23	Troy Twp
62	24	Wilcox Twp
62	29	Grant
62	30	Hesperia
62	39	Newaygo
62	40	White Cloud
62	46	Fremont

63 – Oakland County

County		Township/City/Village
63	1	Addison Twp
63	3	Bloomfield Twp
63	4	Brandon Twp
63	5	Commerce Twp
63	7	Groveland Twp
63	8	Highland Twp
63	9	Holly Twp
63	10	Independence Twp
63	11	Lyon Twp
63	12	Milford Twp
63	13	Novi Twp
63	14	Oakland Twp

County/City/Township Code Listing – Cont.

63 – Oakland County – Cont.

County		Township/City/Village
63	15	Orion Twp
63	16	Oxford Twp
63	18	Rose Twp
63	19	Royal Oak Twp
63	20	Springfield Twp
63	21	Waterford Twp
63	22	West Bloomfield Twp
63	23	White Lake Twp
63	24	Southfield Twp
63	29	Bingham Farms
63	30	Lake Angelus
63	31	Leonard
63	32	Ortonville
63	39	Clarkston
63	40	Orchard Lake
63	41	Sylvan Lake
63	42	Wixom
63	46	Bloomfield Hills
63	47	Franklin
63	48	Holly
63	49	Keego Harbor
63	50	Lake Orion
63	51	Lathrup Village
63	52	Milford
63	53	Oxford
63	54	Pleasant Ridge
63	55	South Lyon
63	56	Walled Lake
63	57	Wolverine Lake
63	60	Huntington Woods
63	61	Northville
63	62	Novi
63	63	Rochester
63	64	Fenton
63	66	Berkley
63	67	Beverly Hills
63	68	Clawson

63 – Oakland County – Cont.

County		Township/City/Village
63	69	Farmington
63	70	Hazel Park
63	80	Birmingham
63	81	Ferndale
63	82	Madison Heights
63	83	Oak Park
63	84	Troy
63	85	Farmington Hills
63	89	Pontiac
63	90	Royal Oak
63	91	Southfield
63	92	Rochester Hills/Avon Twp
63	93	Auburn Hills/Pontiac Twp

64 – Oceana County

County		Township/City/Village
64	1	Benona Twp
64	2	Clay Banks Twp
64	3	Colfax Twp
64	4	Crystal Twp
64	5	Elbridge Twp
64	6	Ferry Twp
64	7	Golden Twp
64	8	Grant Twp
64	9	Greenwood Twp
64	10	Hart Twp
64	11	Leavitt Twp
64	12	Newfield Twp
64	13	Otto Twp
64	14	Pentwater Twp
64	15	Shelby Twp
64	16	Weare Twp
64	29	Hesperia
64	30	New Era
64	31	Pentwater
64	32	Rothbury
64	33	Walkerville

County/City/Township Code Listing – Cont.

64 – Oceana County – Cont.

County		Township/City/Village
64	39	Hart
64	40	Shelby

65 – Ogemaw County

County		Township/City/Village
65	1	Churchill Twp
65	2	Cumming Twp
65	3	Edwards Twp
65	4	Foster Twp
65	5	Goodar Twp
65	6	Hill Twp
65	7	Horton Twp
65	8	Klacking Twp
65	9	Logan Twp
65	10	Mills Twp
65	11	Ogemaw Twp
65	12	Richland Twp
65	13	Rose Twp
65	14	West Branch Twp
65	29	Prescott
65	30	Rose City
65	39	West Branch

66 – Ontonagon County

County		Township/City/Village
66	1	Bergland Twp
66	2	Bohemia Twp
66	3	Carp Lake Twp
66	4	Greenland Twp
66	5	Haight Twp
66	6	Interior Twp
66	7	Matchwood Twp
66	8	McMillan Twp
66	9	Ontonagon Twp
66	10	Rockland Twp
66	11	Stannard Twp
66	39	Ontonagon

67 – Osceola County

County		Township/City/Village
67	1	Burdell Twp
67	2	Cedar Twp
67	3	Evart Twp
67	4	Hartwick Twp
67	5	Hersey Twp
67	6	Highland Twp
67	7	LeRoy Twp
67	8	Lincoln Twp
67	9	Marion Twp
67	10	Middle Branch Twp
67	11	Orient Twp
67	12	Osceola Twp
67	13	Richmond Twp
67	14	Rose Lake Twp
67	15	Sherman Twp
67	16	Sylvan Twp
67	29	Hersey
67	30	LeRoy
67	31	Marion
67	32	Tustin
67	39	Evart
67	40	Reed City

68 – Oscoda County

County		Township/City/Village
68	1	Big Creek Twp
68	2	Clinton Twp
68	3	Comins Twp
68	4	Elmer Twp
68	5	Greenwood Twp
68	6	Mentor Twp

69 – Otsego County

County		Township/City/Village
69	1	Bagley Twp
69	2	Charlton Twp
69	3	Chester Twp

County/City/Township Code Listing – Cont.

69 – Otsego County – Cont.

County		Township/City/Village
69	4	Corwith Twp
69	5	Dover Twp
69	6	Elmira Twp
69	7	Hayes Twp
69	8	Livingston Twp
69	9	Otsego Lake Twp
69	29	Vanderbilt
69	46	Gaylord

70 – Ottawa County

County		Township/City/Village
70	1	Allendale Twp
70	2	Blendon Twp
70	3	Chester Twp
70	4	Crockery Twp
70	5	Georgetown Twp
70	6	Grand Haven Twp
70	7	Holland Twp
70	8	Jamestown Twp
70	9	Olive Twp
70	10	Park Twp
70	11	Polkton Twp
70	12	Port Sheldon Twp
70	13	Robinson Twp
70	14	Spring Lake Twp
70	15	Tallmadge Twp
70	16	Wright Twp
70	17	Zeeland Twp
70	39	Coopersville
70	40	Ferrysburg
70	46	Hudsonville
70	47	Spring Lake
70	48	Zeeland
70	66	Grand Haven
70	80	Holland

71 – Presque Isle County

County		Township/City/Village
71	1	Allis Twp
71	2	Bearinger Twp
71	3	Belknap Twp
71	4	Bismarck Twp
71	5	Case Twp
71	6	Krakow Twp
71	7	Metz Twp
71	8	Moltke Twp
71	9	North Allis Twp
71	10	Ocqueoc Twp
71	11	Posen Twp
71	12	Presque Isle Twp
71	13	Pulawski Twp
71	14	Rogers Twp
71	29	Millersburg
71	30	Posen
71	39	Onaway
71	46	Rogers City

72 – Roscommon County

County		Township/City/Village
72	1	Au Sable Twp
72	2	Backus Twp
72	3	Denton Twp
72	4	Gerrish Twp
72	5	Higgins Twp
72	6	Lake Twp
72	7	Lyon Twp
72	8	Markey Twp
72	9	Nester Twp
72	10	Richfield Twp
72	11	Roscommon Twp
72	29	Roscommon

County/City/Township Code Listing – Cont.

73 – Saginaw County

County		Township/City/Village
73	1	Albee Twp
73	2	Birch Run Twp
73	3	Blumfield Twp
73	4	Brady Twp
73	5	Brant Twp
73	6	Bridgeport Twp
73	7	Buena Vista Twp
73	8	Carrollton Twp
73	9	Chapin Twp
73	10	Chesaning Twp
73	11	Frankenmuth Twp
73	12	Fremont Twp
73	13	James Twp
73	14	Jonesfield Twp
73	15	Kochville Twp
73	16	Lakefield Twp
73	17	Maple Grove Twp
73	18	Marion Twp
73	19	Richland twp
73	20	Saginaw Twp
73	21	St. Charles Twp
73	22	Spaulding Twp
73	23	Swan Creek Twp
73	24	Taymouth Twp
73	25	Tittabawassee Twp
73	26	Thomas Twp
73	27	Zilwaukee Twp
73	29	Birch Run
73	30	Merrill
73	31	Oakley
73	39	St. Charles
73	40	Zilwaukee
73	41	Reese
73	46	Chesaning
73	47	Frankenmuth
73	89	Saginaw

74 – St. Clair County

County		Township/City/Village
74	1	Berlin Twp
74	2	Brockway Twp
74	3	Burtchville Twp
74	4	Casco Twp
74	5	China Twp
74	6	Clay Twp
74	7	Clyde Twp
74	8	Columbus Twp
74	9	Cottrellville Twp
74	10	East China Twp
74	11	Emmett Twp
74	12	Fort Gratiot Twp
74	13	Grant Twp
74	14	Greenwood Twp
74	15	Ira Twp
74	16	Kenockee Twp
74	17	Kimball Twp
74	18	Lynn Twp
74	19	Mussey Twp
74	20	Port Huron Twp
74	21	Riley Twp
74	22	St. Clair Twp
74	23	Wales Twp
74	29	Emmett
74	39	Capac
74	40	Memphis
74	41	Yale
74	46	Algonac
74	47	Marine City
74	48	Richmond
74	49	St. Clair
74	60	Marysville
74	80	Port Huron

County/City/Township Code Listing – Cont.

75 – St. Joseph County

County		Township/City/Village
75	1	Burr Oak Twp
75	2	Colon Twp
75	3	Constantine twp
75	4	Fabius Twp
75	5	Fawn River Twp
75	6	Florence Twp
75	7	Flowerfield Twp
75	8	Leondias Twp
75	9	Lockport Twp
75	10	Mendon Twp
75	11	Mottville Twp
75	12	Nottawa Twp
75	13	Park Twp
75	14	Sherman Twp
75	15	Sturgis Twp
75	16	White Pigeon Twp
75	29	Burr Oak
75	30	Mendon
75	39	Centreville
75	40	Colon
75	41	Constantine
75	42	White Pigeon
75	60	Sturgis
75	61	Three Rivers

76 – Sanilac County

County		Township/City/Village
76	1	Argyle Twp
76	2	Austin Twp
76	3	Bridgehampton Twp
76	4	Buel Twp
76	5	Custer Twp
76	6	Delaware Twp
76	7	Elk Twp
76	8	Elmer Twp
76	9	Evergreen Twp
76	10	Flynn Twp

76 – Sanilac County – Cont.

County		Township/City/Village
76	11	Forester Twp
76	12	Fremont Twp
76	13	Greenleaf Twp
76	14	Lamotte Twp
76	15	Lexington Twp
76	16	Maple Valley Twp
76	17	Marion Twp
76	18	Marlette Twp
76	19	Minden Twp
76	20	Moore Twp
76	21	Sanilac Twp
76	22	Speaker Twp
76	23	Washington Twp
76	24	Watertown Twp
76	25	Wheatland Twp
76	26	Worth Twp
76	29	Applegate
76	30	Carsonville
76	31	Deckerville
76	32	Forestville
76	33	Lexington
76	34	Melvin
76	35	Minden City
76	36	Peck
76	37	Port Sanilac
76	39	Brown City
76	40	Croswell
76	41	Marlette
76	42	Sandusky

77 – Schoolcraft County

County		Township/City/Village
77	1	Doyle Twp
77	2	Germfask Twp
77	3	Hiawatha Twp
77	4	Inwood Twp
77	5	Manistique Twp

County/City/Township Code Listing – Cont.

77 – Schoolcraft County – Cont.

County		Township/City/Village
77	6	Mueller Twp
77	7	Seney Twp
77	8	Thompson Twp
77	46	Manistique

78 – Shiawassee County

County		Township/City/Village
78	1	Antrim Twp
78	2	Bennington Twp
78	3	Burns Twp
78	4	Caledonia Twp
78	5	Fairfield Twp
78	6	Hazelton Twp
78	7	Middlebury Twp
78	8	New Haven Twp
78	9	Owosso Twp
78	10	Perry Twp
78	11	Rush Twp
78	12	Sciota Twp
78	13	Shiawassee Twp
78	14	Venice Twp
78	15	Vernon Twp
78	16	Woodhull Twp
78	29	Bancroft
78	30	Byron
78	31	Morrice
78	32	New Lothrup
78	33	Vernon
78	34	Lennon
78	39	Laingsburg
78	40	Perry
78	41	Ovid
78	46	Corunna
78	47	Durand
78	66	Owosso

79 – Tuscola County

County		Township/City/Village
79	1	Akron Twp
79	2	Almer Twp
79	3	Arbela Twp
79	4	Columbia Twp
79	5	Dayton Twp
79	6	Denmark Twp
79	7	Elkland Twp
79	8	Ellington Twp
79	9	Elmwood Twp
79	10	Fairgrove Twp
79	11	Fremont Twp
79	12	Gilford Twp
79	13	Indian Fields Twp
79	14	Juniata Twp
79	15	Kingston Twp
79	16	Koylton Twp
79	17	Millington Twp
79	18	Novesta Twp
79	19	Tuscola Twp
79	20	Vassar Twp
79	21	Watertown Twp
79	22	Wells Twp
79	23	Wisner Twp
79	29	Akron
79	30	Fairgrove
79	31	Gagetown
79	32	Kingston
79	33	Mayville
79	34	Unionville
79	39	Cass City
79	40	Millington
79	41	Reese
79	46	Caro
79	47	Vassar

County/City/Township Code Listing – Cont.

80 – Van Buren County

County		Township/City/Village
80	1	Almena Twp
80	2	Antwerp Twp
80	3	Arlington Twp
80	4	Bangor Twp
80	5	Bloomingdale Twp
80	6	Columbia Twp
80	7	Covert Twp
80	8	Decatur Twp
80	9	Geneva Twp
80	10	Hamilton Twp
80	11	Hartford Twp
80	12	Keeler Twp
80	13	Lawrence Twp
80	14	Paw Paw Twp
80	15	Pine Grove Twp
80	16	Porter Twp
80	17	South Haven Twp
80	18	Waverly Twp
80	29	Bloomingdale
80	30	Breedsville
80	31	Gobles
80	32	Lawrence
80	39	Bangor
80	40	Decatur
80	41	Lawton
80	42	Mattawan
80	46	Hartford
80	47	Paw Paw
80	60	South Haven

81 – Washtenaw County

County		Township/City/Village
81	1	Ann Arbor Twp
81	2	Augusta Twp
81	3	Bridgewater Twp
81	4	Dexter Twp
81	5	Freedom Twp

81 – Washtenaw County – Cont.

County		Township/City/Village
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81	7	Lodi Twp
81	8	Lyndon Twp
81	9	Manchester Twp
81	10	Northfield Twp
81	11	Pittsfield Twp
81	12	Salem Twp
81	13	Saline Twp
81	14	Scio Twp
81	15	Sharon Twp
81	16	Superior Twp
81	17	Sylvan Twp
81	18	Webster Twp
81	19	York Twp
81	20	Ypsilanti Twp
81	29	Barton Hills
81	39	Dexter
81	41	Manchester
81	46	Chelsea
81	47	Milan
81	48	Saline
81	80	Ypsilanti
81	89	Ann Arbor

82 – Wayne County

County		Township/City/Village
82	1	Brownstown Twp
82	2	Canton Twp
82	4	Grosse Ile Twp
82	5	Grosse Pointe Twp
82	6	Huron Twp
82	8	Northville Twp
82	9	Plymouth Twp
82	10	Redford Twp
82	12	Sumpter Twp
82	14	Van Buren Twp
82	39	Belleville

County/City/Township Code Listing – Cont.

82 – Wayne County – Cont.

County		Township/City/Village
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82	47	Grosse Pte. Shores
82	48	Rockwood
82	49	Wood Haven
82	60	Flat Rock
82	61	Grosse Pointe
82	63	Northville
82	66	Ecorse
82	67	Grosse Pte. Farms
82	68	Grosse Pte. Park
82	69	Grosse Pte. Woods
82	70	Harper Woods
82	71	Melvindale
82	72	Plymouth
82	73	River Rouge
82	74	Riverview
82	75	Romulus
82	76	Trenton
82	77	Wayne
82	80	Allen Park
82	81	Garden City
82	82	Hamtramck
82	83	Highland Park
82	84	Inkster
82	85	Southgate
82	86	Wyandotte
82	89	Dearborn Heights
82	90	Lincoln Park
82	91	Taylor
82	92	Westland
82	95	Dearborn
82	96	Livonia
82	99	Detroit

83 – Wexford County

County		Township/City/Village
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83	2	Boon Twp
83	3	Cedar Creek Twp
83	4	Cherry Grove Twp
83	5	Clam Lake Twp
83	6	Colfax Twp
83	7	Greenwood Twp
83	8	Haring Twp
83	9	Hanover Twp
83	10	Henderson Twp
83	11	Liberty Twp
83	12	Selma Twp
83	13	Slagle Twp
83	14	South Branch Twp
83	15	Springville Twp
83	16	Wexford Twp
83	29	Buckley
83	30	Harrietta
83	31	Mesick
83	39	Manton
83	60	Cadillac

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Appendix D

Drug Index

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Appendix E

Mileage Conversion Chart

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Mileage Conversion Chart

Feet	Decimal	Fraction
330	0.06	1/16
440	0.08	1/12
528	0.10	1/10
587	0.11	1/9
660	0.13	1/8
754	0.14	1/7
880	0.17	1/6
1056	0.20	1/5
1056	0.20	2/10
1320	0.25	1/4
1584	0.30	3/10
1760	0.33	1/3
1980	0.38	3/8
2112	0.40	2/5
2112	0.40	4/10
2640	0.50	1/2
2640	0.50	5/10
3168	0.60	3/5
3168	0.60	6/10
3300	0.63	5/8
3520	0.67	2/3
3696	0.70	7/10
3960	0.75	3/4
4224	0.80	4/5
4224	0.80	8/10
4620	0.88	7/8
4752	0.90	9/10
5280	1.00	1

Note: Document the measurement in feet with whole numbers or in miles with decimal numbers (instead of fractions ½=.5).

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Appendix F

Drivers License Types

Michigan Department of State Police
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Drivers License Types

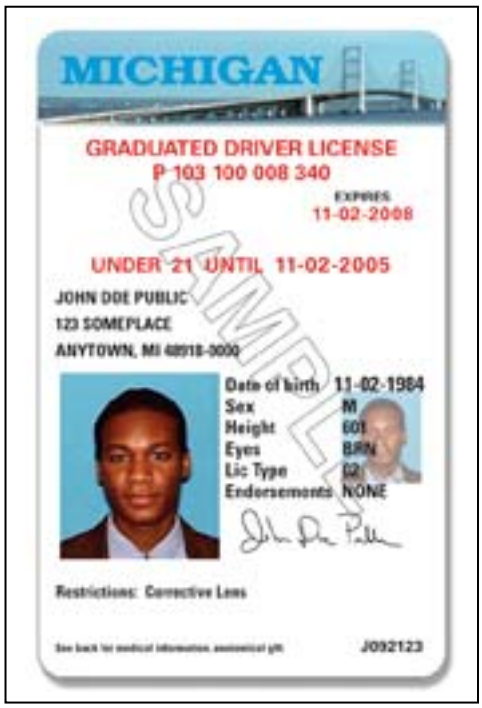
Examples of Operator Licenses

Examples of Identification Cards

Drivers License Types – Cont.

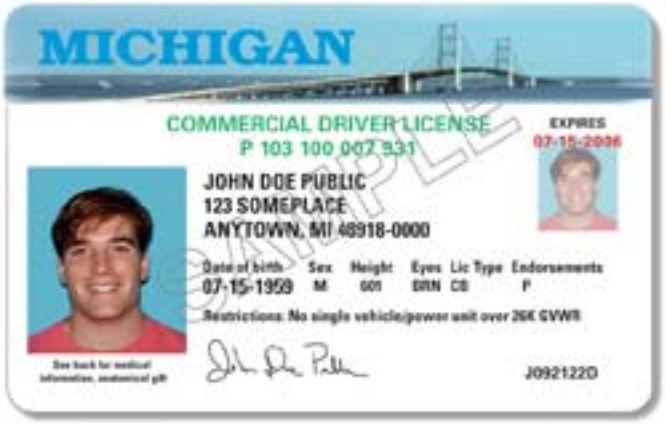
Examples of Moped Licenses

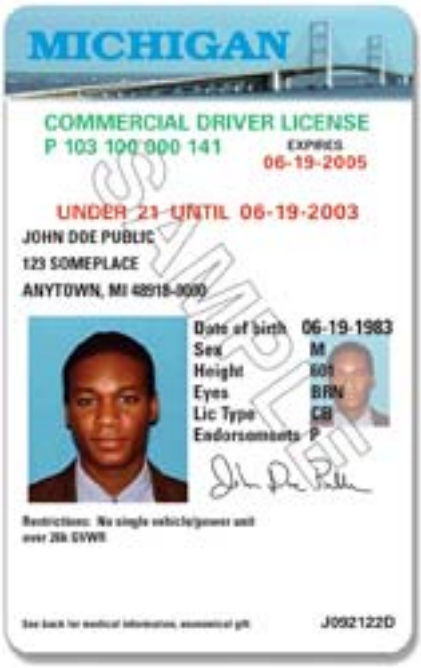
Examples of a Graduated License



Drivers License Types – Cont.

Examples of Commercial Driver Licenses





Drivers License Types – Cont.

Examples of Commercial Driver Licenses – Cont.

License Types:	Endorsements:
O = Operator	CY = Cycle
C = Chauffeur	F = Farm
M = Moped	R = Recreational

CDL Group Designations, Endorsements and Restrictions

CDL Group Designations (A Michigan resident needs a CDL with the appropriate group designation as follows):

Group A: To operate a combination of vehicles with a gross combination weight rating (GCWR)* of 26,001 pounds or more including a towed trailer or vehicle with a gross vehicle weight rating (GVWR)** of more than 10,000 pounds.
Group A allows you to operate Group B and Group C vehicles.

Group B: To operate a single vehicle having a GVWR of 26,001 pounds or more or any such vehicle towing a vehicle not in excess of 10,000 pounds GVWR..
Group B allows you to operate Group C vehicles.

Group C: To operate a single vehicle with a GVWR under 26,001 pounds or a combination of vehicles having a combined GVWR under 26,001 lbs. when the vehicle is required to display a hazardous material placard, or designed to transport 16 or more passengers including the driver.

*Gross Combination Weight Rating (GCWR) means the value specified by the manufacturer as the maximum loaded weight of a combination vehicle. In the absence of a label, the GCWR can be calculated by adding the GVWR of the power unit to the GVWR of the vehicle(s) or trailer(s) being towed.

**Gross Vehicle Weight Rating (GVWR) is the recommended maximum total weight of the vehicle and load as designated by the vehicle manufacturer. The GVWR label is usually found on the driver side door post of the power unit and on the front left side of the trailer. The GVWR should not be confused with the elected gross vehicle weight (GVW) which is declared by the vehicle owner for registration purposes.

Endorsements
In addition to the appropriate CDL group designation, endorsements are required for the following:

- **T - Double or Triple Trailers**: (Triple trailer combinations are not permitted in Michigan.)
- **P - Passenger**: For vehicles which are designed to carry 16 or more people (including the driver).
- **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. Before applying for this endorsement, you must have a Federal Security Threat Assessment. For more information about the Federal Security Threat Assessment, click here.
- **X** - This X-endorsement code will appear on the license instead of the H and N codes when an applicant receives both the tank and hazardous materials endorsements.
- **S - School Bus**: For commercial motor vehicles used to transport pre-primary, primary, or secondary school students from home to school, school to home, or to and from school-sponsored events.

Drivers License Types – Cont.

Examples of Commercial Driver Licenses – Cont.

Restrictions
You could receive restrictions on your CDL under the following conditions:

- **Code 28 Restriction** – "CDL not valid for operating vehicles equipped with air brakes." If you do not pass the air brake knowledge test, or if the vehicle you use for the CDL skills tests is not equipped with air brakes, you will be restricted from operating vehicles with air brakes.
- **Code 29 Restriction** – "CDL-P endorsement valid in Group B or C vehicles only." If you are adding the P-Passenger endorsement to your current Group A designation, you must complete the CDL tests in a bus or school bus. If the bus you use for the P-Passenger endorsement skills tests is a Group B-Bus, your P-Passenger endorsement will be restricted to Group B and C vehicles.
- **Code 30 Restriction** – "CDL-P endorsement valid in Group C vehicles only." If you are adding the P-Passenger endorsement to your current Group A or B designation, you must complete the CDL skills tests in a bus or school bus. If the bus you use for the P-Passenger endorsement skills test is a Group C-Bus, your P-Passenger endorsement will be restricted to Group C vehicles.

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Appendix G

Driver Record Information for Crashes

Michigan Department of State Police
Criminal Justice Information Center
Traffic Crash Reporting Section

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DRIVER RECORD INFORMATION FOR CRASHES

The Master Driver Record (MDR) File identifies each Michigan driver and maintains the history of their driving record. The MDR File is a historical driving record for each individual licensed in Michigan; and for each non-licensed Michigan resident having driving information reported to the Department of State (non-licensed drivers having been involved in accidents and/or convicted of traffic violations). The MDR File also contains information regarding out-of-state drivers having Failure to Comply with Court actions related to alcohol involvement.

Driver record information originates from license branch offices, police agencies, courts, other states, internally from within the Department of State, Department of Public Health, and Department of Education.

A driver record includes: Current license application information, convictions for traffic violations, civil infraction determinations, failure to answer court judgments, accidents, and license withdrawal actions or restrictions on driving privileges.

Driver License Number

The driver license number is a unique number assigned by the Department of State to an individual, upon application for a Michigan driver license, or is assigned by the department when processing an abstract from a court pertaining to a non licensed individual. The driver license number is a unique Soundex Code derived from a driver's last, first, and middle name, and month and day of birth. The driver license number identifies the driver and is used as the driver file key.

License Issued

The MDR File specifies whether the current license application on file is an original, renewal, duplicate, or correction. If the driver does not have an application on file, the record will show "No License".

O = Original C = Correction
R = Renewal D = Duplicate

License Application codes may be preceded by:

E = Extension. The last application renewal was by mail.
P = Probation. The driver is a probationary driver.

Probationary

The MDR file contains an indicator for probationary drivers. Since October 1, 1979, a license issued to a person not previously licensed in Michigan or another state is designated as probationary for three years after the original license date.

Driver License Type

The Department of State issues two basic types of driver licenses---Operator and Chauffeur. A Motorcycle, Farm, and/or Recreational endorsement may be added to the operator or chauffeur license. Less frequently used are Moped and Minor Restricted licenses. Since January 1, 1990, some commercial drivers may need a Commercial Driver License (CDL). Commercial Driver License Group and CDL endorsements are added to the chauffeur license. The requirements for a Chauffeur license do not change; however, upon application for a Chauffeur license, determination is made if a CDL is necessary. The CDL is based on the gross vehicle weight rating (GVWR) of a vehicle and designation of what the vehicle is hauling or towing. See Box 2 on next page for listing of license type codes.

DRIVER RECORD INFORMATION FOR CRASHES – Cont.

Driver License Type Codes

CHAF	=	Chauffeur's License
CHAF-CY	=	Chauffeur's License with cycle endorsement
MINOR-REST	=	Minor Restricted License
MOPED	=	Moped License
OPER	=	Operator's License
OPER-CY	=	Operator's License with cycle endorsement

may be followed by:

TIP	=	Temporary Instruction Permit allows the holder to practice driving for up to 150 days with a licensed adult.

may be followed by:

F = Farm Endorsement **R** = Recreational Endorsement

License type may be followed by CDL Group code:

A = CDL Group A **B** = CDL Group B **C** = CDL Group C

CDL Group code may be followed by CDL endorsement code:

H = Hazardous Cargo **N** = Tank
P = Passenger **T** = Double/Triple Trailers

License Expiration

The license expiration year shown on a driver license and on the MDR File, is the year in which the current driver license expires on the driver's birthdate.

Birthdate

The birthdate on the driver license application must be the driver's legally recorded date of birth.

Name

A driver's name for license application, and the name maintained on the MDR File must be the full legal name of the driver, as verified by acceptable legal documents.

Description of Driver

Beginning January 1, 1990, Height, Weight, and Eye Color is retained on the MDR File, once this data is collected from license applications.

DRIVER RECORD INFORMATION FOR CRASHES – Cont.

Driver Moved Out-Of-State

The MDR File maintains an indicator of a driver having moved out-of-state and becoming licensed in another state. The indicator specifies the issuing state upon transferring from Michigan.

Special Restrictions

The MDR File reflects "special restriction" on an individual's driving privilege when that driver has need for special equipment and/or restricted time of day, or radius of driving limitations. These special restrictions are an effort toward safe operation of motor vehicles by drivers, including those having artificial limbs or physical disabilities requiring special steering knobs, cushions, hand controls, and/or sight problems. Also, there are special restrictions that place limitations on some CDLs.

Change of Address – Address History

A history of all address changes for any individual is maintained, through access to microfilm and microfiche, up to the three most current changes prior to the current license address. The date of change is the date on which the driver actually notified the department of the address change.

Previous Name/Alias Name

A previous name other than the name of an individual, if currently licensed, is a name changed by marriage or court order. A previous name is maintained on the master file for four years subsequent to the posting of the name change. An alias name, or assumed name, is a name used for licensing purposes by an individual, not resulting from marriage or court order.

Convictions & Civil Infraction Determinations

Conviction and civil infraction records include date of court finding, arrest date, court location, name of offense, miles per hour (if offense was speeding), if more than one violation was reported at the "same incident", if the abstract was "late received" by the department from the court, and the type of vehicle used at time of violation.

Failure To Answer Citation/Failure To Comply With Court Judgment

Courts notify the Department of State if a driver has failed to answer the court after 40 days subsequent to the date of prescribed hearing. The notice from the court is the notice for this department to suspend the driver's license, and to notify the driver of the suspension by regular mail. Records of failing to comply with a court contain: violation date, hearing date, location place of arrest, type of offense, miles per hour (if the violation was speeding) date of suspension and the court date or the court file number.

Upon compliance with the court, the court subsequently notifies the department that the driver did appear, a determination was made, and if convicted, whether or not the driver paid the required reinstatement fee to the court.

DRIVER RECORD INFORMATION FOR CRASHES – Cont.

Crashes

Crash information retained on the MDR File includes: date of crash, number of vehicles involved in the incident, number of persons injured, number persons killed, if any; policing agency, police agency report number. Crash information is reported to the Department of State by the Michigan State Police. All other police agencies report crashes to MSP, and they subsequently submit crash information to this department (See Crash Codes).

Court Actions

When District Courts take action against an individual's driving privilege, they notify the Department of State by abstract of conviction. District courts may order revocations, suspensions and/or restrictions. Circuit Courts submit to this department decisions on appeals of departmental actions, and additions to or amendments to previous court actions (suspensions, revocations, restrictions, or denials). Court action information includes: type of action, occurrence date, dates on which the action is effective and termination intended, reason(s) for the action, and court name.

Departmental Actions

Actions taken by the Department of State Bureau of Driver Assessment are: Warning Letters, re-examination interviews with the driver, license cancellation, restricted licenses, suspensions, suspension with restrictions, revocation, or denial of driver license. The department's licensing branch offices may deny issuance of a license based upon license application test results. Departmental actions are maintained on the MDR File with the reason(s) for the actions, their effective and termination dates, and whether the required reinstatement fee has been paid (see Referral Reasons).

Financial Responsibility Action (Fr)

The Department of State is notified by courts to take action on a driver's eligibility to be licensed to drive, upon judgment arising out of ownership, maintenance, or use of a motor vehicle. Detailed information pertaining to Financial Responsibility is maintained on a separate FR File, although the action information is recorded, maintained, and accessed via the MDR File.

DRIVER RECORD INFORMATION FOR CRASHES – Cont.

CODED INFORMATION APPEARING ON A DRIVER RECORD

Vehicle Type Codes

ABBREV.	EXPLANATION
BU	Bus
CY	Cycle
GC	Go Cart
HI	Hazardous Cargo Truck – Single Vehicle
H2	Hazardous Cargo Truck – Cab (Tractor) plus Trailer
H3	Hazardous Cargo Truck – Cab (Tractor) plus Double Bottom Trailer
MO	Moped
OR	Off Road Vehicle
PA	Passenger Car, including 2 DR, 4 DR, and Station Wagon
PU	Pickup Truck
SB	School Bus
SM	Snowmobile
ST	Small Truck (under 10,000 lbs)
TI	Truck – Single Vehicle
T2	Truck – Cab (Tractor) plus 1 Trailer
T3	Truck – Cab (Tractor) plus Double Bottom Trailer
VA	Van

These Vehicle Codes May Appear In A Conviction Record As Type Of Vehicle Driven At Time Of Violation.

ABBREV.	EXPLANATION
AA	Group A Vehicle
AH	A & Hazardous
AL	A & Tank & Double/triple, hazardous
AN	A & Tank
AS	A & School Bus
AP	A & Passenger
AT	A & Double/triple
AX	A & Tank & Hazardous
AY	A & Tank & double/triple
AZ	A & Double/triple & hazardous
BB	B Veh.
BH	B & Hazardous
BN	B & Tank
BP	B & Passenger
BS	B & School Bus
BX	B & Tank & Hazardous
BU	Bus
CH	C & Hazardous
CP	C & Passenger
CS	C & School Bus
CV	CDLIS Veh from CSOR
CX	C & Tank & Hazardous
CY	Cycle
CG	Go Cart
HV	CDLIS Hazardous Veh. from CSOR
NC	CDLIS Non-Comm. Veh. from CSOR
MD	Medium Duty Trucks
MO	Moped
OR	Off Road Vehicle
PA	Passenger (2 dr, 4 dr, Sta. Wagon)
PU	Pick Up Truck
SM	Snowmobile
ST	Small Truck (Under 10,000 pounds)
VA	Van
WC	Watercraft

DRIVER RECORD INFORMATION FOR CRASHES – Cont.

CODED INFORMATION APPEARING ON A DRIVER RECORD

Warning Letters

DI Correspondence	**D** = (4 to 7 points)
DI Warning Letter	**D** = (8 to 11 points)
DI Warning Letter	**E** = (0 to 7 points and "violation of corrective lens restriction)
DI Warning Letter	**H** = Probationary driver with a 1-3 point conviction (no previous action).

Crash Codes

Drinking Code Prior to July, 2002		Drinking and Drug Code After July, 2002	
X0	No drinking Code	X0	Not used
X3	Had been drinking	X3	Had been drinking
X4	Had not been drinking	X4	Had NOT been drinking or using drugs
X5	Not stated	X5	Not stated
		X6	Had been using drugs
		X7	Had been drinking and using drugs

Referral Reasons For Departmental Review Or Action

ABBREV.	EXPLANATION
A	Unable To Pass Test (road, sign, vision, or written)
D	Unsatisfactory Driving Record
E	Violation of Restrictions
H	UDR During Probationary License Period

DRIVER RECORD INFORMATION FOR CRASHES – Cont.

STANDARD ABBREVIATIONS

ABBREV.	EXPLANATION
ACC	Accident
ADDL	Additional
ADMIN	Administrative
AHSP	Alcohol Highway Safety Program
&	And
APP	Application
APPR	Approved
APT	Apartment
AUTH	Authority, Authorized
CDL	Commercial Driver License
CDSS	County Driver Safety School
CF #	Court File Number
CIRC	Circuit (Court)
CIR CT	Circuit Court
CONF	Conference
CONTD	Continued
DEPT	Department
DI	Driver Improvement
DIAG	Diagnostic
DLAD	Driver License Appeal Division
DR STMT	Doctor's Statement
EFF	Effective
ELIG	Eligible
EMERG	Emergency
EQUIP	Equipment
FAC	Failure To Appear In Court
FCA	Failure To Change Address
FCJ	Failure To Comply With Judgment
FCPV	Failure To Clear Parking Violations
FED	Federal
FIN RESP	Financial Responsibility Or FR
FTA	Failed To Appear
GRP	Group
GVW	Gross Vehicle Weight
HOSP	Hospital
HWY	Highway
INC	Incorporated
INDEF	Indefinitely
INFO	Information
INFL	Influence
INJ	Injured
INSTR	Instruction
INTOX	Intoxicated
LATE RECD ABST	Late Received Abstract (90 Days lapse from date of conviction to time Department Received Abstract From Court)
LIC	License
LIQ	Liquor
MAG	Magistrate (Court)
MAND	Mandatory
MCL	Michigan Compiled Laws
MED	Medical
MS	Mandatory Suspension
MSP	Michigan State Police
MTR	Motor
MUN	Municipal (Court)
NEG	Negligent
NUM	Numb
ORIG	Original
OUCS	Operating Under Influ Controlled Substance
OUIL	Operating Under Influ Of Liquor
OWI	Operating While Impaired
P.D.	Property Damage
P.I.	Personal Injury
PD	Police Department
PROB	Probation
RECOM	Recommend(Ed)
REFD	Referred
REQ	Requirements
RESP	Responsible or Responsibility
REST	Restrictions or Restricted
RETD	Returned
REV	Revocation
RD	Road
SO	Sheriffs Office
SOS	Secretary Of State
SPEC	Special
SSN	Serial Number
ST	Street
STMT	Statement
SUBJ	Subject
SUPT	Superintendent
SUSP	Suspension
TEMP	Temporary
TERM	Terminate
TIP	Temporary Instruction Permit
TRAF	Traffic (Court)
UA	Under Age (Under 21)
UBAC	Unlawful Body Alcohol Content
UDAA	Unlawfully Driving Away Auto
UDR	Unsatisfactory Driving Record
UJ	Unsatisfied Judgment
VEH	Vehicle
VIOL	Violation
X-WAY	Expressway or Freeway
W/O	Without
YR	Year

NOTE: Non-standard abbreviations may appear in specific descriptions of restrictions according to place of employment, involvement in schools and/or agencies to where the driver may be referred for rehabilitation and counseling.

DRIVER RECORD INFORMATION FOR CRASHES – Cont.

Commercial Driver License

CDL Groups

A = **CDL Group A** (To operate a vehicle which tows another vehicle with GVWR of 10,000 pounds. Group A allows Group B & C vehicles)

B = **CDL Group B** (To operate a single vehicle having GVWR or 26,001 or more and/or combination of vehicles having GVWR of 26,001 or more towing a vehicle not more than 10,000 GVWR. Also allows Group C)

C = **CDL Group C** (To operate small vehicles designed to carry 16 or more passengers including driver and/or small vehicle carrying hazardous material in small amounts requiring placard)

CDL Group may be followed by:

CDL Endorsement

There are four endorsements which can be added to a CDL when operating specific types of vehicles. The endorsements are as follows:

T – Double trailers. Needed on a group A license when towing two trailers. (Triple trailers are not permitted in Michigan.)

N – Tankers. Required on a group A or B license when hauling liquids or liquefied gases in bulk in permanently mounted tanks or portable tanks rated at 1000 gallons or more. A tanker endorsement may also be needed on a group C license when hauling hazardous materials in a small tanker.

H – Hazardous Materials. Needed on a group A, B, or C license when carrying hazardous materials or hazardous waste in amounts requiring the vehicle to be placarded.

P – Passenger. Required on a group A, B, or C license when the vehicle is designed to carry 16 or more people including the driver.

CDL records contain the drivers Social Security Number in addition to the Driver License Number.

DRIVER RECORD INFORMATION FOR CRASHES – Cont.

Crash Codes

Explanation Of Crash Violation Code As Listed On The Master Driving Record

Before **1992**		During **1992**		During **1993 – 1999**		**2000** – Present	
00	No violation code	00	No violation code	00	None	00	None
01	Speed to fast	01	Translated to 00 on MDR	01	Speed to fast	01	Speed to fast
02	Speed to slow	02	Speed too fast	02	Speed too slow	02	Speed too slow
03	Failed to yield right of way – disregard of traffic control	03	Speed to slow	03	Failed to yield	03	Failed to yield
04	Drove wrong way	04	Failed to yield	04	Disregard traffic control	04	Disregard traffic control
05	Drove left of center, improper over taking and passing, improper lane usage	05	Disregard traffic control	05	Drove wrong way	05	Drove wrong way
06	Improper turn, improper or no signal	06	Drove wrong way	06	Drove left of center	06	Drove left of center
07	Improper backing, unsafe start	07	Drove left of center	07	Improper passing	07	Improper passing
08	Following too closely, unable to stop in assured clear distance ahead, railed to use due care and caution	08	Improper passing	08	Improper lane use	08	Improper lane use
09	Other hazardous action	09	Improper lane use	09	Improper turn	09	Improper turn
		10	Improper turn	10	Improper turn/no signal	10	Improper signal
		11	Improper/No signal	11	Improper backing	11	Improper backing
		12	Improper backing	12	Unable to stop	12	Unable to stop in assured clear distance
		13	Unable to stop in assured clear distance	13	Other	13	Other
		14	Other	14	Unknown	14	Unknown**
		15	Reckless driving			15	Reckless Driving
		16	Careless/negligent driving			16	Careless/Negligent Driving
		17	Unknown				
		99	Uncoded & Errors	99	Uncoded & Errors	99	Uncoded & Errors (possible multiple Hazardous Actions)*

These hazardous action codes are prefaced with the letter "V" on the actual crash reports
(example: V01-V03-V08)

DRIVER RECORD INFORMATION FOR CRASHES – Cont.

Sample Driving Record

```
D-616-135-108-030
DAVID CARR DRIVER          01/10/1945  M
12345 MAIN ST              R-CHAF-CY-AHNPT  01/13/1994  1998
ANYWHERE MI 48000-1234   363-41-7001

020888  MIDLAND          011588 ENERGY SPEED  70/65/55  -PA
062888  DETROIT          052688 FAILED TO SIGNAL AND/OR OBSERVE
                                                  -PA
                  ****   080288 REFD D
                  ****   120288 RE-EXAM DATE 12/02/1988 SUSP
                             FROM 12/07/1988 THRU 04/06/1989,
                             REINSTATEMENT FEE REQUIRED, FROM
                             REFERRAL OF 08/02/1988,
                             UNSATISFACTORY DRIVING RECORD,
                             ADMIN REVIEW
                  ****   020790 REINSTATEMENT FEE PAID
                             02/07/1990
082890  ILLINOIS         072690 ENERGY SPEED   65/70/55  -LATE
                             RECD ABST                          1
102591  MIDLAND          071991 DISOBEYED TRAFFIC SIGNAL  -PA   3
012292  MARINE CITY      011092 OPERATED WHILE IMPAIRED  -PA    4
      ACCIDENT  071991 020-0440 MIDLAND
                             2 VEH  0 INJ  0 KILLED  V03 X4 1110
MI SOS   (PREPARED IN COMPLIANCE WITH MCL 257.733)
```

The preceding sample driver record would be interpreted as follows:

Line 1	Driver License Number, coded using last, first, & middle names, and month and day of birth.
Line 2	Driver's legal name, date of birth and sex code (M or F)
Line 3	Street address, license type and application (Renewal Chauffeur license with cycle endorsement, with CDL Group A, & endorsements to haul hazardous cargo, operate tank, passenger, or double/triple trailers), license issue date and year of expiration.
Line 4	City, state, and zip code, social security number (only appears on CDL licenses)
Line 5	Issued citation on 1/15/88 for energy speed violation (driving 70 in 65/55 zone) while operating a passenger vehicle. Was convicted of violation on 2/8/88 in Midland.
Line 6	Issued ticket on 5/26/88 for failing to signal or observe while driving a passenger vehicle. Was convicted on 6/28/88 in Detroit.
Line 8	Was referred on 8/2/88 for re-exam by Driver Improvement for unsatisfactory driving record. Was issued a suspension at an administrative review by DI on 12/02/88 effective from 12/7/88 thru 4/6/89.
Line 15	Paid reinstatement fee on 2/7/90 to reinstate driving privilege.
Line 17	Conviction from Illinois for energy speed violation. Was late received abstract and assessed one point for violation.
Line 19	Disobeyed traffic signal violation on 7/19/91, convicted on 10/25/91 in Midland, assessed 3 points.
Line 20	Operated while impaired violation on 1/10/92, convicted on 01/22/92 in Marine City and assessed 4 points.
Line 21	Involved in accident on 7/19/91 in Midland involving 2 vehicles, no injuries. Accident was caused because of a failure to yield (V03) and the driver had not been drinking (X04). Accident report can be found on reel 20, frame 440.
Line 23	End of record (MI SOS) and authority statement.

DRIVER RECORD INFORMATION FOR CRASHES – Cont.

The Master Driver Record File identifies each Michigan driver and maintains the history of their driving record. The MDR File is a historical driving record for each individual licensed in Michigan: and for non-licensed Michigan resident having driving information reported to the Department of State (non-licensed drivers having been involved in accidents and/or convicted of traffic violations). The MDR File also contains information regarding out-of-state drivers having Failure to Comply with court actions related to alcohol involvement.

Driver record information originates from license branch offices, police agencies, courts, other states, internally from within the Department of State, Department of Public Health, and Department of Education.

A driver record includes: Current license application information, convictions for traffic violations, civil infraction determinations, failure to answer court judgments, accidents, and license withdrawal actions or restrictions on driving privileges.

License Issued

The MDR File specifies whether the current license application on file is an original, renewal, duplicate, or correction. If the driver does not have an application on file, the record will show "No License."

O = Original	R = Renewal
C = Correction	D = Duplicate

License Applications may be preceded by:
E = Extension. The last application renewal was by mail
P = Probation. The driver is a probationary driver

Beginning April 1, 1997, Michigan implemented the Graduated Driver License Program. What level the driver currently has is indicated to the right of the driver's license number and a description of the restrictions are listed below the address. **GDL LEVEL 1, GDL LEVEL 2 or GDL LEVEL 3**

Driver License Type

The Department of State issues two basic types of drivers licenses – Operator and Chauffeur. A Motorcycle, Farm and/or Recreational endorsement may be added to the operator or chauffeur license. Less frequently used are Moped and Minor Restricted licenses. Since January 1, 1990, some commercial drivers may need a Commercial Driver License (CDL). Commercial Driver License Group and CDL endorsements are added to the chauffeur license. The requirements for a Chauffeur license do not change: however, upon application for a Chauffeur license, determination is made if a CDL is necessary. The CDL is based on the gross vehicle weight rating (GVWR) of a vehicle and designation of what the vehicle is hauling or towing. It is possible for a driver in Michigan to have an operator's license with a CDL group. See box below for listing of license type codes.

DRIVER RECORD INFORMATION FOR CRASHES – Cont.

Driver License Type (Cont.)

CHAF	=	Chauffeur's License
CHAF-CY	=	Chauffeur's License with cycle endorsement
MINOR-REST	=	Minor Restricted License
MOPED	=	Moped License
OPER	=	Operator's License
OPER-CY	=	Operator's License with cycle endorsement

may be followed by:

TIP = Temporary Instruction Permit allows the holder to practice driving for up to 150 days with a licensed adult.

May be followed by:

F = Farm Endorsement **R** = Recreational Endorsement

License type may be followed by CDL Group code:

A = CDL Group A **B** = CDL Group B **C** = CDL Group C

CDL Group code may be followed by CDL Endorsement code:

H = Hazardous Cargo **N**= Tank

P = Passenger **T** = Double/Triple Trailers

Crashes

Crash information retained on the MDR File includes: date of crash, number of vehicles involved in the incident, number of persons injured, number persons killed, if any; policing agency, police agency report number. Crash information is reported to the Department of State by the Michigan State Police. All other police agencies report crashes to MSP, and they subsequently submit crash information to MDOS/SOS.

Accident Codes

The Violation and Drinking Item Codes follow the counts in accident records at SOS. See below listings.

Violation Codes

V1	Speed too fast
V2	Speed too slow
V3	Failed to yield
V4	Disregard traffic control
V5	Drove wrong way
V6	Drove left of center
V7	Improper passing

Violation Codes

V8	Improper lane use
V9	Improper turn
V10	Improper/No Signal
V11	Improper backing
V12	Unable to stop
V13	Other
V14	Unknown

Drinking Item Codes

X3	Had Been Drinking
X4	Had Not Been Drinking
X5	Not Stated

The Violation and Drinking Item codes are underlined below:

ACCIDENT 07/12/1999 #321123 LANSING PD
2 VEH 0 INJ 0 KILLED V1 X4

DRIVER RECORD INFORMATION FOR CRASHES – Cont.

Vehicle Codes

A four-numeral code may follow the drinking item code in an accident record. These codes indicate what type of vehicle was involved. The first two numbers indicate the Vehicle Make:

Passenger Cars

00	Amer Motors/ Renault	05	Dodge	11	Oldsmobile	17	Honda
01	Buick	06	Ford	12	Plymouth	18	Other Foreign
02	Cadillac	07	Imperial	13	Pontiac	19	Other Domestic
03	Chevrolet	08	Jeep	14	Volkswagen	70	Mazda
04	Chrysler	09	Lincoln	15	GMC	71	Nissan (Datsun)
		10	Mercury	16	International	72	Toyota

Trucks

20	Chevrolet	25	GMC	30	White (Volvo)	35	Kenworth
21	Diamond T	26	International	31	Jeep	36	Mercedes-Benz
22	Dodge	27	Mack	32	Freightliner	37	Nissan
23	Federal	28	Peterbilt	33	Hino	38	Western Star
24	Ford	29	Reo	34	IHC (Navistar)	39	Other Trucks

Special Vehicles

40	Motorcycle	41	School Bus	42	Commercial Bus	43	Farm Equipment
44	Road Construction Equip	45	Fire Equipment	46	Ambulance/Hearse	47	Police Equipment
48	Snowmobile	49	Other or Not Known	50	Off-Road	51	Go-Cart
52	Moped	63	Motor Home/ Recreational				

The third number indicates the Vehicle Type:

1	Passenger car (incl. station wagon)
4	Van (passenger or utility)
5	4-Wheel Drive utility vehicle (jeep, blazer, bronco, scout, etc.)
6	Pickup (2 & 4-Wheel Drive)
7	Truck (stake, dump, step van, flat bed, etc.)
8	Truck tractor (semi)
9	Other or Not Known

The fourth number indicates the Trailer Type:

0	None
1	All trailers, except below
2	Towed vehicles
3	Single bottom semi
4	Double bottom combination
5	House trailer
6	Semi with no trailer (bobtail)

An example of these codes is underlined below, indicating a Chevrolet (03), Passenger Car (1), and No Trailer (0):

ACCIDENT 08/31/1999 065-3361 GLADSTONE
2 VEH 1 INJ 0 KILLED X4 <u>0310</u>

DRIVER RECORD INFORMATION FOR CRASHES – Cont.

Older Accident Codes

Prior to 1992 the vehicle type consists of four numbers. The first two denote the type and make of vehicle; the third indicates body style, and the fourth is a trailer indicator.

First Two Digits (type and make of vehicle)

00	American Motors	20	Chevrolet TK	40	Motorcycle
01	Buick	21	Diamond T TK	41	School Bus
02	Cadillac	22	Dodge TK	42	Commercial Bus
03	Chevrolet	23	Federal TK	43	Farm Equipment
04	Chrysler	24	Ford TK	44	Road Const. Equip.
05	Dodge	25	GMC TK	45	Fire Equipment
06	Ford	26	International TK	46	Ambulance/Hearse
07	Imperial	27	Mack TK	47	Police Equipment
08	Jeep	28	Peterbilt TK	48	Snowmobile
09	Lincoln	29	Reo TK	49	Other/Not Known
10	Mercury	30	White TK	50	ORV
11	Oldsmobile	31	Jeep TK	51	Go-Cart
12	Plymouth	32	Freightliner TK	52	Moped
13	Pontiac	33	Hino TK	63	Motor Home
14	VW	34	Navistar TK	70	Mazda Auto
15	GMC	35	Kenworth TK	71	Nissan/Datsun Auto
16	International	36	Mercedes TK	72	Toyota Auto
17	Honda	37	Nissan TK	99	Unknown
18	Other Foreign	38	Western Star TK		
19	Other Domestic	39	Other Truck		

Third Digit (body style)

1	Passenger	4	Passenger Van	7	Truck
5	4-wheel drive	8	Truck Tractor		
6	Pickup (2 or 4 wheel)	9	Other/Unknown		

Fourth Digit (trailer)

0	No Trailer	3	Single unit semi	6	Tractor w/no trailer
1	All other trailers	4	Double unit semi	7	Pickup w/2 trailers
2	Towed vehicle	5	Mobile home	0	Unknown

DRIVER RECORD INFORMATION FOR CRASHES – Cont.

Prior to 1993 the violation/hazardous action codes were as follows (Code Before 1992 During 1992):

V01 Speed too fast None
V02 Speed too slow Speed too fast
V03 Failed to yield/disregard traffic control device Speed too slow
V04 Drove wrong way Failed to yield
V05 Left of center/improper passing/improper lane use Disregard traffic control device
V06 Improper turn/no signal Drove wrong way
V07 Improper backing/unsafe start Drove left of center
V08 Following too close/unable to stop Improper passing
V09 Other Improper lane use
V10 Improper turn
V11 Improper signal
V12 Improper backing
V13 Unable to stop
V15 Reckless driving
V16 Careless driving
V17 Unknown
V01 Speed too fast None

Complete Driving Records

EDITED (47:36)

This response provides convicted driver accident and traffic violations. This response does not include accident, traffic, and other actions for which SOS has no violation conviction information. DO NOT attempt to determine current status from this response; use the 47:35 response for driver eligibility checks.

UNEDITED (47:42)

This response includes all driver accident and traffic information and other actions (conviction and non-conviction violations). This record is to be obtained only on a need to know basis. DO NOT attempt to determine current status from this response; use the 47:35 response for driver eligibility checks.

DRIVER RECORD INFORMATION FOR CRASHES – Cont.

Example:

1 D-616-067-108-888
2 ANNE CARR DRIVER 11/20/1962 F 5-08 130 GRN
3 7064 CROWNER DR R-OPER 10/10/1998 2000
4 LANSING MI 48918-0001 23 VOTER CORRECTIVE LENS
5 07/27/1998 FARMINGTON 06/24/1998 LIMITED ACCESS SPEED 65/55 --PA
6 ACCIDENT 11/12/1998 032-1234 NORTHVILLE SP
7 5 VEH/UNIT 1 INJ 0 KILLED X4 PA
MI SOS (PREPARED IN COMPLIANCE WITH MCL 257.733)
(FOR GOVERNMENTAL OR INDIVIDUAL DRIVERS USE ONLY)

Explanation:

Line 1 Driver License Number
Line 2 Name; Date of Birth; Sex; Height; Weight; and Eye Color
Line 3 Street Address; Type of License; Transaction Date; and Year of Expiration
Line 4 City; Zip Code; and County Code, Voter Registration; Restrictions (Corrective Lens)
Line 5 Date of Conviction; Place of Conviction; Date of Offense; Violation Type; Points Accessed (if any);and Type of Vehicle
Line 6 Accident Date; Police Report Number; and Police location
Line 7 Counts (vehicles involved, persons injured, persons killed, and drinking item code)

For more detailed information about interpreting driving records, refer to the LEIN Operations Manual. It can be found in MiCJIN at the Communities link on the left side of the main screen, or at www.leo.gov, or by contacting LEIN Field Services for a CD at MSPLEINFSS@michigan.gov.

OR

Visit the SOS Web site at:
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