

## Crash Report Manual Meeting Notes

February 23, 2019

Attendees: Ron Whittaker (Chair), Bryan Costello, Dortha Cummins, Karla Houston, Cory Hutchinson, Dan Magri, Adriane McRae, and Chuck Miller

### RECENT PROGRESS

Ron Whittaker has been meeting with State Police and other law enforcement agencies to review the suggested edits and is currently up to the section on narratives.

### SUGGESTED ACTION

Ron poses the question to the Committee, should we start down the road to update the crash report? Dan mentions that the current crash report was completed in 2005. Cory recommends, with Committee agreement, that we update the manual now and then move to updating the crash report and a full update on the manual.

### REVISIONS

For updating the Manual only, Ron suggested that the already completed changes made by the GA are included and that we limit other content revisions to 8 – 10 topics. These suggested topics are:

1. New injury codes (already inserted into the manual draft by Bryan);
2. The definition of an intersection and median openings;
3. Information on traffic roundabouts (also included by Bryan) and “J” turns;
4. Clarification on “manner of collision” (see Bryan’s revisions);
5. Estimation the weight of CMV vehicles, Ron will work with Adrian Kelleher on this text to be clearly defined in the Manual as what is recordable;
6. Definitions for “driver condition” – with no guidance in the Manual, officers frequently choose “normal” when “inattentive” would be correct;
7. Construction/work zones, Betsey Tramonte can help with this text to define where it begins and ends, note that construction/work zones can be included in the “traffic conditions” section;
8. Adding a generic PD and sheriff badge to the cover; and,
9. Including necessary diagrams to explain new verbiage.

### REVISING THE MANUAL

With the less extensive revisions being made to the Manual, stakeholder buy in will not need to be as extensive. Ron will work with the appropriate subject matter experts, CMV, Reconstructionist, etc., for their guidance on the revisions to ensure that the manual is correct for the end users. Ron noted that Kenny Williams should be included in the process (this may have been noted for revisions to the crash report).

The Crash Revision Committee, will be Chaired by Ron Whittaker, with the Karla Houston assisting. The members will consist of representatives from DOTD, LSP, Highway Safety, HSRG,

and a PD and sheriff department representative. This core group will be kept as small to help facilitate better collaboration and consensus. Committee meetings will be conducted in person on a quarterly basis with other communications and conference calls as needed. The Committee will keep Federal partners advised of progress on the Manual through the TRCC Executive Committee Meetings.

The proposed timeline for completion revisions to be made is by the end of the summer, then Ron will vet the suggested revisions, and the final document will be completed and disseminated by the end of the year.

Approvals for the final document will be handled by Chuck Miller at LHSC. Once complete, Chuck offered that LHSC will handle the printing through the State Printing Service. A smaller amount of Manuals will be printed and they will also be offered in a .pdf format online.

Suggestions for dissemination of the revised Manual included:

1. A summary document of all changes made;
2. Defining the revisions with a different font and/or color for the reader to easily recognize the new text and other additions;
3. A roll call video or webinar to explain the revisions; and
4. A spiral bound copy for ease of use.

NEXT STEPS:

- Ron and Karla will meet next week, possibly on Wednesday (2/28) to identify agencies from throughout the State to assist with vetting proposed changes to the manual.
- Chuck Miller will find the original document file for editing and send to Karla Houston.
- Karla Houston will ask HSRG's Bethany Campbell if she is available to assist with document revisions to complete as much of the revisions as we can in house.
- For CMV revisions, Cory will send Ron what is a recordable incident and suggestion for verbiage, which should be spelled out in the CMV Manual.