

Office Manual
of
Accident Classifications
and Reporting Procedures

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OFFICE MANUAL
OF
ACCIDENT CLASSIFICATIONS
AND REPORTING PROCEDURES

FOREWORD

Proper accident reporting procedures can save thousands of dollars and will assist in achieving uniformity and accuracy in the classifying of accidents. It must be kept in mind that a claim adjuster's first impression of an accident is usually received from the operator's accident report. From the report the adjuster must make certain initial decisions. Many errors in claim settlements will be avoided if the operator's report contains all the necessary basic facts, and is portrayed accurately and in sufficient detail to avoid misunderstanding. Any assistance which supervisory personnel can give to operators in completing the accident report will save both time and money.

Contained herein, is information which can be used to assist in filling out an accident report. Much of the effort toward accident prevention is dependent on correct accident classification, and any inconsistencies as to selection of accident codes tend to distort cost and accident frequency summaries. Thus, the careful and accurate use of information contained in this guide will greatly assist the District program of loss prevention and the ultimate goal of providing the safest transportation possible to the riding public.

SOUTHERN CALIFORNIA RAPID
TRANSIT DISTRICT

Safety Department

SUGGESTIONS IN PREPARING THE ACCIDENT REPORT

Many operators can orally describe all of the details surrounding an accident but have difficulty when it is necessary to submit them in writing.

For this reason it is suggested that, whenever possible, supervisory personnel provide all the assistance possible so that an accurate and complete record is obtained. There are two very important parts of the accident report.

1. The description
2. The diagram

This is not to say that the other necessary questions in the accident report are not also important. However, the backbone of the report is the description and the diagram. By keeping in mind the following items, it will be better understood why supervisory personnel can play a key role in the preparation of an effective and clear accident report.

1. An operator may be required to complete an accident report only occasionally, whereas a supervisor will be involved with them frequently.
2. The operator may be able to describe the accident far better orally than in writing.
3. The report may at first appear complicated, but actually it is not. A supervisor is usually able to clarify points about which an operator may have questions.
4. By asking leading questions, it can be determined what happened before, during and after the accident. An important question is whether persons involved in the accident, or witnesses, made any statement at the scene.
5. The accident may result in long term litigation with the result that the operator may be required to recall the circumstances at a much later date. A complete report will assist him in remembering details.
6. Time, distance and speed are of particular importance and should be recorded as accurately as possible.

SUGGESTIONS IN ESTIMATING TIME

1. In counting 1001, 1002, 1003, 1004, approximately one second of time elapses while repeating each set of numbers.
2. Equate to the length of time of traffic signals. The amber light lasts three to four seconds.
3. Equate to the time it takes to travel a known distance. At 20 miles an hour it takes 13 seconds to cover an average city block, or 400 feet.
4. A half second is equal to the time it takes for a coin to hit the floor from a height of four feet.

SUGGESTIONS IN ESTIMATING SPEED

1. Late model buses go into direct drive at approximately 23 to 25 miles per hour.
2. Buses drop back into fluid drive at 19 miles per hour.
3. Buses go into overdrive at 40 miles per hour and drop back into direct drive at 35 miles per hour.
4. A person walks four miles per hour.

SUGGESTIONS IN COMPLETING THE ACCIDENT DIAGRAM

1. What was the speed of the other vehicle when first noticed?
2. How fast was the other vehicle traveling at the time of collision?
3. How far did the other vehicle travel after collision?
4. How far was your operator from the point of impact when the other vehicle or pedestrian was first seen?
5. How far from collision was your operator when he applied the brakes?

6. How fast was your operator's vehicle traveling at the time of the collision?
7. How far did your operator's vehicle move after collision?

SUGGESTIONS IN USING THE CLASSIFICATION CODES OF THE ACCIDENTS

1. Select the broad classification first, such as intersections (types 1-12). This term means an accident which was caused primarily from problems associated with intersections.
2. Select the specific code number on the basis of what the bus was doing, i.e., if the bus was making a left turn and the other vehicle originated from the left, it would be a type 8.
3. Sometimes a bus may be involved in a traffic accident and in addition a passenger may be injured such as a fall on board due to a quick stop, etc. In such cases the accident is still assigned the traffic accident coding number because the traffic accident was the primary cause of the passenger injury.
4. Normally, diagrams are not used for passenger accidents. However, because falls on board may be the result of a quick stop to avoid a collision accident, it is suggested that operators diagram this type to assist in determining responsibility.
5. Notice that in the major coding sections there is a miscellaneous code at the end which is only to be used when you feel that the accident cannot be coded in any other manner.
6. A special rule will apply in cases where company vehicles collide with each other. The bus that does the hitting will be coded somewhere between codes 31 and 37. The proper coding for the bus that gets hit, regardless of division, will be 77cc. Where the two buses are operating out of the same division, each operator involved will be required to fill out an accident report. However, only one division accident report

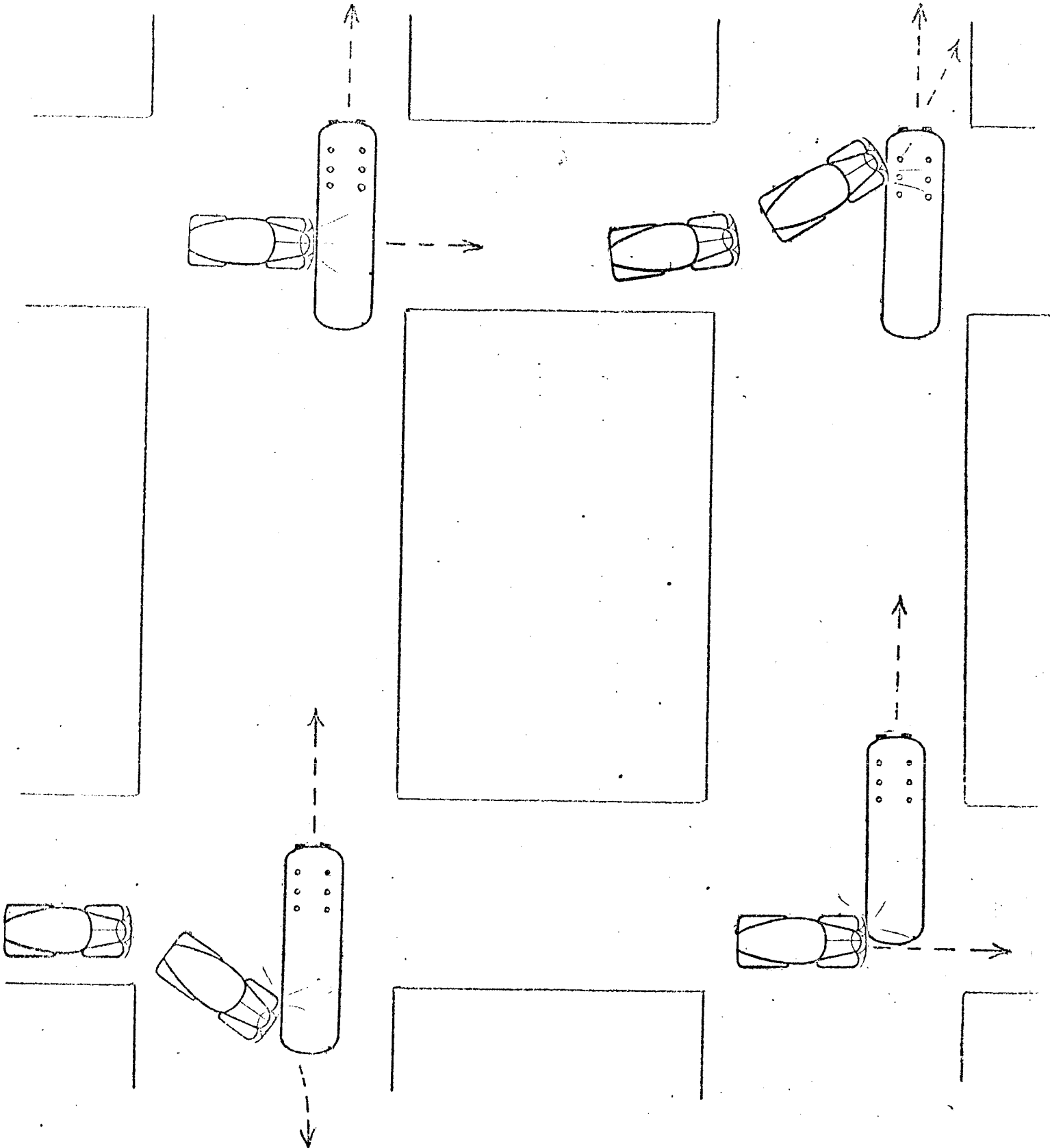
number will be used. The report covering the bus that did the hitting will be assigned the division number with the letter "A" following the last number. The report covering the bus that got hit will be assigned the same division number, however, the letter "b" should follow the last number.

7. If two buses collide out of different divisions, each division will assign a full number to each report. Our department will only charge the division whose bus did the striking with the accident. A 77cc coding will be assigned to the bus that got struck.

8. Miscellaneous incidents are covered by codes 70 through 78. All other reports are covered by codes 79, 80, 90 and 99. In the event difficulty arises in coding accidents, it is suggested that the Safety Department be contacted for assistance.

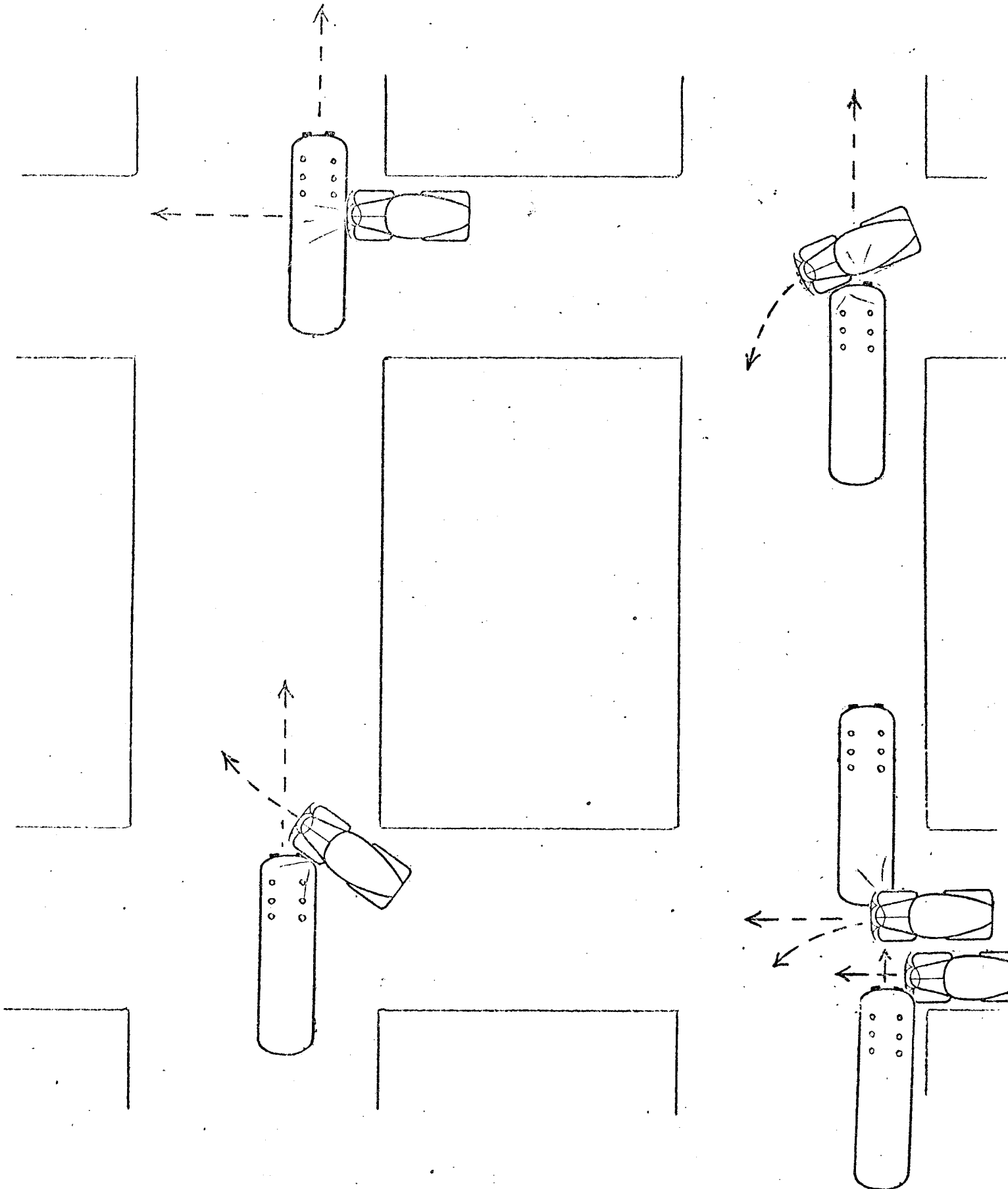
TYPE 1

INTERSECTION - STRAIGHT ACROSS, OTHER VEHICLE FROM LEFT.



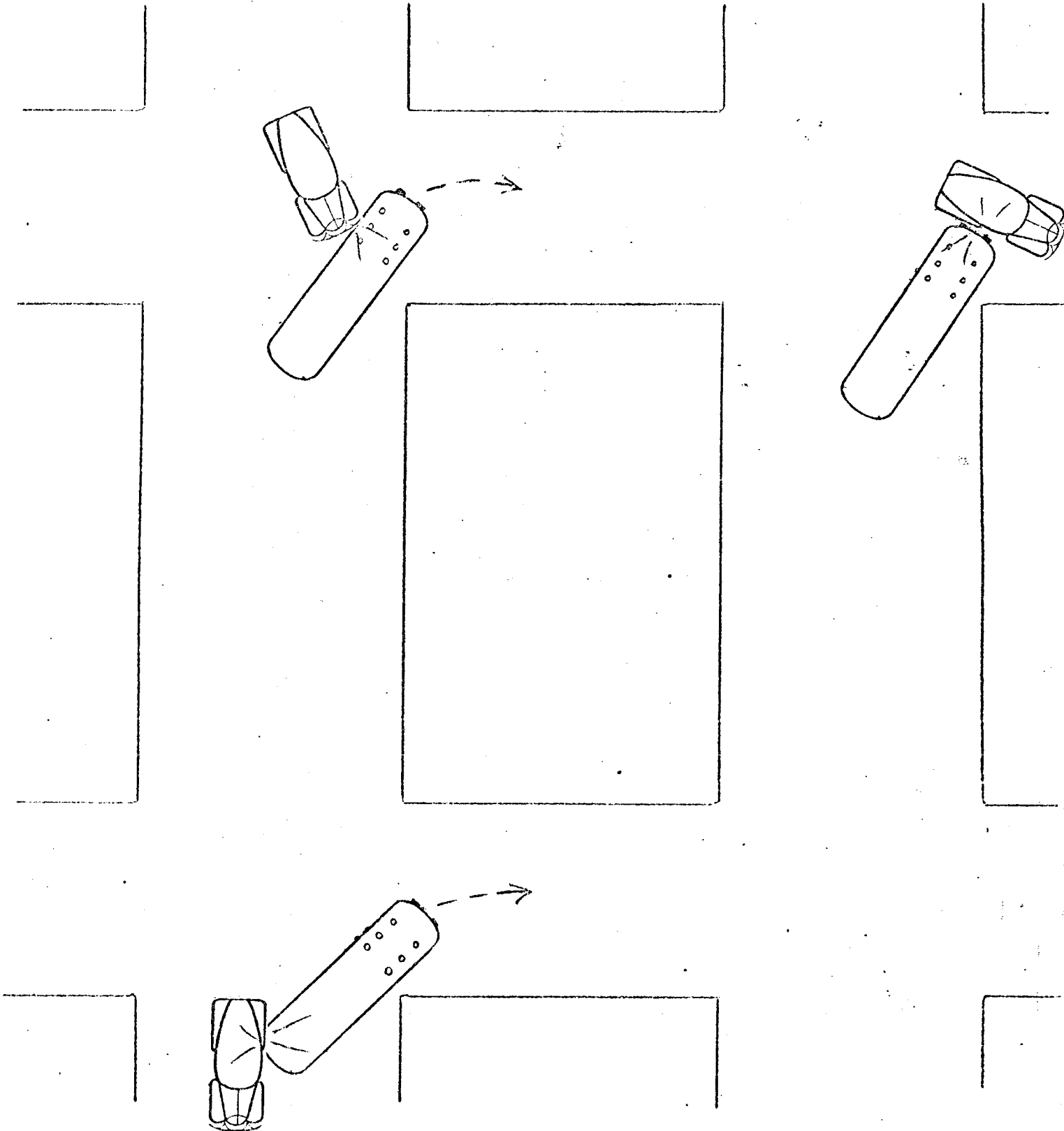
TYPE 2

INTERSECTION - STRAIGHT ACROSS, OTHER VEHICLE FROM RIGHT.
INCLUDES BUS LEAVING NEAR SIDE BUS STOP GOING STRAIGHT,
COLLIDES WITH AUTO FROM RIGHT.



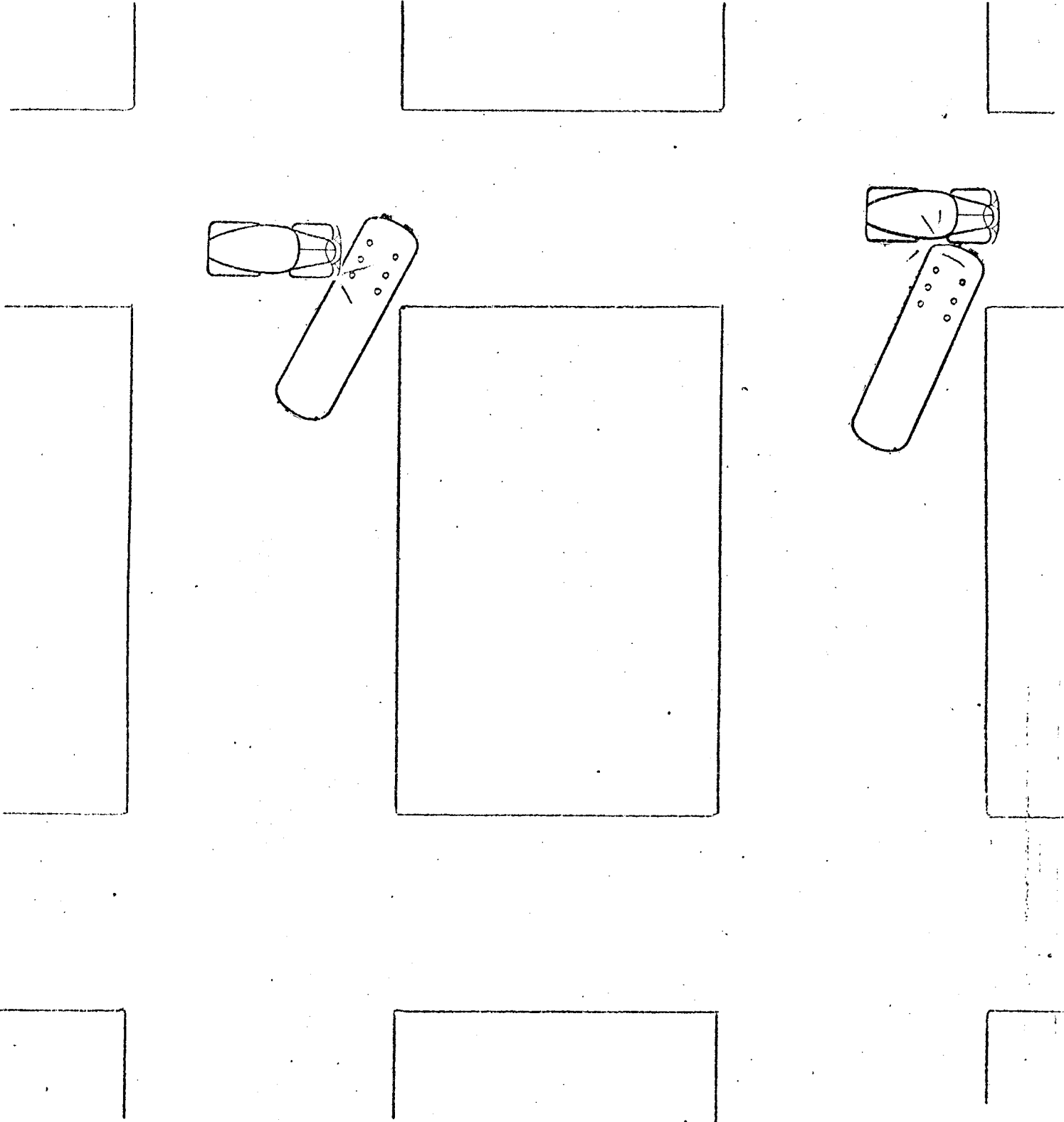
TYPE 3

INTERSECTION - TURNING RIGHT, OTHER VEHICLE FROM AHEAD.



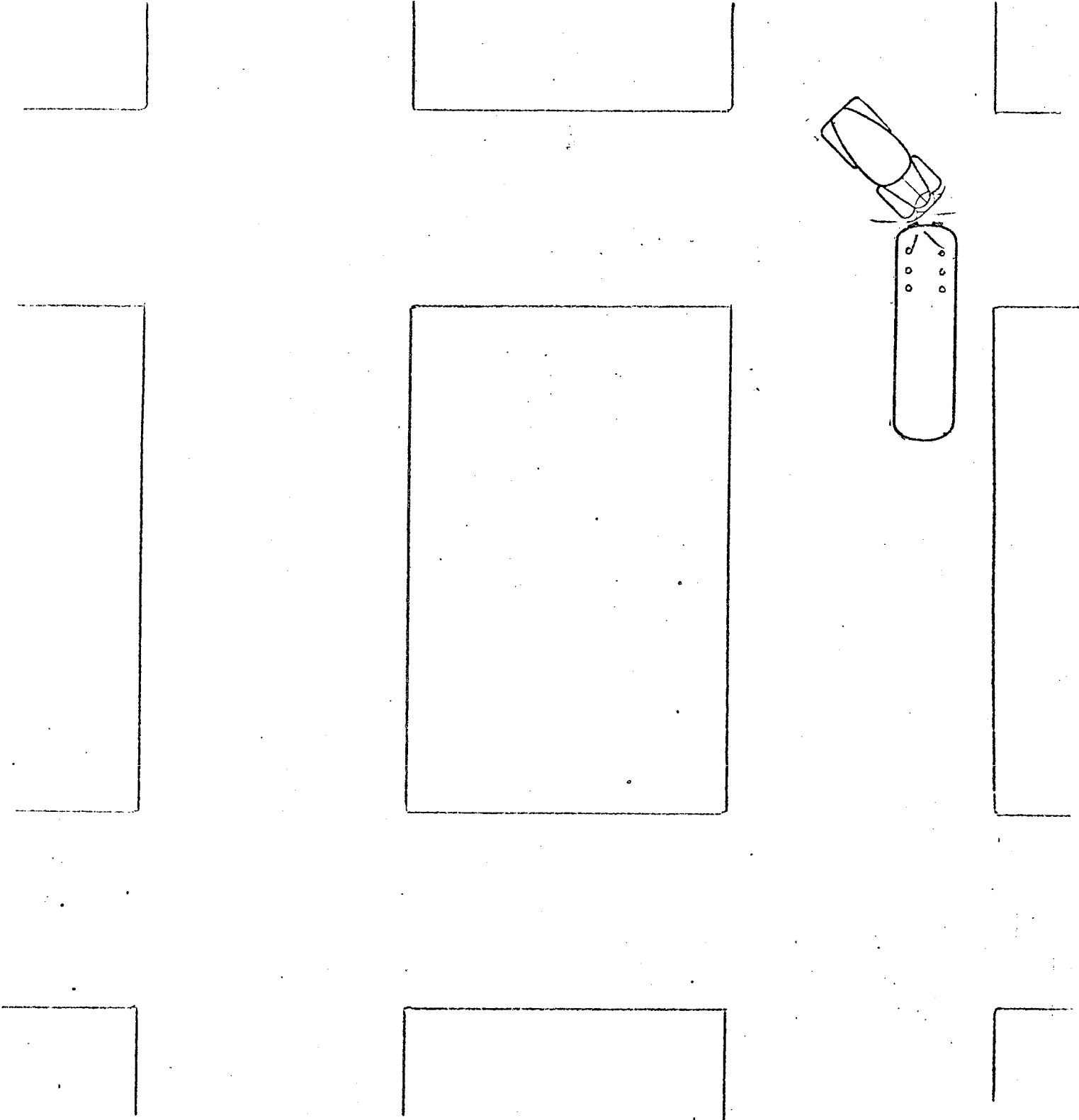
TYPE 4

INTERSECTION - TURNING RIGHT - OTHER VEHICLE FROM LEFT.



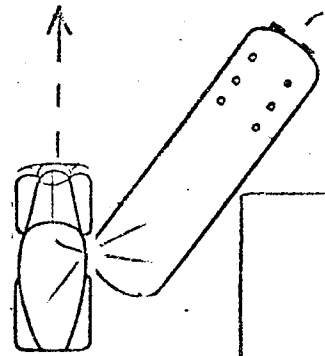
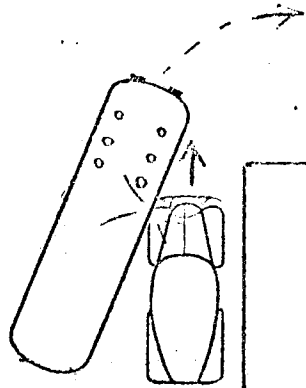
TYPE 5

INTERSECTION - STRAIGHT AHEAD, OTHER VEHICLE FROM
OPPOSITE DIRECTION TURNS LEFT.



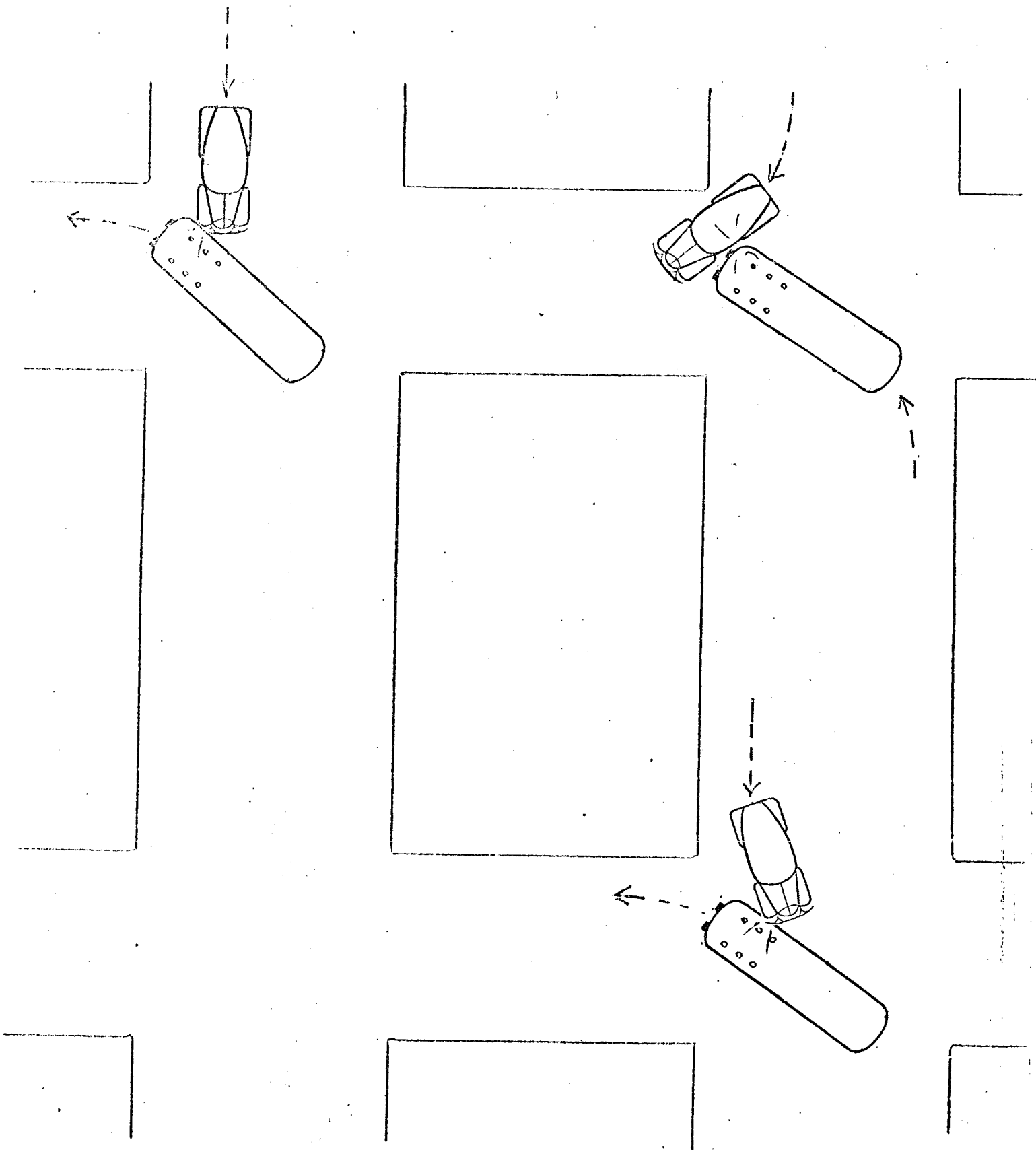
TYPE 6

INTERSECTION -- TURNING RIGHT, OTHER VEHICLE FROM REAR.
(OVERHANG TYPE, ETC.)



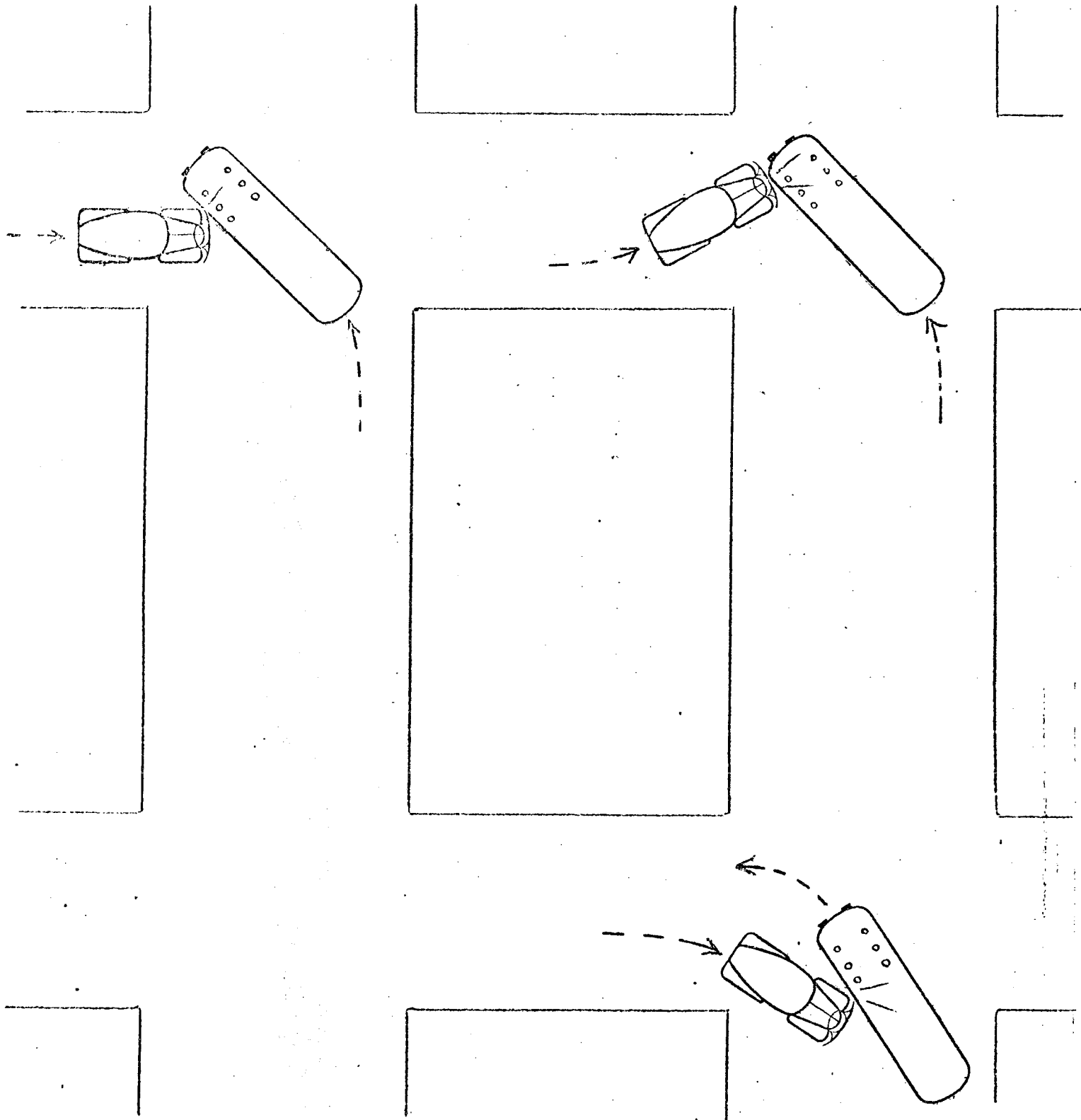
TYPE 7

INTERSECTION - TURNING LEFT, OTHER VEHICLE FROM AHEAD.



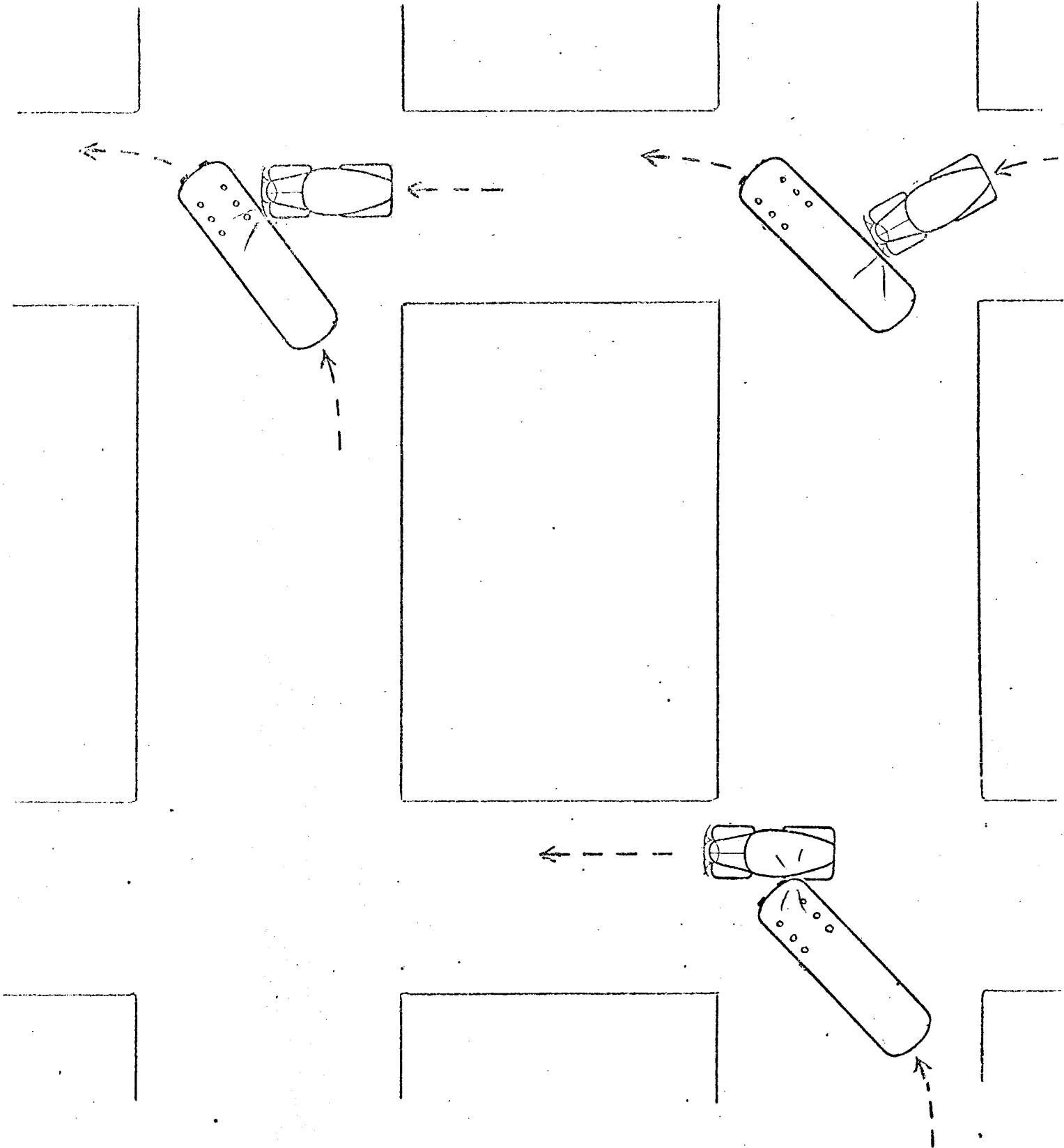
TYPE 8

INTERSECTION - TURNING LEFT - OTHER VEHICLE FROM LEFT.



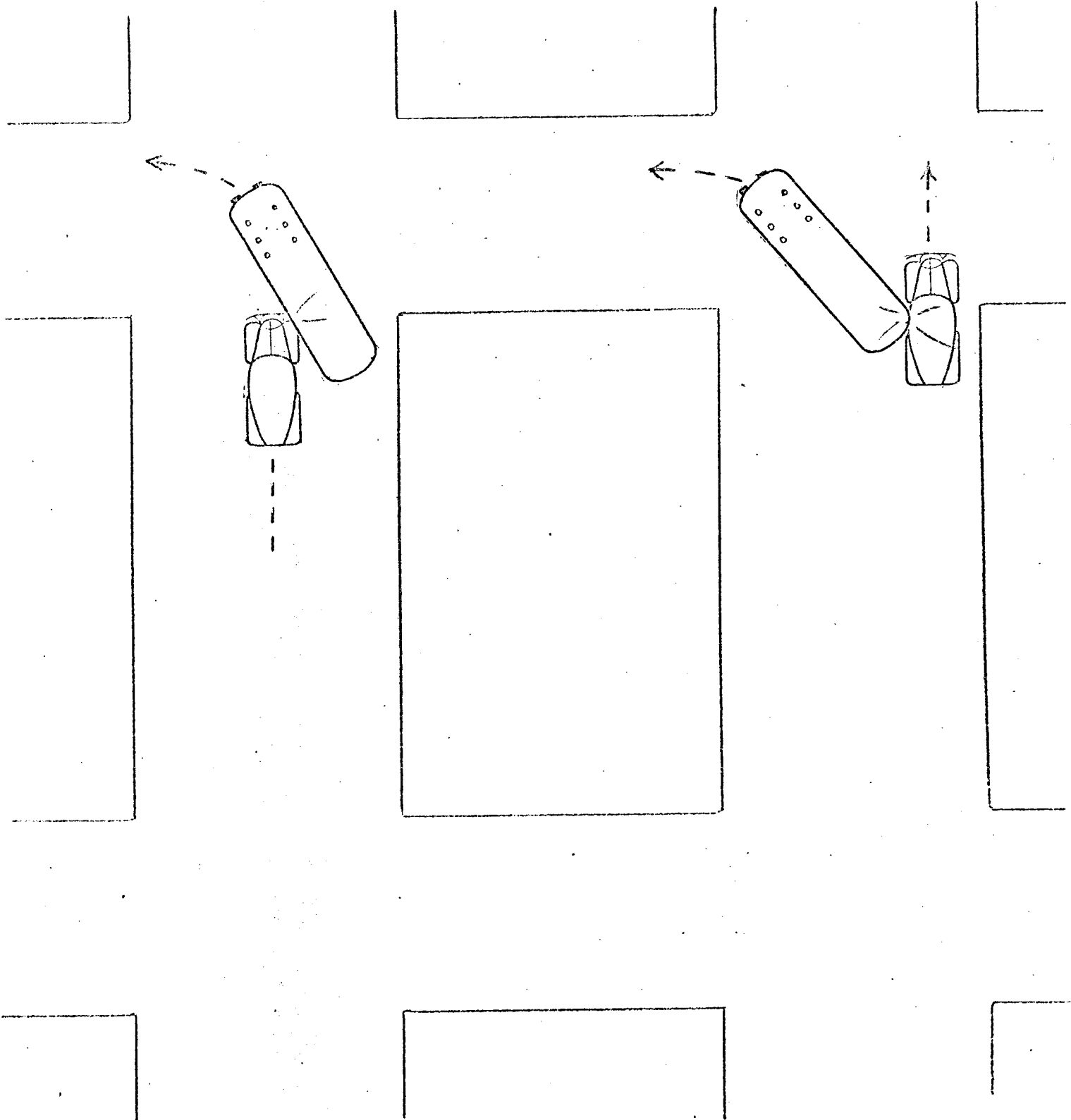
TYPE 9

INTERSECTION - TURNING LEFT, OTHER VEHICLE FROM RIGHT.



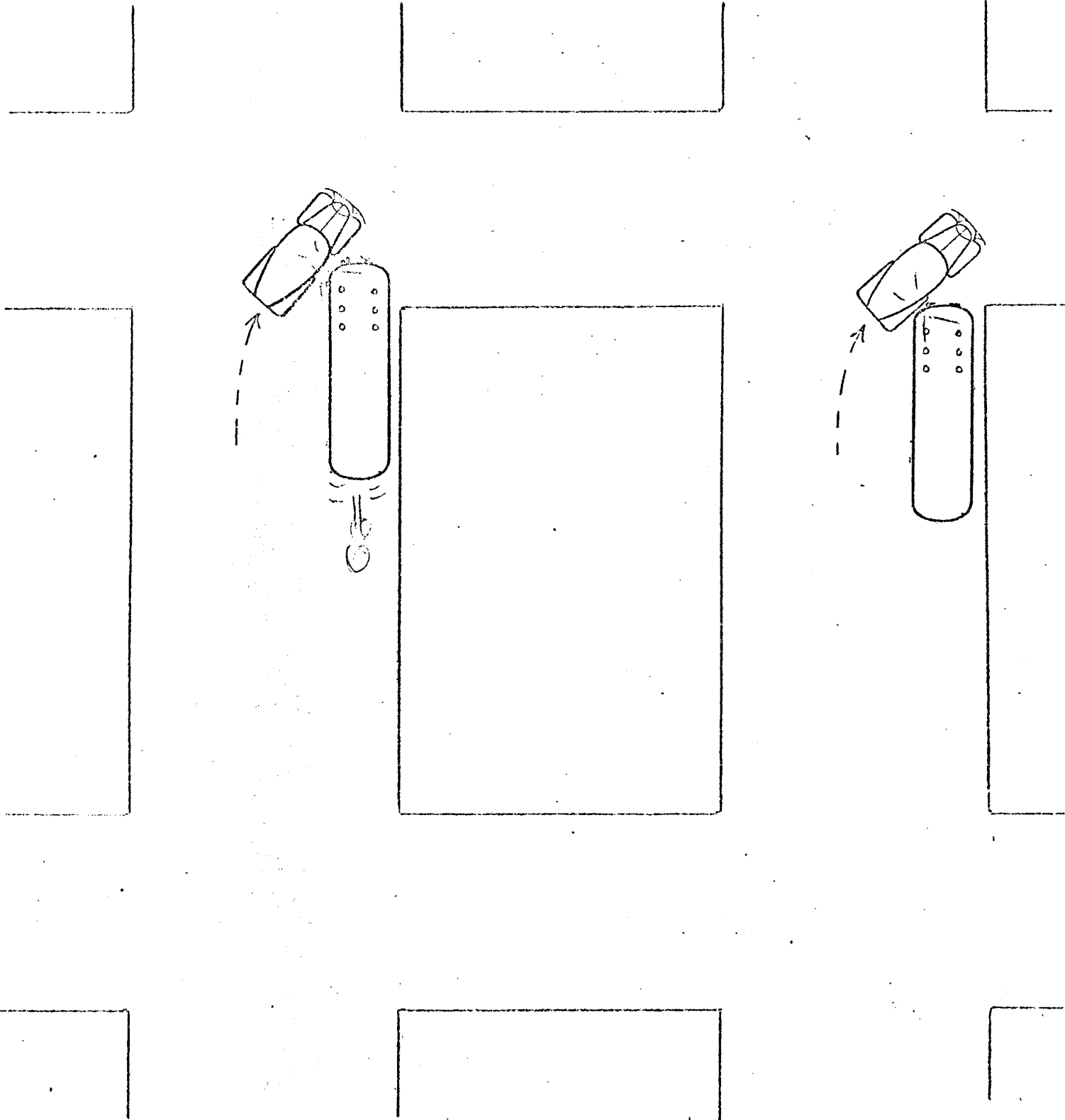
TYPE 10

INTERSECTION - TURNING LEFT, OTHER VEHICLE FROM REAR.
(OVERHANG TYPE, ETC.)



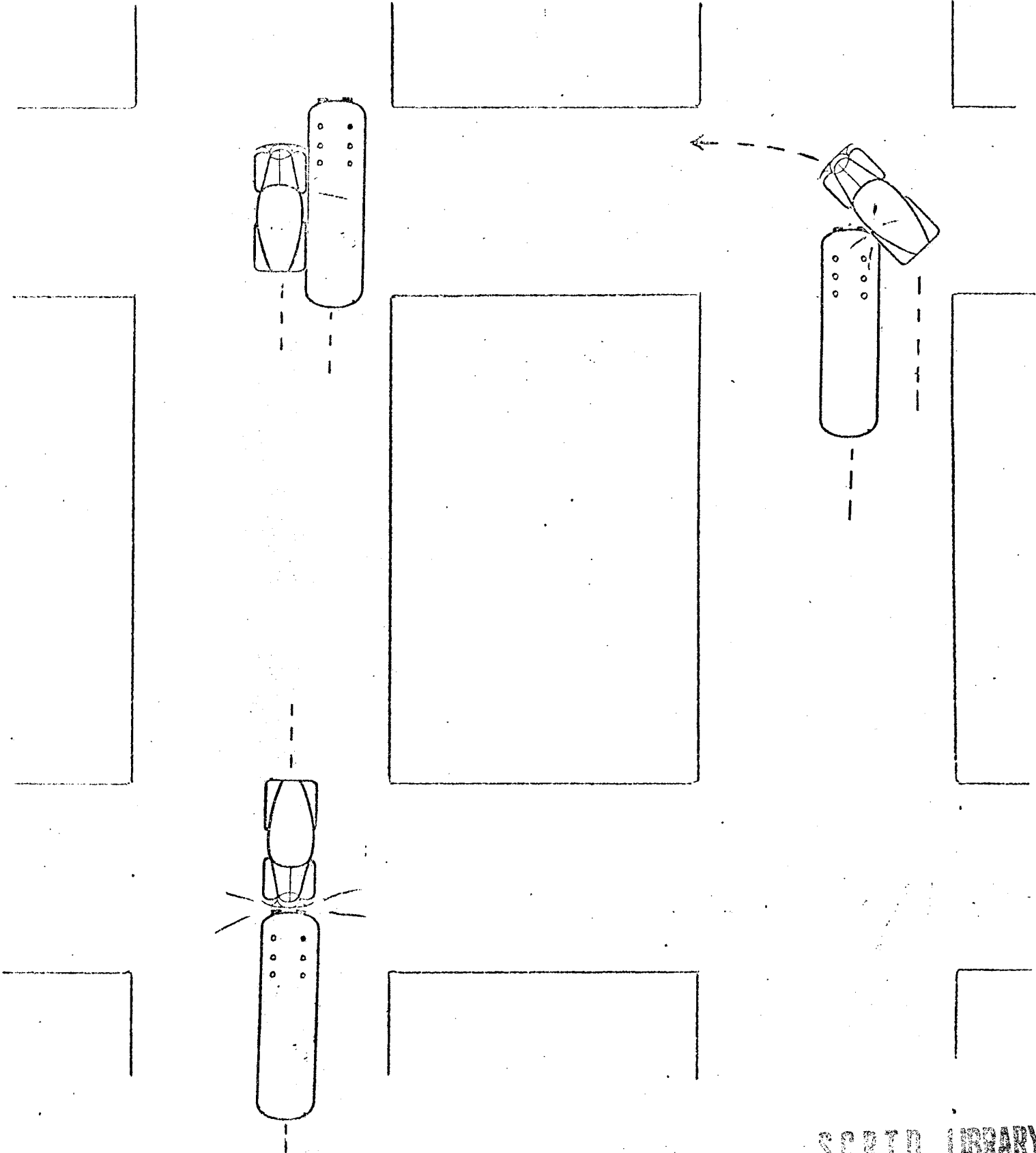
TYPE 11

INTERSECTION - VEHICLE TURNS RIGHT IN FRONT OF BUS.
(INCLUDING BUS LEAVING OR STANDING IN NEAR-SIDE ZONE.)



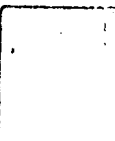
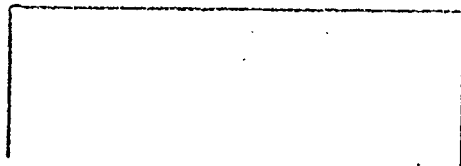
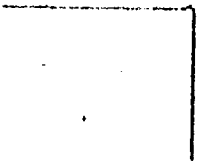
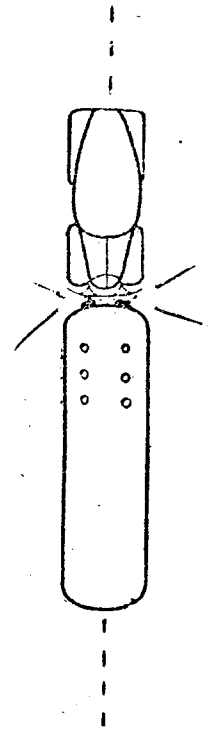
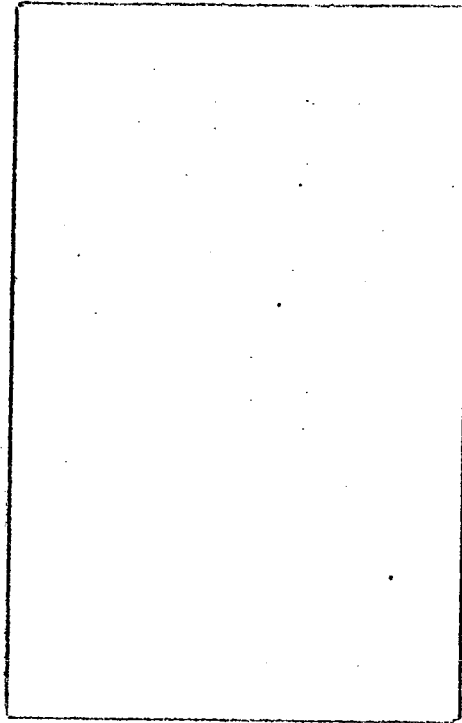
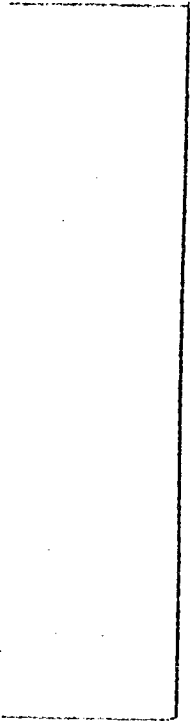
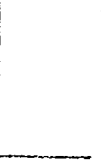
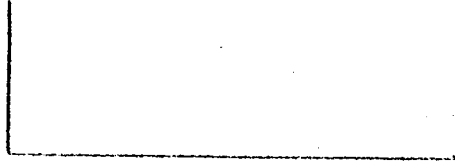
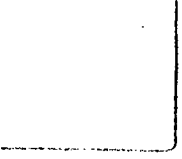
TYPE 12

INTERSECTION - MISCELLANEOUS INTERSECTION ACCIDENTS.
(INCLUDES SIDESWIPE OCCURRING WITHIN THE INTERSECTION.)



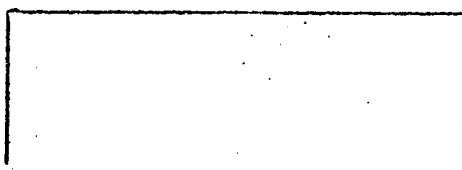
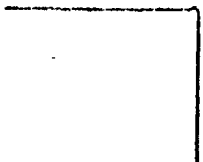
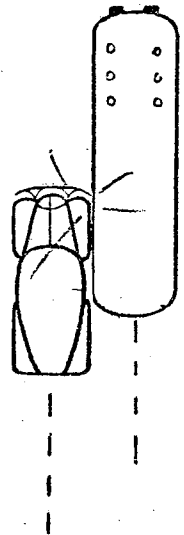
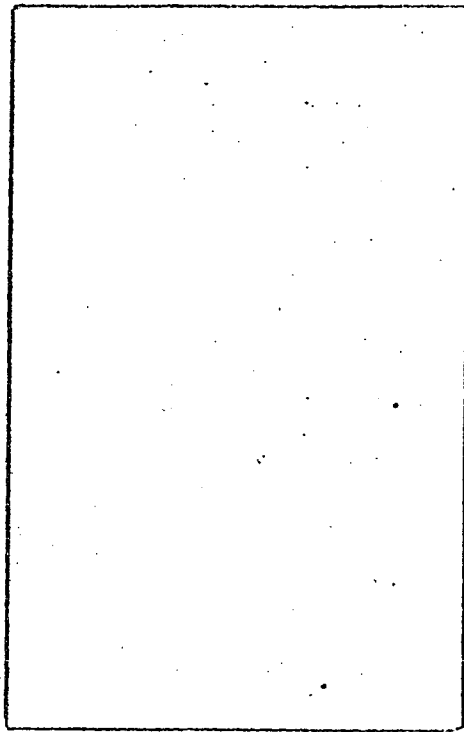
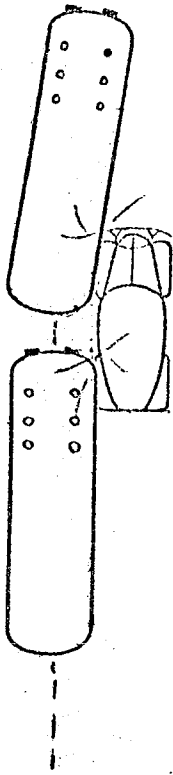
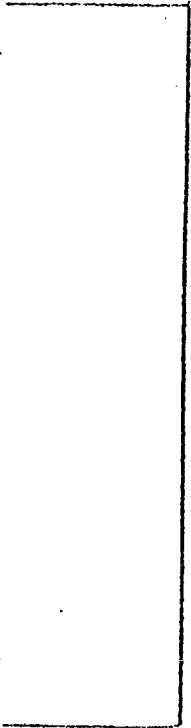
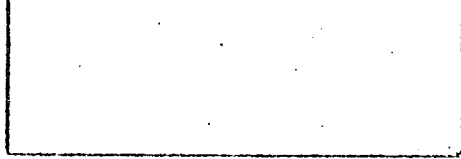
TYPE 13

BETWEEN INTERSECTION - HEAD ON.



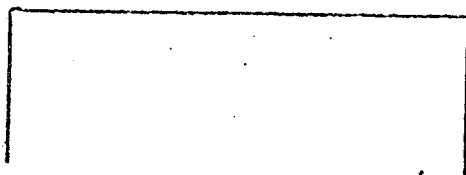
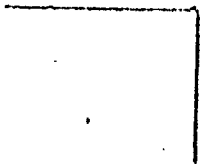
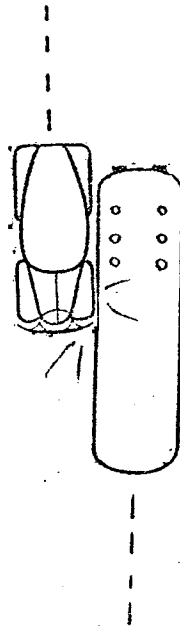
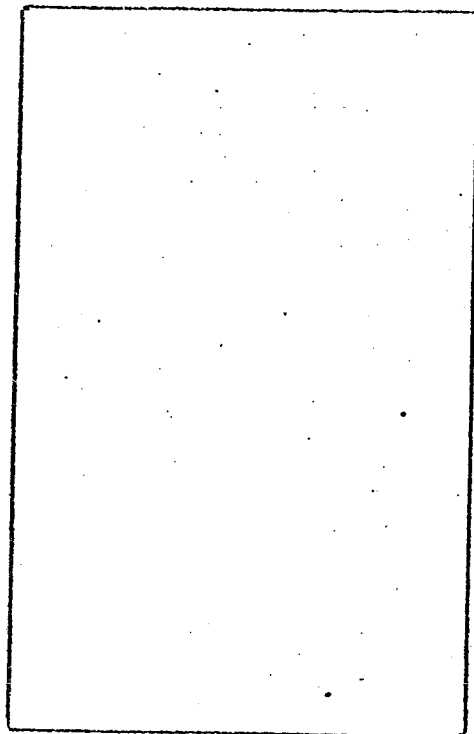
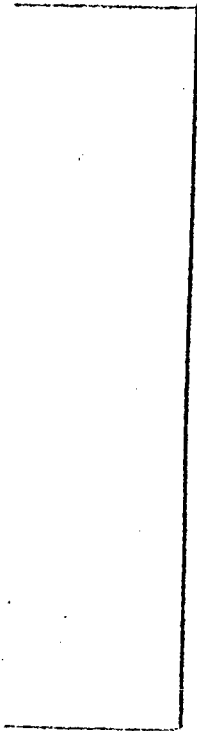
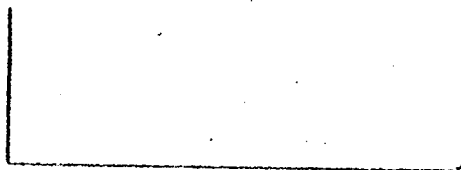
TYPE 14

BEHIND INTERSECTION - SIDESWIPE - WHILE PASSING OTHER VEHICLE. (INCLUDES VEHICLES STANDING IN TRAFFIC AND BEING PARKED. ALSO INCLUDES BUS CUTTING IN OR CHANGING LANE.)



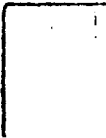
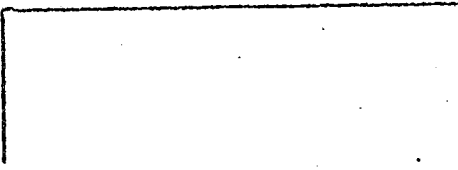
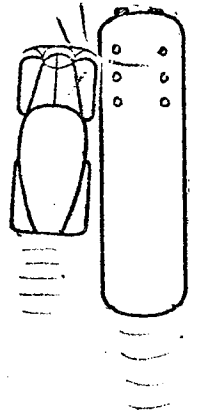
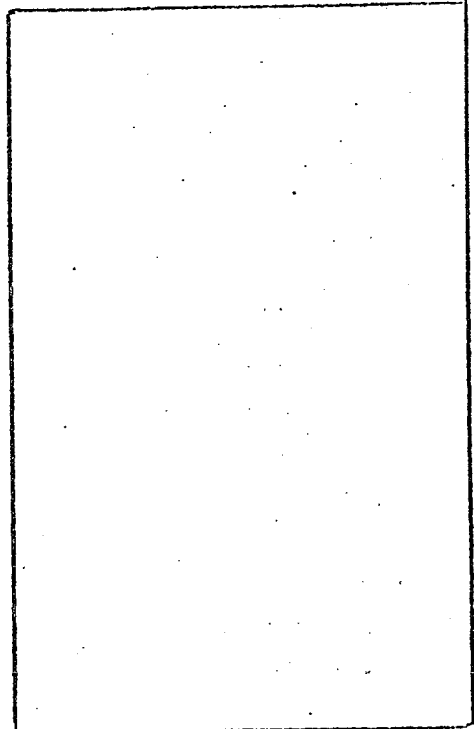
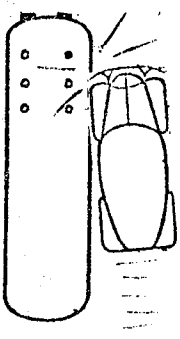
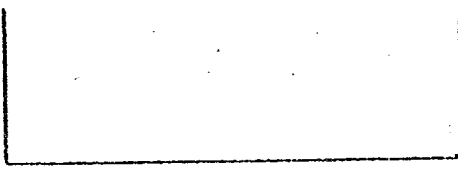
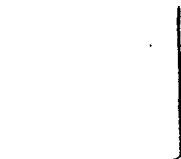
TYPE 15

BETWEEN INTERSECTION - SIDESWIPE - OTHER VEHICLE FROM OPPOSITE DIRECTION. (INCLUDES VEHICLES STANDING IN TRAFFIC OR DOUBLE PARKED.)



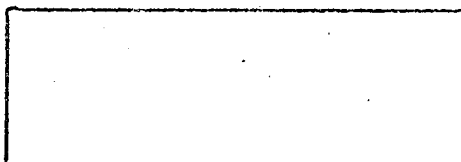
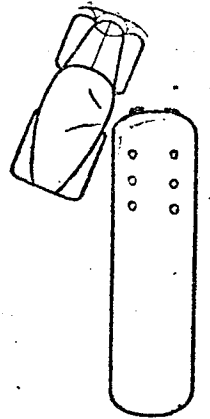
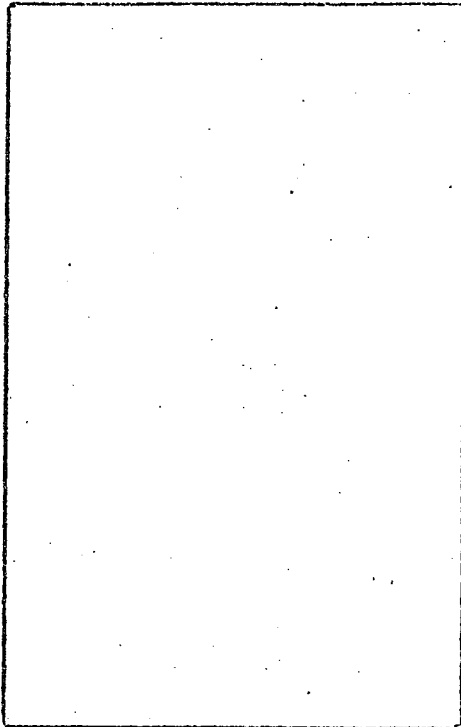
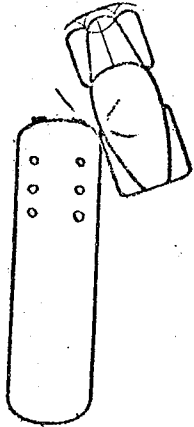
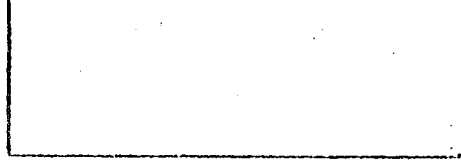
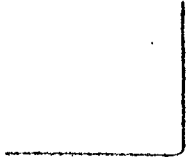
TYPE 16

BETWEEN INTERSECTION - SIDESWIPE - OTHER VEHICLE PASSING
(OVERTAKING) OUR VEHICLE, WHETHER MOVING OR STANDING IN
TRAFFIC.



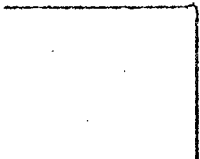
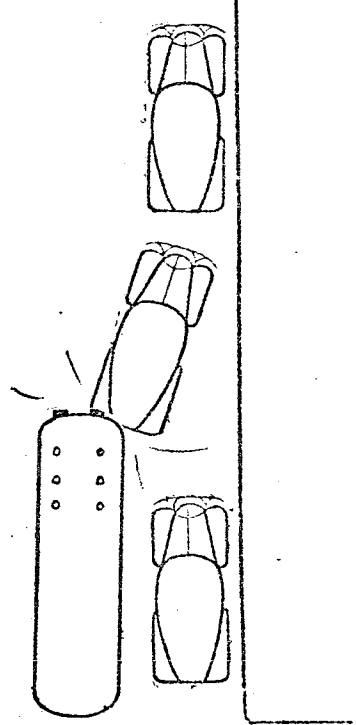
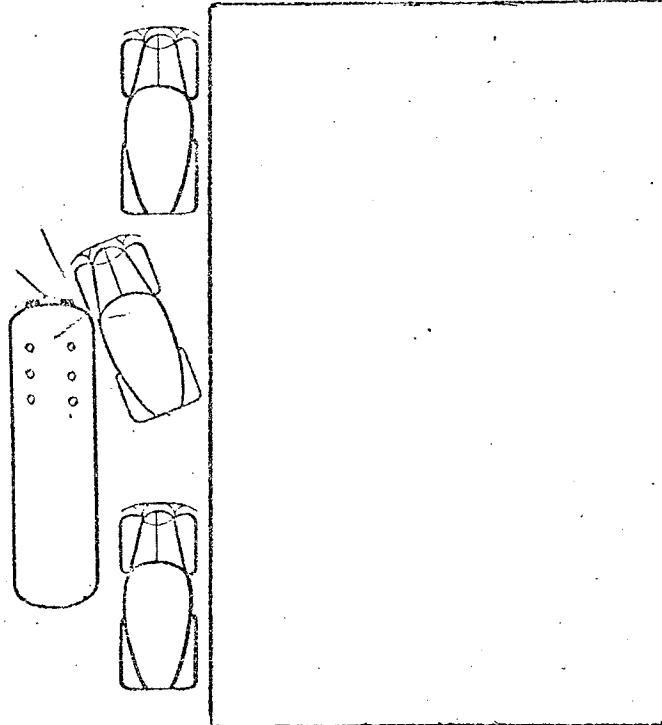
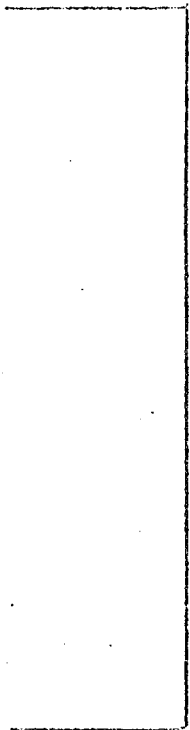
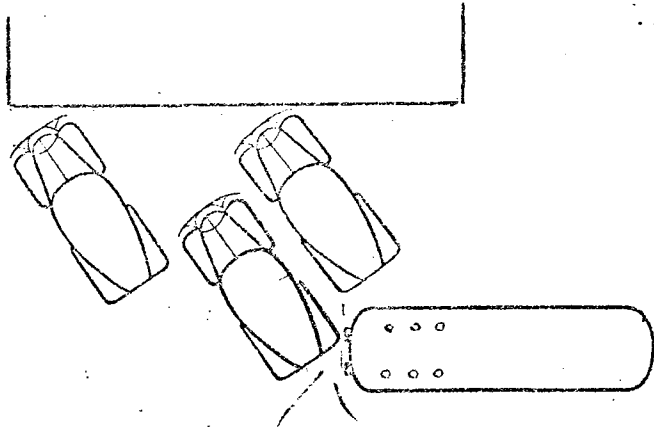
TYPE 17

BETWEEN INTERSECTION - CUTTING IN BY OTHER VEHICLE
EXCEPT AT INTERSECTIONS.



TYPE 18

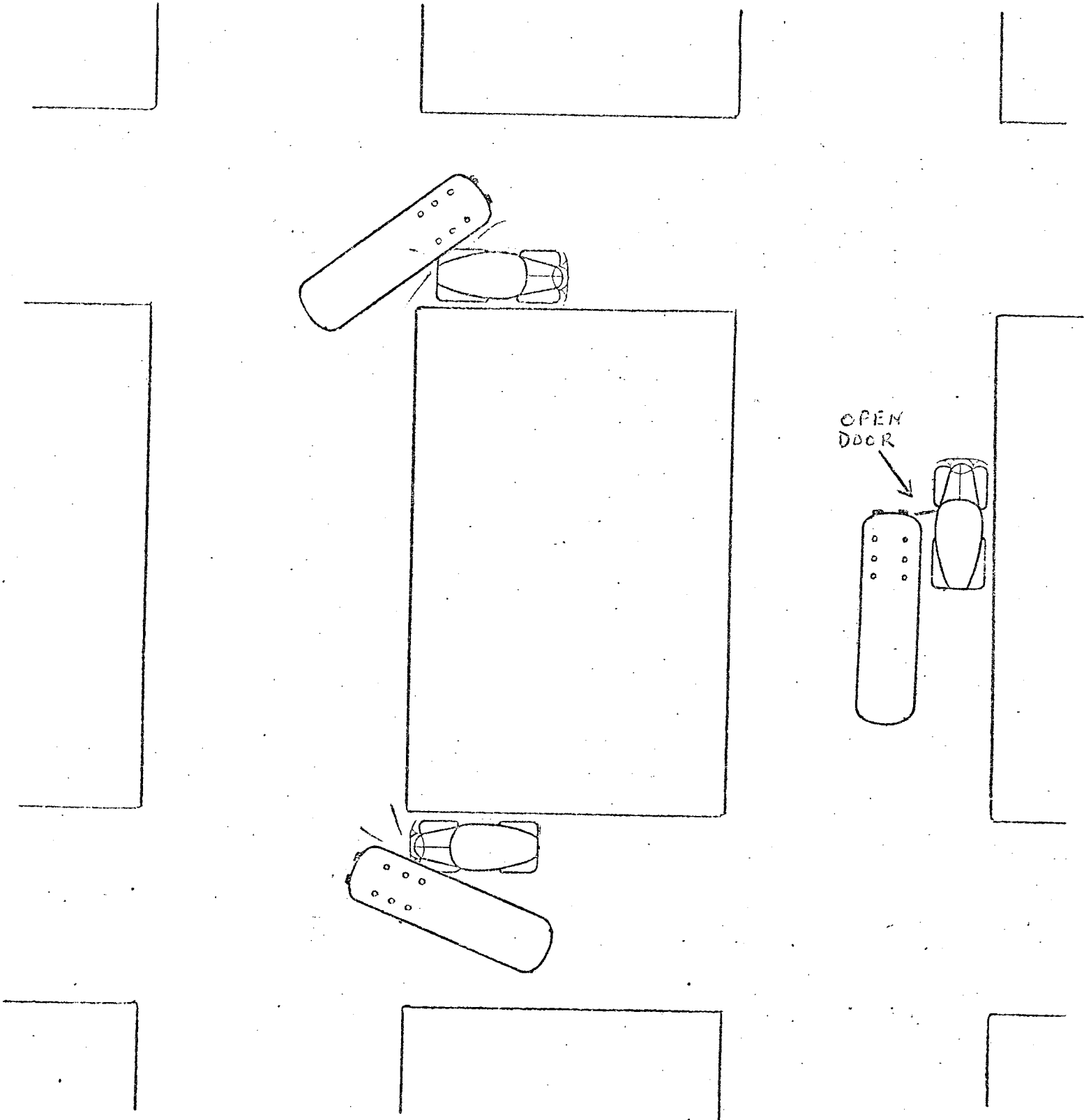
BETWEEN INTERSECTION - COLLISION WITH VEHICLE PULLING TO
OR FROM CURB - PARALLEL OR DIAGONAL PARKING.



Revised 4/1/71

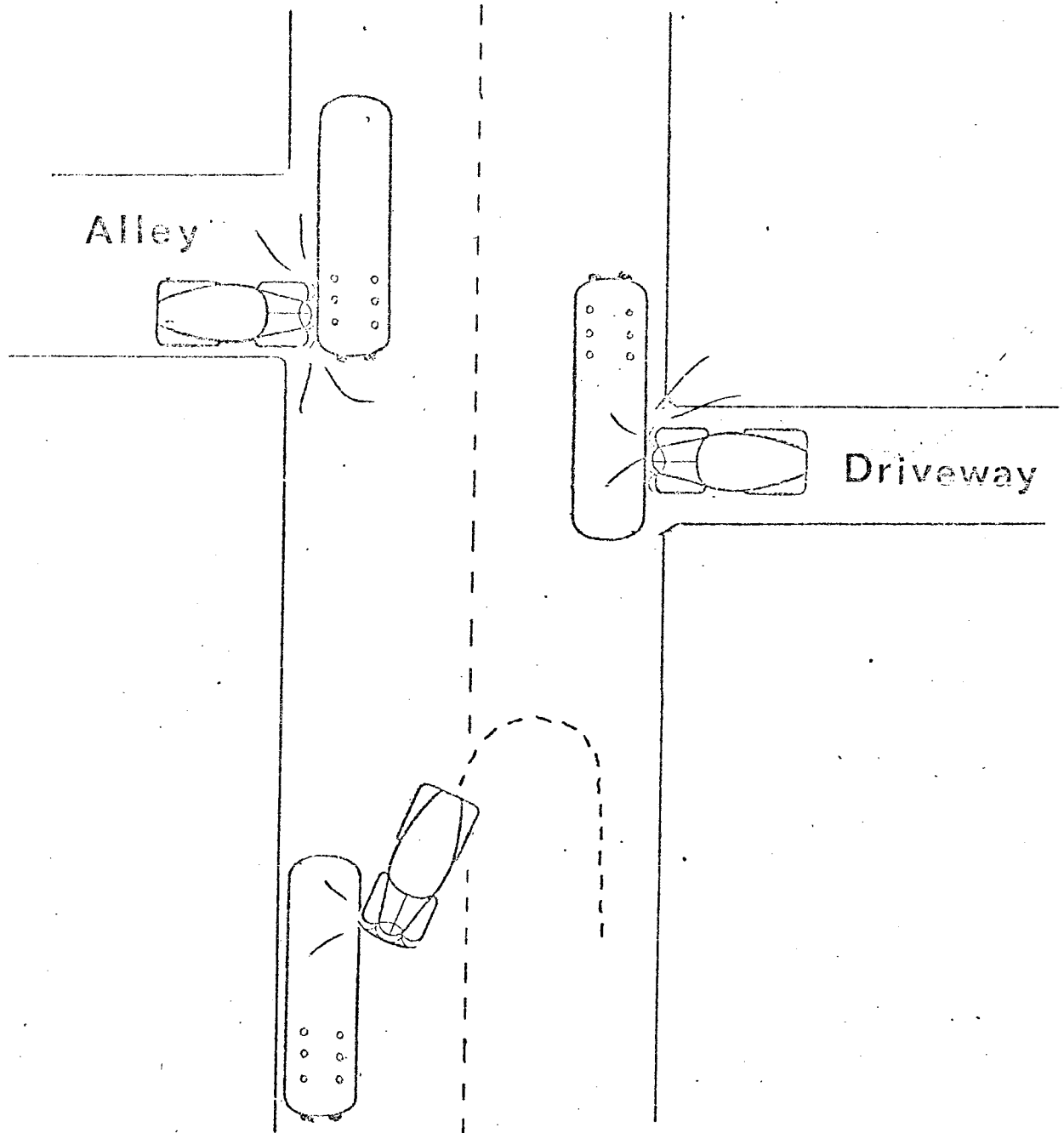
TYPE 19

BETWEEN INTERSECTION - COLLISION WITH PARKED VEHICLE
(PARKED AT CURB ONLY). (INCLUDES DOOR OF AUTO BEING
OPENED AND VEHICLE PARKED CLOSE TO CORNER WHICH IS
STRUCK BY BUS.



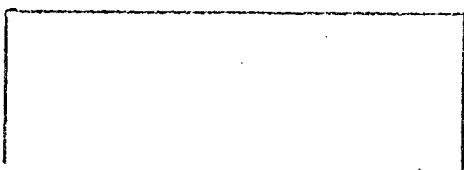
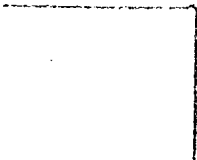
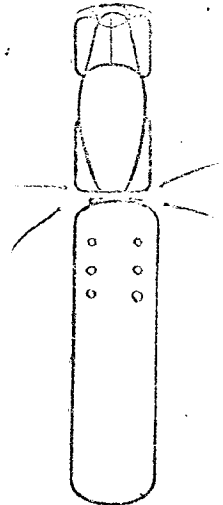
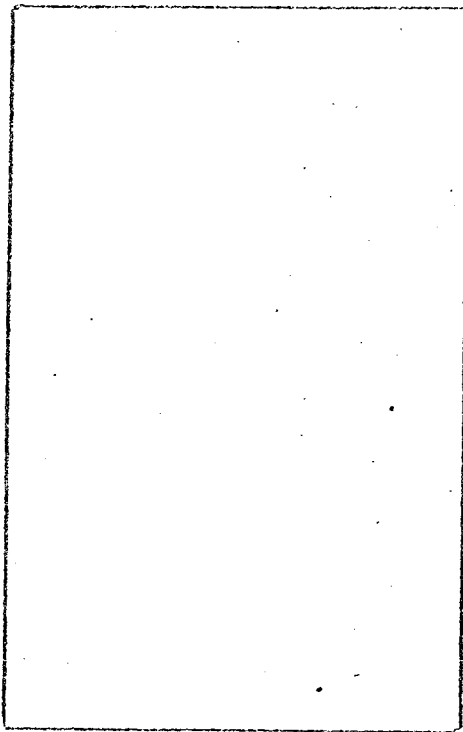
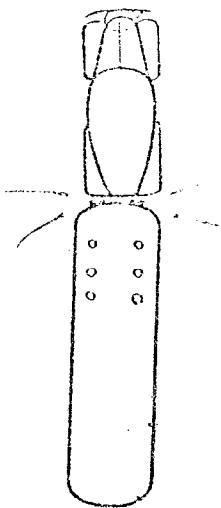
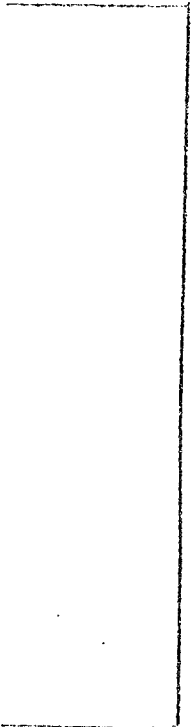
TYPE 22

BETWEEN INTERSECTIONS-DRIVEWAYS, ALLEYS,
U-TURNS, MISC.



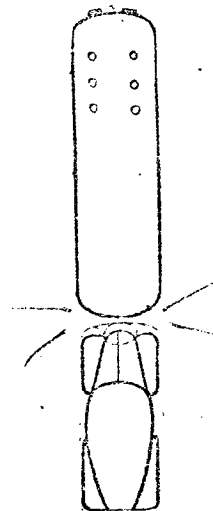
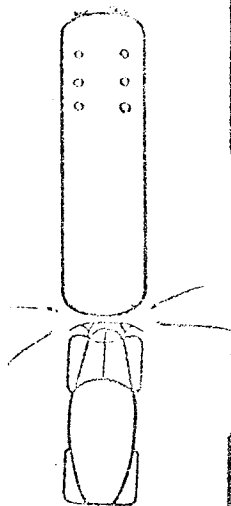
TYPE 23

REAR END - BUS NOT MOVING OR STOPPING VEHICLE:
(EXCLUDE BUS ROLLING BACK OR BACKING UP AT OR
BEFORE INTERSECTIONS.)



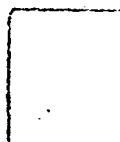
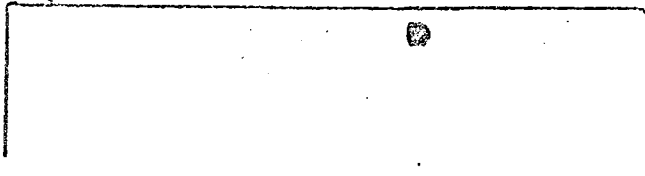
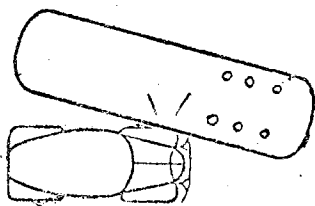
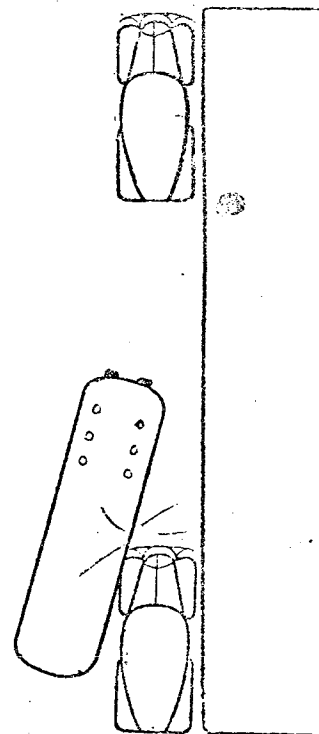
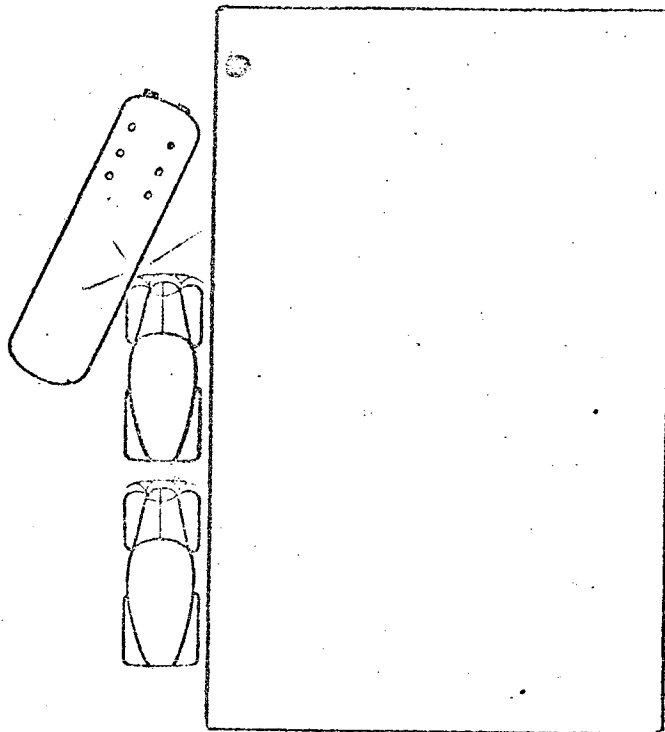
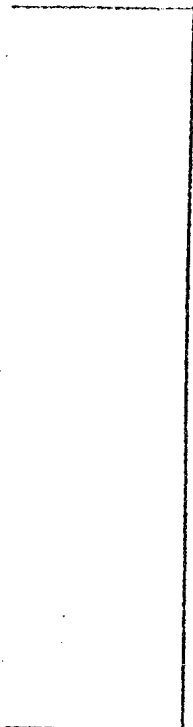
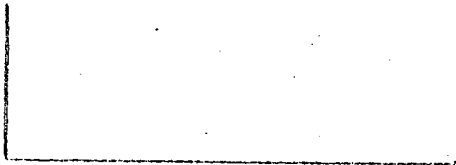
TYPE 24

TYPE 24 - VEHICLE HIT BY WIND OR SHARDING BUS:
(EXCEPT FROM A SINGLE WHEELER BASE OR BACKING UP BY
OR TO THE LEFT OR RIGHT.) (EXCEPT BUS STANDING
IN FRONT OF BUS - SEE (24).)



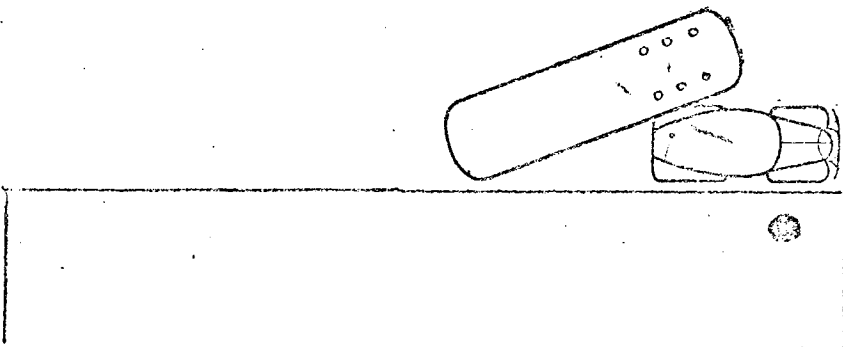
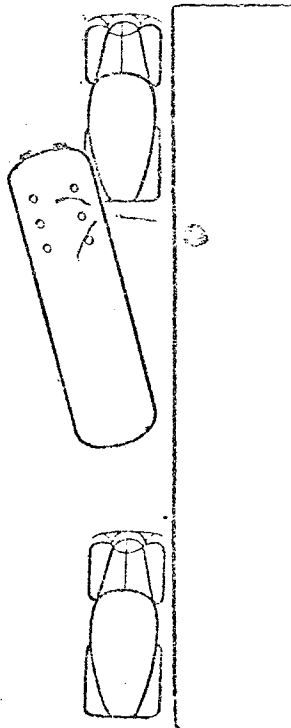
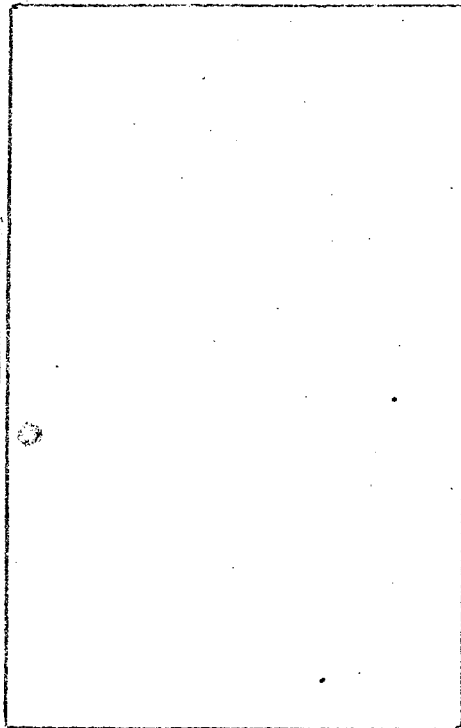
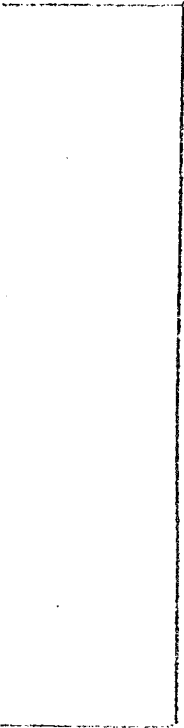
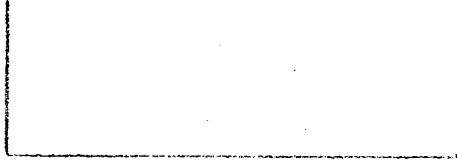
TYPE 25

IMPACT ZONES - BUS PULLING INTO ZONE INVOLVED WITH STANDING VEHICLE



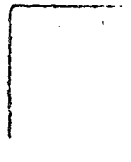
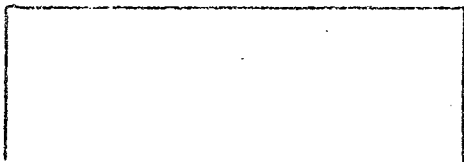
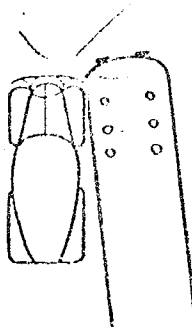
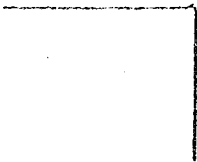
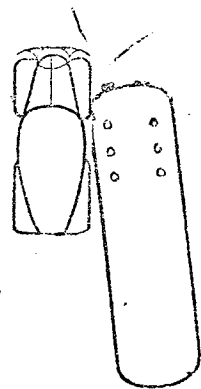
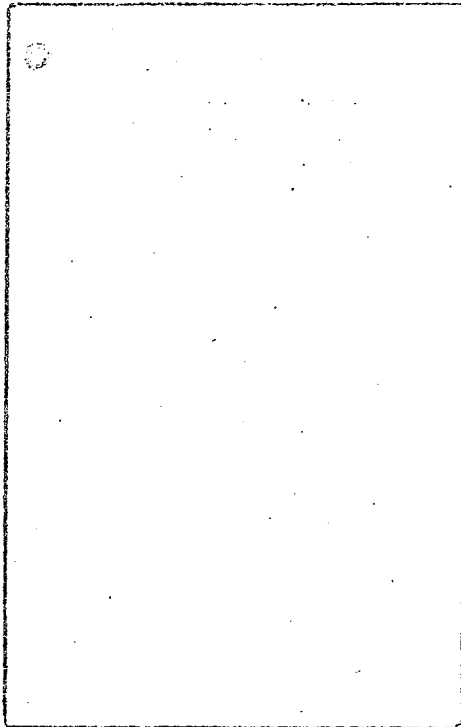
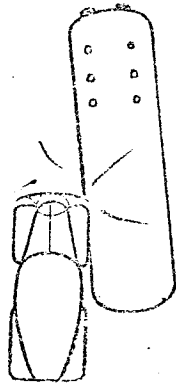
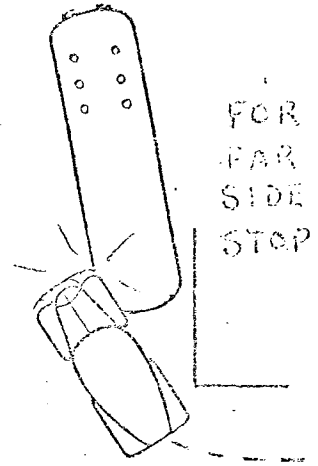
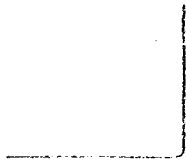
TYPE 26

LOADING SCENE - BUS PULLING AWAY FROM SCENE INVOLVED WITH STANDING VEHICLE.



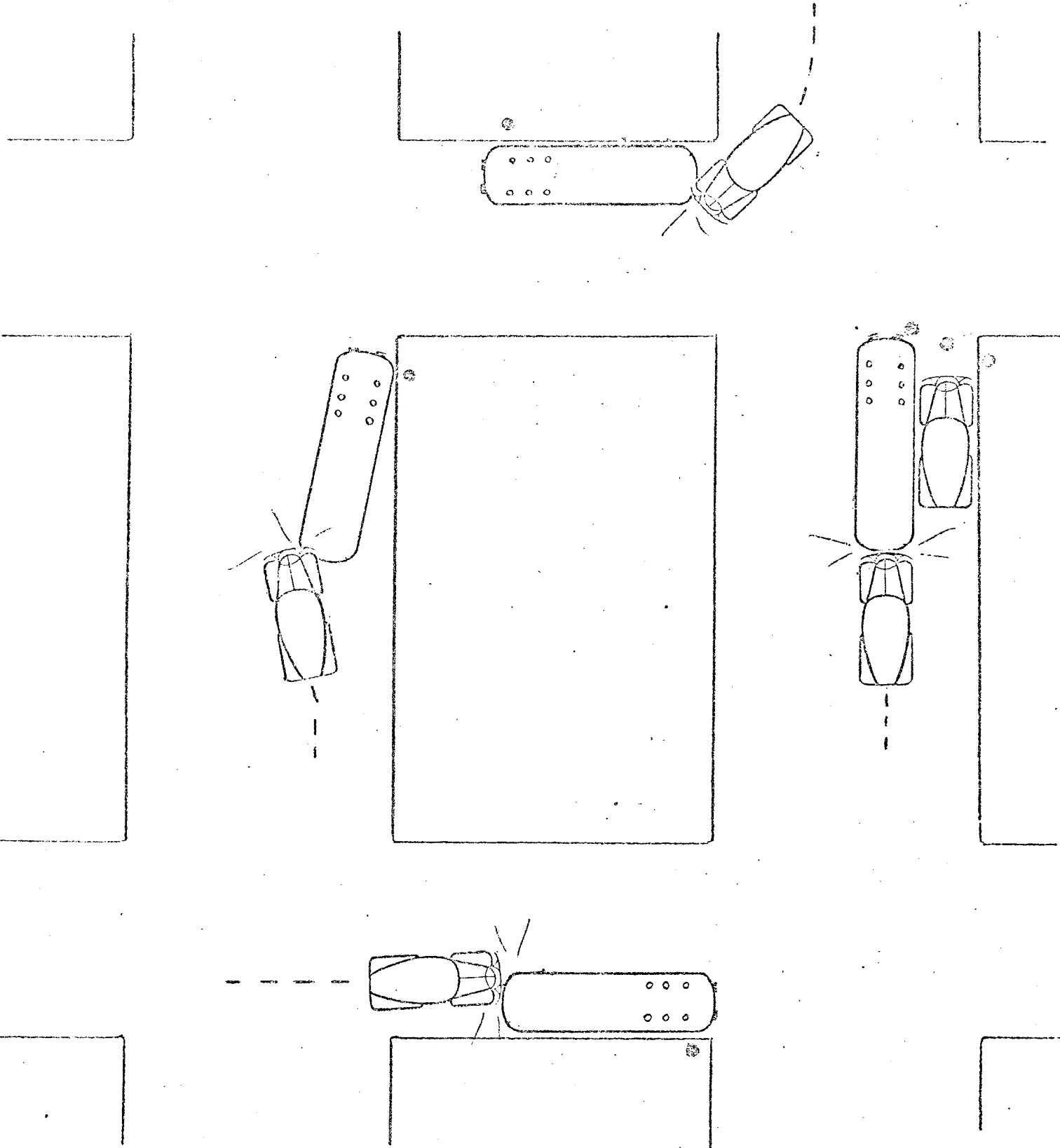
TYPE 27

CONTAINS COPY OF THIS FORM AND COPY FROM ZONE INVOLVED
WITH REVENUE RECEIPT. (SEE CALL.)



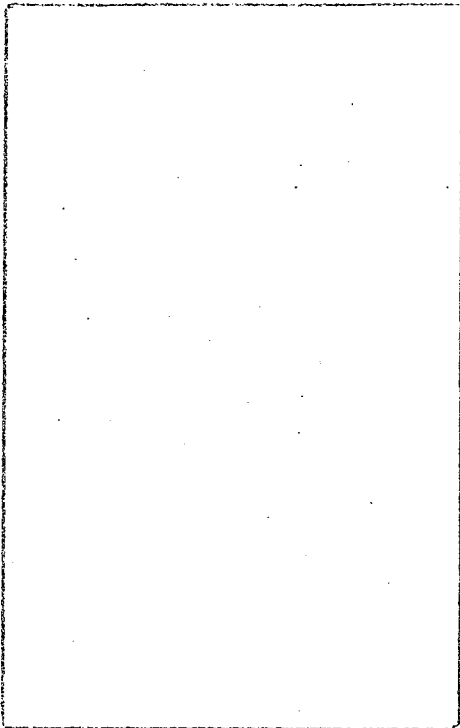
TYPE 28

LOADING ZONE - SEVERAL VEHICLES HIGH BUS STANDING IN
STREET (INCLUDES BUS STOPPED IN STREET IF PASSENGERS
ARE DEPARTING OR ARRIVING.)

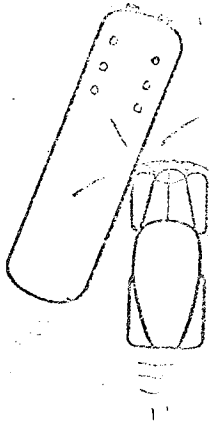


TYPE 29

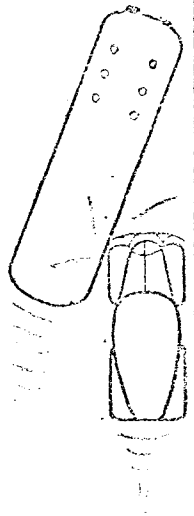
LOADING ZONE - BUS PULLING INTO ZONE INVOLVED WITH MOVING VEHICLE.



FAR
SIDE



NEAR
SIDE



SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT

ACCIDENT CLASSIFICATIONS

TRAFFIC ACCIDENTS

COLLISIONS WITH OTHER VEHICLES (Types 1-48)

Collisions with other vehicles

Code

INTERSECTIONS

- | | |
|----|---|
| 1 | Straight ahead - other vehicle from LEFT |
| 2 | Straight ahead - other vehicle from RIGHT |
| 3 | Turning right - other vehicle from AHEAD |
| 4 | Turning right - other vehicle from LEFT |
| 5 | Straight ahead - other vehicle from opp. dir. turns LEFT |
| 6 | Turning right - other vehicle from REAR |
| 7 | Turning left - other vehicle from AHEAD |
| 8 | Turning left - other vehicle from LEFT |
| 9 | Turning left - other vehicle from RIGHT |
| 10 | Turning left - other vehicle from REAR |
| 11 | Vehicle turns RIGHT in front of bus (Incl. bus leaving/standing in nr side. zone) |
| 12 | All other intersection collisions (Alleged, etc.) |

BETWEEN INTERSECTIONS

- | | |
|----|---|
| 13 | Head-on - vehicles from OPPOSITE direction |
| 14 | Sideswipe - while PASSING other veh. (Incl. veh. stndng in traf/dbl parked) |
| 15 | Sideswipe - other veh. frm OPPOSITE dir. (Incl. stndng in traf/dbl parked) |
| 16 | Sideswipe - other veh. PASSING our veh. (Incl. bus movng/stndng in traf) |
| 17 | Cutting in - by OTHER vehicle (Except #11) |
| 18 | Pulling FROM or TO curb or driveway |
| 19 | Collision with vehicles PARKED at curb. (Incl. opened doors) |
| 22 | All other accidents between intersections, U-turns, alleys, alleged |

REAR END

- | | |
|----|--|
| 23 | Bus hit vehicle (Including drifting back or backing) |
| 24 | Other vehicle hit bus (Including drifting back or backing) |

LOADING ZONES

- | | |
|----|--|
| 25 | Bus pulling into zone involved with STANDING vehicle |
| 26 | Bus pulling from zone involved with STANDING vehicle |
| 27 | Bus pulling from zone involved with MOVING vehicle |
| 28 | Other vehicle involved with bus STANDING in zone |
| 29 | Bus pulling into zone involved with MOVING vehicle |

MISCELLANEOUS

- | | |
|----|---|
| 30 | All other collisions with other vehicles, bikes, (including alleged), that do not fit above types |
|----|---|

Collisions with other vehicles

Code COLLISIONS BETWEEN CO. PASS. VEHICLES

- 31 Scrapes at corners, intersection sideswipes
- 32 Sideswipes between intersections other than opposite direction
- 33 Opposite way sideswipes between intersections
- 34 End to End - in loading zones
- 35 End to End - other than loading zones
- 36 On Company property, yards, terminal company parking
- 37 All other collisions between Company passenger vehicles

PEDESTRIANS

- 39 Intersections/Crosswalks (Except #41)
- 40 Loading zones (Except #41)
- 41 Hit by overhang - (Bus turning)
- 42 Between intersections (Jay walking)
- 43 All others

MISCELLANEOUS COLLISIONS

- 44 Alleged - Location - Division or department unknown
- 45 Collision with (fixed) stationary object
- 46 Due to mechanical failure
- 47 Leaving road (Except #46)
- 48 Collisions not otherwise classified

PASSENGER ACCIDENTS (Types 50-68)

BOARDING

- 50 Fell boarding (standing bus)
- 51 Door - struck while boarding
- 52 Miscellaneous boarding

ALIGHTING

- 53 Falls alighting - Front door
- 55 Falls alighting - Rear door (treadle)
- 56 Falls alighting - Rear door (Pushout)
- 57 Falls alighting not otherwise classified
- 58 Struck by front door - Alighting
- 59 Struck by rear door (Treadle)
- 60 Struck by rear door (Pushout)
- 61 Struck by door not otherwise classified (Except #66)

ON BOARD

- 62 Starting (falls, bumps, etc.)
- 63 Stopping (falls, bumps, etc.)
- 64 At curves or bus turning (falls, bumps, etc.)
- 65 Running straight (falls, bumps, etc.)
- 66 Caught/struck by doors. (Not boarding or alighting)
- 67 Injuries from arms, heads, etc. out of window
- 68 On board accidents not otherwise classified

MISCELLANEOUS INCIDENTS (Types 70-78)

Code	MISCELLANEOUS INCIDENTS
70	Property damage caused by defective equipment
71	Injuries caused by defective equipment
72	Disturbances, ejections, fainting sickness, fits, deaths on vehicle, etc.
73	Injuries or property damage caused by other passengers
74	Falls - approaching to board/after alighting
75	Clothing soiled off bus (splashed water etc.)
76	Thrown missiles. Injuries/damage
77	Thrown missiles. No injuries/damages.
78	Incidents not otherwise classified
OTHER REPORTS	
79	Observation or witness reports. (Operator's vehicle not involved)
80	Non-operating vehicle accidents. (Includes accidents of supervisory cars, company trucks, and buses/cars operated by mechanics)
90	Employee accidents
99	Public accidents on Company property

PREPARED BY: S.C.R.T.D.
Safety Department