With the implementation of the South Carolina Collision and Traffic Ticket System (SCCATTS) the electronic TR-310 is now available for collision reporting by South Carolina Law Enforcement Officers. This electronic system was developed through Federal and State Grants facilitated through the Department of Public Safety's Office of Highway Safety. With the ability to provide an electronic TR-310 comes enhancement of the reporting system currently used to gather data concerning collisions in state. The following addendums to the TR-310 Instruction Manual will apply to electronic submission of the TR-310 form. These changes will greatly improve the accuracy of data collection for statistical and collision mapping purposes.

<center>ADDENDUM I</center>

Location Segment

The SCCATTS electronic TR-310 form has a built in mapping tool incorporating the SC Department of Transportation (SCDOT) and SC County 911 maps into the form. This mapping tool uses the Global Positioning System (GPS) to provide greater accuracy in the location of collisions that occur within the state. Since this system directly pin-points the collision on the maps in the system it will allow for the electronic transfer of that data directly into the SCDOT Roadway Information Management System (RIMS).. The following process should be followed when electronically plotting collision locations with the mapping tool.

1. Start the system by clicking on the World Icon this will launch the "Enter Map Coordinates" window:
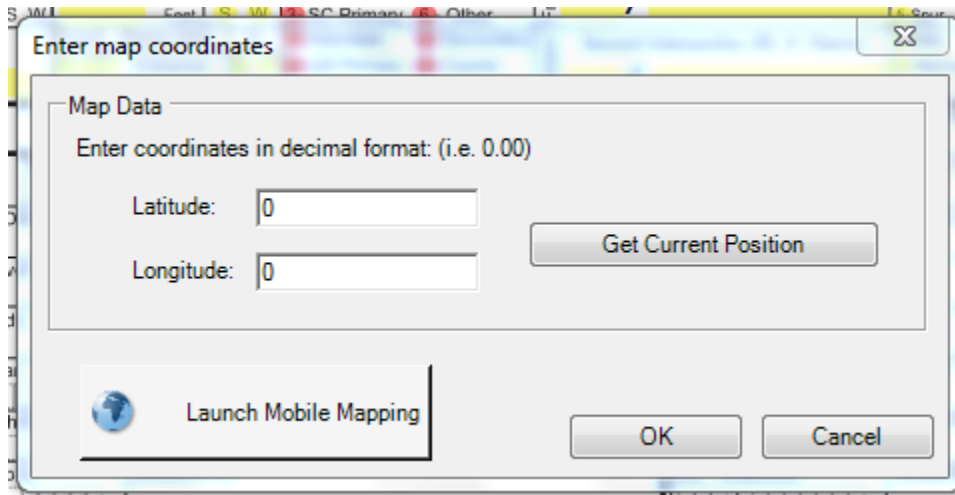
2. **Select "Get Current Position" button. This will allow the GPS system to locate the officer's current position. The officer then will "Launch Mobile Mapping" to allow the officer to electronically plot the coordinates and location of the collision directly into the map system.**

2.1 The Officer can also manually enter the GPS coordinates in decimal format here or in Degrees, Minutes, and Seconds on the form itself.

Officer Initial Location Example

3. **Now that the officer's current position is located, this will allow the officer to use this point as a reference to begin the process of locating the collision accurately on the internal mapping system of the electronic TR-310. The officer will now perform 5 steps to locate the collision:**

3.1. **"Select Target"**   ●   **[Collision Location (Rt. # / Name)]**
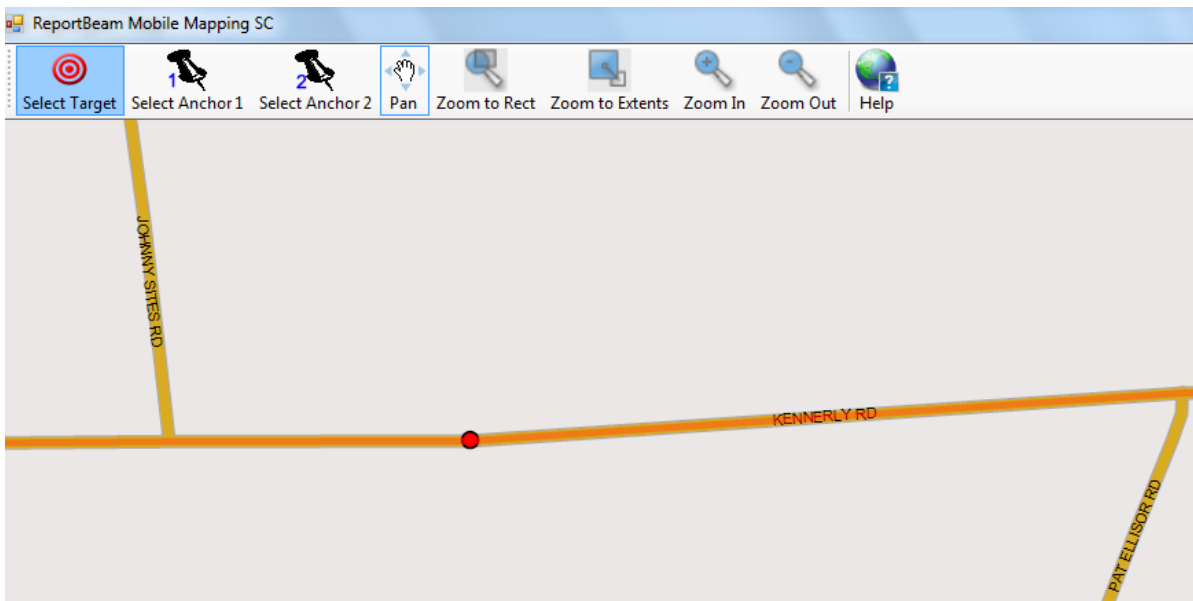
The officer will select the point on the roadway where the collision occurred.

If the collision occurred off the roadway the officer will select the point where the vehicle left the roadway.

If the collision occurred on private property the officer will select the location where the collision occurred.

Example of Collision Target Location:

3.1 Collision Location: [KENNERLY RD]

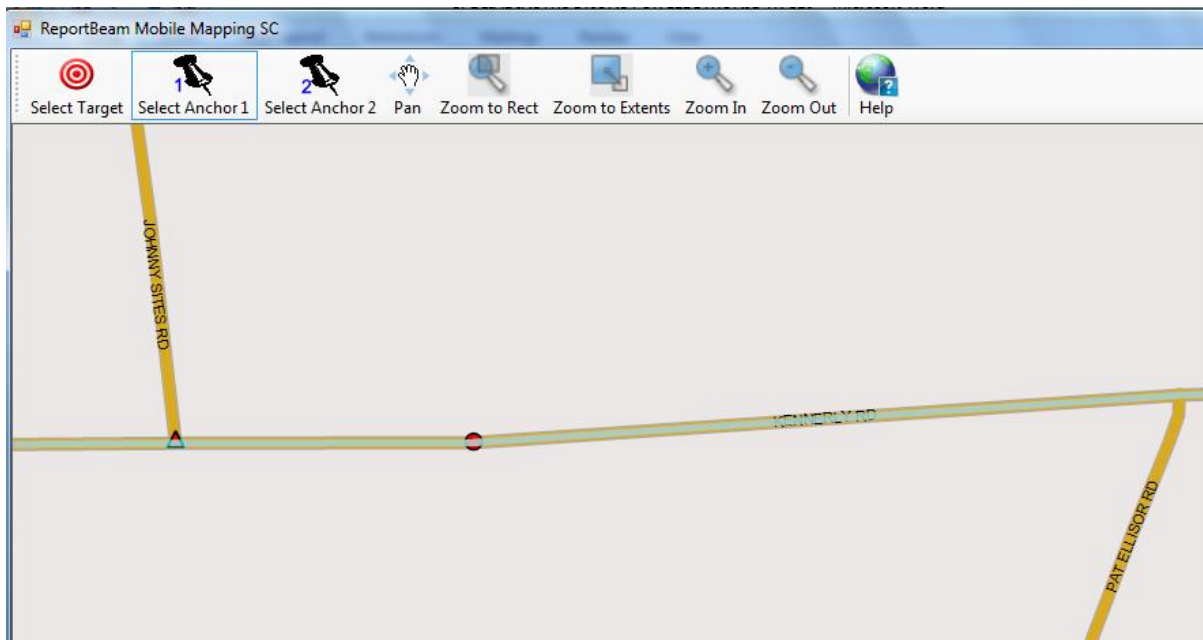**3.2. "Select Anchor 1"**   **[Base Intersection (Rt. # / Name)]**

The officer will select the <u>closest</u> intersection to the collision location which contains a named or numbered roadway. Since the mapping systems are incorporated into the application this can include any Interstate, US Highway, SC Primary, Secondary or County roadway located in the system. This new process will increase accuracy for officer selection of the collision location through the Global Positioning System and using the GPS coordinates and closest roadways to the collision location included in the mapping application.
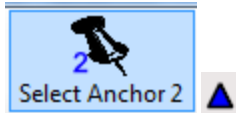
If the collision occurred on an Interstate Highway the officer may select a roadway that passes over or under the highway as long as they are named or numbered. The Officer may also use a Ramp for a Base or Second Intersection. Ramps are considered standalone numbered roads.

The officer does not need a Base or Second Intersection when collision occurs on Private Property.

<p style="text-align:center">Example of Base Intersection Selection:</p>

Base Intersection: [JOHNNY SITES RD] [Anchor 1]

**3.3. "Select Anchor 2"** ▲   [Second Intersection (Rt. # / Name)]

The officer will select an intersection which is on the opposite side of the collision from the base location which contains a named or numbered roadway. This will sandwich the collision target between the base and second intersection. Just as when the officer selected the Base Intersection this can include any Interstate, US Highway, SC Primary, Secondary, or County road.

If the collision occurred on an Interstate Highway the officer may select a roadway that passes over or under the highway as long as they are named or numbered. The Officer may also use a Ramp for a Base or Second Intersection. Ramps are considered standalone numbered roads.
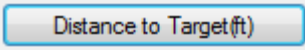
The officer does not need a Base or Second Intersection when collision occurs on Private Property.
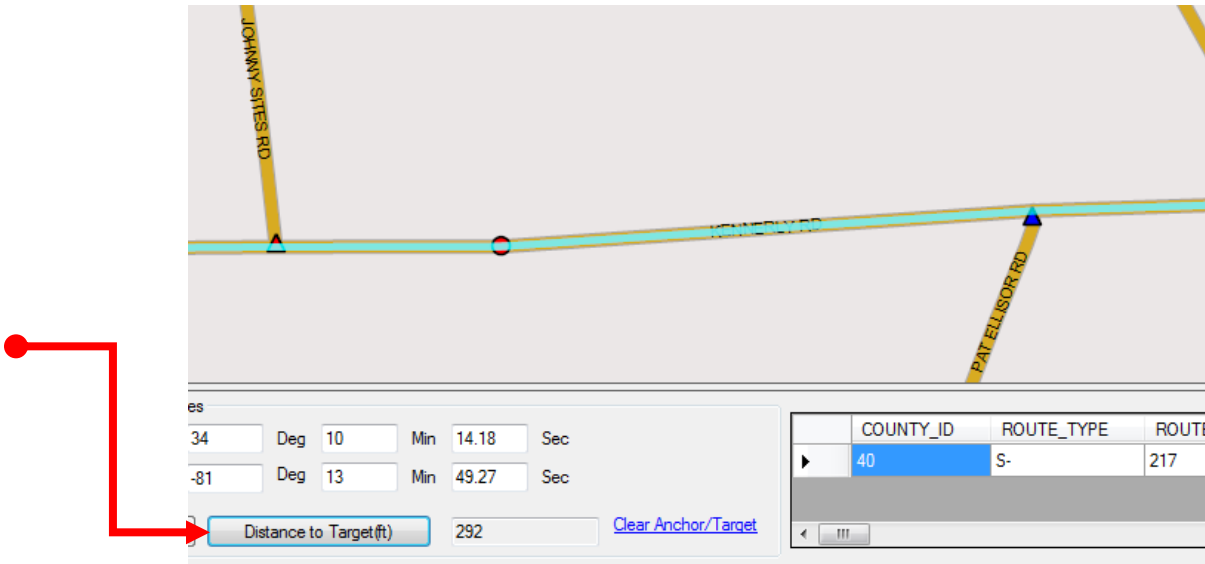
**Example of Second Intersection Selection:**

Second Intesection: [PAT ELLISOR RD]
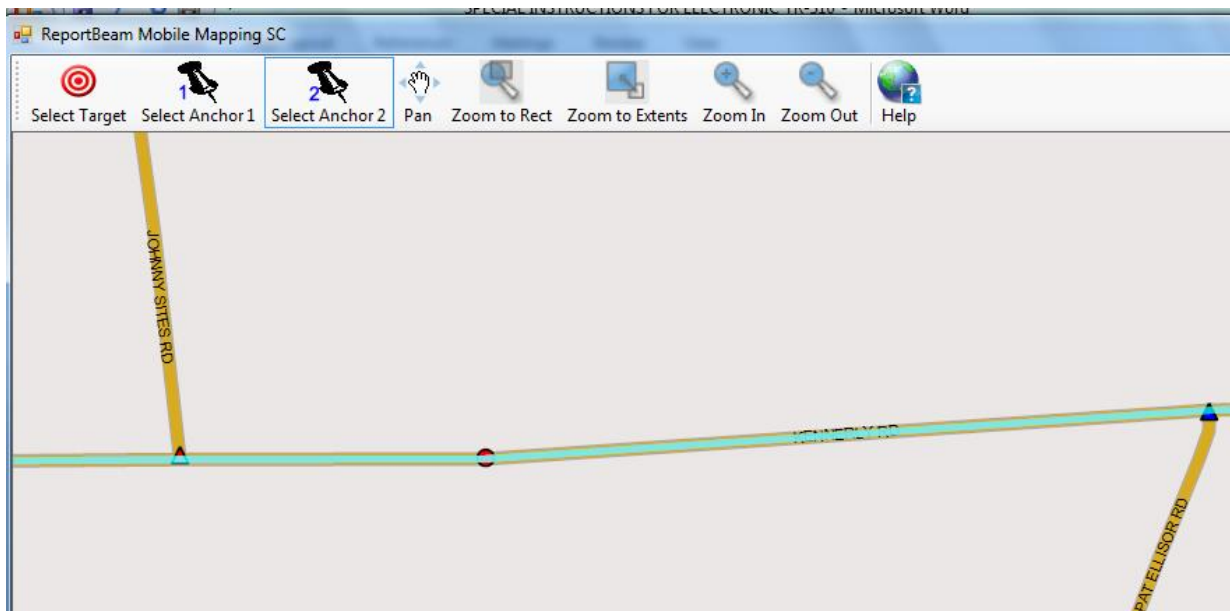
3.4. Select "Distance to Target" Distance to Target(ft)

The officer will select the "Distance to Target" button, this will electronically measure the distance in feet from the Base Intersection to the Collision Location.

3.5. Click the "Save" button to save the GPS information and then click the "OK" button to close the "Enter Map Coordinates" window. The location section will be populated to include the GPS coordinates.
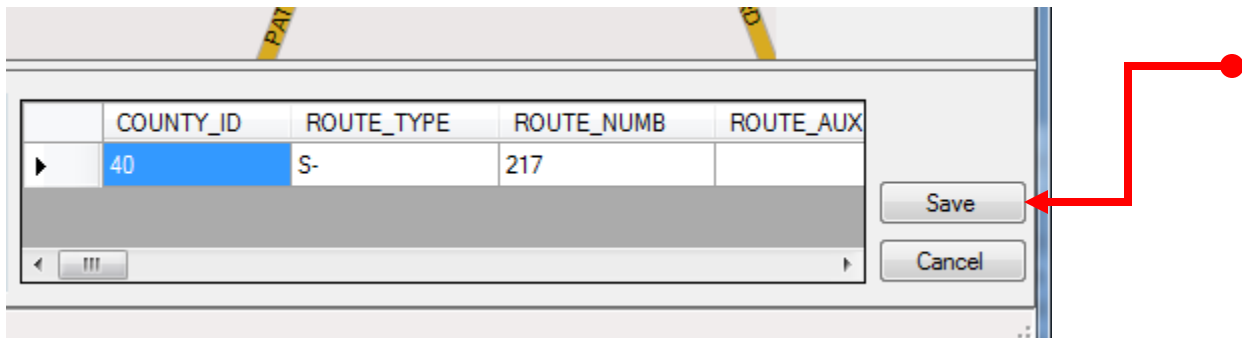
NOTE: OHSJP has received several inquiries from the field in reference to the "Ramp" Designation now on the TR-310 Collision Report for "Collision Location, Base Intersection and Second Intersection." This field was added per a SCDOT Safety Engineering request. SCDOT "prefers" that the true "closest" designation be chosen for "Collision Location, Base Intersection, and Second Intersection." If the closet designation is a Ramp then Troopers/Officers should choose the Ramp for any of those fields that would apply.

1. Crash Location/Base Intersection /Second Intersection now include 7-Ramp for Location information. Points selected on Ramps are now available for location reporting

1-Interstate 2-US Primary 3-SC Primary	4- Secondary 5- County 6- PP 7- Ramp	Collision Location (Rt. # / Name) /	0-Main Line 2-Alternate 5-Spur	6-Connection 7-Business	Miles:	Dir. N E S W
Offset Miles Feet	Direction N E S W	1- Interstate 4- Secondary 2- US Primary 5- County 3- SC Primary 6- Other 7- Ramp	Base Intersection (Rt. # / Name) /	0-Main Line 2-Alternate 5-Spur	6-Connection 7-Business 9-Other
p Only trance t	To N E S W	1- Interstate 4- Secondary 2- US Primary 5- County 3- SC Primary 6- Other 7- Ramp	Second Intersection (Rt. # / Name) /	0-Main Line 2-Alternate 5-Spur	6-Connection 7-Business 9-Other

Lane # / Dir Segment

When entering lane data a new selection has been included in the dropdown features of the application. Included in that drop down is NL, which indicates No Lane. This selection should be utilized when the collision occurs outside of the travel portion of the roadway.

Example:

Lane # / Dir.		
#	Of	N E
NL		S W
R.R. Id.		

Unit Section

Several New features have been incorporated into the SCCATTS application to assist with the collection of data for the occupation section:

The "Driver, Pedestrian" "Name Section" has 3 distinct fields for "Last, First, and Middle names".

FR10-X	Driver Pedestrian's Full Name Unknown Parked	
	LAST NAME FIRST MIDDLE	
Unit # 01	Sex	Race	Street/R.F.D.
# Occ	Birth Date	City, State, & Zip

A "# Occ" block has been added to the "Unit #" block. This block was added to count the number of occupants, including the driver, for each vehicle. This will allow for verification checks when occupant data is added to the "Occupant Data Section" on the back page of the report. If there were a driver and 2 passengers in the vehicle then the count recorded would be a total of "3".

FR10-X	Driver Pedestrian's Full Name Unknown Parked	
	LAST NAME FIRST MIDDLE	
Unit # 01	Sex	Race	Street/R.F.D.
# Occ 3	Birth Date	City, State, & Zip

It is important to note here that if a driver as no Drivers License or Identification Card then "NONE" should be entered into the "Driver's License #" block.

State	Driver's License #		Class	Insurance Company	
	NONE				
Year	Body	Vehicle Make	VIN #		
State	Year	License Plate #	Owner's D.L. #	Same as Driver	

If a vehicle does not have a "License Plate #" for the unit involved then "NONE" should be entered into this block. Also, if the tag on the car does not match the listed owner, choose "NONE" and notate tag number in notes field. Note: 45 day temporary tags are not considered valid License Plates.

State	Driver's License #		Class	Insurance Company	
	NONE				
Year	Body	Vehicle Make	VIN #		
State	Year	License Plate #	Owner's D.L. #	Same as Driver	
		NONE			

The "Same as Driver" field has been added to assist the officer when loading data into the report. If the "Driver" and the "Vehicle Owner" <u>are</u> the same, the officer may select this field to auto-populate the owner's information into the report.

Plate #	Owner's D.L. #	Same as Driver	
	0012345678		
Owner's Full Name			
LAST NAME	**FIRST**	**MIDDLE**	
Street/R.F.D.			
NO STREET			
City, State, & Zip			
NO PLACE		**SC**	**29999**

In the "Towed" vehicle section when the "Yes" selection has been made, the officer should enter the name of the company in required box.

Towed	Yes No
AAA TOWING	

Narrative Segment

As an enhancement to the application a "Pending Investigation" selection has been added to allow officers to indicate that the investigation is still on-going. By selecting this field the application will allow an officer to send up a report electronically without data in normally "Required" fields. Once the investigation is complete, the officer will then need to submit an "AMENDED" report to complete the reporting procedures.

Occupant Section

Several enhancements have been added to this block to ensure that all occupant information is collected correctly and in a manner that will allow for data transfers to other agencies that utilize this information.

The first three lines are reserved for the Diver of each unit. When driver information has been entered for a unit on the front of the report, then that data will automatically be placed in the occupant section on the back page of the report. This eliminates the need for the officer to re-enter that data in this section.

Note: The name and address for each driver will be displayed regardless of the injury code selected.

The officer will have to enter the information for each additional passenger involved beginning on line four of that section. Occupant information must be entered for the total number of occupants of each vehicle indicated in the Unit Section of page 1. For example if an officer indicated a driver and 2 passengers then the officer will need to enter the 2 passenger's data to complete the report.

Note: The name and address of passengers is only required when the "Injury Status" code selected is a 1 or higher. For an Injury Code 0, the name and address can be added if desired.

Unit:	Date of Birth	Sex:	Race	INJ:	Seat:	R/SD	A.B.D.	Eject	LAI:	Tran:	Name			Street Address				Zip Code
01	01-01-1950	M	H	0	01	13	4 3	1	1	2	LAST	FIRST	MIDDL	NO STREET	NO PLACE	SC	29999
01	12-31-1999	F	A	0	04	00	4 3	1	1	2							
01	07-04-1976	M	W	1	07	00	4 3	3	1	1 1	SMITH	THOMAS	A	205 LOST ROAD	ANYWHERE	SC	29999

Race   A Asian/Pacific Islander   W Caucasian   a) Injury Status   0 Non-Incapacitating   Seating Loc   Restraint/Safety Device

IMPORTANT: Procedures below apply ONLY to a report that has been "APPROVED" and electronically submitted to the DMV. If the report has not been electronically submitted to DMV yet these procedures do not apply to returned reports.

Step 1:   DMV/OHS returns rejected report to investigating Officer for "Correction". This report will have to be re-submitted as a "CORRECTED" or "AMENDED" report.

Step 2:   Officer receives rejected report back from DMV/OHS for correction:
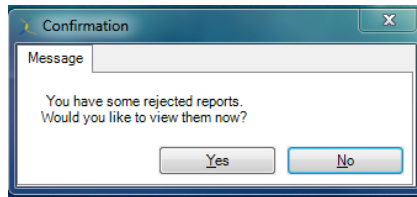
| ✉ | rbsystem@visualstatement.com | ALERT: Notification of rejected report. | Thu 3/15/2012 7:31 AM | 3 KB |

(Example)   Rejection Note: DMV/OHS return: Unit #1 Driver DOB incorrect. Should be 1/1/1950. Correct and submit "CORRECTED" report.

Step 3:   All reports received back from DMV or OHS will need to be desigated as a "CORRECTED" report if the information being changed was submitted with error or as an "AMENDED" report if the information being added is new information (Blood Results, Driver located from Leaving Scene investigation etc…). Officer selects appropriate box for that report.


CONTINUED ON NEXT PAGE

Step 4:   Investigating Officer corrects error or amends data as needed. Officer must list changes in appropriate data sections and then describe changes to the report as outlined.

Description of Changes must include:
1. Date of Change.
2. Unit # Changes applied to.
3. Detailed information of Change.

Note: If these 3 elements are not included in the corrected report it should not be approved by supervisor or HQ for re-submission.
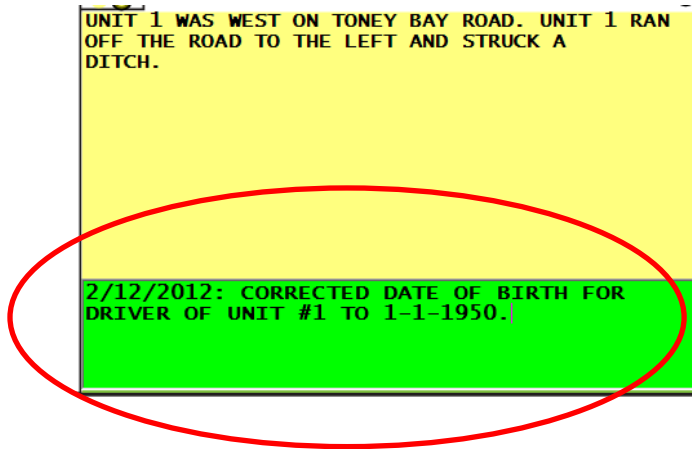

Step 5:   Officer re-submits report for Supervisor review and Agency HQ Approval.

Note: If the report is Amended for subsequent events the "Old Correction" should be preserved if possible by moving the information up into the description narrative. New information will be entered in description box as needed. See example below.
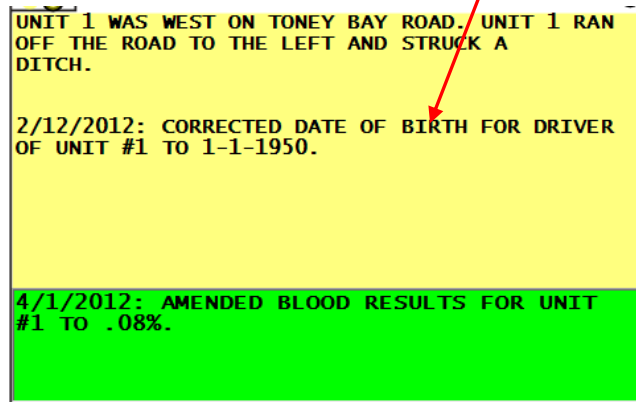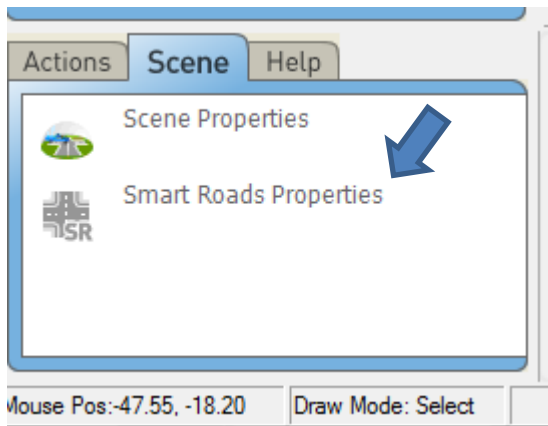

SET ROADWAY/OBJECT COLORS
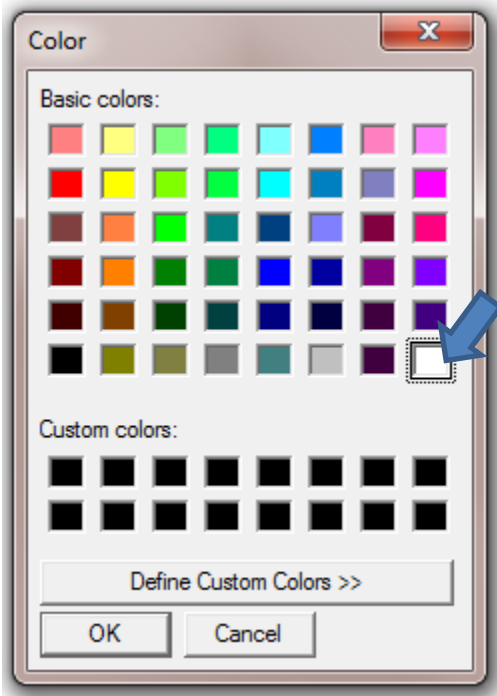
1. Click on Scene Tab (lower left of screen).
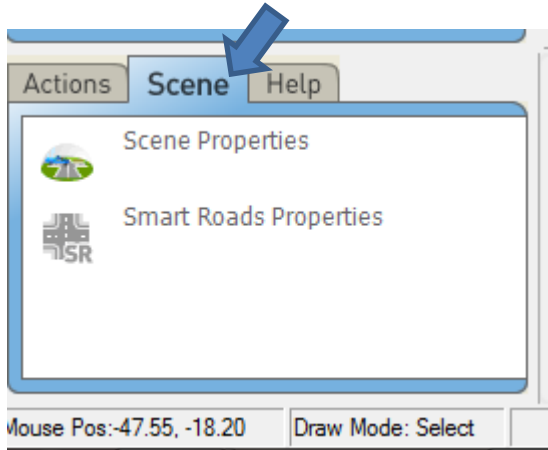
2. Click on Smart Roads Properties.

3. Click on "Road Color" bottom center of screen under "Default SmartRoads Properties".
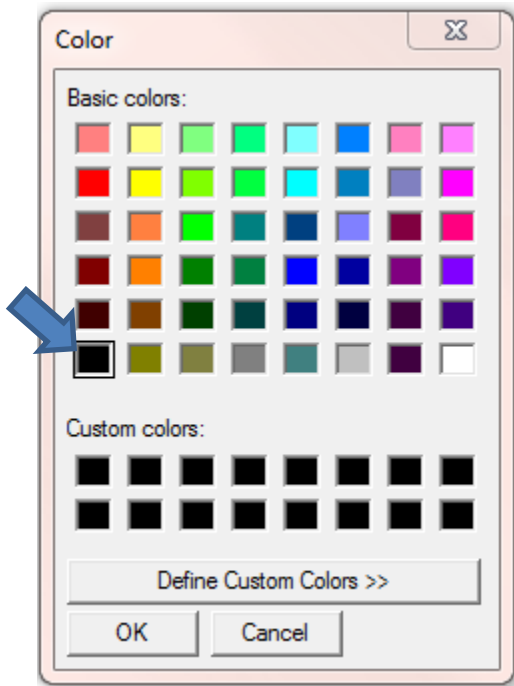
4. Color Pallet window will pop-up on screen, select "white" for "Road Color".

5. Click on "Road Line Color" bottom center of screen under "Default SmartRoads Properties".

6. Color Pallet window will pop-up on screen, select "black" for "Road Line Color

7. Island Color should remain as Gray. These settings will be the "Default Road Colors" for all "NEW" scenes you create. These settings will remain unless you change them.
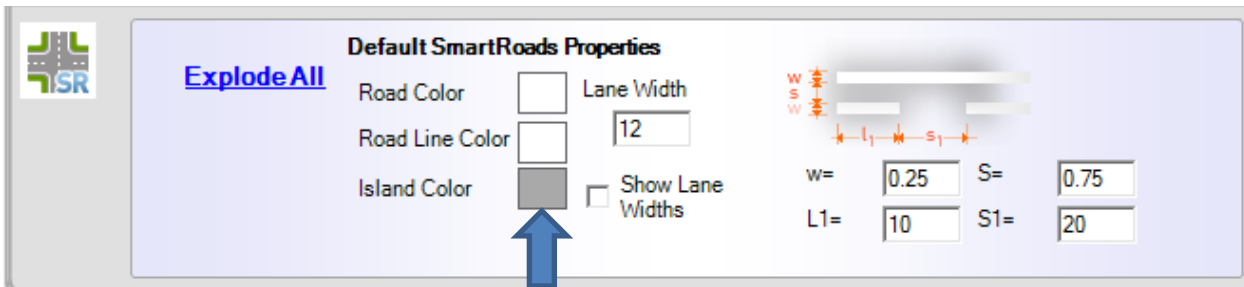
8. At top of Screen use same steps has above to set "Pen Color", "Brush Color", "Text Color", and "Object Color" to (Black-White-Black-White).
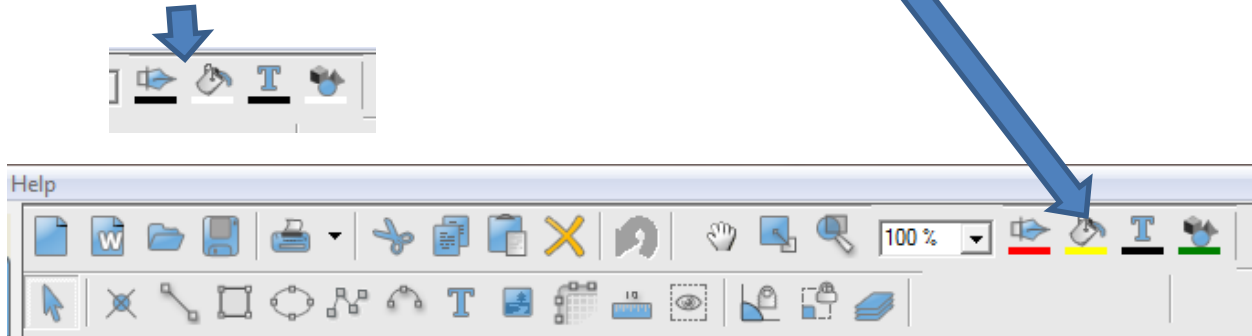
Truck Bus Supplement

Certain criteria must be justified before a Supplemental Bus/Truck Report can be completed.

1. On TR-310 in the Unit Section is a question that asks if a Truck/Bus Supplement is required. If Yes is selected the following boxes will appear and must be answered. If none of the top three (3) questions apply then the form is not required. If any one of them is yes then proceed to the next four (4) questions. If none of them apply the form is not required. If it is yes to any of these, the form will be automatically added to the report to be filled out..

	Yes	No
Are there any trucks that have a gross vehicle weight rating (GVWR) of more than 10,000 pounds or a gross combination weight rating (GCWR) of more than 10,000 pounds and is used on public highways?	○	◉
Are there any motor vehicles with seating to transport nine (9) or more people, including the driver?	○	◉
Are there any motor vehicles (regardless of weight) displaying a hazardous materials placard?	○	◉
Are there any fatalities?	○	◉
Are there any people transported for immediate medical services?	○	◉
Are there any disabled motor vehicles towed away from the scene?	○	◉

OK   Cancel

2. Carrier Information should filled out as necessary
3. Complete Access Control for the highway on which the crash occurred.
4. Complete Vehicle Information
5. Complete Vehicle Configuration section
6. If the vehicle was used as a bus, indicate what type.
7. Indicate Cargo Body Type
8. Complete Trailer Length and Width, if applicable.
9. Complete Hazardous Material Information, if applicable.