

|                         |       |
|-------------------------|-------|
| Table of Contents ..... | 0.0.1 |
|-------------------------|-------|

## **PART 1 - Using Collision System**

|                |     |
|----------------|-----|
| Overview ..... | 1.0 |
|----------------|-----|

### **1.1 Accessing Collision System**

|  |       |
|--|-------|
| Logging into the <b>Collision System</b> ..... | 1.1.1 |
| Passwords.....                                 | 1.1.2 |
| Logging off the <b>Collision System</b> .....  | 1.1.3 |
| Navigation, Features and Conventions .....     | 1.1.4 |
| Main Menu.....                                 | 1.1.5 |

## **PART 2 - Reporting a Collision**

### **2.1 Reporting a Collision - Reporting**

|                             |       |
|-----------------------------|-------|
| Details .....               | 2.1.1 |
| Police Officer .....        | 2.1.2 |
| Emergency Services .....    | 2.1.3 |
| Supporting Documents.....   | 2.1.4 |
| Person/Agency Advised ..... | 2.1.5 |
| Other .....                 | 2.1.6 |

### **2.2 Reporting a Collision - Location**

|                             |       |
|-----------------------------|-------|
| Details .....               | 2.2.1 |
| Map .....                   | 2.2.2 |
| Roads.....                  | 2.2.3 |
| Light and Environment ..... | 2.2.4 |

### **2.3 Reporting a Collision - Recording Vehicles and Drivers**

|                           |       |
|---------------------------|-------|
| Vehicle Details .....     | 2.3.1 |
| Driver .....              | 2.3.2 |
| Vehicle Owner .....       | 2.3.3 |
| Commercial Operator ..... | 2.3.4 |
| Sequence of Events .....  | 2.3.5 |
| Individual People .....   | 2.3.6 |
| Damage .....              | 2.3.7 |

**2.4 Reporting a Collision - People**

Recording Witnesses ..... 2.4.1  
Coroner’s Information..... 2.4.2

**Part 3 - Managing a Collision Report**

**3.1 Search the Collision Database**

Entering Search Criteria ..... 3.1.1  
Generating a Report..... 3.1.2

**99 Appendix**

---

## PART 1: Using the Collision System

### Logging into the Collision System

EC 1.1.1

---

#### Summary

The **Collision System** is available to police services across Ontario through the Ontario Ministry of Transportation (MTO) Intranet site.

#### To Access the MTO Internet Site

When you are first set up as an authorized user of the **Collision System**, you receive a confirmation e-mail from MTO that contains your:

- User ID
- Password
- Login location.

We recommend that the first time you access the **Collision System** Internet login page you add the login location (URL) to your browser's *Favorites* menu for future use.

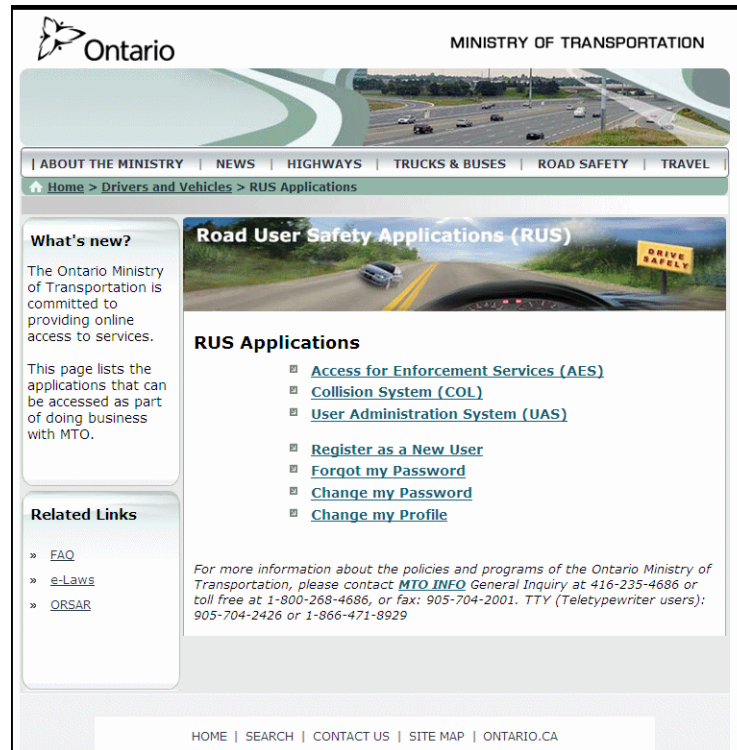
**Note:** Throughout this user guide each reference to your web browser makes the assumption that you are using Microsoft Internet Explorer. If you do not currently use Internet Explorer, we recommend that you download it from [www.microsoft.com](http://www.microsoft.com). It is available as a free download and has the appropriate security and encryption features needed to access the **Collision System**.

1. Ensure that you are connected to the Internet and select the Internet Explorer icon on your computer.
2. Select the **Collision System** login location from your *Favorites* menu. Your browser displays the **Collision System** Login page. See Figure 1.

For your first login you are required to change the temporary password provided to you by confirmation email with your user ID. Complete password hint functions to assist with password recovery should you require it at a later date. You are also required to complete mandatory computer based training components to ensure your understanding of the proper use of MTO information.

If this is your first time logging in to the **Collision System** you can select the Login Location link that appears in the confirmation e-mail you received. Alternatively, you can type in the following web site address in your browser's address bar near the top of the screen: <https://intra.apps.rus.mto.gov.on.ca/ps/>. A screen will appear similar to Figure 1.

Figure 1



## To Log into the Collision System

1. From the **Collision System Login** screen, type in your user ID in the USER ID field. Your user ID is provided in the first e-mail sent to you from the **Collision System**. The **Login** screen is similar to Figure 2.

Figure 2

The screenshot shows the 'Collision System Login' page. At the top, there is the Ontario logo and the text 'MINISTRY OF TRANSPORTATION'. Below this is a navigation menu with links: 'ABOUT THE MINISTRY', 'HIGHWAYS', 'TRUCKS & BUSES', 'ROAD SAFETY', and 'TRAVEL'. The breadcrumb trail reads: 'Home > Drivers and Vehicles > RUS Applications > Collision System Login'. The main content area is titled 'Collision System' and includes an 'Introduction' section. The introduction states: 'There is a strategic reliance on collision information engaging Ontario road safety success. Information from collision reports is used in safety policy development and research, identifying priorities for safety programs and evaluating program effectiveness. Collision data analysis leads to traffic engineering improvements, directly contributing to a safe and efficient transportation system.' Below the introduction, it says: 'The ministry, with the co-operation and collaboration of partners and stakeholders, has created an integrated and electronic collision reporting system. Police Services throughout the province can submit collision data through electronic file transfers or record collisions directly in a secure web application. The new Collision System will achieve efficiencies in timeliness and accuracy of collision information, leading to safer road users, safer road infrastructure and safer vehicles. Working together, the safest roads in the world can be achieved!'. On the left side, there is a 'Login to Collision System' section with instructions: 'If you already have registered, enter your user name and password, and then select Login.' Below this are input fields for 'User ID:' and 'Password:', and a 'Login' button. At the bottom left, there is a 'Related Links' section with links to 'FAQ', 'COL User Guide', 'Linear Highway Reference System', 'MVCR Guide', and 'MVCR Codes'.

2. Press the [Tab] key or select the PASSWORD field.
3. Type in your password. Your password must be a minimum of 8 and a maximum of 16 characters, and *must* contain at least one upper case character, one lower case character and one digit.

**Note:** If this is your very first time logging into the **Collision System** using the password you received with your confirmation e-mail, the system requires you to change your password. For details, see the subject EC 1.1.2 Passwords later in this user guide.

4. Press the [Enter] key or select the ENTER button on screen. The **Collision System Main Menu** appears. See EC 1.1.4 for details.

## Login Lockout

The **Collision System** contains built-in security features designed to prevent unauthorized access. If you exceed the defined number of failed login attempts (*three* failed login attempts), or if you (and someone else) tries to log in at the same time you are *already* logged in with your ID, **Collision System** logs you out and locks your login access. If this should occur, contact the Agreement Contact within your organization. Alternatively, you may contact MTO's Business Information Services Unit at:

**416 246-7112, or 1-800-769-2419 (option 1).**

or the OPS IT Helpdesk at:

**416-246-7171 (option 2)**

### **Time Out Feature**

The **Collision System** automatically logs out a user if it has not been accessed for 15 minutes at which time all unsaved data will be lost. The system re-displays the **Login** window.

---

## PART 1: Using the Collision System

### Logging off the Collision System

EC 1.1.2

---

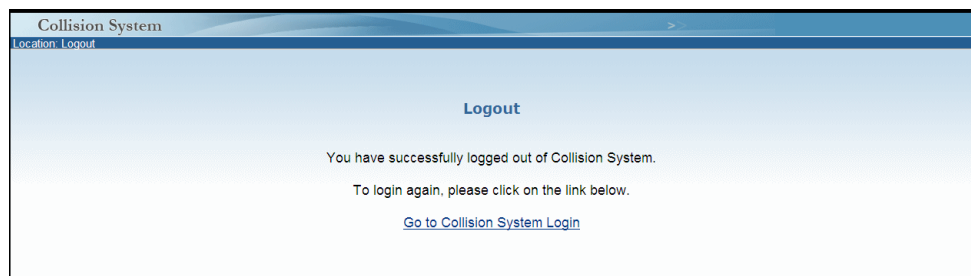
#### Summary

Each time you finish a session using the **Collision System**, log off and exit the system. This not only frees up Internet bandwidth but, more importantly, ensures the security of access to the **Collision System** and prevents any unauthorized use of both MTO's and your organization's confidential information. In addition, it helps prevent you from accidentally logging in a second time, which automatically forces a user to be locked out.

#### To Log out of the Collision System

1. Select the LOGOUT link at the top right-hand corner of your browser's window. The **Collision System** LOGOUT page is displayed with a message indicating that you have successfully logged out. See Figure 1.

Figure 1



2. Select the GO TO **COLLISION SYSTEM** LOGIN link if you need to open another **Collision System** session at a later time. The **Collision System** LOGIN page is re-displayed where you can type in your User ID and Password.

**Note:** If you close your browser you will not be able to login using this page. The link information is lost once you exit the browser. You will need to access the **Collision System** LOGIN screen using the login location you saved in your *Favorites* menu or from the link provided in the confirmation e-mail the **Collision System** sent you when you first applied. For details, see EC 1.1.1, Logging into the **Collision System**.

# PART 1: Using the Collision System

## System Navigation and Features

EC 1.1.3

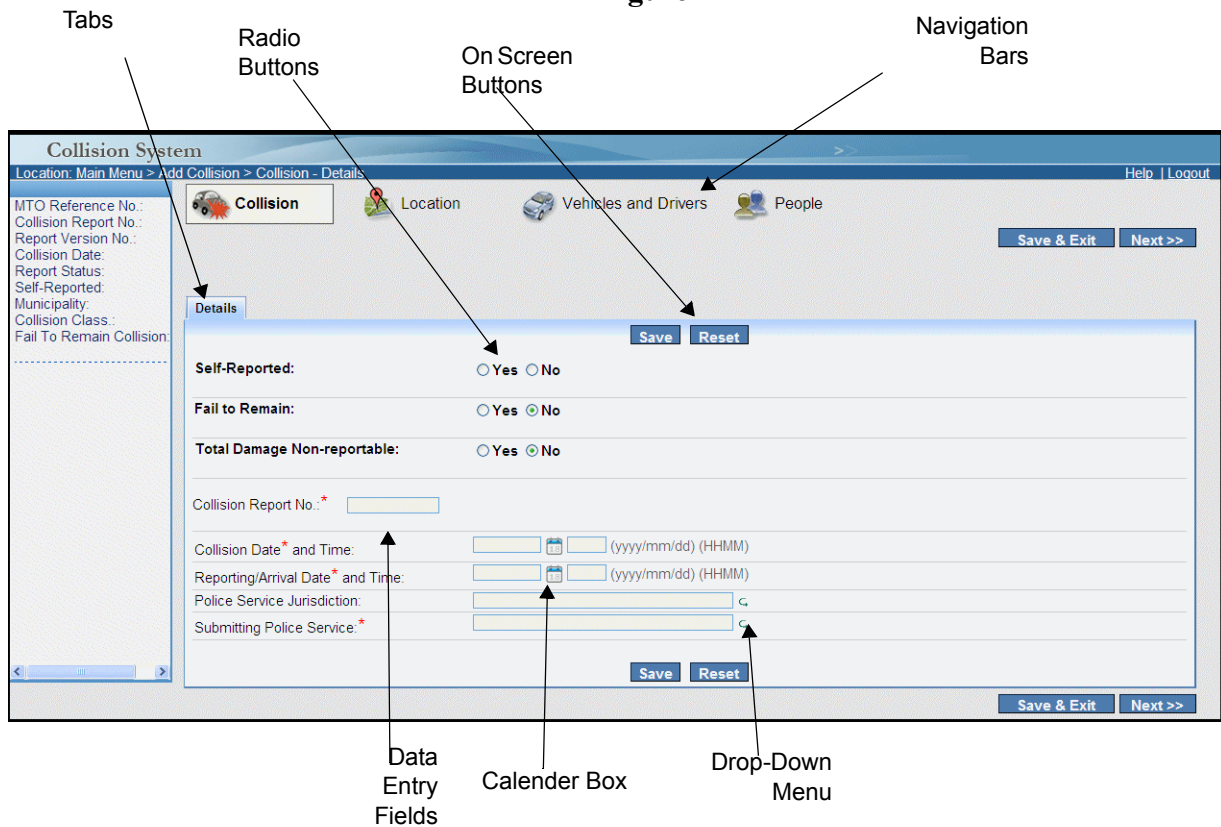
### Summary

This section describes various system-wide navigation techniques, features and conventions employed in the **Collision System**.

### Collision System Window Elements

The **Collision System** displays numerous windows that permit users to retrieve and review displayed pages. Essential window elements are shown below in Figure 1. These elements are described in greater detail later in this section.

Figure 1

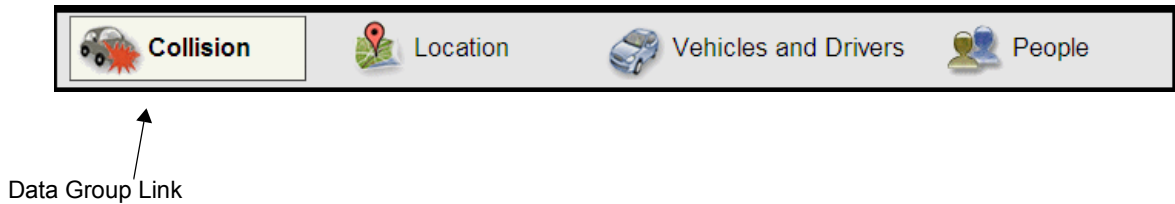




## Navigation Bar

The **Collision System** Navigation Bar at the top of the page lets you quickly access other data groups within the system and link to associated data groups. See Figure 2.

**Figure 2**



### Data Group Links

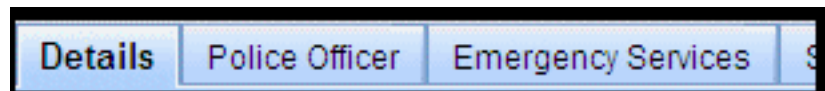
Displays what data group within the system you are currently viewing. The name of the currently active window is highlighted and is not hyper linked. You can select the buttons corresponding to the data groups you want to view.

**Note:** If you leave a page within the system by selecting a link (e.g., returning to the Main Menu) any data you have entered *and not saved* will be lost.

## Tabs

Some windows in the **Collision System** use tabs to help you quickly display various types of information too extensive to place in a single window. Tabs help eliminate scrolling up and down in a window while viewing pages and group related information together for fast access. When you first open a data group the default tab is the one on the left. Select on any other tab to display the information it contains. See Figure 3.

**Figure 3**



## Radio Buttons

Some fields in the **Collision System** system use radio buttons. Radio buttons allow users to select the appropriate value. In the **Collision System**, some radio buttons default to a selection. See Figure 4.

Figure 4

|                 |   |
|-----------------|---|
| Self-Reported:  | <input type="radio"/> Yes <input type="radio"/> No            |
| Fail to Remain: | <input type="radio"/> Yes <input checked="" type="radio"/> No |

### Check Boxes

Some fields in the **Collision System** use check boxes. Check boxes are tied to fields and allow the user to select them if they wish to provide a true or yes value for that field. Check boxes are also used to select specific information when there are multiple options that can be selected at the same time. If you select a field associated with a check box, it automatically selects the checks box. See Figure 5.

Figure 5

| <input type="checkbox"/> | MTO Collision Reference #  | Collision Report # | Collision Report Received Date |
|--------------------------|----------------------------|--------------------|--------------------------------|
| <input type="checkbox"/> | <a href="#">1000030-V1</a> | 10001              | 2011/09/28                     |
| <input type="checkbox"/> | <a href="#">1000031-V1</a> | 10011              | 2011/10/03                     |
| <input type="checkbox"/> | <a href="#">1000032-V1</a> | 1969               | 2011/10/05                     |

### Calender Boxes


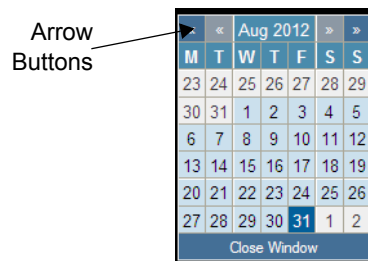
Selecting the Calender Icon  causes the **Pop-Up-Calender** to appear where you can quickly enter any pertinent dates related to a collision. When you first open the **Pop-up-Calender**, it displays the current date. Selecting the arrow buttons allows you to adjust the day, month and year. To select a specific date, select the date on the calendar which will in turn close the Pop-Up-Calender and insert that date into the appropriate field. Close the **Pop-Up-Calender** by selecting CLOSE WINDOW. See Figure 6.

Figure 6



## Data Entry Fields

Sometimes the **Collision System** requires you to enter data. You can do so in data entry fields.

**Note:** If the value of "other" is indicated, the Please Specify field will be displayed. You can add additional information, if required, in this text field.

## Drop-Down List Boxes

Many windows in the **Collision System** use drop-down list boxes to let you quickly select between two or more types of field values or options. Select anywhere on the box to activate it and display its list, then select an item in the list to select it. If you begin to type characters or codes related to possible selections a list will generate with all the values that match what you have typed. See Figure 7.

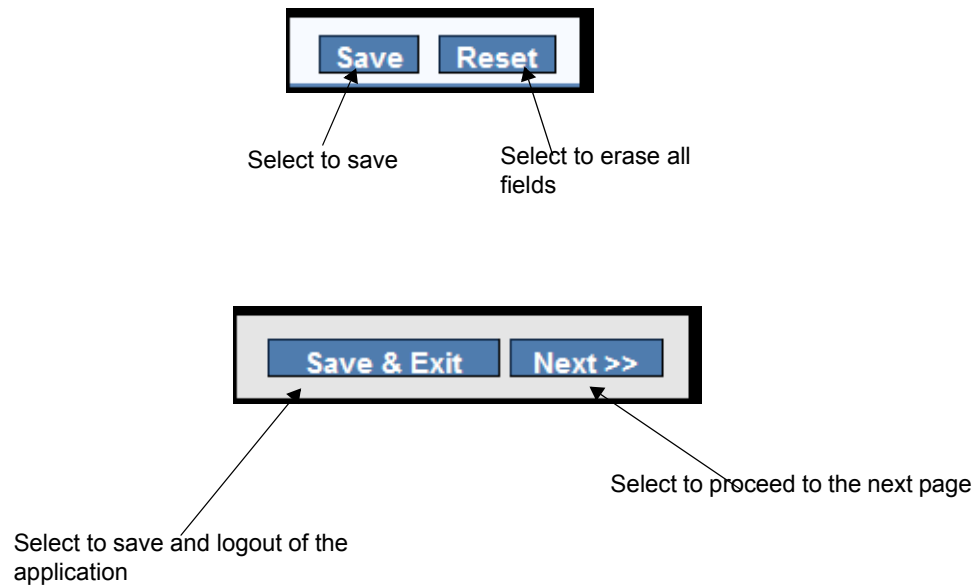
**Figure 7**



## On-Screen Buttons

Pages in the **Collision System** display a variety of on-screen buttons. Each button's label clearly identifies its function and enables you to perform an action or navigate to another page quickly. Figure 8 displays some of the buttons you may find on screen.

Figure 8



### Moving from Field to Field

Instead of selecting in every field when entering data you can:

- Press the [Tab] key to move forward to the next field
- Press [Shift] + [Tab] to move back to the previous field.

### Links and Hypertext

Some **Collision System** windows provide links to data related to the information you are viewing. A link consists of underlined text (for example, an MTO Reference number) that, when selected, opens another window where you can view (or print) the displayed information. See Figure 9.

Figure 9

Figure 9 shows a table with a header and three rows. The header has a square icon and the text 'MTO Collision Reference #'. The rows contain checkboxes and underlined text representing MTO Reference numbers.

| <input type="checkbox"/> | MTO Collision Reference #  |
|--------------------------|----------------------------|
| <input type="checkbox"/> | <a href="#">1000030-V1</a> |
| <input type="checkbox"/> | <a href="#">1000031-V1</a> |
| <input type="checkbox"/> | <a href="#">1000032-V1</a> |

---

## PART 1: Using the Collision System

### Main Menu

EC 1.1.4

---

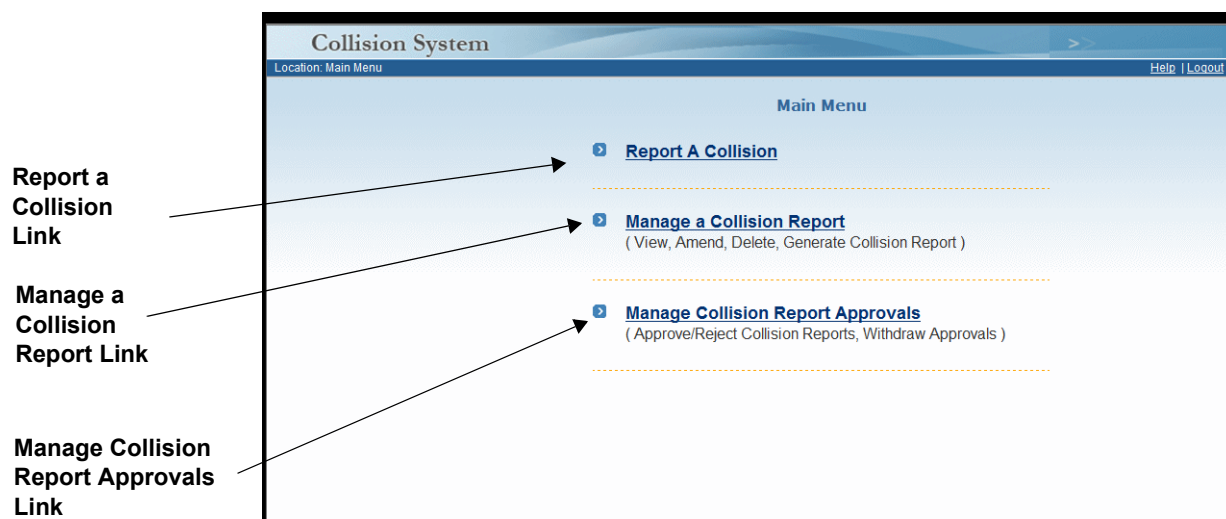
#### Summary

This section describes the Main Menu in the **Collision System**.

#### Collision System Main Menu Elements

The **Main Menu** is where you can access all the functionality of the **Collision System**.

Figure 1



For detailed information on the functionality of the **Collision System**, see the following sections:

- EC 2.1.1 Reporting a Collision - Details Page
- EC 2.1.2 Reporting a Collision - Police Officer
- EC 2.1.3 Reporting a Collision - Emergency Services
- EC 2.1.4 Reporting a Collision - Supporting Documents
- EC 2.1.5 Reporting a Collision - Person/ Agency Advised
- EC 2.1.6 Reporting a Collision - Other
- EC 2.2.1 Reporting a Collision- Location of Collision - Details Page

- EC 2.2.2 Reporting a Collision - Location of Collision - Maps
- EC 2.2.3 Reporting a Collision - Location of Collision - Road Condition
- EC 2.2.4 Reporting a Collision - Location of Collision - Light and Environment
- EC 2.3.1 Reporting a Collision - Vehicle and Drivers - Recording Vehicle and Drivers
- EC 2.4.1 Reporting a Collision - People - Recording Individual People
- EC 3.1.1 Managing Collision Report Approvals

## PART 2: Reporting a Collision

### Details Tab

EC 2.1.1

#### Summary

This section describes the Details tab for the collision data group of the **Collision System**. It is the gateway page for reporting a collision.

#### Procedure

1. From the **Main Menu** (see EC 1.1.4 for details) on the **Collision System**, select the REPORT A COLLISION link.

Figure 1

The screenshot shows the 'Collision System' web application interface. The top navigation bar includes 'Location: Main Menu > Add Collision > Collision - Details' and 'Help | Logout'. Below the navigation bar, there are icons for 'Collision', 'Location', 'Vehicles and Drivers', and 'People'. The main content area is divided into tabs: 'Details', 'Police Officer', 'Emergency Services', 'Supporting Documents', 'Property Damage (non-vehicle)', and 'Other'. The 'Details' tab is active, showing a form with the following fields and options:

- Self-Reported:**  Yes  No
- Fail to Remain:**  Yes  No
- Total Damage Non-reportable:**  Yes  No
- Collision Report No.:** \* 4566
- Collision Date\* and Time:** 2012/05/05 1224 (yyyy/mm/dd) (HHMM)
- Reporting/Arrival Date\* and Time:** 2012/05/05 1257 (yyyy/mm/dd) (HHMM)
- Police Service Jurisdiction:** MTFS
- Submitting Police Service.:** \* MTFS

Buttons for 'Save' and 'Reset' are located below the form fields. At the bottom right of the page, there are buttons for 'Save & Exit' and 'Next >>'.

The DETAILS tab appears .

2. Complete all the appropriate information for each tab and select the applicable radio buttons.

|                                   |   |
|-----------------------------------|---|
| <b>Self-Reported Radio Button</b> | Select the YES radio button if the collision was self reported. Select the NO radio button if it was not. |
|-----------------------------------|---|

|   |  |
|---|--|
| <b>Fail to Remain Radio Button</b>              | Select the YES radio button if one of the drivers involved in the collision failed to remain. Select the NO radio button if all the drivers involved remained at the scene.  |
| <b>Total Damage Non-Reportable Radio Button</b> | Select the YES radio button if the damage to all of the vehicles involved is under \$1000 (\$400 for snow vehicles). Select the NO radio button if the damage to vehicles involved is greater than \$1000 (\$400 for snow vehicles). |
| <b>Collision Report No. Field</b>               | Enter the collision report number in the field provided.   |
| <b>Collision Date and Time field</b>            | Enter the date and time of the collision in the field provided.  |
| <b>Reporting Arrival Date and Time field</b>    | Enter the date and time that the collision was reported to the police or police services arrived on the scene of the collision.  |
| <b>Police Service Jurisdiction field</b>        | Enter the police jurisdiction where the collision occurred in this field.  |
| <b>Submitting Police Department field</b>       | Enter the submitting police service in this field.   |

3. Select the NEXT>> button to save your data and advance to the POLICE OFFICER tab. See EC 2.1.2 for details.

**Note:** At any time in your session, you can save the collision data once the initial required fields have been completed by selecting the SAVE button. Before any save function is performed, the system automatically runs through a page validation to ensure formatting is correct and garbage data is not being saved.

If you want to save and exit the application, select the SAVE & EXIT button.

If you want to erase all the data you entered and start over again, select the RESET button.



---

## PART 2: Reporting a Collision

### Police Officer Tab

EC 2.1.2

---

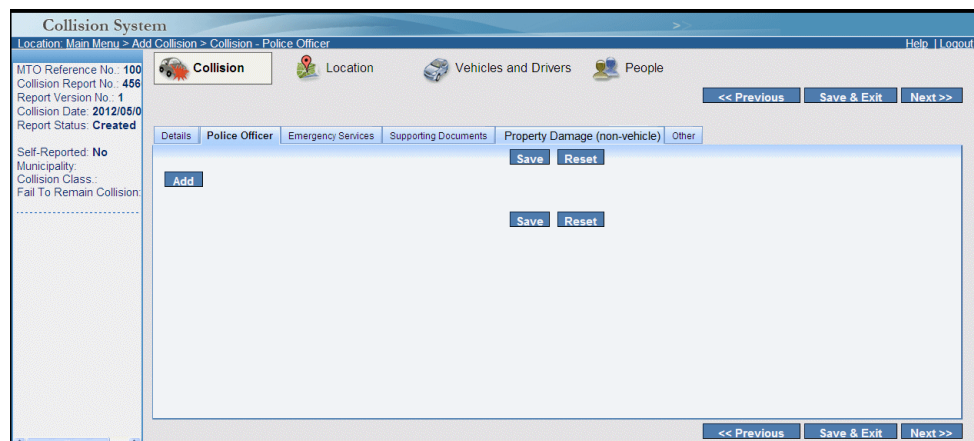
#### Summary

This section allows for the identification of various Police Officers who are involved in the collision reporting process.

#### Procedure

1. From the DETAILS tab (see EC 2.1.1 for details) on the COLLISION panel of the **Collision System**, select the POLICE OFFICER tab.

Figure 1

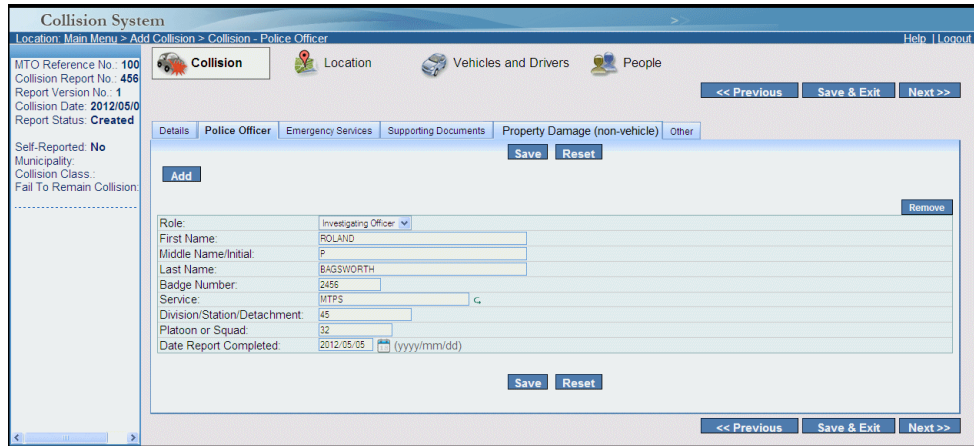


The POLICE OFFICER tab appears.

2. Select the ADD button.

The ADD POLICE OFFICER INFORMATION fields will appear.

Figure 2



3. Populated the fields.

|   |  |
|---|--|
| <b>Role field</b>                               | From the drop-down list, select the officer's role.                                  |
| <b>First Name field</b>                         | Enter the officer's first name in the field provided.                                |
| <b>Middle Name Initial field</b>                | Enter the officer's middle initial in the field provided.                            |
| <b>Last Name field</b>                          | Enter the officer's last name in the field provided.                                 |
| <b>Badge Number field</b>                       | Enter the reporting officer's badge number in the field provided.                    |
| <b>Service field</b>                            | From the drop-down list, select the police service the reporting officer belongs to. |
| <b>Division/Statement/<br/>Detachment field</b> | Enter the division of the officer in the field provided.                             |
| <b>Platoon or Squad field</b>                   | Enter the platoon or squad of the officer in the field provided.                     |
| <b>Date Report Completed field</b>              | Enter the date the report was completed in the field provided.                       |

4. Select the NEXT>> button or select the EMERGENCY SERVICES tab to advance to the EMERGENCY SERVICES page.

**Note:** At any time in your session you can save the collision data by selecting the SAVE button.

If you want to save and exit the application, select the SAVE & EXIT button.

If you want to erase all the data you entered and start over again, select the RESET button.

If you want to remove the information or decide to not provide the specific police officer information, select the REMOVE button before you try to proceed or you will receive an error.

---

## PART 2: Reporting a Collision

### Emergency Services Tab

EC 2.1.3

---

#### Summary

The EMERGENCY SERVICES tab is for recording emergency equipment at the collision site and the service(s) performed. All emergency equipment in attendance at the collision should be recorded, including:

- EMS vehicles
- Ambulances
- Fire Trucks
- Air Rescue
- Hydro
- Ministry of Transportation

Emergency equipment does not include tow trucks.

#### Procedure

1. From any tab on the COLLISION panel in the **Collision System**, select the EMERGENCY SERVICES tab

The EMERGENCY SERVICES page appears.

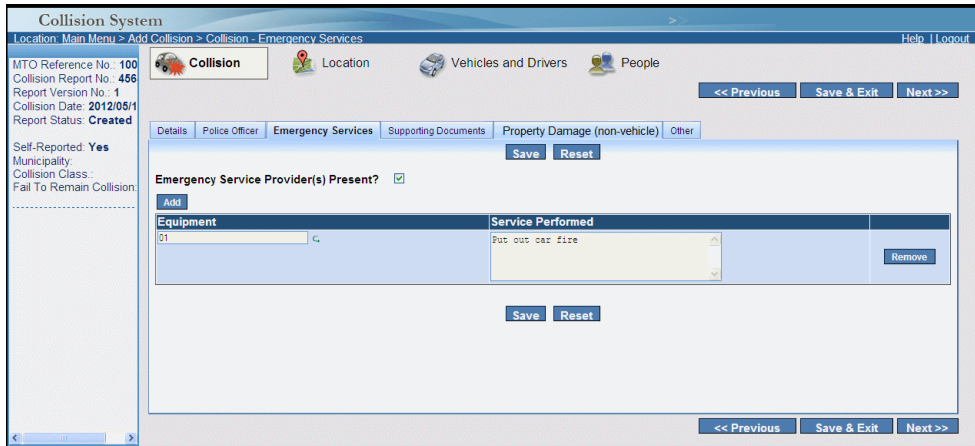
Figure 1

The screenshot shows the 'Collision System' interface. The title bar reads 'Collision System' and the breadcrumb path is 'Location: Main Menu > Add Collision > Collision - Emergency Services'. The left sidebar contains report details: MTO Reference No.: 100, Collision Report No.: 456, Report Version No.: 1, Collision Date: 2012/05/1, Report Status: Created, Self-Reported: Yes, Municipality, Collision Class, and Fail To Remain Collision. The main content area has a navigation bar with tabs: Details, Police Officer, Emergency Services (selected), Supporting Documents, Property Damage (non-vehicle), and Other. Below the tabs are 'Save' and 'Reset' buttons. The main form area contains the question 'Emergency Service Provider(s) Present?' with an unchecked checkbox. Below this is a table with two columns: 'Equipment' and 'Service Performed'. At the bottom of the table are 'Save' and 'Reset' buttons. The interface also features '<< Previous', 'Save & Exit', and 'Next >>' navigation buttons at the top and bottom.

2. If emergency service providers are present select the EMERGENCY SERVICES PROVIDERS PRESENT? check box

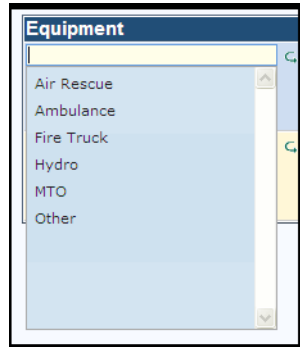
The **Emergency Services** page appears with the ADD EQUIPMENT option open.

**Figure 2**



3. From the EQUIPMENT drop-down list, select emergency services that are present at the scene of the collision.

**Figure 3**



**Note:** Each emergency service has a code. The following codes correspond to each emergency service:

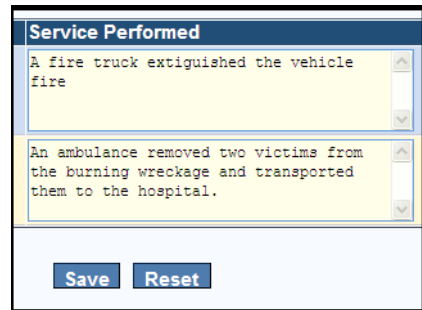
|            |    |
|------------|----|
| Air Rescue | 03 |
| Ambulance  | 02 |
| Fire Truck | 01 |
| Hydro      | 04 |
| Other      | 99 |

You can start to type the code or the word and the system displays the selections

that match.

4. In the SERVICE PERFORMED field, describe the task the emergency personnel completed at the scene.

**Figure 4**



The screenshot shows a window titled "Service Performed" with a yellow background. It contains two text entries, each with a vertical scrollbar on the right. The first entry reads "A fire truck extinguished the vehicle fire" and the second reads "An ambulance removed two victims from the burning wreckage and transported them to the hospital." Below the text area are two buttons: "Save" and "Reset".

**Note:** You have the option to enter multiple emergency services and descriptions.

At any time in your session you can save the collision data by selecting the SAVE button.

If you want to save and exit the application, select the SAVE & EXIT button.

If you want to erase all the data you entered and start over again, select the RESET button.

If you want to remove the information or decide the information should not be provided, select the REMOVE button before you try to proceed or you will receive an error.

5. Select the NEXT>> button or select the SUPPORTING DOCUMENTS tab to advance to the SUPPORTING DOCUMENTS page.

---

## PART 2: Reporting a Collision

### Supporting Documents Tab

EC 2.1.4

---

#### Summary

This section describes the SUPPORTING DOCUMENTS tab of the **Collision System**. It is the step in the collision reporting process where police officers can add documentation that will aid in the analysis of a collision, e.g. statement, diagram, picture, etc.

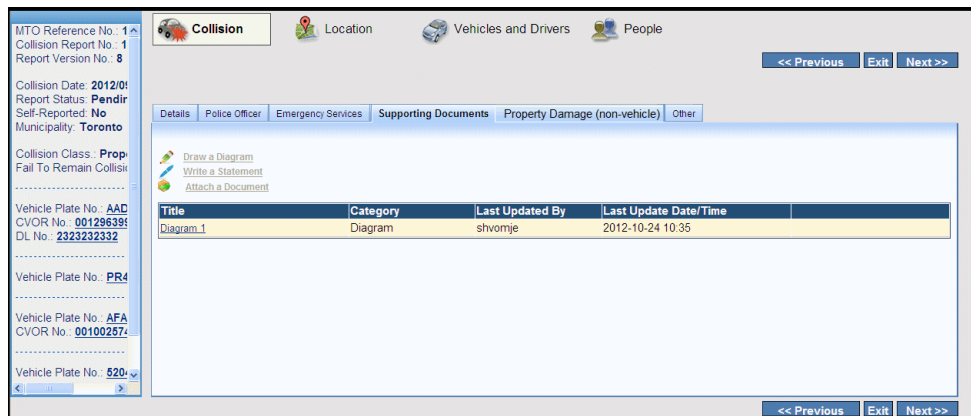
The method of recording driver and witness statements is determined by the individual Police Service. The written description is an investigation of the collision based on the facts gathered at the scene. When read in conjunction with the diagram, it should provide a clear explanation of the collision.

#### Procedure

1. From any tab on the COLLISION panel in the **Collision System**, select the SUPPORTING DOCUMENTS tab

The SUPPORTING DOCUMENTS page appears.

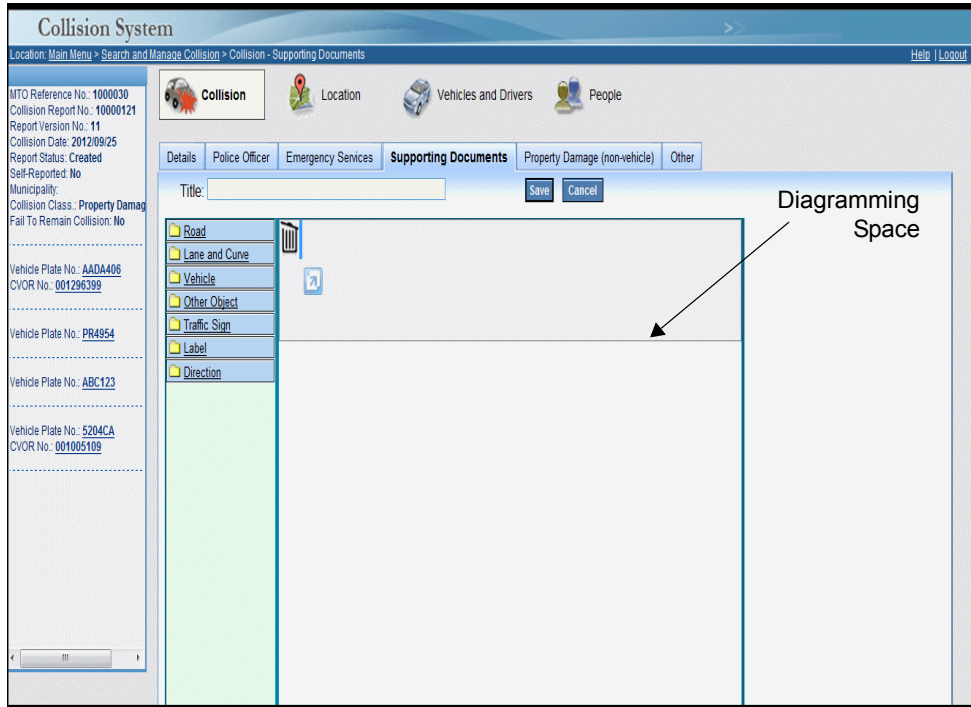
**Figure 1**



2. Select the DRAW A DIAGRAM link if you wish to draw a custom electronic diagram of the collision scene.

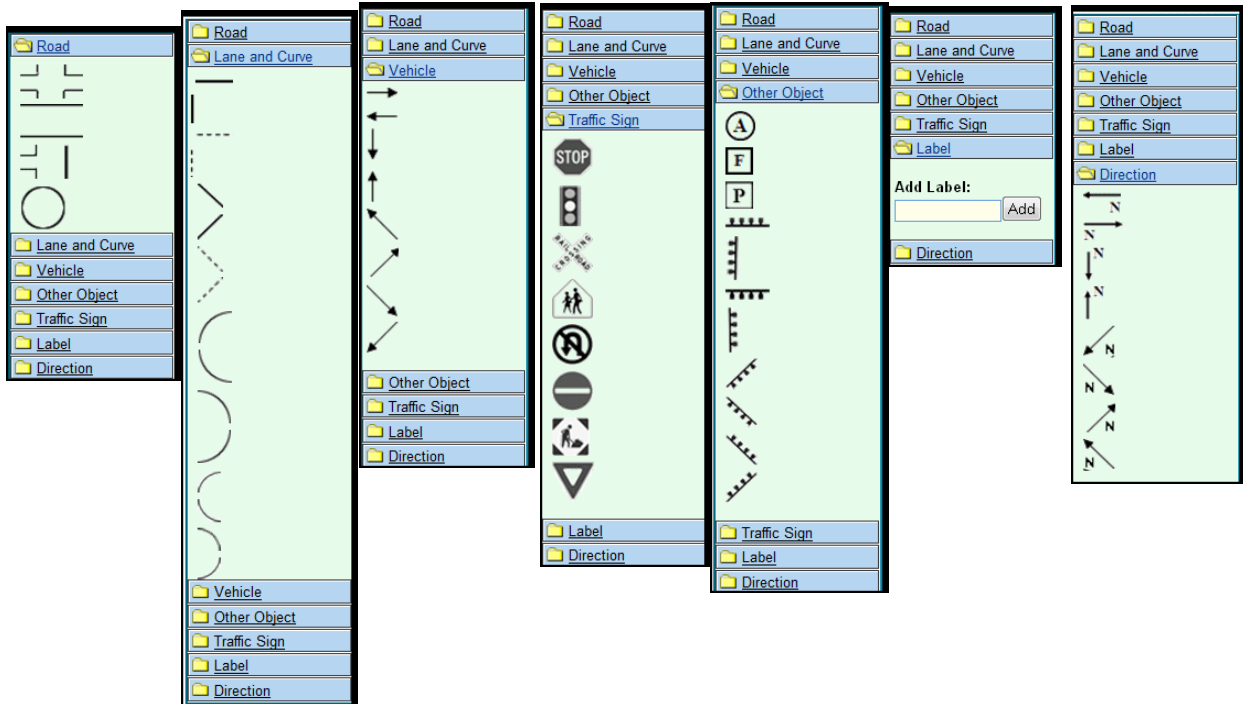
The DRAW A DIAGRAM page appears.

Figure 2



3. Enter a title in the TITLE field.
4. Click on each individual diagramming folders to access diagramming tools.

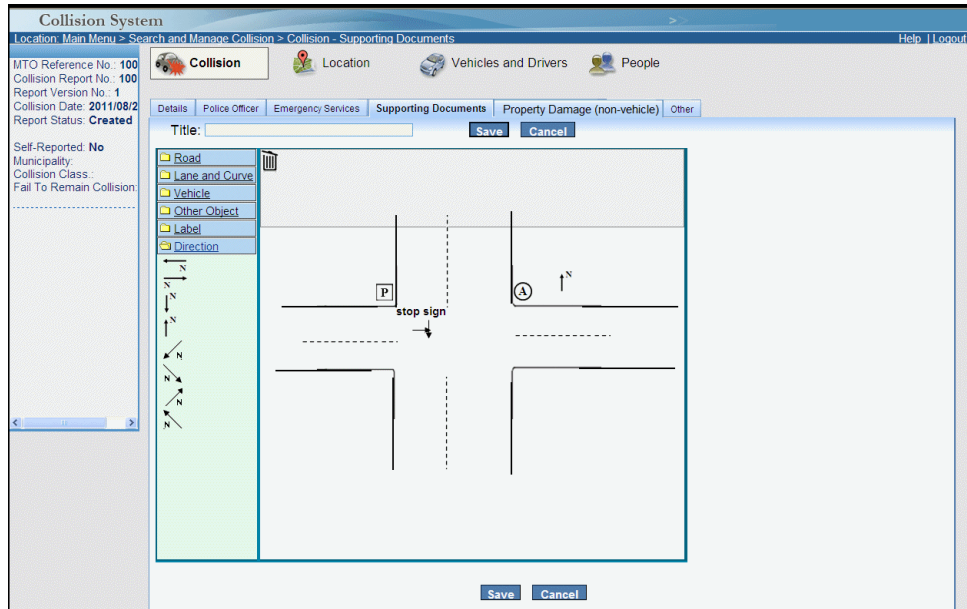
Figure 3





- From the diagramming folders, select the item you would like to include in your drawing and drag each individual item onto the **Diagramming Space** to create a visual image of the collision scene. To delete a visual image, click on the image, drag and drop it to the "waste basket" grey area.

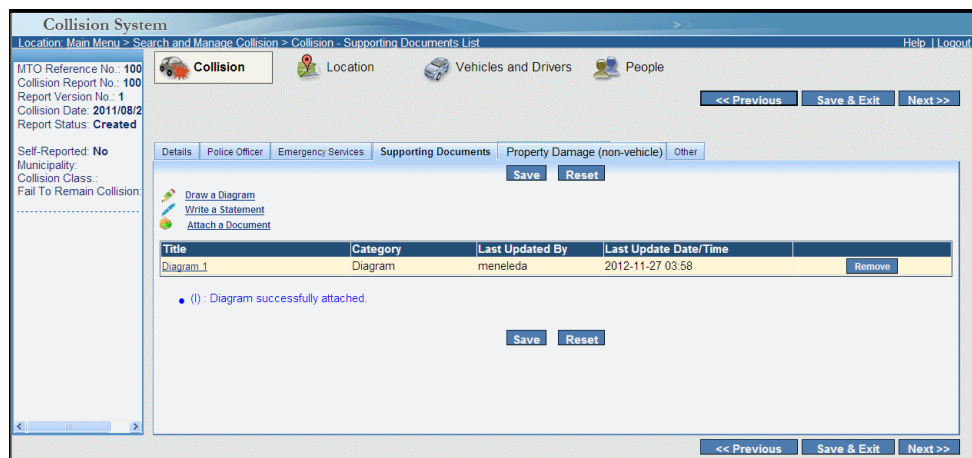
Figure 4



- Select SAVE to save your diagram.

The SUPPORTING DOCUMENTS page reappears displaying a confirmation that your diagram was saved.

Figure 5



- Select on the WRITE A STATEMENT link to submit a statement.

The WRITE A STATEMENT page appears.

**Figure 6**

8. Write a title for your statement in the TITLE field and write a statement of the collision in the WRITE A STATEMENT field provided.
9. Select the SAVE button to return to the SUPPORTING DOCUMENTS page.
10. If you wish to attach another document, picture or diagram of the collision scene, select the ATTACH A DOCUMENT link on the SUPPORTING DOCUMENTS page.

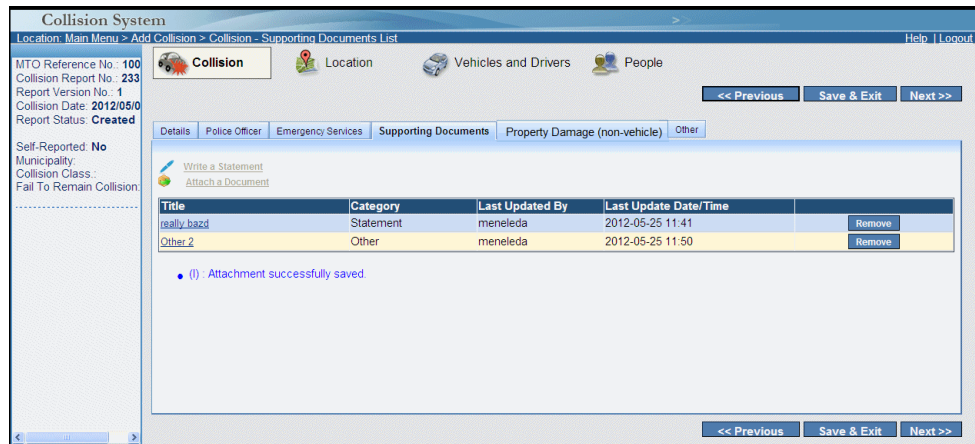
The ATTACH A DOCUMENT link appears.

**Figure 7**

11. Select the category drop-down list, selecting what you wish to attach, and selecting the BROWSE button.

The SUPPORTING DOCUMENTS page appears showing the added documents and statements.

Figure 8



12. Select on the WRITE A STATEMENT link if you wish to submit a statement.

**Note:** At any time in your session you can save the collision data by selecting the SAVE button.

If you want to save and exit the application, select the SAVE & EXIT button.

If you want to erase the all the data you entered and start over again, select the RESET button.

If you want to remove the information or decide the information should not be provided, select the REMOVE button before you try to proceed or you will receive an error.

13. Select the NEXT>> button or select the PERSON/AGENCY ADVISED tab to continue in the collision reporting process.

---

## PART 2: Reporting a Collision

### Property Damage (non-vehicle)

---

EC 2.1.5

#### Summary

This section describes the PROPERTY DAMAGE (NON-VEHICLE) tab on the COLLISION panel of the **Collision System**. It is the step in the collision reporting process when police officers identify the agencies notified where damage has occurred to public property as a result of a collision.

#### Procedure

1. From any tab on the COLLISION panel in the **Collision System**, select the PROPERTY DAMAGE (NON-VEHICLE) tab.

The PROPERTY DAMAGE (NON-VEHICLE) page appears.

Figure 1

The screenshot shows the 'Collision System' interface. The top navigation bar includes 'Main Menu', 'Search and Manage Collision', and 'Collision - Personal/Agency Advised'. The main content area is titled 'Collision System' and has a breadcrumb trail: 'Location: Main Menu > Search and Manage Collision > Collision - Personal/Agency Advised'. There are icons for 'Collision', 'Location', 'Vehicles and Drivers', and 'People'. A sidebar on the left contains report details: MTO Reference No. 1000030, Collision Report No. 10001, Report Version No. 1, Collision Date: 2011/08/25, Report Status: Pending, Self-Reported: No, Municipality: [blank], Collision Class: Property Damage, Fall To Remain Collision: No, Similar Collision Report: [blank]. Below this, vehicle information is listed: Vehicle Plate No. ABC123, DL No. T28251092815102, Involved Person Count: 1; and another set: Vehicle Plate No. abab915, DL No. 292357344450702. The main panel has tabs for 'Details', 'Police Officer', 'Emergency Services', 'Supporting Documents', 'Property Damage (non-vehicle)', and 'Other'. The 'Property Damage (non-vehicle)' tab is active, showing a table with columns: 'Person/Agency Advised', 'Description of Property Damage', and 'Date/Time Advised (yyyy/mm/dd) (HHMM)'. The table lists several entities with checkboxes: Ministry of Transportation, Ministry of Environment, Municipality, Electricity Provider, Gas Provider, Telephone/Cable Provider, and Railway. The 'Ministry of Environment' row is highlighted in yellow.

| Person/Agency Advised                               | Description of Property Damage | Date/Time Advised (yyyy/mm/dd) (HHMM) |
|---|--------------------------------|---------------------------------------|
| <input type="checkbox"/> Ministry of Transportation |                                |                                       |
| <input type="checkbox"/> Ministry of Environment    |                                |                                       |
| <input type="checkbox"/> Municipality               |                                |                                       |
| <input type="checkbox"/> Electricity Provider       |                                |                                       |
| <input type="checkbox"/> Gas Provider               |                                |                                       |
| <input type="checkbox"/> Telephone/Cable Provider   |                                |                                       |
| <input type="checkbox"/> Railway                    |                                |                                       |

2. Select the checkbox corresponding to the property damage incident you intend to report.
3. Complete a description of the property damage in the DESCRIPTION OF PROPERTY DAMAGE field.
4. Enter the date and time of the incident in the DATE/TIME ADVISED field.
5. Enter the time in military time in the HHMM field.

6. Click NEXT.

**Note:** At any time in your session you can save the collision data by selecting the SAVE button.

If you want to save and exit the application, select the SAVE & EXIT button.

If you want to erase the all the data you entered and start over again, select the RESET button.

If you want to remove the information or decide to not provide the specific police officer information, click the REMOVE button before you try to proceed or you will receive an error.

---

## PART 2: Reporting a Collision

### Other Tab

EC 2.1.6

---

#### Summary

This section describes the OTHER tab of the **Collision System**. It is the step in the collision reporting process when police officers can provide special studies on certain aspects of a collision. Special instructions will be issued for the use of this tab. Special studies are conducted for limited durations and geographic areas. Special studies may be undertaken by municipalities.

#### Procedure

1. From any tab on the COLLISION panel in the **Collision System**, select the OTHER tab

The OTHER page appears.

Figure 1

The screenshot shows the 'Collision System' interface. The top navigation bar includes 'Location: Main Menu > Add Collision > Collision - Other' and 'Help | Logout'. The main content area is divided into several sections. On the left, there is a sidebar with fields for 'MTO Reference No: 100', 'Collision Report No: 456', 'Report Version No: 1', 'Collision Date: 2012/05/11', and 'Report Status: Created'. Below this, there are fields for 'Self-Reported: Yes', 'Municipality:', 'Collision Class:', and 'Fail To Remain Collision:'. The main area has a tabbed interface with 'Details', 'Police Officer', 'Emergency Services', 'Supporting Documents', 'Property Damage (non-vehicle)', and 'Other' (selected). The 'Other' tab contains an 'Add' button, a 'Special Study' table, and 'Save' and 'Reset' buttons. At the bottom, there are navigation buttons: '<< Previous', 'Save & Exit', and 'Next >>'.

2. Select the ADD button for each Special Study you wish to report.

**Note:** If the driver action is "inattentive" it should be noted in here if the collision was due to the illegal use of a hand held device.

Fields appear where you can enter Special Studies.

Figure 2

The screenshot displays the 'Collision System' interface, specifically the 'Other' tab. The top navigation bar includes 'Location', 'Main Menu', 'Add Collision', and 'Collision - Other'. The left sidebar shows report details: MTO Reference No. 100, Collision Report No. 456, Report Version No. 1, Collision Date: 2012/05/11, and Report Status: Created. The main content area has tabs for 'Details', 'Police Officer', 'Emergency Services', 'Supporting Documents', 'Property Damage (non-vehicle)', and 'Other'. The 'Other' tab is active, showing an 'Add' button and a table with one entry: 'Special Study' with the text 'The Toronto Police are going to contact the SIU.' and a 'Remove' button. 'Save' and 'Reset' buttons are located below the table. Navigation buttons '<< Previous', 'Save & Exit', and 'Next >>' are at the top and bottom of the main area.

3. Enter desired data in the fields provided.
4. Select SAVE.

**Note:** At any time in your session you can save the collision data by selecting the SAVE button.

If you want to save and exit the application, select the SAVE & EXIT button.

If you want to erase the all the data you entered and start over again, select the RESET button.

If you want to remove the information or decide to not provide the specific police officer information, select the REMOVE button before you try to proceed or you will receive an error.

---

## PART 2: Reporting a Collision - Location of Collision

### Details Tab

EC 2.2.1

---

### Summary

The **Collision System** allows police officers to accurately record the location of a collision using GPS technology. The location is vital for municipal and rural collision data systems. The legal implications are more obvious, but for engineering purposes it is important that the location data is accurate.

### Procedure

1. From the **Main Menu** (see EC 1.1.4 for details) on the **Collision System**, select the REPORT A COLLISION link and select the location panel on the **Navigation Bar**.

The location page opens on the DETAILS tab.

Figure 1

The screenshot displays the 'Collision System' interface for the 'Location - Details' page. The top navigation bar includes 'Collision', 'Location', 'Vehicles and Drivers', and 'People'. The main content area has tabs for 'Details', 'Roads', 'Map', and 'Light and Environment'. The 'Details' tab is selected, showing a form with the following fields:

- Geographic Location\***: Municipality (TORONTO] CITY OF TORONTO), Regional Municipality, District, County.
- Location\***: [99] Other (off highway), Please specify.
- Jurisdiction\***: [01] Municipal (excluding township road), Please specify.
- Impact Location\***: [99] Other, Please specify.
- Traffic Control\***: [10] No Control, Please specify.
- Traffic Control Condition**: (empty field)

The sidebar on the left contains the following information:

- MITO Reference No.: 1000030
- Collision Report No.: 10000121
- Report Version No.: 11
- Collision Date: 2012/09/25
- Report Status: Created
- Self-Reported: No
- Municipality:
- Collision Class: Property Damage
- Fail To Remain Collision: No
- Vehicle Plate No.: AADA406, CVOR No.: 001296399
- Vehicle Plate No.: PR4954
- Vehicle Plate No.: AFAR126, CVOR No.: 001002574
- Vehicle Plate No.: 5204CA, CVOR No.: 001005109



2. Populate each of the fields with the required information.

|                                    |   |
|------------------------------------|---|
| <b>Jurisdiction Field</b>          | Select jurisdiction code from drop-down menu.<br>Options include: <ul style="list-style-type: none"> <li>• County or District</li> <li>• Federal</li> <li>• Municipal</li> <li>• Other</li> <li>• Private Property</li> <li>• Provincial Highway</li> <li>• Township</li> </ul>   |
| <b>Municipality Field</b>          | Select municipality from drop-down menu.  |
| <b>County Field</b>                | This field is derived based on the municipality information provided.   |
| <b>District Field</b>              | Enter district where the collision occurred in the field provided.  |
| <b>Regional Municipality Field</b> | This field is derived based on the municipality information provided.   |
| <b>Collision Location Field</b>    | Select the collision location code from the associated drop-down menu. Options include: <ul style="list-style-type: none"> <li>• At Intersection (on highway)</li> <li>• At Railway Crossing (on highway)</li> <li>• At or Near Private Drive (on highway)</li> <li>• Frozen Lake or River (off highway)</li> <li>• Intersection Related (on highway)</li> <li>• Non-intersection (on highway)</li> <li>• Other (off highway)</li> <li>• Other (on highway)</li> <li>• Overpass or Bridge (on highway)</li> </ul> |

|                              |  |
|------------------------------|--|
| <b>Impact Location Field</b> | Select the impact location code from the associated drop-down menu. Options include: <ul style="list-style-type: none"><li>• Left Shoulder</li><li>• Left Turn Lane</li><li>• Not on Roadway - Left Side</li><li>• Not on Roadway - Right Side</li><li>• Off Highway</li><li>• Other</li><li>• Passing Lane</li><li>• Right Shoulder</li><li>• Right Turn Channel</li><li>• Right Turn Lane</li><li>• Thru Lane</li><li>• Two-way Left Turn Lane</li><li>• Within Intersection</li></ul> |
| <b>Traffic Control Field</b> | Select the traffic control code from the associated drop-down menu. Options include: <ul style="list-style-type: none"><li>• No Control</li><li>• Other</li><li>• Pedestrian Crossover</li><li>• Police Control</li><li>• School Bus</li><li>• School Guard</li><li>• Stop Sign</li><li>• Traffic Controller</li><li>• Traffic Gate</li><li>• Traffic Signal</li><li>• Yield Sign</li></ul>  |

|  |  |
|--|--|
| <b>Traffic Control Condition Field</b> | Select the traffic control condition from the associated drop-down menu.<br>Options Include: <ul style="list-style-type: none"><li>• Functioning</li><li>• Missing/ Damaged</li><li>• Not Functioning</li><li>• Obscured</li></ul> |
|--|--|

**Note:** The Jurisdiction, Municipality, Collision Location, Impact Location and Traffic Control fields are mandatory fields and must be completed before the **Collision System** will allow you to advance to the next screen.

3. If there is any additional location information you wish to add, enter it in the PLEASE SPECIFY field on the right hand side of the page.
4. Select the NEXT>> button to continue

You can exit your session at any time by selecting the EXIT button. You will be prompted to save the report.

To return to a previous page, select on the <<PREVIOUS button.

---

---

## PART 2: Reporting a Collision - Location of Collision

### Roads Tab

EC 2.2.2

---

#### Summary

The **Collision System** allows police officers to accurately record the location of a collision using GPS technology. The location is vital for municipal and rural collision data systems. The legal implications are more obvious, but for engineering purposes it is important that the location data is accurate.

This section describes the Road Tab of the **Collision System**. It is where the description and location of the road is entered on the system.

If the collision occurred at an intersection, the condition of each road is described. The material used to construct a road surface has a direct bearing on its frictional qualities and vehicle operation. If the collision occurred at an intersection, the condition of each road is described. The road surface condition at the collision site is recorded. For collisions occurring at or near an intersection, the condition for each road is entered. Where more than one condition applies, the most prevalent condition or the condition which had the greatest bearing on the collision is entered.

The Road Alignment indicates the horizontal and vertical alignment of the road at the collision site. If the collision occurred at an intersection, indicate the alignment of each road. The condition of pavement markings at the collision site is entered. If the collision occurred at an intersection, indicate the condition of the markings on each road. If the collision occurred at an intersection, or was intersection related, the jurisdiction of the more senior road authority has reporting priority.

#### Procedure

1. With the LOCATION panel open, select the ROADS tab.

The ROADS page appears.

Figure 1

The screenshot displays the 'Collision System' interface for the 'Location - Roads' tab. On the left sidebar, there is a list of vehicle information including MTO Reference No., Collision Report No., Report Version No., Collision Date, Report Status, Self-Reported status, Municipality, Collision Class, and Fail To Remain Collision. Below this, three vehicle entries are listed with their respective plate numbers and CVOR numbers. The main content area is divided into two sections: 'Location Description' and 'Reference Point'. The 'Location Description' section is currently selected and contains several dropdown menus and text input fields for road details. The 'Reference Point' section below it has similar fields for distance, direction, and a description. Navigation buttons are present at the top and bottom of the main form area.

2. Enter the road information in the fields provided and press [ENTER] or select the NEXT>> button.

|                                  |  |
|----------------------------------|--|
| <b>Primary Road Radio Button</b> | If the collision occurred on a primary road, select this radio button. |
| <b>Description Field</b>         | Enter a description of the road in the field provided.                 |
| <b>Road Jurisdiction Field</b>   | Enter the road jurisdiction in the field provided.                     |
| <b>Road Character Field</b>      | Enter the road character in the field provided.                        |
| <b>Road Surface Field</b>        | Enter the surface of the road in the field provided.                   |

|                                     |   |
|-------------------------------------|---|
| <b>Road Condition Field</b>         | Enter the condition of the road at the time of the collision in the field provided.         |
| <b>Road Surface Condition Field</b> | Enter the condition of the road surface at the time of the collision in the field provided. |
| <b>Road Alignment</b>               | Enter the road alignment in the field provided.   |
| <b>Road Paving Markers</b>          | Enter the visible road paving markers in the field provided.                                |
| <b>Number of Lanes</b>              | Enter the number of lanes of the roadway in the field provided.                             |
| <b>Maximum Posted Speed</b>         | Enter the maximum posted speed in the field provided.                                       |
| <b>Advised Posted Speed</b>         | Enter the advised posted speed in the field provided.                                       |

**Note:** The jurisdiction field is the only mandatory field on the ROADS page. If you do not fill in this field, you will not be able to proceed to the next page.

You can exit your session at any time by selecting on the EXIT button. You will be prompted to save the report.

To return to a previous page, select the <<PREVIOUS button.

## PART 2: Reporting a Collision - Location of Collision

### Map Tab

EC 2.2.3

### Summary

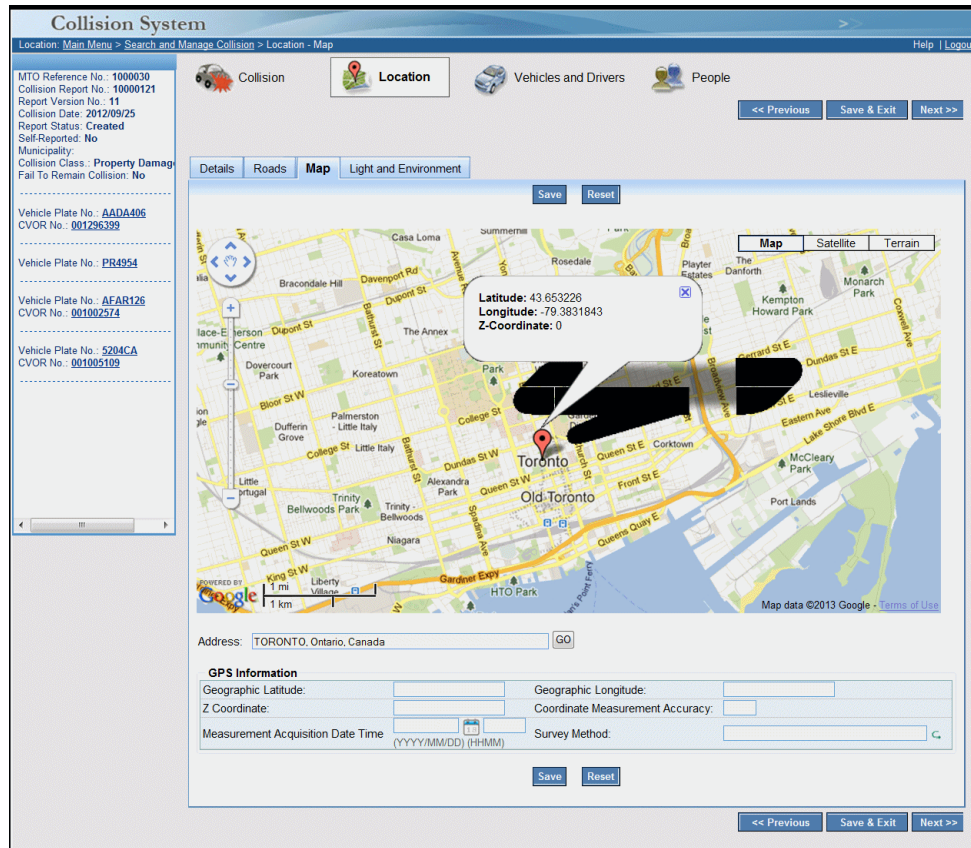
The **Collision System** allows police officers to accurately record the location of a collision using GPS technology. The location is vital for municipal and rural collision data systems. The legal implications are more obvious, but for engineering purposes it is important that the location data is accurate. This section describes the map function of the system which, powered by GoogleMaps, identifies the precise location of the accident with pin point accuracy which is essential in the accident reporting process.

### Procedure

1. With the LOCATION panel open, select on the MAP tab.

The MAP page appears.

Figure 1



2. On the map page, enter the address of the collision in the ADDRESS field and press [Enter].

OR

Select on the map and the address and GPS coordinates will be populated as well as the measurement acquisition date and time.

GoogleMaps automatically identifies the exact location of the collision.

3. Select the NEXT>> button to continue.

**Note:** You can exit your session at any time by selecting the EXIT button. You will be prompted to save the report.

To return to a previous page, select on the <<PREVIOUS button.



---

## PART 2: Reporting a Collision - Location of Collision

### Light and Environment Tab

EC 2.2.4

---

#### Summary

Designations are used to determine whether environmental conditions were a factor in the collision. Data is used to determine action for recurring conditions contributing to collisions, eg.:

- road icing
- drifting snow
- fog
- smoke from industry

This section describes the Light and Environment Tab of the **Collision System**. It is where the environmental conditions of the road, at the time of a collision, are recorded on the system.

#### Procedure

1. With the LOCATION panel open, select the LIGHT AND ENVIRONMENT tab.

The LIGHT AND ENVIRONMENT page appears.

Figure 1

The screenshot displays the 'Collision System' web application interface. The top navigation bar includes 'Location - Main Menu > Search and Manage Collision > Location - Light and Environment' and 'Help | Logout'. Below the navigation bar, there are icons for 'Collision', 'Location', 'Vehicles and Drivers', and 'People'. The 'Location' icon is selected. The main content area is divided into tabs: 'Details', 'Roads', 'Map', and 'Light and Environment'. The 'Light and Environment' tab is active, showing a 'Save' and 'Reset' button at the top. Below this, there are two sections: 'Light\*' and 'Environment\*'. The 'Light\*' section has a dropdown menu set to '[01] Daylight'. The 'Environment\*' section has a list of checkboxes: 'Clear', 'Rain', 'Snow', 'Freezing Rain', 'Drifting Snow', 'Strong Wind' (checked), 'Fog, Mist, Smoke, Dust' (checked), and 'Other'. There are 'Save' and 'Reset' buttons at the bottom of the environment section. The left sidebar contains collision details: 'MTO Reference No.: 1000030', 'Collision Report No.: 10000121', 'Report Version No.: 11', 'Collision Date: 2012/09/25', 'Report Status: Created', 'Self-Reported: No', 'Municipality:', 'Collision Class: Property Damage', and 'Fail To Remain Collision: No'. Below this, there are four vehicle entries with their respective plate numbers and CVOR numbers.

2. Enter the light availability at the time of the collision by entering the corresponding number for the light condition. The following are codes that must be entered in the LIGHT field that correspond to the light conditions at the time of the collision:

|         |                       |
|---------|-----------------------|
| CODE 01 | Daylight              |
| CODE 02 | Daylight - Artificial |
| CODE 03 | Dawn                  |
| CODE 04 | Dawn Artificial       |
| CODE 05 | Dusk                  |
| CODE 06 | Dusk Artificial       |
| CODE 07 | Dark                  |
| CODE 08 | Dark Artificial       |
| CODE 99 | Other                 |

3. Click the appropriate check box that corresponds to the condition of the road at the time of the collision.
4. Press [ENTER] or click the NEXT>> button to proceed to the next section.

**Note:** You can exit your session at any time by clicking on the EXIT button. You will be prompted to save the report.

To return to a previous page, click on the <<PREVIOUS button.

---

## PART 2: Reporting a Collision - Recording Vehicle and Drivers

### Vehicle Details Tab

EC 2.3.1

---

#### Summary

This section describes how officers record drivers and the vehicles that are involved in collisions. When a collision occurs, information from involved vehicles must be entered on the **Collision System**.

Vehicle type is entered for each vehicle involved. Information on vehicle type is entered in MTO automated files to enable vehicle and roadway design to be monitored. Any obvious defect, which may have affected the operation of the vehicle and contributed to the cause of the collision, must be recorded.

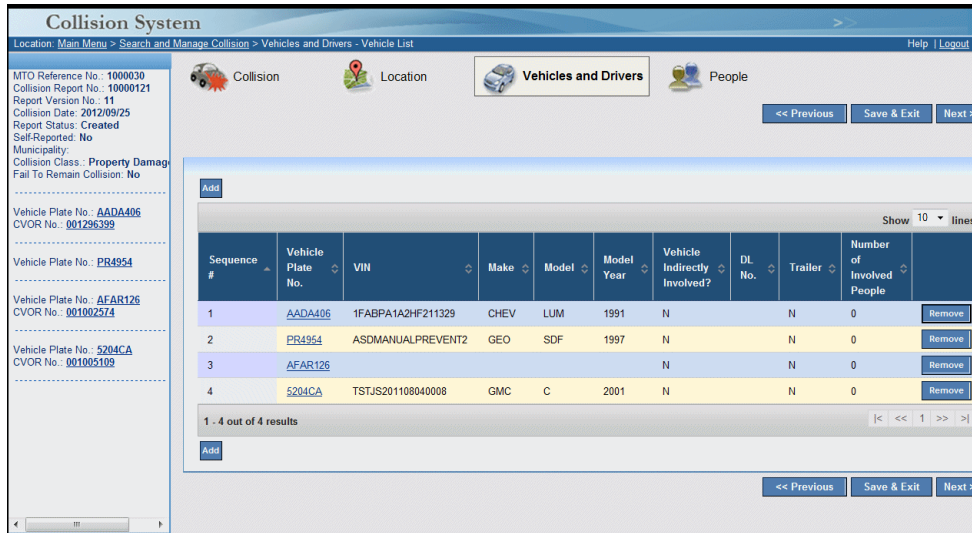
Enter the manoeuvre that each vehicle was performing prior to the impact or the driver's realization that the impact might occur. Do not include any vehicle manoeuvre taken to avoid a possible collision. Designations V1 and V2 are assigned to the drivers and vehicles in a collision, V1 is the vehicle the "at fault" driver or most at fault driver was operating at the time of the collision, e.g., V1 strikes V2.

#### Procedure

1. Select the **VEHICLE AND DRIVERS** heading (see EC 1.1.3 for details) on the **Navigation** bar on the **Collision System** or the **NEXT>>** button from the previous page, the **LIGHT AND ENVIRONMENT** tab on the **LOCATION** panel.

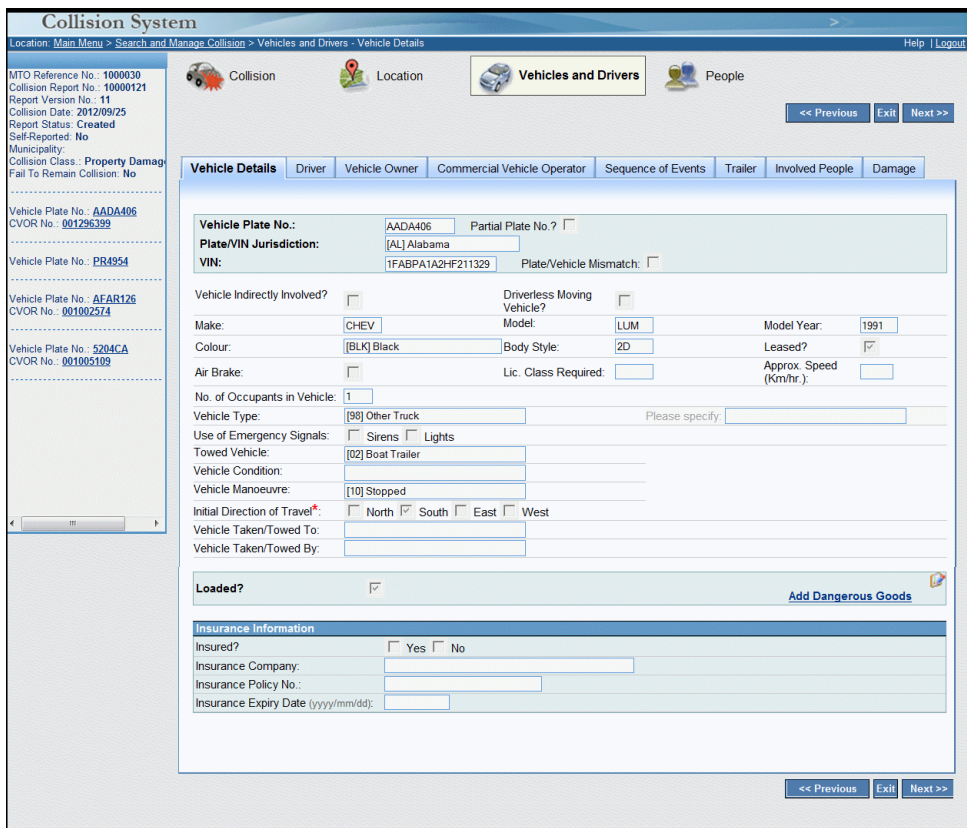
The **ADD VEHICLE** page opens on the **VEHICLE AND DRIVERS** panel.

Figure 1



2. Select the add button to add vehicle information to the collision report,  
The VEHICLE DETAILS page appears.

Figure 2



3. Populate the fields with the information from the involved vehicles in the collision.

|  |   |
|--|---|
| <b>Vehicle Plate Number field</b>            | Enter vehicle plate number in field provided.   |
| <b>Plate/VIN Jurisdiction field</b>          | Enter plate/VIN jurisdiction in field provided.<br><br><b>Note:</b> Choose an American state or a Canadian Provinces or Territory in the Plate/VIN Jurisdiction field from the drop-down list.  |
| <b>VIN Number field</b>                      | Enter VIN number in field provided.   |
| <b>Plate Mismatched check box</b>            | If the plate does not match the vehicle it is attached to, select this checkbox.<br><br><b>Note:</b> If the system indicates that the plate entered belongs on a red ford but the plate is actually on a green chev then this is a mismatch. If this indicator is not selected then the make and model must match the plate, if it is selected the make and model only have to match the VIN. |
| <b>Vehicle Indirectly Involved check box</b> | If the vehicle is indirectly involved, select the check box.<br><br><b>Note:</b> An indirectly involved vehicle will have contributed to the collision, through it's action, but sustain no impact, damage or injury to its occupants.  |
| <b>Driverless Moving Vehicle check box</b>   | If the vehicle involved in the collision does not have a driver behind the wheel, and it is in motion, select this check box.   |
| <b>Make field</b>                            | Enter the make of the vehicle involved in the collision in the field provided (e.g., Chev, Ford, etc.).   |

|  |   |
|--|---|
| <b>Model field</b>                       | Enter the model of the vehicle involved in the collision (e.g., Neon, Corolla, etc.). Vehicle model is entered in abbreviated form.   |
| <b>Model Year field</b>                  | Enter the model year of the vehicle involved in the collision.  |
| <b>Colour Field</b>                      | Enter the colour of the vehicle involved in the collision.  |
| <b>Body Style field</b>                  | Enter the body style of the vehicle involved in the collision (e.g., coupe, 4-door, etc.).  |
| <b>Air Brake check box</b>               | If the vehicle has airbrakes, select this check box.  |
| <b>Lic. Class Required Field</b>         | Enter the licence class required to operate this vehicle in this field.   |
| <b>Leased check box</b>                  | If the vehicle involved in the collision is leased, select the check box.   |
| <b>Approx. Speed field</b>               | Enter the approximate speed of the vehicle in the check box provided.   |
| <b>No. of Occupants in Vehicle field</b> | Enter the number of occupants in the vehicle at the time of the collision in the field provided.<br><br>If the vehicle is in motion, and it is not a driverless moving vehicle, there must be at least one occupant - driver. |
| <b>Vehicle Type field</b>                | Enter the type of vehicle in the field provided.  |
| <b>Use of Emergency Signal check box</b> | If the vehicle involved in the collision had the emergency siren or lights activated, indicate one or both as applicable.   |
| <b>Towed Vehicle field</b>               | Enter whether the vehicle was towed in the field provided.  |
| <b>Vehicle Condition field</b>           | Enter the vehicle condition in the field provided.  |

|  |  |
|--|--|
| <b>Vehicle Manoeuvre field</b>                 | Enter the manoeuvre the vehicle involved in the collision was making at the time of the collision in the field provided.   |
| <b>Initial Direction of Travel check boxes</b> | Check the box that corresponds to the initial direction of travel the vehicle was making, at the time of the collision, as it correlates to the direction of the road. |
| <b>Vehicle Taken /Towed to field</b>           | Enter the location that the damaged vehicle is taken to in the field provided.   |
| <b>Vehicle Taken/ Towed by field</b>           | Enter the towing company that towed the vehicle in the field provided.   |
| <b>Loaded check box</b>                        | If the vehicle is loaded, select this check box.   |
| <b>Add Dangerous Goods link</b>                | To access the dangerous goods page, select the ADD DANGEROUS GOODS link which will enable the DANGEROUS GOODS fields.  |
| <b>Insured check boxes</b>                     | If the vehicle involved in the collision is insured select 'yes'. If the vehicle involved in the collision is not insured, select 'no'.                                |
| <b>Insurance Company field</b>                 | Enter the name of the insurance company, of the vehicle involved in the collision, in the field provided.  |
| <b>Insurance Policy No. field</b>              | Enter the vehicle's insurance policy number in the field provided.   |
| <b>Insurance Expiry Date field</b>             | Enter the insurance expiration date in the field provided.   |

4. Select NEXT>> to advance to the next page.

**Note:** At any time in your session you can save the collision data by selecting the SAVE button.

If you want to erase the all the data you entered and start over again, click the RESET button.

---

If you want to save and exit the application, click the SAVE & EXIT button.



## PART 2: Reporting a Collision - Recording Vehicle and Drivers

### Driver Tab

EC 2.3.2

#### Summary

This section illustrates how to record the details of the driver(s) involved in the collision. If the vehicle plate or license of the driver is in the Ontario jurisdiction, various fields will be auto populated.

#### Procedure

1. When the VEHICLE AND DRIVERS panel open select either the DRIVER tab, or select on NEXT>> from the VEHICLE DETAILS page.

The DRIVER page opens.

Figure 1

The screenshot shows the 'Collision System' web application interface. The top navigation bar includes 'Main Menu > Search and Manage Collision > Vehicles and Drivers - Driver'. The main content area is titled 'Vehicles and Drivers' and features a tabbed interface with 'Driver' selected. The 'Driver' tab contains the following fields and sections:

- Driver's Licence No.:** Text input field.
- Licence Jurisdiction:** Text input field.
- Driver Action:** Text input field.
- Driver Condition:** Text input field.
- Licence Class:** Text input field.
- Licence Condition:** Text input field.
- Date of Birth:** Text input field with a date format mask (yyyy/mm/dd).
- Gender:** Radio buttons for Female and Male.
- Suspended:** Radio buttons for Yes and No.
- Proper Licence for Vehicle:** Check box.
- Failed to Remain:** Check box.
- Test Administered (Breath/Blood):** Check box.
- Name:** Text input fields for First Name, Middle Name / Initial, and Last Name.
- Address:** Check box for No Fixed Address, and text input fields for Postal / Zip Code, Address, Country, Province / State, and City / Municipality.
- Charged:** Check box for Charged?
- Supporting Documents:** Text input field.
- Phone:** Text input field.

Navigation buttons for '<< Previous', 'Exit', and 'Next >>' are located at the bottom right of the form.

2. Complete the DRIVER page by filling in the fields with the required information.

|   |  |
|---|--|
| <b>Driver Licence No. field</b>             | Enter driver licence number of driver involved in collision in the field provided.<br><br><b>Note:</b> If the Driver has an Ontario DL, the system will populate information from LCS. |
| <b>Licence Jurisdiction field</b>           | Enter licence jurisdiction of the driver involved in the collision in the field provided.  |
| <b>Driver Action field</b>                  | Enter action of the driver involved.   |
| <b>Driver Condition field</b>               | Enter the condition of the driver at the time of the collision in the field provided.  |
| <b>Licence Class field</b>                  | Enter the licence class of the driver involved in the collision in the field provided.   |
| <b>Licence Condition field</b>              | Enter any conditions on the licence of the driver involved in the collision in the field provided.   |
| <b>Date of Birth field</b>                  | Enter the date of birth of the driver involved in the collision in the field provided.   |
| <b>Gender checkboxes</b>                    | Select the male check box if the driver involved in the collision is a male.<br><br>Select the female check box if the driver involved in the collision is a female.                   |
| <b>Suspended checkboxes</b>                 | Select this check box if the licence of the driver involved in the collision is suspended at the time of the collision.  |
| <b>Proper Licence for Vehicle check box</b> | Select this check box if the driver involved in the collision has the proper license for the vehicle he/she is operating.  |

|                                    |   |
|------------------------------------|---|
| <b>Failed to Remain checkbox</b>   | Select this checkbox if the driver involved in the collision failed to remain at the scene.<br><br>Indicate if the driver was apprehended if applicable.  |
| <b>Test Administered check box</b> | Select this checkbox if a roadside Breathalyzer test was administered to the driver involved in the collision.  |
| <b>First Name field</b>            | Enter first name of driver involved in collision in the field provided.   |
| <b>Middle Name/ Initial field</b>  | Enter middle name or middle initial of driver involved in collision in the field provided.  |
| <b>Last Name field</b>             | Enter last name of driver involved in collision in the field provided.  |
| <b>No Fixed Address check box</b>  | Select this check box if driver involved in collision has no fixed address.<br><br><b>Note:</b> The system is linked to Canada Post and will systematically search its database for information related to the driver if this box is checked. |
| <b>Postal/ Zip Code Field</b>      | Enter postal code or zip code of driver involved in the collision in the field provided.  |
| <b>Address field</b>               | Enter the address of the driver involved in the collision in the field provided.  |
| <b>Country field</b>               | Enter the country the driver resides in at the time of the collision in the field provided.   |
| <b>Province/ State field</b>       | Enter the province/ state the driver resides in at the time of the collision in the field provided.   |
| <b>City/ Municipality field</b>    | Enter the city/ municipality the driver resides in at the time of the collision in the field provided.  |

|                                   |  |
|-----------------------------------|--|
| <b>Charged check box</b>          | If charges were laid against the driver involved in the collision, you will be prompted to enter details of the charges, i.e., act, section, sub-section, etc. |
| <b>Supporting Documents field</b> | Enter statements, diagrams and any other supporting documents of the collision in this field.  |
| <b>Phone Type field</b>           | You may select the ADD TELEPHONE link to open the fields. Enter the type of information for the driver, eg., home, business, cell, etc.                        |
| <b>Country Code field</b>         | Enter the country code in this field.  |
| <b>Area Code field</b>            | Enter the area code of the driver involved in the collision in this field.   |
| <b>Telephone Number field</b>     | Enter the telephone number of the driver involved in the collision in this field.  |
| <b>Extension field</b>            | If applicable, enter the phone extension of the driver involved in the collision in this field.  |

**Note:** If you want to exit the application, select the EXIT button.

If you want to return to the previous screen, select the PREVIOUS button.

3. Select the NEXT>> button or select the VEHICLE OWNER tab to advance to the VEHICLE OWNER page.

---

## PART 2: Reporting a Collision - Recording Vehicle and Drivers

### Vehicle Owner Tab

EC 2.3.3

---

#### Summary

Reporting details about the owners of the vehicles involved in collisions is an essential part of the collision reporting process. This section illustrates the process officers must take to record information about vehicle owners on the **Collision System**.

Enter the name of the owner of the vehicle, company name or surname first, followed by the first name in full and initials. If the owner is the same person as the driver mark the "As Above" box with an X.

Enter the address, telephone number and postal code of the vehicle owner in the spaces provided.

#### Procedure

1. Select the VEHICLE AND DRIVERS panel (see EC 1.1.3 for details) on the **Navigation** bar on the **Collision System**.

The VEHICLE AND DRIVERS tab open displaying the **Vehicle and Drivers** page.

Figure 1

The screenshot shows the 'Collision System' interface for the 'Vehicle Owner' tab. The top navigation bar includes 'Collision', 'Location', 'Vehicles and Drivers', and 'People'. The 'Vehicles and Drivers' tab is active, showing sub-tabs for 'Vehicle Details', 'Driver', 'Vehicle Owner', 'Commercial Vehicle Operator', 'Sequence of Events', 'Trailer', 'Involved People', and 'Damage'. The 'Vehicle Owner' sub-tab is selected, displaying a form with the following sections:

- Vehicle Owner same as Driver:** A checkbox that is currently unchecked.
- Name:** A radio button selected for 'Person'. Fields include 'First Name' (PERSON), 'Middle Name / Initial' (H), and 'Last Name' (TEST). A radio button for 'Company' is unselected, with fields for 'Company Name' and 'Operating As Name'.
- Address:** A section with a 'No Fixed Address' checkbox (unchecked) and fields for 'Postal / Zip Code', 'Address', 'Country', 'Province / State', and 'City / Municipality'.
- Charged:** A section with a 'Charged?' checkbox (unchecked).
- Supporting Documents:** A text input field.
- Phone:** A text input field.

Navigation buttons '<< Previous', 'Exit', and 'Next >>' are located at the bottom right of the form.

2. Populate the fields, check boxes and radio buttons with the applicable data.

|   |   |
|---|---|
| <b>Vehicle Owner Same as Driver check box</b> | If vehicle owner is the same as driver, select this check box.<br><br><b>Note:</b> Vehicle owner information is populated automatically when a search is conducted for an Ontario plate or VIN if the information in on the system. |
| <b>First Name field</b>                       | Enter first name of vehicle owner of the vehicle in the field provided.   |
| <b>Middle Name/Initial field</b>              | Enter the middle name/initial of the owner in the field provided.   |
| <b>Last Name field</b>                        | Enter the last name of the owner in the field provided.   |
| <b>Company Name field</b>                     | If applicable, enter the company name of the owner in the field provided.   |
| <b>Operating As Name field</b>                | Enter the 'operating as' name of the owner in the field provided.   |
| <b>No Fixed Address check box</b>             | If the owner is of no fixed address, select this check box.   |
| <b>Postal/ Zip code field</b>                 | Enter the postal/zip code of the owner in the field provided.   |
| <b>Address Field</b>                          | Enter the address of the owner in the field provided.   |
| <b>Country field</b>                          | Enter the country where the owner resides in the field provided.  |
| <b>Province/ State field</b>                  | Enter the province/ state where the owner resides in the field provided.  |
| <b>City/Municipality field</b>                | Enter the city/ municipality where the owner resides in the field provided.   |
| <b>Charged check box</b>                      | If the owner is charged , select this check box.  |
| <b>Supporting Documents field</b>             | Enter any supporting documents of the owner in the field provided.  |

---

|                    |   |
|--------------------|---|
| <b>Phone field</b> | You may select the ADD TELEPHONE link to open the fields. Enter the type of information for the driver, eg., home, business, cell, etc. |
|--------------------|---|

**Note:** If you want to exit the application, select the EXIT button.

If you want to return to the previous screen, select the PREVIOUS button.

3. Select the NEXT>> button or select the COMMERCIAL VEHICLE OPERATOR tab to advance to the COMMERCIAL VEHICLE OPERATOR page.

## PART 2: Reporting a Collision - Recording Vehicle and Drivers

### Commercial Vehicle Operator Tab

EC 2.3.4

#### Summary

This section describes how officers record commercial drivers and the vehicles that are involved in collisions.

If a commercial vehicle is involved in a collision, enter the Commercial Vehicle Operator Registration (CVOR) number.

#### Procedure

1. Select the VEHICLE AND DRIVERS panel (see EC 1.1.3 for details) on the **Navigation** bar on the **Collision System** and select on the COMMERCIAL VEHICLE OPERATOR tab.

The VEHICLE AND DRIVER screen appears with the TRAILER tab displayed.

Figure 1

The screenshot displays the 'Collision System' web application. The top navigation bar includes 'Collision', 'Location', 'Vehicles and Drivers', and 'People'. The 'Vehicles and Drivers' section is active, and the 'Commercial Vehicle Operator' tab is selected. The form contains the following fields:

- Commercial Vehicle Operator No. (NSC / CVOR):** 001296399
- Commercial Vehicle Operator Jurisdiction:** [ON] Ontario
- Name:**
  - Person: First Name, Middle Name / Initial, Last Name
  - Company: Company Name (TEST COMPANY), Operating As Name
- Address:**
  - No Fixed Address:
  - Postal / Zip Code: L1L1L1
  - Address: 12 WILSON AVE. WEST
  - Country: [CA] Canada
  - Province / State: [ON] Ontario
  - City / Municipality: Toronto
- Charged:** Charged?
- Supporting Documents:** (Empty field)
- Phone:** (Empty field)

Navigation buttons: << Previous, Exit, Next >>



2. Populate the fields, check boxes and radio buttons with the applicable data.

|  |   |
|--|---|
| <b>Commercial Vehicle Operator (CVOR) Number field</b> | Enter the CVOR number of the vehicle involved in the collision in the field provided.<br><br><b>Note:</b> There is a search feature for Ontario CVOR numbers and various fields will be auto populated. |
| <b>Commercial Vehicle Operator Jurisdiction field</b>  | Enter the CVOR jurisdiction of the commercial vehicle involved in the collision in the field provided.  |
| <b>Person radio button</b>                             | If the CVOR number is registered to a person, select the Person radio button.   |
| <b>First Name field</b>                                | Enter the first name of the commercial vehicle driver involved in the collision in the field provided.  |
| <b>Middle Name/ Initial field</b>                      | Enter the middle name or middle initial of the commercial vehicle driver involved in the collision in the field provided.   |
| <b>Last Name field</b>                                 | Enter the last name of the commercial vehicle driver involved in the collision in the field provided.   |
| <b>Company radio button</b>                            | If the CVOR number is registered to a company, select the Company radio button.   |
| <b>Company Name field</b>                              | Enter the company name of the commercial vehicle involved in the collision in the field provided.   |
| <b>Operating As Name field</b>                         | Enter the 'operating as' name of the commercial vehicle carrier involved in the collision in the field provided.  |
| <b>No Fixed Address checkbox</b>                       | If the carrier involved in the collision is of no fixed address, select this checkbox.  |

|                                   |  |
|-----------------------------------|--|
| <b>Postal / Zipcode field</b>     | Enter postal code or zipcode (if the commercial vehicle carrier involved in the collision is American) in the field provided.  |
| <b>Address field</b>              | Enter address of the commercial vehicle carrier involved in the collision in the field provided.   |
| <b>Country field</b>              | Enter country of the commercial vehicle carrier involved in the collision in the field provided.   |
| <b>Province/ State field</b>      | Enter province or state of the commercial vehicle carrier involved in the collision in the field provided.   |
| <b>City/ Municipality field</b>   | Enter municipality of the commercial vehicle involved in the collision in the field provided.  |
| <b>Charged checkbox</b>           | If charges were laid against the driver involved in the collision select this check box. You will be prompted to enter details of the charges, i.e., act, section, sub-section, etc. |
| <b>Supporting Documents field</b> | Enter statements, diagrams and/or any other supporting documents of the collision in this field.   |
| <b>Phone field</b>                | You may select the ADD TELEPHONE link to open the fields. Enter the type of information for the driver, eg., home, business, cell, etc.  |

**Note:** If you want to exit the application, select the EXIT button.

If you want to return to the previous screen, select the PREVIOUS button.

3. Select the NEXT>>> button or select the SEQUENCE OF EVENTS tab to advance to the SEQUENCE OF EVENTS page.

---

## PART 2: Reporting a Collision - Recording Vehicle and Drivers

### Sequence of Events Tab

EC 2.3.5

---

#### Summary

The next step in the collision reporting process is to record the Sequence of Events for each vehicle. The sequence of events is defined as the actions of each motor vehicle during the collision until it comes to a rest.

#### Procedure

1. Select on the VEHICLE AND DRIVERS panel (see EC 1.1.3 for details) on the **Navigation** bar on the **Collision System** and select on the SEQUENCE OF EVENTS tab.

The VEHICLE AND DRIVER screen appears with the SEQUENCE OF EVENTS tab displayed.

Figure 1

The screenshot displays the 'Collision System' web application interface. The top navigation bar includes 'Location', 'Main Menu', 'Search and Manage Collision', 'Vehicles and Drivers', and 'Sequence of Events'. The 'Vehicles and Drivers' section is active, showing a 'Sequence of Events' tab. The left sidebar contains metadata for the collision report, including MTO Reference No., Collision Report No., Report Version No., Collision Date, Report Status, Self-Reported status, Municipality, Collision Class, and Fail To Remain Collision status. Below this, three vehicle entries are listed with their respective plate numbers and CVOR numbers. The main content area shows the 'Sequence of Events' tab with a table for recording events. The 'Initial Impact Type' is set to '[03] Rear End'. The table has columns for 'Event' and 'Event Offset'. The first row shows '[01] Moveable Objects - Other Motor Vehicle' with a red asterisk in the event code field. The table has a yellow background for the first row and a blue background for the second row. Navigation buttons '<< Previous', 'Exit', and 'Next >>' are visible at the bottom right of the form.

| Event   | Event Offset |
|---|--------------|
| [01] Moveable Objects - Other Motor Vehicle * |              |
|   |              |
|   |              |

2. Mark the sequence of events by selecting the event code from the drop-down menu.

**Note:** If you want to exit the application, select the EXIT button.

If you want to return to the previous screen, select the PREVIOUS button.

3. Select the NEXT>> button or select the INVOLVED PEOPLE tab to advance to the INVOLVED PEOPLE page.

## PART 2: Reporting a Collision - Recording Vehicle and Drivers

### Trailer

EC 2.3.6

#### Summary

The next step in the collision reporting process is recording trailers attached to vehicles involved in collisions.

#### Procedure

1. Select on the VEHICLE AND DRIVERS panel (see EC 1.1.3 for details) on the **Navigation** bar on the **Collision System** and select on the TRAILER tab.

The VEHICLE AND DRIVER screen appears with the TRAILER tab displayed.

Figure 1

The screenshot displays the 'Collision System' web application. The top navigation bar includes 'Collision', 'Location', 'Vehicles and Drivers', and 'People'. The 'Vehicles and Drivers' panel is active, and the 'Trailer' tab is selected. The main form area contains the following sections:

- Trailer Details:** Fields for Trailer Plate No., Trailer Jurisdiction, Make, Trailer Type, and Trailer Connection.
- Trailer Insurance:** A checkbox for 'Same as Vehicle Insurance'. If not checked, fields for 'Insured?' (Yes/No), 'Insurance Company', 'Insurance Policy No.', and 'Insurance Expiry Date' are present.
- Trailer Owner:** A checkbox for 'Same as Vehicle Owner'. If not checked, a 'Name' section with radio buttons for 'Person' (with fields for First, Middle, and Last Name) and 'Company' (with fields for Company and Operating As Name) is shown.
- Address:** Fields for 'No Fixed Address' (checkbox), 'Postal / Zip Code', 'Address', 'Country', 'Province / State', and 'City / Municipality'.
- Charged:** A checkbox for 'Charged?'.
- Supporting Documents:** A text input field.
- Phone:** A text input field.

Navigation buttons for '<< Previous', 'Exit', and 'Next >>' are located at the bottom of the form.

2. Populate the fields, check boxes and radio buttons with the applicable data.

|   |  |
|---|--|
| <b>Trailer Plate Number field</b>         | Enter the trailer plate number in the field provided.  |
| <b>Partial Plate Radio Button</b>         | If the full licence plate is not available, click the partial plate radio button.  |
| <b>Trailer Jurisdiction field</b>         | Enter the trailer jurisdiction in the field provided.  |
| <b>Trailer Type field</b>                 | Enter the type of trailer in the field provided.   |
| <b>Trailer Connection field</b>           | Enter the type of connection that the trailer is attached in the field provided.   |
| <b>Same as Vehicle Insurance checkbox</b> | If the trailer is the same as the vehicle insurance, click the TRAILER INSURANCE checkbox. If it is not the same, complete the fields below regarding trailer insurance. |
| <b>Insured checkbox</b>                   | If the trailer is insured, click the Yes checkbox.   |
| <b>Insurance Company field</b>            | Enter the name of the insurance company in the field provided.   |
| <b>Insurance Policy No. field</b>         | Enter the policy number for the trailer in the field provided.   |
| <b>Insurance Expiry Date field</b>        | Enter the insurance expiration date in the field provided.   |
| <b>Trailer Owner checkbox</b>             | If the trailer owner is the same as the vehicle owner, click the TRAILER OWNER checkbox. If it is not the same, complete the fields below regarding trailer owner.       |
| <b>Person Radio Button</b>                | If the trailer owner is a person, click the PERSON radio button.   |
| <b>First Name field</b>                   | Enter the first name of the trailer owner in the field provided.   |
| <b>Province/ State field</b>              | Enter the province or state where the trailer owner resides in the field provided.   |

---

|                                   |   |
|-----------------------------------|---|
| <b>City/ Municipality field</b>   | Enter the city or municipality where the trailer owner resides in the field provided.   |
| <b>Charged checkbox</b>           | If the owner of the vehicle is charged, click the charged checkbox.   |
| <b>Supporting Documents field</b> | Enter any supporting documents in the field provided.   |
| <b>Phone field</b>                | You may select the ADD TELEPHONE link to open the fields. Enter the type of information for the driver, eg., home, business, cell, etc. |

3. Select the NEXT>> button or select the INVOLVED PEOPLE tab to advance to the INVOLVED PEOPLE page.

---

## PART 2: Reporting a Collision - Recording Vehicle and Drivers

### Involved People Tab

---

EC 2.3.7

#### Summary

Information on all persons involved in an collision is entered if personal injury or death results to any involved person. An involved person includes vehicle occupants, cyclists, pedestrians and hanger-ons.

For property damage only collisions, this section is not completed. For a bus, uninjured passengers should be identified in the number of occupants on the Vehicle Details page for the bus.

#### Procedure

1. Click on the VEHICLE AND DRIVERS panel (see EC 1.1.3 for details) on the **Navigation** bar on the **Collision System**.

The INVOLVED PEOPLE screen appears.

The screenshot shows the 'Collision System' interface. The top navigation bar includes 'Collision', 'Location', 'Vehicles and Drivers', and 'People'. The 'Involved People' tab is active. On the left, there is a sidebar with collision details: MTO Reference No.: 1000030, Collision Report No.: 10000121, Report Version No.: 11, Collision Date: 2012/09/25, Report Status: Created, Self-Reported: No, Municipality: , Collision Class: Property Damage, and Fall To Remain Collision: No. Below this, three vehicle entries are listed with their respective plate and CVOR numbers. The main area contains a table with the following columns: Sequence #, Name, Age, Gender, Vehicle Position, and Injuries. The table is currently empty, displaying 'No matching records found'. Navigation buttons '<< Previous', 'Save & Exit', and 'Next >>' are located at the bottom of the table area.

2. Click the ADD button.

The ADD INVOLVED PERSON screen appears.

The screenshot displays the 'Collision System' interface for adding an involved person. The top navigation bar includes 'Collision', 'Location', 'Vehicles and Drivers', and 'People'. The 'Involved People' tab is active, showing a form with the following sections:

- Vehicle Information:** Fields for Vehicle Position (drop-down), Age, Gender (Female/Male), Injury Classification (None, Minimal, Minor, Major, Fatal), and Ejection (Ejected, Partially Ejected, Not Ejected).
- Personal Information:** Fields for Pedestrian Action, Pedestrian Condition, Injured Taken To, and Injured Taken By.
- Safety Equipment:** A list of checkboxes for equipment used, such as Lap and Shoulder Belt, Lap Belt Only, Child Safety Seat, Air Bag, and Helmet.
- Name:** Fields for First Name, Middle Name / Initial, and Last Name.
- Address:** Fields for Postal / Zip Code, Address, Country, Province / State, and City / Municipality, along with a 'Lookup Address' button.
- Charged:** A checkbox for 'Charged?' and an 'Add Offence' button.
- Supporting Documents:** Buttons for 'Write a Statement' and 'Attach a Document'.
- Phone:** A field for the phone number and an 'Add Phone Number' button.

Navigation buttons include '<< Previous', 'Save & Exit', and 'Next >>'.

3. Populate the fields, check boxes and radio buttons with the applicable data.

|   |   |
|---|---|
| <p><b>Vehicle Position Drop-Down Menu</b></p> | <p>From the drop-down menu, select one of the vehicle position that applies to the collision.</p> <p><b>Note:</b> The pedestrian information fields will only be enabled if Pedestrian is selected from the drop-down list.</p> |
| <p><b>Age field</b></p>                       | <p>Enter the age of the involved person in the field provided.</p>  |



|   |  |
|---|--|
| <b>Gender Checkbox</b>                    | Select the male check box if the involved person in the collision is a male.<br><br>Select the female check box if the involved person in the collision is a female. |
| <b>Injury Classification Radio Button</b> | Click the radio button corresponding to the level of injury.   |
| <b>Ejection Radio Button</b>              | If the driver is ejected from the vehicle, click the radio button corresponding to the extent of the ejection.   |
| <b>Pedestrian Action Field</b>            | If a pedestrian was involved in the collision, enter the action of the pedestrian in this field.   |
| <b>Pedestrian Condition Field</b>         | If a pedestrian was involved in the collision, enter the condition of the pedestrian in this field.  |
| <b>Injured Taken to Field</b>             | Enter the institution injured parties were transported to.   |
| <b>Injured Taken by Field</b>             | Enter the method of transportation utilized to transport injured parties to the medical institution.   |
| <b>Safety Equipment checkboxes</b>        | Click the checkbox corresponding to the safety equipment used, i.e., safety belt worn, air bag activated, etc.   |
| <b>Use Determined By checkboxes</b>       | Click the radio button corresponding to who determined the use of the safety equipment.  |
| <b>First Name field</b>                   | Enter first name of involved person in the collision in the field provided.  |
| <b>Middle Name / Initial field</b>        | Enter middle name or middle initial of involved person in the collision in the field provided.   |
| <b>Last Name field</b>                    | Enter last name of involved person in the collision in the field provided.   |

|                                   |  |
|-----------------------------------|--|
| <b>No Fixed Address checkbox</b>  | Select this check box if involved person in collision is of no fixed address.<br><br><b>Note:</b> The system is linked to Canada Post and will systematically search its database for information related to the involved person if this box is checked. |
| <b>Postal/ Zipcode field</b>      | Enter postal code of involved person in the collision in the field provided. If postal code is unknown, select the LOOKUP ADDRESS link and enter the address of the driver.  |
| <b>Address field</b>              | Enter the address of the involved person in the collision in the field provided.   |
| <b>Country field</b>              | Enter the country the involved person resides in at the time of the collision in the field provided.   |
| <b>Province/ State field</b>      | Enter the province/ state the involved person resides in at the time of the collision in the field provided.   |
| <b>City/ Municipality field</b>   | Enter the city/ municipality the involved person resides in at the time of the collision in the field provided.  |
| <b>Charged checkbox</b>           | If charges were laid against the involved person in the collision, select this check box. You will activate the ADD OFFENCE link. You will be prompted to enter details of the charges, i.e. act, section etc.   |
| <b>Supporting Documents field</b> | Enter statements by clicking on the WRITE A STATEMENT link. Attach diagrams and any other supporting documents of the collision in this field by clicking on the ATTACH A DOCUMENT link.   |
| <b>Phone field</b>                | Select the ADD PHONE NUMBER LINK and enter the involved person's phone number.   |

4. Select the NEXT>> button or select the INVOLVED PEOPLE tab to advance to the INVOLVED PEOPLE page.

**Note:** At any time during your session you can save your data by clicking the SAVE button.

If you want to exit the application, select the SAVE AND EXIT button.

If you want to return to the previous screen, select the PREVIOUS button.

## PART 2: Reporting a Collision - Vehicle and Drivers

### Damage Tab

EC 2.3.8

#### Summary

The next step in the collision reporting process describes how officers record drivers and vehicles that are involved in collisions.

The Location of Vehicle Damage or Area of Impact field describes damage to each vehicle involved in the collision. V1 and V2 damage is recorded. The code corresponding to the initial impact damage sustained by the vehicle is entered in the Initial Impact box. Damage sustained in subsequent impacts is entered.

It is not necessary for the vehicle to be recorded twice if the same location on a vehicle is impacted more than once and no other areas are impacted. The same area may be coded both as an initial and secondary impact. Additional areas are recorded in the written description.

#### Procedure

1. Click on the VEHICLE AND DRIVERS panel (see EC 1.1.3 for details) on the Navigation bar on the Collision System.

The DAMAGE screen appears.

The screenshot shows the 'Collision System' interface with the 'Damage' tab selected. The left sidebar contains vehicle information for three vehicles: ADA406, PR4954, and AFAR128. The main area is divided into two impact graphs and a form. The 'First Impact' and 'Second Impact' sections both show '[06] Back Centre' and 'Vehicle Damage' as '[02] Light'. The 'Damage Estimate(\$)' is 1,234. Below the graphs is a 'Description of Damage' field with 'ddd' entered. At the bottom, there is a 'Police Officer who Viewed Damage' section with fields for First Name (DDD), Middle Name/Initial (AAA), Last Name (AAA), Badge Number, Service (AMFNPS) Akwesasne Mohawk, Division/Station/Detachment, Platoon or Squad, and Date Damage Viewed. There is also a 'Supporting Documents' section with an 'Attach a Document' button.

2. Populate the fields, check boxes and radio buttons with the applicable data.

|   |   |
|---|---|
| <b>First Impact field</b>                         | Select the area of first impact from the drop-down menu.  |
| <b>Second Impact field</b>                        | Select the area of second impact from the drop-down menu.   |
| <b>Vehicle Damage field</b>                       | Select the damage to the vehicle involved in the collision from the drop-down menu.                 |
| <b>Damage Viewed checkbox</b>                     | Click this checkbox if the reporting officer viewed the damage to the vehicle.                      |
| <b>Damage Estimate field</b>                      | Enter the estimated damage in the field provided.   |
| <b>Description of Damage field</b>                | Enter a description of the damage to the vehicle, involved in the collision, in the field provided. |
| <b>Police Officer who Viewed the Damage field</b> | Enter name of reporting officer in the field provided.  |
| <b>First Name field</b>                           | Enter reporting officer's first name in the field provided.   |
| <b>Middle Name/ Initial field</b>                 | Enter reporting officer's middle name or middle initial in the field provided.                      |
| <b>Last Name field</b>                            | Enter reporting officer's last name in the field provided.  |
| <b>Badge Number field</b>                         | Enter reporting officer's badge number in the field provided.                                       |
| <b>Service field</b>                              | Select the police service that the reporting officer belongs to from the drop-down menu.            |
| <b>Division/ Station/ Detachment field</b>        | Enter reporting officer's division/ station and detachment in the field provided.                   |
| <b>Platoon or Squad field</b>                     | Enter reporting officer's platoon or squad in the field provided.                                   |
| <b>Date Damage viewed field</b>                   | Enter the date damage viewed using the pop-up calender provided.                                    |

|                                   |   |
|-----------------------------------|---|
| <b>Supporting Documents field</b> | Attach a document by clicking the link provided.                  |
| <b>Badge Number</b>               | Enter the reporting officer's badge number in the field provided. |

---

## PART 2: Reporting a Collision - People

### Witnesses

EC 2.4.1

---

#### Summary

The next step in the collision reporting process is to provide information relating to witnesses and/or, in the case of a fatality, a coroner. Complete this section according to local Police Service policy. Enter the name of the independent witnesses to the collision. Write the surname first in capital letters, followed by the first given name and initials.

#### Procedure

1. Select the PEOPLE panel (see EC 1.1.3 for details) on the **Navigation** bar on the **Collision System**.

The PEOPLE panel opens displaying the WITNESS tab.

Figure 1

The screenshot shows the 'Collision System' interface. The top navigation bar includes 'Collision', 'Location', 'Vehicles and Drivers', and 'People'. The 'People' panel is active, showing the 'Witness' tab. A 'Witness Present?' checkbox is checked. Below it is a table with one entry:

| Sequence # | Witness Name | Address                                   | Charged? |
|------------|--------------|---|----------|
| 1          | Test, 222    | 15 EVERINGHAM CRT, North York, ON, M2M2J6 | Y        |

The table also shows '1 - 1 out of 1 results' and navigation buttons for 'Previous', 'Exit', and 'Next'.

2. Select the WITNESS PRESENT checkbox, and select the ADD button to add a witness.

The **Witness Description** screen appears.

**Note:** The CORONER tab only appears in collisions where there is a fatality.

Figure 2

3. Populate the fields, check boxes and radio buttons with the applicable data.

|                                    |   |
|------------------------------------|---|
| <b>First Name field</b>            | Enter the first name of the witness in the field provided.                    |
| <b>Middle Name / Initial field</b> | Enter the middle name or middle initial of the witness in the field provided. |
| <b>Last Name field</b>             | Enter the last name of the witness in the field provided.                     |
| <b>No Fixed Address checkbox</b>   | If the witness is of no fixed address, select this checkbox.                  |
| <b>Postal / Zipcode field</b>      | Enter postal code in the field provided.                                      |
| <b>Address field</b>               | Enter address of the witness in the field provided.                           |



|   |   |
|---|---|
| <b>Country field</b>                    | Enter country of the witness in the field provided.   |
| <b>Province / State field</b>           | Enter province or state of the witness in the field provided.   |
| <b>City / Municipality field</b>        | Enter municipality of the witness in the field provided.  |
| <b>Charged checkbox</b>                 | If charges are pending, select this checkbox.   |
| <b>Act field</b>                        | Enter the act the witness is charged under.<br><br><b>Note:</b> Only applicable if charges are pending.                     |
| <b>Section field</b>                    | Enter the section the witness is charged under.<br><br><b>Note:</b> Only applicable if charges are indicated.               |
| <b>Sub-section field</b>                | Enter the sub-section the witness is charged under.<br><br><b>Note:</b> Only applicable if charges are indicated.           |
| <b>Clause field</b>                     | Enter the clause the witness is charged under.<br><br><b>Note:</b> Only applicable if charges are indicated.                |
| <b>Item field</b>                       | Enter the item the witness is charged under.<br><br><b>Note:</b> Only applicable if charges are indicated.                  |
| <b>Ticket Number field</b>              | Enter the ticket number for the witness.<br><br><b>Note:</b> Only applicable if charges are indicated.                      |
| <b>Other Offender Information field</b> | Enter any other offender information for the charged witness.<br><br><b>Note:</b> Only applicable if charges are indicated. |
| <b>Supporting Documents field</b>       | If there are any supporting documents regarding the collision, enter them in the field provided.                            |

|                     |  |
|---------------------|--|
| <b>Phone fields</b> | Enter phone information of the witness involved in the collision in the fields provided. |
|---------------------|--|

**Note:** If you want to exit the application, select the EXIT button.

If you want to return to the previous screen select the PREVIOUS button.

4. Select the NEXT>> button or click the CORONER tab to advance to the CORONER page in the event of a fatality.

---

## PART 2: Reporting a Collision - People

### Coroner's Information

---

EC 2.4.2

#### Summary

In the event of a collision involving a fatality the coroner must be notified.

Enter the name and telephone number of the coroner involved in the investigation.

#### Procedure

1. Select the PEOPLE panel (see EC 1.1.3 for details) on the **Navigation** bar on the **Collision System** and select the CORONER tab.

The PEOPLE screen appears with the WITNESS and CORONER tab displayed.

Figure 1

The screenshot shows the 'Collision System' interface with the 'People - Coroner' tab selected. The left sidebar contains collision details: MTO Reference No.: 100, Collision Report No.: 1, Report Version No.: 1, Collision Date: 2011/10/0, Report Status: Processed, Self-Reported: No, Municipality: Tiny TWP, Collision Class.: Other, Fall To Remain Collision: [blank]. Below this are two vehicle entries: Vehicle Plate No.: ABC12, DL No.: UNK; and Vehicle Plate No.: ABAB, DL No.: Z9235734445070. The main form area has tabs for 'Witness' and 'Coroner', with 'Coroner' selected. It contains sections for Name (First Name: Snow, Middle Name / Initial: SW, Last Name: White), Address (No Fixed Address: [checkbox], Postal / Zip Code, Address, Country, Province / State, City / Municipality), Supporting Documents, and Phone (a table with columns: Type, Country Code, Area Code, Telephone Number, Extension). The phone table has one row: Type: Work, Country Code: 1, Area Code: 416, Telephone Number: 123-4567, Extension: 214.

| Type | Country Code | Area Code | Telephone Number | Extension |
|------|--------------|-----------|------------------|-----------|
| Work | 1            | 416       | 123-4567         | 214       |

**Note:** The coroner tab is only displayed if the collision has a fatality.

2. Enter the coroner's information.

|                                    |  |
|------------------------------------|--|
| <b>First Name field</b>            | Enter the first name of the coroner in the field provided.                                       |
| <b>Middle Name / Initial field</b> | Enter the middle name or middle initial of the coroner in the field provided.                    |
| <b>Last Name field</b>             | Enter the last name of the coroner in the field provided.  |
| <b>No Fixed Address checkbox</b>   | If the coroner is of no fixed address, select this checkbox.                                     |
| <b>Postal / Zipcode field</b>      | Enter postal code of the coroner in the field provided.  |
| <b>Address field</b>               | Enter address of the coroner in the field provided.  |
| <b>Country field</b>               | Enter country of the coroner in the field provided.  |
| <b>Province / State field</b>      | Enter province of the coroner in the field provided.   |
| <b>City / Municipality field</b>   | Enter municipality of the coroner in the field provided.   |
| <b>Supporting Documents field</b>  | If there are any supporting documents regarding the collision, enter them in the field provided. |
| <b>Phone fields</b>                | Enter phone information of the coroner in the fields provided.                                   |

**Note:** At any time in your session you can save the collision data by selecting the SAVE button.

If you want to exit the application, select the EXIT button.

If you want to return to the previous screen, select the PREVIOUS button.

3. Select the EXIT>> button to return to the **Main Menu**.

---

## PART 3: Search the Collision Database

### Managing Collision Report Approvals

EC 3.1.1

---

#### Summary

Police officers can search for collision records based on various search criteria. This section describes how to enter search criteria, conduct a search and generate a report based on search criteria.

#### Procedure

1. From the **Main Menu**, select the MANAGE COLLISION REPORT APPROVALS link. See EC 1.1.4 for details.

Figure 1



The **Search Criteria** screen appears with the PENDING APPROVAL tab open.

Figure 2

**Note:** Prior to selecting search, you can customize your search by entering specific criteria in the fields provided on the screen. You can search by using one or all of the criteria to target your search:

2. Enter your search criteria by populating the fields as follows:

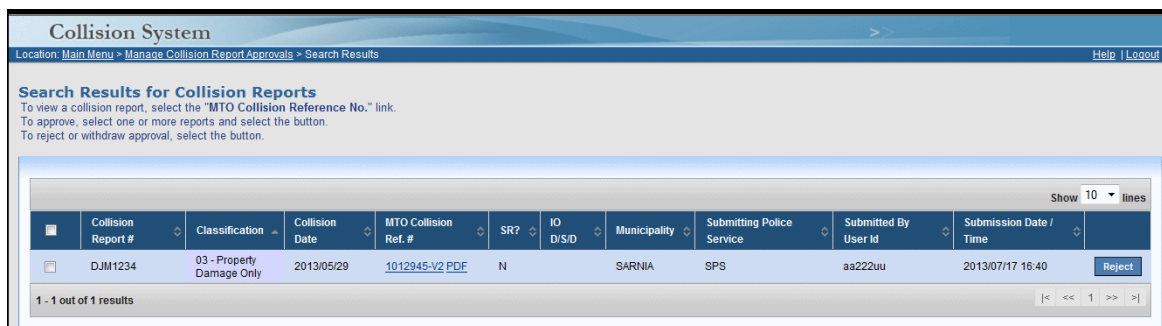
|  |  |
|--|--|
| <b>Collision Report Number field</b>                             | Enter the collision report number in the field provided.   |
| <b>Submitting Police Officer Badge No. field</b>                 | Enter the submitting police officer’s badge number in the field provided.  |
| <b>Submitting Police Service drop-down menu</b>                  | Select the submitting police service from the drop-down menu provided.   |
| <b>Submitted by User ID field</b>                                | Enter the user ID of the submitting officer in the field provided.   |
| <b>MTO Collision Reference No. field</b>                         | Enter the MTO collision reference number in the field provided.  |
| <b>Investigating Officer Division/ Station/ Detachment field</b> | Enter the investigating division/ station and detachment in the field provided.  |
| <b>Collision Report Date Radio buttons</b>                       | Select from the radio buttons provided, the report date, the time and/or the specific day in which the collision was reported. |

|                                |  |
|--------------------------------|--|
| <b>Other Date radio button</b> | Select the report type from the drop-down menu provided.                                       |
| <b>Date Range radio button</b> | Enter the driver licence number of the driver involved in the collision in the field provided. |

3. Select the SEARCH button to conduct your search or select the RESET button to clear your search criteria.

The **Search Results for Collision Reports** screen appears listing a search based on the criteria you entered on the previous screen.

**Figure 3**



4. Select the MTO COLLISION REF. # link corresponding to the report you want to view or click the CHANGE SEARCH CRITERIA button to alter your search.

**Note:** You can approve a report without viewing the report by clicking the APPROVE button when you reach this screen.

The **View Report Details** screen appears with the COLLISION tab open.

Figure 4

The screenshot shows a web application window titled "View Report Details" with the "MTO Collision Reference No.: 1012945" in the top right corner. Below the title bar are three tabs: "Collision", "Location", and "Vehicles and Drivers". The "Summary" tab is active, displaying the following information:

|                           |                      |
|---------------------------|----------------------|
| MTO Reference No.:        | 1012945              |
| Collision Report No.:     | DJM1234              |
| Report Version No.:       | 1                    |
| Collision Date:           | 2013/05/29           |
| Report Status:            | Submitted            |
| Self-Reported:            | No                   |
| Municipality:             |                      |
| Collision Class.:         | Property Damage Only |
| Fail To Remain Collision: | No                   |
| Vehicle Plate No.:        | ABC215               |
| DL No.:                   | T28251092815102      |

A "Close Window" button is located in the bottom right corner of the window.

5. Review report summary details and select the LOCATION tab.

The **View Report Details** screen appears with the LOCATION tab open.



Figure 5

The screenshot shows a web application interface titled "View Report Details" with a reference number "MTO Collision Reference No.: 1012945". It features three main tabs: "Collision", "Location", and "Vehicles and Drivers". Under the "Location" tab, there are sub-tabs for "Details", "Roads", and "Map". The "Details" sub-tab is active, displaying the following information:

|                            |  |                    |
|----------------------------|--|--------------------|
| Municipality:              | [SARNIA] CITY OF SARNIA                  |                    |
| County:                    | [LAMBTON] COUNTY OF LAMBTON              |                    |
| District:                  |  |                    |
| Regional Municipality:     |  |                    |
| Location:                  | [02] Intersection Related (on highway)   |                    |
| Jurisdiction               | [01] Municipal (excluding township road) |                    |
| Impact Location:           | [99] Other                               | xxx                |
|                            |  | Thru Lane No.: xxx |
| Traffic Control:           | [08] Traffic Gate                        |                    |
| Traffic Control Condition: | [02] Not-Functioning                     |                    |

6. Review report summary details and select the VEHICLE AND DRIVERS tab.

The **View Report Details** screen appears with the VEHICLE AND DRIVERS tab open.

Figure 6

View Report Details MTO Collision Reference No.: 1012945

Collision Location Vehicles and Drivers

| Sequence # | Vehicle Plate No. | VIN               | Make | Model | Model Year | Vehicle Indirectly Involved? | DL No.          | Trailer | Involved Person Count |
|------------|-------------------|-------------------|------|-------|------------|------------------------------|-----------------|---------|-----------------------|
| 1          | ABC215            | 89K84934959FK4913 | FORD | XXX   | 1993       | N                            | T28251092815102 | N       | 1                     |

Vehicle Details Driver Vehicle Owner Commercial Vehicle Operator Trailer Involved People

Vehicle Plate No.: **ABC215** Partial Plate No.: **No**  
 Plate/VIN Jurisdiction: **[ON] Ontario**  
 VIN: **89K84934959FK4913** Plate/Vehicle Mismatch: **No**

Vehicle Indirectly Involved? **No** Driverless Moving Vehicle? **No**  
 Make: **FORD** Model: **XXX** Model Year: **1993**  
 Colour: **RED** Body Style: **4D** Air Brake: **No**  
 Lic. Class Required: **Leased?** **No** Approx. Speed (Km/hr.):  
 No. of Occupants in Vehicle: **1**  
 Vehicle Type: **[04] Passenger Van**  
 Use of Emergency Signals:  
 Towed Vehicle:  
 Vehicle Condition: **[99] Other Defect**  
 Vehicle Manoeuvre: **[01] Going Ahead**  
 Initial Direction of Travel: **[01] North**  
 Vehicle Taken/Towed To:  
 Vehicle Taken/Towed By:

- Review report summary details and return to the **Search Results for Collision Reports** screen.

The **Search Results for Collision Reports** screen appears again.

Collision System

Location: Main Menu > Manage Collision Report Approvals > Search Results Help | Logout

**Search Results for Collision Reports**  
 To view a collision report, select the "MTO Collision Reference No." link.  
 To approve, select one or more reports and select the button.  
 To reject or withdraw approval, select the button.

| Collision Report #               | Classification            | Collision Date | MTO Collision Ref. #           | SR? | IO D/S/D | Municipality | Submitting Police Service | Submitted By User Id | Submission Date / Time |
|----------------------------------|---------------------------|----------------|--------------------------------|-----|----------|--------------|---------------------------|----------------------|------------------------|
| <input type="checkbox"/> DJM1234 | 03 - Property Damage Only | 2013/05/29     | <a href="#">1012945-V2 PDF</a> | N   |          | SARNIA       | SPS                       | aa222uu              | 2013/07/17 16:40       |

1 - 1 out of 1 results

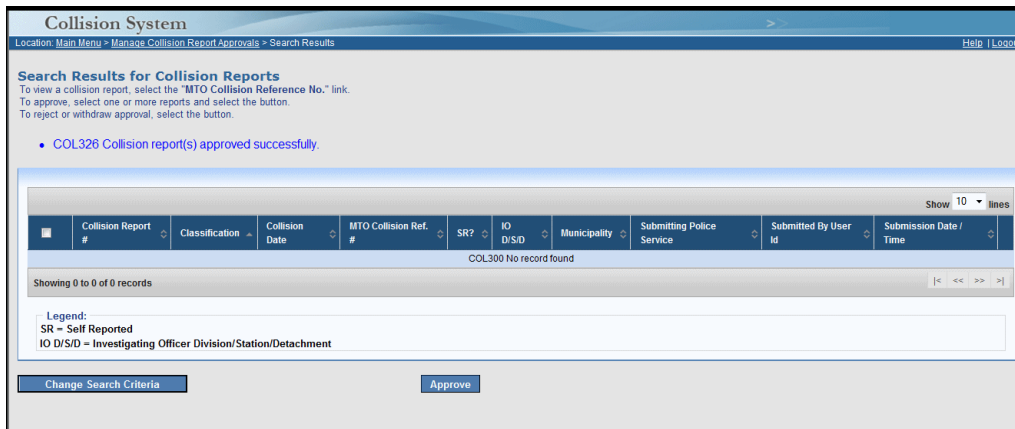
Legend:  
 SR = Self Reported  
 IO D/S/D = Investigating Officer Division/Station/Detachment

[Change Search Criteria](#) [Approve](#) [Reject](#)

PDF link

- To approve the report, click on the **APPROVE** button.

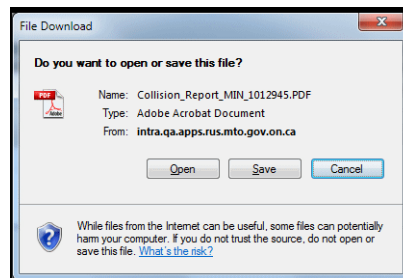
The Approval Confirmation screen appears.



9. To print a .pdf of the report, select the PDF link on the **Search Results for Collision Reports** screen.

The .pdf dialogue box opens.

**Figure 7**



10. You can either save the .pdf to or open it. If you open the .pdf, and collision report will open similar to **Figure 8** and **Figure 9**.

Figure 8

Ver 1 Ontario Motor Vehicle Collision Report Ver 1

Use Template Ver 1 With this report

Self Reported

Collision Number: DUM1234 Collision Date: 2013/05/29 Day of the Week: Wed Time: 00:00

Police Officer Reported to: 2013/05/29 00:00

Name of Investigating Officer: [ ]

Name of Submitting Police Service: SPS

Location: R1 Trafficway R2 Insurance Front Jones Road Municipality: SARNOIA County District Reg. Municipality: LAMBTON

Driver (Last Name First): [ ] Code: [ ]

Address: [ ] Telephone No.: [ ] Postal Code: [ ]

Driver's Licence No.: T28251062815102

Gender: [ ] Proper Licence to Drive Class of Vehicle: [ ] Suspended: [ ] Blood Alcohol: [ ] Blood Test: [ ]

Make: FORD Year: 1993 Color: RED Body Style: 4D

Air Brake: [ ] Plate No.: ABC215

Owner (Last Name First): PETERS, WILLIAM

Address: 56 NIAOGRA DR Toronto, ON, CA

Insurance Company: [ ]

Policy No.: [ ]

CVOR NO.: [ ] Lic. Class Required: [ ] Loaded: [ ] Unloaded: [ ] Approx. Speed: [ ]

Make: [ ] Year: [ ] Color: [ ] Body Style: [ ]

Owner (Last Name First): [ ]

Address: [ ] Telephone No.: [ ] Postal Code: [ ]

Insurance Company: [ ]

Policy No.: [ ]

Number of Lanes: R1: 2 Max: 100 Advisory: 100

R2: 2 Max: 100 Advisory: 100

Describe Damage to Owner Property: [ ]

Involved Persons - Injured Taken To: [ ]

Independent Witnesses - Name: [ ]

Vehicle Taken To By: [ ]

Persons Charged - Section and Act & P.O.T. No.: [ ]

Name of Coroner: [ ] Telephone No.: [ ]

Signature of Investigating Officer: [ ] Report Completed: [ ]


Signature of Supervisor: [ ]

| Involved Person | Plat. No. | Age | Sex | Height | Weight | Build | Complexion | Hair | Eyes | Occupants | Remarks |
|-----------------|-----------|-----|-----|--------|--------|-------|------------|------|------|-----------|---------|
| 1               | 1         |     |     |        |        |       |            |      |      |           |         |
| 2               |           |     |     |        |        |       |            |      |      |           |         |
| 3               |           |     |     |        |        |       |            |      |      |           |         |
| 4               |           |     |     |        |        |       |            |      |      |           |         |
| 5               |           |     |     |        |        |       |            |      |      |           |         |
| 6               |           |     |     |        |        |       |            |      |      |           |         |
| 7               |           |     |     |        |        |       |            |      |      |           |         |
| 8               |           |     |     |        |        |       |            |      |      |           |         |
| 9               |           |     |     |        |        |       |            |      |      |           |         |
| 10              |           |     |     |        |        |       |            |      |      |           |         |
| 11              |           |     |     |        |        |       |            |      |      |           |         |
| 12              |           |     |     |        |        |       |            |      |      |           |         |
| 13              |           |     |     |        |        |       |            |      |      |           |         |
| 14              |           |     |     |        |        |       |            |      |      |           |         |
| 15              |           |     |     |        |        |       |            |      |      |           |         |
| 16              |           |     |     |        |        |       |            |      |      |           |         |
| 17              |           |     |     |        |        |       |            |      |      |           |         |
| 18              |           |     |     |        |        |       |            |      |      |           |         |
| 19              |           |     |     |        |        |       |            |      |      |           |         |
| 20              |           |     |     |        |        |       |            |      |      |           |         |
| 21              |           |     |     |        |        |       |            |      |      |           |         |
| 22              |           |     |     |        |        |       |            |      |      |           |         |
| 23              |           |     |     |        |        |       |            |      |      |           |         |
| 24              |           |     |     |        |        |       |            |      |      |           |         |
| 25              |           |     |     |        |        |       |            |      |      |           |         |
| 26              |           |     |     |        |        |       |            |      |      |           |         |
| 27              |           |     |     |        |        |       |            |      |      |           |         |
| 28              |           |     |     |        |        |       |            |      |      |           |         |
| 29              |           |     |     |        |        |       |            |      |      |           |         |
| 30              |           |     |     |        |        |       |            |      |      |           |         |
| 31              |           |     |     |        |        |       |            |      |      |           |         |
| 32              |           |     |     |        |        |       |            |      |      |           |         |
| 33              |           |     |     |        |        |       |            |      |      |           |         |
| 34              |           |     |     |        |        |       |            |      |      |           |         |
| 35              |           |     |     |        |        |       |            |      |      |           |         |
| 36              |           |     |     |        |        |       |            |      |      |           |         |
| 37              |           |     |     |        |        |       |            |      |      |           |         |
| 38              |           |     |     |        |        |       |            |      |      |           |         |
| 39              |           |     |     |        |        |       |            |      |      |           |         |
| 40              |           |     |     |        |        |       |            |      |      |           |         |
| 41              |           |     |     |        |        |       |            |      |      |           |         |
| 42              |           |     |     |        |        |       |            |      |      |           |         |
| 43              |           |     |     |        |        |       |            |      |      |           |         |
| 44              |           |     |     |        |        |       |            |      |      |           |         |
| 45              |           |     |     |        |        |       |            |      |      |           |         |
| 46              |           |     |     |        |        |       |            |      |      |           |         |
| 47              |           |     |     |        |        |       |            |      |      |           |         |
| 48              |           |     |     |        |        |       |            |      |      |           |         |
| 49              |           |     |     |        |        |       |            |      |      |           |         |
| 50              |           |     |     |        |        |       |            |      |      |           |         |
| 51              |           |     |     |        |        |       |            |      |      |           |         |
| 52              |           |     |     |        |        |       |            |      |      |           |         |
| 53              |           |     |     |        |        |       |            |      |      |           |         |
| 54              |           |     |     |        |        |       |            |      |      |           |         |
| 55              |           |     |     |        |        |       |            |      |      |           |         |
| 56              |           |     |     |        |        |       |            |      |      |           |         |
| 57              |           |     |     |        |        |       |            |      |      |           |         |
| 58              |           |     |     |        |        |       |            |      |      |           |         |
| 59              |           |     |     |        |        |       |            |      |      |           |         |
| 60              |           |     |     |        |        |       |            |      |      |           |         |
| 61              |           |     |     |        |        |       |            |      |      |           |         |
| 62              |           |     |     |        |        |       |            |      |      |           |         |
| 63              |           |     |     |        |        |       |            |      |      |           |         |
| 64              |           |     |     |        |        |       |            |      |      |           |         |
| 65              |           |     |     |        |        |       |            |      |      |           |         |
| 66              |           |     |     |        |        |       |            |      |      |           |         |
| 67              |           |     |     |        |        |       |            |      |      |           |         |
| 68              |           |     |     |        |        |       |            |      |      |           |         |

SR.LD.401ES 11-09 © Queen's Printer for Ontario, 2011 / © Imprimeur de la Reine pour l'Ontario, 2011 031420247 1012945-V1 DRAFT copy

Figure 9

Ver 1  
Use Template  
Ver. 1 with  
this report



**Ontario**  
Motor Vehicle  
Collision

Self Reported

Ver 1  
Page  
2 of 2

|                  |         |    |    |                 |        |
|------------------|---------|----|----|-----------------|--------|
| Collision Number | DJM1234 |    |    | Page            | 2 of 2 |
| Collision Date   | Y       | M  | D  | Day of the Week | Time   |
|                  | 2013    | 05 | 29 | Wed             | 00:00  |

| Geographic Latitude | Geographic Longitude | Z Co-Ordinate |
|---------------------|----------------------|---------------|
| 42.970615           | -82.4053575          | 0.0           |

Personal information on this form is collected under the authority of s. 205 of the Ontario Highway Traffic Act and is used to maintain a record of motor vehicle accidents in Ontario. If you have any questions about the collection and use of your personal information collected on this form, please call the Supervisor, ServiceOntario at 416 235-2999 or 1 800 367-3445 or write to the Supervisor, Ministry of Transportation, Licensing Administration and Support Office, Main Floor, building A, 1201 Wilson Ave., Downsview, Ontario, M3M 1L8. Direct general inquiries to ServiceOntario at 416 235-2999 or 1 800 367-3445 or visit [www.serviceontario.ca](http://www.serviceontario.ca)

SR.LD-401ES 11-09
Queen's Printer for Ontario, 2011 / Imprimeur de la Reine pour l'Ontario, 2011
031420247
1012945-V1

---

## PART 3: Search the Collision Database

### Managing Approved Reports

EC 3.1.2

---

#### Summary

The next step in the collision reporting process, describes how officers manage approved collision reports.

#### Procedure

1. From the **Main Menu**, select the MANAGE COLLISION REPORT APPROVALS link. See EC 1.1.4 for details.

**Figure 1**



The **Search Criteria** screen appears with the PENDING APPROVAL tab open.

Figure 2

2. Select the APPROVALS (CAN BE WITHDRAWN) tab.

The **Search Criteria** screen appears with the APPROVAL (CAN BE WITHDRAWN) tab open.

3. Enter your search criteria by populating the fields as follows:

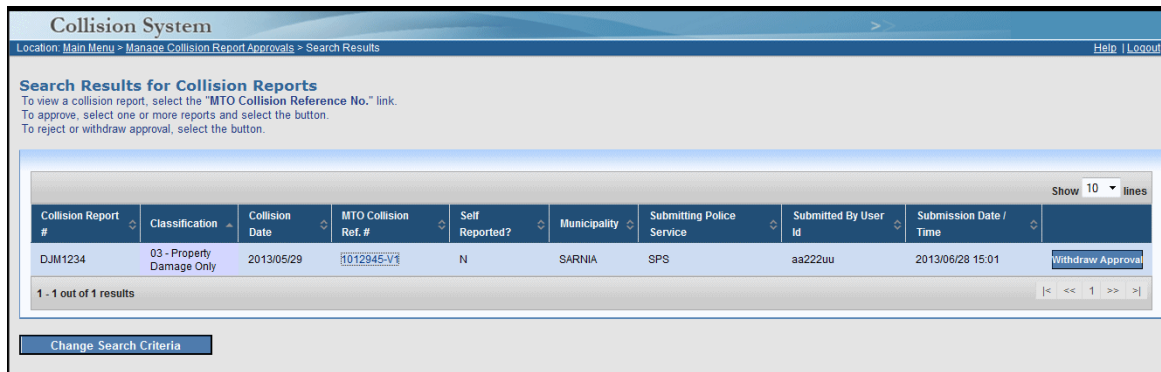
|   |   |
|---|---|
| <b>Collision Report Number field</b>            | Enter the collision report number in the field provided.                |
| <b>Approved by radio button</b>                 | Select radio button that corresponds to who approved the report.        |
| <b>Submitting Police Service drop-down menu</b> | Select the submitting police service from the drop- down menu provided. |

|  |   |
|--|---|
| <b>MTO Collision Reference No. field</b> | Enter the MTO collision reference number in the field provided.                     |
| <b>Submitted by User ID field</b>        | Enter the user ID of the individual who submitted the report in the field provided. |

4. Select the **SEARCH** button to conduct your search or select the **RESET** button to clear your search criteria.

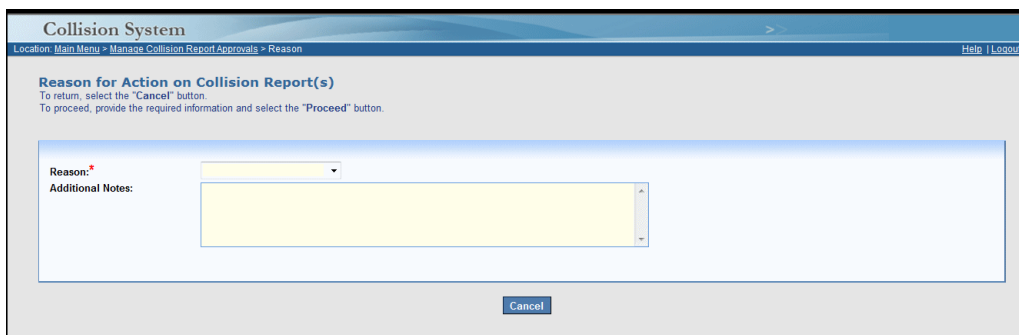
The **Search Results for Collision Reports** screen appears listing a search based on the criteria you entered on the previous screen.

**Figure 3**



5. If you want to withdraw the approval of an application, click the **WITHDRAW APPLICATION** button.
6. The **Reason for Action on Collision Report** screen appears.

**Figure 4**



7. Select a reason for withdrawing from the **REASON** drop-down menu and add any additional notes if required in the field provided.



**Figure 5**

