

**IMPLEMENTATION PLAN AND COST
ANALYSIS FOR OREGON'S ONLINE
CRASH REPORTING SYSTEM**

Final Report

SR 500-460



Oregon Department of Transportation

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by

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16. Abstract Federal, state and local transportation agencies, law enforcement, the legislature, consulting firms, safety advocates and the public use crash data to quantify emerging traffic safety issues and problems, determine priorities, support decision-making, and target resources where they will be most effective. In most states, the primary source of crash data is a report completed by police officers. Oregon is different in that it relies heavily on citizens to report crash data via the Oregon Traffic Accident and Insurance (OTAI) paper-based report. Citizens are required to submit the OTAI report to the Driver and Motor Vehicle Services (DMV) within 72 hours after the accident occurs. The main objective of this project was to define the main features, functions, capabilities and system architectures that may be incorporated into an online citizen crash reporting system to complement (and eventually replace) the paper-based OTAI report. The implementation of an online citizen crash reporting system could translate into a number of potential benefits to DMV and the Crash Analysis and Reporting (CAR) Unit. These benefits may include the collection of more accurate, timely, uniform and complete traffic accident data. It is expected that the preliminary design work performed as part of this project will aid the DMV and the CAR Unit in the future development and implementation of an online citizen crash reporting system.			
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IMPLEMENTATION PLAN AND COST ANALYSIS FOR OREGON'S ONLINE CRASH REPORTING SYSTEM

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1.0 INTRODUCTION

Federal, state and local transportation agencies, law enforcement, the legislature, consulting firms, safety advocates, and the public use crash data to quantify emerging traffic safety issues and problems, determine priorities, support decision-making, and target resources where they will be most effective. Accurate crash data allows for a complete understanding of the nature, causes, and injury outcomes of crashes and facilitates the development of strategies and interventions that will reduce their occurrences and potential consequences (*US DOT 2007*).

In most states, the primary source of crash data is a report completed by police officers. Oregon is different in that it relies heavily on citizens to report crash data on approximately 60% of the estimated 44,000 accidents that occur each year in the state. In Oregon, drivers are required by law to file an Oregon Traffic Accident and Insurance (OTAI) Report to the Driver and Motor Vehicle Services (DMV) within 72 hours if they are involved in an accident resulting in any of the following (*ODOT 2010*):

- Over \$1500 in damages to their vehicles.
- Injury (no matter how minor).
- Death.
- Damage to any one person's property is over \$1500.
- Any vehicle has damage over \$1500 and any vehicle is towed from the scene as a result of damages.

Drivers can obtain a paper copy of the OTAI report at a DMV's branch office or access and print an electronic version of the report from the DMV's website. There are multiple pages to the OTAI report. The first two provide instructions to the driver on how to fill out the report; the next two pages request detailed information about the crash and the driver's insurance; and the final page is supplemental if more than two drivers were involved in the accident. In addition, a Motor Carrier Crash Report has been included in the report packet to ensure that it is readily accessible to Motor Carrier drivers and its personal information is protected under Oregon law (ORS 802.220(5)).

The DMV and the Crash Analysis and Reporting (CAR) Unit are the main users of the data contained in the OTAI report. The DMV is primarily interested in making sure drivers comply with Oregon law requiring motor vehicle insurance and OTAI report filing. CAR uses the information in the report to populate the statewide crash file (*Monseré et al 2005*). Once OTAI reports are received by DMV, there are several manually intensive steps taken for compiling, processing, and transferring the accident information they contain. First, reports that refer to the same accident are bundled into a case file. DMV personnel verify compliance with reporting requirements and insurance. The OTAI reports are then mailed or shuttled to the CAR Unit where information in the crash reports is evaluated for consistency of basic information between reports; location information is verified for accuracy and completeness; and narratives analyzed

to determine appropriate assignment of data elements. Finally, the data is manually coded and entered into the statewide crash data system.

None of these steps are currently automated. Furthermore, the CAR Unit is unable to extract and process the crash data they need until DMV has completed their processing. These issues, coupled with the high volume of OTAI reports submitted by drivers, may significantly compromise both the accuracy and the timeliness of the crash data.

1.1 PROJECT OBJECTIVES

As part of this project, the following objectives were accomplished:

1. Evaluated existing systems that allow citizens to report traffic accident information via the Internet.
2. Identified three preliminary sets of features, functions, capabilities, and system architectures that may be incorporated into an online citizen crash reporting system.
3. Presented the advantages and disadvantages, as well as preliminary cost estimates of the three alternatives to the Technical Advisory Committee (TAC).
4. Mapped all the fields of the OTAI report paper form into equivalent electronic fields for implementation in an online system.
5. Prepared a final report to document findings and recommendations.

1.2 REPORT ORGANIZATION

The rest of this report is organized as follows. Section 2 presents the results of a review of several existing online traffic accident reporting systems. Section 3 presents the analysis performed on the existing processes currently in place at DMV and the CAR Unit to process the OTAI report. Section 4 discusses three preliminary online citizen crash reporting system alternatives developed based on the results of the review included in Section 1 and the customer requirements provided by the DMV and the CAR Unit. Section 5 explains the basic requirements that an online citizen crash reporting system should meet. Finally, section 6 includes final remarks.

2.0 REVIEW OF EXISTING ONLINE TRAFFIC REPORTING SYSTEMS

A review of existing online traffic accident reporting (OTAR) systems was conducted to identify key features that could be useful in the implementation of a similar system in Oregon. This review focused mainly on systems that are web enabled and that also provide a graphical user interface (GUI) to report accident information.

A total of 16 systems were initially reviewed. The first step in the review process was to determine whether a system could be used by citizens or if it was intended exclusively for use by law enforcement agencies to report motor vehicle accidents. If systems were intended for citizen reporting, they were further classified into systems intended only for motor vehicle accident reporting or systems to report other types of incidents (e.g., burglary). Finally, a determination was made as to whether the system was a commercial product offered by a company or it had been developed internally by the organization using it.

Using the criteria mentioned above, eight systems (out of the initial 16 systems reviewed) were excluded from further analysis for the following reasons:

1. Three of the systems are designed to report crash data but can only be used by law enforcement agencies. The systems included in this category are:
 - Michigan State Traffic Car Reporting System (TraCS)
 - Illinois mobile capture & reporting (MCR) system
 - Wisconsin State Traffic Car Reporting System (TraCS)
2. Four systems use a system called Desk Officer Online Reporting System (DORS) developed by the company Coplogic. DORS is an online citizen reporting system intended for the general public, but it focuses on incidents other than crash accidents such as burglary, robbery, and car theft. The following cities (or entities) utilize this system:
 - Arizona: Pima County Sheriff Office
 - California: City of San Francisco
 - California: City of Fremont
 - Ohio: City of Cleveland
3. Finally, the last system excluded from further analysis belongs to the auto insurance company GEICO. This is a custom built website to report crash accidents, but the system could not be analyzed because a user account was required.

Table 2.1 shows a summary of the general characteristics of the systems eliminated from further analysis.

Table 2.1: Online reporting systems excluded from further analysis

ENTITY	SYSTEM NAME	SYSTEM TYPE	SOURCE	URL
Wisconsin State	TraCS	Law enforcement	TraCS	http://www.dot.wisconsin.gov/drivers/drivers/enforce/tracs/users/index.htm
City of San Francisco ¹	SFPD Report System	Incident reporting (Citizen)	Coplogic	http://www.sf-police.org/index.aspx?page=778#vandalism
City of Cleveland, OH ¹	Online Crime Reporting System	Incident reporting (Citizen)	Coplogic	http://www.city.cleveland.oh.us/CityofCleveland/Home/Government/CityAgencies/PublicSafety/Division%20of%20Police/Onlinereports
City of Fremont, CA ¹	Fremont Police Department Online Citizen Reporting	Incident reporting (Citizen)	Coplogic	http://www.fremontpolice.org/policereports/start_report.html
Pima County Sheriff, AZ ¹	Pima County Sheriff Online Reporting	Incident reporting (Citizen)	Coplogic	https://secure.coplogic.com/dors/app?service=page/SelectIncidentType
Michigan State	TraCS	Law enforcement	Custom made	http://www.michigan.gov/msp/0,1607,7-123-1593_24055_35240-170528--,00.html
Illinois State	Illinois Mobile capture and record	Law enforcement	Custom made	http://dot.state.il.us/mcr/contact.html
GEICO	GEICO Online report system	Crash and incident reporting (Citizen)	GEICO	http://www.geico.com/claims/report/

¹ Since the system is the same for all these localities, only the one operated by the city of Reno, Nevada, was chosen to analyze its features.

Table 2.3 on the next page shows the systems whose features were further analyzed. These systems were selected because their characteristics better matched the objectives of this project, i.e., they are available to the general public and their main purpose is to report traffic accident data. The systems shown in Table 2.3 are ordered by how well their characteristics can be useful if a similar system were to be implemented in Oregon to complement the current manual OTAI reporting process.

Table 2.2 shows the main factors that were considered when analyzing the salient features of each system. Additionally, the 10 usability heuristics for user interface design developed by Jakob Nielsen were also considered in the review (Nielsen 2010).

Table 2.2: Criteria used to analyze online citizen reporting systems

FACTOR	DEFINITION
Loading time	The time it takes for the website, individual pages and tools to load on the web browser.
Use of verification codes	Indicates if the website uses verification, such as <i>Completely Automated Public Turing Test To Tell Computers and Humans Apart</i> (CAPTCHA) image validation, to prevent spamming programs from using the website.
Visibility of system status	This indicates if the website informs the user of his/her current step in the overall reporting process.
Help button available	Help button availability.
Proximity compatibility	This indicates if controls are close to the elements they control. In some cases, such controls can be far away from each other.
Error feedback	This indicates if the website uses validation features to identify incorrect data types (e.g., letters instead of numbers) when the user enters information.
Recognition rather than recall	This indicates how easy it is to navigate through the website by only recognizing the elements the user needs rather than trying to memorize information.
Save report feature	This indicates if the website has a feature to save a report to edit it later.
Drop down menus	This indicates if the website has drop down menus to limit the options the user can input. This greatly increases the quality of the data.

The following subsections describe each of the systems listed in Table 2.3 in more detail.

Table 2.3: Online citizen reporting systems analyzed in more detail

ENTITY	SYSTEM NAME	SYSTEM TYPE	SOURCE	URL
Insurance Commission of Western Australia	Online Crash Reporting Facility	Crash report (Citizen)	Custom made	https://www.crashreport.com.au/
Colorado State	Colorado Online Accident Reporting	Crash report (Citizen)	Custom made	https://crash.state.co.us/
Arkansas State	Arkansas Motor Vehicle Accident Report (SR-1)	Crash report (Citizen)	Custom made	https://www.ark.org/dfa/sr1/index.html
City of Wichita Kansas	Motor vehicle accident on-line report	Crash report (Citizen)	Custom made	https://www.wichita.gov/CityOfWichita/Templates/Form.aspx?NRMODE=Published&NRORIGINALURL=/CityOffices/Police/Forms/AccidentReport.htm&NRNODEGUID={FDABF1E6-1714-454D-96C5-A8D9A0AAA3F4}&NRCACHEHINT=Guest
University of California San Diego	Ucsd vehicle accident/incident report	Crash and incident report (Citizen)	Blink (part of the university)	http://blink.ucsd.edu/facilities/transportation/vehicle/accidents.html
City of Salinas, CA	Crime & Incident Report	Incident reporting (Citizen)	Custom made	http://www.salinaspd.com/online_services/crime_incident.html
City of Reno NV	Police Online Reporting System	Incident reporting (Citizen)	Coplogic	http://www.reno.gov/Index.aspx?page=1267
ClaimMS GmbH	Accident sketch	Non crash related system	Custom made	http://draw.accidentsketch.com/

2.1 INSURANCE COMMISSION OF WESTERN AUSTRALIA

The Insurance Commission of Western Australia (ICWA) Online Crash Reporting Facility system has many characteristics that make it a good starting point for the design of a similar system in Oregon. It includes a very user friendly interface and a geographic information system (GIS) interface (similar to Google maps) that helps the user to first locate on a map the exact location of the crash, as depicted in Figure 2.1.

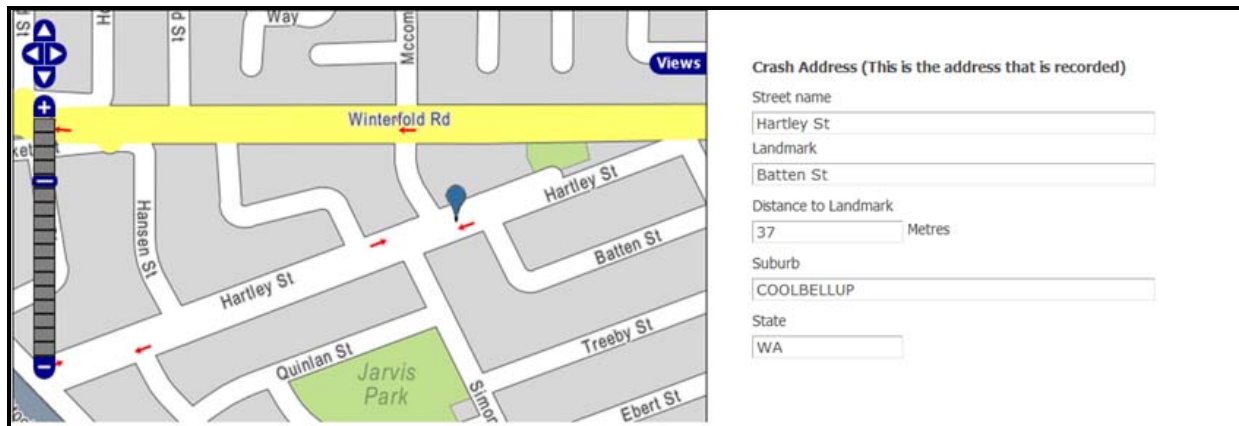


Figure 2.1: ICWA crash locator GIS

Another interesting feature of this website is the ability to select the location of each passenger on the vehicle when the crash occurred. This interface is depicted in Figure 2.2.

Your vehicle and passenger details

Please provide any known details of each passenger individually. Once you have entered as much information as you can, allocate their seating position by clicking on the seating diagram.

Given Names:
Family Name:
Date of Birth: - Select - - Select - (YYY)
Sex: - Select -
Address Line 1:
Address Line 2:
Suburb:
Post code:
State: - Select -
Mobile Phone:
Home Phone:
Work Phone:
Email Address:
Occupation:
Employer:

Use your left mouse button to indicate the position in which the passenger was sitting. Once completed, click on the "Save this passenger" button.

Seating diagram showing 9 seats arranged in a 3x3 grid. The top row has a yellow seat, a grey seat, and a purple seat. The middle row has three grey seats. The bottom row has three grey seats. A label 'car or' is next to the purple seat.

Please select if the passenger was wearing a seat belt *

Version: 2.0.26.1 Revision: 3908M

Previous Next

Figure 2.2: ICWA passenger locator

The ICWA's Online Crash Reporting Facility website also offers an excellent drawing tool to sketch the details of the accident. This tool includes many road elements, vehicles and even animal figures that can be dragged onto the screen to generate a diagram of the crash situation. The drawing tool interface is depicted in Figure 2.3.

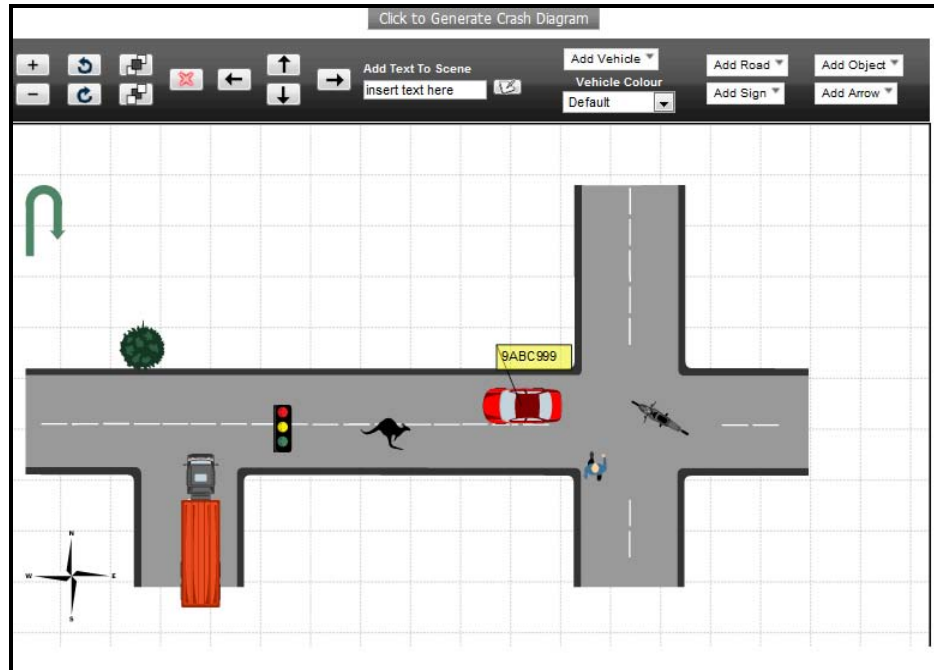


Figure 2.3: ICWA crash diagram tool

Table 2.4 shows the final score given to the ICWA's Online Crash Reporting Facility website based on the factors described in Table 2.2.

Table 2.4: ICWA's online crash reporting facility system score table

FACTOR	RATING
Loading time	Long.
Use of verification codes	Yes.
Visibility of system status	Yes. Uses a progress bar.
Help button available	Yes.
Proximity compatibility	Bad. Drop down windows appear far from click point sometimes.
Error feedback	Good. Validation in many input boxes.
Recognition rather than recall	Good use of interactive maps to recognize location of crash. However, the features of the crash section use a lot of memory resources.
Save report feature	Can opt to save the report and then logout and continue with the report some other day. No account needs to be created, just a report ID and a password.
Drop down menus	Yes.

2.2 COLORADO'S ONLINE ACCIDENT REPORTING SYSTEM

The Colorado Online Accident Reporting system is statewide internet application provided by the Colorado State Patrol. It is a custom made system that provides a simple user interface without long loading times. Figure 2.4 depicts a screenshot of one of the pages of the system.

The screenshot shows a web form for reporting an accident. It is divided into several sections with labels on the left: 'Vehicle Type', 'Your Information', 'Your State ID Information', 'Your Vehicle Information', 'Vehicle Owner Information', and 'Vehicle or Property Insurance Information'. The 'Vehicle Type' section has radio buttons for Pedestrian, Car/Truck (selected), Motorcycle, and Bicycle, and a checkbox for 'Check this box, if Your Vehicle was PARKED'. The 'Your Information' section includes fields for Last Name, First Name, MI, Address, City, State (dropdown), Zip, and Phone #. The 'Your State ID Information' section includes ID/Driver Lic. #, State (dropdown), Gender (dropdown), Birthdate, and a note 'i.e. 01/23/1980'. The 'Your Vehicle Information' section includes Vehicle Year (with 'i.e. 2000'), Make, Model, License Plate, State (dropdown), Body Type (dropdown), Color, and VIN. The 'Vehicle Owner Information' section has a checked checkbox for 'Vehicle Owner Same as Driver*' with a note 'Check if the driver is the owner and you may skip to insurance section.', followed by fields for Last Name, First Name, MI, Company, Address, City, State (dropdown), Zip, and Phone #. The 'Vehicle or Property Insurance Information' section includes fields for Company, Policy #, and Exp. Date (with 'i.e. 01/23/2000').

Figure 2.4: Colorado Online Accident Reporting System Screenshot 1

One of the relevant features of this system is that it allows the user the ability to provide an email address to save a report and complete it later. The screenshot where this information is entered by the user is depicted in Figure 2.5. Before submitting the accident report, the user is allowed to review all the entered information, as depicted in Figure 2.6.

Colorado Online Accident Report

Instructions
 This site can only be used for accidents less than 60 days ago (07/01/10 or later).
 A red asterisk (*) denotes required information.
 For more information about a field, hold your mouse cursor over the ?

Accident Information

Please enter your email address and create a password in case you need to save a report and return to it later. If you do not enter an email address and password you will not be able to return to a saved report. You cannot edit a report once it has been submitted.

Email

Password is only required if you are providing an Email address.

Password

Confirm Password

Accident Date i.e. 01/01/2010

Time i.e. 12:30 ☐ AM ☐ PM

Vehicles/Properties 1 to 6 (1 for your vehicle, plus up to 5 additional properties/vehicles).
 If you hit wildlife and yours is the only vehicle or property involved, enter "1".
 If you were involved in a hit and run accident and do not have information on the other driver/vehicle involved, enter "1".

County Select County

Location of Accident:

Name of Additional Location:

Direction to Additional Location: NONE

Distance to Additional Location: Miles

Please check all that apply.

☐ Accident Alert

☐ Damage estimated at less than \$1000

☐ Private Property

Proceed

Figure 2.5: Colorado Online Accident Reporting System Screenshot 2

Accident Information

Date 08/30/2010

Time 12:20 AM

Vehicles/Properties 1

County Denver

Location

Name of Roadway or Address of Property:

Direction to Additional Location: West

Distance to Additional Location: Miles

Accident Alert No

Damage estimated at less than \$1000 No

Public Property No

Your Vehicle

Vehicle Type Car/Truck

Last Name s **First Name** s **MI**

Address 22

City s **State** CO **Zip** 88889

ID/Driver Lic.# **State**

Gender Male **Birthdate** 01/23/1978

Vehicle Year 2000 **Make** Ford **Model**

License Plate **State**

Body Type NA

Vehicle Owner Same as Driver

Insurance Information

Company kiza

Policy # 888

Exp. Date 01/23/2011

Figure 2.6: Colorado Online Accident Reporting System Screenshot 3

Table 2.5 shows the score table for the Colorado Online Accident Reporting system website based on the factors described in Table 2.2.

Table 2.5: Colorado online accident reporting system score table

FACTOR	RATING
Loading time	Fast.
Use of verification codes	No.
Visibility of system status	It does not indicate what step in the process is currently shown.
Help button available	Yes, for some of the sections only.
Proximity compatibility	Good.
Error feedback	Provided in some areas.
Recognition rather than recall	Uses a lot of memory resources.
Save report feature	Yes, however an email is required.
Drop down menus	No.

2.3 ARKANSAS' MOTOR VEHICLE ACCIDENT REPORT

The Arkansas' motor vehicle accident report provides a single web page for the user to enter information pertaining to the accident. No save option is provided. Figure 2.7 depicts the system's main form.

Your Vehicle Description and License Information

Vehicle Make:

Vehicle Year:

Vehicle License No.:

State:

Accident Information

Accident Location (city/town):

Roadway Name:

Date of Accident: (mm/dd/yyyy)

Time of Accident:

Property Damage Information

Cost of repairing vehicle or replacing if total loss: \$ (must be in dollar amount)

Cost of damage to other property: \$ (must be in dollar amount)

Property Description:

Description of Accident:

Figure 2.7: Arkansas' motor vehicle accident report form

Table 2.6 shows the score table for the Arkansas' motor vehicle accident report website based on the factors described in Table 2.2.

Table 2.6: Arkansas motor vehicle accident report score table

FACTOR	DEFINITION
Loading time	Fast.
Use of verification codes	No.
Visibility of system status	Not required (single web page).
Help button available	No.
Proximity compatibility	Good.
Error feedback	No.
Recognition rather than recall	No interactive maps or similar features.
Save report feature	No.
Drop down menus	No.

2.4 CITY OF WICHITA MOTOR VEHICLE ACCIDENT ON-LINE REPORT

The City of Wichita (Kansas) motor vehicle accident on-line report is also a one-page web. The single web form is divided into the following four sections (see Figure 2.8):

- Contact information.
- Driver and vehicle information.
- Other driver and vehicle information.
- Vehicle passengers.

This system is basically an insurance report rather than a report for the department of motor vehicles. The data fields in the one-page form are not evenly spaced and there are not many features that would provide the user with help while filling out the form.

Figure 2.8: City of Wichita motor vehicle accident on-line report form

Table 2.7 shows the score table for the City of Wichita's motor vehicle accident on-line report website based on the factors described in Table 2.2.

Table 2.7: City of Wichita motor vehicle accident report score table

FACTOR	DEFINITION
Loading time	Fast.
Use of verification codes	No.
Visibility of system status	Not required.
Help button available	No.
Proximity compatibility	Bad, text boxes are too scattered.
Error feedback	No.
Recognition rather than recall	No interactive maps or similar features.
Save report feature	No.
Drop down menus	No.

2.5 UNIVERSITY OF CALIFORNIA SAN DIEGO VEHICLE ACCIDENT/INCIDENT REPORT

The University of California San Diego (UCSD) vehicle accident/incident report consists of a single form where either students or employees can report crashes involving university vehicles. The user interface is very simple and allows a user to enter basic information about the crash. Figure 2.9 depicts the main form of this vehicle accident/incident reporting system.

Please complete with as much information as possible

Vehicle UCSD ID #:

Accident Date (mm/dd/yyyy):

Location (Street, City):

Other (please specify):

Vehicle License:

Accident Time:

Weather Condition:

☐ Check if the Police were at the scene.

☐ Check if a Police Report was taken.

Which enforcement agency responded?

Police Report #:

1. Driver's Information

Last Name:

First Name:

Driver License #:

Expiration Date (mm/dd/yyyy):

DOB (mm/dd/yyyy):

Phone Ext.:

Department:

Supervisor Name:

Supervisor Phone Ext.:

2. Passengers / Witnesses

Name	Address	Phone	Was this person injured ?
			☐ Yes
			☐ Yes
			☐ Yes
			☐ Yes

Figure 2.9: UCSD system screenshot 1

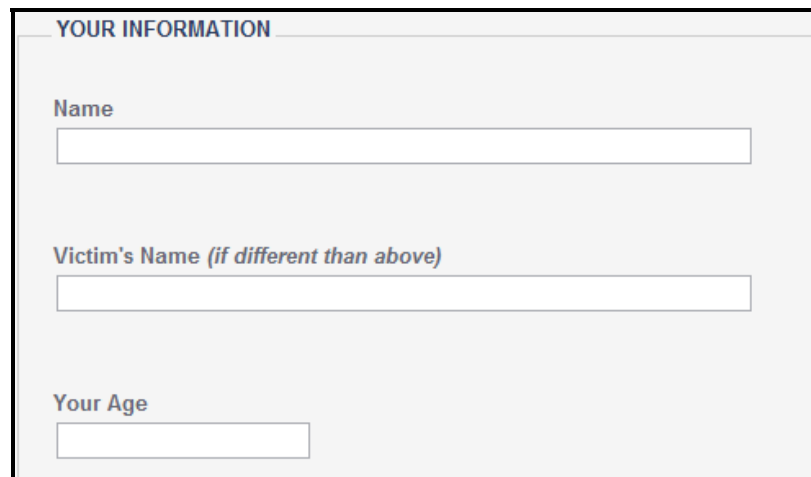
Table 2.8 shows the score table for the UCSD's vehicle accident/incident reporting system based on the factors described in Table 2.2.

Table 2.8: USDC system score table

FACTOR	DEFINITION
Loading time	Fast.
Use of verification codes	No.
Visibility of system status	Not required.
Help button available	No.
Proximity compatibility	Form could be more compact.
Error feedback	No.
Recognition rather than recall	No interactive maps or similar features.
Save report feature	No.
Drop down menus	No.

2.6 CITY OF SALINAS CRIME & INCIDENT REPORTING SYSTEM

The City of Salinas (California) crime and incident reporting system consists of a single web form. The user interface is very simple and does not provide neither a save option nor a help feature. Figure 2.10 depicts a screenshot of the system.



The screenshot shows a web form titled "YOUR INFORMATION" in blue text. Below the title, there are three input fields, each with a label in blue text above it. The first field is labeled "Name" and has a long rectangular input box. The second field is labeled "Victim's Name (if different than above)" and also has a long rectangular input box. The third field is labeled "Your Age" and has a shorter rectangular input box. The entire form is enclosed in a thin black border.

Figure 2.10: City of Salinas crime & incident reporting system screenshot

Table 2.9 shows the score table for the City of Salinas' crime & incident reporting system based on the factors described in Table 2.2.

Table 2.9: City of Salinas crime and incident reporting system score table

FACTOR	DEFINITION
Loading time	Fast.
Use of verification codes	No.
Visibility of system status	Not required.
Help button available	No.
Proximity compatibility	Good.
Error feedback	No.
Recognition rather than recall	No interactive maps or similar features.
Save report feature	No.
Drop down menus	No.

2.7 CITY OF RENO POLICE ONLINE REPORTING SYSTEM

This system was developed by Coplogic and the City of Reno is one of a handful of U.S. entities that use it. The system can be used to report a variety of incidents including burglary, destruction of property, identity theft, etc. Vehicle related incidents that can be reported through this system include vehicle burglary, vehicle tampering and traffic accidents. If a user is reporting a traffic accident, a choice is given to complete the DMV SR-1 Report of Traffic Accident paper form instead. Figure 2.11 depicts a portion of the system's initial screen where the user selects the type of incident being reported.

Report Type	What is this?	Example
Burglary	Entering a building or structure unlawfully with intent to steal property.	Property removed from a locked or unlocked home or business.
Civil Problem	Used for documentation purposes only, such as violations of Court orders, contractual disputes, etc	Contract not honored, child visitation not done according to Court order.
Destruction of Property	The intentional damaging of private or public property. CALL 334-2121 IF THIS IS CURRENTLY HAPPENING.	Breaking of a window; damage to a mailbox; vehicle tires punctured, etc.

Instructions
Please select the type of report you wish to file. This will lead you to the reporting screen.
If you do not see a report type for your situation or if you have further information or questions regarding your report, please call the Reno Police Department at **775-334-2550** and a Community Services Officer will assist you.

Figure 2.11: City of Reno Police Online Reporting System Main Page

Figure 2.12 and Figure 2.13 depict a couple more screenshots of the system. A useful feature provided in most pages is the drop down menus when selecting, for example, the vehicle type.



City of
Reno, Nevada
The Biggest Little City in the World

Police Reporting System
Submit online police reports here

Traffic Accident :
[Start](#) >
[Yourself](#) >
[Incident](#) >
[Person](#) >
[Vehicle](#) >
[Property](#) >
[Review](#) >
[Finish](#)

Enter Reporting Person Information

Please enter your information as completely as possible. You may be contacted regarding this incident. An email address is required if you would like to be notified when this report is received and approved. If you do not have an email address please list your phone number followed by @reno.gov in the email block, i.e. 7753342181@reno.gov.

*First Name					
*Last Name					
*Home Address	St #	St Dir	St Name	St Type	Apt/Unit
*City / State / Zip Code	Reno		Nevada		
*Home Phone	(ex: 555-111-2222 - The system will auto-insert the dashes)				
*Email					
*Confirm Email					
Employer Name					
Work Address	St #	St Dir	St Name	St Type	Apt/Unit
City / State / Zip Code			Please Select		
Work Phone		Ext	(ex:  415-556-7899  X 123)		
*Race	Please Select				
*Sex	Please Select				
*DOB	Month	Day	Year		
SSN	(ex: 123-45-6789 - The system will auto-insert the dashes)				
*Eye Color	Please Select				
*Hair Color	Please Select				
*Driver License No					
*Licensing State	Please Select				

[<<<< Back](#)
[Continue >](#)

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Figure 2.12: City of Reno Police Online Reporting System – Traffic Accident Interface 1

Figure 2.13: City of Reno Police Online Reporting System – Traffic Accident Interface 2

Table 2.10 shows the score table for the City of Salinas’ crime & incident reporting system based on the factors described in Table 2.2.

Table 2.10: City of Reno police online reporting system score table

FACTOR	DEFINITION
Loading time	Fast.
Use of verification codes	No.
Visibility of system status	Yes (Progress bar).
Help button available	No. Also when reading some fields, it is not clear what they mean.
Proximity compatibility	Good.
Error feedback	Yes, after pressing the next button to go to the next form. System checks the address for jurisdiction purposes.
Recognition rather than recall	No interactive maps or anything like that.
Save report feature	No.
Drop down menus	Yes.

2.8 ACCIDENT SKETCH INTERFACE

The accident sketch interface is a tool developed by the company ClaimMS GmbH located in Germany. This is a free tool designed to allow a user to draw a sketch of a car accident. It consists of a drag and drop interface where the user can select and place vehicles, roads and

traffic signs and thus create a detailed situation of the accident. Figure 2.14 depicts the initial interface of the tool, whereas Figure 2.15 shows an example of a simple sketch generated with the sketching tool.



Figure 2.14: Accident sketch interface



Figure 2.15: Accident sketch example

This system is an excellent guideline to create a similar tool for an online report system for Oregon. If possible, contact should be established with the company to explore the possibility of using this tool directly in an ODOT website.

Since a citizen cannot report a traffic accident via the accident sketch interface, no score table is provided for this system.

3.0 REVIEW OF DMV AND CAR UNIT PROCESSES

An analysis was performed on the existing processes currently in place at DMV and the CAR Unit to process the Oregon Traffic Accident and Insurance (OTAI) report. The objectives of this analysis were (1) to better understand the current manual processes followed at both the DMV and the CAR Unit, and (2) to identify the advantages and disadvantages of utilizing an online citizen reporting system to complement the existing processes.

Several interviews and email information exchanges were conducted with members of each ODOT unit (in particular, specialists and coders) to gain a level of understanding of their processes that was adequate for the scope of the project.

3.1 DMV PROCESS

Interviews were conducted with DVM personnel to prepare an overview of their processes. The DMV personnel provided a walkthrough of the process detailing every step, the locations of the arriving OTAI reports, their temporary storage and processing stations. Block diagrams and a narrative of the process were also provided. Based on this information, the DMV process can be broken down in three sub processes:

- **Receiving accident reports process:** This sub process starts when the OTAI reports are received at the DMV office. The mail clerk sorts them and either sends them to the unmatched file for processing or to the pending clerk.
- **Matching and coding process:** Reports processing clerks pull out OTAI reports from the unmatched file and start working on them verifying, for example, insurance or date of the report to see if it is an old accident report.
- **Accident insurance verification process:** This sub process involves the verification of the insurance mainly by the financial responsibility clerk.

A preliminary diagram was created for each sub process and shared with the DMV team for feedback. Final versions of each diagram for each sub process were developed once all the feedback was incorporated and are shown in Figure 3.1, Figure 3.2, and Figure 3.3, respectively.

Driver and Motor Vehicle Services Division (DMV) Receiving Accident Reports Process

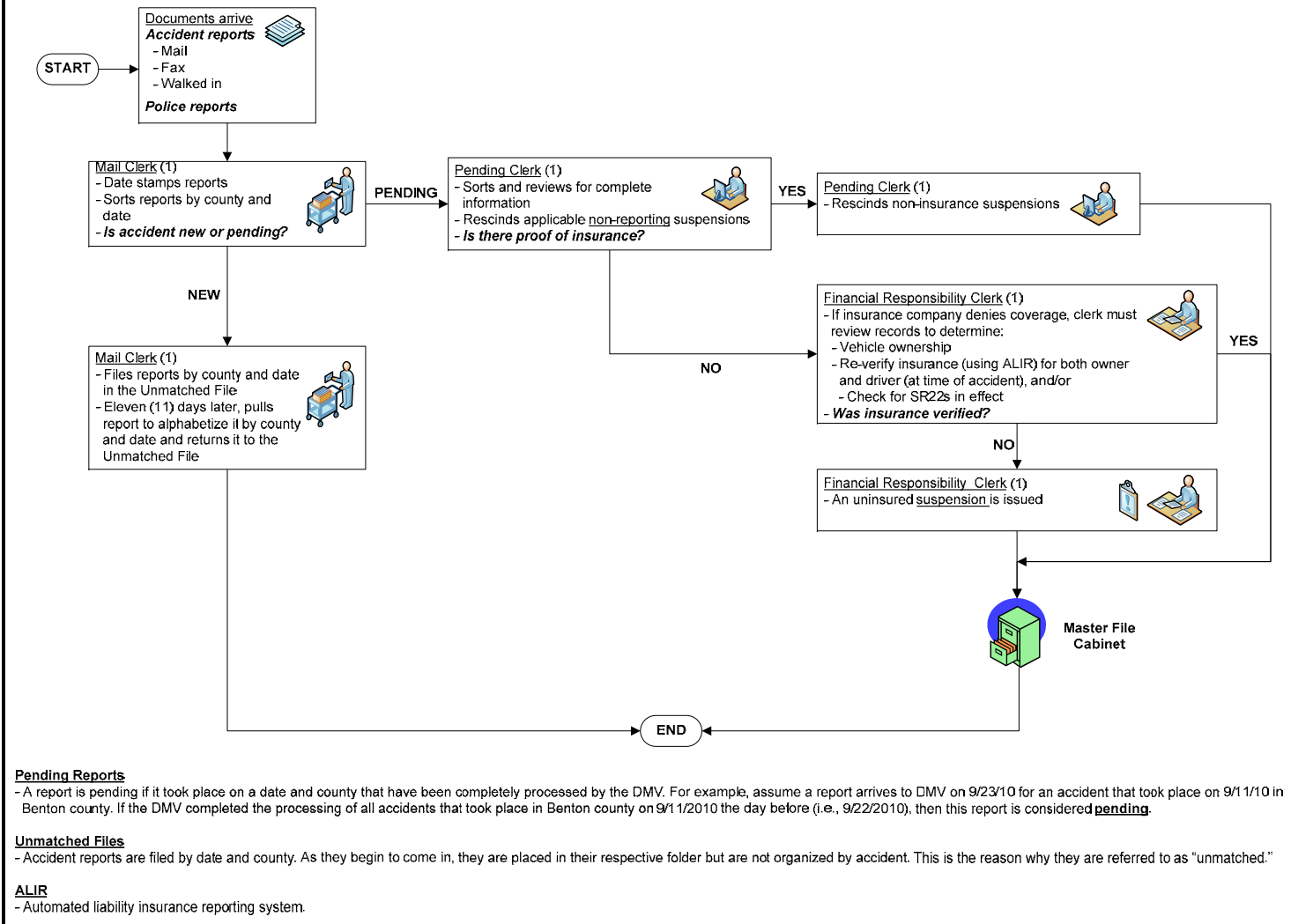


Figure 3.1: Receiving accident reports process

Driver and Motor Vehicle Services Division (DMV) Matching and Coding Process

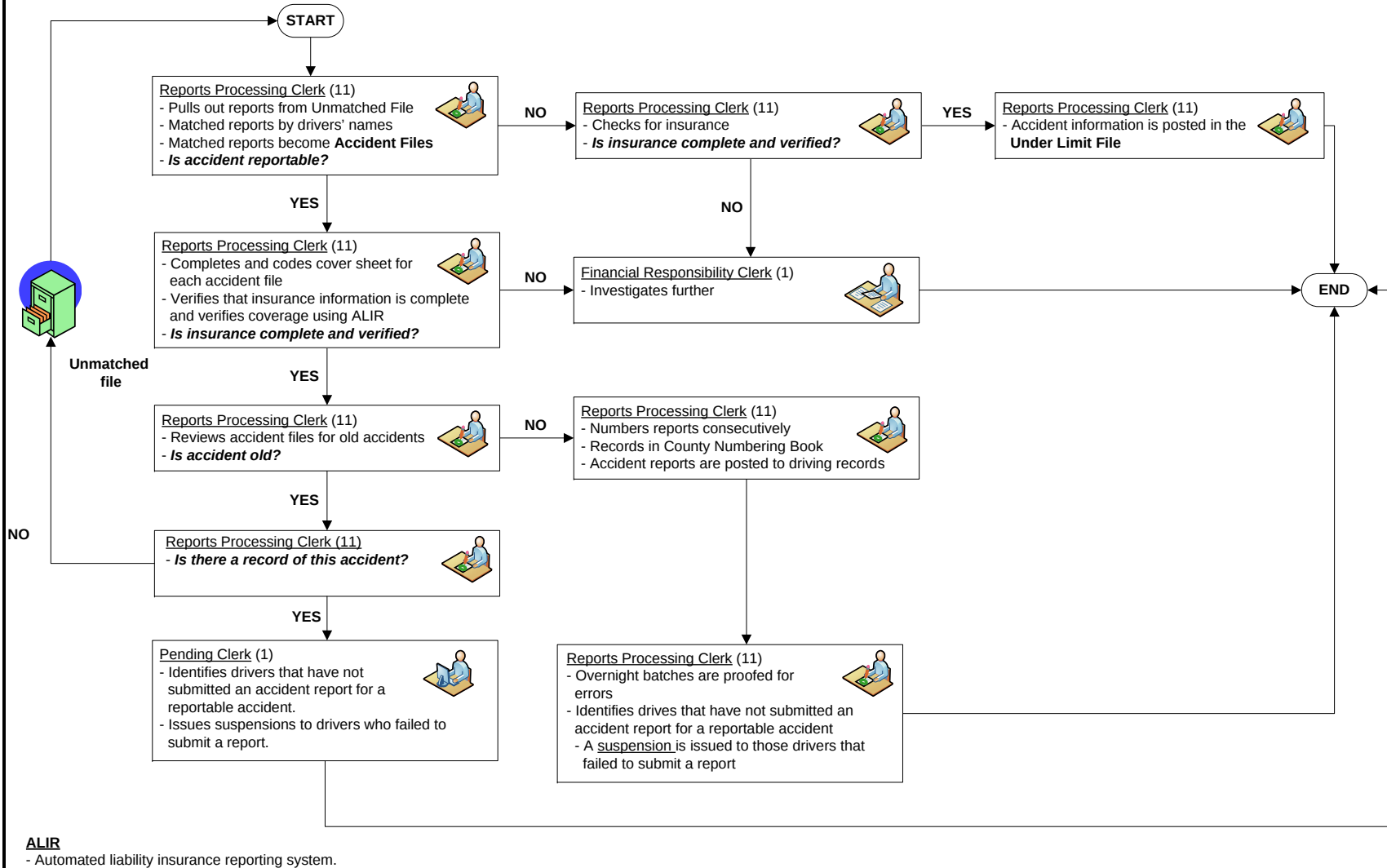


Figure 3.2: Matching and coding process

Driver and Motor Vehicle Services Division (DMV) Accident Insurance Verification Process

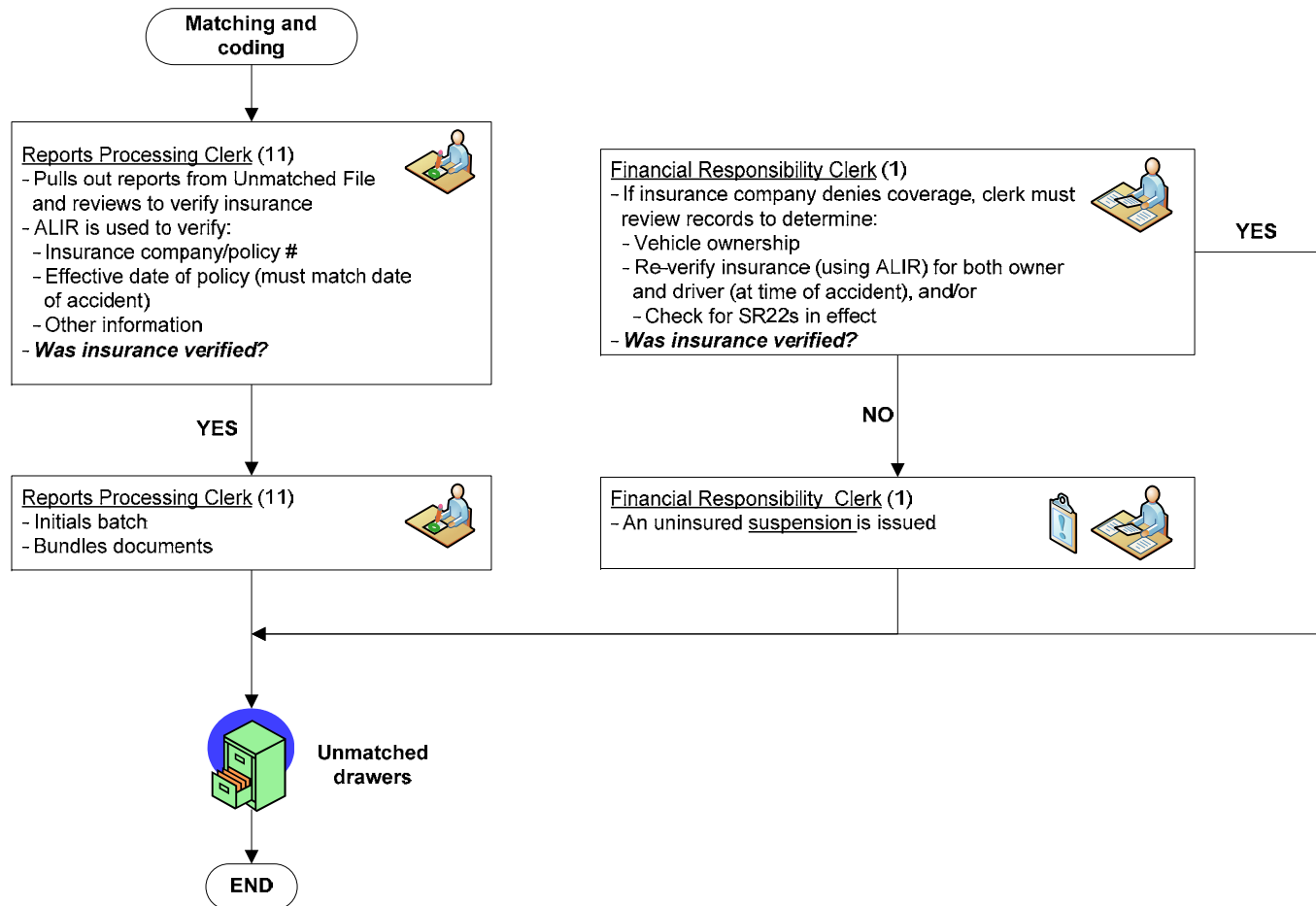


Figure 3.3: Accident insurance verification process

3.2 CAR UNIT PROCESS

Interviews were also conducted with personnel of the CAR Unit to map their process. Based on the information collected, the CAR Unit process can be divided into the following two sub processes:

- **Arrival and Distribution of Regular reports:** These are non fatal reports from DMV.
- **Arrival and Distribution of Fatal reports:** These are fatal reports which need significantly more information to be processed than regular reports.

A preliminary diagram was created for each sub process and shared with the CAR Unit team for feedback. Final versions of each diagram for each sub process were developed once all the feedback was incorporated and are shown in Figure 3.4 and Figure 3.5, respectively.

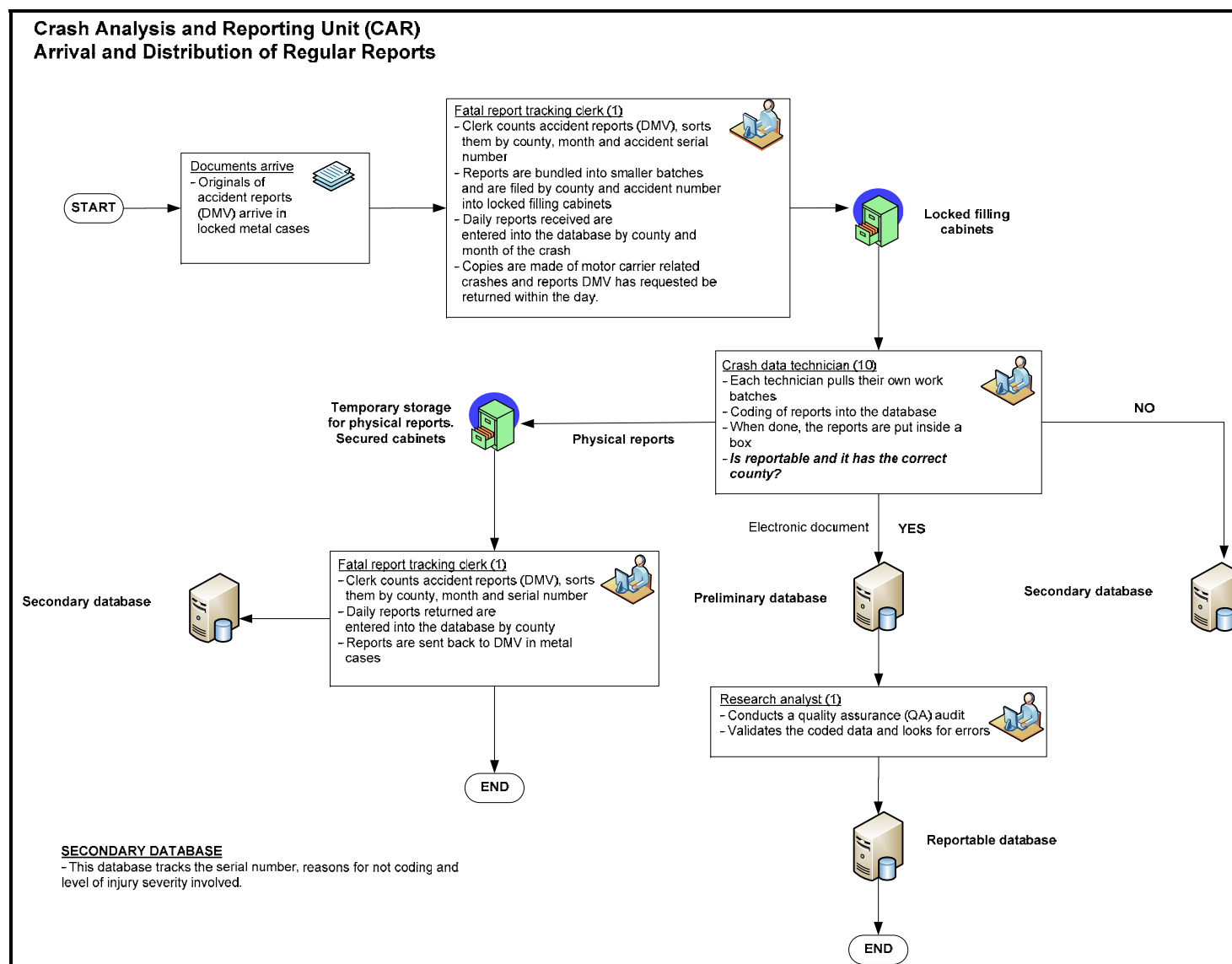


Figure 3.4: Arrival and Distribution of Regular Reports

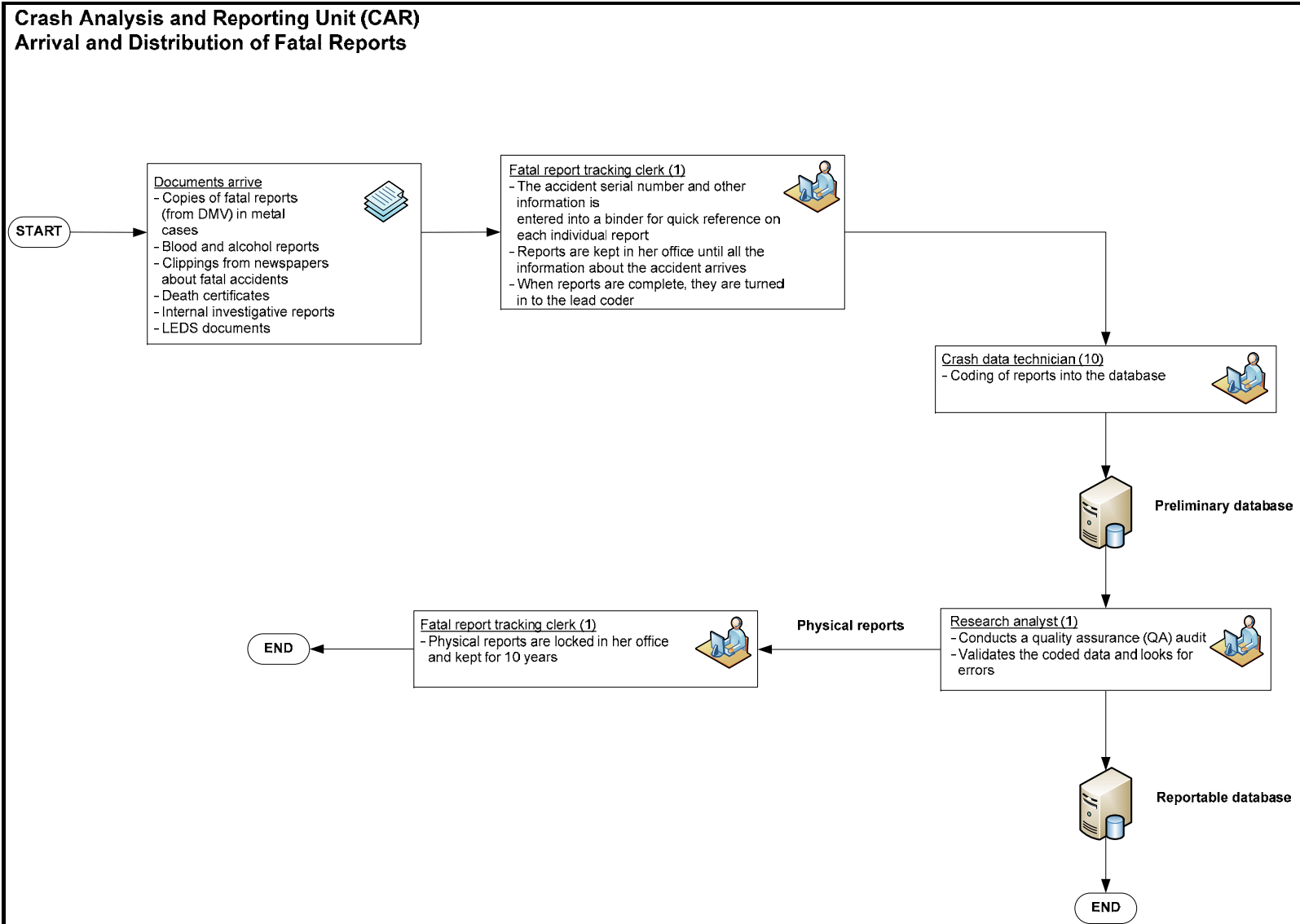


Figure 3.5: Arrival and Distribution of Fatal Reports

4.0 DEVELOPMENT OF ALTERNATIVES FOR AN ONLINE CITIZEN CRASH REPORTING SYSTEM

A comprehensive review of existing *police* traffic accident reporting systems and *citizen* traffic accident reporting systems was conducted to benchmark their salient features. Based on the results of this review and the customer requirements provided by the Oregon Department of Transportation (ODOT) DMV and CAR Unit, three preliminary online citizen crash reporting system alternatives have been developed. The main features of each alternative are presented in the next subsections.

4.1 ALTERNATIVE #1

The high-level conceptual diagram for alternative #1 is shown in Figure 4.1. In this alternative, a simple electronic form (e.g., PDF-based) would be used to collect traffic accident information from citizens. However, none of the data collected from citizens would be permanently stored in a database for future use.

A connection to a database storing DMV records would be needed so that data lookups can be performed. For example, some of the fields shown in Figure 4.1 such as *Name* and *Address* would be automatically populated in the form after the citizen enters his or her drive license (DL) number. This functionality would make the interface of the electronic version of the accident report more user-friendly and also would minimize data entry errors. Other fields could be automatically populated (such as the *Date* field shown in Figure 4.1). Critical fields in the traffic accident report could be cross-checked to improve data accuracy.

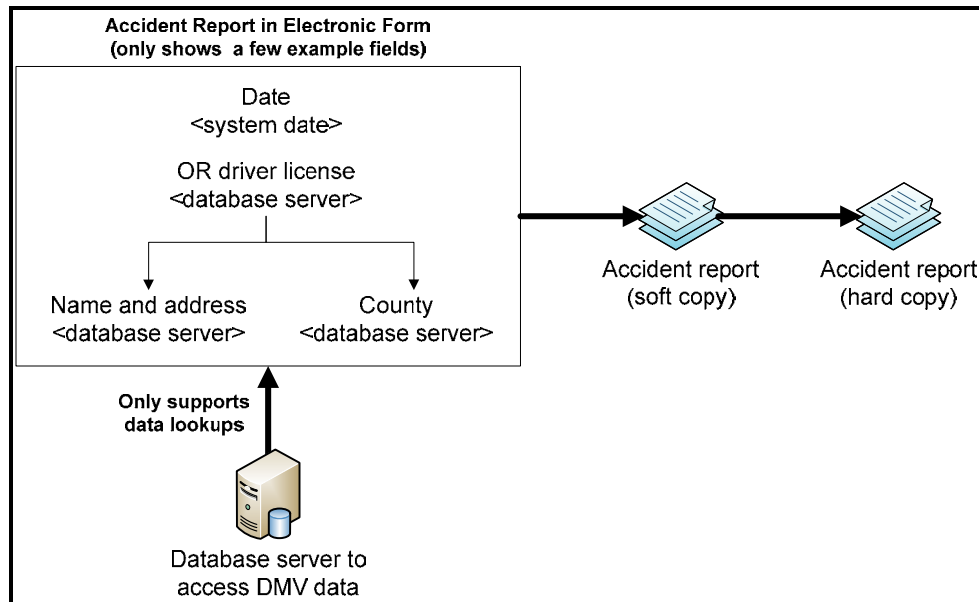


Figure 4.1: High-level Conceptual Diagram for Alternative #1

The expected output of alternative #1 would be a soft copy of the final accident report that can be automatically emailed to the DMV and also saved by citizens for their records. A hard copy of the accident report could be printed by either the DMV or the CAR Unit personnel, if necessary. Table 4.1 summarizes the advantages and disadvantages of alternative #1.

Table 4.1: Advantages and disadvantages of alternative #1

ADVANTAGES	DISADVANTAGES
• Data entered by citizens can be verified and validated. • Critical fields that help in decision making can be flagged (e.g., highlighted with color). • Availability of a GIS interface to describe accident. • Easier to develop and maintain. • Less expensive. • No database maintenance needed.	• Data entered by citizens cannot be saved: - Personal data - GIS data • Does not allow future growth.

4.2 ALTERNATIVE #2

The high-level conceptual diagram for alternative #2 is shown in Figure 4.2. In this alternative, a web-based multi-page form would be used to collect traffic accident information from citizens. All data collected would be saved and stored permanently in a database that can be accessed by authorized DMV and CAR Unit personnel to complete their respective unit-level business processes.

As with system alternative #1, a connection to a database storing DMV records would be needed so that data lookups can be performed. For example, some of the fields shown in Figure 4.2 such as *name* and *address* would be automatically populated in the form after the citizen enters his or her drive license (DL) number. This functionality would make the web-based form interface more user-friendly and also would minimize data entry errors. Other fields could be automatically populated (such as the date field shown in Figure 4.2). Critical fields in the traffic accident report could be cross-checked to improve data accuracy.

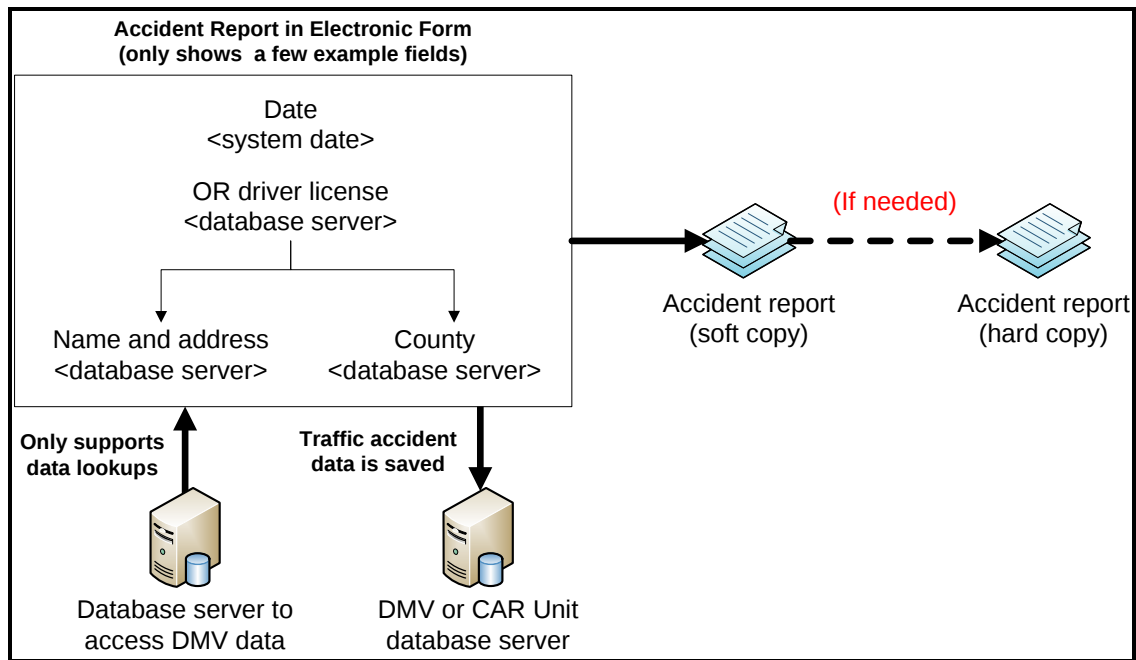


Figure 4.2: High-level Conceptual Diagram for Alternative #2

The expected output of system alternative #2 would be traffic accident data saved to a database. Alternatively, a soft copy of the final traffic accident report could be automatically emailed to the DMV and also saved by the citizens for their records. A hard copy of the report could be printed by either DMV or CAR unit personnel, if necessary. Table 4.2 summarizes the advantages and disadvantages of system alternative #2.

Table 4.2: Advantages and disadvantages of alternative #2

ADVANTAGES	DISADVANTAGES
• Data entered by citizens can be verified and validated. • Critical fields that help in decision making can be flagged (e.g., highlighted with color). • Availability of a GIS interface to describe accident. • Data entered by citizens can be saved: - Personal data - GIS data - Allows future growth.	• More difficult to develop and maintain. • More expensive.

4.3 ALTERNATIVE #3

The high-level conceptual diagram for alternative #3 is shown in Figure 4.3. Alternative #3 would provide all the functionality of alternative #2, including the design and implementation of code in the web-based interface to enable future storage of traffic accident data. However, the database included in alternative #2 to permanently store traffic accident data would only be developed conceptually (i.e., it will not implemented physically).

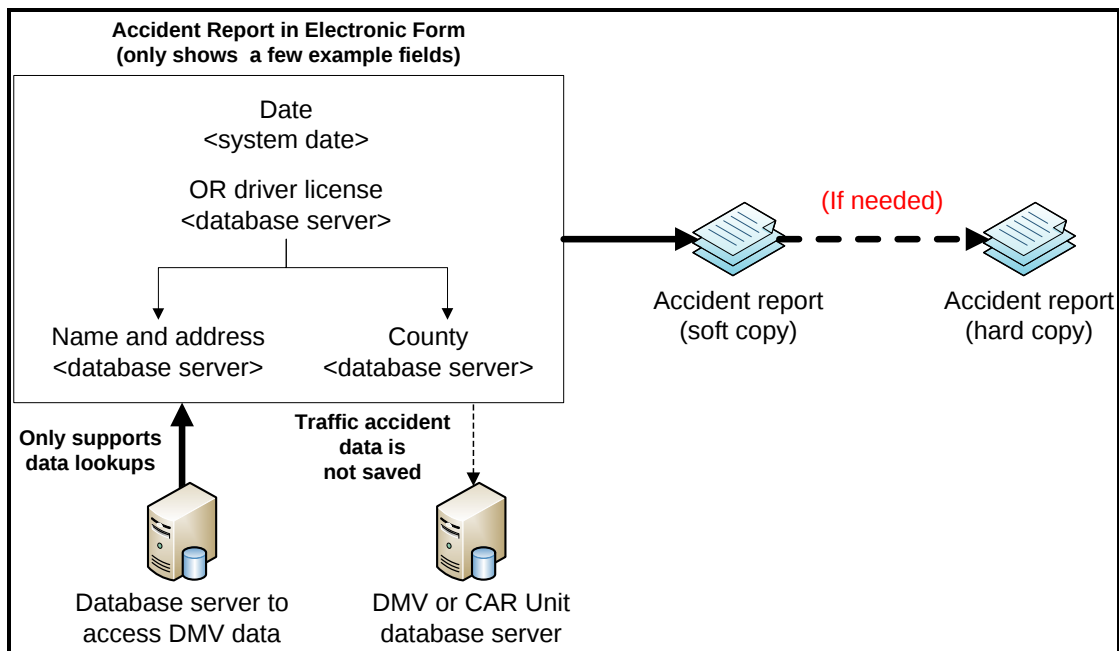


Figure 4.3: High-level Conceptual Diagram for Alternative #3

The expected output of system alternative #3 would be traffic accident data saved to a database. Alternatively, a soft copy of the final traffic accident report could be automatically emailed to the DMV and also saved by the citizens for their records. A hard copy of the report could be printed by either DMV or CAR unit personnel, if necessary. Table 4.3 summarizes the advantages and disadvantages of system alternative #3.

Table 4.3: Advantages and disadvantages of alternative #3

ADVANTAGES	DISADVANTAGES
• Data entered by citizens can be verified and validated. • Critical fields that help in decision making can be flagged (e.g., highlighted with color). • Availability of a GIS interface to describe accident. • Allows future growth.	• Less difficult to develop and maintain than alternative #2. • Data entered by citizens cannot be saved until database is physically developed and implemented. • Less expensive upfront than alternative #2.

4.4 COSTS FOR EACH ALTERNATIVE

Table 4.4 shows preliminary costs that have been collected (mainly from private companies) for each alternative. The assumption made when reflecting these costs is that no resources (e.g., servers, labor, backup servers, etc.) currently exist at ODOT to support the development, implementation and maintenance of an online citizen crash reporting system. Cells shaded in grey color are not applicable.

Table 4.4: Preliminary Costs to Implement Alternative Systems

TYPE OF COST	COST BREAKDOWN	ALTERNATIVE 1	ALTERNATIVE 2	ALTERNATIVE 3
System Design Cost	Development of functional requirements	\$6,750 - \$16,830	\$18,750 - \$46,830	\$12,750 - \$28,830
	System Design Development	\$4,500 - \$11,220	\$12,500 - \$31,220	\$8,500 - \$19,220
Development 1	Number of pages in the form 10 -15 pages	\$3,000 – \$12,250	\$3,000 – \$12,250	\$3,000 – \$12,250
	Style of the pages Simple yet attractive	\$2,000 - \$3,000	\$2,000 - \$3,000	\$2,000 - \$3,000
	Flash or multimedia Simple	\$1,000 - \$2,000	\$1,000 - \$2,000	\$1,000 - \$2,000
	Database integration Low to full development		\$20,000 – \$50,000	\$10,000 - \$20,000
	Maintenance of the web form	\$ 262 – 525 per month	\$ 262 – 525 per month	\$ 262 – 525 per month
	Accident Drawing tool	\$ 3,125 – 5,400	\$ 3,125 – 5,400	\$ 3,125 – 5,400
	GIS Mapping Tool	\$ 2,125 – 5,400	\$ 2,125 – 5,400	\$ 2,125 – 5,400
Hardware acquisition costs	Servers operation cost			
	Two UPS		\$700 - \$1,338 each ²	
	Diesel backup generator		\$3,000 – \$10,000	
	Server machine cost		\$10,000 – \$14,000	
	Backup machine cost		\$4,000 – \$5,000	
Database related costs	Database design		\$25,000	\$25,000
	Database licensing		\$27,495 – \$200,000 ³	
	Database Reports		\$ 1,625 - \$ 2,000 per report	\$ 1,625 - \$ 2,000 per report

Note: Hardware and software maintenance costs are considered negligible

¹ <http://www.webpagefx.com/websitedesign.htm#calculator>

² <http://www.google.com/search?sourceid=chrome&ie=UTF-8&q=server+machine+UPS#q=server+UPS&hl=en&tbs=shop:1&ei=1agrTZW1CpG-sAO3krmRBw&start=0&sa=N&biw=1111&bih=554&fp=3892575de673670>.

³ <http://www.microsoft.com/sqlserver/2008/en/us/pricing.aspx>. Considering SQL Server Enterprise. This will depend on current ODOT capabilities and licensing as well as number of processors in the server machines.

5.0 ONLINE CITIZEN CRASH REPORTING SYSTEM WEB SITE

Although a complete implementation plan was not produced as part of this project, the basic requirements that an online citizen crash reporting system should meet were defined.

The requirements described in this section were defined assuming that alternative #2 would be selected by the DMV and the CAR Unit. Alternative #2 was assumed because it provides the necessary functionality in the short term, but it would also allow for future growth should the DMV and the CAR Unit decide to expand its basic functionality.

When defining requirements, the priority levels shown in Table 5.1 are used to state their importance.

Table 5.1: Priority scale used to define website requirements

PRIORITY LEVEL	DESCRIPTION	WORDING USED
Priority 1	This is an essential requirement.	The system MUST have...
Priority 2	This is a highly desirable functionality.	The system SHOULD have...
Priority 3	These are extra features that would be good to have.	The system COULD have

5.1 WEBSITE STRUCTURE

Figure 5.1 depicts the proposed structure of the online citizen crash reporting website. Figure 5.2 also depicts how the information entered by the user as the different pages of the website are presented.

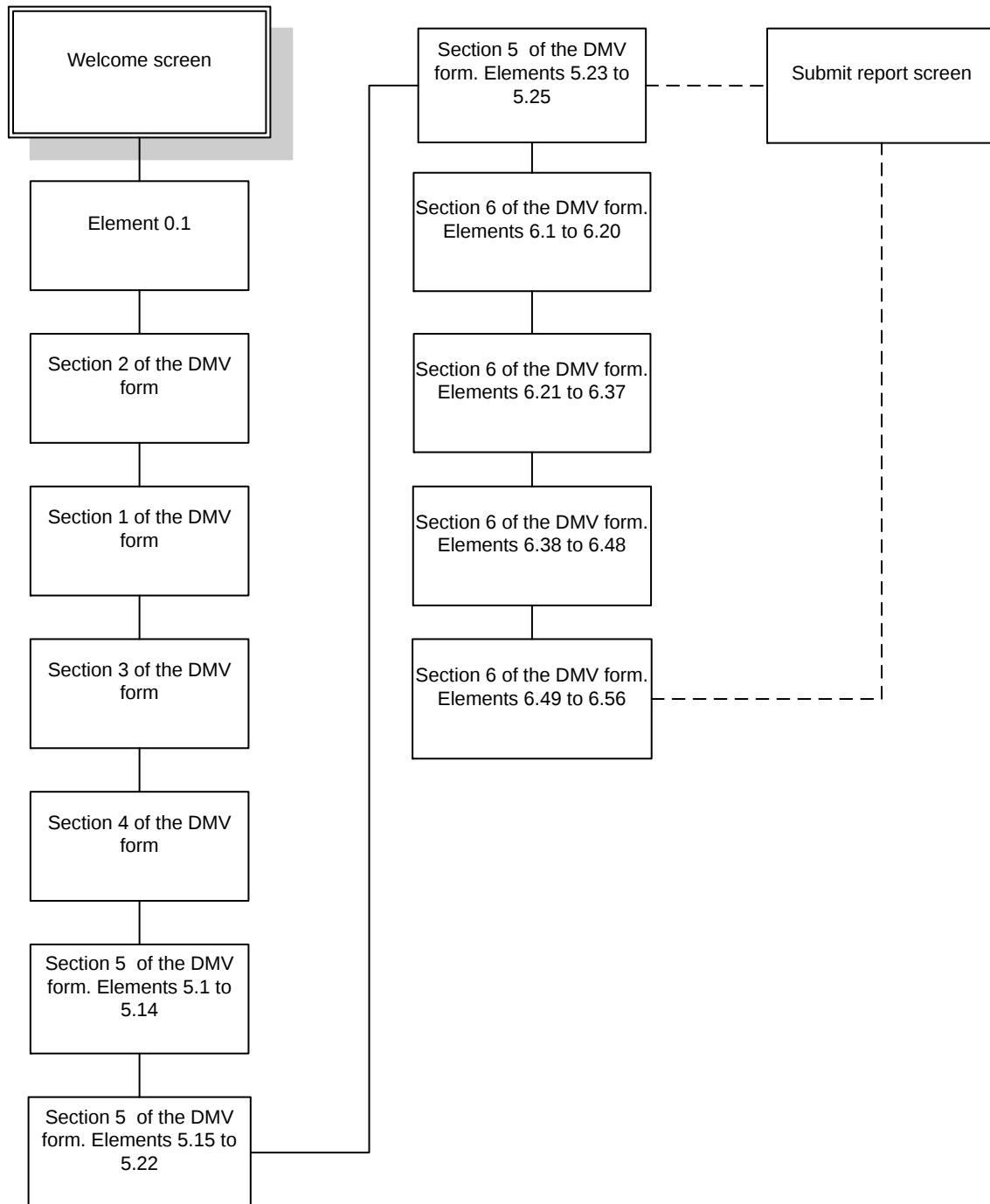


Figure 5.1: Website structure

Each box in the diagram represents an individual online form within the website. The individual elements that compose each form can be found in Appendix A. When elements 5.23 to 5.25 are reached, the user will be asked if the report is related to a motor carrier incident. If the user chooses “no,” then the form will go to the “submit report” screen where the form will be finalized and all the collected data will be processed and uploaded to the servers. If the user chooses “yes,” then the form will present the remainder of the boxes consisting of section 6 of the DMV report. When the user finishes this section, the form will go to the “submit report” screen.

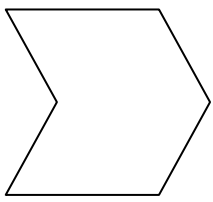
5.1.1 Data Flow

This section describes the data flow between the server and the client for each of the individual web pages shown in Figure 5.1. Since the client might be generating a document in XML format instead of storing the information in the database in real time, this section will only focus in sections where the client pulls data from the server.

5.1.1.1 Section 2 of the DMV report

Section 2 will use the information from the server shown in Table 5.2.

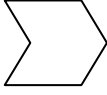
Table 5.2: Section 2 of the DMV data flow

SERVER		FORM ELEMENTS
SSN		2.01.1
Driver License		2.01.1
Driver's Name		2.01.2
Driver's Address		2.01.2
Driver's sex		2.01.2
Driver's DOB		2.01.2

5.1.1.2 Section 1 of the DMV report

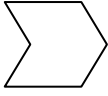
In the event that the information for the crash locator tool is pulled from an internal GIS system at ODOT, then section 1 will pull data from this GIS system. Table 5.3 shows the elements that will utilize such information.

Table 5.3: Section 1 of the DMV data flow

SERVER		FORM ELEMENTS
GIS information		1.5
Road names database		1.7

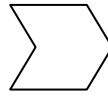
5.1.1.3 Section 4 of the DMV report

Table 5.4: Section 4 of the DMV data flow

SERVER		FORM ELEMENTS
Road names database		4.6
		4.7
		4.8

5.1.1.4 Section 6 of the DMV report

Table 5.5: Section 6 of the DMV data flow

SERVER		FORM ELEMENTS
Road names database		6.7

5.1.2 Crash Locator Tool

This is a tool similar to Google maps that allows the user to find the crash locator on a map. The objective of this tool is for the user to describe graphically where the accident occurred. For this purpose, the tool will have a connection to Google maps or any other GIS system. Figure 5.2 shows a conceptual model of the tool.

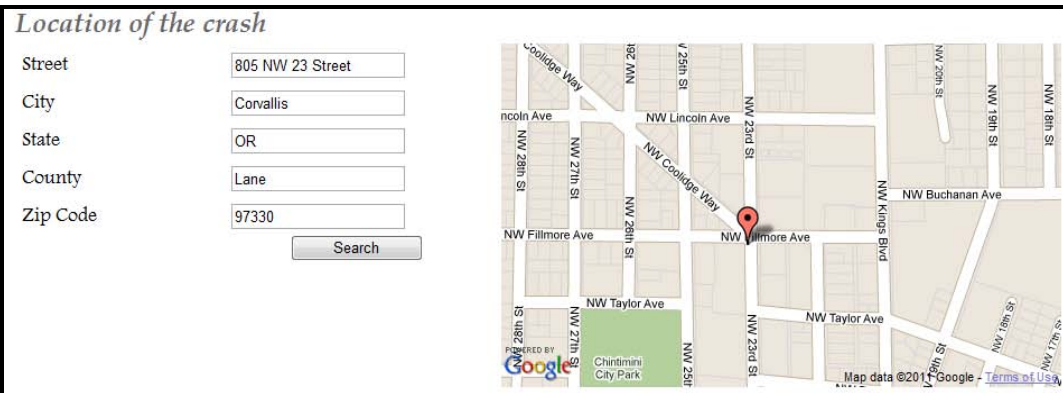


Figure 5.2: Crash locator concept

Requirements for the crash locator tool:

- The user must be able to drag the marker to the exact position of the crash (*Priority 1*).
- The system must save the map in the server as a “.gif” data file with the name “Unique_report_identifier– CLT.gif” (*Priority 1*).
- The tool should be able to calculate the distance between the marker and the nearest intersection and save this information in the server (*Priority 2*).
- The information concerning the latitude and longitude of the marker should be saved in the server (*Priority 2*).

The following use cases are proposed for this tool:

Table 5.6: Crash locator tool use cases

SUB ELEMENT OF FORM INVOLVED	STEPS	OUTCOME
Text boxes	User fills each box.	When the first text box has text in it the second one will activate. When the previous box has text in it, the next one will be enabled. When the zip code text box has text in it, the <i>search</i> button will become enabled.
Search button	User finished filling the text boxes. User presses search map button.	The tool will create a search string for Google maps and the map will be displayed. The map should zoom in to the level before the street level.

5.1.3 Crash Drawing Tool

It is recommended that the tool designed by the company ClaimMS GmbH is used as the crash drawing tool. This is a free tool designed to draw a sketch of a car accident. It consists of a drag and drop interface where the user can select vehicles, roads, and traffic signs, and thus creates a detailed situation of the accident. Figure 5.3 shows the initial interface of the tool and Figure 5.4 shows an example of a sketch.



Figure 5.3: Accident sketch interface.



Figure 5.4: Accident sketch example.

This system is an excellent guideline to create a similar tool for an online citizen crash reporting system for Oregon. If possible, contact should be established with the company to explore the possibility of using the tool in the ODOT website. As with the crash locator tool, the following requirement is needed:

- The system must save the map as a gif data file in the server with the name “Unique_report_identifier-CDT.gif” (*Priority 1*).

5.1.4 Seat Locator Tool

This tool would allow the user to report information concerning the passengers in the vehicle (e.g., name, age, gender, etc.) Figure 5.5 shows a conceptual model of the tool.

Driver and passenger injury and safety equipment information

- Fill driver information up
- Hit submit
- Select another seat and repeat



Seat position Driver

Name

Sex M

Age

Safety equipment No seat belt available

Airbag Yes

Injury Deceased as result of the accident

Submit information for this passenger Submit

Figure 5.5: Seat locator concept

The requirements for the seat locator tool are the following:

- After loading the tool, the user must only be allowed to select information about the driver (see green square on Figure 5.5) (*Priority 1*).
- Once the driver information is submitted the user must be allowed to select any other seat (*Priority 1*).

The use cases shown in Table 5.7 are proposed for the seat locator tool.

Table 5.7: Seat locator tool use cases

SUB ELEMENT OF FORM INVOLVED	STEPS	OUTCOME
Car diagram	User clicks on a seat.	If the driver information has been submitted, the selected seat will become highlighted. If the user has not submitted information of the driver, no other seat but the driver's will become available.
Submit button	User hits the submit button.	The information for the current selected seat will be stored in the server.
Injury combo box	User selects option 5: no apparent injury.	Form will check if element 3.4 was checked. If this is the case a message will appear informing the user that he stated that someone was injured.
Alternative	User selects any option from 1 through 4.	Form will check if element 3.4 was checked. If it was not checked a message will appear informing the user that he stated that no one was injured.

5.1.5 Car Damage Tool

The objective of this tool is to allow the user to describe graphically the location of the damage on the vehicle. The first impact has to be shown with a marker, as depicted in Figure 5.6. The tool should allow the user to place the marker around the shape of the vehicle. The damaged area should be able to be shown by means of a modification of the vehicle picture via brushes like in the brush tool found in Microsoft's Paint program. An eraser tool would be used to remove the marker and brushes.

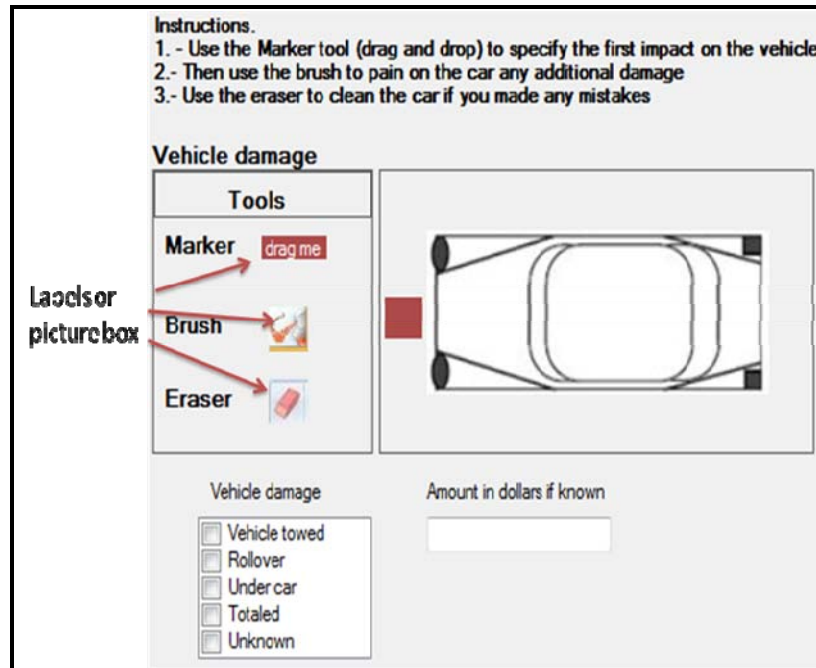


Figure 5.6: Damage locator tool

For the car damage tool the following requirement is needed:

- The final diagram must be saved with the following name: “Unique_report_identifier – DLT.gif” (Priority 1).

Table 5.8 shows the use cases for this tool.

Table 5.8: Use cases for the crash damage locator tool

SUB ELEMENT OF FORM INVOLVED	STEPS	OUTCOME
Marker	The user drags and drops the marker onto the sides of the car.	The pointer will change to the default one. A red marker will appear when it was dropped as seen in Figure 5.6. The marker image will become disabled.
Brush	The user clicks on the brush icon. The user clicks afterwards on the car bitmap.	The pointer will change to a brush-like pointer The places on the car where the user clicks will become painted like in MS Paint program.
Eraser	The user clicks on the eraser icon. The user clicks on either markers or spots that have been painted with the brush.	The markers or painted spots will be “cleaned”. If a marker was cleaned, the marker icon will become enabled if it was disabled.

5.2 GENERAL FUNCTIONAL REQUIREMENTS OF THE WEBSITE

- The website must support the most prevalent web browsers such as Internet Explorer, Mozilla Firefox, Google and Safari (*Priority 1*).
- The website must have an option for the user to save the session such as a login / password or email (*Priority 1*).
- The website should provide help to the user. This could be done by opening up a small window that mentions what is expected in each field of the web form (*Priority 2*).
- When the user starts a report, the system must automatically assign a *unique report identifier* to it (*Priority 1*) which should have the following structure:

“LastName-Last_four_digits_of_SSN– Current date”

5.3 SECURITY REQUIREMENTS

- The system must use a secure connection between the client and the server (*Priority 1*).
- The system must use Captcha codes when users are entering information in Element 2.01 (*Priority 1*).
- The system should log the client’s IP address and store this information in the server. (*Priority 2*)

5.4 XML DATA FILE

An XML file can be generated at the end of the session after the user submits the report. This XML file contains all the information of the report. The file name must follow this naming convention:

“Unique_report_identifier-Report.xml”

If no database is available, then this XML file will be stored for further processing such as assembling and printing a paper copy of the report in PDF format.

At the end of the session, the server should create a folder with the following name:

“Unique_report_identifier-Report”

There should be 1 of these folders per report created and all the files in Table 5.9 must be placed in there.

Table 5.9: Generated files per user

FILE NAME	DESCRIPTION
Unique_report_identifier-Report.xml	This is the XML file that holds all the information entered in the form by means of: text boxes, combo boxes, radio buttons, check box lists, and calendars
Unique_report_identifier – DLT.gif	This is the diagram that shows the damage on the car created by the damage locator tool.
Unique_report_identifier – CDT.gif	This is the drawing of the accident created by the crash diagram tool.
Unique_repor_tidentifier– CLT.gif	This is the file created by the map locator tool.

6.0 FINAL REMARKS

The implementation of an online citizen crash reporting system would translate into a number of potential benefits to DMV and the CAR Unit. These benefits may include the collection of more accurate, timely, uniform, and complete traffic accident (i.e., crash) data. Also, centralized storage of crash data reports submitted electronically by citizens would improve accessibility to traffic accident information. The location of the centralized storage of crash data reports should be determined in coordination with both DMV and the CAR Unit at a later date, outside the scope of this project.

The availability of an online tool to report traffic accident data would also benefit the public by eliminating the need to fill out a report by hand and delivering it (i.e., in person or by mail) to DMV. Additionally, a person reporting a traffic accident would receive immediate confirmation that their traffic accident data has been filed. They may also have the opportunity to print out a copy of the report for their personal records.

It is expected that the preliminary design work performed as part of this project will aid the DMV and the CAR Unit in the future development and implementation of an online citizen crash reporting system.

7.0 REFERENCES

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<http://www.oregon.gov/ODOT/DMV/driverid/accidentreport.shtml>. Accessed April 14, 2010.

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APPENDIX A:

FIELD ELEMENTS OF AN ONLINE CITIZEN CRASH REPORTING SYSTEM

ADDITIONAL ELEMENTS AT THE BEGINNING OF THE ONLINE OTAI REPORT

ELEMENT 0.1: REPORTABLE/NON REPORTABLE CRITERIA

Instructions: Does any of these apply to you?

- ☐ More than \$1500 in damage to your vehicle
- ☐ More than \$1500 in damage to any one person's property other than a vehicle
- ☐ Any vehicle has more than \$1500 and any vehicle is towed from the scene as a result o damages
- ☐ Injury to any person (no matter how minor the injury)
- ☐ Death of any person

Submit

Figure 7. Element 0.1

Type of Field

Required.

Data Resources Needed

1. Database where the information will be uploaded.

Use Cases

Table 10. Element 0.1 use cases

ALTERNATIVES	STEPS	OUTCOME
Alternative 1	User selects any option and presses submit	The report will be marked as reportable.
Alternative 2	User does not select any option	The report will be marked as not reportable.

Result of Element

The following will take place when the user presses the *submit* button:

1. If the report is reportable, the system will inform the user that it is not required to report this accident. The user will be able to continue to the next section.
2. If the report is not reportable, the user will be informed that filling the report is not required.

SECTION 1 OF THE OTAI REPORT

SECTION 1	ACCIDENT DATE 1	DAY OF WEEK M T W T H F 2 S SN	TIME OF DAY 3 AM PM	COUNTY 4	DO NOT WRITE IN THIS SPACE	Accident Number _____
	ROAD ON WHICH ACCIDENT OCCURRED (Name of street, road or route) 5				MILE POST 6	
	☐ WITHIN _____ FEET N S E W NAME OF NEAREST INTERSECTING ROAD ☐ NEAR _____ MILES N S E W 7				TYPE OF ACCIDENT - The accident involved one or more of the following: (Mark all that apply) ☐ Two vehicles ☐ ATV / Snowmobile ☐ Parked vehicle ☐ More than two vehicles ☐ Motorcycle ☐ Overturned vehicle ☐ Fatality ☐ Motorized Scooter ☐ Animal ☐ Bicycle 9 ☐ Personal (assisted) mobility device ☐ Fixed object / property ☐ Pedestrian ☐ Train ☐ Other _____	
	☐ WITHIN _____ FEET N S E W NAME OF NEAREST CITY / TOWN ☐ NEAR _____ MILES N S E W 8					

Figure 8. Section 1 of the OTAI Paper Form

ELEMENTS 1.1 AND 1.2: DATE AND DAY OF THE WEEK

OTAI Paper Form

ACCIDENT DATE	DAY OF WEEK M T W T H F S SN
---------------	------------------------------------

Figure 9. Elements 1.1 and 1.2

Online OTAI Form Equivalent

Date Time Picker.

Accident date
 Monday , October 11, 2010

Figure 10. Elements 1.1 and 1.2 Online OTAI Form Equivalent

Type of Field

Required.

Data Resources Needed

1. Database where the collected information will be uploaded.

Error Handling and Constraints

This element will not let the user chose a future date or a date 50 years in the past.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. The information will be stored in the database.

ELEMENT 1.3: TIME OF THE DAY

OTAI Paper Form

A rectangular form with a black border. Inside, the text "TIME OF DAY" is on the left. On the right, "AM" and "PM" are stacked vertically.

Figure 11. Element 1.3 of the OTAI Paper Form

Online OTAI Form Equivalent

Textbox.

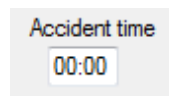
A light gray rectangular box. At the top, the text "Accident time" is displayed. Below it, a white text input field contains the value "00:00".

Figure 12. Element 1.3 Online OTAI Form Equivalent

Type of Field

Required.

Data Resources Needed

1. Database where the collected information will be uploaded.

Error Handling and Validation Rules

1. The form will have data validation rules to allow only a 24 hour time format input. An error message will be displayed if there is any other format. If validation fails, an error message will be displayed and the element with the error will have border color red. Additionally, the button to go to the next page will become disabled.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. The information will be stored into the database.

ELEMENT 1.4: COUNTY

OTAI Paper Form

COUNTY

Figure 13. Element 1.4 of OTAI Paper Form

Online OTAI Form Equivalent

This element will be replaced by Element 1.5.

ELEMENT 1.5: ROAD ON WHICH ACCIDENT OCCURRED

OTAI Paper Form

ROAD ON WHICH ACCIDENT OCCURRED (Name of street, road or route)
--

Figure 14. Element 1.5 of the OTAI Paper Form

Online OTAI Form Equivalent

Online form with Google maps connection.

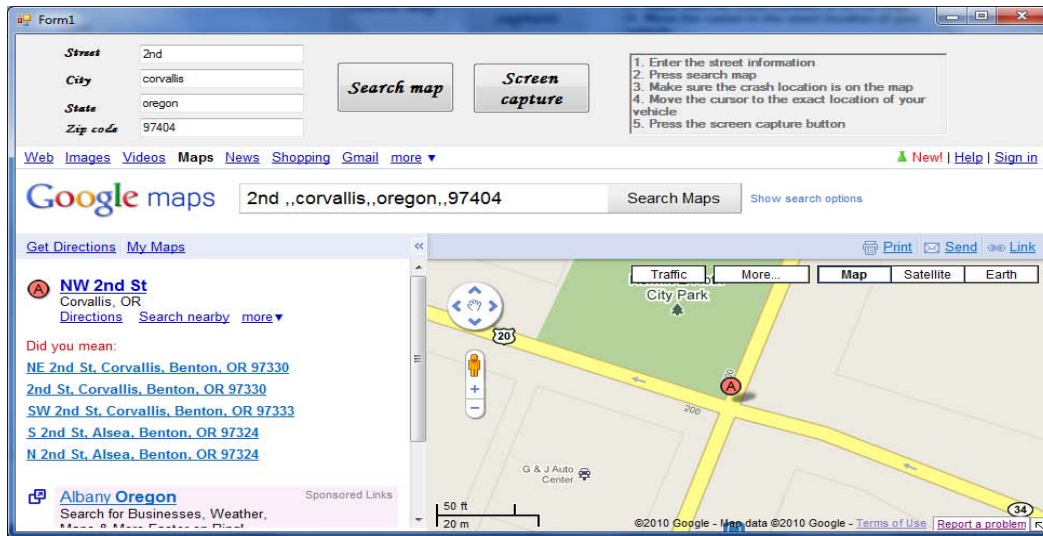


Figure 15. Element 1.5 Online OTAI Form Equivalent

Description

This tool will allow the user to describe graphically where the accident occurred. For this purpose, the tool will have a connection to Google maps. After the user locates the place of the accident, a screen shot will be taken by pressing the *screen capture* button. This screen shot will be sent to the database along the road data.

Type of Field

Required.

Data Resources Needed

1. Database where the collected information will be uploaded.
2. Google maps connection.

Initial state of the tool

- All text boxes except the first one must be disabled.
- The buttons must be disabled.
- No content should be showed in the web browser.

Use Cases

Table 11. Element 1.5 use cases

SUB ELEMENT OF FORM INVOLVED	STEPS	OUTCOME
Text boxes	User fills each box.	When the first text box has text in it the second textbox will be activated. When the previous box has text in it, the next one will be enabled. When the zip code text box has text in it, the search map button will become enabled.
Search map button	User finished filling the text boxes. User presses search map button.	The tool will create a search string for Google maps and the map will be displayed in an embedded web browser. The map should zoom in to the level before the street level. Once the search button map is pressed, the screen capture button will become enabled. The tool should be able to calculate the distance between the marker and the nearest intersection.
Screen capture button	User presses the screen capture button.	The tool will capture a screenshot of the map only and this information will be stored in the database.
Alternative	User presses the screen capture button an additional time.	The previous screen shot stored in the database will be replaced with the new screen shot.
Map interface	User grabs marker.	The user should be able to drag the marker to the exact position of the crash.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. The information of the text boxes as well as the screen shot will be stored in the database.

ELEMENT 1.6: MILE POST

OTAI Paper Form

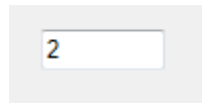


MILE POST

Figure 16. Element 1.6 of the OTAI Paper Form

Online OTAI Form Equivalent

Text box.



2

Figure 17. Element 1.6 Online OTAI Form Equivalent

Type of Field

Optional.

Data Resources Needed

1. Database where the collected information will be uploaded.

Error Handling and validation rules

1. The form will have data validation to only allow integers.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. The information will be stored into the database.

ELEMENT 1.7: NAME OF NEAREST INTERSECTION

OTAI Paper Form

☐	WITHIN _____ FEET	N S E W	NAME OF NEAREST INTERSECTING ROAD
☐	NEAR _____ MILES	N S E W	

Figure 18. Element 1.7 of the OTAI Paper Form

Online OTAI Form Equivalent

Text box and combo boxes. Street combo box with auto completion.



Figure 19. Element 1.7 Online OTAI Form Equivalent

Type of Field

Optional.

Data Resources Needed

1. Database listing the roads of the county selected in Element 1.4 of the online OTAI form. This information will be used to populate the combo box that displays the roads.
2. Database where the collected information will be uploaded.

Error Handling and Validation Rules

1. The form will use data validation to only allow integers in the text boxes.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. The information will be stored into the database.

ELEMENT 1.8: NAME OF NEAREST CITY / TOWN

OTAI Paper Form

☐	WITHIN _____ FEET	N S E W	NAME OF NEAREST CITY / TOWN
☐	NEAR _____ MILES	N S E W	

**Figure 20. Element 1.8 of the DMV for
*Online OTAI Form Equivalent***

Text box and combo boxes. City combo box with auto completion

1	Miles	2	Feet	S ▼	Of	Corvallis
--------------------------------	-------	--------------------------------	------	-----	----	--

**Figure 21. Element 1.8 Online OTAI Form Equivalent
*Type of Field***

Required.

Data Resources Needed

1. Database listing the cities of the state. This information will be used to populate the combo box that displays the cities.
2. Database where the collected information will be uploaded.

Error Handling and Validation Rules

1. The form will use data validation to only allow integers in the text boxes.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. The information will be stored into the database.

ELEMENT 1.9: TYPE OF ACCIDENT

OTAI Paper Form

TYPE OF ACCIDENT - The accident involved one or more of the following: (Mark all that apply)		
☐ Two vehicles	☐ ATV / Snowmobile	☐ Parked vehicle
☐ More than two vehicles	☐ Motorcycle	☐ Overturned vehicle
☐ Fatality	☐ Motorized Scooter	☐ Animal
☐ Bicycle	☐ Personal (assisted) mobility device	☐ Fixed object / property
☐ Pedestrian	☐ Train	☐ Other _____

Figure 22. Element 1.9 of the OTAI Paper Form

Online OTAI Form Equivalent

Checked list boxes.

☐ Two vehicles	☐ ATV / Snowmobile	☐ Parked vehicle
☐ More than two vehicles	☐ Motorcycle	☐ Overturned vehicle
☐ Fatality	☐ Motorized Scooter	☐ Animal
☐ Bicycle	☐ Personal (assisted) mobility device	☐ Fixed object / property
☐ Pedestrian	☐ Train	☒ Other

Please specify

Figure 23. Element 1.9 Online OTAI Form Equivalent

Type of Field

Required.

Data Resources Needed

1. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. The information will be stored into the database.

SECTION 2 OF THE OTAI PAPER FORM

SECTION 2 (YOUR VEHICLE #1)	Complete ALL of this section. If you fail to do so, your driving privileges may be suspended. You MUST list the insurance company (not agency) and policy number that provided liability coverage for the vehicle you were driving.									
	DRIVER'S NAME (LAST, FIRST, MIDDLE) 1				DRIVER'S LICENSE NUMBER 2		STATE 3	DATE OF BIRTH 4		SEX 5
	DRIVER'S RESIDENCE ADDRESS 6				CITY		STATE	ZIP CODE		☐ CHECK BOX IF ADDRESS CHANGE
	MAILING ADDRESS (IF DIFFERENT THAN RESIDENCE) 7				CITY		STATE	ZIP CODE		
	VEHICLE OWNER'S NAME AND ADDRESS 8				CITY		STATE	ZIP CODE		
	☐ SAME									
	INSURANCE COMPANY NAME (NOT AGENCY) AND ADDRESS 9				CITY		STATE	ZIP CODE		
	POLICY NUMBER 10		VEHICLE IDENTIFICATION NUMBER 11		VEHICLE PLATE NUMBER 12		STATE 13	YEAR 14	MAKE & MODEL 15	

Figure 24. Section 2 of the OTAI Report

ELEMENT 2.01: ADDITIONAL ELEMENT FOR SECTION 2, DRIVER'S LICENSE NUMBER

Please enter your driver license number

Figure 25. Element 2.01.1

Type of Field

Required.

Data Resources Needed

1. Database containing information about the drivers.

After the user has entered a valid driver license number, the online OTAI system will connect to the driver license database and will pull the following information and display it. The text boxes will be read only.

Name
Robert Smith

Is this you?

Current address
397 Hellsing Street, Hanover

Is your address correct?

Are you the vehicle's owner?

Figure 26. Element 2.01

Use Cases

Table 12: Element 2.01.2 use cases

SUB ELEMENT OF FORM INVOLVED	STEPS	OUTCOME
Combo box <i>Is this you?</i>	User selects the <i>Yes</i> option for the first time.	Address combo box will become enabled.
Alternative 1	User selects the <i>No</i> option	Form will go back to Element 2.01.1 to allow the user to revise the driver license number.
Alternative 2	User selects the <i>Yes</i> option for the second time.	A message will appear asking the user to call ODOT. A phone number should be provided.
Combo box <i>Is your address correct?</i>	User selects the <i>Yes</i> option.	Vehicle owner combo box will become enabled. Element 2.6 will contain the address from Element 2.01.1
Alternative 1	User selects the <i>No</i> option.	Elements 2.6 and 2.7 will be enabled for the user to fill. Afterwards the form will return to Element 2.01.2
Combo box <i>Are you the vehicle's owner?</i>	User selects the <i>Yes</i> option.	Element 2.8 will contain the same address from Element 2.01.2.
Alternative 1	User selects the <i>No</i> option.	Form will show Element 2.8 for the user to fill.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. Elements 2.3, 2.4 and 2.5 will be obtained from the drivers' database.
2. The information will be stored into the database.

ELEMENT 2.1: DRIVER’S NAME

OTAI Paper Form

DRIVER’S NAME (LAST, FIRST, MIDDLE)

Figure 27. Element 2.1 of the OTAI Paper Form

Online OTAI Form Equivalent

This element will be replaced by Element 2.01.2.

ELEMENT 2.2: DRIVER’S LICENSE NUMBER

OTAI Paper Form

DRIVER’S LICENSE NUMBER

Figure 28. Element 2.2 of the OTAI Paper Form

Online OTAI Form Equivalent

This element will be replaced by element 2.01.

ELEMENTS 2.3, 2.4 AND 2.5: STATE, DOB AND SEX

OTAI Paper Form

STATE	DATE OF BIRTH	SEX
-------	---------------	-----

Figure 29. Elements 2.3, 2.4 and 2.5 of the OTAI Paper Form

Online OTAI Form Equivalent.

This element will be replaced by Element 2.01.2.

Data Resources Needed

1. Driver's database. This information will be used to populate the state, date of birth and sex in the report.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. The required information from the drivers' database will be used for the report's database.

ELEMENT 2.6: DRIVER'S RESIDENCE ADDRESS

OTAI Paper Form

DRIVER'S RESIDENCE ADDRESS	CITY	STATE	ZIP CODE	☐ CHECK BOX IF ADDRESS CHANGE
----------------------------	------	-------	----------	--

Figure 30. Element 2.6 of the OTAI Paper Form

Online OTAI Form Equivalent

This element will be replaced by Element 2.01.2.

ELEMENT 2.7: MAILING ADDRESS (IF DIFFERENT THAN RESIDENCE)

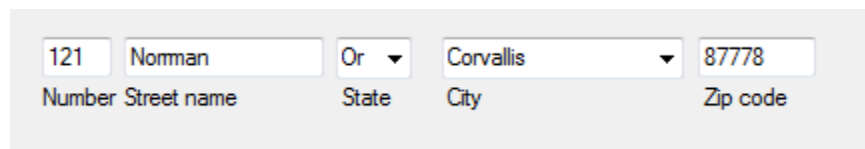
OTAI Paper Form

MAILING ADDRESS (IF DIFFERENT THAN RESIDENCE)	CITY	STATE	ZIP CODE
---	------	-------	----------

Figure 31. Element 2.7 of the OTAI Paper Form

Online OTAI Form Equivalent

Text box with auto completion, combo box, combo box, text box.



The screenshot shows a form with five input fields. The first field contains '121' with the label 'Number' below it. The second field contains 'Norman' with the label 'Street name' below it. Between the second and third fields is the text 'Or' followed by a downward arrow. The third field is a dropdown menu containing 'Corvallis' with the label 'City' below it. The fourth field contains '87778' with the label 'Zip code' below it. The labels 'State' and 'City' are positioned below the 'Or' and the third dropdown field respectively.

Figure 32. Element 2.7 Online OTAI Form Equivalent

Type of Field

Optional.

Data Resources Needed

1. Database listing the states of the country and the cities of the state. This information will be used to populate the state and city combo boxes.
2. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. The information will be stored into the database.

ELEMENT 2.8: VEHICLE OWNER'S NAME AND ADDRESS

OTAI Paper Form

VEHICLE OWNER'S NAME AND ADDRESS	CITY	STATE	ZIP CODE
☐ SAME			

Figure 33. Element 2.8 of the OTAI Paper Form

Online OTAI Form Equivalent

Text box with auto completion, Combo box, Combo box, text box.

Number Street name Or State City Zip code

☐ Same as driver

Figure 34. Element 2.8 Online OTAI Form Equivalent

Use Cases

Table 13: Element 2.8 use cases

SUB ELEMENT OF FORM INVOLVED	STEPS	OUTCOME
<i>Same as driver</i> checked list box	User checks the box.	Element 2.8 will have the same information as Element 2.6

Type of Field

Required.

Data Resources Needed

1. Database listing the states of the country and the cities of the state. This information will be used to populate the state and city combo boxes.
2. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. The information will be stored into the database.

ELEMENT 2.9: INSURANCE COMPANY NAME AND ADDRESS

OTAI Paper Form

INSURANCE COMPANY NAME (NOT AGENCY) AND ADDRESS	CITY	STATE	ZIP CODE
---	------	-------	----------

Figure 35. Element 2.9 of the OTAI Paper Form

Online OTAI Form Equivalent

Text box, textbox, textbox with auto completion, combo box, combo box, text box.

Farmers	442	23	Or ▼	Corvallis ▼	3322
Insurance name	Number	Street name	State	City	Zip code

Figure 36. Element 2.9 Online OTAI Form Equivalent

Type of Field

Required.

Data Resources Needed

1. Database listing the states of the country and the cities of the state. This information will be used to populate the state and city combo boxes.
2. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. The information will be stored into the database.

ELEMENT 2.10: POLICY NUMBER

OTAI Paper Form



Figure 37. Element 2.10 of the OTAI Paper Form

Online OTAI Form Equivalent

Text box.

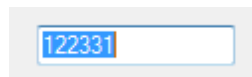


Figure 38. Element 2.10 Online OTAI Form Equivalent

Type of Field

Required.

Data Resources Needed

1. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. The information will be stored into the database.

ELEMENT 2.11: VEHICLE IDENTIFICATION NUMBER

OTAI Paper Form

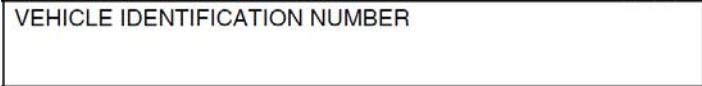
A rectangular box representing a paper form. The text "VEHICLE IDENTIFICATION NUMBER" is printed at the top left of the box.

Figure 39. Element 2.11 of the OTAI Paper Form

Online OTAI Form Equivalent

Text box.

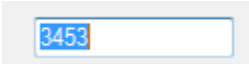
A screenshot of a web-based text input field. The field contains the number "3453".

Figure 40. Element 2.11 Online OTAI Form Equivalent

Type of Field

Required.

Data Resources Needed

1. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. The information will be stored into the database.

ELEMENT 2.12: VEHICLE PLATE NUMBER

OTAI Paper Form

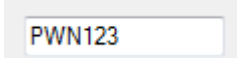


VEHICLE PLATE NUMBER

Figure 41. Element 2.11 of the OTAI Paper Form

Online OTAI Form Equivalent

Text box.



PWN123

Figure 42. Element 2.11 Online OTAI Form Equivalent

Type of Field

Required.

Data Resources Needed

1. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. The information will be stored into the database.

ELEMENTS 2.13, 2.14 AND 2.15: STATE, YEAR, MAKE AND MODEL

OTAI Paper Form

STATE	YEAR	MAKE & MODEL
-------	------	--------------

Figure 43. Elements 2.13, 2.14 and 2.15 of the OTAI Paper Form

Online OTAI Form Equivalent

Combo box, text box, text box, text box.

Or ▼	1990	Ford	F150
State	Year	Make	Model

Figure 44. Elements 2.13, 2.14 and 2.15 Online OTAI Form Equivalent

Type of Field

Required.

Data Resources Needed

1. Database listing the states of the country. This information will be used to populate the state combo box.
2. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. The information will be stored into the database.

SECTION 3 OF THE OTAI PAPER FORM

SECTION 3	Check all	1	☐	Damage to your vehicle was more than \$1500.
	statements	2	☐	Damage to any one person's property (other than vehicle) was more than \$1500.
	that apply:	3	☐	Your vehicle was towed from the scene as a result of damages.
		4	☐	You or passengers in your vehicle were injured.
		5	☐	The accident occurred while you were driving your employer's vehicle.
		6	☐	You were driving on your job and being paid for the principal purpose of driving.
		7	☐	You were being paid to drive and/or deliver persons or property.
		8	☐	You were operating a government owned vehicle marked for transporting mail in accordance with government rules.
		9	☐	You were operating an authorized emergency vehicle.
		10	☐	You were operating a commercial motor vehicle requiring you to have a commercial driver license.
		11	☐	You were transporting hazardous material.
		12	☐	A police officer came to the scene.
		13	☐	A citation was issued to you.

Name of police department: _____

The citation was: _____

12.1
☐ City

12.2
☐ County

12.3
☐ State Police

ELEMENTS 3.1 TO 3.4

OTAI Paper Form

- ☐ Damage to your vehicle was more than \$1500.
- ☐ Damage to any one person's property (other than vehicle) was more than \$1500.
- ☐ Your vehicle was towed from the scene as a result of damages.
- ☐ You or passengers in your vehicle were injured.

Figure 45. Elements 3.1 to 3.4 of the OTAI Paper Form

Online OTAI Form Equivalent

Checked list boxes within a panel.

☒ Damage to your vehicle was more than \$1500
☒ Damage to any one person's property (other than vehicle) was more than \$1500
☒ Your vehicle was towed from the scene as a result of damages
☒ You or passengers in your vehicle were injured

Figure 46. Elements 3.1 to 3.4 Online OTAI Form Equivalent

Type of Field

Optional.

Data Resources Needed

1. Database where the collected information will be uploaded.

Use Cases

Table 14: Elements 3.1 to 2.4 use cases

SUB ELEMENT OF FORM INVOLVED	STEPS	OUTCOME
Checked list box	User does not select any of these options.	A green label will appear with the text: <i>You don't need to fill a report, you can exit this website.</i>
Alternative	User selects at least an option	A red label will appear with the text: <i>By law you have to complete this report.</i>

Result of Element

The following will take place when the user presses the button to go to the next page:

1. The information will be stored into the database.

ELEMENTS 3.5 TO 3.11

OTAI Paper Form

- ☐ The accident occurred while you were driving your employer's vehicle.
- ☐ You were driving on your job and being paid for the principal purpose of driving.
- ☐ You were being paid to drive and/or deliver persons or property.
- ☐ You were operating a government owned vehicle marked for transporting mail in accordance with government rules.
- ☐ You were operating an authorized emergency vehicle.
- ☐ You were operating a commercial motor vehicle requiring you to have a commercial driver license.
 - ☐ You were transporting hazardous material.

Figure 47. Elements 3.5 to 3.11 of the OTAI Paper Form

Online OTAI Form Equivalent

Checked list boxes.

☐ The accident occurred while you were driving your employer's vehicle
☐ You were driving on your job and being paid for the principal purpose of driving
☐ You were being paid to drive and or deliver persons or property
☐ You were operating a government owned vehicle marked for transporting mail in accordance with government rules
☐ You were operating an authorized emergency vehicle
☐ You were operating a commercial motor vehicle requiring you to have a commercial driver license
☐ You were transporting hazardous material

Figure 48. Elements 3.5 to 3.11 Online OTAI Form Equivalent

Type of Field

Optional.

Data Resources Needed

1. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. The information will be stored into the database.

ELEMENT 3.12

OTAI Paper Form

☐ A police officer came to the scene.
 Name of police department: _____
 ☐ City
 ☐ County
 ☐ State Police

Figure 49. Element 3.12 of the OTAI Paper Form

Online OTAI Form Equivalent

Checked list box, text box, checked list boxes.

☒ A police officer came to the scene
 Name of the police department

☐ City
☐ County
☐ State police

Figure 50. Element 3.12 Online OTAI Form Equivalent

Type of Field

Optional.

Data Resources Needed

1. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. The information will be stored into the database.

ELEMENT 3.13

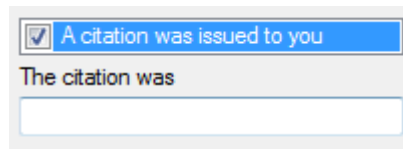
OTAI Paper Form

☐ A citation was issued to you.
The citation was: _____

Figure 51. Element 3.13 of the OTAI Paper Form

Online OTAI Form Equivalent

Checked list box and text box.



☒ A citation was issued to you
The citation was

Figure 52. Element 3.13 Online OTAI Form Equivalent

Type of Field

Optional.

Data Resources Needed

1. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. The information will be stored into the database.

SECTION 4 OF THE OTAI PAPER FORM

SECTION 4 (OTHER VEHICLE #2)	DRIVER'S NAME (LAST, FIRST, MIDDLE) 1		DRIVER'S LICENSE NUMBER 2		STATE 3	DATE OF BIRTH 4	SEX 5
	DRIVER'S ADDRESS 6		CITY		STATE	ZIP CODE	
	VEHICLE OWNER'S NAME AND ADDRESS 7		CITY		STATE	ZIP CODE	
	☐ SAME						
	INSURANCE COMPANY NAME (NOT AGENT) AND ADDRESS 8						
	POLICY NUMBER 9	VEHICLE IDENTIFICATION NUMBER 10		VEHICLE PLATE NUMBER 11	STATE 12	YEAR 13	MAKE & MODEL 14

Figure 53. Section 4 of the OTAI Paper Form

ELEMENT 4.1: DRIVER’S NAME

OTAI Paper Form

DRIVER'S NAME (LAST, FIRST, MIDDLE)

Figure 54. Element 4.1 of the OTAI Paper Form

Online OTAI Form Equivalent.

Text boxes.

Last	First	Middle

Figure 55. Element 4.1 Online OTAI Form Equivalent

Type of Field

Optional.

Data Resources Needed

- 1. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. The information will be stored into the database.

ELEMENT 4.2: DRIVER'S LICENSE NUMBER

OTAI Paper Form

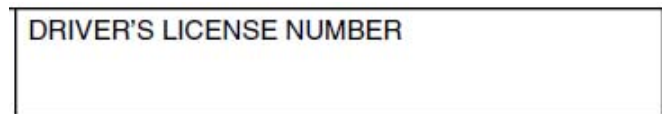


Figure 56. Element 4.2 of the OTAI Paper Form

Online OTAI Form Equivalent

Text box.

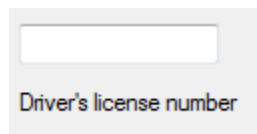


Figure 57. Element 4.2 Online OTAI Form Equivalent

Type of Field

Optional.

Data Resources Needed

1. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. The information will be stored into the database.

ELEMENTS 4.3, 4.4 AND 4.5: STATE DOB AND SEX

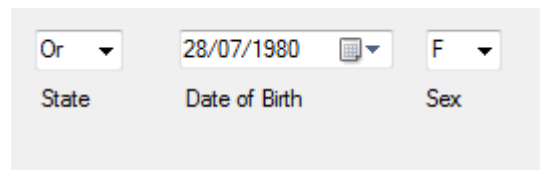
OTAI Paper Form

STATE	DATE OF BIRTH	SEX
-------	---------------	-----

Figure 58. Elements 4.3, 4.4 and 4.5 of the OTAI Paper Form

Online OTAI Form Equivalent

Combo box, date time picker, combo box.



The screenshot shows three input fields in a light gray container. The first field is a dropdown menu with 'Or' selected and a downward arrow. Below it is the label 'State'. The second field is a date picker showing '28/07/1980' with a calendar icon and a downward arrow. Below it is the label 'Date of Birth'. The third field is a dropdown menu with 'F' selected and a downward arrow. Below it is the label 'Sex'.

Figure 59. Elements 4.3, 4.4 and 4.5 Online OTAI Form Equivalent

Type of Field

Optional.

Data Resources Needed

1. Database listing the states of the country. This information will be used to populate the state combo box.
2. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. The information will be stored into the database.

ELEMENT 4.6: DRIVER'S ADDRESS

OTAI Paper Form

DRIVER'S ADDRESS	CITY	STATE	ZIP CODE
------------------	------	-------	----------

Figure 60. Element 4.6 of the OTAI Paper Form

Online OTAI Form Equivalent

Text box with auto completion, Combo box, Combo box, Text box.

121	Norman	Or ▼	Corvallis ▼	87778
Number	Street name	State	City	Zip code

Figure 61. Element 4.6 Online OTAI Form Equivalent

Type of Field

Optional.

Data Resources Needed

1. Database listing the states of the country and the cities of the state. This information will be used to populate the state and city combo boxes.
2. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. The information will be stored into the database.

ELEMENT 4.7: VEHICLE OWNER’S NAME AND ADDRESS

OTAI Paper Form

VEHICLE OWNER'S NAME AND ADDRESS	CITY	STATE	ZIP CODE
☐ SAME			

Figure 62. Element 4.7 of the OTAI Paper Form

Online OTAI Form Equivalent

Checked list box, text box with auto completion, Combo box, Combo box, text box.

☒ Same			Or ▼	Corvallis ▼	
Same	Number	Street name	State	City	Zip code

Figure 63. Element 4.7 Online OTAI Form Equivalent

Type of Field

Optional.

Data Resources Needed

1. Database listing the states of the country and the cities of the state. This information will be used to populate the state and city combo boxes.
2. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. The information will be stored into the database.

ELEMENT 4.8: INSURANCE COMPANY NAME AND ADDRESS

OTAI Paper Form

INSURANCE COMPANY NAME (NOT AGENT) AND ADDRESS
--

Figure 64. Element 4.8 of the OTAI Paper Form

Online OTAI Form Equivalent

Text box, textbox, textbox with auto completion, combo box, combo box, text box.

Farmers	442	23	Or ▼	Corvallis	3322
Insurance name	Number	Street name	State	City	Zip code

Figure 65. Element 4.8 Online OTAI Form Equivalent

Type of Field

Optional.

Data Resources Needed

1. Database listing the states of the country and the cities of the state. This information will be used to populate the state and city combo boxes.
2. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. The information will be stored into the database.

ELEMENT 4.9: POLICY NUMBER

OTAI Paper Form



Figure 66. Element 4.9 of the OTAI Paper Form

Online OTAI Form Equivalent

Text box.



Figure 67. Element 4.9 Online OTAI Form Equivalent

Type of Field

Optional.

Data Resources Needed

1. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. The information will be stored into the database.

ELEMENT 4.10: VEHICLE IDENTIFICATION NUMBER

OTAI Paper Form

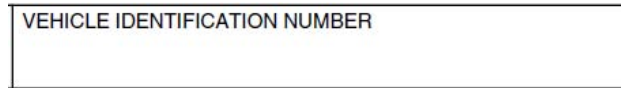


Figure 68. Element 4.10 of the OTAI Paper Form

Online OTAI Form Equivalent

Text box.



Figure 69. Element 4.10 Online OTAI Form Equivalent

Type of Field

Optional.

Data Resources Needed

1. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. The information will be stored into the database.

ELEMENT 4.11: VEHICLE PLATE NUMBER

OTAI Paper Form

VEHICLE PLATE NUMBER

Figure 70. Element 4.11 of the OTAI Paper Form

Online OTAI Form Equivalent

Text box.

PWN123

Figure 71. Element 4.11 Online OTAI Form Equivalent

Type of Field

Optional.

Data Resources Needed

1. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. The information will be stored into the database.

ELEMENTS 4.12, 4.13 AND 4.14: STATE, YEAR MAKE AND MODEL

OTAI Paper Form

STATE	YEAR	MAKE & MODEL
-------	------	--------------

Figure 72. Elements 4.12, 4.13 and 4.14 of the OTAI Paper Form

Online OTAI Form Equivalent

Combo box, text box, text box, text box.

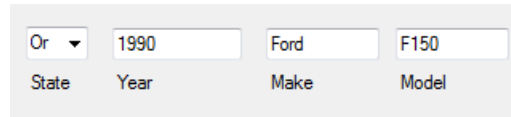


Figure 73. Elements 4.12, 4.13 and 4.14 Online OTAI Form Equivalent

Type of Field

Optional.

Data Resources Needed

1. Database listing the states of the country. This information will be used to populate the state combo box.
2. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. The information will be stored into the database.

WAS THERE ANOTHER VEHICLE INVOLVED?

If the following checked list box is checked, then another form to enter a vehicle's information should open.

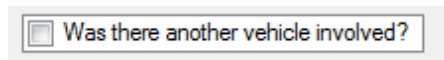


Figure 74. Additional element for section 4 of the OTAI Paper Form

SECTION 5 OF THE OTAI PAPER FORM

SECTION 5	DESCRIBE WHAT HAPPENED: 1			
	I certify all information given on this report is true and accurate to the best of my knowledge. 2			
	SIGNATURE OF PERSON MAKING REPORT X	PRINTED NAME OF PERSON MAKING REPORT 3	DAYTIME PHONE # 4 ()	DATE SIGNED 5

YOU INTENDED TO...	YOUR VEHICLE	WEATHER CONDITIONS	YOUR RESIDENCE
☐ Go straight ahead ☐ Make right turn ☐ Make left turn 6 ☐ Make "U" turn ☐ Back-Up ☐ Enter driveway (also mark left or right turn) ☐ Remain stopped in traffic ☐ Enter parked position ☐ Slow or Stop ☐ Leave driveway (also mark left or right turn) ☐ Start in traffic lane ☐ Leave parked position ☐ Remain parked ☐ Overtake and pass	☐ Passenger car, pickup, van ☐ Military vehicle ☐ Taxicab 7 ☐ Emergency vehicle ☐ Any of the above and trailer ☐ Private or public agency transit vehicle ☐ Bus ☐ School bus ☐ Other publicly-owned veh. ☐ Motorcycle ☐ Motor-scooter/bike ☐ Personal (assisted) mobility device ☐ Truck tractor & semi trailer ☐ Truck/truck tractor ☐ Other truck combination ☐ Farm tractor/farm equip.	☐ Clear ☐ Raining ☐ Snowing 8 ☐ Fog ☐ Other ROAD SURFACE ☐ Dry ☐ Wet 9 ☐ Snowy ☐ Icy ☐ Other LIGHT CONDITIONS ☐ Daylight ☐ Dawn or dusk 10 ☐ Darkness (lighted) ☐ Darkness (unlighted) ☐ Other	☐ Local resident (within 25 miles of accident site) ☐ Residing elsewhere in state ☐ Non-resident of this state: ☐ College student ☐ Military 11 ☐ Temporary job YOU WERE HEADED ☐ North ☐ East ☐ South ☐ West 12 On: _____ (name of street, road or route) OTHER DRIVER WAS HEADED ☐ North ☐ East ☐ South ☐ West 13 On: _____ (name of street, road or route)

WITNESS INFORMATION: 14

Figure 75. Section 5 of the OTAI Paper Form

DRIVER AND PASSENGER INJURY AND SAFETY EQUIPMENT INFORMATION					
SAFETY EQUIPMENT CODES WRITE one of the codes (0–10) in column C 0 No seat belt available 1 Seat belt available but NOT used 2 Seat belt available and in use 3 Child restraint device available 4 Child restraint device in use 5 Child restraint device not available 6 Helmet NOT in use 7 Helmet in use 8 Air bag deployed 9 Air bag available - NOT deployed 10 Air bag NOT available		INJURY CODE FOR OCCUPANTS WRITE one of the codes (1–5) in column D 1 Deceased as a result of the accident 2 Incapacitated - unconscious, could not walk, broken or distorted limbs, etc. 3 Visible injury - lump, abrasion cuts 4 Momentary unconsciousness, complaint of pain, nausea, limping 5 No apparent injury			
SEAT POSITION	PASSENGER'S NAMES (your vehicle)	A	B	C	D
		SEX	AGE	SFTY EQP	AIR BAG
DRIVER					
FRONT CENTER					
FRONT RIGHT					
MIDDLE * LEFT					
MIDDLE * CENTER					
MIDDLE * RIGHT					
REAR LEFT					
REAR CENTER					
REAR RIGHT					

* Use **only** for vehicles with middle row of seats (i.e., vans, SUVs, etc.)

Figure 69. Section 5 of the OTAI Paper Form (cont.)

If this accident involved a pedestrian or bicyclist, complete the following:	
☐ PEDESTRIAN NAME	☐ BICYCLIST NAME
16	
Pedestrian or bicyclist was going:	
☐ N	☐ S ☐ E ☐ W 17
ALONG OR ACROSS: (name of street, road or route)	
18	
From:	
19	
To:	
EXAMPLE: (From: NE corner To: SE corner (or) From: East side To: West side, etc.)	
Sex and age of pedestrian / bicyclist:	
☐ Male ☐ Female	Age: _____ 20
Extent of pedestrian / bicyclist injury:	
☐ Deceased	☐ Momentary unconscious-
☐ Incapacitated 21	ness /complaint of pain
☐ Visible injury	☐ No apparent injury
Pedestrian / bicyclist action: (mark one)	
☐ Crossing at intersection or crosswalk	
☐ Crossing not at intersection or crosswalk	
☐ Walking / riding in roadway with traffic	
☐ Walking / riding in roadway against traffic	
☐ Standing in roadway 22	
☐ Pushing or working on vehicles in roadway	
☐ Other working in road	
☐ Playing in road	
☐ Hitchhiking	
☐ Not in roadway	
☐ Other _____ (specify)	

Figure 69. Section 5 of the OTAI Paper Form (cont.)

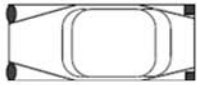
Vehicle Damage	Diagram
FRONT  23 USE ARROW TO SHOW FIRST IMPACT (SHADE IN DAMAGED AREA) ☐ Vehicle towed ☐ Rollover ☐ Under car ☐ Totaled ☐ Unknown Your Vehicle (No. 1) damage: \$ _____ .	Diagram N W ↑ E ↓ S Number each vehicle: 1 2 Show path by: → Show pedestrian/bicyclist by: ○ Show railroad tracks by: ++++++ 24 --- (name of street, road or route) ↑ --- (name of street, road or route) ↑

Figure 69. Section 5 of the OTAI Paper Form (cont.)

ELEMENT 5.1: DESCRIBE WHAT HAPPENED

OTAI Paper Form

DESCRIBE WHAT HAPPENED:

Figure 76. Element 5.1 of the OTAI Paper Form

Online OTAI Form Equivalent

Text box.

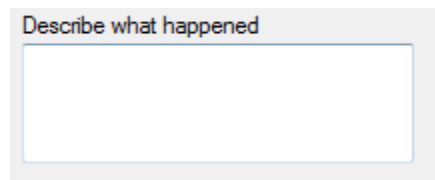
A screenshot of a web form. It features a light gray rectangular container. Inside the container, at the top, is the text "Describe what happened" in a small, dark font. Below this text is a large, empty rectangular text input box with a thin blue border.

Figure 77. Element 5.1 Online OTAI Form Equivalent

Type of Field

Required.

Data Resources Needed

1. Database where the collected information will be uploaded.

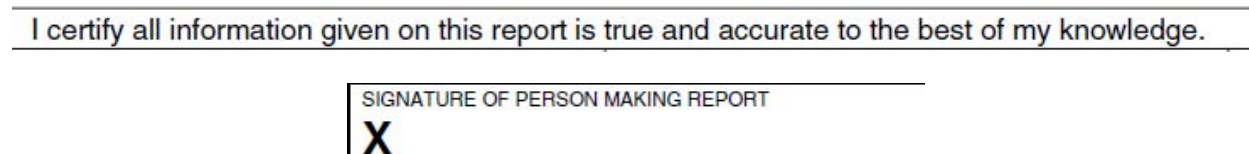
Result of Element

The following will take place when the user presses the button to go to the next page:

1. The information will be stored into the database.

ELEMENT 5.2: I CERTIFY THAT ALL INFORMATION GIVEN ON THIS REPORT IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE

OTAI Paper Form



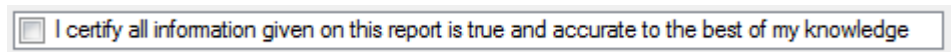
I certify all information given on this report is true and accurate to the best of my knowledge.

SIGNATURE OF PERSON MAKING REPORT
X

Figure 78. Element 5.2 of the OTAI Paper Form

Online OTAI Form Equivalent

Checked list box.



☒ I certify all information given on this report is true and accurate to the best of my knowledge

Figure 79. Element 5.2 Online OTAI Form Equivalent

Type of Field

Required.

Data Resources Needed

1. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. The information will be stored into the database.

ELEMENT 5.3: PRINTED NAME OF PERSON MAKING REPORT

OTAI Paper Form

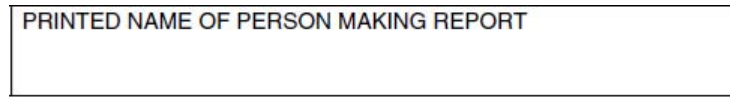
A rectangular box with a thin black border. Inside the box, the text "PRINTED NAME OF PERSON MAKING REPORT" is written in a small, uppercase, sans-serif font, centered horizontally and positioned near the top of the box.

Figure 80. Element 5.3 of the OTAI Paper Form

Online OTAI Form Equivalent

Text boxes.

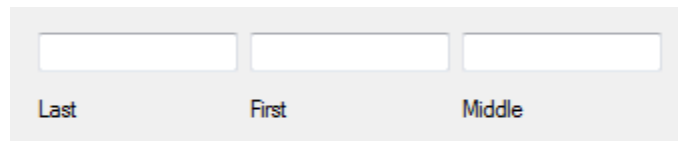
A light gray rectangular container holding three white text input boxes. Below each input box is a label: "Last" under the first box, "First" under the second box, and "Middle" under the third box. The labels are in a small, uppercase, sans-serif font.

Figure 81. Element 5.3 Online OTAI Form Equivalent

Type of Field

Required.

Data Resources Needed

1. Database where the collected information will be uploaded.

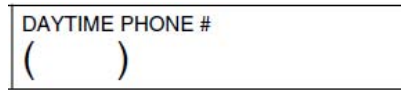
Result of Element

The following will take place when the user presses the button to go to the next page:

1. The information will be stored into the database.

ELEMENT 5.4: DAY TIME PHONE

OTAI Paper Form

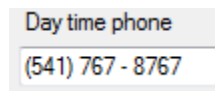


A rectangular box with a black border. Inside, the text "DAYTIME PHONE #" is at the top. Below it, there are two large parentheses " (" followed by a space and a closing parenthesis ")", indicating a space for a phone number.

Figure 82. Element 5.4 of the OTAI Paper Form

Online OTAI Form Equivalent

Text box.



A light gray rectangular box. At the top, the text "Day time phone" is displayed. Below it, there is a white text input field containing the phone number "(541) 767 - 8767".

Figure 83. Element 5.4 Online OTAI Form Equivalent

Type of Field

Required.

Data Resources Needed

1. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. The form will use validation to only allow integers. If validation fails, an error message will be displayed and the element with the error will have border color red. Additionally the button to go to the next form will become disabled.
2. The information will be stored into the database.

ELEMENT 5.5: DATE SIGNED

OTAI Paper Form

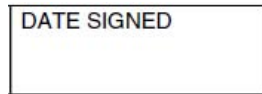


Figure 84. Element 5.5 of the OTAI Paper Form

Online OTAI Form Equivalent

No element will be shown, instead the system will automatically get the current system date and this data will be uploaded into the database.

Data Resources Needed

1. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. The information will be stored into the database.

ELEMENT 5.6: YOU INTENDED TO...

OTAI Paper Form

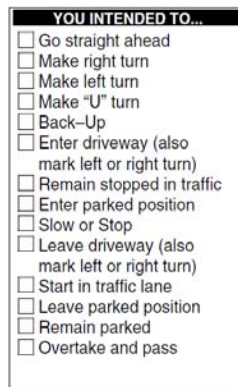
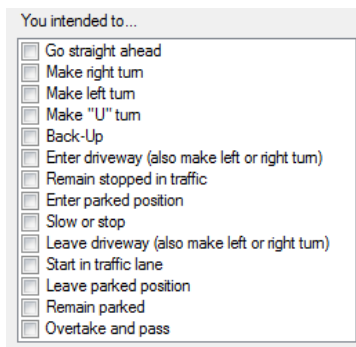


Figure 85. Element 5.6 of the OTAI Paper Form

Online OTAI Form Equivalent

Checked list boxes.



A screenshot of a web form titled "You intended to...". It contains a list of 15 driving intentions, each preceded by a small square checkbox. The intentions are: Go straight ahead, Make right turn, Make left turn, Make "U" turn, Back-Up, Enter driveway (also make left or right turn), Remain stopped in traffic, Enter parked position, Slow or stop, Leave driveway (also make left or right turn), Start in traffic lane, Leave parked position, Remain parked, and Overtake and pass.

You intended to...	
☐	Go straight ahead
☐	Make right turn
☐	Make left turn
☐	Make "U" turn
☐	Back-Up
☐	Enter driveway (also make left or right turn)
☐	Remain stopped in traffic
☐	Enter parked position
☐	Slow or stop
☐	Leave driveway (also make left or right turn)
☐	Start in traffic lane
☐	Leave parked position
☐	Remain parked
☐	Overtake and pass

Figure 86. Element 5.6 Online OTAI Form Equivalent

Type of Field

Required.

Data Resources Needed

1. Database where the collected information will be uploaded.

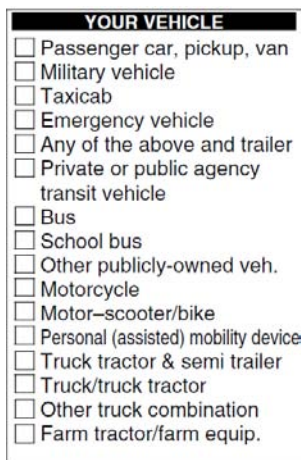
Result of Element

The following will take place when the user presses the button to go to the next page:

1. The information will be stored into the database.

ELEMENT 5.7: YOUR VEHICLE

OTAI Paper Form



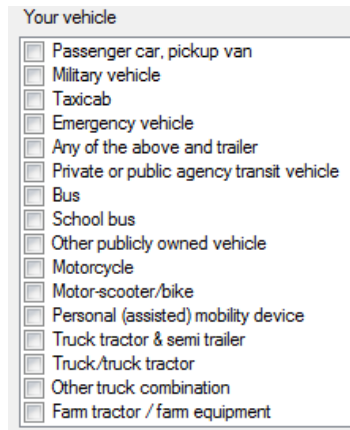
A screenshot of a paper form titled "YOUR VEHICLE". It contains a list of 15 vehicle types, each preceded by a small square checkbox. The vehicle types are: Passenger car, pickup, van; Military vehicle; Taxicab; Emergency vehicle; Any of the above and trailer; Private or public agency transit vehicle; Bus; School bus; Other publicly-owned veh.; Motorcycle; Motor-scooter/bike; Personal (assisted) mobility device; Truck tractor & semi trailer; Truck/truck tractor; Other truck combination; and Farm tractor/farm equip.

YOUR VEHICLE	
☐	Passenger car, pickup, van
☐	Military vehicle
☐	Taxicab
☐	Emergency vehicle
☐	Any of the above and trailer
☐	Private or public agency transit vehicle
☐	Bus
☐	School bus
☐	Other publicly-owned veh.
☐	Motorcycle
☐	Motor-scooter/bike
☐	Personal (assisted) mobility device
☐	Truck tractor & semi trailer
☐	Truck/truck tractor
☐	Other truck combination
☐	Farm tractor/farm equip.

Figure 87. Element 5.7 of the OTAI Paper Form

Online OTAI Form Equivalent

Checked list boxes.



The screenshot shows a web form titled "Your vehicle" with a list of 16 vehicle types, each preceded by an unchecked checkbox. The list includes: Passenger car, pickup van; Military vehicle; Taxicab; Emergency vehicle; Any of the above and trailer; Private or public agency transit vehicle; Bus; School bus; Other publicly owned vehicle; Motorcycle; Motor-scooter/bike; Personal (assisted) mobility device; Truck tractor & semi trailer; Truck/truck tractor; Other truck combination; and Farm tractor / farm equipment.

Your vehicle	
☐	Passenger car, pickup van
☐	Military vehicle
☐	Taxicab
☐	Emergency vehicle
☐	Any of the above and trailer
☐	Private or public agency transit vehicle
☐	Bus
☐	School bus
☐	Other publicly owned vehicle
☐	Motorcycle
☐	Motor-scooter/bike
☐	Personal (assisted) mobility device
☐	Truck tractor & semi trailer
☐	Truck/truck tractor
☐	Other truck combination
☐	Farm tractor / farm equipment

Figure 88. Element 5.7 Online OTAI Form Equivalent

Type of Field

Required.

Data Resources Needed

1. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. The information will be stored into the database.

ELEMENT 5.8: WEATHER CONDITIONS

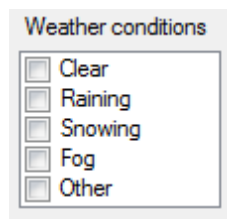
OTAI Paper Form

WEATHER CONDITIONS
☐ Clear
☐ Raining
☐ Snowing
☐ Fog
☐ Other

Figure 89. Element 5.8 of the OTAI Paper Form

Online OTAI Form Equivalent

Checked list boxes.



Weather conditions

- ☐ Clear
- ☐ Raining
- ☐ Snowing
- ☐ Fog
- ☐ Other

Figure 90. Element 5.8 Online OTAI Form Equivalent

Use Cases

Table 15: Element 5.8 use cases

SUB ELEMENT OF FORM INVOLVED	STEPS	OUTCOME
Checked list box	User selects any option.	All other options will become disabled until the user deselects the selected option.

Type of Field

Required.

Data Resources Needed

1. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. The information will be stored into the database.

ELEMENT 5.9: ROAD SURFACE

OTAI Paper Form



Figure 91. Element 5.9 of the OTAI Paper Form

Online OTAI Form Equivalent

Checked list boxes.

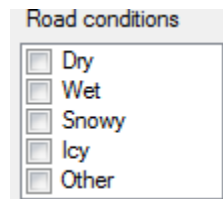


Figure 92. Element 5.9 Online OTAI Form Equivalent

Use Cases

Table 16: Element 5.9 use cases

SUB ELEMENT OF FORM INVOLVED	STEPS	OUTCOME
Checked list box	User selects any option.	All other options will become disabled until the user deselects the selected option.

Type of Field

Required.

Data Resources Needed

1. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. The information will be stored into the database.

ELEMENT 5.10: LIGHT CONDITIONS

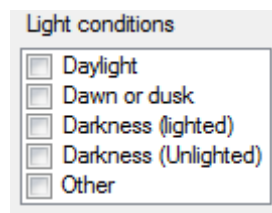
OTAI Paper Form

LIGHT CONDITIONS
☐ Daylight
☐ Dawn or dusk
☐ Darkness (lighted)
☐ Darkness (unlighted)
☐ Other

Figure 93. Element 5.10 of the OTAI Paper Form

Online OTAI Form Equivalent

Checked list boxes.



Light conditions

- ☐ Daylight
- ☐ Dawn or dusk
- ☐ Darkness (lighted)
- ☐ Darkness (Unlighted)
- ☐ Other

Figure 94. Element 5.10 Online OTAI Form Equivalent

Use Cases

Table 17: Element 5.10 use cases

SUB ELEMENT OF FORM INVOLVED	STEPS	OUTCOME
Checked list box	User selects any option.	All other options will become disabled until the user deselects the selected option.

Type of Field

Required.

Data Resources Needed

1. Database where the collected information will be uploaded.

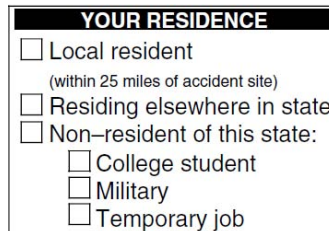
Result of Element

The following will take place when the user presses the button to go to the next page:

1. The information will be stored into the database.

ELEMENT 5.11: YOUR RESIDENCE

OTAI Paper Form



YOUR RESIDENCE

☐ Local resident
(within 25 miles of accident site)

☐ Residing elsewhere in state

☐ Non-resident of this state:

☐ College student

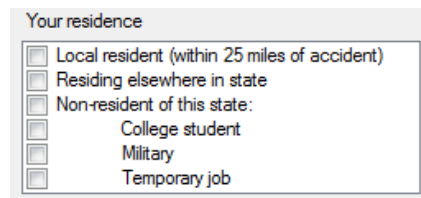
☐ Military

☐ Temporary job

Figure 95. Element 5.11 of the OTAI Paper Form

Online OTAI Form Equivalent

Checked list boxes.



Your residence

☐ Local resident (within 25 miles of accident)

☐ Residing elsewhere in state

☐ Non-resident of this state:

☐ College student

☐ Military

☐ Temporary job

Figure 96. Element 5.11 Online OTAI Form Equivalent

Use Cases

Table 18: Element 5.11 use cases

SUB ELEMENT OF FORM INVOLVED	STEPS	OUTCOME
Checked list box	User selects any option.	All other options will become disabled until the user deselects the selected option.

Type of Field

Required.

Data Resources Needed

1. Database where the collected information will be uploaded.

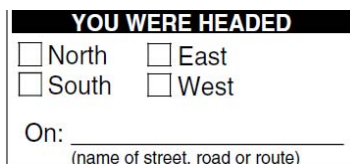
Result of Element

The following will take place when the user presses the button to go to the next page:

1. The information will be stored into the database.

ELEMENT 5.12: YOU WERE HEADED

OTAI Paper Form

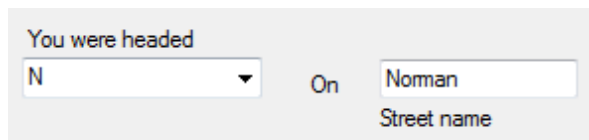


The paper form is titled "YOU WERE HEADED" in a black header box. Below the header, there are four checkboxes arranged in a 2x2 grid. The first row contains "North" and "East", and the second row contains "South" and "West". Below the checkboxes, there is a label "On:" followed by a horizontal line for text entry. Underneath the line, in smaller text, is the instruction "(name of street, road or route)".

Figure 97. Element 5.12 of the OTAI Paper Form

Online OTAI Form Equivalent

Combo box, text box with autocompletion.



The online form is displayed on a light gray background. It features a label "You were headed" above a dropdown menu. The dropdown menu is currently open, showing the letter "N" and a downward arrow. To the right of the dropdown is the word "On" followed by a text input field. The text input field contains the word "Norman". Below the text input field, the label "Street name" is visible.

Figure 98. Element 5.12 Online OTAI Form Equivalent

Type of Field

Required.

Data Resources Needed

1. Database listing the states of the country. This information will be used to populate the state combo box.
2. Database where the collected information will be uploaded.

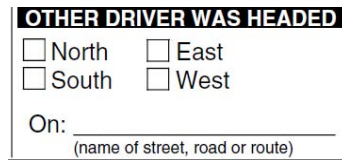
Result of Element

The following will take place when the user presses the button to go to the next page:

1. The information will be stored into the database.

ELEMENT 5.13: OTHER DRIVER WAS HEADED

OTAI Paper Form

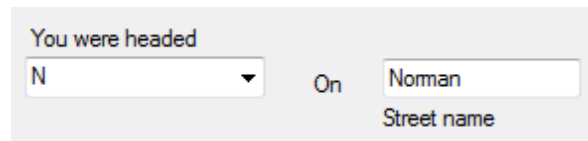


OTHER DRIVER WAS HEADED	
☐ North	☐ East
☐ South	☐ West
On: _____	
(name of street, road or route)	

Figure 99. Element 5.13 of the OTAI Paper Form

Online OTAI Form Equivalent

Combo box, text box with autocompletion



You were headed	
N	On
	Norman
	Street name

Figure 100. Element 5.13 Online OTAI Form Equivalent

Type of Field

Required.

Data Resources Needed

1. Database listing the states of the country. This information will be used to populate the state combo box.
2. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. The information will be stored into the database.

ELEMENT 5.14: WITNESS INFORMATION

OTAI Paper Form

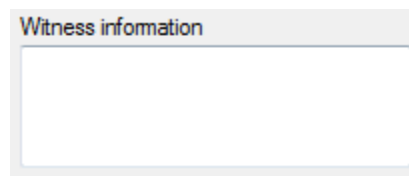


A rectangular form with a black border. The top-left corner contains the text "WITNESS INFORMATION:". Below this text are two horizontal lines for writing.

Figure 101. Element 5.14 of the OTAI Paper Form

Online OTAI Form Equivalent

Textbox



A light gray rectangular box with a thin border. The top-left corner contains the text "Witness information". Below this text is a large empty rectangular area for input.

Figure 102. Element 5.14 Online OTAI Form Equivalent

Type of Field

Optional.

Data Resources Needed

1. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. The information will be stored into the database.

ELEMENT 5.15: DRIVER AND PASSENGER INJURY AND SAFETY INFORMATION

OTAI Paper Form

DRIVER AND PASSENGER INJURY AND SAFETY EQUIPMENT INFORMATION					
SAFETY EQUIPMENT CODES WRITE one of the codes (0-10) in column C			INJURY CODE FOR OCCUPANTS WRITE one of the codes (1-5) in column D		
0 No seat belt available 1 Seat belt available but NOT used 2 Seat belt available and in use 3 Child restraint device available 4 Child restraint device in use 5 Child restraint device not available 6 Helmet NOT in use 7 Helmet in use 8 Air bag deployed 9 Air bag available - NOT deployed 10 Air bag NOT available			1 Deceased as a result of the accident 2 Incapacitated - unconscious, could not walk, broken or distorted limbs, etc. 3 Visible injury - lump, abrasion cuts 4 Momentary unconsciousness, complaint of pain, nausea, limping 5 No apparent injury		
SEAT POSITION	PASSENGER'S NAMES (your vehicle)	A SEX	B AGE	C SFTY EQP AIR BAG	D INJURY
DRIVER					
FRONT CENTER					
FRONT RIGHT					
MIDDLE * LEFT					
MIDDLE * CENTER					
MIDDLE * RIGHT					
REAR LEFT					
REAR CENTER					
REAR RIGHT					

* Use only for vehicles with middle row of seats (i.e., vans, SUVs, etc.)

Figure 103. Element 5.15 of the OTAI Paper Form

Online OTAI Form Equivalent

Seat map

Driver and passenger injury and safety equipment information

Seat position	Passenger's name (your vehicle)	Sex	Age	Safety eq.	Air bag?	Injury
1 (driver)	Carl Orff	M ▼	44	Helmet in use ▼	No ▼	No apparent injury ▼
2		▼		▼	▼	▼
3		▼		▼	▼	▼
4		▼		▼	▼	▼
5		▼		▼	▼	▼
6		▼		▼	▼	▼
7		▼		▼	▼	▼
8		▼		▼	▼	▼
9		▼		▼	▼	▼

Combo-boxes

Table layout panel

Text boxes

Figure 104. Element 5.15 Online OTAI Form Equivalent

Use Cases

Table 19: Element 5.15 use cases

SUB ELEMENT OF FORM INVOLVED	STEPS	OUTCOME
Injury combo box	User selects option 5: no apparent injury.	Form will check if element 3.4 was checked. If this is the case a message will appear informing the user that he stated that someone was injured.
Alternative	User selects any option from 1 through 4.	Form will check if element 3.4 was checked. If it was not checked a message will appear informing the user that he stated that no one was injured.

Type of Field

Required.

Data Resources Needed

1. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. The form will use validation to only allow integers in the age text box. If validation fails, an error message will be displayed and the element with the error will have border color red. Additionally the button to go to the next form will become disabled.
2. The information will be stored into the database.

ELEMENT 5.16: IF THIS ACCIDENT INVOLVED A PEDESTRIAN OR BICYCLIST, COMPLETE THE FOLLOWING

OTAI Paper Form

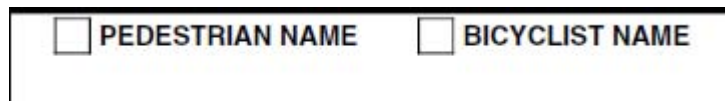
The image shows a rectangular box containing two checkboxes. The first checkbox is followed by the text "PEDESTRIAN NAME" and the second checkbox is followed by the text "BICYCLIST NAME".

Figure 105. Element 5.16 of the OTAI Paper Form

Online OTAI Form Equivalent

Checked list box and text box.

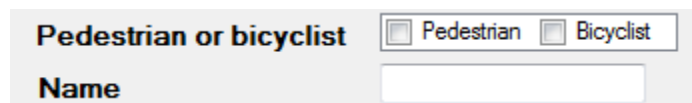
The image shows a form with a label "Pedestrian or bicyclist" in bold. To the right of this label are two checkboxes, one labeled "Pedestrian" and one labeled "Bicyclist". Below the label is a text box with the label "Name" in bold.

Figure 106. Element 5.16 Online OTAI Form Equivalent

Use Cases

Table 20: Element 5.16 use cases

SUB ELEMENT OF FORM INVOLVED	STEPS	OUTCOME
Checked list box	User selects any option in the checked list box.	Form will show Elements 5.17 through 5.22
Alternative	User does not select any option in the checked list box.	Form will go to Element 5.23

Type of Field

Optional.

Data Resources Needed

1. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. The information will be stored into the database.

ELEMENTS 5.17, 5.18 AND 5.19

OTAI Paper Form

Pedestrian or bicyclist was going: ☐ N ☐ S ☐ E ☐ W
ALONG OR ACROSS: (name of street, road or route)
From:
To:
EXAMPLE: (From: NE corner To: SE corner (or) From: East side To: West side, etc.)

Figure 107. Elements 5.17, 5.18 and 5.19 of the OTAI Paper Form
Online OTAI Form Equivalent

Combo box, combo box with auto completion, text box.

Pedestrian or bicyclist was going	S	Along or across	383 Norman
From	East side	to	West side

Figure 108. Elements 5.17, 5.18 and 5.19 Online OTAI Form Equivalent
Type of Field

Optional.

Data Resources Needed

1. Database listing the states of the country. This information will be used to populate the state combo box.
2. Database where the collected information will be uploaded.

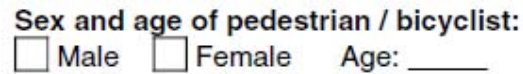
Result of Element

The following will take place when the user presses the button to go to the next page:

1. The information will be stored into the database.

ELEMENT 5.20: SEX AND AGE OF THE PEDESTRIAN / BICYCLIST

OTAI Paper Form



Sex and age of pedestrian / bicyclist:
☐ Male ☐ Female Age: _____

Figure 109. Element 5.20 of the OTAI Paper Form

Online OTAI Form Equivalent

Combo box, text box.



Sex M ▼ Age 23

Figure 110. Element 5.20 Online OTAI Form Equivalent

Type of Field

Optional.

Data Resources Needed

1. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. The information will be stored into the database.

ELEMENT 5.21: EXTENT OF PEDESTRIAN / BICYCLIST INJURY

OTAI Paper Form

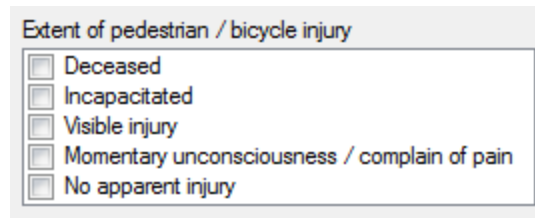
Extent of pedestrian / bicyclist injury:

☐ Deceased	☐ Momentary unconsciousness /complaint of pain
☐ Incapacitated	☐ No apparent injury
☐ Visible injury	

Figure 111. Element 5.21 of the OTAI Paper Form

Online OTAI Form Equivalent

Checked list box.



Extent of pedestrian / bicycle injury

- ☐ Deceased
- ☐ Incapacitated
- ☐ Visible injury
- ☐ Momentary unconsciousness / complain of pain
- ☐ No apparent injury

Figure 112. Element 5.21 Online OTAI Form Equivalent

Type of Field

Optional.

Data Resources Needed

1. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. The information will be stored into the database.

ELEMENT 5.22: PEDESTRIAN / BICYCLE ACTION

OTAI Paper Form

Pedestrian / bicyclist action: (mark one)

☐ Crossing at intersection or crosswalk

☐ Crossing **not** at intersection or crosswalk

☐ Walking / riding in roadway with traffic

☐ Walking / riding in roadway **against** traffic

☐ Standing in roadway

☐ Pushing or working on vehicles in roadway

☐ Other working in road

☐ Playing in road

☐ Hitchhiking

☐ Not in roadway

☐ Other _____ (specify)

Figure 113. Element 5.22 of the OTAI Paper Form

Online OTAI Form Equivalent

Combo box, a text box will appear if the “Other” option is selected.

Pedestrian / bicyclist action

Crossing at intersection or crosswalk

Crossing not an intersection or crosswalk

Walking / riding in roadway in traffic

Walking / riding in roadway against traffic

Standing in roadway

Pushing or working on vehicles in roadway

Other working in road

Playing in road

Hitchhiking

Not in roadway

Other

Figure 114. Element 5.22 Online OTAI Form Equivalent

Type of Field

Optional.

Data Resources Needed

1. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

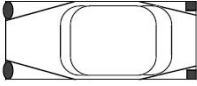
1. The information will be stored into the database.

ELEMENT 5.23: VEHICLE DAMAGE

OTAI Paper Form

Vehicle Damage

FRONT



USE ARROW TO SHOW
FIRST IMPACT (SHADE
IN DAMAGED AREA)

☐ Vehicle towed
☐ Rollover
☐ Under car
☐ Totaled
☐ Unknown

Your Vehicle (No. 1) damage: \$ _____ .

Figure 115. Element 5.23 of the OTAI Paper Form

Online OTAI Form Equivalent

Instructions.
1. - Use the Marker tool (drag and drop) to specify the first impact on the vehicle
2.- Then use the brush to pain on the car any additional damage
3.- Use the eraser to clean the car if you made any mistakes

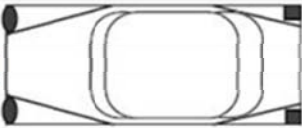
Vehicle damage

Tools

Marker  drag me

Brush  Labels or picture box

Eraser 



Vehicle damage

☐ Vehicle towed
☐ Rollover
☐ Under car
☐ Totaled
☐ Unknown

Amount in dollars if known

Figure 116. Element 5.23 Online OTAI Form Equivalent

Description

The objective of this tool is to allow the user to describe graphically where the damage on the vehicle was. The first impact has to be shown with some kind of marker as the one shown in Figure 116. The marker should be able to be placed around the shape of the vehicle.

The damaged area should be shown by means of a modification of the vehicle picture via brushes, like in the brush tool found in Microsoft's Paint program.

The eraser tool will be used to remove the marker and brushes.

Type of Field

Required.

Data Resources Needed

1. Database where the collected information will be uploaded.

Use Cases

Table 21: Element 5.23 use cases

SUB ELEMENT OF FORM INVOLVED	STEPS	OUTCOME
Marker	The user drags and drops the marker onto the sides of the car.	The pointer will change to the default one. A red marker will appear when it was dropped as seen in Figure 15. The marker image will become disabled.
Brush	The user clicks on the brush icon. The user clicks afterwards on the car bitmap.	The pointer will change to a brush-like pointer The places on the car where the user clicks will become painted like in MS Paint program.
Eraser	The user clicks on the eraser icon. The user clicks on either markers or spots that have been painted with the brush.	The markers or painted spots will be “cleaned”. If a marker was cleaned, the marker icon will become enabled if it was disabled.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. The textbox will use validation to only allow integers. If validation fails, an error message will be displayed and the element with the error will have border color red. Additionally the button to go to the next form will become disabled until the user enters a new string.
2. When the user submits the form the information will be saved into a database. The bitmap of the vehicle will be saved with the modifications of the brush and marker.

ELEMENT 5.24: DIAGRAM

OTAI Paper Form

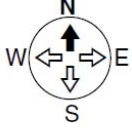
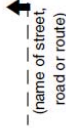
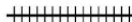
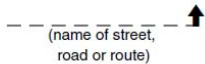
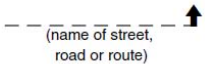
Diagram			
	Number each vehicle:  		
	Show path by: 		
	Show pedestrian/bicyclist by: 		
	Show railroad tracks by: 		
			

Figure 117. Element 5.24 of the OTAI Paper Form

Online OTAI Form Equivalent

This is the online drawing tool.

Description

The objective of this tool is to allow the user to specify on a diagram the crash situation exactly at the time of the crash and afterwards the path the vehicles followed after the impact.

Type of Field

Required.

Data Resources Needed

1. The information obtained in Element.
2. Database where the collected information will be uploaded.

ELEMENT 5.25: ADDITIONAL ELEMENT FOR SECTION 5, MOTOR CARRIER INFORMATION

Is this a motor carrier report?

☐ Yes

☐ No

Figure 118. Element 5.25

Type of Field

Required.

Data Resources Needed

1. Database where the information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. If the user pressed “yes” then the form will present section 6.
2. If the user presses “no” then the user will be presented with the final screen to submit the complete report.

SECTION 6 OF THE OTAI PAPER FORM: MOTOR CARRIER CRASH REPORT

QUALIFYING VEHICLE ☐ COMMERCIAL TRUCK (GVWR OVER 10,000 LBS OR ACTUAL WT AT TIME OF CRASH EVEN IF GVWR IS SET UNDER 10,000 LBS.) ☐ HAZARDOUS MATERIAL PLACARD ☐ COMMERCIAL BUS (DESIGNED FOR 8 OR MORE PASSENGERS) ☐ FARM TRUCK INTERSTATE (OVER 10,000 LBS.) ☐ FARM TRUCK FOR-HIRE (4 OR MORE AXLES) ☐ FARM TRUCK TOWING TRIPLE TRAILERS ☐ FARM TRUCK (OVER 80,000 LBS.)		CRITERIA ☐ ANY PERSON SUSTAINING A FATALITY (WITHIN 30 DAYS OF THE ACCIDENT) ☐ ANY PERSON SUSTAINING INJURIES REQUIRING TREATMENT AWAY FROM THE SCENE ☐ ANY VEHICLE INCURRING DISABLING DAMAGE REQUIRING REMOVAL FROM THE SCENE BY A TOW TRUCK OR ANOTHER MOTOR VEHICLE																	
MOTOR CARRIER NAME		US DOT NUMBER	AUTHORITY/FILE NUMBER																
ADDRESS		CITY	STATE ZIP CODE																
DRIVER INFORMATION DRIVER NAME (LAST, FIRST, MIDDLE) DATE OF BIRTH LENGTH OF EMPLOYMENT CDL /DL NUMBER STATE LICENSE CLASS EXPIRATION DATE OF MEDICAL CERTIFICATE COMPLETE THE FOLLOWING TWO QUESTIONS AS IF DOING A RECAP OF HOURS IN TIME DOCUMENTS AT TIME OF THE ACCIDENT.																			
AT TIME OF THE ACCIDENT, TOTAL HOURS DRIVING SINCE LAST OFF-DUTY PERIOD.		TOTAL HOURS ON DUTY DURING THE PREVIOUS (FILL OUT ONE ONLY, BASED ON TIME DOCUMENTS)																	
DOES YOUR DRIVER HAVE A MEDICAL WAIVER		TYPE OF WAIVER (SIGHT, DIABETES, AMPUTEE, ETC.)																	
TOTAL NUMBER OF OTHER DRIVERS		TOTAL NUMBER OF OTHER PASSENGERS																	
TOTAL NUMBER OF PEDESTRIANS		TOTAL NUMBER OF BICYCLISTS																	
OTHER MOTOR CARRIER INFORMATION (IF 2 OR MORE MOTOR CARRIERS WERE INVOLVED) <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>MOTOR CARRIER NAME</th> <th>VEHICLE LICENSE # AND STATE</th> <th>DRIVER'S NAME</th> <th>DRIVER'S LICENSE # AND STATE</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>				MOTOR CARRIER NAME	VEHICLE LICENSE # AND STATE	DRIVER'S NAME	DRIVER'S LICENSE # AND STATE												
MOTOR CARRIER NAME	VEHICLE LICENSE # AND STATE	DRIVER'S NAME	DRIVER'S LICENSE # AND STATE																
MOTOR CARRIER VEHICLE INFORMATION <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>YEAR</th> <th>MAKE</th> <th>UNIT NUMBER</th> <th>TRUCK/TRACTOR/BUS LICENSE PLATE NO. & STATE</th> <th>TOTAL NO. OF AXLES INCLUDING TRAILERS</th> </tr> </thead> <tbody> <tr> <td colspan="5"> VEHICLE TYPE (SELECT APPROPRIATE TYPE) ☐ 1 Triples (tractor with 3 trailers) ☐ 2 Triples (truck with 2 trailers) ☐ 3 Straight truck-full trailer ☐ 4 Double (jeep) ☐ 5 Standard tractor/semitrailer ☐ 6 Sleeper truck ☐ 7 Box truck ☐ 8 Dump truck ☐ 9 Heavy flatbed ☐ 10 Bus (8 or more passenger capacity) ☐ 11 Auto/pickup </td> </tr> </tbody> </table>				YEAR	MAKE	UNIT NUMBER	TRUCK/TRACTOR/BUS LICENSE PLATE NO. & STATE	TOTAL NO. OF AXLES INCLUDING TRAILERS	VEHICLE TYPE (SELECT APPROPRIATE TYPE) ☐ 1 Triples (tractor with 3 trailers) ☐ 2 Triples (truck with 2 trailers) ☐ 3 Straight truck-full trailer ☐ 4 Double (jeep) ☐ 5 Standard tractor/semitrailer ☐ 6 Sleeper truck ☐ 7 Box truck ☐ 8 Dump truck ☐ 9 Heavy flatbed ☐ 10 Bus (8 or more passenger capacity) ☐ 11 Auto/pickup										
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Figure 119. Section 6 of the OTAI Paper Form: Motor Carrier Crash Report

Figure 113. Section 6 of the OTAI Paper Form: Motor Carrier Crash Report (cont.)

ELEMENT 6.1: QUALIFYING VEHICLE

OTAI Paper Form

QUALIFYING VEHICLE

- ☐ COMMERCIAL TRUCK (GVWR OVER 10,000 LBS OR ACTUAL WT AT TIME OF CRASH EVEN IF GVWR IS SET UNDER 10,000 LBS)
- ☐ HAZARDOUS MATERIAL PLACARD
- ☐ COMMERCIAL BUS (DESIGNED FOR 8 OR MORE PASSENGERS)
- ☐ FARM TRUCK INTERSTATE (OVER 10,000 LBS.)
- ☐ FARM TRUCK FOR-HIRE (4 OR MORE AXLES)
- ☐ FARM TRUCK TOWING TRIPLE TRAILERS
- ☐ FARM TRUCK (OVER 80,000 LBS.)

Figure 120. Element 6.1 of the OTAI Paper Form

Online OTAI Form Equivalent

Checked list box.

Qualifying vehicle

- ☒ Commercial bus (designed for 8 or more passengers)
- ☒ Commercial truck (GVWR over 10,000 LBS or actual WT at time of crash even if GVWR is set under 10,000)
- ☒ Farm truck (over 80,000 LBS)
- ☐ Farm truck for hire (4 or more axles)
- ☐ Farm truck interstate (over 10,000 LBS)
- ☐ Farm truck towing triple trailers
- ☐ Hazardous material placard

Figure 121. Element 6.1 Online OTAI Form Equivalent

Type of Field

Required.

Data Resources Needed

1. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. The information will be stored into the database.

ELEMENT 6.2: CRITERIA

OTAI Paper Form

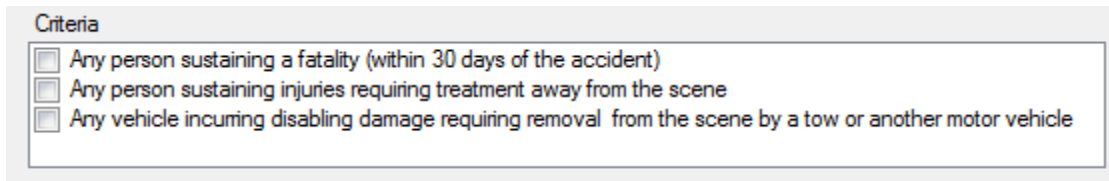
CRITERIA

- ☐ ANY PERSON SUSTAINING A FATALITY (WITHIN 30 DAYS OF THE ACCIDENT)
- ☐ ANY PERSON SUSTAINING INJURIES REQUIRING TREATMENT AWAY FROM THE SCENE
- ☐ ANY VEHICLE INCURRING DISABLING DAMAGE REQUIRING REMOVAL FROM THE SCENE BY A TOW TRUCK OR ANOTHER MOTOR VEHICLE

Figure 122. Element 6.2 of the OTAI Paper Form

Online OTAI Form Equivalent

Checked list box



The screenshot shows a web form titled "Criteria" with a checked list box containing three options, each preceded by a small square checkbox:

- ☐ Any person sustaining a fatality (within 30 days of the accident)
- ☐ Any person sustaining injuries requiring treatment away from the scene
- ☐ Any vehicle incurring disabling damage requiring removal from the scene by a tow or another motor vehicle

Figure 123. Element 6.2 Online OTAI Form Equivalent

Use Cases

Table 22: Element 6.2 use cases

SUB ELEMENT OF FORM INVOLVED	STEPS	OUTCOME
Checked list boxes from Elements 6.1 and Element 6.2	User selects any one option from Element 6.1 AND any one option from Element 6.2.	A red label will appear with the text: <i>This accident is reportable, you are required to complete and submit this report</i>

Type of Field

Required.

Data Resources Needed

1. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. The information will be stored into the database.

ELEMENT 6.3: MOTOR CARRIER NAME

OTAI Paper Form

A rectangular box with a thin black border. The text "MOTOR CARRIER NAME" is printed in a light blue, sans-serif font in the upper left corner of the box.

Figure 124. Element 6.3 of the OTAI Paper Form

Online OTAI Form Equivalent

Text box.

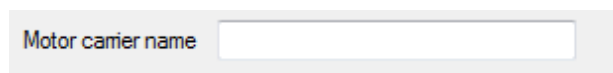
A light gray rectangular container. On the left side, the text "Motor carrier name" is written in a small, dark gray font. To the right of this text is a white rectangular text input field with a thin gray border.

Figure 125. Element 6.3 Online OTAI Form Equivalent

Type of Field

Required.

Data Resources Needed

1. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. The information will be stored into the database.

ELEMENT 6.4: US DOT NUMBER

OTAI Paper Form

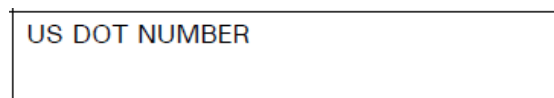
A rectangular box with a thin black border. The text "US DOT NUMBER" is printed in a light blue, sans-serif font in the upper left corner of the box.

Figure 126. Element 6.4 of the OTAI Paper Form

Online OTAI Form Equivalent

Text box.

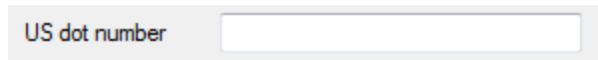


Figure 127. Element 6.4 Online OTAI Form Equivalent

Type of Field

Required.

Data Resources Needed

1. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. The information will be stored into the database.

ELEMENT 6.5: AUTHORITY / FILE NUMBER

OTAI Paper Form

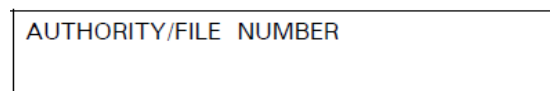


Figure 128. Element 6.5 of the OTAI Paper Form

Online OTAI Form Equivalent

Text box.

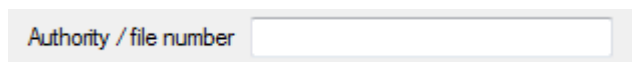


Figure 129. Element 6.5 Online OTAI Form Equivalent

Type of Field

Required.

Data Resources Needed

1. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. The information will be stored into the database.

ELEMENTS 6.6, 6.7, 6.8 AND 6.9: ADDRESS, CITY, STATE AND ZIP CODE

OTAI Paper Form

ADDRESS	CITY	STATE	ZIP CODE
---------	------	-------	----------

Figure 130. Elements 6.6, 6.7, 6.8 and 6.9 of the OTAI Paper Form

Online OTAI Form Equivalent

Text box, text box, combo box, combo box, text box.



The screenshot shows a form with five input fields. The first field is a text box containing '442' with the label 'Number' below it. The second field is a text box containing '23' with the label 'Street name' below it. The third field is a dropdown menu showing 'Or' with a downward arrow and the label 'State' below it. The fourth field is a dropdown menu showing 'Corvallis' with a downward arrow and the label 'City' below it. The fifth field is a text box containing '3322' with the label 'Zip code' below it.

Figure 131. Elements 6.6, 6.7, 6.8 and 6.9 Online OTAI Form Equivalent

Type of Field

Required.

Data Resources Needed

1. Database listing the roads of the county selected in Element 1.4 of the OTAI Paper Form. This information will be used to populate the combo box that displays the roads.
2. Database where the collected information will be uploaded.

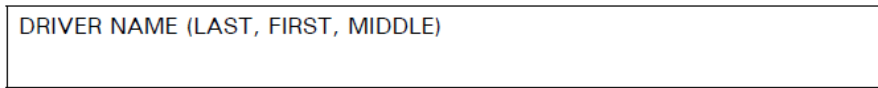
Result of Element

The following will take place when the user presses the button to go to the next page:

1. The form will use data validation to only allow integers in the *number* text box. If validation fails, an error message will be displayed and the element with the error will have border color red. Additionally the button to go to the next form will become disabled.
2. The information will be stored into the database.

ELEMENT 6.10: DRIVER INFORMATION, DRIVER NAME

OTAI Paper Form

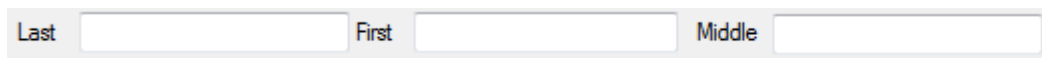


A rectangular text box with a thin black border. Inside the box, the text "DRIVER NAME (LAST, FIRST, MIDDLE)" is written in a small, black, sans-serif font, positioned at the top left of the box.

Figure 132. Element 6.10 of the OTAI Paper Form

Online OTAI Form Equivalent

Text box, text box, text box.



A horizontal form element consisting of three text input boxes. The first box is preceded by the label "Last", the second by "First", and the third by "Middle". All labels and the input boxes are contained within a single light gray rectangular frame.

Figure 133. Element 6.10 Online OTAI Form Equivalent

Type of Field

Required.

Data Resources Needed

1. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. The information will be stored into the database.

ELEMENT 6.11: DRIVER INFORMATION, DATE OF BIRTH

OTAI Paper Form

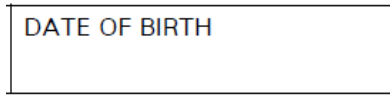


Figure 134. Element 6.11 of the OTAI Paper Form

Online OTAI Form Equivalent

Date, time picker.



Figure 135. Element 6.11 Online OTAI Form Equivalent

Type of Field

Required.

Data Resources Needed

1. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. The information will be stored into the database.

ELEMENT 6.12: DRIVER INFORMATION, LENGTH OF EMPLOYMENT

OTAI Paper Form

LENGTH OF EMPLOYMENT	
YEARS	MONTHS

Figure 136. Element 6.12 of the OTAI Paper Form

Online OTAI Form Equivalent

Text box, text box.

Years		Months	
-------	----------------------	--------	----------------------

Figure 137. Element 6.12 Online OTAI Form Equivalent

Type of Field

Required.

Data Resources Needed

1. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. The form will use validation to only allow integers in the text boxes. If validation fails, an error message will be displayed and the element with the error will have border color red. Additionally the button to go to the next form will become disabled.
2. The information will be stored into the database.

ELEMENT 6.13: DRIVER INFORMATION, CDL / DL NUMBER

OTAI Paper Form

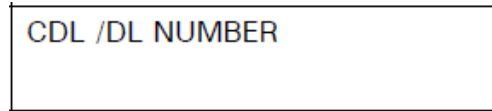
A rectangular box with a thin black border. Inside the box, the text "CDL /DL NUMBER" is written in a blue, sans-serif font, positioned in the upper left corner.

Figure 138. Element 6.13 of the OTAI Paper Form

Online OTAI Form Equivalent

Text box.

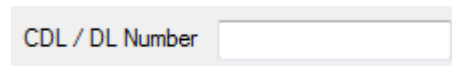
A light gray rectangular container. On the left side, the text "CDL / DL Number" is displayed in a blue, sans-serif font. To the right of this text is a white rectangular text input field with a thin gray border.

Figure 139. Element 6.13 Online OTAI Form Equivalent

Type of Field

Required.

Data Resources Needed

1. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. The form will use validation to only allow integers in the text boxes. If validation fails, an error message will be displayed and the element with the error will have border color red. Additionally the button to go to the next form will become disabled.
2. The information will be stored into the database.

ELEMENT 6.14: STATE

OTAI Paper Form

STATE

Figure 140. Element 6.14 of the OTAI Paper Form

Online OTAI Form Equivalent

Combo box.

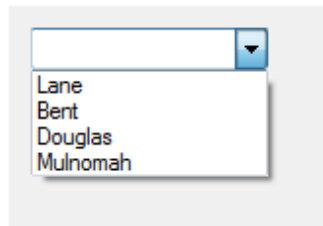


Figure 141. Element 6.14 Online OTAI Form Equivalent

Type of Field

Required.

Data Resources Needed

1. Database listing the states of the country. This information will be used to populate the state combo box.
2. Database where the collected information will be uploaded.

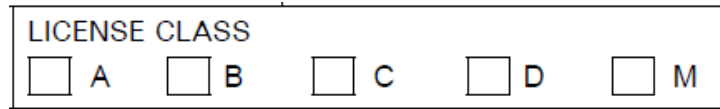
Result of Element

The following will take place when the user presses the button to go to the next page:

1. The information will be stored into the database.

ELEMENT 6.15: LICENSE CLASS

OTAI Paper Form

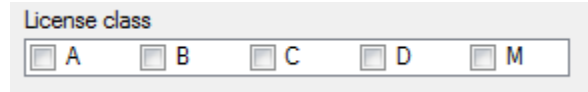


A rectangular box with a black border. Inside, the text "LICENSE CLASS" is at the top. Below it, there are five checkboxes, each followed by a letter: ☐ A, ☐ B, ☐ C, ☐ D, and ☐ M.

Figure 142. Element 6.15 of the OTAI Paper Form

Online OTAI Form Equivalent

Checked list box.



A light gray rectangular box. Inside, the text "License class" is at the top. Below it, there are five checkboxes, each followed by a letter: ☐ A, ☐ B, ☐ C, ☐ D, and ☐ M.

Figure 143. Element 6.15 Online OTAI Form Equivalent

Type of Field

Required.

Data Resources Needed

1. Database where the collected information will be uploaded.

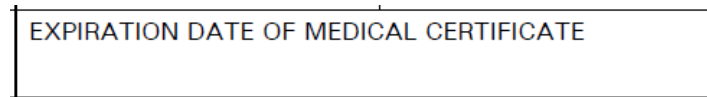
Result of Element

The following will take place when the user presses the button to go to the next page:

1. The information will be stored into the database.

ELEMENT 6.16: EXPIRATION DATE OF MEDICAL CERTIFICATE

OTAI Paper Form

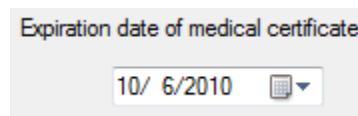


EXPIRATION DATE OF MEDICAL CERTIFICATE

Figure 144. Element 6.16 of the OTAI Paper Form

Online OTAI Form Equivalent

Checked list box.



Expiration date of medical certificate

10/ 6/2010

Figure 145. Element 6.16 Online OTAI Form Equivalent

Type of Field

Required.

Data Resources Needed

1. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. The information will be stored into the database.

ELEMENT 6.17: HOURS DRIVING

OTAI Paper Form

AT TIME OF THE ACCIDENT, TOTAL HOURS DRIVING SINCE LAST OFF-DUTY PERIOD. _____

Figure 146. Element 6.17 of the OTAI Paper Form

Online OTAI Form Equivalent

Text box.

At time of the accident, total hours driving since last off duty period.

Figure 147. Element 6.17 Online OTAI Form Equivalent

Type of Field

Required.

Data Resources Needed

1. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. The form will use validation to only allow integers in the text boxes. If validation fails, an error message will be displayed and the element with the error will have border color red. Additionally the button to go to the next form will become disabled.
2. The information will be stored into the database.

ELEMENT 6.18: HOURS DRIVING

OTAI Paper Form

TOTAL HOURS ON DUTY DURING THE PREVIOUS (FILL OUT ONE ONLY, BASED ON TIME DOCUMENTS)	7 CONSECUTIVE DAYS _____ 8 CONSECUTIVE DAYS _____
---	--

Figure 148. Element 6.18 of the OTAI Paper Form

Online OTAI Form Equivalent

Text box.

Total hours on duty during previous	Fill out just one based on documents
7 consecutive days	
8 consecutive days	

Figure 149. Element 6.18 Online OTAI Form Equivalent

Type of Field

Required.

Data Resources Needed

1. Database where the collected information will be uploaded.

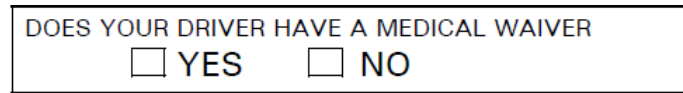
Result of Element

The following will take place when the user presses the button to go to the next page:

1. The form will use validation to only allow integers in the text boxes. If validation fails, an error message will be displayed and the element with the error will have border color red. Additionally the button to go to the next form will become disabled.
2. The information will be stored into the database.

ELEMENT 6.19: DOES YOUR DRIVER HAVE A MEDICAL WAIVER?

OTAI Paper Form

A rectangular box containing the text "DOES YOUR DRIVER HAVE A MEDICAL WAIVER" at the top. Below the text are two checkboxes: the first is followed by "YES" and the second is followed by "NO".

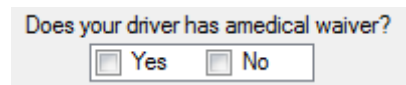
DOES YOUR DRIVER HAVE A MEDICAL WAIVER

☐ YES ☐ NO

Figure 150. Element 6.19 of the OTAI Paper Form

Online OTAI Form Equivalent

Checked list box.

A rectangular box with a light gray background. At the top, it contains the text "Does your driver has amedical waiver?". Below the text are two checkboxes: the first is followed by "Yes" and the second is followed by "No".

Does your driver has amedical waiver?

☐ Yes ☐ No

Figure 151. Element 6.19 Online OTAI Form Equivalent

Use Cases

Table 23: Element 6.19 use cases

SUB ELEMENT OF FORM INVOLVED	STEPS	OUTCOME
Checked list box	User selects the <i>yes</i> option.	Form will show Element 6.20
Alternative	User selects the <i>no</i> option.	Form will not show Element 6.20

Type of Field

Required.

Data Resources Needed

1. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. The form will only allow one option to be selected.
2. The information will be stored into the database.

ELEMENT 6.20: TYPE OF WAIVER?

OTAI Paper Form

TYPE OF WAIVER (SIGHT, DIABETES, AMPUTEE, ETC.)

Figure 152. Element 6.20 of the OTAI Paper Form

Online OTAI Form Equivalent

Text box.

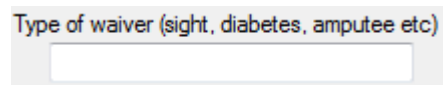
A screenshot of a web form. It features a light gray rectangular container. Inside the container, the text "Type of waiver (sight, diabetes, amputee etc)" is displayed in a small, dark font. Below this text is a white rectangular input field with a thin gray border.

Figure 153. Element 6.20 Online OTAI Form Equivalent

Type of Field

Optional.

Data Resources Needed

1. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. The information will be stored into the database.

ELEMENT 6.21: YOUR DRIVER KILLED?

OTAI Paper Form

A rectangular box containing the text "YOUR DRIVER KILLED" at the top. Below it are two radio button options: "YES" and "NO".

Figure 154. Element 6.21 of the OTAI Paper Form

Online OTAI Form Equivalent

Checked list box.

A small rectangular box with a light gray background. It contains the text "Your driver killed?" at the top. Below it are two radio button options: "Yes" and "No".

Figure 155. Element 6.21 Online OTAI Form Equivalent

Use Cases

Table 24: Element 6.21 use cases

SUB ELEMENT OF FORM INVOLVED	STEPS	OUTCOME
Checked list box	User selects the <i>yes</i> option.	Form will not show Element 6.22
Alternative	User selects the <i>no</i> option.	Form will show Element 6.22

Type of Field

Required.

Data Resources Needed

1. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. The form will only allow one option to be selected.
2. The information will be stored into the database.

ELEMENT 6.22: YOUR DRIVER INJURED?

OTAI Paper Form

A rectangular box containing the text "YOUR DRIVER INJURED" at the top. Below the text are two radio button options: "YES" and "NO".

Figure 156. Element 6.22 of the OTAI Paper Form

Online OTAI Form Equivalent

Checked list box.

A light gray rectangular box containing the text "Your driver injured?" at the top. Below the text are two checked list box options: "Yes" and "No".

Figure 157. Element 6.22 Online OTAI Form Equivalent

Type of Field

Required.

Data Resources Needed

1. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. The form will only allow one option to be selected.
2. The information will be stored into the database.

ELEMENT 6.23: RELIEF DRIVER KILLED?

OTAI Paper Form

RELIEF DRIVER KILLED ☐ YES ☐ NO
--

Figure 158. Element 6.23 of the OTAI Paper Form

Online OTAI Form Equivalent

Checked list box.

Relief driver killed? ☐ Yes ☐ No

Figure 159. Element 6.23 Online OTAI Form Equivalent

Use Cases

Table 25: Element 6.23 use cases

SUB ELEMENT OF FORM INVOLVED	STEPS	OUTCOME
Checked list box	User selects the <i>yes</i> option.	Form will not show Element 6.24
Alternative	User selects the <i>no</i> option.	Form will show Element 6.24

Type of Field

Required.

Data Resources Needed

1. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. The form will only allow one option to be selected.
2. The information will be stored into the database.

ELEMENT 6.24: RELIEF DRIVER INJURED?

OTAI Paper Form

RELIEF DRIVER INJURED
☐ YES ☐ NO

Figure 160. Element 6.24 of the OTAI Paper Form

Online OTAI Form Equivalent

Checked list box.

Relief driver injured?
☐ Yes ☐ No

Figure 161. Element 6.24 Online OTAI Form Equivalent

Type of Field

Required.

Data Resources Needed

1. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. The form will only allow one option to be selected.
2. The information will be stored into the database.

ELEMENT 6.25: TOTAL NUMBER OF PASSENGERS

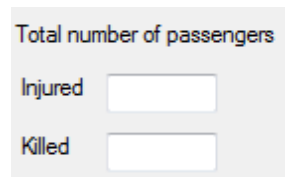
OTAI Paper Form

TOTAL NUMBER OF PASSENGERS	
____ KILLED	____ INJURED

Figure 162. Element 6.25 of the OTAI Paper Form

Online OTAI Form Equivalent

Text boxes.



Total number of passengers	
Injured	
Killed	

Figure 163. Element 6.25 Online OTAI Form Equivalent

Type of Field

Required.

Data Resources Needed

1. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. Form will use validation to only allow integers in the text boxes. If validation fails, an error message will be displayed and the element with the error will have border color red. Additionally the button to go to the next form will become disabled.
2. The information will be stored into the database.

ELEMENT 6.26: TOTAL NUMBER OF OTHER DRIVERS

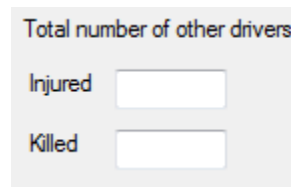
OTAI Paper Form

TOTAL NUMBER OF OTHER DRIVERS	
____ KILLED	____ INJURED

Figure 164. Element 6.26 of the OTAI Paper Form

Online OTAI Form Equivalent

Text boxes.



Total number of other drivers

Injured

Killed

Figure 165. Element 6.26 Online OTAI Form Equivalent

Type of Field

Required.

Data Resources Needed

1. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. Form will use validation to only allow integers in the text boxes. If validation fails, an error message will be displayed and the element with the error will have border color red. Additionally the button to go to the next form will become disabled.
2. The information will be stored into the database.

ELEMENT 6.27: TOTAL NUMBER OF OTHER PASSENGERS

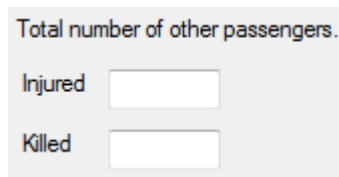
OTAI Paper Form

TOTAL NUMBER OF OTHER PASSENGERS	
_____ KILLED	_____ INJURED

Figure 166. Element 6.27 of the OTAI Paper Form

Online OTAI Form Equivalent

Text boxes.



Total number of other passengers.

Injured

Killed

Figure 167. Element 6.27 Online OTAI Form Equivalent

Type of Field

Required.

Data Resources Needed

1. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. Form will use validation to only allow integers in the text boxes. If validation fails, an error message will be displayed and the element with the error will have border color red. Additionally the button to go to the next form will become disabled.
2. The information will be stored into the database.

ELEMENT 6.28: TOTAL NUMBER OF PEDESTRIANS

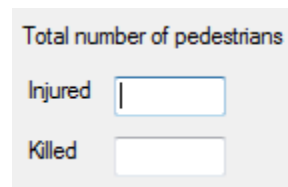
OTAI Paper Form

TOTAL NUMBER OF PEDESTRIANS	
____ KILLED	____ INJURED

Figure 168. Element 6.28 of the OTAI Paper Form

Online OTAI Form Equivalent

Text boxes.



Total number of pedestrians

Injured

Killed

Figure 169. Element 6.28 Online OTAI Form Equivalent

Type of Field

Required.

Data Resources Needed

1. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. Form will use validation to only allow integers in the text boxes. If validation fails, an error message will be displayed and the element with the error will have border color red. Additionally the button to go to the next form will become disabled.
2. The information will be stored into the database.

ELEMENT 6.29: TOTAL NUMBER OF BICYCLISTS

OTAI Paper Form

TOTAL NUMBER OF BICYCLISTS	
____ KILLED	____ INJURED

Figure: 163 Element 6.29 of the OTAI Paper Form

Online OTAI Form Equivalent

Text boxes.

Total number of bicyclists	
Injured	
Killed	

Figure: 164 Element 6.29 Online OTAI Form Equivalent

Type of Field

Required.

Data Resources Needed

1. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. Form will use validation to only allow integers in the text boxes. If validation fails, an error message will be displayed and the element with the error will have border color red. Additionally the button to go to the next form will become disabled.
2. The information will be stored into the database.

ELEMENT 6.30: OTHER MOTOR CARRIER INFORMATION

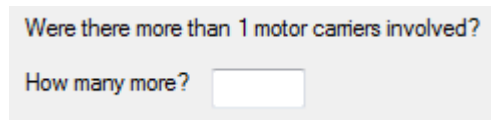
OTAI Paper Form

MOTOR CARRIER NAME	VEHICLE LICENSE # AND STATE	DRIVER'S NAME	DRIVER'S LICENSE # AND STATE

Figure 170. Element 6.30 of the OTAI Paper Form

Online OTAI Form Equivalent

Text box.



Were there more than 1 motor carriers involved?
How many more?

Figure 171. Element 6.30 Online OTAI Form Equivalent

Type of Field

Required.

Data Resources Needed

Database where the collected information will be uploaded.

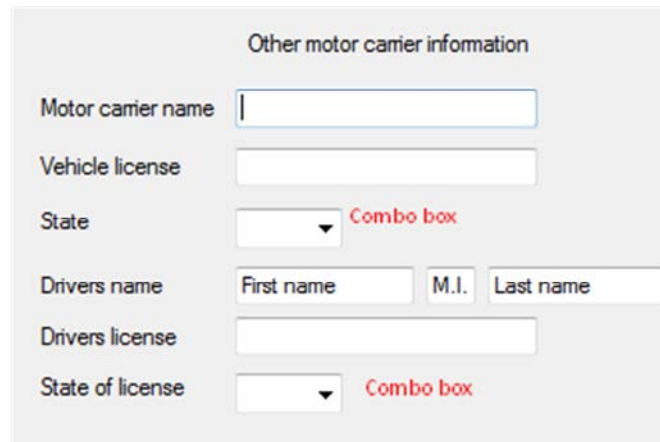
Result of Element

The following will take place when the user presses the button to go to the next page:

1. Form will use validation to only allow integers in the text boxes. If validation fails, an error message will be displayed and the element with the error will have border color red. Additionally the button to go to the next form will become disabled.
2. Depending on the number written in this field, element 6.30.1 will be repeated for every driver. If the number “2” was written then element 6.30.1 will cycle two times.
3. The information will be stored into the database.

ELEMENT 6.30.1: OTHER MOTOR CARRIER INFORMATION

Text and combo boxes.



The screenshot shows a form titled "Other motor carrier information" with the following fields:

- Motor carrier name:** A single-line text input field.
- Vehicle license:** A single-line text input field.
- State:** A dropdown menu with a downward arrow, labeled "Combo box" in red text.
- Drivers name:** Three adjacent text input fields labeled "First name", "M.I.", and "Last name".
- Drivers license:** A single-line text input field.
- State of license:** A dropdown menu with a downward arrow, labeled "Combo box" in red text.

Figure 172. Element 6.30.1 of the online form

ELEMENT 6.31: MOTOR CARRIER VEHICLE INFORMATION

OTAI Paper Form

YEAR	MAKE	UNIT NUMBER	TRUCK/TRACTOR/BUS LICENSE PLATE NO. & STATE	TOTAL NO. OF AXLES INCLUDING TRAILERS
------	------	-------------	---	---------------------------------------

Figure 173. Element 6.31 of the OTAI Paper Form

Online OTAI Form Equivalent

Text boxes and combo box for *plate state*.

The screenshot shows a web form titled "Motor carrier vehicle information". It contains the following fields:

- Year: A text input box.
- Make: A text input box.
- Unit number: A text input box.
- Plate: A text input box.
- Plate state: A dropdown menu with "Or" selected.
- Total number of axles Including trailers: A text input box.

Figure 174. Element 6.31 Online OTAI Form Equivalent

Type of Field

Required.

Data Resources Needed

1. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. Form will use validation to only allow integers in the following text boxes: year, *total number of axles including trailers*. If validation fails, an error message will be displayed and the element with the error will have border color red. Additionally the button to go to the next form will become disabled.
2. The information will be stored into the database.

ELEMENT 6.32: VEHICLE TYPE

OTAI Paper Form

VEHICLE TYPE (SELECT APPROPRIATE TYPE)

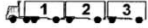
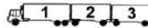
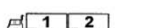
☐ 1  Triples (tractor with 3 trailers)	☐ 5  Standard Tractor/Semi Trailer	☐ 9  Heavy Haul
☐ 2  Triples (truck with 2 trailers)	☐ 6  Straight Truck	☐ 10  Bus/Van (8 or more passenger capacity)
☐ 3  Straight truck full trailer	☐ 7  Bobtail	☐ 11  Auto/Pickup
☐ 4  Doubles (any)	☐ 8  Saddlemount	

Figure 175. Element 6.32 of the OTAI Paper Form

Online OTAI Form Equivalent

Checked list box.

Vehicle type

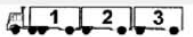
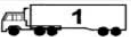
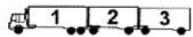
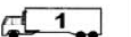
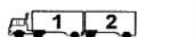
☒ Triples (tractor with 3 trailers)		☐ Standard tractor / semi trailer		☐ Heavy haul	
☐ Triples (truck with 2 trailers)		☐ Straight truck		☐ Bus/van (8 or more passengers)	
☐ Straight truck full trailer		☐ Bobtail		☐ Auto/pickup	
☐ Doubles (any)		☐ Saddlemount			

Figure 176. Element 6.32 Online OTAI Form Equivalent

Type of Field

Required.

Data Resources Needed

1. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. Form will check if only one of the fields was used. If more than one were used then an error message will be displayed.
2. The information will be stored into the database.

ELEMENT 6.33: CARGO BODY TYPE

OTAI Paper Form

CARGO BODY TYPE (CIRCLE ONE)									
VAN	FLATBED	TANKER	CONTAINER	POLE	DUMP	BELLY-DUMP	CAR CARRIER	LIVESTOCK	
MOBILE HOME TOTER	PASSENGER	DROP-BOX	GARBAGE	BULK-HOPPER	MIXER	SADDLEMOUNT			
WRECKER	FIXED LOAD	HEAVY HAUL	UTILITY						

Figure 177. Element 6.33 of the OTAI Paper Form

Online OTAI Form Equivalent

Checked list box.

Cargo body type

☐ Van	☐ Livestock	☐ Wrecker
☐ Flatbed	☐ Mobile home toter	☐ Fixed load
☐ Tanker	☐ Passenger	☐ Heavy haul
☐ Container	☐ Drop box	☐ Utility
☐ Pole	☐ Garbage	
☐ Dump	☐ Bulk-hopper	
☐ Belly dump	☐ Mixer	
☐ Car carrier	☐ Saddle mount	

Figure 178. Element 6.33 Online OTAI Form Equivalent

Type of Field

Required.

Data Resources Needed

1. Database where the collected information will be uploaded.

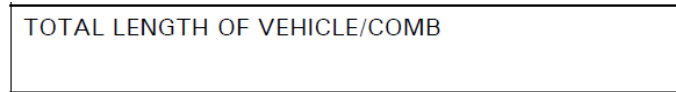
Result of Element

The following will take place when the user presses the button to go to the next page:

1. Form will check if only one of the fields was used. If more than one were used then an error message will be displayed.
2. The information will be stored into the database.

ELEMENT 6.34: TOTAL LENGTH OF VEHICLE

OTAI Paper Form



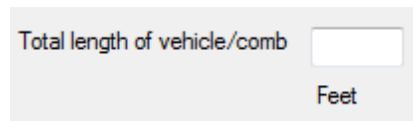
TOTAL LENGTH OF VEHICLE/COMB

Figure 179. Element 6.34 of the OTAI Paper Form

Figure: 174

Online OTAI Form Equivalent

Text box.



Total length of vehicle/comb

Feet

Figure 180. Element 6.34 Online OTAI Form Equivalent

Type of Field

Required.

Data Resources Needed

1. Database where the collected information will be uploaded

Result of Element

The following will take place when the user presses the button to go to the next page:

1. Form will use validation to only allow numbers in the textbox. If validation fails, an error message will be displayed and the element with the error will have border color red. Additionally the button to go to the next form will become disabled.
2. The information will be stored into the database.

ELEMENT 6.35: TOTAL WIDTH OF VEHICLE OR CARGO

OTAI Paper Form

A rectangular box with a thin black border. Inside the box, the text "TOTAL WIDTH OF VEHICLE OR CARGO" is centered in a sans-serif font.

Figure 181. Element 6.35 of the OTAI Paper Form

Online OTAI Form Equivalent

Text box.

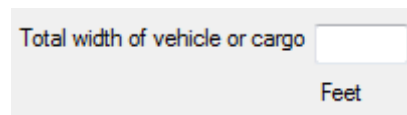
A light gray rectangular box. Inside, the text "Total width of vehicle or cargo" is followed by a small white text input field. Below the input field, the word "Feet" is displayed.

Figure 182. Element 6.35 Online OTAI Form Equivalent

Type of Field

Required.

Data Resources Needed

1. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. Form will use validation to only allow numbers in the textbox. If validation fails, an error message will be displayed and the element with the error will have border color red. Additionally the button to go to the next form will become disabled.
2. The information will be stored into the database.

ELEMENT 6.36: CARGO WEIGHT

OTAI Paper Form



Figure 183. Element 6.36 of the OTAI Paper Form

Online OTAI Form Equivalent

Text box.

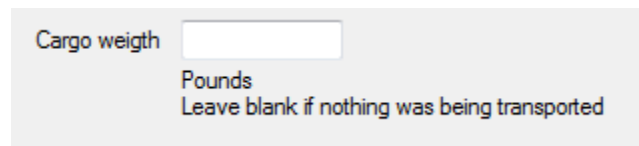


Figure 184. Element 6.36 Online OTAI Form Equivalent

Type of Field

Optional.

Data Resources Needed

1. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. Form will use validation to only allow numbers in the textbox. If validation fails, an error message will be displayed and the element with the error will have border color red. Additionally the button to go to the next form will become disabled.
2. If no value was entered, the form will assume that nothing was being transported. In this case the form will go to element 6.42
3. The information will be stored into the database.

ELEMENT 6.37: GROSS VEHICLE WEIGHT

OTAI Paper Form

A rectangular box with a black border. Inside the box, the text "GROSS VEHICLE WEIGHT" is centered at the top in a dark blue, sans-serif font. The rest of the box is empty.

Figure 185. Element 6.37 of the OTAI Paper Form

Online OTAI Form Equivalent

Text box.

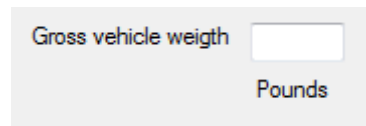
A light gray rectangular box. Inside, the text "Gross vehicle weighth" is in a dark blue, sans-serif font. To the right of this text is a white text input field. Below the input field, the word "Pounds" is written in a dark blue, sans-serif font.

Figure 186. Element 6.37 Online OTAI Form Equivalent

Type of Field

Required.

Data Resources Needed

1. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. Form will use validation to only allow numbers in the textbox. If validation fails, an error message will be displayed and the element with the error will have border color red. Additionally the button to go to the next form will become disabled.
2. The information will be stored into the database.

ELEMENT 6.38: COMMODITY BEING TRANSPORTED AT TIME OF CRASH

OTAI Paper Form

COMMODITY BEING TRANSPORTED AT TIME OF CRASH

Figure 187. Element 6.38 of the OTAI Paper Form

Online OTAI Form Equivalent

Text box.

Commodity being transported at time of crash

Figure 188. Element 6.38 Online OTAI Form Equivalent

Type of Field

Required.

Data Resources Needed

1. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. The information will be stored into the database.

ELEMENT 6.39: WAS A HAZARDOUS COMMODITY BEING HAULED

OTAI Paper Form

WAS A HAZARDOUS COMMODITY BEING HAULED ☐ YES ☐ NO
--

Figure 189. Element 6.39 of the DVV form

Online OTAI Form Equivalent

Checked list box.

Was a hazardous commodity being hauled? ☐ Yes ☐ No

Figure 190. Element 6.39 Online OTAI Form Equivalent

Use Cases

Table 26: Element 6.39 use cases

SUB ELEMENT OF FORM INVOLVED	STEPS	OUTCOME
Checked list box	User selects the <i>yes</i> option.	The form will show Elements 6.40 and 6.41
Alternative	User selects the <i>no</i> option	The form will not show Elements 6.40 and 6.41

Type of Field

Required.

Data Resources Needed

1. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. The form will only allow one option to be selected.
2. The information will be stored into the database.

ELEMENT 6.40: WAS A HAZARDOUS COMMODITY RELEASED FROM THE VEHICLE CARGO

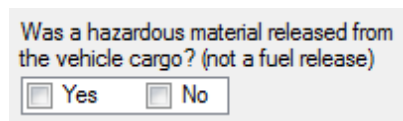
OTAI Paper Form

WAS HAZARDOUS MATERIAL RELEASED FROM THE VEHICLE CARGO(NOT A FUEL RELEASE)	☐ YES	☐ NO
---	------------------------------	-----------------------------

Figure 191. Element 6.40 of the OTAI Paper Form

Online OTAI Form Equivalent

Checked list box.



Was a hazardous material released from
the vehicle cargo? (not a fuel release)

☐ Yes ☐ No

Figure 192. Element 6.40 Online OTAI Form Equivalent

Type of Field

Required.

Data Resources Needed

1. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. The form will only allow one option to be selected.
2. The information will be stored into the database.

ELEMENT 6.41: HAZARD CLASS

OTAI Paper Form

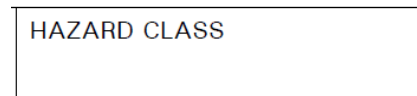


Figure 193. Element 6.41 of the OTAI Paper Form

Online OTAI Form Equivalent

Text box.

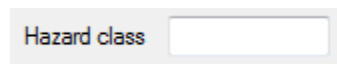


Figure 194. Element 6.41 Online OTAI Form Equivalent

Type of Field

Required.

Data Resources Needed

1. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. The information will be stored into the database.

ELEMENT 6.42: LOCATION OF CRASH

OTAI Paper Form

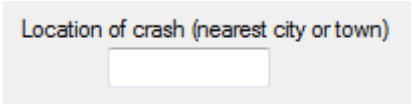


LOCATION OF CRASH (NEAREST CITY OR TOWN)

Figure 195. Element 6.42 of the OTAI Paper Form

Online OTAI Form Equivalent

Text box.



Location of crash (nearest city or town)

Figure 196. Element 6.42 Online OTAI Form Equivalent

Type of Field

Required.

Data Resources Needed

1. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. The information will be stored into the database.

ELEMENT 6.43: LOCATION OF CRASH

OTAI Paper Form

HIGHWAY AND MILEPOINT/STREET/COUNTY ROAD

Figure 197. Element 6.43 of the OTAI Paper Form

Online OTAI Form Equivalent

Text boxes.

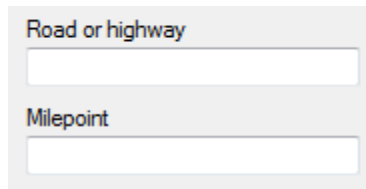
The image shows a digital form interface for 'Element 6.43'. It consists of two vertically stacked text input fields. The top field is labeled 'Road or highway' in a small, dark font. The bottom field is labeled 'Milepoint' in a similar font. Both labels are positioned to the left of their respective input boxes. The entire form is set against a light gray background.

Figure 198. Element 6.43 Online OTAI Form Equivalent

Type of Field

Road or highway: Required.

Milepoint: Optional

Data Resources Needed

1. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. Form will use validation to only allow integers in the *milepoint* text box. If validation fails, an error message will be displayed and the element with the error will have border color red. Additionally the button to go to the next form will become disabled.
2. The information will be stored into the database.

ELEMENT 6.44: DIRECTION OF YOUR VEHICLE

OTAI Paper Form

DIRECTION OF YOUR VEHICLE (CIRCLE)			
N	S	E	W

Figure 199. Element 6.44 of the OTAI Paper Form

Online OTAI Form Equivalent

Text boxes.

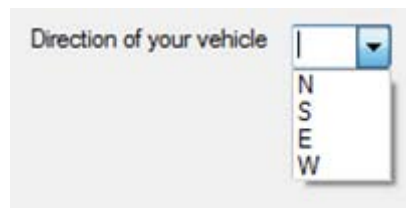
A screenshot of a web form. On the left, the text 'Direction of your vehicle' is displayed. To its right is a dropdown menu. The dropdown is open, showing a list of options: 'N', 'S', 'E', and 'W'. The dropdown menu has a blue arrow icon on its right side.

Figure 200. Element 6.44 Online OTAI Form Equivalent

Type of Field

Required.

Data Resources Needed

1. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. The information will be stored into the database.

ELEMENTS 6.45, 6.46 AND 6.47: DATE AND TIME OF CRASH

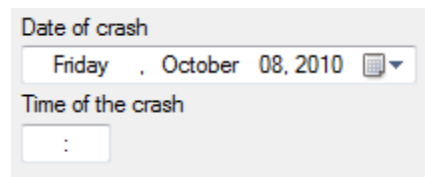
OTAI Paper Form

DATE OF CRASH	TIME	☐ AM ☐ PM	DAY OF THE WEEK (CIRCLE ONE) MON TUES WED THU FRI SAT SUN
---------------	------	--	--

Figure 201. Elements 6.45, 6.46 and 6.47 of the OTAI Paper Form

Online OTAI Form Equivalent

Date time picker and textbox.



The screenshot shows a web form with two sections. The first section is titled 'Date of crash' and contains a date picker showing 'Friday, October 08, 2010' with a calendar icon. The second section is titled 'Time of the crash' and contains a time input field with a colon and a dropdown arrow.

Figure 202. Elements 6.45, 6.46 and 6.47 Online OTAI Form Equivalent

Type of Field

Required.

Data Resources Needed

1. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. The Time of the crash field will use validation to only allow 24hour time format input. If validation fails, an error message will be displayed and the element with the error will have border color red. Additionally the button to go to the next form will become disabled.
2. The information will be stored into the database.

ELEMENTS 6.48: CONDITIONS AT TIME OF ACCIDENT

OTAI Paper Form

WEATHER (CIRCLE ONE)	1. CLEAR	2. RAIN	3. SNOW	4. CLOUDY	5. SLEET	6. FOG	7. OTHER _____
ROAD SURFACE (CIRCLE ONE)	1. DRY	2. WET	3. SNOWY	4. ICY	5. OTHER _____		
LIGHT CONDITION (CIRCLE ONE)	1. DAY	2. DAWN	3. DUSK	4. ARTIFICIAL LIGHTS	5. DARK	6. OTHER _____	

Figure 203. Element 6.48 of the OTAI Paper Form

Online OTAI Form Equivalent

Combo boxes and text box.

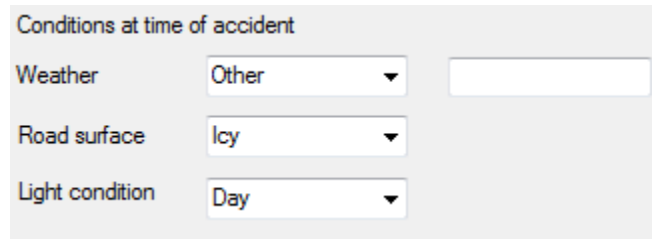


Figure 204. Element 6.48 Online OTAI Form Equivalent

Type of Field

Required.

Data Resources Needed

1. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. If the option *other* is selected for any of the fields, a textbox will appear.
2. The information will be stored into the database.

ELEMENTS 6.49: CONDITIONS AT TIME OF ACCIDENT

OTAI Paper Form

VEHICLES 1 2 3			ACTION	VEHICLES 1 2 3			ACTION	VEHICLES 1 2 3			ACTION
			SLOWING - STOPPING				PASSING				JACKKNIFE
			STOPPED				CHANGING LANES				OVERTURN
			REAR-END				SIDESWIPE				SEPARATION OF UNITS
			BACKING				HEAD-ON				FIRE
			MAKING RIGHT TURN				SKIDDING				EXPLOSION
			MAKING LEFT TURN				VEHICLE OUT OF CONTROL				CARGO SHIFT
			MAKING U TURN				ROLL-AWAY				CARGO SPILL (HAZARDOUS)
			PROCEEDING STRAIGHT				CONTROLLED RR CROSSING				CARGO SPILL (NON-HAZARDOUS)
			INTERSECTION				UNCONTROLLED RR CROSSING				OTHER (DEER, GUARDRAIL, ETC)
			ENTERING TRAFFIC (FROM SHOULDER, MEDIAN, PARKING STRIP OR PRIVATE DRIVE)				RAN OFF ROAD				

Figure 205. Element 6.49 of the OTAI Paper Form

Online OTAI Form Equivalent

Checked list box and text box.

Describe the actions of your vehicle

Your vehicle

Actions

☐ Slowing - stopping
☐ Stopped
☐ Rear end
☐ Backing
☐ Making right turn
☐ Making left turn
☐ Making U turn
☐ Proceeding straight
☐ Intersection
☐ Passing
☐ Changing lanes
☐ Sideswipe
☐ Head on
☐ Skidding
☐ Vehicle out of control

☐ Roll away
☐ Controlled RR crossing
☐ Uncontrolled RR crossing
☐ Ran off road
☐ Jackknife
☐ Overtum
☐ Separation of units
☐ Fire
☐ Explosion
☐ Cargo shift
☐ Cargo spill (hazardous)
☐ Cargo spill (non hazardous)
☐ Entering traffic
☒ Other

Figure 206. Element 6.49 Online OTAI Form Equivalent

Type of Field

Required.

Data Resources Needed

1. Database where the collected information will be uploaded.

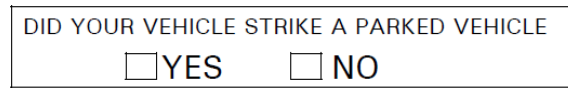
Result of Element

The following will take place when the user presses the button to go to the next page:

1. If the option *other* is selected for any of the fields, a textbox will appear.
2. If there were more drivers involved (Element 6.30) then Element 6.49 will appear for each driver to collect their particular vehicle's information.
3. The information will be stored into the database.

ELEMENTS 6.50: DID YOUR VEHICLE STRIKE A PARKED VEHICLE?

OTAI Paper Form



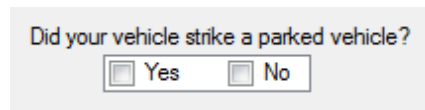
DID YOUR VEHICLE STRIKE A PARKED VEHICLE

☐ YES ☐ NO

Figure 207. Element 6.50 of the OTAI Paper Form

Online OTAI Form Equivalent

Checked list box.



Did your vehicle strike a parked vehicle?

☐ Yes ☐ No

Figure 208. Element 6.50 Online OTAI Form Equivalent

Type of Field

Required.

Data Resources Needed

1. Database where the collected information will be uploaded.

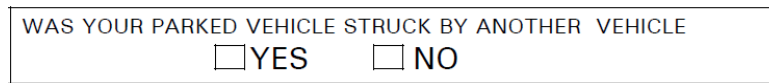
Result of Element

The following will take place when the user presses the button to go to the next page:

1. The form will only allow one option to be selected.
2. The information will be stored into the database.

ELEMENTS 6.51: WAS YOUR PARKED VEHICLE STRUCK BY ANOTHER VEHICLE?

OTAI Paper Form



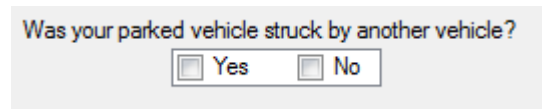
WAS YOUR PARKED VEHICLE STRUCK BY ANOTHER VEHICLE

☐ YES ☐ NO

Figure 209. Element 6.51 of the OTAI Paper Form

Online OTAI Form Equivalent

Checked list box.



Was your parked vehicle struck by another vehicle?

☐ Yes ☐ No

Figure 210. Element 6.51 Online OTAI Form Equivalent

Type of Field

Required.

Data Resources Needed

1. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. The form will only allow one option to be selected.
2. The information will be stored into the database.

ELEMENTS 6.52: DESCRIPTION OF THE ACCIDENT BY CARRIER OFFICIAL

OTAI Paper Form

DESCRIPTION OF ACCIDENT BY CARRIER OFFICIAL

Figure 211. Element 6.52 of the OTAI Paper Form

Online OTAI Form Equivalent

Multi line text box.

Description of the accident by carrier official

Figure 212. Element 6.52 Online OTAI Form Equivalent

Type of Field

Required.

Data Resources Needed

1. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. The information will be stored into the database.

ELEMENTS 6.53: NAME AND TITLE OF PERSON SIGNING THE REPORT

OTAI Paper Form

NAME AND TITLE OF PERSON SIGNING REPORT

Figure 213. Element 6.53 of the OTAI Paper Form

Online OTAI Form Equivalent

Text boxes.

Title	First name	Mi	Last name

Figure 214. Element 6.53 Online OTAI Form Equivalent

Type of Field

Required.

Data Resources Needed

1. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. The information will be stored into the database.

ELEMENTS 6.54: TELEPHONE NUMBER

OTAI Paper Form



Figure 215. Element 6.54 of the OTAI Paper Form

Online OTAI Form Equivalent

Text box.

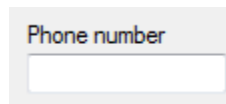


Figure 216. Element 6.54 Online OTAI Form Equivalent

Type of Field

Required.

Data Resources Needed

1. Database where the collected information will be uploaded.

Result of Element

The following will take place when the user presses the button to go to the next page:

1. The information will be stored into the database.

ELEMENTS 6.55 AND 6.56: SIGNATURE AND DATE

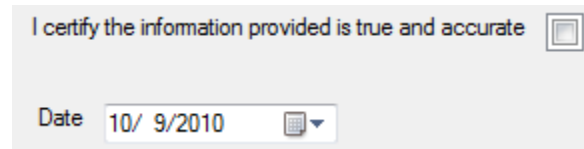
OTAI Paper Form

SIGNATURE I CERTIFY THE INFORMATION PROVIDED IS TRUE AND ACCURATE	DATE
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Figure 217. Elements 6.55 and 6.56 of the OTAI Paper Form

Online OTAI Form Equivalent

Checked list box and date time picker.



I certify the information provided is true and accurate ☐

Date 10/ 9/2010

Figure 218. Elements 6.55 and 6.56 Online OTAI Form Equivalent

FINAL SECTION OF THE ONLINE FORM

In this section the user will be asked to submit the report.