Driver Accident Help Document

**General information (all pages)**

It is recommended to check the Show Help Tips box in the right hand corner. When checked, help text specific to each question is displayed when you place your mouse on or over the input field. Having the Show Help Tips box checked should help answer any questions about the data being requested.

Questions preceded by an asterisk (\*) are required, and must be completed before you can proceed to the next page.

If you need to return to a previous page to make changes, do not use your browser’s Back button. Instead, click on the desired page in the Menu bar on the left hand side. Make the necessary changes and click Continue to return to the page you were on.

You have the ability to save your partial report at any point after completing the Location Info page. Be advised that saved reports are only retained for 10 days. To retrieve your saved report, you will need either your email address or the Document Number displayed when you saved.

You will have the opportunity to have a copy of your completed crash report sent to you via email. This can be requested on the Complete Form screen. If you decide not to save a copy of your crash report at this time a copy can be provided to you for $13 + taxes by contacting the Nebraska Department of Transportation – Highway Safety – Accident Reports section

Nebraska Department of Transportation

Highway Safety – Accident Reports section

1500 Highway 2

PO Box 95759

Lincoln Nebraska 68509-4759

402-479-4645

**Home page**

This is the starting point of the crash reporting process. From this page, you can click on Crash Report to begin a new crash report.

If you started and saved a crash report within the last 10 days, you can retrieve it using the Search link. You will need to provide your email address or the Document Number provided when the report was saved. If your report was started more than 10 days ago, you will need to create a new report.

**Initial Questions**

The Initial Questions screen determines what information the software will requests during the entering of your crash. For example, if you indicate there were no injuries or fatalities in the crash, you will not be prompted to enter Injury Information later on in the process. However, you can return to this page at any time prior to submission to make changes; click Continue to proceed to the next page of the report.

**Crash Info**

The time of the crash can be entered in as Military Time. The website will convert it to AM/PM (i.e. if you enter “2300”, the website will show 11:00 PM.

Your response to the question “Did this crash take place within city limits?” on the Initial Questions pages determines if you will be prompted to select a city. To change your response to this question, click on Initial Questions link under the Menu bar on the left hand side. Click Continue to return to this page.

The drop-down list of cities is specific to the county selected. If the crash occurred in a city, town, or village that is not listed, please select Other from the City drop-down box, and provide the name in the Crash Description section that appears later in the process.

Click Continue to proceed to the next page of the report.

**Location Info**

Your response to the question “Did this crash take place within city limits?” on the Initial Questions pages determines if you are prompted to specify the closest town or the distance from a highway milepost. To change your response to this question, click on the Initial Questions link under the Menu bar on the left hand side. Click Continue until you return to the Location Info page.

Your response to the question “Did this crash occur at an intersection?” on the Initial Questions pages determines if you are prompted to enter the name of the intersecting roadway or provide detail of the nearest street, bridge, railroad crossing, or other landmark. To change your response to this question, click on Initial Questions link under the Menu bar on the left hand side. Click Continue until you return to the Location Info page.

Click Continue to proceed to the next page of the report.

**Vehicle Info – Your Vehicle**

Starting with this page, you have the ability to save your in-progress crash report. To save your work:

1. Click on the blue disk icon next to the “Show Help Tips” box.
2. A message box will appear asking for your email address. While your email address is not required, it will make it easier to retrieve your report later.
3. Click the Save button.
4. You will be presented with an eight digit “unique ID” that can be used to retrieve your report. You will need either this number or your email address to retrieve your report.
5. Your partial report is saved, and can be retrieved / completed at any time in the next 10 days. After 10 days, you will not be able to retrieve your partial report and must start over.

If the owner of the vehicle is the same as the driver of your vehicle, click the “Same as Driver Information” link to automatically fill in the Owner fields.

Your response to the question “How many people were in your vehicle?” on the Initial Questions page determines the number of rows in the Occupant Airbag and Restraint Use section. To change your response to this question, click on Initial Questions link under the Menu bar on the left hand side. Click Continue until you return to the Vehicle Info – Your Vehiclepage.

Click Continue to proceed to the next page of the report.

**Vehicle Info – Vehicle 2 (and above)**

You have the ability to save your in-progress crash report. To save your work:

1. Click on the blue disk icon next to the “Show Help Tips” box.
2. A message box will appear asking for your email address. While your email address is not required, it will make it easier to retrieve your report later.
3. Click the Save button.
4. You will be presented with an eight digit “unique ID” that can be used to retrieve your report. You will need either this number or your email address to retrieve your report.
5. Your partial report is saved, and can be retrieved / completed at any time in the next 10 days. After 10 days, you will not be able to retrieve your partial report and must start over.

Your responses to the questions “How many vehicles were involved in this crash?” and “For how many vehicles do you have information?” on the Initial Questions pages determines if you are prompted to enter information on vehicles other than your own. To change your response to this question, click on Initial Questions link under the Menu bar on the left hand side. Click Continue until you return to the Vehicle Info – Vehicle 2 (and above) page.

If the owner of the other vehicle is the same as the driver of that vehicle, click the “Same as Driver Information” link to automatically fill in the Owner fields.

Click Continue to proceed to the next page of the report.

**Injury Info**

You have the ability to save your in-progress crash report. To save your work:

1. Click on the blue disk icon next to the “Show Help Tips” box.
2. A message box will appear asking for your email address. While your email address is not required, it will make it easier to retrieve your report later.
3. Click the Save button.
4. You will be presented with an eight digit “unique ID” that can be used to retrieve your report. You will need either this number or your email address to retrieve your report.
5. Your partial report is saved, and can be retrieved / completed at any time in the next 10 days. After 10 days, you will not be able to retrieve your partial report and must start over.

Your responses to the questions “Select yes if there were any injured persons in your vehicle, or if any bicyclists, pedestrians or fatalities were involved in the crash” and “What was the total number of persons injured?” on the Initial Questions pages determines if you are prompted to enter information on injuries. To change your response to this question, click on Initial Questions link under the Menu bar on the left hand side. Click Continue until you return to the Injury Infopage.

If the driver of Vehicle 1 was injured, click the “Same as Vehicle 1 Driver Information” link to automatically fill in the name and address fields.

If any of the other injured persons have the same address as Injured Person 1, click the “Same address as Person 1” link to automatically fill in the address fields.

Click Continue to proceed to the next page of the report.

**Environmental Info**

You have the ability to save your in-progress crash report. To save your work:

1. Click on the blue disk icon next to the “Show Help Tips” box.
2. A message box will appear asking for your email address. While your email address is not required, it will make it easier to retrieve your report later.
3. Click the Save button.
4. You will be presented with an eight digit “unique ID” that can be used to retrieve your report. You will need either this number or your email address to retrieve your report.
5. Your partial report is saved, and can be retrieved / completed at any time in the next 10 days. After 10 days, you will not be able to retrieve your partial report and must start over.

If you select “Other (Specify in crash description section)” for any of the questions, be sure to include information on the item in the Description box on the next page.

Click Continue to proceed to the next page of the report.

**Description Info**

It is recommended to save your report prior to starting the Description Info page. To save your work:

1. Click on the blue disk icon next to the “Show Help Tips” box.
2. A message box will appear asking for your email address. While your email address is not required, it will make it easier to retrieve your report later.
3. Click the Save button.
4. You will be presented with an eight digit “unique ID” that can be used to retrieve your report. You will need either this number or your email address to retrieve your report.
5. Your partial report is saved, and can be retrieved / completed at any time in the next 10 days. After 10 days, you will not be able to retrieve your partial report and must start over.

In the text box, describe what happened. Refer to your vehicle as No. 1, and any others as No. 2, No. 3, etc. You can click enter/return to go to a new line. You can also paste text from another program. Be sure to include information for any question you answered with “Other (Specify in crash description section)”.

**Sketch Crash**

You have the ability to create a diagram of the crash scene by clicking the “Sketch Crash” button. The drawing tool will open in a new window. Think of the large area in the middle of the screen as a blank piece of paper. On the left hand side, there are various folders of images that can be placed on your diagram. Using those images, you can create as simplistic or as complex of a diagram as desired of what happened. The finished diagram will be added to your report.

NOTE: the top of the screen is considered North.

General tips for using the Drawing Tool:

Adding images

1. In the left hand column, click on the desired link (Vehicles, Signs, etc.) to view the images in that folder.
2. Click once on an image to add it to your diagram.
3. The selected image will be placed in the upper left hand corner of the diagram.

Adding text, arrows, and other objects

* 1. In the Drawing Options section in the lower left hand corner, click once on the desired object.
	2. If the Text Node option is selected, enter the desired text.
	3. The selected image will be placed in the upper left hand corner of the diagram.

Repositioning and rotating items

1. To reposition an image, click once on the desired image. The selected image is highlighted green.
2. Click and drag the image to the appropriate location on the diagram.
3. You can rotate the highlighted image 45 degrees clockwise or counter-clockwise by clicking the Rotate Object icons at the top of the diagram.

Deleting images from the diagram

1. To delete an image, click once on the desired image. The selected image is highlighted green.
2. Click the trash can icon.
3. Click OK to the “Are you sure you want to delete the selected item?” message.
4. The “Clear All” button will remove ALL images from your diagram.

Suggested steps for creating your diagram:

1. From the Roadways section, click on the road section that most resembles where the crash occurred. This adds the image to the diagram.
2. Click on the Vehicles link to expand the selection of vehicle images.
3. Click on the vehicle that most resembles your vehicle.
4. You will be asked for enter a vehicle number. It is recommended to refer to your vehicle as “No. 1”. Click OK
5. The vehicle image you added will be placed in the upper left hand corner of the diagram window.
6. Add other vehicles as necessary. It is recommended to name additional vehicles as “No. 2”, “No. 3” and so on.
7. If pedestrians of bicyclists were involved, click on the People link and add the appropriate image(s) to the diagram.
8. If animals were involved in the crash, click on the Animals link and add the appropriate image(s) to the diagram.
9. Click on the Signs link and add any relevant road signage to the diagram.
10. Click on the Objects link and add any relevant object images to the diagram.
11. Add any Drawing Objects, as needed.
12. Click the “Save sketch and close Window” button to save your diagram and add it to your crash report.

When your diagram is completed, click the “Save sketch and close Window” button to save your diagram and add it to your crash report.

Click Continue to proceed to the next page of the report.

**Property Info**

You have the ability to save your in-progress crash report.

To save your work:

1. Click on the blue disk icon next to the “Show Help Tips” box.
2. A message box will appear asking for your email address. While your email address is not required, it will make it easier to retrieve your report later.
3. Click the Save button.
4. You will be presented with an eight digit “unique ID” that can be used to retrieve your report. You will need either this number or your email address to retrieve your report.
5. Your partial report is saved, and can be retrieved / completed at any time in the next 10 days. After 10 days, you will not be able to retrieve your partial report and must start over.

Your responses to the questions “Besides the vehicles involved was there any property damaged?” and “How many property objects were damaged?” on the Initial Questions pages determines if you are prompted to enter information on the Property Info page. To change your response to this question, click on Initial Questions under the Menu bar on the left hand side. Click Continue until you return to theProperty Info page.

Click Continue to proceed to the next page of the report.

**Insurance Info**

You have the ability to save your in-progress crash report.

To save your work:

1. Click on the blue disk icon next to the “Show Help Tips” box.
2. A message box will appear asking for your email address. While your email address is not required, it will make it easier to retrieve your report later.
3. Click the Save button.
4. You will be presented with an eight digit “unique ID” that can be used to retrieve your report. You will need either this number or your email address to retrieve your report.
5. Your partial report is saved, and can be retrieved / completed at any time in the next 10 days. After 10 days, you will not be able to retrieve your partial report and must start over.

Select the name of the Insurance Company affording liability coverage on the date of the crash from the drop-down box. If your insurance company is not listed, select “Other” and type the name of your insurance company in the Other Insurance Company field. If you do not have insurance for the vehicle, check the “I have no insurance for this vehicle” box.

Click Continue to proceed to the next page of the report.

**Upload Photos**

You have the ability to save your in-progress crash report.

 To save your work:

1. Click on the blue disk icon next to the “Show Help Tips” box.
2. A message box will appear asking for your email address. While your email address is not required, it will make it easier to retrieve your report later.
3. Click the Save button.
4. You will be presented with an eight digit “unique ID” that can be used to retrieve your report. You will need either this number or your email address to retrieve your report.
5. Your partial report is saved, and can be retrieved / completed at any time in the next 10 days. After 10 days, you will not be able to retrieve your partial report and must start over.

On the Upload Photos page, you may upload four or less images to be attached to your Driver Crash Report. Acceptable file formats are .JPEG, GIF, TIFF, PNG, and PDF. Each image must not exceed 30Mb in size.

To upload a document:

1. On the Upload Photos page, click the Browse button.
2. A “Choose File to Upload” box appears. Navigate to the document on your computer or network, and click on it.
3. Click “Open” to select the document.
4. On the Upload Photos page, click the “Upload” button.
5. A row will appear on the Upload Photos page for the document. You can click ”Open” to verify the file was uploaded correctly. If necessary, you can click “Delete” to remove the file.
6. Repeat as needed, up to a total of four images.

All photos submitted must be relevant to the crash damage or scene. Inappropriate or non-relevant photos will be removed at the discretion of the Department of Transportation.

Click Continue to proceed to the next page of the report.

**Complete Form**

The Complete Form page is the final step in the Driver’s Motor Vehicle Crash Report process. If any changes or additions are necessary, they must be made before clicking and submitting this report. Once the report is submitted, it cannot be edited or retracted.

To receive an email copy of this report for your records, enter your email address in the Email Address field. You will receive a confirmation email and an electronic copy of your full report.

NOTE: If you do not have or do not submit an email address, you will need to contact NDOT for a copy. Copies of the submitted report are available for $13.00 plus tax, per copy.

Nebraska Department of Transportation

Highway Safety – Accident Reports section

1500 Highway 2

PO Box 95759

Lincoln Nebraska 68509-4759

402-479-4645

When your report is complete and you are ready to submit:

1. Read the terms of the agreement under the Read Before Proceeding.
2. Check the Agree box.
3. Click Continue to upload your report.