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July 28, 2017

**Construction Information Memorandum No. 7 - 2017**

TO: Region Engineers

ATTN: Area Operations, Construction, and County Transportation Engineers

FROM: Winston J. Powe, PE *WJP*  
State Construction Engineer

RE: Crash Reporting Requirements

The purpose of this CIM is to provide a reminder of the reporting requirements for work zone crashes that occur in construction work zones. The requirements are briefly summarized as follows:

- 1) The PTCI investigates all known crashes to the PM using Form C-25A and the AUTCR.
- 2) The Contractor reports crashes to the PM as defined in Subarticle 107.14(c).
- 3) The PM furnishes these reports to the District and Area offices.
- 4) The Contractor is responsible for verbally reporting crashes to the PM within one working day of occurrence, then following up with a written report within ten calendar days. Fatalities must be verbally reported within eight hours.
- 5) Once a project is accepted for maintenance, copies of all crash reports and related documents are to be removed from all Department files and forwarded to the Traffic and Safety Operations Section of the Design Bureau.

Please see the attachment for the full language of the reporting process as contained in the July 19, 2017 Traffic Control Procedure and in Subarticle 107.14(c).

Please note that the Legal Bureau's crash reporting requirements are completely separate from those contained in the Traffic Control Procedure and specifications. You should contact the Legal Bureau for further explanation or clarification of that Bureau's requirements.

Please insure that all personnel managing your construction projects are familiar with these reporting requirements.

WJP/JLB/jlb

Attachments

pc: Mr. George Conner, PE  
ALBCA

Mr. Bill Patty  
AAPA

Mr. Steve Walker, PE  
ARBA

FHWA

CIM File

## Work Zone Crash Reporting Requirements as contained in the Construction Manual

### **Crash Evaluation**

The PTCI will report all known work zone crashes to the PM. The PTCI will review the circumstances involved in the crash and, if immediate changes in traffic control are warranted, will recommend those changes to the PM. Subsequently, the PTCI shall complete [Form C-25A, Crash Report](#), and should obtain AUTCRs from the appropriate law enforcement agency. This information, as well as information required of the Contractor by [Subarticle 107.14\(c\) of the Standard Specifications](#), will be used for Departmental purposes only to evaluate the TCP consistent with the [Introduction](#) and [Coordination with the Highway Safety Improvement Program](#) sections of this Procedure.

### **Crash Reporting**

The PM will submit the documentation gathered/compiled for each known work zone crash, including any additional comments, to the District and Area offices for review as soon as possible following the crash.

Notification of crashes occurring in work zones will be made available to the offices of the State Construction Engineer, State Traffic Operations Engineer, and State Traffic and Safety Operations Engineer through the CARE reporting system. Hard copies of crash reports will also be made available to these offices upon request by contacting the Safety Program Administrator in the Safety Planning Section of the Design Bureau. The State Traffic Operations Engineer may review this information and submit a copy of the report with recommendations or comments to the State Construction Engineer and the State Design Engineer. The State Design Engineer may distribute TCP improvement recommendations to all offices within the Department having responsibility for preparation and/or review of TCPs.

### **Disposition of Records**

After the Department accepts a construction project for maintenance, as defined in [Item 105.15\(c\)1 of the Standard Specifications](#), all records and reports generated and distributed as part of the Department's review and evaluation of traffic crashes shall be forwarded to the Traffic and Safety Operations Section of the Design Bureau for appropriate processing. Copies of these records and reports will not be filed or maintained in other offices or locations by the Department.

## Contractor's crash reporting responsibilities under Subarticle 107.14(c):

### **(c) REPORTING ACCIDENTS.**

The Contractor shall submit a verbal report to the Engineer no later than the next working day after their occurrence all accidents occurring on the work which involve the public or the Contractor's forces. Accidents involving fatalities shall be verbally reported within eight hours. The Contractor shall follow this verbal report with a written report within ten calendar days after the accident. The report shall contain complete information on the accident including names, addresses of persons involved, and names and addresses of witnesses.