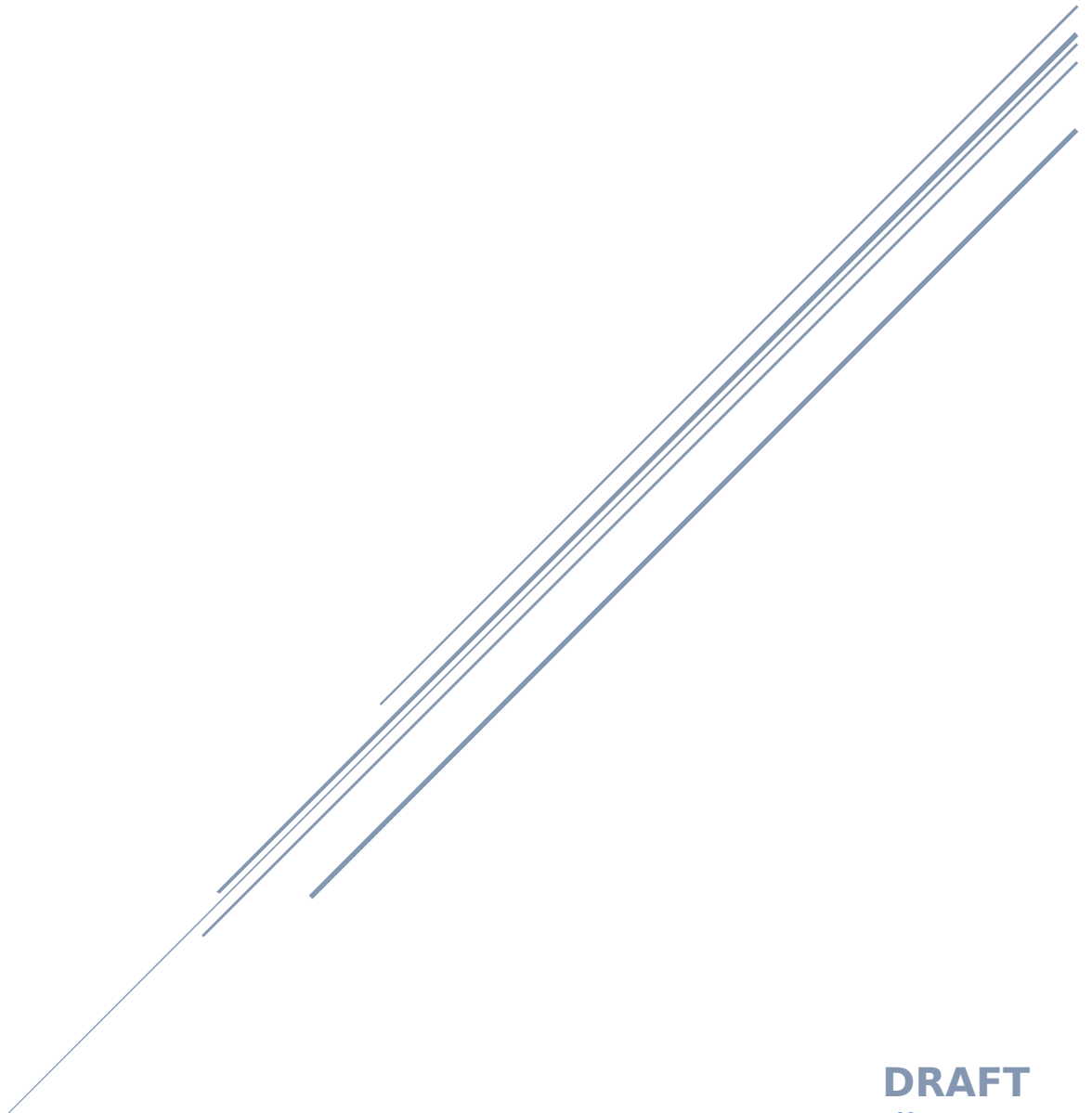


ATTACHMENT D

CRASH CAUSAL FACTORS PROGRAM: KNOWLEDGE OF SYSTEMS AND PROCESSES

SURVEY INVITATION LETTERS



DRAFT
April 2023

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1. FMCSA DIVISION ADMINISTRATORS

Large Truck Crash Causal Factors Study (LTCCFS) Program Overview

As authorized in the Bipartisan Infrastructure Law, the Federal Motor Carrier Administration (FMCSA) is establishing a Crash Causal Factors Program. Through this program, FMCSA will execute a multi-phased study of commercial motor vehicle (CMV) crash causal factors, with Phase 1 focused on fatal crashes involving Class 7/8 large trucks: the Large Truck Crash Causal Factors Study (LTCCFS).

FMCSA is currently planning the LTCCFS and requires your assistance identifying appropriate contacts who can respond to survey questions specific to their functional area(s). The LTCCFS is a widescale, detailed crash data collection and analysis effort intended to identify the key factors that contribute to fatal large truck crashes and inform countermeasures to prevent these crashes from happening.

Where possible, the LTCCFS will leverage existing State and local jurisdiction resources, equipment, and infrastructure to collect study data.

LTCCFS Survey Overview

To plan and execute this study, FMCSA must collect information from the States and local jurisdictions to understand: (1) their ability to participate in the study; (2) existing crash data collection processes, systems, and resources; and (3) CMV enforcement funding mechanisms and sources. The survey results will inform the methodology for the LTCCFS.

Your Role in the Survey

The Agency is asking FMCSA Division Administrators (DAs) to provide contact information for State and local Government employees (or designated contractors) who can provide FMCSA with information about CMV crash notification processes; crash data collection systems, processes, and training; existing CMV crash data and data quality review processes; and CMV enforcement resources and funding. This contact information is critical; FMCSA will be administering surveys to the contacts to collect the required information.

DAs will need to reach out to appropriate staff in their State (e.g., crash records managers, law enforcement command staff, and MCSAP coordinators) to gather the requested contacts. The State contacts should be entered into the survey tool. We have attached a non-fillable PDF copy of the survey form for the State contacts, so you can review the questions in advance.

When you are ready to input the State contact information, you can access the online survey tool here: **[INSERT LINK]**

[INCLUDE THIS LANGUAGE ONLY FOR THE 13 DAs WHO WILL BE COLLECTING LOCAL JURISDICTION CONTACT INFO]

FMCSA is also requesting contact information for specific local jurisdictions and is collecting this information in Excel. You can access the Excel file for your State on SharePoint, here: **[INSERT LINK TO DA's STATE FOLDER]**. This is a secure, FMCSA-owned SharePoint site. **Please let us know if you have staff supporting you on this task, so we can provide them access to the SharePoint site.**

Please submit your completed survey by [INSERT DATE].

In addition to the survey, FMCSA will be sending you a separate request to upload key documents (e.g., your State's most current police crash report form) to the FMCSA SharePoint site. You should receive an email with this request within the next week or two.

If you have any questions about the study, or about the information being requested in the survey or the spreadsheet, please contact Dan Meyer, Transportation Specialist, at dan.meyer@dot.gov or (202) 366-2616.

If you have technical difficulties with the online survey tool, please e-mail CCFP@dot.gov or call **[INSERT Volpe POC]** at (617) 494-XXXX.

Thank for your support!

2. STATE CRASH RECORDS MANAGERS

Large Truck Crash Causal Factors Study (LTCCFS) Program Overview

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LTCCFS Survey Overview

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Your Role in the Survey

The Agency is asking you to provide information about your State's police crash report (PCR) database(s). We have attached a non-fillable PDF copy of the survey, so you can review the questions in advance.

When you are ready to input your responses, you can access the online survey tool here: **[INSERT LINK]**

Please submit your completed survey by [INSERT DATE].

In addition to the survey, FMCSA is hoping you will share a few key documents related to your State's crash repository (e.g., user manual, system specifications, data dictionary, etc.). If you indicate in the survey that you are willing to share these documents, FMCSA will send you a separate email request.

If you have any questions about the study, or about the information being requested in the survey or the spreadsheet, please contact Dan Meyer, Transportation Specialist, at dan.meyer@dot.gov or (202) 366-2616.

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Thank for your support!

3. POLICE CRASH REPORT DATA QUALITY CONTACTS

Large Truck Crash Causal Factors Study (LTCCFS) Program Overview

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LTCCFS Survey Overview

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Your Role in the Survey

The Agency is asking you to provide information about your [State's / local jurisdiction's] police crash report (PCR) data quality review processes. We have attached a non-fillable PDF copy of your survey, so you can review the questions in advance.

When you are ready to input your responses, you can access the online survey tool here: **[INSERT LINK]**

Please submit your completed survey by [INSERT DATE].

In addition to the survey, FMCSA is hoping you will share a few key documents related to your existing data quality review processes (e.g., data quality plans, manuals, or user guides). If you indicate in the survey that you are willing to share these documents, FMCSA will send you a separate email request.

If you have any questions about the study, or about the information being requested in the survey or the spreadsheet, please contact Dan Meyer, Transportation Specialist, at dan.meyer@dot.gov or (202) 366-2616.

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Thank for your support!

4. POST-CRASH INSPECTION DATA QUALITY CONTACTS

Large Truck Crash Causal Factors Study (LTCCFS) Program Overview

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LTCCFS Survey Overview

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Your Role in the Survey

The Agency is asking you to provide information about your [State's / local jurisdiction's] post-crash inspection data quality review processes. We have attached a non-fillable PDF copy of your survey, so you can review the questions in advance.

When you are ready to input your responses, you can access the online survey tool here: **[INSERT LINK]**

Please submit your completed survey by [INSERT DATE].

In addition to the survey, FMCSA is hoping you will share a few key documents related to your existing data quality review processes (e.g., data quality plans, manuals, or user guides). If you indicate in the survey that you are willing to share these documents, FMCSA will send you a separate email request.

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5. POST-CRASH INVESTIGATION/CRASH RECONSTRUCTION DATA QUALITY CONTACTS

Large Truck Crash Causal Factors Study (LTCCFS) Program Overview

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Your Role in the Survey

The Agency is asking you to provide information about your [State's / local jurisdiction's] post-crash investigation and crash reconstruction data quality review processes. We have attached a non-fillable PDF copy of your survey, so you can review the questions in advance.

When you are ready to input your responses, you can access the online survey tool here: **[INSERT LINK]**

Please submit your completed survey by [INSERT DATE].

In addition to the survey, FMCSA is hoping you will share a few key documents related to your existing data quality review processes (e.g., data quality plans, manuals, or user guides). If you indicate in the survey that you are willing to share these documents, FMCSA will send you a separate email request.

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6. CRASH NOTIFICATION PROCESS CONTACTS

Large Truck Crash Causal Factors Study (LTCCFS) Program Overview

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LTCCFS Survey Overview

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Your Role in the Survey

The Agency is asking you to provide information about your [State's / local jurisdiction's] crash notification processes. We have attached a non-fillable PDF copy of your survey, so you can review the questions in advance.

When you are ready to input your responses, you can access the online survey tool here: **[INSERT LINK]**

Please submit your completed survey by [INSERT DATE].

If you have any questions about the study, or about the information being requested in the survey or the spreadsheet, please contact Dan Meyer, Transportation Specialist, at dan.meyer@dot.gov or (202) 366-2616.

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Thank for your support!

7. POST-CRASH INVESTIGATION AND RECONSTRUCTION DATA STORAGE CONTACTS

Large Truck Crash Causal Factors Study (LTCCFS) Program Overview

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LTCCFS Survey Overview

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Your Role in the Survey

The Agency is asking you to provide information about your [State's / local jurisdiction's] post-crash investigation and crash reconstruction data storage methods and access capabilities. We have attached a non-fillable PDF copy of your survey, so you can review the questions in advance.

When you are ready to input your responses, you can access the online survey tool here: **[INSERT LINK]**

Please submit your completed survey by [INSERT DATE].

If you have any questions about the study, or about the information being requested in the survey or the spreadsheet, please contact Dan Meyer, Transportation Specialist, at dan.meyer@dot.gov or (202) 366-2616.

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Thank for your support!

8. STATE MCSAP COORDINATOR

Large Truck Crash Causal Factors Study (LTCCFS) Program Overview

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Your Role in the Survey

The Agency is asking you to provide information about your State's CMV enforcement resources and funding, post-crash inspection training, and post-crash inspection data elements. We have attached a non-fillable PDF copy of your survey, so you can review the questions in advance.

When you are ready to input your responses, you can access the online survey tool here: [INSERT LINK]

Please submit your completed survey by [INSERT DATE].

In addition to the survey, FMCSA is hoping you will share a few key documents (e.g., State CMV enforcement funding policies and procedures). If you indicate in the survey that you are willing to share these documents, FMCSA will send you a separate email request.

If you have any questions about the study, or about the information being requested in the survey or the spreadsheet, please contact Dan Meyer, Transportation Specialist, at dan.meyer@dot.gov or (202) 366-2616.

If you have technical difficulties with the online survey tool, please e-mail CCFP@dot.gov or call [INSERT Volpe POC] at (617) 494-XXXX.

Thank for your support!

9. COMMAND STAFF

Large Truck Crash Causal Factors Study (LTCCFS) Program Overview

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Your Role in the Survey

The Agency is asking you to provide information about your [State's / local jurisdiction's] post-crash investigation, crash reconstruction, and impairment detection policies and standard operating procedures, as well as post-crash investigation and crash reconstruction training practices. We have attached a non-fillable PDF copy of your survey, so you can review the questions in advance.

When you are ready to input your responses, you can access the online survey tool here: **[INSERT LINK]**

Please submit your completed survey by [INSERT DATE].

In addition to the survey, FMCSA is hoping you will share a few key documents (e.g., CMV post-crash investigation and crash reconstruction policies and procedures). If you indicate in the survey that you are willing to share these documents, FMCSA will send you a separate email request.

If you have any questions about the study, or about the information being requested in the survey or the spreadsheet, please contact Dan Meyer, Transportation Specialist, at dan.meyer@dot.gov or (202) 366-2616.

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Thank for your support!

10. STATE/LOCAL DECISION MAKERS

Large Truck Crash Causal Factors Study (LTCCFS) Program Overview

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Your Role in the Survey

The Agency is asking you to provide information about any challenges your [State / local jurisdiction] may face in participating in the LTCCFS.

When you are ready to input your responses, you can access the online survey tool here: **[INSERT LINK]**

Please submit your completed survey by [INSERT DATE].

If you have any questions about the study, or about the information being requested in the survey or the spreadsheet, please contact Dan Meyer, Transportation Specialist, at dan.meyer@dot.gov or (202) 366-2616.

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Thank for your support!

11. STATE/LOCAL AGREEMENT CONTACTS

Large Truck Crash Causal Factors Study (LTCCFS) Program Overview

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Your Role in the Survey

The Agency is asking you to provide information about data sharing or other agreements that may be necessary for your [State / local jurisdiction] to participate in the LTCCFS.

When you are ready to input your responses, you can access the online survey tool here: **[INSERT LINK]**

Please submit your completed survey by [INSERT DATE].

If you have any questions about the study, or about the information being requested in the survey or the spreadsheet, please contact Dan Meyer, Transportation Specialist, at dan.meyer@dot.gov or (202) 366-2616.

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