

IDOT Safety Portal Tools & Training Guide

Document Last Saved: 8/29/2014 Version: 1.0

1 Introduction

This guide provides information on the functions found in the Tools and Training areas of the Safety Portal. These functions can be accessed either by selecting them from the menu on the left side of the Safety Portal window or by clicking the Tools or Training icon in the middle of the Safety Portal window.



2 Tools Area

The tools area provides access to a number of helpful utilities for the safety partner community. At this time, this section includes:

- Crash Forms Request
- Preferred Truck Routes
- Heat Maps and 5% Reports

2.1 Crash Forms Request

The Crash Forms Request page provides law enforcement agencies with an online form for ordering the paper SR 1050, Illinois Traffic Crash Report forms and related materials.

To use the form:

- 1. Enter the quantity of each item desired in the Quantity Desired field ;
- 2. Complete the address fields. All but the "Attention" field must have something entered to complete your request;
- 3. Enter the colored characters in the field provided below the characters;
- 4. Click the Submit Order button.

When you click the Submit Order button, a confirmation message is displayed on the screen: "Your request for forms has been received and is being processed. Thank you."

You should receive the forms you ordered in 3-5 business days.

🕂 Safety Portal	Illinois YTD + 2013 Est. Outstanding 109,893 Submitted Cou
🥌 Data	For Shipping and Delivery questions, please call (217) 782-2575. Indicate the desired amount below. Note that the quantities shipped may be based on available supply.
Tools Crash Forms Request Preferred Truck Routes Heat Maps and 5% Reports	OUANTITY ITEM DESIRED Eooklets v SR 1050 Illinois Traffic Crash Report Form (3-part sets), 10 forms per bklt SR 1050A Additional Units/Amended Report Form (3-part sets), singles SR 1 Motorist Report Form, singles SR 1 Motorist Report Form, singles SR 1MCR Electronic Motorist Report Form, tablets of 50 Motorist Envelope (for use by motorists only) Police Fatal Envelope (for immediate submittal of fatal reports)
Training	Mailing Label (for submitting Police Crash Report copies to IDOT) Instruction Manual - for SR 1050/1050A Illinois Traffic Crash Report Form Diagram Template - Clear Plastic (medium) Diagram Template - Blue Plastic (small) CMV Visor Cards Police Report Batch Control Sheet TS 2580 ITSS, tablets of 75
Administration	STREET ADDRESS REQUIRED - CARRIER WILL NOT DELIVER TO P.O. BOX Agency Chief/Sheriff Attention Address City Telephone Email
	Enter the characters below:

2.2 Preferred Truck Routes

The Preferred Truck Routes page of the Safety Portal provides County Engineers with access to the IDOT tool for identifying designated and preferred truck routes within their county. While also accessible on the IDOT Internet site, this tool is also provided in the Safety Portal for your convenience.

You must have an account for this tool to access the tabs shown (Home, Admin, etc.). If you have an account, enter your Username and Password and click the Log In button. If you don't have an account, click the Register link and follow the instructions on the screen.

Hinois Department of Transportation Erica Borggren, Acting Secretary		State of Minors Pat Quinn, Governor
🔥 Safety Portal		
Illinois YTD + 2013 Est. Outstanding 105	9,893 Submitted Count 627,962 Data Entered Thru 3/19/2014 At LE 198,531 Located Thru 10/1/2013 🏠 🍉 Announc	ements Help - Bennett, Loren L
🥌 Data	Designated and Preferred Truck Routes	[log]
Crach Forms Request Crach Forms Request Heat Maps and 5% Reports Training Craining Knowledge	Nome Agenum Account Contact Us Account LOG IN Present etral post sommers and postmonts. Peister Bedatter, Pryou don't have an account. Account Information Passendt Passendt Corport information	
Administration	Silinois Department of Transportation - 2014	

2.3 Heat Maps and 5% Reports

The Heat Maps page of the Safety Portal provides access to two types of information about crashes:

- Five Percent Reports
- Heat Maps



2.3.1 Five Percent Reports

The static reports included in this section are the output of safety analyses done for crash years 2007 thru 2012 on both state and local roadways and intersections. Studies were performed and the reports developed to assist IDOT in determining the nature and extent of safety problems, to provide guidance on where safety investments may be needed, and to assist in tracking the progress towards improving traffic safety in the state.

For information on the use of these reports contact the IDOT, Division of Highways, Bureau of Safety Engineering. To view the available reports, expand the lists by clicking on the arrows (as shown below.



2.3.2 Heat Maps

A **heat map** is a graphical representation of data where the individual values contained in a <u>matrix</u> are represented as colors. Specific to the Safety Portal, the heat maps provide a map of an Illinois county divided into 1 mile squares with each square color-coded to represent the number of crashes in 2007 thru 2011 within that square. An example is shown below. The Legend included with each heat map indicates the meaning of each color and the type of crashes being represented in the heat map.





These heat maps are useful for visually comparing the number of crashes between geographic areas and for identifying those geographic areas with a higher incidence of crashes.

As shown in the image below, heat maps are organized by IDOT District and then by the counties within each district. For each county there are a set of heat maps covering different types of crashes.



To view a heat map, click the arrow for a district, then for a county, and then click the heat map desired. The heat map will open in a temporary window as shown below. Use the scrollbar to move around in the window and when you are finished viewing, click the "x" in the upper right corner of the heat map to close the temporary window.



2.4 SR 1050 Instructions

The Illinois Traffic Crash Report, form, SR 1050, is the only crash report form approved by IDOT for use in reporting crashes to IDOT's Division of Transportation Safety (DTS). The Illinois Vehicle Code designates IDOT as the Administrator of crash information for the State of Illinois. The SR 1050 Instruction Manual is a guide for law enforcement agencies to assist them in completing the form correctly. Additional parties can also use this guide to help them better understand and interpret an SR1050 report as well as crash data in general. While this Instruction Manual can be found on the IDOT Internet site, it is also provided here for your convenience.

3 Common Errors

The Common Errors module is only available only to law enforcement agency users and County Engineers. The Common Errors module provides a way for the DTS to communicate to law enforcement agencies when errors are consistently being made in completing the SR 1050, Illinois Traffic Crash Report form.

Within the Common Errors module of the Safety Portal, DTS can publish a description of each type of error as a separate item in the list of common errors. DTS can also attach images of the SR 1050 form marked up with the error being committed, as an example.

DTS can designate an error to be viewable by all law enforcement agencies and County Engineers, or DTS can designate an error to be viewable by only one or more specific agencies that may be committing that error.

3.1 Law Enforcement View of Common Errors

For a law enforcement agency, there are two sections for the Common Errors view:

- One for General Common Errors at the top of the screen (i.e., Displays common errors designated for viewing by all law enforcement agencies and all County Engineers);
- One for Agency-Specific Common Errors at the bottom of the screen (i.e., if any errors are designated specifically for your law enforcement agency, it will appear in the Agency-Specific area).

🥌 Data	Common Erro	rs - General	
		Title	Created Date
	View	Error with 2 samples	08/19/2014
Y Tools	View	One more global common error for testing	08/18/2014
	View	Yet another global common error for testing	08/18/2014
- Tosisian	View	Another global common error for testing	08/18/2014
	View	Global common error for testing	08/18/2014
SR 1050 Instructions	View	1234567890012345678900123456789000000000000000000000000000000000000	08/18/2014
Common Errors	View	testing 300 chars in description	08/18/2014
	View	8/11 new common error to test deletion of sample	08/11/2014
Knowledge	H 1	2	00/03/004 4
	Common Erro	rs - Agency	
Administration		Title	Created Date
	View	Adams Co Sheriff error	08/18/2014
	-		

3.2 County Engineer View of Common Errors

County Engineers will only able to see the General Common Errors view, at the top of the screen.

		Title	Created Date
	View	Error with 2 samples	08/19/2014
bls	View	One more global common error for testing	08/18/2014
	View	Yet another global common error for testing	08/18/2014
	View	Another global common error for testing	08/18/2014
aining	View	Global common error for testing	08/18/2014
Instructions	View	1234567890012345678900123456789000000000000000000000000000000000000	08/18/2014
n Errors	View	testing 300 chars in description	08/18/2014
	View	8/11 new common error to test deletion of sample	08/11/2014

3.3 Viewing Common Errors

As shown in the previous two images, selecting the Common Errors menu item displays a list of common errors that shows:

- The Title of the Common Error
- The date the Common Error was created

To view the detailed description of the error, click the View button for the error. The Common Errors Viewer will open (see below) and the title and description of the error will be displayed. Click the Return to List link to return to the list of Common Errors.



If one or more examples have been attached to the Common Error, the image of the first example will be displayed below the Common Error description text as shown below. A Thumbnail image will be present on the right for each example image attached to the Common Error. To change which example image is displayed under the Description, click the thumbnail image of the example to be displayed.

Common Erro	ors Viewer		man man			
Common Line						
Error with 2 samples						
Description						
	COLLS "G - Fixe COLLS "G - Fixe ROMAN & BINET NAK MARK OF RETERNAK MARK OF RET		Breed of United Breeds In Pro- train Image: United State United State Image: United State Image: United State Organization United State Image: United State Image: United State Image: United State Organization Image: United State Image: United State Image: United State Image: United State Organization Image: United State Image: United State Image: United State Image: United State Organization Image: United State Image: United State Image: United State Image: United State Organization Image: United State Image: United State Image: United State Image: United State Organization Image: United State Image: United State Image: United State Image: United State Organization Image: United State Organization Image: United State Image: United State	Fixed Object Crash Example 1: Unit 1 was traveling westbound when they lost control of their vehicle and struck a tree.		Thumbhails
TILEPHONE	DRIVER LICENSE NO.	STATE CLASS	VEHICLE OWNER (JAST, PRIST MJ)	INSURANCE CO.	w ć	TO MENTER TO USE RLACK NEC PREDO HARD, POINT LEGELY AND COMPLETE ALL REQUIRED RELDO
A TAKEN TO	EMS AGENCY		OWNER ADDRESS (STREET, OTY, STATE, 2P)	TELEPHONE POLICY NO. UI		
ANT PAST ME COMUN PROVIDE ONM	STATE 29	NY DATE OF BIRTH	MAKE MODEL YEAR PLATE NO. STATE YEAR VIN	CIRCLE RUMBERS) PROM V N U CORD RUMBERS) PROM TOMPO U U CORD RUMBERS) PROM FREE IGO Do NONE PROM PROM IGO Structure PROM E IGO Structure PROM E IGO PROM E IGO IGO PROM E IGO IGO PRIST CONTRCT E IGO IGO		
TELEPHONE	DRMER LICENSE NO.	STATE CLASS	VEHICLE OWNER (LAST, FRIST M.I.)	INSURANCE CO.	- 1	
	Event 1 shoul	ld be "1 - ld be the f hit, "41	Ran off the roadway" fixed object that they - Tree"	ТШАРКОМ РОДУКО, 40 4 10039 100 0 0039 000 0 0030 000 0 0030 0 0 0030 0 0030 0 00300 0 0030 0 00300 0 0030000000000		

When you move your mouse cursor over the example image, the cursor changes to a cross and the image becomes magnified. Click the left mouse button and the magnified image freezes. Click again to unfreeze the magnified image again to allow the cursor to move.

When finished viewing example images, scroll to the bottom of the page and click the Return To List link.

U N	(EVNO)	(MOST)	(EVNT)	<u>(JC)</u>	DAMAGED PROPER	ITY OWNER NAME		DAMAG	ED PROPERTY		CONTRIBUTOR CAUSE(S)
, U	2	X	41	3	PROPERTY OWNER	ADDRESS	CITY		STATE	ZIP	PRIMARY
1	3				ARREST NAME			SECTION		CITATION NO.	SECONDARY
Z C	1				ARREST NAME			SECTION		CITATION NO.	DATE POLICE NOTIFIED
B	2				OFFICER ID.	FECEB ID. SIGNATURE		BEAT (DIST		l	mo /day /yr
2	3							DIGL	our criticorrio.		COURT DATE
RE	ME	MB	ER	то	USE BL	ACK INK, PRES	S HARD, P	RINT	LEGIBL	Y AND COM	APLETE AL