

**CHAPTER 9**

**INSTRUCTIONS FOR COMPLETING THE  
CHP 555-03, TRAFFIC COLLISION REPORT - PROPERTY DAMAGE ONLY**

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# CHAPTER 9

## INSTRUCTIONS FOR COMPLETING THE CHP 555-03, TRAFFIC COLLISION REPORT - PROPERTY DAMAGE ONLY

1. **SCOPE.** This chapter provides instructions for completing the CHP 555-03, Traffic Collision Report - Property Damage Only. This form is used to document traffic collision location and driver information when an officer was not present at the scene. The CHP 555-03 is to be completed by the involved party; however, law enforcement personnel may provide assistance.

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**TRAFFIC COLLISION REPORT - Property Damage Only**  
CHP 555-03 (Rev. 7-03) OPI 065

*Original to Officer, copy(ies) to involved party(ies)*

SPECIAL CONDITIONS		HIT & RUN	CITY	JUDICIAL DISTRICT	NUMBER
COUNTY		REPORTING DISTRICT		BEAT	REPORTING OFFICER
COLLISION OCCURRED ON				MO.	DAY
YEAR				TIME(2400)	NCIC
AT INTERSECTION WITH				DAY OF WEEK	TOW AWAY
Feet/Miles				STATE HIGHWAY RELATED	STATE HIGHWAY RELATED
<input type="checkbox"/> Or				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

  

<b>PARTY 1</b>		<b>PARTY 2</b>	
DRIVERS LICENSE NUMBER	STATE	CLASS	AIR BAG / SAFETY EQUIPMENT
DRIVER NAME (FIRST, MIDDLE, LAST)	TELEPHONE NUMBER		
STREET ADDRESS	CITY STATE ZIP CODE		
SEX	RACE	BIRTHDATE	INSURANCE CARRIER
PK VEH		POLICY NUMBER	
BICYCLE		SPEED LIMIT	
DIR. TRAVEL	ON STREET OR HIGHWAY		
VEH. YEAR	MAKE / MODEL / COLOR	LICENSE NUMBER	STATE
OTHER		VEH. TYPE	

  

WGT.	R/O	AGE	SEX	NAME	ADDRESS	PHONE NUMBER	PARTY NO.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PROP.	NAME			ADDRESS	DAMAGED PROPERTY		

  

PRIMARY COLLISION FACTOR LIST NUMBER # OF PARTY AT FAULT	TRAFFIC CONTROL DEVICES		SPECIAL INFORMATION		MOVEMENT PRECEDING COLLISION	
	1	2	1	2	1	2
# A VC SECTION VIOLATED:	A CONTROLS FUNCTIONING		A HAZARDOUS MATERIAL		A STOPPED	
# B OTHER IMPROPER DRIVING *	B CONTROLS NOT FUNCTIONING		B CELL PHONE IN USE		B PROCEEDING STRAIGHT	
C OTHER THAN DRIVER *	C CONTROLS OBSCURED		C CELL PHONE NOT IN USE		C RAN OFF ROAD	
D UNKNOWN*	D NO CONTROLS PRESENT/FACTOR*		D CELL PHONE NON/UNKNOWN		D MAKING RIGHT TURN	
E	TYPE OF COLLISION		E		E MAKING LEFT TURN	
A CLEAR	A HEADON		F		F MAKING U TURN	
B CLOUDY	B SIDESWIPE		G		G BACKING	
C RAINING	C REAR END		H		H SLOWING / STOPPING	
D SNOWING	D BROADSIDE		I		I PASSING OTHER VEHICLE	
E FOG/VISIBILITY	E HIT OBJECT		J		J CHANGING LANES	
F OTHER*	F OVERTURNED		K		K PARKING MANEUVER	
G WIND	G VEHICLE / PEDESTRIAN		L		L ENTERING TRAFFIC	
A DAYLIGHT	H OTHER*		M		M OTHER UNSAFE TURNING	
B DUSK - DAWN	MOTOR VEHICLE INVOLVED WITH		N		N KING INTO OPPOSING LANE	
C DARK - STREET LIGHTS	A NON-COLLISION		O		O PARKED	
D DARK - NO STREET LIGHTS	B PEDESTRIAN				P MERGING	
E DARK - STREET LIGHTS NOT FUNCTIONING*	C OTHER MOTOR VEHICLE				Q TRAVELING WRONG WAY	
A DRY	D MOTOR VEHICLE ON OTHER HIGHWAY	1	2	OTHER ASSOCIATED FACTOR(S) (MARK 1 TO 2 ITEMS)		
B WET	E PARKED MOTOR VEHICLE			A	VC SECTION VIOLATION:	
C SNOWY - ICY	F TRAIN			B	VC SECTION VIOLATION:	
D SLIPPERY (MUD/DY OIL Y ETC)	G BICYCLE					
ROADWAY SURFACE		I FIXED OBJECT:		SOBERITY - DRUG / PHYSICAL (MARK 1 TO 2 ITEMS)		
ROADWAY CONDITION(S) (MARK 1 TO 2 ITEMS)		J OTHER OBJECT:		A HAD NOT BEEN DRINKING		
A HOLES DEEP RUTS*	PEDESTRIANS ACTIONS		B HBD - UNDER INFLUENCE			
B LOOSE MATERIAL ON ROADWAY*	A NO PEDESTRIAN INVOLVED	E VISION OBSCUREMENT				C HBD - NO UNDER INFLUENCE*
C OBSTRUCTION ON ROADWAY*	B CROSSING IN CROSSWALK AT INTERSECTION	F INATTENTION*				D HBD - IMPAIRMENT UNKNOWN*
D CONSTRUCTION - REPAIR ZONE	C CROSSING IN CROSSWALK - NOT AT INTERSECTION	G STOP & GO TRAFFIC				E UNDER DRUG INFLUENCE*
E REPAIRED ROADWAY WIDTH	D CROSSING - NOT IN CROSSWALK	H ENTERING / LEAVING RAMP				F IMPAIRMENT - PHYSICAL*
F FLOODED*	E IN ROAD - INCLUDES SHOULDER	I PREVIOUS COLLISION				G IMPAIRMENT NOT KNOWN
G OTHER*	F NOT IN ROAD	J UNFAMILIAR WITH ROAD				H NOT APPLICABLE
H NO UNUSUAL CONDITIONS	G APPROACHING / LEAVING SCHOOL	K DEFECTIVE VEH EQUIP.:				I SLEEPY / FATIGUED
		L INVOLVED VEHICLE				
		M OTHER*				
		N NONE APPARENT:				
		O RUNAWAY VEHICLE				

Destroy previous editions.

## 2. USE OF THE CHP 555-03.

a. The California Highway Patrol (CHP) should use the CHP 555-03 only when an involved party comes into the CHP office to fill out a report (Counter Report) and the collision involves:

- (1) One or two parties,
- (2) No injuries or fatalities, and
- (3) No anticipated prosecution, or
- (4) Noninjury hit and run collisions where prosecution is not anticipated or no follow-up information is available.

b. The Area commander may establish local policy allowing use of the CHP 555-03 for solo vehicle, noninjury collisions during extreme weather conditions when Area resources have been redirected to provide the greatest level of service.

c. Collisions which do not meet the above criteria shall be documented using the CHP 555, Traffic Collision Report.

NOTE: **FOR CHP ONLY** – The CHP shall use the CHP 555-03 to document all Counter Reports, as defined in Chapter 2, Definitions and Classifications of Collisions.

## 3. DESCRIPTION OF THE CHP 555-03.

a. The CHP 555-03 is a multipage form printed on pressure sensitive paper.

b. The first page is two-sided and becomes the agency's copy. The first page contains location, party, witness, registered owner, and property owner/damage information; the sketch box, various other informational boxes; and collision analysis data. The reverse side may be used to record narrative information.

c. The upper portion of the second and third page is a pressure sensitive copy of the collision information on page 1. The lower portion provides instructions for compliance with California Vehicle Code (CVC) Section 20002 and reporting of financial responsibility to the Department of Motor Vehicles. These pages should be given to the reporting parties.

NOTE: **FOR CHP ONLY** – On the involved party copy of the CHP 555-03, the Area office address should be stamped in the space to the left or right of the heading "Important - Read Carefully."

4. COMPLETING THE CHP 555-03.

a. Instructions. Refer to Chapter 3, Instructions for Completing the CHP 555, Page 1, Traffic Collision Report, and Chapter 4, Instructions for Completing the CHP 555, Page 2, Traffic Collision Coding, for information on completing items on Page 1 which are comparable to items on the CHP 555, Page 1 and Page 2.

The following items not included on the CHP 555 are to be completed as follows:

(1) Witness/Registered Owner. Mark an X in the appropriate box to indicate the following information pertains to a witness (WIT.) or a registered owner (R/O).

(a) When the "WIT." box is marked, leave the "Party No." box blank. Complete the remaining boxes.

(b) When the "R/O" box is marked, leave the "Age" and "Sex" boxes blank. Enter the applicable party number and complete the remaining boxes with the R/O information. If the party and R/O are the same, enter "same."

(2) Property Damage. This field is to be completed when there is damage to property, other than vehicle damage, as a result of the collision.

(a) Enter the name and complete address of the owner or person in charge of the damaged property.

(b) Enter a description of the damaged property.

(3) Local agencies should check the appropriate box located above the sketch box to indicate whether a report has been taken or if there was an exchange of information only. If a report is taken, a narrative should be completed and the report sent to the Statewide Integrated Traffic Records System (SWITRS). If used for exchange of information purposes only, do NOT send the information to SWITRS.

b. Narrative. The collision narrative should follow the Report narrative format and be documented on the back of page 1. If the form is used as a Counter Report, no determination of fault shall be established in the narrative. (Refer to CVC Section 20015.)

5. TRANSMITTAL PROCEDURES. If allied agencies use the CHP 555-03 to document property-damage-only traffic collisions, the original, with the collision analysis, should be retained by the investigating or receiving agency. A photocopy should be sent to the CHP Headquarters, Mail Processing Files Unit. (For distribution and address information, refer to Chapter 10, Form Requirements and Procedures.)

6. COUNTER REPORTS. When utilizing the CHP 555-03 as a Counter Report, mark an X in the "D - Unknown" box in the "Primary Collision Factor" section. No determination of fault shall be established in a Counter Report. (Refer to CVC Section 20015.) Coding of the collision analysis data is optional and may be completed with the assistance of the receiving officer. Do NOT send Counter Reports to SWITRS.