Commonwealth of Massachusetts
Motor Vehicle Crash Operator Report

When Should You File a Report
- You should file a report if you're the operator of a vehicle involved in a crash where the damage to any one vehicle or property is over $1000, or if there is an injury to any person, even if a police officer was on the scene. You should file the report within 5 days of the date of the crash.

When Should You NOT File a Report
- You should not file a report if the crash occurred on a private road, driveway, private parking lot or other private way.

Why This Report is Important
Data from this report is used for many purposes including:
- Identifying locations with a large number of crashes.
- Improving dangerous highways and intersections.
- Developing highway safety public information programs.
- Developing programs to save lives and reduce highway injuries.

How To Complete This Form
Please carefully complete all sections of this form that apply to your crash, circling the answer where appropriate. Illegible reports will be returned to you.

Section A: Crash Location
Provide the city/town where the crash occurred, the date and time of the crash, and the number of vehicles involved.
- Complete section A1 or A2.

Section B: Vehicle You Were Driving
Provide information on your license and the vehicle you were driving.
- Use the codes provided to indicate occupant conditions at the time of the crash.

Section C: You and Your Passengers
Provide information on you and your passengers at the time of the crash.
- Use the codes provided to indicate occupant information.

Section D: Other Vehicles Involved in the Crash
Provide information on the other vehicle(s) and operator(s) involved in the crash.
- If more than one vehicle involved, please use additional form completing Section D only.

Section E: Non-Motorist(s) Involved
Provide information on the non-motorist(s) involved in the crash.
- If more than one non-motorist involved, please use additional form completing Section E only.

Section F: Crash Conditions
Use the codes provided to indicate the conditions at the time of the crash.

Section G: Crash Diagram
Draw a diagram of how the crash occurred.
- On the diagram, Vehicle 1 represents your vehicle.

Section H: Witness Information
List all the people who saw the crash but were not involved.

Section I: Property Damage Information
List all the property that was involved and direction of travel.
- Use street name and other landmarks.
- Use official names of all locations, streets and landmarks.

Section J: Description of What Happened
Provide information on the non-motorist(s) and operator(s) involved in the crash.
- If more than one non-motorist involved, please use additional form completing Section J only.

Section K: Signature
Please sign and print your name and indicate the date you completed the form.

Where to send completed reports:
- Mail or deliver one copy to your local police department in the city or town where the crash occurred.
- Mail one copy to your Insurance Company.
- Mail one copy to the RMV at the following address: Crash Records Registry of Motor Vehicles P.O. Box 199100 Boston, MA 02119-9100