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.

### 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.
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 matrix 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).
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.

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.

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.