



GRANT
COUNTY
FAIRGROUNDS

SUPERINTENDENTS MANUAL

August 18-22, 2026

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Welcome Superintendents:

Another season is upon us and with it comes hundreds of volunteers, just like yourself. Without you the Fair would never happen. Thousands of Grant County families create memories at the Fair because of your efforts. We hope you enjoy participating as much as we do.

We ask that you please review this manual thoroughly as there have been changes in procedures, forms and timelines.

Please help us in making this year even more successful by communicating any and all needs with us in a timely manner, so we may make changes to our programming early in the year. We ask for your patience as we continue to progress.

Thank you again for all your hard work and we look forward to another great year of the Grant County Fair.

Jim McKiernan, Director

To all Superintendents and Volunteers: “THANK YOU”

The Grant County Fair would not be the success that it is without each and every one of you. All Fairs rely on the expertise, creativity, and hard work of volunteers to ensure success. We have the best group of volunteers in the State. We have passionate, caring people that make our Fair the best County Fair in Washington.

As we start up the 2026 Grant County Fair season, we look forward to working with each and every one of you. As always, we are available to assist in the planning and preparation for the Fair.

Rebecca Martinez, Fairgrounds Coordinator

MISSION STATEMENT

Grant County Fairgrounds

The Grant County Fairgrounds is the showplace of event planning in all of Grant County. Committed to excellent service, quality facilities and knowledgeable and friendly staff, the Fairgrounds provides a place where people from all walks of life can gather in a spirit of joy and be inspired by the exhibits and activities of their neighbors.

Grant County Fair

The Grant County Fair is the showplace of the past, present and future excellence of Grant County's Agriculture, Industry and People.

The Fair celebrates Grant County through education, demonstration, competition, and entertainment.

Grant County Government

The mission of Grant County is to meet current and future needs, serving together with public and private entities, while fostering a respectful and successful work environment.

Grant County Fair

“Aims and Purposes”

To provide a place where people from all walks of life can gather in a spirit of joy and be inspired by the exhibits and activities of their neighbors.

The following is a list of goals that the Grant County Fair will at all times try to maintain for the education and benefit of the people of Grant County.

- To provide a well-balanced variety of exhibits:
 - Commercial, educational, 4-H, FFA and Open classes for both youth and adults.
- To provide a showcase promoting agriculture and agricultural products.
- To encourage educational and training opportunities for youth in such areas as public presentations, decision making, leadership and other activities.
- To actively promote the Fair event and the Fairgrounds by encouraging all citizens of the area to attend and participate in the Fair and other Fairground’s events.
- To encourage our senior citizens to participate in all Fair activities.
- To provide a medium by which rural organizations can exhibit in friendly competition.
- To make the County Fairground’s buildings available to the general public at reasonable fees, while still being able to cover costs.
- To develop sound, short and long range plans for the Fair event, interim events and the Fairground’s future growth.
- To encourage responsible use of the Fairground’s facilities by exhibitors and to provide the safety of exhibitors and the general public.
- To provide a variety of quality entertainment for the entire family.
- To encourage County businesses to display their products and/or service at the Fair.

Lines of Authority

For Entries, Exhibitors, Judges, Ribbons and Premiums

Still Life Exhibits

James McKiernan, Director
Rebecca Martinez, Fairgrounds Coordinator
Building Superintendent
Department Superintendent
Department Assistants
Exhibitors

Small Livestock

James McKiernan, Director
Rebecca Martinez, Fairgrounds Coordinator
Species Superintendent
Department Superintendent
Department Assistants or Committees
Exhibitors

Horse Activities

James McKiernan, Director
Rebecca Martinez, Fairgrounds Coordinator
Species Superintendent
Department Superintendent
Department Assistants or Committees
Exhibitors

Large Livestock

James McKiernan, Director
Rebecca Martinez, Fairgrounds Coordinator
Species Superintendent
Department Superintendent
Department Assistants or Committees
Exhibitors

Domestic Pets

James McKiernan, Director
Rebecca Martinez, Fairgrounds Coordinator
Species Superintendent
Department Superintendent
Department Assistants or Committees
Exhibitors

ACCESSIBILITY FOR PERSONS WITH DISABILITIES

People with disabilities have the same rights as anyone else to participate and use the Fair's programs, services and activities

FOR SUPERINTENDENTS & VOLUNTEERS

What is your responsibility?

Because Grant County, Grant County Fair and the Grant County Fairgrounds must comply with the Americans with Disabilities Act (ADA), all the programs, services, and activities provided at the Fairgrounds, when viewed in their entirety, must be accessible to and usable by persons with disabilities. That means all County Fair Volunteers must provide their services to avoid discrimination against people with disabilities.

How do I avoid discrimination against people with disabilities?

First, be welcoming to people with disabilities:

- Know where accessible restrooms, drinking fountains and telephones are located.
- Know the procedures for contacting Fair staff if questions or problems arise pertaining to accessibility for persons with disabilities.
- Have information about accessible seating at Fair events, the location of TTY's, carnival rides accessible to individuals with mobility impairments, and the procedures for requesting sign language interpreters or an FM System handy.
- Make reasonable modifications in how you provide service, unless the Fair Director determines that making these modifications would fundamentally alter the nature of the service.

Example: When a counter is too high, walk around the counter to serve someone using a wheelchair or power chair.

What about communication with people who are deaf or hard of hearing or who have speech impairments?

You are required to provide communication in a way that is as effective for people with disabilities as communication is with others. Customers who have hearing or speech disabilities may need to communicate with you without using speech.

For people who are deaf or hard of hearing—

- To get the attention of a person with a hearing impairment, tap the person on the shoulder or wave your hand.

- For simple transactions, communication may be handled with pen and paper, by exchanging written notes, or a mixture of speech and written notes. It is appropriate to ask the customer what his or her preference is for simple communication.
- If an interpreter is present, speak to the deaf person, not to the interpreter.

For people who have speech impairments---

- Patience is the key... listen attentively when you are talking to a person who has speech impairment. When necessary, ask short questions that require short answers or a nod or a shake of the head. Never pretend to understand if you are having difficulty doing so. Be willing to repeat what you say.

Must I allow service animals?

A service animal is any dog or miniature horse individually trained to provide assistance to an individual with a disability. It does not include the provision of emotional support, well-being, comfort, or companionship as work or tasks. You are only allowed to ask two questions regarding service dogs. You may ask if the animal is required due to a disability and what type of work or task the dog has been trained to do. You also **may not** ask the dog to demonstrate what it has been trained to do

Only when an animal's behavior poses a direct threat to the health or safety of others may you exclude a service animal from your facility. You may not make assumptions, however, about how a particular animal is likely to behave based on your past experience with other animals. Each situation must be considered individually.

Example: If a service animal barks or growls at other people, or otherwise acts out of control, you may exclude it.

How can I provide an accessible-friendly experience for people with disabilities?

- Treat adults in a manner befitting adults. Never patronize people using wheelchairs by patting them on the head or shoulder.
- When talking with a person with a disability, look at and speak directly to that person rather than through a companion who may be along.
- Just because someone has a disability, do not assume he or she needs help. However, do offer help, if it looks like assistance is required. If the offer is accepted, listen to or accept instructions.
- When you do offer help, be prepared to have the offer declined. Do not proceed to assist if your offer is declined. Do not take it personally; many people with disabilities have routines on how to manage things independently, and incorporating help can sometimes interfere with accomplishing a task expediently.
- If a person with a disability asks for assistance, ask what type of assistance you could provide.
- When addressing a person who uses a wheelchair, never lean on the person's wheelchair. The chair is part of the space that belongs to the person who uses it.

- When greeting a person with a severe loss of vision, always identify yourself and others who may be with you.
- Allow a person with a visual impairment to take your arm (at or about the elbow) for assistance in walking. This will enable you to guide rather than propel or lead the person.
- When giving directions to a person who is blind or partially-sighted, do not point. Instead, explain the directions in words and be specific. Be sure to use right and left as they apply to the person who is blind. What is on your right is on the left of a person facing you. Indicate such things as the number of doorways from the corner and distance.
- Above all, *RELAX*. Don't be embarrassed if you happen to use accepted common expressions such as "See you later" or "Got to be running along" that seem to relate to the person's disability.

What if a request for access or service seems unreasonable?

All requests must be provided unless doing so would result in a fundamental alteration in the nature of the service or activity. *However*, you alone cannot decide that an action which would allow access by a person with a disability is unreasonable or unfeasible. Such decisions must be made by the Fair Director.

What if participation by a person with a disability would result in a direct threat to the health or safety of others?

Health and safety requirements must be based on actual risks and not on mere speculation, stereotypes, or generalizations about individuals with disabilities or a specific disability. Contact Fair Staff designated to provide ADA assistance if a situation arises.

What if I think an individual should have an attendant?

You may not require that an individual with a disability be accompanied by an attendant. However, you are not required to provide services of a personal nature including assistance in toileting, eating, or dressing. You may provide services such as opening condiment packages, carrying plates, and the like. Usually the person with the disability is the best judge of what he or she can or cannot do.

Duties of the Superintendent

You are an important part of the Grant County Fair. The Fair appreciates that you are a volunteer, and they count on you to represent the Fair in your community as well as to help conduct the activities of the Fair.

Past experience has suggested the following ways to help make your work easier and the Fair run smoother.

1. Before the Fair:

- a. Attend as many Superintendent Meetings as possible!
- b. Fill out and submit all the forms on the website by their listed due date.
 - i. Please make sure to submit these items on time. We have created this timeline to help our office meet the requirements of all constraints in the process of Fair preparation.
- c. Encourage entries in the Fair from your community.
 - i. Please encourage exhibitors to register their entries online ahead of time.
 - ii. Online entries are to be submitted by the following dates
 - a) July 10th– Livestock Entries (Large & Small Animals)
 - b) July 10th – Horse, Dog Entries, All 4-H Still Life Exhibits
 - c) August 10th – All FFA still life, and Open Still Life Exhibits unless noted otherwise in exhibitor guide.
- d. Prepare the area for exhibitors.
 - i. Check what space the Fair has set aside for your section. You may need to provide: special racks, lighting, posters, labels, card tables, etc. The Fair staff will have most common supplies.
 - ii. If you need special items, put an order in before Fair time (4-H Superintendents get supplies at the 4-H office).
 - iii. Please bring your own tools.
- e. Superintendents and assistants should plan together and divide responsibilities. We request that you make plans for at least one attendant to be present during times the exhibit is open and require a minimum of one attendant at check out during the close of the Fair and maintain good housekeeping procedures.
- f. You may enlist and coordinate additional volunteers as needed
- g. It is the Superintendents responsibility to make arrangements for obtaining Judges.
 - i. Financial arrangements must be cleared through the Fair Director.

2. At the Fair:

- a. General Fair rules are posted on our website under the Exhibitor Guide page.
<https://www.gcfair.fun/p/exhibitors/exhibitor-guide>
- b. Division rules are listed in each division. Most all departments/ sections have rules in addition to the General Fair and Division rules.
- c. Be sure to read over the Fair Rules and Regulations as outlined in the Exhibitor Guide. You are responsible for the Rules and Regulations as they apply to your Building and/or Department.
 - i. You accept or reject exhibits that do not meet requirements set forth in the Exhibitor Guide.
 - ii. Keep your Exhibitor Guide handy to answer questions. If you would like a printed copy of the rules and your section you can request one from the Fair office.
 - iii. In the event you cannot solve a problem, refer to the Superintendent of your Department, or to the Fairgrounds Office Staff.
- d. Receive exhibits.
 - i. On site registration will take place in the 4-H building the weekend prior to the Fair. All exhibits must be registered before you can receive/ display them.
 - ii. Attach Exhibitor's tag to the exhibit.
- e. It has been recommended that items brought in late (after the deadline) not be accepted for judging but marked "For Display Only". This is at your discretion.
- f. Arrange entries by division then by class for convenience in judging.
- g. Plan a space for judging.
 - i. Confirm that you have the tables and chairs you will need.
 - ii. Acquaint your Judge/Judges with the system of judging being used in your Department and with the score card.
- h. You may order ribbons from the Fair Office. Please return the extras after Fair.
- i. Provide (or be) a clerk for the Judge.
- j. You may rearrange exhibits after judging is completed.
- k. People like to see names as they go by.
 - i. Plan some method to display the exhibits after judging, so both the name and the ribbon will show.
 - ii. A section looks better when you use the same system throughout.
- l. Be sure entry tags and ribbons are securely fastened to each entry. Use scotch tape, pins, rubber bands, etc. as is necessary.
- m. Make arrangements to have someone in attendance throughout the Fair in your building or section in order to keep the exhibits secure. Someone may be needed to watch exhibits, meet the people, and answer questions after judging is completed. Sometimes it may be necessary to "tidy up" the exhibits. Do so without changing the exhibit in any way.

- n. Check out exhibits – plan for in advance, and have someone present to care for the details of Exhibitors picking up their judged exhibits after the end of Fair.

3. After The Fair:

- a. Judges timesheets must be signed by both the Judge and the Superintendent of the area they judged. The accounting department will not pay Judges without a signed timesheet or an accurate record of a W-9.
 - i. Please make sure you gather these forms from your Judges and turn them in no later than August 28th.

4. Next Year's Fair:

- a. To plan for next year please submit an evaluation form.

Educational Impact in Fairs

Our fair is more than an exhibition—it's an opportunity to connect our community with agriculture, craftsmanship, and everyday life through hands-on, experiential learning. The most impactful exhibits allow guests to see it, touch it, feel it—and when possible, try it themselves.

Animal Exhibits

Create experiences that help visitors—especially youth—connect with animals in a real and memorable way.

- Engage the senses: Whenever safe and appropriate, allow guests to see, touch, and interact with animals to build real understanding and comfort.
- Tell the story: Go beyond displaying the animal—share what it eats, how it's raised, what it produces, and its role in agriculture.
- Highlight breeds and purpose: Clearly identify breeds and explain their unique traits and uses (meat, dairy, fiber, companionship, etc.).
- Answer common questions: Use signage or volunteers to address myths and curiosities in a simple, approachable way.
- Show the process: Help visitors connect the dots—from animal to product (wool to clothing, livestock to food, hides to leather).
- Use visuals and comparisons: Charts, diagrams, and side-by-side examples help reinforce learning.
- Offer live demonstrations: Shearing, grooming, feeding, or tack demonstrations bring learning to life.
- Keep it staffed and welcoming: Ensure knowledgeable attendants are available to engage with the public and answer questions.

Home Arts & Life Skills

Showcase the creativity, skill, and relevance of handmade and home-produced goods.

- Make it interactive: Whenever possible, let visitors see, touch, and try techniques like weaving, quilting, or dyeing.
- Demonstrate the process: Break down steps so visitors understand not just the finished product, but how it's made.
- Connect past to present: Highlight both traditional and modern approaches to show continued relevance.
- Encourage participation: Simple hands-on opportunities create memorable learning experiences.
- Highlight originality and skill: Clearly distinguish original work and craftsmanship.
- Share practical knowledge: Provide tips and insights visitors can take home and use.

Interactive & Educational Displays

Design exhibits that invite curiosity and active participation.

- Focus on “see, touch, feel, do”: The more senses involved, the more memorable the experience.
- Use clear, meaningful signage: Every display should answer “What is this?” and “Why does it matter?”
- Show real-world impact: Include cost, production, and local relevance when possible.
- Incorporate hands-on elements: Interactive features—buttons, models, samples—encourage exploration.
- Feature demonstrations: Scheduled, live activities draw attention and deepen understanding.
- Make it visual and engaging: Use step-by-step displays, comparisons, and before-and-after examples.
- Create an inviting environment: Thoughtful setup and presentation encourage visitors to stop, look, and learn.

General Guidelines

- Learning should be active, not passive: Aim for experiences, not just displays.
- Engage multiple senses: If guests can see, touch, or try it, they’re more likely to remember it.
- Be intentional: Every exhibit should have a clear educational purpose.
- Keep it accessible: Assume no prior knowledge—make information simple, clear, and engaging.
- Inspire curiosity: The best exhibits make people ask questions and want to learn more.

Judges Hiring Procedures

1. Judges may reregister online at www.gcfair.fun/judges using code **Judges2026**, OR
2. Provide their contact information to the Fair Office so staff can process registration and distribute required documents.
3. Judges registration is due by **June 2nd**
4. Expenses are outlined in the Judges Expense Policy and any changes must be cleared through the Fairgrounds Director.
5. Explain the procedures of your department to the Judge.
6. Define arrival time, parking area, and entrance gate to be used by the Judge.
7. Remind the Judge to fill out and sign a timesheet for **EACH** department they are judging. The Superintendent from **EACH** department must also sign the form and turn it into the Fair office no later than August 28th.

L&I Reporting of Volunteer Hours

We are required to report to the Washington State Department of Labor & Industries all volunteer hours worked at the Grant County Fairgrounds. Forms were distributed at our Superintendent meeting back in February or the form can be found at <http://www.gcfair.fun/supers>

Please report these hours to the Fair Office no later than August 28th.

Ribbon and Supply Orders

All ribbons, certificates, supplies and their boxes remain the Property of Grant County; please return all items by the Friday after Fair. The Office will be open the Sunday after Fair from 8am to 12pm.

Please schedule a day and time with the Fair Office where you can come in to determine what ribbons, certificates and supplies your department/building will need for the upcoming Fair.

Please turn Ribbon Order in no later than February 17th and Supply Orders no later than July 1st. We no longer keep a large supply of overstock on hand. If you do not place an order for your department we cannot guaranteed that we will have ribbons to supply for your department.

Building Decorating Expenses & Reimbursements

- A. Still Life Exhibit Buildings: Each Still Life Exhibit **Building** including the 4-H Building has been allotted up to \$300 to decorate for Fair. This is on a reimbursement basis. Please coordinate with the Building Superintendent as each department must share the \$300 budget amongst the entire building.
- B. Livestock Barns, Sale Barn, Ardell and Harwood: All Livestock and Equine areas have a combined shared allotment of \$1000 for decoration. This is on a reimbursement basis. Please coordinate with the Livestock Committee.
- C. For any areas not mentioned above, please contact the Fairgrounds Director.
- D. All purchases made by the Superintendent must have a receipt to be eligible for reimbursement.
- E. If necessary, purchases can also be made through the Fairgrounds Office (509)765-3581.
- F. Expense reimbursement claims including receipts must be submitted to, Lisa at the Fairgrounds Office no later than thirty (30) days from the **date of purchase**. All reimbursement claims must be **signed**, or payment will not be processed. ***NO EXCEPTIONS.***

Accident Reporting

Please report any accidents occurring on the fairgrounds or in parking areas to Fair staff immediately so an official accident report can be completed. This applies to incidents involving volunteers as well as any accidents you witness involving fairgoers.

WASHINGTON RURAL COUNTIES INSURANCE PROGRAM

WRCIP provides full claims management services to its members through Clear Risk Solutions' in-house claims service. WRCIP's claims process is centered on delivering personal customer service, with a goal of providing a quick and economical settlement of your claim.

WRCIP is pleased to offer members a direct and efficient way to report accidents and losses to our in-house claims service at Clear Risk Solutions. Fair staff will provide a claims packet with instructions upon request.

GENERAL GUIDELINES UPON RECEIVING THE CLAIMS PACKET

- Report all accidents regardless of the degree of injury or damage.
- Record all relevant facts. Save all broken or damaged equipment involved.
- Take photos, if possible and warranted.

GRANT COUNTY

CLAIMS REPORTING KIT

Grant County Employees:

Our membership in the insurance program requires **ALL** accidents and losses be reported, regardless of size, as soon as possible, to our insurance agent.

If the accident or loss results in serious injury, fatality, and/or extensive damage, contact the County Commissioners and

Shane Heston, Trask Insurance and follow any instructions given to you.

WRCIP provides full claims management services to its members through Clear Risk Solutions' in-house claims service. WRCIP's claims process is centered on delivering personal customer service, with a goal of providing a quick and economical settlement of your claim.

WRCIP is pleased to offer members a direct and efficient way to report accidents and losses to our in-house claims service at Clear Risk Solutions. Included in this packet are instructions and guidelines for reporting losses for multiple lines of coverage and lawsuits.

GENERAL GUIDELINES

- Report all accidents regardless of the degree of injury or damage.
- Record all relevant facts. Save all broken or damaged equipment involved.
- Take photos, if possible and warranted.
- **Do not admit responsibility or agree to pay for damages.** This is the job of the insurance company and/or courts.
- Regardless of deductible level, **report all accidents.**



REPORTING INSTRUCTIONS

REPORT ALL CLAIMS TO:

Grant County Risk & Safety Coordinator and
Insurance agent

Claims@grantcountywa.gov

Bodily Injury or Property Damage - WRCIP recommends that its members complete an accident report form, follow any and all appropriate first-aid procedures when necessary, and make note of the following:

- Person or employee who saw accident or was supervising activity;
- Record all facts and statements;
- Secure witness names, and contact information; and
- Preserve broken or damaged equipment.

REMEMBER:

- Email to: Claims@grantcountywa.gov
- Inform your supervisor as soon as possible.***
- Do not admit responsibility or agree to pay damages.***

Form A: General Liability (Bodily Injury or Property Damage to Others)

- Record all details of accident and names of witnesses;
- Save all property damaged in the accident;
- Forward report to administrator or designee; and
- *Do not admit responsibility or agree to pay damages.*

Form B: Property Losses

- Record all relevant material and take photos.
- Avoid further damage and secure area/close off from use.
- Forward report to administrator or designee.
- *Do not admit responsibility or agree to pay damages.*

Form C: Automobile Losses

- Each vehicle should carry a vehicle accident report form;
- Employee operating vehicle must complete Form C, at time of loss;
- Forward accident report to administrator or designee; and
- *Do not admit responsibility or agree to pay damages.*

PLEASE REVIEW THESE INSTRUCTIONS WITH YOUR STAFF AND ADVISE THEM OF THE REPORTING REQUIREMENTS TO REPORT ALL INCIDENTS REGARDLESS OF SEVERITY TO YOUR SUPERVISOR- FURTHER REPORTING MAY BE REQUIRED

GENERAL LIABILITY

WASHINGTON RURAL COUNTIES INSURANCE PROGRAM GENERAL LIABILITY LOSS NOTICE

Grant County Risk & Safety Coordinator
and Claims Agent:
Claims@grantcountywa.gov

Today's Date:

Date & time of loss:
_____am/pm

DEPARTMENT: _____
Person of Contact: _____
Contact's Phone Number: _____ Department Email: _____

LOSS: _____
Location of Loss: _____

BODILY INJURY/PROPERTY DAMAGED:

Name & Address: _____

Phone Number: _____
Age__ Sex__
Occupation: _____

Name & Address: _____

Phone Number: _____
Age__ Sex__
Occupation: _____

Describe Injury/Injuries: _____

Where taken/or damaged? _____
Describe Property: _____

Estimate Amount: _____

WITNESSES:

Name & Address	Cell Phone	Business Phone
_____	_____	_____
_____	_____	_____

Remarks: _____

Reported by: _____ Phone: _____

WASHINGTON RURAL COUNTIES INSURANCE PROGRAM
PROPERTY LOSS NOTICE

[Grant County Risk & Safety Coordinator](#)
[and Insurance agent:](#)
Claims@grantcountywa.gov

Today's Date: _____

Date & time of loss:
_____ am/pm

DEPARTMENT: _____
Person of Contact: _____
Contact's Phone Number: _____ Department's Email: _____

LOSS:
Location of Loss: _____

Police or Fire Department Reported: _____

Kind of Loss (Fire, Wind, Explosion, etc.): _____

Probable Amount: _____

Description of Loss and Damage: _____

Remarks: _____

Reported By: _____

Phone: _____

**WASHINGTON RURAL COUNTIES INSURANCE PROGRAM
AUTOMOBILE LOSS NOTICE**

[Grant County Risk & Safety Coordinator](#)
and Insurance agent:
Claims@grantcountywa.gov

Today's Date: _____

Date & time of loss: _____ am/pm

DEPARTMENT:

Person to Contact: _____
Contact's Phone Number: _____ Department's Email: _____

LOSS:

Location of Accident: _____
Description of Accident: _____

INSURED VEHICLE:

Vehicle No.	Year, Make, Model	Vehicle Identification Number
_____	_____	_____

Owner's Name, Address, & Phone: _____

Driver's Name & Address: _____

Business Phone: _____ Residence Phone: _____ D.O.B. _____

Estimate Amount: _____

Describe Damage: _____

PROPERTY DAMAGED:

Describe Property: _____ Insurance Name: _____

Owner's Name & Address: _____ Policy Number: _____

_____ Contact Phone: _____

Other Driver's Name & Address: _____ Business Phone: _____

_____ Residence Phone: _____

Describe Damage: _____

Estimate Amount: _____

INJURED:

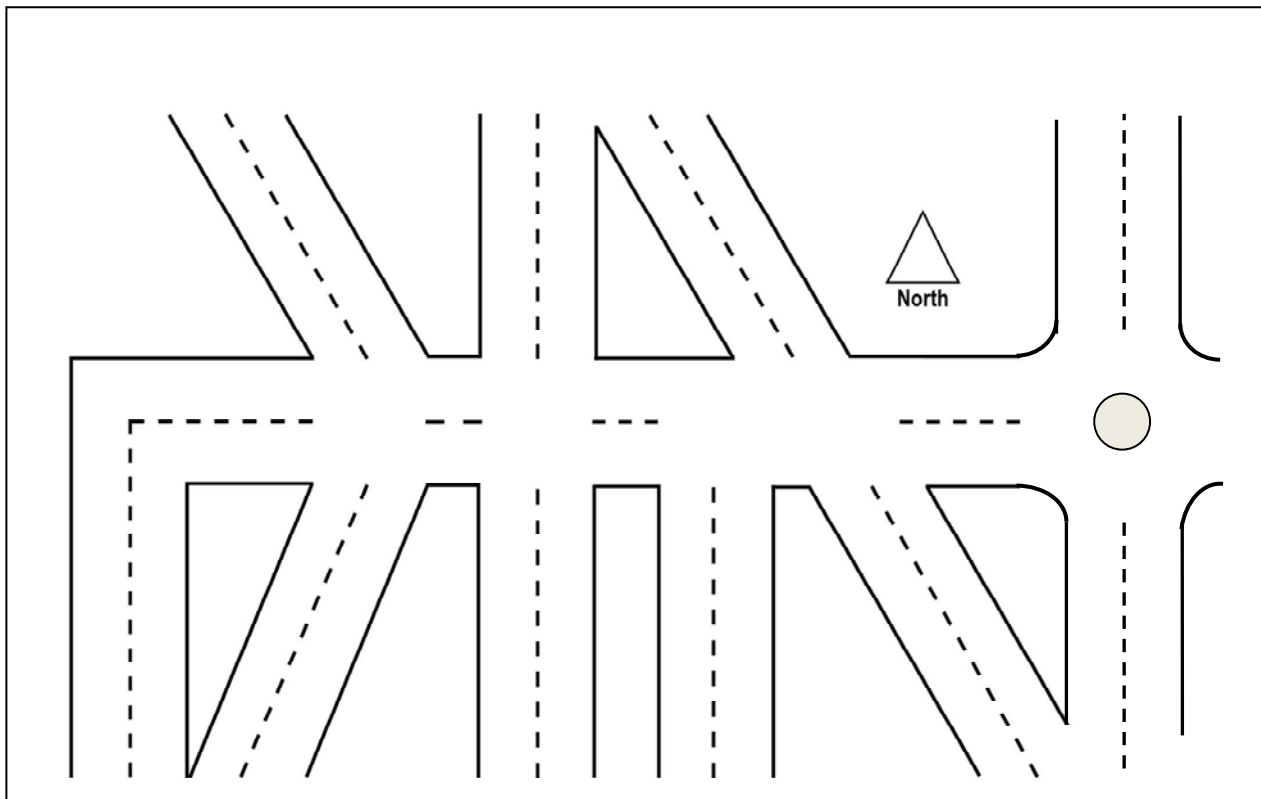
Name & Address	Phone No.	Extent of Injury
_____	_____	_____

Witnesses or Passengers: _____

Was EMS / Fire Notified: _____ Was Law Enforcement Notified: _____

VEHICLE COLLISION DESCRIPTION DIAGRAM

Show name of highways, points of compass (N/S/E/W), and direction of travel of the vehicles involved.



ROAD CHARACTER	ROAD SURFACE	ROAD DEFECTS	TRAFFIC CONTROL
<input type="checkbox"/> Straight Road <input type="checkbox"/> Curve <input type="checkbox"/> Level <input type="checkbox"/> On Grade <input type="checkbox"/> Crest of Hill	<input type="checkbox"/> Dry <input type="checkbox"/> Wet <input type="checkbox"/> Muddy <input type="checkbox"/> Snowy <input type="checkbox"/> Icy	<input type="checkbox"/> Defective Shoulder <input type="checkbox"/> Holes, Ruts, Bumps <input type="checkbox"/> Loose Material <input type="checkbox"/> Other (Describe) <input type="checkbox"/> No Defects	<input type="checkbox"/> Stop Sign <input type="checkbox"/> Stop & Go Signal <input type="checkbox"/> Flagman/Officer <input type="checkbox"/> Other (Describe) <input type="checkbox"/> No Traffic Control
LIGHTING	WEATHER	NOTES	
<input type="checkbox"/> Daylight <input type="checkbox"/> Dusk <input type="checkbox"/> Dawn <input type="checkbox"/> Dark – with Streetlight <input type="checkbox"/> Dark – no Streetlight	<input type="checkbox"/> Clear <input type="checkbox"/> Raining <input type="checkbox"/> Snowing <input type="checkbox"/> Fog <input type="checkbox"/> Other (Describe)	<input type="checkbox"/> Yes <input type="checkbox"/> No Photos Taken	

