Navigation Guide
for the
Florida Traffic Safety Portal

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in cooperation with

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1. FLORIDA TRAFFIC SAFETY PORTAL

1.1 Introduction

The Florida Traffic Safety Portal is designed to serve as a gateway to accessing pertinent traffic safety data, information, and tools for the Florida traffic safety community. The portal includes both public (internet) and restricted areas (intranet). The public areas are accessible without the need for an access account and serve as a public information portal. The restricted areas require a Florida Department of Transportation (FDOT) login and password.

This document will focus on the navigational components involved in using the internet portal only. The restricted pages will be noted with instructions about how to request an access account to become an authorized user.

The functionality afforded an authorized user is covered at a high level in this document. Detailed documentation related to how an authorized user uses the functionality available on specific restricted pages/subpages will be detailed in the User Manual specific for the appropriate main web page in focus.

1.2 System Requirements

Below are the recommended system and software requirements for the Florida Traffic Safety Portal.

1.2.1 Browser Requirements

Web Browsers:

- Internet Explorer 7.0 or higher.
- Mozilla Firefox 8.0 or higher.
- The minimum display resolution is 1024 x 768. This is also the recommended resolution.

Browser Settings:

- Enable JavaScript.
- Enable File Download prompt

1.2.2 Required Applications to View Documents

- Adobe Acrobat Reader (download link available under Downloads section)
- Microsoft Excel
- Microsoft Word
2. System Management

2.1 User Accounts

All users need to log in to access the pages that require authorization. For this, users must request that their accounts be added for access. If a user needs to access restricted pages from the Internet, they must submit an Access Request Form. The current contact for access authorization is:

FDOT Safety Office
605 Suwannee Street, M.S. 53
Tallahassee FL 32399-0450

Phone: (850) 414-3100
Fax: (850) 414-4221

Email: co-tsw@dot.state.fl.us

For the ARCA system, users will be assigned edit permissions based on their respective districts, counties and jurisdiction affiliations.

For the CRASH System, users may be assigned edit and/or view permissions based on their respective district and county affiliations.

Users may also be granted posting privileges for individual pages.

2.2 URLs

2.2.1 Public Users

Internet: http://www2.dot.state.fl.us/TrafficSafetyWebPortal

2.2.2 Internal FDOT staff only

(Note: The user must be logged into the FDOT network to access the Intranet pages.)
Intranet: http://webapp02.dot.state.fl.us/TrafficSafetyWebPortalFDOT/
Figure 1 Portal Homepage - Full View
2.3 Webpage Structure and Navigation

The Florida Traffic Safety Portal consists of a login feature, several main web pages, quick links to additional sites and data (e.g., policies, procedures, and disclaimers), search features, and an area where users provide feedback on the portal and its contents.

The main web pages are accessible via a standard menu panel displayed on the left side of the screen. If a main page contains multiple subpages, the links to the subpages are listed on the main page and a brief description is provided for each subpage. Clicking on a subpage link will open a new page. Each subpage may further include multiple subpages. The user may click the Back button of the browser to return to the previous page, or click Home on the subpage to return to the portal’s Homepage. Wherever applicable, buttons are provided on a floating panel so they are easily reachable within the current screen view.

The various sections of the portal, its structure and navigation, and what can be done on that page will be documented for each main page in Section 2. Below, an overview of the features and structure of the portal’s Homepage is depicted in figures 2 and 3. More specific instructions on how to use the middle section of the Homepage will be covered in Section 2 of this document.
2.4 Main Web Pages

The left panel in the portal is the navigation menu. It includes links to each of the main web pages for ease in navigation across the portal. The portal consists of ten main web pages shown by the highlighted area below.

Figure 2 Portal Homepage - Main Web Pages
2.4.1 Generic Features on the Homepage

The portal includes several generic features, in the right side panel and bottom of the homepage, which allows the user to perform various functions on the website (please refer to the green labeled circles in the figure below). Some of these noted features will appear on all ten of the main pages of the portal; see the detailed explanation of each feature below.

![Figure 3 Portal Homepage – Generic Features](image)

A. **Search Portal.** Allows the user to search the entire Traffic Safety Portal, from *most* of the main web pages, by typing keywords into the Search Portal box and clicking on the Search (magnifying glass) icon.
   
a. Returns a list of results. The results may include web pages, HTML content, Microsoft WORD documents, EXCEL spreadsheets, etc. which contain any
b. The results are displayed 10 objects per page and include a paging feature, Example: Result Page: Previous 1 2 3 4 Next which allows the user to page through, go to a specific page, use the Next or Previous button to navigate through the Search results list.

c. The user can click on the Home link, at any time to return to the Traffic Safety Portal’s Homepage.

d. Or, the user clicks browser’s Back arrow button to back out page-by-page to the Portal’s Homepage.

B. Mailing List. Found on most of the main web pages, this feature allows the user to register to participate in the Florida Traffic Safety Portal mailing list.

   a. The user enters their name into the Enter your name box.
   b. The user enters their email address in the Enter your e-mail box.
   c. The user then clicks the Subscribe button.
   d. The following message is displayed (Click the OK button or the X button to close the message window).

   ![Message from webpage]

   e. The system sends an email confirmation to the user’s account.
f. Once the user clicks on the link provided in the confirmation email, they will be added to the mailing list.

g. If the user does not confirm within 48 hours the subscription request expires and no accounts are added to the mailing list.

C. Quick Links. Provides links to a list of other traffic safety tools and organizations, such as the State Safety Office.

   a. Select one by clicking the desired link from the list.

   b. The selected link’s webpage will open in a separate window. The functionality of that webpage is not under the control of the Florida Traffic Safety Portal. Users are required to contact the administrator for the specific web site if they have questions or issues related to that site.

   c. The current Florida Traffic Safety Portal webpage will remain open and active in the background.

   d. Please check the Quick Links frequently as the content may change periodically.

D. Safety Office Policies, Procedures, Disclaimers & Credits. Located at the bottom of each of the main web pages on the Florida Traffic Safety Portal.

   a. By clicking on this link, the system transfers the user to the Publications subpage with the Policies, Procedures, Disclaimers & Credits subsection highlighted and expanded for view.
b. Use the browser’s **Back** arrow button to return to the previous page in focus.

E. **Feedback.** Located at the bottom of each page on the Florida Traffic Safety Portal, this page provides a means for the user to send feedback to the department by clicking on the link.

   a. Once clicked, the system provides a form for the user to submit comments and/or questions.
      
      i. If the user is an internal FDOT user several fields are pre-populated based on their information contained within Active Directory.

      ii. If the user is a non-registered public user using the Internet URL, all fields shown in the screenshot below will be blank unless entered manually.
b. The user must enter comments or questions in the **Message** field before submitting the feedback.
   i. This is a required field.
   ii. If nothing entered before clicking on the **Submit** button, the following warning message is displayed. To close the message window, the user clicks the **OK** button or the **X** button to close the message window.

iii. Once the user enters feedback in the Message field and clicks on the
button, an email is sent to a group email account (co-tsw@dot.state.fl.us).

1. **Note**: The system will check for email address, as noted below, before sending the feedback email.

c. The system defaults to **No** for the **I would like to be contacted** radio button. If the user wishes to be contacted, they can select the **Yes** radio button and enter their email address before submitting the feedback.

i. If the user selects the **Yes** option without providing information in the **E-mail** field, the following warning message is displayed. To close the message window, the user clicks the **button or the button to close the message window.

![Message from webpage](image)

ii. The user enters their email address into the **E-mail**: field, then clicks on the **Submit** button. The system sends an email to a group email account (co-tsw@dot.state.fl.us).

d. The user can click the **Clear** button to reset the feedback form to its original display state.

e. Clicking the browser’s **Back** arrow abandons the Feedback process or, when the Feedback process is complete, returns the user to the previous page.

f. The user may use any of the other navigational links available, if desired.
A **Read More** link appears below descriptive text in a section, or posted News article, etc. When clicked, the user can read the full content of the post. This allows for more informational links to be displayed on the page while providing a means for the user to optionally read more detail, if needed. Once the user has been transferred to a specific subpage to read the full content of the information, a **Back** link is available, which will return the user to the previous page in focus when clicked. Informational text usually includes the date it was posted. The text “**Posted by**” will be displayed, and optionally, when available, will include the poster’s name displayed as a link, example:

| Posted by Benjamin Jacobs |

When a poster’s name is displayed, the user may click on that link to send an email to the poster, if needed. A security message dialog box opens:

![Internet Explorer Security dialog box]

Clicking the **Allow** button allows the poster to proceed to create the email. The poster’s email address is pre-populated into the Microsoft Outlook message page. After the email has been sent, the system returns the user to previous page. If the user clicks **Don’t allow** or closes the dialog box by clicking the **X** button, no email is sent and the system returns to the previous page.

Within each page, **Top** links are available within sections to re-set the webpage display to the top of the page. By clicking on a **Top** link in a given section, the webpage is re-displayed from the
top. This is particularly useful on pages with numerous articles or links to other pages within a subpage.

Links provided to web pages outside the control of the Florida Traffic Safety Portal will display the information for that link in a separate window, keeping the current portal page open and in focus.
3. MAIN PAGES

This section describes the navigational functionality of each of the ten main web pages included in the portal and identified below:

1. Home
2. ARCA – All Roads Crash Analysis
3. CRASH – Crash Reduction Analysis System Hub
4. SHSP – Strategic Highway Safety Plan – Tracking Tool
5. SHSP - Strategic Highway Safety Plan – Implementation Reports
6. Publications
7. Downloads
8. FAQ
9. Related Websites
10. Contacts

The screenshots included are examples to assist in finding sections and describing how to use the portal’s features more so than for representing actual content. Over time, content on a main page may change, therefore the information pictured in the screenshot may be different than what the user actually sees on the webpage accessed at any given time.
3.1 Home

The Homepage is the first page loaded. In Section 1, the left panel Navigation Menu, and right panel Search Portal, Mailing List, and Quick Links features of the Homepage are described in detail. In this section, the welcome banner and middle panel sections of the Homepage is the main focus.
3.1.1 Welcome Banner

The welcome banner (refer to the red arrow in Figure 4 above highlighting this section of the Homepage) includes the web application name, LOGIN and HELP buttons. Authorized Users must login to use certain restricted functionality or to access restricted pages in the portal by clicking on the LOGIN button and following the directions in the LOGIN subpage. By clicking on the HELP button, the user can access the Navigation Guide describing how to use this web portal. The guide will open in a separate window or tab.

The Homepage middle panel contains two sections, Welcome and News, refer to the two red circled items in Figure 4.

3.1.2 Welcome Section

By clicking on the Read More link in the Welcome section the middle panel of the Homepage is changed to bring the Welcome text into full display. After reading the text, the user clicks on the Back link in the middle panel to return to the full Homepage.

![Figure 5 Homepage - Full Welcome Text](image)
3.1.3 News Section

The News section on the Homepage contains links to the list of articles or other information that have been posted to share information of interest to the users of the Traffic Safety Portal. Each item will include the date it was posted, the link to the full article, the link, and the link. Additionally, the name of the person who posted the item may be displayed as a link to allow the user to easily send an email to the poster. Example: [Posted by Benjamin Jacobs]

![Image of Homepage - News section](image)

Figure 6 Homepage - News section
3.1.4 Posting (Internal FDOT Authorized Users Only)

A number of the web pages are designed to allow authorized users to add new postings (i.e., entries) to a page. This is referred to generically as the Posting feature and will use an Edit button on each subpage which contains this feature. Authorized users (i.e., those who have permission to Post) must be logged into the portal in order to use the Posting feature. To log into the portal, click on the LOGIN button on the Homepage’s Welcome banner, as shown in the picture below.

The user is be presented with the following Login subpage to login if an authorized user or get assistance if they would like to make a request to obtain access as an authorized user.
Figure 7 Homepage Portal Login Subpage
Authorized users will log in using their assigned Resource Access Control Facility (RACF) User ID and password. While hovering over the Password Requirements text the user will see the requirements for a valid password. The user can change their password, log in, or communicate with the FDOT Service Desk or the Florida Traffic Safety Portal Administrator from this Login page. The user should direct questions or seek assistance by following the instructions that best fit their needs.

3.1.5 Homepage Welcome Banner – After Login

After logging in, the welcome banner on the Florida Traffic Safety Portal changes to include the active User ID, a LOGOUT button, an ADMIN button (if the user has been granted administrative privileges), and a HELP button.

3.1.6 Homepage Welcome Banner – After Logout or System Time Out

A user’s session is terminated either when the user clicks LOGOUT, or when the session times out (i.e., after 20 minutes of inactivity). Once a logged-in session terminates, the welcome banner reverts back to the standard view (the userid is removed and only the LOGIN and HELP buttons remain). The user can still navigate within the Traffic Safety Portal, but will not have access to restricted pages until they log in again.

3.1.7 Homepage News Posting Feature

Once logged in, a user with Posting permissions on the page can click on the Edit button in the lower right corner of the Homepage’s middle panel to access the Posting feature specific to the News section.
If the user does not have current permissions to post on the page, they will see the following message displayed in the Homepage’s middle panel:

Users may contact the Florida Traffic Safety Portal Administrator to request permission to be granted to post on the page. Clicking at any time returns the user to the Traffic Safety Portal Homepage.

**Note:** A logged in authorized user may edit, delete, or add a new post, through the FDOT Traffic Safety *intranet* portal only. Each main page utilizing the posting functionality will describe where the **Edit** button is located to post items on that specific webpage.

The example below demonstrates the process of adding, editing, and deleting posts in the context of the News subpage. The user should follow the steps included in the example regardless of the page from which the Posting functionality was launched.

### 3.1.7.1 Posting – Add a New Post

After clicking the **Edit** button, an authorized user will be presented with the Posts list for the main webpage being edited. The list contains basic information related to each of the items posted on the main webpage in focus (this example is from the Home Posts in the News subsection on the Home main webpage.)
By clicking on the **Back** button, the user returns to the previous page (i.e., the News subpage in our example.)

By clicking on the **Add New Post** button, the information in the middle panel changes to display a blank form for entering the information for a new post and a list of the existing posted items which can be edited or deleted if needed.

**Note:** Users can only edit or delete postings that they authored.
By clicking the [Cancel] button the user returns to the previous page shown above.

After entering information into the **Title**, **First Paragraph**, and **More** fields

![Home Posts](image)

The user clicks on the [Post] button to complete the Add New Post activity. Once completed, the user is transferred back to the Posts list for the main web page (in this example this is the Home Posts subpage) with the new post added to the Posts list.

### 3.1.7.2 Posting – Edit a Post

By clicking the [Edit] button on a Posts list data row, the user can open an existing posted item
that they authored, and is allowed to make changes. Here, the user can edit any field within the form and save all edits made.

After making the desired changes, clicking the **Cancel** button will cancel the editing process. Clicking the **Save** button saves the changes and returns the user to the Posts list showing the last modified date of the posts.
After editing the post as desired, the user clicks the **Back** button returns the user to the main web page’s subsection that was active previous to initiating the Posting feature, with the newly added item at the top of the list. The user’s name and the posting date are included in the posted information. For example, the Home page’s News subsection now shows the new item with the correction made:

### 3.1.7.3 Posting – Delete a Post

Using newly-added and edited posting example the steps to delete a post are shown below:
The user can delete any post they authored by clicking on the **Delete** link. After clicking the link, the user is presented with a following confirmation:

By clicking **Cancel** the selected item is not deleted and remains on the Posts list. By clicking **OK**, the item is deleted and no longer displays on the Posts list.
Deleted posts are also removed from the main web page (in this example the Home News subsection.)
3.2 All Roads Crash Analysis (ARCA)

In 2005, Section 1401 of the Safe, Accountable, Flexible, Efficient Transportation Equity Act (SAFETEA-LU): A Legacy for Users (Public Law 109-59) amended Section 148 of Title 23, United States Code, to create a new Highway Safety Improvement Program (HSIP) as one of the Federal Highway Administration's "core" programs. The purpose of the HSIP is to reduce traffic fatalities and serious injuries on public roads.

As part of the revised HSIP, states are required to submit an annual report describing not less than 5 percent of their highway locations exhibiting the most severe safety needs. The intent of this provision is to raise public awareness of the highway safety needs and challenges in the states. The high crash locations are uploaded annually by a State Safety Office (SSO) administrator upon completion and verification of the annual crash report for the HSIP.

In addition to listing the locations, the states' reports are to include:

- Potential remedies to the hazardous locations identified;
- Estimated costs of the remedies; and
- Impediments to implementation of the remedies other than costs.

In 2012, the US Department of Transportation implemented new legislation (P.L. 122-141, the Moving Ahead for Progress in the 21st Century) known as MAP-21, which changed elements previously collected and reported as part of the state’s HSIP annual report submissions. The FHA requirement to report and identify remediation actions, impediments and projected costs for remediation on the segments and intersections that represented the state’s top 5 percent high crash areas was modified to require the reporting of those roadway segments and intersections where crash rates increased from prior years. As a result of this change, the data represented after 2012 may not have been generated using the same analysis routines used for prior years.

**Note:** Authorized users can perform the following types of functions from the ARCA main webpage, subpages and submenus:

1. Edit High Crash Location Detail Data.
2. Perform Administrative functions –
   a. Export ARCA reports for Local Roads from CLAR (via the Intranet only).
   b. Import ARCA Reports for Local Roads from CLAR.
   c. Update ARCA State Highway System Comments in CAR.
The ARCA main webpage has a navigation menu, in the left panel, specific to the features available in ARCA. The user may select the **Home** link from this menu list to return to the Traffic Safety Portal’s Homepage (See below for information related to the other remaining links available on this menu).

![Figure 8 ARCA - All Roads Crash Analysis Main Webpage](image-url)
If the user clicks on the link on the ARCA main page, they will be transferred to the Publications webpage with the Papers and Reports subpage (see Section 3.6.2) in focus. Use the browser’s Back arrow to return to the previous page.

### 3.2.1 High Crash Locations

This subpage has multiple links available (see the highlighted area below) The links are displayed when the user clicks on the High Crash Locations link from the ARCA main webpage menu. By clicking Home, the user returns to the Traffic Safety Portal’s Homepage.

![Figure 9 ARCA - High Crash Locations subpage](image)

The remaining features on the left panel navigation menu and High Crash Locations search options within the middle panel are described in detail below.
3.2.1.1 High Crash Locations Subpage Features

The figure below shows a sample of the results from the underlying query for High Crash Locations – Intersection results. Various features on this subpage are discussed below in reference to this figure. Examples of each type of High Crash Locations reports are also provided in this section.
A Paging feature near the bottom of each High Crash Locations results list allows the user to page to the First, Last, Previous, Next or to a specific page in the list. The contents of the display dynamically change as the user pages through the list of results.
A list of High Crash Locations is available by selecting criteria (see Criteria area in Figure 10) from the various dropdown boxes displayed in the middle panel. Note the column headings displayed in the results vary based on the Type selection. Examples of each are demonstrated in the next several pages.

To refine a search, the user selects the limiting criteria from the dropdown lists:

- **Year**: Sets the Analysis Year for the Transparency Report. The Year dropdown list defaults to the most current year for which the report is available.
- **Type**: Sets the Report Type. The report types are “Segment”, “Intersection”, or “HRRR” (High Risk Rural Roads).
  
  **Note**: If the user chooses “HRRR” as the Type, they must choose “All” or “Local” in the Source dropdown list below for the “HRRR” query to run and post results correctly.

- **Source**: Allows the user to limit searches to a Data Source. The values are “State” for State Highway System (SHS), “Local” for Local Roads or “All” (default) to list both SHS and Local Road crashes for the analysis year.
- **District**: Allows the user to limit searches to a Florida DOT Managing District. The District dropdown list includes FDOT Districts 1 through 8 and “All” (default).
- **County**: Allows the user to limit searches to a Florida County or group of counties.
  - The user can select “All Counties” to view the results for all counties in the state if “All” has been selected in the District dropdown list.
  - If a specific District is selected, the County dropdown lists only displays the Counties within the selected District, as well as “All Counties” which will include data for all counties in the selected District only.
  
  **Note**: The user must select an item, including “All Counties”, from the County dropdown to generate the search in order to view the results.
In the results, the user can view a short description for a column of data by using the mouse to hover over the column header. The example below demonstrates the tooltip shown when hovering the mouse over the Road Name column.

There are three types of High Crash Locations online reports available. An example of each Type of report showing the column headings and a brief description of the data displayed in each column follows.

### 3.2.1.2 High Crash Locations – Segment Results Sample

Columns Displayed:
- **Dist**: DOT Managing District.
- **RdwyID**: Roadway ID.
  - **STATE**: 8-character code, based on the Department’s linear referencing scheme, identifies the part of the State Highway System (SHS) that contains the roadway segment. The first two digits are the numeric DOT code for County; the third, fourth, and fifth digits are the linear reference section for the SHS within the County, and the sixth, seventh, and eighth digits identify the subdivision of the primary section.
- **LOCAL**: 8-character code identifies the roadway in terms of the linear-referencing system used for the routing that is used for assignment of location and for analysis of the crash rates. For roadways that are also in the DOT’s Roadway Characteristics Inventory (RCI) the Roadway ID is all numeric, and for roadways that are not in the RCI the Roadway ID contains an “A” character in the third position. The first two digits of the code are the numeric DOT code for County. For the roadways in the RCI, the third, fourth and fifth digits are the linear reference section for the State Highway System within County, and the sixth, seventh and eighth digits identify the subdivision of the primary section. For roadways not in the RCI, characters three through eight are a unique identifier, within the County, for the route on which the segment falls.

**Note:** There may be multiple segments qualifying from the same route. Segments on the same route are differentiated by the mile-point range.

- **BMP**: Beginning Milepost. The milepost on the Roadway ID that identifies the exact point where the segment begins.
- **EMP**: Ending Milepost. The milepost on the Roadway ID that identifies the exact point where the segment ends.
- **Road Name**: Road name for the location.
  - For Source of **STATE**: The local name for the roadway on which the segment occurs, according to the map alias file at the Safety Office.
  - For Source of **LOCAL**: The road name comes from the Crash Locator Analysis Report (CLAR) application used during end of year analysis on local roads.
- **No. of Crashes**: The number of crashes that have occurred on that roadway segment during the years spanned by this analysis.
- **AADT**: Annual Average Daily Traffic. The average number of vehicles per day (annual average) traveling through the roadway segment.
- **Fatalities**: The total number of fatalities (Injury Severity code “5”) as a result of crashes related to the segment, for the years spanned by the analysis.
- **Injuries**: The total number of injuries (Injury Severity codes 2, 3, or 4) as a result of crashes related to the segment, for the years spanned by the analysis.
- **PDO**: Property Damage Only. The total number of crashes, related to the segment, for the years spanned by the analysis, for which no injuries were reported.
- **Blank Column Header**: Each data row contains a hyperlink labeled “Edit” or “View” depending on the user’s permissions to edit the High Crash Locations data on that result row.
- **Map ID**: The number that identifies the segment on the accompanying map. It is composed of:
  - First character is determined by the value in **Source**: “S” (State) or “L” (Local).
  - Second character is determined by the value in **Type**: “I” (Intersection) or “S” (Segment).
  - Third character contains the District Number.
o Fourth and Fifth characters contain the DOT County Number.
o The Segment Sequence separated by a dash (-), forms the last part of the Map ID.

3.2.1.3 High Crash Locations – Intersection Results Sample

Columns Displayed:
- **Dist**: DOT Managing District.
- **RdwyID**: Roadway ID.
  - **STATE**: 8-character code, based on the Department’s linear referencing scheme, identifies the part of the State Highway System (SHS) that contains the intersection. The first two digits are the numeric DOT code for County; the third, fourth, and fifth digits are the linear reference section for the SHS within the County, and the sixth, seventh, and eighth digits identify the subdivision of the primary section.
  - **LOCAL**: 8-character code identifies the roadway on which the intersection falls, in terms of the linear-referencing system used for the routing that is used for assignment of location and for analysis of the crash rates. For roadways that are also in the DOT’s Roadway Characteristics Inventory (RCI) the Roadway ID is all numeric, and for roadways that are not in the RCI the Roadway ID contains an “A” character in the third position. The first two digits of the code are the numeric DOT code for County. For the roadways in the RCI, the third, fourth and fifth digits are the linear referencing section for the State Highway System within County, and the sixth, seventh and eighth digits identify the subdivision of the primary section. For roadways not in the RCI, characters three through eight are a unique identifier, within the county, for the route on which the intersection falls.

  **Note**: There may be multiple intersections qualifying from the same route.
• **MP**: Milepost. The milepost on the Roadway ID that identifies the exact point where the intersection exists. When multiple State Roads intersect, there should be multiple Roadway IDs and MPs noted.

• **Road Name**: Road name for the location.

• **Intersect Desc**: Intersecting Roadway.
  - **STATE**: The description for the intersecting feature at the identified location.
  - **LOCAL**: The local name for the intersecting roadway, according to the map alias file at the Safety Office.

• **No. of Crashes**: The number of crashes that occurred within the influence area of the intersection during the years spanned by this analysis.

• **AADT**: Annual Average Daily Traffic. The average number of vehicles per day that passed through the intersection during the analysis period.

• **Fatalities**: The total number of fatalities (Injury Severity code “5”) as a result of crashes related to the intersection, for the years spanned by the analysis.

• **Injuries**: The total number of injuries (Injury Severity codes 2, 3, or 4) as a result of crashes related to the intersection, for the years spanned by the analysis.

• **PDO**: Property Damage Only. The total number of crashes related to the intersection, for the years spanned by the analysis, for which no injuries were reported.

• **Edit**: Each data row will contain a hyperlink labeled either Edit or View depending on whether the user has permissions to edit the High Crash Locations data on this result row.

• **Map ID**: The number that identifies the segment on the accompanying map. It is composed of:
  - First character is determined by the value in **Source**: “S” (State) or “L” (Local).
  - Second character is determined by the value in **Type**: “I” (Intersection) or “S” (Segment).
  - Third character contains the District Number.
  - Fourth and Fifth characters contain the DOT County Number.
  - The Segment Sequence separated by a dash (-), forms the last part of the Map ID.
3.2.1.4 **High Crash Locations – HRRR Results Sample**

Columns Displayed:
- **Dist:** DOT Managing District.
- **RdwyID:** Roadway ID. 8-character code identifies the roadway in terms of the linear-referencing system used for the routing that is used for assignment of location and for analysis of the crash rates. For roadways that are also in the DOT’s Roadway Characteristics Inventory (RCI) the Roadway ID is all numeric, and for roadways that are not in the RCI the Roadway ID contains an “A” character in the third position. The first two digits of the code are the numeric DOT code for County.
- **BMP:** Beginning Milepost. The milepost on the Roadway ID that identifies the exact point where the segment begins.
- **EMP:** Ending Milepost. The milepost on the Roadway ID that identifies the exact point where the segment ends.
- **Road Name:** The road name comes from the Crash Locator Analysis Report (CLAR) application used during end of year analysis on local roads.

For the roadways in the RCI, the third, fourth and fifth digits are the linear reference section for the SHS (State Highway System) within County, and the sixth, seventh and eighth digits identify the subdivision of the primary section. For roadways not in the RCI, characters three through eight are a unique identifier, within the county, for the route on which the segment falls.

**Note:** There may be multiple segments qualifying from the same route. Segments on the same route are differentiated by the mile point range.
- **No. of Crashes**: The total number of qualifying crashes that have occurred on that roadway segment during the years spanned by this analysis. For this particular analysis, only crashes in which at least one person was fatally (Injury Severity code “5”) or severely (Injury Severity code “4”) injured are counted.

- **AADT**: Annual Average Daily Traffic. The average number of vehicles per day (annual average) traveling through this roadway segment.

- **Fatalities**: The total number of fatalities (Injury Severity code “5”) as a result of crashes related to the segment, for the years spanned by the analysis.

- **Injuries**: The total number of injuries (Injury Severity codes 2, 3, or 4) as a result of crashes related to the segment, for the years spanned by the analysis.

- **PDO**: Property Damage Only. The total number of crashes, related to the segment, for the years spanned by the analysis, for which no injuries were reported.

- **Edit**: Each data row will contain a hyperlink labeled either **Edit** or **View** depending on whether the user has permissions to edit the High Crash Locations data on this result row.

- **Map ID**: The number that identifies the segment on the accompanying map. It is composed of:
  - First two characters are “HR” (High Risk Rural Road).
  - Third character contains the District Number.
  - Fourth and Fifth characters contain the DOT County Number.
  - The Segment Sequence separated by a dash (-), forms the last part of the Map ID.

**Note**: This count includes injuries other than the fatal injuries and in addition to the severe injuries that qualify the crashes.
3.2.1.5  Location Detail Subpage

If the user clicks on the View link in the Edit column for a specific result row, they are transferred to the Location Detail subpage with view only access.

Note: Authorized users will see an Edit link in the Edit column, and after clicking it can manage High Crash Location remediation information related to the result row selected using this webpage.
Figure 14 Sample High Crash Location Detail Subpage – View Mod
The figure below is the enlarged to highlight the subsections of the High Crash Location main page.

Figure 15 High Crash Location Detail Subpage - Enlarged
3.2.1.6 Map ID Link

By clicking on the corresponding Map ID link (example: S101-001) for a row in the sample results in Figure 10 above, the SSOGis application opens in a separate window and displays a map of the recorded high crash location. The resulting map includes a data grid, highlighted by the red rectangle in the figure below, which includes detailed data related to this single crash location. The system provides a horizontal scroll bar for the user to view all data fields in the data grid.

![SSOGis - Result Using a Single High Crash Location Map ID link](image-url)
3.2.1.7 **Map All Locations Link**

If the user would like to see a map showing all locations returned in the High Crash Locations list, shown in Figure 10 above, select **Map All Locations** from the High Crash Locations submenu in the left panel. The figure below depicts the result of this selection for the list of locations in the Figure 10 sample.

![SSOGis - Result of Map All Locations](image)

**Figure 17 SSOGis - Result of Map All Locations**

**Note:** The SSOGis system provides a Results Tab data grid with both vertical and horizontal scroll bars to allow for all data columns and all data rows to be viewable. Other features of the SSOGis System are described in the SSOGis User Manual.
3.2.1.8  **Export List to Excel Link**

The user may export the results returned in the High Crash Locations list, shown in Figure 10 above, by selecting **Export List to Excel** from the High Crash Locations submenu in the left panel. The figure below depicts the result of this selection for the list of locations in the sample. This feature includes a floating action bar at the bottom that allows the user to choose to open, save or cancel the Export List to Excel function.

![High Crash Locations - Export List to Excel](image)

If the user chooses to open or save, they may receive the following message, respond with **Yes** to continue to download the Excel file. Or choose **No** to stop the download function. Choosing **Help** will open an Excel Help window containing the message.
The Excel file opens in a separate window and contains more detailed information than is shown on the query results list. The user can manage the file using all the normal Excel functionality.

![Excel Spreadsheet](image)

Figure 19 Export List to Excel - Sample Spreadsheet

### 3.2.2 SAFETEA-LU Report Analysis

Selecting the [SAFETEA-LU Report Analysis](#) from the ARCA submenu or from within the High Crash Locations submenu, will open a .pdf file in Adobe Reader in a separate window containing a document describing the Analysis Data Tables Column Descriptions.
3.3 CRASH – Crash Reduction Analysis System Hub

CRASH (Crash Reduction Analysis System Hub) is a web-based application developed for FDOT’s Safety Office to update and apply crash reduction factors (CRFs) for economic analysis of highway safety improvement projects.

![CRASH Main Webpage](image)

Figure 20 CRASH Main Webpage
Access to the CRASH system is restricted to authorized personnel only. Unauthorized users will see the screen display shown above. Users may contact the Florida Traffic Safety Portal Administrator to request authorization to access this webpage.

The CRASH system currently performs the following five major functions:

1. **Benefit-cost analysis**: The system makes use of the crash record and Crash Reduction Factors (CRF) databases to estimate the project benefit. The benefit is then combined with project cost to compute the benefit-cost ratio. If a project is selected for implementation, it is saved to the improvement project database.

2. **Before-and-after analysis**: Using both the improvement project database and the crash database, before-and-after analysis can be performed to evaluate the effectiveness of implemented projects.

3. **Historical project data recording**: An improvement project may be manually entered into the database. This may include projects that were analyzed and implemented prior to the development of the CRASH system.

4. **CRF update**: After an improvement project has been constructed for at least one year, it can be combined with the crash records to update the existing CRF database.

5. **Reporting**: Similarly, using both the improvement project database and the crash database, CRASH can produce Highway Safety Improvement Programs (HSIP) reports for annual reporting to FHWA.

**Note**: Internal FDOT users who are authorized to use CRASH can access a detailed CRASH User Manual on the CRASH main webpage.
3.4 SHSP Tracking Tool

The Strategic Highway Safety Plan (SHSP) Tracking Tool is an application developed to record and track projects that implement Florida's SHSP. The plan includes strategies in 22 key emphasis areas that affect highway safety. Each of the emphasis areas include strategies and an outline of what is needed to implement each strategy. This page provides a brief introduction to SHSP and a link to the existing application website, which is currently hosted on an FDOT server at [http://www2.dot.state.fl.us/safetyprogramptracking/](http://www2.dot.state.fl.us/safetyprogramptracking/). A new window will open when this link is clicked. The SHSP Tracking Tool webpage is shown below.

![Figure 21 SHSP - Tracking Tool Portal Page](image)

The Strategic Highway Safety Plan (SHSP) was developed by the [ADVISORY Standing Committee for Highway Traffic Safety](http://www2.dot.state.fl.us/safetyprogramptracking/) with the assistance of the Federal Highway Administration, the National Highway Traffic Safety Administration, and the Transportation Research Board Committee on Transportation Safety Management. The plan includes strategies in 22 key emphasis areas that affect highway safety. Each of the emphasis areas include strategies and an outline of what is needed to implement each strategy.
The SHSP Tracking Tool webpage contains a link to the AASHTO webpage. When this link is clicked the American Association of State Highway and Transportation Officials (AASHTO) website will open in a separate window or tab.

**Note:** this webpage is not under the control of the FDOT Traffic Safety portal and is provided for informational purposes only.

The user will be presented with the following website, in a separate window, upon clicking the link.

![Strategic Highway Safety Plan Tracking Tool](image)

**3.4.1 Strategic Highway Safety Plan Tracking Tool**

To use this tool, please follow the instructions provided within the Safety Program Tracking website. The Florida Traffic Safety portal will remain open and accessible.
3.5 SHSP Implementation Reports

SHSP Implementation Reports are sent each month by district safety offices to their respective district secretaries for further distribution. This page allows each district to post their monthly implementation reports and share the reports with other districts for both benchmark comparison and the identification of best practices. The screen for SHSP Implementation Reports is shown below.

**Note:** Only authorized users will be able to post new items to this page by clicking on the Edit button shown in the figure below. Refer to the Posting instructions in the Home News subsection.
3.6 Publications

The Publications page provides public access to traffic safety related publications. This page may include research papers, study reports, technical memoranda, facts and statistics, etc. The Publications Main webpage is pictured below. To view all available types of documents, click the respective headers in the middle panel. Each type of document has a subpage displaying available types of publications. Examples of each subpage follow the screenshot of the Publications Main Webpage below. Each subpage displays link(s) to the document(s) and a summary of its contents.

![Publications Main Webpage](image)

**Figure 24 Publications - Main Webpage**

**Note:** Only authorized users will be able to post new items to this page by clicking on the button (shown in the figure above) for the desired subpage. Refer to the [Posting](#) instructions in the Home News subsection.
3.6.1 Publications - Newsletters

Figure 25 Publications - Newsletters subpage
3.6.2 Publications – Papers and Reports

Figure 26 Publications - Papers and Reports subpage
3.6.3 Publications - Policies, Procedures, Disclaimers & Credits

Figure 27 Publications - Policies, Procedures, Disclaimers & Credits subpage
3.6.4 Publications - Manuals and User Guides

Figure 28 Publications - Manuals and User Guides subpage
3.6.5 Publications - Others

![Figure 29: Publications - Others subpage](image-url)
3.7 Downloads

The Downloads page provides a place for sharing standard forms, data, software, tools, etc. Examples of these forms include the benefit/cost form, the crash reduction form, fatal crash review form, and cost estimate form (containing rules of thumb for costs: cost of signalizing an intersection, cost of going from span-wire to mast-arm, cost of installing a sidewalk, etc.) Download materials will be grouped and be added to separately. Some downloads are designed specifically for external users and are easily identified by the title of the link. The Downloads page and a sample post are shown below.

**Note:** Some downloads may be restricted to internal FDOT users. Only authorized users are allowed to add new items to the various Downloads related subpages by clicking on the button (shown in the figure below) for the desired subpage. Refer to the *Posting* instructions in the Home News subsection.

![Downloads Main Webpage](image)

**Figure 30 Downloads Main Webpage**
3.7.1 Downloads - Forms

![Figure 31 Downloads - Forms subpage](image-url)
**Note:** When a link on a subpage indicates it is for “Internal Only”, if the user is an external non-FDOT staff, they will receive a message that the webpage cannot be found or is unavailable.

Internal FDOT users can click on the FDOT Safety Office Forms Library link to open the official forms webpage of the Department of Transportation. **Note:** This webpage is not controlled by the Traffic Safety Portal. If the user has questions concerning this webpage please follow the instructions in the Welcome statement, see the red arrow in the figure below.

![Figure 32 FDOT Safety Office Forms Library link for Internal FDOT staff only](image)

Examples of each of the Downloads subpages are provided below. Please check this webpage frequently as the information, forms, tools, and data, available for download may change over time.
3.7.2 Downloads - Tools

**Figure 33 Downloads - Tools subpage**
3.7.3 Downloads - Data

![Figure 34 Downloads - Data subpage](image-url)
3.7.4 Downloads - Traffic Safety Data Sources

Figure 35 Downloads - Traffic Safety Data Sources subpage
3.7.5 Downloads - Miscellaneous

Figure 36 Downloads - Miscellaneous subpage
3.8 FAQ

The FAQ (Frequently Asked Questions) page provides a place to build a knowledge-base of safety related topics including frequently asked safety questions. In addition to serving as a public outreach resource, it will also allow safety engineers to quote “standard” answers in their response to public inquiries. The FAQ main webpage is pictured below.

**Note:** Only authorized users are allowed to add new items to the FAQ webpage by clicking on the button shown in the figure below. Refer to the Posting instructions in the Home News subsection.

![Figure 37 FAQ Main Webpage](image-url)
Figure 38 FAQ subpage - fully expanded
Please check this webpage frequently, as content will be added, as needed. If the user has a question to be addressed, they should use the Feedback feature at the bottom of this page (see the red arrow in the figure above).

3.9 Related Websites

This web portal is maintained by the Systems Planning Office of the Florida Department of Transportation. It is designed to serve as a central location for the exchange and sharing of data, information and ideas among transportation modelers in Florida. Check this webpage frequently as content may change over time. When the user clicks on one of the Related Website links, the selected webpage will open in a separate window. The Traffic Safety Portal will remain open and accessible for use.

**Note:** Only authorized users are allowed to add new items to the Related Websites webpage by clicking on the [Edit] button shown in the figure below. Refer to the Posting instructions in the Home News subsection.
The Contacts page provides a list of affiliated persons along with contact information for state and local agencies.
**Note:** Only authorized users are allowed to add new items to the various Contacts related subpages by clicking on the [Edit] button (shown in the figure above) for the desired subpage where the user wants to add the contact(s) (refer to the Posting instructions in the Home News subsection). Clicking on a contact group from the list and the middle panel will expand to display the complete...
list for the selected group. For example, if the user clicks on the State Safety Office subpage link, the contact information for that office will be displayed as shown below. The rest of the Contact subpage links remain collapsed. The State Safety Office group list will collapse when another group is selected.

```
<table>
<thead>
<tr>
<th>Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>State Safety Office</strong></td>
</tr>
</tbody>
</table>

Mailing Address:  
State Safety Office  
605 Suwannee Street M.S. 53  
Tallahassee, FL 32399-0450

Telephone Number: (850) 414-3100  
Fax Number: (850) 414-4221  
Toll-free Number: (866) 374-3368 Ext 880-3100  
DOTNet Number: 880-3100

Joseph Santos, P.E.  
Transportation Safety Engineer  
(850) 414-4097  
Joseph.Santos@dot.state.fl.us  
DOTNet: 880-4097

- District 1 FDOT  
- District 2 FDOT  
- District 3 FDOT  
- District 4 FDOT  
- District 5 FDOT  
- District 6 FDOT  
- District 7 FDOT  
- Turnpike District  
- County  
- City  
- Others
```

Figure 41 Contacts State Safety Office subpage - Expanded
4. Provide Feedback About This Guide

Thank you for reviewing the Florida Traffic Safety Portal Navigation Guide. We hope you found it informative and easy to use. We solicit your feedback with suggestions or ideas if we can improve it in any way. You may contact us directly or use the portal’s Feedback option, re-capped below for your convenience.

Florida Traffic Safety Portal Administrator
FDOT Safety Office 605 Suwannee Street, M.S. 53
Tallahassee FL 32399-0450

Phone: (850) 414-3100
Fax: (850) 414-4221
Email: co-tsw@dot.state.fl.us
Figure 42 Feedback Link
4.1 Feedback Feature

Located at the bottom of each page on the Florida Traffic Safety Portal (refer to red arrow in the example of the Home page shown in the figure above).

4.1.1 Instructions

The Feedback feature provides a means for users to send feedback to the department by clicking on the link.

a. Once clicked, a form is generated for the user to submit comments and/or questions.
   i. If the user is an internal FDOT user several fields are pre-populated based on the information listed in Active Directory.
   ii. If the user is a non-registered public user using the PRODUCTION Internet URL, all fields shown in the screenshot below will be blank unless entered manually.

![Feedback Form](image)

Figure 43 Feedback Form
b. The user must enter comments or questions in the *Message* field before submitting the feedback.

   iii. This is a required field.

   iv. If not entered before clicking on the **Submit** button, the following warning message is displayed. Click the **OK** button or the **X** button to close the message window.

```
Message from webpage
Please enter your feedback!

OK
```

v. Enter feedback in the Message field, click on the **Submit** button.

vi. An email is sent to a group email account (**co-tsw@dot.state.fl.us**).

   1. Note – the system will check for email address, as noted below, before sending the feedback email.

c. The system defaults to **No** for the *I would like to be contacted.* statement. If the user wishes to be contacted, they should select the **Yes** radio button and enter their email address before submitting the feedback.

```
I would like to be contacted.  ○ No  ○ Yes (email required)
```

vii. If the user selects **Yes** without information in the **E-mail** field, the following warning message is displayed (Clicking the **OK** button or the **X** button closes the message window.)
viii. The user enters email address into the **E-mail**: field, click on the **Submit** button and an email is sent to a group email account ([co-tsw@dot.state.fl.us](mailto:co-tsw@dot.state.fl.us)).

d. The user can click the **Clear** button to reset the feedback form to its original display state.

e. The user can click the browser’s **Back** arrow button to abandon the Feedback process or when the Feedback process is completed, to return to the previous page in focus.

f. The user may use any of the other navigational links available, if desired.
5. Appendix 1: Table of Counties

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<th>DOT Geographic District</th>
<th>County Name</th>
<th>DOT County Number</th>
<th>DOT Geographic District</th>
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<td>01</td>
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<td>07</td>
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