



CRASH Training Checklist

DATE: _____

AGENCY: _____

Please select a training option:

CRASH Training

- Configure Training – administer users and configure agency-related information, typically lasts 1 ½ hours.
- CRASH Training – instruct agency personnel on how to electronically submit crash reports, typically lasts 4 hours.

***Reminder:** There must be a certified TCOLE Officer present during training. TxDOT training is TCOLE certified. Any officer attending CRASH Training will receive TCOLE Credit. Your agency TCOLE Training Coordinator will submit the necessary documents once training is complete.*

Waive CRASH Training – requires Configure Training and a signed agency letterhead from TCOLE representative using the template provided by TxDOT

Quick Training – Configure Training and high level CRASH Training review, typically lasts 3 hours

Training Contact Information

Training Facility Address: _____

Training Contact Person: _____

Training Contact Number: _____

Training Contact E-Mail: _____

TCOLE Training Coordinator Contact Person: _____

TCOLE Training Coordinator Contact Number: _____

TCOLE Training Coordinator Contact E-Mail: _____

Will each officer have access to a Laptop or Desktop during the training class? _____



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Business Processes and Workflow

How many Officers will use CRASH? _____

Do you intend to have supervisors approve the officer’s reports?

Please select an option below that best describes your CRASH approval workflow, if your agency Supervisors will approve their officer’s crash report.

- No Level:** Officer --> TxDOT
- One Level:** Officer --> Supervisor --> TxDOT
- Two Level:** Officer --> Supervisor --> Records Management --> TxDOT

Note: Minimum of 2 Users required for One or Two Level

Provide at least two users to begin the process of building User Accounts for your agency to access CRASH.

Additional fields are available if you would like users preloaded within the system.

First Name	Last Name	Email Address

Once submitted and approved TxDOT will provide dates for training.