



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
MANILA

Pg 386-12.33
697.13 DPWH
3-19-04

MAR 19 2004

DEPARTMENT ORDER)
NO 40)
Series of 2004 (Aug 3-19-04)

SUBJECT: IMPLEMENTATION
OF THE DPWH
TRAFFIC ACCIDENT
RECORDING AND
ANALYSIS SYSTEM
(TARAS)

In line with the Department's objective to reduce the number of traffic accidents in the country and to improve the traffic accident prevention program for National Highways in the Philippines, a Traffic Accident Recording Analysis System (TARAS) has been developed and is to be adopted as the official source of Traffic Accident Information. TARAS shall replace other systems that are currently being used to report on Traffic Accident Information.

The policies to be adopted in relation to the implementation of the TARAS include, but are not limited to:

1. The TARAS is to be the official source of Traffic Accident Information.
2. It will continue to be the responsibility of the Philippine National Police (PNP) to collect Traffic Accident Data and record this information using a Traffic Accident Report (TAR) Form.
3. Traffic Accident Information derived from TARAS will be made freely available to the PNP.

Responsibility for the maintenance of the data in the TARAS shall be delegated to the Road Safety Section (RSS), Project Evaluation Division, Planning Service, Planning and Design Division staff from the Regional Offices and District Engineering Offices. The roles and responsibilities of these offices shall include but not limited to:

Road Safety Section, Project Evaluation Division, Planning Service

The Road Safety Section, Project Evaluation Division, Planning Service is the internal user group that will manage the TARAS and will be responsible:

1. To coordinate traffic accident recording and analysis business process and operational related issues.
2. To enter Traffic Accident Data that is sent to the Road Safety Section from Regional Offices not connected to the DPWH Wide Area Network (WAN).

3. To manage the production of the carbonized Traffic Accident Report (TAR) Forms and to provide these Forms directly to different Municipal Police Offices (MPOs) and Traffic Management Offices (TMOs) nationwide through the concerned DPWH District Engineering Offices (DEOs).
4. To ensure the adequate supply of the carbonized TAR Forms for the PNP during the first 3 years of implementation of TARAS.
5. To establish a continuing liaison with PNP Directorate for Operations for the efficient and timely collection of traffic accident data.
6. To provide the DILG – PNP regularly (monthly/quarterly) the Traffic Accident Data derived from TARAS.
7. To assist DILG – PNP to conduct continuous training for PNP officers on Accident Data Collection and Recording inclusive of how to complete the TAR Form.

Planning and Design Division Staff from Regional Offices

Staff from Regional Office Planning and Design Division will be responsible:

1. To receive the TAR Forms from District Engineering Offices.
2. To check and verify the accident data contained in the Traffic Accident Report (TAR) Form for completeness and accuracy before entering them into TARAS.
3. To enter the traffic accident data into the TARAS system regularly and on time.
4. To check and ensure that all TARs collected from the MPOs/TMOs have the corresponding Report Number in both pages of the TAR form.
5. To ensure that all submitted TAR Forms are properly stored after data entry to enable efficient retrieval in the future.

District Engineering Offices

Staff from Planning and Design Section within DPWH District Engineering Offices will be responsible:

1. To regularly collect the second copy of the filled-up TAR Forms from the Municipal Police Offices/Traffic Management Offices on a monthly basis and to submit the same in batches to the Regional Offices concerned for data entry into TARAS within two (2) weeks after the end of every month.
2. To check that the data on the TAR form is complete before sending the form to the Regional Office.

3. To ensure that adequate supplies of TAR forms are available at the designated police stations every month.

Monitoring and Information Service (MIS)

Staff from MIS will be responsible in providing technical support through MIS Help Desk.

The procedures described in the 'Traffic Accident Reporting Manual shall be strictly followed for the collection of Traffic Accident Data.

The Traffic Accident Report Form is the official Form for the recording of Traffic Accidents by the PNP and is to be used as the source of entering Traffic Accident Data into TARAS.

The instruction on how to use the TARAS are detailed in the TARAS Users Manual and this shall be the official manual on how to use the System.

Copies of these Manuals may be obtained from the Chief, Project Evaluation Division, Planning Service.

This Order shall take effect immediately and supersede all previous Department Orders and other issuances or any provision thereof that are inconsistent herewith.


FLORANTE SORIQUEZ
Acting Secretary