



Cooper Jones Active Transportation Safety Council (ATSC)

Revised and Approved Sep 15, 2021

Project Organization	
Executive Committee	<ul style="list-style-type: none"> • Transportation: Barb Chamberlain, WA State Department of Transportation (WSDOT) • Alex Alston, Washington Bikes • Public Health Rep: Will Hitchcock, WA Department of Health • Pedestrian Rep: Julia Reitan, Feet First • Project Manager, Washington Traffic Safety Commission (WTSC) • Pam Pannkuk, Washington Traffic Safety Commission (WTSC)
Project Manager	TBA - Program Manager, WTSC
ATSC Members	<p><i>Legislatively identified members:</i></p> <ol style="list-style-type: none"> 1. A representative from the Washington Traffic Safety Commission 2. A coroner from a county in which pedestrian, bicyclist, or non-motorist deaths have occurred 3. Multiple members of law enforcement who have investigated pedestrian, bicyclist, or non-motorist fatalities 4. A traffic engineer 5. A representative from WSDOT 6. A representative from the Association of Washington Cities 7. A representative from the Washington State Association of Counties 8. A representative from a pedestrian advocacy group 9. A representative from a bicyclist or other non-motorist advocacy group 10. A representative from Department of Health 11. Additionally, the commission may invite a victim or family member of a victim to participate in the council <p><i>Additional members identified by ATSC:</i></p> <ol style="list-style-type: none"> 1. African American population representation - Commission on African American Affairs 2. A representative from one of Washington's 29 federally recognized tribes – 3. Asian/Pacific Islander representation – Commission on Asian Pacific American Affairs

	<ol style="list-style-type: none"> 4. City Planner 5. Disability population representative 6. Economic diversity representative 7. Elderly population representative 8. Traffic engineers 9. Hispanic/Latino population representation - Commission on Hispanic Affairs 10. Legislator or Legislative Staff 11. Public Health Practitioners 12. Safe Routes to Schools 13. Target Zero Managers 14. Transit Representative Advisor
Meeting Facilitator	Patricia Hughes, Trillium Leadership Consulting
Data Analysts	Dr. Staci Hoff, Research Director, WTSC

Committee Operations

Meeting participants are limited to the ATSC members, the facilitator, invited speakers and guests, and others as identified by the Executive Committee and Program Manager. Meetings are not subject to the OPMA.

Potential ATSC members are identified by the Executive Committee and the Program Manager to fulfill the priority representation established by the Legislature, and then to fulfill the additional representation identified by ATSC to maximize diverse perspectives. Other interested parties will be discussed and vetted on a case-by-case basis.

Onboarding process and buddy system: Once approved, new ATSC members will meet with the Program Manager to receive background information and be onboarded to the project. They will then be matched with a current ATSC member for three months with the expectation that the Buddies will meet informally at least three times to ensure the new member is fully introduced and informed about ATSC.

Other interested parties will be identified by the Executive Committee and Program Manager and will receive meeting minutes.

Summary Notes are kept:

<https://wtsc.wa.gov/programs-priorities/active-transportation-safety-council/>

Description, Timeframe, Mission, Objectives, Approaches, Roles, and Requirements	
ATSAC Description	<p>In 2019, the Washington State Legislature passed Substitute Senate Bill 5710, which creates the Cooper Jones Active Transportation Safety Advisory Council (ATSAC). The purpose of the council is to review and analyze data to identify patterns and programs related to fatalities and serious injuries involving bicyclists, walkers, or people using other forms of active transportation to identify points at which the transportation system can be improved including, whenever possible, privately owned areas of the system such as parking lots.</p> <p>The council may also:</p> <p>(a) Monitor progress on implementation of existing recommendations from the Pedestrian Safety Advisory Council and Cooper Jones Bicyclist Safety Advisory Council. (Both groups sunset on June 30, 2019).</p> <p>(b) Seek opportunities to expand consideration and implementation of the principles of systematic safety, including areas where data collection may need improvement.</p>
Timeframe	The Legislature placed no sunset provision in the enabling legislation.
Mission	Increase safety for bicyclists, walkers, or people using other forms of active transportation in Washington State.
Objectives	<ul style="list-style-type: none"> • Support and enhance existing and pending transportation safety efforts such as The Washington State Strategic Highway Safety Plan (i.e. Target Zero Plan) and Active Transportation Plan that aim to reduce and eventually eliminate transportation-related fatalities and serious injuries involving bicyclists, walkers, or people using other forms of active transportation in Washington State. • Using a data-driven approach, make recommendations regarding changes in statutes, ordinances, rules, and policies to improve bicycle safety.
Approach	<ul style="list-style-type: none"> • Use data to inform our understanding of contributing factors of collisions involving bicyclists, walkers, or people using other forms of active transportation and current countermeasures utilized to address them. • Evaluate existing data, identify and address gaps affecting safety for bicyclists, walkers, or people using other forms of active transportation. • Leverage existing programs and strategies, e.g., incorporation of safety for bicyclists, walkers, or people using other forms of active transportation in comprehensive planning and capital facility planning.

	<ul style="list-style-type: none"> • Recommend systematic and operational changes in how safety for bicyclists, walkers, or people using other forms of active transportation is addressed in Washington: Engineering, Education, Encouragement, Enforcement, EMS, Evaluation, and Policy (i.e. legislative changes).
Project Roles	<ul style="list-style-type: none"> • The Governor will review and provide final approval of the report. • Executive Committee will provide operational direction to the Project Manager, including areas such as project scope, budget, schedule, and group membership. They will approve the report prior to sending it to the ATSC Program. • Project Manager will work with the Executive Committee and Facilitator to design the steps to implement the ATSC, determine meeting agendas and facilitation strategies, provide meeting re-caps to members and stakeholders, manage costs, and provide all required reports and documentation. • Data Analyst will provide requested data to the ATSC. • ATSC Members will approve and follow the project charter; request data as needed, discuss issues, draft comments and provide the Project Manager with feedback for the reports, and recommend final report approval for WTSC. • Stakeholders (all interested parties) will be kept informed of the ATSC activities and project status, report structure and content, and will be provided opportunity to submit input. • The facilitator will assist in agenda creation for the Executive Committee and the ATSC meetings, take and distribute note, facilitate meetings, and provide additional support to Action Teams and the Project Manager as needed
Project Requirements	<p>Report Acceptance Criteria: The annual reports must be structured and written to:</p> <ul style="list-style-type: none"> • Fulfill the requirements of SB 5710. • Provide an analysis of fatalities and serious injuries involving bicyclists, walkers, or people using other forms of active transportation. • Make recommendations for action by WTSC, other state agencies, the Governor’s Office, and the Legislature to increase safety for bicyclists, walkers or people using other forms of active transportation. • Inform future revisions of the Target Zero Plan (WTSC) and Active Transportation Plan (WSDOT). • Demonstrate clear goals and pathways to implementation for all recommendations.

	<ul style="list-style-type: none"> • Support other independent, agency, or jurisdiction efforts. • Develop a biennial report on budgetary or fiscal recommendations to the Office of Financial Management. • Provide ongoing documentation to continue and improve this project. <p>Budget: The WTSC is authorized to spend up to the WTSC-budgeted amount in support of activities authorized by the Executive Committee. Any expenditure beyond that must be authorized by the Washington State Legislature.</p> <p>Stakeholder Satisfaction: Although stakeholder satisfaction is critical to the success of the ATSAC, it is expected that not every stakeholder will be completely satisfied with the report. The Project Manager will keep the Executive Committee aware of any risks associated with stakeholder dissatisfaction.</p>
Scope, Acceptance Criteria, Assumptions, and Constraints	
Project Scope	<p>In scope:</p> <ol style="list-style-type: none"> 1. Produce an annual Cooper Jones Active Transportation Safety Advisory Council report by December 31 of each year beginning in 2020. Ensure appropriate stakeholders are involved and informed throughout the process. 2. Report any budgetary or fiscal recommendations to the Office of Financial Management and the Legislature by August 1 of each year. 3. Evaluate ATSAC process throughout the project and adjust the work plan as needed. 4. Document the ATSAC activities and report creation to allow for future replication and process improvement. <p>Out of scope:</p> <ul style="list-style-type: none"> • Reports and actions not authorized within SSB 5710. • Expenditures that are beyond the amount allocated by the legislature to WTSC for operation of the ATSAC.
Project Scope: Changes	Scope changes must be approved by Executive Committee.
Assumptions	<ul style="list-style-type: none"> • The ATSC members will be available and able to complete the work needed to write the reports.

	<ul style="list-style-type: none"> • The Project Manager will have adequate time to devote to the management of this project. • That the ATSC members will have adequate time to devote to the project. • That ATSC, WTSC, partner agencies, and the Governor’s Office can approve the report within the required timeframe for delivery. • WTSC has funding appropriated by the legislature to support travel by ATSC members to travel to/from meetings.
Constraints	<ul style="list-style-type: none"> • There is limited funding and time for a Program Manager to perform the functions needed for project success.