

# Cooper Jones Active Transportation Safety Council

**Document Title:** Annual Report for Cooper Jones Active Transportation Safety Council (ATSC)

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**Abstract:**

This report is being presented by the Cooper Jones Active Transportation Safety Council (ATSC) to satisfy annual reporting requirements described in RCW 43.59.156.

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**Disclaimer:**

This document presents recommendations for improving safety for active transportation users and represents the views and opinions of the Cooper Jones Active Transportation Safety Council (ATSC), RCW 43.59.155. It is not intended to represent or imply the endorsement or support from state agencies or other entities with an interest in active transportation.

# **Annual Report for Cooper Jones Active Transportation Safety Council (ATSC)**

**Prepared by**

**Cooper Jones Active Transportation Safety Council**

**For**

**Washington State Legislature**

**November 30, 2020**

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# Annual Report of Cooper Jones Active Transportation Safety Council (ATSC)

## I. Introduction

This report is being presented by the Cooper Jones Active Transportation Safety Council (ATSC) to satisfy annual reporting requirements described in [RCW 43.59.156](#).

2020 shook our country. The COVID-19 pandemic has taken more than 218,000 lives as of this writing, and upended family relationships, societal and cultural practices, and economies. Then, several incidents of police violence toward Black people resulted in months of protests, riots, and turmoil, and raised awareness across the country about how people of color, people with disabilities, and people from different cultures and sexual orientations are treated in this country. Then, smoke from fires choked our skies for much of August and September. And, we are in the midst of an acrimonious election season.

During the first two months of the “Stay Home, Stay Healthy” order instituted to control spread of the COVID-19 pandemic we saw, in Washington State, a significant reduction in vehicle travel and an increase in activity by people who walk and/or roll. people who walk or roll and how they need to be prioritized as much, if not more, than drivers of vehicles. (Note: The phrase “people who walk or roll” is used in this document to include people who walk, people who bicycle, people who use wheelchairs and other mobility-assist devices, and people who use small-wheeled devices for transportation like scooters.)

Many people who walk and/or roll reported that the reduced number of vehicles on the road increased their sense of safety and gave them the impetus to give active transportation a chance. Washington State Department of Transportation (WSDOT) has tracked traffic volumes in nine counties since the April 2020 “Stay Home, Stay Healthy” executive order from Governor Jay Inslee to control spread of the coronavirus. Comparing traffic volumes from September 2019 to September 2020, there were reductions ranging from two percent in Spokane County to 19 percent in King County.

The reductions in traffic volumes provided an opportunity to look at what our society could be if it was not as reliant on automobiles. In Washington State, in the two months of Governor Jay Inslee’s “Stay Home, Stay Healthy” executive

order instituted to control spread of the pandemic, there were often more people walking and/or rolling on the roadways than vehicles.

In April 2020, the Washington State Department of Ecology reported that the reduced traffic had resulted in significantly improved air quality. That led municipal governments to prompt people to walk and roll even more and many began experimenting with vacating parts of roadways to encourage travel by people who walk and/or roll.

A big problem with this story – other than the fact that the experience came as a result of the pandemic and its accompanying suffering and loss - is that the number of traffic-related fatalities and serious injuries is actually increased in 2020 over 2019. Similarly, the number of crashes involving people who walk and/or roll has also stayed fairly close to 2019 levels. The primary explanation for this phenomenon is that people drove faster during the period of time when there were fewer vehicles on the road.

## **II. The Purpose of the Cooper Jones Active Transportation Safety Council (ATSC)**

The purpose of the ATSC, as described in the legislation that created it (SB 5710) is, “Support and enhance existing and pending transportation safety efforts such as The Washington State Strategic Highway Safety Plan (Target Zero Plan) and Active Transportation Plan that aim to reduce and eventually eliminate transportation-related fatalities and serious injuries involving people who walk, ride bicycles, or use other forms of active transportation in Washington State.

To accomplish that overall goal, the group has the following two objectives:

- Support and enhance existing and pending transportation safety efforts such as The Washington State Strategic Highway Safety Plan (Target Zero Plan) and Active Transportation Plan that aim to reduce and eventually eliminate transportation-related fatalities and serious injuries involving people who walk, ride bicycles, or use other forms of active transportation in Washington State.
- Using a data-driven approach, develop model statutes, ordinances, rules, and policies that cities or counties could consider adopting to improve safety for people who walk, ride bicycles, or use other forms of active transportation.

### **III. How ATSC reorganized this year**

In 2019, the Washington State Legislature passed Substitute Senate Bill 5710, which creates the ATSC. The purpose of the council is to review and analyze data to identify patterns and programs related to fatalities and serious injuries involving people who walk, ride bicycles, or use other forms of active transportation, and to identify points at which the transportation system can be improved including, whenever possible, privately owned areas of the system such as parking lots.

The legislature said the council may also:

- Monitor progress on implementation of existing recommendations from the Pedestrian Safety Advisory Council (PSAC) and Cooper Jones Bicyclist Safety Advisory Council (BSAC). (Both groups ended on June 30, 2019).
- Seek opportunities to expand consideration and implementation of the principles of systematic safety, including areas where data collection may need improvement.

Both the BSAC and PSAC had operated as “committees of the whole,” meaning that all members of the groups participated in each decision made by and for the group. Beginning in September 2019, these two groups merged into one, the ATSC.

An early decision made by the ATSC was that the group could form Action Teams to research issues and develop recommendations to bring back to the full group. Action Teams are intended to be very short-lived work groups, each with a focused purpose. In the course of the year, several Action Teams were formed.

### **IV. Action Team Scope and Process**

By vote of the ATSC, Action Teams were given authority to do the following:

- Form a subgroup of ATSC members with expertise and/or interest in a particular area of focus to study further, gather data, and reach out to outside expertise for the purpose of providing further details.
- Write a discussion paper detailing the process and outcomes.
- Present the discussion papers in ATSC’s Annual Report to the State Legislature.

In January 2020 ATSC created the first Pilot Action Team to help understand the prioritized topic of Automated Speed Enforcement in School Zones. The Pilot Action Team used the Critical Criteria to ensure recommendations would result in equitable and actionable items. This first pilot Action Team kept ATSC informed about its progress and learnings - both about the Action Team process itself and recommendations for the Automated Speed Enforcement in School Zones.

Once the learning process was completed regarding how Action Teams could best be developed, function and communicate, two additional Action Teams worked on discussion papers focused on Pedestrians on the Roadway and the Definition of Safety.

It is ATSC's goal to initiate two to three Action Teams each year as ATSC works its way through the remaining recommendations and new opportunities into actionable items. Based on the initial reports produced by this year's Action Teams, ATSC has shown that Action Teams provide a useful and inclusive mechanism to meet the mission established by the State Legislature.

## **V. Action Team and Workgroup Summaries**

### **V1. Automated Traffic Enforcement Systems (ATES) Action Team Discussion Paper**

This recommendation proposes expanding authorization for Automated Traffic Enforcement Systems (ATES) to operate on all roads in school walk areas.

There are three components of this recommendation.

1. Change [RCW 46.63.170](#) to allow placement of ATES on any roadway identified in a school's walk area ([RCW 28A.160.160](#)). This would be an extension of an existing authority supported by state law. Currently, placement is limited to officially designated school zones.
2. Changes to – and setting of - operating times and days for ATES in school walk areas should be local jurisdiction decisions. Schools frequently serve as community resources throughout the day, where residents go for childcare, sports, community gatherings and meetings, and recreational opportunities. This means that the need for speed control cannot be concentrated only on the school day.

Moreover, each local jurisdiction implementing ATES under this expanded authority should consider that children are present each day – and throughout the day – on or near the roadways in school walk areas.

3. Change two Washington Administrative Codes - [WAC 392-141-340 - Determination of the walk area](#), and [WAC 392-151-025 – Route Plans](#) – that guide how school districts develop and design resources to promote students walking or bicycling to school.

[WAC 392-141-340 - Determination of the walk area](#) could be clarified to require: 1) reporting on the implementation of school walk areas from all districts as a part of their annual student transportation report and charter schools; 2) preparation of an annual report by the Office of Superintendent of Public Instruction regarding the district and charter information regarding school walk area implementation; and, 3) identification of ATES funds and funds from the School Zone Safety Account as sources that can help districts and charter school pay for the costs of developing, updating, and promoting school walk areas.

(From the work of the Action Team, the ATSC produced a discussion paper that is available at the following link: [Automated Traffic Enforcement Systems \(ATES\): A Key Component for Increasing Safe Walking and Biking to Schools.](#))

## **V2. Allowing the “Due Care” Standard to Apply to People Who Walk on Roadways Discussion Paper**

This recommendation proposes rewriting [RCW 46.61.250](#) so that people who walk have the same “due care” standard for avoiding crashes that drivers presently have described in [RCW 46.61.245](#). Current state law holds drivers to the “due care” standard while, at the same time, detailing a lengthy set of instructions and responsibilities that people who walk are responsible for in order to avoid crashes with vehicles.

Key considerations regarding changing to “due care” standard for people who walk include:

- Public health recommendations to avoid transmission of viruses – like the six-foot “social distancing” recommendation for COVID-19 – often

require people who walk to leave sidewalks in order to protect themselves and others.

- The experiences we all shared with a reduction in travel during the “Stay Home, Stay Healthy” order allowed us to demonstrate what cities, towns, and neighborhoods could look like if we walked and biked more and used our vehicles a lot less.
- Municipalities need authority to close streets to increase safety for people who walk and/or roll. This can allow for creation of more walkable cities as well as spur economic development.
- To comply with current law, if people who walk encounter a stretch of sidewalk that was impassable or unsafe, they would need to cross to the other side of the roadway in order to continue walking on a sidewalk.
- Individuals with disabilities and older adults – especially those who cannot or do not drive – are more reliant on infrastructure such as sidewalks so are disproportionately affected by requirements to stay on sidewalks even when those sidewalks are unsafe.
- In rural areas, where there is already limited access to sidewalks, complying with state law that instructs people who walk or roll to leave the roadway when practicable to avoid a crash is often impossible due to lack of shoulders or other physical barriers like steep embankments or bodies of water directly abutting the roadway.
- People are already leaving the sidewalk – sometimes to avoid unsafe sidewalks, sometimes to avoid areas where overgrown vegetation obscures vision, sometimes to feel safer because the sidewalk is not well lighted.
- Current state law disproportionately effects neighborhoods with concentrations of people who are poor, BIPOC (Black, Indigenous, and People of Color), people with disabilities, and older adults because their neighborhoods are least likely to have safety facilities such as sidewalks and bike paths.
- Violations of [RCW 46.61.250](#) rarely result in citations, but it is the kind of law that could be disproportionately applied in neighborhoods with concentrations of people who are poor or BIPOC to the exclusion of possible enforcement in neighborhoods which are mostly white or more well-off economically.

(From the work of the Action Team, the ATSC produced a discussion paper titled *Whose Mobility Matters Series. Issue One: Allowing the “Due Care” Standard to Apply to People Who Walk on Roadways.*)

### **V3. Safety Definition Action Team Summary**

Since early 2020, our country has been overwhelmed by the new challenges presented by the COVID-19 pandemic and by street protests regarding law enforcement violence that have brought the dramatic differences in treatment of populations in our society into full public view. Our political environment – already divisive – has seen a rapidly declining concern for respect for all people living in our communities and the value that is inherent with listening carefully to the perspectives of others.

“Safety” means different things to different users of the transportation system. Safety is more than just not getting killed in a crash with a vehicle. How people view the safety of their transportation experiences varies based on lived experiences, economics, race, culture, gender, sexual orientation, housing status, geographic location, religion, access to transportation options, and more.

This discussion paper will focus on three domains of mobility safety:

**Domain 1 - Individual** - People who are walking or rolling face an immediate, acute risk of being struck and injured or killed when they try to do an ordinary transportation task like crossing a road and a less direct, but still real, risk when they try to be safe in unsafe environments.

**Domain 2 - Institutional** - The physical threats to safety experienced by walkers and/or rollers described in Domain 1 – Individual, result from decisions, actions, policies, and practices implemented by local (city and town), regional (county and organizations like regional planning organizations), state, and federal government. These institutional decisions combine to create a transportation system that produces negative effects on the health of people, other species, and the ecosystems on which we all rely, and reduces people’s ability to carry out everyday activities and live a full life.

**Domain 3 - Cultural** - The institutional decisions that create a transportation system that contain physical threats to safety as described in Domain 2 – Institutional, above, are a direct reflection of values and beliefs in our culture. Those cultural influences lead to passage of laws

and promulgation of regulations that are then carried out by the institutional policies and practices.

(The Action Team continues to work on this discussion paper. When the Action Team is finished, the ATSC will produce a discussion paper titled *Whose Mobility Matters Series. Issue Two: What is Mobility Safety?* Note: A link to the document will be added to this annual report when the document is completed).

#### **V4. Injury Minimization and Speed Management Workgroup Summary (Policy to be adopted by Washington Department of Transportation.)**

The Washington State Department of Transportation convened the Injury Minimization and Speed Management Workgroup in Spring 2019.

Although the workgroup was not directly an ATSC creation, both the Cooper Jones Bicyclists Safety Advisory Council and Pedestrian Safety Advisory Council – ATSC’s predecessors - had previously published recommendations that a uniform speed policy be developed. The work group studied the findings of multiple reports, scientific papers, legislative statute, manuals, and recommendation documents to understand the issues.

The workgroup prepared and adopted (expected to be adopted on 10/26) the Washington State Injury Minimization and Speed Management Policy Elements and Implementation Recommendations document, see attachment. Through this document the workgroup encourages all owners of public roads, streets, and highways in Washington State to create, adopt and implement an injury minimization speed management policy or other changes applicable for their agencies to help eliminate fatal and serious injuries. The report recommends that injury minimization target speeds be established, and efforts be made to achieve the target speeds. These include implementation of speed management techniques and an iterative approach to lowering the posted speed limits to achieve the posted speed. The document includes:

- Speed Setting Recommendations
- Design and geometric recommendations
- Traffic Operations Recommendations
- Issues Specific to Rural Roads

- Professional Development and Training Recommendations
- Recommendations about Funding
- Site Design and Land Use Planning Recommendations

(From the workgroup's efforts, the Washington State Department of Transportation produced a document titled *Washington State Injury Minimization and Speed Management Policy Elements and Implementation Recommendations*).

## **VI. New document submission process**

Development of the annual reports required of the BSAC and PSAC were very involved processes with multiple layers of review and editing. Each year, the group said it wanted the annual report process to be more efficient.

After some discussion with the full ATSC group, the group decided to feature the work products of the group, especially those from Action Teams.

A part of the previous process included review and approval by both the Washington Traffic Safety Commission and Washington State Department of Transportation. While both of those agencies are key partners with the ATSC, there is nothing in the enabling legislation that says that they must approve the ATSC's reports.

A proposal was made to – and accepted by – both WTSC and WSDOT as well as the Governor's Policy Office, that the ATSC should develop its annual report and submit it directly to the Governor's Office for review. Once approved by the Governor's Office, per legislation, the WTSC would provide the work products to the necessary legislative committees and caucuses.

## **VII. Discussions through the year**

The work of ATSC 2020 included the following highlights and discussions:

- Developing working agreements for Action Teams
- Group decision-making methods
- Updates on the WSDOT's Draft Active Transportation Plan, Definitions of Equity, and creation of an Equity Lens
- Dreaming Bigger – what really needs to be done to improve active

transportation?

- RCWs regarding walker/pedestrian responsibilities vs. driver responsibilities
- What does the “S” in ATSC (Safety) mean?
- Video Analytics Towards Vision Zero
- Communications Plans – how to build and use one
- Insurance Claims: determining fault in pedestrian and vehicle collisions

## **Appendix A - Cooper Jones Active Transportation Safety Council Organizational Documents**

The Cooper Jones Active Transportation Safety Advisory Council (ATSC) is a different organization than either of its predecessors, the Cooper Jones Bicyclist Safety Advisory Council (BSAC) or Pedestrian Safety Advisory Council (PSAC). Many members of those previous groups volunteered to be involved with the ATSC. But there are also new members, recruited specifically to bring expertise and perspectives to the ATSC that was previously missing.

The new organization spent the majority of its first two meetings identifying how it would operate. This work led to development of:

- A1. Charter for Cooper Jones Active Transportation Safety Council (ATSC)
- A2. Cooper Jones Active Transportation Safety Council (ATSC) Operating Procedures and Protocols
- A3. Behavioral Working Agreements – September 2019
- A4. Critical Criteria and Equity Lens Used by ATSC in Making Prioritization Decisions
- A5. Selection Process for Determining Which Projects ATSC Will Work On

## A1. Charter for Cooper Jones Active Transportation Safety Council (ATSC)

Revised November 3, 2020

Overview	
<b>Cooper Jones Active Transportation Safety Council (ATSC)</b>	<p>In 2019, the Washington State Legislature passed Substitute Senate Bill 5710, which creates the Cooper Jones Active Transportation Safety Council (ATSC). The purpose of the council is to review and analyze data to identify patterns and programs related to fatalities and serious injuries involving people who walk, ride bicycles, or use 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> <ul style="list-style-type: none"><li>(a) Monitor progress on implementation of existing recommendations from the Pedestrian Safety Advisory Council and Cooper Jones Bicyclist Safety Advisory Council. (Both groups ended on June 30, 2019).</li><li>(b) Seek opportunities to expand consideration and implementation of the principles of systematic safety, including areas where data collection may need improvement.</li></ul>
<b>Timeframe</b> (Set by SB 5710)	The Legislature placed no sunset provision in the enabling legislation.
<b>Mission</b> (Set by SB 5710)	Increase safety for people who walk, ride bicycles, or use other forms of active transportation in Washington State to reduce – and eventually eliminate - fatalities and serious injuries in Washington.
<b>Objectives</b> (Set by SB 5710)	Support and enhance existing and pending transportation safety efforts such as The Washington State Strategic Highway Safety Plan (Target Zero Plan) and Active Transportation Plan that aim to

	<p>reduce and eventually eliminate transportation-related fatalities and serious injuries involving people who walk, ride bicycles, or use other forms of active transportation in Washington State.</p> <p>Using a data-driven approach, develop model statutes, ordinances, rules, and policies that cities or counties could consider adopting to improve safety for people who walk, ride bicycles, or use other forms of active transportation.</p>
<p><b>Approach</b> (Set by ATSC group based on language from SB 5710)</p>	<ul style="list-style-type: none"> <li>• Use data to inform our understanding of contributing factors of collisions involving people who walk, ride bicycles, or use other forms of active transportation and current countermeasures utilized to address them.</li> <li>• Evaluate existing data, identify and address gaps affecting safety for people who walk, ride bicycles, or use other forms of active transportation.</li> <li>• Leverage existing programs and strategies, e.g., incorporation of safety for people who walk, ride bicycles, or use other forms of active transportation in all phases of infrastructure development and operations, driver training, and other programs/projects.</li> <li>• Incorporate review of equity, availability of connectivity networks, reduction or removal of physical barriers, and social justice considerations into all discussions about recommendations.</li> <li>• Recommend systemic and operational changes to increase safety for people who walk, bicycles, or use other forms of active transportation. This will require expanding from the current standard transportation categories of engineering, education, enforcement, and emergency medical services to also include, evaluation, policy, equity, ethics, engagement of communities, and environmental and systems changes.</li> </ul>

## Project Organization

### Project Roles

(Set by ATSC group based on language from SB 5710)

- 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 project manager. Executive Committee will also review and approve any proposed changes to project scope.
- The Project Manager will work with the Executive Committee to design the steps to implement the ATSC, determine meeting agendas and facilitation strategies provide meeting recaps to members and stakeholders manage costs, and provide all required reports and documentation.
- The 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) can learn about ATSC activities and project status, report structure and content through an ATSC webpage. The ATSC may structure specific opportunities for stakeholders to provide input about ATSC efforts. However, not an inclusive list, the list of stakeholders could include representatives from public education, higher education, health care, community advocacy groups, walker or bicyclist advocacy groups, professional planners, professional engineers, community organization interested in traffic safety, and others as needed.

### ATSC Members

#### Legislatively identified members:

- A coroner from the county in which the most deaths have occurred for people who walk, ride bicycles, or

use other forms of active transportation – David Delgado, King County Medical Examiner's Office

- A representative from a bicycle rider or other roadway user advocacy group – Alexandria Alston, WA Bikes
- A representative from a walker (pedestrian) advocacy group – Julia Reitan, Feet First
- A representative from the Association of Washington Cities – Jon Pascal, Kirkland City Council
- A representative from the Department of Health (DOH) – Will Hitchcock
- A representative from the WTSC – Pam Pannkuk, Interim Director (or designee)
- A representative from WSDOT – Barb Chamberlain, WSDOT Active Transportation Division Director
- A traffic engineer – Dongho Chang, City of Seattle Traffic Engineer
- Multiple members of law enforcement who have investigated fatalities involving people who walk, ride bicycles, or use other forms of active transportation – Paul Taylor, Spokane Police and Eric Edwards, Richland Police
- Additionally, the commission may invite a victim or family member of a victim to participate in the council – David Jones

**Members identified by WTSC:**

- A representative from one of Washington's 29 federally recognized tribes – Portia Shields, Yakama Nation
- City Planner - Chris Comeau, City of Bellingham Planner
- Commission on Asian Pacific American Affairs – Harold Taniguchi
- Disability population representative - Anna Zivarts, Rooted in Rights
- Economic diversity representative - Kirsten T. York, Director of Family Services, Community Action Council of Lewis, Mason, and Thurston Counties

- Elderly population representative – Walt Bowen, President, Washington State Senior Citizen’s Lobby
- Legislator – Rep. Shelley Kloba
- Public Health Practitioners – Jenny Arnold, Spokane Regional Health District and Dr. Amy Person, Benton Franklin Health District
- Safe Routes to Schools – Charlotte Claybrooke, Washington State Department of Transportation
- Target Zero Managers – Annie Kirk, Region 7 Target Zero Manager and Eveline Roy, Region 12 Target Zero Manager
- Traffic engineers - Josh Diekmann, City of Tacoma Transportation Engineer and Katherine Miller, City of Spokane Capital Projects
- Transit Representative – Kerri Wilson, Intercity Transit
- Advisor: Ryan Peters, NHTSA Region 10

**Additional members being recruited:**

- A representative from the Association of Washington Counties
- Commission on African American Affairs
- Commission on Hispanic Affairs
- Emergency Medical Services
- Southwest Washington

**Executive Committee**

(ATSC members formed an Executive Committee to guide the organization between meetings.)

**A representative from:**

**A bicycle rider or other roadway user advocacy group** – Alexandria Alston, WA Bikes

**A walker (pedestrian) advocacy group** – Julia Reitan, Feet First

**Department of Health** – Will Hitchcock

**WSDOT** – Barb Chamberlain, WSDOT Active Transportation Division Director

**WTSC** – Pam Pannkuk, Interim WTSC Director

<b>Project Manager</b> (Designated by WTSC)	Scott Waller, WTSC Program Manager
<b>Meeting Facilitator</b> (Selected by Executive Committee)	Patricia Hughes, Trillium Leadership Consulting
<b>Meeting Dates and Locations</b> (Set by ATSC group – Revised from bi-monthly in-person meetings due to COVID-19)  All regular meetings are 10 AM – 12:30 PM unless otherwise agreed.	<del>9/18/2019 – Seattle; 11/20/2019 – Seattle; 1/15/2020 – Spokane; 3/18/2020 – Online; 4/24/2020 – Online; 5/27/2020 – Online; 6/24/2020 – Online; 7/15/2020 – Online; 8/19/2020 – Online; 9/16/2020 – Online; 10/21/2020 – Online; 11/18/2020 – Online; 1/20/2021 – Online; 2/17/2021 – Online; 3/17/2021 – Online; 4/21/2021 – Online; 5/19/2021 – Online; 6/16/2021 – Online.</del>
<b>Scope, Assumptions, Constraints, and Acceptance Criteria</b>	
<b>Project Scope</b> (Set by ATSC group based on language from SB 5710)	<p><b>In scope:</b></p> <ul style="list-style-type: none"> <li>Produce an annual Cooper Jones Active Transportation Safety Council report by December 31 of each year beginning in 2019. Ensure appropriate stakeholders are involved and informed throughout the process.</li> <li>Report any budgetary or fiscal recommendations to the Office of Financial Management/Legislature by August 1 each year.</li> <li>Evaluate ATSC process throughout the project and adjust the work plan as needed.</li> <li>Document the ATSC activities and report creation to allow for future replication and process improvement.</li> </ul> <p><b>Out of scope:</b></p> <ul style="list-style-type: none"> <li>Reports and actions not authorized within SSB 5710.</li> <li>Expenditures that are beyond the amount allocated by the legislature to WTSC for operation of the ATSC.</li> </ul>

<b>Project Requirements</b> (Set by ATSC group based on language from SB 5710)	<p>Report Acceptance Criteria. The annual reports must be structured and written to:</p> <ul style="list-style-type: none"> <li>• Fulfill the requirements of SB 5710.</li> <li>• Provide an analysis of fatalities and serious injuries involving people who walk, ride bicycles, or use other forms of active transportation.</li> <li>• Make recommendations for action by WTSC, other state agencies, the Governor's Office, and the Legislature to increase safety for people who walk, ride bicycles, or use other forms of active transportation.</li> <li>• Inform future revisions of the Target Zero Plan (WTSC) and Active Transportation Plan (WSDOT).</li> <li>• Demonstrate clear goals and pathways to implementation for all recommendations.</li> <li>• Support other independent, agency, or jurisdiction efforts.</li> <li>• Develop a biennial report on budgetary or fiscal recommendations to the Office of Financial Management.</li> <li>• Provide ongoing documentation to continue and improve this project.</li> <li>• Stakeholder Satisfaction: Stakeholder involvement with ATSC efforts is critical to the success of the group. However, there is no expectation that 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.</li> </ul>
<b>Assumptions</b>	<ul style="list-style-type: none"> <li>• ATSC members will be available and able to complete the work needed to write the reports.</li> <li>• The Project Manager will have adequate time to devote to the management of this project.</li> <li>• ATSC members will have adequate time to devote to the project.</li> </ul>

	<ul style="list-style-type: none"> <li>• ATSC, WTSC, partner agencies, and the Governor's Office can approve the report within the required timeframe for delivery.</li> <li>• WTSC has funding appropriated by the legislature to support travel by ATSC members to travel to/from meetings.</li> </ul>
<b>Constraints</b>	<ul style="list-style-type: none"> <li>• There is limited funding for a Program Manager to perform the functions needed for project success.</li> <li>• The ATSC will be organized differently than its predecessor organizations – Pedestrian Safety Advisory Council (PSAC) and Cooper Jones Bicyclist Safety Advisory Council (BSAC) - and it may take a while to figure out how everything works best.</li> </ul>

## **A2. Cooper Jones Active Transportation Safety Council (ATSC) Operating Procedures and Protocols**

November 13, 2020

### **ATSC members**

- The Cooper Jones Active Transportation Safety Council (ATSC) membership will consist of representatives for each of the legislatively designated positions as well as those positions identified by the Executive Committee as being necessary to provide viewpoints from specific populations, geographies, or other viewpoints not represented by the legislatively designated positions.
- Some ATSC members were members of the Pedestrian Safety Advisory Council (PSAC) and/or Cooper Jones Bicyclist Safety Advisory Council (BSAC).
- Other ATSC members represent the geographic and demographic diversity of Washington as well as the legislatively designated positions. Those members were recruited from outside the PSAC and BSAC memberships.

### **Implementing ATSC Annual Work plan**

- The ATSC will hold an annual strategic planning session to develop the work plan and select the focus topics for the year.
- Look at the circumstances where fatalities are occurring, and recommendations that apply to all modes of active transportation.
- Reports from Action Teams (with discussion and possible identification of ideas to pursue for inclusion in annual report).
- Where the agenda includes review of confidential materials, that portion of the meeting shall be open only to ATSC members who have signed required confidentiality agreements.

### **ATSC member responsibilities**

- Discuss and decide on the direction of ATSC.
- Meet every other month at ATSC meetings.
- Participate in at least 75 percent of scheduled ATSC meetings in the course of the calendar year, with valid reasons given in advance for any absence. An individual's ATSC membership will terminate if they cannot participate in at least 75 percent of regularly scheduled meetings.

- Participate in Action Team Leadership training (to be developed and scheduled)
- Sign a confidentiality agreement governing review of materials presented for case reviews.
- Participate on at least one Action Team each calendar year.
- Represent ATSC, as needed, at state-, regional-, and national-level meetings.
- Vote on recommendations to be included in an annual report submitted to the Governor's office.
- Participate in recruitment and recommendation of participants for the ATSC.

## **ATSC membership**

### **Legislatively identified members:**

- A coroner from the county in which the most deaths have occurred for people who walk, ride bicycles, or use other forms of active transportation – David Delgado, King County Medical Examiner's Office
- A representative from a bicycle rider or other roadway user advocacy group – Alexandria Alston, WA Bikes
- A representative from a walker (pedestrian) advocacy group – Julia Reitan, Feet First
- A representative from the Association of Washington Cities – Jon Pascal, Kirkland City Council
- A representative from the Department of Health (DOH) – Will Hitchcock
- A representative from the WTSC – Pam Pannkuk, Interim WTSC Director (or designee)
- A representative from WSDOT – Barb Chamberlain, WSDOT Active Transportation Division Director
- A traffic engineer – Dongho Chang, City of Seattle Traffic Engineer
- Multiple members of law enforcement who have investigated fatalities involving people who walk, ride bicycles, or use other forms of active transportation – Paul Taylor, Spokane Police and Eric Edwards, Richland Police
- Additionally, the commission may invite a victim or family member of a victim to participate in the council – David Jones

**Members identified by WTSC:**

- A representative from one of Washington's 29 federally recognized tribes – Portia Shields, Yakama Nation
- Asian/Pacific Islander representation – Commission on Asian Pacific American Affairs – Harold Taniguchi
- Disability population representative - Anna Zivarts, Rooted in Rights
- Economic diversity representative – Kirsten York, Community Action Councils of Lewis, Mason, and Thurston Counties
- Traffic engineers - Josh Diekmann, City of Tacoma Transportation Engineer, Katherine Miller, City of Spokane Capital Projects
- City Planner - - Chris Comeau, City of Bellingham Planner
- Legislator or Legislative Staff – Rep. Shelley Kloba
- Public Health Practitioners – Jenny Arnold, Spokane Regional Health District, Dr. Amy Person, Benton Franklin Health District
- Safe Routes to Schools – Charlotte Claybrooke, Washington State Department of Transportation
- Target Zero Managers – Tony Gomez/Annie Kirk, Region 7 Target Zero Manager and Eveline Roy, Region 16 Target Zero Manager
- Transit Representative – Kerri Wilson, Intercity Transit
- Advisor: Ryan Peters, NHTSA Region 10

**Additional member recruitment:**

- Washington Senior Citizens' Lobby
- A representative from the Association of Washington Counties
- Commission on African American Affairs
- Commission on Hispanic Affairs
- Southwest Washington – either law enforcement or Emergency Medical Services

## **Executive Committee**

### **Representatives from:**

A bicycle rider or other roadway user advocacy group – Alexandria Alston, WA Bikes

WSDOT – Barb Chamberlain, WSDOT Active Transportation Division Director

WTSC – Pam Pannkuk, Interim WTSC Director (or designee)

Department of Health – Will Hitchcock

A walker (pedestrian) advocacy group – Julia Reitan, Feet First

### **Executive Committee member responsibilities**

- Monthly meetings to provide direction for ATSC.
- Develop agendas for ATSC meetings.
- Establish operating budgets for Action Teams.
- Develop recommendations for changing operating protocols or charter for discussion by ATSC.

### **Action Teams**

1. The ATSC will form Action Teams only after identifying questions the Action Team is directed to answer and the issues it is directed to explore. As a result, the scope of work for Action Teams should be tightly focused.
2. Short timeline: 2 months; i.e. from one meeting to the next.
3. Updates at next meeting after formation if the Action Team work is not done. Regular updates to full ATSC after that until the group's work is finished.
4. The desired product for Action Teams is a "discussion paper." The paper should contain the following elements:
  - a. Assessment: Review current status of laws, usage, and data for the specific issue, e.g., automated camera speed enforcement in school zones.
  - b. Findings: how/why this supports ATSC recommendation to allow use in entire school walk zone, or additional recommendation not included in previous lists.
5. Action Teams need to develop a workplan with a timeline for their work based on their capacity to implement the workplan to do all the work from assessment to developing drafts of discussion papers to finalizing discussion papers. There are three routes for development of discussion papers:

- a. Action team members do all the work associated with developing a complete discussion paper – assessment and research work, preparation of drafts for Action Team review, and development of final discussion paper for review and approval by full ATSC.
  - b. Action team does assessment and research work and provides information to ATSC staff (Scott) to prepare draft discussion papers for the Action Team’s review and final discussion paper for review and approval by the full ATSC.
  - c. Action team members do the assessment and research work and then provide outline of findings for ATSC staff (Scott) to develop into a discussion paper for review and approval by the full ATSC.
6. Team membership: Keep it under 10, likely somewhere in the range of 5-7. Team members from outside ATSC are fine and likely needed.
7. Each Action Team shall include participation from a minimum of one Executive Committee member.
8. Each ATSC Action Team shall develop a specific charter that describes the length of time for their work, the number and method of meetings, and the areas of information the group will explore to respond to the questions developed by the ATSC.
9. ATSC Action Teams may have an operating budget. The Executive Committee will review and approve budget requests from Action Teams.
10. Each Action Team will:
  - Identify a team lead or chair.
  - Identify a liaison to the Executive Committee.
  - Develop its own agendas and prepare its own summary meeting reports that will be distributed in advance of ATSC meetings for the full ATSC group to review.
  - There should be a “process observer” to help note and reflect back on challenges and lessons learned.
  - Select a corresponding secretary who will be charged with the responsibility of preparing the summary reports and ensuring that they get to the designated WTSC contact in time to be included in meeting materials to be sent out prior to full ATSC meetings.

## Action Team 1: Active Transportation Fatality Reviews

- The goal will be to review the circumstances of fatality crashes involving people who walk and/or roll to identify commonalities and possible interventions that could have potentially prohibited the fatality.
- The Active Transportation Fatality Review Action Team will begin meeting once legislation is passed in the 2020 Legislative session to provide limited confidentiality and liability protection for the ATSC.
- The Active Transportation Fatality Review Action Team will initially meet in the months between regular ATSC meetings.
- At their meetings, they will review case files associated with active transportation fatalities and will work to find identify trends, behaviors, actions, and activities within the cases that contributed to the death. Part of the group's work will be to identify what could have been done to prevent the death from occurring.
- The Active Transportation Fatality Review Action Team will present their conclusions regarding contributing factor trends and possible actions or strategies that could have prevented the deaths from occurring to the full ATSC. Discussions at the ATSC may result in the recommendation of additional Action Teams to further develop details about the cases or about particular trends or preventive strategies or actions.
- The Active Transportation Fatality Review Action Team shall have - at a minimum - the following members: public health representative, law enforcement, coroner or medical examiner's office, emergency medical services. Beyond the mandated group, the membership of this Action Team shall be limited to 10 people. Membership on this Action Team is not contingent on being a member of the full ATSC group.

## Meeting Schedule

### *ATSC meetings*

- Updated due to COVID-19: Meet on the third Wednesday every month – except December - ~~beginning in September 2019 (Year 1 = 9/18/19, 11/20/19, 1/15/2020, 9/18/2019—Seattle; 11/20/2019—Seattle; 1/15/2020—Spokane; 3/18/2020—Online; 4/24/2020—Online; 5/27/2020—Online; 6/24/2020—Online; 7/15/2020—Online; 8/19/2020—Online; September 2020, either in person in Spokane on 9/22/2020 following the rescheduled Washington Walk, Bike, and Roll Summit, or, 9/16/2020—Online; 10/21/2020—Online; 11/18/2020—Online; 1/20/2021—Online;~~

2/17/2021 – Online; 3/17/2021 – Online; 4/21/2021 – Online; 5/19/2021 – Online; 6/16/2021 – Online.)

- Updated due to COVID-19: 2.5-hour meetings, 10 AM – 12:30 PM.
- Updated due to COVID-19: Currently, the ATSC meets exclusively online. The original meeting schedule called for in-person meetings to alternate between the Seattle and Spokane areas. With in-person meetings, every attempt will be made to locate meetings near public transportation stops.

#### *Executive Committee*

- Meet first Wednesday of every month beginning in July 2019.
- One-hour meetings, 1 – 2 PM.
- Meet via WebEx and Teleconference

#### *Action Teams*

- Action Teams will determine how frequently they need to meet and format of meetings, and will utilize virtual meeting technology to support participation by people from around the state.
- Meetings will be scheduled to enable timely completion of reports to be submitted at ATSC full meetings.

#### **Project Manager** (Designated by WTSC)

Scott Waller

#### **Meeting Facilitator** (Selected by Executive Committee)

Patricia Hughes, Trillium Leadership Consulting

#### **Travel Support**

- Travel support will be provided for ATSC members or other designated representative of Action Teams to participate in standing committee meetings or ATSC meetings, if authorized by the Executive Committee.
- Travel support may also be provided for others invited to participate in ATSC meetings or conferences if authorized by the Executive Committee.
- Travel funds for Action Teams will be included within the budget for each team if such support is authorized by the ATSC Executive Committee.

### A3. Behavioral Working Agreements – September 2019

The group identified a number of qualities it wanted for both “being” in the group and for “doing” our work:

#### Being:

- Persistence and commitment – we don’t give up
- Active, informed and dependable contribution/participation
- Create space for all voices and opinions – and, within that, we are “Not Turfish”, “Value diverse views”, “Encourage a safe space for sharing”, and, “Have others in the room be open to various perspectives”
- Be Generous with our Spirit, selves and ideas
- Acknowledge the power of humor in a group

#### One Outstanding Question:

- How do we know when we can talk? What’s the process for being recognized to say something in the group?

#### Doing:

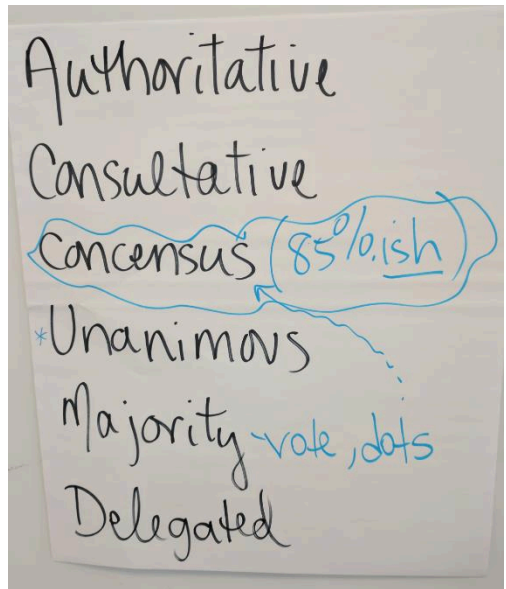
- We develop, set, and maintain a clear vision and goals
- Decisions rooted in science/data
- Ensure the work of the group connects to meaningful actions
- Maximize In-person work time
- Develop and maintain a systemic view
- Use a “quick poll method”, e.g., thumbs up, thumbs down, or five finger voting, when necessary to clarify positions
- The “Phone me” sign with your hands (e.g., thumb and little finger extended, remaining fingers folded over) is our signal to come back together
- Emphasize the use of smaller, task- and time-focused groups to gather more information for the full group



## Decision Making

Pat Hughes presented several different kinds of decision-making models. The group then discussed how it wanted to make decisions and strongly favored “consensus decision-making” whenever possible and majority vote using “dots” as a back-up decision-making strategy.

When making decisions, Pat encouraged the group to avoid “Yah, but...” statements as they tend to negate ideas and redirect discussion. She encouraged use of “Yes, and...” statements to acknowledge what someone else has said and then building on that. “Yes, and...” statements allow for ideas to build on one another.

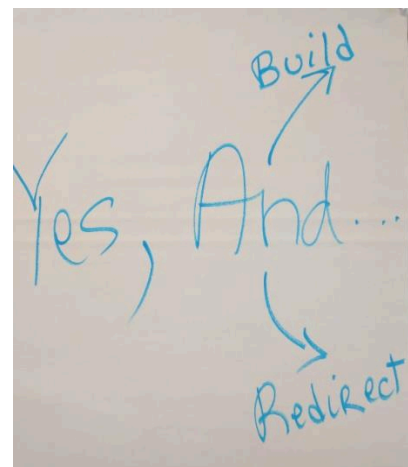


## Procedural Operations Protocol/Charter

Pat Hughes and Group Members

*Outcome: Understanding (and agreement?) on Charter and Operations Protocols*

The group discussed the Charter and Operations Protocol documents extensively and made multiple recommendations for changes. The changes will be reviewed by the ATSAC Executive Committee at its October 2 and, if necessary, November 6 meeting. The revised documents will then be sent to the ATSAC group membership for review before – and possible adoption at – the November 20, 2019 ATSAC meeting.



## **A4. Critical Criteria and Equity Lens Used by ATSC in Making Prioritization Decisions**

### **ATSC Critical Criteria**

1. Fits ATSC Mission and Values
2. Fills the Greatest Need
3. Responds to Urgency / Timing / Readiness
4. Can be done with opportunity for existing and future resources and capacity
5. Takes advantage of existing efforts
6. Is Data-Based and Effective
7. Takes Equity and Social Justice into consideration
8. Promotes Safety

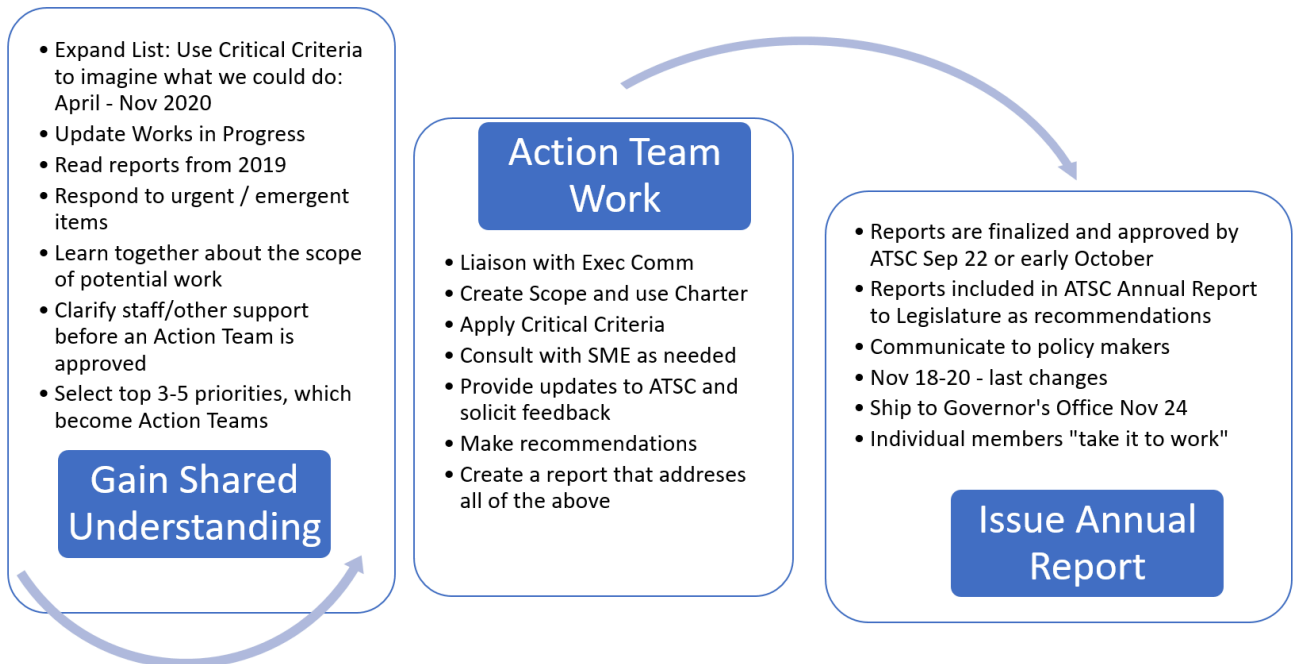
### **ATSC Equity Framework**

1. Where do we have data that identifies which population groups (racial/ethnic, class, income, gender, disability, geographic, age) are most affected by this Action Team's work? What data is missing?
2. What are the potential impacts on these population groups?
3. Who has participated in developing the recommendation and who has not? Have we included and centered the voices of those most impacted?
4. What recommendations does the Action Team need to make to increase opportunity and access, and address the existing disparities? How?
5. What about the recommendations could pose problems, barriers or unintended consequences to more equitable outcomes? (mandated, political, emotional, financial, programmatic, managerial).
6. Do the recommendations educate about the history and current realities regarding equity?
7. How can the recommendations make provisions for accountability? What are they?
8. What community engagement is warranted by these recommendations?

## A5. Selection Process for Determining Which Projects ATSC Will Work On

Cooper Jones Active Transportation Safety Council (ATSC) Selection Process

Revised June 30, 2020



## Appendix B – Injury and fatality data for walker/pedestrian- and bicyclist-involved crashes, 2019-2020 (Unofficial)

### Crash Rates per 100 Million Vehicle Miles Travelled, 2019-2020

Month	2019 Crash Rate per 100 Million VMT	2020 Crash Rate per 100 Million VMT	Change
March	8,248	5,958	-27.8%
April	8,185	3,705	-54.7%
May	9,237	5,287	-42.8%
June	9,141	6,339	-30.7%
July	9,237	7,007	-24%
August	9,095	7,380	-18.9%
September	9,432	7,083	-24.9%

COVID-19 Multimodal Transportation System Performance Dashboard, Washington State Department of Transportation. As found on October 14, 2020 at <https://www.wsdot.wa.gov/about/covid-19-transportation-report>.

### Walkers/Pedestrians, Fatalities and Serious Injuries, 2018 – September 30, 2020

Year	Fatalities	Serious Injuries	Number of Total Incidents
2020 (Through 9/30/2020)	75	205	1,170
2019	102	363	2,280
2018	105	404	2,511

Crash Data Portal, Washington State Department of Transportation. As found on October 14, 2020 at <https://www.wsdot.wa.gov/mapsdata/crash/crashdata.htm>.

### Bicyclists, Fatalities and Serious Injuries, 2018 – September 30, 2020

Year	Fatalities	Serious Injuries	Number of Total Incidents
2020 (Through 9/30/2020)	9	84	653
2019	9	114	1,302
2018	15	132	1,388

Crash Data Portal, Washington State Department of Transportation. As found on October 14, 2020 at <https://www.wsdot.wa.gov/mapsdata/crash/crashdata.htm>.

## Appendix C – November 2020 Membership of the Cooper Jones Active Transportation Safety Council

### Members identified in legislation

**Association of Washington Cities** - Jon Pascal, City of Kirkland Councilmember

**Bicycle rider or other roadway user advocacy group** - Alexandra Alston, WA Bikes

**Coroner** - David Delgado, King County Medical Examiner's Office

**Department of Health (DOH)** - Will Hitchcock

**Family member of a victim** - David Jones, Spokane

**Law enforcement** - Officer Eric Edwards, Richland Police Department, and, Officer Paul Taylor, Spokane Police Department

**Traffic engineer** - Dongho Chang, City of Seattle

**Walker (pedestrian) advocacy group** - Julia Reitan, Feet First

**Washington State Department of Transportation (WSDOT)** - Barb Chamberlain

**Washington Traffic Safety Commission (WTSC)** - Pam Pannkuk

### Members identified by WTSC:

**A representative from one of Washington's 29 federally recognized tribes** - Portia Shields, Yakama Nation

**Commission on Asian Pacific American Affairs** - Harold Taniguchi

**City Planner** - Chris Comeau, City of Bellingham

**Disability population(s) representative** - Anna Zivarts, Rooted in Rights

**Economic Diversity/Low income populations** – Kirsten York, Community Action Council of Lewis, Mason, and Thurston Counties

**Legislator or Legislative Staff** - Rep. Shelley Kloba

**Public Health Practitioners** - Jennifer Arnold, Spokane Regional Health District, and, Dr. Amy Person, Benton-Franklin Counties Health District

**Safe Routes to Schools** - Charlotte Claybrooke

**Target Zero Managers** – Eastern and Western Washington - Annie Kirk, Seattle, Western Washington, and, Eveline Roy, Wenatchee, Eastern Washington

**Traffic engineers** - Katherine Miller, City of Spokane, and, Josh Diekmann, City of Tacoma

**Transit Representative** - Kerri Wilson, Intercity Transit, Olympia

## **Legal protections for the Cooper Jones Active Transportation Safety Council (ATSC)**

Per [RCW 43.59.155\(6\)\(a\)](#) information and documents prepared by or for the council are inadmissible and may not be used in a civil or administrative proceeding. Confidential information is not disclosable. No person in attendance at meetings of the Cooper Jones Active Transportation Safety Council (ATSC) or any sub-grouping of the ATSC, nor persons who participated in the compiling of information or documents specifically for the ATSC, shall be permitted to testify in any civil action as to the content of such meetings, information, or documents specific to the activities of the council.