

Washington Traffic Records Program



Traffic Records Governance Council Designated Committee Electronic Traffic Information Processing (eTRIP) Committee Charter

Purpose:

As a committee under the Traffic Records Governance Council (TRGC), the Electronic Traffic Information Processing Committee (eTRIP) supports the Council's mission to improve the data quality attributes of *timeliness, accuracy, completeness, uniformity, integration, and accessibility* for *crash, driver, vehicle, roadway, injury surveillance, and citation and adjudication* data systems.

eTRIP supports the TRGC through the coordination of the data systems that uphold the electronic collection, storage, analysis, and transmission of Traffic Records data.

Membership:

eTRIP members either serve voluntarily or are appointed by the management of the agencies that form the Traffic Records data ecosystem. Members must be business or technical stakeholders of their associated Traffic Records data systems and/or programs. There is no term length for members.

eTRIP is supported through membership of several partner agencies with a vested interest in Traffic Records data. The following is a non-exclusive list of agencies from which membership is sourced: Administrative Office of Courts, County Road Administration Board, Department of Health, Department of Licensing, Washington Association of Sheriff and Police Chiefs, Washington State Department of Transportation, Washington State Patrol, Washington Technology Solutions, and Washington Traffic Safety Commission.

Duties and Responsibilities:

The duties and responsibilities of the eTRIP members are:

- Meet monthly, or more often if needed, to report on and discuss upcoming agency system changes that might impact the ecosystem; with 'ecosystem' meaning the Traffic Records data systems managed by the agencies represented herein.
- Review and provide impact information of change requests submitted by ecosystem users.
 - Approve or reject change requests.

- Provide input on the prioritization of approved change requests.
- If consensus on a change request cannot be reached, guidance may be sought from the TRGC.
- Review and respond to recommendations provided by the TRGC and its committees that impact the eTRIP ecosystem.
- Review and respond to policies from the statewide traffic records strategies and activities that impact the eTRIP ecosystem.
- Promote communication and coordination of traffic records among and within participating agencies.
- Review and evaluate new technologies and technology options to keep traffic records systems efficient and up to date.
- Engage and seek feedback from the TRGC, Committees, and Stakeholders when ecosystem projects or system redesigns are being planned within member's represented agency.
- Maintain an updated policies and procedures document.

eTRIP is led by two active co-Chairs; one business and one technical. Chairs serve for a minimum of two years, but no more than five. Chairs are appointed by committee vote. The duties and responsibilities of the eTRIP Chairs are:

- Facilitate eTRIP meetings by scheduling meetings, following the agenda, and recording meeting notes, and assigning the task of reviewing for acceptance the meeting notes.
- Report significant information to the TRGC in the format of a status report on a quarterly basis.
- Document and escalate information that needs review and decision to the TRGC.

Committee decision are made through consensus. A quorum is comprised of all partner agencies that represented on the committee. Each represented agency may cast a vote by one business representative and one technical representative. In the event a consensus cannot be reached, eTRIP will escalate to the TRGC for decisions and guidance. If a represented agency has concerns with the consensus, they may contact the eTRIP Co-chairs or their TRGC representative. Major decisions, such as the strategic direction of the committee, legislative proposals, or project funding, will not be addressed at the eTRIP level, but will be referred to the TRGC.

A detailed explanation of duties and responsibilities are contained in eTRIP's Operating Guidelines and Procedures Manual.

Authority:

- Washington Traffic Safety Commission pursuant to the authority of chapter 43.59 R.C.W.
- Administrative Office of the Courts pursuant to the authority of chapters 2.56 and 2.68 R.C.W.
- Washington State Patrol pursuant to the authority of chapter 43.43 R.C.W.

- Washington State Department of Transportation pursuant to the authority of chapter 47.01 R.C.W.
- Washington State Department of Licensing pursuant to the authority of chapter 43.24 R.C.W.
- Washington Technology Solutions pursuant to the authority of chapter 43.19 R.C.W.
- Washington Association of Sheriffs and Police Chiefs pursuant to the authority of chapter 36.28A.010
- County Road Administration Board pursuant to the authority of chapter 36.78.070(4) R.C.W.

Document Information

Revision History

Version	Date	Revision Summary
1.0	10/06/2021	Charter, Approved by TRGC 10/06/2021