

## Washington State Traffic Records Program



## Traffic Records Governance Council (TRGC) Charter and Memorandum of Understanding

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### *MISSION*

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The Washington Traffic Records Program enhances transportation safety through coordinated projects to provide more timely, accurate, complete, uniform, integrated, and accessible traffic records data.

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### *TRGC MEMBERSHIP*

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TRGC members are appointed by a Washington Traffic Safety Commission (WTSC) Executive Sponsor, a WTSC Commissioner, or Agency/Division Director upon request by the WTSC. Appointed TRGC members will have voting authority.

Voting members of the TRGC must have sufficient decision-making/delegation authority to represent their agency/division, vote on traffic records program decisions, and provide input on actionable direction for Washington's Traffic Records data system improvements.

A quorum of voting members will be a minimum of FIVE and must include the presiding Chairperson or a WTSC Executive Sponsor. A voting member may delegate a representative to vote on their behalf with prior written notification to the presiding Chairperson or a WTSC Executive Sponsor.

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### *TRGC DUTIES AND RESPONSIBILITIES*

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The duties and responsibilities of the TRGC appointed members are:

- Manage the Traffic Records Assessment Action Plan by providing policy and project prioritization, project and funding approval, and review and input of Action Plan status and performance measures and metrics.
- Actively participate in the NHTSA Traffic Records Assessment and Advisory process.

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- Review and act on recommendations provided by the TRGC Committees and Stakeholders.
- Provide policy oversight and governance for statewide traffic records strategies and activities.
- Lead policy and legislative efforts that advance traffic records goals.
- 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 major traffic records projects or system redesigns are being planned within member's represented agency.
- Facilitate and support data sharing efforts within and between agencies, especially for traffic records integration efforts.

The duties and responsibilities of the TRGC Chairperson are:

- Facilitate TRGC meetings by following the agenda, keeping time, and coordinating member/delegate voting for program decisions.
- Obtain and coordinate the Committee updates from Committee Chairpersons for presentation at TRGC meetings. Approve Committee Chairpersons/Representative's requests for TRGC agenda items/presentations.
- Conduct TRGC member outreach to ensure attendance and engagement at meetings, especially when decisions must be made/acted upon.

The duties and responsibilities of the WTSC Executive Sponsor(s) are:

- Support the Chairperson's facilitation of TRGC meetings by working with the Chairperson to develop the agenda and provide backup at meetings.
- Ensure decisions, voting outcomes, future agenda items, and meeting minutes are recorded.
- Manage the Traffic Records Program Strategic Plan to ensure the plan meets NHTSA requirements for funding.
- Coordinate and manage NHTSA Go-Teams and the Traffic Records Program Assessment Advisory.

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- Identify situations when decisions requiring a TRGC vote will be cast at the agency-level (each agency is allotted one vote) versus member-level (each member is allotted one vote).

The duties and responsibilities of the WTSC Traffic Records Program Manager are:

- Manage the Assessment Action Plan and keep the TRGC informed of progress or challenges.
- Manage the §405(c) grants awarded by NHTSA and approved by the TRGC.
- Coordinate and chair the Grant Management and Review Committee of the TRGC.
- Manage proposals for new projects and coordinate the process for TRGC approval of proposed projects.
- Manage and track the Traffic Records Program performance measures. Maintain a history of performance metrics, data system improvements, and funding investments.

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### *TRGC DESIGNATED COMMITTEES*

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The TRGC members may designate by vote the formation of Committees with defined roles and responsibilities. Committees are extensions of the TRGC that operate based on strategic direction and prioritization from the TRGC. Committees may be temporary or permanent. Committees will have a Charter and Chairperson. Committee Charters will be approved by the TRGC. All Committees must regularly report progress to the TRGC.

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### *FEDERAL AUTHORITY and REQUIREMENTS*

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Title 23 U.S.C. §405(c) describes the Highway Safety National Priority Safety Programs State Traffic Safety Information System Improvements. The Secretary of Transportation awards grants to States to support the development and implementation of effective State programs that –

- (A) improve the timeliness, accuracy, completeness, uniformity, integration, and accessibility of the State safety data that is needed to identify priorities for Federal, State, and Local highway and traffic safety programs;
- (B) evaluate the effectiveness of efforts to make such improvements;
- (C) link the State data systems, including traffic records, with other data systems within the State, such as systems that contain medical, roadway, and economic data;

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(D) improve the compatibility and interoperability of the data systems of the State with national data systems and data systems of other States; and

(E) enhance the ability of the Secretary to observe and analyze national trends in crash occurrences, rates, outcomes, and circumstances.

Title 23 C.F.R. §1300.22 establishes the criteria for grants to States in accordance with 23 U.S.C. 405(c). Grant qualification criteria include:

- 1) Having a functioning Traffic Records Coordinating Committee (TRCC) that meets at least three times per year.
- 2) Identifying a designated TRCC Coordinator.
- 3) Establishing a State traffic records strategic plan that has been approved by the TRCC and describes specific quantifiable improvements in the State’s core safety databases.
- 4) Demonstrating quantitative progress in relation to significant and specific data program attributes.
- 5) Conducting an assessment of the State’s traffic records system every five years.

### Document Information

#### *Revision History*

Version	Date	Revision Summary
1.0	10/25/2020	New RADD program structure and Charter 10/25/2020