Traffic Records Governance Council Designated Committee
Traffic Records Integration Program Committee Charter

Statement of Purpose:

The purpose of the Traffic Records Integration Program (TRIP) Committee is to advise TRIP staff on data governance issues and to review data user applications that request multi-sector data. In addition, the TRIP Committee is responsible for helping formulate research ideas and critical questions that may be completed using TRIP data. The committee may also provide insight on other potential data sources that may be brought into the TRIP data warehouse.

The TRIP Committee is established as one of the committees supporting the Traffic Records Governance Council in its mission to enhance transportation safety in Washington State.

Committee Membership:

The TRIP Committee will be comprised of members representing agencies providing data to the TRIP database and the Washington Traffic Safety Commission (WTSC).

Committee members are selected by the TRIP Program Director with input and approval from the WTSC Research Director and WTSC Traffic Records Program Manager.

Members are selected based on their familiarity with the data sources supplied to the TRIP database. As such, committee members should have in-depth knowledge of the data their agency/organization provides TRIP and the laws, rules and policies governing the data's use.

Each member is requested to serve for a minimum of one federal fiscal year (Oct. 1 – Sept. 30). If a member cannot fulfill their term of service, they may recommend a replacement.

The TRIP Committee will be chaired by the Office of Financial Management TRIP Program Director or their designee.

Duties and Responsibilities:

Committee Chair
The duties and responsibilities of the TRIP chairperson are:

- Maintains the committee membership roster;

- Schedules committee meetings;
- Sets committee meeting agendas;
- Chairs committee meetings;
- Ensures engagement of all members in committee discussions;
- Ensures that all relevant matters are discussed;
- Documents committee decisions;
- Assigns data request application reviews to members;
- Tracks and consolidates data request application review responses;
- Completes and submits to the Traffic Records Governance Council the Committee Reporting Form on a quarterly basis;
- Reports out on TRIP Committee activities to the Traffic Records Governance Council; and
- Coordinates and consults with the WTSC Research Director and WTSC Traffic Records Program Manager, as needed.

Members

Members of the TRIP Committee must:

- Attend quarterly committee meetings.
- Notify the chair if unable to attend a committee meeting. Members may have an alternate attend a meeting in their place, but the member must notify the chair of the change.
- Actively participate in meeting discussions to ensure relevant federal and state statutes, agency rules and policies, and other information are shared.
- Provide subject matter expertise on their agency data and business processes.
- Review assigned data request applications within two weeks of receiving the request.

Voting
- Vote outcomes will be determined by a simple majority

Meetings

The TRIP Committee will meet quarterly, in-person or virtually. Individual meeting will be scheduled based on member availability. Committee activities will be reported quarterly to the Traffic Records Governance Council.

Document Information

Revision History

Version	Date	Revision Summary
1.0	5/10/2021	Original charter, Approved by TRGC 6/24/2021