

DRIVER EDUCATION ADVISORY COMMITTEE

A. COMMITTEE'S OFFICIAL DESIGNATION: Driver Education Advisory Committee

B. AUTHORITY: As recommended by the Director of the Transportation Safety Division of the Oregon Department of Transportation and the Oregon Transportation Safety Committee.

C. OBJECTIVES, SCOPE OF ACTIVITIES, AND DESCRIPTION OF DUTIES FOR WHICH THE COMMITTEE IS RESPONSIBLE: The duties of the Committee are solely advisory. The Committee's responsibilities are to give advice on driver education issues.

Duties of the advisory committee shall be to:

- Advise and confer on matters pertaining to the establishment of rules necessary to carry out duties of the Driver Education Program.
- Work toward the goal of making driver and traffic safety education programs available to all youthful drivers of Oregon.
- Review and update guidelines for the operation of the Driver and Traffic Safety Education Program.
- Promote the Graduated Driver Licensing Program.
- Promote partnerships with the Driver and Motor Vehicle Services; including third party testing, tester training and driving school regulations, etc.
- Act as a sounding board on forms, process, etc., on the Student Driver Training Fund reimbursement program.
- Provide a communication channel between driver education and stakeholders.
- Stimulate public awareness of driver education needs and contributions.
- Serve as an advocate of driver education.
- Influence driver education support through appropriate channels.
- Lend credibility and stature to driver education programs.

D. OFFICIAL TO WHOM THE COMMITTEE REPORTS: The Committee shall report to the Director of the Transportation Safety Division of the Oregon Department of Transportation.

E. MEMBERSHIP: The Director of the Transportation Safety Division shall appoint up to a maximum of ten voting members. Committee members shall have expertise relevant to the functions of the Committee. The Committee shall have nine voting members from the following groups:

Public School

Teacher _____
Classroom _____ BTW _____
Administrator _____
Business Manager _____
Master Trainer _____

Community College

Teacher _____
Classroom _____ BTW _____
Administrator _____
Business Manager _____
Master Trainer _____

Commercial Driving School

Teacher _____
Classroom _____ BTW _____
Administrator _____
Business Manager _____
Master Trainer _____

The required qualities for membership are as follows:

Essential Qualities of Members

- General interest in driver education related matters.
- Commitment to attend the meetings regularly and to have prepared in advance.
- Ability to grasp the details of proposals and make a positive contribution to meetings.
- Readiness to work as part of a team in reaching decisions.
- Discretion to keep the Committee's work confidential.
- Appreciation of the political and financial context in which driver education operates and of the Committee's role as adviser and not a pressure group.
- Act as a liaison and clearinghouse for the piece of the DE program they represent.

Exofficio Members

- These program interests have been identified by constituents of various driver education groups.

Additionally, the following shall appoint one staff person to serve as an ex-officio, non-voting member to the committee. There will be a standing agenda time for these individuals to take assignments, offer data and advise and interpret rules and OARs.

Law Enforcement
DMV
Team Oregon
WOU
ADTSEA
DSAO
OTSEA

OTSEA
PTA
DOE
CC Association
Supt.'s Association
Principal's Association
School Board Association

F. MEETING STRUCTURE, DATES AND DURATION: The Committee meets on the third Wednesday in the months of February, May, August and November. Meetings last from 9:00 am to 3:00 pm. Business meetings will be conducted from 9:00 am to 1:00 pm and workshops and in-service activities from 1:00 pm to 3:00 pm. Members are expected to attend meetings on a regular basis.

The first meeting has been scheduled for April 23rd at the Transportation Building, Room 122 in Salem. Additional meetings shall be scheduled as needed at times and places when deemed appropriate. The agenda for the meeting shall be prepared by ODOT-TSD and supplied to the members not less than 10 days prior to each meeting. A summary of the minutes with a copy of the tape available for transcription shall be furnished to all members in a timely fashion. The first item of the agenda at any meeting shall be to approve and amend the last meeting's minutes.

G. AGENCY RESPONSIBLE FOR PROVIDING NECESSARY SUPPORT: The Transportation Safety Division of ODOT shall provide financial and administrative support to the Driver Education Advisory Committee.

H. ESTIMATED ANNUAL OPERATING COSTS AND STAFF SUPPORT YEARS: Members shall be reimbursed for travel expenses in accordance with the OARs. It is estimated that the total annual costs of operations will not exceed \$4000. A member who is receiving a salary from the state shall not receive compensation other than travel expenses incurred in such service.

I. NUMBER OF MEETINGS, ATTENDANCE AND LOCATION: The Committee shall meet in the months of February, May, August and November. The meetings shall be open to the public. Notice of all meetings shall be given to the public via the ODOT-TSD web page. Any member not in attendance of 50 percent or more of the scheduled committee meetings within a given calendar year will be subject to replacement upon the Committee's recommendation and with the concurrence of the Director of ODOT-TSD. Locations for two meetings will be in Salem at the selection of the Chairperson. The other two meetings may be scheduled throughout the state.

J. SUBCOMMITTEE (S): To facilitate functioning of the Committee, subcommittee(s) may be formed. The objectives of the subcommittee(s) are to provide advice and recommendations to the Committee with respect to matters related to the duties of the Committee. Subcommittees shall meet, as the Committee deems appropriate.

K. QUORUM: A quorum shall consist of six individuals - all voting members for all business transacted before the Committee.

L. TERM OF OFFICE AND FILLING OF VACANCIES: The term of office shall be for two or three years beginning July 1 and ending June 30. The Director of ODOT-TSD shall appoint members of the advisory committee for two-year and three-year terms. Committee membership terms will be staggered; thereby permitting new appointments to be made while retaining some experienced members. A member could serve a maximum of two terms consecutively with a minimum of one term absence before receiving a third appointment. The Director of ODOT-TSD shall fill vacancies on the Committee and the same Director shall make reappointment to the Committee. Recommendations to fill vacancies or to renew term appointments may be made by the Director. Two full terms may be served after fulfilling an unexpired term.

M. CHAIRPERSON: The Director of ODOT-TSD shall designate the Program Manager of Driver Education as the Chairperson of the Committee, who will be a voting member.