

Local and Rural Road Safety Peer-to-Peer (LRR P2P) Program

PROGRAM GUIDELINES

OVERVIEW

In order to reduce fatalities and serious injuries on our Nation's road network, local and rural highway practitioners must routinely integrate safety in their projects and programs. FHWA established the Peer-to-Peer (P2P) Program as a form of technical assistance for local and rural highway agencies to adequately address safety problems on the roads they maintain. Experts with knowledge in various local and rural road safety infrastructure, program and data issues volunteer their time to provide assistance to their peers requesting help.

The overall purpose of the Local and Rural Roads (LRR) Safety P2P Program is to provide Peer assistance in the development and delivery of local and rural road safety programs and projects. Requests for technical assistance can be initiated through contact in the following methods:

- Local and Rural Road Safety Help Line at (866) 727-3492.
- Local and Rural Road Safety email at safetyp2p@dot.gov.
- Online submissions for assistance at:
http://safety.fhwa.dot.gov/local_rural/training/p2p/.

Once a request for assistance is received, it will be reviewed to ensure its suitability to the LRR P2P Program and that it meets the Program's eligibility requirements for assistance. If the request is approved, the LRR P2P Coordinator will contact the requesting agency to discuss a proposed course of action and then proceed with implementing the assistance to be delivered.

Each request must be coordinated with the state's FHWA Division Office. Contact information for each Division Office Safety Engineer can be found on the respective Division website. Links to each FHWA Division Office website can be found at <http://www.fhwa.dot.gov/field.html>. A complete list of key Division Office personnel can be found at <https://fhwaapps.fhwa.dot.gov/foisp/keyFieldFederalAidDivisions.do>.

The Program delivers technical assistance through the following mechanisms:

- Referrals to an experienced Peer or technical expert for support by telephone and email.
- Onsite assistance from an experienced Peer or technical expert.
- Training workshops instructed by an experienced Peer or technical expert.
- Facilitated Peer Exchanges.

For local practitioners that encounter a road block with projects/programs involving: Data collection and analysis; Identification of locations and corridors with safety issues; Identification



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of countermeasures to address locations with safety issues; Issues with the development of a local road safety plan; and other relevant topics, the LRR P2P program can provide technical assistance. The LRR P2P program can also provide assistance to kick-start a new eligible project/program.

The FHWA Peer network provides access to valuable guidance and information from people who share a similar background and have faced the same challenges. The program also provides input from other technical experts in local and rural road safety. Some of the benefits that an agency can expect when requesting assistance include:

- ➔ Free and convenient access to professionals experienced with local and rural road safety.
- ➔ Expert assistance to recognize local and rural road safety issues and identify solutions.
- ➔ Increased understanding of how to improve safety on local and rural roads.

ELIGIBLE FORMS OF TECHNICAL ASSISTANCE

Peer assistance can be provided in three formats:

- Technical Assistance
- Training
- Peer Exchanges

Technical Assistance

Technical Assistance from a Peer can be in the form of phone calls, email exchanges, web-conferences, or site visits. The level of Peer Technical Assistance can vary and is proportionate depending on the agency's need. Requesting agencies may specify how they would like the assistance delivered (e.g. phone call from a Peer, on site visit, etc.) when making the request. The option selected will be considered as the request is reviewed to ensure it is the most effective and efficient form of delivery. The LRR P2P Coordinator will recommend a form of delivery that is best suited for the request if the agency chooses not to select a specific option.

Any public agency is eligible to apply for technical assistance. Each request for assistance must be coordinated with the state's FHWA Division Office.

Personnel can use any of the three methods to submit their request for technical assistance.

- Contact a P2P Coordinator by phone at (866) 727-3492.
- Contact a P2P Coordinator by email at safetyp2p@dot.gov.
- Submit a request online at http://safety.fhwa.dot.gov/local_rural/training/p2p/.



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Training

Training is another form of assistance that can be provided under the Local and Rural Road Safety P2P Program. Training instructed by experienced Peers or technical experts (e.g. FHWA Resource Center staff) can be provided to local road practitioners. It can be coordinated as an independent session at a hosting agency location or in conjunction with existing conferences and workshops. Additionally, train-the-trainer sessions can be coordinated for LTAP Center staff and State DOT Local Programs staff. Each session's length and focus will vary as training is tailored to meet the needs of the requesting agency. Training can be conducted onsite or by web-conference.

Priority approval will be granted to agencies that request training on a topic that is of mutual interest to multiple local road agencies across the State and/or region. Therefore, when training is provided for a requesting agency, FHWA will ask that the hosting agency also promote and make the course available to neighboring jurisdictions. Agencies requesting training will need to review and agree to a list of host requirements before the request can be reviewed. Host requirements are available from the P2P Coordinator or can be found online at http://safety.fhwa.dot.gov/local_rural/training/p2p/.

Request for training requires at least 90 days advance notice. Any public agency is eligible to apply for training; however, it must be for the benefit of local and rural road safety. Each request for training must be coordinated with the state's FHWA Division Office.

Personnel can use any of the three methods to submit their training request.

Peer Exchange

Facilitated Peer Exchanges are also eligible under the Local and Rural Road Safety P2P Program and can be conducted onsite or by web-conference. Exchanges may be programmatic or project specific and represents a facilitated exchange of local and rural road safety practices between peers.

Peer Exchanges can occur in two different formats.

- A mini scan can be conducted on a specific project where the Peer hosts visiting agencies and exposes them to roadway features or techniques adopted to improve local road safety. In addition to the field review, visiting agency personnel may also have the option to shadow hosting agency personnel to gain further insight into the successful operation of a local road safety program. The LRR P2P Coordinator will assist with coordinating a schedule for the visit and also make travel arrangements for visiting agency personnel.
- Forums or roundtable discussions allow Peer experts to share local road safety best practices with other local road practitioners seeking to initiate or expand a local road safety program. The LRR P2P Coordinator will work with the requesting agency to coordinate this type of peer event and will assist with making travel arrangements for the Peers, agenda development, and onsite facilitation for the meeting.



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Priority approval will be granted to agencies that request a Peer Exchange on a topic that is of mutual interest to multiple agencies across the State and/or region. Therefore, if a Peer Exchange is approved for a requesting agency, FHWA will ask that the hosting agency also promote and make the event available to other local and rural road agencies that would benefit.

Any public agency is eligible to apply for a Peer Exchange; however, it must be for the benefit of local and rural road safety. Requests for a Peer Exchange must be submitted at least 90 days in advance of the desired event date. Each request for a peer exchange must be coordinated with the state's FHWA Division Office.

Personnel can use any of the three methods to submit their peer exchange request.

REPORTING AND EVALUATION REQUIREMENTS

A reporting and 6-month evaluation period follows each case of Local and Rural Road Safety P2P assistance.

Reporting Requirements for the Assigned Peer

When assistance is provided by telephone only, a brief summary from the assigned Peer to the P2P Coordinator detailing the guidance provided is sufficient. For assistance provided through email exchanges and web-conferences, the materials exchanged can be submitted to the P2P Coordinator in lieu of a formal report. When assistance includes an onsite visit, a brief report using a template provided by the P2P Coordinator is due within 10 business days.

Reporting Requirements for the Agency Requesting Assistance

For any type of assistance provided, the requesting agency **must** submit a report using a template provided by the P2P Coordinator within 10 business days.

Evaluation Period

Six months after the assistance has been provided, the P2P Coordinator will contact the requesting agency to determine the level of progress. Action steps that the agency has taken will be documented along with any noted benefits that the agency has recognized as a result of the assistance.

