



DRIVER EDUCATION ADVISORY COMMITTEE

Organizational Guidelines (Charter)

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

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3 B. **AUTHORITY:** As recommended by the Administrator of the Transportation Safety Division of Oregon
4 Department of Transportation (herein after referred to as "Administrator").

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6 C. **OBJECTIVES, SCOPE OF ACTIVITIES, AND DESCRIPTION OF DUTIES FOR WHICH THE**
7 **COMMITTEE IS RESPONSIBLE:** The duties of the Committee are solely advisory.

8 a. The Committee's responsibilities are to provide advice on driver education issues.

9 Duties of the advisory committee shall be to:

- 10 i. Advise and confer on matters pertaining to the establishment of rules necessary to
11 carry out duties of the driver education program;
- 12 ii. Work toward the goal of making driver and traffic safety education available to all
13 underage drivers of Oregon;
- 14 iii. Review and update guidelines for the operation of the Driver and Traffic Safety
15 Education Program;
- 16 iv. Promote the Graduated Driver Licensing Program;
- 17 v. Promote partnerships with Driver and Motor Vehicle Services, including training and
18 driving school regulations, etc.
- 19 vi. Act as a sounding board on forms, processes, etc. on the Student Driver Training
20 Fund (SDTF) reimbursement program;
- 21 vii. Provide a communication channel between driver education and stakeholders;
- 22 viii. Stimulate public awareness of driver education needs and contributions;
- 23 ix. Serve as an advocate of driver education;
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- x. Influence driver education support through appropriate channels;
 - xi. Lend credibility and stature to driver education programs
- b. The Committee's responsibilities include establishing sub-committees which help accomplish these ends.

D. OFFICIAL TO WHOM THE COMMITTEE REPORTS: The Committee shall report to the Administrator.

E. MEMBERSHIP: The Administrator, with Oregon Transportation Safety Committee (OTSC) approval, shall appoint up to a maximum of nine voting members. Committee members shall have expertise relevant to the functions of the Committee. The Driver Education Program Manager is not a member of the committee. The Committee shall have eight of the nine voting members from within the following "Approved Provider" groups. If possible, each of the groups represented should have representation from each category within (instructor, administrator, trainer, etc.).

Public Provider (schools, ESDs, counties) (3 members)				Community College (2 members)				Commercial Driver Training School (3 members)			
Teacher				Teacher				Teacher			
Classroom		BTW		Classroom		BTW		Classroom		BTW	
Administrator				Administrator				Administrator			
Business Manager				Business Manager				Business Manager			
Trainer of Trainers				Trainer of Trainers				Trainer of Trainers			

The ninth position is an At-Large committee member. This person may or may not work in a position directly associated with traffic safety.



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1 The requirements for membership are as follows:

2 **Essential**

- 3 • Complete a DEAC membership application and submit to ODOT-TSD Driver Education.
- 4 • Perform responsibilities per Oregon Administrative Rules and best practice within the Driver
- 5 Education community;
- 6 • Uphold high standards. There is an expectation that members serve as role models to the Driver
- 7 Education community.
- 8 • Attend the meetings regularly and prepare in advance;
- 9 • Make a positive contribution to meetings;
- 10 • Work as part of a team with other members in reaching decisions;
- 11 • Consider new ideas and strategies.
- 12 • Keep the Committee's work confidential;
- 13 • Appreciate the political and financial context in which driver education operates and of the
- 14 Committee's role as adviser;

15 **Liaisons**

- 16 • Additionally, the following agencies/associations may appoint¹ one person to serve as an ex-
- 17 officio, non-voting member to the committee.

18 Driver and Motor Vehicle Services (ODOT-DMV)
19 Western Oregon University (WOU)
20 Chemeketa Community College (CCC)
21 Oregon Driver and Traffic Safety Education Association (ODTSEA)
22 Community College Association (CCA)
23 Oregon Insurance Division (OID)
24 Oregon State Police (OSP)

24 ¹ Subject to approval by the administrator



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1 F. **MEETING STRUCTURE, DATES AND DURATION:** The Committee meets quarterly and each
2 meeting is three to four hours in length. Meeting notices will be posted on the Driver Education
3 webpage. Members are expected to attend meetings on a regular basis. Additional meetings shall be
4 scheduled as needed at times and places deemed appropriate. Agenda for the meeting shall be
5 prepared by ODOT-TSD or their designee and provided to members not less than ten days prior to
6 each meeting. The minutes shall be kept and furnished to all members in a timely fashion. The first
7 item of agenda at any meeting shall be to approve and amend the last meeting's minutes.

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9 G. **NUMBER OF MEETINGS, ATTENDANCE AND LOCATION:** Meeting shall be open to the public.
10 Notice of all meetings shall be given to the public via ODOT-TSD website. Any member not in
11 attendance of 50 percent or more of the scheduled committee meetings within a given calendar year
12 will be replaced. Spring and Fall meetings are typically held at the time and location of other traffic
13 safety-related conferences. The summer and winter meetings will typically take place in Salem.

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

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19 I. **ESTIMATED ANNUAL OPERATING COSTS AND STAFF SUPPORT YEARS:** Members shall be
20 reimbursed for travel expenses in accordance with DAS Travel Guidelines The total annual costs of
21 operations will not exceed approximately \$5000. A member who is receiving a salary from the state
22 shall not receive compensation other than travel expenses incurred in such service.



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1 J. **SUBCOMMITTEES:** To facilitate functioning of the Committee, subcommittees may be formed. The
2 objectives of the subcommittees are to provide advice and recommendations to the Committee with
3 respect to matters related to the duties of the Committee. Subcommittees shall meet as the
4 Committee deems appropriate.

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6 K. **QUORUM:** A quorum shall consist of five of the nine voting members for all business transacted
7 before the Committee.

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9 L. **TERM OF OFFICE AND FILLING OF VACANCIES:** The term of office shall be for three years.
10 Terms end in March of the third year. Terms shall be staggered. The Administrator shall appoint
11 members of the advisory committee for three year terms with approval by the OTSC. Members can
12 serve a maximum 2 terms consecutively. The incumbent is offered first consideration. The
13 Administrator shall fill vacancies on the Committee and shall make reappointment to the Committee
14 with the concurrent of the OTSC. Recommendations to fill vacancies or to renew term appointments
15 may be made by the Administrator or their delegate. Two full terms may be served after fulfilling an
16 unexpired term. A member may be removed from the committee at Administrator's discretion.

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18 M. **CHAIRPERSON:** The Chairperson shall serve for 2 years, with their remaining year on the committee
19 as a mentor to the incoming Chair if a new one is elected. If election is desired, the Administrator
20 shall have the Driver Education Advisory Committee vote on a new Chairperson at the conclusion of
21 the previous Chair's 2 years, thus overlapping leadership for the committee. Elections shall be held
22 at the meeting closest to the current Chair's end of term. The incoming Chairperson's service shall
23 begin at the meeting following their selection.



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N. **VICE-CHAIRPERSON:** The role of the Vice-Chairperson is to act as Chair when the Driver Education Advisory Committee Chairperson is unable to attend a scheduled meeting. He or she is also responsible for chairing sub and ad hoc committees as deemed necessary by the Driver Education Committee. The Vice-Chairperson shall serve for 2 years and can be re-elected to position for up to three terms, provided they remain eligible for committee membership. Elections for a Vice-Chairperson shall coincide with elections for Chairperson. The incoming Vice-Chairperson's service shall begin at the meeting following their selection. Being elected to Vice-Chair does not imply or infer that he or she will become the next committee Chair. The Vice-Chair retains the "position" for which they were entered into the DEAC (Public, CC, Commercial, At Large).