

TRIBAL TRANSPORTATION

SAFETY MANAGEMENT SYSTEM STEERING COMMITTEE

CHARTER

PURPOSE

The purpose of the Safety Management System Steering Committee is for Federally Recognized Tribes, federal agencies and other regional and local stakeholders to work together to improve tribal transportation safety, provide input into Congressional Reports, and provide documentation and data to the Tribal Transportation Program Coordinating Committee.

MISSION

Facilitate implementation of effective transportation safety strategies to save lives while respecting Native American and Alaska Native values by fostering communication, collaboration, and cooperation.

VISION

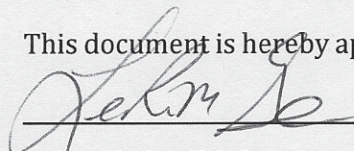
All transportation users arrive safely at their destinations.

GOAL

To prevent and reduce fatalities and injuries associated with the use of tribal transportation facilities.

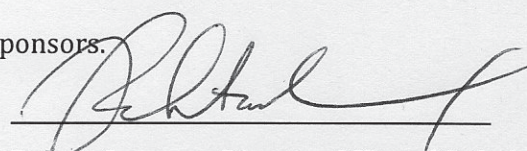
APPROVAL

This document is hereby approved by the federal sponsors.



LeRoy Gishi, Chief
Division of Transportation
Bureau of Indian Affairs (BIA)

Date 1/26/16



Robert Sparrow, Director Office of Tribal
Transportation Program
Federal Highway Administration (FHWA)

Date 1/26/16

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INTRODUCTION

The Tribal Transportation Program (TTP) is leading the effort to coordinate the SMS Steering Committee with the following primary tasks:

- Use a multi-disciplinary, data-driven approach to regularly update the Strategic Transportation Safety Plan for Federally Recognized Tribes (previously called: Strategic Highway Safety Plan for Indian Lands)
- Regularly update the Safety Management System (SMS) Implementation Plan
- Work with tribal governments and safety partners to implement the strategies identified in the planning documents.

BACKGROUND

In 2008, a Strategic Highway Safety Plan for Indian Lands was published by the Safety Management System Steering Committee, followed by an Implementation Plan in 2011. The goal of the Implementation Plan was for tribal governments to develop Tribal Highway Safety Improvement Programs.

These documents led to several accomplishments by the SMS Steering Committee including: National and Regional Tribal Safety Summits; training and development; data collection projects with individual tribes; technical assistance; and research projects. The SMS Committee had a significant role in the establishment of the Tribal Transportation Program Safety Fund (TTPSF).

Once the TTPSF was established, the SMS Steering Committee became inactive. Now that the TTPSF is three years old, we have redefined the committee's purpose to complement the TTPSF on a national scale.

In addition and most importantly, transportation safety remains a major challenge facing Federally Recognized Tribes. In 2013, the Centers for Disease Control identified Motor Vehicle Injuries as the leading cause of unintentional death for American Indians and Alaska Natives ages 1 to 44.

MEMBERSHIP

The committee is composed of Tribal Government Employees, a TTAP representative and federal employees. There are three co-chairs. This membership represents an expansive network with a variety of resources that could benefit the committee's actions. All members are expected to be working members who will take on tasks associated with the development and implementation of the revised Strategic Transportation Safety Plan for Federally Recognized Tribes. Individual members of the committee may identify an alternate member who can attend meetings when the primary member is unavailable.

TRIBAL GOVERNMENT EMPLOYEES

Every 2 years, a solicitation for interest will be distributed via the email networks, FHWA and BIA TTP websites, and the TTAP Centers to identify Tribal Government Employees who are interested in being committee members. A maximum of 5 Tribal Government Employees will be on the committee at any given time. Tribal Government Employees serve two year terms on the committee, but can rotate off the committee after the two year term. At the end of a Tribal Government Employee's term the individual may apply to be considered for renewed membership. No more than 2 Tribal Government Employees will rotate off the committee in a given year. During selection, preference will be given to new members for at least two of the positions. The decision will be made by the co-chairs with input from the federal employees on the committee. Criterion used to evaluate candidate members include:

- A letter of support from the Tribal Government who employs the individual
- Experience with safety efforts in one or more of these topics: Engineering, Enforcement, EMS, Education, Safety Planning
- Time served on the committee already (some preference given to new members)
- Willingness and availability to actively work on committee activities between meetings
- Willingness and ability to discuss committee topics with an established network of other tribal government employees.
- Sufficient travel funding to attend annual meetings in connection with the National Tribal Transportation Conference. (The SMS Steering Committee does not have a budget to fund travel for its members).

FEDERAL AGENCY MEMBERS

The following partner agencies and offices will result in a multi-disciplinary perspective that considers Enforcement, Engineering, Education, and Emergency Medical Services. These members will be asked to serve two year terms which may be renewed. An existing federal member that will not be continuing on the committee either during or at the end of their term may propose a representative from their respective agency to serve out the balance of their term or be the next full term representative. All nominations will be proposed to the co-chairs for consideration.

- BIA Regional Roads Office – 1 member
- BIA Office of Justice Services, Indian Highway Safety Program – 1 member
- Indian Health Service – 1 member
- National Highway Traffic Safety Administration, Region 10 – 1 member
- Centers for Disease Control, Tribal Motor Vehicle Injury Prevention Program – 1 member
- Tribal Technical Assistance Program – 1 member
- FHWA Office of Safety – 1 member
- FHWA Resource Center – 1 member

COMMITTEE CHAIRS

Committee Chairs have the joint responsibility to organize meetings, propose meeting agendas, track progress on committee activities, and facilitate committee meetings. Three chair persons will share these responsibilities:

- BIA Division of Transportation
- FHWA TTP Safety Engineer
- One of the 5 Tribal Government Employees

The Tribal co-chair will be selected from the five Tribal Government Employee Members on the committee. The selection of this chair will be made by BIA and FHWA TTP leadership. The Tribal Employee co-Chair will be reevaluated every two years.

Two of the three chairs are determined through their respective roles in managing Transportation Safety through the Tribal Transportation Program. These are the federal employees identified above.

CRITERIA FOR CONTINUED MEMBERSHIP

Participation of all members is critical to the success of the SMS Steering Committee. All committee meetings will have a virtual attendance option. Absences can be excused by coordination with the committee chairs, however if a committee member is not able to attend regularly, the committee chairs will discuss options with the member, including the option to rotate off the committee if they are unable to meet the time commitment.

OPERATIONS

DECISION MAKING PROCESS

When action items require a decision, the committee will work toward consensus. For a decision to be official 2/3 of the committee membership must be in attendance either physically or over the phone. This must include at least 3 of the 5 Tribal Government Employee Members.

If consensus cannot be reached, the dissenting members must propose an alternate solution by the next meeting. If consensus is not reached after hearing this proposal the dissenting member can be overridden by a 2/3 majority of the members who are present. The decision will be documented in the meeting minutes.

INITIAL FOCUS

Initially the committee will focus on the development of an updated Strategic Transportation Safety Plan for Federally Recognized Tribes. The initial committee will conduct the following meetings in pursuit of this activity:

Due Date	Activity	Proposed Location / Adjacent meeting
September 2015	Committee Kickoff Meeting; Establish Charter	National Tribal Transportation Conference (NTTC) Myrtle Beach, SC
February 2016	Review available data; Select Emphasis Areas; Establish Task	Virtual Meeting
April 2016	Compile strategies; Draft plan;	Lifesavers Conference Long Beach, CA • April 3 – 5, 2016
June 2016	Finalize Plan; Select strategies to implement	Virtual

MEETINGS

After the Strategic Transportation Safety Plan for Federally Recognized Tribes has been updated, further meetings should commence as described below. At the beginning of each meeting, the meeting minutes from the previous meeting will be discussed and approved.

ANNUAL MEETING

The committee should seek to hold one face-to-face meeting each year. This meeting should be scheduled in conjunction with NTTC and will serve as an opportunity to evaluate the Strategic Transportation Safety Plan, discuss active implementation projects, and consider new initiatives. New data and tribal safety plans should be discussed at this meeting.

QUARTERLY MEETINGS

In addition to the annual meeting the full committee will meet quarterly via a web conference. These web conferences may be scheduled in conjunction with TRB, the Lifesavers Conference, or safety summits such that at least a portion of the committee meets face-to-face. The quarterly web conference meetings will primarily focus on progress of active Strategic Transportation Safety Plan initiatives. There may also be opportunity to review new information and discuss future initiatives. Participation in these meetings is restricted to SMS steering committee membership and invited guests.

TASK MEETINGS

Given that this will be a working committee, additional meetings should be held as necessary to focus on specific tasks. These will often be subcommittee meetings to meet deadlines that the full committee has established. Not all members will be asked to participate in every task meeting. The assigned lead member will determine which other members are needed for Task Meetings.

COMMUNICATIONS

INTERNAL

A password protected web page has been developed to allow for consolidation of working documents relevant to the SMS Steering Committee. This page can be found at <https://community.max.gov/display/DOTExternal/Tribal+Transportatoin+Safety+Management+System>.

This site may contain:

- Draft Meeting Minutes, Agendas, and information about upcoming meetings
- Collaboration pages where committee members can post or review information between meetings.
- Contact info for current committee members

EXTERNAL

In addition, the website TribalSafety.org has been developed by Alaska TTAP to provide a directory of technical resources, information on funding opportunities, and practitioner forums. The SMS Steering Committee will maintain a public facing web page on TribalSafety.org to share approved meeting minutes, the committee charter, and other products of the committee.

APPROVAL OF CHARTER AND REVISIONS

This charter and any future changes to the charter will be submitted for approval to the following individuals who lead the federal agency offices that are sponsoring this committee.

- Director – Office of Tribal Transportation Program, FHWA/HFL
- Chief - BIA Division of Transportation