

- A. **COMMITTEE’S OFFICIAL DESIGNATION:** Driver Education Advisory Committee (DEAC)
- B. **AUTHORITY:** As recommended by the Administrator of the Transportation Safety Office (TSO) of Oregon Department of Transportation (ODOT) hereinafter referred to as “Administrator”).
- C. **OBJECTIVES, SCOPE OF ACTIVITIES, AND DESCRIPTION OF DUTIES FOR WHICH THE COMMITTEE IS RESPONSIBLE:**  
The duties of the Committee are solely advisory.
- a. The Committee’s responsibilities are to provide 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 available to all unlicensed Oregonians;
    - Review and update guidelines of the operation of the Driver and Traffic Safety Education Program;
    - Promote the Graduated Driver Licensing Program;
    - Promote partnerships with other DMV programs and business lines, including training and driving school regulations, etc.
    - Act as a sounding board on forms, processes, etc. on the Student Driver Training Fund (SDTF) reimbursement program;
    - Provide a communication channel between driver education and interested parties;
    - 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.
  - 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.). The Committee shall, as much as possible, show representation from each geographical region within the State of Oregon.

Public (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.

The requirements for membership are as follows:

#### **Members**

- Complete and submit a DEAC membership application to ODOT TSO Driver Education, be approved by OTSC and appointed by the Administrator.
- Perform responsibilities per Oregon Administrative Rules and best practices within the Driver Education community.
- Adhere to the Code of Conduct as outlined in Section O below. There is an expectation that members serve as role models to the Driver Education community.
- Attend meetings regularly and prepare in advance.
- Make a positive contribution to meetings.
- Work as part of a team with other members in reaching decisions.
- Consider new ideas and strategies.
- Keep the Committee's work confidential.
- Appreciate the political and financial context in which driver education operates and of the Committee's role as advisory.

#### **Liaisons**

Additionally, the following agencies, associations, and advocacy groups may appoint one person, subject to approval by the Administrator, to serve as ex-officio, non-voting members to the Committee:

- Oregon Transportation Safety Committee (OTSC)
- Driver and Motor Vehicle Services (ODOT-DMV)
- Western Oregon University (WOU)
- Chemeketa Community College (CCC)
- Oregon State Police (OSP)

- F. **DIVERSITY, EQUITY AND INCLUSION:** Members will promote an environment that cultivates and maintains respect, support, and inclusion. Members will consider the equity implications of all decisions and recommendations. DEAC members will demonstrate professional judgement, integrity, strong communication, interpersonal skills, and a high degree of ethical conduct in situations of equity, access and disparities related to underrepresented and under-served populations.
- G. **MEETING CADENCE AND ATTENDANCE:** The Committee meets quarterly and shall be open to the public. Meeting notices will be posted on the ODOT TSO Driver Education webpage. Members are expected to attend meetings regularly and any member not in attendance of 50 percent or more of the scheduled committee meetings within a given calendar year may be removed. Additional meetings shall be scheduled as needed at times and places deemed appropriate. Agenda for the meeting shall be prepared by ODOT-TSO or their designee and provided to members not less than ten days prior to each meeting. The minutes shall be kept and furnished to all members in a timely manner. The first agenda item at any meeting shall be to review and approve the previous meeting's minutes.

- H. **AGENCY RESPONSIBLE FOR PROVIDING NECESSARY SUPPORT:** The ODOT TSO shall provide financial and administrative support to the Committee.
- I. **ESTIMATED ANNUAL OPERATING COSTS AND STAFF SUPPORT YEARS:** Members shall be reimbursed for travel expenses in accordance with DAS Travel Guidelines. The total annual costs of operations will not exceed \$5,000. A member who is receiving a salary from the state shall not receive compensation other than travel expenses incurred in such service. Members who are not compensated from other sources for their participation (employer, non-profit, self-employment consulting firm, etc.) can opt to request to receive compensation through ODOT's Equitable Engagement Compensation Program (EECP).
- J. **SUBCOMMITTEES:** To facilitate functioning of the Committee, subcommittees may be formed. The objectives of the subcommittees 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 five of the nine voting members for all business transacted before the Committee.
- L. **TERM OF OFFICE AND FILLING OF VACANCIES:** The Administrator shall appoint members to the Committee for three-year terms with approval by the OTSC and terms shall be staggered. Members can serve a maximum 2 terms consecutively. The incumbent is offered first consideration. The Administrator shall fill vacancies on the Committee and shall make reappointment to the Committee with agreement of the OTSC. Recommendations to fill vacancies or to renew term appointments may be made by the Administrator or their delegate. Two full terms may be served after fulfilling an unexpired term. A member may be removed from the committee at Administrator's discretion.

Vacancies will be considered an opportunity to improve Committee diversification in alignment with House Bill 2985 (2021). ODOT TSO and DEAC members will strive to recruit and recommend persons representing the community it serves, considering underrepresented demographics of age, disability, gender, race, and socio-economic disparities.

Newly appointed DEAC members will be provided a notebook that includes relevant statutes, rules, membership information, DMV contacts, a list of commonly used acronyms, Committee guidelines, and specific meeting documentation. They will also be offered a mentor to acclimate them to Committee practices or business processes and current relevant work of the Committee.

The Office of Equity and Civil Rights (OECR) will provide support and resources to Committee members as needed with the primary focus of committee diversification, and fair and inclusive practices for committee interactions and operations. Questions and needs should be communicated with the Business Regulation Manager who will meet regularly with DEAC.

- M. **CHAIRPERSON:** The Chairperson shall serve for 2 years, which may extend a member's final term on the Committee. Elections shall be held during the current Chair's final nine months. The incoming Chairperson's service shall be mentored by the current Chair and/or ODOT TSO staff for the remainder of the current Chair's term. The Chair retains the position for which they were entered into the DEAC (Public, Community College, Commercial, At Large). If the Chair is unable to fulfill their term, new elections will be held. The Chairperson is also responsible for reporting regularly to the Oregon Transportation Safety Committee (OTSC).
- N. **VICE-CHAIRPERSON:** The role of the Vice-Chairperson is to act as Chair when the DEAC Chairperson is unable to attend a scheduled meeting. The Vice-Chair is also responsible for chairing sub and ad hoc committees as deemed necessary by the DEAC. The Vice-Chairperson may serve for 2 years, provided they remain eligible for Committee membership. The incoming Vice-Chairperson's service shall begin at the meeting following their selection. The Vice-Chair retains the position for which they were entered into the DEAC (Public, Community College, Commercial, At Large).
- O. **CODE OF CONDUCT:** Committee meetings will be an open forum where members feel secure sharing their values and viewpoints and all opinions are respected. Any reference to discussions about advisory committee members outside of meetings should be respectful. Members who do not follow the Code of Conduct may be removed from the committee by the Administrator.

During committee meetings, members will:

- Communicate in a respectful and professional manner
- Hold oneself accountable to the work of the Committee and the driver education community
- Respect physical and verbal boundaries
- Build positive relationships
- Act in the best interest of the Committee's agreed-upon purpose
- Avoid personal comments that are intended to, or could reasonably be construed to, offend others
- Create opportunities for everyone to speak
- Exercise tolerance of the perspectives and opinions of others
- Refrain from making inappropriate comments
- Be welcoming to speakers and treat them with respect

Outside of committee meetings, members will

- Communicate in a respectful manner
- Limit Committee discourse outside of meetings
- Discuss topic areas thoughtfully rather than attacking individual behaviors
- Be aware of the public nature of written notes, calendars, voicemail messages, and email
- Understand proper political involvement
- Make no promises on behalf of the Committee in unofficial settings