

**State Of California  
Traffic Records Coordinating Committee  
(TRCC)  
Charter  
Executive and Technical  
2006-2009**

Whereas various State of California and local government agencies have conducted a Traffic Records Assessment and recognize the need to create a committee to assist with the integration of Traffic Safety Information Systems information to enhance decision making in order to save lives and injuries on California roadways.

And, whereas various State of California and local governmental agencies have agreed to collaborate in the development and implementation of a Traffic Safety Information Systems Improvement Program to provide more timely, accurate, complete, uniform, integrated, and accessible data to the traffic community.

And, whereas various State of California and local governmental agencies have agreed to collaborate in the development and implementation of a Traffic Safety Information Systems Strategic Plan to assure that all components of the State Traffic Safety Information System Improvement Program are coordinated.

Therefore the following Charter is hereby established to help in direction of a Traffic Records Coordinating Committee (TRCC) as agreed upon by the participating agencies:

**Objective:**

To provide an inter-agency Traffic Records Coordinating Committee (TRCC) composed of voting members from the Administrative Office of the Courts, California Peace Officers Association, California Highway Patrol, California Department of Transportation, California Department of Health Services, California Department of Motor Vehicles, California Emergency Medical Services Authority, California Office of Statewide Health Planning and Development (OSHPD), and an Allied Agency Representative. Each agency will have one vote. Non-voting members are representatives of the California Office of Traffic Safety, National Highway Traffic Safety Administration - Western Region, U.S. Department of Transportation - Federal Highway Administration, U.S. Department of Transportation - Federal Motor Carrier Safety Administration, and University of California (UCB) Traffic Safety Center, whose purpose is to provide direction on all matters related to the State of California, Traffic Safety Information Systems (TSIS) and the Traffic Safety Information Systems Improvement Plan within the state.

**TRCC Goals:**

To improve timeliness, accuracy, completeness, uniformity, integration, and accessibility of the data of the state that is needed to identify priorities for national, state, and local highway and traffic safety programs.

To provide for the comprehensive collection, maintenance, and dissemination of California traffic safety related data in order to set the direction for traffic safety improvement measures.

To ensure that all Traffic Safety Information Systems improvement projects move forward on schedule and within budget.

**TRCC – Executive Committee Authority**

The Executive Committee of the Traffic Records Coordinating Committee operates under the authority of the Governor’s Traffic Safety Advisory Commission (GTSAC) and shall consist of voting members from the Administrative Office of the Courts, California Peace Officers Association, California Highway Patrol, California Department of Transportation, California Department of Health Services, California Department of Motor Vehicles, California Emergency Medical Services Authority, California Office of Statewide Health Planning and Development (OSHPD), and an Allied Agency Representative. Each agency will have one vote. Non-voting members are representatives of the California Office of Traffic Safety, National Highway Traffic Safety Administration - Western Region, U.S. Department of Transportation - Federal Highway Administration, U.S. Department of Transportation - Federal Motor Carrier Safety Administration, and University of California (UCB) Traffic Safety Center. Each member shall serve at the discretion of their Department Director and shall have the authority to authorize changes to / expenditure of agency funds to support the California Traffic Safety Information System Improvement Program.

Committee membership shall be determined by each agency and the Executive Committee of the Traffic Records Coordinating Committee shall exist until such a time as the GTSAC resolves to dissolve the commission by a consensus vote.

A committee Chair will be appointed on an annual basis and the Executive Committee will meet on a regular basis to coordinate and provide oversight to the Traffic Records Technical Committee.

**TRCC – Executive Committee Purpose**

To evaluate the effectiveness of efforts to make such improvements

To provide oversight to link state data systems within the state, such as systems that contain medical and economic data with Crash information

To provide oversight to investigate linking Traffic Safety Information Systems within the state with information relevant to crashes (i.e. roadway, traffic citation, medical and economical)

To ensure all Traffic Safety Information System improvement projects meet and / or exceed the expectations of the above stated purposes

To provide oversight to the development of the State's Traffic Safety Information System Strategic Plan

To this end, the TRCC shall provide the following key functions: (1) authority to review any of the State's highway safety data and traffic records systems and to review changes to such systems before the changes are implemented;(2) provides a forum for discussion and reporting of highway safety data and traffic records issues back to the agencies and organizations in the State that create, maintain and use highway safety data and traffic records; (3) considers and coordinates the views of organizations in the State that are involved in the administration, collection, and use of the highway safety data and traffic records system; (4) represents the interests of the agencies and organizations within the traffic records system to outside organizations; and, (5) reviews and evaluates new technologies to keep the highway safety data and traffic records systems up-to-date.

**TRCC – Executive Committee Duties and Responsibilities**

The duties of the Executive Committee of the Traffic Records Coordinating Committee include but are not limited to:

Providing executive direction and oversight for the current Traffic Safety Information System

Providing executive direction and oversight for the current Traffic Safety Information System Improvement Program

Providing executive direction and oversight for the current Traffic Safety Information System Strategic Plan

Develop consensus among agencies for system direction

Provide leadership and direction to the Traffic Records Technical Committees

Obtaining input from the Traffic Records Technical Committees

Forming technical sub-committees as appropriate (Traffic Records Technical Committees)

Authorizing the expenditure of grant funds and other agency funds as appropriate in order to support and improve the Traffic Safety Information System Improvement Program.

**Traffic Records Technical Committee Authority**

The TRCC Technical Committee primary authority is established by the working members of the TRCC Executive Committee and assigned to the Technical Committee as required to complete projects for the integration and enhancement of the Traffic Safety Information Systems in the State of California.

In recognition that efforts within one system may have either positive or negative impacts upon other systems or users, the Traffic Records Technical Committee shall develop an annual Traffic Safety Information System Strategic Plan which assures that all TSIS projects are incorporated within the plan before implementation.

The Executive Committee of the TRCC, at least annually, shall approve the Traffic Safety Information System (TSIS) Strategic Plan that has been developed through the process.

**Traffic Records Technical Committee Purpose**

Provide technical direction and oversight for the development and implementation of a Traffic Safety Information System Improvement Program as reflected within a Traffic Safety Information System Strategic Plan.

Develop consensus among agencies for system direction and priorities

Providing leadership and direction to the Traffic Safety Information System Improvement Program

Obtain input from the Traffic Records Technical Committee members and assembling said information for the decision making of the Traffic Records Executive Committee

Forming technical Standing and Ad-hoc sub-committees as appropriate to complete various tasks and provide guidance

Developing the budget for the expenditure of grant funds obtained from various sources as in the Federal SAFETEA-LU appropriations, and other agency funds as appropriate, in order to support and improve the Traffic Safety Information System Improvement Program. To make said recommendations to the Executive TRCC Committee on those budgeted projects.

**Traffic Records Technical Committee Duties and Responsibilities**

The duties of the Traffic Records Technical Committees of the TRCC will include but are not limited to:

Provide the coordination support for the various projects within the Traffic Records Information System Strategic Plan to reach stated goals

Provide technical project management support for the direction provided by the Executive Committee

Provide the direction for the Traffic Safety Information System improvement program planning and implementation

Obtain input from the various state and local agencies to coordinate data collection and analysis tools

Establish critical timelines and performance goals for various aspects of approved projects

Develop the budgetary guidelines for the various projects

The Technical Committee will establish two alternating co-chairs on which will be elected on alternating years

The Technical Committee will consist of various state and local agency personnel that are responsible for the collection, management and use of the various Traffic Safety Information System components

Technical Committee members will serve on designated sub-committees

The TRCC Technical Committee will nominate and approve two Committee Co-Chairs to provide direction and coordinate the activities of the TRCC Technical and the California Office of Traffic Safety will provide the administrative Vice Chair. The Co-Chairs will have staggered terms to provide continuity and transition and will administrate based upon the Federal Calendar Year. A nominating committee will be established of the three members and be headed by the outgoing Co-Chair.