



## A Multi-state Assessment of State Impaired Driving Task Forces: Best Practices and Strategies





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This technical memorandum would not be possible without the contributions from several key impaired driving stakeholders. Thank you for your time and willingness to share your experiences and knowledge. Thank you.

We are sincerely grateful.

## Executive Summary

The National Highway Traffic Safety Administration has established impaired driving task forces or commissions as an effective tool for states to use and include as a component of a state's overall impaired driving program (NHTSA 2006). Statewide impaired driving task forces provide a way for key players and stakeholders to address impaired driving issues together, share resources and reduce duplication of effort, and work to close loopholes in legislation, enforcement, and prosecution areas (NHTSA 2009).

The Texas Impaired Driving Task Force (TxIDTF) has been established for several years but has operated in some capacity for over a decade. What was once an informal working group has evolved to become a multi-faceted task force. In April 2017, TxIDTF voiced the need to better understand the role and function that statewide task forces play. By understanding how other state task forces operate, TxIDTF can explore ways to improve its current processes and remain at the forefront of reducing and ultimately eliminating impaired driving in Texas.

To meet this need, in 2018, TxIDTF Administration interviewed several states in an effort to identify best practices and strategies for state impaired driving task forces. However, many of the task forces interviewed were too dissimilar to TxIDTF, particularly in terms of membership representation

and lobbying capability, so many of the best practice recommendations were not applicable to TxIDTF. Therefore, a follow-up effort was required in order to include state task forces that are operating with similar constraints to Texas. This technical memorandum details the survey results of the state task forces interviewed in 2020, which more closely align with TxIDTF and whose best practice recommendations will be more applicable.

Although each of the state task forces have faced various internal and external challenges, task forces are beneficial because they prevent duplication of effort, provide an opportunity for stakeholders to network and exchange ideas, and focus attention on the impaired driving challenge in communities. TxIDTF already manages and employs many of the strategies and recommendations that other state impaired driving task forces use. Additionally, TxIDTF has some unique features that aid in the success of the task force, such as the use of subcommittees, the annual Texas Impaired Driving Forum, and coalition involvement. There are also several areas of improvement for TxIDTF such as the frequency of meetings, its impact on state legislation, and the role of TxIDTF. The lessons learned from other state task forces can help make TxIDTF a better facilitated task force and lead to a greater impact on reducing impaired driving in Texas.

## Introduction

According to the National Highway Traffic Safety Administration (NHTSA), effective impaired driving programs should include state impaired driving task forces or commissions to provide guidance, responsibility, and coordination among all stakeholders involved in impaired driving issues (NHTSA 2006). By gathering stakeholders in the community, task forces can evaluate statewide issues and try to close gaps in enforcement, legislation, and prosecution procedures (NHTSA 2009). Additionally, task forces are an effective tool for bringing public awareness to impaired driving issues in the state (NHTSA 2009).

With the desire to fulfill NHTSA's 2009 *Guidelines for State Highway Safety Programs*, Texas formally adopted the Texas Impaired Driving Task Force (TxIDTF) in 2012. As TxIDTF has been evolving over the past decade, it is evident that some processes and goals should evolve as well in order for TxIDTF to be a successful task force.

In 2017, TxIDTF stated a desire to better understand the role and function of other successful statewide task forces. So, the Texas A&M Transportation Institute (TTI), which manages a grant that supports TxIDTF and is also the TxIDTF administrator, conducted an initial survey of five state task forces in 2018, and a subsequent technical memorandum was developed summarizing the results of those interviews. The following states were interviewed: Colorado, Minnesota, Montana, Washington, and Washington, D.C. The goal was to better understand how other state impaired driving task forces were operating so that TxIDTF could be better facilitated. However, many of the task forces interviewed in 2018 were too dissimilar to TxIDTF, particularly in terms of membership representation and lobbying capability, so many of the best practice recommendations were not applicable to TxIDTF.

Therefore, a follow-up effort was required in order to include state task forces that are operating with similar constraints to Texas. This technical memorandum details the survey results of the state task forces interviewed in 2020, which more closely align with TxIDTF and whose best practice recommendations will be more applicable.

## Methodology

TTI developed a survey to be used to interview representatives from other state impaired driving task forces in 2020. The survey focuses on three major components: background, operations and strategic planning, and measurement of the impact of state impaired driving task forces. The survey is similar to the one developed in 2018 with only minor revisions. The Texas Department of Transportation (TxDOT) reviewed and approved the survey before distribution. A copy of the survey is in Appendix A.

**TTI interviewed state task forces similar to TxIDTF and whose best practice recommendations will be more applicable to Texas.**

TTI identified 10 state impaired driving task forces to be interviewed based on their similarity to TxIDTF. The following criteria were used to include or exclude state impaired driving task forces:

- Establishment as either an ad hoc task force or as a grassroots-level effort,
- Lack of lobbying capabilities, and
- Lack of high-ranking government officials serving as members (e.g., governor or state representative).

TTI contacted the 10 state impaired driving task forces identified and subsequently approved by TxDOT via email and phone. As of this technical memorandum's writing, no response has been received from six state task forces, including California, Idaho, Michigan, Nebraska, New Mexico, and Utah. TTI attempted to reach representatives from each of these task forces at least three times.

The following four task forces were interviewed and are represented in this technical memorandum:

- Florida: Florida Impaired Driving Coalition (FIDC),
- Nevada: Nevada Strategic Highway Safety Plan Impaired Driving Task Force (NV IDTF),
- Tennessee: Tennessee Impaired Driving Advisory Council (TN IDAC), and
- Washington, D.C.: Washington Regional Alcohol Program (WRAP), a nonprofit organization funded by the Maryland Highway Safety Office.

The term *task force* is not required in the title to be included in this technical memorandum; many other designations can be used, such as coalition and advisory council. Appendix B contains the contact information for the state impaired driving task force representatives.

## Survey Results

### BACKGROUND

First, each state impaired driving task force interviewed was asked a series of questions about its background such as establishment, charter, structure, and membership. The following sections provide an overview of TxIDTF and summarize each state's responses.

#### **Establishment**

##### **Texas Impaired Driving Task Force**

In 2005, TxIDTF was first established as a working group by a group of dedicated stakeholders with an interest in impaired driving prevention. Eventually, NHTSA urged Texas to adopt the working group as a formal task force because some benefits come with that designation, such as funding. After some time, Texas did adopt TxIDTF as an official state task force. TxIDTF has been formally established since 2012. The overall goal of TxIDTF is to eliminate injury and death caused by impaired driving in Texas through identifying best practices, developing innovative solutions, and providing recommendations to TxDOT. Additionally, the task force serves as a network of communication and cooperation among various stakeholders, identifies impaired driving problems in the state, and maintains the Texas Impaired Driving Plan.

**The overall goal of TxIDTF is to eliminate injury and death caused by impaired driving in Texas.**

#### **State Responses**

Similar to Texas, both Florida's and Tennessee's state task forces were established to satisfy a recommendation by NHTSA and to receive funding that comes with the task force designation. FIDC (established in 2009) and TN IDAC (established in 2013) began as barebones organizations, simply existing to fulfill the NHTSA recommendation, but have since grown dramatically in membership and responsibility over the past five years.

FIDC is a non-legislative, non-judicial, and non-executive body that functions strictly in an advisory role to the state of Florida. FIDC has the overall goal of decreasing the instances of impaired driving statewide by supporting activities to improve prevention, laws, the legal system, the administration of justice, and community awareness of impaired driving issues in Florida, in addition to the treatment and rehabilitation of impaired drivers. This is accomplished through the development of model legislative language, the development of best practices, and analysis of Florida crash and citation data. FIDC pursues the recommendations of assessments conducted by NHTSA, as well as the objectives established by the Florida Strategic Highway Safety Plan.

TN IDAC serves to identify and prioritize the state's most pressing impaired driving issues, recommend best practices, and develop a multi-year impaired driving strategic plan that will support the mission of the Tennessee Highway Safety Office as well as maximize the state's ability to impact these types of crashes, injuries, and fatalities.

The purpose of Nevada’s NVIDTF is to establish strategic goals for the Nevada Strategic Highway Safety Plan related to impaired driving programs, identify gaps, and take actions to move Nevada toward the ultimate goal of safer roadways. This includes legislative efforts, provision of focused training, development of statewide toxicology labs, strengthening of data collection, and provision of a network of communication and cooperation among various stakeholders. For example, NV IDTF has a goal of mandating advanced roadside impaired driving enforcement (ARIDE) training for all Nevada law enforcement officers as a Category 1 Peace Officer Standards and Training requirement. Additional goals of the task force include creating a drug recognition expert call-out program with a supporting database; creating a statewide

e-warrants program, an ignition interlock clean-up bill, and fee collection procedure; and increasing drug testing results through coordination with forensic labs.

Maryland’s WRAP, which serves the Washington, D.C., metropolitan area, is a nonprofit (501[c][3]) established in 1982. WRAP is an award-winning public-private partnership working to prevent drunk driving and underage drinking in the Washington, D.C., metropolitan area. WRAP provides public outreach, innovative health education programs, and advocacy. WRAP is supported by a grant from the Maryland Highway Safety Office.

Table 1 summarizes the survey results pertaining to the establishment of each state task force.

**Table 1. Establishment**

Task Force	Year Established	Purpose
Texas Impaired Driving Task Force	2012	<ul style="list-style-type: none"> <li>Identify problems</li> <li>Identify best practices and innovative solutions</li> <li>Provide recommendations to TxDOT</li> <li>Maintain the Texas Impaired Driving Plan</li> <li>Serve as a network of communication and cooperation among various stakeholders</li> </ul>
Florida Impaired Driving Coalition	2009	<ul style="list-style-type: none"> <li>Support activities to improve prevention, laws, the legal system, the administration of justice, and community awareness of impaired driving issues in Florida</li> <li>Develop model legislative language</li> <li>Develop best practices</li> <li>Pursue the recommendations of assessments done by NHTSA</li> </ul>
Nevada Strategic Highway Safety Plan Impaired Driving Task Force	2020	<ul style="list-style-type: none"> <li>Establish strategic goals related to impaired driving programs</li> <li>Identify gaps in impaired driving programs</li> <li>Take action steps to improve traffic safety in Nevada (e.g., legislative efforts, trainings, strengthened data collection, and a network of communication)</li> </ul>
Tennessee Impaired Driving Advisory Council	2013	<ul style="list-style-type: none"> <li>Prioritize the state’s most pressing impaired driving issues</li> <li>Recommend best practices</li> <li>Develop a multi-year impaired driving strategic plan</li> </ul>
Washington Regional Alcohol Program	1982	<ul style="list-style-type: none"> <li>Provide public outreach</li> <li>Provide public education</li> <li>Implement impaired driving prevention programs</li> <li>Advocate for public policy combating alcohol-impaired driving and underage drinking.</li> </ul>

## **Charter**

### **Texas Impaired Driving Task Force**

In 2017, TxIDTF formally adopted a charter after operating under informal procedures for several years. The charter creates clear expectations and outlines the responsibilities of TxIDTF members. The TxIDTF charter is in Appendix C.

## **State Responses**

Florida and Tennessee have established charters. Copies of the FIDC and TN IDAC charters are in Appendix C.

WRAP does not have a charter. Currently, no charter or bylaws exist for NV IDTF.

## **Structure**

### **Texas Impaired Driving Task Force**

TxIDTF is currently served by an administrator and two co-chairmen, representing TTI and TxDOT. The administrator helps coordinate TxIDTF and grant activities. TxIDTF has developed several subcommittees that focus on specific topics or actions. The subcommittees meet as needed and operate with a certain amount of autonomy. Currently, five subcommittees support TxIDTF: Education, Legislative, Awards Selection, Research, and Drug-Impaired Driving.

**TxIDTF has an administrator and two co-chairmen. Florida and Tennessee operate similarly.**

## **State Responses**

Florida and Tennessee operate similarly to TxIDTF. FIDC is served by a chair and vice chair, appointed by the Florida Department of Transportation. The appointees are chosen based on representatives' ability and time commitments needed to drive down impaired-driving-related fatalities in Florida. FIDC can create subgroups or technical task teams to perform the work of the coalition and can include representatives from any relevant entity that has an interest in or knowledge of impaired-driving-related issues.

TN IDAC functions as a parallel team with all members having equal standing. The Tennessee Highway Safety Office impaired driving coordinator is responsible for coordinating TN IDAC. Subcommittees can be formed on an as-needed basis.

The Nevada task force is served by a chair and vice chair. The task force also has a designated facilitator. At this time, there are no formal working groups established to address specific topics. While there is not a formalized conduit of information directly from NV IDTF to the Nevada Legislature, the task force (along with several other safety issue task forces) reports to the Nevada Executive Committee on Traffic Safety (NECTS). NECTS is a legislatively mandated executive-level group of state agency and other organization leaders that meets quarterly to discuss traffic safety priorities facing the state. NECTS does formulate a legislative agenda, and impaired driving is recognized as a significant issue in the state.

WRAP is primarily operated by three staff: the president, the director of programs, and the director of operations. The membership serves to approve changes to programs or activities, provide insight into specific policies, advocate on behalf of WRAP, and provide financial and intellectual resources. Additionally, members approve budgeting for the organization.

## **Membership**

### **Texas Impaired Driving Task Force**

TxIDTF is comprised of about 48 members who have come together with the ultimate goal of reducing fatalities and injuries caused by impaired driving crashes in Texas. TxIDTF membership includes a diverse body of stakeholders, including TxDOT personnel and experts in prevention and education, law enforcement, prosecution, judiciary, treatment, toxicology, and research. The members represent diverse geographic and demographic areas of Texas, as well as different aspects of impaired driving issues.

Each member serves a one-year term (October 1 to September 30) with the option to renew. There is no limit on the number of terms a member can serve. However, inactive members may be removed if necessary. Additional members may be added on an

as-needed basis if the task force identifies representation gaps.

### State Responses

All other task forces interviewed also have large membership sizes (30 or more). FIDC currently has 49 members serving. FIDC members represent agencies and organizations at the national, state, and local level, such as law enforcement, judiciary, highway safety advocacy groups, alcohol and drug treatment, educators, and public health officials. Similar to TxIDTF, FIDC identifies new members based on gaps in topic areas (e.g., toxicology). Currently, FIDC does not allow for nontraditional members to serve, such as defense attorneys or the alcohol beverage industry. Although FIDC does have participation requirements, such as attendance at a majority of FIDC meetings each year and participation in ad hoc subcommittees, inactive members are not removed since there is no limit on membership size or term limits.

**TxIDTF and the state task forces interviewed have large memberships of 30 or more.**

TN IDAC currently has 30 members serving. TN IDAC membership can be no lower than 20 members, and there is no established maximum number. However, a membership limit will be imposed if TN IDAC grows too large (i.e., over 35 members). The members serve a renewable term of three years, which allows for both continuity and change. Member representatives include the Tennessee Highway Safety Office, areas of law enforcement and the criminal justice system, driver licensing, treatment and rehabilitation, ignition interlock programs, data and traffic records, public health, and communication. Similarly to Texas and Florida, no nontraditional members can serve on TN IDAC.

The participation requirements for TN IDAC include:

- Attend and participate in all meetings,
- Help determine committee priorities and ways to achieve them,
- Become familiar with alcohol and impaired driving programs and how they fit into the highway safety plan, and
- Accept and carry out assignments.

NV IDTF does not have formal membership or formal term limits for leadership or membership. The roster of attendees and followers contains approximately 110 names; however, the average number of attendees in the last half of 2020 was approximately 30. Membership representation is similar to Texas, including representatives from the Nevada Office of Highway Safety, NHTSA, law enforcement, toxicology, advocacy groups, educators, driver licensing, and ignition interlock programs. The Nevada task force is open to anyone, including nontraditional members, such as representatives from the marijuana industry. In Nevada's experience, involving members from controversial industries does not affect the discussion or direction of the group.

WRAP has 72 total members, comprised of 4 executive committee members, 26 board of directors members, and 42 members. WRAP has a very diverse membership, including representatives from the restaurant and bar industry, law enforcement, nonprofits, health care, communications, highway traffic safety, and ride-share companies (e.g., Lyft). WRAP allows anyone to join, and new members are typically recruited at the Highway Safety Summit. WRAP prides itself on the diversity of its members because the membership feels it is important to include everyone in the discussion, including nontraditional members such as bar and alcohol representatives.

Table 2 summarizes the membership of each state task force.

**Table 2. Membership**

<b>Task Force</b>	<b>Member-ship Size</b>	<b>Membership Representatives</b>	<b>Term Limits</b>	<b>Membership Requirements</b>
Texas Impaired Driving Task Force	48 members	<ul style="list-style-type: none"> <li>• Prevention</li> <li>• Educators</li> <li>• Law enforcement</li> <li>• Criminal justice system</li> <li>• Judiciary</li> <li>• Alcohol and drug treatment</li> <li>• Highway safety advocacy groups</li> <li>• Public health</li> <li>• Toxicology</li> <li>• Research</li> </ul>	1-year term (renewable)	<ul style="list-style-type: none"> <li>• Attendance at TxIDTF meetings</li> </ul>
Florida Impaired Driving Coalition	49 members	<ul style="list-style-type: none"> <li>• Law enforcement</li> <li>• Judiciary</li> <li>• Highway safety advocacy groups</li> <li>• Alcohol and drug treatment</li> <li>• Educators</li> <li>• Public health officials</li> </ul>	None	<ul style="list-style-type: none"> <li>• Attendance at a majority of FIDC meetings each year</li> <li>• Participation in ad hoc subcommittees</li> </ul>
Nevada Strategic Highway Safety Plan Impaired Driving Task Force	About 30 active members	<ul style="list-style-type: none"> <li>• Nevada Office of Traffic Safety</li> <li>• NHTSA</li> <li>• Law enforcement</li> <li>• Driver licensing</li> <li>• Ignition interlock</li> <li>• Toxicology</li> <li>• Educators</li> <li>• Advocacy groups</li> <li>• Marijuana industry</li> </ul>	None	None
Tennessee Impaired Driving Advisory Council	30 members	<ul style="list-style-type: none"> <li>• Tennessee Highway Safety Office</li> <li>• Law enforcement</li> <li>• Criminal justice system</li> <li>• Driver licensing</li> <li>• Treatment and rehabilitation</li> <li>• Ignition interlock programs</li> <li>• Data and traffic records</li> <li>• Public health</li> <li>• Communication</li> </ul>	3-year term (renewable)	<ul style="list-style-type: none"> <li>• Attend and participate in all meetings</li> <li>• Help determine committee priorities and ways to achieve them</li> <li>• Become familiar with alcohol and impaired driving programs and how they fit into the highway safety plan</li> <li>• Accept and carry out assignments</li> </ul>
Washington Regional Alcohol Program	72 members	<ul style="list-style-type: none"> <li>• Law enforcement</li> <li>• Hospitals/health care</li> <li>• Restaurants</li> <li>• Alcohol industry representatives</li> <li>• Communication/media</li> <li>• Automobile associations</li> <li>• Impaired driving safety coalitions</li> <li>• Rideshare companies</li> <li>• Criminal justice system</li> <li>• Public health</li> <li>• Highway safety advocacy groups</li> </ul>	None	None

## OPERATIONS AND STRATEGIC PLANNING

A cluster of survey questions focused on operations and strategic planning. Subsequent subsections provide an overview of how each state plans and facilitates meetings, as well as how the task force formulates and executes its strategic plan.

### *Meeting Frequency*

#### **Texas Impaired Driving Task Force**

Typically, TxIDTF conducts two in-person meetings per year. The meetings last the majority of the day. Additionally, subcommittees meet multiple times throughout the year via WebEx, conference call, or email as needed. The TxIDTF administrator also communicates throughout the year with task force members via email. For this fiscal year, due to COVID-19, the two meetings have been held virtually instead of in person.

#### **State Responses**

States responded the following:

- Florida: quarterly, for eight hours over a two-day period;
- Nevada: quarterly, for two hours;
- Tennessee: quarterly, for two hours; and
- Washington, D.C.: quarterly, for two hours.

Florida recommends the two-day format because more members attend the meetings and actively participate. In Florida's experience, eight hours all in one day is too long to keep members engaged. Additionally, some members have to travel far distances, so giving them the Day 1 morning to travel to the meeting location, a stay at the conference hotel overnight, and then the Day 2 afternoon to return home has boosted attendance (the Florida Department of Transportation funds the travel of members).

Tennessee also recommends shorter and more frequent meetings throughout the year to keep members engaged year-round in task force activities.

### *Meeting Logistics*

#### **Texas Impaired Driving Task Force**

TxIDTF solicits information via email from members prior to each meeting. Currently, the agenda is set by TxIDTF Administration in conjunction with the

TxIDTF co-chairmen. In addition to items added by members, the agenda typically includes updates from each of the subcommittees, old business from previous meetings, and a work group discussion on a specific topic. Currently, TxIDTF uses a large group discussion format.

#### **State Responses**

In Florida and Tennessee, the NHTSA Technical Assessment Recommendations drive the states' agendas. Each state has developed action plans to meet these recommendations, which are discussed at each meeting. The meeting agendas for these two task forces are determined by the FIDC chairperson and the Tennessee Highway Safety Office impaired driving coordinator. In addition to discussing the NHTSA Technical Assessment Recommendations and subsequent strategic plans, subcommittees also provide updates. Florida facilitates its meetings through large group discussions, whereas Tennessee prefers small group breakout sessions to discuss topics.

**In Florida and Tennessee, the NHTSA Technical Assessment Recommendations drive their agendas.**

In Nevada, the agenda items are determined by the strategic plan, and progress is tracked. Further agenda items may be added by leadership or participants with prior discussion. Standard agenda items covered at each meeting include a review of statewide crash data, the activities of the state Traffic Records Coordinating Committee, statewide public information activities (in particular how these highlight impaired driving), and information about impaired driving program efforts funded by the Office of Traffic Safety. Progress on strategies and action steps developed in support of the State Highway Safety Plan and the Impaired Driving Strategic Plan is tracked.

WRAP meetings are very informal, and anyone can add to the meetings. Generally, the board of directors discusses the financial state of the nonprofit. Additionally, members provide opinions

about the programs WRAP provides, as well as potential alcohol-impaired driving legislation.

### **Strategic Planning**

#### **Texas Impaired Driving Task Force**

TxIDTF is responsible for maintaining and updating the Texas Impaired Driving Plan, which is used for the state's application to qualify for federal funding. TxIDTF maintains and updates the plan annually.

### **State Responses**

FIDC is responsible for creating and updating the Impaired Driving Strategic Plan and supports the Florida Highway Strategic Plan. In 2015, NHTSA completed a Highway Safety Program Assessment, which FIDC used to help guide the development of the goals, objectives, strategies, and actions in the Impaired Driving Strategic Plan.

TN IDAC is also responsible for developing and approving a statewide Impaired Driving Strategic Plan. In the spring of 2020, TN IDAC replaced the first quarterly meeting with a multi-day retreat in order to establish the foundation of the plan. Currently, a new three-year strategic plan, which is largely based on the NHTSA Highway Safety Program Assessment priority recommendations, is in the final approval process.

NV IDTF is responsible for developing the statewide strategic plan. The task force membership is asked to review and approve the proposed strategies and action steps.

WRAP works with the Maryland Office of Highway Safety as part of the Statewide Strategic Plan Implementation Team.

### **MEASURING IMPACT**

The last section of the survey focused on the perceived impact of each state task force. Successes, challenges, and best practices are summarized.

### **Successes**

#### **Texas Impaired Driving Task Force**

Strong leadership and membership have allowed TxIDTF to successfully host a growing statewide Impaired Driving Forum each year, participate in a multitude of regional community coalitions around the state each year, sustain several subcommittees

to support TxIDTF, and maintain and update the Texas Impaired Driving Plan each year. TxIDTF measures success by looking at serious injury and fatal impaired driving crash data. The task force aims to achieve these performance targets by implementing NHTSA Technical Assessment Recommendations and executing the Texas Impaired Driving Plan.

**TxIDTF measures success by looking at serious injury and fatal impaired driving crash data.**

### **State Responses**

Florida evaluates its success based on meeting the NHTSA Technical Assessment Recommendations and executing the Strategic Impaired Driving Plan. Additionally, by recruiting members who are experts in writing and understanding legislation, FIDC develops model legislative language every year that supports the goals, objectives, strategies, and actions included in the Impaired Driving Strategic Plan. The model language is posted on FIDC's website as a resource for others and has been used as a resource by the Florida State Legislature. Developing model legislative language is how FIDC has been able to successfully influence legislation without direct lobbying ability.

Similar to Florida, Tennessee also measures its success based on productivity toward meeting NHTSA's Technical Assessment Recommendations and Strategic Plan action items. Over the past several years, TN IDAC has worked to recruit passionate members who actively participate and raise the merit of the overall membership. Many of these new members are from advocacy groups, such as MADD and AAA, and TN IDAC relies heavily on these members to advocate in the state legislature for improved impaired driving policy. Currently, TN IDAC is working to improve its website so relevant traffic safety resources can be easily accessible to the public.

Nevada measures success by tracking progress toward accomplishing the strategies and action steps that were agreed upon by the task force members to support the State Highway Safety Plan. NV IDTF has committed to undertaking efforts that have been identified in NHTSA's *Countermeasures That Work* and that have significant potential to reduce fatalities and serious injuries. By making progress on the strategies and action steps that support the State Highway Safety Plan, NV IDTF leadership believes they are making a positive difference on Nevada fatalities and serious injuries related to impaired driving.

In Washington, D.C., WRAP is credited with keeping the metro-Washington, D.C., area's alcohol-related traffic deaths historically lower than the national average. WRAP maintains several successful programs and activities, funded by both private and public sponsors. A few of WRAP's most successful programs include the Checkpoint Strikeforce, which is a mass media campaign; alcohol awareness and safety events in schools; and SoberRide, which provides free transportation on holidays. All of these programs are evaluated for impact. For example, the Checkpoint Strikeforce program is evaluated via pre- and post-tests measuring metrics such as change in attitude toward alcohol-impaired driving, alcohol awareness, and behavior change. WRAP is involved with advocacy work and is known as a key player in effectively championing public policies combating drunk driving and underage drinking.

## Challenges

### Texas Impaired Driving Task Force

TxIDTF has struggled with ways to continuously engage members. This may be due in part to the fact that TxIDTF meets just twice a year in person. Member engagement has also struggled because many of the recommendations that came from the 2015 Impaired Driving Technical Assessment were tied to legislative changes. TxIDTF cannot lobby for legislation changes; therefore, TxIDTF sees its role as an informer, providing impaired-driving-related data and information. Given the parameters TxIDTF must operate within, some members have expressed frustration in not being able to "get things done" because of the inability to lobby.

**TxIDTF cannot lobby for legislation changes; therefore, TxIDTF sees its role as providing impaired-driving-related data and information.**

## State Responses

Florida and Tennessee face similar challenges to TxIDTF in regard to membership engagement. Neither Florida nor Tennessee can lobby as a state task force, and therefore many of the NHTSA Technical Assessment Recommendations are not feasible, which can be discouraging for members. Generally, only a handful of passionate members participate in implementing NHTSA recommendations and strategic plan action items. Tennessee is attempting to rectify this issue by holding an all-member retreat in order to develop the new strategic impaired driving plan for the task force. Tennessee speculates that by involving all members in the strategic planning process, all members will share ownership over the final product and therefore will be more likely to participate in accomplishing action items.

Nevada also struggles with membership engagement. Despite a large mailing list of task force members, it tends to be a relatively small group of individuals who step forward to actively participate and take the lead on impaired driving action steps. A key challenge in Nevada is drug- and poly-substance-impaired driving and getting consistency in testing between multiple toxicology labs in the state. Often, these challenges become the impetus for strategy and action step development at the task force level. For example, ARIDE training for law enforcement is poised to become part of basic law enforcement officer training protocols due to a need identified and discussed at task force meetings. Initially identified as a legislative item, task force members worked together and found an alternate way to make this happen. Although the Nevada task force is relatively new, it has already found a tangible solution to address a major challenge in the state.

WRAP only focuses on alcohol-impaired driving, so the organization has been accused of being too narrow in scope, especially with the growing drug-impaired driving challenges facing the area. However, WRAP is “purposely myopic” so that the organization can be laser focused on alcohol-impaired driving issues and not be pulled in too many directions to where resources are spread too thin.

### **Best Practice Recommendations**

The last question on the survey asked respondents to identify recommendations for effectively managing a task force.

Florida recommends meeting on a regular basis (at least four times per year) so members stay engaged and involved throughout the entire year. Additionally, recruiting advocacy members and members skilled in developing model legislation is key to influencing legislation.

Tennessee also recommends meeting on a regular basis, as well as ensuring the meetings are fun and interesting. Specifically, Tennessee provides food, has music playing throughout the meeting, and brings in mystery guest speakers. Moreover, Tennessee strongly believes that “if you create a sterile environment, then that is going to produce a sterile product.” Tennessee also provides members with an opportunity for ownership, such as being involved with subcommittees and creating the strategic plan.

Nevada recommends meeting regularly and having members that represent many different facets of the impaired driving response. These include toxicologists, law enforcement, prosecutors, state program managers, researchers, engineers, advocates, business entities (e.g., interlock providers), public health, judicial, and others.

WRAP recommends having strong advocacy members who can introduce legislation. Additionally, having an up-to-date, easy-to-use website is key for ensuring the public has access to resources that the task force produces. WRAP has also had success with promoting itself and the work it does through social media, so maintaining those platforms is important as well.

**Tennessee recommends meeting on a regular basis and ensuring the meetings are fun and interesting.**

## **Conclusion**

TTI interviewed representatives from four state impaired driving task forces to better understand how other state impaired driving task forces operate, plan, and strategize so that TTI can better facilitate TxIDTF. Although each of the state task forces have faced various internal and external challenges, task forces are beneficial because they prevent duplication of effort, provide an opportunity for stakeholders to network and exchange ideas, and focus attention on the impaired driving challenge in communities. All the task forces interviewed have implemented various strategies that are successful in both managing the task force and impacting impaired driving in their state.

## **SUCCESSES**

TxIDTF already manages and employs many of the strategies and recommendations that other state impaired driving task forces use. Additionally, TxIDTF has some unique features that aid in the success of the task force, which are outlined as follows.

### **Subcommittees**

A somewhat unique activity of TxIDTF is the use of subcommittees. While some of the other state impaired driving task forces use subcommittees, TxIDTF uses subcommittees to not just address NHTSA recommendations but also move beyond them. The five subcommittees serving TxIDTF include the Education Subcommittee, the Legislative Subcommittee, the Awards Selection Subcommittee, the Research Subcommittee, and the Drug-Impaired Driving Subcommittee.

**A somewhat unique activity of TxIDTF is the use of subcommittees to address NHTSA recommendations and also move beyond them.**

### **Education Subcommittee**

In 2019, the Education Subcommittee developed a reference book that includes evidence-based and TxDOT-funded programs focused on alcohol and drug prevention. The purpose of this reference book is to provide Texas K–12 grades with current, impaired driving information for inclusion in health and other curricula. This reference book provides an overview of alcohol and drug prevention programs that vary in cost, time, and materials so that users can select the program that is best suited for the needs of their students, staff, and schools. In addition, the Education Subcommittee has expressed interest in developing a similar reference book for community-based programs (for those programs outside implementation in schools).

### **Legislative Subcommittee**

The Legislative Subcommittee meets while the Texas State Legislature is in session. The Legislative Subcommittee is comprised of prosecutors and attorneys, judges, and other stakeholders who are able to lobby. The Legislative Subcommittee tracks pending bills in the legislature and provides a brief summary of each bill's potential impact.

### **Awards Selection Subcommittee**

The Awards Selection Subcommittee focuses on recognizing individuals or organizations that have made a significant contribution to reducing impaired driving in Texas. This is a competitive awarding process meant to honor, celebrate, and encourage those individuals/organizations that go above and beyond in support of the mission to eliminate impaired driving in Texas. All nominations are considered for each of the following awards:

- The Texas Impaired Driving Safety Champion,
- The Texas Impaired Driving Difference Maker, and
- Honorable Mention.

TxIDTF, in conjunction with TxDOT, presents the Texas Impaired Driving Safety Awards at the annual Texas Impaired Driving Forum.

### **Research Subcommittee**

The Research Subcommittee was formed in 2020 to review, discuss, and summarize recent scholarly articles concerning alcohol and/or drug impairment and research. The subcommittee's role is to provide a brief summary of reviewed research to the larger TxIDTF so that members can understand the strengths, weaknesses, and limitations of recent impaired-driving-related research. That way, members will have the knowledge and confidence to speak intelligently about these items.

### **Drug-Impaired Driving Subcommittee**

The Drug-Impaired Driving Subcommittee was formed to address the issue of drug-impaired driving in Texas—a priority problem identified by the task force membership. The subcommittee is still in the developmental stages and will have its first meeting in the spring of 2021.

### **Annual Texas Impaired Driving Forum**

The TxIDTF grant supports the statewide Impaired Driving Forum each year. The forum is a one-day event that is free to attend and open to the public. Through presentations, panel sessions, and roundtable discussions, attendees have the opportunity to learn about the current challenges associated with impaired driving and what programs are being implemented to reduce and prevent impaired driving in Texas and other states. The Texas Impaired Driving Forum provides the opportunity to foster partnerships with other organizations and stakeholders interested in combatting impaired driving. Each year, approximately 250 participants attend the Texas Impaired Driving Forum, and the number of attendees continues to grow each year.

### **Coalition Involvement**

Finally, TxIDTF serves as a liaison to regional traffic safety and impaired driving community coalitions. TxIDTF recognizes the importance that grassroots efforts can have on the impaired driving challenge. Therefore, TxIDTF Administration attends at least five coalitions' meetings to learn about the activities regional coalitions are involved with and to determine if any practices can be implemented at the state level. Furthermore, attending coalition

meetings allows TxIDTF Administration to share and gather useful impaired driving resources with coalition members not involved with TxIDTF.

## AREAS FOR IMPROVEMENT

TxIDTF faces many of the same internal and external challenges as other state task forces, such as lack of membership engagement and lack of lobbying capability to have a direct influence over impaired driving legislation. The biggest differences between TxIDTF and the other state impaired driving task forces interviewed were seen in meeting frequency and the role of the task force as a provider of information versus a problem-solving entity.

**The biggest differences between TxIDTF and the other task forces were meeting frequency and the role of the task force as a provider of information versus a problem-solving entity.**

### *Frequency of Meetings*

Most state impaired driving task forces meet more regularly. All of the task forces surveyed in this report meet on a quarterly basis. Additionally, some meet for multiple-day retreats to develop long-term strategies. Meeting regularly helps members stay up to date with upcoming events/resources and actively engaged with each other. TxIDTF may consider amending the frequency and duration of meetings in order to keep members better apprised and engaged throughout the year. Perhaps meeting more frequently for a lesser amount of time is a better approach for membership engagement.

### *State Legislation*

Without a direct way to lobby for impaired driving legislation as a statewide task force, other task forces have found ways to make an impact on impaired driving laws. Florida recruits members who are experts in writing and understanding legislation. As a result, FIDC develops model legislative language to support the goals of reducing impaired driving

and posts it to the FIDC website as a resource for others, including the legislature. This has been one of the more successful activities of the task force because the Florida Legislature has been known to use the model legislative language produced by FIDC. Tennessee relies on members from advocacy groups to carry their message to the state legislature. WRAP actively tracks and discusses potential alcohol-impaired driving legislation and advocates for polices combating impaired driving and underage alcohol use. NV IDTF relies on the Nevada Executive Committee on Traffic Safety to help guide a legislative agenda.

Interestingly, only four states in the union have bi-annual legislative sessions, Texas and Nevada being two of them. All other states meet annually to review current laws and create new legislation. One lesson that can be learned from Nevada, which also has large gaps between sessions, is structuring legislation to reference administrative code when practical. This allows changes to be made by the regulatory body/agency that enforces the regulations, rather than requiring statutory change. This can be particularly important in areas that require modifications as knowledge and equipment improve over time, such as training requirements, testing for toxicology, and calibration of equipment. These topics do not directly affect the rights of accused persons. However, addressing them administratively allows for adaptation of code during non-legislative years. Nevada has found this particularly useful as it attempts to adapt to the ever-changing environment of legalized marijuana.

### *Role of the Task Force*

Currently, the role of TxIDTF is primarily as an informer with the ultimate purpose of providing a network of communication and cooperation among various stakeholders. While TxIDTF does serve this role well, membership has expressed a desire to identify and provide solutions to problems. At the February 2021 task force meeting, the membership discussed potential solutions to previously identified impaired driving problems. As a result, the Drug Impaired Driving Subcommittee was formed to address the issue of drug-impaired driving. Moving forward, TxIDTF should consider how to address impaired driving problems in Texas with tangible solutions. The lessons learned from other state task forces can help make TxIDTF a better facilitated task

force and lead to a greater impact on reducing impaired driving in Texas.

### ***Additional Considerations***

Half of the task forces interviewed noted that a part of their meeting agenda includes statewide crash data discussions. This topic can be helpful in identifying problematic areas that need special attention. It is also an opportunity to identify areas that have improved over time and to analyze how those changes occurred to apply helpful strategies in areas that need additional attention.

Another topic that was split by the task forces interviewed was nontraditional membership. Florida and Tennessee do not allow nontraditional, or industry, representatives to serve on the membership. This is also the approach of TxIDTF. Washington, D.C., and Nevada not only welcome nontraditional members to participate but also encourage this strategy to develop an all-inclusive discussion. These task forces have found that industries that serve or sell impairing substances have a vested interest in keeping their clientele safe and protecting their public image. There is an opportunity to allow them to be a part of the solution, not just a part of the problem.

## **References**

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National Highway Traffic Safety Administration (NHTSA). (2006). *Uniform Guidelines for State Highway Safety Programs*. Retrieved from <https://one.nhtsa.gov/nhtsa/whatsup/tea21/tea21programs/pages/ImpairedDriving.htm>.

## Appendix A—Survey

### BACKGROUND AND MEMBERSHIP

- When and how was the task force established?
- What is the purpose of your state’s task force?
- Does the task force have a charter or a set of bylaws that you can share with us?
- How many members serve on the task force? For how long can members serve on the task force?
- Are there any unique or nontraditional members who serve on the task force (i.e., defense lawyers, alcohol/marijuana industry representatives, city councilman, mayors, etc.)?
- How do you identify and recruit new members? And then how do you help new members onboard to the task force?
- Are there any participation requirements that members are expected to meet?
- Some task forces operate with multiple levels—sometimes an executive level and subcommittee working groups. Does the task force operate this way?

### OPERATIONS AND STRATEGIC PLANNING

- How often does the task force meet in person?
- How long do task force meetings typically last?
- Can you share with us examples of recent meeting agendas?
- How are task force meeting agendas set? How are decisions made about what topics will be discussed at each meeting?
- Are there certain topics that are discussed at every meeting?
- What are some of the impaired driving safety challenges you are facing at a state level? And how has the task force collectively addressed the challenges?
- How does your task force inform the state legislature when it comes to impaired driving fatalities, crashes, and injuries?
- How do you promote your state task force?

### MEASURING IMPACT

- What are you doing as a task force that is working well?
- What are you doing as a task force that could use some improvement/is not working?
- How do you measure or evaluate success as a collective task force?
- Can you elaborate on any internal challenges your task force has faced, and how have you worked to overcome them?
- What are some best practices or recommendations for effectively managing a state task force?

## Appendix B—State Impaired Driving Task Force Contacts

### FLORIDA

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### NEVADA

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### TEXAS

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### WASHINGTON, D.C.

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## Appendix C—Charters

### FLORIDA



### State of Florida Impaired Driving Coalition (FIDC) Charter

#### **Mission**

The mission of the Florida Impaired Driving Coalition (FIDC) is to identify and prioritize the state's most pressing impaired driving issues and to develop and approve a strategic plan to maximize the state's ability to reduce impaired driving crashes, serious injuries, and fatalities. The vast network of partners will work collaboratively to review strategies which have been proven effective in reducing the occurrence of Driving Under the Influence (DUI).

#### **Purpose**

The FIDC is a non-legislative, non-judicial, and non-executive body, that functions strictly in an advisory role to the state of Florida, with an emphasis on decreasing the instances of impaired driving statewide. It supports activities to improve prevention, laws, the legal system, the administration of justice, and community awareness of impaired driving issues in Florida, in addition to the treatment and rehabilitation of impaired drivers. This is accomplished through the development of model legislative language, the development of best practices, and analysis of Florida crash and citation data. The FIDC pursues the recommendations of assessments done by the National Highway Traffic Safety Administration, as well as the objectives established by the Florida Strategic Highway Safety Plan.

#### **Membership**

The coalition is comprised of individuals who have expertise and familiarity with Florida-specific impaired driving related programs, infrastructure, and needs. Coalition members represent agencies and organizations at the national, state, and local level, law enforcement, judiciary, highway safety advocacy groups, alcohol and drug treatment, educators, and public health officials.

FIDC membership is on a voluntary basis, and members receive no compensation for services. All coalition members must be approved by the Florida Department of Transportation State Safety Office (FDOT) and the agency supporting the coalition subgrant.

All potential coalition members will be asked to complete a coalition application prior to membership status being considered. An application submission does not guarantee coalition membership.

FDOT will review membership applications and may approve membership based on individual qualifications, benefit, and to fill gaps in overall coalition representation.

Coalition members serve at the pleasure of FDOT and the agency supporting the coalition subgrant. Members may be dismissed and have their membership status revoked at any time with or without cause by either FDOT or the agency supporting the coalition subgrant.

Continued membership on the coalition will be based on:

- Attendance and active participation at a majority of the coalition meetings each year unless a designee has been identified or the absence is excused by FDOT.
- Active participation in any assigned FIDC subgroup(s).

#### **Governance of the FIDC**

FDOT oversees the coalition and subgrant activities.

The FIDC will meet at least three times a year. The year shall be the same as the federal fiscal year beginning October 1 and ending September 30.

FDOT will appoint a chair and vice chair from its membership based on representatives' ability and time commitments needed to drive down impaired driving related fatalities in Florida. The vice chair will serve as chair in the chair's absence. FDOT will appoint another chair or vice chair from its membership when the current chair or vice chair are unable to continue serving, or can no longer fulfill their duties.

#### **Subgroups**

The FIDC can create subgroups or technical task teams to perform the work of the coalition and can include representatives from any relevant entity that has an interest in or knowledge of impaired driving related issues. The chair of a technical task team must be a member of the FIDC. Technical task teams can meet as often as needed to perform the work assigned.

**TN Highway Safety Office  
Impaired Driving Advisory Council  
CHARTER**

**Mission**

To develop, recommend best practices, and approve a multi-year impaired driving strategic plan that will support the mission of the Tennessee Highway Safety Office (THSO), plan the Impaired Driving Countermeasures Strategic Plan, and to advocate and support Tennessee's impaired driving program.

**Team Structure**

The Impaired Driving Advisory Council (IDAC) will function as a parallel team with all members having equal standing. Decisions are made collectively between the THSO and the subject matter expert for areas of emphasis in the Highway Safety Plan's Impaired Driving section.

Responsibility for meeting coordination will be administered by the THSO Impaired Driving Coordinator (IDC) who is responsible for the following:

- Prepare meeting agendas,
- Manage all aspects of meeting, including identification of meeting location, keeping meeting on schedule, and conducting meeting evaluation at conclusion,
- Delegate tasks and follow-up work,
- Compile meeting minutes and disseminate to members, and
- Follow-up on committee recommendations and actions.

Task force members will serve a renewable term of three years, which will allow for both continuity and change. Members will be expected to:

- Attend and participate in all meetings,
- Help determine committee priorities and ways to achieve them,
- Become familiar with alcohol and impaired driving programs and how they fit into the highway safety plan, and
- Accept and carry out assignments.

**Chartering Authority**

The IDAC is chartered by the Director of the THSO. The IDAC may be dissolved at the discretion of the Director based on changes or alterations of requirements of the Fixing America's Surface Transportation Act (FAST Act) and subsequent authorizations.

**Duration**

The IDAC will conduct its work beginning May 1, 2013. Annually, the IDAC should evaluate its effectiveness and determine whether its work should continue for a predetermined period of time.

**TN Highway Safety Office  
Impaired Driving Advisory Council  
CHARTER**

**Governance of the Impaired Driving Task Force**

The IDAC will meet a minimum of three times per year. A simple majority vote of the members present at a meeting will be sufficient to conduct IDC business. Meetings may be held in person or conducted through a conference/virtual call. Meeting dates and times will be adjusted as needed at the consensus of members. Time for completion of work outside of IDAC meetings will vary, but is not expected to exceed one to two hours per month.

**Membership**

Member representation will include viewpoints of segments of the community that interact with impaired driving highway safety issues. Membership consists, at a minimum, of representatives from the following:

- TN Highway Safety Office,
- areas of law enforcement and the criminal justice system (e.g., prosecution, adjudication and probation),
- driver licensing,
- treatment and rehabilitation,
- ignition interlock programs,
- data and traffic records,
- public health, and
- communication.

Each representative may designate appropriate individuals with the requisite skill, understanding, and commitment to effectively contribute to the IDAC's work. Membership can be no lower than 20 members and there is no established maximum number.

As the nature of the IDAC's work is not confidential, guests may attend meetings/conference calls/webinars as deemed appropriate or necessary by the membership.

5/5/16 (updated)  
9/22/17 (updated)  
1/22/19 (updated)  
7/21/20 (updated)



Texas Impaired Driving Task Force  
est. 2012

## **Task Force Charter**

### **PREAMBLE**

Impaired driving remains a significant traffic safety and public health challenge in Texas and across the country. Crashes caused by impaired driving have a devastating impact on the lives and families who have been directly affected. In addition, impaired driving crashes cost the State billions of dollars in associated medical costs and work production loss.

Crashes caused by impaired driving are preventable. It is upon the preventable nature of impaired driving crashes that the Texas Impaired Driving Task Force (TIDTF) was established with the mission of eliminating impaired driving in Texas.

### **ARTICLE ONE: MISSION**

The mission of the TIDTF is to eliminate injury and death caused by impaired driving in Texas.

### **ARTICLE TWO: WHO WE ARE**

What began in 2005 as a loosely structured meeting with representatives primarily from enforcement, training, and the Texas Department of Transportation (TxDOT), the TIDTF has evolved into a multifaceted representation of individuals and organizations focused on the elimination of impaired driving in Texas.

The TIDTF is comprised of individuals with expertise in their individual fields who create strategies to eliminate driving while intoxicated (DWI) injuries and deaths. Through discussion between members, the TIDTF is able to identify effective strategies to achieve its mission. Members also share available resources, information, and data to reduce duplicated efforts and improve overall efficiency. The TIDTF also fosters lasting relationships between impaired driving prevention, enforcement, adjudication, and treatment stakeholders and promotes partnerships in different fields with the cohesive goal of eliminating impaired driving.

The TIDTF identifies best practices, innovative solutions, and provides recommendations to TxDOT, allied professionals/program partners, state and local government agencies, organizations, and the general public.

**ARTICLE THREE: OFFICERS**

The TIDTF is supported financially and administratively by a highway safety grant funded by TxDOT.

3.1 CO-CHAIRMEN: There shall be two co-chairmen – one representing TxDOT and one representing the grant recipient Administration. The co-chairmen shall serve for the duration of the TxDOT grant (historically, one fiscal year: October – September).

3.2 ADMINISTRATOR: The duties of the Administrator shall serve for the duration of the TxDOT grant. The Administrator is responsible for coordinating TIDTF meetings and the Texas Statewide Impaired Driving Forum, distributing meeting notes and materials to members, and generally assisting the co-chairmen.

3.3 ADMINISTRATION: The Administration generally supports the Administrator. The Administration may be present at TIDTF meetings but are not considered members of the TIDTF.

3.4 VACANCIES: Should the co-chairman representing TxDOT resign prior to the expiration of his or her term, TxDOT shall appoint a co-chairman to serve in his/her place. Should the co-chairman representing the grant recipient Administration resign prior to the expiration of his or her term, the grant recipient Administration shall work with TxDOT to appoint a co-chairman to serve through the duration of the fiscal year.

**ARTICLE FOUR: MEMBERSHIP**

4.1 MEMBERS: The TIDTF shall be comprised of agencies, offices, and organizations from public and private sectors of state leadership, each of whom possesses a demonstrated interest in the elimination of impaired driving.

The Co-Chairmen may appoint additional members on an as-needed basis. Members may submit nominations to the Administrator via e-mail. Nominations that fill a gap in membership background expertise will be considered, and if appropriate, pursued.

4.2 TERM: Each member will serve a term of one fiscal year (October 1 – September 30) with the option to serve again. There is no limit to the number of terms a member can serve; however, each member shall sign a letter of commitment at the start of each new fiscal year.

4.3 RESIGNATION: Any member shall have the right to resign his or her position on the TIDTF. Any resignation should be provided to the Administrator via e-mail. The Administrator may request that another designee be appointed to replace the departing member.

**ARTICLE FIVE: MEETINGS**

- 5.1 REGULAR MEETINGS: The TIDTF shall meet semi-annually at a time and location specified by the Administrator.
- 5.2 NOTICE: Notice of each TIDTF meeting shall be given at least 6 months in advance by e-mail.
- 5.3 LOCATION: Meetings shall be held at a location place chosen by the Co-Chairmen with due consideration given to the convenience of all members and staff suitable for the occasions.
- 5.4 MINUTES: The Administration shall take and maintain meeting minutes, including a record of the members present. The Administrator shall distribute meeting materials within two weeks of each meeting.
- 5.5 PLANNING: The Administration will serve as a resource and provide logistical support for meeting location, preparations, notice, and minutes.
- 5.6 ATTENDANCE/INACTIVITY: Member organizations may have multiple representatives serving on the TIDTF. Members are expected to attend the semi-annual meetings in their entirety in person. In the event a member is unable to attend a meeting in person, a “substitute” may be sent in his/her place; however, the member will be considered absent from the meeting.

The Co-Chairmen reserve the right to remove inactive members from the TIDTF. Members who are absent from two consecutive meetings regardless of the fiscal year shall be considered inactive and can have their membership removed.

After every missed meeting, the Administrator shall notify absent members about the attendance policy. During every meeting registration period, the Administrator shall re-notify members who missed the previous meeting about the attendance policy. The Administrator shall notify “inactive” members regarding membership removal after the second consecutive missed meeting.

**ARTICLE SIX: SUBCOMMITTEES**

- 6.1 SUBCOMMITTEES: The following subcommittees should be organized, chaired, and populated as necessary to accomplish the goals of the TIDTF:

- Awards Selection
- Education
- Legislation
- Website

Members are eligible to serve on any subcommittee. Subcommittee meetings shall be held primarily via webinar and conducted between the semi-annual TIDTF meetings.

Subcommittee Chairs shall work with the Administrator to keep the larger TIDTF apprised of events. Each subcommittee shall independently establish the frequency of meetings with the expectation that each subcommittee will meet at a minimum of once a fiscal year (October – September).

- 6.2 SPECIAL SUBCOMMITTEES AND/OR OTHER SUBCOMMITTEES: The Co-Chairmen shall appoint or disband special and/or other subcommittees as necessary for the efficient operation of the TIDTF.

#### **ARTICLE SEVEN: TEXAS IMPAIRED DRIVING PLAN**

One of the primary tasks of the TIDTF is to prepare and maintain the Texas Impaired Driving Plan. The Plan has evolved from a simplified internal assessment into a detailed document that provides both strategic and operational direction for the State and TxDOT specifically in terms of eliminating the impaired driving problem on Texas roadways. To apply for additional federal funding, Texas must submit a statewide impaired driving plan developed and approved by a statewide impaired driving task force each fiscal year.

##### 7.1 APPROVAL PROCESS:

- The Administrator shall distribute or make available the most recent Texas Impaired Driving Plan to members before the end of December.
- Members shall review the Plan and provide comments and feedback for improvement.
- The Administrator shall update the Plan based on received comments and feedback. The Administrator shall disseminate an updated version of the Plan to members for final review.
- Upon final review and concurrence with the updated Plan, members shall submit approval of the Plan to the Administrator.
- The Administrator shall submit the final Plan (including member approval) to the Co-Chairmen by June 15 (unless otherwise discussed) for TxDOT submission to the National Highway Traffic Safety Administration.