GTSAC

GOVERNOR'S TRAFFIC SAFETY ADVISORY COMMISSION

MICHIGAN OHSP Office of Highway Safety Planning

MDOT Michigan Department of Transportation

Governor's Traffic Safety Advisory Commission Action Team Guidelines for Action Team Chairs and Co-Chairs

Contact:

Jordan Smith, Office of Highway Safety Planning, SmithJ228@michigan.gov

Carissa McQuiston, Safety Programs Unit, McQuistonC@michigan.gov

Purpose

The purpose of the Governor's Traffic Safety Advisory Commission (GTSAC) Action Teams is to promote greater traffic safety on public roadways. The Action Teams are designated by the GTSAC and divided by areas of traffic safety programs to focus on promoting traffic safety in that identified section.

Affiliation

The Action Teams are overseen by the Michigan State Police (MSP) Office of Highway Safety Planning (OHSP) and the Michigan Department of Transportation (MDOT) to assure alignment on behalf of the GTSAC. The following is the current list of designated Action Teams:

- Distracted Driving
- Drivers Aged 20 or Younger
- Impaired Driving Task Force
- Motorcycle Safety
- Occupant Protection
- Pedestrian and Bicycle Safety
- Older Person Mobility and Safety
- Traffic Incident Management
- Traffic Safety Engineering
- Traffic Records and Information Systems (Traffic Records Coordinating Committee)

Membership

Membership in an Action Team is open to public or private groups and individuals involved in traffic safety, such as healthcare, education, etc. with an interest in serving the public's traffic safety needs. Professionals in a variety of industries are key to bringing diverse ideas and collaborations in an action team.

Members must be provided meeting invites directly from an Action Team chair, as these are closed meetings.

Leadership

Each Action Team shall consist of at least one chairperson, but no more than two. The Action Team chairs/co-chairs are responsible for including a wide variety of industries and professionals on the Team. They must also ensure compliance with Action Team guidelines within their work groups.

The primary function of the Action Team Chairs is to set the agenda and provide leadership for projects and outreach. The Action Team Chairs are responsible for aligning their teams with the Highway Safety Improvement Plan (HSIP) and Strategic Highway Safety Plan (SHSP) from the Michigan Department of Transportation (MDOT) and OHSP, respectively. Chairs will create and provide their own multi-year strategic plans, set annual goals, and collect Action Team member accomplishments at the end of each year.

The GTSAC can form subcommittees as necessary to accomplish assigned tasks. Subcommittees shall meet as deemed necessary by the subcommittee chair to complete the project.

Action Team Meetings

It is suggested that, at a minimum, committees meet three times a year but quarterly is preferred. Chairs are responsible for determining the meeting dates, times, and locations. These details should be provided to the OHSP and MDOT at the beginning of the calendar year. Meetings will include outside speakers, sharing of relevant data, discussions of progress, etc., as appropriate.

Resources for Projects

MDOT and OHSP are available to provide assistance in identifying materials, videos, and speakers for programs as needed by the teams.

The designated OHSP and MDOT liaisons can assist in navigating issues the Action Teams may experience such as delays in progress and reporting, difficulty with members, creating strategic plans, etc.

Current Guidelines

The current Action Team Chairs Guidelines are effective as of August 1, 2024.

a. Establish the Team:
    a. Determine appropriate team members that will provide you the most relevant information and be able to help promote the plan to others.
    b. Ensure diversity to be able to approach targets from a multitude of angles.
    c. Keep the team size manageable to ensure goals can be met.
b. Conduct a kick-off meeting/establish future meeting:
    a. Its critical to conduct a kick-off meeting in which you outline your team's goals, objectives, and work distribution each year.
    b. It's equally critical to establish when your team is going to hold future meetings.
    c. Set realistic and achievable meeting dates/times. Plans do not have to be completed in one day. One-to-two-hour meetings are the most productive and will keep the team motivated and committed.
c. Create your plan:
    a. Use the National Cooperative Highway Research Program (NCHRP) reports a starting point. These reports are excellent sources from a national point of view and can be incorporated into many facets of the Michigan plan.
    b. Use other created plans as a template. The Intersection Safety Action Plan is one example.
    c. Conduct data research of the issue to ensure full understanding of the issue and how it relates to Michigan's goals detailed in the SHSP. Michigan Traffic Crash Facts (MTCF) are a good starting point.
d. Communicate before/during/after the plan has begun/creation/finished:
    a. Provide frequent updates to both the team and to the GTSAC. This facilitates not only relevant discussion and information but can lead to previously undiscovered partners, organizations, and assistance.

b. Frequent and appropriate communication also keeps the plan in front of the team. Remember the team is made up of volunteers and keeping the team updated and motivated is critical to the plan's success.
c. After the plan has been completed and adopted by the GTSAC keep track of accomplishments and activities in relation to the plan and communicate these back to the team and the GTSAC.

e. Utilize the Action Teams Microsoft Teams Channel:
    i. Upload meeting notes within one week of the meeting in the appropriate Action Team channel.
    ii. Keep the Accomplishments document up to date. This should be updated at least quarterly. A great way to do this is make time on the agendas to ask members to share their accomplishments since the last meeting. This should be a standing item.
    iii. Post messages, surveys, and opportunities for group members.
f. Utilize time for data sharing:
    i. Make time in each meeting to share data to the group. Use the Michigan Traffic Crash Facts website to pull reports involving specific populations of interest. You can contact the MTCF email or OHSP office if assistance is needed.
    ii. Since these are closed meetings, the MSP Criminal Justice Information Center can be contacted for "preliminary" data that would not be permitted in open meetings. This can include holiday weekend data where spikes in crashes are suspected.
g. Action Team Reviews
    a. Internal review of the Action Teams will be conducted periodically for performance by the MDOT and OHSP liaisons to identify and recognize opportunities for growth and improvement of the teams.
h. Artificial Intelligence
    a. Action Team meetings shall not allow the use of Artificial Intelligence (AI) software not built into the standard Microsoft Teams or Zoom platforms (examples of built-in features include Teams recording and transcription, Closed Captions in Teams or Zoom, etc.). It is the responsibility of the Action Team chairs to prevent the use of secondary AI software from being used in meetings for the purposes of taking notes, transcription services, etc. Chairs should ask the attendee to turn off the software or leave the meeting. Attendees can be removed from the meeting if they are not complying with requests.

Proposed Guidelines (Effective September 9, 2025):

a. Code of Ethics
    a. Action team members shall be cognizant that while in the performance of their duties they are representatives of the department or agency. Members will not act officiously or permit personal feelings, prejudices, political beliefs, aspirations, or any other conflicts of interest to influence their decisions.
b. Code of Conduct
    a. Action team chairs and members shall treat all persons with courtesy, dignity, and respect. Members shall not use language that could reasonably be construed as belittling, ridiculing, or unnecessarily intimidating. All members shall be courteous in their participation in Action Team activities and shall refrain from using profane, obscene, vulgar, or insolent language or gestures, regardless of provocation.
    b. Action team chairs and members shall conduct themselves in a manner that fosters cooperation among members of the action team, showing respect, courtesy, and professionalism in their interactions with other members. Members shall not intentionally use language or engage in acts that demean, harass, intimidate, or belittle other members.

c. Considering the closed meetings for these action teams, the chair and co-chair have the discretion to request any member not complying with these provisions to be removed from the roster.

Proposed Changes:

a. Remove the Commercial Motor Vehicle Safety Action Team from the official Action Team roster and allow team to move forward as an independent subcommittee of the Governor's Traffic Safety Advisory Commission.
b. Update the Governor's Traffic Safety Advisory Commission from the Impaired Driving Action Team to the Impaired Driving Task Force to reflect the establishment of the new task force.