

# Michigan Impaired Driving Task Force Charter

## PREAMBLE

Impaired driving crashes are disproportionately more severe than other crashes, constituting 30-40 percent of fatal crashes each year. Despite decades of efforts, impaired driving remains a devastating traffic safety and public health problem. Impaired driving is the greatest and most complex behavioral issue in Michigan traffic deaths.

## ARTICLE ONE: MISSION

The mission of this task force is to eliminate Michigan's impaired driving traffic crashes, fatalities, and injuries through the identification and strategic distribution of partner resources to critical areas.

## ARTICLE TWO: WHO WE ARE

In 2002, the Governor's Traffic Safety Advisory Commission (GTSAC) was established by executive order. Within the commission was the formation of various traffic safety focused ad-hoc committees, one being the Impaired Driving Action Team (IDAT). The IDAT will be dissolved upon the approval of this charter.

The [Infrastructure Investment and Jobs Act \(IIJA\)](#) is the most recent enactment authorizing federal funding for the entire transportation sector which includes improving public safety, climate resilience, creating jobs, and equity.

As part of this funding, Michigan is eligible for funds to promote highway safety. Receipt of a portion of these funds is contingent on meeting specific requirements within defined issue areas. One such area is impaired driving.

The BIL directs that the impaired driving fatality rate (fatalities per 100 million vehicle miles traveled) for each state be calculated and that each state be classified as either low-range (0.30 or lower), mid-range (between 0.30 and 0.60), or high-range (0.60 or higher). With an impaired driving rate of 0.31 for Fiscal Year 2024, Michigan became classified as a mid-range state. The principal requirement of mid-range states is to convene a statewide Impaired Driving Task Force (IDTF).

On December 2, 2024, the GTSAC authorized the formation of the Michigan Impaired Driving Taskforce (MIDTF). Members of the MIDTF are comprised of individuals with expertise in their fields who create strategies to eliminate impaired driving crashes, fatalities, and injuries. The MIDTF identifies best practices and innovative solutions and provide recommendations to the Michigan Office of Highway Safety Planning (OHSP), allied professionals/program partners, state and local government agencies, organizations, and the general public.

### ARTICLE THREE: OFFICERS

The MIDTF is supported administratively by the GTSAC, the OHSP, and those designated to the role.

3.1 TASK FORCE CHAIR: The duty of the chair is for the duration of two years, aligning with the fiscal year (October 1 – September 30), selected from the task force members. The responsibilities of the chair are to convene and moderate the MIDTF meetings.

3.2 TASK FORCE VICE-CHAIR: The duty of the vice-chair is for the duration of two years aligning with the fiscal year (October 1 – September 30), selected from the task force members. The responsibilities of the vice chair are to convene and moderate the MIDTF meetings in the absence of the chair.

3.3 COORDINATOR: Assigned to the OHSP impaired driving program coordinator. The responsibilities are to coordinate MIDTF meetings, distribute meeting notes and materials to members, to appoint and provide assistance to the task force.

3.4 ADMINISTRATIVE ASSISTANT: The administrative assistant generally supports the chair, vice-chair, and coordinator.

### ARTICLE FOUR: MEMBERSHIP

4.1 MEMBERS: The MIDTF 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 Uniform Guidelines for State Highway Safety Grant Programs, at 23 CFR Part 1300, set a baseline for task force membership. Under the requirements, representatives from the following entities will comprise the Executive Task Force Members:

- 1) The Office of Highway Safety Planning
- 2) State and local law, and county law enforcement
- 3) Criminal justice system (e.g., prosecution, adjudication, and probation)
- 4) Public health
- 5) Drug Recognition Expert coordinator
- 6) Communications and community engagement

Additional members may be comprised of but not be limited to:

- 1) Treatment and rehabilitation
- 2) Education (high school; college/university)
- 3) Public relations (media)
- 4) Researcher
- 5) Insurance Industry
- 6) Auto Industry
- 7) Alcohol Industry
- 8) Cannabis Industry
- 9) Hospitality Industry
- 10) Toxicology
- 11) Ridesharing (e.g. Uber, Lyft)
- 12) Alcohol Ignition Interlock vendor
- 13) Activists (e.g., Mothers Against Drunk Driving)
- 13) Judicial representative
- 14) Defense council.

4.2 TASK FORCE MEMBERS: The task force members will provide updates at the MIDTF meetings, contribute to and ultimately sign the annual Impaired Driving Plan, and convene subcommittees as necessary.

4.3 TERM: Each task force member will serve a term of two fiscal years (October 1 – September 30) with the option to serve again. There is no limit to the number of terms a member can serve.

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

4.5 REIMBURSEMENT: Members of the task force shall not be compensated for or reimbursed for their expenses incurred in attending the meetings of the task force.

## ARTICLE FIVE: MEETINGS

5.1 REGULAR MEETINGS: The MIDTF shall, at minimum, meet quarterly at a time and location specified by the coordinator.

A quorum is necessary for items that require action

5.2 NOTICE: Notice of MIDTF meetings shall be provided at the beginning of the fiscal year via e-mail.

5.3 LOCATION: In-person meetings shall be held at a location chosen by the chair and coordinator with due consideration given to the convenience of all members and staff suitable for the occasions with a virtual option available for attendance

5.4 MINUTES: The coordinator or administrative assistant shall take and maintain meeting minutes, including a record of the members present. The coordinator shall distribute meeting materials within two weeks of each meeting.

5.5 PLANNING: The coordinator will serve as a resource and provide logistical support for meeting location, preparations, notice, and minutes.

5.6 ATTENDANCE/INACTIVITY: Members are expected to attend the scheduled meetings in their entirety.

5.7 VOTING QUORUM: Task force members or their designee will hold one vote. A simple majority of voting members constitutes a quorum.

## ARTICLE SIX: SUBCOMMITTEES

6.1 SUBCOMMITTEES: Subcommittees will be convened by Members as needs arise. These subcommittees serve to support the mission of the MIDTF. Members are eligible to serve on any subcommittee. Subcommittee meetings may be held virtually.

6.2 APPOINTMENTS: Subcommittees will appoint a chair and submit quarterly progress reports to full task force.

## ARTICLE SEVEN: MICHIGAN IMPAIRED DRIVING PLAN

One of the primary tasks of the MIDTF is to prepare and maintain the Michigan 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 OHSP, specifically in terms of eliminating the impaired driving problem on Michigan roadways. To apply for additional federal funding, Michigan 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 coordinator shall distribute or make available the most recent Michigan Impaired Driving Plan to task force members before the end of December each year.

Members shall review the plan and provide comments and feedback for improvement. The coordinator shall update the plan based on received comments and feedback. The coordinator shall disseminate an updated version of the plan to members for final review. Upon final review and, members shall vote on approval of the plan. The task force chair shall submit the final plan (including member approval) to the coordinator by June 1 (unless otherwise discussed) for OHSP submission to the National Highway Traffic Safety Administration.