

# Establishing and Maintaining State Driver Education Interagency Working Groups and Advisory Boards

**Presented by:**

**Brett Robinson – ANSTSE Secretariat**

**Michelle Atwell – NHTSA**

**William Warner – Oregon DOT**

**Karl Logan – North Carolina DPI**

**ANSTSE**

# Presentation Topics

---

- Background
- About ANSTSE
- NHTSA Driver Education Assessments
- Working Group and Advisory Board Structure
- Establishing a DE Interagency Working Group
- Establishing a DE Advisory Board
- Utilizing Current Advocacy Stakeholders
- Task Teams or Subgroups
- Best Practice State DE Advisory Boards

# Association of National Stakeholders in Traffic Safety Education

---

## ANSTSE

- Origin
- Volunteer organization
- Premise and goal
- Secretariat



# ANSTSE Members



AAA



AAA  
Foundation for  
Traffic Safety



American Association of  
Motor Vehicle Administrators  
(AAMVA)

American  
Association of  
Motor Vehicle  
Administrators  
(AAMVA)



American Driver and Traffic Safety  
Education Association  
(ADTSEA)

American  
Driver and  
Traffic Safety  
Education  
Association  
(ADTSEA)



ADED  
The Association for Driver  
Rehabilitation Specialists

The Association  
for Driver  
Rehabilitation  
Specialist  
(ADED)



Driver Education  
and Training  
Administrators  
(DETA)



Driving  
School  
Association of  
the Americas  
(DSAA)



Governors  
Highway  
Safety  
Association  
(GHSA)



Transportation  
Research Board  
(TRB)

# ANSTSE Mission

---

- Promote implementation of the Standards
- Maintain and update the Standards
- Support, encourage and strengthen shared-decision making
- Identify and make recommendations
- Provide technical assistance



# NHTSA Driver Education State Assessments

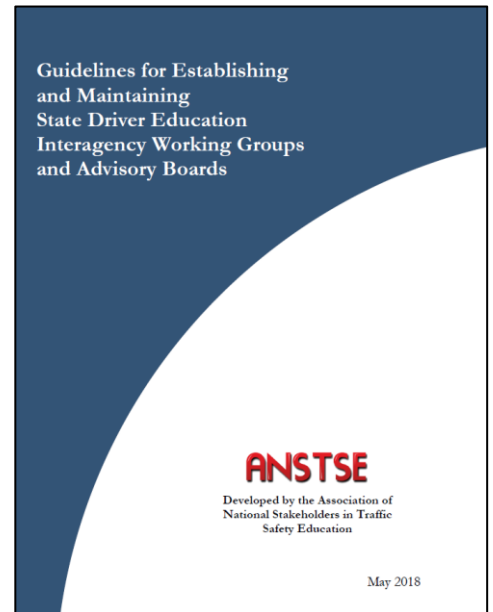


- Designed to evaluate how well states align with the Standards
- To assist states with evaluating their driver education program and to identify areas for improvement
- Conducted by experts within the driver education community
- 11 assessments have been conducted
- Two of these 11 States had an advisory board of stakeholders when the assessment was conducted
- Nine states received a recommendation to establish one

# Purpose of the Guidelines

---

- To assist state administrators in appointing an advisory board.
- One of the most common recommendations in NHTSA assessments and technical assistance.



# Purpose of the Guidelines

---

## **1.1. Management, Leadership, and Administration**

**1.1.1 States shall have a single agency, or coordinated agencies to regulate, administer and oversee all novice driver education programs. The agency or agencies shall:**

- a) have authority and responsibility for the implementation, monitoring, evaluation, and enforcement of these and State standards;**
- b) establish and maintain an advisory board of all stakeholders to provide input to the State agency/agencies;**



# Purpose of Establishing an Advisory Board & Interagency Working Group

---

- Bring all stakeholders in the state together
- To work on the common goal of improving novice teen driver safety
- To share information
- Streamlines communication between the regulatory, educational and legislative groups within a state

# Driver Education Interagency Working Group and Advisory Board Structure

---



# Driver Education Interagency Working Group and Advisory Board Structure

---

## 1. State Interagency Working Group

- Responsible for the overall **Administration** of the State's Driver Education Program.
- Establishes & maintains the advisory board.

## 2. Driver Education Advisory Board

- Established and maintained by the State Interagency Working Group
- Consists of core stakeholders or **Ambassadors** and is focused on the programmatic nature of State driver education related issues

# Driver Education Interagency Working Group and Advisory Board Structure

---

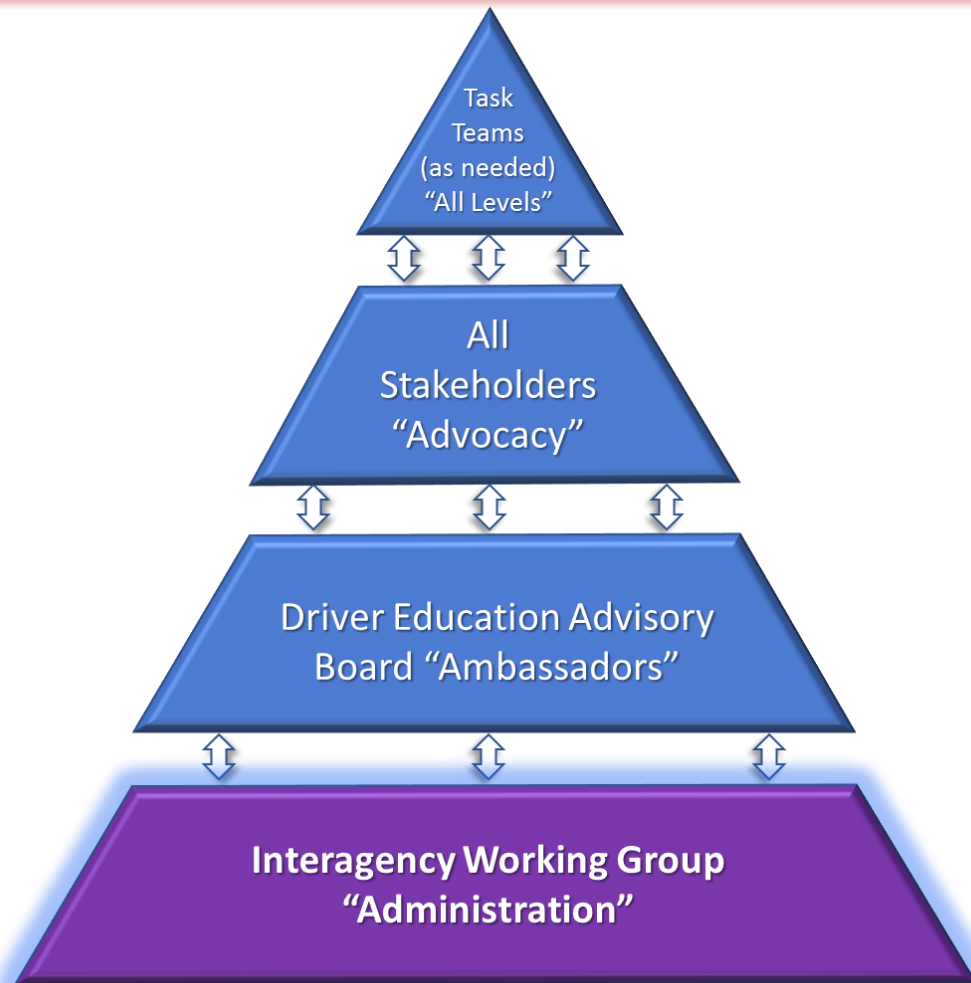
## 3. All Stakeholders

- Current Advocacy organizations and groups that provide critical guidance for the State's driver education program, for example, parent teacher associations.

## 4. Task Teams or Subgroups

- May be utilized at all levels to work on specific tasks or deliverables
- May be established at the Interagency Working Group or the Advisory Board levels

# Interagency Working Group



# Establishing a Driver Education Interagency Working Group

---

- Formed through a Memorandum of Understanding
- Meet regularly to coordinate efforts and share information
- Charged with the coordination of the State driver education advisory board

# Interagency Working Group Members

---

- Department of Education (DOE)
- State Driver Licensing Agency (SDLA)
- State Department of Transportation (DOT)
- State Department of Public Instruction (DPI)
- Office of Highway Safety (OHS)
- Other responsible State agencies



# Responsibilities of the Interagency Working Group

---

- Identify the problems and issues to address
- Identify the role and the expected outcomes
- Designate a board coordinator
- Identify agencies, organizations and individuals to serve
- Maintain member contact information
- Plan and facilitate advisory board meetings





# Responsibilities of the Interagency Working Group

---

- Document advisory board meetings and activities
- Maintain and monitor the action plan
- Provide guidance and support
- Serve as the contact point for media, organizations and individuals seeking advisory board information
- Serve as the custodian for materials produced by the advisory board
- Evaluate the progress of the advisory board



# Sponsoring or Lead Agency

---

- A sponsoring or lead agency within the interagency working group, i.e. The State's Highway Safety Office
  - responsible for the State's Highway Safety Plan
  - already have a network of State and community based partners
  - manage the highway safety grant funds



# Why Create an Interagency Working Group?

---

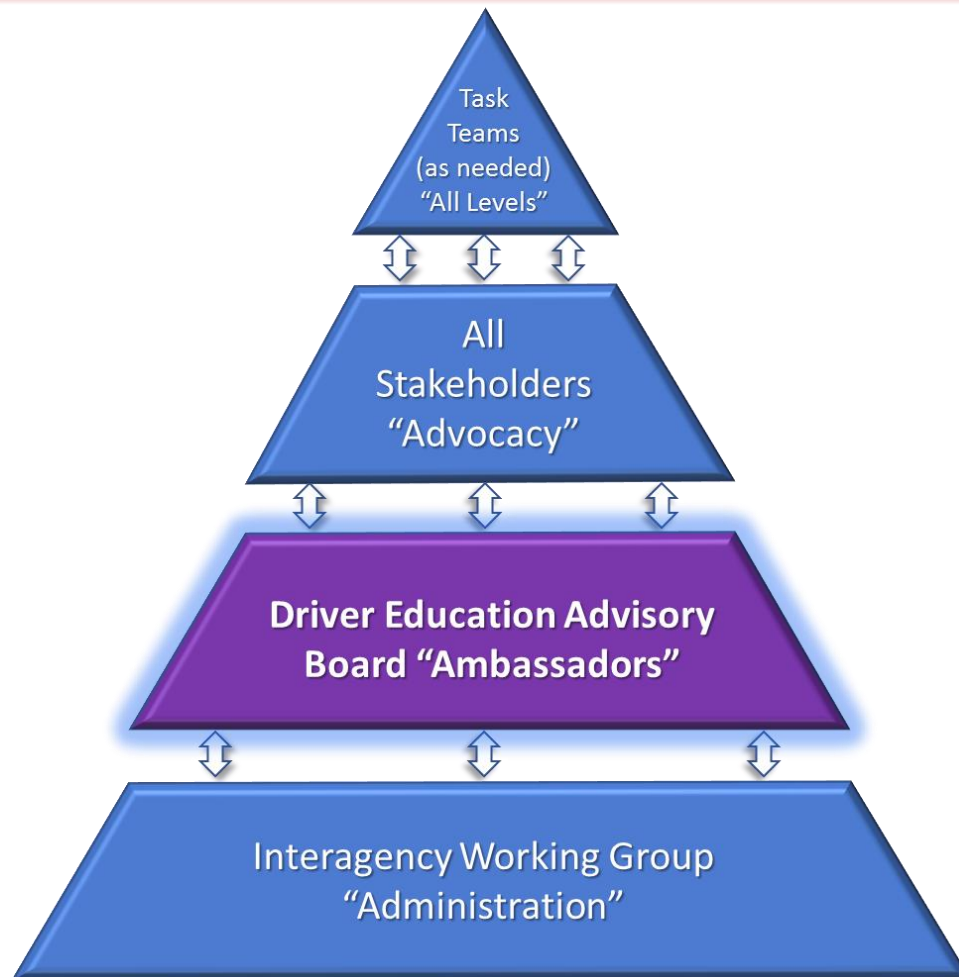
- Discuss cooperative ventures to advance driver education
- Synchronize the delivery of curriculum
- Synchronize the requirements for instructor qualifications
- Harmonize and tie driver education to the driver license
- Discuss the need for a potential legislative agenda

# Why Create an Interagency Working Group, cont.?

---

- Sequence and plan administrative rules
- Evaluate data and initiate research studies
- Create a multi-year plan of action
- Build an understanding of the delegated authority of each involved stakeholder agency

# Advisory Board



# Establishing a Driver Education Advisory Board

---

- Established by the interagency working group
- May be established by statute or Executive Order
- Should comprise front-line delivery partners
- Act as a sounding board



# What is an Advisory Board?

---

- Comprised of knowledgeable, prominent and credible stakeholders in their field of expertise.
- The terms advisory board, committee, task force or coalition can be used interchangeably.



# Why Create an Advisory Board?

---

- Encourages communication between State agencies and stakeholders
- Advocates the interests of those who encourage driver education
- To make driving safer by:
  - collaborating with a variety of partners
  - implementing long-term action plans



# Responsibilities of the Advisory Board

---

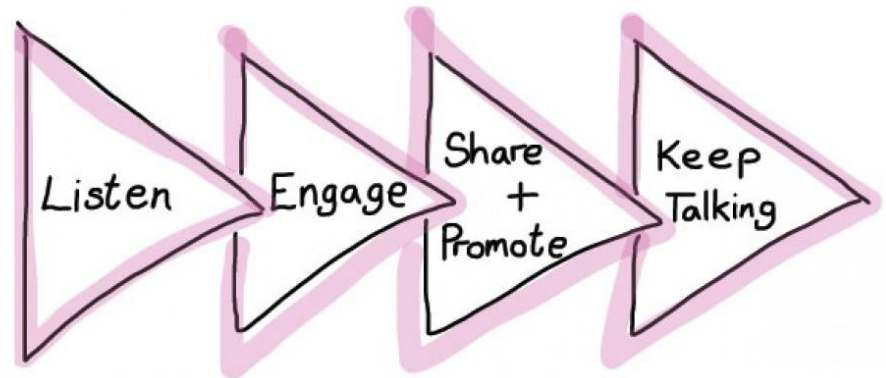
- Identify the problems
- Establish common goals
- Communicate, cooperate and commit to a unified action plan
- Identify and share resources
- Distribute “workload” and reduce the possibility of duplicated efforts



# Responsibilities of the Advisory Board cont.

---

- Increase influence and access to:
  - Policy and decision makers
  - Other stakeholders
  - Targeted audiences
  - Media
  - The public
- Develop processes to monitor and evaluate progress



# Advisory Board Coordinator

---

- Maintain contact information of members
- Communicate frequently with the members
- Provide support and assist in resolving problems
- Inform the sponsoring agency's leadership on the advisory board's activities and progress
- Be the contact person for the advisory board
- Be the custodian of the advisory board's plan



# Advisory Board Coordinator

---

- Evaluate the advisory board's progress
- Schedule the meetings, finalize the agenda, facilitate and document the meetings
- Ensure the right people are serving on the advisory board
- Ensure deadlines are met
- Finalize and distribute advisory board status reports



# Advisory Board Structure

---

The sponsoring or lead agency should:

- Identify the State's driver education concerns
- Define the goals of the board
- Determine how the board will function
- Define the members' roles and expectations
- Identify the agencies, organizations and individuals that are essential for achieving the board's goals
- Identify how the board activities will be funded
- Develop a process to evaluate board members' involvement

# Advisory Board Membership

Organizations useful at advisory board level	Resources or subject matter experts available
<ul style="list-style-type: none"> <li>One member of the Interagency Working Group</li> </ul>	<ul style="list-style-type: none"> <li>State department of health</li> </ul>
<ul style="list-style-type: none"> <li>Highway Safety Office</li> </ul>	<ul style="list-style-type: none"> <li>Data collection and analysis staff</li> </ul>
<ul style="list-style-type: none"> <li>State or regional driver education safety education association(s) (public sector instructors)</li> </ul>	<ul style="list-style-type: none"> <li>Association of National Stakeholders in Traffic Safety Education (ANSTSE)</li> </ul>
<ul style="list-style-type: none"> <li>State driving school association (private sector and public sector)</li> </ul>	<ul style="list-style-type: none"> <li>Highway and traffic engineers</li> </ul>
<ul style="list-style-type: none"> <li>Public driver education teachers</li> </ul>	<ul style="list-style-type: none"> <li>NHTSA regional representatives</li> </ul>
<ul style="list-style-type: none"> <li>Private/commercial driving schools</li> </ul>	<ul style="list-style-type: none"> <li>Driver education providers</li> </ul>
<ul style="list-style-type: none"> <li>Instructor training organizations/colleges/teachers</li> </ul>	<ul style="list-style-type: none"> <li>Driver rehabilitation specialists</li> </ul>
<ul style="list-style-type: none"> <li>Local and State law enforcement</li> </ul>	<ul style="list-style-type: none"> <li>State high school board</li> </ul>
<ul style="list-style-type: none"> <li>Parent teacher association representative</li> </ul>	<ul style="list-style-type: none"> <li>Local AAA clubs</li> </ul>
<ul style="list-style-type: none"> <li>Student/teen representative</li> </ul>	<ul style="list-style-type: none"> <li>Emergency medical services</li> </ul>

# Advisory Board Membership

---

- Active participation
- Interested in driver education
- Understand their role
- Commit resources to action plan
- Being a long-time traffic safety expert is **not** a critical qualification
- Open-minded
- Meet deliverables and milestones



# Advisory Board Membership

---

- Members have other responsibilities
- Communication is essential
- Avoid meeting too frequently, for too long or at out-of-the-way locations
- Recognize the members' contributions
- Develop a process for evaluating board members' contributions





# Advisory Board Meetings

---

- Well-planned
- High energy
- Informative
- Make attendees feel part of the team
- Overcome potential obstacles to the plan
- Encourage participation and suggestions
- Facilitated by coordinator
- Based on member availability
- Provided agenda and materials



# Advisory Board Action Plan

---

- 3-5 year plan
- Realistic and achievable
- Reviewed periodically
- Regular status reports of the plan's progress



# Advisory Board Action Plan

---

The action plan should identify:

- Problems that will be addressed
- Strategies to address the problems
- Action steps for the strategies
- The organizations or individuals responsible for the strategies
- Timelines for strategies



# Advisory Board Action Plan

---

The action plan should identify:

- Funds needed
- Sources for funding
- Potential obstacles and solutions
- Expected milestones and outcomes
- A process for evaluating the value and effectiveness of the plan



# Challenges to Establishing and Maintaining Successful Advisory Boards

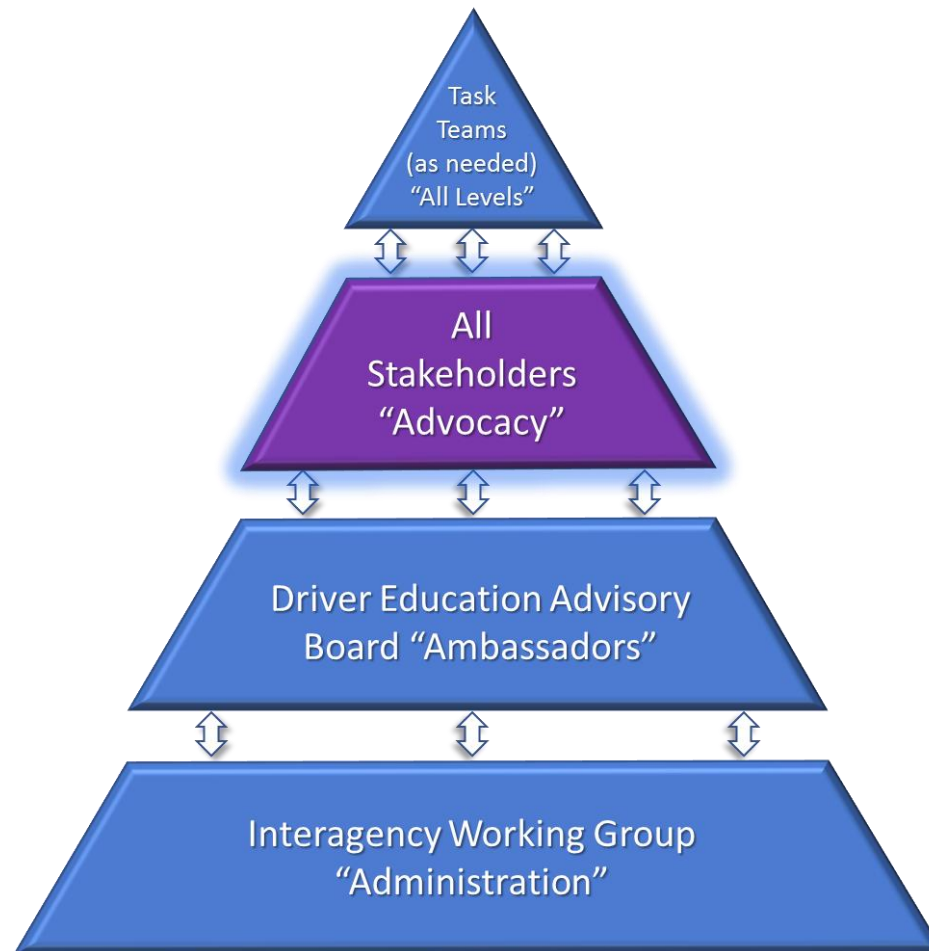
---

- Commitments from board volunteers
- Ability of board members to attend face-to-face meetings
- Unclear focus or objectives
- Partners furthering their own agenda
- Ability to involve all stakeholders
- Having too few members or too many members
- Lack of procedures for making decisions and solving disagreements when they emerge



# Stakeholders

---



# Utilize Current Advocacy Stakeholders

---

- Informed of the Advisory Board efforts
- Provide advocacy and guidance
- Have the “will” to make improvements
- Engaged as stakeholder partners
- May serve as liaisons
- Valuable resource



# Utilize Current Advocacy Stakeholders

---

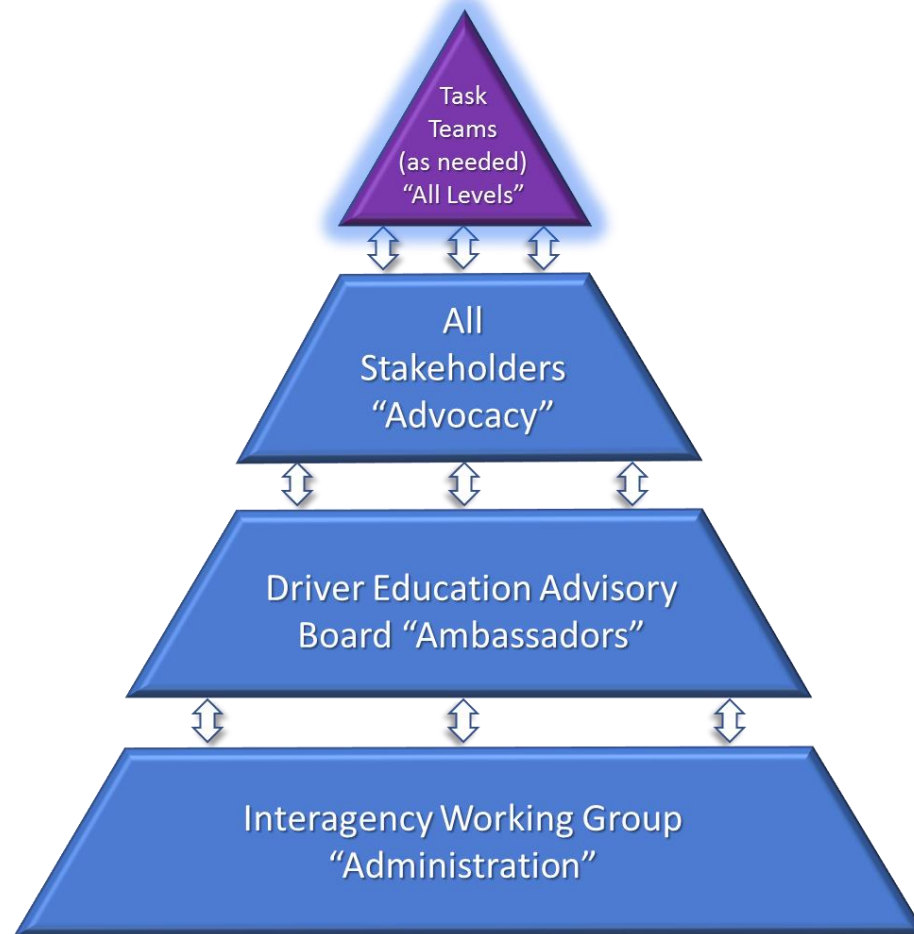
Should include, but not be limited to:

- Parent safety advocacy groups
- Teen safety advocacy groups
- National safety organizations
- National safety advocacy groups
- Regional and community based advocacy groups
- Car dealerships
- Media representatives
- Insurance representatives
- Other safety organizations





# Task Teams or Subgroups

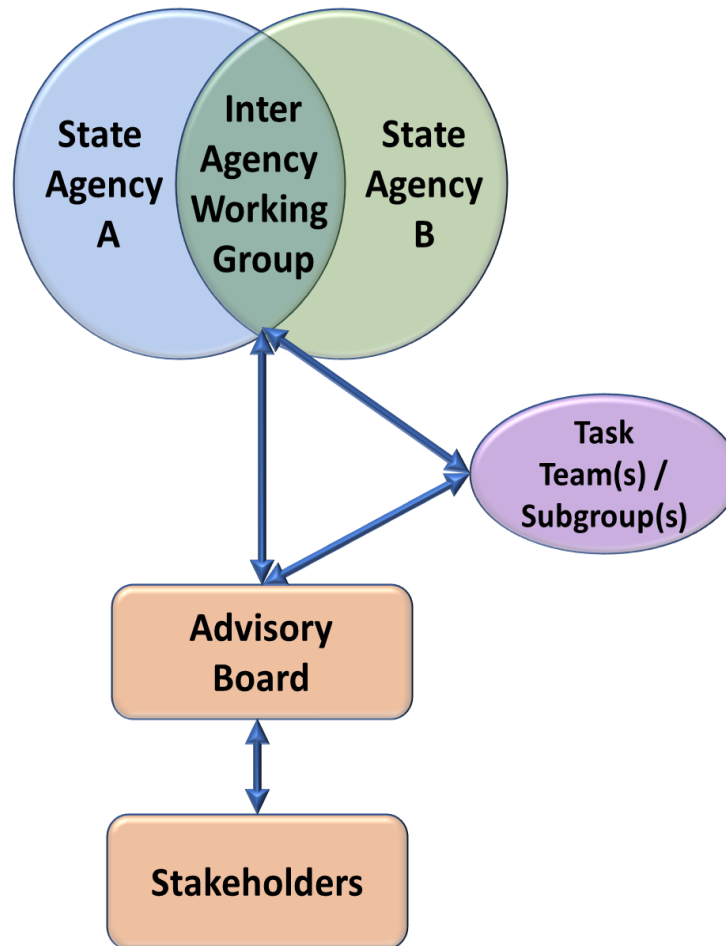


# Task Team or Subgroup

- Have delegated authority
- May be established at the Interagency Working Group or the Advisory Board levels
- Focus on a specific issue
- “Sunset” upon completion
- Take small bites before moving on to the next item



# Task Team or Subgroups



# Examples of Task Teams or Subgroups

---

1. Administration
2. Education and Training
  - a. Traditional Classroom and Online
  - b. Behind the Wheel
3. Instructor Development and Certification
4. Parent/Guardian Involvement
5. Coordination with Driver Licensing

# Sub-areas

---

- May need to establish their own similar “sub areas”
- All subgroups should consider, but not necessarily limit their work to:
  - current statutory authority;
  - opportunities for rule making;
  - establishing performance measures; and
  - identifying consequences of non-compliance.



# Best Practice State Driver Education Advisory Boards

---



# Oregon DE Advisory Committee

---

- In 2002, the Instructor Standards Implementation Task Force recommended establishing an Advisory Committee
- Established in 2003
- Helps support and guide the driver and traffic safety program
- Has a direct, positive impact upon the transportation safety program



# Oregon DE Advisory Committee

---

- Representatives from:
  - public schools
  - community colleges
  - businesses
  - industry professions
- Afforded opportunities to work more closely to identify needs and necessary solutions to the issues facing driver and safety education



# Oregon DE Advisory Committee Duties

---

- Advise and confer on matters pertaining to the establishment of rules necessary to carry out duties of driver education program.
- Work toward the goal of making driver and traffic safety education programs available to all youthful drivers of Oregon.
- Review and update guidelines for the operation of the Driver and Traffic Safety Education Program.
- Promote the GDL Program.



# Oregon DE Advisory Committee Duties cont.

---

- Promote partnerships with the Driver and Motor Vehicle Services, including private party testing, tester, training and driving school regulations. etc.
- Act as a sounding board on forms, process, etc. on the Student Driver Training Fund (SDTF) reimbursement program.
- Provide a communication channel driver education and stakeholders.



# Oregon DE Advisory Committee Duties cont.

---

- Stimulate public awareness of driver education needs and contributions.
- Serve as an advocate of driver education.
- Influence driver education support through appropriate channels.
- Lend credibility and stature to driver education programs

# Oregon DE Advisory Committee Members

- Maximum of nine voting members
- If possible, each of the groups represented should have representation from each category within (instructor, administrator, trainer, etc.)

Public Provider (Schools, ESDs, Counties)	Community College	Commercial Driving School
Teacher _____	Teacher _____	Teacher _____
Classroom _____ BTW _____	Classroom _____ BTW _____	Classroom _____ BTW _____
Administrator _____	Administrator _____	Administrator _____
Business Manager _____	Business Manager _____	Business Manager _____
Trainer of Trainers _____	Trainer of Trainers _____	Trainer of Trainers _____

# Qualities for Membership

---

- Must complete a membership application
- Must be in good standing within the Driver Education community
- Commitment to attend the meetings regularly
- Ability to make a positive contribution to meetings
- Readiness to work as part of a team
- Ability to “think outside the box”
- Keep the Committee's work confidential
- Appreciation of the political and financial context in which driver education operates



# Oregon DE Advisory Committee Meetings

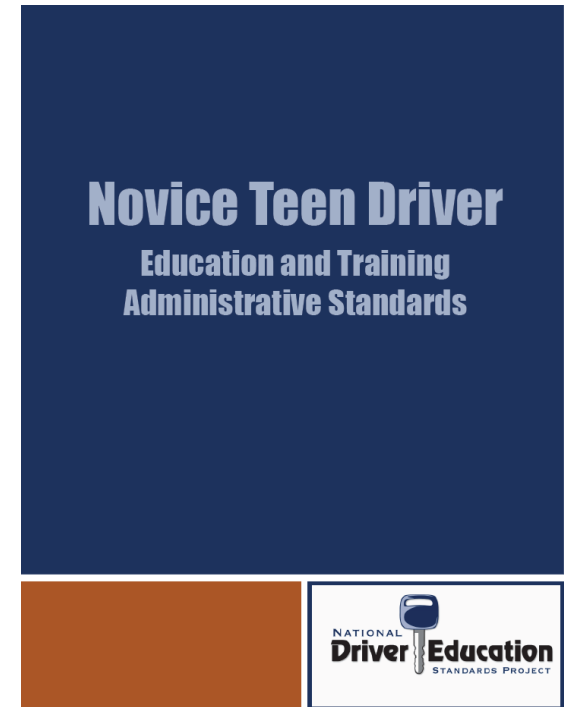
---

- Meets quarterly (October and March)
- 3 – 4 hours in length
- Members expected to attend on a regular basis
- Additional meetings scheduled if needed
- Any member not in attendance of 50% or more of the scheduled committee meetings will be removed from the committee and replaced



# North Carolina Driver Education Advisory Committee

- Established in 2013
- Based on NTDETAS recommendations to assemble an advisory board of interested stakeholders to advise the State Administrator
- Directed by the General Assembly
- Approved by the State Board of Education



# Purpose of the North Carolina Driver Education Advisory Committee

---

To advise and make recommendations to the State Board of Education through the North Carolina Department of Public Instruction on the implementation of the North Carolina Driver Education Strategic Plan and other issues related to driver education and traffic safety.



# Duties of the North Carolina Driver Education Advisory Committee

---

1. Advise and confer on establishment of rules
2. Review and update guidelines for the operation of the Driver Education Program
3. Promote the positive effects of the GDL Program
4. Foster partnerships with the NC Division of Motor Vehicles including testing, instructor training, driving school regulations and related protocol

# Duties of the North Carolina Driver Education Advisory Committee

---

1. Provide a communication channel between driver education and stakeholders
2. Stimulate public awareness of driver education needs and contributions
3. Serve as an advocate of driver education
4. Influence driver education support through appropriate channels.
5. Lend credibility to driver education programs.



# North Carolina Driver Education Advisory Committee Members

---

- Upon recommendation by the State Superintendent of Public Instruction, the State Board of Education shall approve appointments of up to 19 voting members.
- Committee members shall have expertise relevant to the functions of the Committee.



# North Carolina Driver Education Advisory Committee Members

---

- The Committee shall have voting members from the following groups:
  - NC Department of Public Instruction
  - NC Department of Transportation and Division of Motor Vehicles
  - UNC Highway Safety Research Center
  - NC Driver and Traffic Safety Education Association
  - Commercial Driving Schools
  - LEA Coordinators/Teachers
  - University/Community College
  - Division of Non-Public Education
  - Law Enforcement
  - NC Department of Insurance
  - PTA Representative
  - Student Representative



# North Dakota Driver Education Management Team

---

- Established by the North Dakota Department of Transportation Safety Division in 2016
- This office was designated as lead because it:
  - Is responsible for all statewide traffic safety programs
  - Manages National Highway Traffic Safety Administration federal grant funds



# North Dakota Driver Education Management Team Members

---

- NDDOT Safety Division
- NDDOT Driver License Division
- ND Education and Standard Practice Board
- ND Department of Public Instruction



# Purpose of the North Dakota Driver Education Management Team

---

- Discuss cooperative ideas to advance driver education
- Synchronize the delivery of curriculum
- Synchronize the requirements for instructor qualifications and re-certifications
- Harmonize and tie driver education to driver license



# Purpose of the North Dakota Driver Education Management Team, cont.

---

- Discuss the needs for potential legislative agenda
- Sequence and plan administrative rules
- Evaluate data and initiate research studies and reports
- Build an understanding of the delegated authority of each stakeholder agency



# North Dakota Driver Education Management Team

---

- Meets periodically to discuss ideas on how to improve driver education in North Dakota
- NDDOT Safety Division:
  - oversees the State's driver education public information and education efforts.
  - collects, analyzes and interprets data and shares with the Management Team and public as requested



# Contacts



American Driver and Traffic Safety  
Education Association

**Brett Robinson**

ADTSEA / ANSTSE

Secretariat

(724) 801-8246

[brett@adtsea.org](mailto:brett@adtsea.org)

**William Warner**

Oregon DOT

(503) 986-4413

[William.A.WARNER@odot.state.or.us](mailto:William.A.WARNER@odot.state.or.us)



**NHTSA**

**Michelle Atwell**

NHTSA

(202) 366-2084

[Michelle.Atwell@dot.gov](mailto:Michelle.Atwell@dot.gov)

**Karl Logan**

North Carolina DPI

(984) 289-4241

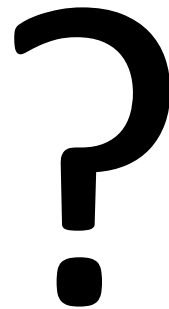
[Karl.logan@dpi.nc.gov](mailto:Karl.logan@dpi.nc.gov)



# Questions

---

Thank you for your support and interest in  
Driver Education!



---

# Open Discussion