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# Maryland Traffic Records Coordinating Committee

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## Charter

### Vision

The State of Maryland's vision is to provide safe roads for its citizens in part by reducing vehicle-related deaths 50% by 2030, with zero traffic-related deaths being the ultimate goal.

### Mission

The Maryland Traffic Records Coordinating Committee (TRCC) will use effective management principles and emerging technologies to improve the quality, timeliness, and availability of traffic records data and systems that enable the Maryland traffic safety community to identify and resolve traffic safety issues to achieve zero traffic-related deaths.

### Purpose

The purpose of the TRCC is to continually review and assess the status of Maryland's Traffic Safety Information System and its components. It is responsible for:

- overseeing the development and update of a strategic plan that serves the public and private sector needs for traffic safety information;
- learning about technologies and other advancements necessary to improve the traffic safety information system;
- promoting, supporting, and assisting in the coordination and implementation of needed or desired system improvements; and
- providing a forum for the exchange of information regarding safety data among the traffic safety community.

### Duties

At a minimum, the TRCC shall:

- have authority to review any of the State's highway safety data and traffic records systems and any changes to such systems before the changes are implemented;
- consider and coordinate the views of organizations in the State that are involved in the collection, administration, and use of highway safety data and traffic records systems, and represent those views to outside organizations;
- review and evaluate new technologies to keep the highway safety data and traffic records system current; and
- approve annually the membership of the TRCC, the TRCC Coordinator, any change to Maryland Traffic Records Strategic Plan, and performance measures to be used to demonstrate quantitative progress in the accuracy, completeness, timeliness, uniformity, accessibility, or integration of a core highway safety database.

The Maryland Traffic Safety Information System consists of six component systems that are evaluated using six quality metrics. The six system components are:

- police crash report data;
- roadway information for all roads (state and local);
- citation and adjudication information from law enforcement and the judicial system;
- driver licensing information;
- vehicle registration information; and
- injury surveillance data, further consisting of:
  - pre-hospital emergency medical services (EMS),
  - trauma registry,
  - emergency department,
  - hospital discharge, and
  - mortality data (e.g., death certificates autopsies, and medical examiner reports).

The six quality metrics used to assess the systems are:

- Timeliness – the time elapsed between capture of the report and entry into the statewide database.
- Completeness – the proportion of data variables on the report that have information available.
- Accuracy – the proportion of data variables that are correctly captured.
- Accessibility – the amount of information that is available to partners, stakeholders, and the public.
- Integration – the ability to link traffic records systems together for analytical purposes.
- Uniformity – the level of consistency in data capture from separate entities within a system component.

Members of the TRCC recognize the need for a high quality and responsive traffic safety information system. Members realize communication, coordination, cooperation and partnership among stakeholders are critical to ensure the most effective use of available resources. The Maryland TRCC, responsible for the overarching administration of the Traffic Records Strategic Plan (TRSP), comprises:

- Executive Council,
- General TRCC (formerly the Technical Council,) and
- Special Committees (Subcommittees or Task Forces).

## **Executive Council**

The TRCC Executive Council (hereafter referred to as the ‘Executive Council’) is to be an assembly of individuals with expertise and interest in traffic safety formally recognized by the Governor’s Highway Safety Representative (GR). These individuals are to support the vision, mission, and five-year Traffic Records Strategic Plan, assisting in their capacity as advisory, policy, and economical administrators. The Executive Council is an interagency, intergovernmental steering committee and shall be governed by a presiding chairperson.

### **Executive Council Chairperson**

The Chairperson shall be responsible for:

- presiding over all meetings,
- setting agendas and maintaining meeting minutes,
- monitoring membership through ongoing attendance, and
- acquiring approval of the Strategic Plan from all members.

In the absence of the Chairperson, the Chief of the Maryland Highway Safety Office (MHSO) shall preside over the Executive Council until the position can be filled. The Chairperson shall be appointed by the GR and shall serve a term of two years and may not serve for more than a total of two consecutive terms. The Executive Council Chairperson will be instated at the Annual Maryland Traffic Records Forum.

### **Executive Council Members**

Executive Council membership is through formal invitation only from the GR and is to include long-standing agency leaders or high-level officials from the agencies and organizations who are custodians of the traffic records systems and may include a few direct program support persons from within those agencies that have a role in supporting the agencies and systems.

Membership is to include at minimum, but not necessarily be limited to, the administrators of the six traffic records systems (and subsystems). Membership shall comprise the Administrators/Executives/Secretaries of the following agencies:

- Maryland Department of State Police
- Maryland Department of Information Technology
- Maryland Motor Vehicle Administration
- Maryland Institute for Emergency Medical Services Systems
- Maryland State Highway Administration
- Maryland Department of Health and Mental Hygiene
- Maryland Health Services Cost Review Commission
- Maryland District Court

Representatives from other agencies may also participate in the Executive Council at the invite of the Chairperson or the GR, but do not have voting rights. The Statewide TRCC Coordinator may also participate as a non-voting member.

### **Executive Council Responsibilities**

The Executive Council will:

- meet twice annually;
- provide guidance to steer Statewide traffic safety efforts as needed;
- promote Maryland's traffic records strategic plan at the State executive, policy, and legislative levels;
- build, strengthen, and support the mission of the statewide traffic records data system;
- approve the Traffic Records Strategic Plan (TRSP); and
- monitor progress within the TRSP and prioritize future actions annually.

To meet the needs of an evolving traffic records system, the Executive Council agrees to:

- convene a multi-disciplinary group of individuals who bring unique knowledge and skills to more effectively and efficiently service the mission of the TRCC;
- serve in an advisory capacity by making recommendations and/or providing critical feedback;
- advocate for an ideal traffic records system and increase its visibility, both internally and externally;
- serve as a working committee, as needed, to provide insight and guidance impacting that traffic records community through policies, funding, or other target-specific purposes;
- leverage authority and interagency collaborations, where needed, on behalf of the traffic records community;
- serve as representatives of the individual traffic records data system components;
- identify other key stakeholders to assist in achieving the overarching vision for Maryland traffic records; and
- ensure all levels of management and expertise are interconnected through the sharing of information.

### **Executive Council Voting**

- Each designated voting member will have but one vote.
- The Chairperson shall be a voting member.
- A simple majority of voting members shall constitute a quorum.
- A concurrence of a majority of the voting members present shall be required on all questions.
- The Council shall meet at the call of the Chairperson and as frequently as necessary.
- 50% of Council members in attendance for any meeting, either represented by attendance, electronically, or by proxy, can approve a motion brought forth to the Council, provided a quorum exists.
- Voting may take place through electronic means (e.g., email, online survey).

## **General TRCC**

The General TRCC (hereafter referred to as the “TRCC”) is an interagency, intergovernmental working group committee. The TRCC will meet bimonthly during the months of January, March, May, July, September, and November.

### **TRCC Chairperson(s)**

The TRCC Chairperson(s) shall be responsible for:

- presiding over all meetings,
- setting agendas and maintaining meeting minutes,
- monitoring membership through ongoing attendance, and
- representing the TRCC at Executive Council meetings.

A Chairperson shall be elected by the TRCC membership and shall serve a term of two years that coincides with the Executive Council Chairperson term and may not serve for more than a total of two consecutive terms. The elected Chairperson will be voted into office at the Annual Maryland

Traffic Records Forum (if no State Forum is held, the vote will occur at the beginning of the federal fiscal year – October). A Co-chairperson may be named by the MHSO and serve at their pleasure. MHSO may also use the services of a non-member or non-State-agency employee, such as a contractor or consultant, to carry out the responsibilities of the TRCC.

### **TRCC Members**

TRCC members generally comprise technical persons from the custodial agencies who are familiar with and have access to their agency's traffic records system database. Membership may also be extended to any data managers, data users, and stakeholders in the traffic safety community. Membership is appointed by either the respective Executive Council member, the State TRCC Coordinator, or the TRCC Chairperson(s) and shall serve at the discretion of their respective agency. The TRCC Chairperson(s) and the MHSO shall maintain an active roster of TRCC members and publish it annually (at a minimum, in the Highway Safety Plan submitted to the National Highway Traffic Safety Administration (NHTSA)).

### **TRCC Responsibilities**

Responsibilities include, but are not limited to:

- providing administrative and technical guidance for the Maryland Traffic Safety Information System;
- providing support to determine Traffic Records Strategic Plan (TRSP) priorities by identifying projects and improvement programs for inclusion in the TRSP, which shall be assessed and prioritized using a systematic method outlined in the plan;
- facilitating the development, update, and adoption of the TRSP that serves the public and private sector needs for traffic safety information once annually prior to the submission of required documentation to NHTSA by July 1;
- providing support to the continuing evaluation of the TRSP;
- identifying assets and deficiencies from the throughout the year and use those outputs to revise and edit the TRSP at least once annually;
- facilitating communications and cooperation between and among the member organizations and agencies represented on the committee,
- maintaining the confidentiality and integrity of personal information as required under the Maryland Public Information Act, and any other state statute requirements;
- establishing goals for improving the Maryland Traffic Safety Information System;
- developing recommended procedures to assist local and State agencies that are users and/or providers of the Maryland Traffic Safety Information System in understanding and accepting their mutual responsibilities and interdependence;
- recommending enhancements to reporting forms and formats and procedures to gather, maintain, and disseminate traffic records information;
- reviewing laws related to traffic records for consistency and for conformity with modern technology;
- reviewing the need for legislation to facilitate the development and operation of the Maryland Traffic Safety Information System;
- fostering the development of new technologies for reporting, processing, storing, and using data at both the local and state levels;
- reviewing and recommending requirements for file linkage;

- stimulating the creation and maintenance of a coordinated comprehensive statewide Maryland Traffic Safety Information System that provides adequate data in an efficient, cost effective, and timely manner; and
- continuously developing cooperation and support from local and state agencies as well as from the private sector.

### **SHSP Data Coordinators**

In addition to the aforementioned, each of the Strategic Highway Safety Plan (SHSP) Emphasis Areas will be represented on the TRCC by a Data Coordinator (DC). The Data Coordinator will be selected by the Chief of the MHSO, per the needs of Maryland's SHSP. When the Data Coordinator is unable to attend a TRCC meeting, they are to appoint a designee or provide the Chairperson with a short written report/update to be shared and filed with the meeting minutes.

SHSP Data Coordinator responsibilities include, but are not limited to:

- attending the SHSP Emphasis Area Team (EAT) meetings serving as a representative of the TRCC;
- maintaining knowledge about data resources and having timely access to relevant data and information (The DC may not be the resident data expert but should have access to experts (such as the Data Coordinator Lead) and be able to coordinate needs and deliverables);
- being prepared to assist the EAT to establish needs, discuss resources and best practices, and deliver any data products to EAT Chair for distribution; and
- ensuring accepted data analyses are used by the EAT (individual members or agencies may have access to relevant data, but DC will ensure that EAT is working off of uniform and accepted sources to create consistency among and between all Teams).

## **Special Committees**

The TRCC shall determine the number and type of special committees necessary to carry out the work of the TRCC.

### **Subcommittee and/or Task Force Chairperson**

Each special committee shall have a Chairperson who will be appointed by the TRCC Chairperson and be approved by the TRCC.

### **Subcommittee and/or Task Force Responsibilities**

The Subcommittee/Task Force Chairperson is responsible for:

- facilitating the work that the committee conducts,
- providing oversight,
- coordinating group meetings,
- ensuring timely communication within the committee and between the committee and the TRCC,
- providing updates at all bimonthly TRCC meetings, and
- providing special presentations at least once annually.

All members of the TRCC are encouraged to participate in a Subcommittee or Task Force. TRCC Subcommittees and/or Task Forces may include, but are not limited to:

- Quality Control and Improvement
- Training
- GIS
- Project-specific Task Forces, as needed.

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*Approved by the Maryland TRCC Executive Council on November 19, 2015 by majority vote.*

  
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Maryland TRCC Coordinator

11/19/2015  
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Date

  
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Printed Name