



Destination Safe Guidelines

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1. About Destination Safe

Purpose

Destination Safe was formed as a coalition between the Kansas and Missouri Departments of Transportation, Mid-America Regional Council, Pioneer Trails Regional Planning Commission along with regional organization partners in 2004 for the purpose of uniting regional efforts to reduce traffic crash fatalities and serious injuries. Destination Safe affects change by developing, implementing, and enhancing comprehensive transportation safety efforts for the bi-state Kansas City metro and surrounding rural areas. It works to achieve performance measure targets identified in the Destination Safe Transportation Safety Plan.

Strategies

Destination Safe members believe one roadway death is too many and work together to create the safest transportation system possible by supporting the following strategies:

1. Growing and Enduring Partnerships:

In order to improve its impact at the local and regional levels, it is important for the Destination Safe Coalition to attract new members. Membership and attendance are two ways to measure the health of the coalition. As such, Destination Safe maintains membership records for committee meetings and determines active or inactive status based on attendance.

Healthy coalitions work toward a common goal that brings people together. They also represent organizations and experts from a variety of topic areas. Destination Safe seeks to attract experts from various arenas that are involved in the improvement of traffic safety, including but not limited to the fields of engineering, education, planning, and emergency response.

- 2. Meaningful Safety Analysis and Research:**

Safety analytical work is the foundation of our data-driven decision-making process. This work supports decision-makers tasked with the allocation and distribution of limited resources to have the greatest possible impact, reducing roadway fatalities and serious injuries. Data and research should drive our processes of problem identification, safety evaluation, and counter measure selection. Setting safety performance measure targets allows us to measure progress towards desired outcomes. We often rely on crash reports to guide our work and focus areas; however, the identification and use of other relevant and trusted datasets should be incorporated.
- 3. Strong Public and Private Safety Policy:**

Destination Safe provides a forum to address safety policy in both the public and private sectors. Active work in the private sector will create a culture of safety at private institutions. Public policy can create safety solutions that impact the public at large and influence policy at smaller scales.
- 4. Robust Law Enforcement Programs:**

Enforcement plays an important role in improving driving behavior. Destination Safe supports the work of agencies to enforce laws that reduce and prevent unsafe roadway behavior. The Coalition also uses data-driven prioritization of programs and enforcement locations.
- 5. Effective Public Education Programs:**

The outcome of an effective education program is a positive change in behavior. For us, this means safer travel. Strategic programs focus on high-risk demographics or focus areas as identified by annual crash data updates. Public education programs also play an important role in increasing awareness of law enforcement campaigns.
- 6. Infrastructure and Technology that Support Multi-modal Safety:**

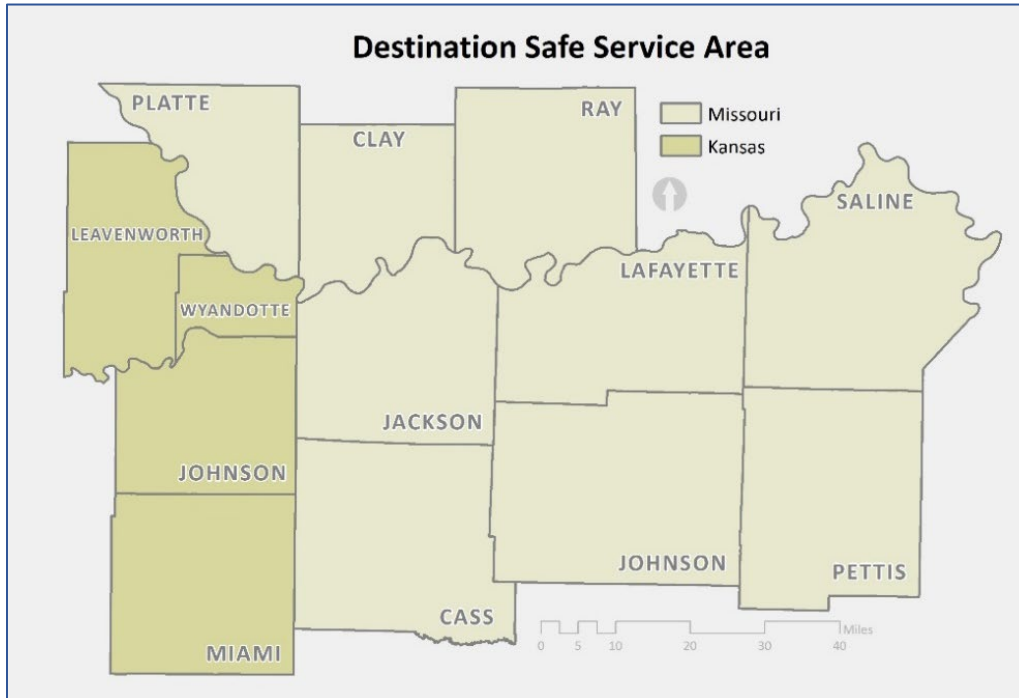
Smart infrastructure design can prevent or reduce the severity of crashes. Separating travel modes, minimizing exposure, and reducing conflict points can all help to reduce the risk of a crash. Safety design countermeasures must be evaluated and deployed with a data-driven approach. Additionally, the rate of technological advancements has increased making the education, policy, and planning for autonomous and semi-autonomous vehicles a priority.
- 7. Efficient Emergency Response and Traffic Incident Management (TIM):**

After a crash has occurred, a quick response is required to prevent deaths, limit additional complications from serious injuries, and avoid secondary crashes. The [Kansas City Scout's Traffic Incident Management \(TIM\)](#) program coordinates the resources of public agencies and private sector partners to detect, respond to, and remove traffic incidents as safely and quickly as possible. This program promotes protocols for communications, responder roles, responsibilities, and procedures.
- 8. Land Use That Supports Transit Mobility to Reduce Vehicle Miles Traveled (VMT):**

Land use has a profound impact on transportation systems and safety. The mix of land use, density of development, and proximity of trip origins to destinations determine transportation mode options. An alternative model that supports compact, denser land uses which allow for shorter trips creates better options for pedestrians, bicycles, and transit. Lower vehicle miles travelled (VMT) results in safer transportation systems with fewer serious injuries and fatalities. MARC supports programs that promote transit-oriented development, better transit service, and pedestrian- and bicycle-friendly communities.

Region

Destination Safe includes the counties of Johnson, Leavenworth, Miami and Wyandotte in Kansas and Cass, Clay, Jackson, Johnson, Lafayette, Pettis, Platte, Ray, and Saline in Missouri.



Committees

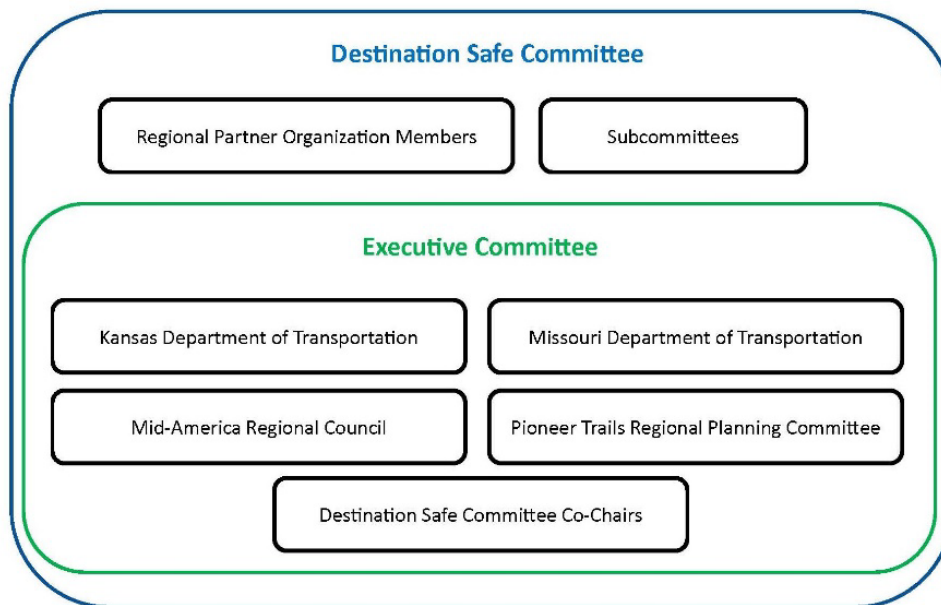
The Destination Safe Coalition functions through three committees, the Destination Safe Committee, Subcommittees, and Executive Committee.

The **Destination Safe Committee** is the lead committee at which members work to make progress for the coalition's established purpose and strategies. Destination Safe meetings can include items such as presentations, funding recommendations, discussion of upcoming events, prioritization, data trends.

Subcommittees develop and implement targeted strategies that improve transportation safety in the Destination Safe region, such as data or public information and education. Specific subcommittees will not be detailed in this document, but subcommittees will be formed and disbanded at the discretion of the larger Destination Safe Committee members. This structure will allow Destination Safe to address changing, emerging, and high-priority transportation safety problems as needed.

Executive Committee is comprised of the Operations Managers and the Destination Safe Co-chairs. It serves to coordinate all committee efforts at a high-level to help ensure consistency across Destination Safe region. Although differences between Kansas and Missouri cannot be avoided, the Executive Committee will work to maintain communication and cooperation and much as possible.

Destination Safe Coalition



2. Membership, Roles, and Responsibilities

Membership

Destination Safe Coalition includes local, regional, state, and federal representatives from professional disciplines that primarily work in transportation safety including education, engineering, enforcement, and emergency services such as:

- Ambulance and Emergency Medical Providers
- Bicycle and Pedestrian Safety Organizations
- Commercial Trucking Associations
- Departments of Transportation
- Educational Institutions
- Engineering and Transportation Associations
- Fire Departments
- Health Departments
- Highway Patrols
- Hospitals
- Injury Prevention & Trauma Prevention Organizations
- Insurance Companies
- Intelligent Transportation System Operators
- Law Enforcement Associations
- Police Departments
- Public Outreach Programs
- Public Works Departments
- Railroad Crossing Safety Organizations
- Regional Planning Councils
- Research and Development Institutions
- Safety Councils
- Sheriff's Departments
- Transit Providers
- Traffic Incident Management System Operators

Destination Safe members are categorized as voting and non-voting members (roles and responsibilities of each are defined in the "Roles and Responsibilities" section).

To become a member, any individual or organization representative that holds an interest in reducing traffic crash fatalities and serious injuries may do so by regularly participating in any Destination Safe Committee and/or Subcommittee meetings.

To become a voting member, an individual or organization representative must attend three (3) Destination Safe Committee meetings per fiscal year (July 1 to June 30) and complete the following:

- Submit a voting member application no less than two (2) weeks prior to the next scheduled Destination Safe Committee meeting.
- The application must identify an individual to represent the organization and an alternate.
- All applications will be presented for approval at the next Destination Safe Committee meeting.
 - If approved, the member organization will become a voting member. Member organizations will retain voting rights provided they are considered an “active” member, meaning their designated member or alternate are present at three meetings per fiscal year (July 1 to June 30). While there is no attendance limit for a member organization, only the designated member, alternate, or substitute may vote (see voting procedures section for more information on member substitute). Each member organization may submit one vote.
 - If a member organization is not represented at three (3) meetings in a fiscal year, it will be considered “inactive” and become a non-voting member.
 - If a voting member organization loses voting rights, they may be reinstated after attending two meetings within the fiscal year.

Chair Positions

The **Destination Safe Committee** is co-chaired by two voting members or alternates in good standing, one representing Kansas and one representing Missouri. The co-chairs serve for a term of two years and may vote along with the rest of the committee members. There are no term limits. Each co-chair will rotate terms as follows:

- Kansas position: January-December, odd years
- Missouri position: January-December, even years

Subcommittees are chaired by one person who must be a part of a voting organization but is not required to be the voting member or alternate. Subcommittee chairs will serve a term of two years. Subcommittee chair term dates and confirmation process will be determined by each subcommittee in coordination with the MARC Operations Manager.

At the end of each term, committee co-chair nominations will be heard at the November Destination Safe meeting. Only voting member organizations are eligible for chair nominations. A majority of voting members must be present to select chairs.

Roles and Responsibilities

The various roles and their responsibilities are outlined as follows. Although these responsibilities are minimum expectations, additional responsibilities may be needed and should be determined by Destination Safe and/or appropriate management of Operations Managers.

All Members:

- Participate in committee and/or subcommittee meetings.
- Provide input for and utilize a regional transportation safety plan.
- Guide annual activities of committee and subcommittee.

Voting Members:

- Act as the decision-making body of the Destination Safe Coalition.
- Develop and adopt a regional transportation safety plan.
- Review and score annual Transportation Safety Call for Projects applications, when applicable.
- Participate in final Transportation Safety Call for Projects funding recommendations to the Kansas and Missouri Departments of Transportation, when applicable.

Destination Safe Co-Chairs:

- Participate in Executive Committee meetings.
- Guide development of meeting agenda items, and review and approve agenda drafts provided by MARC Operations Manager in a timely manner.
- Alternate leading bi-monthly Destination Safe meetings.
- Act as leader in Destination Safe by being available to address member ideas, concerns, or questions.

Subcommittee Chairs:

- Guide development and implementation of strategies that improve transportation safety as focused by the specific subcommittee.
- Regularly update the larger Destination Safe members and Operations Managers on progress.
- Guide development of meeting agenda items, and review and approve agenda drafts provided by MARC Operations Manager in a timely manner.
- Lead subcommittee meetings at the interval determined by Destination Safe.

Operations Managers:

Consists of one staff member from each of the following organizations.

Mid-America Regional Council (MARC)

Kansas Department of Transportation (KDOT)

Missouri Department of Transportation (MoDOT)

Pioneer Trails Regional Planning Commission (PTRPC)

- Provide a staff contact concerning Destination Safe needs.
- Attend and participate in Destination Safe Committee meetings.
- Attend and participate in Executive Committee meetings.
- Attend and participate in Subcommittee meetings as needed.

- Recommend subcommittee participants and monitor committee membership (voting and non-voting).
- Participate in Transportation Safety Call for Projects process including recruitment, scoring, and review.
- Coordinate public information concerning news releases, media advisories and other announcements of Destination Safe Committees.
- Support efforts of the committee to secure resources and administer those grants as received.
- Organize information for committee and subcommittee meetings as needed.

Mid-America Regional Council:

- Compile crash information from KDOT and MoDOT into a regional database.
- Act as a committee representative and resource in Kansas and Missouri counties.
- Coordinate the development and implementation of a regional transportation safety plan approximately every five years along with the *Safety Chapter* of MARC's Metropolitan Transportation Plan (MTP).
- Monitor opportunities to coordinate a regional safety plan with Kansas and Missouri's Strategic Highway Safety Plans (SHSP).
- Maintain contact information of all Destination Safe committee and subcommittee members and participants.
- Maintain and update information on the committee web page and social media channels as needed. The Operations Managers may approve other Destination Safe partners to lead or share in the responsibility of maintaining and updating social media accounts or website information.
- Maintain a regional calendar of Destination Safe meeting dates accessible online.
- Maintain meeting notices and agendas of the committees and make them available.
- Engage the committee in the identification of state legislative topics concerning transportation safety.
- Coordinate the Destination Safe Transportation Safety Call for Projects applications, project eligibility, scoring, review, and committee recommendations.
- Publicize and maintain Transportation Safety Call for Projects resource guide to include information such as call for project timeline, eligibility, funding guidelines, and reporting requirements.
- Take summary notes at committee meetings.

Kansas and Missouri Departments of Transportation:

- Provide state crash data as requested by safety partners and the public.
- Provide state crash data and analysis as requested by other Operations Managers and committee participants for committee related reports and research.
- Act as a committee representative and resource in each states' counties.
- Coordinate the development and implementation of the regional transportation safety plan with each state's Strategic Highway Safety Plan.
- Maintain a primary file location containing paperwork and forms regarding the allocation of each state's funding source.
- Provide funding eligibility guidance as needed for Transportation Safety Call for Projects.
- Review and determine eligibility of Destination Safe Transportation Safety Call for Projects applications.

Pioneer Trails Regional Planning Commission:

- Monitor crash information from MoDOT for Johnson, Lafayette, Pettis, Ray, and Saline counties.
- Act as a committee representative and resource for Johnson, Lafayette, Pettis, Ray, and Saline counties.
- Coordinate the development of the regional transportation safety plan in the PTRPC area.
- Monitor opportunities to coordinate the regional transportation safety plan with Missouri's Strategic Highway Safety Plan (SHSP).

3. Policies and Procedures

Open Records and Open Meetings

All Destination Safe Committee and Subcommittee meetings will comply with open records and open meetings laws in the states of Kansas and Missouri, including Missouri Sunshine Act requirements.

Voting Procedures

A quorum of eleven (11) voting members of the Destination Safe Committee must be present to adopt or reject any matter. When a quorum is present, a simple majority may adopt or reject any matter brought for a vote before the committee. Each member organization may submit one vote. Voting members are assigned as the organization's member or alternate. If neither organization's representative can be present, an organization may select a substitute by contacting the MARC Operations Manager to name a temporary representative to vote on behalf of the organization.

Meetings

Destination Safe Committee meetings will convene bimonthly, as needed, on a date and time to be determined by the Executive Committee. Agendas of future committee meetings will be made available before the meeting date.

Subcommittees will meet at the frequency determined by the Chair of each Subcommittee, in cooperation with the Executive Committee.

Executive Committee meetings will convene bimonthly, as needed, on a date and time to be determined by its members. Executive Committee meetings are closed to the public, but meeting summaries can be made available upon request.

4. Transportation Safety Call for Projects

The Destination Safe Transportation Safety Call for Projects is an annual grant funding opportunity provided by the Kansas and Missouri Departments of Transportation intended to

encourage local organizations and agencies to create innovative projects that work toward reducing traffic crash fatalities and serious injuries through education, emergency response, and/or enforcement.

Available funding varies by DOT and can change annually as budgets are considered. This funding is not guaranteed and is made available at the discretion of the Kansas and/or Missouri Departments of Transportation. Final determination of project funding distribution is made by the Kansas and/or Missouri Departments of Transportation.

Application Eligibility

Any nonprofit organization, jurisdiction, governmental entity, for-profit business, etc. is eligible to apply. The program must serve an area (city, county or multiple) within the boundaries of the Destination Safe region with includes the Mid-America Regional Council MPO counties (Leavenworth, Wyandotte, Johnson (KS), Miami, Platte, Clay, Jackson, and Cass Counties) and the Pioneer Trails Regional Planning Commission (Ray, Lafayette, Saline, Johnson (MO), and Pettis Counties). Organizations may only apply for funding from their State DOT.

Transportation Safety Call for Project applicants, known as Project Sponsors, may apply for more than one grant in a single grant cycle. Any Project Sponsors who received funding in a previous year but did not complete the requirements of the DOT/Project Sponsor agreement will be ineligible the following grant cycle.

Funding Guidelines

The MARC Operations Manager will make available guidance on eligible projects from both the Kansas and Missouri Departments of Transportation but cannot maintain an exhaustive list. Guarantees cannot be made that any project application is eligible. Project Sponsors are encouraged to contact their respective DOT for specific guidance of eligible projects.

Process

The Transportation Safety Call for Project process is as follows, with exact dates to be determined and publicized before each annual call begins.

- Call for Project application opens during the first full week of March for approximately four (4) weeks. Incomplete applications will not be accepted.
- Destination Safe Committee appoints application Scoring Workgroup. Proposed membership:
 - KDOT: 1
 - MoDOT: 1
 - Pioneer Trails: 1
 - MARC Staff: 1
 - DS Co-Chairs (or designees): 2
 - DS Subcommittee Chairs (or designees): 2
 - Other Destination Safe Coalition members: 2
 - Law Enforcement

- The Kansas and Missouri Departments of Transportation will review all completed applications for their state to determine if each project is eligible for funding.
- Scoring Workgroup review the eligible applications and score projects.
 - Applicants who serve on the Scoring Workgroup cannot score their own applications.
 - If the Scoring Workgroup has questions, contact the appropriate DOT. The DOT's will provide replies to those questions with the workgroup.
- The MARC Operations Manager will calculate the scores. Scores for each question are averaged based on the numbers of total scores received. Projects/programs are then ranked by score.
 - The ranked scores are shared with the Scoring Workgroup, and they meet to review and finalize recommendations.
 - The MARC Operations Manager will share the finalized ranked score recommendations with the DOTs for review.
- The May Destination Safe Committee Meeting will serve as the Call for Projects conclusion.
 - Project Sponsors are encouraged to attend the May Destination Safe Committee meeting in order to respond to any additional questions.
 - The Scoring Workgroup "Chair" will provide the committee with an overall summary of the averaged scores for each project/program.
 - The committee acknowledges the project/program ranked scores.
 - MoDOT MCRS will not announce grant award amounts at this time.
- DOT's will notify Project Sponsors with award announcements and final financial grant amounts.

Any changes to this process, including application questions and scoring guidelines, must be reviewed by the Executive Committee then approved by Destination Safe Committee Voting Members.

Reporting Requirements

In addition to any requirements set by the Kansas and/or Missouri Departments of Transportation, all funded Project Sponsors are required to complete reports (as specified by the applicable DOT) on project process.

Grant Changes

Project Sponsors are expected to complete their projects as described in their application. However, if unforeseen events occur or unavoidable obstacles prevent completion of a project as described, Project Sponsors should contact their applicable DOT for grant changes.

Amendments of Policies and Procedures

Any amendments to this document may be proposed to a MARC Operations Manager. All proposed changes will be presented to and reviewed by the Executive Committee. Proposed changes will then be added to the Destination Safe Committee agenda for discussion and majority vote.