



## **Coalition Roles & Responsibilities**

First Adopted May 26, 2005  
Revised and Adopted March 28, 2007  
Revised and Adopted July 29, 2009

### **Coalition's Purpose**

The Destination: Safe Coalition exists to reduce fatalities, injuries, property damage, and economic and social costs of transportation-related incidents by developing, implementing, and enhancing a comprehensive transportation safety blueprint for the bistate Kansas City metro and rural areas.

### **Coalition's Geographical Boundaries**

The Destination: Safe Coalition will address transportation safety issues within the planning areas of the Mid-America Regional Council (MARC) and the transportation planning and maintenance areas of District 4 of the Missouri Department of Transportation (MoDOT). The counties of Johnson, Leavenworth, Miami, and Wyandotte in Kansas and Cass, Clay, Henry, Jackson, Johnson, Lafayette, Platte, and Ray in Missouri are included in these boundaries. Issues in other adjacent and nearby counties may be addressed as needed.

### **Open Records and Open Meetings**

All meetings of the Leadership Team and Task Teams of the Destination: Safe Coalition will comply with open records and open meetings laws in the states of Kansas and Missouri.

Interested individuals, members and non-members, are encouraged to attend and provide input at Leadership Team and Task Team meetings.

## **Leadership Team Roles & Responsibilities**

### **Leadership Team's Purpose**

The Leadership Team will be responsible for directing the activities of the Destination: Safe Coalition. The Leadership Team functions as the decision-making body of the Coalition. In addition to these core activities, the Leadership Team will collaborate with area transportation safety partners to coordinate resources.

### **Leadership Team Membership**

A year was spent among transportation engineers and planners to get acquainted with the Kansas City region's transportation safety partners and build rapport. During this time, an inventory of current efforts in the region was compiled, and it quickly became evident of a strong need to regionally coordinate collaboration among professional disciplines conducting transportation

safety improvement efforts. These coordinated efforts are undertaken by the Destination: Safe Coalition under the direction of a Leadership Team.

The initial members of the Leadership Team were selected through several Coalition planning meetings involving local law enforcement, traffic and operations engineers, and transportation planners. The Kansas and Missouri Departments of Transportation provided information of local recipients of Section 402 Highway Safety Funds. Those organizations receiving funds were also considered in this process. Over 250 individuals or organizations were identified as potential Leadership Team members. The number of potential members was narrowed down to approximately 40 organizations. The initial members represent a diverse range of professional backgrounds, safety leadership, geographic influence, and urban-rural dynamics across the Kansas City region's transportation safety spectrum.

Membership on the Leadership Team represents interests that improve surface transportation safety throughout the Kansas City region. Leadership Team members primarily work in the four "E's" of transportation safety: education, engineering, enforcement, and emergency services, but Leadership Team membership is not restricted to only those four professional areas.

The membership includes local, regional, state, and federal representative from the following professional disciplines or organizations (this list is not considered all-inclusive):

- Ambulance and Emergency Medical Providers
- Bicycle and Pedestrian Safety Organizations
- Commercial Trucking Associations
- Departments of Transportation
- Engineering and Transportation Associations
- Fire Departments
- Highway Patrols
- Hospitals
- Injury Prevention & Trauma Prevention Organizations
- Insurance Companies
- Law Enforcement Associations
- Police Departments
- Public Works Departments
- Railroad Crossing Safety Organizations
- Regional Planning Councils
- Research Institutions
- Safety Councils
- Sheriff's Departments
- Transit Providers

### **Selection of Leadership Team Members**

Leadership Team membership can change to reflect community needs and transportation safety priorities. Recommendations for new members are brought forth before the Leadership Team for discussion and approval.

Organizations are eligible for membership after attending three meetings of the Leadership Team. Applications are available from an Operations Manager and must be received one week before a scheduled Leadership Team meeting. The application must identify an individual to represent the organization and an alternate. All applications will be presented for approval at a Leadership Team meeting. Once approved, the member will become part of the Leadership Team with voting rights. Members will retain voting rights provided they are present at two meetings per fiscal year (July 1 to June 30). If a voting member loses voting rights, they may be re-instated after attending 3 additional meetings.

### **Leadership Team Co-Chairs**

The Leadership Team is co-chaired by two team members representing Kansas and Missouri. The co-chairs shall serve for a period of two years and shall vote along with the rest of the Leadership Team members.

Nominations for co-chairs will be accepted from the Leadership Team membership at an appropriate Leadership Team meeting. A majority of voting members present will be needed to select co-chairs.

### **Leadership Team Voting Procedures**

A quorum of 11 voting members of the Leadership Team 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 Leadership Team.

### **Leadership Team Meetings**

Regular Leadership Team meetings will convene bimonthly, as needed, on a date and time to be determined by the majority of Leadership Team members. Agendas of future Leadership Team Meetings will be sent out via e-mail before the meeting date.

## **Operations Managers Roles & Responsibilities**

### **Operations Managers' Purpose**

The purpose of Operations Managers is to provide technical assistance, records management, and expertise to the Leadership Team and Task Teams of the Destination: Safe Coalition.

### **Operations Managers' Composition**

Operations Managers will consist of one staff member from each of the following organizations:

Kansas Department of Transportation (KDOT)  
Mid-America Regional Council (MARC)  
Missouri Department of Transportation (MoDOT)

### **Operations Managers' Responsibilities**

Operations Managers' responsibilities are outlined in the Roles & Responsibilities of the Destination: Safe Coalition by each responsible agency. Although these responsibilities are minimum requirements for the Coalition's work, additional responsibilities may be needed and

should be determined between the Operations Managers and the appropriate management of each agency.

All agencies will perform the following duties:

- Provide a staff contact concerning Coalition needs.
- Attend and participate in Leadership Team meetings when feasible.
- Attend Task Team meetings as needed.
- Recommend Task Team participants and monitor Leadership Team membership.
- Coordinate public information concerning news releases, media advisories, and other announcements of the Leadership Team or Task Teams.
- Support efforts of the coalition to secure resources and administer those grants as received.
- Agree on personnel to take minutes at Leadership Team meetings.

Kansas Department of Transportation's (KDOT) Responsibilities:

- Provide Kansas crash data and analysis as requested by other Operations Managers, Leadership Team members, or Task Team participants.
- Act as a Coalition representative and resource in the Kansas counties.
- Coordinate the development of the "*Destination: Safe*" *Kansas City Regional Transportation Safety Blueprint* along with the *Safety Element* of MARC's Long Range Transportation Plan (LRTP).
- Monitor opportunities to coordinate the *Destination: Safe Blueprint* with the Kansas Strategic Highway Safety Plan (SHSP).

Mid-America Regional Council's (MARC) Responsibilities:

- Compile crash information from KDOT and MoDOT into a regional database.
- Act as a Coalition representative and resource in the Kansas and Missouri counties.
- Coordinate the development of the "*Destination: Safe*" *Kansas City Regional Transportation Safety Blueprint* along with the *Safety Element* of MARC's Long Range Transportation Plan (LRTP).
- Monitor opportunities to coordinate the "*Destination: Safe*" *Kansas City Regional Transportation Safety Blueprint* with Kansas and Missouri's Strategic Highway Safety Plans (SHSP).
- Maintain contact information of Leadership Team membership and Task Team participants.
- Maintain and update Coalition web site as needed.
- Maintain a regional calendar of events accessible via the Internet.
- Send out meeting notices and agendas of the Leadership Team and Task Teams by e-mail before a meeting date.
- Send out legislative updates concerning transportation safety issues and other transportation safety information by email.
- Maintain a primary file location of meeting agendas and minutes of the Coalition.
- Organize information for Leadership Team and Task Team meetings.

Missouri Department of Transportation's (MoDOT) Responsibilities:

- Provide Missouri crash data and analysis as requested by other Operations Managers, Leadership Team members, or Task Team participants.
- Act as a Coalition representative and resource in the Missouri counties.
- Coordinate the development of the “*Destination: Safe*” *Kansas City Regional Transportation Safety Blueprint* along with the *Safety Element* of MARC’s Long Range Transportation Plan (LRTP).
- Monitor opportunities to coordinate the “*Destination: Safe*” *Kansas City Regional Transportation Safety Blueprint* with Missouri’s Strategic Highway Safety Plan (SHSP).
- Maintain a primary file location containing paperwork and forms regarding the allocation of Missouri’s Blueprint funding which was approved with input from the Leadership Team.
- Organize information for Leadership Team and Task Team meetings.

## **Task Teams Roles & Responsibilities**

### **Task Teams’ Purpose**

The Task Teams of the Destination: Safe Coalition will develop and implement strategies that improve transportation safety in the Kansas City region. Specific Task Teams will not be detailed in the Destination: Safe Coalition’s Roles & Responsibilities, but Task Teams will be formed and disbanded at the Leadership Team’s or the Leadership Team’s co-chairs’ discretion. This structure will allow the Coalition to address changing, emerging, and high priority transportation safety problems as needed.

### **Task Team Membership**

There will be no established membership of any Task Team, but it is recommended that Task Teams be composed of an odd number of participants (i.e. three members, five members, etc.). Participation in Task Teams is encouraged of Leadership Team members, Operations Managers, and the general public.

### **Task Team Leaders**

A Task Team leader will be designated by the Leadership Team or by the Leadership Team’s co-chairs. A Task Team leader is responsible for guiding a Task Team in developing possible strategies and implementing funded strategies that improve transportation safety in the Kansas City region. A Task Team leader will regularly update the Leadership Team and Operations Managers on its progress, seek assistance from Operations Managers, and implement Leadership Team direction and advice.

### **Task Team Voting Procedures**

It is expected that the Task Teams will work to a consensus on issues and strategies to implement, and voting procedures will be used only to decide matters that may stall Task Team efforts. A quorum consists of at least three Task Team participants. A simple majority may adopt or reject any matter brought for a vote before the Task Team.

### **Task Team Meetings**

Task Teams shall meet as necessary to fulfill their duties. Task Teams will meet at the frequency determined by the Task Team leader.

## **Amendments of Roles & Responsibilities**

These Roles & Responsibilities may be amended at any Leadership Team meeting by a majority vote.