ENCLOSURE

FEDERAL ADVISORY COMMITTEE CHARTER

NATIONAL SAFE ROUTES TO SCHOOL TASK FORCE PROGRAM ADVISORY COMMITTEE

U.S. DEPARTMENT OF TRANSPORTATION

1. **PURPOSE:** This charter establishes the National Safe Routes to School Task Force pursuant to the Federal Advisory Committee Act, as amended, 5 U.S.C., App. 2, and sets forth policies for its operations. The statutory authority for the Task Force is section 1404(d) of the Safe, Accountable, Flexible, Efficient, Transportation Equity Act: A Legacy for Users (SAFETEA-LU) (Pub. L. 109-59).

2. **SCOPE AND OBJECTIVES:**

   a. The Task Force will study and develop a strategy for advancing safe routes to school programs nationwide.

   b. The Task Force will submit a report to the Secretary of Transportation containing the results of the study conducted, and a description of the strategy developed above, and the report shall contain information regarding use of funds for infrastructure-related projects and non-infrastructure related activities funded by the new Federal-aid Safe Routes to School Program.

   c. The Task Force will not exercise program management, regulatory or program guidance responsibilities. It makes no decision directly affecting the programs on which it provides advice. The Task Force provides a forum for the development, consideration, and communication, from a knowledgeable and independent perspective, of a strategy for advancing Safe Routes to School Programs nationwide.

3. **DUTIES:** The Task Force will be responsive to the specific assignment provided for in law:

   a. Study and develop a strategy for advancing safe routes to school programs nationwide.

   b. Produce a report to the Secretary of Transportation containing the results of the study conducted, a description of the strategy developed, and information regarding the use of funds for infrastructure-related projects and non-infrastructure activities funded by the new Federal-aid Safe Routes to School Program.

4. **DURATION:** The Task Force will remain in existence for 2 years from the effective date of this charter, unless recommended for termination or renewal by the Secretary of Transportation.

5. **OFFICIAL TO WHOM TASK FORCE REPORTS:** The Task Force will report to the Secretary of Transportation through the sponsor.

6. **SPONSOR AND AGENCY PROVIDING SUPPORT:** The Federal Highway Administration (FHWA) Office of Safety serves as sponsor of the Task Force and will designate a Designated Federal Official to direct the affairs of the Task Force and will provide necessary administrative support.

7. **MEMBERSHIP:**

   a. The Task Force shall be composed of representative members appointed by the Secretary of Transportation upon recommendation by the FHWA Office of Safety. Task force members shall represent a cross section of the diverse agencies, organizations and individuals that are involved in Safe Routes to School activities and programs in the United States. By statute, the membership will be composed of leaders in health, transportation and education, including representatives of appropriate Federal agencies. Pursuant to congressional conference report language, members could also include representatives from State and local agencies, as well as relevant non-profit organizations and associations including organizations or associations that represent automobile drivers. The FHWA Office of Safety may consult with applicable organizations to determine the appropriate individuals to be recommended.

   b. Members may also be considered who are not from the categories listed above to achieve the broad range of experience and understanding noted above.

   c. Nonparticipation by any member in Task Force activities will be sufficient reason for the appointment of a replacement member by the Secretary. However, members may be represented at Task Force meetings and activities by alternates representing the same interest as the member. Alternates shall have full rights and duties of the membership. If a current member is unable to attend a meeting, that member or his/her organization may nominate an alternate for approval by the Task Force sponsor at any time prior to the meeting or activity for which the appointment is made. Unless otherwise specified by the member, the appointment is valid for only one meeting or activity including any continuation of that meeting or activity.

   d. Additional persons may be designated by the Chairman to serve on working groups of the committee to assist in the performance of its functions. Representatives of the Office of the Secretary of Transportation, any agency of the U.S. Department of Transportation, or any other Federal agency may participate in any meeting of the Task Force with the approval of the Designated Federal Official.

8. **TASK FORCE OFFICERS:** The Chairman will be appointed by the FHWA Office of Safety from among the members of the Task Force. The Chairman will conduct each meeting using generally accepted meeting management techniques, provide an opportunity for participation by each member and by public attendees, ensure adherence to the agenda, maintain order, and with the Designated Federal Official, prepare any

recommendations to be submitted to the FHWA Office of Safety. In the absence of the Chairman, the Designated Federal Official will appoint a Vice Chairman to perform these duties.

9. **MEETINGS:**

   a. Meetings will be held at the call of or with the advance approval of the Designated Federal Official. The Task Force will meet approximately three times the first year. Special meetings and working group meetings may be called as necessary. Notice of each scheduled meeting will be published in the *Federal Register*.

   b. All meetings are open to the public. Members of the public are permitted to appear before or file statements with the Task Force. The Designated Federal Official, or a Departmental employee alternate designated by the DFO, must be present at each Task Force meeting. This official has the authority and duty to adjourn the meeting whenever such action is deemed to be in the public interest. A quorum exists when at least one-half of the appointed members are present. A quorum must exist for any official action, including voting, to occur. In any situation involving voting, the majority vote of members present will prevail. An agenda for each meeting must be approved in advance by the Designated Federal Official in consultation with the Task Force Chairman.

10. **COMPENSATION:** Members of the Task Force may receive travel and per diem, as allowed by regulations and U.S. Department of Transportation policy.

11. **COSTS:** Operating expenses are borne by the Task Force Sponsor. The estimated annual cost to the government is $200,000 inclusive of administrative contract support, report writing, meeting costs, travel, and other logistics expenses.

12. **AVAILABILITY OF RECORDS:** Subject to Section 552 of Title 5, United States Code, the records, reports, minutes, agenda, and other documents made available to or by the Task Force will be available for public inspection and duplication in the FHWA Office of Safety, or through the Office of Safety, Safe Routes to School Web site, www.safety.fhwa.dot.gov/saferoutes/htm

13. **REPORTS:** The Designated Federal Official will furnish detailed minutes of each meeting to the sponsor. The minutes contain a record of the persons present, a complete and accurate description of matters discussed and conclusions reached, and copies of all reports received, issued or approved by the Committee. The Chairman and Designated Federal Official will certify the accuracy of the minutes.

14. **WORKING GROUPS:**

   a. The Task Force Chairman may establish working groups to perform specific assignments with the approval of the Designated Federal Official. The Chairman may designate members from either the Task Force or the public to serve on

working groups. The Working Group Chair will be a Task Force member. Recording or videotaping of working group meetings may only be performed by the sponsor, Designated Federal Official, or their designee.

b. Any recommendations to the Department by working groups must be approved by the Task Force as a whole.

15. **FILING DATE:** OCT 27 2006 is the filing date and the effective date of this Charter which will expire in 2 years from this filing date, unless sooner terminated or extended.