



## Iowa Statewide Traffic Records Coordinating Committee (STRCC) CHARTER

### History

**Background:** Iowa has had a multidisciplinary statewide traffic records committee for communication, planning, and coordination since June 1994. Originally called the Strategic Planning Project (StraPP), it later took the name Statewide Traffic Records Advisory Committee (STRAC). This committee met quarterly, with additional ad hoc meetings. The Iowa Safety Management System Coordination Committee (SMSCC) formed in a similar manner in February 1995 and enhanced general highway safety coordination, as STRAC handled safety data coordination.

**Executive guidance:** StraPP was set up with a working committee and a Guidance Team of appropriate executives who received copies of all documents and attended meetings either occasionally or regularly. When members of the Guidance Team attended the working committee meetings, they worked along with other participants.

**Program history:** Iowa was the first state to be awarded a NHTSA grant for strategic planning in 1994. The first strategic plan was completed in 1995. The strategic plan was updated periodically during Section 411 funding, and Iowa received implementation grants for each year of the Section 411 program. STRAC also sponsored and organized statewide traffic records conferences, similar to the national Traffic Records Forums, in 1994 and 2001.

**Creation of this Charter:** Given the requirements of the SAFETEA-LU “Section 408 Program,” it was decided to formalize STRAC with a Charter supported by letters of support from key executives, renewing the Guidance Team as the “second tier” of a two-tiered committee.

**Name change:** STRAC had essentially functioned as a coordinating committee, so it was decided to replace “advisory” with “coordinating” in the committee’s name. Therefore, the creation of STRCC; the Statewide Traffic Records Coordinating Committee.

### Vision, Mission, and Goal

**VISION:** The Vision of STRCC is to maximize traffic safety problem identification, planning, evaluation, and decision-making through coordination and cooperation at all levels of government and by all safety entities in communities through access to quality safety data. The data system should be sustainable, provide quality service for a reasonable investment, and achieve an effective balance of limited resources between data systems and the highway safety programs they serve.

**MISSION:** The Mission of STRCC is to develop and improve the statewide traffic records system and all its independent components.

Central to this mission are the advancement of electronic data capture, appropriate integration of data, effective utilization of the data through the Highway Safety GIS and other means of data dissemination, and education of data collectors and users.

The Mission will be accomplished by incorporating advanced technology, wise use of resources, open communication opportunities by all members, a spirit of cooperation and teamwork, and future planning. The data driven process should ensure that all opportunities to improve highway safety are identified and considered for implementation. Continued evaluation shall be conducted to facilitate implementation and strategic development of state data systems and projects.

**GOAL:** The primary goal of the Statewide Traffic Records Coordinating Committee (STRCC) is to maximize the overall quality of traffic safety data and analysis. This is achieved through the improvement of data collection, management, and analysis related to crash, vehicle, driver, roadway, citation, adjudication, and injury surveillance systems. The STRCC acts as a collaborative group, striving to enhance the integration and efficiency of traffic data to support data-driven safety decisions.

### **State Traffic Records System**

High-quality state traffic records data is critical to effective safety programming, operational management, and strategic planning. A state traffic records system includes the collection, management, and analysis of traffic safety data. It is comprised of six core data systems—crash, driver, vehicle, roadway, citation and adjudication, and injury surveillance—as well as the organizations and people responsible for them.

## **Organizational Structure and Function**

**Two-tiered Committee:** The committee has two tiers; the Guidance Team and STRCC. The Guidance Team and STRCC shall be responsible for developing, maintaining and tracking accomplishments related to data projects as related to the State's Strategic Plan.

I.     **Guidance Team:** The executive level of STRCC is composed of agency department management who set the vision and mission for the remaining STRCC membership. The four-person guidance team is comprised by the following representatives:

- Bureau Chief, Governor's Traffic Safety Bureau, Iowa Department of Public Safety
- Director, Traffic and Safety Bureau, Iowa Department of Transportation
- Director, Systems and Administration Bureau, Iowa Department of Transportation
- Director – Bureau of Emergency Medical and Trauma Services, Iowa Department of Health and Human Services

The team meets with members and attends STRCC meetings. The Guidance Team approves changes to the Charter, reviews, offers input and approves traffic data projects and any changes to the Guidance Team membership. The STRCC Co-Chairs will provide, in writing, a summary of quarterly STRCC meetings to the Guidance Team. Guidance Team members will provide input to STRCC regarding the commitment and obligation of the state agencies which they represent. Guidance Team members often are, by their own choice, participants in the full committee, ensuring communication between the two tiers.

II. STRCC Membership: The State Traffic Records Coordinating Committee (STRCC) includes executives (or their designees) who can set policy, direct resources, and establish the STRCC's vision and mission. It also includes technical staff representatives from all relevant stakeholder groups and organizations. Members include representatives from each of the traffic safety records systems (crash, roadway, driver, vehicle, citation/adjudication, and injury surveillance) and include safety professionals involved in data collection, data management, and data applications.

**Co-Chairs of STRCC:** One Co-Chair is a member or designee of the Governor's Traffic Safety Bureau and serves as the primary point of contact with the National Highway Traffic Safety Administration (NHTSA). The Second Co-Chair is a member of a state agency directly involved in the maintenance or analysis of state traffic records.

The Co-Chairs are responsible for the ongoing institutional "health" of STRCC. They set meeting dates and agendas with input of STRCC membership, communicate with the membership, arrange meeting facilities, preside over meetings, organize activities including strategic planning, and sustain the multidisciplinary, multi-agency nature of the membership. The Co-Chairs are responsible for the preparation and submittal of annual progress reports associated with the federal Section 405c program. While not the only members who draft documents, plans, and grant proposals, they create or oversee those that are the specific responsibility of STRCC.

The Co-Chairs must be aware of what is taking place in Iowa regarding traffic safety data, reach out to stakeholders, listen and learn to maintain institutional culture. They must conduct STRCC with an approach of inclusiveness rather than exclusiveness. Regarding communications and networking outside of Iowa, the Co-Chairs share with other STRCC members the responsibility to remain aware of developments in traffic records nationwide, and to share this information with all Iowa STRCC members.

The Co-Chairs promote direct involvement and attendance in these professional activities by other Iowa STRCC members, supported by the Guidance Team for STRCC. These efforts enable numerous Iowans to grow professionally and to experience an unprecedented level of exposure to their state and national traffic records and safety data counterparts and vice versa.

**Data Quality and Analysis Coordinator:** A member of STRCC serves as a focal point for data quality and analysis issues. The responsibilities of the Data Quality and Analysis Coordinator are to serve as the resident expert on these matters, assisting the Co-Chairs and STRCC Membership to understand the degree of current quality, how quality may be improved or threatened by future developments, and what analysis methodologies are appropriate for Iowa safety data.

**Liaisons:** STRCC liaisons participate in the same manner as other members, including having Voting rights. Liaisons shall abstain from voting if there is a potential conflict of interest.

I. STRCC has the following liaison members:

- Federal Highway Administration (FHWA)
- Federal Motor Carrier Safety Administration (FMCSA)
- National Highway Traffic Safety Administration (NHTSA)
- One or more University liaisons

**Consultants, Independent Contractors and Friends of STRCC:** Persons interested in STRCC meeting agendas, meeting notes, and other activities of the committee are welcomed to be placed on the email address list for STRCC. Friends are welcomed at meetings, and Members are encouraged to bring guests; prior notice is appreciated.

**Meetings:** A minimum of three meetings are held per year. Attendance rosters, agendas, meeting minutes and other supporting meeting documentation shall be maintained by STRCC Co-Chairs.

**STRCC role and functions:** The STRCC has the following attributes and functions:

- a) Includes representatives from highway safety, highway infrastructure, law enforcement and adjudication, public health, injury control and commercial vehicle agencies and organizations.
- b) Reviews highway safety data and traffic records, making recommendations as appropriate.
- c) Provide a forum for the discussion of the highway safety data and traffic records issues and report on any such issues to the agencies and organization in the State that create, maintain and use highway safety data and traffic records.
- d) Consider and coordinate the views of organizations in the State that are involved in the administration, collection and use of the highway safety data and traffic records system.
- e) Represent the interests of the agencies and organizations within the traffic records system to outside organizations; and
- f) Review and evaluate new technologies to keep the highway safety data and traffic records systems up to date.

**State Traffic Records Assessments:** In addition, the STRCC is responsible for the state-based work involved in periodic Traffic Records Assessments (logistics, questionnaires, scheduling and participating in interviews, follow-up, etc. Successful assessments require the participation of STRCC membership.

STRCC is responsible for creating a strategic plan for the statewide traffic records system. It periodically conducts strategic planning meetings allowing for extensive study and participation by its members, utilizing the Traffic Records Assessment findings, providing for evaluation of Assessment recommendations, and culminating in a strategic plan document. Included are the state agencies who are custodial agents for the major datasets (crash, roadway, driver, vehicle, enforcement and adjudication, and injury control) of the traffic records systems, and the data collectors and data users at all levels of Iowa government. By performing the work involved in strategic planning, members have buy-in to the product.

STRCC has played a key role in prioritizing candidate projects for funding across several funding sources, including federal and state safety funds.

*The STRCC Charter was reviewed and approved by membership on May 1, 2025.*

We, the STRCC Guidance Team certify that the aforementioned Charter is current and the Statewide Traffic Records Coordinating Committee complies and is operating within the parameters of the Charter.

Signed by:

  
Brett Tjepkes

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Brett Tjepkes, Governor's Traffic Safety  
Bureau

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David Lorenzen

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David Lorenzen, Iowa DOT Division  
Administrator

Signed by:

  
Angel Robinson

B33D605219364FD...

Angel Robinson, Iowa DOT Systems  
and Administrative Bureau

Signed by:

  
BVL

29CFC91CB434421...

Brad Vande Lune, Iowa HHS Bureau of  
Emergency and Trauma Services