

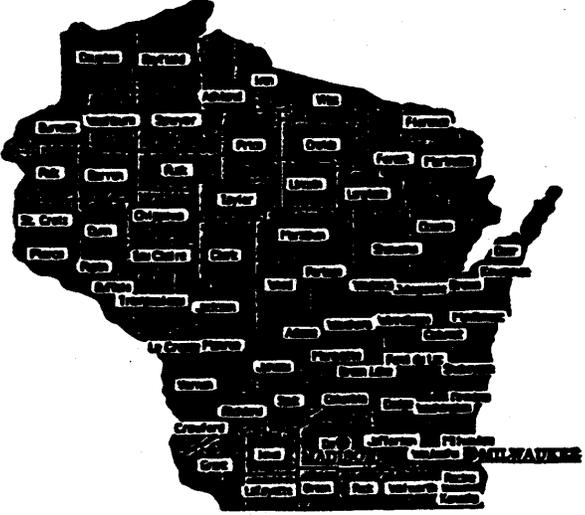


State of Wisconsin
Department of Transportation

Traffic Guidelines Manual

ORIGINATOR State Traffic Engineer		12-2-1
CHAPTER 12	Safety	
SECTION 2	Safety Commissions	
SUBJECT 1	Guidelines	

WISCONSIN
County Traffic
Safety Commission
GUIDELINES



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COUNTY CITY TRAFFIC SAFETY COMMISSION GUIDELINE

HISTORY

In 1971 the Wisconsin Legislature created Section 83.013 of the statutes requiring a traffic safety commission in every county in the state. Each county subsequently created a traffic safety commission either through county board resolution or ordinance.

In 1984, legislation made some changes in the law. Sections 66.0485 and as 83.013(1)(a) were amended and ss. 59.07(34m) and ss. 62.135 were created, relating to the membership and duties of county traffic safety commissions and the appointment of county and city highway safety coordinators.

PURPOSE

These commissions meet at least quarterly to review traffic crash data from the county, discuss other traffic safety-related matters, and make recommendations for their local decision-makers.

The goal of the County and City Traffic Safety Commissions is the improvement of their local traffic safety record. They do this by means of an effective highway safety program, coordinated between local and state agencies in cooperation with citizen organizations and other groups whose programs include traffic safety objectives.

ORGANIZATIONS

Membership

Section 83.013 (1) (a), Wis. Stats. requires a minimum of nine members on each county traffic safety commission:

1. County Highway Commissioner or designated representative
2. Chief Law Enforcement officer or designated representative
3. County Highway Safety Coordinator, appointed by County
4. Education Representative, appointed by County
5. Medicine Representative, appointed by County
6. Law Representative, appointed by County
7. WisDOT Law Enforcement Representative
8. WisDOT Division of Highways Representative
9. WisDOT Highway Safety Representative (OTS Local Program manager)
10. Additional Representatives, appointed by County

Specifically qualified and interested persons *should* be encouraged to meet and work with the commission. These additional members *may* include: representatives from women's organizations, citizens representing volunteer safety councils and other

concerned citizens organizations, county highway committee members, city officials and civic leaders, etc. Also, it *should* be noted that the medical representative can be a doctor, nurse, hospital administrator or paramedical person.

Officers

1. Election of officers *should* be hold annually.
2. A chairperson, vice chairperson, and secretary *should* be chosen. Election of a treasurer is optional.

By-Laws

Commissions *may* wish to adopt by-laws that spell out the holding of elections, etc.

DUTIES

A. Statutory Duties

Each commission **shall**:

1. Meetings: meet at least quarterly
2. Data Review: review traffic crash data from the county/city, i.e. crash reports, spot maps, computer printouts, etc.
3. Review other traffic safety-related matters
4. Spot Map: designate a person to prepare and maintain a spot map showing the locations of traffic crashes on county and town roads and on city and village streets if the population of the city or village is less than 5,000. Traffic crash data received from cities and villages with a population of 5,000 or more **shall** also be maintained.
5. Recommendations: direct recommendations for any corrective actions in writing to the appropriate governmental official, such as the Regional highway engineer, county highway commissioner, enforcement agency heads, traffic court judges, department of transportation, the county board or county highway committee, or to any other appropriate branch of local government.

B. Recommended Additional Duties

1. Mission Statement: develop a written mission statement for highway safety, establish priorities and develop plans for an orderly approach in meeting priority needs;

2. Inform Local Decision-Makers: correspond regularly with the county board, town boards, village boards, school officials, city councils or city highway safety coordinators in municipalities with a population of 150,000 or more, to inform them of commission discussions concerning their traffic safety matters;
3. Network with Other Counties: correspond with other counties through the State Transportation Safety Director to facilitate the development of a comprehensive statewide program;
4. Coordinate Local Activities: secure voluntary coordination of local highway safety activities;
5. Ensure Follow-Through: ensure that appropriate members follow-through on commission recommendations and report back on any developments at the next quarterly commission meeting;
6. State and Federal Guidelines: address the Highway Safety guidelines which involve local government;
7. Review Local Activities: develop procedures for periodic review of highway safety programs;
8. Prepare Written Annual Report: conduct an objective annual review and evaluation of remedial actions taken.

ADMINISTRATION

Meetings

1. Each Traffic Safety Commission must meet at least quarterly, but *may* meet more frequently.
2. It is recommended that a regular meeting time and date be established.

Meeting Notice

1. Official notification: must be made in compliance with Wisconsin Open Meeting Laws.
2. Recommended contents of Notice: meeting place, date and time.
3. Posting: at least one week in advance of the meeting.
4. Members: all commission members *should* receive notice of each meeting at least one week in advance.

5. Other concerned individuals: those directly involved with Highway Safety concerns on the agenda *should* be advised of the meeting.
6. Other Notices: Public service announcements for the meeting with county radio stations and newspapers encourage interested citizens to attend.

Agenda

1. Agenda Items: Agenda items might include specific topics under the following sample subject areas:
 - Federal Programs incorporated into the State Highway Safety Plan
 - Spot map and crash review
 - Field trip option to such places as highway crash and unsafe road conditions, high school driver education laboratories, traffic courts, etc.
 - Especially hazardous highway areas in the county
 - Review of any proposed legislation affecting highway safety
 - Review all comprehensive community highway safety programs proposed and/or operating.
2. Agenda Preparation: The commission *should* contact specifically qualified people who can answer questions or provide input into agenda items at least two weeks in advance of the meeting.
3. Sample Agenda
Wisconsin County/City Traffic Safety Commission Meeting
Date: September 25, 1992
 1. Call to order.
 2. Approval of minutes of previous meeting.
 3. Citizen comments and reports.
 4. Review crash spot map and crash reports.
 5. Identify high crash locations and make proposals for countermeasure activities.
 6. Discussion of county EMS program.
 7. Presentation of list of hazardous railroad crossings and discussion of possible improvements.
 8. Discussion of occupant protection programs.
 9. Discussion of crash facts and figures.
 10. Review Sheriff's Department CARE/SAVE program.
 11. Review proposed highway safety legislation.
 12. Review area highway project proposals.
 13. Notice of up-coming seminars and conferences.
 14. Confirm data for next quarterly meeting.
 15. Adjourn.

Minutes

1. Each Traffic Safety Commission is responsible for maintaining a complete written record of:
 - a. all subjects discussed,
 - b. solutions recommended
 - c. other actions taken during commission meetings

2. These minutes **shall** be sent to all individuals and agencies listed under mailings.

Mailings

All minutes **shall**, and copies of correspondence *may* be sent promptly to:

1. all commission members
2. the office of Transportation Safety
3. and other agencies or individuals designated by the commission.

WISCONSIN STATUTESss. 59.07(34m) HIGHWAY SAFETY COORDINATOR

The county board chairperson, or the county executive or county administrator in a county having such an officer *may* appoint a county highway safety coordinator who **shall** serve as a member of the county traffic safety commission under ss. 83.013(1)(a).

ss. 62.135 HIGHWAY SAFETY COORDINATOR

In cities with a population of 150,000 and more, the *mayor may* appoint a city highway safety coordinator who **shall** be a member of the city agency or commission responsible for traffic accident analysis and traffic safety related matters.

ss. 66.0485 ACCIDENT RECORD SYSTEMS

Every city and village having a population of 5,000 or more, **shall** maintain a traffic accident record system whereby traffic accidents occurring within the city or village *may* be located within 100 feet of the occurrence and **shall** provide a copy of the record quarterly to the county traffic safety commission under ss. 83.013(1)(a).

ss. 83.013 COUNTY TRAFFIC SAFETY COMMISSIONS. (1)(a)

For each county, the county highway commissioner or a designated representative, the chief county traffic law enforcement, officer or a designated representative, the county highway safety coordinator, and a representative designated by the county board from each of the disciplines of education, medicine and law and 3 representatives involved in law enforcement, highways and highway safety designated by the secretary of transportation, **shall** comprise a traffic safety commission that **shall** meet at least quarterly to review traffic accident data from the county and other traffic safety related matters. The county board chairperson, or the county executive or county administrator in a county having such offices, *may* appoint additional persons to serve as a member of the county traffic safety commission. The commission **shall** designate a person to prepare and maintain a spot map showing the locations of traffic accidents on county and town roads and on city and village streets if the population of the city or village is less than 5,000 and to maintain traffic accident data received from cities and villages with a population of 5,000 or more under ss. 66.0485. Upon each review the commission **shall** make written recommendations for any corrective actions it deems appropriate to the department of transportation, the county board, the county highway committee or to any other appropriate branch of local government. (b) Counties *may* combine for the purposes of par. (a), if desired. (c) The commission **shall** file a report on each meeting with the department of transportation.

(2) The department of transportation **shall** furnish each commission with traffic accident data and uniform traffic citation data for the rural, federal, state, and County highways in the jurisdictions represented in each commission, which **shall** identify the

accident rates and arrest rates on their highways, in the form prescribed by the council on traffic law enforcement, and **shall** also furnish a suitable map for use in spotting accidents.

NOTE: Regarding (1)(c) above, meeting reports *should* be filed with the DOT office of Transportation Safety.