

SAFE ROUTES TO SCHOOL (SRTS)
ADVISORY COMMITTEE
GUIDELINES
dated February 2011

1. **BACKGROUND AND PURPOSE:** The SRTS Advisory Committee was established as an informal committee to advise the Statewide SRTS Program Coordinator on current program issues and provide guidance for consideration of inclusion in program policies. The committee was formed at the inception of the federal program and has continued to advise the Program Coordinator prior to each program cycle of funds. Although the SRTS Advisory Committee was established for the federal program, the advisory committee will meet and advise for both the state-legislated and federal programs. It is the intent that this group provide significant recommendations on critical program issues for decisions on program change. A primary responsibility of the committee will be to provide input to the guidelines and application of each cycle of funds. The committee members will provide review and comment on these documents. Due to the competitive nature of the program, this process will not be open to the general public for comment.
2. **COMMITTEE MEMBERSHIP:** The committee will be comprised of between 18-20 members from federal, state, local and community advocates with representatives that serve rural, urban, small, and larger communities as well as bicycle/pedestrian groups. Each member was selected due to their expertise in the Safe Routes to School Program and was chosen to represent a specific constituent or organization. The intent is that this committee be limited to "one" member from each constituent or organization. Members are encouraged to solicit input from their organization; however, draft documents shared to the committee will be for the purpose of committee member review only unless indicated otherwise by the SRTS Program Coordinator. This will allow the committee to move the program forward and support the timeframe of our "Call for Projects" and other administrative responsibilities. At times when specific subject expertise is required, a temporary membership will be granted to coincide with each cycle of funds. Each member of the committee is invited to participate by the Statewide Program Coordinator for Safe Routes to School by current membership, by request of the SRTS Technical Assistance Resource Center (TARC) or by Caltrans staff. If any committee member is unable to serve for any reason, the Safe Routes to School Program Coordinator will recommend and invite a replacement.
3. **CALTRANS SUPPORT:** The committee has no legislative mandate or charter directing its efforts. It is intended to provide a forum, to disseminate information and to ensure Department efforts consider the concerns of advocates.
4. **FREQUENCY AND LOCATION OF MEETINGS:** The committee meetings will be held in Sacramento or by teleconference to coincide with the release of new program guidelines or significant policy change on the Safe Routes to School Program. Caltrans will not be responsible for any travel costs for committee members.
5. **ADMINISTRATIVE SUPPORT:** The Safe Routes to School TARC will assist in convening the committee and other coordinating activities to include providing meeting arrangements, administrative support and recording summary notes. The Safe Routes to School Program Coordinator in Caltrans will keep Committee records of the committee. If TARC is unavailable to assist in these efforts, Caltrans will provide these services.
6. **OPEN MEETING LAW:** The committee, due to its' advisory nature, is not subject to state or federal open meeting laws. However, the committee will conduct business in an open manner so that any interested person is permitted to observe any general meeting of the committee.

7. **INCOMPATIBLE ACTIVITIES:** The Safe Routes to School Program Coordinator requests that each member refrain from any activity that would be perceived to be an incompatible activity or conflict of interest.
8. **COMMITTEE MODIFICATION OR TERMINATION:** The Safe Routes to School Program Coordinator has the right to change the committee guidelines to meet program goals and priorities. Other requests will be considered if in the best interest of the program. The need for the committee will be reassessed on a yearly basis. The committee will continue to exist unless the Safe Routes to School Program Coordinator determines otherwise and upon notification to the committee members.