



Texas Impaired Driving Task Force  
est. 2012

## **Task Force Charter (Revised FY 2023)**

### **PREAMBLE**

Impaired driving remains a significant traffic safety and public health challenge in Texas and across the country. Crashes caused by impaired driving have a devastating impact on the lives and families who have been directly affected. In addition, impaired driving crashes cost the State billions of dollars in associated medical costs and work production loss.

Crashes caused by impaired driving are preventable. It is upon the preventable nature of impaired driving crashes that the Texas Impaired Driving Task Force (TIDTF) was established with the mission of eliminating impaired driving in Texas.

### **ARTICLE ONE: MISSION**

The mission of the TIDTF is to eliminate injury and death caused by impaired driving in Texas through the identification and strategic distribution of partner resources to critical areas.

### **ARTICLE TWO: WHO WE ARE**

What began in 2005 as a loosely structured meeting with representatives primarily from enforcement, training, and the Texas Department of Transportation (TxDOT), the TIDTF has evolved into a multifaceted representation of individuals and organizations focused on the elimination of impaired driving in Texas.

The TIDTF is comprised of individuals with expertise in their individual fields who create strategies to eliminate driving while intoxicated (DWI) injuries and deaths. Through discussion between members, the TIDTF is able to identify effective strategies to achieve its mission. Members also share available resources, information, and data to reduce duplicated efforts and improve overall efficiency. The TIDTF also fosters lasting relationships between impaired driving prevention, enforcement, adjudication, and treatment stakeholders and promotes partnerships in different fields with the cohesive goal of eliminating impaired driving.

The TIDTF identifies best practices, innovative solutions, and provides recommendations to TxDOT, allied professionals/program partners, state and local government agencies, organizations, and the general public.

### **ARTICLE THREE: OFFICERS**

The TIDTF is supported financially and administratively by a highway safety grant funded by TxDOT.

3.1 ADMINISTRATOR: The duties of the Administrator shall serve for the duration of the TxDOT grant. The Administrator is responsible for coordinating TIDTF meetings and the Texas Statewide Impaired Driving Forum, distributing meeting notes and materials to members, and providing assistance the Executive Committee.

3.2 MODERATOR: The moderator role is assigned to the TxDOT program manager responsible for overseeing the grant. The responsibilities of the moderator are to convene and moderate the quarterly TIDTF meetings, and to appoint Executive Committee Members.

3.3 ADMINISTRATION: The Administration generally supports the Administrator. The Administration may be present at TIDTF meetings but are not considered members of the TIDTF.

### **ARTICLE FOUR: MEMBERSHIP**

4.1 MEMBERS: The TIDTF shall be comprised of agencies, offices, and organizations from public and private sectors of state leadership, each of whom possesses a demonstrated interest in the elimination of impaired driving.

4.2 EXECUTIVE COMMITTEE MEMBERS: The Executive Committee Members will provide quarterly committee updates at the TIDTF meetings, contribute to quarterly newsletters, contribute to and ultimately sign the annual Impaired Driving Plan, and convene subcommittees as necessary,

4.2 TERM: Each member will serve a term of one fiscal year (October 1 – September 30) with the option to serve again. There is no limit to the number of terms a member can serve.

4.3 RESIGNATION: Any member shall have the right to resign his or her position on the TIDTF. Any resignation should be provided to the Administrator via e-mail. The Administrator may request that another designee be appointed to replace the departing member.

## **ARTICLE FIVE: MEETINGS**

- 5.1 REGULAR MEETINGS: The TIDTF shall meet quarterly at a time and location specified by the Administrator.
- 5.2 NOTICE: Notice of TIDTF meetings shall be provided at the beginning of the fiscal year via e-mail.
- 5.3 LOCATION: Meetings shall be held at a location place chosen by the Administration and the Moderator with due consideration given to the convenience of all members and staff suitable for the occasions.
- 5.4 MINUTES: The Administration shall take and maintain meeting minutes, including a record of the members present. The Administrator shall distribute meeting materials within two weeks of each meeting.
- 5.5 PLANNING: The Administration will serve as a resource and provide logistical support for meeting location, preparations, notice, and minutes.
- 5.6 ATTENDANCE/INACTIVITY: Member organizations may have two representatives serving on the TIDTF. Members are expected to attend the quarterly meetings in their entirety in person. In the event a member is unable to attend a meeting in person, a “substitute” may be sent in his/her place.

## **ARTICLE SIX: SUBCOMMITTEES**

- 6.1 SUBCOMMITTEES: Subcommittees will be convened by Executive Committee Members as needs arise. These committees serve to support the mission of the TIDTF.

Members are eligible to serve on any subcommittee. Subcommittee meetings shall be held primarily via webinar and conducted between the quarterly TIDTF meetings.

Subcommittee Chairs shall work with the Administrator to keep the larger TIDTF apprised of events. Each subcommittee shall independently establish the frequency of meetings with the expectation that each subcommittee will meet at a minimum of once a fiscal year (October – September).

## **ARTICLE SEVEN: TEXAS IMPAIRED DRIVING PLAN**

One of the primary tasks of the TIDTF is to prepare and maintain the Texas Impaired Driving Plan. The Plan has evolved from a simplified internal assessment into a detailed document that provides both strategic and operational direction for the State and TxDOT specifically in terms of eliminating the impaired driving problem on Texas roadways. To apply for additional federal funding, Texas must submit a statewide impaired driving plan developed and approved by a statewide impaired driving task force each fiscal year.

- 7.1 APPROVAL PROCESS:
  - The Administrator shall distribute or make available the most recent Texas Impaired Driving Plan to members before the end of December.

- Members shall review the Plan and provide comments and feedback for improvement.
- The Administrator shall update the Plan based on received comments and feedback. The Administrator shall disseminate an updated version of the Plan to members for final review.
- Upon final review and concurrence with the updated Plan, Executive Committee Members shall submit approval of the Plan to the Administrator.
- The Administrator shall submit the final Plan (including member approval) to the Moderator by June 1 (unless otherwise discussed) for TxDOT submission to the National Highway Traffic Safety Administration.