

**TN Highway Safety Office  
Impaired Driving Task Force – FAST ACT  
CHARTER**

**Mission**

To develop, recommend best practices, and approve a multi-year impaired driving strategic plan that will support the mission of the TN Highway Safety Office (THSO), plan the Impaired Driving Countermeasures Strategic Plan, and to advocate and support Tennessee's impaired driving program.

**Team Structure**

The Impaired Driving Task Force (IDTF) will function as a parallel team with all members having equal standing. Decisions are made collectively between the THSO and the subject matter expert for areas of emphasis in the Highway Safety Plan's Impaired Driving section.

Responsibility for meeting coordination will be administered by the THSO Impaired Driving Coordinator (IDC) who is responsible for the following:

- Prepare meeting agendas,
- Manage all aspects of meeting, including identification of meeting location, keeping meeting on schedule, and conducting meeting evaluation at conclusion,
- Delegate tasks and follow-up work,
- Compile meeting minutes and disseminate to members, and
- Follow-up on committee recommendations and actions.

Task force members will serve a renewable term of three years, which will allow for both continuity and change. Members will be expected to:

- Attend and participate in all meetings,
- Help determine committee priorities and ways to achieve them,
- Become familiar with alcohol and impaired driving programs and how they fit into the highway safety plan, and
- Accept and carry out assignments.

**Chartering Authority**

The IDTF is chartered by the Director of the TN Highway Safety Office. The IDTF may be dissolved at the discretion of the Director based on changes or alterations of requirements of the Fixing America's Surface Transportation Act (FAST Act) and subsequent authorizations.

**Duration**

The IDTF will conduct its work beginning May 1, 2013. Annually, the IDTF should evaluate its effectiveness and determine whether its work should continue for a predetermined period of time.

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**Governance of the Impaired Driving Task Force**

The IDTF will meet a minimum of three times per year. A majority vote of the members present at a meeting will be sufficient to conduct IDC business. Meetings may be held in person or conducted through a conference call. Meeting dates and times will be adjusted as needed at the consensus of members. Time for completion of work outside of IDTF meetings will vary, but is not expected to exceed one to two hours per month.

**Membership**

Member representation will include viewpoints of segments of the community that interact with impaired driving highway safety issues. Membership consists, at a minimum, of representatives from the following:

- TN Highway Safety Office,
- areas of law enforcement and the criminal justice system (e.g., prosecution, adjudication and probation),
- driver licensing,
- treatment and rehabilitation,
- ignition interlock programs,
- data and traffic records,
- public health, and
- communication.

Each representative may designate appropriate individuals with the requisite skill, understanding, and commitment to effectively contribute to the IDTF's work. Membership ideally shall not exceed 25.

As the nature of the IDTF's work is not confidential, guests may attend meetings/conference calls/webinars as deemed appropriate or necessary by the membership.