

Washington State AV Workgroup Safety Subcommittee *Charter*

1. Background

In 2018, the Washington State Legislature enacted [SHB2970](#), establishing an autonomous vehicle work group, administered by the Transportation Commission (WSTC). The workgroup was determined to have an executive committee and multiple subcommittees, including a safety subcommittee organized by the Washington Traffic Safety Commission (WTSC) and Washington State Patrol (WSP).

2. Purpose

Based on direction from the Washington State AV Workgroup Executive Committee, the subcommittees will:

- Consider, explore, develop and identify challenges, needs, gaps and expectations related to AV policy, funding and jurisdiction.
- Assess what other states are doing and seek model policies.
- Inform the public of subcommittee discussions and recommendations in a transparent and accessible manner.
- Report information gathered and findings, along with recommendations, to the Executive Committee.

Topics of discussion for the AV Safety Subcommittee will be focused around safety-related matters regarding automated vehicle technology and its potential impacts on our state, road users, and all Washingtonians.

3. Scope and High-level Requirements

The subcommittee will discuss the issues, assess the options, and make recommendations. This will be achieved through open sharing of participants' perspectives, ideas and concerns, research of multiple possibilities, and open group discussion.

The safety subcommittee will focus on developing recommendations regarding automated vehicles in the following areas:

- Educating new and existing road users on current and emerging safety technology
- Vehicle's recognition of and response to hazards and vulnerable road users
- Law enforcement and EMS training on responding to and reporting on AV-involved crashes
- Determining and planning for public health impacts and equitable access

The subcommittee will develop recommendations to be submitted in October of each year to the Autonomous Vehicle Workgroup Executive Committee for consideration.

4. Subcommittee Leadership

The subcommittee will be co-chaired by one public sector and one private sector individual. Co-chairs will serve two year terms (2018-19, 2020-21, and 2022-23). The public sector chair will be appointed by WSP or WTSC. The private sector chair will be

Co-chairs are responsible to:

- Make decisions on membership to ensure balanced representation of all perspectives and organizations
- Lead meetings
- Facilitate open dialogue
- Approve agendas and meeting notes/summaries
- Present subcommittee recommendations to the Executive Committee

WTSC staff support are responsible to:

- Manage meeting logistics
- Email meeting requests and other communications
- Prepare agendas and meeting notes/summaries

5. Subcommittee Membership

Subcommittee members include representatives from state and local agencies, the private sector, advocacy groups, and other interested stakeholders. Membership is limited to one person per organization/division, to ensure broad representation. Membership includes the privilege to participate in voting on recommendations, but everyone is encouraged to participate in all discussions. The subcommittee will consist of a minimum of 15 members, but shall not have more than 40 members at any given time. The initial membership is listed in Appendix A of this document.

Members may be added with the agreement of both the co-chairs. Individuals must attend at least one meeting and submit a request for membership to the co-chairs to be added as a member.

As the subcommittee only meets every 2 to 3 months, it is critical that members attend. The opportunity to attend remotely will be provided, if technically possible. Remote participation will count as attendance. If a member cannot attend, they may send a representative. This representative can provide input and vote on their behalf.

Members may be removed from the subcommittee if they fail to attend two consecutive meetings and do not send a representative in their place. Removal of members requires agreement of both the co-chairs and an email notice to the member. Members that have been removed from the membership are still welcome to attend the meetings and participate in the discussion, but will not be allowed to vote. Individuals may request to be added back to the membership through the process above.

A member may resign at any time by notifying the co-chairs or organizers. Upon resignation, the resigning member may recommend a replacement from the same organization to fill the vacancy.

A list of all people who have indicated an interest in the subcommittee, but are not voting members, will be copied on email communications to the workgroup, including meeting requests, notes, and drafts. Anyone can be added to this list upon request.

6. Meetings and Schedule

The subcommittees will meet at least quarterly and all meetings will be open to the public. Agendas and materials will be made available online at the WSTC AV Workgroup website.

Each meeting may last 2 to 4 hours. There may be considerations for all-day work sessions. The opportunity to attend remotely will be provided, if technically possible.

Topics will be researched and discussed, and recommendations will be developed between January and September of each year, with recommendations due to the Executive Committee in October.

7. Member Responsibilities

As a condition of membership, subcommittee members agree to:

- Attend meetings, or send a representative
- Review provided materials prior to the meeting
- Volunteer to research topics as needed
- Share their expertise
- Resolve conflicts with open, honest and respectful discussion
- Provide feedback during meetings

8. Ground Rules

- Arrive on time
- Stick to the agenda
- One person speaks at a time
- Open dialogue
- Respect the opinions of others
- No sidebars

- Start and finish on time

9. Voting

Safety subcommittee will develop recommendations to be submitted in September of each year to the Autonomous Vehicle Workgroup Executive Committee for consideration.

When a recommendation has been collaboratively developed and fully considered, the subcommittee members will vote to advance the recommendation to AV Workgroup Executive Committee. The total number of votes for each option will be recorded, but how an individual member votes will not be recorded. Concerns or dissenting opinions will be documented and included as part of the written recommendation.

In order for a recommendation to be approved by the subcommittee, a quorum of the membership must be present and the recommendation must receive over 50% of the vote. For the purposes of the safety subcommittee, a quorum will be defined as over 50% of the membership.

Other decisions, including but not limited to, meeting times and locations, topics to consider, and discussions about and drafting of recommendations will be made collaboratively and not require a recorded vote.

10. Current Assumptions of Automated Vehicle Deployment

As of January 2019:

- Level 1-2 automated vehicles are in widespread use on our roads.
- Level 3 vehicles are being released for consumer purchase but are very rare.
- Level 4 vehicles are in operation on US roads but not yet in Washington other than for limited testing purposes.

In 2019, the focus could be on addressing safety issues around:

- Consumer understanding of level 2 vehicles
- Understanding the development and testing of level 4 vehicles
- Preparing for the implications of level 3-4 vehicles

In 2020 or beyond, the focus could be on addressing safety issues around:

- Consumer understanding of level 3 vehicles
- Deployment of level 4 vehicles in Washington (corporate-owned, operated as ride-hailing)
- Challenges and opportunities of a mixed environment of level 1-4 vehicles

11. Guiding Principles

The following statements will be considered in developing subcommittee recommendations:

- Balance the benefits for all road users, city/counties, manufacturers, businesses, rural areas, disadvantaged populations, etc.
- AVs should not have a disproportionate negative impact to disadvantaged populations
- For consistency and harmonization, recognize and consider:
 - Federal government (NHTSA, etc.) guidance and regulations
 - Other states' policies and regulations, especially Oregon, Idaho and California
 - Guidance from national organizations, such as American Association of Motor Vehicle Association (AAMVA), National Highway Traffic Safety Administration (NHTSA) and Governor's Highway Safety Association (GHSA)
 - Any local ordinances

12. Revisions to the Charter

Changes to this charter may be made by proposal of the co-chairs, when approved by a majority vote of the current subcommittee membership.

Appendix A - Voting Members

First	Last	Organization
Tandy	Alexander	Department of Licensing, CDL
Logan	Bahr	Association of Washington Cities
Daniela	Bremmer	WSDOT, Cooperative Automated Transportation
Sheri	Call	Washington Trucking Association
Barb	Chamberlain	WSDOT, Active Transport Division
Doug	Dahl	WTSC Contractor
Aimee	D'Avignon	Department of Health
Skeet	Gaul	Lake Stevens
Chelsea	Hager	Insight Strategic Partners
Jennifer	Harris	House of Representatives
Bryan	Jackson	Department of Licensing, Motorcycle Safety Program
Francois	Larrivee	Hope Link
Steve	Marshall	City of Bellevue
John	Milbrath	AAA Washington
John	Milton	WSDOT, Transportation Safety and Systems Analysis
Christina	Postlewait	Seattle Office of Intergovernmental Relations
Linda	Powell	WSP, Motor Carrier Safety
Paula	Reeves	Department of Health
Lynn	Rogers	Parkside Driving Schools
Jon	Snyder	Governor's Office
Warren	Stanley	WSDOT, Crash Data & Reporting
Tetsujiro	Takiguchi	Milton Police Department
Michael	Transue	State and Local Governmental Affairs
Shannon	Walker	City of Seattle
Yinhai	Wang	Pacific Northwest Transportation Consortium
Bryce	Yadon	Futurewise
Ziqiang	Zeng	University of Washington