



Kansas

Safe Routes to School

Advisory Committee Charter

Background

The Kansas Safe Routes to School (SRTS) Program uses a multi-faceted approach that aims to get more kids walking, biking, and rolling to school, improve safety, and increase health and physical activity. In addition, SRTS programs seek to decrease the number of families driving to school, which can reduce traffic, improve air quality, and reduce costs for families.

Purpose of Charter

The Kansas Safe Routes to School Advisory Committee (SRAC) Charter provides a clear and mutually agreeable statement of the roles and responsibilities of SRAC members and KDOT staff. It identifies the ways in which the SRAC will operate and for meeting protocols. The charter will guide the work and conduct of the SRAC to create and maintain an open and transparent process.

Committee Purpose and Composition

The SRAC is formed to guide KDOT's SRTS Program. The SRAC is composed of 10-20 volunteer members representing interests including, but not limited to: state agencies or departments within KDOT that work with or who's missions align with SRTS work (e.g., KDOT Engineering, Kansas Department of Health and Environment, Kansas Department of Education, etc.), bicycle and pedestrian advocacy organizations, SRTS practitioners, school districts, and equity and safety representatives, among others. When needed, new member recommendations are solicited from current SRAC members and community partners or researched and recommended by KDOT staff.

SRAC Responsibilities

The SRAC is charged with two key tasks:

- Providing KDOT with program guidance and assisting the SRTS program in creating and implementing its strategic plan. The program's first strategic plan will be developed in 2024-2025.
- Providing expertise, context, and advice gained by one's lived experiences, profession, or collaborations with organizations throughout the state that work to advance the goals of the SRTS program.

Members of SRAC agree to fulfill their responsibilities through attending and participating SRAC meetings (one meetings every other month) and additional meetings as needed, reviewing all available information prior to meeting, and fully participating in the meetings. Members of SRAC agree to participate in good faith and to act in the best interests of the SRAC and its charge. For purposes of the SRAC, “good faith” means honesty in fact and conduct.

KDOT Staff Responsibilities

KDOT staff will provide:

- Technical support for SRAC’s informed discussions and decision making
- Expertise on SRTS infrastructure and non-infrastructure processes
- Logistical and administrative assistance
- Advice to the SRAC when warranted

Key KDOT staff includes:

- Ann Katt, SRTS Coordinator
- Jenny Kramer, Active Transportation Manager

Meeting Protocols

The protocols below will be followed by SRAC members and KDOT staff to ensure the committee is effective, efficient, and valued:

- All meetings will be led by KDOT staff and/or facilitated by a consultant.
- Upon review and discussion at the first SRAC meeting of the year, members will be asked to accept the SRAC Charter.
- At the current time, meetings are anticipated to be virtual. If a meeting is missed, it is the responsibility of the SRAC member to review the meeting summary and contact the KDOT SRTS Coordinator as needed to remain updated and not slow the overall SRAC progress.
- Meeting materials and agendas will be sent to SRAC members at least one-week in advance. KDOT will make every effort to ensure meeting materials are finalized one-week prior to meetings; however, there may be instances where updated versions of materials are provided at the meeting. In these cases, staff will describe any changes and allow for questions at the time of review.
- Meetings will begin and end on time. If agenda items cannot be completed on time, the SRAC will decide if the meeting should be extended, an additional meeting scheduled, or the discussion continued at the next scheduled meeting.
- Meeting summaries will be produced for each meeting to reflect key discussion items, feedback, outcomes, and tasks and assignments related to advancement of the group’s work. Draft summaries will be distributed within seven (7) workdays and SRAC members will be given the opportunity to clarify or propose edits to a meeting summary for an accurate record.