

CHARTER AND INFORMATION

Idaho Driver Education Advisory Committee



IDAHO DEPARTMENT OF EDUCATION
STUDENT ENGAGEMENT & SAFETY COORDINATION | DRIVER EDUCATION PROGRAM

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CREATED 09/28/2022

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COMMITTEE'S OFFICIAL DESIGNATION

Idaho Driver Education Advisory Committee (IDEAC)

THE WHY

Assist in strengthening the Idaho's Driver Education (DE) Program with expertise from a variety of agencies and community members. IDEAC will support, guide and advocate for Idaho's DE program by:

- Identifying issues/problems
- Establishing common goals
- Improving and solving DE current issues
- Start implementing action plans
- Identifying and sharing DE resources
- Identifying and proposing Idaho Code/Rule updates and changes
- Developing processes to monitor and evaluate Idaho's DE program
- Advocating for DE and bringing a bigger DE perspective at the community level

IDEAC MEMBERS

IDEAC will have a variety of agencies and community members represented:

- Idaho Department of Education (1 member)
- Department of Motor Vehicles - Permit and License Division (1 member)
- Office of Highway Safety (1 member)
- OSBE (1 member)
- Idaho State Police (1 member)
- County Sheriffs or City Police Department (1 member)
- Division of EMS – DHW (1 member)
- Department of Occupational and Professional Licenses (1 member)
- Public DE instructors (3 members)
 - 1 member will represent Northern Idaho
 - 1 member will represent Central Idaho
 - 1 member will represent Eastern Idaho
- Parent teacher association representative (1 member)

Task Teams

Task Teams will be developed (as needed) to focus on specific issue and will disband upon completion. They will tackle each item deliberately. They will present their ideas to IDEAC for consideration to move forward with. Task Teams may bring in subject matter experts to assist with projects.

Responsibilities of Members

- Commitment to attend meetings regularly and prepare for meetings in advanced
- Readiness to work as a team in reaching decisions
- Be open to proposed ideas and strategies
- Understand the political nature that the Public Driver Education Program lives in and know IDEAC's role is an advisor, not a lobbyist

Liaisons

Other working partners may be invited to the meetings to participate. To participate, the working partner will need to reach out the IDEAC's Coordinator to receive an invite. Liaison groups include:

- Idaho Department of Education team members to assist with meeting minutes and logistics
- Idaho's colleges and/or universities
- Idaho Operation Lifesaver
- Idaho STAR
- Subject matter experts

IDEAC'S COORDINATOR

The Idaho Department of Education's Driver Education and Health Services Coordinator will be IDEAC's Coordinator. Manage and facilitate the committee. Duties include:

- Maintain contact information of all the advisory board members
- Communicate frequently with the members to keep them focused and involved
- Provide support to the member and assist in resolving problems
- Inform the department's leadership on the advisory committee's activities and progress
- Be the custodian of the advisory committee's plan

- Evaluate the advisory committee’s progress
- Schedule the meetings, finalize the agenda, facilitate and document the meetings (formal meeting minutes)
- Evaluate the member’s involvement and participation to ensure the right people are serving on the advisory committee
- Ensure deadlines are met
- Finalize and distribute advisory committee status reports

TERM LIMITS AND FILLING OF VACANCIES

Member appointments will be for a two-year term of service. Terms end in December of the second year. The department shall appoint members of the IDEAC for two-year terms. Members can request to serve one additional term. The department will fill vacancies or renew term appointments.

MEETING STRUCTURE, DATES, AND DURATION

IDEAC will meet four times a year (March, June, September and December). Meeting notices will be emailed to all members and posted on the [Driver Education – Program and Instructors webpage](#). Meetings will be scheduled for one and half hours. Additional meetings shall be scheduled as needed at times when it is appropriate. Meetings will be held virtually. IDEAC’s Coordinator will send out the meeting invites and include the video conference link.

Agenda for meetings will be prepared by IDEAC’s Coordinator and emailed to members not less than ten days before meeting. The minutes will be kept and provided to members in a timely fashion. The first item of agenda at meeting will be to approve and amend the last meetings minutes.

Note: If there are no action items on the agenda, IDEAC’s Coordinator will cancel the meeting and email any information needed to be shared.

AGENCY RESPONSIBLE FOR PROVIDING NECESSARY SUPPORT

The Idaho Department of Education will provide administrative support to IDEAC.

QUORUM

A quorum will consist of eight out of 12 members.