



# **Association of National Stakeholders in Traffic Safety Education**

## **Stakeholder Charter**



**Revised 2023**

[www.anstse.info](http://www.anstse.info)



**Association Name:**

The Association of National Stakeholders in Traffic Safety Education (ANSTSE)

**Type:**

Advisory

**Purpose:**

This document serves as the charter for the Association of National Stakeholders in Traffic Safety Education (ANSTSE).

**Background:**

The National Highway Traffic Safety Administration (NHTSA) brought together professionals from across a wide spectrum of driver education interests to focus on an attempt to bring greater uniformity and professionalism to the field. For driver education to be universally viewed as having a direct benefit in reducing crashes involving young drivers, it must first have uniformity and consistency in its delivery methods throughout the nation. Greater consistency would allow NHTSA to better evaluate and identify effective driver education areas or other areas in need of improvement.

The initial result was the development of the Novice Teen Driver Education and Training Administrative Standards (NTDETAS). While NHTSA supported the development of the NTDETAS, the produced Standards are not NHTSA's creation. The NTDETAS represent the best thinking of experts in the driver education community.

It is primarily the responsibility of the driver education "community" to implement the standards. The driver education state administrators, teachers (both private and public), curriculum developers, researchers, school owners, and association members recognize the importance of agreeing on the implementation of the standard guidelines as a framework, supporting States in developing effective highway safety programs.

The establishment of an Association of Stakeholders based on the premise that a voluntary consensus-seeking association involving a diverse group of stakeholders and subject matter experts, can successfully identify and advocate areas of common ground in the driver education arena. Thus, the development of the Association of National Stakeholders in Traffic Safety Education (ANSTSE). This Association is not a regulatory body, nor does it replace the roles of any member groups, Government, commercial or business entities.

**Mission:**

Promote standard implementation of the NTDETAS throughout the United States and territories to save lives, prevent injuries, and reduce economic costs due to road traffic crashes.

Support the Mission by:

- Acting in an advisory capacity to support shared decision-making as a community to identify areas of common ground and consensus to support the National Standards.
- Encourage and strengthen shared decision-making in the Driver Education community; promoting implementation of the Standards.

- Providing support to State leadership with the implementation of these or any subsequent Standards that the Association recognizes.
- Identifying and making recommendations in areas of the Driver Education process or delivery including those that are new, in development or need updated.
- Keeping the Standard document and all subsequent Standards as living documents through ongoing review, revision, refinement by including empiric or theoretic research to support such enhancements or revisions, when available.

### **Membership:**

All stakeholder organizations of the ANSTSE shall be national organizations and have as part of their mission: driver education, driver education research, driver licensing, or teen driver safety. Membership will be duly appointed by the national organizations that represent ANSTSE. Members must support the NTDETAS and be committed to further development and implementation.

The Stakeholder Organizations of the Association include:

- American Automobile Association (AAA)
- American Association of Motor Vehicle Administrators (AAMVA)
- American Driver Traffic and Safety Education Association (ADTSEA)
- Association for Driver Rehabilitation Specialists (ADED)
- Driver Education and Training Administrators (DETA)
- Driving School Association of the Americas (DSAA)
- Governors Highway Safety Association (GHSA)
- Transportation Research Board (TRB)

The ANSTSE is to comprise:

- Chairperson – elected by the Association members
- Vice Chairperson – elected by the Association members
- One Association Member and one Association Member Alternate – designated by each Stakeholder Organization of the Association
- Stakeholder Organization Secretariat

The existing members of the Association may add national organizations by a consensus vote of approval by the membership.

The Secretariat, or other services, shall be designated by a quorum vote by the Association based on the availability of funds.

### **Quorum:**

The implementation and operation of the Association shall be overseen by the eight Stakeholder Organizations of the Association members. A simple majority of the membership shall constitute a quorum at any duly called meeting. The Secretariat shall call such meetings as the business of the Association may require.

### **Garnering Consensus:**

Consensus decision making is a creative and dynamic way of reaching a general agreement between all members of the group. ANSTSE is committed to finding community resolution or solutions that members support through consensus.

### **Decision Making:**

The Association is committed to a shared decision-making process that emphasizes a collaborative consensus building approach that involves all stakeholders. Each stakeholder shares the authority, responsibility, and accountability for the accomplishment of this goal. Each stakeholder must be committed to consensus building and work within the following parameters:

- Federal laws and regulations
- State laws and regulations

### **Guiding Principles:**

- Cultivate strong working relationships. Because formal enforcement mechanisms are not available, implementation of voluntary policy accords depends substantially on the strength of the working relationships among the members.
- Require members to regularly canvass their constituents and bring relevant issues to the table.
- Ensure that stakeholders view the process as fair and impartial. Members' perception of the fairness and legitimacy of a decision-making process correlates with their degree of commitment.
- Record the history within the Association Charter. See Appendix B for a list of accomplishments.

### **Web and Face-to-Face Meeting Arrangements:**

ANSTSE will participate in web meetings as needed. A meeting of ANSTSE will be held at least annually. Web and face-to-face meetings will be scheduled to accommodate the majority of members. Members will be notified in advance by the ANSTSE Secretariat of scheduled web meetings and face-to-face meetings. A NHTSA representative will be invited to all ANSTSE meetings. The Secretariat will draft and provide an agenda for the meeting with feedback from the Chairperson and NHTSA representative. A quorum needs to be established for web and face-to-face meetings.

### **Election of Chairperson and Vice Chairperson:**

The Chairperson and Vice Chairperson of the Association will be elected annually from the membership during a vote at a scheduled meeting. In the event either the Chairperson or Vice Chairperson positions are vacated ANSTSE may hold a special election to fill the remainder of the term.

### **ANSTSE Chairperson Responsibilities:**

- Leading ANSTSE web and face-to-face meetings. Such duties at meetings include:
  - Reviewing and providing feedback on the agenda
  - Calling the meeting to order
  - Determining if a quorum is present
  - Announcing the items on the agenda
  - Recognizing members who have the floor

- Enforcing group rules
- Follow the rules for consensus
- Adjourning the meeting
- Providing support and feedback to the ANSTSE Secretariat on projects and activity deliverables.
- Using consensus decision making as the primary way of reaching agreement
- Summarizing discussions so that everyone understands the agreed direction.
- Acting as the association's leading representative.

#### **ANSTSE Vice-Chairperson Responsibilities:**

- Filling in for the Chairperson during web or face-to-face meetings in their absence.
- Assisting the Chairperson and ANSTSE Secretariat by providing support and feedback to the on projects and activity deliverables.
- Assisting the Chairperson in directing discussions towards consensus views and agreements and summarizing discussions so that everyone understands the agreed direction.

#### **Association Member Responsibilities:**

- Attending and actively participating in all ANSTSE web and face-to-face meetings.
- Representing the interests of ANSTSE.
- Informing their respective memberships of all ANSTSE activities.
- Providing recommendations that will benefit driver education at the national level.
- Responding in a timely manner to requests for information or feedback.
- Assisting in ANSTSE activities and projects.
  - Developing sections of documents if needed.
  - Reviewing and commenting on project documents and activities.
  - Conducting research as needed.
  - Contacting their membership to solicit input and feedback on projects and activities.
- Providing suggestions and identifying possible ANSTSE projects and activities.
- Conducting and assisting with on-site and off-site technical assistance for States.

#### **Association Member Alternate Responsibilities:**

- Attending and observing at least two (2) ANSTSE web meetings per year or as requested and scheduled by the Chairperson and ANSTSE Secretariat.
- Participating in ANSTSE meetings as the alternate representative when the primary representative is unable to attend. An alternate cannot assume Chairperson or Vice-chairperson responsibilities or attend more meetings than the primary ANSTSE member.
- Participating in the interests of ANSTSE if deemed appropriate by the Chairperson and ANSTSE Secretariat.
- Remaining knowledgeable and informed of ANSTSE activities either through receipt/review of meeting minutes, relevant documents and/or through updates provided by the Secretariat.

#### **ANSTSE Secretariat Responsibilities:**

- Providing direction and feedback to ANSTSE.
- Supporting the activities of ANSTSE.
- Reporting activities to the Chairperson and Vice-Chairperson.

- Planning and completing tasks associated with all projects and activities.
- Providing ANSTSE with up-to-date contact information.
- Scheduling and facilitating web and face-to-face meetings.
- Taking and distributing minutes from web and face-to-face meetings.
- Assisting the Chairperson in directing discussions towards consensus views and agreements and summarizing discussions so that everyone understands the agreed direction.
- If the Chairperson and Vice-Chairperson have to leave a meeting, the Secretariat would lead the meeting.

**Subject Matter Experts (SMEs) and Stakeholders:**

To assist ANSTSE with revisions of the NTDETAS, Strategic Plan and other projects and activities, driver education subject matter experts and stakeholders will be utilized to obtain their feedback, assist with projects and activities and share information to others in the driver education community.

**SME and Stakeholder Responsibilities:**

- Selected members of the driver education and traffic safety communities may be contacted periodically for the purpose of soliciting feedback on the NTDETAS Standards, Strategic Plan and other projects and activities.
- Participating in working groups to assist with projects and activities of ANSTSE, if interested.
- Sharing information among stakeholders in the driver education community.
- Participating in regular web meetings for the direct exchange of information.
- Presenting at national, regional and State conferences to promote the NTDETAS and projects and activities of ANSTSE, if requested.
- Assisting with conducting off-site and on-site technical assistance for States, if requested.

**Modifications**

This Agreement may be modified from time to time with the approval of the Association following consultation with all the parties.

## Appendix A: ANSTSE Roster

ANSTSE Members	
<p>Elizabeth Soles Executive Director, The Association of Driver Rehabilitation Specialists (ADED) 200 First Ave NW #505 Hickory, NC 28601 <a href="mailto:elizabeth.soles@driver-ed.org">elizabeth.soles@driver-ed.org</a> Work: (828) 358-3395 Cell: (828) 302-2119</p>	<p>Connie Sessoms, Jr. Past-President The American Driver and Traffic Safety Education Association (ADTSEA) 9015 Pleasant Ridge Road Charlotte, NC 28215 <a href="mailto:connie.sessoms@cms.k12.nc.us">connie.sessoms@cms.k12.nc.us</a> Work: (980) 343-6573 Cell: (980) 722-1912</p>
<p>Nina Saint The Driver Education and Training Administrators (DETA) Representative The Foundation for Safe Driving 3903 S. Mason Rd. Apt. 216 Houston, TX 77450 <a href="mailto:njsaint@hotmail.com">njsaint@hotmail.com</a> Cell: (817) 929-7775</p>	<p>William E. Van Tassel, Ph.D. Manager, Driver Training Programs AAA National Office 1000 AAA Drive, Mail Stop 33 Heathrow, FL 32746 <a href="mailto:WVanTassel@national.aaa.com">WVanTassel@national.aaa.com</a> Work: (407) 444-7827 Cell: (407) 221-2588</p>
<p>John Saunders Governors Highway Safety Association (GHSA) Representative Director Virginia Highway Safety Office 2300 W. Broad Street Richmond, VA 23220 <a href="mailto:john.saunders@dmv.virginia.gov">john.saunders@dmv.virginia.gov</a> Work: (804) 367-6641 Cell: (540) 903-2421</p>	<p>Dan Mayhew, M.A. Traffic Injury Research Foundation (TIRF) 171 Nepean Street, Suite 200 Ottawa, Ontario Canada K2P 0B4 <a href="mailto:danm@tirf.ca">danm@tirf.ca</a> Work: (613) 238-5235 Cell: (613) 882-7057</p>
<p>Kevin Lewis Director, Driver Programs The American Association of Motor Vehicle Administrators (AAMVA) 4401 Wilson Boulevard, Suite 700 Arlington, VA 22203 <a href="mailto:kLewis@aamva.org">kLewis@aamva.org</a> Work: (703) 908-2823</p>	<p>Sharon Fife Past-President The Driving School Association of the Americas, Inc. (DSAA) 3125 Wilmington Pike Kettering, OH 45429 <a href="mailto:spostigo@aol.com">spostigo@aol.com</a> Cell: (937) 609-8499</p>

<p><b><u>NHTSA Staff</u></b></p> <p>Jacqueline A. Milani, MS, MBA  Highway Safety Specialist  Enforcement &amp; Justice Services Division  National Highway Traffic Safety  Administration  U.S. Department of Transportation  1200 New Jersey Avenue SE. (W44-206)  Washington, DC 20590  <a href="mailto:jacqueline.milani@dot.gov">jacqueline.milani@dot.gov</a>  Work: 202-366-0942</p>	<p><b><u>ANSTSE Secretariat</u></b></p> <p>Brett Robinson  ANSTSE Secretariat  Vice President  Highway Safety Services, LLC  1434 Trim Tree Road  Indiana, PA 15701  <a href="mailto:brobinson@highwaysafetyservices.com">brobinson@highwaysafetyservices.com</a>  Work: (724) 349-SAFE (7233)</p>
<p><b><u>HSS Staff</u></b></p> <p>Christie Falgione  Senior Director  Highway Safety Services, LLC  1434 Trim Tree Road  Indiana, PA 15701  <a href="mailto:clewis@highwaysafetyservices.com">clewis@highwaysafetyservices.com</a>  Work: (724) 349-SAFE (7233)</p>	<p><b><u>HSS Staff</u></b></p> <p>Tracy Lee  Project Manager  Highway Safety Services, LLC  1434 Trim Tree Road  Indiana, PA 15701  <a href="mailto:tkrugh@highwaysafetyservices.com">tkrugh@highwaysafetyservices.com</a>  Work: (724) 349-SAFE (7233)</p>
<p><b><u>HSS Staff</u></b></p> <p>Tim Beckham  Project Manager  Highway Safety Services, LLC  <a href="mailto:tbeckham@highwaysafetyservices.com">tbeckham@highwaysafetyservices.com</a></p>	



## Appendix B: Accomplishments

HIGHLIGHTS	DATE
Developed White Papers on Literature Review in Support of Revisions to the NTDETAS	2023
Developed <i>Driver Education Data Collection Guide</i>	2023
Updated and released the <i>2023 NTDETAS Strategic Plan</i>	2023
Developed <i>State of Driver Education White Paper</i>	2023
Developed <i>Role of Driver Education in Vehicle Technology White Paper</i> , conducted presentations and workshops	2023
Developed <i>What Driver Educators Should Know About Vehicle Technology White Paper</i>	2023
Conducted a State Administrator’s webinar on strategies for instructor training and best practices	2023
Updated and released the <i>2023 NTDETAS</i>	2023
Incorporated students with disabilities into the NTDETAS and NTDETAS Strategic Plan and conducted presentations and workshops on students with disabilities	2022 – 2023
Promoted the Safe System Approach on the ANSTSE website, conducted webinars, and incorporated into the NTDETAS and NTDETAS Strategic Plan	2022 – 2023
Established a State Administrator’s Working Group	2022
Developed <i>Cultural Equity in Driver Education Informational Sheet and Worksheet</i> , conducted presentations, and incorporated into the NTDETAS and NTDETAS Strategic Plan	2021 – 2022
Established a subject matter expert working group and developed Language on Motorcyclist Awareness for Driver Education and Driver License Manuals and Fact Sheets for teens and all drivers	2022
Conducted an Overview of ANSTSE Driver Education Teacher Training System and Model Materials	2021
Stopgap Measures for Driver Education During a Pandemic or an Emergency Released	2020
Virtual Recordings on Utilizing Multiple-Car Driving Ranges and Completing Observation Time in a Virtual Setting Conducted and Released	2020
Virtual Professional Development Workshops Conducted on Classroom Teaching and Learning Theories, Virtual Teaching Techniques, BTW Teaching and Learning Theories and an Overview of Advanced Driver Assistance Systems (ADAS) and the Role of the Driver Educator, and others	2020-2023
Core Elements of Driver Education Parent/Guardian Seminars Released	2020
State Novice Driver Education Programs Comparative Data Fact Sheets Released	2020
Implementation Guide for the NTDETAS Released	2020
Revised and launched the new ANSTSE Website ( <a href="http://www.anstse.info">www.anstse.info</a> and <a href="http://www.anstse.net">www.anstse.net</a> )	2020
Synopsis of State Web Dialogue Meeting and Questionnaire Released	2020
Lesson Plans for ADAS and the Role of the Driver Educator Drafted	2020

<b>HIGHLIGHTS</b>	<b>DATE</b>
Conducted a Teacher Training Workshop to select State, ADTSEA and DSAA representatives	2019
Conducted the ADTSEA/DETA/ANSTSE Symposium for all State Driver Education Administrators	2019
Released Guidelines for Establishing State Driver Education Advisory Boards	2018
State Self-Assessment Tool updated	2018
Conducted the DETA/ANSTSE Symposium for State Administrators for States that received a State Assessment or Technical Assistance.	2018
Completed and distributed the 2017 Revised NTDETAS including delivery, online and enhanced instructor qualification standards	2017
American Driver Traffic and Safety Education Association's (ADTSEA) National Curriculum Standards Revised (NTDETAS Attachment A)	2017
Driving School Association of the Americas' (DSAA) Beginner Driver Education and Training Curriculum Content Standards Revised (NTDETAS Attachment B)	2017
Automated Vehicle Systems and Vehicle Technology Systems Revision to ADTSEA & DSAA Curriculum Standards (NTDETAS Attachments A and B)	2017
Instructor Training System (NTDETAS Attachment C) Stages for Driver Education Instructor Preparation Program Developed	2017
Model Driver Education Instructor Preparation Program Training Materials Developed and Distributed (outline provided in NTDETAS Attachment D)	2017
NTDETAS Strategic Plan Updated	2017
National Credential for Driver Education Instructors (NCDEI) Program Document Developed	2017
ANSTSE Website Updated to include all new and revised standards and resources	2017
Instructor Training Standards and Model System Developed	2016
Driver Education Course Delivery Standards Developed	2016
Online Driver Education and Training Delivery Standards Developed	2016
Model Instructor Training Materials for the Teaching Task Developed and Pilot Tested (3)	2014-2016
Marketing Plan for the Revised NTDETAS Developed	2015
Communication Plan for the Distribution of the NTDETAS Developed	2014
ANSTSE Consultation Services Provided to States (on- and off-site) for the Implementation of the NTDETAS to Delaware, Idaho, New York, North Carolina, Michigan, North Dakota, Illinois, Missouri, New Jersey, Washington, New Hampshire, Hawaii, Nevada, Ohio, Tennessee, Arizona, Colorado, Utah, Pennsylvania, Maine, Kansas, Idaho, Minnesota, Rhode Island, Iowa, Vermont, Connecticut, Massachusetts, and Embrace Families.	2012-2023
Conducted Presentations and Workshops at National, Regional and State Conferences	2012-2023
Conducted Stakeholder Webinars and Educational Webinars	2012-2023
Promoted and supported driver education and training that meets the NTDETAS as an integral part of all Model GDL Programs	2012-2023

<b>HIGHLIGHTS</b>	<b>DATE</b>
ANSTSE Website Developed and Launched ( <a href="http://www.anstse.info">www.anstse.info</a> )	2012
NTDETAS Strategic Plan Created	2012
Public Policy in Support of NTDETAS Adopted by each Association Member of ANSTSE	2012
NHTSA Driver Education State Assessments – ANSTSE members served as team members for Maryland, Oregon, Vermont, Delaware, Kansas, Idaho, Michigan, North Dakota, North Carolina, Illinois, Washington, New Jersey, New Hampshire, Maine, Rhode Island, Utah, Vermont, and Iowa.	2010-2023
Information Sharing System (Self-Assessment Tool) Developed and Launched	2010-2023
Assisted in the Development of the format for the NHTSA Driver Education State Assessments/Peer Review	2010-2023