



■ Chapter 2 Checklist: Leadership, Collaboration, and Communication

Answering these questions will help stakeholders assess their SHSP leadership, collaboration, and communication processes and identify opportunities for improvement.

- Does your implementation process have a clearly defined leader with the commitment, ability, and institutional authority to move forward? Do the Governor, the DOT Director/Secretary/Commissioner, and the State Police Director/Commissioner support or facilitate SHSP implementation?
- Does your implementation process have an organizational structure to oversee the process and measure performance?
- Have formal agreements (e.g., MOUs) been established among agencies with respect to SHSP implementation?
- Do senior management and technical staff communicate and coordinate on SHSP implementation?
- Does your State hold regularly scheduled meetings on SHSP implementation and related safety programs?
- Are the DOT, the SHSO, and other safety stakeholders collaborating and sharing resources to implement the SHSP?
- Are MPOs and other regional and local agencies involved in SHSP implementation?
- Is SHSP implementation coordinated with both transportation and nontransportation agencies?



■ Chapter 3 Checklist: Collecting, Analyzing, and Sharing Data

Answering these questions will help stakeholders review their SHSP data collection and analysis process and identify opportunities for improvement.

- Does your State have a traffic records improvement strategic plan?
- Is the TRCC strategic plan integrated and/or coordinated with the SHSP?
- Is the TRCC integrated with SHSP implementation efforts?
- How is data collection funded? Do the agencies and organizations using the data provide funding support? Does your State make full use of all available funding (section 408, TRCC, etc.) for data collection?
- How is data collection coordinated at the regional/local level?
- Who provides/collects/processes/analyzes data?
- How are data shared at the Statewide level and with whom?
- How are data disseminated to and utilized by regional and local agencies?
- Are data uniform and coordinated among entities?
- Are transportation planning data utilized in SHSP implementation (i.e., travel demand models, Highway Performance Monitoring System (HPMS) data, etc.)?
- Are GIS-based tools being utilized for analysis and visualization of roadway inventory and crash data?



■ Chapter 4 Checklist: Emphasis Area Action Plans

Answering these questions will help stakeholders review their SHSP action planning process and identify opportunities for improvement.

- Does your State have action plans for all SHSP emphasis areas and strategies?
- Does your State have multidisciplinary action planning teams?
- Is someone assigned to coordinate and document all the actions plans and track progress?
- Are the action plans available to all the stakeholders?
- Are projects and activities identified in the action plans?
- If your State's SHSP includes strategies that require changes in legislation, policies, or design standards, are the proper legislative officials involved in the action planning process?



■ Chapter 5 Checklist: Integration into Other Transportation Plans and Programs

The following series of questions will help stakeholders identify opportunities for integrating the SHSP into the other transportation plans and programs and help identify areas for improvement.

- Do SHSP stakeholders participate in the plan/program development process?
- Do all safety agencies use the same database and analysis strategies to identify problems and program funding?
- Do the plan/program visions, goals, and objectives reflect SHSP goals?
- Are plan/program strategies and countermeasures consistent with SHSP strategies?
- Do plan/programs target funding to implement strategies associated with SHSP emphasis areas?
- Do SHSP stakeholders participate in the establishment of project prioritization weighting or ranking schemes?
- Do plan/program managers engage SHSP stakeholders in project selection?
- Are safety criteria included in agency performance reviews?
- Have SHSP stakeholders met with DOT and MPO planners to learn how safety data, analysis, and strategies are incorporated into their planning process?
- Do DOT and MPO planners have access to SHSP safety data and analysis?
- Do SHSP stakeholders participate in MPO board meetings?
- Do the MPOs have safety committees and regional safety action plans?
- Is safety mainstreamed into the scope of general construction projects?
- Is safety integrated into the State and local freight planning processes?
- Do HSP grant solicitation documents contain SHSP criteria?
- Do MCSAP officers and managers collaborate with local law enforcement, motor vehicle administrators, and engineers?



■ Chapter 6 Checklist: Marketing

Answering these questions will help stakeholders assess their SHSP marketing processes and identify opportunities for improvement.

- Has your State developed a marketing plan?
- What agencies are involved?
- What groups are targeted in the marketing plan?
- Has your State developed a specific branding for the SHSP?
- Have marketing and communications materials been developed?
- Does your State have an SHSP Web site; is the number of hits tracked?
- What outreach activities have been conducted to gain more interest and support for the SHSP?
- Has the State held any news media events related to the SHSP?
- Does your State conduct safety summits?



■ Chapter 7 Checklist: Monitoring, Evaluation, and Feedback

Answering these questions will help stakeholders review their current SHSP monitoring, evaluation, and feedback processes and identify opportunities for improvement.

- Does your State have procedures for monitoring and evaluating the SHSP? Who is responsible?
- What tools do you use to assemble and analyze data? To create reports?
- Do you utilize performance measures? Are they clearly linked to or derived from SHSP objectives?
- Are performance measures tied to future program funding? If so, how?
- What procedures are in place for ongoing SHSP update and revision? Who is responsible for leading the effort? Who participates?
- What data are used to update or revise the SHSP?