



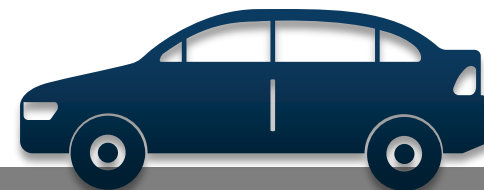
Safe Streets and Roads for All

Technical Assistance Center

The Safe System Approach and Your Action Plan Workshop:

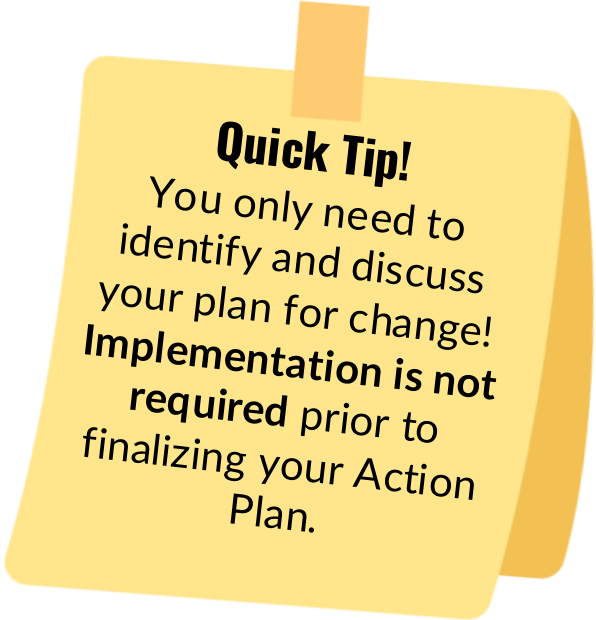
Policy and Process Changes

www.ss4aclearinghouse.org



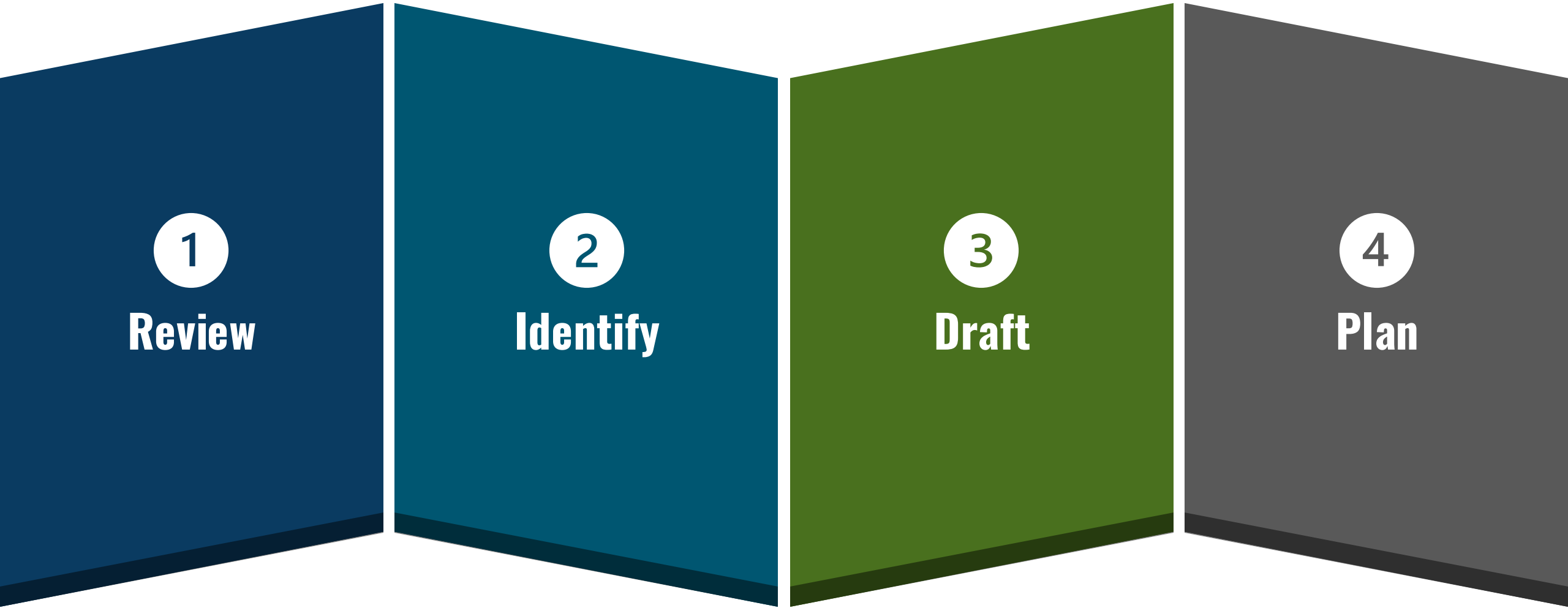
What are: **Policy and Process Changes**

Policy and process change is an assessment of current policies, plans, guidelines, and/or standards (e.g., manuals) to identify opportunities to improve how processes prioritize transportation safety.



Quick Tip!
You only need to identify and discuss your plan for change! **Implementation is not required** prior to finalizing your Action Plan.

Thought Starter Framework



1

Review

Review plans and policies related to transportation and safety within your jurisdiction.



Gather transportation-focused and complementary processes or policies in your jurisdiction.



Gather additional successful processes or policies from other jurisdictions as examples.

1

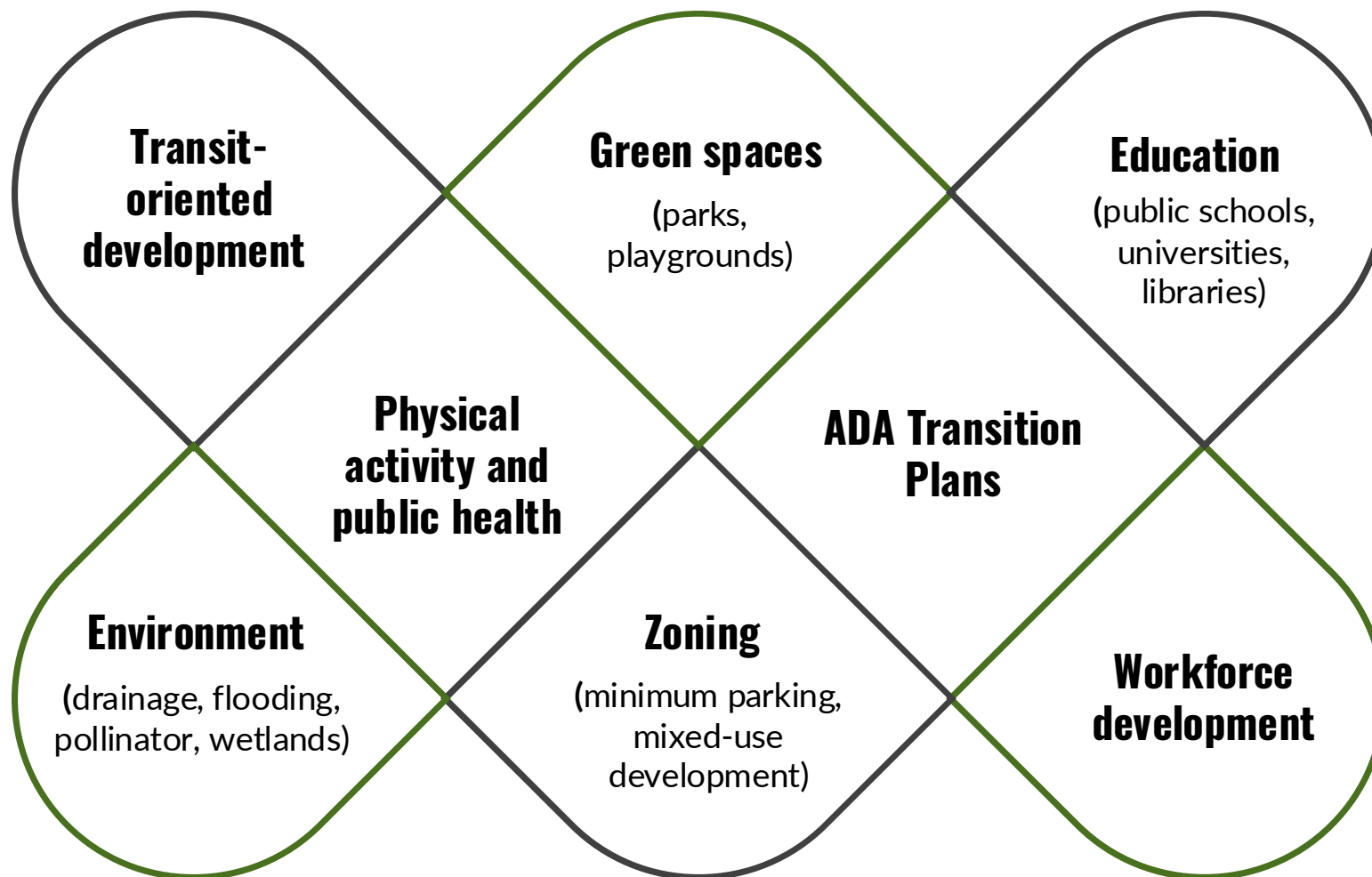
Review

Review plans and policies related to transportation and safety within your jurisdiction.



Don't just look at transportation policies.

Consider:



1

Review

Review plans and policies related to transportation and safety within your jurisdiction.



Determine which policies or processes should be updated or added, if any.

- Identify outdated or detrimental plans or policies and any gaps.
- Research noteworthy practices that can be used to update policies or plans.
- Decide if change is necessary.

2

Identify

Identify opportunities to implement policies and processes that prioritize and improve safety.



Understand your local political landscape to find low-barrier opportunities for policy change.

Understand the political dynamics within your jurisdiction.

Understand your political stakeholders.

Identify your allies.

Identify your future allies.

Remember timing constraints.

Quick Tip!

Consider who are the movers and shakers in your community. How can you collaborate with them to lower the barrier on some policy changes?

3

Draft

Draft policy or process changes that utilize established strategy and highlighted opportunities for approval.

Bluffs Rest Example:



Bluffs Rest Data Analysis Takeaways

In 45% of car crashes involving city vehicles, 20% of city employees involved were not wearing a seat belt.



Bluffs Rest Policy Review

Bluffs Rest found that the city had no seat belt policy for city employees.

3

Draft

Draft policy or process changes that utilize established strategy and highlighted opportunities for approval.

Bluffs Rest Seat Belt Usage Policy

The City of Bluffs Rest recognizes that seat belts are extremely effective in preventing injuries and fatalities in motor vehicle accidents.

Wearing your seat belt can reduce your risk of dying in a motor vehicle crash by up to 60%.

We care about our employees and want to make sure that no one is injured or killed in a tragedy that could have been prevented by the simple use of a seat belt.

Therefore, our City policy is that ALL employees must wear seat belts when operating or riding in any vehicle or equipment on City business.

All employees and their family members are strongly encouraged to wear seat belts whenever they are driving or riding in any vehicle at any time.

In addition to compliance with this policy, all employees are expected to follow applicable state, federal and local laws or regulations regarding the use of seat belts.

Employees who violate this policy will be subject to disciplinary action, up to and including termination.

Approved by City Council: September 15, 2018

Effective date: September 15, 2018

3

Draft

Draft policy or process changes that utilize established strategy and highlighted opportunities for approval.



Utilize existing policy, either from your jurisdiction or a similar jurisdiction, as a drafting starting point.

- Adapt example policies to fit your specific needs, contexts, and goals.

3

Draft

Draft policy or process changes that utilize established strategy and highlighted opportunities for approval.



Engage stakeholders in the drafting process.



Provides a range of perspectives on how the policy addresses various challenges faced by the community.



Fosters long-term support and buy-in for policy.

3

Draft

Draft policy or process changes that utilize established strategy and highlighted opportunities for approval.



Define clear objectives that effectively address the identified issue(s).



SPECIFIC



MEASURABLE



ACHIEVABLE



RELEVANT



TIME-BOUND

4

Plan

Establish a strategy and plan for implementing revised or new policies, guidelines, and/or standards.



Create a plan for getting your policy adopted.

Engage key stakeholders and decision makers who have the authority to approve your policy's adoption.



01

Rally your allies to show that your policy proposal has broad backing.



02

Outline your “approval pathway” and know the procedural steps you need to take to get the policy approved.



03

Present your policy and prepare a strong case for why it is beneficial.



04

4

Plan

Establish a strategy and plan for implementing revised or new policies, guidelines, and/or standards.



Integrate findings into your Action Plan.

- Policies shouldn't sit on a shelf – tie them directly to your goals, actions, and timeline in your plan.
- Align policies with the larger vision and objectives of your Action Plan to drive institutional change and long-term success.
- Outline specific next steps for adoption or implementation.
- Use this opportunity to connect policy to measurable outcomes that demonstrate long-term impact.