# Organizational Safety Culture Self-Assessment for Transportation Agencies

# **Improvement Plan Template**







Photos Source: FHWA





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across the country. While governments, to transit a widely. Agencies span a levels of investment in the Administration is develous programmatic safety. The an agency's organization improvement plan.	e all transportation gencies) strive to g range of capability heir programs, tech ping a toolkit spec e goal of the toolki	agencies (from State guarantee safety for by and maturity levels inologies, and resour- ifically geared towar it will be to focus trans	e departments of transports their users and wor in building a strong satces to enable safety pold organizational road susportation agency rescains a template for organizational control organizations.	safe and efficient movement of road users ortation, to local, regional, and Tribal kers, their approaches to doing so vary fety culture within their agency, as well as icies and practices. The Federal Highway afety culture, including both road safety and ources and actions to systematically improve nizations to use when developing an		
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		<u>-</u>	RSION FACTORS	
Symbol	When You Know	IMATE CONVERSIONS  Multiply By	To Find	Symbol
, , , , , , , , , , , , , , , , , , , ,		LENGTH		
in	inches	25.4	millimeters	mm
ft	feet	0.305	meters	m
yd	yards	0.914	meters	m
mi	miles	1.61	kilometers	km
_		AREA		
in <sup>2</sup>	square inches	645.2	square millimeters	mm²
ft <sup>2</sup>	square feet	0.093	square meters	m² m²
yd <sup>2</sup>	square yard	0.836	square meters	
ac mi <sup>2</sup>	acres	0.405 2.59	hectares	ha km²
TTII	square miles	VOLUME	square kilometers	KIII
flor	fluid oupoos	29.57	millilitoro	ml
fl oz	fluid ounces gallons	3.785	milliliters liters	mL L
gal ft³	cubic feet	0.028	cubic meters	m <sup>3</sup>
yd <sup>3</sup>	cubic yards	0.765	cubic meters	m <sup>3</sup>
	NOTE: v	olumes greater than 1000 L shall	be shown in m <sup>3</sup>	
		MASS		
oz	ounces	28.35	grams	g
lb	pounds	0.454	kilograms	kg
T	short tons (2000 lb)	0.907	megagrams (or "metric ton")	Mg (or "t")
	Т	EMPERATURE (exact de	egrees)	
°F	Fahrenheit	5 (F-32)/9	Celsius	°C
		or (F-32)/1.8		
		ILLUMINATION		
fc	foot-candles	10.76	lux	lx
fl	foot-Lamberts	3.426	candela/m²	cd/m <sup>2</sup>
		RCE and PRESSURE or		
lbf	poundforce	4.45	newtons	N
lbf/in <sup>2</sup>	poundforce per square inch	6.89	kilopascals	kPa
	APPROXIM	MATE CONVERSIONS	FROM SI UNITS	
Symbol	When You Know	Multiply By	To Find	Symbol
		LENGTH		
mm	millimeters	0.039	inches	in
m				
	meters	3.28	feet	ft
m	meters	1.09	yards	yd
m km		1.09 0.621		
km	meters kilometers	1.09 0.621 <b>AREA</b>	yards miles	yd mi
km mm²	meters kilometers square millimeters	1.09 0.621 <b>AREA</b> 0.0016	yards miles square inches	yd mi in²
km mm² m²	meters kilometers square millimeters square meters	1.09 0.621 <b>AREA</b> 0.0016 10.764	yards miles square inches square feet	yd mi in <sup>2</sup> ft <sup>2</sup>
km  mm² m² m² m²	meters kilometers square millimeters square meters square meters	1.09 0.621 <b>AREA</b> 0.0016 10.764 1.195	yards miles square inches square feet square yards	yd mi in <sup>2</sup> ft <sup>2</sup> yd <sup>2</sup>
mm <sup>2</sup> m <sup>2</sup> m <sup>2</sup> ha	meters kilometers square millimeters square meters square meters hectares	1.09 0.621 <b>AREA</b> 0.0016 10.764 1.195 2.47	yards miles square inches square feet square yards acres	yd mi in <sup>2</sup> ft <sup>2</sup> yd <sup>2</sup> ac
km  mm² m² m² m²	meters kilometers square millimeters square meters square meters	1.09 0.621 <b>AREA</b> 0.0016 10.764 1.195 2.47 0.386	yards miles square inches square feet square yards	yd mi in <sup>2</sup> ft <sup>2</sup> yd <sup>2</sup>
km  mm² m² m² ha km²	meters kilometers square millimeters square meters square meters hectares square kilometers	1.09 0.621 <b>AREA</b> 0.0016 10.764 1.195 2.47 0.386 <b>VOLUME</b>	yards miles square inches square feet square yards acres square miles	yd mi in <sup>2</sup> ft <sup>2</sup> yd <sup>2</sup> ac mi <sup>2</sup>
km mm² m² m² ha km² mL	meters kilometers square millimeters square meters square meters hectares	1.09 0.621 <b>AREA</b> 0.0016 10.764 1.195 2.47 0.386	yards miles square inches square feet square yards acres	yd mi in <sup>2</sup> ft <sup>2</sup> yd <sup>2</sup> ac mi <sup>2</sup> fl oz
km mm² m² m² ha km² mL L m³	meters kilometers  square millimeters square meters square meters hectares square kilometers  milliliters	1.09 0.621 <b>AREA</b> 0.0016 10.764 1.195 2.47 0.386 <b>VOLUME</b> 0.034	yards miles  square inches square feet square yards acres square miles  fluid ounces	yd mi in² ft² yd² ac mi² fl oz gal ft³
km mm² m² m² ha km² mL	meters kilometers  square millimeters square meters square meters hectares square kilometers  milliliters liters	1.09 0.621 <b>AREA</b> 0.0016 10.764 1.195 2.47 0.386 <b>VOLUME</b> 0.034 0.264	yards miles  square inches square feet square yards acres square miles  fluid ounces gallons	yd mi in <sup>2</sup> ft <sup>2</sup> yd <sup>2</sup> ac mi <sup>2</sup> fl oz gal
km mm² m² m² ha km² mL L m³	meters kilometers  square millimeters square meters square meters hectares square kilometers  milliliters liters cubic meters	1.09 0.621 <b>AREA</b> 0.0016 10.764 1.195 2.47 0.386 <b>VOLUME</b> 0.034 0.264 35.314	yards miles  square inches square feet square yards acres square miles  fluid ounces gallons cubic feet	yd mi in² ft² yd² ac mi² fl oz gal ft³
km  mm² m² m² m² ha km²  mL L m³ m³	meters kilometers  square millimeters square meters square meters hectares square kilometers  milliliters liters cubic meters cubic meters  grams	1.09 0.621 <b>AREA</b> 0.0016 10.764 1.195 2.47 0.386 <b>VOLUME</b> 0.034 0.264 35.314 1.307 <b>MASS</b> 0.035	yards miles  square inches square feet square yards acres square miles  fluid ounces gallons cubic feet	yd mi in² ft² yd² ac mi² fl oz gal ft³ yd³
km  mm² m² m² ha km²  mL L m³ m³ m³	meters kilometers  square millimeters square meters square meters hectares square kilometers  milliliters liters cubic meters cubic meters grams kilograms	1.09 0.621 <b>AREA</b> 0.0016 10.764 1.195 2.47 0.386 <b>VOLUME</b> 0.034 0.264 35.314 1.307 <b>MASS</b> 0.035 2.202	yards miles  square inches square feet square yards acres square miles  fluid ounces gallons cubic feet cubic yards  ounces pounds	yd mi  in² ft² yd² ac mi²  fl oz gal ft³ yd³  oz lb
km  mm² m² m² ha km²  mL L m³ m³	meters kilometers  square millimeters square meters square meters hectares square kilometers  milliliters liters cubic meters cubic meters  grams kilograms megagrams (or "metric ton")	1.09 0.621 <b>AREA</b> 0.0016 10.764 1.195 2.47 0.386 <b>VOLUME</b> 0.034 0.264 35.314 1.307 <b>MASS</b> 0.035 2.202 1.103	yards miles  square inches square feet square yards acres square miles  fluid ounces gallons cubic feet cubic yards  ounces pounds short tons (2000 lb)	yd mi in² ft² yd² ac mi² fl oz gal ft³ yd³
km  mm² m² m² ha km²  mL L m³ m³ m³ g kg Mg (or "t")	meters kilometers  square millimeters square meters square meters hectares square kilometers  milliliters liters cubic meters cubic meters grams kilograms megagrams (or "metric ton")	1.09 0.621 <b>AREA</b> 0.0016 10.764 1.195 2.47 0.386 <b>VOLUME</b> 0.034 0.264 35.314 1.307 <b>MASS</b> 0.035 2.202 1.103 <b>EMPERATURE</b> (exact de	yards miles  square inches square feet square yards acres square miles  fluid ounces gallons cubic feet cubic yards  ounces pounds short tons (2000 lb)	yd mi  in² ft² yd² ac mi²  fl oz gal ft³ yd³  oz lb T
km  mm² m² m² ha km²  mL L m³ m³ m³	meters kilometers  square millimeters square meters square meters hectares square kilometers  milliliters liters cubic meters cubic meters  grams kilograms megagrams (or "metric ton")	1.09 0.621  AREA 0.0016 10.764 1.195 2.47 0.386  VOLUME 0.034 0.264 35.314 1.307  MASS 0.035 2.202 1.103  EMPERATURE (exact de 1.8C+32	yards miles  square inches square feet square yards acres square miles  fluid ounces gallons cubic feet cubic yards  ounces pounds short tons (2000 lb)	yd mi  in² ft² yd² ac mi²  fl oz gal ft³ yd³  oz lb
km  mm² m² m² ha km²  mL L m³ m³ d y Mg (or "t")	meters kilometers  square millimeters square meters square meters hectares square kilometers  milliliters liters cubic meters cubic meters grams kilograms megagrams (or "metric ton")  Celsius	1.09 0.621  AREA 0.0016 10.764 1.195 2.47 0.386  VOLUME 0.034 0.264 35.314 1.307  MASS 0.035 2.202 1.103  EMPERATURE (exact de 1.8C+32 ILLUMINATION	yards miles  square inches square feet square yards acres square miles  fluid ounces gallons cubic feet cubic yards  ounces pounds short tons (2000 lb)  egrees) Fahrenheit	yd mi  in² ft² yd² ac mi²  fl oz gal ft³ yd³  oz lb T
km  mm² m² m² ha km²  mL L m³ m³ m³  g kg Mg (or "t")  °C	meters kilometers  square millimeters square meters square meters hectares square kilometers  milliliters liters cubic meters cubic meters grams kilograms megagrams (or "metric ton")  Celsius	1.09 0.621 <b>AREA</b> 0.0016 10.764 1.195 2.47 0.386 <b>VOLUME</b> 0.034 0.264 35.314 1.307 <b>MASS</b> 0.035 2.202 1.103 <b>EMPERATURE (exact de</b> 1.8C+32 <b>ILLUMINATION</b> 0.0929	yards miles  square inches square feet square yards acres square miles  fluid ounces gallons cubic feet cubic yards  ounces pounds short tons (2000 lb)  pgrees) Fahrenheit  foot-candles	yd mi  in² ft² yd² ac mi²  fl oz gal ft³ yd³  oz lb T
km  mm² m² m² ha km²  mL L m³ m³ m³ c m'  g kg Mg (or "t")  °C	meters kilometers  square millimeters square meters square meters hectares square kilometers  milliliters liters cubic meters cubic meters grams kilograms megagrams (or "metric ton")  Celsius  lux candela/m²	1.09 0.621  AREA 0.0016 10.764 1.195 2.47 0.386  VOLUME 0.034 0.264 35.314 1.307  MASS 0.035 2.202 1.103  EMPERATURE (exact de 1.8C+32  ILLUMINATION 0.0929 0.2919	yards miles  square inches square feet square yards acres square miles  fluid ounces gallons cubic feet cubic yards  ounces pounds short tons (2000 lb)  Fahrenheit  foot-candles foot-Lamberts	yd mi  in² ft² yd² ac mi²  fl oz gal ft³ yd³  oz lb T
km  mm² m² m² ha km²  mL L m³ m³ m³  g kg Mg (or "t")  °C  Ix cd/m²	meters kilometers  square millimeters square meters square meters hectares square kilometers  milliliters liters cubic meters cubic meters grams kilograms megagrams (or "metric ton") T Celsius  lux candela/m²	1.09 0.621  AREA 0.0016 10.764 1.195 2.47 0.386  VOLUME 0.034 0.264 35.314 1.307  MASS 0.035 2.202 1.103  EMPERATURE (exact de 1.8C+32  ILLUMINATION 0.0929 0.2919  RCE and PRESSURE or	yards miles  square inches square feet square yards acres square miles  fluid ounces gallons cubic feet cubic yards  ounces pounds short tons (2000 lb)  Pgrees) Fahrenheit  foot-candles foot-Lamberts  STRESS	yd mi  in² ft² yd² ac mi²  fl oz gal ft³ yd³  oz lb T
km  mm² m² m² ha km²  mL L m³ m³ m³  g kg Mg (or "t")  °C	meters kilometers  square millimeters square meters square meters hectares square kilometers  milliliters liters cubic meters cubic meters grams kilograms megagrams (or "metric ton")  Celsius  lux candela/m²	1.09 0.621  AREA 0.0016 10.764 1.195 2.47 0.386  VOLUME 0.034 0.264 35.314 1.307  MASS 0.035 2.202 1.103  EMPERATURE (exact de 1.8C+32  ILLUMINATION 0.0929 0.2919	yards miles  square inches square feet square yards acres square miles  fluid ounces gallons cubic feet cubic yards  ounces pounds short tons (2000 lb)  Fahrenheit  foot-candles foot-Lamberts	yd mi  in² ft² yd² ac mi²  fl oz gal ft³ yd³  oz lb T

<sup>\*</sup>SI is the symbol for the International System of Units. Appropriate rounding should be made to comply with Section 4 of ASTM E380. (Revised March 2003)

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#### LIST OF ACRONYMS

DOT Department of Transportation

FHWA Federal Highway Administration

#### INTRODUCTION

Although the transportation community has made significant safety improvements in the past decade, there is still much work to be done to keep the roads safe for all users of the transportation system. Thanks to the Safe System Approach, we remind ourselves that safety is a shared responsibility and safety commitment should start at "home"—within an organization.

Safety can be defined as the absence of risk or danger. Road safety culture includes the shared values, actions, and behaviors that demonstrate a commitment to safety over competing goals and demands. Organizational road safety culture is one of two major aspects of road safety culture (the other aspect is public road safety culture). It is the extent to which an organization values and pursues road safety. In an organization that prioritizes organizational road safety culture, the organization emphasizes safety in its internal strategic plan and operation procedures and its employees make safe decisions when using the roads. Furthermore, in a transportation organization with a strong organizational road safety culture, employees understand safety as a priority and have safety in mind when planning, designing, constructing, and maintaining the road system. Employees regularly communicate the importance of road safety with colleagues. Leadership staff are vocal supporters of safety and empower employees to seek innovative approaches to improving safety even if safety is not explicitly a part of everyone's job title.

The Federal Highway Administration (FHWA) developed a toolkit for transportation organizations like yours to determine the organization's maturity level (i.e., degree of capability or readiness) of organizational road safety culture and identify opportunities for improvements. The goal of the toolkit is to focus transportation agency resources and actions to systematically improve an agency's organizational road safety culture.

There are two parts of organizational road safety culture: **internal safety culture** and **programmatic safety integration**. With that in mind, the toolkit components are divided into these two focus areas.

Each focus area's self-assessment has three components:

- **Questionnaires:** Two questionnaires that organizations can use to determine their levels of maturity across a variety of areas.
- **Improvement Strategies:** Example improvement strategies that organizations can use to advance their level of maturity for each area.
- Improvement Plan Template: Template that organizations can use as a basis for developing a plan to implement their improvement strategies.

In addition, there are two companion documents: 1) a list of resources related to road safety culture; and 2) an instruction manual for using the toolkit.

This document contains the Improvement Plan Template only. See the full toolkit for the other components and companion documents.

<sup>&</sup>lt;sup>1</sup> https://rspcb.safety.fhwa.dot.gov/RSF/Unit1.aspx

#### IMPROVEMENT PLAN TEMPLATE

Now that your organization has completed the questionnaire and determined your maturity level for each question (see the Questionnaires document), as well as identified possible improvement strategies that your organization plans to implement to advance to the next highest or desired maturity level (see the Improvement Strategies document), it is time to develop an improvement plan that captures the selected strategies and implementation information. This document contains a template for the improvement plan that your organization can adapt and adjust to meet your needs. If your organization has a standard planning process or tool, it can be used instead of this template.

The template includes a cover page containing relevant information and introductory language about the improvement plan, separate Improvement Plan forms for capturing the selected Internal Safety Culture strategies and the selected Programmatic Safety Integration strategies, and a Maturity Level Summary to summarize questionnaire responses.

#### **Using the Template**

- 1. Complete the Maturity Level Summary by transferring the "Existing" maturity level for each question to the grid. Discuss and select a "Desired" maturity level for each question. This summary will serve as a quick reference guide as you complete the Improvement Plans.
- 2. Use the Improvement Plan form to document the improvement strategies selected by your organization for each question (duplicate the table for each question). Notate your organization's "Existing" and "Desired" maturity level for that question using the Maturity Level Summary as a reference. Identify a champion to drive implementation of improvements specific to the corresponding question.
- 3. List the improvement strategies your organization selected for each question in the table. For each strategy, identify the status; key staff; stakeholders that may serve as collaborators; a target completion date; a start date; metrics for measuring progress; and any additional notes relevant to implementation.

Examples of a completed first page of an Improvement Plan for one question and a Maturity Level Summary are provided in Appendix A and Appendix B, respectively.

#### **Next Steps**

The purpose of the improvement planning process is to move your organization from assessment into action. Once the improvement plans are complete, coordinate with other groups in your organization to determine an approach for advancing each action. To foster accountability and maintain momentum, your organization may wish to establish regular check-ins to track progress toward advancing the maturity of each dimension.

#### Organizational Road Safety Culture Improvement Plan

[Fill out the infor	mation below]		
Organization:			
Authors:			
Date:			

[Provide introductory language (i.e., a couple paragraphs) describing the current state of organizational road safety culture within your organization and the expectations for how advancing its maturity will benefit the organization.]

The remainder of this document details the organization's existing and desired maturity levels as well as specific improvement strategies that [ABC Department of Transportation] plans to implement to enhance its organizational road safety culture. Separate information is provided for the two types of organizational road safety culture: Internal Safety Culture and Programmatic Safety Integration.

Champions, key staff, and timelines are identified for the improvement strategies. It is important that all members of the organization contribute to the efforts, as well.

#### Internal Safety Culture Improvement Plan

#### INTERNAL SAFETY CULTURE

#### **Improvement Plan**

[Duplicate this page for each question for which your organization identified improvement strategies to implement.]
[Fill out the information below]
Dimension:
Question:
Existing Maturity Level:
Desired Maturity Level:
Champion:

#	Improvement Strategy	Status	Key Staff	Key Stakeholders or Collaborators	Target Completion Date	Start Date	Metrics	Notes
1								
2								
3								

#### Internal Safety Culture Maturity Level Summary

#### **Maturity Level Summary**

[Indicate your organization's existing and desired levels of maturity for each question by entering "Existing" and "Desired" in the appropriate columns.]

D:	O	Maturity Level						
Dimension	Question	None	Ad-hoc	Recognized	Mainstreamed	Optimized		
1. Leadership	To what degree does your organization prioritize road safety in its core values, strategic plan, and actions?     To what degree do leaders (i.e., senior leaders, managers, and supervisors) prioritize road safety in their communication and activities?     To what degree does your							
	organization include safety elements in leadership performance plans and reviews?							
2. Policy	4. To what degree does your organization integrate road safety into employee policies?							
	5. To what degree do all employee performance plans and reviews include safety elements?							

# Internal Safety Culture Maturity Level Summary

Dimension	Overtion	Maturity Level						
Dimension	Question	None	Ad-hoc	Recognized	Mainstreamed	Optimized		
	6. To what degree does <u>new</u> employee orientation/training address the state of road safety and current safety policies which reaches all new employees in a timely fashion?							
3. Capacity Building and Training	7. To what degree does <u>ongoing</u> training address road safety and road safety policies and reach all employees in a timely fashion?							
	8. To what degree does your organization have safety capacity building expertise to provide training, assist with safety policies, engage employees, etc.?							
	9. To what degree do employees (i.e., technical and non-technical staff, safety and non-safety disciplines) promote and actively improve safety?							
	10. To what degree do employees understand their role in promoting safety in their work programs?							
4. Employee Engagement	11. To what degree do employees embrace being a safe road user as part of their shared responsibility for roadway safety?							
	12. To what degree do employees (i.e., technical and non-technical staff, safety and non-safety disciplines) lead or are engaged in road safety efforts in their own communities outside of work?							

# Internal Safety Culture Maturity Level Summary

Dimension	Owartion	Maturity Level						
Dimension	Question	None	Ad-hoc	Recognized	Mainstreamed	Optimized		
5. Organizational Commitment to Support Road Safety	organization set the expectation that road safety is elevated/advanced in all programs?  14. To what degree does your organization make road safety equipment available and to what degree do employees use it?  15. To what degree does your organization consider safety in equipment/vehicle purchasing (or leasing) decisions?  16. To what degree does your organization have an effective							
	organization-wide road safety culture workgroup?							
	17. To what degree does your organization have committees or workgroups dedicated to road safety issues (pedestrians/bicyclists, speed, Complete Streets, etc.)?							

# Programmatic Safety Integration Improvement Plan

#### PROGRAMMATIC SAFETY INTEGRATION

#### **Improvement Plan**

[Duplicate this page for each question for which your organization identified improvement strategies to implement.]
[Fill out the information below]
Dimension:
Question:
Existing Maturity Level:
Desired Maturity Level:
Champion:

#	Improvement Strategy	Status	Key Staff	Key Stakeholders or Collaborators	Target Completion Date	Start Date	Metrics	Notes
1								
2								
3								

#### **Maturity Level Summary**

[Indicate your organization's existing and desired levels of maturity for each question by entering "Existing" and "Desired" in the appropriate columns.]

Dimensio	Question	Maturity Level					
Dimension	Question	None	Ad-hoc	Recognized	Mainstreamed	Optimized	
	1. To what degree does your						
	organization engage external						
	safety professionals and						
	stakeholders to influence planning						
	and programming decisions?						
	2. To what degree does your						
	organization engage internal						
	safety professionals and						
	stakeholders to influence planning						
	and programming decisions?						
	3. To what degree does your						
	organization evaluate safety data						
. Planning and	and other safety considerations						
Programming	during the planning and						
11981	programming phase?						
	4. To what degree does your						
	organization apply holistic safety						
	approaches to guide project						
	planning and programming						
	decisions and business processes?						
	5. To what degree does your						
	organization coordinate with other						
	jurisdictions/organizations to						
	identify and incorporate safety						
	goals into other Tribal, Federal,						
	State, regional, and local						
	transportation plans?		1				

D:	0	Maturity Level							
Dimension	Question	None	Ad-hoc	Recognized	Mainstreamed	Optimized			
	6. When making planning and programming decisions, to what								
	degree does your organization assess and prioritize projects								
1. Planning and	based on their ability to improve system safety?								
Programming	7. For non-safety projects (e.g., non-HSIP projects), to what								
	degree does your organization								
	allocate and prioritize funding for project components that have the potential to improve safety?								
	8. To what degree does your								
	organization make safety a consideration at every step of the								
	design and engineering phase?								
	9. To what degree does your organization encourage designers								
	to optimize designs for safety and								
	not focus solely on meeting design standards?								
2. Design and Engineering	10. To what degree do organizational policies and								
	procedures encourage and enable								
	designers and engineers to identify and implement effective,								
	low-cost safety improvements?								
	11. To what degree does your organization use data-driven								
	safety analysis methods to								
	determine the current and future								
	safety performance of a project?								

D:	0	Maturity Level						
Dimension	Question	None	Ad-hoc	Recognized	Mainstreamed	Optimized		
2.5.	12. To what degree does your organization employ holistic approaches (e.g., Safe System Approach) when designing projects?							
2. Design and Engineering	13. To what degree does your organization use a process for evaluating and integrating new safety technologies and systems into project design or engineering?							
3. Safety and Operations	14. To what degree does your organization use Intelligent Transportation Systems (ITS) systematically to monitor safety conditions and enable real-time safety management?  15. To what degree do organizational policies mandate routine evaluation and maintenance of roadway components that impact safety?							
Operations	16. To what degree do accessible processes exist to allow staff and the public to report safety concerns identified on the roadway or roadside?  17. To what degree is the public made aware of mechanisms to report safety concerns identified on the roadway or roadside?							

D:	0 (	Maturity Level							
Dimension	Question	None	Ad-hoc	Recognized	Mainstreamed	Optimized			
	18. To what degree does your								
	organization implement safety								
	protocols, proven								
	countermeasures, and/or								
	noteworthy practices in the design								
3. Safety and	and operation of work zones?								
Operations	19. To what degree does your								
	organization use a process for								
	evaluating safety performance in								
	work zones following								
	construction or maintenance								
	projects?								
	20. To what degree does your								
	organization use metrics to								
	evaluate the safety performance of								
	the transportation system?								
	21. To what degree does your								
	organization document and								
	integrate lessons learned and								
4. Safety Assurance	noteworthy practices into future								
and Evaluations	projects as they relate to the								
	performance of safety strategies								
	and countermeasures?								
	22. To what degree does your								
	organization use a system to								
	identify areas of safety concern,								
	evaluate risk, and apply strategies								
	to improve system safety?								

Dimension	Question	Maturity Level						
Dimension		None	Ad-hoc	Recognized	Mainstreamed	Optimized		
5. Institutionalizing	23. To what degree do existing manuals and specifications across program areas integrate safety?  24. To what degree does your organization evaluate, fund, and promote access to safety trainings and certifications for staff?							
Safety	25. To what degree does your organization have dedicated staff responsible for public outreach and relationship building around road safety challenges, safety initiatives, and community concerns?							

APPENDIX A: EXAMPLE IMPROVEMENT PLAN

**Dimension:** 1. Planning and Programming

**Question:** 1. To what degree does your organization engage external safety professionals and stakeholders to influence

planning and programming decisions?

Existing Maturity Level: 2. Recognized

**Desired Maturity Level:** 3. Mainstreamed

Champion: <u>E. Franklin</u>

#	Improvement Strategy	Status	Key Staff	Key Stakeholders or Collaborators	Target Completion Date	Start Date	Metrics	Notes
1	Integrate external stakeholder engagement activities or checkpoints at regular intervals throughout the planning and programming phase for all projects	Active	F. Hernandez/ O. Polk/ E. Franklin	Planning Dept./ Fire & EMS/ Elmwood Neighborhood Assoc.	06/06/25	05/02/25	Quarterly meetings	Currently have stakeholder engagement in early project stages and can expand throughout the project lifecycle.
2	Include a process and communication plan in the current planning and programming processes to integrate external stakeholder feedback.	Pending	L. Frost	Planning Dept. / Communications Dept.	08/01/25	06/13/25	N/A	Use the communications plan adopted by the sustainability team for their public outreach initiative
3	Establish a formal committee composed of representatives of diverse external stakeholder groups to be engaged on an ongoing basis	On Hold until August 2023	D. Choi	Planning Dept. / Aville Neighborhood Collective	10/03/25	08/10/25	Committee comprised of 14 members; Committee meets bi- weekly	Currently meet informally with senior center and school district

#	Improvement Strategy	Status	Key Staff	Key Stakeholders or Collaborators	Target Completion Date	Start Date	Metrics	Notes
4*	Conduct outreach with Youth Leadership Council (YLC)	Active	M. Oppenheimer/ O. Polk	Planning Dept./ YLC	05/06/25	04/07/25	Project Lead attendance at YLC meetings for the project period	YLC has 14 members and meets once a month at City Hall; Planning Dept. personnel currently support YLC meetings

<sup>\*</sup>This is an example of a unique improvement strategy (i.e., not one listed in the Improvement Strategies document)

APPENDIX B: EXAMPLE MATURITY LEVEL SUMMARY

D:	0 "	Maturity Level						
Dimension	Question	None	Ad-hoc	Recognized	Mainstreamed	Optimized		
	1. To what degree does your organization engage external safety professionals and stakeholders to influence planning and programming decisions?			Existing	Desired			
	2. To what degree does your organization engage external safety professionals and stakeholders to influence planning and programming decisions?			Existing	Desired			
Planning and     Programming	3. To what degree does your organization evaluate safety data and other safety considerations during the planning and programming phase?		Existing		Desired			
Trogramming	4. To what degree does your organization apply holistic safety approaches to guide project planning and programming decisions and business processes?		Existing	Desired				
	5. To what degree does your organization does your organization coordinate with other jurisdictions/ organizations to identify and incorporate safety goals into other Tribal, Federal, State, regional, and local transportation plans?	Existing	Desired					

U.S. Department of Transportation Federal Highway Administration Office of Safety 1200 New Jersey Avenue, SE Washington, DC 20590

Office of Safety Website <a href="https://highways.dot.gov/safety">https://highways.dot.gov/safety</a>
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