



# Caltrans Design Guidance Advisory Committee Charter

<b>Background</b>	<p>The primary guidance for highway design is the Caltrans Highway Design Manual (HDM) and is based on the American Association of State Highway and Transportation Officials publication “A Policy on Geometric Design of Highways and Streets.” The Federal Highway Administration (FHWA) approves the HDM and other Caltrans highway design guidance for use on the California roadway system known as the State Highway System per the California Streets and Highways Code. Caltrans Division of Design regularly updates the department’s design and procedures guidance utilizing local and nationally recognized best practices and innovation together with FHWA’s recommendations and oversight.</p>
<b>Purpose</b>	<p>The DGAC will expand collaborative efforts proactively to seek input from committee members that are impacted from Caltrans’ State highways that traverse through the local roadway system. The input will be focused on improvements to Caltrans’ design guidance. This effort is in recognition that design features may vary due to the different kinds of highway context throughout the State.</p>
<b>Desired Goals</b>	<ul style="list-style-type: none"><li>• Design guidance that takes into account the varieties of land-use context associated within the State highway system.</li><li>• Improve transportation safety in Caltrans design guidance.</li><li>• Design guidance that considers all travel modes, both motorized and nonmotorized.</li></ul>
<b>Members</b>	<p>Members of the DGAC represent local agency partners with experience in designing roadway projects. DGAC will have limited number of committee seats but also include diverse membership representing: north, south, and central geographies; urban, suburban, and rural community types. A member can appoint a proxy to attend meetings on their behalf.</p>



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<b>Frequency of Meetings</b>	<p>Two virtual meetings per year.</p>
<b>Roles and Responsibilities</b>	<p>The roles and responsibilities of committee members are as follows:</p> <ul style="list-style-type: none"> <li>• Serve on the committee to advance the purpose and goals of the DGAC as outlined in this charter.</li> <li>• Attend and participate actively in committee meetings.</li> <li>• Volunteer to serve on subcommittees and engage in follow up actions from meetings as needed.</li> <li>• Complete follow-up actions by any deadlines agreed upon.</li> <li>• Commit to serving on the committee and attend meetings for a minimum of two years.</li> <li>• Two consecutive absences from general and subcommittee meetings without a proxy may result in dismissal from the committee or subcommittee.</li> </ul>
<b>Reporting Structure</b>	<p>The DGAC will provide technical design recommendations to the Caltrans Division of Design, Office of Standard and Procedures. The editor of the Highway Design Manual will be the main point of contact.</p>
<b>Decision Process</b>	<p>Decisions will be discussed with the aim of reaching consensus between committee members present at the meeting. In the event that consensus cannot be reached, a vote of 50 percent of the committee plus one will be required to approve any recommendation. Dissenting opinions and recommendations will be captured in the meeting minutes.</p>
<b>Amendment</b>	<p>This charter can be reviewed, evaluated, and adjusted as needed by consensus or vote by the committee.</p>