



## **Commercial Driver’s License:**

# **How to Establish a CDL Advisory Committee**

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## CDL Advisory Committee Template

### Introduction:

- Law enforcement, prosecutors, defense attorneys, judges, court personnel, state driver license agency personnel, motor vehicle carriers, and other interested and passionate traffic safety stakeholders work together every day to train and educate, and to ensure compliance with applicable federal regulations.<sup>1</sup>
- Increased communication between these stakeholders saves lives on our nation's roadways. When all of these groups work together to assess the problems in their community with CDL enforcement, adjudication, reporting and recording of convictions, critical information will not slip through the cracks. Vital information will be recorded on the CDL operator's driving record, thus ensuring compliance with the "One-Driver-One License-One Record" concept.

### Purpose of a CDL Advisory Committee

- A CDL Advisory Committee is a multi-agency working group focused on CDL licensing, enforcement, adjudication, and recording issues to save lives on America's roadways.
- This working group is designed to raise awareness of contemporary issues related to CDL enforcement and adjudication by facilitating regular meetings between CDL traffic safety partners with different roles in the CDL process. This allows stakeholders to communicate with one another about issues of which other partners could be unaware.

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<sup>1</sup> 49 C.F.R. § 383.5, Definitions (specifically Conviction; 49 C.F.R. § 384.226, Prohibition Against Masking; and 49 C.F.R. § 383.51, Disqualification of Drivers.

## **Funding for a CDL Advisory Committee**

- Public and private grants may be a funding options to develop and support the continued work of the Committee. Funding could be utilized for member travel and lodging to Committee meetings, requested presentations at other traffic safety meetings/conferences, national traffic safety conferences, and meetings to develop reference resources and other materials.
- One example: The Kentucky CDL Advisory Committee, founded in 2020, is funded by the Federal Motor Carrier Safety Administration (FMCSA) through the Commercial Driver's License Program Implementation (CDLPI) grant process. The grant is administered through the Kentucky Transportation Center in the University of Kentucky's College of Engineering. Minutes are kept during meetings and sent to members. Currently, they do not receive private funding.<sup>2</sup>
- There are other possibilities for grant funding, including the state's Motor Carrier Safety Assistance Program, and Federal Highway Money or meetings under the Traffic Resource Coordinating Committees (TRCC).
- There are potential community funding sources as well. Such sources may include trucking companies, local auto/ commercial vehicle dealerships and companies that own local truck stops. The state's trucking association may be a good place to begin this inquiry. Continue to consider what additional resources may be available to help the working group run smoothly.

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<sup>2</sup> [The Kentucky CDL Advisory Committee and the Kentucky CDL Outreach Project: Fostering Communication Between Traffic Safety Partners to Save Lives on Our Roadways](#)", p. 3, *Between the Lines* (September 2021).

- Throughout the development and operation of the CDL Advisory Committee, ask as many interested people as possible about problems in their community pertaining to commercial motor vehicles and CDL holders. Encourage these people to offer their ideas to address those concerns.

### **Who Are the CDL Advisory Committee Members?**

- Who to invite to the committee as a member is an important step to ensure success for the working group. Stakeholders will vary from state to state, and community to community.

Potential partners involved directly in the licensing process include:

- State Police—Commercial Vehicle Enforcement
  - State Driver’s License Agency – State CDL Coordinator or designee
  - Roadside enforcement
  - Prosecution (Traffic Safety Resource Prosecutor)
  - Adjudication (Judicial Outreach Liaison)
  - Requests for support from representatives from FMCSA, the state level Trucking Association(s), and other commercial motor carrier industry partners.
- Inviting other members of the judicial and traffic safety community, such as defense attorneys, judges, court clerks, technology staff involved in the data exchange or case management systems, and trucking industry professionals would be ideal to ensure that all perspectives are represented on the committee.
  - These members will create a forum of communication for stakeholders to ensure a CDL holder’s driving history accurately reflected any violations the driver committed.

- A CDL Advisory Committee should consider if it will open its meetings to the public.

Some considerations may be:

- Sensitive nature of topics;
- Transparency of the mission with the broader community;
- Desire to break down silos with other, perhaps as yet unknown partners.

### **How Often Should a CDL Advisory Committee Meet?**

- Each committee must determine the frequency and length of their meetings to obtain the ultimate goal of staying abreast of ongoing issues and challenges in each stakeholder community.
- Quarterly meetings may achieve the goal of maintaining regular contact while allowing for members from different sectors to attend these meetings.<sup>3</sup>

### **Where Should a CDL Advisory Committee Meet?**

- Each state should consider what location promotes the best communication between their stakeholders. Would it make sense to have regional committees that met in different areas of the state? Is one centralized committee sufficient? Would it make sense to choose a new location around the state for each meeting, or is one location better?
- Would it promote attendance to hold the meetings virtually or require traffic safety partners to attend in person? Be aware that there may be costs associated with a virtual platform.

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<sup>3</sup> The Kentucky CDL Advisory Committee meets virtually quarterly and is meant to have an annual in-person strategic planning meeting. This meeting is scheduled for a four-hour block.

## **Conclusion: The Positive Impact of a CDL Advisory Committee**

- Partners with different CDL focuses would meet regularly and have recurrent contact with each other.
- The CDL Advisory Committee provides an opportunity for members to understand other members' roles in the CDL world.<sup>4</sup>
- A CDL Advisory Committee would create bridges where there were previously silos between CDL stakeholders.

**Additional NTLC CDL Resources:** <https://ndaa.org/programs/ntlc/>

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<sup>4</sup> “It’s much better to do this than many conversations. This is proactive. The biggest thing coming out is the messenger. The message is the same, but different messengers may bring it to audiences that will receive it better—prosecutors hearing from prosecutors, judges to judges. It’s the right person delivering the message and the right person talking to the right groups.” *Id.* at p. 4.



# **CDL ADVISORY COMMITTEE**

## **SAMPLE MEETING AGENDA**

### **Welcome**

- Introductions (Name/ Position/ Desired Goal for Committee)
- Purpose of the CDL Advisory Committee

### **Traffic Stakeholder Updates**

- Each partner will discuss salient topics, new challenges and successes and important trends each stakeholder observes.
- New announcements of upcoming events.

### **Presentations**

- Potential ideas: A member may present about their organization's role in CDL enforcement, and/or a prosecutor may discuss recent legal challenges or regulation updates. In addition, a clerk may discuss the importance of the citation and conviction information of the CDL holder. Each member should be prepared to discuss how they can their organizations can work to ensure the "One License-One Driver-One Record" concept is properly implemented.

### **Open Discussion**

- Discuss challenges and methods to break down silos and help each other.

### **Adjournment**