



U.S. Department
of Transportation
**Federal Highway
Administration**

**Massachusetts Division
55 Broadway, 10th Floor
Cambridge, MA 02142**

October 6, 2006

Luisa Paiewonsky, Commissioner
Massachusetts Highway Department
10 Park Plaza
Boston, Massachusetts 02116

Caroline Hymoff, Director
Governor's Highway Safety Bureau
10 Park Plaza
Boston, Massachusetts 02116

Subject: Massachusetts Strategic Highway Safety Plan

Dear Commissioner and Director:

This letter serves as the Federal Highway Administration (FHWA) acceptance of the process the Massachusetts Highway Department (MHD) followed to develop and implement the Massachusetts Strategic Highway Safety Plan (SHSP). Also, this letter provides Massachusetts with a completed SHSP Process Checklist. The Checklist is a FHWA tool for assessing the process and completeness of the State's SHSP. The process Massachusetts followed is in compliance with the requirements set forth in SAFETEA-LU. MHD is now eligible to obligate federal-aid safety funds under the terms of 23 U.S.C. §148. Acceptance of the Massachusetts SHSP also positions the MHD to potentially take advantage of the flexibility Congress intended within SAFETEA-LU.

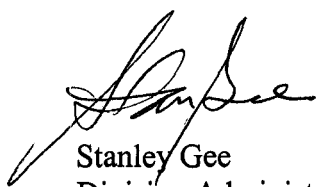
The purpose of a SHSP is to assist Massachusetts with identifying key transportation safety needs and guide investment decisions toward those programs and countermeasure strategies that will achieve a significant reduction in highway fatalities and injuries. The SHSP development process provides an ongoing forum for Massachusetts transportation safety advocates, public and private, to reevaluate our safety needs on a regular basis through the SHSP Executive Committee, Steering/Advisory Committee, and Stakeholder Group. It identifies common goals and promotes collaboration. It also creates opportunities to align and leverage Massachusetts safety resources. Collectively, we have the greatest opportunity to have a positive influence on our transportation safety challenges.



The SHSP is intended to provide guiding direction for all of the State's transportation safety partners and to better align their safety efforts. The real work begins with implementation. As essential as the collaborative process is in the development of the SHSP, it is critical for that collaborative process to be sustained and expanded. Attention to the SHSP should not end with the initial development phase. Following through with the implementation of those programs and strategies identified in the SHSP will make the real difference. As such, we encourage all safety partners to take an active role in the development of Action Plans for the SHSP Tier I strategies.

We would like to commend you and your staff for the broad based participation and thoroughness of the Massachusetts SHSP.

Sincerely yours,



Stanley Gee
Division Administrator
FHWA



Philip Weiser
New England Region Administrator
NHTSA



Richard Bates
Division Administrator
FMCSA

Attachment

cc: John Cogliano, Secretary, Executive Office of Transportation
Anne Collins, Registrar, Registry of Motor Vehicles
Mark Delaney, Colonel, Massachusetts State Police
Paul Cote, Commissioner, Massachusetts Department of Public Health
Timothy Brennan, Executive Director, Massachusetts Association of Regional Planning Agencies
A. Wayne Sampson, President, Massachusetts Chiefs of Police Association
Kenneth Miller, Director Office of Transportation Planning, Executive Office of Transportation
Neil Boudreau, Assistant State Traffic Engineer, Massachusetts Highway Department

STRATEGIC HIGHWAY SAFETY PLAN PROCESS CHECKLIST

State: Massachusetts

Reviewer: FHWA

Final Review Date: 10/6/06

This SHSP Process Checklist is a tool for assessing the process and completeness of a State's SHSP. The assessment factors outlined below represent the required elements of a State-developed SHSP. The "Strategic Highway Safety Plans: A Champion's Guide to Saving Lives" (the SHSP guidance) contains additional information on these elements, as well as other suggested elements, and should be used as a reference document for this checklist.

The checklist consists of four columns: SAFETEA-LU Requirements, Items to Consider, Assessment, and Comments.

- The "SAFETEA-LU Requirements" are listed in the first column by each key activity of the SHSP process in the order outlined in the SHSP guidance. The SHSP guidance is a good resource that includes both the SAFETEA-LU requirements along with best practices that States could use to help satisfy the requirements.
- The "Items to Consider" column is intended to provide examples to generate ideas related to the corresponding requirement. The Items to Consider is not an exhaustive list. States have different needs so each state will have additional or different items to consider. The reviewer should consider what activities would best satisfy the SAFETEA-LU requirements as appropriate for that State and customize this checklist as needed.
- The "Assessment" column provides a place to record the reviewer's assessment overall of how the State satisfied the SAFETEA-LU requirement using the "Items to Consider".
- The "Comments" column provides the reviewer a place to document any notes, suggestions for improvement, strengths, or shortcomings.

	Requirements	Items to Consider	Assessment	Comments
Initiate the Development Process				
1	<p>The SHSP considers the results of State, regional, or local transportation and highway safety planning processes. 23 USC 148(a)(6)(E)</p>	<p><i>To what extent did the State consider the different planning processes in developing the SHSP? For example, Statewide Transportation Plan metropolitan long range plans, Local Transportation Plans, Statewide CVSP, HSP, and HSIP?</i></p> <p><i>Did the State consider the Section 130 planning process?</i></p> <p><i>Do the safety goals in other plans align with the SHSP goals?</i></p> <p><i>Is there a process to align these goals?</i></p> <p><i>Did the State consider how the SHSP emphasis areas compare with the priorities of the other planning processes?</i></p> <p><i>Has the State considered how the other planning processes will play a role in implementing the SHSP?</i></p> <p><i>Has the State considered how the items in these other plans will be affected by the SHSP?</i></p> <p><i>Has the State considered how the other planning processes will work together in the future?</i></p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Partly</p> <p><input type="checkbox"/> In Progress</p>	<p>The State collected and reviewed numerous planning documents. The Plans are cataloged in the SHSP. The various plans were considered in the development of strategies. For instance, the SHSP includes only new strategies and not strategies included in other plans. The strategies from other plans are included in the SHSP appendix.</p>

	Requirements	Items to Consider	Assessment	Comments
	Gather Data			
2	<p>The State has in place a crash data system with the ability to perform safety problem identification and countermeasure analysis.</p> <p>23 USC 148(c)(2)(A)</p>	<p><i>What crash data evaluation system does the State use?</i></p> <p><i>Has the State identified data system improvement needs? Has the State identified when and how the data system improvements will be made?</i></p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partly <input type="checkbox"/> In Progress	<p>The State crash data system does provide problem identification data. For instance, the State develops a Top 1000 crash location list. Further, the State is presenting locals with statewide high crash locations. Upon implementation of countermeasures, the State can measure progress. Over the next year, the State will conduct a crash data quality audit.</p>
3	<p>The State's capabilities for traffic records data collection, analysis, and integration with other sources of safety data has advanced in a manner that--</p> <ul style="list-style-type: none"> ▪ Complements the State highway safety program and the commercial vehicle safety plan; ▪ Includes all public roads; ▪ Identifies hazardous locations, sections, and elements on public roads that constitute a danger to motorists (including motorcyclists), bicyclists, pedestrians, and other highway users; and ▪ Includes a means of identifying the relative severity of hazardous locations described in terms of accidents, injuries, deaths, and traffic volume levels. 	<p><i>Has the State's crash record database been integrated with CVISN, courts data, citation data, driver license, hospital data, etc.?</i></p> <p><i>Does the State invest in upgrading their traffic records capabilities?</i></p> <p><i>Does your State's crash record database meet the model minimum uniform crash criteria (MMUCC)?</i></p> <p><i>If the State's data systems do not include the listed elements, has the State identified when and how data system improvements will be made?</i></p> <p><i>Does the State have a recent traffic records assessment? If not, Is the State planning to conduct a traffic records assessment? Will the State form a traffic records coordination committee? Does the State have an implementation schedule for traffic records improvement?</i></p> <p><i>Is the State developing a Traffic Records Strategic Plan?</i></p> <p><i>Are you satisfied that the State is taking steps and</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Partly <input type="checkbox"/> In Progress	<p>The SHSP details numerous strategies for traffic records improvement. The TRCC and SHSP committees coordinated their activities. In FY 2006, the MA TRCC approved a set of traffic records projects. These projects are funded through the NHTSA Section 408 process. Also, the State has recently completed a Traffic Records Strategic Plan. Further, the State does have a recent traffic records assessment.</p>

	Requirements	Items to Consider	Assessment	Comments
	23 USC 148(c)(2)(D)	has a plan on how it will satisfy these requirements in the future?		
Analyze Data				
4	The SHSP analyzes and makes effective use of State, regional, or local crash data. 23 USC 148(a)(6)(B)	<p>Did the State analyze the crash data for all public roads?</p> <p>Did the State prioritize safety emphasis areas based on this data analysis?</p> <p>Did the State use all of the best available information?</p> <p>Is the data easily accessible by all potential users? If not what steps are being taken to provide access?</p> <p>If there are data deficiencies (as defined above) did the State make efforts to fill in the data gaps in other ways such as getting input from other sources? For example, if there is a deficiency in local crash data did the State weigh heavily on the input from local partners participating in the development of the SHSP?</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partly <input type="checkbox"/> In Progress	The SHSP has a data analysis section. The data was used to define State problem areas. The data is accessed through the Traffic Records Portal, FARS etc. Throughout the process, the State received input from local entities.
Establish a Working Group				
5	The SHSP was developed by the State transportation department. 23 USC 148(a)(6)	<p>Did the State transportation department provide leadership in the development of their SHSP?</p> <p>Will the State be prepared to implement the SHSP?</p> <p>Has the State assigned or appointed an individual or unit that is accountable for the development, implementation, evaluation, and continued management of the SHSP?</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partly <input type="checkbox"/> In Progress	The Massachusetts Highway Department (MHD) was the leader in developing the plan. Also, the State created an Executive Leadership Committee, Steering/Advisory Committee, and Stakeholders Group to develop, implement and evaluate the Plan.
6	The SHSP was developed after	How was consultation accomplished? Was it a one	<input checked="" type="checkbox"/> Yes	The SHSP was developed in full

	Requirements	Items to Consider	Assessment	Comments
	<p>consultation with:</p> <ul style="list-style-type: none"> ▪ Highway safety representative of the governor of the State ▪ Regional transportation planning organization and metropolitan planning organizations, if any ▪ Representatives of major modes of transportation ▪ State and local traffic enforcement officials ▪ Persons responsible for administering Section 130 (Railway Highway Crossings Program) at the State level ▪ Representatives conducting Operation Lifesaver ▪ Representatives conducting a motor carrier safety program ▪ Motor Vehicle Administration agencies ▪ Other major State and local safety stakeholders. <p>23 USC 148(a)(6)(A)</p>	<p><i>time event (i.e. meeting, workshop, forum)? Was it just written comments on the plan? Was it ongoing participation in a working group, task group or steering committee?</i></p> <p><i>What was the level of local involvement?</i></p> <p><i>Were representatives from all 4E's involved in the development? For an expanded list of potential safety partners refer to the SHSP guidance.</i></p> <p><i>Were all stakeholders' concerns given adequate consideration?</i></p> <p><i>Do you feel that the consultation process is consistent with the intent of SAFETEA-LU?</i></p> <p><i>(The SHSP Guidance defines Consultation as: "Consultation means that one party confers with another identified party in accordance with an established process and, prior to taking action(s), considers that party's views".)</i></p>	<p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Partly</p> <p><input type="checkbox"/> In Progress</p>	<p>consultation with all organizations representing the 4E's. The organizations are as follows: MHD, GHSB, RMV, MSP, DPH, MARPA, MCPA, FHWA, NHTSA, FMCSA, etc. Also, the state held two statewide stakeholder meetings that included highway safety professionals from throughout the state. At the stakeholder meetings, the participants were able to review SHSP work product and provide comment/feedback.</p>
Adopt a Strategic Goal				
7	<p>The SHSP adopts strategic and performance based goals that --</p> <ul style="list-style-type: none"> ▪ Address traffic safety, including behavioral and infrastructure problems and opportunities on all public roads, ▪ Focus resources on areas of 	<p><i>How did the State determine the goals and performance objectives? Are these goals aggressive yet achievable?</i></p> <p><i>Do the performance based goals include goals that relate to both behavioral and infrastructure problems?</i></p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Partly</p> <p><input checked="" type="checkbox"/> In Progress</p>	<p>The State did identify performance measures for each emphasis area in the SHSP. However, the State did not adopt numerical performance based goals within the emphasis areas (i.e. roadway departure, intersection, seat belts, speeding, alcohol, etc.). In certain</p>

	Requirements	Items to Consider	Assessment	Comments
	<p>greatest need,</p> <ul style="list-style-type: none"> ▪ Coordinate with other State highway safety programs. <p>23 USC 148(c)(2)(C)</p>	<p><i>Are the goals and performance objectives based on analysis of crash and other safety data?</i></p> <p><i>Did the State consider the goals and performance objectives of other plans such as the CVSP, HSP, and HSIP(including section 130)?</i></p> <p><i>Has the State considered how the SHSP goals and objectives will affect other safety plans?</i></p> <p><i>Did the State consider how the goals could be broken down into definable elements that can be adopted by other agencies?</i></p>		<p>instances, the State did include numerical performance goals in <i>other</i> planning documents (i.e. GHSB in their 2007 HSP). By the end of CY 2006, the State intends to complete action plans for several Tier 1 strategies. The action plans should include more detailed performance based goals.</p>
	Identify Strategies and Countermeasures			
8	<p>The SHSP describes a program of projects or strategies to reduce or eliminate safety hazards.</p> <p>23 USC 148(a)(6)(F)</p>	<p><i>Was data used to determine the most effective strategies and countermeasures?</i></p> <p><i>How does the State plan to implement the SHSP through the HSIP?</i></p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partly <input type="checkbox"/> In Progress	<p>The SHSP details a series of strategies to be implemented. The strategies were selected based on an extensive review of National Cooperative Highway Research Program (NCHRP) publications and a review of available data.</p>
9	<p>The SHSP identifies opportunities for preventing the development of such hazardous conditions.</p> <p>23 USC 148(c)(2)(E)(ii)</p>	<p><i>Did the State consider proactive approaches to address potentially hazardous locations and features?</i></p> <p><i>Does the State plan to make system wide policy for safety improvements?</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partly <input checked="" type="checkbox"/> In Progress	<p>The State did consider numerous approaches to address hazardous locations. However, they have not developed a system wide policy. Through action plans and identification of high crash locations, the State should develop system wide policy for safety improvements.</p>
10	<p>The SHSP addresses engineering, management, operation, education, enforcement, and emergency services elements of highway safety as key factors in evaluating highway</p>	<p><i>Did the State integrate 4E strategies where practical? Did the State use an integrated approach through a variety of emphasis area group members when determining strategies?</i></p> <p><i>Were the 4E's fully utilized to prioritize strategies</i></p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partly <input type="checkbox"/> In Progress	<p>The SHSP strategies were developed using the 4E's. The strategies were selected based on an extensive review of the National Cooperative Highway Research Program (NCHRP) publications</p>

	Requirements	Items to Consider	Assessment	Comments
	safety projects. <i>23 USC 148(a)(6)(C)</i>	<i>that will significantly reduce highway fatalities and serious injuries?</i> <i>Does the State have in place the organizational structure for administering and managing safety programs so that the SHSP can be implemented?</i>		and a review of available data. The State created an Executive Leadership Committee, Steering/Advisory Committee, and Stakeholders Group to develop, implement and evaluate the plan.
Determine Priorities for Implementation				
11	The SHSP determines priorities for the correction of hazardous road locations, sections, and elements (including railway-highway crossing improvements), as identified through crash data analysis. <i>23 USC 148(c)(2)(E)(i)</i>	<i>What factors are used to determine priorities for implementation?</i> <i>Is the State giving priority to safety projects that can be supported by data?</i> <i>Were the highest impact and most cost effective priorities selected?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partly <input checked="" type="checkbox"/> In Progress	Through action plans and identification of high crash locations, the State should develop a system wide policy for safety improvements. This policy should give priority to safety projects supported by data.
12	The SHSP considers safety needs of, and high fatality segments of, public roads. <i>23 USC 148(a)(6)(D)</i>	<i>Did the State consider safety improvements for local roads?</i> <i>Does the State plan to make safety improvements where they are needed even if they are off the State DOT's system?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partly <input checked="" type="checkbox"/> In Progress	Through action plans and identification of high crash locations, the State should develop a system wide policy for safety improvements. These improvements should include local roads.
13	The SHSP identifies hazardous locations, sections and elements that constitute a danger to motorists (including motorcyclists), bicyclists, pedestrians and other highway users. <i>23 USC 148(c)(2)(B)(i)</i>	<i>Did the State consider all highway users and modes during the SHSP data analysis?</i> <i>Did the State consider system-wide improvements?</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partly <input type="checkbox"/> In Progress	The SHSP has 6 emphasis areas. The areas are as follows: At-Risk Drivers, Infrastructure, Higher Risk Transportation System Users, Safety Program Management, Public Education and Media, and Data Systems. Within these emphasis areas, the SHSP considers numerous roadway users.
14	As part of the SHSP, the State	<i>What data did the State use to establish severity?</i>	<input type="checkbox"/> Yes	The State did not establish relative

	Requirements	Items to Consider	Assessment	Comments
	<p>establishes the relative severity of those locations, in terms of accidents, injuries, deaths, traffic volume levels, and other relevant data.</p> <p>23 USC 148(c)(2)(B)(ii)</p>	<p><i>Did the State use weighted severity factors in the prioritization of hazard locations?</i></p> <p><i>Was b/c analysis used to determine priorities?</i></p>	<input checked="" type="checkbox"/> No <input type="checkbox"/> Partly <input type="checkbox"/> In Progress	severity levels through the SHSP process.
Approval				
15	<p>The SHSP has been approved by the Governor of the State or a responsible State Agency.</p> <p>23 USC 148(a)(6)(G)</p>	<p><i>Did the Governor approve the plan?</i></p> <p><i>Was another responsible agency directed by the Governor to approve the plan?</i></p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Through a signed letter, the Governor designated the Commissioner of the MHD to review and approve the Massachusetts SHSP.
Implementing the SHSP Through Action Plans				
16	<p>As part of the SHSP, the State establishes and implements a schedule of highway safety improvement projects for hazard correction and hazard prevention.</p> <p>23 USC 148(c)(2)(E)(iii)</p>	<p><i>Did the State consider ways to proactively address hazards?</i></p> <p><i>Did the State consider safety improvements for local roads as priorities for implementation?</i></p> <p><i>Has the State assigned or appointed an individual or unit that is accountable for the implementation of the SHSP?</i></p> <p><i>Does the State have an HSIP process that will enable it to implement the infrastructure related safety improvements?</i></p> <p><i>How does the State plan to implement the SHSP within the DOT? How will the State facilitate implementation with other agencies and organizations?</i></p> <p><i>Has the State demonstrated a means for SHSP implementation through implementation or action plans? Has the State identified funding for implementing strategies in the SHSP? Was b/c</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partly <input checked="" type="checkbox"/> In Progress	Through the SHSP, the State has not developed a schedule of safety projects. Through action plans and identification of high crash locations, the State should develop a system wide policy for safety improvements. This policy should give priority to safety projects supported by data.

	Requirements	Items to Consider	Assessment	Comments
		<p><i>analysis used to determine priorities?</i></p> <p><i>Are you satisfied that the State is preparing to implement the strategies outlined in the SHSP through the other safety programs?</i></p>		
Linking the SHSP with the Transportation Planning Process				
17	<p>The SHSP is consistent with the requirements of section 135(g) [Statewide Transportation Improvement Program] of Title 23 USC.</p> <p>These requirements include:</p> <ul style="list-style-type: none"> ▪ Includes all federally funded projects, including all capital and non-capital projects, and all regionally significant transportation projects requiring Federal approval or permits ▪ Developed in consultation with affected non-metropolitan local officials and with Indian tribal governments ▪ Provides interested parties with a reasonable opportunity for comment ▪ Consistent with the Statewide Transportation Plan ▪ Fiscal constraint <p>23 USC 148(a)(6)(H)</p>	<p><i>Has the State considered how the emphasis areas and strategies in the SHSP will be implemented through the statewide transportation planning and programming process? For example, within metro areas, is the SHSP consistent with the MPO's plan and TIP?</i></p> <p><i>By the time the projects (or program of projects) are included in the STIP, will the bulleted items outlined to the left be met?</i></p> <p><i>By the time the projects (or program of projects) are included in the STIP, will the safety projects accurately represent the goals and strategies of the SHSP?</i></p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Partly</p> <p><input checked="" type="checkbox"/> In Progress</p>	<p>The SHSP was developed in full consultation with local entities. However, the SHSP does not include a list of projects. Through action plans and identification of high crash locations, the State should develop a system wide policy for safety improvements. This policy should give priority to safety projects supported by data.</p>
Evaluating the SHSP				

	Requirements	Items to Consider	Assessment	Comments
18	<p>The State has established an evaluation process to analyze and assess results achieved by highway safety improvement projects identified in the SHSP.</p> <p><i>23 USC 148(c)(2)(F)(i)</i></p>	<p><i>Has the State determined post project methodologies that will be used for evaluation of strategies and countermeasures?</i></p> <p><i>Has the State assigned or appointed an individual or unit that is accountable for the evaluation of the SHSP?</i></p> <p><i>Has the State established a process for how the SHSP will be evaluated in the future? This process should include who to involve in the evaluation, frequency of evaluation, and how the SHSP will be affected by the evaluation.</i></p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partly <input type="checkbox"/> In Progress	<p>The State created an Executive Leadership Committee, Steering/Advisory Committee, and Stakeholders Group to develop, implement and evaluate the Plan.</p>
19	<p>The State will use the evaluation information in setting priorities for highway safety improvement projects.</p> <p><i>23 USC 148(c)(2)(F)(i)</i></p>	<p><i>Has the State considered how the evaluation results will affect future safety programs?</i></p> <p><i>Has the State determined how future revisions will be carried forward through implementation? For example, how will the results of periodic evaluation be reflected in the HSIP (including section 130), HSP, CVSP, STIP, TIP, etc...</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partly <input checked="" type="checkbox"/> In Progress	<p>Upon completion of a statewide policy for safety improvements, the State should use evaluation information to set priorities for projects.</p>
20	<p>The State will evaluate the plan on a regular basis to ensure the accuracy of the data and priority of proposed improvements.</p> <p><i>23 USC 148(c)(1)(C)</i></p>	<p><i>Has the State considered how often to reassess the SHSP? What is the evaluation period initially and what might it be in the future?</i></p> <p><i>How will the evaluation results feed back into other safety programs?</i></p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partly <input type="checkbox"/> In Progress	<p>The SHSP committees will meet throughout the year to evaluate the Plan. The Plan details a formal annual reporting and evaluation process (p. 4-4).</p>