



Association of Transportation Safety
Information Professionals

ASSOCIATION OF
TRANSPORTATION SAFETY INFORMATION PROFESSIONALS
EXECUTIVE BOARD POLICY 2018 #1

ATSIP Distinguished Achievement Award for Traffic Records

The purpose of this Executive Board Policy is to establish a process for awarding the ATSIP Distinguished Achievement Award for Traffic Records. This award may be used to honor an individual or group.

Title of Award: ATSIP Distinguished Achievement Award for Traffic Records

Awarding Entity: The Association of Transportation Safety Information Professionals

Co-sponsors: None required. Throughout this document there are roles established for co-sponsors (if any) of awards presented by ATSIP.

Purpose for Award:

General: ATSIP may award the Distinguished Achievement Award for Traffic Records to an individual or group for extraordinary contributions to the field of traffic records and highway safety. Any person or group is eligible for nomination.

Specific: Whenever the award is conferred, there will be a specific purpose listed for its conferral. When the award is co-sponsored by organizations partnering with ATSIP, the stated purpose of the award shall also make reference to the goals of the co-sponsoring organization(s) in conferring the award.

Criteria for Evaluating Nominations:

This award, in contrast to other ATSIP awards (Scott Falb Exceptional Service Award, service awards given to outgoing Executive Board and Committee Members, conferral of Emeritus membership status, Best Practice awards, and other honors used to recognize contributions to the ATSIP organization), is intended to be presented only in response to extraordinary contributions to the field of traffic records. There is nothing barring an individual or organization from receiving both the Distinguished Achievement Award for Traffic Records and other awards conferred by ATSIP. The criteria for defining the level of contribution necessary to be considered for the Distinguished Achievement Award for Traffic Records include, but are not necessarily limited to:

- 1) Lifetime achievement – a person may, through a career-long pattern of service reach the level of extraordinary contribution worthy of the Distinguished Achievement Award for Traffic Records. The lifetime achievement criteria may be applied posthumously, but need not be reserved only to honor those that have died.
- 2) Service in a particular endeavor – by developing a new product, practice, law or policy that has a far-reaching impact on both traffic records and highway traffic safety, a person or organization may achieve the level of extraordinary contribution required for an award. Peer acknowledgement of their achievement, especially through emulation, is an important deciding factor in determining the worth of the achievement. To differentiate this criterion from a Best Practices Award, it is explicitly recognized that the Distinguished Achievement Award for Traffic Records should be given to the individual or organization credited with the original concept and/or earliest implementation. The Best Practice Award, in contrast, is usually given to then-current examples of the most effective implementation, without respect to originality.
- 3) A pattern of exceptional influence – this criterion is related to the other two, but may be viewed separately to allow conferral of a Distinguished Achievement Award for Traffic Records on a person or team that has inspired others through training, mentoring, and general support of the traffic records “community”. This criterion should be viewed as one that requires a consistent pattern throughout a career in traffic records and highway traffic safety. It allows, however, for the reward recipient to be credited for direct and indirect influences on the field as, for example, an educator, leader, mentor of, or inspiration to other practitioners.

Awards Committee Duties:

The awards committee is formed on an annual basis, or as needed, whenever there are persons or groups nominated for the Distinguished Achievement Award for Traffic Records. The President of ATSIP will appoint a chair of the committee who is responsible for forming a representative awards committee capable of reviewing any nominations. In the case of a co-sponsored award, the co-sponsoring organization may be offered a seat on the awards committee. The awards committee is charged with:

- 1) Reading all nominations submitted.
- 2) Contacting, as needed, the person(s) who submitted each nomination in order to obtain further information or clarification.
- 3) Deciding whether to make an award in the current calendar year (There is no requirement to present this award every year).
- 4) Deciding which individual or group to award (There should only be one award if given).
- 5) Notifying the ATSIP President and Executive Board of the committee’s decision.
- 6) Providing ATSIP with information in a timely fashion so that any award materials may be produced in time for the ATSIP Forum.
- 7) Providing the Presiding Officer (the President or a designee) with materials (a script, presentation, etc.) for use in conferring the award(s) at the Forum.

- 8) Ensuring that the winners of the award are notified in a timely fashion to allow for attendance (it is not necessary to be at the Forum to receive the award).
- 9) Arranging for photographs to be taken of the presentation, as necessary.

Nomination Procedures: Upon approval of the Executive Board, a call for nominations will be posted on the ATSIP website and communicated to ATSIP members and friends, sponsoring organizations, and liaisons as appropriate. The call for nominations will state the criteria for nomination, the purpose of the award, the closing date for nominations, and a contact for returning completed nomination forms and supporting documents. The call for nominations should be circulated on a time frame sufficient to allow for a thorough review of all documents submitted in support of the nomination. Typically, the call for nominations should be announced at the same time as other ATSIP awards to be conferred at the Traffic Records Forum (e.g. Best Practice's Awards and the Scott Falb Exceptional Service Award).

Notification procedure:

Personal contact – once the award decisions are made, a telephone call will be made to the winner(s) to notify them of their award and request confirmation of their presence at the upcoming Traffic Records Forum. Attendance at the Forum is not a pre-requisite for receiving the award, however, honorees are strongly encouraged to be present.

Award letter – a formal announcement letter will be delivered to the winner(s). The letter is intended to be signed by the chair of the awards committee and the President of ATSIP. If there is a co-sponsor for the award, the head of that organization should also be invited to sign the letter.

Travel expenses:

Unless the winner(s) are already covered by their organization, ATSIP will offer the following to assist in their travel:

- 1) Complimentary registration to the Forum for winner, spouse or significant other.
- 2) Two nights complimentary lodging.
- 3) Travel to and from the Forum for winner, spouse or significant other.
- 4) Reasonable meal expenses outside of what is already provided by the Forum.
- 5) Incidental expenses related to travel.

Copies of all expenses will be provided to the ATSIP Treasurer for reimbursement. Expenses and other assistance is not intended for a colleague.

Attendance at Awards Luncheon: is not mandatory for recipients but is highly encouraged. For posthumous awards, a close family member or representative from the winner(s) agency/company will be invited to accept on behalf of the award recipient. For other absent awardees, the opportunity for

someone to accept on their behalf will be offered if attendance is not possible. (The same travel expenses listed above should also be offered in these cases)

Draft Media Release, embargoed until notification of recipient(s): if deemed appropriate a media release, written by the awards committee and submitted to the ATSIP President for review will be made public following the presentation of the award. The public announcement of the award shall be delayed until after notification to the award recipient (or next of kin), but may be made in advance of the actual presentation of the award to take advantage of any possible press coverage at the awards luncheon. Timing of the press release, once the recipient (or their representative/next-of-kin) has indicated acceptance and approval, is at the discretion of the ATSIP President and ATSIP Executive Board, along with any co-sponsors.

Awards Luncheon presentation and protocol:

- 1) The presentation shall be made during the Traffic Records Forum at the Awards Luncheon except when extenuating circumstances require a different timing.
- 2) The Presiding Officer of the Awards Luncheon (usually the ATSIP President, but can be a designee) will be responsible for reading the prepared awards statement, presenting the award, and introducing the recipient.
- 3) The winner will have the opportunity to address the participants at the Awards Luncheon. The time should be limited to 10 minutes or less. Winners will be requested to prepare their remarks in advance and plan to speak for no more than the allotted time.
- 4) The awards committee in advance is to develop a brief description of the reason for the award, any specific project or success story that factored into the award, and to acknowledge the person and/or group that submitted the nomination. This material will be used to develop the formal statement to be read at the Awards Luncheon, but may also be used to generate any press releases and content for the ATSIP website and newsletter.
- 5) The recipient will be photographed with the Presiding Officer of the Awards Luncheon and any other ATSIP Executive Board Members and co-sponsor representatives that are present. The pictures shall be arranged in advance with both the recipient and the official photographer for the event. The pictures will be scheduled to be taken immediately after the awards presentation in a suitable area near, or in, the room where the Awards Luncheon has been held. It is not the intention to take so many pictures that the photography activities slow down the meeting. Additional pictures can be scheduled after the Awards Luncheon if necessary.

Post-Award Publicity:

- 1) Where appropriate, in addition to any pre-event media releases, the awards committee will plan on generating a post-award press package suitable for use in the ATSIP newsletter, on the ATSIP website, and for distribution to local media outlets in the area where the Traffic Records Forum was held, and in state and local media outlets where the award recipient

resides if possible. An announcement should also go to the agency/company that the recipient is employed if still working.

- 2) Where appropriate, in addition to any other media releases, an information package shall be prepared by the awards committee for distribution to trade and professional organizations announcing the award.

Revised from previous Executive Board approval

Submitted to Executive Board 3/21/2018

Approved 3/21/2018