



STATE OF DELAWARE  
**DEPARTMENT OF TRANSPORTATION**  
 800 BAY ROAD  
 P.O. BOX 778  
 DOVER, DELAWARE 19903

JENNIFER COHAN  
 SECRETARY

**Advisory Council on Connected and Autonomous Vehicles  
 (Executive Order 14)  
 Subcommittee on Public and Highway Safety**

Wednesday, June 6, 2018  
 9:30 AM – 11:00 AM  
 DeIDOT Administration Building, 800 Bay Road, Dover, DE  
 Fenwick Conference Room

**MINUTES**

**1. Welcome & Introductions**

- a. The meeting commenced at 9:32 AM. M. Luszczyk opened the meeting with a round of introductions.

**Present Voting Committee Members**

Barzilai Axelrod	Attorney General’s Office
Mark Luszczyk	Delaware Department of Transportation (Representing Glenn Dixon)
Jana Simpler	Office of Highway Safety (OHS)
Scott Vien	Division of Motor Vehicles (DMV)
Adam Weiser	AECOM

**Members Present by Proxy**

Ken Grant	AAA Mid-Atlantic (Proxy for Cathy Rossi)
Patrick Wenk	Delaware State Police (Proxy for Bill Bryson)

**Absent Committee Members**

Bill Bryson	Delaware Police Chief’s Council
Glenn Dixon	Delaware Safety and Homeland Security (DSP)
Lee Derrickson	Delaware Motor Transport Association
Brian Pettyjohn	State Senate

**Also Present**

Matt Buckley	WRA
Erin Coombs	Jacobs
Colton Phillips	DeIDOT Planning



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Megan Rosica                      Jacobs  
James Wilson                      Bike Delaware

**2. Approval of Previous Meeting Minutes**

- a. The committee reviewed the previous meeting minutes from May 23, 2018 and had no revisions or comments. A. Weiser made the motion to approve the minutes. B. Axelrod seconded. The motion passed and the minutes were approved.

**3. Development of Subcommittee Report**

- a. A. Weiser made a motion to approve the first four sections of the report: **Membership, Mission, Areas of Focus, and Stakeholders**. S. Vien seconded and the motion was approved.
- b. J. Simpler and B. Axelrod suggested defining acronyms and shorthand in this document, the first time they are used and the first time they are used under the **Recommendations** section.
- c. The committee discussed the **Recommendations** section of the report.
  - a. K. Grant made a motion to approve the following recommendation to the general Advisory Council:

*The Advisory Council and the various sub-committees should continue to exist and meet on a regular basis after the initial report is submitted to the Governor. The Public and Highway Safety Subcommittee in particular should pursue initiatives as appropriate based on the approval of the full Advisory Council. Updates to the Governor should be provided on an annual basis.*

A. Weiser seconded and the motion passed.

- b. A. Weiser made a motion to approve the following recommendation to the general Advisory Council:

*The Delaware Strategic Highway Safety Plan is a state-wide coordinated safety plan that provides a comprehensive framework to reduce fatalities on Delaware's roadways. The plan's lead agencies include the Delaware Department of Transportation, the Delaware Office of Highway Safety, and Delaware State Police. An update of the plan is scheduled for the year 2020. The topic of CAV should be integrally included in the next version of this plan.*

S. Vien seconded and the motion passed.



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- c. The subcommittee discussed the recommendation relating to highway infrastructure.
  1. M. Luszczyk noted that this recommendation will indicate that the subcommittee encourages the implementation of 5G, which may be important to CAV in the future, and the committee suggests continuing efforts in making 5G more available. Committee members discussed adding more information to link this recommendation to public and highway safety specifically.
  2. A. Weiser suggested the subcommittee indicate funding for this recommendation will be established through Delaware's Capital Transportation Program (CTP).
  3. B. Axelrod suggested indicating that this committee is not directly recommending a certain type of infrastructure at this point and is recommending expansion occur in all areas.
- d. The subcommittee discussed the recommendation in the final report regarding training and education as it relates to CAV.
  1. S. Vien suggested hiring a consultant to develop a plan consistent for CAV technology and recommendations to incorporate CAV education into driver education rather than deliver training. It will be important to cover the definition of Automated Driving Systems (ADS), disengagement, awareness of drivers around you, etc. in this plan.
  2. To avoid inconsistent information, J. Simpler suggested indicating the development of one website that shows updates and information about CAV in DE and this site can be referenced and linked to all related sites, including DelDOT, OHS, and DMV.
  3. A. Weiser suggested the consultant develop web site content based on CAV subcommittee recommendations and continue to update content to keep website up to date.
  4. M. Luszczyk suggested further investigation into the feasibility of regulations for new car dealers, used car dealers, and rental car companies. S. Vien indicated the need to include truck dealers in this discussion as well. M. Luszczyk suggested the committee recommend to USDOT, NHTSA and other federal agencies that manufacturers include in-vehicle education systems regarding CAV technologies and features.
  5. S. Vien will send his comments/suggestions for this.
- e. The subcommittee discussed the recommendation to hire a consultant to do a comprehensive review of relevant state code, regulations, and policy.



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1. A. Weiser suggested moving the section regarding two distinct areas of focus (*driver/operator responsibility in monitoring and controlling vehicles that are semi-autonomous; and laws, regulations, and processes should be in place to allow fully autonomous/driverless vehicles*) to the introduction of this first recommendation rather than keep as a listed item.
2. J. Simpler suggested removing the section relating to review of the specific AAMVA report and incorporating the review of related national guidance in with the recommendation to investigate other state laws and regulations.
3. After discussion between subcommittee members regarding a requirement to have a licensed driver in CAV at all times, it was decided that M. Luszcz will add a broad indication that the committee recommend, in general, a licensed driver be required, with the need for exceptions.

#### **4. Public Comment**

- a. J. Wilson shared his suggestions regarding recommendations to define basic safety requirements to be incorporated in CAVs. Based on J. Wilson's input, the subcommittee decided to recommend that once autonomous vehicles are available to market consumers, the committee will make recommendations for audio, visual, or other indicators and alerts in vehicles for safe operations.

#### **5. Review of Action Items**

- a. S. Vien will send his comments/suggestions for the training/education recommendation.
- b. M. Luszcz and the Jacobs team will make edits and send the updated draft to the subcommittee for review.
- c. Jacobs will create an agenda and send an Outlook meeting invitation for the next meeting to the subcommittee members.

#### **6. Next Meeting**

- a. The next subcommittee meeting is scheduled for Monday, June 25<sup>th</sup> from 1:00 PM to 3:00 PM.
- b. A. Weiser made a motion to adjourn the meeting. K. Grant seconded and the motion was approved. The meeting adjourned at 11:09 AM.