



Louisiana Trucking Research and Education Council

Manual for Program Administration

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Purpose

The Louisiana Trucking Research and Education Council (Council) was created by legislative act for the purpose of developing programs and projects that enhance safety and training, provide research and development, as well as, educate the public with regards to the motor transportation industry.

The Louisiana Trucking Research and Education Council Manual (Manual) is drafted in response to Act ___ of 2019 of the Louisiana Legislature and intended to document the Council's procedures and practices for determining eligibility of a project for the promotion of education, training, research and development for enhanced safety and efficiency within the motor transportation industry.

Administration

The Council is a political subdivision of the state with its domicile as Baton Rouge, Louisiana. A cooperative endeavor agreement was finalized with the Louisiana Motor Transport Association Foundation (Foundation) for the use of staff and resources to carry out the powers and duties of the Council.

FACILITY

Main Office Building
4838 Bennington Ave
Baton Rouge, LA 70808
Tel: (225) 928-5682
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E-mail:
Website: www.

ORGANIZATIONAL STRUCTURE

The administration of the Council is composed of thirteen members as follows:

- Eight members from the trucking industry
- Superintendent of Louisiana State police or designee
- State Superintendent of Education or designee
- Secretary of Louisiana Department of Transportation or designee
- President of Louisiana Community & Technical College or designee
- Secretary of Louisiana Workforce Commission or designee

The members of the Council have an elected Chairman, Vice Chairman and Secretary-Treasurer from the trucking industry members.

The Executive Director of the LMTA and Foundation functions as the Program Director for the Council. The Program Director is responsible for all activities necessary for administration of the programs and projects, including but, not limited to project initiation, monitoring, oversight and coordination. The Executive Director is responsible to the Council.

MEETINGS

Meeting of the board shall normally be held at the place of its domicile but may be held at other locations within the state as determined by the chairman or the board.

The Council shall meet no less than twice a year or at such other times as called by the Chairman, or when requested by the Program Director.

Council meetings are subject to Open Meetings Law of the state.

An affirmative vote of a majority of the members present and constituting a quorum shall be required for the adoption of any motion or resolution involving action of the Council.

FUNDING

The funding for the Council's program is supported solely by a surcharge imposed on all Class 1 and Class 2 registration fees for trucks and trailers in excess of 23,999 pounds pursuant to RS 47:462(B)(3)(a).

Annual Work Program

The Annual Work Program is the schedule of tentative programs and projects approved by the Council and identifies activities planned to be undertaken in one fiscal year. The scheduled period coincides with the fiscal year for the Council beginning July 1 of each year and ending June 30 of the following year. Any project not completed for the Annual Work Program for a fiscal year, will be carry forward to the Annual Work Program for the next fiscal year.

PROJECT IDENTIFICATIONS

Projects are identified through an annual solicitation of activity request statements from the _____ community at large. Activity request statements received by the Council are assigned to the Program Director for initial review for need and implementation potential. After the Program Director's review, the activity request statements are then submitted to the Council at the next scheduled Council meeting for evaluation according to need and implementation, resulting in a priority list. This priority list is incorporated in the Annual Work Program.

In addition to the annual solicitation, unsolicited activity request statements may be submitted to the Council through the Program Director at any time.

ACTIVITY REQUEST STATEMENTS

An activity request statement should contain the following information:

- Title of Project
- Name of the entity or party requesting the project
- Amount of funding required for the project
- Dates the project is to be conducted
- Location of the project
- Audience to whom the project is directed (e.g. industry, public, state entity, etc)
- Detailed project budget
- Statement of the methodology as to how the effectiveness of the project will be evaluated, the anticipated results and anticipated benefits to the audience

APPROVAL PROCESS

Activity request statements for projects will be submitted to the Council ten days prior to the Council meeting at which the projects approval is considered.

A representative of the entity or party requesting project approval will be present at the Council meeting where the project is considered and make a presentation of the project.

Project approval shall require a majority vote of the Council.

CHANGES & AMENDMENTS

If unanticipated changes in funding or work activities for project occur during the calendar year the Annual Work Program for that calendar year may be amended. Amendments will be required if additional funds, additional activities, reduction in funds or reduction in activities equal to or greater than 10% of the total Annual Work Program for that calendar year.

Project Administration

The Program Director, on behalf of Council is charge with oversight of project administration. The Project Director will review all invoices, progress reports, interim and final reports, and requests for changes in project schedule and funding.

PROJECT PROGRESS

During duration of the project, a quarterly progress summary of the project shall be prepared by the entity or party for the project. The quarterly progress reports shall be submitted to the Program Director by the 15th day of the month following end of the quarter.

CLOSE-OUT, TERMINATION, OR SUSPENSION

A project will be active from the date of approval by the Council until a statement of satisfactory completion is issued by the Program Director. The Program Director shall issue a summary evaluating the project which shall be placed in the project files. The Program Director shall report biannual to the Council on all satisfactory completions.

A project may be terminated earlier under any of the following conditions:

- By mutual agreement and consent of the parties hereto
- By failure of the entity or party to comply with the terms, progress or quality of work for a project
- By failure of the Council to receive funding to continue with a project or program.

Upon approval of the Council, the Program Director will provide 30 day written notice of termination to the entity or party for the project. Within 30 days of termination, the cost of project work accomplished until the date of termination notice will be paid to the entity or party for the project.

Council may, at its sole discretion, suspend a project. Upon approval of the Council, the Program Director will provide 30 day written notice of suspension to the entity or party for the project.

The Program Director, on behalf of Council is charge with oversight of the Annual Work Program. The Project Director will review all invoices, progress reports, and requests for changes in project schedule and funding. The Program Director will be responsible for final project summary evaluations and issuance of project statements of satisfactory completion.

The Program Director will report progress of all projects and the Annual Work Program to the Council.