

WOMEN OF TRUCKING ADVISORY BOARD CHARTER

1. **COMMITTEE'S OFFICIAL DESIGNATION:** The committee's official designation is the Women of Trucking Advisory Board (WOTAB).
2. **AUTHORITY:** The Board is established as a statutory committee under the authority of section 23007 of the Infrastructure Investment and Jobs Act (IIJA), Pub. L. 117-58 (2021), established in accordance with the provisions of the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C. Ch. 10. The formation and use of WOTAB are determined to be in the public interest.
3. **OBJECTIVES AND SCOPE OF ACTIVITIES:** The Federal Motor Carrier Safety Administrator, or his or her designee, shall task WOTAB with reviewing and reporting on policies that provide education, training, mentorship, or outreach to women in the trucking industry; and recruit, retain, or advance women in the trucking industry. WOTAB will provide advice and recommendations to the Secretary of Transportation through the Administrator of the Federal Motor Carrier Safety Administration (FMCSA).
4. **DESCRIPTION OF DUTIES:** The Board shall act solely in an advisory capacity. Duties include the following:
 - a. Gathering information as necessary to discuss issues presented by the Designated Federal Officer (DFO).
 - b. Deliberating on issues relevant to opportunities for women in the trucking industry and their recruitment, training, advancement, and retention.
 - c. Providing written consensus advice to the Secretary, through the FMCSA Administrator, concerning the following barriers and industry trends that directly or indirectly discourage women from pursuing and retaining careers in trucking:
 - i. Any particular barriers and trends that impact women minority groups.
 - ii. Any particular barriers and trends that impact women who live in rural, suburban, or urban areas.
 - iii. Any safety risks unique to women in the trucking industry;
 - iv. Ways in which the functions of trucking companies, nonprofit organizations, training and education providers, and trucking associations may be coordinated to facilitate support for women pursuing careers in trucking.
 - v. Opportunities to expand existing opportunities for women in the trucking industry.
 - vi. Opportunities to enhance trucking training, mentorship, education, and advancement and outreach programs that would increase the number of women in the trucking industry.

5. **REPORT:** Not later than 2 years after the date of enactment of this Act, the Board shall submit to the Administrator a report containing the findings and recommendations of the Board, including recommendations that companies, associations, institutions, other organizations, or the Administrator may adopt to address the following:

- a. Any identified industry trends.
- b. Opportunities to coordinate the functions of trucking companies, nonprofit organizations, and trucking associations in a manner that facilitates support for women pursuing careers in trucking.
- c. Ways to take advantage of any new opportunities identified, including ones that:
 - i. create new opportunities to expand existing scholarship opportunities for women in the trucking industry; and
 - ii. enhance trucking training, mentorship, education and outreach programs that are exclusive to women.

6. **AGENCY/OFFICIAL TO WHOM THE COMMITTEE REPORTS:** The Board shall report to the Secretary of Transportation through the FMCSA Administrator. The Administrator is the sponsor and evaluates the recommendations produced by the Board.

7. **SUPPORT:** The FMCSA's Office of Policy will provide necessary funding, logistics, and administrative support for the Board.

8. **ESTIMATED ANNUAL OPERATING COSTS AND STAFF YEARS:** The annual operating costs associated with WOTAB's functions are estimated to be \$50,000 including all direct and indirect expenses. The cost estimate includes 0.34 full-time equivalent positions that are required to support the Board.

9. **DESIGNATED FEDERAL OFFICER (DFO)**

- a. The DFO for the Board is FMCSA's Associate Administrator for Policy or his or her designee.
- b. The DFO will approve or call all WOTAB and subcommittee meetings, prepare and approve all meeting agendas, attend all WOTAB and subcommittee meetings, adjourn any meetings when he or she determines adjournment to be in the public interest, and chair meetings when directed to do so by the Secretary.

10. **ESTIMATED NUMBER AND FREQUENCY OF MEETINGS:** WOTAB meetings will be held approximately twice a year.

11. **DURATION:** Continuing.

TERMINATION: Unless otherwise renewed in accordance with FACA, the committee will terminate 2 years after the date on which this charter is filed or upon submission of the report to Congress described in section 23007(d)(4), whichever is soonest.

12. **MEMBERSHIP AND DESIGNATION**

- a. The Board shall comprise no fewer than eight members appointed by the FMCSA Administrator for up to 2-year terms.
- b. Members serve at the pleasure of the FMCSA Administrator. The FMCSA Administrator may extend appointments and may appoint replacements for members who have resigned outside a stated term, as necessary.
- c. The FMCSA Administrator may reappoint members.
- d. The members will be selected from among individuals from the following categories, of which no one member may be appointed to satisfy more than one:
 - i. Not fewer than one shall be a representative of large trucking companies.
 - ii. Not fewer than one shall be a representative of mid-sized trucking companies.
 - iii. Not fewer than one shall be a representative of small trucking companies.
 - iv. Not fewer than one shall be a representative of nonprofit organizations in the trucking industry.
 - v. Not fewer than one shall be a representative of trucking business associations.
 - vi. Not fewer than one shall be a representative of independent owner- operators.
 - vii. Not fewer than one shall be a woman who is a professional truck driver.
 - viii. Not fewer than 1 shall be a representative of an institution of higher education or trucking trade school.
- e. Members shall serve as Representatives.
- f. To ensure the recommendations of the Board have considered the needs of diverse groups served by the Department, the membership of the committee shall, to the extent practicable, include persons with lived experience and knowledge of the needs of underrepresented groups with regard to race, ethnicity, religion, disability, sexual orientation, gender identity, and other factors.
- g. Members may continue to serve until their replacements have been appointed.
- h. The FMCSA Administrator shall designate a chair from among members of the Board.

13. **SUBCOMMITTEES**: The FMCSA Administrator is authorized to establish subcommittees. Subcommittees shall not work independently of the chartered WOTAB and shall report their recommendations and advice to the full WOTAB for deliberation and discussion. Subcommittees must not provide advice or work products directly to FMCSA or U.S. Department of Transportation.

14. **RECORDKEEPING**: The records of WOTAB, formally and informally established subcommittees, or other subgroups of the Board, shall be handled in accordance with General Records Schedule 6.2 or other approved agency records disposition schedule. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. § 552.

15. **FILING DATE**: This charter is effective February 11, 2024, which is the filing date, and will expire 2 years after this date, unless sooner terminated, on February 11, 2026.