1. Clearinghouse for Older Road User Safety (ChORUS)

1.1 Content Oversight Panel (COP)

1.1.1 Composition

The Content Oversight Panel (COP) shall be responsible for implementing the policies and procedures to identify, vet, approve/reject, publish, and maintain content for the Clearinghouse for Older Road User Safety (ChORUS), which is found at www.roadsafeseniors.org. As the owner of ChORUS and its registered domain, the Roadway Safety Foundation (RSF) shall be the final arbiter regarding the posting of content.

The COP shall consist of: the Roadway Safety Foundation as the Point of Contact (POC) for the Federal Highway Administration (FHWA); the POC for the National Highway Traffic Safety Administration (NHTSA); and appointed Subject Matter Experts (SMEs).

1.1.2 Qualifications and Procedure

1.1.2.1 The criteria for membership on the COP include expert industry knowledge and experience; ability to critically assess the quality, objectivity, utility, and integrity of information being considered for inclusion on the ChORUS website; and knowledge and understanding of the federal laws and regulations governing the implementation, operation, and maintenance of ChORUS. The COP will be chaired by RSF and the NHTSA POC, who together will appoint SMEs. The NHTSA POC will maintain primary contact lists of active SMEs.

1.1.3 Content Approval Criteria

1.1.3.1 General Policy

ChORUS content (including external links) shall be consistent with the purpose of the ChORUS, and the COP shall ensure objectivity in its review and approval process. RSF reserves the right to veto content that has been approved by the COP, particularly when any such content is considered objectionable by NHTSA and/or FHWA.

1.1.3.2 Document Approval Criteria

The COP shall comply with the Information Quality Act, Pub. L. No. 106-554, section 515 and the related Office of Management and Budget's (OMB) Guidelines for Ensuring and Maximizing the Quality, Objectivity, Utility, and Integrity of Information Disseminated by Federal Agencies (67 FR 5365).

Additionally, the COP shall evaluate documents for these additional criteria:

- Compliance with prohibition of lobbying laws
- Organizational Conflict of Interest (OCI)
- Vendor advertisements

Vendors often publish white papers and other information that may be appropriate for inclusion in the ChORUS. ChORUS will not include these types of items unless submitted by the vendor. The COP will review the content request and shall take particular care to identify information within the document of an advertising nature. The COP may request the vendor to submit a version that does not contain information of an advertising nature.

1.1.3.3 Linking Policy

External websites whose content is not controlled by NHTSA and FHWA or the ChORUS must be presented in a way to indicate that the website is not part of the ChORUS website. Links will be to specific data. The only general links to a website for reference will be limited to governmental and non-profit organizations.

The following disclaimer shall appear in the Terms of Use, available on the navigation bar of www.roadsafeseniors.org and required to be accepted by any registered users of the service:

Requirements) of the Rehabilitation Act

The appearance of links on this site does not constitute endorsement of the sites, or the information, products, or services contained in these sites by RSF or its partners. The above parties do not exercise any editorial control over information found at these locations. You agree that RSF does not make any representations about such Websites or their information, software, products, services or materials, and is not responsible for any content, associated links, resources, or services associated with a third party Website. You further agree that if you should access any of the third party websites linked to this Website, you do so at your own risk, and RSF shall not be liable for any loss or damage of any sort associated with your use of third party content. Links and access to these Websites are provided for your convenience only.

The listing of products and services on this web site should not be interpreted as an endorsement by the parties involved.

Logos and names used herein may be trademarks and should not be copied without permission of the owner.

If a user finds broken links, please notify ChORUS administrative staff at contact@roadsafeseniors.org. If a user wishes to submit a request to add a link or inquire about linking criteria, please submit your request via the Web form provided.

1.1.3.4 Linking Approval Criteria

The criteria for approving links to other websites shall be:

- Does the recommended website provide information that is consistent with the mission of the ChORUS?
- Does the recommended website content complement existing information and services on the ChORUS website?
- Does the recommended website have content that is relevant, useful, and authoritative for the ChORUS community?
- Is the recommended website an official government-owned or supported website?

- Does the recommended website provide official government information or services?
- Does the recommended website information appear to be accurate and current?
- Is the recommended website accessible and applicable to a wide audience?
- Is the recommended website "user-friendly?".
- Does the recommended website have a posted privacy policy that clearly describes the organization's information-handling practices and is consistent with the government's privacy and security polices?
- Is the recommended website a private sector industry/vendor-owned or supported website?

1.1.3.5 Linking Procedure

All hyperlinks to external websites will open in a new browser window. The name of the external website will be clearly identified by title or logo.

1.1.3.6 Review and Approval Procedure

The COP shall evaluate and vote on each content request using a content evaluation matrix (see Appendix A).

COP members are notified via e-mail that there is content to be reviewed, and the evaluation process is then performed via the Web. COP members shall complete and submit an evaluation matrix for each item of content within seven business days of the date of the content notification.

Any item approved by a simple majority shall be added to the ChORUS website by the administrative staff, in consultation with NHTSA and FHWA when appropriate.. Any item not receiving majority approval or otherwise in contention may be reopened for consideration at the request of any member of the COP.

After the COP has made a determination to include content on the ChORUS website, the administrative staff shall add the content to the website in compliance with ChORUS policies and procedures for updating the site.

1.1.4 Special Provisions for Copyrighted Material

1.1.4.1 Policy

Individuals who submit material to be included in the Older Driver Clearinghouse (ChORUS) are required to confirm their authority to submit copyrighted material, if the material is copyrighted.

1.1.4.2 Procedure

The following text regarding copyrighted materials shall appear when users log in to submit new content on the ChORUS website:

> I, the submitter, certify that this material is not copyrighted and I have the right and authority to authorize its use, or if this material is copyrighted, I have the right and authority to grant the ChORUS website permission to use this material.

1.1.5 Special Provisions for Photographs

1.1.5.1 Policy

Generally, ChORUS should have permission from photographers and models (if people are pictured) before using the photos. This does not apply to photos that are in a submitted document or another website, or to which all rights have been purchased from a stock photography website.

1.1.5.2 Procedure

Appropriate release forms shall accompany all photographs submitted for use on the ChORUS website or publications. All persons submitting photos or electronic images for use in print or on the website shall provide said photos or images in the formats described in the release form provided in Appendix B. The guidelines for submitting photographs/images to ChORUS are listed below and are also included in Appendix C:

Photos for Print: Photographs used in publications that go to offset commercial printing require a much higher resolution, 300 dpi (dots per inch). If digital photos are provided, please submit a high-resolution file of the photo, at 300 dpi, in a TIFF or EPS file format. JPEG and GIF formats, while fine for website placement, are not recommended for offset printing. Please store the images on compatible media such as a ZIP disk or CD-ROM, along with a form clearly indicating what files are on the disk/CD, the format, file size, and color values: CMYK (Cyan, Magenta, Yellow, and Black) or PMS (Pantone Matching System).

Photos for the Web: Photos used in electronic publications or the Web do not require high resolution, but if in high resolution, can be converted to a lower resolution. Submit these photos using a ZIP disk or CD-ROM, with at least 72 dpi resolution, in a JPEG or GIF format. The color value should be RGB (Red, Green, and Blue) for images used on the website. Please include a form that clearly indicates the files on the disk/CD, along with details on those files (format, file size, etc.).

1.1.5.3 Removing Content Policy

As the owner of ChORUS and www.roadsafeseniors.org, RSF is responsible for ongoing maintenance and review of the Clearinghouse. As detailed below, this may include removal of content and/or identification of appropriate updates/replacements.

1.1.5.4 Procedure

At a minimum, the administrative staff shall review content on a monthly basis, compile a list of relevant or non-relevant content, and make recommendations for possible removal or archive. For example, all documents or links that were posted in January will be reviewed in January. This schedule will follow for each month throughout the year. As part of its ongoing maintenance of ChORUS, RSF may from time to time remove content due to items being outdated, superseded, discredited, obsolete, or non-functional (e.g., broken links). At times, it may be appropriate to convene the COP to make a judgment about whether content should be removed or updated.

All external links must be checked to assure their continued relevance and/or suitability. If the content of a link becomes questionable, objectionable, outdated, or no longer relevant in supporting the purpose of ChORUS, the administrative staff will include it in the list that will be referred to the COP for review and possible removal. ChORUS users finding such links may also request their removal via contact@roadsafeseniors.org.

When a link does not work, the administrative staff will work with the host organization to ascertain whether the link is truly obsolete or whether the uniform resource locator (URL) has changed but the content is still present on the host organization's website. In the former case, the administrative staff will remove the link. In the latter case, the administrative staff shall work with the host organization to re-establish the link if the content still meets ChORUS's linking criteria.

The administrative staff shall report to the COP using a form, which documents the action taken for each item of content. The completed form shall be sent via e-mail to the COP.

Appendix A. Content Evaluation Matrix

Documents

The COP's evaluation criteria for documents shall comply with the Information Quality Act, Pub. L. No. 106-554, section 515 and the related Office of Management and Budget's (OMB) Guidelines for Ensuring and Maximizing the Quality, Objectivity, Utility, and Integrity of Information Disseminated by Federal Agencies" (67 FR 5365). According to the OMB, the more important the information, the higher the quality standards to which it should be held; for example, in those situations involving ''influential scientific, financial, or statistical information.''

OMB defines ''quality'' as the encompassing term, of which ''utility,'' ''objectivity,'' and ''integrity'' are the constituents. ''Utility'' refers to the usefulness of the information to the intended users. ''Objectivity'' focuses on whether the disseminated information is being presented in an accurate, clear, complete, and unbiased manner, and, as a matter of substance, is accurate, reliable, and unbiased. ''Integrity'' refers to security—the protection of information from unauthorized access or revision, to ensure that the information is not compromised through corruption or falsification. OMB modeled the definitions of ''information,'' ''government information,'' ''information dissemination product,'' and ''dissemination'' on the longstanding definitions of those terms in OMB Circular A–130, but tailored them to fit into the context of these guidelines.

Links

User friendliness shall be defined as easy to understand and simple to navigate, with clear indication of how to use the site through such features as graphics, menus, and user-prompts. A user-friendly website should also make it clear where the user can seek help (e.g., help menu, FAQ listing, and administrator contact information). User-friendliness is an aspect of the ChORUS Content Evaluation Matrix included below.

Evaluation Matrix

The following page includes a form for members of the COP to use during content evaluation for ChORUS website. The form is split between the areas outlined above – documents and links.

Older Driver Clearinghouse (ChORUS) Content Evaluation Matrix

Documents Evaluation Matrix			
Criterion (in order of importance)	**Yes**	**No**	**Notes**
Utility			
Quality			
Objectivity			
Integrity			
Accurate			
Authoritative			
Poses a Potential Organizational Conflict of Interest			
Complies with Prohibition of Lobbying Laws			
Contains Vendor Advertisements			
Totals			

Links Evaluation Matrix			
Criterion (in order of importance)	**Yes**	**No**	**Notes**
Does the recommended website provide information that is consistent with the mission of the Older Driver Clearinghouse (ChORUS)?			
Does the recommended website content complement existing information and services on the Older Driver Clearinghouse (ChORUS) website?			
Does the recommended website have content that is relevant, useful, and authoritative for the ChORUS community?			
Is the recommended website an official government-owned or -supported website?			
Does the recommended website provide official government information or services?			
Does the recommended website information appear to be accurate and current?			
Is the recommended website accessible and applicable to a wide audience?			
Is the recommended website "user-friendly"?			
Does the recommended website have a posted privacy policy that clearly describes the organization's information-handling practices and is consistent with the government's privacy and security polices?			
Is the recommended website a private sector industry/ vendor-owned or -supported website?			
Totals			

Appendix B. Photo Submission Guidelines

The following page includes the guidelines for submitting photographs/images to ChORUS. These guidelines should be available on the ChORUS website so that any party seeking to submit photos can understand the submission criteria. Remember that the Photo Release Form included in Appendix C of this document must accompany any submitted photo(s).

GUIDELINES FOR SUBMITTING PHOTOGRAPHS/IMAGES TO
Clearinghouse for Older Road User Safety (ChORUS)

FOR USE IN PRINT AND ELECTRONIC PRODUCTS

The Clearinghouse for Older Road User Safety (ChORUS) encourages its partners and users to submit photos suitable for use in our publications. When submitting photos or electronic images, please follow these guidelines:

Photos for Print: Photographs used in publications that go to offset commercial printing require a much higher resolution, 300 dpi (dots per inch). If you are submitting photos already imaged onto paper, our staff will scan those photos for the publication. If digital photos are provided, please submit a high-resolution file of the photo, at 300 dpi, in a TIFF or EPS file format. JPEG and GIF formats, while fine for Web placement, are not recommended for offset printing. Please store the images on compatible media such as a ZIP disk or CD-ROM, along with a form clearly indicating what files are on the disk/CD, format, file size, and color values: CMYK (Cyan, Magenta, Yellow, and Black) or PMS (Pantone Matching System).

Photos for the Web: Photos used in electronic publications or the Web do not require high resolution, but if in high resolution can be converted to a lower resolution. Submit these photos on a ZIP disk or CD, with at least 72 dpi resolution, in a JPEG or GIF format. The color value should be RGB (Red, Green, and Blue) for images used on the Web. Please include a form that clearly indicates the files on the disk/CD, along with details on those files (format, file size, etc.).

For more information: Contact the ChORUS team at contact@roadsafeseniors.org

Appendix C. Photo Release Form

The following page includes a release form for authorization for use of images and/or photographs. This form must accompany any photo supplied by an outside source. This form indicates that the human subjects authorize ChORUS to use the photo in its publications and/or on the ChORUS website.

RELEASE FORM

AUTHORIZATION FOR USE OF IMAGES/PHOTOGRAPHS

I, _____ (print or type name), give my permission to the Clearinghouse for Older Road User Safety (ChORUS) to use, reproduce, publish, exhibit, and disseminate the images/photographs listed below, and to allow others to do so.

I understand that these images/photographs will be used by ChORUS, and others authorized by ChORUS, only for public education purposes related to issues of public safety, and in no event for commercial purposes. Further, these images/photographs may be included in public information and education products, including print and electronic publications. I further understand that ChORUS is not responsible for the unauthorized use of the images/photographs by any third party.

Description of Images/Photographs:

_____

_____

_____

_____

Signature

_____

Date

_____

Signature of Parent/Guardian

_____