**TRANSPORTATION POOLED FUND PROGRAM**

**QUARTERLY PROGRESS REPORT**

Date: \_\_\_\_\_\_\_1/23/2025\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lead Agency (FHWA or State DOT): \_\_\_\_\_\_\_\_FHWA\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INSTRUCTIONS:**

*Project Managers and/or research project investigators should complete a quarterly progress report for each calendar quarter during which the projects are active. Please provide a project schedule status of the research activities tied to each task that is defined in the proposal; a percentage completion of each task; a concise discussion (2 or 3 sentences) of the current status, including accomplishments and problems encountered, if any. List all tasks, even if no work was done during this period.*

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| **Transportation Pooled Fund Program Project #**  **TPF-5(489)** | | **Transportation Pooled Fund Program - Report Period:**  Quarter 1 (January 1 – March 31)  Quarter 2 (April 1 – June 30)  Quarter 3 (July 1 – September 30)  **X**Quarter 4 (October 1 – December 31) | |
| **Project Title:**  **Safety Service Patrol Standardization and Management Practices** | | | |
| **Name of Project Manager(s):**  **Paul Jodoin, James Austrich** | **Phone Number:**  **(202) 366-5465; (202) 366-0731** | | **E-Mail:**  [paul.jodoin@dot.gov](mailto:paul.jodoin@dot.gov)  james.austrich@dot.gov |
| **Lead Agency Project ID:** | **Other Project ID (i.e., contract #):** | | **Project Start Date:** |
| **Original Project End Date:** | **Current Project End Date:**  **N/A** | | **Number of Extensions:** |

Project schedule status:

X On schedule □ On revised schedule □ Ahead of schedule □ Behind schedule

Overall Project Statistics:

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| **Total Project Budget** | **Funds Obligated this year** |
| The maximum 5 year budget for this project is $1,518,000  from 4/4/22-4/3/2027 | Of this amount:  $1,175,000 has been contributed so far |

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| ***Quarterly*** Project Stat  **Project Description**:  The pool fund effort was set up to combine multiple state resources to fund research in operational aspects of Safety Service Patrols. The group sets priorities for the research budgets and FHWA contracts to have the research performed. |

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| **Progress this Quarter (includes meetings, work plan status, contract status, significant progress, etc.):** Ongoing Research  * Draft Chapters 1, 2, and 4 were circulated and updated with comments and feedback * Chapter 3 Draft is complete * Revised State Profile Drafts * Draft white paper on sponsorship delivered * Members continued to upload files to the filesharing structure to inform the research * Phase 2 is in the planning stages * Interviews with member states began  Quarterly Meeting  * The quarterly meeting took place in virtually on January 15th |
| **Anticipated work next quarter**:   * The next quarterly meeting will be held in January * Interviews to be complete * Sponsorship whitepaper finalized and distributed * Chapter 3 distributed * Interviews completed |

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| **Significant Results:**  The pooled fund had its first in person annual meeting across May 3rd and 4th, hosted by NCDOT in Raleigh.  The pooled fund had its second in person annual meeting across May 1st and 2nd, hosted by the USDOT Volpe Center.  The pooled fund has developed a draft for the synthesis report, *Safety Service Patrol (SSP) Overview: A Synthesis Report*, which will be the deliverable for Phase 1 of the initial PFS research project. |
| **Circumstance affecting project or budget. (Please describe any challenges encountered or anticipated that**  **might affect the completion of the project within the time, scope and fiscal constraints set forth in the**  **agreement, along with recommended solutions to those problems).**  N/A |

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| **Potential Implementation:**  The pooled fund has developed an outline for a synthesis report: *Proven Vehicle Set-Ups and Roadway Layouts for Effective Response* that aims to be a single consolidated resource to describe and classify roadway response layouts and vehicle loadouts from existing SSP programs. This document is intended to be used as a reference for transportation agencies seeking to create, improve, or standardize parts of their SSP program. |