



Road Ranger Safety Meeting 12/06/2023

Metric Engineering on behalf of FDOT District 2



ROAD RANGER SAFETY MEETING AGENDA

December 6, 2023

- | | |
|-------------------------------------------------|------------------------------------------------|
| 1. FIRST COAST ROAD RANGERS PRESENTATION | Marshall Adkison |
| 2. FDOT ITS Operations | Dee Dee Crews |
| A. MOT General Discussion | |
| B. Safety | |
| C. Procedural Errors | |
| D. Road Ranger Operations Interaction | |
| a. Communication | |
| b. Dispatch | |
| c. Event Information | |
| E. Phone / Tablet Issues | |
| F. Safe Tows | |
| 3. AVL | Shelby Mullins/Dee Dee Crews |
| A. Breaks/ Shift Changes | |
| B. Inspections | |
| 4. RTMC SUPERVISOR CONCERNS | Amanda Nichols |
| 5. ROAD RANGER OPERATOR QUESTIONS | |
| 6. ACTION ITEMS | |
| 7. FINAL COMMENTS | FDOT/ 1st Coast Road Rangers |

Contractor Meeting:

- **TBD**

- Chris began meeting by introducing new employees
- Chris discussed topics that will be gone over today
- Chris went over thing to do before leaving the yard
 - Clean and wash the trucks inside and out
 - Get all trash out of the truck at the end of each shift
 - Check operation of horns, lights, blinkers etc.
 - Check all fluids
 - Make sure tools are present and secured
 - Take inventory before leaving the yard
 - Double check hygiene and uniforms
- Chris reminded road rangers of F.S. 316.003 that they classify as emergency vehicles. However, be safe no matter what you are doing as you will take responsibility
- Chris advised things to do while driving
 - Drive in the right lane, 5mph below the posted speed limit.
 - Look 3 times when merging into traffic
 - Keep proper distance, 3 car lengths, from the vehicle in front of you
 - No texting while driving
- Chris advised things to do while at an event
 - Stop safely, if you pass an event go to the next exit turn around and come back
 - Do not use official turn arounds
 - Pull off the road to read message or type in an event
 - Follow chain of command at an event, safety first
 - On all stops call TMC and put sign boards up
 - Stay in communication with TMC throughout the event
 - Get all vehicle information
 - All 24 cones get placed out on every event. Do not use any other items for MOT such as construction barrels
- Chris reminded road ranger you are on route for the duration of your shift

- Do not stage
 - Do not park
 - Do not come off route early to be back at the yard when your shift ends
- Chris went over procedural errors
 - Again, stay in communication with TMC
 - If you can not put out your cones or all 24 cones you must notify TMC as to why you are not doing so
- Chris discussed general safety notes
 - You must always wear your seat belt
 - Do not follow motorist unless TMC request it
 - Slow down when being passed by other vehicles
- Chris went over break notes
 - Limit breaks to 15 minutes
 - Do not take breaks during peak travel times unless its an emergency
 - If you get held up on an event, you can take a break afterwards however, notify your supervisor and TMC so it is noted
- Road ranger suggested a training program for new road rangers
 - Topic was discussed and Chris agreed and said they would make up a plan for consistency
- Chris went over shift change notes
 - Get off the yard by 6:15 and limit shift changes to 15 minutes
- Chris discussed MOT notes
 - All 24 cones get placed out
 - Do not turn your back to traffic
 - Assume on coming traffic will not see you
 - Put a barrier between yourself and on coming traffic
 - Always assume someone will hit your truck
 - Do not sit in your vehicle parked at an event

- Do not get into a hurry
- Chris showed MOT pictures
- Chris went over some general notes
 - Create an event and give the tag to TMC before giving fuel
 - 24/7 routes do not get over time codes
 - Turn all safe tow codes into the office
 - Be short and factual on the radio
 - Do not accept any tips of compensation
 - Do not recommend services to motorists
 - Never take pictures of an event or post your employment as FCRR then post negative comments
- Chris reminded road rangers company cell phones are for communication with TMC and FCRR only
 - Motorists can use phone if they do not have one
- Chris went over where to go for help within the company
- Chris went over HR notes
 - We are taking notes of performance
 - 401K
 - Policy updates coming in January including vacation policy
- Chris asked if there has been issues with other vendors
- Chris concluded meeting



Road Ranger Safety Meeting

Wednesday, December 6th 2023

Duval



NAME	ORGANIZATION	ADDRESS	JOB TITLE	PHONE	EMAIL ADDRESS
Chris M	FCRR	Phillips	RR		
Cameron Glisson	FCRR	Phillips	RR		
Matthew Barnard	FCRR	Phillips	RR		
Scott Kuitens	FCRR	Phillips	RR		
Thomas Hudson	FCRR	Phillips	RR		
Cameron Richardson	FCRR	Phillips	RR		
Richard Allen	Fork	Phillips	RR		
Brendan Nelson	FCRR	Phillips	RR		
Jose Serrano	FCRR	Phillips	VIC		
Bryce Lewis	FCRR	Phillips Hwy	RR		
D. L. Whitford	FCRR	Phillips Hwy	RR		
Stephen Summers	FCRR	Phillips Hwy	RR		
Jerry Lora	FCRR	Phillips	EL		
Nick Casen	FCRR	Phillips	NC		
Tina Dixon	FCRR	Phillips	Sup		