



Road Ranger Safety Meeting 10/04/2023

Metric Engineering on behalf of FDOT District 2



ROAD RANGER SAFETY MEETING AGENDA

October 4th, 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 advised the topics that will be discussed
- Chris went over things to do before leaving the yard
 - Wash trucks inside and out
 - Check operation of all fluids
 - Check that all tools are present and secure
 - Double check uniform and hygiene
- Chris reminded all road rangers of F.S. 316.003 authorizing road rangers as emergency vehicles
- Chris discussed things to do while driving
 - Drive in the right lane, 5 mph below posted speed limit
 - Look three times before changing lanes and merging into traffic
 - Keep proper distance from the vehicle in front of you
 - No texting while driving
- Chris advised things to do at an event
 - Stop and drive safely, do not slam on brakes and do not speed to get to an event
 - If you miss the event, go down to next exit and turn around
 - All 24 cones get deployed at an event
- Chris reminded road rangers you are on route for the duration of your shift
- Chris went over procedural errors
- Chris went over general safety notes
 - Make sure you are wearing your seat belt all of the time
 - Florida law requires seat belts on all drivers and passengers at all times
 - Do not follow motorist unless TMC request it
 - When being passed by a vehicle, slow down and let them pass
- Chris advised we are halfway through with hurricane season. Always be prepared
- Chris discussed break and shift change notes
 - Limit breaks to 15 minutes

- Do not take breaks during peak traffic times
 - Get off the yard by 6:15 for shift changes
 - Limit shift changes to 15 minutes
 - Make sure you are not calling off shift before shift is over
- Chris went over flagged break times and shift changes
- Dee Dee advised do not take your break right before you go off of shift
- Chris showed road rangers a few job well done emails
- Chris went over MOT notes
 - All 24 cones get placed out
 - Pay attention to your surroundings
 - Do not switch out cones with other vendors
- Chris showed MOT pictures
- Chris went over general notes
 - Get approval from TMC before giving out fuel
 - 24/7 routes do not get overtime codes
 - Turn in safe tow codes to the office
 - Be factual on the radio
 - Do not accept any tips or compensation
 - Do not recommend any services to motorists
 - Do not take pictures of an event unless directed by TMC
 - Do not post employment as FCRR on social media
- Chris discussed company cell phone usage
 - Do not send or receive personal text messages
 - Do not turn on hot spot
 - Do not stream videos
 - Motorists can use the phone if necessary
- Chris advised where to go for help for Road Ranger issues

- Chris went over some HR notes
 - As of October 1st, hourly rate has went up \$2 per hour for everyone
 - Performance – still tracking procedural errors so if your name was on the list, expect a conversation with your supervisor
 - Jackie talked about 401K registration
- Chris asked if there have been issues with any vendors
- Chris concluded meeting



Road Ranger Safety Meeting
Wednesday, October 4th 2023
 Duval



NAME	ORGANIZATION	ADDRESS	JOB TITLE	PHONE	EMAIL ADDRESS
Scott Kuitens	FCRR	Phillips	Sup		
Matthew Baird	FCRR	Phillips	Driver		
Richard Allen	FCRR	Phillips	Driver		
Tina Dawson	FCRR	Phillips	Driver Sup		
Cameron Gilson	FCRR	Phillips	Driver		
Michael Brown	FCRR	Phillips	Driver		
Anthony Roberts	FCRR	Phillips	Driver		
Anthony J. Wiatky	FCRR	Phillips Hwy	Driver	904 450 9397	ajwiatky94@gmail.com
Jane Archer	FCRR	Phillips	Driver	904 333 9129	
Amy Henny	FCRR	Phillips	OPERATOR		
Amanda Nichols	Metrie		SUPERVISOR		
DreDee Crews	EDDT				

