



Road Ranger Safety Meeting 05/10/2023

Metric Engineering on behalf of FDOT District 2



ROAD RANGER SAFETY MEETING AGENDA

May 10th, 2023

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|-------------------------------------------------|------------------------------------------------|
| 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 went over topics that will be covered**
- **Chris reminded the road rangers of things to do before leaving the yard**
 - **Make sure trucks are clean inside and out**
 - **Check operations of the truck and that all fluids are full**
 - **Make sure all tools are present and in the truck**
 - **Double check hygiene and uniforms**
- **Chris discussed F.S. 316.003**
 - **Classifies road rangers as emergency vehicles however do not use official use turn arounds**
- **Chris went over general safety and things to do while driving**
 - **Drive 5mph below posted speed limit in the right lane**
 - **Look 3 times before merging into traffic**
 - **Keep proper distance from the vehicle in front of you**
 - **Do not text and drive**
- **Chris reminded road rangers of things to do at an event**
 - **Do not stop quickly for an event, go to next exit, turn around and come back**
 - **Do not use official turn arounds**
 - **Pull off the road to use phone or type in event information**
 - **First person on scene is always in charge of the event**
 - **Call all stops into TMC and have sign boards up**
 - **Stay in communication with TMC, keep them informed on the situation**
 - **Get all vehicle information**
 - **Put all 15 cones out**
- **Chris went over the procedural errors for the month**
- **Chris reminded road rangers to always wear your seat belt as it is the law**
- **Chris advised road rangers to never follow a few**
 - **Call the information into TMC if it is a reckless driver etc but never follow the vehicle**
- **Chris showed diagram of how to properly park at an event**
- **Chris discussed break times and shift changes**
 - **Limit breaks and shift changes to 15 minutes**
 - **No breaks during peak hours of 6a-9a and 3p-7p unless it is an emergency**
 - **Do not call off your route before shift is over**
- **Chris went over MOT notes**

- Place all 15 cones out
- Never put your back to traffic
- Always assume other drivers can not see you
- Try to put a barrier between yourself and on coming traffic
- Never trust anyone but yourself
- Do not get in a hurry
- Chris showed multiple MOT pictures of correct and incorrect MOT placement
- Chris reminded road rangers before giving fuel, give the tag and get approval from TMC
- Chris advised 24/7 routes do not get overtime codes
- Chris reminded road rangers that all safe tow codes need to be turned into the office
- Chris advised be factual on the radio and do not post any information on social media
- Chris advised road rangers to never accept tips from motorist as this is against policy and you will be fired
- Chris discussed the new company cell phones that have been coming out
 - Also has been fixing the road rangers AVL issues
 - Do not use cell phones for personal use
- Chris went over the chain of command and where to go for help inside First Coast Road Rangers
- Chris discussed notes from HR
 - Approve your timesheet hours weekly and if you see a mistake, notify your supervisor
 - If you are injured on the job, notify a supervisor immediately
 - If you go to the doctor, be sure to get a clearance note from the doctor that you can return to work
- Chris asked if there have been issues with other vendors
- Chris concluded the meeting



Road Ranger Safety Meeting
Wednesday, May 10th 2023
 Duval



| NAME | ORGANIZATION | ADDRESS | JOB TITLE | PHONE | EMAIL ADDRESS |
|------------------|--------------|----------|-----------|--------------|---------------|
| Jerry Brown | FERR | Phillips | Driver | 904 333 9129 | |
| A. J. Weekley | FERR | Phillips | Driver | 904-450-4097 | |
| Anthony Pearson | FERR | Phillips | Driver | 904-114-3089 | |
| Lina L. Anderson | FERR | PHILLIPS | Sup | 904-AAA-9013 | |
| Robert Barrett | FERR | Phillips | Driver | 904-311-1521 | |
| Matthew Barnard | FERR | Phillips | Driver | | |
| Richard Allen | FERR | Phillips | Driver | | |
| Carson Gibson | FERR | Phillips | " " | | |
| Scott Cousins | FERR | Phillips | Sup | | |
| Jean Doe News | EDOT | | | | |
| Amanda Nichols | Metric | | | | |
| Shelby Mullins | Metric | | Admin | | |
| Justin Firman | F007 | | | | |
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