



Road Ranger Safety Meeting 11/09/2023

Metric Engineering on behalf of FDOT District 2



ROAD RANGER SAFETY MEETING AGENDA

November 09th, 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:

- **Gainesville Tow Truck**
- **Tactical Training**

- Chris began meeting by introducing new employees
- Chris went over the topics to be covered in the safety meeting
- Chris reminded road rangers of things to do before leaving the yard
 - Clean the trucks inside and out
 - Check the operation of the truck and all fluids and supplies
 - Make sure all tools are in the truck
 - Take inventory before you leave the yard
 - Double check hygiene and uniforms
- Chris went over F.S. 316.003 authorizing road rangers as emergency vehicles
- Chris discussed general safety of things to do while driving
 - Drive in the right lane 5 mph below posted speed limit
 - Always look 3 times before merging into traffic
 - Keep the proper distance from the vehicle in front of you
 - No usage of cell phones while driving
- Chris discussed general safety while on an event
 - Do not speed to respond to an event
 - If you pass the event, go to next exit to turn around and come back
 - Do not use official turn arounds
 - Pull off the road to read messages
 - Follow chain of command at an event
 - All stops call in to TMC and put sign boards up
 - Stay in communication with TMC
 - Get all vehicle information
 - Deploy all 24 cones
- Chris reminded road rangers they are on route for the duration of their shift
 - Do not stage
 - Do not park

- Do not come off route early
- Chris discussed procedural errors
- Chris went over 2 general safety reminders
 - Always wear your seatbelt
 - Do not follow motorists unless TMC request it
 - When you are being over taken by another vehicle, slow down
 - Always watch for turn signals of vehicles passing you
- Chris advised we are towards the end of hurricane season
- Chris advised how to properly turn in the median if it is a must
- Chris reminded road rangers of break and shift change notes
 - Limit breaks to 15 minutes
 - Do not take a break during peak traffic times
 - 6am-9am and 3pm-7pm
 - Get off the yard by 6:15am
 - Limit shift changes to 15 minutes
 - Do not take your break near the end of your shift
- Chris went over flagged break times and shift changes
- Chris read a few job well done emails
- Chris discussed MOT notes
 - All 24 cones get placed out
 - Maintain situational awareness at all times
 - Never turn your back to traffic
 - Put a barrier between yourself and oncoming traffic
 - Always assume someone will hit your truck
 - Never get in a hurry
- Chris showed some good and bad MOT pictures
- Chris reminded road rangers of a few general reminders

- Creat the event and give tag to TMC before giving fuel
- 24/7 routes do not get overtime codes
- Turn all safe tow codes into the office
- Be short and factual on the radio
- Do not accept any tips from motorists
- Do not give motorists service suggestions
- Never take pictures of events and post them on social media
- Do not post FCRR as your employer and then post negative comments
- Chris reminded road rangers company cell phones are for work use only
 - Motorists can use company cell phones if they need to make a call
 - Do not send or receive text
 - Do not stream videos or music
 - Do not turn on hotspot
- Chris advised road rangers where to go for help
- Chris discussed some HR notes
 - Taking notes of flagged breaks and shift changes
 - Could be written up based on severity of procedural errors
 - Policy updates are coming in January
- Chris reminded road rangers of some general notes
 - Make sure trucks are clean
 - Uniform shirts need to be buttoned and do not turn hat backwards
 - Stay professional no matter the situation
 - Adkison tow yard is under construction
- Issues with vendors?
- Chris concluded meeting



Road Ranger Safety Meeting

Thursday, November 9th 2023

Duval



NAME	ORGANIZATION	ADDRESS	JOB TITLE	PHONE	EMAIL ADDRESS
Aees Christopher	Road R. FDOT	Boate	RR	A-3417	
MICHAEL Stocco	FLDH	Phillips	RR		
Kenneth Peters	FCRR	Phillip	RR		
Kris Callahan	RR	Boate	RR		
Kyle Swartz	B.E.	Boate Blvd	RR		
A. Harvey	RR	Phillips	RR		
A.S. Weakley	RR	Phillips	RR		
A. Reinhart	RR	Phillips	RR		
Darius L.	RR	Boate	RR		
THOMAS	RR	Boate	RR		
SONS	RR	Boate	RR		
L. Haine Jr.	"	"	"		
M. LIPPENCOTT	FCRR	Boate	RR		
J. Troup	FCRR	Boate	RR		
J. Lewicki	FCRR	Boate	RR		
L. Ewings	FCRR	Boate	RR		