



Road Ranger Safety Meeting 11/4/2020

Metric Engineering on behalf of FDOT District 2

ROAD RANGER SAFETY/TRAINING MEETING AGENDA



November 4, 2020

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

Lisa Sparling/Dee Dee Crews

- A. Breaks/ Shift Changes
- B. Inspections

4. Hurricane Season

Dee Dee Crews

5. Expanded Routes

Dee Dee Crews

7. RTMC Supervisor Concerns

Amanda Nichols

8. Road Ranger Operator Questions

9. Action Items

10. Final Comments

FDOT/1st Coast Road Rangers

CONTRACTOR MEETING

TBD by Dee Dee

Notes:

- Marshall asked the Road Rangers what a safety meeting was for, Marshall explained why we have the safety meetings once a month
- Marshall went over General Safety:
 - o Use of Cell Phones
 - o All stops, your sign board goes up
 - o Inform TMC and stay in communication – please communicate every 15mins with the TMC.
 - o Get vehicle information
 - o Cones deployed
- Marshall went over MOT with the Road Rangers
 - o Must put all cones out
 - o Never turn your back
 - o Picking cones up
 - o Never trust anyone but yourself
 - o Do not get in a hurry
- Marshall went over the fuel procedures. Asked them to please make sure you give TMC the tag number. That is how they track it. You are only allowed fuel 2 times per rolling year.
- Marshall advised the Road Rangers that no overtime code is need for the 24hr shifts. Overtime code has nothing to do with your pay or the truck. Only Road Rangers that need overtime codes are the 6- and 8-hour Shifts.
- Marshall advised the Road Rangers that they can use the Emergency lane if needed. You can use the emergency lane if you do not endanger property or life.
- Marshall will laminate the Emergency Lane law sheet and have the Road Rangers keep it in the glove box of each vehicle. Marshall advised Road Rangers if you get pulled over to show this to the officer. If they write you a ticket after showing this to them to please advise him asap.
- Marshall asked the Road Rangers please do not put any pictures on social media if you took them while in uniform. (accidents, etc.)
- Marshall went over the procedural errors: notify the TMC, deploy all cones, get correct info, advise when leaving event.

- Marshall advised Road Rangers if a Holiday falls on a day you are scheduled, then you are required to work your shift. You will get holiday pay.
- Marshall advised the Road Rangers that their break/shift times look great. Keep up the good job.
- Dee Dee thanked the Road Rangers for staying within the break/shift times.
- Marshall asked the Road Rangers during shift change to please advise the next Road Ranger what they need to restock on the truck.
- Marshall advised the Road Rangers that we are still in Hurricane Season. Please be prepared.
- Marshall asked the Road Rangers to please make sure they have red tags in their trucks.
- Marshall asked the Road Rangers to please make sure they check that the trucks are stocked before leaving the yard. Do not depend on your partner.
- Marshall asked the Road Rangers to please keep your trucks clean and please check all fluids before leaving the yard.
- Marshall asked the Road Rangers to please keep your trucks washed.
- Marshall advised the Road Rangers to not smoke while on shift.
- Marshall asked the Road Rangers to please do not schedule appointments during their scheduled shifts.
- Marshall advised the Road Rangers if they get injured during their shift to please let him know asap. He asked them that if they feel like they can walk it out to please just send an email advising what happened, so they have record of incident.
- Dee Dee advised the Road Rangers that she was looking into the radios.
- Dee Dee thanked the Road Rangers for a job well done. She advised them there has been fewer procedural errors, breaks look good, shift change is good.
- Lisa advised the fire extinguishers are expired/expiring.
- Amanda advised the Road Rangers that if TMC sends you to a location then the TMC should create an event. If they do not please let Amanda know asap. This is only if TMC sends you to an event and they do not create the event.
- Meeting adjourned.



Road Ranger Safety Meeting
Wednesday, November 4th, 2020
 Jacksonville



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