# Brevard Traffic Incident Management and Community Traffic Safety Team Meeting Minutes

**August 24, 2016**
**9:00 a.m. – 10:30 a.m.**

**LOCATION:** Florida Highway Patrol
Training Room
3775 West King Street
Cocoa, Florida 32926

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|---|---|
| **Introductions** | ❖ Sign In – See attached<br>❖ Introduction of Team Members |
| **CTST Discussions/ Presentations** | ❖ CTST Discussions/Issues:<br>▪ Joe Steward spoke to the team about the need for outreach to help in the attendance for the meeting. It was requested that any of the team members that have contacts or ideas to help in outreach to please share with the team.<br>▪ Joe Steward proposed starting a problem/solutions tracking spreadsheet. The spreadsheet would include topics such as officers noting areas that have a lot of crashes or an area that has a lot of signage issues. The items on the sheet would be tracked and brought to the appropriate staff that would be responsible for the issue.<br>▪ Joe Steward informed the team that they received funding for campaigns and will be involved with several this year.<br>▪ Joe Steward asked the team if they would be interested in a local/regional CTST meeting. Additional information on the idea will be discussed in the near future.<br>▪ With the new school year starting, they will be kicking off the Walk to School Day Campaign, which is a global event that involves communities from more than 40 countries walking and biking to school on the same day. It began in 1997 as a one-day event. Over time, this event has become part of a movement for year-round safe routes to school and a celebration – with record breaking participation.<br>▪ Please see attached the District 5 Traffic Fatality Report which was reviewed by the team.<br>▪ To learn more about the CTST team, please visit the CTST website at: http://www.communitytrafficsafety.org/ |
| **Construction Updates** | ❖ FDOT – The view current FDOT construction updates, please visit the following website: http://www.cflroads.com/<br>❖ Brevard County –No updates<br>❖ Cities – No updates |
| **Maintenance Updates** | ❖ FDOT Brevard Operations – Routine maintenance<br>❖ TME – Routine maintenance – Routine maintenance |
| **Traffic Incident Reviews** | ❖ The Brevard County TIM team discussed the following incidents:<br>▪ 03/23/2016 – I-95 Southbound at Mile Marker 187 (552667)<br>▪ 04/06/2016 – I-95 Southbound at Exit 191: CR 509 (555926)<br>▪ 05/28/2016 – I-95 Northbound at Addison Canal (567930)<br>▪ 06/30/2016 – I-95 Northbound at Mile Marker 177 (575840)<br>▪ 07/11/2016 - I-95 Northbound at Valkaria Rest Area (578605)<br>▪ 07/27/2016 – I-95 Southbound at Exit 180: US 192 (582263)<br>▪ 08/02/2016 – I-95 Southbound at Valkaria Rest Rd. (583684) |

**TIM Discussions/ Presentations**

- 2016 Training Conference on Drugs, Alcohol, and Impaired Driving - The recent conference took place August 13-15, 2016. The IACP Drug Recognition Expert Section (DRE) Section has hosted this annual training conference since 1994. This training conference provides certified drug recognition experts, physicians, toxicologists, prosecutors, and other traffic safety professionals with a forum in which to share information, best practices and lessons learned in law enforcement drug recognition settings. Though the technology and practices have changed and are constantly evolving, the conference provides consistent training, professional development, and a national forum for drug recognition experts and others with a professional interest on a broad array of new and emerging issues.
- 2016 Drive Sober or Get Pulled Over Campaign – The campaign will take place from August 17th through Labor Day weekend, law enforcement nationwide will be joining the National Highway Traffic Safety Administration in the high-visibility Drive Sober or Get Pulled Over crackdown campaign.
  - Approximately one-third of all traffic crash fatalities in the United States involve drunk drivers (with blood alcohol concentrations [BACs] of .08 of higher). In 2013, there were 10,076 people killed in these preventable crashes.
  - On Labor Day weekend in 2013, there were 424 crash fatalities nationwide. Almost half (48%) of those fatal crashes involved drivers who had been drinking (.01+ BAC); 38 percent involved drivers who were drunk (.08+ BAC); and more than a fourth (27%) involved drivers who were driving with a BAC almost twice the illegal per se limit (.15+ BAC).
  - In 2013, approximately 1 in 5 child (12 and younger) passenger deaths were in drunk-driving crashes. Seventy-one percent of the time, it was the child's own driver who was drunk.
- Florida Statute Change Regarding Road Rangers – The team was informed about the new Road Ranger Procedure Policy, Topic No. 750-030-015, effective April 1, 2016. The policy states that the Road Rangers are now designated as emergency vehicles under Florida Statute. The statute will help establish a uniform and consistent statewide Road Ranger program that supports Florida's Open Road Policy.
- FHWA Update 2016 - The Year of TIM Institutionalization – The team was informed that the FHWA is working towards Institutionalizing Traffic Incident Management. FHWA now plans to work with TIM program administrators to strengthen TIM's capacity. There have seen set-backs in TIM programs built on the shoulders of one or two champions only to backslide when the champions retire or who are no longer able to maintain the energy to blaze a trail for the TIM program.

  Institutionalizing Training:
  - FHWA plans to meet with Associations that influence training and standards for TIM disciplines.
  - FHWA will discuss the growing trend for fire, rescue, law enforcement, and towers to require this course be taken before personnel are assigned to a response and towers are given contracts to clear crashes.
  - Obtain advice on how to reach the goal of training one million responders and how to keep the training momentum going, including how and when responders should return for a refresher course.

  Measuring Field Performance and Collecting Data While "Boots Are Still on the Ground:"
  - Exploring the "Big Data" area, both through involvement on a new National Cooperative Highway Research Project (NCHRP), a part of the Transportation Research Board (TRB) of the National Academy of Sciences, and through FHWA's own TIM Performance Measurement program.

- FHWA has worked with practitioners to define three pieces of data that will demonstrate progress being made in building TIM capacity that will work faster at opening lanes, reduce the risk of secondary crashes, reduce the amount of time responders remain vulnerable working on the roadway with little protection, and reduce the numbers of TIM workers killed or injured in the line of duty.
- The first three elements address the Safe, Quick Clearance objective of the NUG, while the last addresses progress being made toward the NUG's Responder Safety objective.

Knowledge Collection and Sharing:

- Another key component of Institutionalization is sharing information.
- FHWA is exploring a partnership with the AASHTO Transportation Operations Center of Excellence and the U.S. Fire Administration Knowledgebase to ensure that information is available no matter where you seek it as a discipline.
- FHWA is exploring the integration of the www.safequickclearance website developed by the International Association of Fire Chiefs on behalf of our TIM Responder Training program. This site includes information on where instructors are for the Trained Trainers and where classroom courses may be held.

❖ Restructuring/Frequency of the District 5 TIM Teams - It was discussed with the teams of changing the frequency of the teams from bi-monthly to quarterly (August, November, February, and May; which would be a regional meeting) to allow enough time between meetings to gather information, implement goals/changes, and improve attendance. Additionally, restructuring of the TIM teams was discussed to help improve continuity and consistency and to help build relationships with those we will rely on most in the event of major incidents. The proposed new teams would be the following:

- I-75: (Marion, Sumter, Lake)
- Metro: (Orange, Osceola, Seminole)
- I-95 North: (Flagler, Volusia)
- I-95 South: (Brevard)

❖ D5 TIM Team Program Steering Committee – The team discussed creating a Steering Committee which would:

- Include at least one member from each discipline
- Include members from each team who will represent all geographic areas
- Represent the interests of their respective disciplines
- Help identify topics for TIM meetings
- Disseminate information within their discipline

❖ Stealth Debriefing – The team discussed incorporating a Stealth Debriefing after a major incident. The debriefing would include the following:

- Critical Incident Review after a major incident.
- Meet/talk within 1-2 weeks of incident.
- Representatives from each responding agency would attend.
- Firsthand knowledge/feedback from each representative.
- Nameless/rankless would apply to attendees in an open discussion atmosphere.
- Discussion topics would include what went right, what went wrong, and how do we improve going forward?
- If there are any changes to procedures, standards, and policies that would have helped the incident.

Additionally, Sheryl Bradley discussed with the team a recent Stealth debriefing that took place July 13, 2016 for an incident that occurred on I-95 Northbound at Mile Marker 177 in Brevard County. To view the full report of the debriefing, please see attached.

- Rapid Incident Scene Clearance (RISC) Program – The team was informed that the RISC program will be implemented in District 5. Rapid Incident Scene Clearance (RISC) is a highly innovative program that supports Florida's Open Roads Policy goal of safely clearing major highway incidents and truck crashes in 90 minutes or less. RISC was first implemented on Florida's Turnpike Enterprise roadways and now is being expanded for statewide usage. This is an incentive-based program that requires specialized equipment and trained operators to quickly remove wreckage from the roadway, where major crashes close most lanes or causes significant travel delays. Please note that FDOT is estimating rolling out the program January 2017.

**Other**

- Open Forum

  Sheryl Bradley informed the team that the state is currently doing a study to look at the allocation of our Road Ranger resources. Once the study is complete, the Road Ranger program will be examined in regards to where the need will be for both current and future expansion of the Road Ranger program. Additionally, the Space Coast TPO did inform the team that once the study was completed, the TPO board would consider supporting the Road Ranger program in District 5.

  - The team did discuss that TME Enterprise, the new asset maintenance contractor, has had a very positive feedback in regards to their quick and professional response to incidents.
  - Law Enforcement informed the team that they have noticed an increase in crashes/fatalities on US1 and SR 524.
  - The Space Coast TPO informed the team that on A1A in the Cape Canaveral/Cocoa Beach area, there has been a large amount of pedestrian accidents in the area. The Space Coast TPO and FDOT did a study along the corridor from Pineda to the Port which identified pedestrian related issues. The Space Coast TPO board approved funds to go towards design improvements.
  - The Towing agency informed the team that there has been an issue with towing companies recovering the cost from semi-trailers that were towed from an incident as a result from either their insurance lapse and/or uninsured. The Towers have asked for FDOT to possibly get more involved when truckers come through weigh stations in regards to checking for current insurance.
  - The team discussed bringing the National TIM Responder Training Program (SHRP-2) for first responders to the District 5 TIM teams. The Strategic Highway Research Program (SHRP-2) has developed a program BY RESPONDERS - FOR RESPONDERS, with the objective that nationally, responders acquire a common set of core competencies that promote a shared understanding of the requirements for achieving the safety of responders and motorists, quick response, and effective communications at traffic incident scenes.

    The Train-the-Trainer (TtT) course is now available to the TIM team October 6th in Eustis, FL and October 7th in Orlando, FL. The TtT course is intended to provide participants (i.e., trainers) the knowledge and materials necessary for them to conduct TIM training for TIM responders in their area or state. The TtT is a 1-day course that covers 8 hours of material, including classroom training as well as hands-on and outdoor activities. Once trainers have completed the TtT course, they will have the flexibility to train others as appropriate using either the full version of the training or through use of a condensed 4-hour version of the training.

    The target audience for this course is experienced trainers from all TIM disciplines, including: Law Enforcement, Fire/Rescue, Emergency Medical Service, Towing and Recovery, Emergency Management, Communications, and Highway/Transportation/Public Works. Once

participants have completed the course, it is expected that they will be available to provide training to other TIM responders in their area. Details for the FDOT District 5 TtT sessions are as follow:
**Option 1: Eustis, FL:** Thursday, October 6, 2016 • 8:00 am-5:00 pm
Women's Club of Eustis – 227 N Center Street, Eustis, FL 32726
**Option 2: Orlando, FL:** Friday, October 7, 2016 • 8:00 am-5:00 pm
FDOT Urban Office/FHP Headquarters – 133 S Semoran Blvd., Orlando, FL 32807.
**Registration:** https://fhwatimtraining.wufoo.com/forms/national-tim-ttt-registration-fdot-district-5/

- The team was informed of the 2015-2016 Statewide Road Ranger Survey for Incident Responders results have been released. The survey was designed to gather data from those who work and communicate with the Road Rangers on a regular basis.
  - ✓ The survey included the following:
    - Determine the incident responders' opinion of the program.
    - Compare results and customer satisfaction to last year's survey.
    - Solicit comments and suggestions to improve the program from the incident responder's perspective.
- Sheryl Bradley requested any team members to send her any call logs, photos, and/or notes on any traffic incidents that would be a good discussion with the team.
  Please also contact her with any suggestions or comments on the new proposed items from the TIM team meeting. Sheryl can be reached at Sheryl.Bradley@dot.state.fl.us and/or 321-300-5846.

❖ The next Brevard County TIM team meeting will be announced.

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**Central Florida Roads**
Your source for information on state roadway projects in FDOT District 5
http://www.cflsmartroads.com/

**District 5 TIM Homepage**
http://www.cflsmartroads.com/tim/tim.html

**Community Traffic Safety Teams**
http://www.communitytrafficsafety.org

| Monday 12/31/2015 | District 5 TRAFFIC FATALITY REPORT BY COUNTIES | | | | | | |
|---|---|---|---|---|---|---|---|
| County | Deaths Today | Deaths This Month | Accum. Deaths to Date 2015 | Deaths For Same Day in 2014 | Accum. Deaths to Date 2014 | Deaths In 2014 | % Change |
| Brevard | 1 | 7 | 85 | 0 | 65 | 65 | 31% |
| Flagler | 0 | 1 | 12 | 0 | 24 | 24 | -50% |
| Lake | 0 | 4 | 60 | 0 | 41 | 41 | 46% |
| Marion | 0 | 7 | 72 | 0 | 55 | 55 | 31% |
| Orange | 1 | 18 | 147 | 0 | 143 | 143 | 3% |
| Osceola | 0 | 4 | 49 | 2 | 50 | 50 | -2% |
| Seminole | 0 | 3 | 42 | 0 | 30 | 30 | 40% |
| Sumter | 0 | 0 | 16 | 0 | 20 | 20 | -20% |
| Volusia | 1 | 9 | 92 | 0 | 86 | 86 | 7% |
| District 5 | 3 | 53 | 575 | 2 | 514 | 514 | 12% |
| Statewide | 10 | 278 | 2967 | 8 | 2494 | 2494 | 19% |

| Monday 8/22/2016 | District 5 TRAFFIC FATALITY REPORT BY COUNTIES | | | | | | |
|---|---|---|---|---|---|---|---|
| County | Deaths Today | Deaths This Month | Accum. Deaths to Date 2016 | Deaths For Same Day in 2015 | Accum. Deaths to Date 2015 | Deaths In 2015 | % Change |
| Brevard | 2 | 2 | 60 | 1 | 46 | 82 | 30% |
| Flagler | 0 | 1 | 22 | 0 | 8 | 12 | 175% |
| Lake | 0 | 4 | 27 | 0 | 33 | 61 | -18% |
| Marion | 1 | 3 | 49 | 1 | 43 | 70 | 14% |
| Orange | 2 | 4 | 115 | 1 | 73 | 143 | 58% |
| Osceola | 0 | 1 | 37 | 0 | 31 | 49 | 19% |
| Seminole | 0 | 1 | 26 | 0 | 25 | 44 | 4% |
| Sumter | 0 | 1 | 13 | 0 | 12 | 17 | 8% |
| Volusia | 0 | 3 | 73 | 2 | 59 | 93 | 24% |
| District 5 | 5 | 20 | 422 | 5 | 330 | 17 | 28% |
| Statewide | 23 | 126 | 2023 | 12 | 1797 | 2940 | 13% |

# WHY TIM?

- Economic/Environmental Impact
  - Americans spend 5.5 billion hours sitting in traffic
  - 2.9 billion gallons of fuel
  - Estimated $124 billion impact on national economy
    - Expected to rise 50% by 2030
- A little closer to home…
  - $1.2 billion in 2014 for Orlando area
  - $1,044 per peak-hour auto commuter

# WHY TIM?

- Emergency Responder Safety: Struck-by Incidents
  - 12 officers killed per year
  - 5 Firefighters killed per year
  - 60 Tow Truck Operators/Road Rangers killed per year

Sources: 2012 Urban Mobility Report by Texas A&M Transportation Institute & FHWA

# WHY TIM?

- Secondary Crashes
  - Responsible for 18% of all freeway fatalities and 20% of all collisions
  - Likelihood increases 2.8% for every minute

# How does Central Florida Stack Up?

- Five Year Average = 87% at 90 min or <
  - Third to last of FDOT districts
- Statewide Average = 91%

# WHY TIM?

- **Open Roads Policy**
  - Open roads within 90 minutes of incident

- Do we need to revisit and get new commitments from local agencies?

# MEETING FREQUENCY

- Bi-Monthly → Quarterly
  - August
  - November
  - February
  - May (Regional Meeting?)
- More content, fewer meetings

# TEAMS

- Change the configuration of the teams
  - Improve continuity and consistency
  - Build relationships with those we will rely on most in the event of major incidents

# TEAMS

I-75: (Marion, Sumter, Lake)

Metro: (Orange, Osceola, Seminole)

I-95 North: (Flagler, Volusia)

I-95 South: (Brevard)

# TIM CONTENT

- Responder safety
- Training
- Discussions on policies and procedures
- Responder recognition

# STEERING COMMITTEE

- At least one member from each discipline
  - Members from each team who will represent all geographic areas
  - Represent the interests of their respective disciplines
  - Help identify topics for TIM meetings
  - Disseminate information within their discipline

# STEALTH DEBRIEFING

- Critical Incident Review
  - Meet/talk within 1-2 weeks of incident
  - Representatives from each responding agency
    - Firsthand knowledge/feedback
  - Nameless/Rankless
  - What went right, what went wrong, and how do we improve going forward?
  - Changes to procedures, standards, and policies

# STEALTH DEBRIEFING

- Example: I-4 Incident in May – Garbage truck overturned/fire
  - Improve unified command and on-scene coordination
  - Need training/awareness on compressed natural gas
  - Improve communications/relay of information between agencies and dispatch
  - Development of critical incident resources
    - “Safe zones” or staging areas along major roadways
    - Available equipment
    - HazMat companies/service areas
    - Responder contact database
  - FDOT more hands-on/engaged
  - Consistent response from asset management teams

# RISC

- Rapid Incident Scene Clearance
  - Incentive-based program for contracted towing/recovery vendors
- Incidents involving:
  - large commercial vehicles
  - Large non-commercial vehicles such as RV’s, aircraft, marine vessels in transport

# RISC

**R I S C** program is a “tool” for effective
Traffic Incident Management ( T I M )

- Quick Clearance = Reduction of exposure to responders
- Quick Clearance = Reduction in traffic queue congestion
- Quick Clearance = Reduction in secondary crashes

# RISC

# RISC

# HOW DO WE MAKE THIS WORK?

- PARTICIPATION/TEAMWORK
- Communication
  - How do we manage attrition?
- Reports/Pictures
  - call logs, photos, notes about incident

# District 5 CONTACT INFORMATION

- Sheryl Bradley, TIM Coordinator
- Email: Sheryl.Bradley@dot.state.fl.us
- Cell Phone: 321-300-5846
- RTMC: 407-736-1900 (Any operator or supervisor)

Approved:

Department of Transportation

Effective: April 1, 2016
Office: Traffic Engineering
and Operations
Topic No.: 750-030-015-c

# ROAD RANGER OPERATIONS

## PURPOSE:

To establish a uniform and consistent statewide Road Ranger program that supports Florida's ***Open Roads Policy***. This program provides incident management response services and limited, no-cost highway assistance to motorists to improve highway safety for emergency responders and the motoring public.

## AUTHORITY:

Sections 20.23(3)(a), 316.003(1), and 334.048(3), Florida Statutes (F.S.)

## SCOPE:

The principal users for this document will be the FDOT (Department) Road Ranger Program managers and others involved in the Road Ranger Program. This document will apply to all future Road Ranger contracts, and to the extent consistent with current terms, all outstanding Road Ranger contracts.

## REFERENCE:

Topic No. 250-000-010, Driver's Record Requirements
Topic No. 001-010-015, Smoking Policy
Topic No. 001-250-013, Drug-Free Workplace and Testing Policy
Topic No. 001-010-020 Department Ethics Policy
Form No. 750-030-15, Florida DOT Road Ranger – Operator Daily Report
Section 112.0455 Florida Statutes (F.S.)
Joint Task Force for Law Enforcement Radio System Security Procedure -
Florida's Open Roads Policy – Appendix B

## DEFINITIONS

**Approved Container:** A metal or plastic container with a self closing lid, pressure relief valve, a spout and spark arrestor. These containers shall meet Occupational Safety and Health Administration (OSHA) requirements.

**Booster Outlets/Hot Boxes:** Outlets on exterior of a vehicle compatible with 12-volt booster cables used to jump other vehicles.

**Contractor:** The individual company contracted with the Department to deliver roadside emergency assistance/services for contracts issued to implement the Road Ranger Program.

**Expendables:** Items given at no cost to motorists or emergency responders including, but not limited to, supplies, drinking water, flares, etc.

**Road Ranger:** Individual or unit that patrols specifically defined locations on Florida's Strategic Intermodal System to assist motorist(s) who are in need of assistance/services.

**Service Patrol:** A roving patrol used by many states to provide incident management assistance, known in Florida as the Road Rangers.

**SLERS:** State Law Enforcement Radio System

# 1. ROAD RANGER VEHICLE REQUIREMENTS

The Districts may choose to utilize in-house or contract employees to provide operational services for the Road Ranger Program. This section provides minimum standards for vehicles, equipment, tools, and expendables to be used for the Road Ranger Program.

## 1.1 VEHICLE REQUIREMENTS

**A.** The following requirements are the minimum standards for the Road Ranger Vehicle:

1. 3/4-ton, full-size pickup truck
2. Extended cab with four doors
3. Long bed capable of transporting all specified equipment properly secured
4. Equipped with functioning seat belts for all possible passengers
5. Equipped with an Automated Vehicle Location (AVL) system which provides at a minimum the following information:
    a. Latitude and longitude
    b. Vehicle number
    c. Speed
    d. Direction

**B.** Each Road Ranger Vehicle shall be white in color with Department approved markings applied and shall have the following identification markings on both sides of the vehicle:

1. FDOT logo: Eleven inches (11") in diameter
2. SunGuide® logo: Eight and one-half inches (8.5") by nine and one-half inches (9.5")
3. "ROAD RANGERS" painted or affixed in six-inch (6") black letters below the FDOT logo

4. "FREE SERVICE" painted or affixed in two-inch (2") black letters below the FDOT logo
5. "Dial *FHP" painted or affixed in two-inch (2") white letters on a blue background
6. Pickup trucks shall also paint or affix in two-inch (2") black letters "FREE SERVICE" on the rear bumper or tailgate of the vehicle
7. Each Road Ranger Vehicle shall display a three-digit number placed on or near the driver's and passenger's doors, the rear of the vehicle and the front of the vehicle that will individually identify each service patrol vehicle. The numbering sequence shall be as follows:
    a. DXX
        1. D = district number
        2. XX = sequential vehicle numbering beginning with 01

The Department shall approve the design and placement of all identification markings. All markings shall be maintained in a clean and readable condition. No reference to the Contractor's company name or logo shall be placed on the Road Ranger Vehicle.

Pursuant to its authority granted in section 316.003(1), Florida Statutes, the Department designates each Road Ranger Vehicle as an "Emergency Vehicle." This designation is being made for purposes of section 316.072(5), Florida Statutes, which allows "the driver of an authorized emergency vehicle, when responding to an emergency call…" to "exercise the privileges set forth" in that section.

Any variations to the Road Ranger Vehicle (i.e., vehicle size or type) must be approved by the State Traffic Operations Engineer. Variance requests and justifications must be provided in writing.

**Exception:**

Road Ranger contractors were permitted in 2008 by contract addendum to seek private sponsorships for the Road Rangers. In Districts where sponsorship agreements have been signed, contract addendum requirements shall be followed for all aspects of the program as written in the contract addendum.

## 1.2 EQUIPMENT, TOOLS, and EXPENDABLES REQUIREMENTS

Each vehicle shall have the following equipment, tools, and expendables at the start of each shift. Should any of the equipment, tools, and/or expendables malfunction or become depleted during the shift, the Road Ranger operator shall replenish or replace these items to the required quantities as early as possible throughout the shift.

### 1.2.1 Equipment

A. Two towing straps rated at three thousand (3,000) pounds minimum
B. Rubber-faced push bumper

C. Rear work lights and/or a 360 degree rotating spotlight
D. Power outlets ("hot boxes," "booster outlets" or equivalent), front and rear-mounted, compatible with 12-volt booster cables
E. Two (2) heavy-duty batteries, each with the minimum of 750 cold cranking amps (CCA)
F. Functioning cab lighting
G. A roof-mounted, light bar, front to rear controllable, utilizing white and/or amber colors. The use of red or blue flashing lights is prohibited
H. Department-approved arrow board or truck mounted dynamic message sign. This unit shall be mounted atop the cab above the roof-mounted light bar and be free to pivot into place as needed
I. Universal ball mount with 1⅞-inch, 2-inch ball and 2 5/16 inch balls
J. One (1) Five (5) gallon trash can or heavy duty trash bags
K. Two (2) multi-purpose funnels with flexible spouts
L. Two (2) wood blocks each measuring 4-inches by 6-inches by 12-inches
M. Fifteen (15) Department approved 36-inch traffic cones, with reflective markings
N. One hydraulic floor jack, capable of lifting passenger vehicles
O. Air compressor capable of inflating tires of vehicles and operating an impact wrench
P. Heavy duty flashlight/traffic wand with spare batteries
Q. One set of booster cables consisting of 3-gauge copper wire with heavy-duty clamps and one end adapted to the Road Ranger Vehicle's power outlets, minimum 25 feet in length
R. Cell phone and Department approved radios

## 1.2.2 Tools

A. Shovels (1 each)
    1. Square-end
    2. Round-end
B. One (1) 24-inch street broom
C. Lug wrenches to fit all vehicles (metric and standard)
D. Pry bar, minimum 36 inches in length
E. Air operated impact wrench with sockets to fit all vehicles (metric and standard)
F. Each Road Ranger Vehicle shall have a toolbox containing the following tools:
    1. Screw Drivers
        - Standard 1/8, 3/16, 1/4 and 5/16 inch
        - Phillips head #1 and #2
        - Star driver (Torx bit) 1 set
    2. Pliers (1 pair each)
        - Needle nose
        - Adjustable rib joint, 2-inch minimum capacity
        - Wire cutter
    3. Adjustable wrenches (1 each)
        - 8 inch
        - 12 inch
    4. Five-pound hammer
    5. Rubber mallet

6. Electrical tape (20 yards)
7. Duct tape (20 yards)
8. Tire pressure gauge
9. Mechanic's wire (25-foot roll)
10. Bolt cutters – 24 inch or larger
11. Complete set of open end and box wrenches (metric and standard)

### 1.2.3 Expendables

A. Five (5) gallons of diesel fuel in labeled and approved container
B. Five (5) gallons of unleaded gasoline in labeled and approved container
C. First aid kit (First Responder Kit, fully stocked, including gloves)
D. Two (2) fire extinguishers, 5-pound dry chemical ABC units meeting all safety requirements. If seal is broken, unit shall be tested, resealed and certified
E. Five (5) gallons of radiator water in labeled container(s)
F. Twenty four (24) highway wet flares, 30-minute burn
G. Ten (10) gallons of absorbent material for liquid spills
H. Twelve (12) bottles of drinking water in individually sealed bottles, minimum 16 ounces
I. Fifty (50) Department approved comment cards, provided by the vendor.
J. Twenty-Five (25) Move it Law Cards, provided by the district, for distribution to crash victims who have questions regarding the Move It Law

## 2. ROAD RANGER OPERATOR REQUIREMENTS

Road Ranger operators are in direct contact with the motoring public daily and therefore are required to perform their duties at a high standard. The Road Ranger operator should have a minimum of two (2) years experience in mechanics. The following requirements are to ensure a high level of service to the motoring public.

### 2.1 UPON HIRING EACH OPERATOR SHALL BE:

A. Hold and maintain a valid Florida Drivers License
B. A minimum of eighteen (18) years of age
C. Have a safe driving record, in accordance with Department ***Procedure No. 250-000-010, Driver's Record Requirements***. This will be verified every six (6) months thereafter
D. Have a criminal history record check performed by the Florida Department of Law Enforcement that meets the standards for use of the State Law Enforcement Radio System (SLERS) 800 MHz. The criminal record checks shall go back as far as the operator's date of birth (disqualifying criteria provided in ***Appendix A***).
E. Drug free in accordance with ***Section 112.0455, F.S.,*** prior to beginning operations. Additional testing will be in concurrence with Department ***Topic No. 001-250-013, Drug-Free Workplace and Testing Policy,*** and at a minimum of every six (6) months

## 2.2 The Road Ranger operators shall exercise good sound judgment in carrying out their duties and conduct themselves in such a manner that will reflect favorably upon the Department.

### Operators shall:

A. Wear clean uniforms at the start of each shift. White shirts with collars and dark blue pants (long or short)
B. Be well groomed
C. Wear clearly visible name tag, with the operator's first name affixed to uniform shirt. The Department will determine all additional emblems, patches and logos
D. Be courteous at all times
E. Display a Road Ranger Operator picture ID that has been approved by the Department
F. Wear a FDOT-approved ANSI/ISEA 107-2004 or ANSI/ISEA 207-2006 high visibility safety vest and/or rain suit at all times while outside the Road Ranger Vehicle
G. Be fluent in English
H. Offer Road Ranger comment cards to motorists who receive assistance

## 2.3 ROAD RANGER OPERATORS SHALL FOLLOW THE SAFETY RULES AND GENERAL REGULATIONS GIVEN BELOW:

A. Conform to the latest Department ***Conduct Standards Rules*** and the ***Ethical Conduct Rules***
B. Inspect assigned vehicles at the beginning of each shift, and take action as necessary to ensure that they are in compliance with all specifications and requirements of this procedure
C. Keep all communications radios and monitors "on" and the volume "up".
D. Remain on their assigned Patrol Sector and depart from the Patrol Sector only as directed by Law Enforcement, the Traffic Management Center or Supervisor
E. Obey all traffic laws
F. Exercise caution and safety at all times
G. Use extreme caution in moving all disabled vehicles
H. Do not carry firearms or other weapons either on their persons or in the vehicle
I. Do not accept gratuities, gifts, or compensation of any type from motorist or others to whom service is provided
J. Use flashing light bars only when merging or exiting from traffic lanes to an incident site or to warn traffic when performing incident management services
K. Always utilize seat belts or occupant restraint systems while operating or riding in a Road Ranger Vehicle
L. Do not smoke in the Road Ranger Vehicle or while assisting motorist, in accordance with Department ***Topic No. 001-010-015, Smoking Policy***.
M. Comment cards should not be completed for the motorist

# 3. STATE LAW ENFORCEMENT RADIO SYSTEM

The Florida Department of Transportation, Traffic Operations section strongly supports the statewide use of the SLERS for Road Ranger dispatch and use during incidents. In Districts where 800 MHz radios are provided and being used to assist Florida Highway Patrol (FHP) and the Department in the pursuit of the 90 minute clearance goal stated in the ***Open Roads Policy*** the following shall apply:

## 3.1 SECURITY CLEARANCE

A. Road Ranger operators and potential operators must have a criminal history record check performed by the SLERS Security Manager that meets the standards for use of the 800 MHz SLERS.
B. Districts should only use the security clearance forms provided by the Central office.
C. Traffic Management Center (TMC) personnel utilizing radios shall be subject to the background checks as listed in ***Section 3.1(A)***.

## 3.2 SLERS RADIO OPERATION

A. Only designated talk groups will be used by Road Ranger, unless otherwise instructed by the FHP or Road Ranger supervisor.
B. Only those persons with approved SLERS background can transport SLERS radios.

## 3.3 PROPERTY MANAGEMENT

A. Each District shall have in place an inventory and control procedure for all radios in the District. It is recommended that radio inventories are preformed quarterly.
B. Upon the departure of a Road Ranger or TMC staff member who has been cleared for SLERS radio usage, the District shall inform Central Office of the departure within 5 days of the official final departure date.
C. Storage Security protocols for spare radios shall be observed at all times. Radios shall be in a locked cabinet within a locked office.

## 3.4 TRAINING

A. Districts shall coordinate through FHP the radio training procedure for all Road Ranger and TMC operators in the District.
B. Personnel shall not be permitted to use the radios until training has been completed.

# 4. INFORMATION TRACKING REQUIREMENTS

To accurately monitor the effectiveness of the Road Ranger Program certain data must be collected. The Road Ranger Operator is required to collect and report specific data daily; the District is required to collect the daily operator data and report it quarterly; and the

Department is required to collect data quarterly and issue a report annually. The following is the required data to be collected at each level thereof.

## 4.1 ROAD RANGER OPERATOR DAILY DATA COLLECTION

### 4.1.1 The following data shall be collected at the beginning of the Road Ranger Operator's shift:

A. Date
B. Shift start time
C. Operator name
D. Truck number
E. Route
F. Beginning vehicle mileage

### 4.1.2 The following data shall be collected at each stop:

A. Dispatch time
B. Arrival time
C. Tag number
D. Issuing State
E. Vehicle type
    1. Passenger
    2. Pickup or van
    3. RV or bus
    4. Single-unit truck
    5. Tractor trailer
    6. Motorcycle
    7. Not /Applicable (N/A)
F. Direction of travel (NB, SB, EB, WB)
G. Mile marker/nearest intersection
H. How discovered
    1. Drive up
    2. Observed
    3. Road Ranger dispatch
    4. FHP dispatch/officer
    5. Other
I. Lanes/Shoulder blocked
J. Cause for stop
    1. Accident (crash)
        a. Law Enforcement Incident Number
    2. Vehicle fire
    3. Disabled
    4. Abandoned
    5. Debris
    6. Other
K. Services provided

1. Extinguished fire
2. Absorbent applied
3. Removed debris
4. Relocated (to safer location)
5. Tire Change
6. Fuel
7. Fluids
8. Mechanical
9. Jump start
10. Called wrecker
11. Secured load
12. Phone call
13. Directions
14. Transported
15. Blocked lane/traffic control
16. Tagged abandoned vehicle
17. Other – describe
18. No service – occupied
19. No service – abandoned

L. Departure time

### 4.1.3 The following data shall be collected at the end of each shift:

A. Shift end time
B. Ending vehicle mileage

***Appendix C*** of this procedure, ***Form No. 750-030-15, Florida DOT Road Ranger – Operator Daily Report***, provides a sample of a daily log for use by the Road Ranger Operators.

## 4.2 DISTRICT ROAD RANGER PROGRAM MANAGER DATA COLLECTION

The operator data shall be collected monthly and placed in Microsoft Excel or other compatible format. Where available, SunGuide® reporting systems should be utilized. This data will then be compiled into a quarterly report and provided to the Statewide Road Ranger Program Manager by the 15th day of the month after the close of the quarter. The reporting quarters shall be as follows:

First Quarter – July 1 to September 30
Second Quarter – October 1 to December 31
Third Quarter – January 1 to March 31
Fourth Quarter – April 1 to June 30

## 4.3 STATEWIDE ROAD RANGER PROGRAM MANAGER DATA COLLECTION

The quarterly District reports will be compiled into a yearly report. This report will provide an overall statewide perspective as well as summarize individual District information. The yearly report will be completed by the Department's Traffic Engineering and Operations Office Traffic Incident Management Program section by the end of the first quarter of the following fiscal year.

## 5. TRAINING

Road Ranger operators should have successfully completed the following courses or training classes:

A. Basic CPR
B. Basic First Aid
C. Intermediate Maintenance Of Traffic (MOT) or the Department's MOT for Incident Responders
D. Where applicable, training for use of the SLERS radios

## 6. FORMS

The following form can be accessed from the Department's Forms Library:

Form No. 750-030-15, Florida DOT Road Ranger Program – Operator Daily Report (see ***Appendix C***)

# Appendix A

## ROAD RANGER DISQUALIFYING CRITERIA

1. The applicant has been convicted of a felony offense.
2. The applicant is currently on probation for any offense or has charges pending (felony or misdemeanor, excluding misdemeanor traffic offenses).
3. The applicant has been convicted of a misdemeanor offense involving any type of theft, violence or drug offenses within the past three years.
4. The applicant's driver's license is currently suspended or revoked for any reason.
5. The applicant has been convicted of a crime involving domestic violence or currently has a restraining order involving domestic violence or threats.
6. The applicant has been arrested for any charge involving resisting arrest, battery, or assault on a law enforcement officer.
7. The applicant has a pending warrant for any criminal offense.
8. The applicant is illegally residing in or is not approved to work in the United States.
9. At the discretion of the District Program Manager based on any other adverse information regarding the applicant.
10. The applicant is listed as a Sexual Offender/Predator.
11. The applicant has more than two (2) convictions for driving under the influence.

These criteria were adopted from the Joint Task Force for Law Enforcement Communications State Law Enforcement Radio System (SLERS) security procedures.

# Appendix B

## State of Florida

## "OPEN ROADS POLICY"

### *Quick Clearance for Safety and Mobility*

This agreement by and between the Florida Highway Patrol (FHP) and the Florida Department of Transportation (FDOT) establishes a policy for FHP and FDOT personnel to expedite the removal of vehicles, cargo, and debris from roadways on the State Highway System to restore, in an URGENT MANNER the safe and orderly flow of traffic following a motor vehicle crash or incident on Florida's roadways.

***Whereas:*** Public safety is the highest priority and must be maintained especially when injuries or hazardous materials are involved. The quality of life in the State of Florida is heavily dependent upon the free movement of people, vehicles, and commerce. The FHP and FDOT share the responsibility for achieving and maintaining the degree of order necessary to make this free movement possible. Agencies have the responsibility to do whatever is reasonable to reduce the risk to responders, secondary crashes, and delays associated with incidents, crashes, roadway maintenance, construction, and enforcement activities.

The following operating standards are based on the philosophy that the State Highway System will not be closed or restricted any longer than is absolutely necessary.

***Be it resolved:*** Roadways will be cleared of damaged vehicles, spilled cargo, and debris as soon as it is safe to do so. It is understood that damage to vehicles or cargo may occur as a result of clearing the roadway on an urgent basis. While reasonable attempts to avoid such damage shall be taken, the highest priority is restoring traffic to normal conditions. Incident caused congestion has an enormous cost to society.

### FLORIDA HIGHWAY PATROL RESPONSIBILITIES

Members of FHP who respond to the scene of traffic incidents will make clearing the travel portion of the roadway a high priority. When an investigation is required, it will be conducted in as expedient a manner as possible considering the severity of the collision. Non-critical portions of the investigation may be delayed until lighter traffic conditions allow completion of those tasks. The FHP will close only those lanes absolutely necessary to safely conduct the investigation. The FHP will coordinate with FDOT representatives to set up appropriate traffic control, establish alternate routes, expedite the safe movement of traffic at the scene, and restore the roadway to normal conditions as soon as possible. Whenever practical, damaged vehicles on access controlled roadways will be removed to off ramps, accident investigation sites, or other safe areas for completion of investigations to reduce the delays associated with motorists slowing to "gawk." Tow trucks will be

requested as soon as it is evident that they will be needed to clear the roadway. FHP will assure that all authorized tow operators have met established competency levels and that the equipment is of appropriate size, capacity, and design to meet all standards of the State of Florida.

The FHP will not unnecessarily cause any delay in reopening all or part of a roadway to allow a company to dispatch its own equipment to off-load cargo or recover a vehicle or load that is impacting traffic during peak traffic hours or creating a hazard to the public. The FHP and FDOT will cooperate in planning and implementing clearance operations in the most safe and expeditious manner.

## FLORIDA DEPARTMENT OF TRANSPORTATION'S RESPONSIBILITIES

When requested by FHP or other emergency agency, FDOT will respond and deploy resources to major traffic incidents 24 hours a day, 7 days per week. Each FDOT District will develop and implement response procedures to meet the goal of providing initial traffic control within **30 minutes** of notification during the assigned working hours of each maintenance yard, and **60 minutes** after hours.

The FDOT, in coordination with FHP, will upgrade traffic controls, determine detour routes, and discuss clearance strategies. When requested, FDOT will provide temporary traffic controls to ensure a safe work zone for all responders and the motoring public.

The FDOT, in cooperation with the FHP, will determine and deploy the necessary heavy equipment and manpower to reopen the roadway if there is a delay in clearing the travel lanes, or if the task is beyond the capabilities of the wrecker service on scene. If cargo or spilled loads [non-hazardous] are involved, FDOT will make every effort to assist in the relocation of the materials in the shortest possible time, using whatever equipment necessary. All such materials or any vehicles relocated by FDOT will be moved the minimum possible distance to eliminate traffic hazards.

FDOT personnel will document all hours and equipment used for traffic control, roadway clearance, and debris clean up. FDOT will place traffic control devices at the scene should any damaged vehicles or cargo remain on the shoulder adjacent to the travel lanes for removal at a later time.

The FDOT and FHP will continually work together to ensure that the needs of motorists on state roadways are being met in the most professional, safe, and efficient manner.

***Therefore, it is agreed as follows:***

The FHP and the FDOT will evaluate and continually update and modify their operating policies, procedures, rules, and standards to assure they are consistent with this **"OPEN ROADS POLICY"** agreement.

FHP, together with FDOT, will research, evaluate, and conduct training in the most advanced technologies, equipment, and approved methods for the documentation and investigation of crash or incident scenes. FHP, using these techniques, will prioritize the investigative tasks and reopen travel lanes upon completion of tasks that must be conducted, without the impediment of traffic flowing.

Roadways will be cleared as soon as possible. It is the goal of all agencies that **all incidents be cleared from the roadway within 90 minutes of the arrival of the first responding officer.** This goal being made with the understanding that more complex scenarios may require additional time for complete clearance.

***It is further agreed that:***

FHP and FDOT will actively solicit and enlist other state, county, and local agencies, political subdivisions, industry groups, and professional associations to endorse and become party to this **"OPEN ROADS PHILOSOPHY"** for the State of Florida.

In witness whereof, each party hereto has caused this document to be executed in its name and on its behalf by its duly authorized Chief Executive.

By: _____
Thomas F. Barry, Jr., P.E.
Secretary
Florida Department of Transportation

Date: 10/30/02

By: _____
Col. Christopher Knight
Director
Florida Highway Patrol

Date: 11-1-02

Reviewed By:

_____
Agency's General Counsel Office

_____ 10/31/02
Agency's General Counsel Office

Appendix C

# Florida DOT Road Ranger Program - Operator Daily Report (Log Sheet)

Date _____ Shift _____ Operator _____ Page ___ of ___

Truck Number _____ Route _____ Mileage: Begin _____ End _____

Comments _____

| Stop Number | Dispatch time (xx:xx) | Arrive time (xx:xx) | Tag Number | Issuing State | Vehicle type | Direction (NB, SB, EB, WB) | Mile Marker | How Discovered | Lanes/ Shoulder Blocked | Cause for Stop | Service(s) Provided | Depart Time (xx:xx) | Comments |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | | |
| 11 | | | | | | | | | | | | | |
| 12 | | | | | | | | | | | | | |

| Vehicle type | How discovered | Lanes/Shoulder | Cause | Services | | | |
|---|---|---|---|---|---|---|---|
| 1. Passenger<br>2. Pickup or van<br>3. RV or bus<br>4. Single-unit truck<br>5. Tractor trailer<br>6. Motorcycle<br>7. Not applicable | 1. Drive up<br>2. Observed<br>3. Road Ranger dispatch<br>4. FHP dispatcher/officer<br>5. Other | M - 1 - 2 - 3 - 4 - O<br>e u<br>d t<br>i s<br>a l<br>n d<br>e | 1. Accident (crash)<br>2. Vehicle fire<br>3. Disabled<br>4. Abandoned<br>5. Debris<br>6. Other | 1. Extinguish Fire<br>2. Absorbent<br>3. Remove debris<br>4. Relocate (to safer location)<br>5. Tire | 6. Fuel<br>7. Fluids<br>8. Mechanical<br>9. Jump start<br>10. Called wrecker<br>11. Secure load | 12. Phone call<br>13. Directions<br>14. Transported<br>15. Blocked lane/Traffic control | 16. Tagged abandoned vehicle<br>17. Other - describe<br>18. No service - occupied<br>19. No service - abandoned |