



**Non-CDRL Requirements
Submittal**

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Denver Transit Operators ROW Access and Track Usage Request Plan

Revision 3

October 1, 2019

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Prepared by



5151 Fox Street, Denver, Colorado 80216 / 720-460-5800

*Document Number: DTO-EN-07
Commercial in Confidence*

APPROVALS

Revised by: _____ Date: _____
Luis Rivera – Chief Engineer
DTO Engineering Department

Revised by: _____ Date: _____
Eric Weber – Chief Safety & Security Officer
DTO Safety & Security Department

Revised by: _____ Date: _____
Ana Mercado – Quality Manager
DTO Quality Department

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Revision History

Revision Number	Revision Date	Description of Changes	Reference No.
			SOP Owner
1	12/09/2015	Initial Issue.	EGPW-DTO-OPM-PRC-000008
			R. Duty
2	01/06/2016	Edits to address RTD comments on 12/22/2015.	EGPW-DTO-OPM-PRC-000008
			R. Duty
3	10/01/2019	Edits to expand scope. Supersedes procedure RTDC-EN-FF-01 & RTDC-TR-AC-01 <i>Use of Facilities Policy - Third Party and Public Access.</i>	RTDC-DTO-ROW-PMP-000001
			L. Rivera

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Section 1 INTRODUCTION

1.1 OVERVIEW

All work on the Regional Transit District Commuter Railroad (RTDC) Right Of Way (ROW), and related track usage or ROW access, shall be coordinated and approved through the Denver Transit Operators (DTO) ROW Access and Track Usage Request process as described in this Plan. All On-Track Safety (OTS) for work which fouls or has the potential to foul any track shall be provided in accordance with the RTDC Operating Rules, the General Safety Instructions and the Roadway Worker Protection (RWP) Manual.

The RTDC ROW includes:

- The East Corridor (EC), also known as the A Line, from Denver Union Station (DUS) to Denver International Airport Station (DIA),
- The North West Electrified Segment (NWES), also known as the B Line from Denver Union Station to Westminster Station,
- The Gold Line (GL), also known as the G Line, from Denver Union Station to Ward Road Station,
- The Commuter Rail Maintenance Facility (CRMF) Yard,
- All other property that is operated and maintained by DTO, including stations, plazas, and parking lots.

1.2 CONTACT INFORMATION

DTO OPERATIONS CONTROL CENTER (OCC)	PHONE NO.
OCC East Corridor (A Line) Dispatch	(720) 460-5907
OCC NWES/GL (B Line and G Line) Dispatch	(720) 460-5908
OCC Supervisor	(720) 460-5906
Emergency	(720) 460-5959

POSITION	EMAIL	PHONE NO.
Track Usage Coordinator	<i>track.usage@rtdcrail.com</i>	(720) 460-5803
Engineering Programs Manager	<i>track.usage@rtdcrail.com</i>	(720) 460-5859
Traction Power Supervisor	<i>track.usage@rtdcrail.com</i>	(720) 460-5869
System and Infrastructure Engineer	<i>track.usage@rtdcrail.com</i>	(720) 460-5868

1.3 REQUIREMENTS

This Plan is compliant with Concession Agreement, Attachment 10, Section 2.4.5 *Third Party and Public Access*.

1.4 DEFINITIONS, ACRONYMS, ABBREVIATIONS

TERM	DEFINITION
CRMF	Commuter Rail Maintenance Facility
DTC	Denver Transit Constructors, LLC
DTO	Denver Transit Operators
DTP	Denver Transit Partners
EIC	Employee in Charge
MOW	Maintenance of Way Department
OCC	Operations Control Center
OCS	Overhead Catenary System
RMM	Railroad Maintenance Machinery
RTD	Regional Transportation District
RTDC	Regional Transit District Commuter [Rail]
RWIC	Roadway Worker in Charge
Train Approach Warning	A method of establishing on-track safety by warning roadway workers of the approach of trains or equipment in sufficient time for them to move to or remain in a place of safety.
TURF	Track Usage Request Form

Section 2 GENERAL REQUIREMENTS

The following GENERAL REQUIREMENTS apply to all projects taking place on the RTDC ROW. For detailed information about requirements for various parties see the following sections.

- Requirements for Third Party Projects: Section 3
- Requirements for Third Party Use of Public Facilities: Section 4
- Requirements for Partners and RTD Projects: Section 5
- Requirements for DTO Projects: Section 6

2.1 TRAINING

Training requirements for projects taking place on or near the RTDC ROW shall be determined based on scope by the DTO Track Usage Coordinator. This may include the successful completion of either the DTO Roadway Worker Protection (RWP) Training, or the DTO Roadway Worker Protection for Contractors Online Course, as well as any additional, applicable safety training.

See Appendix 2 for RailroadEducation.com Registration Instructions. Third Parties should contact the DTO Track Usage Coordinator to determine project specific training requirements prior to registering employees for the DTO Online Roadway Worker Protection course.

2.2 SUBMITTING THIRD PARTY ROW ACCESS REQUESTS

A Third Party ROW Access Permit is required for all third party projects occurring on the RTDC ROW in locations that are not regularly available for public access, as well as any projects occurring on the RTDC ROW that have the potential to be invasive to RTDC operations or infrastructure (regardless of location). See section 2.2.1 for a list of applicable third parties. Examples of such projects include:

- Construction or maintenance of utilities that intersect the RTDC ROW (above, on, or below)
- Construction projects that encroach upon the RTDC ROW
- Surveys or inspections that require workers or equipment to access the RTDC ROW

A Third-Party ROW Access Permit (Form #OP-011) shall be submitted only after the requestor has completed the following requirements (see Section 3.2 for further details):

1. Attended a minimum of one Third Party Construction Monthly Meeting, held at 3:00 pm, the first Wednesday of each month at the Commuter Rail Maintenance Facility
2. Completed any/all of RTD's required documentation
3. Completed or scheduled the DTO Online RWP Training, as well as any other required safety training for all appropriate crew members

Third Party ROW Access Permit Request Forms shall be submitted to the Track Usage Coordinator a minimum of 30 days prior to the requested start of the project. For further details, see Section 3.3.

2.3 SUBMITTING THIRD PARTY USE OF PUBLIC FACILITIES REQUESTS

Third parties conducting noninvasive/nondisruptive organized activities in locations on the RTDC ROW that are regularly available to the public shall obtain a Third-Party Use of Public Facilities Permit (Form # OP-010). Examples of such events include:

- Photo shoots
- Rallies, vigils, or other gatherings/assemblies
- Public surveys or other studies
- Other gatherings or events that are not invasive to RTDC operations or infrastructure

Third Party Use of Public Facilities Permit Request Forms shall be submitted to the Track Usage Coordinator a minimum of two weeks prior to the requested start of the project.

For further information, see Section 4 REQUIREMENTS FOR THIRD PARTY USE OF PUBLIC FACILITIES.

Activities requiring a Third-Party Use of Public Facilities Permit do not require the submittal of Track Usage Request Forms, OCS and 25kV Equipment Pre-Work Request Forms. If conditions exist where such requests are required, the Requestor should instead see Section 3 REQUIREMENTS FOR THIRD PARTY PROJECTS.

2.4 SUBMITTING A WORK PLAN

For all non DTO projects that have the potential to be intrusive to RTDC infrastructure, operations, or the traveling public, a Work Plan shall be submitted to the Track Usage Coordinator for approval. Work Plans for non DTO projects shall be submitted for review a minimum of 14 days prior to the intended start of the project and finalized a minimum of 7 days prior to the start of the project.

For all DTO projects that have the potential to be intrusive to operations, or the traveling public, or that are considered non-routine maintenance/repairs, a Work Plan shall be submitted to the Track Usage Coordinator for approval. See as an example the DTO Work Plan (Appendix 3). Work Plans for DTO projects shall be submitted for review a minimum of 7 days prior to the intended start of the project.

2.5 SUBMITTING TRACK USAGE REQUESTS

A Track Usage Request Form (Form # OP-007) shall be submitted for all non-DTO projects that will foul, or have the potential to foul the RTDC Tracks, OCS, or other 25kV equipment, as well as any other projects that require DTO support, such as EIC supervision. The Track Usage Request Form shall be submitted by email to the Track Usage Coordinator before 5:00 pm on Wednesday of the week prior to the days for which usage is requested. For ongoing projects, a Track Usage Request Form shall be submitted on a weekly basis.

2.6 WHEN THE WORKING DISTANCE FROM THE OCS OR 25KV EQUIPMENT IS GREATER THAN TEN FEET

The Requestor shall verify that work procedures will prevent equipment, materials and/or personnel from encroaching within 10 feet of energized OCS lines and/or 25kV equipment and that all workers working in proximity to the energized conductors have received instructions in the following:

- The limits of approach to these conductors is 10 feet.
- The hazards of step and touch potential.
- All affected workers have been informed of the Work Plan to prevent any parts of equipment and/or personnel from encroaching on the 10' (ten feet) limit of approach.
- All affected workers must have a documented Job Safety Briefing during which work procedures and anticipated hazards shall be reviewed.
- Modifications to the Work Plan or methods used shall not be implemented until such changes have been brought to the attention of and approved by the DTO Traction Power Supervisor and any associated hazards have been identified and reviewed with all affected workers.

If any of the above conditions cannot be met, the DTO Traction Power Supervisor must be informed immediately.

2.7 WHEN THE WORKING DISTANCE FROM THE OCS OR 25KV EQUIPMENT IS LESS THAN TEN FEET

If work procedures cannot prevent equipment, materials, and/or personnel from encroaching within 10 feet of energized OCS lines and/or 25kV equipment, or if otherwise dictated by the DTO Track Usage Coordinator or DTO Traction Power Supervisor, the OCS or 25kV equipment shall be de-energized, locked, and tagged by authorized DTO Traction Power Personnel.

Prior to any work near the OCS and 25kV equipment, an OCS and 25kV Equipment Pre-Work Request (Form# TP-002) shall be completed by the Requestor and submitted via email to the DTO Track Usage Coordinator and the DTO Traction Power Supervisor for evaluation of work safety and operational impacts. See OCS and 25kV Equipment Pre-Work Request (Form# TP-002). A minimum of 7 days' notice is required from the date of submittal to the requested start date of work. Only work performed by DTO Traction Power Personnel and Emergency Work may be conducted without the submittal of an OCS and 25kV Equipment Pre-Work Request (Form# TP-002).

If the de-energization request is approved by both the DTO Track Usage Coordinator and the DTO Traction Power Supervisor, the DTO Traction Power Supervisor shall return the approved request form to the Requestor. This does not constitute verification that the OCS or 25kV equipment will be de-energized at the time stated on the approved request form.

At the time that work is scheduled to begin, authorized DTO Traction Power Personnel shall attend a Job Safety Briefing with the crew and explain the outage to all affected workers including the outage limits and areas that remain energized and other hazards associated with the power system. (See RTDC Operating Rules (Plan# DTO-TR-03.1), Rule 19-J Removing Power From Out-Of-Service Tracks).

After power has been removed, the Authorized DTO Traction Power Technician shall provide the Requestor, or on-site Contractor/Foreman/Superintendent with a completed OCS and 25kV Equipment Work Permit (Form# TP-003).

After the work for which the OCS and 25kV Equipment Work Permit (Form# TP-003) was issued is complete, the Permit Holder shall return the Permit to the Authorized DTO Traction Power Technician indicating that all equipment, materials and/or personnel are clear of the OCS and/or 25kV equipment, and that all crew members have been informed that the OCS and/or 25kV equipment must now be regarded as LIVE and DANGEROUS.

2.8 FURTHER PRE-WORK COORDINATION REQUIREMENTS

If further coordination is deemed necessary by the Track Usage Coordinator, the Requestor shall:

- Attend the Third Party Construction Monthly Meetings held the first Wednesday of each month at 3:00 pm in the Commuter Rail Maintenance Facility (CRMF) Assembly Room 204,
- Attend project site visits,
- Attend other meetings on an as-needed basis or as required (the time and place of which are to be determined by the DTO Track Usage Coordinator).

The objectives of additionally required meetings might include:

- Providing additional information needed to evaluate the usage requests
- Resolving track usage request conflicts
- Developing estimates for DTO support
- Coordinating between work groups that will work under a common authority
- Identifying any support required such as Traction Power personnel to de-energize and ground the OCS, EIC/RWIC, or flaggers for crossings
- Approving or disapproving the requests
- Identifying the appropriate form of OTS and the qualified personnel needed to implement the work.

2.9 WEEKLY SUMMARY & DAILY BULLETIN CREATION AND DISTRIBUTION

The DTO Track Usage Coordinator shall:

- Compile a Weekly Track Usage Summary (see Template# OP-009) outlining all projects scheduled on the RTDC ROW for each week.
- Distribute the Weekly Track Usage Summary prior to 5:00 pm on the Friday before the week to which it pertains.
- Compile a Daily Track Usage Bulletin (see Template# OP-009) outlining all projects that are scheduled on the RTDC ROW for each day.
- Distribute the Daily Track Usage Bulletin prior to 5:00 pm on the afternoon prior to the day that it represents.
- Maintain an email distribution list for the Weekly Track Usage Summaries and the Daily Track Usage Bulletins.

NOTE: The Bulletin conveys no authority to occupy or foul the track.

2.10 PERFORMING WORK ON THE RTDC ROW

Work on the RTDC ROW shall be performed under the supervision of a DTO Employee in Charge (EIC) or a Roadway Worker In Charge (RWIC) who has been trained, qualified, and authorized by DTO, unless otherwise stated by the DTO Track Usage Coordinator.

Train Approach Warnings must be provided by Watchmen/Lookouts who have been trained qualified and authorized by DTO.

Roadway Maintenance Machines (RMM) must be compliant with the requirements of 49 CFR 214 and the Operators must be trained and qualified per the requirements of the Roadway Worker Protection Manual (RWP Manual) (Plan# DTO-SS-05.2).

Work approved by the DTO Track Usage Coordinator and listed on the Daily Track Usage Bulletin may proceed as scheduled ONLY after crew members have attended a Job Safety Briefing with the EIC or RWIC, and after the EIC or RWIC has contacted the DTO Operations Control Center (OCC) to activate their Track Usage by identifying the applicable line number on the Daily Bulletin.

With the exception of Emergency Work (for activities described in DTO-TR-05 Emergency Operations and Incident Management Plan), the DTO Operations Control Center (OCC) shall only grant track authorities and permission to begin work to requestors who are identified on the Daily Track Usage Bulletin.

After completing work for the day, the EIC/RWIC shall contact DTO OCC to deactivate their Track Usage Request.

2.11 PROHIBITED BEHAVIOR AT RTD FACILITIES

All persons working on the RTDC ROW or attending events at RTDC Facilities shall comply with the “Use of RTD Facilities” Policy outlined on RTD’s website at: <http://www.rtd-denver.com/FacilitiesUse.shtml>

Prohibited Behavior on the RTDC ROW and other RTD Facilities includes the following:

1. No person shall perform any act that interferes with or may tend to interfere with the provision of transit service, obstructs or may tend to obstruct the flow of traffic on or in RTD facilities or interferes with or may tend to interfere with the safe and efficient operation of RTD facilities. Such behavior includes, but is not limited to, amplified sound that interferes with announcements or is otherwise disruptive to transit activities.
2. No person shall violate local, state or federal laws, rules, regulations or ordinances, including but not limited to: Theft of Public Transportation Services (C.R.S. § 18-4- 802); Hindering Transportation (C.R.S. § 18-9-114); Endangering Public Transportation (C.R.S. § 18-9-115); and Throwing Missiles at Vehicles (C.R.S. § 18- 9-116). Such prohibited behavior includes conduct that causes physical harm, jeopardizes public or individual safety, or creates a reasonable apprehension of imminent physical harm.
3. No person shall restrict reasonable access to or from RTD facilities, including but not limited to elevators, escalators, stairways, doorways, walkways, windows, wheelchair high blocks, ramps, bus stops, ticket vending machines, ticket counters, rail platforms, and transit vehicle interior space.
4. No person shall engage in activities that require a use permit or vendor license, as specified in this Policy, without such permit or license.
5. No person shall solicit from transit passengers who are not reasonably free to leave, e.g. while waiting at a bus stop or rail station or waiting in line to purchase transit passes.
6. No person shall bring alcoholic beverages on or in RTD facilities, except as specifically allowed by RTD.
7. No person shall damage or permanently alter RTD property; no ropes shall be anchored to any elevated surface; and no stakes shall be driven into the surface of RTD property or any appurtenance thereto.
8. Any materials, including equipment, trash, and recycling, that are brought onto RTD property by any person shall be removed upon such person's departure.

9. No person shall falsely misrepresent himself or herself, through words, signs, leaflets, attire or otherwise, as an agent, employee, affiliate, or representative of RTD.
10. No person shall interfere with any construction, renovation or maintenance being performed on or in RTD Facilities. All persons shall obey any directions or signage prohibiting access to certain areas due to construction, renovation or maintenance.
11. No person shall post or adhere any sign, poster, notice, advertisement, leaflet or written matter to any RTD facilities without the express written permission of RTD.
12. No person shall post or leave any leaflet, paper, or written material on vehicles parked on or at RTD facilities.
13. No person shall engage in activity that is obscene, defamatory, or consists of fighting words or specific threats of serious bodily injury. No person shall incite imminent lawless action.
14. No person shall engage in commercial activity, public speaking, demonstrations, picketing, campaigning, leafleting, petitioning or distribution of written, noncommercial materials, artistic performances, and solicitation for religious, social or political causes, or other organized activity in the interior spaces of Union Station, Civic Center Station, Boulder Junction at Depot Square Station, or Downtown Boulder Station.
15. On rail platforms, no person shall engage in organized activity utilizing any equipment placed on the ground, such as tables, chairs, boxes, or coolers, or involving more than two people.

Section 3 REQUIREMENTS FOR THIRD PARTY PROJECTS

3.1 APPLICABLE PARTIES

Third Party Projects consist of work performed by:

- Employees of local municipalities
- Contractors to local municipalities
- Other private entities, or contractors thereof

3.2 PRIOR TO SUBMITTING A THIRD PARTY ROW ACCESS REQUEST

The Third Party shall attend a minimum of one (and more if requested by DTO or RTD) Third Party Construction Monthly Meeting, held the first Wednesday of each month at 3:00pm at the CRMF.

Prior to the commencement of Third Party Projects, the Third Party shall obtain all licensure, permitting, certificate of insurance (if applicable) and other documentation required by RTD. For further information on the RTD Utility Construction process, visit: <http://www.rtd-denver.com/UtilityConstruction.shtml>

All crew members shall successfully complete training as prescribed by DTO Track Usage Coordinator. Training requirements are dependent on location and scope of work.

If work has potential to be intrusive to RTDC infrastructure or operations, or the traveling public, the Third Party Requestor shall submit a work plan to the DTO Track Usage Coordinator for review and approval a minimum of 14 days prior to the requested start of work. Third Party Work Plans are not required to follow the DTO Standard Work Plan Template, but still must be approved by the DTO Track Usage Coordinator. Third Party Work Plans must be finalized a minimum of 7 days prior to the start of work.

3.3 SUBMITTING A THIRD PARTY ROW ACCESS REQUEST AND ASSOCIATED CONDITIONS

After addressing RTD's required documentation, the Third Party shall submit to the DTO Track Usage Coordinator, by email, the Third Party ROW Access Permit (OP-011) request form (see Appendix 1). By signing and submitting a Third Party ROW Access Permit request form, the Requestor agrees to the following conditions:

1. No person shall perform any act that interferes with or may tend to interfere with the provision of transit services, obstructs, or may tend to obstruct the flow of traffic on or in RTDC/DTO facilities, or the emergency egresses of said facilities. Such behavior includes, but is not limited to, amplified sound that interferes with announcements or is otherwise disruptive to transit activities
2. The third party shall appoint a qualified person as their Safety Representative. The Safety Representative shall continuously assure that all individuals comply with RTDC/DTO's safety requirements and strictly adhere to the RTDC/DTO on-track safety program, work rules, directives and instructions from the RTDC/DTO designated EIC/RWIC, when applicable.
3. Third party work on or adjacent to the RTDC ROW that has the potential to disrupt RTD/DTO operations and/or passenger movement should generally be performed during non-revenue hours, when trains are not running and when the work will not conflict with RTD/DTO railroad maintenance. If third party work cannot be completed during this time frame, track outages may be needed. Track Outages affect service and require the approval of RTD.

4. The third party is responsible for verifying approved track outages before scheduling any of their work on, over, under, within, or adjacent to the RTDC ROW. RTD/DTO does not guarantee the availability of any track outage at any particular time. The Third Party shall schedule all work to be performed in such a manner as not to interfere with the railroad operations. The Third Party shall use all necessary care and precaution to avoid accidents, delay, or interference with railroad trains or other property.
5. All scheduled outages or other such disruptions to RTD passenger service are subject to RTD's approval. Planned inspections, maintenance and construction activities should be requested as far in advance as possible to enable RTD/DTO to review their potential impacts and to include them in the annual Service Plan, which is subject to RTD's approval on an annual basis but may be updated as needed throughout the year.
6. Third Party personnel needing access to the RTDC ROW must:
 - a. Successfully complete DTO's Online RWP Safety Training class, as well as any other training prescribed by DTO Track Usage Coordinator and have in their possession when on the RTDC ROW a card certifying that the training was received and is current. All costs of complying with the DTO safety training shall be at the sole expense of the Third Party. The Third Party shall appoint a qualified person as their Safety Representative. The Safety Representative shall continuously assure that all individuals comply with DTO's safety requirements and that all safety training records are maintained with the site-specific work plan.
 - b. Work under the control of the DTO appointed EIC or RWIC. All expenses for providing the EIC or RWIC to protect the Third Party crews are to be paid by the Third Party. It is expressly understood that neither these requirements, nor any document to which they are attached, include any work for which the RTD/DTO is to be billed by the Third Party, unless RTD/DTO gives a written request that such work be performed at RTD/DTO's expense.
 - c. Work in strict compliance with the schedule and limits placed on the work by the DTO Track Usage Coordinator and the DTO appointed EIC/RWIC. Delays in allowing the EIC/RWIC to turn the track back over to the OCC will result in financial penalties to the Third party.
 - d. Wear the appropriate proper personal protective equipment as required by RTD/DTO, adjacent railroads, local jurisdictions and all applicable regulatory requirements.
 - e. Exercise particular care and adhere to the DTO requirements regarding electrical clearances when working in the vicinity of energized wires or other electrified equipment. No persons or equipment are permitted to work near overhead wires or other high voltage equipment, except when protected by a DTO-qualified Traction Power employee.
 - f. Strictly adhere to DTO's on-track-safety program, work rules, directives, and instructions from the DTO designated EIC/RWIC.
 - g. Not use a cell phone within 25 feet of the track.
 - h. Not use any tools or equipment except those identified in the pre-approved site-specific work plan.
 - i. Not store material or equipment on RTD property without first having obtained permission from the DTO Chief Engineer or his designee. Any such storage will be on the condition that RTD/DTO will not be liable for loss of or damage to such materials or equipment from any cause. Equipment to be used in the vicinity of the track shall be in "certified" first-class condition so as to prevent failures that might cause delay to trains, damage to the railroads' property, or safety hazards. No equipment shall be placed or put into operation near or adjacent to the operating tracks without first obtaining permission from the DTO Chief Engineer or his designee.

- j. Take steps as directed by RTD/DTO to restore railroad operations in accordance with the time specified in the work permit, and on failure of the Third Party to immediately carry out such direction, RTD/DTO will take whatever steps are reasonably necessary to restore safe operations. Costs and expenses of restoring safe operations, and of repairing any damage to RTDC/DTO's trains, tracks, RTDC ROW, or other property caused by the operations of the Third Party, shall be paid by the Third Party.
 - k. Leave the RTDC ROW in a safe condition for train operations. The track structure shall be kept free of all construction and demolition debris. Whenever applicable, geotextiles, canvas, or other DTO-approved materials shall be placed over the track ties and ballast to keep the ballast clean.
7. In all cases, the Third Party shall be required to indemnify and additionally insure RTD (Regional Transportation District), DTP (Denver Transit Partners), and DTO (Denver Transit Operators) for as long as RTD/DTO grant access and or provide commuter rail services. DTP and DTO shall be indemnified and additionally insured to the same extent as RTD.
8. The Third Party ROW Access Permit must be approved by the DTO Chief Engineer or designee.
9. On receipt of the Third Party ROW Access Permit request form, the DTO Chief Engineer will review it with consideration of the operational, engineering, financial, and safety aspects of the work.
10. The Third Party ROW Access Permit will not be approved and signed by the DTO Chief Engineer until RTD has indicated that all RTD requirements have been met, including but not limited to:
 - a. The issuance of any applicable executed license agreement.
 - b. The issuance of any applicable, executed RTD Right Of Entry (ROE) agreements
 - c. The receipt of any applicable, executed Certificates of Insurance issued to the Third Party, holding the RTD (Regional Transportation District), DTP (Denver Transit Partners), and DTO (Denver Transit Operators) additionally insured to levels approved by RTD, DTP, and DTO.
11. After the Third Party ROW Access Permit is approved and signed by the DTO Chief Engineer, the DTO Track Usage Coordinator shall assign a serial number to the permit and return a digital copy of the fully executed permit to the requestor.
12. Receipt of an executed Third Party ROW Access Permit does not constitute permission to begin work or to enter the RTDC ROW. All other conditions outlined in the DTO ROW Access and Track Usage Request plan remain applicable, including the guidelines and requirements for submitting Track Usage Requests, working near the OCS and other high voltage equipment, and working on the RTDC ROW.
13. Before starting work on the RTDC ROW, all involved Third Party Employees and/or subcontractors shall attend a Railroad Job Safety Briefing with the DTO designated EIC/RWIC. Work may not begin and Third Party employees may not enter the RTDC ROW until the EIC/RWIC has obtained permission from the OCC Dispatcher and established and confirmed any required protection and all workers have acknowledged that they understand the protection being afforded in the Railroad Job Safety Briefing.
14. The third party must notify the DTO designated EIC/RWIC after work is complete and all involved Third Party employees must check out with the EIC/RWIC so that protection may be released and the OCC Dispatcher may be informed that work has concluded by the DTO EIC/RWIC. Failure to comply with this requirement may result in delays to passenger service or other costs for which the Third Party shall be responsible.
15. DTP and DTO may recover any Incurred Costs incurred resulting from Third Party access, by submitting to RTD an invoice for any such incurred costs. The Third Party shall be responsible for reimbursing RTD for all costs invoiced by DTP and DTO.

3.4 SUBMITTING A TRACK USAGE REQUEST (THIRD PARTY PROJECTS)

After DTO issues a Third Party ROW Access Permit, the Third Party Requestor may submit a Track Usage Request. A DTO Track Usage Request (Form# OP-007) must be submitted via email to the DTO Track Usage Coordinator no later than 5:00pm on Wednesday, the week prior to performing the work. EIC supervision, or any other support that is requested by DTO must be noted on the form; see DTO Track Usage Request (Form# OP-007).

The DTO Track Usage Coordinator shall determine and prescribe the minimum methods of On Track Safety (OTS) and/or the level of DTO supervision required based on the location and scope of work. OTS shall be provided by a DTO-qualified Employee in Charge (EIC)/Roadway Work In Charge (RWIC) only. The EIC/RWIC may require additional OTS if deemed necessary in the field.

If workers or equipment will reach or have the potential to reach within 10 feet of the Overhead Catenary System (OCS) and/or other 25kV equipment, or if otherwise dictated by the DTO Track Usage Coordinator, it is necessary for DTO Traction Power personnel to de-energize the OCS prior to the start of work. For further detail see Section 2.7 WHEN WORKING DISTANCE FROM THE OCS OR 25kV EQUIPMENT IS LESS THAN TEN FEET.

On completion of all required request forms, the issuance of all necessary permits, and project approval, the DTO Track Usage Coordinator shall add a line referencing the Third Party Project to the Daily Track Usage Bulletin (Template# OP-008) and the OP-009 Weekly Track Usage Summary (Template# OP-009). For further details see Section 2.9 WEEKLY SUMMARY & DAILY BULLETINS CREATION AND DISTRIBUTION.

Section 4 REQUIREMENTS FOR THIRD PARTY USE OF PUBLIC FACILITIES

4.1 APPLICABLE PARTIES

A Third Party Use of Public Facilities Permit (Form# OP-010) is required for daily use of RTDC facilities for non-commercial activities at RTDC rail stations (not platforms, not train cars, not right-of-way) if the activity involves at least one of the following:

- The activity solicits broad public participation that reasonably could involve a gathering of more than 5 people at any one time; or
- The activity requires any equipment be placed on the ground, such as stables, chairs, boxes, or coolers; or
- The activity is a private gathering that reasonably anticipates more than 5 people in attendance.
- The activity involves filming or photography in public areas of RTDC stations. (RTD prohibits filming or photography in any back house area, or private areas.)

4.2 SUBMITTING A THIRD PARTY USE OF PUBLIC FACILITIES REQUEST AND ASSOCIATED CONDITIONS

The Third Party shall submit to the DTO Track Usage Coordinator, by email, the Third Party Use of Public Facilities Permit (Form# OP-010) no later than 2 weeks prior to the requested date of the activity. RTDC/DTO does not deny the issuance of permits based on the content of the activity or expression, but will subject permit requests to reasonable time, place, and manner restrictions/allowances in the terms outlined below. By signing and submitting a Third Party Use of Public Facilities Permit request form (Form# OP-010), the requestor agrees to the following terms:

1. Permittee must agree to indemnify and hold RTD (the Regional Transportation District), DTP (Denver Transit Partners) and DTO (Denver Transit Operators) harmless against all actions, demands, claims, costs or losses, including but not limited to allegations of negligence against RTD/RTDC/DTO, for injury to persons and/or property arising out of or resulting from the use of RTD/RTDC/DTO premises by the Permittee, its employees, agents, invitees and/or licensees.
2. The Permittee must obtain and demonstrate to RTD/DTO proof of liability insurance in the amount of at least \$1,000,000 per occurrence, covering at a minimum its obligations stated in this Policy, or as otherwise directed by RTD.
3. When the activities allowed by the use permit have concluded, the Permittee must clean up, and remove all trash and personal equipment from the premises.
4. The Permittee must maintain RTD facilities in good working condition and repair any damage to or destruction of property.
5. The permit also may contain other reasonable time, place and manner restrictions specific to the activities involved.
6. A venue fee may be required if food or drinks are served or additional cleaning services are required. A deposit will be required if it is reasonably anticipated that the planned activities may require additional cleaning services by RTD/DTO.
7. A permit will be only for those activities and for the time period specifically stated in the permit.
8. RTD/DTO may revoke any permit if the activities performed at RTD facilities fall within the activities specifically prohibited by the Policy (Section 2.11), pose a danger to public safety, or unreasonably interfere with RTD/DTO operations.

16. Third Party Use of Public Facilities Permits (OP-010) are non-transferable.

Section 5 REQUIREMENTS FOR PARTNERS AND RTD PROJECTS

5.1 APPLICABLE PARTIES

Partner Projects consist of work performed by members of:

- Denver Transit Partners (DTP)
- Denver Transit Systems (DTS)
- Denver Transit Constructors (DTC)

RTD Projects consist of work performed by:

- Direct Employees of RTD
- RTD's Direct Contractors

5.2 PRIOR TO SUBMITTING A TRACK USAGE REQUEST (PARTNERS AND RTD PROJECTS)

If work has potential to be intrusive to RTDC infrastructure or operations, or the traveling public, RTD or the Partner Requestor shall submit a work plan to the DTO Track Usage Coordinator for approval, a minimum of 14 days prior to the requested start of work. RTD and Partner Work Plans are not required to follow the DTO Standard Work Plan Template but still must be approved by the DTO Track Usage Coordinator. Work Plans must be finalized a minimum of 7 days prior to the start of work.

All crew members shall complete training as prescribed by the DTO Track Usage Coordinator. Training requirements are dependent on location and scope of work.

The DTO Track Usage Coordinator shall determine and prescribe the methods of On Track Safety (OTS) and/or the level of DTO supervision that is required based on the location and scope of work. OTS shall be provided by a DTO-qualified Employee in Charge (EIC)/Roadway Work In Charge (RWIC) only. The EIC/RWIC may require additional OTS if deemed necessary in the field.

5.3 SUBMITTING A TRACK USAGE REQUEST (PARTNERS AND RTD PROJECTS)

DTO Track Usage Request (Form# OP-007) must be submitted via email to the DTO Track Usage Coordinator no later than 5:00pm on Wednesday, the week prior to performing the work. EIC supervision, or any other support that is requested of/required by DTO must be noted on the DTO Track Usage Request.

If workers or equipment will reach or have the potential to reach within 10 feet of the Overhead Catenary System (OCS) and/or other 25kV equipment, or if otherwise dictated by the DTO Track Usage Coordinator, DTO Traction Power personnel shall de-energize the OCS prior to the start of work. For further detail see Section 2.7 WHEN WORKING DISTANCE FROM THE OCS OR 25kV EQUIPMENT IS LESS THAN TEN FEET.

On completion of all required request forms, the issuance of all necessary permits, and project approval, the DTO Track Usage Coordinator shall add a line referencing the Third Party Project to the Daily Track Usage Bulletin (Template# OP-008) and the Weekly Track Usage Summary (Template# OP-009). For further details see Section 2.9 WEEKLY SUMMARY & DAILY BULLETINS CREATION AND DISTRIBUTION.

Section 6 REQUIREMENTS FOR DTO PROJECTS

6.1 APPLICABLE PARTIES

DTO Projects consist of work performed by:

- Direct Employees of DTO
- DTO's Contractors (coordinated by DTO and performed with DTO oversight)

All crew members shall be certified and current with all training required for the project, in compliance with DTO-HR-01.2 Training and Competency Testing Program.

6.2 ROUTINE INSPECTIONS AND PREVENTIVE MAINTENANCE

DTO projects that are not impactful to DTO operations and/or the traveling public and which fall into the categories of routine inspections and preventive maintenance, may be conducted without submitting a Work Plan or a request to the DTO Track Usage Coordinator.

6.3 SPECIAL PROJECTS AND OTHER NON-ROUTINE WORK

DTO Requestors are required to submit a Work Plan for approval by the DTO Track Usage Coordinator for all "Special Projects", including non-routine work and any work that has the potential to be intrusive to DTO operations or the traveling public. Requestors must provide a draft for comments to the Track Usage Coordinator and all involved parties a minimum of seven days prior to the requested start of work.

The DTO Requestor is responsible for informing the Track Usage Coordinator about the intended level of OTS. The Track Usage Coordinator may recommend a different form of OTS based on an analysis of safety and/or impact to operations.

On approval and finalization of the Special Project Work Plan, the DTO Track Usage Requestor shall add a line referencing the Special Project to the Daily Track Usage Bulletin (Template# OP-008) and the Weekly Track Usage Summary (Template# OP-009). For further details see Section 2.9 WEEKLY SUMMARY & DAILY BULLETINS CREATION AND DISTRIBUTION.

If workers or equipment will reach or have the potential to reach within 10 feet of the Overhead Catenary System (OCS) and/or other 25kV equipment, or if otherwise dictated by the DTO Track Usage Coordinator, DTO Traction Power personnel shall de-energize the OCS prior to the start of work. For further details see Section 2.7 WHEN WORKING DISTANCE FROM THE OCS OR 25kV EQUIPMENT IS LESS THAN TEN FEET.

Section 7 PROCEDURE FOR EMERGENCY ACCESS

7.1 PROCEDURE FOR EMERGENCY ACCESS

An emergency condition is defined as an abnormal condition that, if not immediately remedied, could cause injury to people or major property damage.

1. Never enter the ROW without permission from the DTO OCC dispatcher
 - Danger: do not get within 10 feet of the overhead wires until authorized and informed by an on-site RTDC/DTO-qualified traction power employee that the wire has been de-energized, tested de-energized, and grounded.
 - Do not get within 25 feet of the nearest track until the dispatcher has confirmed that all train movement in the area has been stopped.
2. The word **EMERGENCY** repeated three times on the appropriate radio channel will be used to signify a condition that might endanger train movement or the safety of individuals. Use of this word gives exclusive priority to the sending and receiving parties for use of the radio channel.
 - Note that the use of this word does not grant access to or guarantee protection on the ROW
 - For further information about Radio Rules, see Section 11 RADIO RULES [RTDC OPERATING RULE 5] in DTO-SS-05.2 Roadway Worker Protection Manual (RWP Manual)
3. Stop outside the ROW
4. Call the DTO OCC dispatcher to provide notification that an emergency condition exists. This conversation will be audio-recorded and the dispatcher will write down the information provided assuring to obtain the following information.
 - Name of caller, agency, emergency condition and cell phone number.
 - Name of each person or people seeking permission to enter the ROW
 - Whether there is a need to get within 10 feet of the de-energized traction power components.
 - Identification of each vehicle seeking permission to enter the ROW.
5. If the requestor has an urgent need to get within 10 feet of the energized power components,
 - The Dispatcher will:
 - Hold trains outside the area
 - De-energize the OCS remotely
 - Dispatch a DTO-qualified Traction Power employee to the site
 - Dispatch a DTO Transportation Supervisor to the site
 - After receiving oral permission from the Dispatcher, personnel may enter the ROW.
6. If the Third Party has urgent need to get within 25 feet of the nearest track but no need to get within 10 feet of the energized traction power components,
 - The DTO OCC Dispatcher will
 - Hold trains outside the area
 - Dispatch an RTDC/DTO EIC to the site.
 - Dispatch a DTO Transportation Supervisor to the site
 - After receiving oral permission from the Dispatcher, personnel may enter the ROW.
7. After the emergency is resolved, the DTO-qualified Traction Power Employee or the EIC will contact the OCC Dispatcher to confirm that all persons and equipment that entered the ROW are now clear. (This conversation will be audio-recorded. The dispatcher will write down this information.)

Section 8 APPENDIX

APPENDIX 1: RELATED CONTROLLED DOCUMENTED INFORMATION

Doc. Number	Document Title
OP-007	Track Usage Request (Form)
OP-008	Daily Track Usage Bulletin (Template)
OP-009	Weekly Track Usage Summary (Template)
TP-002	OCS and 25kV Equipment Pre-Work Request (Form)
TP-003	OCS and 25kV Equipment Work Permit (Form)
OP-010	Third Party Use of Public Facilities Permit (Form)
OP-011	Third Party ROW Access Permit (Form)
Suggested Template	DTO Standard Work Plan Template

APPENDIX 2: [RAILROADEDUCATION.COM](http://www.RailroadEducation.com) REGISTRATION INSTRUCTIONS

Railroad Education.com Registration
How to register a company on

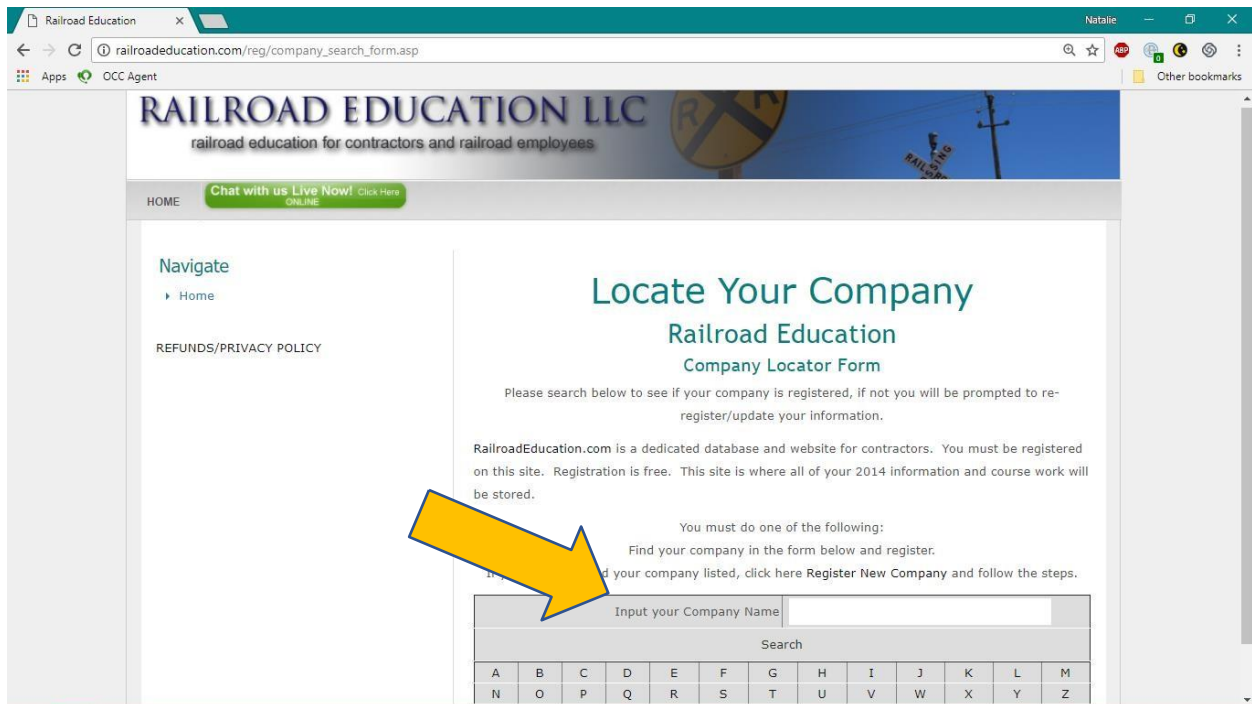
www.RailroadEducation.com

Step 1: Go to www.RailroadEducation.com

The screenshot shows the Railroad Education.com website interface. At the top, a blue banner reads "Welcome to Railroad Education". Below this is a navigation bar with links for "Home", "Register", and "Privacy Policy", along with a "Chat with us Live Now! Click Here" button. There are also "Login" and "Password" input fields with a "Login" button. A message box states: "The railroad safety training on this website complies with the FRA's minimum safety training regulation (Part 243) and applies to railroad contractors and subcontractors." The main content area features a section titled "Railroad Specific Roadway Worker Protection (Part 214, subparts A and C)" with a detailed description of the course. Below this, there are three logos: "Patriot Rail", "NORFOLK SOUTHERN", and "DENVER TRANSIT OPERATORS". Each logo is accompanied by text indicating that the respective RWP course is now available and providing instructions on how to access it (login or register).

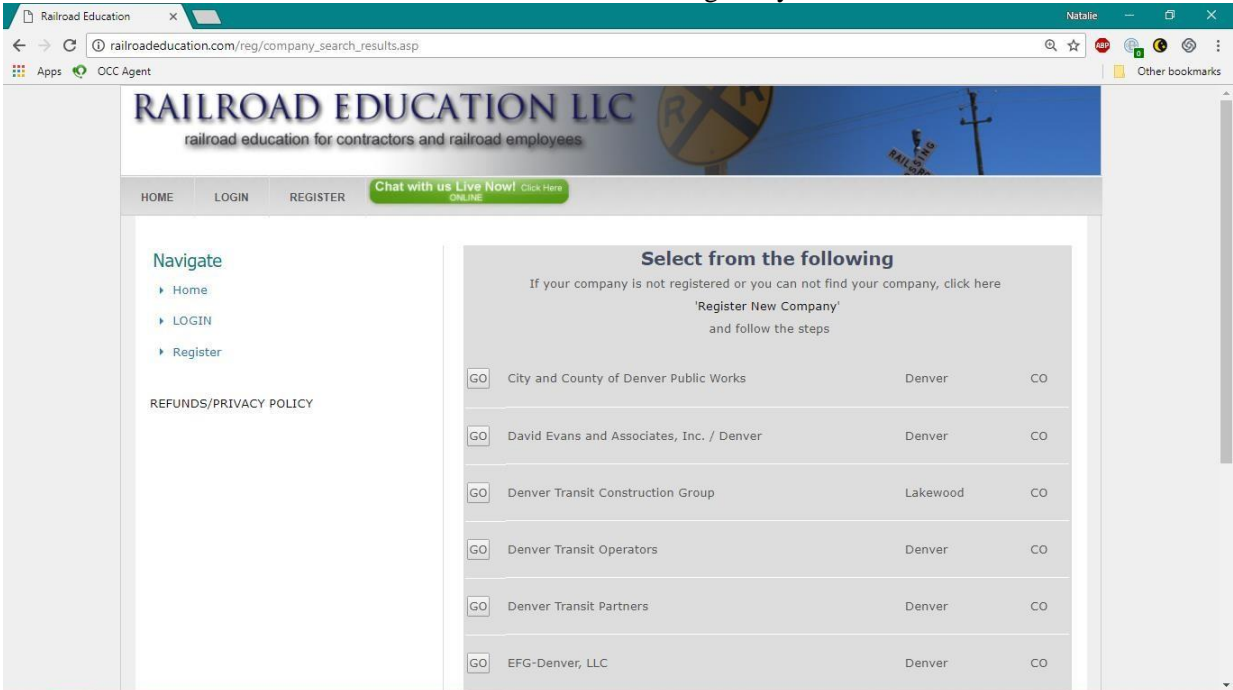
Step 2: Click the “Register” link in the upper left-hand corner.

Step 3: Input your company's name and click "Search".

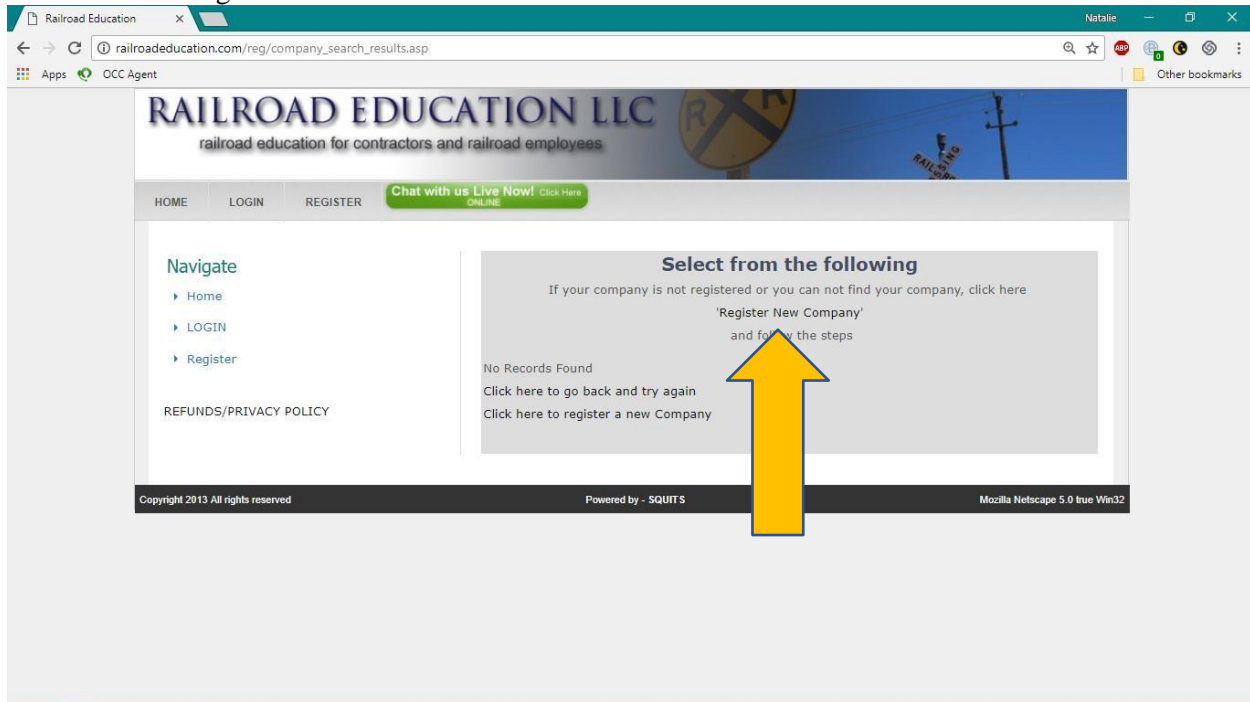


Step 4: Determine if your company is registered (please see options A and B).

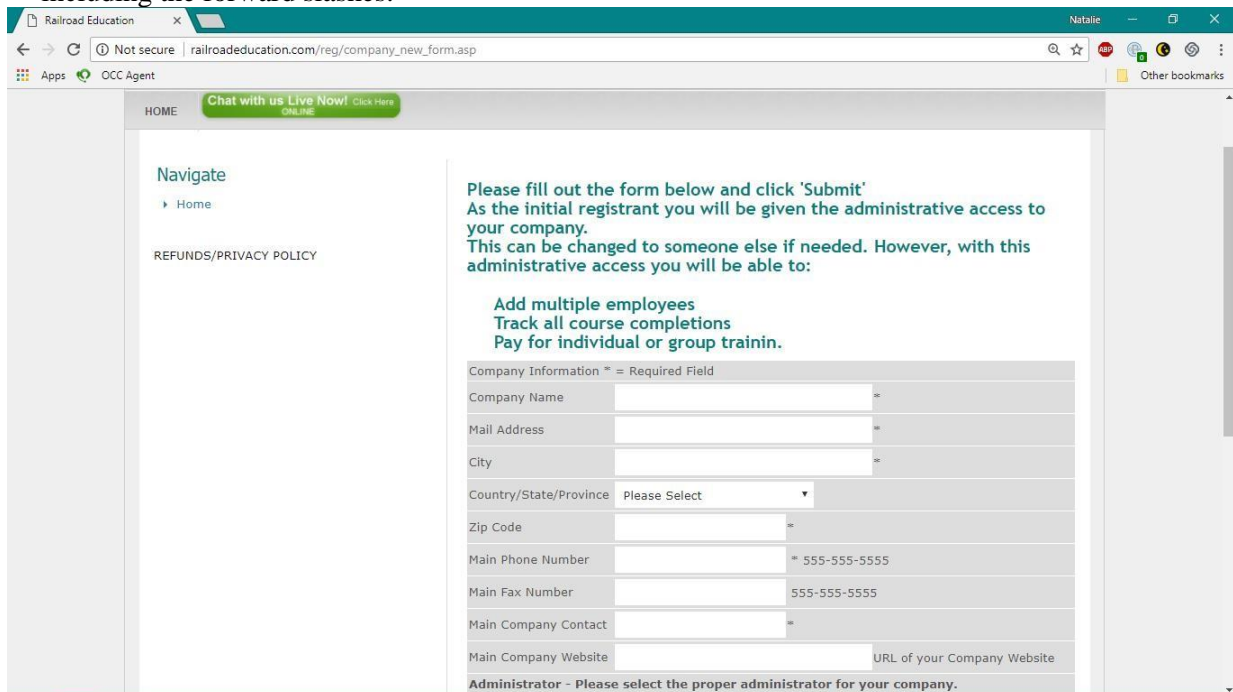
Step 4 A: If your company is registered it will be listed. Click the "GO" link on the left-hand side to see who the administrator of the account is. The admin will register you to the account.



Step 4 B: If your company is not registered/listed please click the “Register New Company” link to continue the registration.



Step 5: Fill out the registration form. Please note that all information with an asterisk (*) next to it is required. Please do not enter any special characters such as apostrophes as the database will not accept the registration. Also note the date of birth is required to be entered in the MM/DD/YYYY format including the forward slashes.



Step 6: When the form is completed, click “Submit” to continue. Please note that you must select Yes or No for the www.everythingrailroad.com registration.

Main Company Contact: Natalie Moore

Main Company Website: _____ URL of your Company Website

Administrator - Please select the proper administrator for your company.

e-Mail: support@ContractorOrientation.com **(this is the administrator's login)**

First Name: Natalie

Last Name: Moore

Date of Birth: 05/17/2018 (mm/dd/yyyy) example 02/21/1963 Why we need this information

Phone: 555-123-5555 = 555-555-5555

Administration Password: ***** This can be changed at any time.

Confirm Password: *****

Do you want your company information listed on www.EverythingRailroad.com This is to help you network with other railroads and contracting companies. Do you want other railroads and companies to know what services you provide? This can help increase your business? It is only \$17/month. If you select yes below, your first month is free. Please select from below.

YES No

Step 7: Verify your company. Please review the information on the Company Verify page and click “Submit” to complete the registration.

HOME [Chat with us Live Now! Click Here ONLINE](#)

Navigate

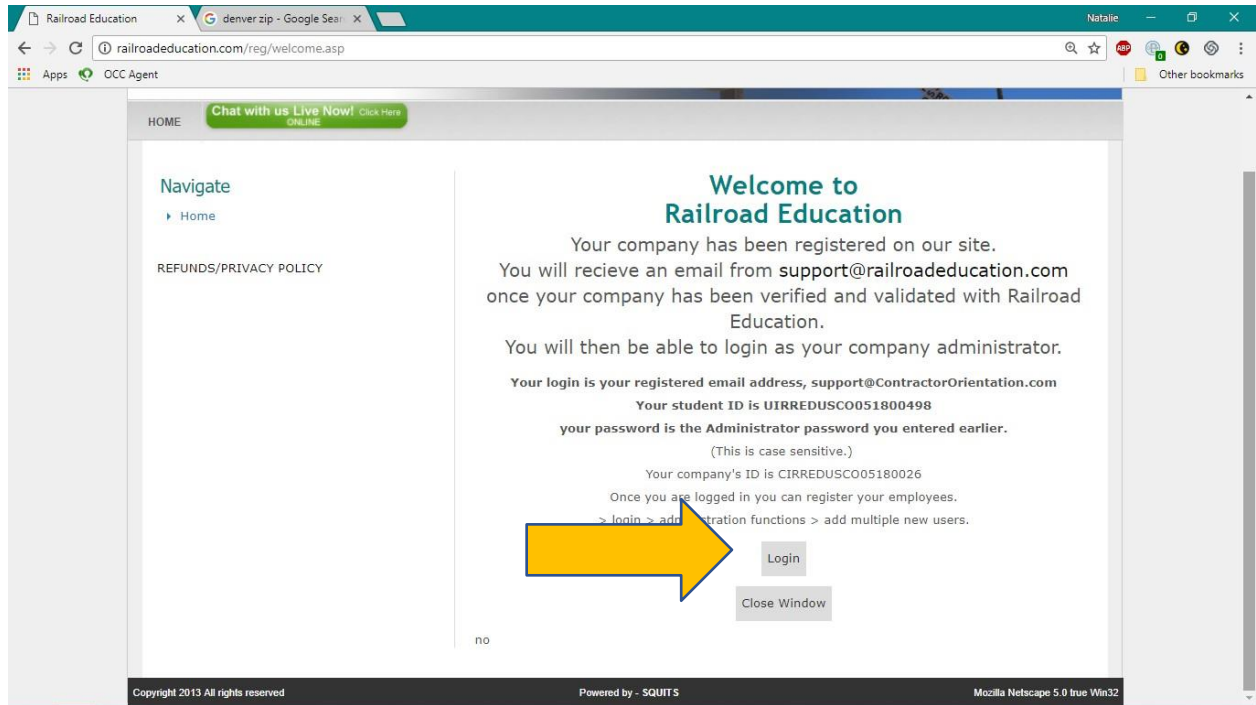
- Home

REFUNDS/PRIVACY POLICY

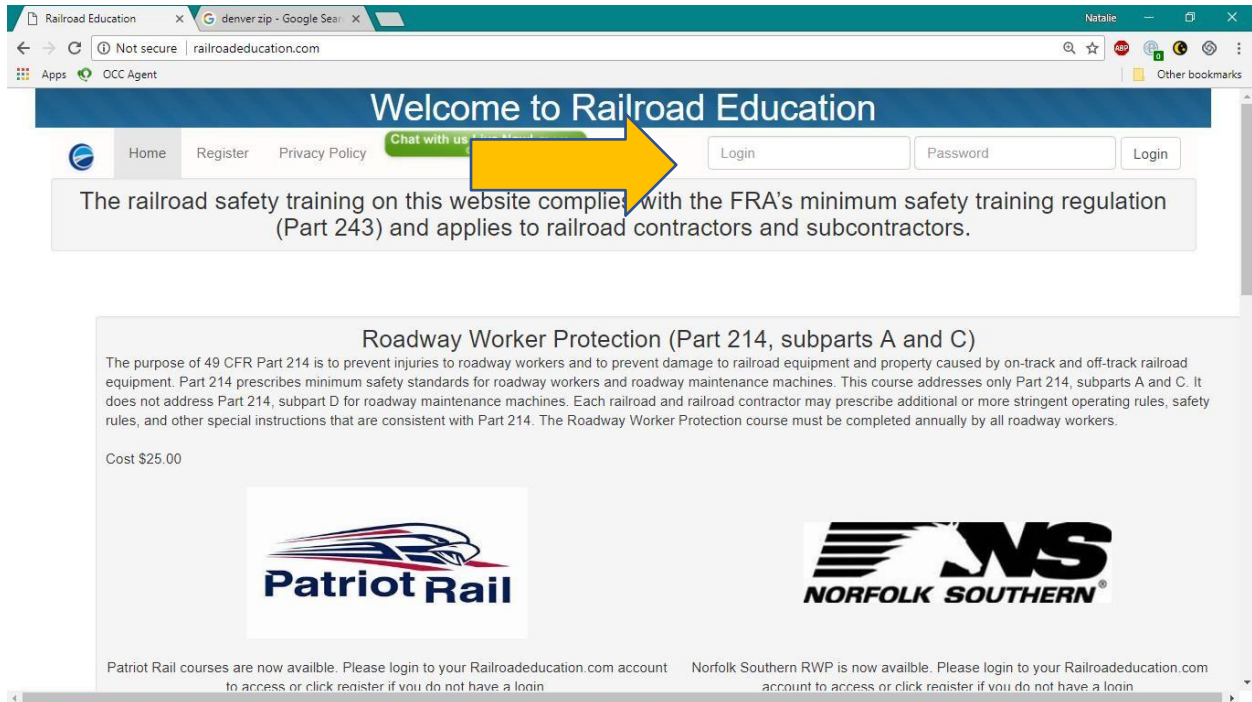
Company Verify

Company Name	Test Denver CO
Street Address	123 Denver Co Ave.
City	Denver
State	CO
Zip Code	80123
Country	US
Main Phone Number	555-123-5555
Main Fax Number	
Company Web Site	
Main Company Contact	Natalie Moore
Number of Employees	
Administrator	
Admin Email	support@ContractorOrientation.com
First Name	Natalie
Last Name	Moore
Date of Birth	05/17/2018
Admin Phone	555-123-5555

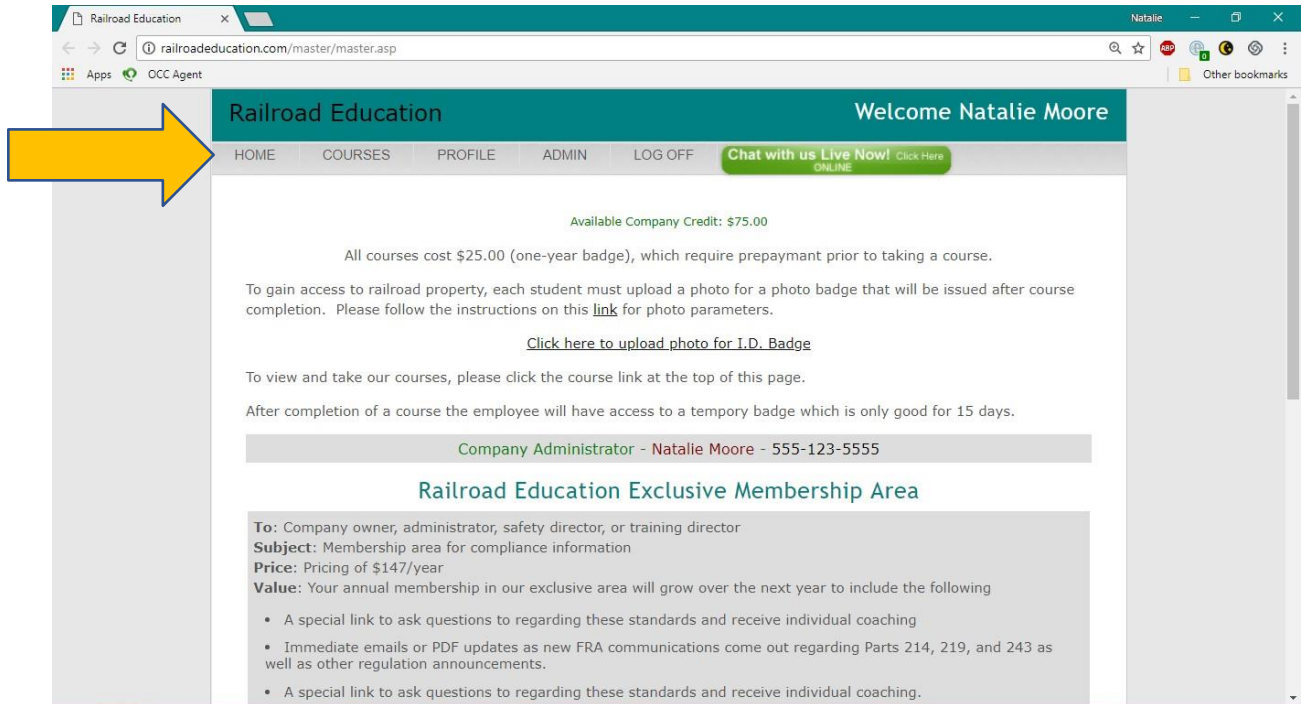
Congratulations. Your company is now registered. You may now log in to your account.



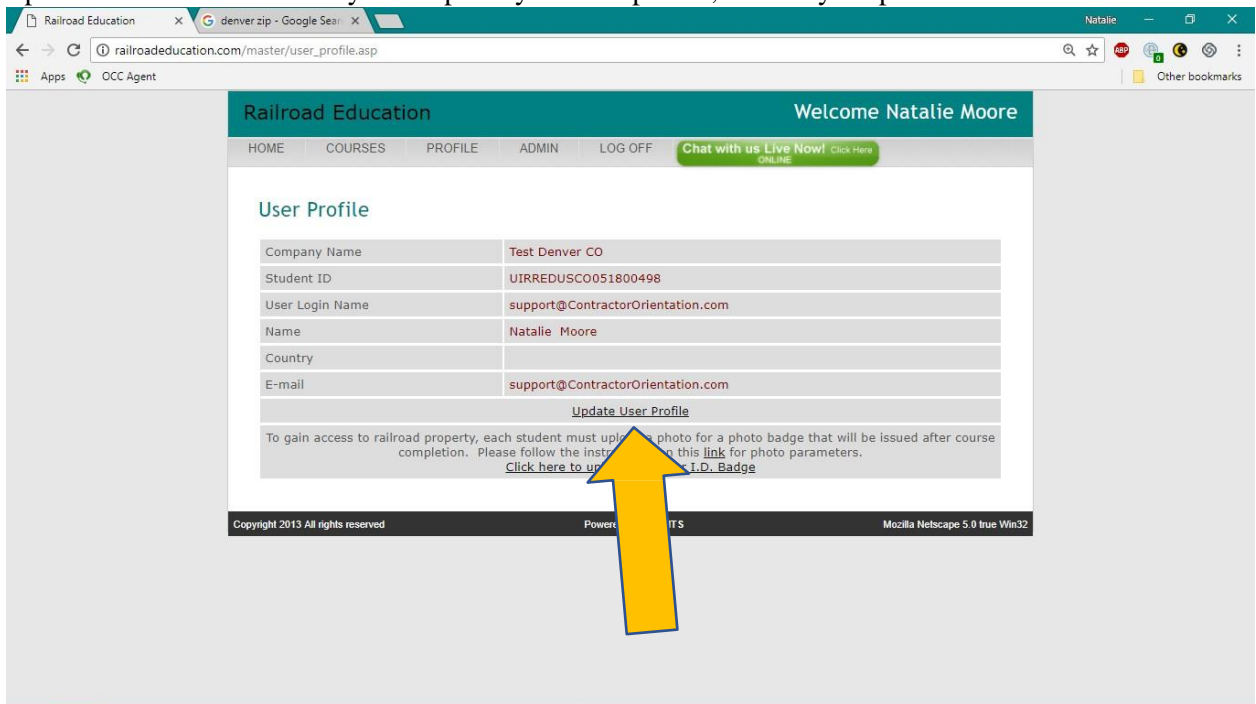
Please note after the initial registration you will log in on the HOME page at www.RailroadEducation.com



Once logged in you will see the HOME page. Please note that you can always see who you are logged in as by looking in the upper right-hand corner of the screen. This page also has 5 tabs at the top for navigation: Home, Courses, Profile, Admin and Log Off.



The profile tab: This tab allows you to update your user profile, such as your password.



The admin Tab: This tab is only active if you are the administrator of the account.

The courses tab: This tab will list all the courses available to you. Please be sure to select only the courses that you need.

Available Company Credit: \$0.00

You must have available funds in your company account or individual account. If you need to make a payment, click the appropriate link below. Once there are funds in your account the link to the course will open.

NOTE: If the course link below is not working it means that there is insufficient funds in the account, just make a payment and the course link will open up.

	Course Cost	Course Name
Insufficient Funds	\$25	Roadway Worker Protection 2018
Insufficient Funds	\$25	Norfolk Southern Roadway Worker Protection 2018
Insufficient Funds	\$25	BNSF Roadway Worker Protection 2018
Insufficient Funds	\$25 per course	Patriot Rail Courses
Insufficient Funds	\$25	Denver Transit Operators RWP
Insufficient Funds	\$25	Alcohol and Drug Use (Part 219) For All Roadway Workers
Insufficient Funds	\$75	Alcohol and Drug Use (Part 219) For Supervisors
(Coming Soon!)	(coming Soon!)	Bridge Safety Standards (Parts 214 & 237)

Making a payment: All courses require prepayment to access the course. The payment options are below the course listings.

Available Company Credit: \$0.00

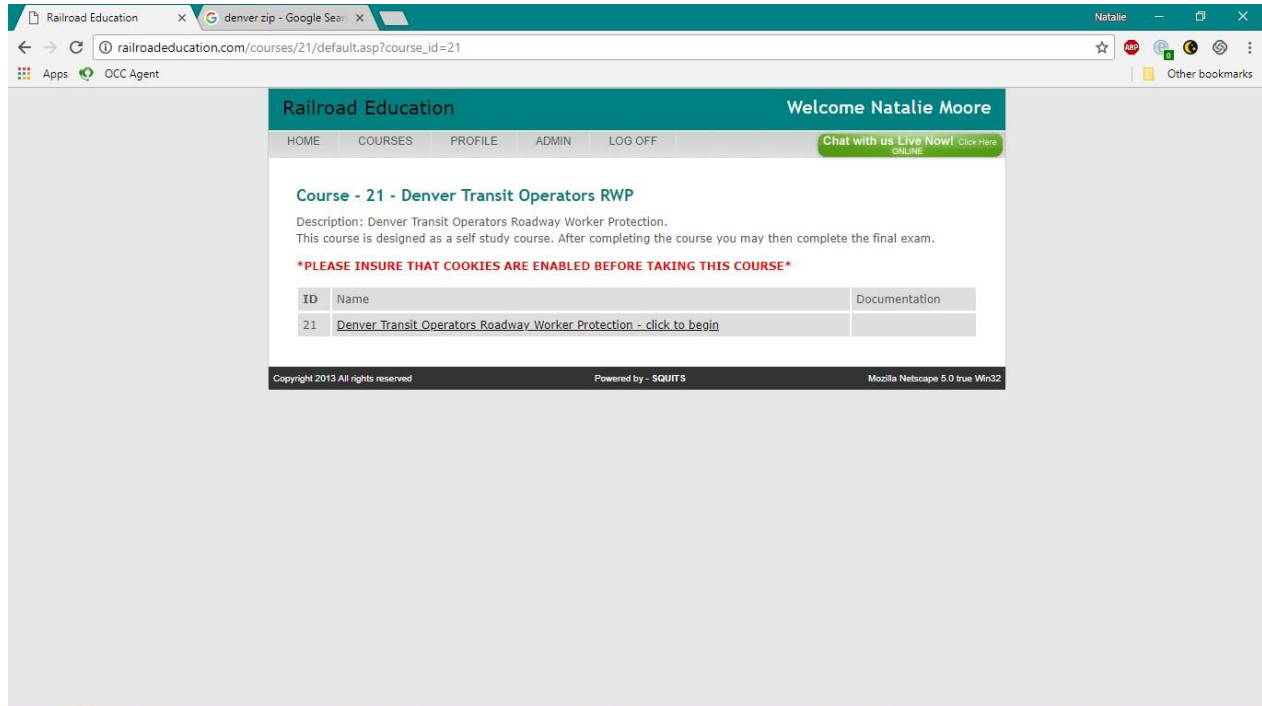
You must have available funds in your company account or individual account. If you need to make a payment, click the appropriate link below. Once there are funds in your account the link to the course will open.

NOTE: If the course link below is not working it means that there is insufficient funds in the account, just make a payment and the course link will open up.

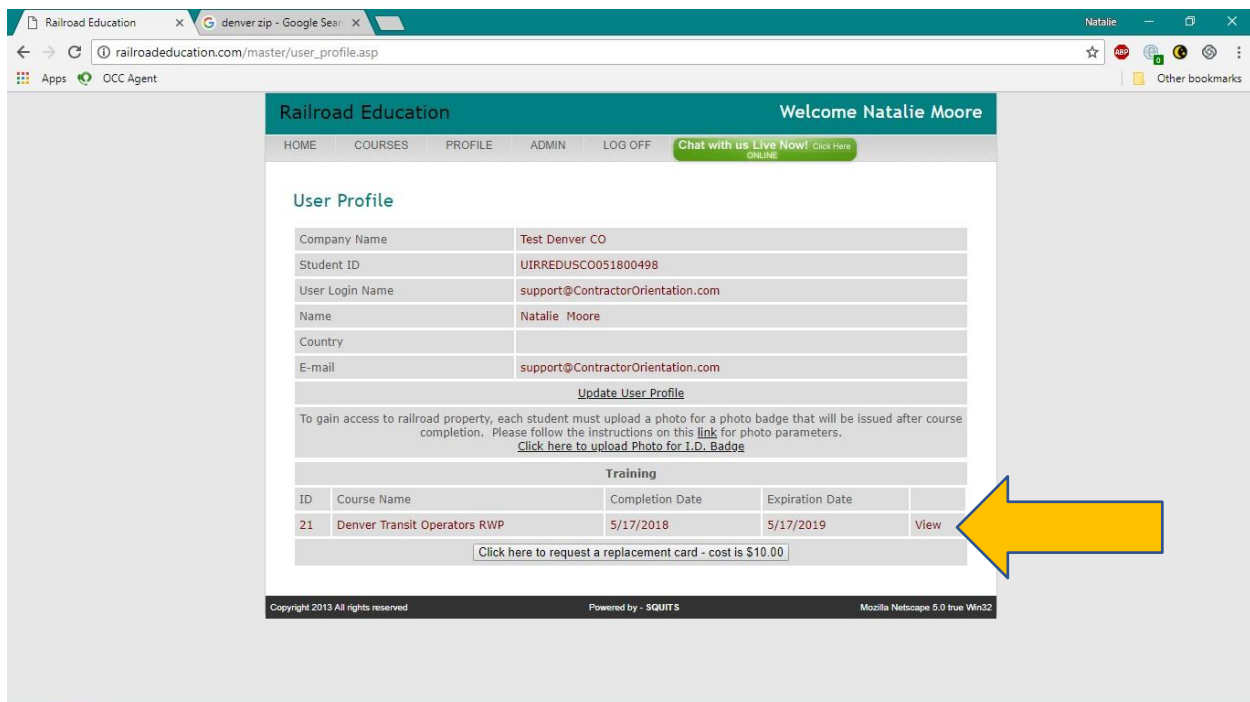
	Course Cost	Course Name
Insufficient Funds	\$25	Roadway Worker Protection 2018
Insufficient Funds	\$25	Norfolk Southern Roadway Worker Protection 2018
Insufficient Funds	\$25	BNSF Roadway Worker Protection 2018
Insufficient Funds	\$25 per course	Patriot Rail Courses
Insufficient Funds	\$25	Denver Transit Operators RWP
Insufficient Funds	\$25	Alcohol and Drug Use (Part 219) For All Roadway Workers
Insufficient Funds	\$75	Alcohol and Drug Use (Part 219) For Supervisors
(Coming Soon!)	(coming Soon!)	Bridge Safety Standards (Parts 214 & 237)

PAYMENT OPTIONS
 (Payment required prior to course completion)
[Pay for COMPANY Account by Credit Card](#)
[Pay for INDIVIDUAL Account by Credit Card](#)
[Pay for COMPANY OR INDIVIDUAL by Check](#)

Once the payment is made, select the course you need to take and begin your training.



Once your training is completed you can print your temporary card by going to the "Profile" tab. Under the "training" section, at the bottom, your course will be listed. Click the "view" button to print the temp badge. Please note permanent badges are sent to the administrator on the account to the address on file for the company.



Please do not hesitate to contact the RailroadEducation.com support team for any assistance. They can be reached via email at support@RailroadEducation.com, by phone 866-599-2482 and via the online chat option on the website.

