

COMMUTER RAIL TRANSIT TRACK ALLOCATION PROGRAM



WORK RULES
ALLOCATION PROCESS
SAMPLE WORK PERMITS

North Metro Rail Line CRT TRACK ALLOCATION and WORK PERMITS

The following activities are controlled by RRP's TRACK ALLOCATION policy:

- Any work activity on or adjacent to constructed CRT tracks.
- Any work with High Rail Vehicles operating on the CRT tracks.
- Any work with Test Trains, powered or dead pulled.
- Any work activity blocking or fouling any of the NMRL tracks or stations.
- Any work activity above NMRL tracks or Overhead Catenaries System.
- Any work activity in or near Signal/Comm or Traction Power lines, rooms, or vaults.
- Any work within 10 feet of the nearest rail of a track or 20 feet of the nearest Overhead Catenaries System, in any direction

Sections of the right of way not subject to TRACK ALLOCATION will be communicated and marked on the Accessibility Map in the Section Accessibility and Active Permits File.

SEQUENCE FOR TRACK ALLOCATION ACTIVITY

1. All project personnel and/or crews requesting a track allocation permit must have completed the RRP NMRL SAFETY ORIENTATION, TRACK ALLOCATION TRAINING AND PROJECT DRUG TESTING.
2. **There are three ways to access a permitted area:**
 - A. Obtain a permit to reserve an area:
 1. The Contractor/Crew Representative will contact the RRP TRACK ALLOCATION COORDINATOR for all Track Allocation request and/or PERMITS.
Dave Whitley 720-315-4408. dwhitley@rrpjv.com
 2. Contractors or RRP Contacts **will** request allocation for NMRL work from RRP TRACK ALLOCATION COORDINATOR by having a representative present at the DAILY GAME PLAN MEETING. Conflicts in requests will be addressed at DAILY GAME PLAN MEETINGS that are held each day at 1:00pm at the RRP 8370 Steele Street Yard.
 3. The RRP Track Allocation COORDINATOR will create and issue permits. Permits will be displayed in the field on the outside limits of the permitted section of track or provided by electronic copy on a mobile device.
 4. Once approved, an authorized Crew Representative will contact the RRP TRACK ALLOCATION COORDINATOR via phone or text to activate the WORK PERMIT, **for each day permitted and each area permitted before fouling the track at the start of work.** DERAILS must be INSTALLED before beginning work; **if** derails will be used.
 5. When work is complete and/or the end of the shift is reached an authorized Crew Representative is to call The RRP TRACK ALLOCATION COORDINATOR to deactivate each permit and report that the crew and equipment is clear of the tracks and derails have been removed as applicable.
 - B. **To Gain Access to an area already permitted to another crew:**
 1. Contractors and/or personnel wishing to access an area permitted to another crew **will** attend the DAILY GAME PLAN MEETING held at the RRP Steel Yard to coordinate their request for access to the permitted area.
 2. The RRP Track Allocation Coordinator will coordinate the requests and may issue SUB-PERMITS to the requesting contractors or personnel making the request.

C. SPECIAL ACCESS:

1. Surveyors, Inspectors, Stake Holders, Job Tours may gain access to an area by contacting the TRACK ALLOCATION COORDINATOR. They must then contact the Primary Permit Holder; communicating with them directly to receive a safety briefing before entering the work zone.
2. Walk on access under Special Access for the above entities may be summarily denied based on scope of work in the prescribed area.

ROADWAY WORKER PROTECTION GUIDELINES

(Adapted for Construction)

During construction, the following guidelines have been adapted to enhance the safety of workers within the safety envelope of the newly constructed NMRL tracks during the construction period. All guidelines will be superseded when the system enters pre-revenue operations, by the formal RWP rules being prepared by DTO.

Roadway Worker Protection (Guidelines apply to all workers within the permitted zone)-

1. RRP RWP Guidelines are in place to control work around the NMRL tracks during construction. These guidelines do not alter in any way the work requirements around existing BN or UP freight tracks.
2. All workers shall complete RRP Safety and Track Allocation Orientation.
3. Working limits will be defined and permitted by the Track Allocation Coordinator. Working limits will be established through the "Track Allocation Permit".
4. The "Track Allocation Permit" will be granted in the form of the printed and signed Work Permit document or electronic form of the permit on any mobile device. The printed document or electronic copy must be physically present with any crew performing work within the working limits. Surveyors and Inspectors gain access to track via "Special Access", therefore a physical permit is not needed.
5. Work that is being performed with Roadway Maintenance Machines (RMM) or other heavy equipment fouling the tracks, must establish "Exclusive Track Occupancy" through the use of two cones with red flags holding a horizontal pole that crosses the tracks, mechanical derail devices, if necessary, and display of the Work Permit. (NMRL will not make mandatory the use of derail devices in all works zones, unless weather, track grade, heavy equipment vs. ground crews or other contributing safety hazards apply. These requirements will be determined in the field by the crews on site, unless the Track Allocation Coordinator deems necessary.)
6. A Joint Work Permit may be issued to more than one crew working in the same geographical limits. The Track Allocation Coordinator must be notified by both Authorized Crew Representatives and acknowledge that the Work Permit has been issued jointly. Work permits will remain active until the Authorized Crew Representative of each crew has released the permit.
7. Inspections may be performed without a work permit if there is no permit granted for that area and the inspectors call the Track Allocation Coordinator to get access. Inspectors may access an area assigned to another crew if that crew allows the inspector access. Inspectors must follow safety guidelines and check in with the crew foreman when entering the site.
8. "Lone Working" is not permitted.

Roadway Maintenance Machines (RMM)-

1. Roadway Maintenance machines must be operated at restricted speed at all times. This means a speed at which the operator is capable of stopping in less than half the distance of vision. At no time are RMM allowed to be operated at speeds over 25 MPH regardless of visibility.
2. RMM's must be flagged across all crossings unless a signalman is present to operate and lower the crossing gates.
3. A seat with seat belt is required for each operator and/or passenger of an RMM. If a seatbelt is supplied a seatbelt must be used. Certain equipment is designed without seatbelts for the operator; on some equipment seatbelts hinder escape in the case of upset, derailment or runaway.
4. All RRP equipment policies apply to RMM including, but not limited to: inspections, lock-out/tag-out, fire extinguishers, first aid kits, lights, beacons, alarms, etcetera...
5. All contractor equipment intended to be used on/from the rail must be inspected by RRP Safety prior to being placed into service. Hi-rail vehicles must have up-to-date inspection forms on file with RRP Safety.
6. All equipment parked or stored on track when out of service must either be set on rubber tire (for Hy-Rail equipment), have an implement forced into the ground or ballast, or be chained and locked to the rail in a cross tie crib; to prevent runaway.

RRP Track Allocation Rules and Regulations are living document. Rules may be changed or adjusted as necessitated by changing elements of the job to decrease risk.

RRP Track Allocation Permit

Permit Number:	SAMPLE AREA	Station Range:	144+29.15 to 842.85.
Permit Holder:	TBD	Track:	Both
Contact #:	TBD	Date Range:	5/6/2018 to 5/12/2018
Area	Sample area	Time:	SAMPLE AREA

Permit Holder Checklist

Track Allocation Coordinator:
Dave Whitley - (720) 315-4408

Primary Permit Holder:
John Doe 123-456-7890

Before Work Starts

- WORK PERMIT Crew picks up CONES AND BARS if applicable
- WORK PERMIT HOLDER installs cones, derail devices and places applicable PERMIT and SIGNAGE for the area before starting work.

DURING WORK

- Ensure no HOT or ENERGIZED conditions exist.
- Traffic Control and flaggers for Access/Egress onto ROW as needed.
- All CREWS have copy of THIS permit and wear VALID RRP safety orientation stickers.

END OF WORK

- WORK PERMIT HOLDER calls TRACK ALLOCATION COORDINATOR at end of work to deactivate the WORK PERMIT.
- Crew removes CONES, BAR, and DERAIL devices from rail.



- DO NOT UNDER ANY CIRCUMSTANCES OPERATE OR DRIVE ON RAILROAD TRACKS WITH RUBBER TIRE OR TRACKED EQUIPMENT. CREWS REQUIRING ON TRACK ACCESS FOR WORK TASKS MUST OBTAIN THE PROPER HI-RAIL EQUIPMENT.
- DO NOT LEAVE DE-RAILING DEVICES ATTACHED TO RAIL WHEN CREWS HAVE CLEARED THE ALLOCATED AREA.
- DO NOT LEAVE LOOSE DERAILING DEVICES ALONGSIDE TRACK OR ALIGNMENT WHEN NOT IN USE, PACK OUT THE DEVICE WHEN CLEARING EACH DAY.
- DO NOT APPLY ANY LOCKING DEVICE TO DE-RAILING DEVICES.
- IF A DERAILMENT OF ANY TYPE OF TRUCK OR EQUIPMENT SHOULD OCCUR, DO NOT ATTEMPT TO RIGHT OR RESCUE THE DERAILED MACHINE. CONTACT TRACK ALLOCATION SUPERVISOR DAVE WHITLEY 720-315-4408, A TRACK CREW WILL RESPOND TO ASSIST IN THE RECOVERY AND RE-RAIL OF THE EQUIPMENT.
- INSTALLATION OF DERAIL DEVICES IN THE PROTECTION OF DOWN TRACK CREWS IS AT THE DESCRETION OF THE FOREMAN MANAGING THE OPERATION.
- A FOREMAN OR HIS AUTHORIZED DESIGNEE MUST CALL THE TRACK ALLOCATION SUPERVISOR, DAVE WHITLEY AT 720-315-4408, BEFORE STARTING WORK AND UPON CLEARING THE TRACK AT THE END OF EACH WORK DAY.
- A SUPERINTENDENT, FOREMAN OR OTHER DESIGNEE MUST ATTEND THE 1 PM DAILY GAME PLAN AT LEAST THE DAY PRIOR TO NEEDING TRACK TIME UNDER TRACK ALLOCATION. PHONING IT IN DOES NOT APPLY.
- EMERGENCY TRACK ALLOCATION WILL BE CONSIDERED ON A LIMITED CASE BY CASE BASIS. EMERGENCIES WILL BE DETERMINED BY TRACK ALLOCATION SUPERVISOR AND TRACK SUPERINTENDENT DREW SISNEROS.