

 <p style="text-align: center;">HAMPTON ROADS TRANSIT</p> <p style="text-align: center;">POLICY AND PROCEDURES MANUAL</p>	NUMBER	EFF. DATE
	RO- 101.13	09/2015
SUPERSEDES Revision 03/2012		
RESPONSIBLE DEPARTMENT Rail Operations	KEY SUBJECT Safe working environment	
TITLE WORK PERFORMED ON THE TIDE RIGHT OF WAY		
APPLIES TO OCC – Controller/Dispatcher – Technical Services – Contractors- Safety - Risk Management - Rail Systems- Rail Operators	APPROVAL(S) Benjamin Simms IV	

Purpose

The purpose of the following requirements is to maintain a safe environment and efficient transit system for

The Tide customers, employees, and contractors when work is being performed on the Right-of-Way (ROW).

The following procedures must be followed and all requirements fulfilled before permission will be granted to any individual or group requesting access to the ROW to perform work. This includes all work on, under, above, or adjacent to the Right-of-Way that has the potential to impact train operations. The ROW is defined as Hampton Roads Transit owned property along the Light Rail System, including main line tracks, yard tracks, shop tracks, and stations. Work performed on the ROW, outside of the alignment, or area where trains operate that **will not** impact train operations, e.g. park & ride lots, etc. are excluded from the scope detailed in the following procedures.

This procedure is applicable to contractors and Hampton Roads Transit employees.

Definitions

FLAG PERSON is a Level 2 qualified contractor or Hampton Roads Transit employee that is assigned as a dedicated flagger to protect work crews, personnel, and equipment working on or near the tracks to ensure safe passage of trains as described in *SOP103.03 FLAGPERSON DUTIES*.

FOULING A TRACK - Placement of an individual, material or equipment in such proximity to the track that the individual, material or equipment could be struck by a moving train or on-track equipment, or in any case is within 7' 6" from the centerline of nearest track.

LOOKOUT - A Track Access Safety level 2 qualified Hampton Roads Transit employee or contractor who is qualified to provide warning to ROW workers of approaching trains

TITLE WORK PERFORMED ON THE TIDE RIGHT OF WAY	NUMBER 101.13	DATE 09/2015	Page 2
---	-------------------------	------------------------	------------------

or on-track equipment. A Lookout should be equipped with the necessary equipment to warn ROW workers of approaching trains, as well as flagging equipment to be used if it is necessary to warn approaching trains. The Lookout's sole duty is to look for approaching trains or on-track equipment and provide advanced warning to employees before arrival of the trains or on-track equipment.

NO CLEARANCE ZONE are areas along ROW where there **is not** 7' 6" clearance from centerline of nearest track to nearest fixed object, e.g. wall, fence, bridge, steep embankment. Within these areas it **is not** possible for personnel to safely clear from fouling train movement. These areas are designated with reflective **No Clearance** signs on the ROW.

OPERATING RIGHT OF WAY (ROW) is the area within twelve (12) feet of the centerline of any track on the main line or yard. Distances may vary in the Central Business District (CBD).

A **PILOT** is a Level 3 qualified Hampton Roads Transit employee assigned to facilitate track car or on-track equipment movement when the operator or driver is not qualified on the physical characteristics or rules of the portion of the alignment over which movement is to be made. The pilot will be responsible for the safe movement of on-track equipment for the work crew to which they are assigned.

RIGHT-OF-WAY (ROW) is land, property and interests therein, acquired or maintained by the Agency.

TRAIN DETECTION is a procedure by which a worker acquires ROW access safely by seeing approaching trains and leaving the track before the train arrives at the location at which they are working and which may be used only under certain conditions authorized by OCC.

Procedures

GENERAL REQUIREMENTS FOR ACCESS TO THE ROW

- To access the ROW all contractor and Hampton Roads Transit employees must have a minimum of Level 1 Track Access Safety Training and each work group must be accompanied by at least one person that is Level 2 qualified to serve as a flag person or lookout.
 - ❖ For unforeseen work for short durations, Rail Operations may authorize unqualified persons access to the ROW if accompanied by a qualified Hampton Roads Transit Lookout.
- The work crew must have in their possession a copy of an approved work permit describing the work being performed. Contractor must also meet all additional

TITLE WORK PERFORMED ON THE TIDE RIGHT OF WAY	NUMBER 101.13	DATE 09/2015	Page 3
---	-------------------------	------------------------	------------------

requirements for ROW access described within this Standard Operating Procedure (SOP) and the referenced documents. Prior to the start of any proposed work, Hampton Roads Transit employees and/or contractors must submit an Exhibit A HRT - Right-of-Way Temporary Work Permit. If Hampton Roads Transit requires a detailed work plan, that plan must be approved prior to permit submittal. Once the work plan is approved, the permit can be submitted.

- ❖ For unforeseen work for short durations, Rail Operations can authorize access to the ROW without an approved work permit.
- ❖ Work permits are not required for Light Rail Vehicle (LRV) equipment maintenance performed on the mainline, yard, or shop.
- Operators of on-track equipment must be Track Access Safety Level 3 qualified, unless a qualified

Hampton Roads Transit Pilot accompanies them. In that situation, the Operator of the on-track equipment must be at a minimum, Track Access Safety Level 1 qualified.

- A Hampton Roads Transit Level 3 qualified pilot must accompany the contractor on their on-track equipment. The pilot is responsible to ensure the contractor's on-track equipment is operated in compliance with Hampton Roads Transit operating and safety rules. The contractor requirement for the Hampton Roads Transit supplied pilot can be waived by Hampton Roads Transit, if it has been determined that the contractor's on-track equipment operator has sufficient experience with Hampton Roads Transit operating and safety rules.

TRACK ACCESS SAFETY TRAINING QUALIFICATIONS

- The following table summarizes the required Track Access Safety Training necessary before any contractor or Hampton Roads Transit employee will be allowed to perform any work on the ROW. Annual recertification is required for Track Access Safety Level 1, 2, 3 & 4 Training.

Work or Duties	Training Required
Any work within the Right-of-Way	Level 1
Flagging to protect work crews, personnel and equipment in the Right-of-Way	Level 1, and Level 2
Operating or Piloting any on-track equipment	Level 1, Level 2, and Level 3
Roadway Worker In Charge	Level 1, Level 2, Level 3 and Level 4

TITLE WORK PERFORMED ON THE TIDE RIGHT OF WAY	NUMBER 101.13	DATE 09/2015	Page 4
---	-------------------------	------------------------	------------------

- If Hampton Roads Transit employees are not qualified at a minimum Level 2 (Flagging), they must be escorted by another employee qualified to Level 2.

The Manager of Training- Rail Operations and the Operations Control Center (OCC) will maintain a list of Track Access Safety Trained qualified persons and their level of qualification (e.g. Level 1, 2, 3 or 4). An updated list will be kept on file in OCC. Dates, times and locations of Training class can be obtained by contacting Rail Operations Training Office.

REQUIREMENTS FOR CONTRACTOR

- Contractor must, if requested by Hampton Roads Transit, submit a detailed work plan; that will be reviewed and approved by Rail Operations, Rail Systems.

Note: *Safety and Security may review detailed work plan as well.*

After acceptance of the work plan, Contractor will obtain, through the procedure defined in this SOP, an approved *EXHIBIT A:HRT Right-of-Way Temporary Work Permit* before any work can be performed and they must have their approved *Exhibit A-HRT Right of Way Temporary Work Permit*. Permits must be available at all times on the work site.

- Contractor may be required to reimburse Hampton Roads Transit for all expenses as defined in *EXHIBIT B: HRT Permit Fee Schedule*. **Hampton Roads Transit reserves the right to waive fees at its sole discretion.**
- The method of payment used by the contractor that is submitted to Hampton Roads Transit will be determined by Hampton Roads Transit. All Hampton Roads Transit expenses for a particular contractor shall then be accumulated under the associated permit number.
- Contractors will complete annual required Track Access Safety Training as described in the TRACK ACCESS SAFETY TRAINING QUALIFICATIONS section. Contractors will immediately stop any work that deviates from their approved *Exhibit A-HRT Right-of-Way Temporary Work Permit* or detailed work plan submitted. Rail Operations should be contacted and must approve any alternate work procedures.
- Contractor work activities can be terminated immediately by Rail Operations, Rail Systems or Safety and Security, at any time without notice. Typical conditions under which this may occur include, but are not limited to:
 - ❖ Failure to comply with any of the requirements identified in this SOP or other documents referred to within.
 - ❖ Safety related reasons.

TITLE WORK PERFORMED ON THE TIDE RIGHT OF WAY	NUMBER 101.13	DATE 09/2015	Page 5
---	-------------------------	------------------------	------------------

- ❖ Operations schedule-related reasons.
 - ❖ If work in progress deviates from the written work proposal that was approved by Rail Operations.
 - ❖ Flag person(s) not available.
 - ❖ Contractors' work interferes with the constant, continuous use of the tracks, property and facilities of The Tide Light Rail system, its employees, its customers or other contractors working within the right-of-way.
 - ❖ Accidents, injuries, near misses, or vehicle damage.
 - ❖ Violations of any Rail Operation rules and/or SOP's.
- All on-track equipment (including Hi-Rail Vehicles) must meet Federal Register 49 CFR, Part 214 standards, related to Roadway Maintenance Machine Safety. Contractors will be required to submit a list of qualified operators and which Roadway Maintenance Machines that they are qualified to operate on The Tide Light Rail System. The contractor will provide documentation of their training and qualification process subjected to Rail Operations approval.
 - Contractor must satisfy all safety requirements including, but not limited to, those found in the Hampton Roads Transit Rail Operations Rule Book. Copies are available upon request from the Rail Systems department.
 - Under no circumstances will any contractor access tracks with vehicles, equipment, or machinery, without explicit written permission from Rail Operations. Each individual working on the ROW is responsible to supply their own personal protective equipment, including a reflective safety vest, hard hat, safety glasses, and work shoes with less than ½ inch heels (open toe or heel shoes are prohibited).
 - These requirements should be followed for excavations:
 - ❖ Excavations to either side of tracks must be at least twelve (12) feet from the centerline of track.
 - ❖ Excavation under, between or within the track structure or the removal of ballast is prohibited unless approved by Rail Systems department.
 - ❖ Under-track cable installations must be directionally bored using the following procedures.
 - ❖ A minimum depth of 8 feet below top of ties shall be maintained at all times or 8 feet below flow line of ditch, whichever is greater, must be maintained to top of conduit(s).
 - ❖ Conduit schedule Fiberglass Reinforced Epoxy (FRE) or equivalent is required.

TITLE WORK PERFORMED ON THE TIDE RIGHT OF WAY	NUMBER 101.13	DATE 09/2015	Page 6
---	-------------------------	------------------------	------------------

- ❖ Excavations that are within 5 feet of either side of buried signal, power, and communication cables; must be performed by hand digging and with Rail Systems personnel present at the dig site.
- ❖ When cable work is being performed parallel to ROW, cables shall be laid at the same depth as The Tide Light Rail System cables. The location of the cables shall be between The Tide Light Rail System cables and the property line, **not** towards the track.
- ❖ If cable locates are required, the procedures established by the Commonwealth of Virginia must be followed.

Note: Any deviation from these requirements will only be allowed with written consent from The Tide Light Rail System.

- Over-track crossings will be considered on a case-by-case basis. All over-track crossings must comply with the National Electric Safety Code (NESC).
- Contractor shall only enter the ROW with an approved *Exhibit A-HRT Temporary Work Permit*, unless otherwise approved by Rail Operations.
- Work performed by a contractor within the Operating ROW (12 feet of the centerline of a main line or yard track) will require a Temporary Restriction to be issued on the **Daily Operating Clearance**.
- If the contractor is performing work outside of 12 feet of the center line of any main line or yard, and it is possible for equipment (e.g. boom, or hoisted equipment etc) to foul the operating ROW or has potential of making contact with the catenary, a temporary restriction will be required.
- The temporary restriction will require a dedicated flag person to provide flag protection for the work crew(s). Speed Restriction Signs will need to be posted to identify the work zone to approaching trains. Refer to *SOP103.03 FLAG PERSON DUTIES* for more information on flagging requirements.
- In the event that the contractor disturbs, or modifies Hampton Roads Transit property in any manner, the contractor must restore the property to the same condition it was in before the contractor performed work. Such restoration must be to the satisfaction of the Director of Transportation and the Director of Technical Services. Contractor will be billed for all work required to restoring property to original condition.
- Contractor must comply with all applicable federal, state, and local laws, regulations, and standards affecting their work.
- As a limitation to any rights or licenses that may be granted to the contractor, Hampton Roads Transit reserves the right to use and maintain its entire property.

TITLE WORK PERFORMED ON THE TIDE RIGHT OF WAY	NUMBER 101.13	DATE 09/2015	Page 7
---	-------------------------	------------------------	------------------

This includes Hampton Roads Transits' right to construct, maintain, repair, renew, use, operate, change, modify, or relocate railroad tracks, roadways, station platforms, signal, communication, fiber optics, power, or other wire lines, pipelines and other facilities upon, along or across any or all parts of its property. All or any of the above mentioned use and maintenance may be done at any time by Hampton Roads Transit without liability to the contractor or to any other party for compensation or damages.

- The contractor is required to comply with Rail Operations *Exhibit D "Insurance Specifications for The Tide Contractors"*
- Rail Operations reserves the right to fully investigate all contractor accidents, injuries, near misses, or vehicle damage and the contractor and its employees agree to comply and assist Rail Operations in all aspects of these investigations. This includes, but is not limited to, drug and alcohol testing, employee interviews, written reports, and requests for documentation.

Contractor and employees who work on ROW will be required to comply with the Hampton Roads Transit Drug and Alcohol Policy.

CONTRACTOR PROCEDURE TO ACCESS THE TIDE ROW

- Contractor will request a ROW Work Permit packet of information from:
Rail Operations
1850 East Brambleton Avenue
Norfolk, Virginia, 23504
757-222-6063
rowworkpermits@hrtransit.org
- Rail Operations will distribute *SOP101.13 WORK PERFORMED ON THE TIDE RIGHT OF WAY* with *Exhibit A-HRT Temporary Work Permit* to the contractor.
- Contractor then submits their Permit Application Fee and the *Exhibit A-HRT-Right-of-Way Temporary Work Permit*. All other required documents should be submitted a minimum of 14 days prior to their proposed start date. This may include a detailed work plan and project drawings, indemnification agreement and required insurance coverage as described in the Description of Insurance Specifications (Exhibit D).
- Rail Operations distributes the permit and detailed work plan if required, to the Safety and Security department for approval and facilitates a pre-project planning meeting with contractor(s).

TITLE WORK PERFORMED ON THE TIDE RIGHT OF WAY	NUMBER 101.13	DATE 09/2015	Page 8
---	-------------------------	------------------------	------------------

- Rail Operations contacts contractor with approval and necessary requirements for Track Access Safety Training Level 1 thru 3 training. Permit numbers are assigned by Rail Operations as described in *SOP101.12 PERMIT NUMBERS & TRACK ALLOCATION*.
- Contractor **on-track equipment must be piloted by a Rail Operations qualified pilot**. The pilot will communicate with OCC and control the movement of on-track equipment or group of track cars assigned to a single work crew. A qualified pilot will be responsible for the safe movement of the on-track equipment.
- Contractors **must submit (Exhibit A) HRT- Right-of-Way Temporary Work Permit no later than Tuesday, 5:00pm**, prior to the week the work will be accomplished. Permit must be resubmitted every week during the length of the proposed project.
 - Note:** If there is a Hampton Roads Transit recognized holiday on Wednesday, the work permits are due on Monday, 5:00pm.*
 - Note:** If the project proposal changes significantly, a new Exhibit A HRT-Right-of-Way Temporary Work Permit must be submitted. A new Permit Number will be assigned after the Permit is approved.*
- Contractors and/or a Rail Operations representative are required to attend the weekly Track Allocation meeting scheduled every Wednesday with Rail Operations and Rail Systems to respond to questions regarding proposed work. The Hampton Roads Transit oversight manager may represent the contractor at the Track Allocation meetings, if it has been previously arranged.
 - Note:** When the week includes a Hampton Roads Transit recognized holiday on Wednesday, the Track Allocation Planning meeting is scheduled for Tuesday.*
- All work requests are subject to Rail Operations approval.
 - Note:** Scheduling of work activities is subject to availability of Rail Systems, Rail Transportation, and Safety and Security personnel, as well as the effect it will have on customer service based on the impact the proposed work has on service quality and train schedules.*

TITLE WORK PERFORMED ON THE TIDE RIGHT OF WAY	NUMBER 101.13	DATE 09/2015	Page 9
---	-------------------------	------------------------	------------------

Peak Operating Periods

- Generally work requiring a temporary restriction will be allowed only during non-peak operating times. Non-Peak operating times are of Monday – Friday: 9:00 AM to 3:30 PM and 7:30 PM to the end of revenue service and all day on Saturday and Sunday.
- Some work will be restricted to the after revenue service hours of 12:00 AM to 5:00 AM.
- The Project Manager and/or Rail Operations will provide the contractor with a copy of their approved *Exhibit A HRT-Right of Way Temporary Work Permit*, which must be available on the project site at all times during work activities to confirm permission to occupy the ROW.
- Contractors must contact OCC and request permission prior to accessing the ROW. OCC has authority over all activity along the ROW at all times.
- Once work is complete, and the work area is cleared of materials, equipment, tools, and personnel, the contractor must contact OCC to confirm that they are clear of the ROW.
- Hampton Roads Transit provides contractor with an invoice for appropriate fees upon completion of the work on a monthly basis, as necessary.
- Contractors must submit payments (if applicable) to the Hampton Roads Transit Accounts Receivable department.

HAMPTON ROADS TRANSIT EMPLOYEE REQUIREMENTS AND PROCEDURE FOR ACCESS TO RIGHT-OF-WAY

- This procedure is to be used by all Hampton Roads Transit departments to receive temporary permit access to ROW.
 - ❖ Submit completed *Exhibit C- Hampton Roads Transit Personnel Right of Way Work Permit* to Rail Operations.
 - ❖ Permits are reviewed and approved at the weekly Track Allocation meeting by Rail Operations and Rail Systems.
 - ❖ Rail Operations publishes the Final Track Allocation for the following week and all revisions.

TITLE WORK PERFORMED ON THE TIDE RIGHT OF WAY	NUMBER 101.13	DATE 09/2015	Page 10
---	-------------------------	------------------------	-------------------

- ❖ For unforeseen work such as emergencies or to perform minor corrections or routine inspections, OCC can authorize a Track Access Safety Level 1 and 2 qualified Hampton Roads Transit employee to access the track without an approved permit.
- ❖ Work performed by an employee on the Operating ROW within 12 feet of the center line of an in service main line or yard track will require a Temporary Restriction be issued on the Daily Operating Clearance. Exceptions to the temporary restriction requirement for employees can be granted under the conditions listed below.
 - Work performed by Track Access Safety Level 1 and 2 qualified Hampton Roads Transit employee does not require the issuance of a Temporary Restriction if one of the following Train Detection schemes is used:
 - ❖ *Worker(s) Using Train Detection to Clear the Operating ROW 15 seconds Prior to Arrival of Train.* Train approach warning shall be given in sufficient time to allow worker(s) to move to and occupy a prearranged place of safety outside of the Operating ROW (more than twelve (12) feet from the centerline of any track on the main line) not less than 15 seconds before a train moving at maximum authorized speed can pass the location of the worker(s).
- The following four conditions must be met:
 - ❖ Where worker(s) are performing minor corrections or routine inspections.
 - ❖ Where no power tools or equipment are being used in hearing range of the worker(s).
 - ❖ Where worker(s) are performing tasks that allows them to be attentive to train movement.
 - ❖ Where the ability of the worker(s) to hear and see approaching trains is not impaired by background noise, lights, precipitation, fog, passing trains or other obstructions or physical conditions.

If all four conditions cannot be met, a Lookout must be assigned to provide the worker(s) warning of approaching trains.

- Trains can pass the location of the worker(s) at maximum authorized speed if worker(s) have cleared outside the Operating ROW.

TITLE WORK PERFORMED ON THE TIDE RIGHT OF WAY	NUMBER 101.13	DATE 09/2015	Page 11
---	-------------------------	------------------------	-------------------

- *Worker(s) Use Train Detection to Clear From Fouling a Track 15 seconds prior to the arrival of a train.*

Train approach warning shall be given in sufficient time to allow worker(s) to move to and occupy a prearranged place of safety so that employee(s) or equipment are not fouling any in-service track (more than 7' 6" from the centerline of nearest in-service track) not less than 15 seconds before a train moving at maximum authorized speed can pass the location of the worker(s).

- The following four conditions must be met:
 - ❖ Where worker(s) are performing minor corrections or routine inspections.
 - ❖ Where no power tools or equipment are being used in hearing range of the worker(s).
 - ❖ Where worker(s) are performing tasks that allows them to be attentive to train movement.
 - ❖ Where the ability of the worker(s) to hear and see approaching trains is not impaired by background noise, lights, precipitation, fog, passing trains or other obstructions or physical conditions.

If all four conditions cannot be met, a Lookout must be assigned to provide the worker(s) warning of approaching trains.

- Trains must pass the location of the worker(s) at restricted speed if worker(s) have cleared so that they are not fouling the track, but have not cleared off of the Operating ROW. OCC must contact a minimum of the next two approaching trains on the affected track before authorizing work or movement in this area. If work is for an extended time period, OCC will notify approaching trains as necessary to protect the workers.
- To access a No Clearance Zone, a temporary restriction must be issued for BOTH tracks.
- For unforeseen or emergency situations, OCC can authorize entry into No Clearance Zones for short durations without the issuance of a temporary restriction, but the following steps must be taken:
 - ❖ Train operation must be temporarily stopped on the track(s) in the area where the worker(s) will be located.

TITLE WORK PERFORMED ON THE TIDE RIGHT OF WAY	NUMBER 101.13	DATE 09/2015	Page 12
---	-------------------------	------------------------	-------------------

- ❖ Normal Train operation in the affected area cannot resume until OCC is advised by the worker(s) that they are no longer fouling the track on which the train will operate.
- ❖ Trains must pass the worker(s) at restricted speed, if personnel remain within the Operating ROW.

ATTACHMENTS

EXHIBIT A: HRT- Right-of-Way Temporary Work Permit

Revised 01/12/2009

Exhibit A		Permit #:	
HRT - Right of Way Temporary Work Permit			
<p>This permit must be submitted by 5P.M. (noon) on Tuesday prior to the work week requested</p> <p>email to: rowworkpermits@rttransit.com (if unable to email) Fax to: Operations Control Center Rail Transportation 757 222- 6000 ext. 6659</p>			
Company:	Date:		
Requester:	Email Address:		
Office:	Cell:	Fax:	
Contractor's HRT Contact: _____ (in lieu of Email Address)			
Description of work to be performed and equipment and tools to be used:			
Will personnel or equipment be within 12ft from center of nearest track at anytime?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If within 12ft a HRT Qualified Flag Person will be required HRT <input type="checkbox"/> Self <input type="checkbox"/>	
Will work or equipment be within 10ft of the closest overhead catenary wire system?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Will any excavating be performed (by hand or machine)? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is the work described above being performed under a HRT contract?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If excavating is being performed Dig Number must be provided _____	
Dates Work Performed:	Start Date: _____	Finish Date: _____	
Enter Time in 24hr. Format:	Start Time: _____	Finish Time: _____	
Work Location by MP:	From MP: _____	To MP: _____	
Track to be Accessed:	Track 2 Westbound <input type="checkbox"/>	Track 1 Eastbound <input type="checkbox"/> Both Tracks <input type="checkbox"/> Embankment Track <input type="checkbox"/> Yard Track <input type="checkbox"/>	
<p style="font-size: x-small;">I understand that before entering the HRT Right-of-Way, and prior to the start of any work, permission must be obtained from Operations Control Center (OCC) via a HRT issued portable radio on the appropriate Operations channel for my work location. I understand all workers and equipment must remain 12ft or more from the center of the nearest track at all times at anytime 12ft. cannot be maintained a restriction is required and the Contractor is responsible for having a HRT Certified Flagperson present with speed boards in placed. HRT radio fails OCC should be reached by phone at 757-222-6993</p>			
HRT Maintenance of Way Use Only			
Operation's:	Insurance Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>	Training Completed? Yes <input type="checkbox"/> No <input type="checkbox"/> Initial: _____	
Signal:	Cable Locate Required? Yes <input type="checkbox"/> No <input type="checkbox"/>	Barricade <input type="checkbox"/> Track Vehicle <input type="checkbox"/> Initial: _____	
Comm:	Cable Locate Required? Yes <input type="checkbox"/> No <input type="checkbox"/>	Cones <input type="checkbox"/> Stop Signs <input type="checkbox"/> Initial: _____	
Traction Power:	Power Down Required? Yes <input type="checkbox"/> No <input type="checkbox"/>	Derails <input type="checkbox"/> Hand Tools <input type="checkbox"/> Initial: _____	
Rail Fac. Maint:	Flagperson Scheduled? Yes <input type="checkbox"/> No <input type="checkbox"/>	Ground Strap <input type="checkbox"/> Power Tools <input type="checkbox"/> Initial: _____	
Track:	Work is Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>	PPE <input type="checkbox"/> Initial: _____	
HRT Operations' Use Only			
Operations:	Restriction Yes <input type="checkbox"/> No <input type="checkbox"/>	Speed Signs Yes <input type="checkbox"/> No <input type="checkbox"/>	Track Out of Service Track # 1 <input type="checkbox"/> Track # 2 <input type="checkbox"/> Norfolk Yd. <input type="checkbox"/> Test Trk <input type="checkbox"/>
	Moving Crew Yes <input type="checkbox"/> No <input type="checkbox"/>	Single Track Yes <input type="checkbox"/> No <input type="checkbox"/>	
Operation Authorization Signature _____		Date _____	

Exhibit C-Hampton Roads Transit Personnel Right of Way Work Permit

Exhibit G
Hampton Roads Transit Permitted Right of Way Work Permit
 Email to: rowworkpermits@hrtransit.org

Permit # _____

Requestor: _____ Submittal Date: _____ Start Date: _____ Finish Date: _____
 Email: _____ Dept: _____ Cell #: _____ Title: _____

This permit must be submitted by 12:00pm on the Tuesday prior to the work week being requested and a copy must be available for review at the job site.

Start Date	End Date	Start Time	End Time	From Cat #	To Cat #	Track EDWB	Service Allowed	Description of Work and Equipment	Hampton Roads Transit Operations' Use Only					
									Track Out of Service	Single Track	Power Down	Flag Person	Lock out	Rest.

I understand that before entering the TIDE Right-of-Way, and prior to the start of any work, permission must be obtained from Operations Control Center (OCC) via a HRT issued portable radio on the appropriate Operations channel for my work location. I understand that all workers and equipment must remain 12ft. or more from the center of the nearest track at all times, if at any time 12ft. cannot be maintained a restriction is required and a HRT Certified Flagperson must be present with Speed Boards in place.

MOW Dept. Use Only					Initial	Operational Notes
Operations	Insurance Approved	Yes	No	Training Completed?		
		<input type="checkbox"/>	<input type="checkbox"/>	Yes		
		<input type="checkbox"/>	<input type="checkbox"/>	No		
Signal:	Dis. #	N/A		Barriers/ Track Vehicle	Initial	
	<input type="text"/>			<input type="checkbox"/>		
Comm:	Dis. #	N/A		Cones	Initial	
	<input type="text"/>			Stop Signs		
	<input type="text"/>			<input type="checkbox"/>		
Traction Power:	Power Down:	Yes	No	Derails	Initial	
		<input type="checkbox"/>	<input type="checkbox"/>	Hand Tools		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Rail Fac. Maint:	Flagperson Scheduled:	Yes	No	Ground Straps	Initial	
		<input type="checkbox"/>	<input type="checkbox"/>	Power Tools		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Track:	Work is Approved	Yes	No	PPE	Initial	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Note:
 If Flag Person is marked "Yes" a work zone must be established with speed boards.
 If Lockout is marked "Yes" this indicates you are a moving work crew.

Cross Reference
 (SOP103.03 FLAG PERSON DUTIES, SOP101.12 PERMIT NUMBERS & TRACK ALLOCATION).

Cross Reference (49 CFR, Part 214 standards, related to Roadway Maintenance Machine Safety, National Electric Safety Code NESC).

TITLE WORK PERFORMED ON THE TIDE RIGHT OF WAY	NUMBER 101.13	DATE 09/2015	Page 14
---	-------------------------	------------------------	-------------------

APPROVED BY:



Benjamin Simms IV, Director Bus/Rail Transportation

9/10/15

Date

Review / Revision History

REVIEW / REVISION	DATE	SECTION	DESCRIPTION	AUTHORITY
0	06/2009	Original		
1	03/2012	Revision		
Revised	09/2015	Fouling a Track No Clearance Zone Track Access Safety Training Qualification	Removed 8, added 7'6" Added Track Access Level 4	T. Manning