

Procedure On-Track Safety Schedule		Version 2.0
Prepared By: Fiailoa AhSue	Effective Date: 07/13/2026	Approved by: Fiailoa AhSue

1.0 Purpose

To provide a structured process and requirements for scheduling railroad on-track safety through Metrolink's contracted On-Track Safety Protection Services, Rail-Pros Field Services.

2.0 Scope

This procedure will apply to all requests for railroad on-track safety services that are not self-performed (e.g. Maintenance-of-Way, Communications & Signal Installation services). Projects may include maintenance of facilities, Right of Entry (ROE) Permits, 3rd Party projects, capital, or rehabilitation projects.

3.0 Responsibilities

- **Requestor** submits accurate information within the request or three-week look ahead schedule prior to the deadline and promptly responds to requests for clarification or resubmittal. The requestor is also responsible for notifying the Field Manager of late requests or schedule changes as soon as possible.
- **Field Manager** verifies that requests are complete, promptly communicates issues with requests, completes and distributes weekly schedules prior to the deadline, facilitates the On-Track Safety Schedule Meeting, and escalates conflicts per this procedure in a timely manner.

4.0 Procedure

There are two paths to requesting On-Track Safety for planned projects: weekly requests or ongoing projects.

- **Individual Requests:** Requests that are less than 3-weeks. This may include surveying, potholing or site visits conducted weeks prior to the start of construction.
- **Ongoing Projects:** Active projects with consistent weekly work that is longer than 3 consecutive weeks.

4.1 Individual Requests

4.1.1 Request

All On-Track Safety (OTS) requests must be sent by email to SCRRA.info@rail-pros.com and must include the following information:

1. What is the SCRRA Permit/Project Number that has been assigned to your project?
2. Have all crew members completed the SCRRA Safety Training?
3. How many crew members will be onsite?
4. Who will be the onsite point of contact (provide contact information)?
5. Where would you like the RWIC to meet your crew?
6. How many days and what hours do you plan on working?
7. Will any boomed or heavy equipment be utilized for this project?
8. Are SCRRA C&S mark-outs required? If so, have they been requested (separate from 811 Dig)?

For any work that is not included within an approved Site Specific Work Plan (e.g. site visit, field diagnostic), the following additional information must be provided.

- A. Purpose: describe the purpose of the request, identify any tools that will be used, measurements needed, or specific photos of assets needed, include an agenda (if available)
- B. Location(s): list the specific locations the request will cover (e.g. Main St grade crossing, culverts between MP 15 and 17, communication tower at CP Anna). If multiple locations are needed, provide an aerial image of the locations.
- C. Duration: Provide an approximate duration needed for each location.

4.1.2 Request Deadline

OTS requests must be submitted two (2) Wednesdays prior to the week OTS is requested. Refer to Section 4.3.1 for an illustration of the process timeline. This Railroad OTS Schedule Procedure utilizes Monday as the first day of the week.

4.2 Ongoing Projects

4.2.1 Project Initiation Meeting

Ongoing projects must first complete a Project Initiation meeting with the Field Manager. The initiation meeting should be held at least 30 days prior to the start

of construction. Follow up meetings may be necessary. For example, the construction schedule or approach may change as a result of discussions during the initiation meeting. A follow-up meeting may be necessary to review the new construction schedule or site specific work plan (SSWP).

4.2.2 Initial Submittal

The following are the minimum requirements for the initial submittal. This initial submittal must be provided by email to SCRRA.info@railpros.com at least 3 days prior to the Initiation Meeting.

1. Construction Schedule
2. 3 Week Look Ahead
3. Training Needs
4. Site-Specific Work Plan

4.2.3 Three-week Look Ahead Updates

Following the Project Initiation Meeting, weekly updates of the Three-week Look Ahead schedule must be sent by Wednesday by email to SCRRA.info@railpros.com and must include the following information:

- Number of RWIC's requested per day
- Number of Subgroup coordinators requested per day (if applicable)
- Work hours
- Work activities planned each day
- Number of individuals planned on-site, per day (if work will occur at different locations, list by location)

An example of an acceptable Three-week Look Ahead Schedule is included in Appendix A.

4.2.4 Construction Meetings

The Field Manager should be invited to any recurring construction meetings to help facilitate OTS requests and stay abreast of construction updates as it pertains to providing railroad OTS protection.

4.3 Schedule Confirmation

The schedule will be confirmed every Monday for the following week (Monday through Sunday).

4.3.1 Process Timeline

Figure 1 On-Track Safety Schedule Calendar

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		Week [A] Request Deadline				
Week [A] Schedule Confirmed		Week [B] Request Deadline	Schedule Meeting - Week [A] changes	Week [A] Revisions Distributed		
Week [A] Begins Week [B] Schedule Confirmed		Week [C] Request Deadline	Schedule Meeting - Week [B] changes	Week [B] Revisions distributed		
Week [B] Begins Week [C] Schedule Confirmed			Schedule Meeting - Week [C] changes	Week [C] Revisions distributed		
Week [C] Begins						

4.4 Schedule Changes

4.4.1 Requested after the Request Deadline

Requests submitted after the deadline will be prioritized as listed in Section 5.0. There is no guarantee that OTS services will be available for a late request. When OTS is unavailable for the selected dates, the request will be added to a wait list.

4.4.2 Changes after the Request Deadline

Notify the Field Manager as soon as possible of changes to an OTS request. Any verbal discussions related to a change must be followed up with an email to scrra.info@railpros.com as soon as possible. The Field Manager must be notified of changes to the workday, daily schedule, location(s), or heavy equipment (e.g. equipment added, changes to the equipment work zone).

Schedule changes requiring additional OTS protection that are submitted after the Request Deadline will be accommodated to the fullest extent possible based on OTS availability. There is no guarantee that OTS protection services will be available for a late change. When OTS services are unavailable for the selected dates, the request will be added to a wait list.

4.4.3 Cancelling Requests

On-Track Safety cancellation requests must be emailed to scrra.info@railpros.com as soon as possible. Fees for late cancellations will be imposed

No Show Fee:

- Cancellations submitted on the day of the job or when the contractor fails to show up to the jobsite, will be billed as an 8-hour workday. If this work includes a Form B see the item below for fee amounts.

Cancellation Fees:

- Less than 4-hour Notice: 8-hours of personnel time X number of OTS individuals requested
- Less than 24- hour Notice: 4-hours of personnel time X number of OTS individuals requested
 - Work on Monday must be cancelled prior to noon on Friday.
- Form B Cancellation, Less than 15-hour Notice: 12-hours personnel time X number of OTS individuals requested

4.5 Weekly On-Track Safety Schedule Meeting

A weekly conference call is held to review the upcoming schedule, discuss requested changes, and address conflicts. Meeting participants include the Field Manager, SCRRRA Project Managers, and Construction Management personnel from active projects.

5.0 Prioritization

SCRRRA aims to forecast the needs of ongoing projects and work with RailPros to ensure sufficient capacity of qualified flaggers is available. While every effort is made to accommodate all requests, conflicts may arise.

The following is provided as guidance for scheduling projects; however, each conflict may present unique impacts to projects schedules, and budgets for SCRRRA, it's Member Agencies, and project stakeholders.

Figure 2 Prioritization of On-Track Safety Requests

Priority Level	Work Type
1	Any work confirmed for and requiring an Absolute/Limited Work Window (AWW/LWW)
2	Any other work confirmed to work during an AWW/LWW
3	Infrastructure improvement projects in support of LA2028 (e.g. Metrolink's SCORE program, Bipartisan Infrastructure Law funded projects)
4	SCRRA Projects (capital, public, rehabilitation, maintenance)
5	3 rd Party Projects** with multiple workdays or ongoing project
6	One workday or partial workday (e.g. punch list walk, survey, site meeting) and/or requiring multiple flagmen
7	Any*** project which failed to submit a request by the Request Deadline

A Public Project is defined as a project that has a Design Services Agreement (DSA) or a Construction & Maintenance Agreement (C&M) with the SCRRA Engineering Department, and for which a SCRRA Project Manager has been assigned to the project.

**A 3rd-Party Project is defined as a project that has an executed Right-of-Entry Permit (SCRRA Form #4,5,6) issued by RailPros or the SCRRA Track Department and for which a SCRRA Project Manager has not been assigned to the project.

***Includes any project including those in a higher priority level that did not submit a timely request.

6.0 Escalation

The goal of the escalation process is to resolve conflicts at the lowest escalation level. All reasonable efforts by Requestors, Project Managers and Escalation Levels should be made prior to escalating the conflict to the next tier. The Field Manager must explore opportunities such as sharing On-Track Safety resources for projects

within proximity of each other or requesting alternative dates for requests that are one day or a partial day. The Field Manager is responsible for informing the MS318-23 Contract Manager of each escalation.

Figure 3 On-Track Safety Request Escalation Levels

Escalation Level	Role
1	Project Managers
2	Program Managers
3	Executive Leadership Team (XLT)
4	Metrolink, Chief Executive Officer

In the event the requests for OTS exceed the available OTS individuals, the Field Manager must notify the Requestors, the SCRRA Project Managers, and the SCRRA MS318 Contract Manager. This notification is the initiation of the escalation process. The SCRRA Project Managers are responsible for communicating and determining alternative approaches to address the conflict. Discussions may occur on a peer-to-peer level or through scheduled review meetings.

Examples of conflict resolution include:

- Modifying work schedules to work at a different location not requiring OTS protection
- Installing barriers to minimize the amount of OTS protection required
- Reduce the locations of work groups to reduce the number of Subgroup coordinators needed

Although cancellation of work is not the desired outcome, if conflicts cannot be resolved the only solution may be determining which project's activities can be cancelled or rescheduled. Determining to cancel a project's activities on or near the railroad may be made at any escalation level so long as the decision is mutually agreed to by that Escalation Level.

7.0 Document Control

The Field Manager will be responsible for organizing and saving all OTS requests until the work is completed.

8.0 Definitions and Acronyms

- **Absolute Work Window (AWW)**: a period of time established through SCRRRA Operations which no revenue trains operate through a designated section of track for the purpose of conducting work impacting the track or signal systems. For example, AWWs are typically over a weekend starting late evening on Friday and ending early morning on Monday. Hours, locations and tracks are defined for each AWW.
- **Limited Work Window (LWW)**: a period of time established through SCRRRA Operations which no revenue trains operate through a designated section of track for the purpose of conducting work impacting the track or signal systems, however much shorter in duration than an AWW.
- **On-Track Safety (OTS)**: a form of protection from being struck by a moving train or other railroad equipment, that is established through railroad operating rules by an individual qualified by the railroad.
- **Week**: a period of seven consecutive days beginning on Monday and ending on Sunday

Revision History:

Version	Date	Description of changes	Made by
1	12/12/2025	Initial document	Faiiloa AhSue
2	07/13/2026	Update Section 4.1.1	Faiiloa AhSue

Appendix A: Three Week Lookahead Example

Metrolink - San Juan Creek Bridge Replacement

IFB No. C3153-24

FWI Job No. 3245

Legend

 Inclement Weather Day

 Holiday

#	Delivery Dates
---	----------------

P Concrete Pour

N Night Work

EG Flag Bike Path (6:30 AM - 4:30 PM)

FD Full Day Bike Closure (6:30 AM - 4:00 PM)

FD Full Day Bike Extended Closure (6:30 AM - 5:30 PM)

Non-Work Day

[illegible]

Appendix B:
On-Track Safety Requests Workflow



On-Track Safety Requests

- Requests (email &/or updated 3-week look ahead schedules) are submitted weekly, 12 days prior to the start of the work week
- Changes to the schedule during the work week are not guaranteed
- Surveying and potholing for on-going projects that occur ahead of the start of construction should follow the Individual Request path

M	T	W	Th	F	Sa	Su

