



## On-Track Safety Request

**Instructions:** Please fill out Sections 1 and 2 then submit this form, along with a detailed scope of work and plans, to our On-Track Safety Coordinator via email or fax.

**On-Track Safety Coordinator**

**E-Mail:**  
[chrismccrum@carloadexpress.com](mailto:chrismccrum@carloadexpress.com)

**Fax:** 412.426.4000

**Tel:** 412.977.8279

**Office:** 519 Cedar Way  
 Building 1, Suite 100  
 Oakmont PA 15139

**Fee Structure**

**Scheduled Requests:** \$1,250 within regular hours, 8-hour minimum; \$240 per add'l hr

**Emergency Requests:** \$2,000 within regular hours, \$2,200 after-hours, 8-hour minimum; \$240 per add'l hr  
**Please see Page 2 for more information**

Completed On-Track Safety Request form must be submitted at least seven (7) days prior to requested Start Date for jobs one week or less in duration; a minimum of fourteen (14) days is required for jobs longer than seven (7) days.

**By submitting this form, the applicant acknowledges he/she has read and understands the conditions specified on pages 2-3 and that they are authorized to submit payment for these services.**

**Section 1: Project Location - To be Completed by Customer**

Temp. Entry Permit #:**		City:	
Permit Holder:		County:	
Permit Date:		State:	
Requested Start Date:		Railroad Milepost:	
Duration in Days:		Latitude/Longitude:	
Detailed Description of Work (attach plans):			
Please indicate preferred work site meeting location and daily start time for Railroad flagger			

**\*\*Failure to provide the Agreement Number may cause a delay in scheduling.**

**Section 2: Billing and Project Contact Information - To be Completed by Customer**

Billing Information for Agreement Holder/Project Owner		Project Contact (if different from Billing)	
Contact Name:		Contact Name:	
Company Name:		Company Name:	
Billing Address:		Address:	
Address (2):		Address (2):	
City/State/Zip:		City/State/Zip:	
Phone/Fax:		Phone/Fax:	
Email:		Email:	

## On-Track Safety Request – Carload Express, Inc.

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On-Track Safety services are required when projects are within close proximity to active rail lines. On-Track Safety can only be performed by qualified Railroad personnel. Conditions when On-Track Safety services are required include:

- An agency, consultant, or contractor is working on, near, or adjacent to active railroad tracks
- An outside party is using railroad property or performing operations that may affect railroad property or facilities
- Work outside railroad property that could impact Railroad property or operations
- Off-highway construction equipment is crossing the railroad at a private or public crossing
- Oversized equipment or highway vehicles are crossing the railroad at a private or public crossing

On-Track Safety services may only be performed by qualified Railroad employees who are; (i) trained in the proper procedures related to rail operations and safety requirements, (ii) familiar with rail operations and procedures in a project area, and (iii) able to communicate directly with Railroad dispatching personnel and train crews. Depending on the current schedule of projects and/or your project scope, it may take 30 or more days to secure a railroad representative to provide On-Track Safety. If it is necessary for Railroad to seek additional resources to meet project requirements, Railroad shall not be liable for the cost of delays attributable to obtaining such service.

All work within the rail corridor must meet Railroad Design and Construction (D&C) Specifications.

**IMPORTANT INFORMATION:** The Railroad Representative cost is based on average cost for 8 hours minimum regular time on Railroad work days (weekdays), which *includes* two hours reserved for travel time. Overtime rates will apply for hours beyond 8 hours per day, or weekend work days. Inspection costs will include inspector's project time, travel time, expenses, per diem, project scheduling cost, means and methods review, coordination, and general account administration. Other railroad costs may include signal locates, material, rental equipment, burden and tax. The above costs are estimates only.

In the event local On-Track Safety services are not available at the time of your request, qualified resources from outside the geographical area of your project may be assigned an extra cost to the Agreement Holder/Project Owner. The cost of such services vary based on factors including but not limited to: type of project, duration of project, utilization of local or out-of-town flagging personnel, etc.

The Railroad requires that insurance coverage be provided prior to any entry/work activity within the rail corridor. The license agreement defines the requirements in greater detail. As referenced below, please be sure to submit insurance information as required under the Temporary Entry Permit.

### INSTRUCTIONS:

- **All** information must be TYPED or CLEARLY PRINTED
- **Proof** of insurance as required by Railroad or as indicated in your agreement.
- **Note:** If On-Track Safety protection is required, the average cost is \$1,250.00/per 8-hour day minimum (\$240 per additional hour) plus excess mobilization/travel time and any other incurred expenses. This is not an invoice. A separate invoice for actual costs of On-Track Safety services will be sent to the Licensee or Project Owner upon completion of the project. **(Please note certain projects may require engineering review and the Agreement Holder/ Project Owner will be responsible for all costs associated with this review by the Railroad and/or its Contractors.)**

A Railroad Representative will provide a daily On-Site Job Briefing. At that time, the Railroad Representative will make the determination as to what type of On-Track Safety is required. This may include constant supervision or periodic supervision, either being at the sole discretion of the Railroad Representative.

**Submit the form, along with a detailed scope of work and plans, to our On-Track Safety Coordinator via email or fax.**

- **In** the event it is necessary to cancel or re-schedule On-Track Safety services already scheduled, the following notice periods are required (**failure to provide notice as stated shall result in the customer incurring a daily rate charge of \$1,250 On-Track Safety services**).
- Unpaid balances after 30 days will be charged 1.5% interest, compounded monthly.

**COMPLETING THE FORM:**

**Section 1: Project Location (to be completed by customer)**

- Temp Entry Permit No. - Typically located in the top right corner of the TEP. Failure to provide the Permit Number may cause a delay in scheduling.
- Permit Holder: - Entity named in TEP. Typically located on page 1.
- Permit Date - Date TEP executed. Typically located on page 1.
- Requested Start Date - The day you wish to initiate your work efforts (*note: depending on the work to be performed and the duration in days, 30 days advance notice is required*)
- Duration in Days - The number of days you expect your work effort to take place
- Scope of Work - A summary description of your work effort (*note: this information is required in making the decision as to the necessity of On-Track Safety services. Please include your detailed scope of work and plans when submitting the form*)
- City, County, State - Location of the requested work to be performed
- Railroad Milepost - Typically located on page 1 of the Temporary Entry Permit
- Latitude/Longitude - GPS coordinates indicating the approximate location of the project.

**Section 2: Billing and Project Contact Information (to be completed by customer)**

- Billing Information for Agreement Holder/Project Owner** - The agreement holder is the company/individual/municipality who has entered into an agreement with the Railroad for use rail corridor. The fields under this section pertain to the Agreement Holder.
- Project Contact (If different from Billing)** - The Project Contact information should indicate who is performing the work.