TRACK ALLOCATION / WORK PERMIT PROCESS

All work on or in close proximity to Metro Rail Property must receive prior approval from the Rail Operations Control Department of Metro. This Track Allocation / Work Permit process must be complied with to ensure the safety of outside contractors, Metro employees, and Metro customers. Metro Rail Operations Control Work Permits will be issued for approved work. Failure to meet all the requirements listed below will delay the approval of requested work.

SUBMITTAL

- Track allocation request forms must be submitted no later than the **Monday** (5:00 PM) **PRIOR** to the week (Sunday through Saturday) of requested/projected work start date.

- Single Tracking requests must be submitted 2 weeks in advance and Mr. Brandon Farley must be included in the notification. Mr. Farley can be reached at 213 922-6319 or email at FARLEYB@metro.net.

- Requests may be submitted up to one month in advance of requested/projected start date.

- Request forms must be filled out completely and provide necessary information: Start/end time of work, dates of requested work, detailed description of work / testing, description of all types of equipment to be used.

- Work requests affecting ADA compliance, ambient noise and/or requiring single tracking must be submitted a minimum of two (2) weeks prior to requested start date for scheduling purposes and public notification.

- Track allocation requests must be submitted for each week of work until completion of work or project.

- Submit Track Allocation Request forms to Jose Serrano via Fax or E-mail:
  - E-mail: serranoj@metro.net **OR**
  - Fax: 323 563-5068

- Submitting a Track Allocation request does not guarantee that approval for work will be authorized.
• It is imperative to know that last minute Track Allocation requests (if not submitted in advance as required by this process) may not be approved depending on the urgency of the work, availability of manpower to support the work, and how it may impact service.

• When requesting power down, it’s important to document (in your request form) the appropriate substation(s), breakers, sectionalization, switches etc., that will affect the area where you are proposing to perform your work. This must be done during the Track Allocation Meeting, in order to determine if the request can be granted. This will eliminate any last minute requests through Control at the actual time work is to begin.

• Work being conducted on or about Metro rail lines (mainline tracks, yard tracks, storage tracks, or any Metro tracks under construction) without proper notification will be subject to work being stopped immediately with all personnel and equipment cleared of the right of way.

SUPPORT

• Requests for support with trains and train operators will be the responsibility of the individual submitting the request. Confirmation will be required upon submittal of your request.

• For train operator or vehicle support, or RTOS for flag support, contact the appropriate individual as listed below:

  Red Line Transportation Manager: 213.922.3220
  Red Line Fleet Services Manager: 213.922.3304
  Blue Line Transportation Manager: 310.816.5530
  Blue Line Fleet Services Manager: 310.816.5504
  Green Line Transportation Manager: 310.643.3849
  Green Line Fleet Services Manager: 310.643.3804
  Gold Line Transportation Manager: 323.224.4001
  Gold Line Fleet Services Manager: 323.224.4032

• Requests requiring public notification must be directed to Community Relations representatives with a minimum of two (2) weeks notice as listed below:

  Wilbur Babb; Community Relations Mgr. (213) 922-4955
  (213) 305-8800 cell phone

• Requests for support from other Metro departments will be addressed at the Track Allocation Meeting: Track, Traction Power, Signals, Rail Communications, Facilities Maintenance, SCADA, and Field Supervisors.
MEETING ATTENDANCE

- A representative for the person/agency/department requesting Track Allocation shall attend the Track Allocation meeting on the Wednesday prior to the work start date. Track Allocation is only granted on a weekly basis. Representative must attend Allocation Meeting and submit a Track Allocation Form (Must be received by Metro Track Allocation no later than Monday 5:00 P.M.) each week until project is finished.

- **Meetings are held on a weekly basis.** Meeting location and times:

  **Red Line /Gold Track Allocation Meeting:** 08:00 a.m.
  **Blue/Green Line Track Allocation Meeting:** 08:30 a.m.

  Rail Operations Control
  2000 E. Imperial Highway
  Instruction Room, Second Floor
  Los Angeles, 90059

- All Track Allocation Requests will be discussed at the Track Allocation Meeting. The Track Allocation Coordinator will grant or decline the request based upon information received, support required and availability of personnel, impact to service and other work requests.

SAFETY TRAINING / ID BADGE

- All members of the work crew will be required to attend Metro safety training.

- Safety training is only conducted in English. Ability to understand and speak English is required for Safety certification. No translation or interpreters may be used.

- Two Rail Safety classes are available weekly and a picture ID is required. Prior reservation is required and the class registration information is as follows:

  **Tuesday, 07:00 am – 10:00 am**
  Division 11-Blue Line Yard
  4350 E. 208th St, Transportation Training Room
  Long Beach, CA 90810
  Contact – Willard Johnson 310-816-5597; johnsonw@metro.net

  **Wednesday, 07:00 am – 10:00 am**
  Division 20-Red Line Yard
  320 S. Santa Fe Ave, Room 224
  Los Angeles, CA 90013
  Contact – Linda Leone 213-922-3224; leonel@metro.net

- Safety ID badges will be issued upon successful completion of the safety training.

- Crew members will be required to wear Metro Safety Badges at all times while performing work on or near Metro property.
WORK PERMIT

- Metro Work Permits will be issued for approved work.

- To obtain Metro Work Permits, contact the appropriate Rail Controllers a minimum of two hours prior to scheduled start time of work.

  Blue Line Control: 323 563-5015  
  Green Line Control: 323 563-5298  
  Red Line Control: 323 563-5290  
  Gold Line Control: 323 563-5055  
  Expo Line Control 323 563-5095

- Sign work permit and fax back to Controller: 323 563-5241

- Each member of the crew must have a signed copy of the permit in his or her possession at all times.

- Upon arrival at approved work location, the work crew leader must contact the appropriate Controller to activate the Work Permit.

- Work crew leader must notify the appropriate Controller each time crews move to a different work location if multiple work locations are noted on work permit.

- The Rail Controller will authorize work crew to begin work after all safety requirements are satisfied.

- Work permits must be activated at the beginning of each day and de-activated at the end of each days work.

- Assure that all personnel and equipment (including flagging equipment) are clear of the mainline prior to contacting Control to cancel your work permit.

ADDITIONAL INFORMATION

EMERGENCIES

Emergencies occurring after Track Allocation may necessitate the revoking of approved work. Urgent repairs, maintenance, or abnormal operations are some conditions, which may require modification to approved work.

Incidents occurring while work is in progress could also necessitate the immediate removal of a work crew from a work area.

All work crews are expected to immediately comply with Control’s instructions. Request for an explanation of removal may be addressed to the ROC Manager or Track Allocation Coordinator.
RULES AND PROCEDURES

- All work shall be performed in accordance with Metro Light and Heavy Rail Operations Rules and Procedures.

- Restrictions and protective equipment will be required per applicable rules.

- Violation of Rail Operations Rules or Procedures may result in the cancellation of a Work Permit.

- Personnel must be in proper position (facing oncoming train) and location when providing hand signals to approaching trains. When flagging the use of proper equipment (yellow flag, green flag, red flag, and flashlight) is essential in providing information to train operators. Flaggers, Lookouts and Work Crew Coordinators must not be assigned any other duty and cannot engage in or assist with any work.

RESTRICTIONS

- Power down may be required when working within 10-feet of Overhead Catenary System (Blue/Green/Gold Line). Power down and grounding of the Contact Rail (Red Line) is required when working at track level. Remote power down may be required for work being down in close proximity to the Overhead Catenary System or Contact Rail.

- Wayside Worker Protection is the protection provided to employees or contractors to enhance their safety while working on or about the Metro Rail Lines in accordance with the Metro Rail Operating Rules. This protection includes both “On Track Protection” – a method of protecting personnel on the right of way (ROW) that affects train movement, and “Safety Watch” – a method of protecting personnel on the ROW that does not affect train movement. On Track Protection and Safety Watch requirements are determined by the applicable Rail Rule Book and SOPs.

- Work crew leader must assure that proper flagging protection for Flag Protected Slow Zones or Flag Protected Work Zones are in place (if required) prior to activating your work permit to begin work. This must be assured through proper communications with Metro personnel (Track Inspector, Field Supervisor, Traction Power or Signal Personnel) supporting your work. Proper placement of flags and the appropriate protection is required for the intended work to be performed.

- Wayside System personnel (track, signal, traction power etc.) will be provided Wayside Worker Protection with limits or blocks when performing inspections, and it will be your responsibility to contact Control once you arrive at the end of your limits in order to establish a new work limit/block. You are not allowed to begin your work until all trains (Code 1) have been contacted. You will be responsible for providing protection for yourself against all train movement when working on or about Metro
rail lines.
CONTACTS

Rail Operations Control Manager:

John Johnson 323.563.5010
Fax: 323.563.5068
Email: johnsonjo@metro.net

Track Allocation Coordinator:

Jose R. Serrano: 323.563.5024
Fax: 323.563.5068
E-mail: serranoj@metro.net

Rail Operations Control 24 hours, 7 days

Assistant Manager-Control 323.563.5022
Blue Line Control 323.563.5015
Green Line Control 323.563.5298
Red Line Control 323.563.5290
Gold Line Control 323 563-5055
EXPO Line Control 323 563-5095