



## Light Rail SOP

Standard Operating Procedure: Rail Operations	Publication # 100.12	Revision #5 Date: 8-2013	Page 1 of 2
Title: Work Permit Procedure			
Distribution: All Rail Operations, Maintenance, and Rail Facility Employees			
Issued by: Standard Operating Procedures Committee		Approved by: Vince Pellegrin Chief Operations Officer Metro Transit	
Supersedes: Standard Operating Procedures May, 2011 Edition			

**PURPOSE**

To obtain authorization to perform work on Metro Transit Light Rail Right-of-Way, Metro Transit Light Rail has a set protocol to ensure the safety of employees, workers, and passengers.

**WHEN TO USE IT**

This procedure is to be used anytime:

- Scheduled work will occur within 12-feet of centerline of the rails
- Scheduled work will occur within the adjacent roadway travel lane or the berthing lane
- Scheduled work occurs within any structure/premise that can affect train service (e.g. substation, communication signal house, passenger platforms)
- Scheduled work will affect the movement of passengers to or from trains
- Scheduled work will occur within 20-feet of the Over Head Catenary System that requires the use of a Crane or Derrick

**PROCEDURE AND RESPONSIBILITIES**

The Metro Transit Light Rail Right-of-Way Allocation Request form (Work Permit) is to be completed by any Metro Transit employee or outside contractor desiring to do work, as described above, on Metro Transit Light Rail Right-of-Way.

Before work begins, any persons requesting Metro Transit Light Rail Right-of-Way access, must first attend the On-Track Right-of-Way safety training program. After completion of the Training Program the requestor must attend the Right-of-Way Track Allocation meeting and be prepared to discuss the work in full detail. In most instances approval will be given to the requestor at this meeting.

**CONTRACTOR MUST**

- Produce proof of insurance and the Metro Transit Light Rail Right-of-Way training card or certificate at the Track Allocation Meeting
- Not begin work on the Metro Transit Light Rail Right-of-Way until the request has been approved and a Right-of-Way Permit has been issued
- The Right-of-Way training card must be in the possession of all persons entering Metro Transit Light Rail Right-of-Way

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- Establish a Stationary Work Zone prior to the start of work (SOP #400.02)
- Ensure compliance with all OSHA regulations

Internal departments must complete the form and attend the meeting one-week in advance of the work being requested.

Before work commences, on a daily basis, the On-Scene-Supervisor/Coordinator must call the Rail Control Center (612-341-5710) for daily activation of the Work Permit and notification on the Metro Transit Light Rail Right-of-Way.

The Metro Transit Light Rail Right-of-Way Track Allocation meetings will be held, unless otherwise specified, every Thursday at 2:00 pm, in the Operations and Maintenance Building (O & M) 3<sup>rd</sup> Floor, Conference Room. Completed forms should be faxed to 341-5677, Attention: Manager Rail Operations.

**EMPLOYEE RESPONSIBILITY**

Employee responsibilities are outlined in training and the applicable Metro Transit Light Rail Operating Rules (current version).

**REFERENCE**

Metro Transit Rail Operations Rule Book (current version).