

TRACK ACCESS INFORMATION

Working on or around UTA Railroad Property:

UTA has prepared a website to inform contractors and others requesting to work on or around UTA railroad property of the required steps and provide information for each step of the process. The website can be found at www.rideuta.com under Doing Business > Property Management:

www.rideuta.com/propertymanagement

Track Access Permits:

- **Submitting Permits:**

- Before submitting a Track Access Permit, in most cases a Right of Entry (ROE) or letter of authorization must first be obtained from UTA Property Management. Visit the website listed above for ROE information.
- When submitting permits, [please email them and cc all three Track Access Coordinators](#).
- **Permits for the following week (Sun - Sat) are required to be submitted by 11:00 AM Thursday.**
- Major activities such as OCS Power Downs, Track out of Service requests, and projects that may impact revenue service during the following week (Sunday - Saturday) must be brought for discussion at the Track Access Meeting (Wednesday 09:00 at UTA's Jordan River Rail Service Center). Track cannot be taken out of service and OCS power downs cannot start until 20 minutes after the last scheduled train.

- **Modifying Permits:**

- Requests to modify permits must be made through the Track Access Coordinators (not the Controllers).
- The deadline for major modifications to permits is the same as the submission deadline for new permits. Track Access Coordinators at their discretion may on a limited basis authorize minor changes to permits under the short notice deadline (that is used for graffiti removal and utility companies).

- **Activating / Closing Permits:**

- Due to heavy radio traffic during peak service, the Rail Control Center (RCC) **will not activate permits** during the hours of **06:00-08:00** and **16:00-17:30**. However work can take place during those hours if the permits have been activated before 05:59 and 15:59 respectively.
- **UTA's Rail Operations run 24/7 and have priority in UTA's railroad corridors.** The Controllers have authority over all movements and activities in UTA's railroad corridors and determine what activities can safely take place at any given time based on real-time information and conditions. **Until an on-duty RCC Controller has activated a permit, work crews and equipment are not allowed on the ROW, regardless of what is stated on the permit.**
- The on-site permit holder must:
 - Be on site at all times and reachable by the Rail Control Center (RCC).
 - Have all required paperwork (a copy of the processed permit, proof of Roadway Worker Protection training/certification, Right of Entry paperwork, etc.)
 - Call RCC by phone to activate the permit before work starts & before any workers access the ROW.
 - Call RCC to deactivate the permit after work is done **and** crews are clear.

- **Safety and Rules Compliance:**

UTA personnel can stop work, expel workers from the railroad right of way and/or cancel permits as needed to facilitate safety, rules compliance and/or Rail Operations. Some examples of reasons why this may occur:

- Not following the UTA Roadway Worker Protection guidelines (e.g. not wearing safety vest, watchman/lookout on phone/distracted, conducting work/activities in an unsafe manner, etc.).
- Not able to produce required paperwork.
- Not following the Track Access guidelines (working outside of authorized limits, not following conditions stated on the permit, conducting work that has not been authorized, etc.).
- To facilitate rail operations and movements necessary to ensure TRAX & STREETCAR revenue operations are safe, reliable and not adversely impacted.

- **Graffiti Removal & Utility Company Permits:**

While those applying for permits must make every effort to comply with the Thursday permit deadline stated above, it is important that graffiti be removed as soon as possible after it is discovered. Additionally, utility companies may need to access their existing infrastructure to address unforeseen urgent needs. Track Access Coordinators may allow for limited short notice permits under the following deadlines:

- Permits for Tuesday, Wednesday, Thursday and Friday submitted by 11:00 AM of the prior business day.
- Permits for Saturday, Sunday and Monday submitted by 11:00 AM Thursday.
- **Permits with a start time before 4:00 AM** must be submitted by the deadline for permits for the previous day (e.g. a Thursday permit with a 3:00 AM start time must be submitted by 11:00 AM Tuesday).

Calling the Rail Control Center (RCC):

For safety reasons, distractions to Controllers must be minimized. The Rail Control Center should only be called to activate and close permits, and for current activities or situations that impact Rail Operations (e.g. placing/removing details, an emergency on the alignment or in close proximity to the alignment, etc.). Calls for general Track Access requests or information (e.g. how to obtain a permit, status of a permit that has been requested, requesting modifications to an existing permit, etc.) are to be addressed with the Track Access Coordinators. Individuals calling RCC for general Track Access requests or information will be redirected by the Controllers to the Track Access Coordinators.

Track Access Coordinators:

The 3 TRAX & STREETCAR Track Access Coordinators also serve as the Training Department and are assigned other projects, responsibilities, and shift duties. Track Access is a secondary responsibility to those primary assignments.

- Track Access coverage will be provided **Monday - Thursday** from roughly **6:00 AM – 12:00 noon** when there are no conflicts with primary assignments.
- **Outside of those hours, Track Access Coordinators are fulfilling other duties or are off and will only be available on an emergency basis.**
- Other UTA personnel will provide 24/7 Track Access oversight (activating permits, on-site inspections, etc.) in addition to their other duties during their normal work hours.
- Calls and emails may not be immediately answered or returned. Track Access Coordinators are often performing a safety sensitive assignment (such as duties in a train cab or serving as a watchman), in a meeting, etc. **Please leave a message if the call is not answered.** Calls/emails will be returned as soon as it is safe and possible to do so.
- Track Access Coordinator contact information is listed on the Track Access Permits, and also on the website referenced at the top of the first page.