



<i>For ARRC Use Only</i>	
Job Code: _____	Job Name: _____
Company Name: _____	
ARRC MP: _____	Work Start Date: _____

Railroad Flagging Request Form

(For use with an existing permit)

Today's Date: _____

ARRC Permit No*: _____

Permit Holder: _____

**A valid ARRC Permit is required for any activity on the Right-of-Way.*

If you do not have a valid ARRC permit, please contact the ROW Permit Administrator at (907) 265-2247.

REQUESTOR INFORMATION:

Name: _____ Company: _____

Phone:() _____ Cell:() _____ Email: _____

Onsite Contact (if different from above): _____ Cell:() _____

BILLING INFORMATION:

If no other agreement is in place, flagging is billed out at a flat rate of \$150 per hour per flagger.

Billing Contact Name & Company: _____

Billing Address: _____ City: _____ State: _____ Zip: _____

Company Phone: () _____ Fax: () _____

PROJECT INFORMATION:

It will take 10 business days to schedule flagging, please plan accordingly

Work Days – Check all that apply

- Sunday
 Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday

Estimated Start Date: _____ Estimated Completion Date: _____

Shift Start/End Times: _____ Total Duration (days/hours): _____

Location (detailed description including ARRC Milepost, if known, or attach a map):

Description of work (including number of personnel and type of equipment):

CERTIFICATION:

I have read and understand the Railroad Flagging Policy. I agree to pay for actual flagging hours which will typically exceed onsite work hours and may be subject to a minimum hour requirement.

Signature: _____ Date: _____

ARRC INFORMATION: (FOR ARRC USE ONLY)

ARRC Project Manager: _____

Contact Number: _____

Job Name: _____

Job Code: _____

Type of Protection Required:

- Track Lockout
 Form B
 Other: _____

Track Inspection Required?

- Yes
 No

Vehicle Requirements:

- None
 Hyrail, # _____
 Other, # _____

Minimum Hour Requirement:

- None
 2 hours
 8 hours

Employee to cover (name & ID): _____ Contact Info: _____

Note: Flagger to contact the ARRC PM & Onsite Contact Person prior to start date/time of request to confirm arrangements



RAILROAD FLAGGING POLICY

FOR WORK CONDUCTED WITHIN

THE ALASKA RAILROAD CORPORATION'S RIGHT-OF-WAY (ARRC ROW) AND OTHER ALASKA RAILROAD CORPORATION PROPERTY IN THE VICINITY OF RAILROAD TRACKS

Situational Requirements:

Railroad flag protection (flagging) **is required** whenever **people, vehicles, or equipment are within 20' of the tracks**. Flagging **is also required** if **equipment can reach within 20' of the tracks**. Some examples of other situations which may require flagging:

- Surveying within 20' of the tracks
- Boring under the tracks
- Working over the tracks (on a bridge or with overhead utility lines)
- Working within 20' of any railroad facilities, including signal facilities.
- Movement of off-road or oversized/overweight loads over at-grade crossings
- Operating tracked equipment over at-grade crossings
- Using a sweeper truck on at-grade crossings
- Crossing tracks on foot with limited sight distance

Railroad flagging personnel are provided to protect ARRC personnel, equipment, passengers, and facilities from the work being performed, and to provide protection to contractors working within ARRC ROW from ARRC operations. They are **NOT** inspectors of the work being performed. ARRC reserves the right to require construction observation for work within ARRC ROW at an additional cost to the permittee. Flaggers will provide daily job briefings and ensure at each briefing that all contractor activities planned for that day will comply with the most current version of the Alaska Railroad Safety Operating Manual.

A single flagger may cover a limited length of track, depending on track curves, sight lines, radio contact, and other factors. The ARRC will determine in its discretion flagging limits per location and how many flaggers are necessary to cover the required work area.

The minimum flag protection time for which a permittee shall be responsible is 8 hours per day, per flagger, regardless of the actual time during each day that flagging is required. No single flagger may work more than 12 hours in a given day, 60 hours in a given week, or 6 days in a row.

Flagging hours will typically exceed the contractor's onsite work hours. Additional time is required for flaggers to travel to and from the work site, to obtain track authority, and to set up and tear down equipment, each of which are included in the time allotted for flag protection. On average, a flagger will work 2-3 hours per day in addition to the onsite flagging time.

Scheduling:

Flagging requests must be submitted **10 business days** prior to the start of work. ARRC will make a reasonable effort to provide flagging to accommodate contractors' schedules. However, staffing is limited during certain times of the year and personnel may not be available at specific times.

To avoid flagging charges, cancellations of flagging requests must be made at least 72 hours prior to the scheduled start of flagging operations. Any cancellations received with less than 72 hours' notice are subject to payment of the minimum daily rate then in effect, as determined by ARRC, for the number of flaggers assigned to the project.

Flag Protection Cost:

Flagging will be billed out at a flat hourly rate of \$150.00 per flagger.