

Submitting Permits:

Before submitting a Track Access Permit, in most cases a Right of Entry (ROE), agreement, or letter of authorization must first be obtained from UTA Property Management.

Permit requests shall be submitted using the current electronic TRAX Track Access form.

Weekend permits, including the following Monday, should be submitted no later than 11:00 Thursday, unless otherwise approved by the Track Access office.

Major work activities requiring:

- Exclusive Track Occupancy
- Track out of Service
- OSC Power Down
- Manual Block Operations
- Special operating restrictions must be coordinated through a Track Access planning process. **(Request a meeting with Track Access Mon – Thursday 07:00 – 09:00 at least a week in advance)**

Permit requests must include:

- Exact work limits
- Detailed scope of work
- Equipment being used
- Requested protection
- Expected start and completion times
- OCS requirements, if applicable

Track Access will review permits for:

- Conflicts with other work.
- Operational impacts.
- Required Roadway Worker Protection.
- OSC coordination.
- Track Access may modify permit limits or requested protection to ensure safe railroad operations.

The on-site permit holder must:

- Read the entire permit before requesting activation.
- Have all required paperwork (a copy of the processed permit, proof of Roadway Worker Protection training/certification, Right of Entry paperwork, etc.)
- Participate in the documented job safety briefing.
- Ensure all workers possess current RWP qualifications.
- Contact Light Rail Control for permit activation.
- Notify Control whenever work locations change within the permit limits.
- Maintain communication with Light Rail Control, contact immediately of emergencies or unsafe conditions.
- Close the permit after all workers, equipment, materials, and debris 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.).