



For ADBF Use Only

Company Name: _____

File No. _____

Work Start Date: _____

ADRIAN & BLISSFIELD RAIL ROAD COMPANY – FLAGGING REQUEST FORM

(for use on the Adrian & Blissfield Railroad Company, Jackson & Lansing Railroad Company, Detroit Connecting Railroad Company, Lapeer Industrial Railroad Company, Charlotte Southern Railroad Company, and any future subsidiary railroad)

(For use with an existing permit or application)

Today's Date: _____

Permit No*: _____

Railroad: _____

Permit Holder: _____

**A valid ADBF Permit is required for any activity on the ADBF's (or its subsidiary's) Right-of-Way. If you do not have a valid ADBF permit, please contact the Chief Administrative Officer at (734) 641-2300 or kmerritt@abrailroad.com. This document is NOT a permit.*

REQUESTOR INFORMATION:

Name: _____ Company: _____

Phone: _____ Cell: _____ Email: _____

On-site Contact: _____ Cell: _____

BILLING INFORMATION:

If no other signed written agreement is in place, flagging will be billed out at a flat hourly rate of \$150.00 per flagger. Expedited flagging is billed out at a flat rate of \$225.00 per hour per flagger.

Billing Contact: _____ Company: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Billing Phone: _____ Billing Fax: _____

PROJECT INFORMATION:

Flaggers must be requested a minimum of two (2) weeks prior to work being performed or said services shall be considered expedited.

Start Date: _____ Completion Date: _____

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

Location (detailed description including ADBF Milepost, if known, closest cross street and/or attach a map):

Description of work (including number of workers and types 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. Actual flagging hours are subject to an eight-hour (8) billing minimum per day.

Signature: _____ Date: _____

RAILROAD FLAGGING POLICY

For work conducted within the Adrian & Blissfield Rail Road Company's (or its subsidiary's) Right-of-Way (Railroad ROW) and other Adrian & Blissfield Rail Road Company property in the vicinity of its railroad tracks.

SITUATIONAL REQUIREMENTS:

Railroad flag protection (flagging) **is required** whenever **people, vehicles, or equipment are within fifty (50') feet of the tracks**. Flagging **is also required** if **equipment can reach within fifty (50') feet of the tracks**. Some examples of other situations which may require flagging:

- Surveying within 50' 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 ADBF personnel, equipment, passengers, and facilities from the work being performed, and to provide protection to contractors working within Railroad ROW from ADBF operations. They are ***NOT*** inspectors of the work being performed. ADBF reserves the right to require construction observation for work within Railroad 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 all current procedures and directives.

A single flagger may cover a limited length of track, depending on track curves, sight lines, radio contact, and other factors. The ADBF 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 eight (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 twelve (12) hours (including travel time) in a given day, sixty (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 three (3) hours per day in addition to the onsite flagging time.

SCHEDULING:

Flagging requests must be submitted a minimum of two (2) weeks (**14 calendar days**) prior to the start of work. ADBF 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 two (2) weeks (**14 calendar days**) prior to the scheduled start of flagging operations. Any cancellations received with less than two (2) weeks' (**14 calendar days**) notice are subject to payment of fifty (50%) percent the minimum daily rate then in effect, as determined by ADBF, for the number of flaggers assigned to the project. Cancellations received with less than seventy-two (72) hours' notice are subject to payment of one hundred (100%) percent the minimum daily rate then in effect, as determined by ADBF, 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. Expedited flagging is billed out at a flat rate of \$225.00 per hour per flagger.