

# Exhibit A

Permit #:

## HRT - Right of Way Temporary Work Permit

**This permit must be submitted by 5:00 P.M. on Tuesday prior to the work week requested**

email to: [rowworkpermit@hrtransit.org](mailto:rowworkpermit@hrtransit.org) (If unable to email) Fax to: 757-222-6119

Operations Control Center 757-222-6063

Company: _____	Date: _____
Requester: _____	Email Address: _____
Office: _____	Cell: _____
Fax: _____ (In Lieu of Email Address)	
Contractor's HRT Contact: _____	
Detailed description of work to be performed:	

Will transit workers or roadway workers be within <b>12ft</b> from center of nearest track <b>at anytime?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	If within 12ft a Level 2 qualified Flag Person (work zone) or Watch Person (moving work group) will be required.	HRT <input type="checkbox"/> Self <input type="checkbox"/>		
Will work or equipment be within <b>10ft</b> of the closest overhead catenary wire <b>at anytime?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Will any excavating be performed (by hand or machine)?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Is the work described above being performed under a <b>HRT contract?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	If excavating is being performed Dig Number must be provided	<input type="text"/>		
Dates Work Performed:	Start Date: <input type="text"/>	Finish Date: <input type="text"/>			
Enter Time in 24hr. Format:	Start Time: <input type="text"/>	Finish Time: <input type="text"/>			
Work Location by MP:	From MP: <input type="text"/>	To MP: <input type="text"/>			
Track to be Accessed:	Track 1 Eastbound <input type="checkbox"/>	Track 2 Westbound <input type="checkbox"/>	Both Tracks <input type="checkbox"/>	Embedded Track <input type="checkbox"/>	Yard Track <input type="checkbox"/>

I understand that before entering the HRT Right-of-Way, and prior to the start of any work, permission must be obtained from Operations Control Center (**OCC**) via a HRT issued handheld radio on the appropriate Operations channel from my work location. I understand all workers and equipment must remain 12ft. or more from the center of the nearest track at all times, if at anytime 12ft. cannot be maintained a restriction is required. A Roadway Worker In Charge and a Flag person must be designated for a work zone and a Watch person is required for a moving work crew. **If HRT radio fails OCC should be reached by phone at 757-222-6063**

### HRT Maintenance of Way Use Only

Operation's:	Insurance Approved?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Training Completed? Yes <input type="checkbox"/> No <input type="checkbox"/>	Initial: <input type="text"/>
Signal:	Cable Locate Required?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Barricade <input type="checkbox"/> Track Vehicle <input type="checkbox"/>	Initial: <input type="text"/>
Comm:	Cable Locate Required?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Cones <input type="checkbox"/> Stop Signs <input type="checkbox"/>	Initial: <input type="text"/>
Traction Power:	Power Down Required?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Derails <input type="checkbox"/> Hand Tools <input type="checkbox"/>	Initial: <input type="text"/>
Rail Fac. Maint:	Flagperson Scheduled?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Ground Strap <input type="checkbox"/> Power Tools <input type="checkbox"/>	Initial: <input type="text"/>
Track:	Work is Approved?	Yes <input type="checkbox"/> No <input type="checkbox"/>	PPE <input type="checkbox"/>	Initial: <input type="text"/>

### HRT Safety, Risk and Emergency Management Department's Use Only

Safety, Risk & EM	Work is Approved?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Initial: <input type="text"/>
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### HRT Engineering Department's Use Only

Engineering	Work is Approved?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Initial: <input type="text"/>
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### HRT Operations' Use Only

Operations:	Restriction	Speed Signs	Track Out of Service				
	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Track # 1 <input type="checkbox"/>	Track # 2 <input type="checkbox"/>	Rail Yard. <input type="checkbox"/>	Test Track <input type="checkbox"/>	
<b>Moving Crew</b>		<b>Single Track</b>		<input type="text"/>			
Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>		<input type="text"/>			
Operation Authorization Signature						Date	