

# Railroad Worker Clearance Request Form Instructions

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Any time that work, (infrastructure work, utility crossings, inspections, surveys, etc.), needs to be done in a railroad right-of-way, a Railroad Worker Clearance request form must be completed, reviewed by Rail Property Management, (RPM), forwarded to the appropriate railroad, and a flagger scheduled for the desired work day, if necessary.

Our most recent Railroad Worker Clearance (RRWC) request form can be found on the AOT/Rail website at: [http://rail.vermont.gov/property\\_management/forms](http://rail.vermont.gov/property_management/forms)

- Please fill out the form completely, using the drop-down menus where available. If you need to add information you can key that in any field, but please keep in mind that all fields must be completed before submitting.
- When all information is completed, click the “Submit by Email” button at the top right of the form. This will send an electronic file of your request to the Rail Property Management (RPM) section for review. (Note: If you want to print a copy for your records, then use the “Print Form” button at the top right to do so.)
- The RPM review can be as short as a day for inspection or maintenance items, or longer if licenses or agreements must be completed.
- Once the RPM review is complete and the request is approved, the request will be forwarded to the appropriate railroad for scheduling of flaggers if required. **The railroad has requested a minimum of ten (10) working days for scheduling a flagger.** To facilitate the process, their flagger will contact the applicant directly to coordinate the flagging with the project date, or reschedule at a mutually-agreeable time.
- **Please observe the timeline expectations, and do not leave scheduling railroad worker clearance form activities to the last minute.**

Thanks,

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