



Valley Metro®

December 2025

Revision 0

Roadway Worker Protection Manual (RWP)





Approval and Authorization

PREPARED BY:

Mike Zang 12/16/25
 Mike Zang Date
 Rail Safety Manager

REVIEWED BY:

John DeFrancesco 12/24/25
 John DeFrancesco (Dec 24, 2025 21:20:01 EST) Date
 John DeFrancesco Date
 Deputy Chief of Safety

APPROVED BY:

Adrian Ruiz 12/18/25
 Adrian Ruiz (Dec 18, 2025 13:55:46 MST) Date
 Adrian Ruiz Date
 Chief of Safety and Security

CONCURRENCE BY:

Darren Curry 12/23/25
 Darren Curry (Dec 23, 2025 09:54:24 MST) Date
 Darren Curry Date
 Chief of Maintenance

Chris Ramirez 12/16/25
 Chris Ramirez (Dec 16, 2025 16:05:40 MST) Date
 Christopher Ramirez Date
 Chief of Transportation (Interim)

FINAL APPROVAL BY:

Jessca Mefford-Miller 12/16/25
 Jessca Mefford-Miller Date
 Chief Executive Officer
 Accountable Executive



Document Revision Record

Revision Number	Summary of Changes	Affected Pages	Concurrence	Effective Date
0	Draft	All		December 2025



Table of Contents

Approval and Authorization	2
Document Revision Record	3
Table of Contents.....	4
1.0 Purpose.....	7
1.1 Development.....	7
1.2 Updates	8
1.3 Scope and Applicability.....	9
1.4 Distribution.....	10
1.5 Recordkeeping.....	10
2.0 RWP Program Elements	11
2.1 Roadway Worker in Charge Requirements.....	11
2.1.1 On-track Safety and Supervision.....	11
2.1.2 Communication	11
2.2 Job Safety Briefing Policies	12
2.3 Lone Worker Authorization and Communication.....	13
2.4 Good Faith Safety Challenge.....	14
2.5 Risk-based Redundant Protection Requirements	15
2.5.1 Individual Train Detection.....	15
2.5.2 Train Approach Warning	15
2.5.3 Foul Time	17
2.5.4 Exclusive track occupancy	17
2.5.5 Work Zone.....	18
2.5.6 OCC Communication	19
2.5.7 Reduced Operational Speed	20
2.5.8 Hand Signals And Audible Train Signals.....	20
2.5.9 Multiple Roadway Work Groups.....	21
2.5.10 Safety Risk Assessment	22
2.5.11 Work Categories Requiring Redundant Protection	22
2.6 RWP Training and Qualification Program	23



2.6.1	RWP Training Program Requirements and Elements	25
2.6.2	RWP Training Program Contents	26
2.6.3	Specialized Training and Qualification	26
2.6.4	Training Personnel Competency and Qualification.....	27
2.7	Processes and Procedures for Accessing the Track Zone	28
2.7.1	Authorization and Communication Requirements	28
2.7.2	Track Access Procedure	28
2.7.3	Removing Tracks from Service	29
2.7.4	Authorization for lone workers	30
2.7.5	Procedures for ADOT SSO Personnel to Access the Roadway	30
2.8	RWP Compliance Monitoring Program	31
2.8.1	Adot Quarterly Reporting.....	33
2.8.2	Annual Briefing	33
3.0	Responsibilities	34
3.1	Valley Metro’s Responsibilities	34
3.1.1	General	34
3.1.2	Equipment and protections.....	35
3.2	Transit Worker Requirements	35
3.2.1	Roadway Worker In-Charge	37
3.2.2	Lone Worker	38
3.2.3	Multiple Work Crews Procedures.....	39
3.2.4	Flagger.....	40
3.2.5	Watchman / Lookout.....	41
3.2.6	Operations Control Center / Operator	43
3.2.7	Contractors	43
3.2.8	Escorted Guest.....	44
3.2.8	Maintenance Supervisor / Manager	44
3.2.9	Roadway Maintenance Machines Operators:	45
3.2.10	Fouling the Track	46
3.2.11	Acknowledgement of Protections	46



3.2.12	Refusal to Foul the Track	46
3.2.13	Reporting Unsafe Conditions	47
3.3	State Safety Oversight Agency	47
3.3.1	Review and Approval of RWP Program	47
3.3.2	Oversight of the RWP Program	47
3.3.3	Annual RWP Program Audit.....	47
4.0	Track Access Guide	48
5.0	Definitions	49
Appendix A: Good Faith Challenge Report Form.....		54
Appendix B: Job Safety Briefing Form		57



1.0 Purpose

The purpose of the Roadway Worker Protection (RWP) manual is to establish the minimum RWP safety standards to prevent safety events, fatalities, and injuries to transit workers who may access the roadway in the performance of work. This manual is designed within the Safety Management System (SMS) framework. The purpose of this manual is to outline how Valley Metro meets the minimum requirements outlined by 49 CFR part 671 and Section 15 of the Arizona Department of Transportation's (ADOT) Rail Transit Safety and Security Oversight Program (SSO) Standard Revision 9 (referred to as Program Standard).

The RWP manual applies to transit workers and contractors working on behalf of Valley Metro that require access to the guideway (Refer to Section 5.0) in the performance of their work. The RWP manual applies to the yard, siding track, spur tracks, and active guideway(s) including the A-line (Gilbert Rd / Main St to 3rd Ave / Washington St), B-line (Metrocenter to Baseline / Central Ave), and the S-line (Dorsey Ln / Apache Blvd to Marina Heights).

1.1 Development

The RWP manual is solely dedicated to the processes and procedures for roadway worker protection(s) establishing the following:

- Responsibilities for Valley Metro and Transit workers.
- Roadway worker in charge (RWIC), job safety briefing policies, lone worker, good faith safety challenge, risk-based redundant protections, RWP training and qualification program, and the RWP compliance monitoring program.
- Terminology, definitions, abbreviations, and acronyms.
- Documentation of the training, qualification, and supervision for transit workers that access the track zone by job classification or type of work performed.
- Processes and procedures, including any use of roadway workers to provide adequate on-track safety, for all transit workers who may access the track zone in the performance of their work.
- Procedures for any use of roadway workers to provide adequate on-track safety, for all transit workers who may access the track zone in the performance of their work, including the Safety department and ADOT State Safety Oversight (SSO) oversight personnel in conjunction with ADOT's risk-based inspection program as defined by Section 14.3 of ADOT's Program Standard.
- A track access guide to support on-track safety.



- A process for reviewing, approving, and distributing the RWP manual.

1.2 Updates

The review of this manual is the responsibility of the Chief Safety Officer (CSO) and their team. After initial approval, the RWP manual, Safety Risk Assessment in addition to the Track Access guide, is reviewed no less than every two years to determine if revisions are warranted based on current conditions and lessons learned or from any additional requirements or information from the FTA or ADOT SSO. Immediate updates may be required for a variety of reasons, including but not limited to changes in internal or contractor processes, system changes, or changes in regulatory requirements.

Page 1 contains dated signatures for the Accountable Executive and CSO certifying compliance with 49 CFR Part 671.

Each page of this document contains a footer with the document name, page number, revision number, and revision date. The initial version of the manual is Revision 0. As changes are made to the manual, the revision number is increased by one and the revision date is updated. A summary of changes made during each revision is contained in a table on page 2.

The manual will be initially submitted to the ADOT SSO for review and approval. Subsequently, this manual, including the Track Access guide, will be submitted to ADOT SSO no less than every two years or in the event of a system change that requires an immediate update to determine if revisions are required.

Draft copies of the revised manual will be submitted no less than every two years during the fourth quarter. The Chief of Safety and Security will distribute draft copies of this document and a comment resolution form to the Leadership and Management Teams for review listed below:

Chief Executive Officer	Chief of Safety and Security	Chief Maintenance Officer
Chief Transportation Officer	Chief of Capital Development	

Comment resolution forms are due back to the Chief, Safety and Security by December 30th. Per the ADOT Program Standard, if Valley Metro determines a document does not need to be updated, the Chief, Safety and Security must prepare and submit formal correspondence to ADOT SSO stating no revisions are needed by January 1st. If revisions are needed, the Chief, Safety and Security compiles feedback from the document reviewers and submits the reviewed/revised documents, along with a summary of changes, to ADOT SSO by January 30th. Per ADOT SSO's procedure, Valley Metro



will receive a response within thirty calendar days after ADOT SSO receives the documents. If the documents are not approved, Valley Metro will have an additional thirty days to respond to ADOT SSO's feedback. Valley Metro and ADOT SSO will continue to work towards resolution, allowing no more than thirty calendar days for either agency to provide a response until the issue is resolved. When revisions are approved, the revision number and date will be added to the footer and the Chief Safety and Security will route the final document for Valley Metro's signatures.

As specified in 49 CFR Part 671.13(e), following ADOT's initial approval of the RWP Manual, not less than every two years, Valley Metro must review and update its RWP Manual to reflect current conditions and lessons learned in implementing the RWP program and information provided by the FTA and ADOT. The review and update as per section 15.1.2.2 of the ADOT Program Standard Revision 9.

1.3 Scope and Applicability

This Valley Metro Roadway Worker Protection (RWP) Manual and the program described applies to the following:

Locations:

- Operations Center – Yard
- Mainline Tracks
- Storage Tracks
- Pocket Track
- Tail Track

Personnel:

- Roadway Workers (as defined in the manual)
- OCC personnel
- Rail Transit Vehicle Operators
- Maintenance Machine Operators
- Watchpersons
- Lookouts
- Flaggers
- Lone Workers
- Roadway Workers in Charge (RWIC)
- Supervisors
- Maintenance Managers
- Contractors (General Workers)
- Contractors (Specialized Roles)
- Escorted Guests or Visitors.



1.4 Distribution

The RWP manual will be distributed to all transit workers who access the roadway and redistributed after each revision. After the final document has been signed, the Chief, Safety and Security will formally transmit the document to Division Chiefs for dissemination among their teams. The Manual and Track Access Guide may be distributed electronically and in printed copy to maintain accessibility to all personnel mentioned in Section 1.3.

Task	Responsibility	Target Date
Send out draft copy to division leads for review and redlines	CSO	4th quarter (CY)
Receive feedback from division leads	Leaders/Managers	December 30
Determine if RWP requires revision based on internal review comments	CSO	December 30
Notify SSO if an update is or is not needed	CSO	January 1
If necessary, provide an updated document to SSO for review	CSO	January 31
Approve revised document or request additional information	ADOT SSO	March 1
Submit additional information, if needed, and submit revised document to SSO	CSO	April 1
Upon document approval by SSO, transmit copies of document to division leads and post on Valley Metro's intranet (if applicable)	CSO	Upon SSO approval

1.5 Recordkeeping

Valley Metro will maintain all documents related to the RWP manual including documents related to the implementation of the RWP manual; results from the procedures, processes, assessments, training, and activities specified for the RWP program. Valley Metro will maintain records of transit workers' RWP training and refresher training, for a minimum of three years after they are created. These documents will be available upon request by the FTA, ADOT SSO, or other Federal entities.





2.0 RWP Program Elements

2.1 Roadway Worker in Charge Requirements

2.1.1 ON-TRACK SAFETY AND SUPERVISION

Whenever a work group is assigned to perform duties that require entering or fouling a track, Valley Metro shall designate one qualified worker to serve as the Roadway Worker in Charge (RWIC).

The RWIC designation may be assigned in one of the following ways:

- **General Designation:** An individual may be designated as the RWIC for a specific work group, zone, or ongoing maintenance activity.
- **Specific Designation:** An individual may be designated as the RWIC for a particular job, location, or time period. This designation is limited to the defined scope of that specific work activity.

RWIC requirements, responsibilities, and procedures include the following:

- The RWIC must be qualified under section 2.6 of this manual.
- The RWIC is responsible for implementing and maintaining on-track safety for all members of the roadway work group.
- The RWIC is only permitted to serve in the role of maintaining on-track safety for all members of the work group and may not perform any other unrelated job functions while designated as RWIC.
 - RWIC may flag trains, serve as watchperson, set up work zone and/or perform administrative tasks.

When multiple roadway work groups are operating within the same established working limits, Valley Metro may designate a single RWIC to oversee the entire area. In such cases, each individual work group must be accompanied by an employee who is qualified to the level of RWIC. This qualified employee is responsible for maintaining direct communication with the designated RWIC at all times.

2.1.2 COMMUNICATION

The RWIC is responsible for conducting a job safety briefing with all members of the work group before any worker fouls a track. The job safety briefing must meet the requirements specified in section 2.2 of this document clearly explaining track conditions, protection(s) in place, communication procedures, and any known hazards.



The RWIC must provide a follow-up job safety briefing to all members of the work group before work in the track zone may continue whenever there is:

- A change in on-track safety conditions.
- A change to on-track safety procedures during the work period.
- An observed violation of on-track safety procedures.

In the event of an emergency, the RWIC must immediately direct all roadway workers to leave the track area. No one may return to the work zone until on-track safety has been re-established, and a job safety briefing has been conducted.

2.2 Job Safety Briefing Policies

Valley Metro will ensure that the RWIC provides a job safety briefing to any roadway worker before that worker fouls a track. This briefing is required every time a roadway worker is about to foul the track.

At a minimum, the job safety briefing provided by the RWIC must include:

- The nature and scope of the work, including specific characteristics of the task and any applicable work plans involving multiple roadway worker groups in a single work area.
- The means for determining ample time referencing the maximum authorized speed and required sight distance to ensure that all roadway workers will be clear of the track zone or in a place of safety 15 seconds before a rail transit vehicle could arrive at the location of the roadway workers.
- Working limits.
- Hazards associated with the work, including the status of the overhead catenary system (OCS), power, and any electrical hazards. Site-specific hazards may be identified such as vehicular traffic, trip hazards, or presence of remotely controlled switches.
- How on-track safety will be provided for each track to be fouled, identification and location of key personnel (such as the RWIC and any watchpersons), and emergency protocols.
- Instructions for each on-track safety procedure, including use of hand signal and work zone sign placement.
- Communication roles and responsibilities for all transit personnel involved in the work.



- Safety information about any adjacent tracks, and identification of any roadway maintenance machines or on-track equipment that will foul adjacent tracks.
- How to access the RWIC, including emergency contact information, and alternative procedures if the RWIC becomes unavailable.
- Required personal protective equipment.
- The designated place(s) of safety within the work area must be large enough to accommodate all roadway workers.

A job safety briefing is only considered complete after the following:

- The RWIC must confirm that each roadway worker understands the on-track safety procedures and instructions.
- Each roadway worker acknowledges, in writing, the briefing and the required personal protective equipment.
- The RWIC confirms in writing that they have received written acknowledgement from each worker.

A follow-up job safety briefing is required in the event of the following:

- Change in scope of work.
- Additional roadway workers enter the working limits of a working group.
- On-track safety conditions change.
- A violation of on-track safety is observed.

See Appendix B for sample Job Safety Briefing Form.

2.3 Lone Worker Authorization and Communication

Valley Metro may authorize a lone worker whose duties require fouling a track, under the following conditions:

- Must be qualified as a RWIC and lone worker under the qualifications designated in section 2.6 of this document.
- Lone workers are limited to performing routine inspections or minor tasks.
 - Minor tasks may include measurements, taking pictures, observing train movements, establishing on-track safety, and/or emergency response.
- Use of Power tools is prohibited.
- Limited to locations defined in the Valley Metro Track Access Guide.
- Must have redundant protection(s) in accordance with the Valley Metro Track Access Guide.
- Prior to fouling the track, the lone worker must: Communicate with a supervisor or designated employee to receive an on-track job safety briefing.



- The lone worker must acknowledge the job safety briefing in writing.

2.4 Good Faith Safety Challenge

Valley Metro supports the right of all roadway workers to challenge, in good faith, any on-track safety procedure or condition they believe is unsafe or not in compliance with the Valley Metro RWP Manual. Challenges made in good faith will be handled without retribution or discipline.

1. A roadway worker who believes that the protection provided does not comply with the RWP Manual or who observes any unsafe condition shall immediately inform the RWIC. The worker must clearly describe the perceived non-compliance or unsafe condition.
2. Upon initiation of a challenge, the roadway work group must stop work and move to a designated place of safety. No work shall resume until the concern is addressed and resolved. The Operations Control Center must be notified that the work group is stopping work and moving to an area of safety.
3. The RWIC will review the Valley Metro RWP Manual, Track Access Guide and the condition in question with the worker. If the manual has been properly followed and the conditions are safe, the RWIC will explain the protections in place. If the manual has not been followed, or if conditions are determined to be unsafe, the RWIC must implement immediate corrective measures.
4. If the worker remains unsatisfied with the resolution, the RWIC must notify the next level supervisor. The supervisor will evaluate both the procedures followed and the condition of the work zone.
 - If the supervisor determines that the RWP Manual is not being followed or that the work zone is unsafe, they shall direct the RWIC to implement corrective actions to ensure compliance and worker protection.
 - If the supervisor finds that the manual is being properly applied and the condition is safe, the roadway worker will be instructed to resume assigned duties.
5. The RWIC must have a Good Faith Challenge form available and provide the documentation to the roadway worker with the challenge who will complete the Good Faith Challenge form. The completed form must be retrieved by the RWIC and submitted to their supervisor. The supervisor will send the form to Valley Metro Safety for review at vmsafetyconcerns@valleymetro.org. Valley Metro Safety will collect the form and review for trend analysis and safety reporting.



6. Any recommendations for changes to the RWP Manual resulting from a good faith challenge shall be forwarded to the Chief of Safety and Security for consideration. Approved changes will be implemented by an official written amendment.

See Appendix A for Good Faith Challenge Report Form.

2.5 Risk-based Redundant Protection Requirements

Valley Metro utilizes redundant protections to enhance employee safety as it pertains to accessing the guideway. The protections include:

- Individual Train Detection (ITD)
- Train Approach Warning (TAW)
- Foul Time
- Exclusive Track Occupancy
- Work Zone
- OCC Communication
- Reduced Operational Speed
- Hand Signals and Audible Train Signals

2.5.1 INDIVIDUAL TRAIN DETECTION

Individual Train Detection (ITD): A procedure by which a lone worker acquires on-track safety by seeing approaching trains and leaving the track before the train(s) arrive. A Lone Worker must not use ITD as the sole form of protection for on-track safety. ITD can be used to provide On-Track Safety only if all the following conditions are met:

- 1) The Lone Worker is trained, qualified, and designated to use ITD.
- 2) Only routine inspection or a minor task is being performed. The Lone Worker may not occupy any position or engage in any activity that would interfere with the ability to detect the approach of train or on-track equipment in either direction.
- 3) The Lone Worker can visually detect the approach of trains or on-track equipment moving at maximum allowed speed and can move to a place of safety at least 15 seconds before its arrival.

2.5.2 TRAIN APPROACH WARNING

On-track safety may be provided by using a Watchman/Lookout who provides Train Approach Warning (TAW), under the following conditions:



- 1) The train approach warning must be given in time to allow each roadway worker to move to a previously arranged place of safety and must be clear of the track zone at least 15 seconds before the arrival of the train.
- 2) Each roadway worker must be in a position that enables them to receive a train approach warning.
 - a. The place of safety to be occupied upon the approach of a train may not be on a track, unless redundant protections are established on that track.
 - b. If the place of safety is identified as the adjacent track, the watchperson/lookout must provide approach warning to the work group ensuring all members have ample time to clear the track.
- 3) The Watchperson/Lookouts assigned to provide TAW shall devote their entire attention to the detection of approaching trains and providing warning to the roadway worker(s).
- 4) The Watchman/Lookouts may not be assigned other duties while functioning as a Watchman/Lookout and they must remain at their lookout position until the RWIC determines that protection is no longer necessary or designates another Watchman/Lookout in a follow up job briefing to relieve the roadway worker.
- 5) The approach warning must be distinctive and clearly signify to all members of the work group that a train or on-track equipment is approaching. The means used will consist of at least one or more of the following:
 - a. Two-way radios or other communication systems.
 - b. Shouting "HOT RAIL" or sounding an air horn.
 - c. Standing near roadway worker(s) and physically tapping the individual.
 - d. Visual indicators such as lights may be in combination with the audible or physical warning to enhance safety when experiencing poor visibility, obstructed sightlines, or complex track layouts but never as a stand-alone method.
- 6) The RWIC may provide the train approach warning by designating themselves as the Watchman/Lookout as long as they are not performing any other duties.
- 7) Radio communication may not be used as a primary means of TAW but may supplement.
- 8) The method of train approach warning must be agreed upon by the entire work group and will be identified in the job safety briefing
 - a. Watchman/Lookout must have all required roadway worker equipment including at a minimum
 - b. PPE requirements
 - c. Audible and physical warning materials
 - d. RWP Manual



2.5.3 FOUL TIME

Working limits established on controlled track(s) through the use of foul time procedures shall comply with the following requirements:

- 1) Foul time may be given orally or in writing by the OCC Line Controller only after that employee has withheld the authority of all trains or other on-track equipment to move into or within the working limits during the foul time period.
- 2) Each roadway worker in charge or lone worker to whom foul time is transmitted orally shall repeat the track number and work limits of the foul time to the issuing employee for verification before the foul time becomes effective.
- 3) The OCC Line Controller shall not permit the movement of trains or other on-track equipment into working limits protected by foul time until the roadway worker in charge or lone worker who obtained the foul time has reported clear of the track.
- 4) The roadway worker in charge or lone worker shall not permit the movement of trains or other on-track equipment into or within work limits protected by foul time unless they report to the OCC Line Controller that they are clear of the track.

2.5.4 EXCLUSIVE TRACK OCCUPANCY

Valley Metro may utilize Exclusive Track Occupancy when the duration and scope of work requires the track(s) to be removed from revenue service. The request will follow the permitting process described in SOP 100.08 Work Permit –

Track Allocation Procedure.

- 1) The RWIC will notify the OCC line controller that their permit will go into effect, and the OCC line controller will remove the track from service.
- 2) The Roadway Worker in Charge will place physical protections such as derailleurs, stop signs, or barriers at the access point(s).
- 3) If required, OCC will de-energize the affected OCS sections, maintenance of way staff will apply grounding straps, the work group will apply a Lockout/Tagout to the affected breakers and the RWIC will place red board(s) at the access point(s).
- 4) Light Rail Vehicles or Streetcars must not be authorized to travel into the work zone(s).
- 5) Upon completion or expiration of the permit, the RWIC will ensure that all physical barriers are removed from the access point(s) and, if applicable, remove grounding straps, locks from affected breakers, and red boards.
- 6) They will notify the OCC that they are clear of the work zone and, if applicable, that it is safe to re-energize and open the track(s) for service

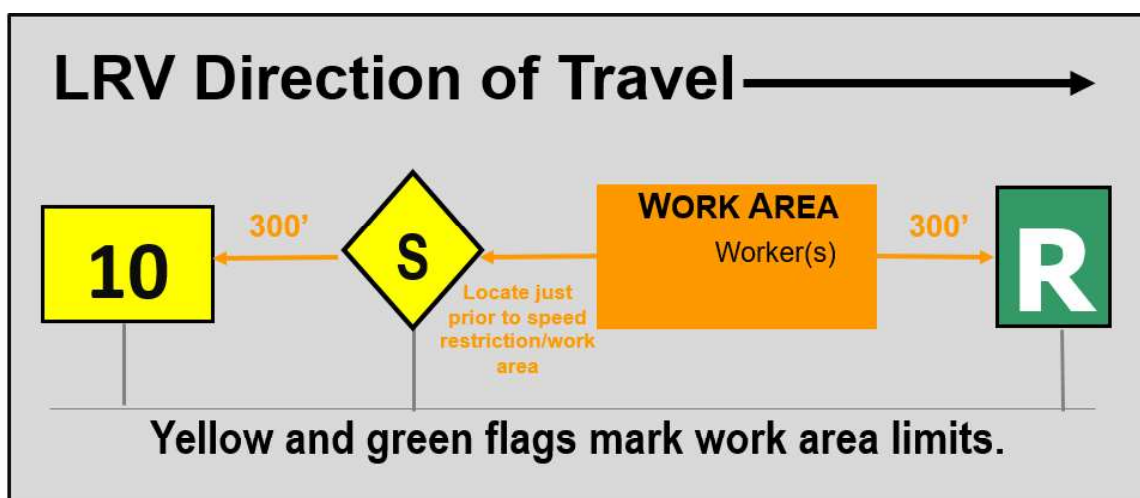
2.5.5 WORK ZONE




SOP 400.2 (Mainline Speed Restriction Signage) establishes a procedure for the safe operation of LRVs and/or track cars through areas in which a speed restriction is in affect due to operational constraints and/or work being performed on or about the right-of-way.

A work zone is utilized by Valley Metro when requiring reduced operational speed through a specific work limit. A Roadway Worker in Charge must be identified and is responsible for ensuring that the signs are in place:

1. Temporary Advance Speed Limit sign is placed at least 300 feet in front of the work limits.
2. Temporary Speed Restriction sign is placed just prior to the speed restriction/work area.
3. Temporary Resume Speed sign is placed at least 300 feet after the work area in the section of track where normal speeds can resume.

All trains and rail maintenance machine operators must have the work zone listed on their daily train order. Only authorized personnel are allowed to be in the work zone.



Temporary Resume Speed Sign		Green Background with White Character	The section of track where normal speed can resume	Mounted on pole
Temporary Speed Restriction Sign		Yellow Background with Black Character	Begin speed restricted area	Mounted on pole
Temporary Advance Speed Limit Sign		Yellow Background with Black Numerals or Letters	Operate in accordance with the limit posted in advance of a speed restricted area	Mounted on pole

2.5.6 OCC COMMUNICATION

Prior to fouling the track zone, the Roadway Worker in Charge is responsible for notifying the Operations Control Center of their work limits and, if applicable, permit number. The OCC Line Controller will make an announcement to all trains informing them that a Roadway Work group will be fouling the track zone and location of the work limits. Each Operator must acknowledge the radio transmission by repeating the information back to the OCC Line Controller. The OCC must ensure that relieving Operators are also made aware of the work being performed in affected areas when reporting for duty. After completing these steps, the OCC Line Controller will grant authorization for the Roadway Work Group to foul the track.

If the work limits require the work group to access an interlocking, the OCC Line Controller must cancel all routes and place exit inhibits on each signal. The OCC must receive confirmation from the RWIC that they are clear of the track zone prior to establishing a route for oncoming trains.

When personnel request authorization from the OCC to access the guideway on the Tempe Towne Lake Bridge, the Deck Park Bridge, or the Salt River Bridge, the OCC must

advise approaching trains via radio at either Center Parkway, 3rd/Mill or McDowell/Central, Roosevelt/Central, Buckeye/Central, or Pioneer/Central. The OCC

Line Controller must receive confirmation from each Train Operator that they acknowledge the transmission and area affected before allowing the train to proceed. This process will remain in effect until all roadway workers have cleared the bridge limits.

2.5.7 REDUCED OPERATIONAL SPEED

Speeds must be reduced to restricted speed, in both directions on Track 1 and Track 2 when passing work groups on or near the alignment, and Operators must be prepared to stop.

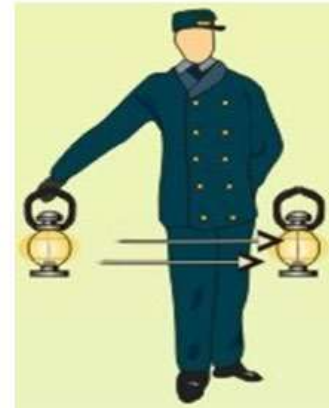
2.5.8 HAND SIGNALS AND AUDIBLE TRAIN SIGNALS



Proceed



Reduce Speed



Stop



SOUND	INDICATION
OO	Answer to any hand signal; prior to initiating movement; a general warning when approaching railroad crossings; areas of reduced visibility.
OOOO	If an Operator does not receive a proper hand signal the Operator must request a hand signal.
Continuous as Required	Warning on or near tracks and or station platforms; sounded while passing standing trains in the yard. For ROW trespassers and non-supervised encroachment

Hand signals and Audible Train signals are used as a means for Flaggers and Roadway Workers to communicate with trains. Train Operators are prohibited from passing a Roadway Work Group until receiving a “Proceed” hand signal. Train Operators will comply with instructions to “Reduce Speed” or “Stop.” After receiving a hand signal, the Train Operator will respond with two bells/horns acknowledging the hand signal and comply with the instruction. If authorized to proceed, the Train Operator will pass the work group at restricted speed and only resume the maximum allowed speed after the rear of the train is completely past the Roadway Work Group.

If the Train Operator does not understand the hand signal, doesn’t receive a hand signal, or observes any wild motion of arms, flags or lights, they will come to an immediate stop and notify the OCC.

2.5.9 MULTIPLE ROADWAY WORK GROUPS

When multiple roadway work groups are within a common work limit, Valley Metro will authorize a single RWIC to oversee all on-track safety protocols. During the track allocation process, Valley Metro will identify multiple work groups within a common work limit. A single RWIC will be assigned to the work limit and each work group must have a qualified representative in direct communication with the RWIC to maintain continuous on-track safety.

If a work group encounters another work group working within a common working limit. The roadway workers will stop work, clear the track zone to a place of safety, identify a single RWIC, perform a job safety briefing, establish on-track safety and then continue work.



2.5.10 SAFETY RISK ASSESSMENT

Valley Metro completed an initial safety risk assessment to determine redundant protections for roadway workers and lone workers in accordance with section 7.2 of Valley Metro's Agency Safety Plan and 49 CFR § 673.25.

Valley Metro will assess the risk associated with transit workers accessing the roadway using the methods and processes established under § 673.25(c) and Section 5, Safety Risk Management / Safety Assurance of the ADOT Program Standard. Valley Metro will use the methods and processes established under § 673.25(d) and Section 5, Safety Risk Management / Safety Assurance to establish redundant protections for each category of work performed by roadway workers on the rail transit system and will include lone workers.

The safety risk assessment will be consistent with the Valley Metro's Agency Safety Plan (ASP) and the ADOT's Program Standard.

Valley Metro will review and update the safety risk assessment at least every two (2) years to include current conditions and lessons learned from safety events, actions taken to address reports of unsafe acts and conditions, and near misses, and results from compliance monitoring regarding the effectiveness of the redundant protections.

ADOT, as the SSOA, may also identify and require the Valley Metro to implement alternate redundant protections based on the Valley Metro's unique operating characteristics and capabilities.

2.5.11 WORK CATEGORIES REQUIRING REDUNDANT PROTECTION

Valley Metro identified redundant protections for roadway workers performing work on the roadway and within track zones for the following categories:

- Roadway workers moving from one track zone location to another
- Roadway workers performing minor tasks
- Roadway workers conducting visual inspections
- Roadway workers using hand tools, machines, or equipment in conducting testing of track system components or non-visual inspections
- Roadway workers using hand tools, machines, or equipment in performing maintenance, construction, or repairs
- Lone workers accessing the roadway or track zone or performing visual inspections or minor tasks
- General contractors performing construction and/or inspections



- Emergency Responders
- Escorted guests

2.6 RWP Training and Qualification Program

Valley Metro has implemented a two-tier training system: Level 1 and Level 2.

Qualification	
Level 1	Level 2
Basic Track Access	Basic Track Access
Watchperson	Watchperson
Flagger	Flagger
	RWIC
	Lone Worker

All Valley Metro employees, contracted staff, and any other entity that needs to access the guideway to perform their duties must complete the training required for the relevant position before they may be assigned to perform the duties of a roadway worker, to oversee or supervise access to the track zone from the OCC, or operate vehicles, on-track equipment, and roadway maintenance machines. All escorted guests must be accompanied by qualified personnel and must wear a high-visibility Class 2 Safety Vests and sturdy closed-toe shoes. General contractors must qualify as level 1 or level 2 prior to performing work and adhere to the SOP 100.08.

The following table provides the required level of training and refresher training frequency for Valley Metro’s roadway workers and contracted staff:

	Level 1	Level 2	Refresher Frequency
Facilities Maintenance			
Manager, Facilities Maintenance		X	Biennial
Assistant Manager, Facilities Maintenance		X	Biennial
Facilities Maintenance Supervisor		X	Biennial
Parts Coordinator		X	Biennial
Materials Handler		X	Biennial
Non-Revenue Vehicle Maintenance Coordinator		X	Biennial
Cleaning Services Coordinator		X	Biennial



	Level 1	Level 2	Refresher Frequency
Landscape Coordinator		X	Biennial
Pressure Washer Technician		X	Biennial
LRV Maintenance			
Deputy Chief of Maintenance		X	Biennial
Superintendent, Rail Vehicle Maintenance		X	Biennial
Assistant Superintendent, LRV Maintenance		X	Biennial
LRV Technical Trainer		X	Biennial
LRV Systems & Equipment Specialist	X		Biennial
LRV Rail Mechanic		X	Biennial
LRV Truck Shop Lead	X		Biennial
LRV Electro-Mechanical Technician		X	Biennial
MOE Supervisors		X	Biennial
LRV Lead Inspector		X	Biennial
LRV Inspector	X		Biennial
Maintenance of Way			
Deputy Director, Rail Maintenance		X	Biennial
Manager, Maintenance of way		X	Biennial
Assistant Manager, Maintenance of Way		X	Biennial
Assistant Manager, Traction Power		X	Biennial
Supervisor, Maintenance of Way		X	Biennial
Traction Power Systems Technician		X	Biennial
Communication Systems Technician		X	Biennial
Track Maintainer		X	Biennial
Signal Systems Technician		X	Biennial
Facilities Maintenance Coordinator		X	Biennial
Operations			
Deputy Director, Rail Operations		X	Biennial
Manager, Rail Operations		X	Biennial
Assistant Manager Rail Operations		X	Biennial
Track Allocation Program Admin		X	Biennial
Transportation Coordinator		X	Biennial
Transportation Service Contractor			
Project Manager		X	Biennial
Transportation Superintendent		X	Biennial



	Level 1	Level 2	Refresher Frequency
Manager, Safety & Training		X	Biennial
Assistant Manager, Safety & Training		X	Biennial
Transportation Coordinator		X	Biennial
Safety and Training Quality Assurance Coordinator		X	Biennial
Trainer		X	Biennial
Field Supervisor		X	Biennial
Dispatcher		X	Biennial
Line Controller		X	Biennial
Operators	X		Annual
Facilities Maintenance Contractor			
Landscape Maintainer		X	Biennial
Irrigation Technician		X	Biennial
Account Manager		X	Biennial
Journeyman		X	Biennial
Maintenance Technician		X	Biennial
Supervisor		X	Biennial

The RWP training and qualification program is implemented to address hazards related to roadway workers accessing the guideway to perform their duties. The training encompasses hazard recognition and mitigation, lessons learned from compliance testing, near miss reports, reports of unsafe acts or conditions, and from feedback received on the training program.

Valley Metro will review and update the RWP training and qualification program at least every two years to reflect current conditions, lessons learned from implementing the RWP program, feedback from ADOT SSO, FTA, and any other federal agencies. Valley Metro must provide an opportunity for roadway workers to review and update the training program.

2.6.1 RWP TRAINING PROGRAM REQUIREMENTS AND ELEMENTS

Manager of Rail Safety is responsible for administration, delivery, and documentation of the RWP training program.

Initial training is interactive with opportunities to ask the trainer questions and discuss RWP issues. Initial training includes experience in a representative field setting with practical exercises. Refresher training must occur at least every two years. Both initial



and refresher training must verify that each worker can perform assigned RWP functions safely and correctly.

2.6.2 RWP TRAINING PROGRAM CONTENTS

The RWP training program addresses the following elements:

- How to use the Valley Metro RWP Manual and Track Access Guide.
- How to complete a good faith safety challenge at Valley Metro.
- How to report unsafe acts, conditions, and near misses and the mandatory duty to do so at Valley Metro.
- Recognition of the track zone and understanding space around tracks including use of the track access guide.
- The functions and responsibilities of all transit workers involved in on track safety.
- Proper compliance with on-track safety instructions given by transit workers.
- Signals and directions given by watchpersons and the proper procedures (by specific reference) upon receiving a train approach warning.
- Hazards associated with working near tracks and when applicable, traction power.
- Rules and procedures for redundant protections described in the RWP manual.
- Requirements for safely crossing tracks in the yard and on the mainline.

2.6.3 SPECIALIZED TRAINING AND QUALIFICATION

Specialized training and qualifications for transit workers with additional responsibilities for on-track safety includes:

Role	Hands-On Requirement
RWIC	Establishes and maintains protection; must demonstrate ability to conduct job safety briefing and responding to good faith safety challenges; must demonstrate proficiency as a watchperson and flagger.
Watchperson	Must demonstrate warning signals, distance judgment, and timing (“15-second rule”).
Flagger	Must demonstrate correct hand signal and visibility judgement.
Lone Worker	Must demonstrate proficiency as an RWIC, Flagger, and Watchperson.
RMM Operator	Must demonstrate track clearance awareness, spotter coordination, and communication procedures



2.6.4 TRAINING PERSONNEL COMPETENCY AND QUALIFICATION

Minimum Qualifications:

- Must be qualified as a Transit Supervisor, Technical Trainer, Right-of-Way Access Specialist, or Rail Safety Specialist. Rail Safety Manager or designee has the authority to approve RWP Trainers.
- Must observe a minimum of two (2) in-class presentations and in-field training sessions conducted by a certified instructor and deliver a minimum of two (2) presentations while being evaluated.
- Demonstrated ability to speak effectively before groups of employees, contractors, and/or customers.
- Proficiency in training, qualifying, and re-training transportation employees—including Train Operators, Supervisors, Valley Metro employees, and contractors—in both classroom and field settings.

Knowledge, Skills, and Abilities:

- Thorough knowledge of the RWP manual, Track Access Guide, Transportation Rulebook, and operating environment.
- Knowledge of the training requirements specified in 49 CFR Part 671 and related FTA safety regulations.
- Experience with the Valley Metro's RWP Program and demonstrated ability to apply regulatory requirements to training practices.
- Skill in developing, updating, and delivering effective training programs utilizing the most current instructional methods and materials.
- Strong recordkeeping ability to maintain accurate and complete training documentation.

Training and Program Responsibilities:

- Plan, develop, and implement RWP and related training programs that address operational trends, deficiencies, and retraining needs.
- Maintain and update training records for all participants in RWP and related safety programs.
- Develop, improve, and maintain the Recertification Program and associated documentation.
- Review and address training deficiencies as identified through evaluations or compliance audits.



- Work with the Transportation Services Contractor's Manager of Safety and Training to develop, update, and maintain the site training matrix, ensuring personnel certifications are current.
- Participate in the implementation of a Roadway Workers Protection Program.
- Maintain close contact with the Operations Control Center (OCC) during field operations to promptly address unusual occurrences.

2.7 Processes and Procedures for Accessing the Track Zone

Valley Metro is responsible for establishing and maintaining procedures for safely accessing, occupying, and clearing the track zone during inspection, maintenance, construction, or other work requiring track access. It applies to all qualified personnel authorized to foul track, including Roadway Workers, RWICs, Watchpersons, Flaggers, Lone Workers, and contractors. Compliance ensures protection of personnel, equipment, and revenue operations by the RWP manual.

2.7.1 AUTHORIZATION AND COMMUNICATION REQUIREMENTS

Authorization:

- No person may access or foul the track without prior authorization from the Operations Control Center (OCC).
- The designated Roadway Worker-in-Charge (RWIC) holds responsibility for on-track safety within the defined working limits.

Communication:

- The RWIC must establish and maintain continuous radio contact with OCC.
- OCC assigns a radio channel, confirms working limits, and documents access details in the Daily Log.

Pre-Entry Requirements:

- Conduct a Job Safety Briefing with all on-site personnel.
- Confirm redundant protections, safe zones, and required PPE.
- Verify that all personnel are qualified under the Valley Metro RWP Program.

2.7.2 TRACK ACCESS PROCEDURE

Step 1 – Requesting Authorization

- RWIC must contact OCC, providing track number, location, limits, and nature of work.
- OCC verifies no conflicting train movements
- OCC notifies all trains and each Operator must acknowledge the radio transmission by repeating the information back to the OCC Line Controller.



- The OCC must ensure that relieving Operators are also made aware of the work being performed in affected areas when reporting for duty
- OCC issues authorization for the work group to access the track zone.

Step 2 – Setting Up Protection:

- Reference Track Access Guide to identify required redundant protections for the track zone within the working limits.
- Establish the required redundant protections.

Step 3 – Conducting Work:

- All personnel remain within work limits and maintain situational awareness.
- RWIC monitors conditions and updates OCC regarding any change in location, scope of work, or protection.
- Any unsafe condition or loss of visibility must be reported immediately.

Step 4 – Restoring Service:

- Remove all derails, red boards, blocked switches, grounding straps, and restore the track to normal conditions.
- RWIC confirms all personnel and equipment are clear of work zone.
- RWIC records release time and OCC confirmation in the Daily Log.

2.7.3 REMOVING TRACKS FROM SERVICE

When work requires exclusive track occupancy, the following procedures apply:

Step 1 – Authorization:

- Obtain OCC authorization prior to removing any track from service.
- OCC documents limits and reason for removal in the Daily Log.

Step 2 – Briefing & RWIC Designation:

- Conduct a Job Safety Briefing and designate a qualified RWIC.

Step 3 – Access & Confirmation:

- Request and confirm track status with OCC, must verify OCS status.

Step 4 – Physical Protections:

- Install derails, locks, flags, and signs. Secure switches.

Step 5 – Restoration:



- After completion, remove protections, restore power, and confirm the tracks are clear with OCC prior to service resumption.

2.7.4 AUTHORIZATION FOR LONE WORKERS

Lone Worker procedures ensure the safety of any qualified individual performing work within the track zone without direct on-site supervision by a RWIC or additional crew members.

Authorization and Requirements:

- Lone Workers must receive explicit authorization from OCC prior to entering the track zone.
- Work is limited to inspection, observation, or minor tasks that does not require power tools.
- The worker must maintain continuous radio communication with OCC. If communication is lost, lone worker must clear work zone to a place of safety.
- Lone Workers must carry a radio and Track Access ID.
- Job Safety Briefing may be conducted verbally with supervisor or designated personnel prior to entry.

Safety Protocols:

- Position must allow for continuous situational awareness and clear visibility of both directions.
- Lone Workers shall immediately clear the track upon any train approach and confirm clearance to OCC.
- Must establish foul time.
- If visibility or communication is compromised, the Lone Worker must exit the track zone until protection is restored.

2.7.5 PROCEDURES FOR ADOT SSO PERSONNEL TO ACCESS THE ROADWAY

Authorized representatives of the Arizona Department of Transportation (ADOT) State Safety Oversight (SSO) shall access the roadway of any Rail Fixed Guideway Public Transportation System (RFGPTS) under ADOT jurisdiction in accordance with the risk-based inspection program established in Section 14 of the Arizona Program Standard.

These procedures ensure that inspections, audits, and field verifications are performed safely, efficiently, and consistently with both FTA Special Directive 22-23 and 49 U.S.C. § 5329(k)(5) requirements.

1. Authorization and Coordination



- Prior to any field inspection, SSO personnel will coordinate with the Valley Metro to identify inspection locations, scope, and timing.
- SSO personnel are required to qualify for level 2 access under the training and qualification program.
- OCC authorization must be obtained before entering any track zone.
- Coordination will include confirmation of any ongoing RWP activities, active train movements, and power/OCS status.

2. Job Safety Briefing

- All ADOT SSO personnel entering the roadway will participate in a Job Safety Briefing conducted by the RWIC.
- The briefing will cover work limits, active track identification, safe zones, radio channels, emergency procedures, and speed restriction requirements.
- ADOT SSO personnel must sign the RWP job briefing form to confirm understanding of the conditions and protective measures in place.

3. Roadway Entry and Protection

- ADOT SSO representatives shall comply with all RWP program rules, including use of appropriate Personal Protective Equipment (PPE) and adherence to flagging or lookout protection as defined by Valley Metro.
- Entry to and exit from the track zone shall be made only under the direction of the RWIC, and clearance will be verified with OCC prior to entry and upon departure.
- When necessary, temporary speed restrictions, signal protections, or safe-zone markers may be established to ensure the safety of ADOT SSO and Valley Metro personnel.

2.8 RWP Compliance Monitoring Program

Valley Metro’s RWP compliance monitoring program is developed to ensure strict adherence to the RWP manual and identify areas of improvement for continuous improvement. The compliance program consists of the following:

Field Inspections / Observations	Conducted on a weekly basis by Valley Metro Safety, Operations, Maintenance and the Transportation Service Contractor. On-sight inspections to evaluate compliance to the RWP manual and TAG. All inspection must be submitted to Valley Metro Safety.
Compliance Meeting	Quarterly meeting with Valley Metro Safety, Operations, Maintenance and the Transportation Services Contractor to review inspection forms, audit findings, rule violations, good



	faith safety challenges, and safety concerns to address non-compliance issues, trend analysis, and continuous improvement.
Audits	Conduct annual by Valley Metro Internal Audit with a focus on RWP training certifications, Permits, Job Safety Briefings, OCC communication logs

Valley Metro shall conduct Roadway Worker Protection (RWP) compliance monitoring to ensure adherence with all requirements contained in ADOT Program Standard, 49 CFR Part 671, and the RWP manual. The following positions and departments are responsible for performing RWP compliance monitoring activities and developing quarterly reports for the State Safety Oversight Agency (SSOA), the Arizona Department of Transportation (ADOT):

A. Rail Safety Department

- Serves as the program lead for RWP compliance monitoring.
- Conducts scheduled and unscheduled field inspections and observations of active RWP work zones, job safety briefings, employee qualifications, and safety-critical communication protocols.
- Documents observations, non-compliances, and corrective actions.
- Compiles and prepares the Quarterly RWP Compliance Monitoring Report for ADOT.
- Submits the report to ADOT in accordance with the reporting schedule defined in the SSOA Program Standard.

B. Rail Operations Department

- Supervisors and OCC personnel conduct routine RWP field observations and spot checks during revenue and non-revenue hours.
- Verify adherence to RWP manual.
- Submit all observations to the Safety Department for inclusion in the quarterly report.

C. Maintenance of Way (MOW) Department

- MOW Supervisors and Quality Assurance employees perform compliance checks of MOW-led RWP activities.
- Verify adherence to RWP manual.
- Submit all observations to the Safety Department for inclusion in the quarterly report.



D. Quarterly Reporting Requirements

The Safety Department shall consolidate all monitoring results from Operations, Maintenance of Way, and Contractor Oversight into a single Quarterly RWP Compliance Monitoring Report. The report shall include:

- Number of monitored RWP activities and field audits performed.
- Summary of findings, non-compliances, and recurring trends.
- Corrective actions and status.

2.8.1 ADOT QUARTERLY REPORTING

Valley Metro will submit quarterly reports to ADOT SSO providing documentation supporting Valley Metro's compliance with the RWP compliance monitoring program. These reports will be submitted every January 10th, April 10th, June 10th, October 10th.

2.8.2 ANNUAL BRIEFING

On an annual basis, Valley Metro CSO, or designee, will present a report concerning the performance of the RWP program identifying any deficiencies requiring corrective action to the Accountable Executive and Board of Directors.





3.0 Responsibilities

3.1 Valley Metro's Responsibilities

3.1.1 GENERAL

Valley Metro is responsible for establishing and maintaining procedures that ensure the safety of all roadway workers, contractors, and transit workers who must access the track zone. These responsibilities include:

- Ensuring that the RWP manual and TAG is distributed to all transit workers and redistributed after each revision.
- Providing ample warning time and ensuring that sight distance requirements are based on the maximum authorized track speed, so roadway workers always have ample time to reach a place of safety.
- Prohibiting the use of rail transit vehicle detection as the only form of on-track safety; detection may only be used as a supplemental safeguard in combination with other protections.
- A job safety briefing must be conducted before any roadway or transit worker enters a track zone, and whenever a rule violation is observed.
- Ensuring that all workers have the right to raise good faith safety concerns, including challenges and refusals, which will be resolved promptly and equitably without retaliation.
- Providing training and qualification to all workers who must enter a track zone and ensuring their continued compliance with the Roadway Worker Protection Program.
- Assigning qualified escorts when non-certified personnel, who are not roadway workers, transit workers, or emergency responders, are required to enter a track zone.
- Requiring the reporting of unsafe acts, unsafe conditions, and near misses through the Valley Metro Safety Concern Program. In addition to reaching out directly to managers, supervisors, and Valley Metro's Safety team, the agency provides several methods for employees and contractors to report safety concerns.
 - Emailing VMSafetyConcerns@ValleyMetro.org.
 - Calling (833) 232-SAFE (7233), which allows for the caller to remain anonymous, if desired.
 - Completing a form on the VM safety reporting portal located at <http://safe.valleymetro.org>, allows for the individual to remain anonymous, if desired.



3.1.2 EQUIPMENT AND PROTECTIONS

Valley Metro is responsible for establishing and maintaining procedures that ensure the safety of all personnel accessing the roadway and track zones. These procedures include requirements for appropriate equipment, visible credentials, and protective measures. Roadway workers, contractors, and transit workers are responsible for following these procedures at all times. Compliance ensures adherence to the RWP Program and maintains a safe working environment.

Personal Protective Equipment (PPE):

All workers must wear PPE appropriate to their labor category when accessing the roadway or track zone. Additional PPE requirements are fully defined in [SOP 1500.03 – Personal Protective Equipment](#) and must be followed at all times.

Credentials and Identification:

Workers must carry and display a Valley Metro-issued track access identification card and/or sticker while in the roadway or track zone. An individual must be able to present credentials upon request.

Emergency Response Personnel:

Protections must be established for emergency response personnel who may need to enter the roadway or track zone. Operations Control Center (OCC) will coordinate to provide on-track safety by dispatching qualified personnel and implementing SOP 400.13.

Multiple Work Groups in a Common Area

When multiple roadway work groups operate within the same track zone, protections shall be coordinated under a designated RWIC. Each work group must have a qualified representative in direct communication with the RWIC to maintain continuous on-track safety.

3.2 Transit Worker Requirements

Valley Metro is committed to ensuring the safety of all personnel working on or near its rail infrastructure. Valley Metro will provide both initial and refresher on-track safety training to all individuals designated as roadway workers or those who may be assigned duties near the Right of Way (ROW) that could potentially result in fouling a track. This training is mandatory and designed to review the responsibilities of each worker and the requirements outlined in the Training and Qualification section of this document. Each roadway worker is responsible for the safety of others. All roadway workers and all lone workers are required to maintain a physical or access to a digital copy of the RWP manual and TAG on the job site at all times.



Transit workers are responsible for following:

- Strict adherence to all requirements of the Valley Metro Roadway Worker Protection (RWP) Program according to their position and labor category. Compliance ensures their safety and the safety of others while accessing the roadway or track zones.
- Must only foul tracks after they have received appropriate permissions and established required redundant protections for work zone as specified in the Track Access Guide.
- Must understand and acknowledge in writing the protections providing on-track safety for their specific task before accessing the roadway or track zone.
- Must refuse to foul the track and make a good faith safety challenge if they believe any assignment to be unsafe or in violation of the RWP manual.
- Must report unsafe acts, conditions, and near misses to the Valley Metro Safety Concern Program.

Upon completion of training, every roadway worker must demonstrate a basic understanding of rules and procedures related to on-track safety. Valley Metro will not assign any employee or contractor to perform roadway worker duties unless they have been trained and have successfully demonstrated proficiency. Similarly, employees are not permitted to accept such assignments without first meeting these training and qualification standards.

Beyond the basic training and testing requirements, individuals assigned to perform specialized roles such as watchman, flagger, Lone Worker, roadway maintenance machine operator, or Roadway Worker in Charge (RWIC) must obtain separate qualifications before assuming those responsibilities. These qualifications involve passing written exam(s). For initial certification, individuals must also demonstrate hands-on competency in the critical skills relevant to each position. The testing materials for each role are tailored to reflect the specific skills and knowledge required.

To ensure visibility and compliance, each qualified worker will receive a sticker indicating their level of training or certification. This sticker must be kept on their person at all times

while working within the Valley Metro Right of Way. Valley Metro considers its annual training and testing procedures to meet the Federal Transportation Administration's (FTA) requirements for periodic training and qualifications, thereby ensuring regulatory compliance and upholding the highest standards of workplace safety.

To effectively monitor the program, the Transportation Service Contractor's Training Department will conduct Roadway Worker Protection (RWP) training. The department will



maintain written or electronic records for each worker who has completed training, indicating the level of qualification attained. Each record will include the worker's name, the qualification level achieved, and the most recent qualification date. These records will be made available for inspection during regular business hours.

3.2.1 ROADWAY WORKER IN-CHARGE

The RWIC has the primary duty of rule compliance, oversight, and on-track safety of all personnel within their working limits. Upon completion of the initial training and refresher training, an RWIC, at a minimum, can perform and demonstrate proficiency via written test, the following in addition to the basic roadway worker, Lone Worker, Flagger, Watchman, and Roadway Maintenance Machine responsibilities:

- Enforce proper PPE among work groups.
- Communicate with the Operations Control Center as appropriate.
- Facilitate and document job safety briefings.
- Establish work zone limits for the work group when deemed appropriate.
- Remove individuals from the right of way who are unsafe or otherwise not authorized.
- Conduct follow-up job safety briefings when:
 - Working conditions change
 - Members of group change
 - Rule violation is observed
- Be in possession of the most current rule book, RWP manual and TAG, as appropriate - the manual must be readily available either in hard or electronic copy on all job sites.
- Be in possession of Good Faith Safety Challenge paperwork.
- Be in possession of a Valley Metro Rail issued radio, and continuously monitor radio traffic for area in which work is being performed.
- In the event of an incident, the RWIC will take charge of the situation until relieved by incident command personnel.
- Know what on-track training and qualifications are required of the roadway workers to be supervised or protected:
 - Verify all members of the crew are appropriately certified for the work being performed
 - Prevent non-RWP certified personnel from accessing the site
- Be familiar with the contents and application of the operating rules of the right of way pertaining to the establishment of the work zone limits.



- Know the contents and application of the rules of the right of way pertaining to the establishment of train approach warning.
- Be familiar with the relevant physical characteristics of the area of the right of way upon which the roadway worker is qualified.
- Be able to conduct an job safety briefing and remain available to fulfill other responsibilities listed herein.
- The RWIC has a distinct responsibility to resolve good-faith challenges in accordance with the procedures set forth in this manual. This responsibility cannot be delegated.

3.2.2 LONE WORKER

Upon completion of the initial training and refresher training, a Lone Worker, at a minimum, can perform and demonstrate proficiency via written test, the following, in addition to the basic roadway worker responsibilities:

- Detect approaching trains and move to a place of safety upon their approach
- Determine the distance along the track at which trains must be visible in order to provide the prescribed warning time.
- Know the rules and procedures for individual train detection, including establishment of work zone limits.
- Know the on-track safety procedures to be used in the area in which the worker is to be qualified and permitted to work alone.
- Have a knowledge of train schedules in the work zone.
- Know how and when to use individual train detection (ITD), and that it must not be sole protection.
- Know how to establish and maintain foul time.
- Lone Workers may not engage in activities that interfere with Individual Train Detection.
- Be in possession of a Valley Metro Rail issued radio.
- Remain in a place of safety until Roadway Worker protection can be established
- All Lone Workers shall maintain a vigilant lookout while using Individual Train Detection (ITD) and are prohibited from performing duties that obstruct their ability to maintain a vigilant lookout while ITD is being used.
- Wear their required PPE before entering the right of way.
- Conduct an on-track job safety briefing with their on-duty manager or supervisor.



- Lone Workers using ITD must fill out the statement of on-track safety prior to fouling any Valley Metro track. The statement of on-track safety must be in possession of the Lone Worker while fouling the track.
- Contact the Operations Control Center and be authorized prior to fouling the track.
- In the event the minimum clearance time of 15 seconds cannot be achieved, ITD cannot be used as a means of on-track safety.
- Perform only routine inspections and minor tasks, and only be in areas where the Lone Worker can detect approaching trains and other On-Track equipment.
- Must not enter areas where they are impaired in detecting trains. Impairment can be caused by background noise, lights, precipitation, fog, passing trains, or any other physical conditions.
- Use more restrictive forms On-Track safety any time they enter areas of no clearance, interlockings, and curves.
- Contact the Operation Control Center when they have cleared the track and are no longer in the track zone.
- Lone Workers are not expected to carry a hard copy of this manual while in the track zone. A copy shall be kept in the vehicle.

3.2.3 MULTIPLE WORK CREWS PROCEDURES

When two or more work groups are assigned within the same track limits, coordination and communication between crews are essential to prevent conflicting movements, protect all workers, and ensure compliance with RWP rules.

Responsibilities:

- A single RWIC must be designated for the shared limits.
- Each additional crew must assign a Crew Lead who reports to the RWIC for safety coordination. Crew Lead must be qualified to the level of RWIC.
- The RWIC must:
 - Define exact work limits for each crew.
 - Maintain communication with OCC on behalf of all crews.
 - Ensure that protection measures remain valid for all crews.

Coordination Procedures:

1. Pre-Job Briefing:

- All RWICs and Crew Leads participate in a combined Job Safety Briefing before work begins.



- The briefing covers limits, work locations, train movement expectations, safe zones, and communication protocols.
- 2. **Communication:**
 - All crews use the same assigned radio channel unless OCC directs otherwise.
 - The RWIC serves as the point of contact with OCC and relays relevant updates to secondary crews.
- 3. **Protection Management:**
 - No crew may adjust, remove, or relocate safety devices without clearance from the RWIC.
 - Crews must maintain awareness of other active groups and coordinate movement across limits or shared right-of-way segments.
- 4. **Restoration:**
 - Each Crew Lead reports “clear of track” to the RWIC.
 - The RWIC verifies total clearance before releasing the track to OCC.

3.2.4 FLAGGER

Upon completion of the initial training, a Flagger, at a minimum, can perform and demonstrate proficiency via written test, the following, in addition to the basic roadway worker responsibilities:

- Know the content and application of the operating rules of the right of way pertaining to giving proper stop signals to trains and holding trains clear of working limits
- Use approved hand signals to stop, slow, or permit train movement through or adjacent to work area.
- Confirm that train operators have acknowledged the signal before authorizing train movement.
- Be in possession of the appropriate flagging materials for the environment, either flags or light, and a Valley Metro Rail issued radio.
- Understand the work zone limits and the surrounding area, and the work being performed.
- Have ability to communicate with the RWIC and/or Operations Control Center as necessary.
- Understand the Valley Metro Rail flagging duties.
- Perform no other duty.
- Remain in their position until relieved by the RWIC.



- Take directions from the RWIC only; no other person, including Operations Control Center is authorized to direct the flagger to allow movement of trains or rail equipment.
- Remain in a place of safety at all times and shall be located on the oncoming side of normal traffic flow with a minimum 300 feet from the actual work zone.
- Immediately notify the RWIC if the Flagger can no longer give 100% of their attention to their duties for any reason.
- Have their required PPE and safety equipment, flags and or flashlight and Valley Metro Rail issued radio BEFORE entering the right of way.
- Use and monitor their Valley Metro Rail issued radio, set on the proper channel, at all times, while performing flagging duties.
- If working at night or in low-light conditions, the flagger shall have a working flashlight.
- Participate in all Roadway Worker job safety briefings.
- Permitted to use their cell phones to contact the RWIC when radio communications are disrupted - at no other time shall the Flagger use their cell phone
- Face oncoming traffic to be flagged.
- If instructing trains or equipment to stop, Flaggers shall use proper hand signal, swing a red flag or flashlight (if at night) horizontally to the track until the train or rail equipment comes to a complete stop.
- Stop all trains or rail equipment from a place of safety, a minimum of 300 feet from the work zone on oncoming traffic side of the work zone, if the RWIC does not give authorization to allow the train or on-track equipment proceed signal.
- Hold all trains or rail equipment until the RWIC gives permission for the proceed signal.
- Immediately report a flagging run through to the RWIC.

3.2.5 WATCHMAN / LOOKOUT

Each Watchman/Lookout shall be trained, qualified, designated, and equipped to provide appropriate train approach warning. Upon completion of the training, a Watchman/Lookout, at a minimum, must be able to demonstrate proficiency by passing a written test. Watchman are required to do the following:

- Can not perform any other duties while performing this responsibility.
- Detect and recognize approaching trains and warn roadway worker personnel of approaching trains or on-track equipment by visual and audible methods. This is the primary and sole duty of the Watchman.



- Participate in all Roadway worker job safety briefings prior to performing their duties as Watchman.
- Determine the distance along the track at which trains must be visible in order to provide ample time.
- Know the rules and procedures of railroad to be used for train approach warning
- Have the ability to communicate with the RWIC and/or the Operations Control Center as necessary.
- Give the “all clear” once the train exits the work zone and it is safe to resume work.
- Use a cell phone only when directed to do so by the RWIC.
- Provide warning to all employees by means which neither requires workers to look directly at the Watchman (horn, whistle, voice and/or physical tap) nor creates another safety hazard.
- Provide physical warnings to workers who cannot hear or see other warnings. These warnings shall be distinct, clear and not cause harm to workers.

Primary Responsibilities

- Crew Protection: Maintain exclusive vigilance for approaching trains and provide timely warning to all roadway workers.
- Continuous Observation: Must remain alert and continuously watch train movements in both directions.
- Providing ample time and determining appropriate sight distance to ensure workers can safely reach designated safe zones before a train’s arrival.
- No Work Duties: Watchpersons may not perform any other work while assigned protection duty.
- Warning Distance: Must provide sufficient warning time to allow all workers to reach a designated safe zone (minimum of 15 seconds before train arrival).
- Safe Location: Position must provide an unobstructed view of train movements and allow the Watchperson to reach safety quickly.

Setting Up Protection

- RWIC or Watchperson installs red flags, cones, derails, or barricades at entry points. Where visibility is limited (curves, distractions, or high-speed approaches), deploy additional protection (flaggers, audible alerts, speed restrictions) in coordination with OCC.
- Ensure rail transit vehicle detection is never the only form of protection. Additional safeguards (physical barriers, flaggers, or speed restrictions) must always be implemented to provide redundant safety layers.



Safety Reporting

- If a train does not respond appropriately to a stop signal, immediately clear all personnel from the track and notify the RWIC.
- Report all near-misses, communication failures, or equipment issues promptly.
- Always maintain full visibility; if sight distance is lost, halt work and reposition.
- Include instruction on how to report unsafe acts or carry out a Good Faith Safety Challenge in accordance with Valley Metro policy.

3.2.6 OPERATIONS CONTROL CENTER / OPERATOR

When access to the right-of-way is authorized, the OCC will notify Train Operators to ensure they are aware of activity occurring in the affected area and the potential of employees or workers to foul. The following specifics must be adhered to:

- The OCC will notify Operators via cab or portable radio identifying the location where work is being performed by either a Lone Worker or Work Crew.
- Each Operator must acknowledge the radio transmission and repeat the information back to OCC specifying the location affected.
- **Note: When personnel receive authorization from OCC to access the ROW on the Tempe Towne Lake Bridge, the Deck Park Bridge, the Salt River Bridge, the OCC must advise approaching eastbound and westbound trains via radio at either Center Parkway, 3rd/Mill or McDowell/Central, Roosevelt/Central. At the SCE, OCC must advise approaching northbound and southbound trains via radio at either Buckeye/Central or Pioneer/Central. The Controller must receive confirmation from each Train Operator that they acknowledge the transmission and area affected before allowing the train to proceed. This process will remain in effect until all field personnel have cleared the bridge limits.**
- OCC must ensure that relieving Operators are made aware of work being performed in affected areas when reporting for duty.
- Operators will sound the horn/bell where applicable and upon approach to work areas.
- Operators will comply with speed restrictions and wayside signage entering work areas until field personnel have cleared and restriction removed.

3.2.7 CONTRACTORS

Contractor personnel are required to receive training and qualify for their position as required for the job type. Prior to commencing any permitted work that may result in the



fouling of a track, contractors must submit documentation verifying their workers' qualifications.

Every contractor is responsible for ensuring that on-track safety measures are in place before fouling a track or performing any activity that has the potential to foul the track. A track is considered fouled when any person, tool, or equipment is located within seven (7) feet from the centerline of the track or three (3) feet of the guideway curbing.

Valley Metro provides the same training and qualification materials for contractors depending on the level of access required.

3.2.8 ESCORTED GUEST

Must receive a qualified escort to access the right-of-way and be in possession of required PPE. The qualified escort will provide a safety briefing to identify applicable hazards. Escorted guests are prohibited from distracting roadway workers and using personal electronic devices.

3.2.8 MAINTENANCE SUPERVISOR / MANAGER

A Maintenance Supervisor/Manager on a worksite is the oversight of the RWIC and Roadway Workers to ensure rule compliance, and on-track safety of all personnel within their working limits. Upon completion of the training, a Maintenance Supervisor/Manager at a minimum, can perform and demonstrate proficiency via written test, the following in addition to the basic roadway worker, RWIC, Lone Worker, Flagger, Watchman, and Roadway Maintenance Machine responsibilities:

- Enforce proper PPE among work groups.
- Communicate with the Operations Control Center as appropriate.
- Facilitate and document job safety briefings.
- Establish work zone limits for the work group when deemed appropriate.
- Remove individuals from the right of way who are unsafe or otherwise not authorized.
- Conduct follow-up job safety briefings when:
 - Working conditions change
 - Members of group change
- Be in possession of the most current rule book, RWP manual and TAG, as appropriate - the manual must be readily available either in hard or electronic copy on all job sites.



- Be in possession of a Valley Metro Rail issued radio, and continuously monitor radio traffic for area in which work is being performed
- In the event of an incident, if on site, the Maintenance Manager/Supervisor will take charge of the situation until relieved by incident command personnel.
- Know what on-track training and qualifications are required of the RWIC and roadway workers to be supervised or protected:
 - Verify all members of the crew are appropriately certified for the work being performed
 - Prevent non-RWP certified personnel from accessing the site
- Be familiar with the contents and application of the operating rules of the right of way pertaining to the establishment of the work zone limits.
- Know the contents and application of the rules of the right of way pertaining to the establishment of train approach warning.
- Be familiar with the relevant physical characteristics of the area of the right of way upon which the roadway worker is qualified.
- Be on-site to conduct an on-track job safety briefing (except for Lone Worker) and remain available to fulfill other responsibilities listed herein.
- The Maintenance Manager/Supervisor may perform the duties of a Watchman/Lookout when there are only two workers in the work crew. If there are more than two workers in the crew the Maintenance Manager/Supervisor is encouraged to designate another qualified employee as the RWIC or Watchman/Lookout.
- The onsite Maintenance Manager/Supervisor or designated RWIC is the only authority to determine who is permitted to communicate with the rail or track equipment operator(s) within the working limits by radio or authorized hand signals.
- The onsite Maintenance Manager/Supervisor has a distinct responsibility to resolve good-faith challenges in accordance with the procedures set forth in this manual. This responsibility cannot be delegated.

3.2.9 ROADWAY MAINTENANCE MACHINES OPERATORS:

On-track safety for roadway workers who operate or work near roadway maintenance machines shall comply with all applicable instructions and warnings pertaining to their specific equipment including the following provisions:

- Getting on and off or riding track machines
- Inspections
- Safe passage



- Operation of brakes
- Maximum speeds
- Other speed requirements
- Grade crossings
- Following cars of trains or machines
- Signaling stops
- Passing trains or machines
- Operating over switches or derails
- Hi-rail vehicles
- Communication requirements with workers in the vicinity of RMM. All RMM work crews will communicate through assigned Valley Metro Rail radios on applicable channels for segment of the Right of way work of being performed.
- Maintaining a safe distance of ten feet from the Overhead Catenary Wire (OCS) when working with machinery on Valley Metro Right of Way.
- All rules are mandatory for controlled and non-controlled track.

Operators and roadway workers shall be observant and be aware of work groups that may be working on adjacent tracks.

3.2.10 FOULING THE TRACK

Transit workers may only foul the track after receiving appropriate permissions from the Operations Control Center and confirming that redundant protections have been established as specified in the RWP Manual.

3.2.11 ACKNOWLEDGEMENT OF PROTECTIONS

Before entering a roadway or track zone, transit workers must understand and acknowledge in writing the on-track safety protections specific to their assigned task.

3.2.12 REFUSAL TO FOUL THE TRACK

Transit workers may refuse to foul the track if, in good faith, they believe the assignment is unsafe or would violate the Valley Metro RWP Program. Such refusals must be communicated promptly to the RWIC or appropriate supervisor.



3.2.13 REPORTING UNSAFE CONDITIONS

Transit workers must report any unsafe acts, unsafe conditions, or near misses related to the RWP Program through the Valley Metro Safety Concerns Program.

3.3 State Safety Oversight Agency

The Arizona Department of Transportation – State Safety Oversight (ADOT SSO) is responsible for reviewing, approving, and auditing Valley Metro’s Roadway Worker

Protection (RWP) Program in accordance with federal regulations. Valley Metro will support these responsibilities by providing access to documentation, records, and personnel as required.

3.3.1 REVIEW AND APPROVAL OF RWP PROGRAM

ADOT SSO will review and approve Valley Metro’s RWP Manual and any subsequent updates. This process includes coordination between Valley Metro and ADOT SSO to ensure that the RWP Program is fully established and approved within one calendar year of December 2, 2024. Following approval, ADOT SSO will submit the RWP Program and any updates to the Federal Transit Administration (FTA) within 30 days.

3.3.2 OVERSIGHT OF THE RWP PROGRAM

ADOT SSO will update its Program Standard to define its oversight role. Valley Metro will comply with all oversight requirements, provide timely responses to ADOT SSO inquiries, and implement corrective measures as directed.

3.3.3 ANNUAL RWP PROGRAM AUDIT

ADOT SSO will conduct an annual audit of Valley Metro’s compliance with its RWP Program. The audit will include a review of all required RWP elements including RWP-related events, reporting program data, good faith challenges, adequacy of the Track Access Guide, training and qualification records, job safety briefing confirmations, and compliance monitoring program.

ADOT SSO will issue a report of findings and recommendations. Valley Metro will be provided an opportunity to comment on the findings and recommendations and will develop and implement corrective action plans as required under 49 CFR Part 674.





4.0 Track Access Guide

Valley Metro maintains a Track Access Guide as a standalone document that supplements the RWP program. All transit workers are required to be in strict adherence with the specifications and redundant protections identified in the document.





5.0 Definitions

Accountable Executive means a single identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of a transit agency; responsibility for carrying out the transit agency's Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both the transit agency's Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. 5329(d), and the transit agency's Transit Asset Management Plan in accordance with 49 U.S.C. 5326.

Ample time means the time necessary for a roadway worker to be clear of the track zone or in a place of safety 15 seconds before a rail transit vehicle moving at the maximum authorized speed on that track could arrive at the location of the roadway worker.

Equivalent entity means an entity that carries out duties similar to that of a Board of Directors, for a recipient or subrecipient of FTA funds under 49 U.S.C. chapter 53, including sufficient authority to review and approve a recipient or subrecipient's Public Transportation Agency Safety Plan.

Equivalent protection means alternative designs, materials, or methods that the RTA can demonstrate to the SSOA will provide equal or greater safety for roadway workers than the means specified in this part.

Flag person means a roadway worker designated to direct or restrict the movement of rail transit vehicles or equipment past a point on a track to provide on-track safety for roadway workers, while engaged solely in performing that function.

Foul time protection is a method of establishing working limits in which a roadway worker is notified by the control center that no rail transit vehicles will be authorized to operate within a specific segment of track until the roadway worker reports clear of the track.

Fouling a track means the placement of an individual or an item of equipment in such proximity to a track that the individual or equipment could be struck by a moving rail transit vehicle or on-track equipment, typically within four feet of the outside rail on both sides of any track.

Individual rail transit vehicle detection means a process by which a lone worker acquires on-track safety by visually detecting approaching rail transit vehicles or equipment and leaving the track in ample time.



Job safety briefing means a meeting addressing the requirements of this part that is conducted prior to commencing work by the Roadway Worker in Charge, typically at the job site, to notify roadway workers or other transit workers about the hazards related to the work to be performed and the protections to eliminate or protect against those hazards. Alternatively, briefings can be conducted virtually for those individuals who are working remotely on the job site.

Lone worker means an individual roadway worker who is not afforded on-track safety by another roadway worker, who is not a member of a roadway work group, and who is not engaged in a common task with another roadway worker.

Maximum authorized speed means the highest speed permitted for the movement of rail transit vehicles established by the rail transit vehicle control system, service schedule, and operating rules. This speed is used when calculating ample time.

Minor tasks mean those tasks performed without the use of tools during the execution of which a roadway worker or other transit worker can hear and visually assess their surroundings at least every five (5) seconds for approaching rail transit vehicles and that can be performed without violating ample time.

Near-miss means a narrowly avoided safety event.

On-track safety means a state of freedom from the danger of being struck by a moving rail transit vehicle or other equipment, and other on-track hazards, as provided by operating and safety rules that govern track occupancy by roadway workers, other transit workers, rail transit vehicles, and on-track equipment.

Place of safety means a space an individual or individuals can safely occupy outside the track zone, sufficiently clear of any rail transit vehicle, including any on-track equipment, moving on any track.

Qualified means a status attained by a roadway worker or other transit worker who has successfully completed required training (including refresher training) for, has demonstrated proficiency in, and is authorized by the RTA to perform the duties of a particular position or function.

Rail fixed guideway public transportation system means any fixed guideway system, or any such system in engineering or construction, that uses rail, is operated for public transportation, is within the jurisdiction of a State, and is not subject to the jurisdiction of



the Federal Railroad Administration. These include but are not limited to rapid rail, heavy rail, light rail, monorail, trolley, inclined plane, funicular, and automated guideway.

Rail transit agency (RTA) means any entity that provides services on a rail fixed guideway public transportation system.

Rail transit vehicle means any rolling stock used on a rail fixed guideway public transportation system, including but not limited to passenger and maintenance vehicles.

Rail transit vehicle approach warning means a method of establishing on-track safety by warning roadway workers of the approach of rail transit vehicles in ample time for them to move to or remain in a place of safety in accordance with the requirements of this part.

Redundant protection means at least one additional protection beyond individual rail transit vehicle detection to ensure on-track safety for roadway workers. Redundant protections may be procedural, physical, or both.

Roadway means land on which rail transit tracks and support infrastructure have been constructed to support the movement of rail transit vehicles.

Roadway maintenance machine means a device which is used on or near rail transit track for maintenance, repair, construction or inspection of track, bridges, roadway, signal, communications, or electric traction systems. Roadway maintenance machines may have road or rail wheels or may be stationary.

Roadway worker means a transit worker whose duties involve inspection, construction, maintenance, repairs, or providing on-track safety such as flag persons and watchpersons on or near the roadway or right-of-way or with the potential of fouling track.

Roadway work group means two or more roadway workers organized to work together on a common task.

Roadway worker in charge means a roadway worker who is qualified under this part to establish on-track safety.

Roadway Worker Protection (RWP) means the policies, processes, and procedures implemented by an RTA to prevent safety events for transit workers who must access the roadway in the performance of their work.

RWP manual means the entire set of the RTA's on-track safety rules and instructions maintained together, including operating rules and other procedures concerning on-track



safety protection and on-track safety measures, designed to prevent roadway workers from being struck by rail transit vehicles or other on-track equipment.

Safety event means an unexpected outcome resulting in injury or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.

Sight distance means the length of roadway visible ahead for a roadway worker.

State Safety Oversight (SSO) agency means an agency established by a State that meets the requirements and performs the functions specified by 49 U.S.C. 5329(e) and (k) and 49 CFR part 674.

Track access guide means a document that describes the physical characteristics of the RTA's track system, including track areas with close or no clearance, curves with blind spots or restricted sight lines, areas with loud noise, and potential environmental conditions that require additional consideration in establishing on-track safety.

Track zone means an area identified by the RTA where a person or equipment could be struck by the widest equipment that could occupy the track.

Transit worker means any employee, contractor, or volunteer working on behalf of the RTA or SSOA.

Transit Worker Safety Reporting Program means the process required under § 673.23(b) that allows transit workers to report safety concerns, including transit worker assaults, near-misses, and unsafe acts and conditions to senior management, provides protections for transit workers who report safety conditions to senior management, and describes transit worker behaviors that may result in disciplinary action.

Watchperson means a roadway worker qualified to provide warning to roadway workers of approaching rail transit vehicles or track equipment whose sole duty is to look out for approaching rail transit vehicles and track equipment and provide at least 15 seconds advanced warning plus time to clear based on the maximum authorized track speed for the work location to transit workers before the arrival of rail transit vehicles.

Working limits means a segment of track with explicit boundaries upon which rail transit vehicles and on-track equipment may move only as authorized by the roadway worker having control over that defined segment of track.



Work zone means the immediate area where work is being performed within the track zone.





Appendix A: Good Faith Challenge Report Form



Good Faith Challenge Report Form

Section 1: Employee Information

- Employee Name: _____
- Job Title / Role: _____
- Employee ID (optional): _____
- Department / Division: _____
- Date of Challenge: ____ / ____ / ____
- Time of Challenge: _____ (AM/PM)

Section 2: Location and Work Details

- Location of Work (line, track number, zone, area):

- Type of Work Being Performed:

- RWIC or Supervisor on Site:

Section 3: Description of Concern

- Describe the condition, directive, or situation that led to the Good Faith Challenge:
(Be as specific as possible about what appeared unsafe or noncompliant with RWP protocol.)

- What specific safety rules or protections do you believe were missing or inadequate?

Section 4: Immediate Actions Taken

- Was the work stopped? Yes No
- Who was notified of the challenge?



- Initial response or corrective action (if any):

Section 5: Resolution

- Was the concern validated? Yes No
- Final resolution (what action was taken to address or dismiss the concern):

- Name and Title of Person Resolving the Challenge:

- Date / Time of Resolution: ____ / ____ / ____ ____ (AM/PM)

Section 6: Signatures

- Employee Signature:

 Date: ____ / ____ / ____

- RWIC / Supervisor Signature:

 Date: ____ / ____ / ____

- Safety Officer (if applicable):

 Date: ____ / ____ / ____

Administrative Use Only

- Filed by: _____
- Reviewed by Safety Dept on: ____ / ____ / ____
- Corrective actions logged? Yes No



Appendix B: Job Safety Briefing Form



Valley Metro Statement of On-Track Safety Job Briefing							
Job:					Briefing Date:		
Location:				Permit #		Time Limits:	
Watchman:			RWIC:		Supervisor:		
Lone Worker:			Work Zone:		Track: 1 2 Both		
Radio:			Discuss and encourage Good Faith Challenge procedures:				
Maximum Authorized Speed		5	10	15	20	25	30 35
Required Sight Distance		110ft	220ft	330ft	440ft	550ft	660ft 770ft
Scope of Work & On-Track Safety Provisions							
Confirm compliance with Valley Metro RWP rules/policies				Post flaggers and warning signs where required			
Define specific work area boundaries safe zone locations				Establish warning procedures for unsafe practices			
Confirm proper number of workers and adequate supervision				Communicate hazards and passing train protocols			
Assign and communicate roles and responsibilities				Maintain constant vigilance and situational awareness			
Job-Specific Work Procedures							
Review scope of work and limits				Identify tools/equipment to be used			
Confirm RWP requirements and protection method				Confirm SOPs and emergency communication protocols			
Confirm flagger/spotter responsibilities and locations				Confirm track protection for maintenance vehicles			
Discuss redundant protections				Clarify passing train procedures			
Identify Safe Zone Location:							
Hazard Awareness							
Tripping/slips/falls				Chemicals			
High noise levels				Fire hazards			
Moving machinery				Electrical			
Remotely controlled switches				Vehicle traffic			
Power tools				LRV hazards			
heat exhaustion				Emergency procedures			
Required Personal Protective Equipment (PPE)							
Face/eye protection				Protective footwear			
Hearing protection				Hand protection			
High-visibility safety vest				Respiratory protection (as needed)			
Protective clothing				Hard hat (head protection)			
Fall protection				Electrical PPE (gloves, mats, arc-rated gear)			
Employees Attending Briefing							






(RWP) Roadway Worker Protection - Rev 0 - Dec 2025

Final Audit Report

2025-12-25


Created:	2025-12-16
By:	Rachel Kauffman (RKauffman@valleymetro.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA19BVkphILQLacpIWJANKTK6Or32xTOq

"(RWP) Roadway Worker Protection - Rev 0 - Dec 2025" History

-  Document created by Rachel Kauffman (RKauffman@valleymetro.org)
2025-12-16 - 9:03:00 PM GMT
-  Document emailed to Mike Zang (mzang@valleymetro.org) for signature
2025-12-16 - 9:03:19 PM GMT
-  Document emailed to John DeFrancesco (jdefrancesco@valleymetro.org) for signature
2025-12-16 - 9:03:19 PM GMT
-  Document emailed to Adrian Ruiz (aruiz@valleymetro.org) for signature
2025-12-16 - 9:03:19 PM GMT
-  Document emailed to Chris Ramirez (cramirez@valleymetro.org) for signature
2025-12-16 - 9:03:20 PM GMT
-  Document emailed to Darren Curry (dcurry@valleymetro.org) for signature
2025-12-16 - 9:03:20 PM GMT
-  Document emailed to Jessica Mefford-Miller (jmeffordmiller@valleymetro.org) for signature
2025-12-16 - 9:03:20 PM GMT
-  Email viewed by Mike Zang (mzang@valleymetro.org)
2025-12-16 - 9:05:05 PM GMT
-  Document e-signed by Mike Zang (mzang@valleymetro.org)
Signature Date: 2025-12-16 - 9:08:56 PM GMT - Time Source: server
-  Email viewed by Jessica Mefford-Miller (jmeffordmiller@valleymetro.org)
2025-12-16 - 9:19:23 PM GMT

 Document e-signed by Jessica Mefford-Miller (jmeffordmiller@valleymetro.org)

Signature Date: 2025-12-16 - 9:28:28 PM GMT - Time Source: server

 Email viewed by John DeFrancesco (jdefrancesco@valleymetro.org)

2025-12-16 - 10:36:09 PM GMT

 Email viewed by Chris Ramirez (cramirez@valleymetro.org)

2025-12-16 - 11:04:24 PM GMT

 Document e-signed by Chris Ramirez (cramirez@valleymetro.org)


Signature Date: 2025-12-16 - 11:05:40 PM GMT - Time Source: server

 Email viewed by Adrian Ruiz (aruiz@valleymetro.org)


2025-12-18 - 8:55:14 PM GMT

 Document e-signed by Adrian Ruiz (aruiz@valleymetro.org)


Signature Date: 2025-12-18 - 8:55:46 PM GMT - Time Source: server

 Email viewed by John DeFrancesco (jdefrancesco@valleymetro.org)


2025-12-18 - 10:11:21 PM GMT

 Email viewed by John DeFrancesco (jdefrancesco@valleymetro.org)

2025-12-20 - 10:37:25 PM GMT

 Email viewed by John DeFrancesco (jdefrancesco@valleymetro.org)


2025-12-22 - 9:09:30 PM GMT

 Email viewed by Darren Curry (dcurry@valleymetro.org)

2025-12-23 - 4:54:02 PM GMT

 Document e-signed by Darren Curry (dcurry@valleymetro.org)

Signature Date: 2025-12-23 - 4:54:24 PM GMT - Time Source: server

 Email viewed by John DeFrancesco (jdefrancesco@valleymetro.org)

2025-12-25 - 2:10:49 AM GMT

 Document e-signed by John DeFrancesco (jdefrancesco@valleymetro.org)

Signature Date: 2025-12-25 - 2:20:01 AM GMT - Time Source: server

 Agreement completed.

2025-12-25 - 2:20:01 AM GMT