

FWWR TRACK DEPARTMENT MEMO

To: Contractors/Consultants working on FWWR property (or *trackage rights* property)
From: William Parker, Director of Planning
Date: January 1, 2014
Subject: **Roadway Worker Protection/On-Track Safety Orientation for Contractors on FWWR**

Fort Worth & Western Railroad requires all personnel who will be in the right-of-way to participate in the FWWR Roadway Worker Protection/On-Track Safety (RWP/OTS) Contractor Orientation Program. The program is designed to help personnel avoid putting themselves in a POSITION OF PERIL on our property. This is accomplished through basic training on how to stay safe and aware around live railroad tracks.

FWWR's training contractor is National Railroad Safety Services (NRSS). Your contact for scheduling, cancellations or questions is Sally Smith at 817-275-6777 or email: ssmith@nrssinc.net.

Locations:

1. NRSS Training Facility, 4019 Woodland Park, # 101, Arlington, TX 76013. Capacity 30.
2. Your facility (or you rent facility) – additional charges include trainer's travel time/mileage.

MAP AND DIRECTIONS next page

The orientation session generally runs from 2 to 2-1/2 hours in duration, including a 25-question multiple-choice exam. Only participants passing the examination will be permitted on the property. A qualification badge will be issued to each participant after the exam, indicating training date; training is good for a period of twelve months.

Fee schedule (2014 calendar year):

- 1 to 4 individuals = \$220.00.
- Each additional individual = \$55.00.
- Maximum class size in ARLINGTON = 30.
- Training hosted at your facility: \$50/hour instructor travel time and \$0.55/mile.
- Interpreter fee = \$100.00.

Scheduling:

- Classes will be scheduled between the hours of 8:00AM-4:00PM CST, Monday through Friday.
- NRSS requires three business days (72 hours) advanced notice for scheduling.
- Scheduling is first-come-first-serve basis.
- Your contact for scheduling is Sally Smith at 817-275-6777 or email: ssmith@nrssinc.net
- IF ANY PARTICIPANTS REQUIRE SPECIAL ACCOMODATIONS NOTIFY NRSS DURING SCHEDULING.
- If participants require training/materials in Spanish request bilingual training during scheduling.

Additional instructions:

- Cancellations must be made by 4:00PM CST weekday prior to scheduled training.
- **Payment must be made in full prior to or same day of training.**
- NRSS reserves the right to cancel because of weather conditions with no charge to client. Class will be rescheduled at the earliest opportunity.
- Travel time for instructor (if at your facility) is portal to portal time from Arlington, TX location.
- Returned/bounced check fee \$35.00. Qualification badge replacement fee \$10.00.
- Each participant must have a photo ID before taking training class.

TRAINING WILL BE IN THE ENGLISH LANGUAGE

If you require English/Spanish instruction and materials you must request this during scheduling.



NRSS Training Facility, 4019 Woodland Park Blvd., Suite 101, Arlington, TX 76103

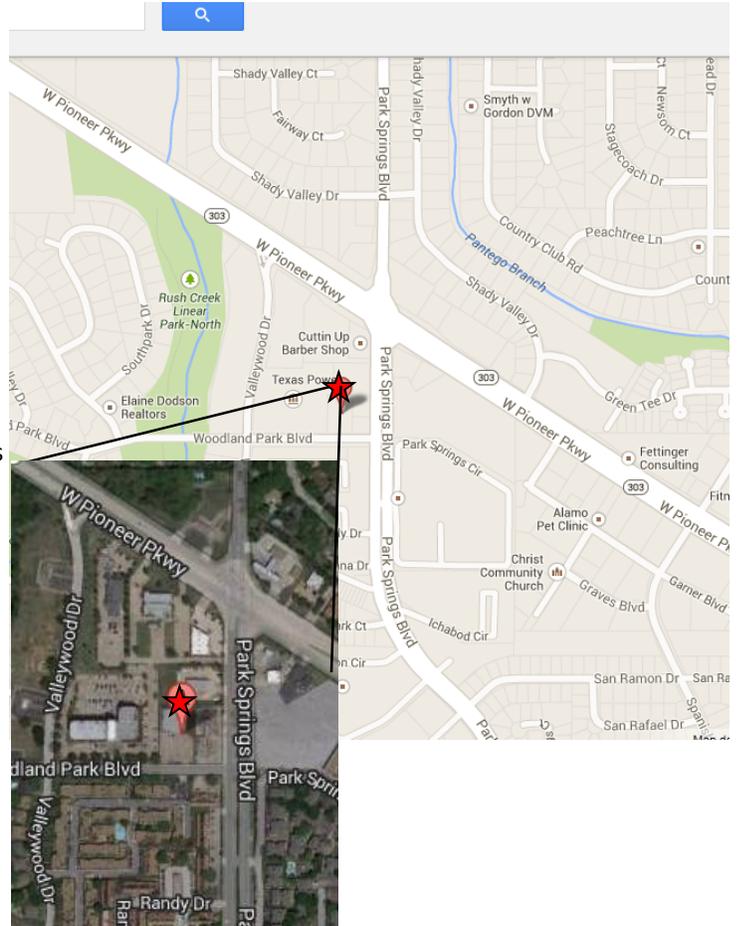
<https://maps.google.com/maps?hl=en&tab=w>

From East Loop 820:

- Exit Rosedale / 303
- Turn east onto Rosedale / 303
- Continue approximately 3.5 miles to Park Springs Blvd.
- Turn south onto Park Springs
- Turn west at 1st light, onto Woodland Park Blvd
- NRSS Facility is at 4019 Woodland Park, # 101

From I-20:

- Exit Bowen
- Turn north onto Bowen
- Continue approximately 2.3 miles to Arkansas
- Turn west onto Arkansas
- Continue approximately 1 mile on Arkansas
- Turn north onto Park Springs for approximately 0.5 miles
- Turn west onto Woodland Park
- NRSS Facility is at 4019 Woodland Park, # 101



From I-30:

- Exit Eastchase Parkway
- Turn south onto Eastchase Parkway
- Continue approximately 2.9 miles to W. Pioneer Parkway (303)
Note: Street name will change from Eastchase Parkway to Dottie Lynn Parkway to W Green Oaks Blvd
- Turn east onto W. Pioneer Parkway (303)
- Continue approximately 1 mile
- Turn south onto Park Springs Blvd
- Turn west onto Woodland Park
- NRSS Facility is at 4019 Woodland Park, # 101