



MetroLink Operations

700 South Ewing Street • Saint Louis, Missouri 63103-2902

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Operations Department	101.17	February 12, 2026	REVISION
Title: WORK PERFORMED ON METROLINK RIGHT OF WAY			

Classifications: **OCC – Rail Dispatchers – Maintenance of Way – Contractors**

Other Departments: **Real Estate – MetroLink Operations – Safety – Risk Management – Engineering & New Systems Development**

Issued by:

General Manager MetroLink

Supersedes: SOP 101.17 revision dated March 9, 2023

I. PURPOSE AND SCOPE

The purpose of the following requirements is to maintain a safe environment and efficient transit system for MetroLink customers, employees and Contractors when work is being performed on the MetroLink Right-of-Way (ROW). ROW access is regulated by Roadway Worker Protection (RWP) requirements.

The following procedures must be followed and all requirements fulfilled before permission will be granted to any individual or group requesting access to the MetroLink ROW to perform work. This includes all work on, under, above, or adjacent to the MetroLink ROW that has the potential to impact train operations. MetroLink's Operating Right of Way (OROW) is defined as twenty (20) ft. from track centerline anywhere along MetroLink's Light Rail System. Work performed on the ROW outside of the alignment or area where trains operate that **will not** impact train operations, e.g., park and ride lots etc., is excluded from the scope detailed in the following procedures.

This procedure is applicable to Contractors and Metro employees.

MetroLink Land Maps defining Metro property lines and a MetroLink Alignment Schematic are available from the Maintenance of Way (MOW) Department upon request.

II. EXHIBITS

EXHIBIT A: [MetroLink - Contractor Right-of-Way Temporary Work Permit](#)

EXHIBIT B: [Metro Permit Fee Schedule](#)

EXHIBIT C: MetroLink Alignment Schematic

EXHIBIT D: [Indemnification Agreement and Required Insurance Coverage](#)

EXHIBIT E: Metro Personnel Right of Way Work Permit (For Metro employees only)

EXHIBIT F: MetroLink Rule Book

EXHIBIT G: General Process Information



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III. DEFINITIONS

After Revenue Service (ARS) is the time period that begins after the last revenue train has passed a portion of the alignment. ARS will vary depending on location. ARS for a given service day is part of the next calendar day. For example; ARS for Monday's service day will occur around 01:30 AM on Tuesday morning.

Ample time (15s) is a minimum of fifteen (15) seconds of warning time for workers to clear to a prearranged place of safety before the arrival of a train.

Before Revenue Service (BRS) is the time before revenue trains begin running on a given day. BRS will vary depending on location. Revenue trains begin service daily around 03:30 AM.

Bi-State Development (BSD) is a multi-faceted agency that was created to serve as a resource for economic development in the St. Louis region.

BSD Safety Department (Safety) is the department of BSD, independent of MetroLink, responsible for the safety of the public, passengers, Metro employees and Contractors.

Daily Operating Clearance is the daily record of all temporary restrictions on the MetroLink alignment during revenue service and is updated by OCC. All train operators and Flag Persons must be in possession of a current Daily Operating Clearance.

Flag Person (Flagger) is a qualified worker responsible for controlling train movement and protecting the work zone through communication and advanced warning. A Flagger can also be considered a Roadway Worker in Charge (RWIC).

Fouling a Track means placement of an individual or an item of equipment in such proximity to the track that the individual or equipment could be struck by a moving train or on-track equipment, or in any case, is within 8'- 6" from the centerline of the nearest in-service track.

Good Faith Safety Challenge means any employee or contractor has the right to halt work and report concerns if they believe a work activity poses a danger to themselves or others. This is an essential element of Metro's safety culture and is federally protected under 49 CFR §671.35.

Job Safety Briefing (JSB) is a mandatory briefing conducted by the RWIC before work begins. The JSB shall include the scope of work, hazards, escape routes, redundant protections, communication procedures, emergency instructions, and verification of worker qualifications. All participants must sign the JSB.

Lone Worker is a Tier 2-qualified Metro employee performing limited visual inspections without tools or equipment under continuous OCC oversight. Contractors may not perform lone worker activities.

Lookout is a Tier 2-qualified worker whose sole responsibility is to detect approaching trains and warn roadway workers.

Metro Transit (METRO) is an enterprise of BSD that operates the public transportation system for the St. Louis region.



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MetroLink (ML) is the light rail system for the St. Louis region.

MetroLink Operations (MLO) is the division of Metro responsible for the operation of MetroLink.

Maintenance of Way (MOW) is the division of Metro responsible for the maintenance of Metro's ROW.

No Clearance Zones are areas along the MetroLink ROW where there is not 8'-6" clearance from the centerline of the nearest track to the nearest fixed object, e.g., wall, fence, bridge, steep embankment. Within these areas it is not possible for personnel to safely clear from fouling train movement. These areas are designated with reflective **No Clearance** signs on the ROW and by markings on the MetroLink Alignment Schematic.

Operating Right-of-Way (ROW) is the area within twenty (20) feet of the centerline of any mainline, yard, or shop track. Any individual entering the OROW is considered a Roadway Worker and must comply with all requirements of the MetroLink Roadway Worker Protection Program (RWP), including training, certification, job safety briefings, redundant protections, and OCC authorization. Work outside the OROW but still on Metro-owned property must be evaluated for the potential to foul the track. If any work activity may foul the track or contact the overhead catenary system, all RWP requirements apply.

Operation Control Center (OCC) is the designated location from which all MetroLink operations are authorized and directed.

Pilot is a qualified Metro employee assigned to facilitate track car or on-track equipment movement when the operator or driver is not qualified on the physical characteristics or rules of the portion of the alignment over which movement is to be made. The pilot will be responsible for the safe movement of on-track equipment to which they are assigned.

Pre-arranged Place of Safety is a designated location outside the OROW where workers can safely remain clear of train movement.

Redundant Protections are a required combination of protective measures including speed restrictions, flag protection, ProTran personal alert devices, Advanced Warning Devices, OCC clearances, and secondary warning systems. No single method may be used as the sole means of protection.

Right-of-Way (ROW) is land, property and interests therein, acquired by Metro.

Roadway Worker is Any employee or contractor authorized to access the Operating ROW for inspection, maintenance, repair, construction, or related activities.

Roadway Worker in Charge (RWIC) – A Tier 2–qualified person responsible for on-track safety of the work group. The RWIC initiates and maintains protections, conducts Job Safety Briefings, communicates with OCC, and ensures compliance with all RWP requirements. An RWIC is synonymous with a Flagger.

Temporary Restriction is an approved work zone in the Operating ROW for a Contractor or



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Metro employee to perform work at the approved location and for an approved duration of time during revenue service hours, all temporary restrictions are listed on the Daily Operating Clearance.

Track Zone is a defined area established by OCC where an Operating Clearance or Temporary Restriction is active.

IV. METROLINK TRACK ACCESS QUALIFICATION

- A. The following outline details Track Access Qualification required for any Contractor or Metro employee to be allowed to perform any work on the ROW. Annual recertification is required.

Tiered Certification Structure

Tier 1 – Basic Track Access Certification

- Required for: Metro employees, contractors, and visitors entering the Operating Right of Way (OROW) under escort. Topics Covered:
 - OROW definition, hazards, and safe behavior standards. OCC authority and clearance protocols.
 - PPE requirements.
 - Emergency procedures and self-evacuation.
 - Awareness of flagging procedures and Job Safety Briefings.
- On-the-Job Training (OJT):
 - Tier 1 candidates must complete a supervised OJT component to demonstrate practical readiness.
 - OJT verifies correct PPE use, alignment behavior, and emergency self-evacuation.
 - Certification is not valid until both classroom instruction and OJT are successfully completed.

Tier 2 – Advanced Certification (Flaggers, RWICs, Lookouts)

- Required for: Flag Persons, Lookouts, RWICs, Hi-Rail operators, and LRV operators.
- Topics Covered:
 - Full flagging protocols as defined in SOP 103.04
 - Redundant protections and track fouling rules.
 - Signal flags, Protran devices, radios, and audible warning equipment.
 - Job Safety Briefing leadership and documentation.
 - Hazard recognition, OCC coordination, and emergency communication.
 - Instruction on the Track Access Guide, including interpretation of diagrams, clearance markings, visibility constraints, and environmental hazard indicators.
- Use Case: Protection of crews, establishment of safe work zones, and escort of unqualified personnel.
- On-the-Job Training (OJT):
 - A Flagger OJT component is mandatory for Tier 2 certification.
 - Candidates must set up a full flagging restriction, use all required flagging equipment, and demonstrate communication with OCC under live field conditions.
 - A worker is not certified as a Flagger until OJT is completed and documented.

Tier 3 – Track Vehicle Operator Certification



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- Required for: Hi-Rail operators, LRV operators, and Metro personnel acting as Pilots.
- Topics Covered:
 - Train movement control, shunting, and signal protocols. Radio coordination with OCC.
 - Speed restrictions, clearance rules, and zone entry validation.
 - Safe movement, storage, and positioning of on-track vehicles in work zones.
- Use Case: Hi-Rail inspections, maintenance vehicle operations, and project-specific access

- B. Safety will maintain a list of Track Access qualified personnel and their level of qualification.
- C. Dates, times and locations of Track Access qualification training classes can be obtained by contacting Safety or MetroLink Operations. This information is posted on The Hub > [Safety and Security](#) > [Training](#) and at www.metrostlouis.org in the contractor resources.
- D. Job Safety Briefings, qualification records, training records, safety challenges, and Operating Clearances must be retained for a minimum of three (3) years

V. GENERAL REQUIREMENTS FOR ACCESS TO METROLINK RIGHT-OF- WAY

- A. To access the MetroLink ROW all Contractor and Metro employees must have a minimum of Tier 1 Track Access Qualification and each work group must be accompanied by at least one person that is Tier 2 qualified to serve as a flag person or lookout. For unforeseen work for short durations, OCC may authorize unqualified persons access to the ROW if accompanied by a qualified Metro lookout.
- B. A work crew must have in its possession an approved *MetroLink – Contractor Right-of-Way Temporary Work Permit* describing the work being performed. Contractors also must meet all additional requirements for ROW access described within this SOP and the referenced exhibits. Metro employees must have in their possession an approved *Metro Personnel Right of Way Work Permit*
- C. A written JSB must be completed before work begins. The RWIC shall document: work limits, hazards, redundant protections, emergency procedures, escape routes, worker qualifications, required PPE, and verification that ProTran devices are active. All personnel must sign. JSBs must be retained for three (3) years.
- D. No individual or work group may enter the Operating ROW until OCC issues an Operating Clearance defining limits, tracks affected, timeframes, and required protections. Work may not begin until the RWIC confirms the clearance with OCC.
- E. All work within the Operating ROW must be protected by at least two independent safety measures (Redundant Protections), which may include speed restrictions, flag protection, ProTran alerts, Advanced Warning Devices, OCC authorization, or multiple flaggers when sight distance is limited. No single method is sufficient.
- F. Lone Workers are allowed only for limited visual inspections without tools or equipment, performed by a Tier 2 Metro employee. Continuous OCC communication is required. Contractors cannot perform lone worker duties.



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- G. Work in areas where workers cannot safely clear the track (No-Clearance Zones) requires either removing the track from service or applying a Temporary Restriction to both tracks. Emergency entry is allowed only when all train movement has been stopped.
- H. For unforeseen work for very short durations, OCC may authorize access to the ROW without an approved work permit.
- I. Any worker may stop work if they believe conditions are unsafe (Good Faith Safety Challenge). The RWIC must evaluate and correct the hazard before work continues. No individual may be disciplined or retaliated against for raising a safety concern.
- J. Work permits are not required for LRV equipment maintenance performed on the mainline or in the yard and shops.
- K. Metro employees that operate on-track equipment must be Tier 3 qualified. Contractors that operate on-track equipment shall be, at a minimum, Tier 1 qualified.
- L. A Metro Tier 3 qualified pilot must accompany Contractor on-track equipment. The pilot is to ensure the Contractor's on-track equipment is operated in compliance with Metro operating and safety rules. The requirement for the Metro pilot can be waived by Metro, if it has been determined that the Contractor's operator has sufficient experience with Metro operating and safety rules and is Tier 3 qualified.
- M. All workers within the Operating ROW must wear an ANSI Class 2 reflective vest, hard hat, safety glasses, safety-toe boots, and an active ProTran Personal Alert Device. Personal electronic devices (cell phones, earbuds, Bluetooth, etc.) are prohibited except for OCC-authorized communications.

VI. CONTRACTOR REQUIREMENTS FOR ACCESS TO METROLINK RIGHT-OF-WAY

- A. The Contractor shall, if requested by Metro, submit a detailed work plan to MetroLink Operations for review and approval by MetroLink Operations, Maintenance of Way, and Safety. After acceptance of the work plan, Contractor will obtain, through the procedure defined in this SOP, an approved *EXHIBIT A: MetroLink - Contractor Right-of-Way Temporary Work Permit* before any work can be performed,
- B. The Contractor shall be required to reimburse Metro for all expenses as defined in *EXHIBIT B: Metro Permit Fee Schedule*. Metro reserves the right to waive fees at its sole discretion.
- C. The method of payment from Contractor to Metro will be determined by Metro. All Metro expenses for a particular Contractor shall then be accumulated under the associated permit number.
- D. The Contractor shall immediately stop any work that deviates from their approved temporary work permit or detailed work plan. Metro shall be contacted and must approve any alternate work procedures.



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- E. Contractor work activities can be terminated immediately by MetroLink Operations, Maintenance of Way or Safety, at any time without notice. Typical conditions under which this may occur include, but are not limited to:
1. Failure to comply with any of the requirements identified in this SOP or other documents referred to within.
 2. Safety related reasons.
 3. Operations schedule-related reasons.
 4. If work in progress deviates from the written work proposal approved by Metro.
 5. Flagperson(s) not available.
 6. Contractor's work interferes with the constant, continuous use of the tracks, property and facilities of the MetroLink system, its employees, its customers or other Contractor's working within the ROW.
 7. Accidents, injuries, near misses, or vehicle damage.
 8. Metro rule violations.
- F. All on-track equipment shall meet Federal Register 49 CFR, Part 214 standards related to Roadway Maintenance Machine Safety. The Contractor shall submit to Metro a list of qualified operators and which roadway maintenance machines they are qualified to operate. The Contractor shall provide, for Metro approval, documentation of their training and qualification process. Prior to use on the operating ROW, all on-track equipment shall be inspected and approved for use by MOW and Safety.
- G. The Contractor shall satisfy all safety requirements including, but not limited to, those found in Exhibit F: MetroLink Rule Book. Copies are available upon request from MOW.
- H. The following requirements pertain to excavations:
1. The Missouri One Call System, Inc. locate procedure for Missouri and Julie, Inc. procedure for Illinois shall be followed.
 2. Excavations to either side of tracks shall be at least twenty feet from the centerline of track.
 3. Excavation under, between or within the track structure or the removal of ballast is prohibited unless approved by Metro.
 4. Under-track installations must be directionally bored at all times, the minimum depth to the top of conduit shall be the greater of eight feet below top of tie or eight feet below the flowline of ditch.
 5. Excavations within 5 feet of either side of buried MetroLink signal, power, communication cables, or structure must be performed by hand digging or hydro-vacuum and with MOW personnel present at the dig site.
 6. At Metro's request, and without cost to Metro, the contractor shall hand excavate to locate existing Metro utilities or structures.
 7. When cable work is being performed parallel to MetroLink right-of-way, cables shall be laid at the same depth as MetroLink cables. The location of the cables shall be between the MetroLink cables and the property line, not towards the track.
 8. Verify that no known cables, conduit or structures conflict with the excavation.
 9. If any unknown cable or structure is discovered, DO NOT move or damage the cable, conduit or structure and contact MetroLink to resolve.



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- I. Over-track crossings will be considered on a case-by-case basis. All over-track crossings shall comply with both National Electric Safety Code (NESC) clearances and any MetroLink imposed requirements.
- J. The Contractor shall only enter the MetroLink Right-of-Way with an approved temporary work permit, unless otherwise approved by OCC.
- K. Work performed by a Contractor on the MetroLink Right-of-Way within 20 feet of the centerline of a main line or yard track shall require a Temporary Restriction to be issued on the Daily Operating Clearance.
- L. If the Contractor is performing work outside of 20 feet of the center line of any main line or yard track, and it is possible for equipment e.g., boom, or hoisted equipment etc., to foul the operating ROW or has the potential of making contact with the catenary, a Temporary Restriction shall be required.
- M. A Temporary Restriction will require a dedicated flag person to provide flag protection for the work crew. Refer to SOP 103.04 for more information on flagging requirements.
- N. The Contractor shall comply with all applicable federal, state, and local laws, regulations, and standards affecting their work.
- O. As a limitation to any rights or licenses that may be granted to the Contractor, Metro reserves the right to use and maintain its entire property. This includes Metro's right to construct, maintain, repair, renew, use, operate, change, modify, or relocate railroad tracks, roadways, station platforms, signal, communication, fiber optics, power, or other wire lines, pipelines and other facilities upon, along or across any or all parts of its property. All or any of the above-mentioned use and maintenance may be done at any time or times by Metro without liability to the Contractor or to any other party for compensation or damages.
- P. The Contractor is required to comply with Metro's *EXHIBIT D: Indemnification Agreement and Required Insurance Coverage*.
- Q. Metro reserves the right to fully investigate all Contractor accidents, injuries, near misses, or vehicle damage and the Contractor and its employees agree to comply and assist Metro in all aspects of these investigations. This includes, but is not limited to, drug and alcohol testing, employee interviews, written reports, and requests for documentation.
- R. Contractor employees who work on the MetroLink ROW shall be required to comply with Metro's Drug and Alcohol Policy.
- S. In the event that the Contractor disturbs, or modifies Metro's property in any manner, the Contractor shall restore the property to the same condition it was in before the Contractor performed work. Such restoration shall be to the satisfaction of the Sr. Director of Maintenance of Way. The Contractor shall be billed for all work required to restore property to its original condition.



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VII. CONTRACTOR PROCEDURE TO ACCESS METROLINK RIGHT-OF-WAY

- A. The Contractor shall request a Right-of-Way Work Permit packet of information from the contractor resources section of www.metrostlouis.org
- B. The MetroLink Project Manager will distribute to the Contractor SOP 101.17 with Exhibits A, B, and D. The Contractor may request Exhibits C, and F. Exhibit E is for Metro employee use only.
- C. The Contractor then submits to Metro the permit application fee, the *EXHIBIT A: MetroLink Contractor Right-of-Way Temporary Work Permit*, their detailed work plan and relevant project drawings. All other required documents should be submitted a minimum of 14 days prior to their proposed start date. This will include the indemnification agreement and required insurance coverage as described in *EXHIBIT D: Indemnification Agreement and Required Insurance Coverage*.
- D. The MetroLink Project Manager will then distribute the permit and detailed work plan to Metro Real Estate and Safety for approval. MLO will facilitate a pre-project planning meeting with the Contractor, if required.
- E. The MetroLink Project Manager then contacts the Contractor with approval and the necessary requirements for Track Access Qualification.
- F. The Contractor completes the required Track Access Qualification training (Tier Training).
- G. The Contractor submits its *MetroLink – Contractor Right-of-Way Temporary Work Permit* no later than Wednesday 12 Noon, prior to the week the work will be performed. The permit must be resubmitted every week during the length of the project. The permit submittal day and time may be affected by holiday work schedules. Metro's work week begins at BRS Monday.
- H. If the proposed project changes significantly, a new *MetroLink Contractor Right-of-Way Temporary Work Permit* shall be submitted. A new permit number will be assigned after the permit is approved.
- I. The Contractor is required to attend the weekly Track Allocation meeting scheduled for Thursday 8:30AM. This affords the opportunity for MLO and MOW to better understand and pose questions regarding the proposed work.
- J. Scheduling of work activities is subject to availability of Maintenance of Way, Operations and Safety personnel, as well as the effect it will have on service quality and train schedules. Generally, work requiring a temporary restriction will be allowed to start at 7:30 AM daily. Some work will be restricted to ARS hours, approximately 1:30 AM to 3:30 AM.
- K. The Metro Project Manager or MetroLink Operations will provide the Contractor with a copy of their approved temporary work permit. The approved permit will include the permit number. The approved permit must be available on the project site at all times during work activities to confirm permission to occupy the MetroLink Right-of-Way.
- L. The Contractor must contact OCC and request permission prior to accessing the ROW. OCC



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has authority over all activity along the ROW at all times.

- M. The Contractor must communicate to OCC any change to their temporary work permit. The change could be in start time, a change in location, cancellation of the work, etc. The communication to OCC shall be by email to dailyclearanceupdate@metrostlouis.org. The change must be communicated no later than 2:00 AM on the day that the change takes effect. Failure to communicate the change shall result in the cancellation of the temporary work permit for the remainder of the permitted week.
- N. Once work is complete, and the work area is cleared of materials, equipment, tools, and personnel, the Contractor must contact OCC to confirm that they are clear of the ROW.
- O. The Contractor will submit payments as previously determined in Section VI, item C.

VIII. METRO EMPLOYEE PROCEDURE TO ACCESS METROLINK RIGHT-OF-WAY

- A. The Metro employee submits a completed *Exhibit E: Metro Personnel Right-of-Way Work Permit to MetroLink*
- B. Permits are reviewed and approved at the weekly Track Allocation meeting by MetroLink Operations, Maintenance of Way and Safety.
- C. MetroLink Operations publishes the Final Track Allocation for the following week, including all revisions.
- D. For unforeseen work, such as emergencies or to perform minor corrections or routine inspections, OCC can authorize a Tier 2 qualified Metro employee to access the track without an approved permit.
- E. Work performed by an employee on the Operating ROW will require a temporary restriction be issued on the Daily Operating Clearance. Exceptions to the temporary restriction requirement for employees can be granted under the conditions listed in Item G.
- F. A temporary restriction requires a dedicated flag person be utilized to provide flag protection for the work crew. Speed restriction signs may need to be posted to identify the work zone to approaching trains. Refer to SOP 103.04 for more information on flagging requirements.
- G. Work performed by a Tier 2 qualified Metro employee does not require the issuance of a temporary restriction if one of the following train detection schemes is used so that workers clear from fouling a track to a prearranged place of Safety 15 seconds prior to arrival of a train at maximum authorized speed:



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Scheme	Prearranged Place of Safety	Train Speed	Special Notifications
A	Outside the Operating ROW	Maximum Authorized Speed	None
B	Within Operating ROW	Restricted Speed	OCC must contact a minimum of the next two approaching trains in the affected area before authorizing work or movement in this area. If work is for an extended time period, OCC will notify approaching trains as necessary to protect the workers.

If all four conditions listed below cannot be met, a lookout must be assigned to provide the workers warning of approaching trains.

1. Workers are performing minor corrections or routine inspections.
2. No power tools or equipment are being used in hearing range of the workers.
3. Workers are performing tasks that allows them to be attentive to train movement.
4. The ability of the workers to hear and see approaching trains is not impaired by background noise, lights, precipitation, fog, passing trains or other obstructions or physical conditions.

H. Work performed in a No Clearance Zone requires removal of the track from service, or the issuance of a temporary restriction for BOTH tracks. Emergency entry is allowed only when all train movement has been stopped.

For unforeseen or emergency situations, OCC can authorize entry into No Clearance Zones for short durations without the issuance of a temporary restriction, but the following steps must be taken:

1. Train operation must be temporarily stopped on the track(s) in the area where the workers will be located.
2. Normal train operation in the affected area cannot resume until OCC is advised by the workers that they are no longer fouling the track on which the train will operate.
3. Trains must pass the workers at restricted speed, if personnel remain within the Operating ROW.