



SFRC Flagging Request

Flagging services are required when a Project is within close proximity to active rail lines on the SFRC. Flagging services shall only be performed by qualified RTA personnel. Conditions when RTA flagging services are required include:

- When an agency, consultant, or contractor is working on, near or adjacent to active railroad tracks on the SFRC
- When an outside party is using railroad property or performing operations that may affect railroad property or facilities
- When work off railroad property could impact the SFRC property or operations
- When off-highway construction equipment is crossing the railroad at a private or public crossing
- When oversized equipment or highway vehicles are to cross the railroad at a private or public crossing

RTA flagging services may only be performed by qualified RTA employees who are (i) trained in the proper procedures related to rail operations and safety requirements, (ii) familiar with rail operations and procedures in a project area, and (iii) able to communicate directly with RTA dispatching personnel and train crews.

***Note: Flagging services will not be scheduled until all workers have completed the necessary SFRTA Roadway Worker Protection Training.**

Depending on the current schedule of other projects and/or your Project scope, it may take a minimum of thirty (30) days to secure a flagman for your Project, therefore, *30 days advance notice is required*. A detailed description of your work effort is required in making the decision as to the necessity of flagging services – shall be submitted on separate page. If an adequate description is not provided, we cannot process your request.

INSTRUCTIONS:

- All information must be TYPED or CLEARLY PRINTED
- Proof of insurance as required by FDOT or as indicated in your agreement (Certificate of Insurance which states FDOT, SFRTA and CSXT as additional insured).
- Please direct any questions to Nikeisha Thomas at 954-788-1788
 - Email: ThomasN@sfrta.fl.gov

In the event it is necessary to cancel or re-schedule flagging services already scheduled, the following notification periods are required (***failure to provide notice as stated shall result in the Project Owner incurring costs associated with the scheduled flagging services***):

- 48 hour notice - Short term projects (project time frame of 1 – 3 days to completion)
- 3 days notice - Medium term projects (project time frame of 4 – 19 days to completion)
- 5 days notice - Long term projects (20 or more days to completion)



- All information must be TYPED or CLEARLY PRINTED
- Aerial photos and/or drawings indicating Project area/limits must be submitted with form
- Please submit this form, a PDF of the Project area, and Certificate of Liability Insurance via:
 - Email: ThomasN@sfrrta.fl.gov
 - Mail: Nikeisha Thomas
800 NW 33rd Street
Pompano Beach, FL 33064

PROJECT INFORMATION			
Location / Project Description			
City:		Name of Project: Owner/Contact:	
County:		Phone number:	
Requested Start Date:		Nearest SFRC Grade Crossing Name:	
Duration in Days:		Nearest SFRC Grade Crossing Number:	
Hours of Operation:		Installation:	New Maintenance
FDOT Permit No.:		SFRTA File No.:	
FDOT Project: Yes No		Name of FDOT Rail Coordinator:	FDOT FM #:
Project Description (be very descriptive and include a list of equipment that will be used):			