



**FLAGGING REQUEST FORM**  
(For use with an existing permit or permit application)

**THIS DOCUMENT IS NOT A PERMIT**

**AFFILIATED RAILROADS:**

(Please check one)

- Adrian & Blissfield Rail Road Company
- Charlotte Southern Railroad Company
- Detroit Connecting Railroad Company
- Lapeer Industrial Railroad Company
- Jackson & Lansing Railroad Company

Today's Date: \_\_\_\_\_ Permit No\*: \_\_\_\_\_

*\*A valid A&B Permit is required before flaggers are scheduled.*

*You will receive confirmation that flagging is scheduled at the time your permit is issued.*

*If you do not have a valid A&B permit, please contact us by email at rowpermits@abrailroad.com.*

**REQUESTOR INFORMATION:**

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

On-Site Contact: \_\_\_\_\_ Cell: \_\_\_\_\_

**BILLING INFORMATION:**

*Flagging is billed at an hourly rate of \$200.00 per flagger with a 10-hour minimum per day.*

*Expedited flagging is billed at an hourly rate of \$275.00 per flagger with a 10-hour minimum per day.*

Billing Contact: \_\_\_\_\_ Company: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**PROJECT INFORMATION:**

*Flaggers must be requested a minimum of ten (10) business days prior to work being performed or flagging services shall be considered expedited. Please note this serves as a request only and your requested dates may not be available. If that is the case, we will reach out to you to request alternative dates.*

Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Shift Start Time: \_\_\_\_\_ Shift End Time: \_\_\_\_\_

Total Duration (days/hours): \_\_\_\_\_

**CERTIFICATION:**

By signing below, I certify that I have read and agree to the Railroad Flagging Policy and agree to pay for actual flagging hours which will typically exceed onsite work hours. Actual flagging hours are subject to a 10-hour billing minimum per day.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## RAILROAD FLAGGING POLICY

The Railroad Flagging Policy for A&B and its affiliated railroads is as follows:

Railroad flag protection (“Flagging”) **is required** whenever **people, vehicles, or equipment are within fifty (50’) feet of the tracks**. Flagging **is also required** if **equipment can reach within fifty (50’) feet of the tracks**. Some examples of other situations which require flagging include but are not limited to the following:

- Surveying within 50’ of the tracks
- Boring under the tracks
- Working over the tracks (on a bridge or with overhead utility lines)
- Working within 20’ of any railroad facilities, including signal facilities
- Movement of off-road or oversized/overweight loads over at-grade crossings
- Operating tracked equipment over at-grade crossings
- Using a sweeper truck on at-grade crossings
- Crossing tracks on foot with limited sight distance

Railroad flagging personnel are provided to protect A&B personnel, equipment, passengers, and facilities from the work being performed, and to provide protection to contractors working within the Railroad ROW from A&B operations. They are **NOT** inspectors of the work being performed. A&B reserves the right to require construction observation for work within the Railroad ROW at an additional cost to the permittee.

A single flagger may cover a limited length of track, depending on track curves, sight lines, radio contact, and other factors. A&B will determine in its discretion flagging limits per location and how many flaggers are necessary to cover the required work area.

The minimum flag protection time for which a permittee shall be responsible is eight (8) hours per day, per flagger, regardless of the actual time during each day that flagging is required. No single flagger may work more than twelve (12) hours (including travel time) in a given day, sixty (60) hours in a given week, or six (6) days in a row.

Flagging hours will typically exceed the contractor’s on-site work hours. Additional time is required for flaggers to travel to and from the work site, to obtain track authority, and to set up and tear down equipment, each of which are included in the time allotted for flag protection. On average, a flagger will work three (3) hours per day in addition to the onsite flagging time.

### SCHEDULING:

Flagging requests must be submitted a minimum of ten (10) business days prior to the start of work. A&B will make a reasonable effort to provide flagging to accommodate contractors’ schedules. However, staffing is limited during certain times of the year and personnel may not be available at specific times.

To avoid Flagging charges, cancellations of flagging requests must be made at least five (5) business days prior to the scheduled start of flagging operations. Any cancellations received with less than five (5) business days are subject to a cancellation fee of fifty (50%) percent of the minimum daily Flagging rate for the number of flaggers assigned to the project. Cancellations received with less than seventy-two (72) hours’ notice are subject to a cancellation fee of one hundred (100%) percent of the minimum daily Flagging rate for the number of flaggers assigned to the project. Cancellation fees cover the business costs incurred due to cancellation and are not a penalty.

### FLAGGING COST:

Flagging is billed at an hourly rate of \$200.00 per flagger with a 10-hour billing minimum per day. Expedited flagging is billed at an hourly rate of \$275.00 per flagger with a 10-hour billing minimum per day.

### MILEAGE:

Mileage fees for travel to and from the flagging location will be billed at the current IRS business rate.