

These SOPs, rules and guidelines must be adhered to and apply to all employees, contractors and visitors on Metro property.

Rail Yard SOPs

1. It is prohibited to use a cell phone, without hands free operations, while operating a non-revenue (personal vehicle). If hand held cellular communications are required, stop the vehicle in a safe place prior to making or answering the call. **SOP 4.227**
2. Employees shall consider the third rail, and its associated components to be energized at all times. **SOP 28, RWP – p.69**
3. Personnel shall expect and be watchful for train or equipment movement in all directions at all times while moving through the yard or shop areas. **T-14-21**
4. Safety shoes, approved by the Safety Department, shall be worn when working in areas where there is danger of foot injuries due to falling or rolling objects, piercing the sole, and where there is exposure to electrical hazards. These areas include, but are not limited to, mainline, yard roadway, maintenance shops, storerooms, and rail equipment and ancillary rooms. **SOP 4.41**
5. Only personnel who are roadway trained and qualified shall be allowed to enter the roadway, yard roadway or storage track areas. They must have all required PPE and comply with all RWP rules and procedures. **SOP 28.5.3.3**

Rail Yard Guidelines

1. Whether you are driving, walking, or biking, rail lines should be crossed at grade crossings only. When walking, always step over running rails. Also, use the sidewalk where possible.



2. Look both ways when crossing rail line intersections. Trains can approach from either direction. Looking both ways can be difficult depending on the angle of the track. However, your safety depends on it. **NOTE:** The train or track equipment always has the right of way.
3. If a train or track equipment is approaching, wait for it to go by before you cross the tracks. Train operators and equipment operators are required to stop and sound their horns two times. This alerts you — the motorist, pedestrian, or biker — that they are continuing on. The horn does not mean that they are allowing you to cross.



4. At the multiple track crossing while waiting for a train to pass, be aware that a second train can approach on one of the other tracks, and from either direction. This first rail crossing at Greenbelt is also located on a bend and subsequently, your view can be impaired.



5. When driving or biking through this rail crossing, allow the lights on the crossbuck (railroad crossing) to stop flashing completely before continuing on. This will help you avoid getting trapped inside the crossing gates. Because there is more than one track located on the bend, the gate is sometimes signaled by another train that is not in sight.



6. When you need to cross train tracks, go to a designated crossing, look both ways and cross the tracks quickly without stopping. Do not stop your vehicle closer than approximately 15 feet from a rail.
7. Always expect a train or track equipment. Trains and equipment in the yard do not follow set schedules. Always adhere to stop signs within the rail yard.

8. Obey the rail yard speed limit. Do not speed in the rail yard. Adhere to the maximum speed limit of 10 miles per hour for motor vehicles.



9. Always assume the third rail is energized and avoid it.



Guidelines for cyclists

10. When crossing tracks on a bicycle, dismount and walk — don't ride — your bike across. Wheels could become caught between rails or slip.
11. Remain alert at all times. Wearing earphones or being otherwise distracted while walking or cycling can be a safety hazard.



Walkway paths (sidewalks) to/from Building H to other facilities

Guidelines for Walking in or near the car wash, repair shops and pedestrian path



- Exercise caution and look both ways before crossing in front of the train car wash or train garage entrance. Train cars can often be very quiet as they move in and out of these service areas.



- When going into a car maintenance facility, avoid entering through the car bay areas or creating shortcuts through one bay to get to another side.

- When walking to and from the parking garage or from one building to another, use the established pedestrian walkway (see blue foot prints on map). This is your safest route.
- Pedestrians must use walkway to and from the parking garage and other buildings in the rail yard. (see map).
- Use caution when walking along the path that runs between the rail yard and Greenbelt Station. You need a Universal Loop Key to access the gates that remain locked. The path includes areas not easily visible and a bridge which runs under the beltway.



Greenbelt Rail Yard Standard Operating Procedures (SOPs) and Guidelines for Rail Yard Safety

- PEDESTRIANS
- MOTORISTS
- BICYCLISTS