ATTACHMENT *E*

VRE Safety and Security Guidelines

May 14, 2026

VRE POLICY

It is the policy of the Virginia Railroad Express (VRE) to comply fully with all applicable laws and regulations concerning project activities on VRE property and equipment (including rolling stock).

All companies performing any work on VRE property must have an adequate written "Safety and Security Plan" to protect the safety of people and property on site and the surrounding area. The "Plan" must be reviewed and approved by the VRE Project Manager and the Manager of System Safety and Security. Upon approval, the "Plan" must be strictly followed by the Contractor performing the work.

EXHIBITS

Exhibit A – Rules to Live By (38 pages)



EXHIBIT A

RULES TO LIVE BY

Contractor Safety and Security Awareness

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Virginia Railway Express

Safety & Security

Rules to Live By



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Remember, there is no assignment so important that we cannot take the time to do our work Safely.

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The Virginia Railway Express
Rules to Live By
Acknowledgement Form

The pages of this safety manual and the companion video form the basis of conduct for all employees granted access to VRE Property. The instructions herein serve as a minimum standard and will not supersede regulations, policies, and rules that are more restrictive. If any instruction outlined herein is determined to be less restrictive than another applicable regulation, policy, or rule, the most restrictive terms will apply.

Remember, you are accountable for your safety.

By signing this form, each employee certifies that they have read, understand, and guarantee compliance with the instructions in this book and any other applicable local, state, federal, and railroad regulations in effect.

Employee Name _____ Date _____

Signature _____

Detach here.

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Document Revisions

This is a controlled document. Anyone referring to a copy of this document should verify they are using the latest revision. Document holders are required to keep their plans up to date by discarding obsolete documents and replacing them with updated documents.

Document Revision Record

Revision	Date	Pages(s)	Description
0	Oct 8, 2024	All Pages	Original. Revised in entirety.
1	Oct 30, 2025	4-7	Updated Acting CEO Signature
2	Nov 18, 2025	4-9, 15, 21, 22, 25, 30, 33, 38	Updated System Map, add Seminary MSF, and add VPRA
3	May 14, 2026	4-5	Updated signatures

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Endorsements

This Plan has been developed in good faith and in consultation with VRE's directly affected employees. The VRE Chief Executive Officer and Safety & Security Manager hereby approve and certify the accuracy of this plan and agree to comply with, implement, and enforce the requirements specified herein.

Signed by:
Katie Choe
DA97EC5C3D8E48E...

5/14/2026

Katie Choe **Date**
Chief Executive Officer

DocuSigned by:
Dallas Richards
F8175A4FE8A841B...

5/14/2026

Dallas Richards **Date**
Deputy CEO / Chief Engineer

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Introduction

Virginia Railway Express (VRE) is a commuter-rail system that connects the communities of Northern Virginia with the central business districts of Alexandria, Crystal City, southeast Washington D.C and Capitol Hill. We offer our passengers a safe, clean and comfortable service and are proud of the work our staff and contract employees do every day to ensure our passengers get the best experience VRE can offer.

We are excited to welcome you and hope you enjoy your experience at VRE. Always remember that when on VRE Property, you are VRE. Your actions and appearance are the first impression for a number of regional contractors and regulatory agency personnel. Professionalism and courtesy are expected at all times. Additionally, please know that you will always have the full support from all levels of VRE to immediately report an unsafe or unsecure condition or practice.

Safety and security are two critical areas that contribute to VRE's success. Safe companies are able to hire and retain the best employees who in turn work to deliver a great experience to passengers. Additionally, the region we operate within is one of the most security sensitive regions in the United States; each of us must constantly be aware of our unique role in securing VRE and never become complacent.

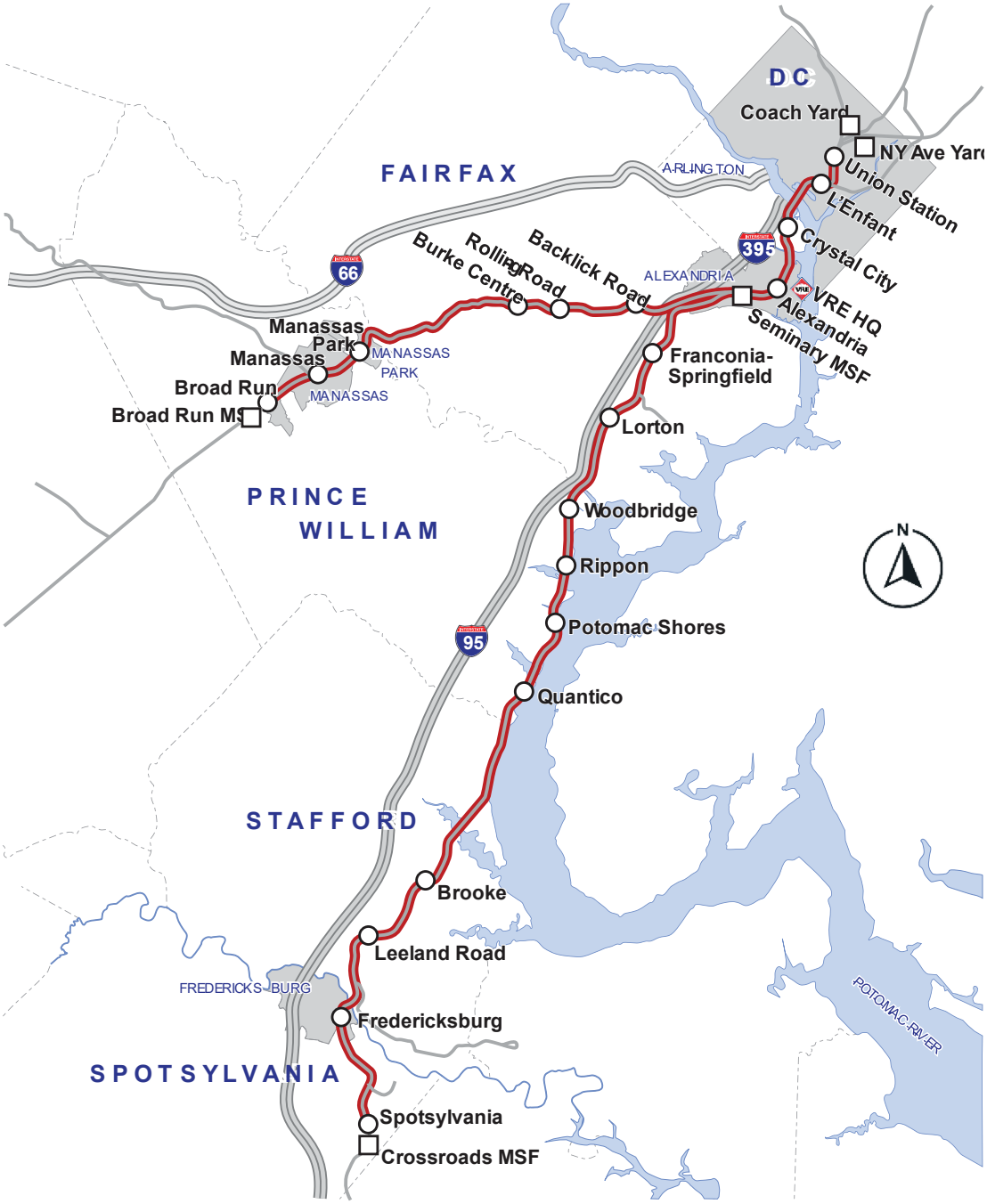
This manual is intended to serve as a standard of conduct for all employees working on VRE Property. Compliance with the standards herein is essential and will help ensure your safety. The work you perform is vital, and we thank you for your service.

Sincerely,

Signed by:
Katie Choe
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Katie Choe
Chief Executive Officer
Virginia Railway Express

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VRE System Map



Quick Contacts

Report all emergencies to 911.

CSX Railroad Public Safety Coordination Center (Spotsylvania to L'Enfant).....1.800.232.0144

NS Railroad Public Safety Coordination Center (Broad Run to Backlick Road).....1.800.453.2530

Amtrak Police (Union Station).....1.800.331.0008

VRE Communications Desk (430a-930p M-F).....571.238.9106

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1.0 BACKGROUND

VRE was established under the terms of the *Master Agreement for the Provision of Commuter Rail Services in Northern Virginia - Establishment of the Virginia Railway Express* with service beginning in the summer of 1992. This agreement was created by the Northern Virginia Transportation Commission (NVTC), the Potomac and Rappahannock Transportation Commission (PRTC), and each of the nine member jurisdictions. Members of both commissions sit on the VRE Operations Board, which is responsible for making recommendations to the commissions with respect to VRE's management, financing, and acquisition of property. Member jurisdictions include Spotsylvania County, City of Fredericksburg, Stafford County, Prince William County, City of Manassas, City of Manassas Park, Fairfax County, Arlington County, and City of Alexandria. The Virginia Secretary of Transportation also has a seat on the VRE Operations Board.

The VRE System encompasses approximately 87 miles of track and 19 stations. Commuter Service is provided on two lines — the Manassas and Fredericksburg Lines. These lines operate through a variety of environments and conditions including tunnels, bridges, and grade crossings. These lines are in the vicinity of electric power lines, pipelines, industrial facilities, and highways.

VRE's service consists of 32 daily revenue trains providing weekday service with most trips timed to bring passengers to Washington, D.C. for work in the morning and from Washington, D.C. back home in the evening.

VRE is operated under contract by Keolis Rail Services Virginia (KRSV) over tracks owned by Amtrak, CSXT, Norfolk Southern, and the Virginia Passenger Rail Authority (VPRA). Ownership of the stations is divided among Amtrak, CSXT, VRE, and various local jurisdictions and entities. Train dispatching and railroad right-of-way maintenance is performed by Amtrak, CSXT, and Norfolk Southern.

VRE owns its fleet which consists of 100 passenger railcars and 20 locomotives. Trains typically consist of one locomotive and four to eight passenger cars operating in a push-pull configuration. This allows the train to operate with the locomotive in the same position regardless of the direction of travel. Train crews consist of an engineer, a conductor and one or more assistant conductors.

Outside of service hours, trains are kept at the Broad Run Maintenance and Storage Facility (MSF) in Bristow, Virginia and the Crossroads MSF in Fredericksburg, Virginia. Mechanical services are performed under contract by KRSV at these two facilities. During

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service hours, trains are stored at Amtrak's Ivy City Yard in Washington, D.C., a storage track located at the VRE L'Enfant Station, and the Seminary MSF located in Alexandria, Virginia.

Additionally, VRE maintains a communications center at its headquarters in Alexandria, VA. At the center, VRE staff monitor train tracking software, dispatch screens, and radio channels for the purpose of providing a variety of internal management alerts and public communications. During service delays the VRE Communications team provides regular updates through use of variable messaging screens, general station announcements, text alerts, emails, social media, and the VRE website.

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2.0 REGULATIONS & POLICY

The Virginia Railway Express is subject to a variety of laws, requirements, and rules set forth by a number of entities including:

- Federal Law
- Federal Agencies such as the Federal Railroad Administration (FRA), Federal Transit Administration (FTA), & Transportation Security Administration (TSA)
- The Commonwealth of Virginia & the District of Columbia
- The Virginia Department of Transportation (VDOT)
- The Virginia Passenger Rail Authority
- Local Jurisdictions
- Host Railroads: CSX Transportation, Norfolk Southern, & Amtrak

The Rules to Live By is a manual which provides the most basic foundational safety and security principles to help you successfully perform your work at VRE. All VRE employees are required to be familiar with the requirements outlined herein and follow them carefully. If any instruction outlined herein is determined to be less restrictive than another applicable regulation, policy, or rule, the most restrictive terms will apply.

The Rules to Live By is a manual which provides the most basic foundational safety and security principles to help you successfully work at VRE.



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3.0 REQUIRED TRAINING

The Rules to Live By provides an overview of what is expected of VRE employees during day-to-day operations. Depending on your role at VRE, you may be asked to complete specific types of safety training. This may include courses such as Roadway Worker Protection (RWP) training and Blue Flag Protection training.

It's important to understand all specific training requirements and tools needed for your particular position. All employees of VRE are expected to speak to their supervisor about the training requirements of their position.



Each job is unique.

Speak to your supervisor about the training required for your job.

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4.0 RISKS & POTENTIAL HAZARDS

VRE's regular operations and special projects have the potential to create hazardous conditions. In addition to adherence to standard operating procedures, situational awareness is a key component to mitigating these risks. Below is a table outlining potential risks you may encounter while working within our service area:

 **Impact Threats**	All railroad tracks are to be considered active. VRE trains can operate from either direction. **Anyone on or about VRE or host railroad property must expect moving rail equipment on any track, in any direction, at any time.** In addition to rail traffic, examples of impact threats include falling objects from moving equipment or overhead maintenance work.
 **Slips / Trips / Falls**	VRE's service area, especially the MSFs and the railroad right-of-way, contain many slip, trip, and fall risks. Examples: ➢ Ballast (the rocks along the railroad track bed). ➢ Rails especially when wet ➢ Components of the railroad such as switch stands, derails, and blue flags. ➢ Hoses and cables attached to a train or maintenance tools. ➢ Underground pits designed for servicing trains.
 **Pinch / Crush Hazards**	Some VRE operations, especially mechanical, maintenance, and construction work, create potential pinch points and crush hazards. Components that fit together, can be opened and closed, or form a mechanically tight connection, can trap body parts.
 **Electrical Hazards**	VRE trains are connected to ground power electrical stations at the Broad Run MSF, Crossroads MSF, Amtrak Ivy City Yard, and L'Enfant Storage track. These cables have 480 volts. **Always keep your distance from these cables and assume they may be energized and unprotected.** Certain construction and maintenance tools can also pose a risk. Speak to your supervisor about your team's policies as it relates to lock out tag out procedures and other safeguards.

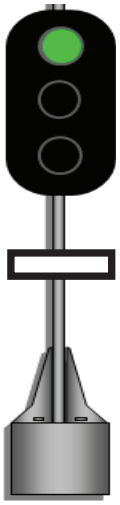
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 **Chemical Hazards**	VRE trains run on diesel fuel. Flammable materials such as oil are kept on site along with other materials that can cause irritation or bodily harm as well as environmental damage. Ask your supervisor about any precautions you should take in this area. VRE has eyewash stations, first aid kits, and access to Safety Data Sheets that can assist with chemical exposure. Tell your supervisor if you witness a materials spill.

*See glossary at the end of this document for definitions of some of the items you may encounter

Remember! Always expect train movement.

Rail equipment can move on any track, in any direction, at any time.



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5.0 JOB & SAFETY BRIEFING

Job and safety briefings are a critical element to ensuring work performed anywhere on VRE Property is completed safely and correctly. Never assume that every employee in your group has a complete understanding of the work that will need to be done, the hazards that exist at the job site, or the best actions to take in the event of an emergency.

Job and safety briefings must be detailed and take place prior to starting any work. They should include specifics about the work being performed and any potential train, vehicle, or equipment movements in the area. Other useful information such as slip, trip, and fall hazards, weather conditions, emergency response plans, and good housekeeping measures should be discussed as well.

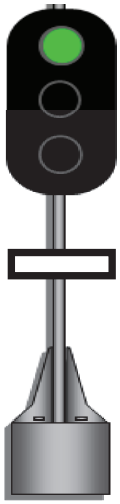
In the event something changes during work or more employees arrive, stop work and hold another complete job and safety briefing so that everyone has the same level of awareness and understanding.

Ensure that your prework job and safety briefing identifies a place of safety away from your worksite and away from active railroad tracks, power lines, etc. This spot will be used for employees to evacuate in the event of an emergency.

See Appendix for VRE's official Job & Safety Briefing Guides.

Job & Safety Briefings Discuss:

- **The Nature of the Work**
- **Potential Risks & Hazards**
- **How to Protect Yourself**



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6.0 PERSONAL PROTECTIVE EQUIPMENT (PPE)

When performing work on VRE Property you will encounter operational risks that occur on a day-to-day basis. While many of these risks can be mitigated through engineering and administrative controls, they are rarely fully eliminated. Personal Protective Equipment or PPE is equipment worn to minimize exposure to these hazards and protect yourself against injury and illness.

VRE has Four Standard PPE Requirements: Eye Protection, Safety Shoes, Reflective Wear, and Protective Attire. Reflective vests and eye protection are available at VRE Maintenance and Storage Facilities and VRE Headquarters for staff members, contractors, and visitors.

All VRE staff and contractors are responsible for ensuring their PPE is in good working order. Inspect the condition of your PPE prior to your tour of duty. Any damaged, improperly functioning, or missing elements of PPE should be reported to your immediate supervisor upon discovery.

You are required to follow VRE's Four Standard PPE Requirements if:

- You work on the grounds of:
  - VRE's Crossroads MSF
  - VRE's Broad Run MSF
  - Amtrak's Ivy City Yard
  - VRE's L'Enfant Storage Track
  - VRE's Seminary MSF
- You work inside VRE's Crossroads Warehouse facility
- You work inside a VRE Service and Inspection building
- You work inside the Crossroads Lifecycle Overhaul and Upgrade building
- You work on or adjacent to track or railroad equipment
- You work in construction or a physical trade
- You perform maintenance functions at VRE stations

VRE'S Four Standard PPE Requirements are listed on the next page:

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VRE's Four Standard PPE Requirements

1. Eye Protection 	Eye protection that meets ANSI Z87.1 with side shields is required. Prescription eye protection must meet ANSI Z87.1 and may not be of a variable tint type. Exceptions are when indoors in an office or restroom. Sunglasses that meet ANSI Z87.1 with side shields may be worn outdoors only. Prescription wearers are permitted to wear "drop-in" type glasses. Splash or impact goggles and/or full-face shields may be required for certain types of work involving compressed air or potential blowback, specific chemicals, wastewater, and specialized tools such as grinders. Speak with your supervisor about any additional requirements in this area.
2. Safety Shoes 	Safety shoes must comply with the following minimum standards: 1. Leather or leather-like material 2. Minimum of six (6) inches in height 3. Lace up 4. Defined heel 5. Slip resistant rugged soles 6. Sturdy design applicable to the type of work performed 7. Steel or composite safety toes if working in a mechanical or construction role
3. Reflective Wear 	Reflective vests, shirts, or jackets consistent with ANSI Class II standards featuring lime green cloth and reflective striping is required. Vests must be breakaway style. Long-sleeve coats or jackets that conform to ANSI Class II standards are not required to be breakaway.
4. Protective Attire  	Long pants free of tears or holes are required. Shirts with short or long sleeves are required. No tank tops or cut off sleeves are permitted. Loose fitting clothing or clothing with drawstrings or other hanging components have the potential for getting caught on equipment or other obstacles. It is not permitted. Attire should match weather conditions to prevent exposure-related illness or injury.

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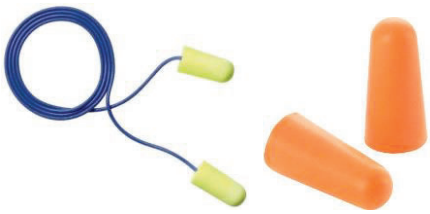
Specialized PPE Requirements

You are required to wear Hard Hats if:

- Entering the fall zone of cranes or equipment jacks
- Performing work under equipment (bump caps are an acceptable alternative for work under equipment as well)
- Overhead facility repairs are being performed in the Service and Inspection (S&I) or Lifecycle Overhaul and Upgrade (LOU) buildings
- Designated by signs or supervisor's instruction.

You are required to wear Hearing Protection if:

- Conducting load tests on locomotives (Main Engine or HEP)
- Designated by official standard operating procedures, signs, or supervisor's instructions.
- Speak with your foremen or roadway worker in charge to determine if hearing protection can be safety worn near active mainline tracks.

Hard Hats 	Hard hats that meet ANSI Type 1, Class E standards are required. Hard hats must be in good condition and may not be altered or changed (i.e., painted). Do not alter the suspension or punch holes in a hard hat. Whenever hard hats are worn, the bill must be facing forward, except when equipped with welding hood attachments.
Hearing Protection 	If required in your role, the following types of ear protection can be used; they must be in good condition and may not be altered: • Expandable foam plugs • Canal caps • Earmuffs Speak to your supervisor about possible additional requirements.
Job-Specific PPE	Each job is unique. Speak to your supervisor about the specialized PPE required for your work activities.

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PPE Requirement Exemptions

Couriers and drivers with the sole purpose of making deliveries to VRE MSFs who are not under contract with VRE are exempt from PPE requirements unless otherwise required by VRE personnel in charge.

Train crews (Engineers, Conductors, and Assistant Conductors) while performing their duties onboard trains or on station platforms are exempt from the requirements to wear reflective material. Train crews are required to follow all PPE requirements including the use of reflective material in all other locations. (i.e. railroad right-of-way and maintenance and storage facilities).

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7.0 TRACK AND TRAIN SAFETY

When performing work near or about railroad tracks, it's important to consider how you move about the space. All tracks are to be considered active. Anyone on or about VRE Property, VPRA Property, or host railroad property must expect moving rail equipment on any track, at any time and operating in either direction. Work within the maintenance and storage facilities is managed by a designated responsible employee. Work within or proximate to the railroad right-of-way on the main track is managed by representatives from our host railroads. Speak to your supervisor about coordinating with the appropriate group prior to commencing work.

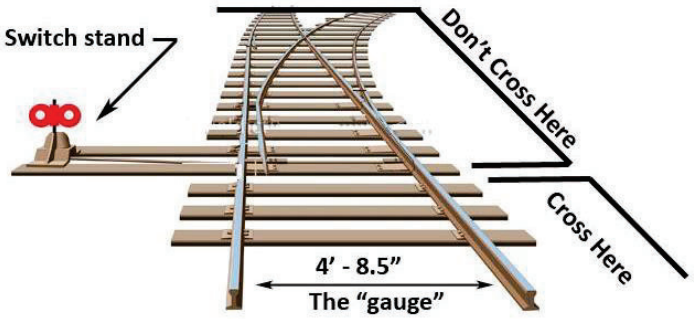
How to Cross Railroad Tracks

Prior to crossing tracks in any manner (foot, vehicle, etc.) you must stop, look, and listen for movement to ensure it is safe. Always cross in an area with a sufficient line of sight to ensure you can see an oncoming train.

When crossing the tracks, do so at a paved crossing surface. Only if these facilities are not available near your position should you cross directly over the open rails.

When your work requires you to cross over a track without a paved crossing surface minimize the time you spend within the track itself (called "the gauge"), do not cross diagonally or at widened switch points. Instead, cross at a 90-degree angle which is the same angle as the crossties that run along the track.

Avoid crossing within the limits of the switch if possible and avoid stepping on the rails themselves. Rails are conductors of electricity and slippery when wet. See the illustration below:



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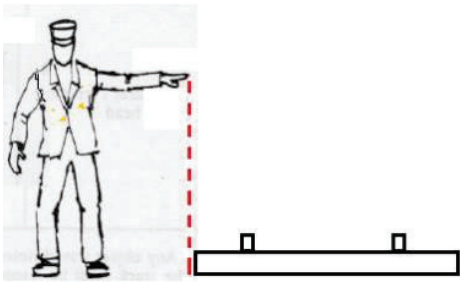
Avoid crossing railroad tracks if possible.

If you need to cross, do so at designated paved crossings.

Only if a designated crossing is not available should you cross directly over open rails.

Working Adjacent to Tracks

Rail equipment can overhang the rails of tracks by a foot or more. To determine that you are safe from being struck, your outstretched arm should be no closer than directly over the outside edge of the railroad tie (typically wooden) of the nearest track. See the image below.



If your work requires you to perform duties that are on the tracks or within striking distance of a train in an MSF, communicate with your supervisor and the employee responsible for train movements in the facility. They can ensure that you are properly protected from possible rail movement.

If your work requires you to perform duties that are on or near the railroad right-of-way, communicate with your supervisor. The host railroad will need to approve of this activity. They can ensure that you are properly protected from possible rail movement.

Under no circumstances are personnel without specific authority permitted to operate track switches, adjust blue flags or on-track derails or any other equipment on VRE Property, VPRA Property, or railroad property. No rail operations or mechanical department personnel are authorized to ask you to circumvent this rule.

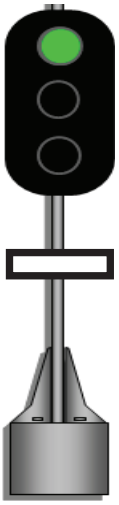
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Managing Electrical and Pressure Hazards

Electrical power connection stations for rail equipment are located at the southern ends of each of VRE's MSFs (excluding Seminary MSF) and inside service and inspection buildings. These areas present tripping and electrocution hazards. Never step on or near the cables, and do not handle them or any of the components associated with the power stations. If something appears wrong, notify your supervisor.

Do not touch cables or hoses on or around rail equipment. Consider all cables to be energized and all hoses to be fully pressurized. If something does not look as it should, notify your supervisor.

Always assume all hoses and cables are fully energized and pressurized and avoid contact.



Interacting with Rail Equipment

If your work requires climbing use three points of contact when mounting or dismounting equipment. Three points of contact ensures that you have one hand steadying your balance at all times to help prevent falls.

Expect movement from standing pieces of rail equipment at all times and only cross railroad tracks occupied by rail equipment when absolutely necessary. When rail equipment passes within close proximity to your location, stop your work and watch it pass.

Never crawl under or climb over rail equipment. Unless authorized by your VRE supervisor, never climb or ride on the outside of cars and locomotives.

If your work requires you to maintain radio contact with VRE mechanical or operations personnel, ensure that you perform radio checks following your job briefing to ensure proper communication.

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8.0 WORK HABITS

VRE mandates strict adherence to all railroad, local, state and federal codes and regulations pertaining to safety and security. OSHA and Virginia OSHA codes are observed on VRE Property where applicable. If you damage VRE Property or goods, report it immediately. Do not try to make repairs yourself.

Drug and Alcohol Rules

VRE has zero tolerance policy for drugs and alcohol. Being under the influence of drugs and/or alcohol while performing services for VRE will be grounds for immediately removal from VRE Property and/or termination of your contract or employment. Drug and alcohol and related paraphernalia are not permitted on VRE Property. VRE employees should anticipate random drug and alcohol testing. Contractors should have the capability to request random drug screenings of all employees performing safety sensitive work for VRE. Alert your supervisor immediately if you observe someone who appears to be under the influence of drugs or alcohol while performing work for VRE. Alert your supervisor immediately if you observe someone who appears to be under the influence of drugs or alcohol on VRE Property.



VRE has zero tolerance policy for drugs and alcohol.

Non-Rail Equipment and Machinery Rules

Where applicable, personnel with licenses or documented qualifications will be permitted to operate rolling machine equipment on VRE Property. Seatbelts, harnesses, or restraint bars (where installed) must be worn at all times when operating machinery. Hydraulic and pneumatic lines must be inspected each calendar day, and cracks or other problems must be addressed before beginning work. Horns or other audible signals must be provided

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before taking corners around buildings and other structures. Unless specially equipped with the proper hi-rail gear and on-track protection obtained, no self-propelled equipment such as backhoes, scissor-lifts, fork trucks or plow trucks may approach or make contact with the railroad track structure other than on designated crossing locations**.** Blades, buckets, arms and other extensions must only be used away from overhead cables and powerlines.

Worksite Care

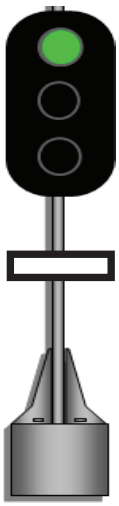
Neat worksites are a requirement for working on or about VRE Property, especially in areas utilized regularly by passengers or employees. Tripping hazards such as cables or building materials or other hazards that cannot be removed from the worksite must be clearly marked and barricaded where necessary. Debris must be kept away from walkways and trash must be removed from the worksite daily.

If you are working on a passenger platform when a VRE or Amtrak train arrives at the station or passengers are present, stop working and do not operate power tools louder than the average human voice. If you are working on a passenger platform when any train approaches, stop work, and observe the train until it passes. Report smoke, fire, sparks or shifted loads using the railroad contact information at the back of this manual.

Tool and Equipment Care

Prework and daily inspections of tools and equipment are required when working in the VRE service area. All tools, equipment, and related components must be inspected prior to beginning work each day. If any element critical to the safety and proper functioning of the equipment, device, or tool is found to be damaged or otherwise in a state of disrepair, it must not be used and must be removed from the jobsite with proper markings preventing continued use until repair or replacement. Check to ensure that safety guards or appliances are in place and function properly. VRE does not permit the bypass of any safety device built into equipment brought onto VRE Property.

All tools, equipment, and related components must be inspected prior to beginning work each day.



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Personal and Commercial Vehicle Use

All employees, contractors and delivery drivers operating personal or company-owned vehicles must follow a maximum 5 mile-per-hour speed limit while on VRE Property. During times of reduced visibility, poor lighting, or where pedestrians may be present, vehicle speed must be controlled to permit stopping within one-half of the range of vision.

Personally owned and operated vehicles are not permitted within the Broad Run, Crossroads, or Seminary Maintenance and Storage Facilities. Authorized parking is outside each facility.

Vehicles issued by VRE, and its contractors may access the MSF to receive or deliver materials pertaining to VRE business but must not be parked and left unattended.

If you are issued a VRE parking permit, it must be displayed at all times while on or about VRE Property.

Spills, Chemical, and Waste Handling

If a chemical spill occurs immediately report the incident to your VRE supervisor and deploy a spill kit. Sources of electricity or open flames near a flammable spill should be de-energized or extinguished as quickly as it can safely be performed. Spills of poison inhalation hazard (PIH) or toxic inhalation hazard (TIH) chemicals warrant immediate evacuation of the premises. Safety Data Sheets must be on-site for any appropriate chemicals being used on VRE Property. Illegally dumping, burying, or burning solid or liquid waste warrants removal from VRE Property.

Inclement Weather

During inclement weather or extreme hot or cold, you must safeguard yourself against exposure. Hydration or warming breaks must be taken regularly. When thunder is heard, all outdoor work must cease. Sturdy and grounded shelter must be sought until the foreman or employee in charge determines through a reputable weather forecasting source that the storm danger has passed. Be aware of ice sheets on sloped buildings or platform canopies that could cause damage or injury during work beneath them. Do not drive through swiftly moving water on roads or pathways. Inclement weather should be discussed at every job and safety briefing as noted in the official Job & Safety Briefing Guides located in the appendix of this manual.

Specialized Work

If you engage in specialized work that requires tasks such as welding, digging, or excavating, speak with your supervisor regarding standard operating procedures and VRE’s requirements.

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9.0 SECURITY PRINCIPLES

All employees have the responsibility to report any suspicious behavior or security concerns to their supervisor. Call 911 in the event of an emergency and make your VRE supervisor aware of the emergency as soon as it is safe to do so. Any instructions from local, state, and/or federal law enforcement must be followed.



All employees have the responsibility to report any suspicious behavior or security concerns to their supervisor.

All doors, gates, cabinets, and other elements with lockable securement must be kept closed and/or locked at all times unless active work requires that they be kept open. Doors and gates should not be blocked open unless necessary for the completion of your work. If you discover any signs of tampering, contact your VRE supervisor immediately.

During hours in which no one will be working, materials used for work must be stored or secured according to your safety and security plan or at the direction of your supervisor. Theft of any materials should be reported to your supervisor immediately. Theft of compressed gas canisters, derailing devices, or heavy track tools pose additional security risks and should be reported to your supervisor immediately.

Authorized VRE and KRSV employees are permitted to approve guests and/or visitors at MSFs specifically. Authorized VRE employees are permitted to approve guests and/or visitors at other VRE Properties as permitted by their role. All other contractors working on VRE Property are not permitted to grant others access to VRE Property. Unless specifically authorized or escorted, VRE contractors and subcontractors may not board VRE trains as passengers without a properly validated ticket.

If you are issued a VRE access badge, you must swipe your badge at the main entry gates, turnstiles, or office doors when entering, even if the entry point is already open. Badges and keys provided to contractors to access VRE facilities are the property of VRE and will be surrendered at the request of VRE's contract manager. Employees and contractors must immediately surrender any VRE access badges or keys at the

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termination/conclusion of their employment or end of contract. Lost access badges and/or keys should be reported to VRE Safety & Security immediately.

No contractor or subcontractor personnel are permitted on VRE Property outside of their regularly scheduled work hours. Relief from this rule must be granted in writing by the VRE project manager.

Nonwork-related videography and photography are prohibited on VRE Property unless authorized by VRE.

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10.0 GLOSSARY

Ballast – The crushed stone surrounding the track used to support it and prevent it from moving.



Blue Flag/Blue Flag Protection – Blue flags are hung on rail equipment and posted on tracks to prevent other rail equipment from running on the track. Mechanical department and/or management personnel apply blue flag protection when they are working on parked rail equipment. Only the employee who applied the blue flag can remove it. Blue flag protection laws can be found in the US Code of Federal Regulations under 49 CFR Part 218.



Conductor – The conductor is the chief member of the train crew. Conductors are given authority over the operations and functions of the train. They are assisted by individuals working in the position of Assistant Conductor.

Derail – A derail is a device that will derail equipment if in place when wheels roll over it. These safety devices are used to protect employees and other tracks from free rolling equipment***. It is important that all VRE personnel and contractors be aware of the location and presence of these devices. Their theft and misuse are a concern in the rail industry. If you notice one missing, report it to your supervisor immediately.***

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Engineer – The engineer is a member of the train crew and is responsible for the function and movement of the locomotive.

Equipment Cables and Hoses – Rail equipment requires a number of cables and hoses to function. When not handled by trained individuals, they can be hazardous. VRE trains use 480 volts AC to power lights and HVAC aboard the railcars and 110 psi air connections for brake lines. Stand clear of cables and hoses, especially when railcars are decoupled or disconnected from each other.



Gauge – The gauge of the track is the portion between the two rails. In North America, the width is 4’ 8.5”, which is considered the standard gauge.



Head End Power (HEP) – While the main generator aboard a locomotive is used to turn the wheels of the locomotive, a secondary generator called a head-end power (HEP)

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generator can be found on VRE locomotives to power the light, heating, and air conditioning systems aboard passenger cars.

Host Railroad – The only tracks VRE owns are its rail yards. The main routes VRE uses to connect to Washington, D.C are owned by larger railroad companies and the Virginia Passenger Rail Authority who provide VRE trains access to their track for a fee. We refer to these organizations as our “host railroads” and VPRA. The host arrangements are as follows:

Broad Run to Alexandria owned by Norfolk Southern Corporation

Crossroads to L’Enfant Plaza (Washington, D.C) owned by the CSXT Corporation and VPRA

L’Enfant Plaza to Washington Union Station owned by Amtrak.

Seminary MSF owned by Virginia Passenger Rail Authority.

Locomotive – The locomotive is a piece of rail equipment that pulls our trains. It cannot accommodate passengers other than an operating crew within it. The locomotive functions with the use of a diesel engine that powers a generator that creates electricity that is then fed to motors that move its wheels.

Power Pedestal/Layover Power/Ground Power – VRE applies power to the railcars while they are parked to keep the railcar climate and other systems stable. These receptacles can be found at the south end of all VRE maintenance and storage facility tracks as well as the storage track located at L’Enfant Station. These receptacles can also be found at Amtrak’s Ivy City Coachyard where VRE trains are stored midday.

Right-of-Way – This is a term commonly used in the railroad industry to refer to the route a railroad takes through the surrounding communities.

S&I Building – Each yard has a service and inspection (S&I) building. Just like automobiles, railcars and locomotives must undergo a number of planned and unplanned repairs and inspections that take place in these buildings.

Switch – To move from one track to another, a system called a “switch” is used to divert rail equipment. These are common in VRE’s yards. Switches permit us to move equipment around to change out individual cars in our trains. A switch has two positions, lined for the normal route and “lined reverse.” When a switch is “reversed” it is not lined for the normal route.

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Switch Point – The switch point is the track structure that begins the work of guiding wheels into the switch. They can be positioned by the use of the switch stand.

Switch Stand – The switch stand is a geared lever that a railroad employee can use to change the direction a train will take when it passes over the switch.



Switch Target – A switch target is a visual indicator to employees to tell the direction of movement the switch is lined for. When the switch stand is operated, the switch target automatically turns to correspond with the movement.



Tie/Crosstie – A crosstie is a wooden or concrete beam that supports the rail and helps hold the track together.



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VRE Property – VRE Property includes any property that is owned or controlled by VRE.

Yard – A yard is generally defined in railroad terms as a series of tracks adjacent to a main route where trains and equipment can be parked or stored and are permitted to move at slow speeds without the permission from the train dispatcher who controls the main routes. Equipment moves in VRE yards under the permission of the mechanical department managers and never exceeds ten miles per hour.

Yard Lead- A yard lead is the main track within a yard that all other tracks diverge from.



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11.0 APPENDIX

Contacts:

Norfolk Southern Police Communications (Manassas Line)

1.800.453.2530

CSX Public Safety Coordination Center (Fredericksburg Line through just north of L'Enfant Station)

1.800.232.0144

Amtrak Police Washington (L'Enfant Station north to Washington Union Station)

1.800.331.0008

Alexandria Police (Seminary MSF)

703.746.4444

Virginia Railway Express Communications Center (4:30 am - 9:00 pm)

703.838.9106

Plantation Pipeline

1.800.510.5678

Miss Utility

1.800.552.7001

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Emergency Response Contacts for Stations

Station	Jurisdiction	911	Non-Emergency	Station Address
L'Enfant	Washington	202- 373-3700	202- 373-3700	690 Virginia Ave. SW. Washington D.C
Crystal City	Arlington	703- 558-2222	703- 558-2222	1503 S. Crystal Dr. Arlington
Alexandria	Alexandria	703- 838-4444	703- 838-4444	110 Callahan Dr. Alexandria
Franconia-Springfield	Fairfax	703- 691-2233	703- 691-2131	7099 Barry Rd. Springfield (VRE Side)
Lorton	Fairfax	703- 691-2233	703- 691-2131	8990 Lorton Station Blvd. Lorton
Woodbridge	Prince Wm	703- 369-1113	703- 792-6500	1040 Express Way, Woodbridge
Rippon	Prince Wm	703- 369-1113	703- 792-6500	15511 Farm Creek Dr. Woodbridge
Quantico	Prince Wm	703- 784-2222	703- 784-2636	550 Railroad Ave. Quantico
Brooke	Stafford	540- 658-4444	540- 658-4400	1721 Brooke Rd. Stafford
Leeland Road	Stafford	540- 658-4444	540- 658-4400	275 Leeland Road. Falmouth
Fredericksburg	Fredericksburg	540- 373-1414	540- 373-3122	200 Lafayette Blvd. Fredericksburg
Spotsylvania	Spotsylvania	540- 582-7100	540- 582-7100	9442 Crossroads Pkwy, Fredericksburg
Backlick Road	Fairfax	703- 691-2233	703- 691-2131	6900 Hechinger Dr. Springfield
Rolling Road	Fairfax	703- 691-2233	703- 691-2131	9016 Burke Rd. Burke
Burke Centre	Fairfax	703- 691-2233	703- 691-2131	10399 Premier Court, Burke
Manassas Park	Manassas Park	703- 361-1136	703- 361-1136	9300 Manassas Dr. Manassas Park
Manassas	Manassas	703- 257-8000	703- 257-8000	9451 West St. Manassas
Broad Run	Prince Wm	703- 369-1113	703- 369-1113	10637 Piper Lane, Bristow VA

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Job and Safety Briefings by Location

Virginia Railway Express
Job & Safety Briefing Guide

FOR EMPLOYEES ON OR ABOUT RAILROAD TRACKS

Date _____

Work Address/Milepost _____

Operating Railroad (Circle): VRE CSXT NS AMTK

Railroad Flagman Required and Present (Y) (N/A)

Employee in Charge _____

Primary / Secondary: Host Railroad & 911 Callers

_____

Primary / Secondary: AED / CPR / First Aid

_____

Required Personal Protective Equipment (PPE)

_____

CONFIRM BLUE FLAG OR ON TRACK PROTECTION HAS BEEN ESTABLISHED

DESCRIBE WORK PLAN
LOCATION OF AED & FIRST AID SUPPLIES
LOCATION OF FIRE EXTINGUISHER (IF AVAILABLE)
DISCUSS POTENTIAL HAZARDS & CONTROLS:
- IMPACT THREATS
- SLIP / TRIP / FALL
- PINCH / CRUSH
- ELECTRICAL
- CHEMICAL
- ENVIRONMENTAL

WEATHER FORCAST
EVACUATION ROUTE / PLACE OF SAFETY
ALL TOOLS AND EQUIPMENT INSPECTED
ON TRACK EQUIPMENT INSPECTED
SAFEGUARDS FOR ELECTRICAL SERVICES/TOOLS
REVIEWED CONTENTS OF RULES TO LIVE BY
OTHER SAFETY / SECURITY CONCERNS

EACH EMPLOYEE MUST CONFIRM UNDERSTANDING OF JOB & SAFETY BRIEFING

Virginia Railway Express
Job & Safety Briefing Guide

GENERAL WORK

FOR WORK TAKING PLACE A MINIMUM OF FOUR (4) FEET OR FURTHER FROM THE TRACK

Date _____

Work Address _____

Employee in Charge _____

Primary / Secondary: 911 Callers

_____

Primary / Secondary: AED / CPR / First Aid

_____

Required Personal Protective Equipment (PPE)

_____

DESCRIBE WORK PLAN
CONFIRM NO ONE CLOSER THAN 4FT TO A TRACK
LOCATION OF AED & FIRST AID SUPPLIES
LOCATION OF FIRE ALARMS & EXTINGUISHER
DISCUSS POTENTIAL HAZARDS & CONTROLS:
- IMPACT THREATS
- SLIP / TRIP / FALL
- PINCH / CRUSH
- ELECTRICAL
- CHEMICAL
- ENVIRONMENTAL

WEATHER FORCAST
EVACUATION ROUTE / PLACE OF SAFETY
ALL TOOLS AND EQUIPMENT INSPECTED
LADDERS AND FALL PROTECTION INSPECTED
SAFEGUARDS FOR ELECTRICAL SERVICES/TOOLS
REVIEWED CONTENTS OF RULES TO LIVE BY
OTHER SAFETY / SECURITY CONCERNS

EACH EMPLOYEE MUST CONFIRM UNDERSTANDING OF JOB & SAFETY BRIEFING

Virginia Railway Express
Job & Safety Briefing Guide

OFFICE MEETINGS

FOR ADMINISTRATIVE MEETINGS HELD EXCLUSIVELY IN VRE OFFICES ONLY.

Date _____

Office Address _____

Employee in Charge / First Responder Coordinator

_____

Primary / Secondary: 911 Callers

_____

Primary / Secondary: AED / CPR / First Aid

_____

Headcount _____

LOCATION OF AED & FIRST AID SUPPLIES
LOCATION OF FIRE ALARMS & EXTINGUISHER
DISCUSS POTENTIAL HAZARDS & CONTROLS:
- IMPACT THREATS
- SLIP / TRIP / FALL
- PINCH / CRUSH
- ELECTRICAL
- CHEMICAL
- ENVIRONMENTAL

EXIT ROUTE / PLACE OF SAFETY
WORKPLACE VIOLENCE
OTHER SAFETY / SECURITY CONCERNS

EACH EMPLOYEE MUST CONFIRM UNDERSTANDING OF JOB & SAFETY BRIEFING

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Broad Run Maintenance and Storage Facility

10637 Piper Lane, Manassas, Virginia 20110
Law Enforcement, Non-Emergency: Prince William County Police **(703) 792-6500**
Fire/Rescue, Non-Emergency: Prince William County Fire & Rescue Services **(703) 792-6500**
Emergency: 9-1-1



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Crossroads Maintenance and Storage Facility

9400 Crossroads Parkway, Fredericksburg, Virginia 22408
Law Enforcement, Non-Emergency: Spotsylvania County Sheriff's Office **(540) 582-7100**
Fire/Rescue, Non-Emergency: Spotsylvania County Fire & Rescue Services **(540) 582-7100**
Emergency: 9-1-1

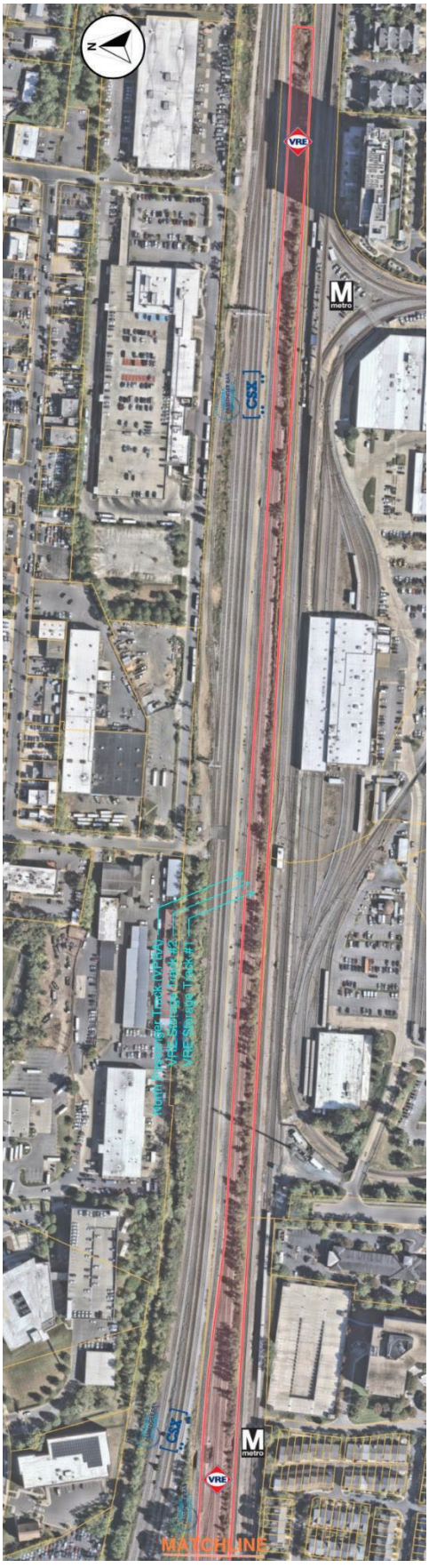


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Seminary Maintenance and Storage Facility

4500 Wheeler Avenue, Alexandria, Virginia 22304
Law Enforcement, Non-Emergency: Alexandria City Police Department **(703) 746-4444**
Fire/Rescue, Non-Emergency: Alexandria Fire Station 204 **(703) 746-5200**
Emergency: 9-1-1





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Notes: