



Contractor Orientation Training

*Includes Elements of Roadway Worker Protection
Title 49 CFR Part 214, Subpart – C-D*

Consolidated Rail Corporation (CONRAIL) requires that all personnel, working within CONRAIL right of way, participate in the CONRAIL Contractor Orientation Training Program. This program is designed to help personnel avoid putting themselves in a Position of Peril on our property. This is accomplished through basic training on how to stay safe and aware around live railroad tracks.

The Consolidated Rail Corporation (CONRAIL) training provider is **National Railroad Safety Services, Inc. (NRSS)**.

This Contractor Orientation (CO) training session generally runs 2 to 2-1/2 hours in duration and includes a 25 question multiple-choice exam. Only participants passing this examination will be permitted on the property. A qualification Photo ID Training Badge will be issued to each participant after the exam is successfully completed, indicating training date and expiration date; training is good for a period of twelve months. The issued badge must be carried at all times while working within CONRAIL right of way, presented on demand, or worn (displayed), when and where required. If any individual on the property cannot produce a valid Photo ID Training badge, said person will not be allowed onto the property until a valid Photo ID Training Badge is produced.

Training Options:

1. Webinar: Certain technical requirements apply. Each workstation will need a computer with stable internet, two-way video (i.e. webcam), two-way audio (i.e. phone or computer mic & speakers), capability to display the presentation for everyone to clearly see, and capability to print and scan/fax testing documents.
2. Contractor Facility / Rental Facility: Additional charges include trainer's travel time, mileage, hotel, per diem, etc.
3. NRSS Facility: CA, Sacramento / IL, Chicago / MD, Frederick / NY, Albany / OH, Cincinnati / TX, Arlington

Scheduling:

- Scheduling is on a first come, first served basis and is as needed.
- Classes may be conducted between the hours of 8:00am - 5:00pm Eastern Time, M-F.
- Three-business days (72 hours) advanced notice is recommended for scheduling.
- When scheduling, contractor will be given a training request form.
- Training request form must be completed and submitted for each company in attendance prior to training date.
- A Headshot must be submitted for each student prior to training date.
 - Headshots are to be taken against a white wall with all hats, sunglasses, etc. removed from face.
 - Headshots are to be labeled appropriately to identify each student.
- If any participants require special accommodations, please make this request at the time of scheduling.

Scheduling Contact:

Adam Shepherd

National Railroad Safety Services, Inc. (NRSS)

Toll Free (877) 984-6777

Cell (513) 266-5535

Fax (513) 779-8428

Email: ashepherd@nrssinc.net

Fee Schedule:

• 1 to 4 individuals	\$240.00
• Each additional individual	\$60.00
• Instructor, Travel Time, per hour	\$50.00
• Instructor, Mileage Charge, per mile (Portal to portal including office, hotel, etc.)	Current IRS Rate
• Hotel Per Diem, per night's stay (Average cost is \$130.00 per night)	Actual Cost
• Meal Allowance, per night's stay	\$45.00
• Round Trip Airfare + Misc. Travel Expenses	Actual Cost
• Rental Car per day, if flight is required	Actual Cost
• Rental of facility for training	Actual Cost + 15%
• Photo ID Training Badge Shipment, per shipment	Actual Cost
• Replacement Badge fee, per badge	\$10.00
• Job Briefing Booklets, 30 briefings per booklet	\$5.00
• Expedited class fee, per class	\$200.00
• After hours and/or Saturday/Sunday class fee, per class	\$200.00
• Any returned check is subject to a bounced check fee, per check	\$75.00

Additional Instructions:

- Cancellations must be made 24 hours in advance during normal business hours for any on location training classes. Any fees incurred such as flight, rental car, travel time, etc. will be passed on at cost. Cancellations made less than 24 hours in advance will be subject to a minimum 4 person charge for said class. No voice mails will be accepted.
- Cancellations of Webinar Training must be made 24 hours in advance during normal business hours. Cancellations made less than 24 hours in advance will be subject to a minimum 4 person charge for said class. No voice mails will be accepted.
- NRSS reserves the right to cancel for any reason with no charge to the client. Class will be rescheduled at the earliest opportunity.
- Photo ID Training Badges will be mailed via UPS within two business days of successful completion of class and receipt of payment.

PAYMENT MUST BE MADE IN FULL THE DAY OF TRAINING TO PARTICIPATE IN THE CLASS.

- Cash, Check, and/or Credit Card are accepted.

ANYONE FAILING TO COMPLY WITH THE RULES WHILE IN THE RAILROAD RIGHT OF WAY WILL BE SUBJECT TO REMOVAL AND WILL SURRENDER THEIR ISSUED TRAINING BADGE.