

# FLAGGING REQUEST FORM

**To be completed by FWWR**

|   |  |
|---|--|
| Job name                                |  |
| Sub/M.P.                                |  |
| TWC or Restricted?                      |  |
| FWWR Job Number                         |  |
| Brief Description                       |  |
| Est. calendar duration                  |  |
| Agreement name, parties, effective date |  |
| CSJ if applicable                       |  |

**For questions, scheduling, and cancellation:**  
 Cancellations must be made by phone (no voicemail) **24-hours in advance**.

For Flagging Request  
 National Railroad Safety Services  
 (m) 513-341-9657, (o) 817-275-6777

Adam Shepherd to schedule training  
 National Railroad Safety Service  
 (o) 513-266-5535  
[ashepherd@nrssinc.net](mailto:ashepherd@nrssinc.net)

**Current flagging information**

- Flagger required when **within 25' of center line of track** with men, material or equipment
- Flagger may be required at any time work is performed by a third party in FWWR right-of-way
- \$115.00/hour, eight-hour minimum per day = STANDARD RATE
- \$172.50/hour (1-½ time) Over eight hours = OVERTIME RATE
- Terms: Prepay prior to flagging authorization, outstanding balances after 30 days will be charged a \$25 dollar late fee and finance charge of 1.5% per month.
- Rates include all applicable taxes; flagging charges balanced at end of project, *billed per project agreement*
- Requesting party shall be liable for all attorney fees and costs necessarily incurred to collect overdue amounts
- Flagging day (8-hour minimum) includes travel time, job briefing time, flag set up time
- Projects with a flagging day up to 12 hours per 24-hour period require a single flagger\*
- Projects with a flagging day from 13 to 16 hours per 24-hour period require two eight-hour flagger shifts
- Projects with a flagging day from 16 to 24 hours per 24-hour period require three eight-hour flaggers shifts
- Flagging should be scheduled no less than 10 days in advance
- Cancellations must be made by phone (no voicemail) 24-hours in advance

**To be completed by Requestor**

\*\*\*\*\***MUST COMPLETE "BILL TO PARTY" OR REQUEST WILL BE DENIED**\*\*\*\*\*

|   |             |                   |                   |
|---|-------------|-------------------|-------------------|
| Company Name  |             |                   |                   |
| Contact Name/Title  |             |                   |                   |
| Phone numbers   |             |                   |                   |
| Email Address   |             |                   |                   |
| Fax Number  |             |                   |                   |
| Mailing Address for Invoices, This the <b>"BILL TO PARTY"</b> |             |                   |                   |
| Brief Description of Planned Work.                            |             |                   |                   |
| R.R. M.M. or Xing   |             |                   |                   |
| Estimated Duration and Cost                                   |             |                   |                   |
| Is T.R.O.E. done ?  |             |                   |                   |
| <b>Date</b>   | <b>FWWR</b> | <b>Signatures</b> | <b>Contractor</b> |
|   |             | /                 |                   |