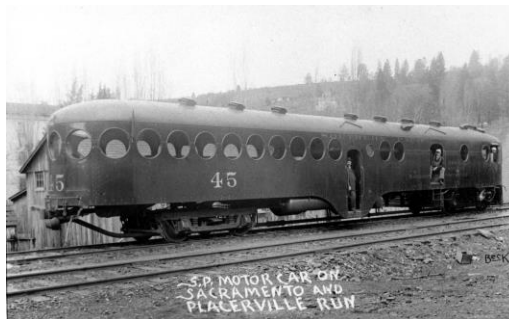


# **Train Operations and Track Maintenance Rules and Guidelines for the Sacramento Placerville Transportation Corridor in El Dorado County**



**In the event of an emergency, call 911  
For Local Emergency Dispatcher, call (530) 642-4911  
For Railroad Safety Issues, call Railroad Dispatcher at (925)789-0047**



Mary Cory, Museum Administrator  
El Dorado County Historical Museum  
104 Placerville Dr.  
Placerville, CA 95667  
(530) 621-5828  
[mary.cory@edcgov.us](mailto:mary.cory@edcgov.us)

## **Train Operations and Track Maintenance Rules and Guidelines for Sacramento Placerville Transportation Corridor (SPTC) in El Dorado County**

The Sacramento-Placerville Transportation Corridor Master Plan was adopted by the El Dorado County Board of Supervisors in 2003 and “identifies multiple uses, including excursion trains, trails, and utility easements. It also identifies related environmental protection and enhancement strategies such as fencing, landscaping, signing, maintenance, vegetation control and other fire prevention/control actions.” (Executive Summary, page vi)

The following Train Operations and Track Maintenance Rules and Guidelines for the SPTC in El Dorado County specifically addresses the “trains use” referenced above. Additional procedures and processes for the interaction of train use with other SPTC Corridor uses are also addressed. The term “Track” generally refers to the rail and its associated structures plus the underlying subgrade. Boundaries of “track” are generally considered to extend 10 feet from center line on both sides and 22 feet above, and can extend to include slopes, drainage and associated areas impacted by the track.

(Definition of terms used in this document start on page 8)

- 1) Purpose of these Rules and Guidelines – The intent is to clarify and establish rail operations and track maintenance goals and criteria on the Sacramento Placerville Transportation Corridor (SPTC,) thereby establishing standards of safety for all rail users, trail users, property owners, utility/road workers, and any other people near or on the SPTC track.
- 2) Management – General
  - a) The El Dorado County Board of Supervisors has been given authority to manage the SPTC in El Dorado County through the SPTC-JPA’s Reciprocal Use and Funding Agreement.
  - b) The El Dorado County Museum Administrator has been given management authority for the SPTC Track by the Board of Supervisors [Agenda item #16-0399].
  - c) The Museum Administrator is the General Manager of the El Dorado Western Railroad, a County Museum Program, and is responsible for SPTC track right-of-way maintenance, including ties, track, ballast, railroad bridges, and weed and brush abatement from the County Line to just west of Missouri Flat Road [Agenda item #16-0399].
  - d) El Dorado County Parks Division Manager is responsible for the management of the SPTC right-of-way and the trails, and serves as El Dorado County staff to the SPTC-JPA.
  - e) El Dorado County Department of Transportation is responsible for the planning and construction of paved trails and road crossings.
  - f) The Board has designated SPTC rail and trail use in four sections [Agenda #16-399]. See SPTC Map in El Dorado County (Appendix A.) *MP refers to railroad Mile Posts with mileage historically originating in San Francisco*
    - i) Segment 1 (MP 119.4 – MP 126.4): Excursion rail service and trails [County Line to the Latrobe Triangle.]
    - ii) Segment 2 (MP 126.4 - 136.7): No excursion rail service; Track maintenance and weed abatement service and trails [from the Latrobe Triangle to west of Mother Lode Drive in Shingle Springs.]
    - iii) Segment 3 (MP 136.8 – MP 144.7): Excursion rail service and trails [El Dorado Western Railroad operations from just east of Mother Lode Dr. in Shingle Springs to just west of Missouri Flat Road]
    - iv) Segment 4: Trail only [East side of Missouri Flat Road to Camino]

- g) Stakeholders will be included and informed through communication channels, such as but not limited to
    - i) “County of El Dorado – Road, Park, Trail Status” website at <http://gem.edcgov.us/roadclosure>
    - ii) Public meetings will be held at the Museum Administrator’s and Parks Manager’s discretion to share information and discuss future plans on the SPTC.
- 3) Required Forms and Permissions (See Appendix for forms and samples)
- a) Steps required for use of Tracks (Appendix B) – an organization or group asking to conduct scheduled operations, a special rail-based excursion event, or track maintenance must submit their request in writing to the Museum Administrator.
  - b) Track Warrant (Appendix C) - to increase the level of confidence for safety and efficiency when working near or on railroad tracks, the El Dorado County Track Warrant is required for organized activities impacting the area on, between, or in close proximity of the rails in El Dorado County. A track warrant designates the section of track during the specified time for a particular use, thereby preventing another use on the same section of track. Examples (but not limited to): using rail-based equipment for track repair, conducting track repairs, using rail-based equipment for trail construction and maintenance, using road-based equipment within 10 feet of center line of track.
  - c) Access Acknowledgment (Appendix D) – to hold a planned activity on county property, a signed access acknowledgment is necessary in advance, which defines the nature and location of the activity under terms the user agrees to.
  - d) Proof of Insurance (Appendix E) – an organization or individual planning to use rail-based equipment on the tracks must furnish a certificate of insurance satisfactory to the County of El Dorado Risk Manager as evidence that adequate insurance is being maintained: Commercial general liability insurance of not less than \$1,000,000.00 combined single limit per occurrence for bodily injury and property damage and a \$2,000,000.00 aggregate limit.
  - e) Volunteer Project Information Sheet – an organization, group or individual wanting to conduct a project on the SPTC must have an approved Volunteer Project Information Sheet. Projects impacting the track must be approved by the Museum Administrator. The completed Volunteer Project Information Sheet will be reviewed by County staff prior to approval.
  - f) Public notice of approved track activity must be published on the County of El Dorado website. Parks Division staff must receive notice of the activity at least 48 hours in advance. See El Dorado County Road Park Trail Status: <http://gem.edcgov.us/roadclosure/>
  - g) Fees for track usage will be considered in the future.
- 4) Railroad Operations – All track-based vehicles must follow professional and standard railroad protocols, regulations and rules.
- a) El Dorado Western Railroad has authority to operate between Shingle Springs (MP 136.8) and End of Line (MP 144.7). Standard Operating Instructions must meet or exceed professional railroad standards and are available upon request.
  - b) Placerville & Sacramento Valley Railroad (P&SVR) is the railroad on record for the track between the County Line (MP119.4) to Latrobe (MP126.4,) with scheduled excursion operations benefitting the community of Latrobe. P&SVR’s Standard Operating Instructions must meet or exceed professional railroad standards, and should be on file with El Dorado County.
  - c) Other rail-based operations must be conducted under the supervision of trained and authorized El Dorado Western Railroad personnel as designated by the Museum Administrator.
  - d) Maximum Speed (MP 119.4 – 144.7) is 10 MPH except where further restrictions are applied.
  - e) Safety

- i) All access to and movement on the railroad track in El Dorado County are governed by the El Dorado Western Railroad's General Code of Operating Rules, which are based upon the General Code of Operating Rules in use throughout the American railroad industry. These rules cover employee/volunteer responsibilities, signaling equipment, procedures for safe train movement, dealing with accidents and other topics that directly and indirectly affect railroad safety, and can be found at [www.up.com/ert/gcor.pdf](http://www.up.com/ert/gcor.pdf).
  - ii) Reporting Safety Issues – the Yardmaster should be informed immediately of any issues on or near the tracks, and will take appropriate action, such as removing a section of track from service. If the safety issue is identified when no Yardmaster is present, the Dispatcher should be notified. The General Manager should be informed as soon as possible, by telephone or email, as determined by the Yardmaster or Dispatcher. (See Appendix G for reporting safety concerns.)
- f) Equipment – In order to operate full-size rail-based equipment, the El Dorado County Board of Supervisors must approve placing the specified section of track into operation in accordance with FRA requirements.
- i) Register equipment in operation with El Dorado County
  - ii) Inspection cars, rail bus, and other motorized equipment considered “small” must be in good working order with adequate safety appliances.
  - iii) Locomotives and full-size cars such as flat cars, cabooses and passenger cars will be used in future operations, and must comply with FRA regulations. If full-sized train operations have not yet been approved, for the purposes of maintenance and repair, the full size equipment will be moved within established yard limits, will not cross public roads, and will not obstruct other SPTC corridor users.
  - iv) Support equipment (rail based and non-rail based) such as back hoe, chipper, track mobile, crane, etc. must be owned and operated by a company or entity with liability insurance as required by the County
  - v) Any equipment to be used on track by any owner or contractor must conform to railroad industry current safety standards. Equipment or vehicles to be used on track that do NOT conform; i.e. personal motorized or non-motorized rail-based vehicles (such as rail bikes) will be considered on a case-by-case basis. Application must be made in advance. (See Appendix)
- g) Interim trail and rail shared use – As stated in the SPTC Masterplan (2003) the corridor is multiple use and no one use supersedes another use. In areas where there is no defined separate trail, it is customary for trail users to access the track. This usually occurs on bridges, in the tunnel cut, and other instances when a separate trail is inaccessible. As a result, all train movement must take the safe course. If trail users are visible on the track, all train movement must stop until the track is cleared. If trail users are on a section of the trail closer than 10 feet from the track center line, then train movement must slow to 5 MPH.
- h) Training and certification requirements – Regular annual training must be conducted by all regular users of the SPTC tracks. This training will follow standard professional railroad practice. Proof of successfully completing the training and certifications must be kept on file and made available for inspection if required.
- i) At-grade crossings automatic protection will be installed as track improvements are made. Signage will be maintained according to the requirements of the CPUC. Grade crossings which

had automatic protection previously provided will be restored and upgraded to CPUC requirements. Until such time as the signals are installed, the at-grade crossing protocol utilizing flagmen will be in place.

- j) Track Inspections are to be done by a qualified and experienced Track Inspector on the schedule determined by frequency of use, as ruled by FRA.
  - k) Bridge Inspections are to be done by a qualified and experienced Bridge Inspector on the schedule determined by frequency of use, as ruled by FRA.
  - l) Scheduled and Special Events – A train schedule showing regular and repeated excursion operations should be posted for the public. Special one-time rail-based events require prior approval. Requests to hold Special Events on the track must be made in advance, with adequate proof of insurance provided utilizing approved equipment and trained crew. See Appendix B for the procedures to submit the request with the necessary information which includes, but may not be limited to Name of Organization, Purpose of event, Date and Time. The SPTC Master Plan (2003) provides Excursion Rail Guidelines (p. 24) which will be taken into consideration when staff reviews these requests.
- 5) Maintenance of Way
- a) To support the historic preservation of the Southern Pacific Railroad Placerville Branch, the engineering, construction and maintenance standards and criteria to be used, are based as closely as possible to the Southern Pacific Engineering Department Common Standards. Maintenance and safety criteria applicable to track are further defined by the minimum track safety criteria of the FRA and the applicable criteria of the CPUC. These standards for railroad signage, track construction and repair are on file with the Museum Administrator and are available upon request.
  - b) Projects
    - i) A track project on the SPTC is defined as a discrete activity that will make a change to the Track or its understructure. Before a Project is reviewed by the Museum Administrator, it must be approved by the Roadmaster.
    - ii) A Volunteer Project Information Sheet must be completed and submitted to the Museum Administrator, who will determine if it requires approval by the Parks Manager. The Project will be evaluated on the basis of:
      - (1) CEQA Compliance
      - (2) Impacts to other users
      - (3) Merit for the long term use and preservation of the track
  - c) Trail Crossings impact the track and its understructure. All trail crossing locations, design and materials must be approved by the Roadmaster in advance.
- 6) Damage to the SPTC – In the event of damage caused by natural disasters, such as fire or flood; or man-made damage such as vehicular damage, sections of the SPTC track may be closed. Access to investigate, evaluate, or repair the damage will only be made after due consideration by El Dorado County staff. A damage report will be submitted, and if considered a Volunteer project, the Volunteer Project Information Form (*see Appendix F*) will be submitted for review by staff.

7) Emergency Procedures

- a) In the case of a medical, fire or other life threatening emergency, call (530) 642-4911 (local emergency dispatcher) and report your location, including the closest cross street if on the tracks. The emergency must then be reported to the Yardmaster, MOW Foreman, or the person in charge.
  - b) Internal reporting procedures – Once the incident is being addressed by the appropriate emergency personnel, it must be reported to the Museum Administrator. If the Museum Administrator is not available, the incident must be reported to the Parks Manager. An Incident Report Form (see Appendix G) must be completed and turned into the Museum Administrator.
- 8) Vandalism
- a) All incidents of vandalism, theft or other criminal activity should be reported to the Sheriff's Department. This can be done at [www.edso.org](http://www.edso.org). The SPTC Corridor is regularly patrolled by the Sheriff's Department, and any suspicious activity can be reported to the deputies on duty.
  - b) Vandalism or disturbance of the facilities, track, trail, equipment, signage or other features on the SPTC will be prosecuted in accordance with California State Penal code Section 594.35.
  - c) Any person or entity in violation of this chapter shall be liable for restitution costs, including all, actual and incidental expenses of repairing damaged facilities and equipment and restoring damaged conditions.
- 9) General Restrictions and Prohibitions – See El Dorado County Park Ordinance (County Code 9.46)
- a) Firearms and alcohol are prohibited
  - b) Unauthorized use of rail-based personal recreational vehicles (i.e. rail bikes, etc.)
- 10) Amendments and Appeal
- a) Disagreements or concerns about any statements or requirements made in this document can be submitted to the Museum Administrator. If the Museum Administrator does not process the item satisfactorily, the Library Department Director, the Parks Division Manager, CAO Office, or other appropriate El Dorado County staff or elected official should be contacted.
  - b) Proposed changes to the Train Operation and Track Maintenance Plan may be made in writing to the Museum Administrator.
  - c) Implementation of a Fee Schedule applied to the use of the tracks, shall be made by Resolution of the Board of Supervisors
- 11) Noncompliance – If the requirements in this document are not followed, notification in writing will be made, with possible reporting to the El Dorado County Sheriff's Department, and a possible ban from the SPTC tracks for a length of time as determined by El Dorado County staff.
- 12) Statement of Non-discrimination – The County shall in no way deny access to the SPTC Track based on race, color, sex, national origin, ancestry or religion of any person or persons requested access to the SPTC Track.
- 13) Sources of Authority – The Management and Operation Rules and Guidelines for the SPTC Track is established consistent with provisions of the following statutes as applicable, including but not limited to:
- a) SPTC-JPA Reciprocal Understanding and Funding Agreement (RUFA) which gives El Dorado County the authority to manage the SPTC at <http://www.sptc-jpa.org/RUFA%20Agreement.pdf>
  - b) SPTC Masterplan (2003) at [http://edcgov.us/Government/Parks/SPTC/SPTC\\_Master\\_Plan.aspx](http://edcgov.us/Government/Parks/SPTC/SPTC_Master_Plan.aspx)
  - c) Parks and Trail Ordinance (9.46) at [http://edcgov.us/Government/Parks/Park\\_Ordinance.aspx](http://edcgov.us/Government/Parks/Park_Ordinance.aspx)

- d) California State Penal code Section 594.35 (Vandalism)
- e) El Dorado County Board of Supervisors Actions: Item # 16-0399; Item # 14-1211(v2); Item # 14-0748; Item # 13-0606(v4) and (v5) Item # 12-1184; Item # 10-1169(v3); Item # 09-1051
- f) Federal Railroad Administration (FRA): 49 U.S. Code § 103
- g) California Public Utilities Commission (CPUC) General Orders: <http://www.cpuc.ca.gov/rail/>

14) Appendix

- A. SPTC Map (with segments designated by the Board of Supervisors)
- B. Procedure for use of tracks
- C. El Dorado County Track Warrant Form and Procedures
- D. Access Acknowledgment Sample
- E. Proof of Insurance Sample with minimum requirements
- F. SPTC Volunteer Project Information Sheets and SPTC Volunteer Project Summary Sheet
- G. Accident/Incident/Safety Concerns Form

15) Definition of Terms

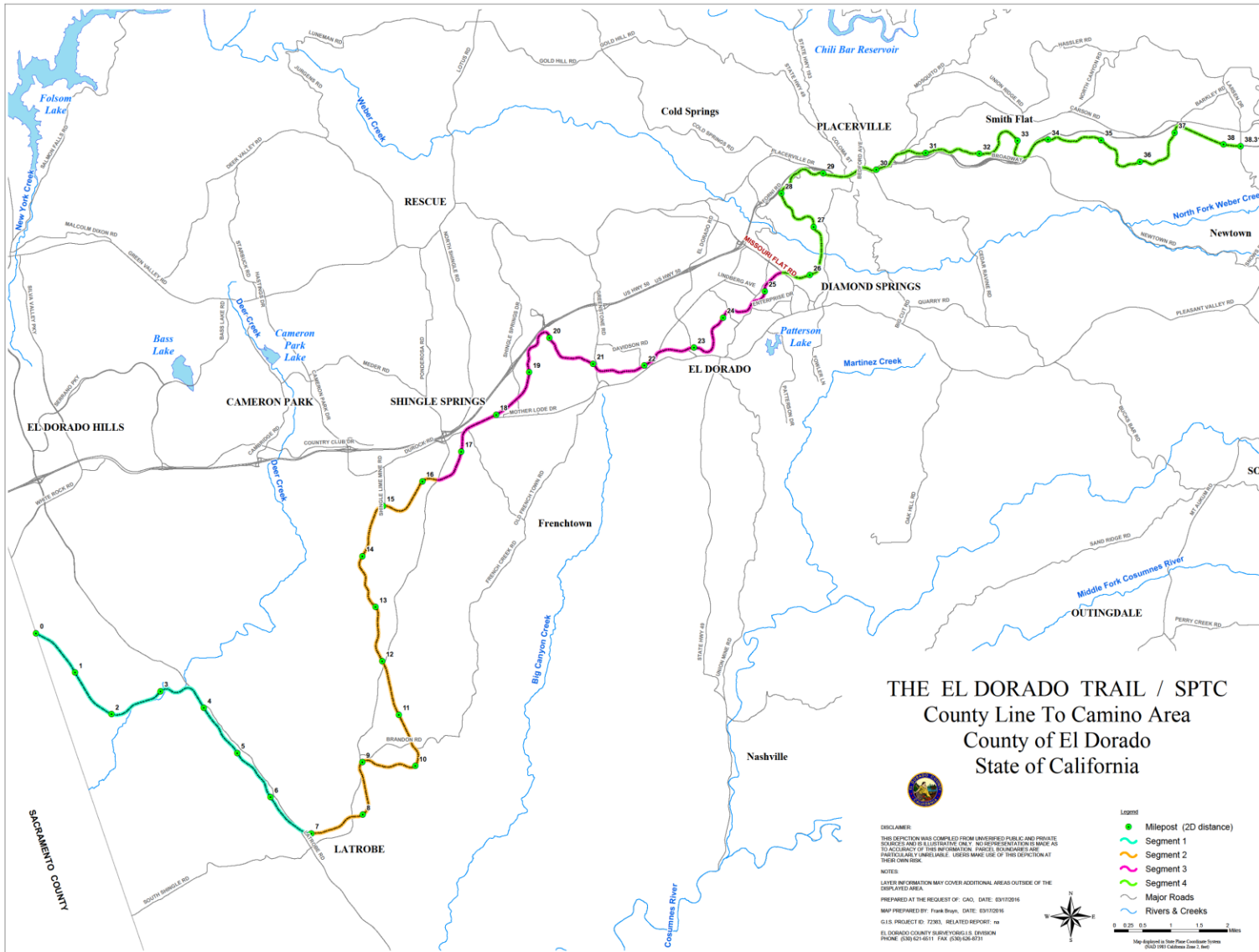
Access Acknowledgment	The form to be used to grant permission to be on the tracks for the purpose of performing work therein or other activities
Application to Use Track	Application for Park Facility Rental requiring an application fee, proof of insurance, a refundable deposit, and written outline of activity
At grade crossing	A place where a railroad and a road, or two railroad lines, cross at the same level. Signage and signals are regulated by the CPUC
Ballast	Gravel or coarse stone used to form the bed of a railroad track or road
Board	County of El Dorado Board of Supervisors, with administrative and management authority over the SPTC in El Dorado County
CPUC	California Public Utilities Commission has a regulatory responsibility to private and public railroad crossings, and requires a specific procedure for the registration and maintenance of these crossings
EDWR	El Dorado Western Railroad, a historical railroad program of the County Museum
EDWRF	El Dorado Western Railway Foundation, a non-profit organization supporting the County Museum's El Dorado Western Railroad
FRA	Federal Railroad Administration regulates railroads and railroad infrastructure for the safe movement of people and goods; rules and regulations are published in the Federal Register; full size train equipment carrying the public on the SPTC is regulated by the FRA; it also provides the guiding principles for the safe operation and maintenance using equipment unregulated by the FRA.
Gauge	Gauge refers to the distance between the rails – standard gauge is 4 ft 8 ½ inches; narrow gauge is 3 ft.
GCOR	A railroad's General Code of Operating Rules adopted and followed for all rail-based operations
Grade Crossing Signals	Electronic warning device used at public road crossing where there is no grade separation; made up of cross bucks, flashing lights, and gate to stop road traffic from crossing tracks when occupied by track-based equipment
Maintenance of Way	The upkeep and repair of a railroad's fixed property, such as Track and Bridges, generally extending 10 feet from the rail center line on both sides and 20 feet above.
MP aka Mile Post	Mileage demarcation used by the Southern Pacific Railroad to reference specific locations along the railroad tracks. MP 0 is in San Francisco.
Museum	The El Dorado County Historical Museum, a division of the Library Department, and given responsibility of the management of the tracks in SPTC in El Dorado County. <i>Mary Cory, Museum Administrator (4/10/2017)</i>
Parks Division	A division of the CAO Department and responsible for the management of the SPTC in El Dorado. <i>Vickie Sanders, Parks and Trails Manager (4/10/2017)</i>
Private Road crossing	Where a privately owned road, driveway, trail, or path crosses the railroad tracks "at grade" without separation; specific signage and signals are required for road-based vehicles, pedestrians and track-based users.
Proof of Insurance	Usually a Certificate of Insurance issued by the user's Insurance Company documenting the general liability coverage (not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage and a \$2,000,000 aggregate limit); the insurer will not cancel the insured's coverage without prior written notice; and includes an additional insured endorsement naming the County of El Dorado, its officers, officials, employees and volunteers.



Public Road crossing	Where a public road, street or highway crosses the railroad tracks “at grade” (without separation); specific signage and signals are required for road-based vehicles, pedestrians and track-based users.
Rail	A steel bar or continuous line of bars laid on the ground as one of a pair forming a railroad track. Paired sections of rail can be of different weights depending on its location and intended use.
Railroad	A system of railroad tracks with the trains, organization, and personnel required for its working.
Railroad Park	The El Dorado County Historical Railroad Park was approved by the Board of Supervisors in 2016, located on APN _____. This Park will provide recreational opportunities managed by the Parks Division, and the Railroad History Center managed by the County Museum.
Railroad Schedule	A publicly posted document for passengers and other users stating regular train arrival and departure information at particular locations.
Railroad Signs	Directed to operators of track-based equipment and railroad workers on the track giving instructions to stop, proceed, blow the whistle, and other instructions; see the General Code of Rules for specific signs and their purpose.
Right of Way	The right to make a way over a piece of land, and is a type of easement granted or reserved for transportation purposes. The SPTC Right of Way (ROW) can refer to the entire width of the corridor “fenceline to fenceline” or when applied to the track, refers to the area in proximity of the track and effected by rail-based movement.
Siding	Low speed track section branching from the main track which connects to the main line at both ends; found at railroad stations and the maintenance yard.
Special Event	A one-time activity, scheduled in advance at a specific location on the SPTC approved by County Parks or County Museum staff.
SPTC	Sacramento Placerville Transportation Corridor in El Dorado County and known historically as the Placerville Branch of the Southern Pacific Railroad
SPTC Project	A planned activity to repair, maintain or improve a specific location on the SPTC Corridor which has been approved by the County Parks Manager, defined in a Volunteer Project Sheet.
SPTC Users	Rail users (excursion trains, “speeder cars”, rail-based recreational vehicles), paved trail users (walkers, street bikers), and natural trail users (mountain bikers, equestrians)
SPTC-JPA	The owner of the SPTC; the joint powers authority was established to provide oversight to the SPTC in the jurisdictions of Rapid Transit, City of Folsom, County of Sacramento and County of El Dorado
Spur	Short track branching from the main track which reaches an end of line
Switch	A mechanical installation enabling trains to be guided from one track to another, such as at a junction or where a spur or siding branches off; it consists of “points”, “frog”, and “switchstand”. The switch must be positioned to the direction of rail movement.
Ties	One of the cross braces that support the rails on a railway track that is of a particular size and condition as defined by the FRA.
Timetable	Each railroad has its own Timetable for employees/volunteers with information necessary for operations, and includes Special Instructions.

Track	The structure consisting of the rails, fasteners, railroad ties and, plus the underlying subgrade. It enables trains to move by providing a dependable surface for their wheels to roll. Boundaries of "Track" are generally considered to extend 10 feet from center line on both sides and 20 feet above.
Track inspection	The practice of examining tracks for flaws and failures based on the minimum criteria identified by the FRA Track Safety Standards, Part 213 and requirements of the CPUC; an operation using rail-based vehicles to examine the track for debris, gauge issues, and other considerations prior to operating with the passengers.
Track Warrant	Any planned activity on or near the tracks must be authorized by the EDWR Dispatcher with the issuance of a Track Warrant, reserving the tracks for the stated use and duration at the specified location.
Trail crossing	Where a paved or natural trail crosses the tracks "at grade" (without separation); this can be a temporary crossing that is used by custom, or a permanent crossing regulated by the CPUC with required signage.
Trail Signs	Directed to trail users stating rules and regulations ( such as non-motorized vehicles, helmets required on children); and information (such as mile markers, location information)
Volunteer Project Sheet	Issued by the County Parks Manager, it is the written proposal for a project to be done by volunteers, with the purpose, location, material, method, necessary equipment and funding sources identified. The County Parks Manager will determine if the project complies with County requirements, consult with County Museum, determine if the SPTC-JPA should be informed, and issue the required approval before the project can proceed.

**APPENDIX A – Map of SPTC in El Dorado County with Segments**



## **APPENDIX B - Steps required for use of tracks in El Dorado County**

Individuals or groups may wish to access the tracks with rail based equipment on occasion, as part of an organized event or singly. In order to assure the highest safety for the rail operation as well as trail users, the following steps, in the order stated, need to be completed. Trained El Dorado Western Railroad personnel, or an authorized agent, must be on site when the rail based equipment is operated.

- 1) Request for Use made in writing to Museum Administrator, stating date and time, purpose, personnel and equipment by email at [mary.cory@edcgov.us](mailto:mary.cory@edcgov.us) or by U.S. Mail to”

Museum Administrator  
El Dorado County Historical Museum  
104 Placerville Dr.  
Placerville, CA 95567

- 2) Proof of adequate insurance as required by El Dorado County Risk Management must be provided before the request can be approved. (see Appendix E for sample Certificate of Insurance)
- 3) Review of the proposed equipment to be used on the tracks by the Museum Administrator or her designee
- 4) Demonstration of an adequate understanding of the Railroad’s Operating Safety Rules
- 5) Schedule the day and time on the tracks when El Dorado Western Railroad personnel are available to be on site
- 6) The Museum Administrator will issue an El Dorado County Access Acknowledgement for the specific location, day and purpose. This form needs to be signed and returned in advance.
- 7) Request a Track Warrant from the El Dorado Western Railroad Dispatcher: [gandydancer777@gmail.com](mailto:gandydancer777@gmail.com)

## APPENDIX C - El Dorado County Track Warrant Form and Procedures

The purpose of a Track Warrant is to increase the level of confidence for safety and efficiency when operating or working on the tracks. The El Dorado County Track Warrant is required for organized activities impacting the area on, between, or in close proximity of the track in El Dorado County (EDC.)

- Track Warrants are directed to the user (requestor) and must be transmitted and received in writing via email or on paper (see Track Warrant Form on page 14)
- Track Warrants are posted on <http://gem.edcgov.us/roadclosure/RoadsTrailsandParksStatus/> as public notification
- A completed copy of the Track Warrant must be in possession of the user  
The person named in the Track Warrant must be on the job site or right of way continuously during the hours of work or operation and the person named in the Track Warrant should notify the “all clear” to the Dispatcher when the work or operations are completed

### El Dorado County Track Warrant Procedure

1. Request a Track Warrant at least 48 hours in advance to the El Dorado Western Railroad (EDWR) Dispatcher, Ken Asmus (or other EDWR designee,) stating the purpose, exact location, date, and time.
2. The Dispatcher will issue the Track Warrant. Notice of the Track Warrant will be forwarded to the Parks Division staff to post on the County website.
3. Parties requiring an El Dorado County Track Warrant may include, but are not limited to EDWR, Placerville Sacramento Valley Railroad (PSVR), Pacific Gas & Electric (PG&E), Friends of the El Dorado Trail, El Dorado County Parks Division, Engineering Consultants, El Dorado County Department of Transportation.

An El Dorado County Track Warrant is necessary for:

- Any construction, maintenance or utilities work that is within 10' of the track, extends parallel to the track or passes under the track
- All Motorcar operations, which includes track inspection, public excursions, maintenance of way, training, or special events
- All Train operations and movement of full size railroad cars and locomotives
- Any trail construction or maintenance work using rail-based equipment.
- Standing Track Warrants - Standing Track Warrants are issued to the El Dorado Western Railroad for regularly scheduled work and operations. Current Standing Track Warrants are:
  - To Peter Schulze EDWR Roadmaster, on Wednesdays and Fridays from MP 137 (Shingle Springs) to MP 144.75 (Missouri Flat Rd) for Maintenance of Way work
  - To Nancy Harden EDWR Yardmaster, on Sundays from MP 137 (Shingle Springs) to MP144.75 (Missouri Flat Rd) for inspection and public operations

# EL DORADO WESTERN RAILROAD Track Warrant

NO. \_\_\_\_\_ 20\_\_\_\_

To: \_\_\_\_\_ At: \_\_\_\_\_

1. | | Track Warrant No. \_\_\_\_\_ is VOID.
2. | | Proceed From \_\_\_\_\_ To \_\_\_\_\_ On Main Track.
3. | | Work between \_\_\_\_\_ and \_\_\_\_\_ .
4. | | Not in effect until after arrival of \_\_\_\_\_ at \_\_\_\_\_ .
5. | | This authority expires at \_\_\_\_\_ .
6. | | Hold main track at last named point.
7. | | Clear main track at last named point.
8. | | Between \_\_\_\_\_ and \_\_\_\_\_ make all movements at restricted speed. Limits occupied by train, engines, men or machines.
9. | | Do not exceed \_\_\_\_ MPH between \_\_\_\_\_ and \_\_\_\_\_ .
10. | | Track Bulletins in Effect: \_\_\_\_\_ , \_\_\_\_\_ , \_\_\_\_\_ , \_\_\_\_\_ , \_\_\_\_\_ , \_\_\_\_\_ , \_\_\_\_\_ .
11. | | Other specific instructions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OK \_\_\_\_\_ M Dispatcher \_\_\_\_\_ .

Copied by \_\_\_\_\_ .

Limits reported clear at \_\_\_\_\_ M By \_\_\_\_\_ .

( Mark "X" in box for each item instructed. )

EDWRTH# for  
January 2019

**APPENDIX D**

**COUNTY OF EL DORADO  
ACCESS ACKNOWLEDGEMENT  
PROPERTY DESCRIPTION: Placerville Sacramento Transportation Corridor**

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The \_\_\_\_\_ (hereinafter referred to as "USER") whose mailing address is \_\_\_\_\_, has requested access for the USER on County-owned property described as the Sacramento-Placerville Transportation Corridor (SPTC) Right of Way from \_\_\_\_\_ to \_\_\_\_\_ for the purpose of \_\_\_\_\_ on the following date and time: \_\_\_\_\_.

An inspection run prior to the date and on the same property as described above is included, provided that the El Dorado County Track Warrant is requested at least 48 hours in advance.

USER certifies that all costs associated with the access and inspections are the USER's sole responsibility under the contract held with the Sacramento Placerville Transportation Corridor Joint Powers Authority (SPTC JPA).

USER shall indemnify and defend the County of El Dorado against and hold it harmless from any and all loss, damage and liability for damages, including attorneys' fees and other costs of defense incurred by the County, whether for damage to or loss of property, or injury to or death of person, including the property of the County and/or injury to or death of the County's officers, agents and employees, which shall in any way arise out of or be connected with the USERS activities at the aforementioned property.

USER has provided insurance certificates to the SPTC JPA.

USER agrees that any repairs required as a result from USER's access to the aforementioned property shall be at the USER's sole cost and expense.

USER hereby agrees that the aforementioned property shall not be used for the commission of any act which is prohibited by law, or for the commission of any crime.

USER is hereby authorized for \_\_\_\_\_ on the dates as stated above.

ACCEPTED & ACKNOWLEDGED:

By: \_\_\_\_\_  
(User)  
(Address)  
(Phone number)

Dated: \_\_\_\_\_

ENTERED INTO THIS \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

BY: \_\_\_\_\_

Mary Cory, Museum Administrator of the El Dorado County Historical Museum  
104 Placerville Dr.  
Placerville, CA 95667  
[Mary.cory@edcgov.us](mailto:Mary.cory@edcgov.us)  
(530) 621-5828

cc: Jeanne Amos, Library Director  
Vickie Sanders, Parks Manager



## APPENDIX E – Proof of Insurance Requirements

### **EXHIBIT "A" - GENERAL INSURANCE REQUIREMENTS**

(September 2012)

Contractor shall provide proof of a policy of insurance satisfactory to the County of El Dorado Risk Manager and documentation evidencing that Contractor maintains insurance that meets the following requirements:

Full Worker's Compensation and Employer's Liability Insurance covering all employees of Contractor as required by law in the State of California.

Commercial General Liability Insurance of not less than \$1,000,000.00 combined single limit per occurrence for bodily injury and property damage and a \$2,000,000.00 aggregate limit.

Automobile Liability Insurance of not less than \$1,000,000.00 is required in the event motor vehicles are used by the Contractor in the performance of the Agreement.

In the event Contractor is a licensed professional or professional consultant, and is performing professional services under this Agreement, professional liability is required with a limit of liability of not less than \$1,000,000.00 per occurrence.

Contractor shall furnish a certificate of insurance satisfactory to the County of El Dorado Risk Manager as evidence that the insurance required above is being maintained.

The insurance will be issued by an insurance company acceptable to Risk Management, or be provided through partial or total self-insurance likewise acceptable to Risk Management.

Contractor agrees that the insurance required above shall be in effect at all times during the term of this Agreement. In the event said insurance coverage expires at any time or times during the term of this Agreement, Contractor agrees to provide at least thirty (30) days prior to said expiration date, a new certificate of insurance evidencing insurance coverage as provided for herein for not less than the remainder of term of the Agreement, or for a period of not less than one (1) year. New certificates of insurance are subject to the approval of Risk Management and Contractor agrees that no work or services shall be performed prior to the giving of such approval. In the event the Contractor fails to keep in effect at all times insurance coverage as herein provided, County may, in addition to any other remedies it may have, terminate this Agreement upon the occurrence of such event.

The certificate of insurance must include the following provisions stating that:

1. The insurer will not cancel the insured's coverage without prior written notice to County, and;
2. The County of El Dorado, its officers, officials, employees and volunteers are included as additional insured on an additional insured endorsement, but only insofar as the operations under this Agreement are concerned. This provision shall apply to the general liability policy.

APPENDIX E – Proof of Insurance Sample Form

**ACORD** **CERTIFICATE OF LIABILITY INSURANCE** DATE  
03/15/2013

PRODUCER  INSURED	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES REFERRED TO.  INSURERS AFFORDING COVERAGE INSURER A: 38020 INSURER B: INSURER C: INSURER D: INSURER E:
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**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY PROMISE, TRANSFER OR ASSIGNMENT OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. ASSPECTIVE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR. LTR.	CODE	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE	POLICY EXPIRATION DATE	LIMITS
A	Y	GENERAL LIABILITY <input checked="" type="checkbox"/> Commercial General Liability <input type="checkbox"/> Claims made <input checked="" type="checkbox"/> Occur <input type="checkbox"/> Host Liquor Liability (See Aggregate Limit Applicable Per) <input checked="" type="checkbox"/> Policy <input type="checkbox"/> Product <input type="checkbox"/> Location <input type="checkbox"/> Premises Liquor Liability	2014701-000010	03/28/14	03/30/14	EACH OCCURRENCE INCLUDES BODILY INJURY & PROPERTY DAMAGE \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADVERTISING \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMMODITY \$ 1,000,000 DEDUCTIBLE \$ 1,000
		AUTOMOBILE LIABILITY <input type="checkbox"/> Any Auto <input type="checkbox"/> Owned Autos <input type="checkbox"/> Scheduled Autos <input type="checkbox"/> Hired Autos <input type="checkbox"/> Non-Owned Autos				OWNED AUTOMOBILE (Excl. Occ. Lim.) \$ NON-OWNED AUTOMOBILE LIABILITY (Per Auto) \$ HIRED AUTOMOBILE LIABILITY (Per Auto) \$ PROPERTY DAMAGE (Per Auto) \$ AUTO ONLY - BODILY INJURY \$ OTHER THAN AUTO ONLY \$ AGGREGATE \$
		UMBRELLA LIABILITY <input type="checkbox"/> Occur <input type="checkbox"/> Claims Made <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ DEDUCTIBLE \$ RETENTION \$
		WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETORS/INDEPENDENT OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				<input type="checkbox"/> WC STAT. LIM. <input type="checkbox"/> G/L PL. EACH ACCIDENT \$ EL. DISEASE - EMPLOYEE \$ EL. DISEASE - POLICY LIMIT \$
		OTHER				

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS  
 Certificate holder listed below is named as additional insured per attached CG 20 28 07 04.

<b>CERTIFICATE HOLDER</b> County of El Dorado 330 Fair Lane Macerilla, GA 95867	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE INSURED AFFORDING COVERAGE WILL BE AVOIDED 90 DAYS WITHOUT NOTICE TO THE CERTIFICATE HOLDER MAILED TO THE LEFT, 90-DAY NOTICE PERIOD SHALL APPLY TO THE EXTENT OF THE INSURED'S LIABILITY UPON THE INSURED, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE <i>Will Maddox</i>
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**APPENDIX F**

**COUNTY OF EL DORADO  
Parks Division, Chief Administrative Office**

VOLUNTEER PROJECT INFORMATION SHEET

Organization Name (if applicable):	
Project Supervisor:	
Date(s) project is scheduled:	
Project location:	
Description of work:	
Goals, Objectives & Expectations:	
Logistics (Supplies, Equipment, Tools)	
Source of Materials:	
Safety considerations:	
Approved by the Parks Division of the Chief Administrative Office:	Date:

**APPENDIX F**

**COUNTY OF EL DORADO  
Parks Division, Chief Administrative Office**

**VOLUNTEER PROJECT SUMMARY SHEET**

Provide a summary sheet for each project. Attach before and after photos.

Organization Name (if applicable):
Project Supervisor:
Date(s) project was completed:
Project location:
Description of work completed:
Describe how the work completed provided a fix or improvement:
Source of Materials :
Safety issues (if any):

**APPENDIX G**

**EL DORADO COUNTY HISTORICAL MUSEUM  
SPTC TRACK  
Incident/Accident Form and Reporting Safety Concerns**

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

Location of Incident/Concern: \_\_\_\_\_

Description of the Incident/Concern: \_\_\_\_\_

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Names of Witnesses and Contact Information: \_\_\_\_\_

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Why did the Incident/Accident Occur: \_\_\_\_\_

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What resulted, or could result from the Incident/Accident or Safety Concern: \_\_\_\_\_

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What do you recommend to prevent a recurrence? \_\_\_\_\_

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Reported by: \_\_\_\_\_ Date: \_\_\_\_\_