



Contractor Orientation Training

*Includes Elements of Roadway Worker Protection
Title 49 CFR Part 214, Subpart - C
Latest Revision: July 1, 2014*

The Iowa Interstate Railroad (IAIS) requires all personnel, who will be in the right of way, to participate in the IAIS Contractor Orientation Training Program. The 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 IAIS training contractor is **National Railroad Safety Services (NRSS)**. Your contact for scheduling, cancellations or questions is Adam Shepherd at Toll Free (877) 984-6777 or email: ashepherd@nrssinc.net.

The contractor orientation training session generally runs from 2 to 2-1/2 hours in duration and includes a 25-question multiple-choice exam. Only participants passing the examination will be permitted on the property. A qualification (photo) ID badge will be issued to each participant after the exam, indicating training date, expiration date; training is good for a period of twelve months. The issued badge must be worn at all times while working within the IAIS property. If any person on the property cannot produce a valid (photo) training badge, said person will not be allowed onto the property until a valid (photo) badge is produced.

Training Options:

1. Webinar – So long as all requirements can be met, this training can be conducted via the Internet. Requirements are as follows: Two way video and voice must be established of high enough quality (HD Preferred) that will allow the students to interact with the trainer. Up to 5 locations can be connected during the time of training. Your designated person will print the test, distribute, collect and fax/email back to the instructor for grading. A live review will be conducted with the students after the test.
2. Your facility (or you rent facility) – additional charges include trainer's travel time/mileage/hotel/Per Diem.
3. NRSS (Chicago) Training Facility, 1601 Bond Street, Suite 204 Naperville, IL 60563

Fee Schedule:

- 1 to 4 individuals = \$140.00.
- Each additional individual = \$35.00
- Maximum Class size in Chicago = 30
- Training hosted at your facility: \$70.00 per hour instructor(s) travel time, \$0.575 per mile (portal to portal) or current IRS rate, \$139.00 per night hotel stay, \$45.00 per day meal allowance, plus any miscellaneous expenses occurred at actual costs.
- Interpreter (Spanish) fee= quoted upon request.

Scheduling:

- Classes will be scheduled between the hours of 8:00am-4:00pm CST, Monday through Friday. After hours and/or Saturday classes can be scheduled for an additional fee.
- NRSS requires three-business days (72 hours) advanced notice for scheduling.

- Contractor must complete and return a training request form provided by NRSS prior to the training date.
- Scheduling is first come, first serve basis.
- If any participants require special accommodations, notify NRSS during scheduling.
- If participants require training/materials in Spanish and presented bilingual, make this request at the time of scheduling.
- Your contact for scheduling is:

Adam Shepherd

Toll Free: (877) 984-6777

Email: ashepherd@nrssinc.net

Additional Instructions:

- Cancellations must be made (via email) 24 hours in advance (weekday) prior to the scheduled training class.
- NRSS reserves the right to cancel for any reason (usually weather related) with no charge of to the client. Class will be rescheduled at the earliest opportunity.
- Photo badges will be mailed via FedEx Standard Ground Service within two business days of successful completion of the test.
- Payment must be made in full prior to or the same day of training. Cash, check, Visa and MasterCard is accepted. No badges will be issued until full payment is received.
- Returned/bounced check fee \$50.00. Replacement training badge fee = \$12.00 each.
- Expedited delivery service (FedEx) of badge(s) is available at an additional fee.
- Each participant must produce a valid photo ID prior to taking the training class.
- **Anyone failing to comply with the rules while in the right of way will be subject to removal and surrender the issued training badge.**

Unless otherwise requested, all training will be conducted in English.