

Work Plan Guidelines for Access-Only Permits

MTS requires all applicants and permit holders to submit a work plan with their permit application. The work plan should clearly describe the proposed work and identify any activities that could affect MTS property or operations.

The guidelines below outline what to include in your work plan. If you need information about trolley or bus schedules, or about non-operating hours at your project location, please reach out to mtsrow@sdmts.com.

1	Contractor Information: <i>Name, company, and address.</i>
2	Project Purpose: <i>A brief description of the overall project and its objectives.</i>
3	Project Location: <i>A detailed description of the work to be performed within the MTS right-of-way or property. Include the distance from the nearest track or other MTS facilities.</i>
4	Project Scope: <i>Description of work to be performed in the MTS right-of-way of property. Mention the distance from the tracks</i>
5	Means & Methods: <i>A step-by-step description of how the work will be performed, including materials, methods, and sequence of operations.</i>
6	Safety (RWP) Training and Flagging: <i>Specify whether Roadway Worker Protection (RWP) training and flagging will be needed. If any part of the work is within 15 feet of the tracks, RWP training and flagging protection are required. Information on obtaining RWP safety certification is available on the safety website.</i>
7	Power Shut-Down: <i>Specify if a power-down is needed for the proposed work. If equipment or crew members will be within 10' of the overhead catenary system, a power down is required.</i>
8	Equipment: <i>List all equipment that will be used within MTS property or right-of-way.</i>
9	Schedule: <i>Provide the proposed start date, duration, and working hours (e.g., day work, 7:00 a.m.–3:00 p.m., duration 5 days). Highlight specific days MTS right-of-way will be impacted.</i>
10	Subcontractors: <i>List the names and roles of all subcontractors involved in the work.</i>
11	Emergency Contacts <i>must include the following:</i> <ol style="list-style-type: none"> MTS Central Control- (619)595-4960 MTS Permit Coordinator- (619)557-4520 Onsite Supervisor Project Manager Safety Manager (if applicable)

