

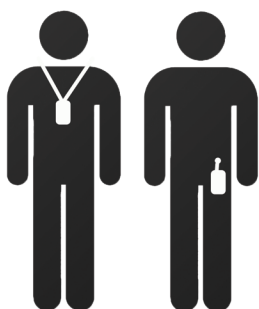


VIRGINIA RAILWAY EXPRESS

FACILITIES ACCESS

SUPERVISORS/PROJECT MANAGERS: THIS DOCUMENT SHOULD BE GIVEN TO ANY EMPLOYEE WHO WILL BE ISSUED AN ACCESS BADGE.

THIS PAGE IS INTENDED TO SERVE AS A GUIDE FOR THOSE ENTRUSTED WITH ACCESS TO VRE FACILITIES. PLEASE REMEMBER THAT PROPER CARE AND ATTENTION TO THE REQUIREMENTS OUTLINED HERE AS WELL AS IN VRE'S RULES TO LIVE BY ARE REQUIRED AS A CONDITION OF BEING GRANTED ACCESS TO OUR FACILITIES.



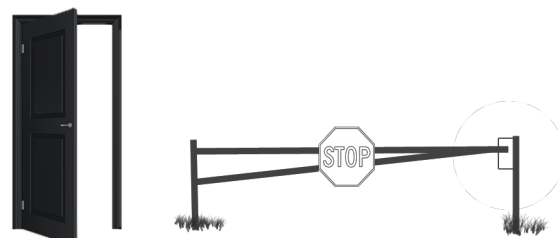
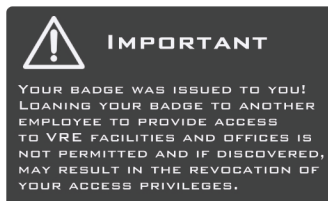
RULES TO LIVE BY 11.0.10

WEAR YOUR BADGE IN PLAIN SIGHT AT ALL TIMES WHILE ON VRE PROPERTY OR PERFORMING WORK FOR VRE AT FOREIGN FACILITIES.



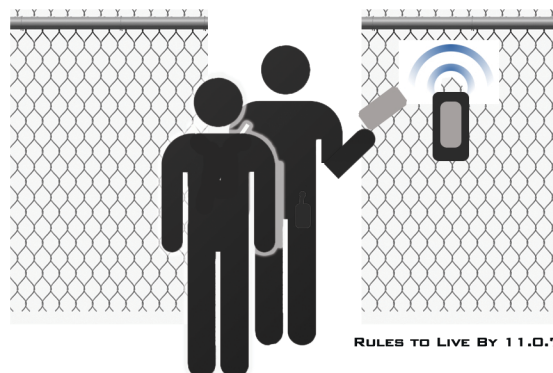
RULES TO LIVE BY 11.0.11

YOUR BADGE'S ACTIVATION OF THE CARD READER IS YOUR AUTHORITY TO ENTER SECURED AREAS. IF YOU MISPLACE YOUR BADGE, YOUR SUPERVISOR OR PROJECT MANAGER WILL BE REQUIRED TO VERBALLY AUTHORIZE YOUR ACCESS TO AREAS STAFFED BY SECURITY PERSONNEL.



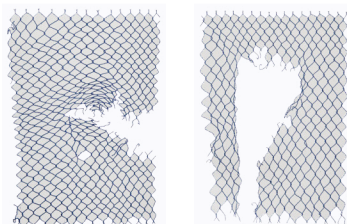
RULES TO LIVE BY 4.0.7 & 11.0.5

CLOSE, LATCH AND/OR LOCK ANY DOORS AND GATES BEHIND YOU WHILE ON PROPERTY WHEN YOUR WORK IS COMPLETE.



RULES TO LIVE BY 11.0.7

NO TAILGATING STOP AND SCAN YOUR BADGE AT MAIN PERIMETER ENTRY GATES WHEN ENTERING FACILITY, EVEN IF GATE IS OPEN. DO NOT CLOSELY FOLLOW ANOTHER BADGEHOLDER OR HIS/HER VEHICLE WHEN GATE OPENS FOR THEM.



RULES TO LIVE BY 11.0.6

REPORT BREAKS IN FENCING OR ANY SIGNS OF TAMPERING OR VANDALISM.



PROCEED

TO VRE'S WEBSITE TO DOWNLOAD THE RULES TO LIVE BY:
-RULE BOOK
-COMPANION FILM

YOUR SAFETY IS FIRST!

VRE.ORG/SAFETY/RINGS/CONTRACTORS.HTML



VIRGINIA RAILWAY EXPRESS

FACILITIES ACCESS

ACCESS BADGE REQUEST FORM

INSTRUCTIONS: COMPLETE THIS FORM AND SUBMIT TO YOUR VRE REPRESENTATIVE FOR PROCESSING. BADGES ARE TYPICALLY DELIVERED BY MAIL. PLEASE ALLOW AT TWO WEEKS FOR PRODUCTION.

<input type="checkbox"/> NEW FORM <input type="checkbox"/> FORM CHANGE	IS CHANGE DUE TO LOSS OR DAMAGE OF ACCESS BADGE? <input type="checkbox"/> YES <input type="checkbox"/> NO	APPLICANT HAS VIEWED RULES TO LIVE BY RULE BOOK AND VIDEO. SIGNED RECEIPT FORM (PAGE 2 RTLB) SUBMITTED TO VRE OR ATTACHED. (REQUIRED) <input type="checkbox"/> YES <input type="checkbox"/> NO
--	---	--

APPLICANT PORTION

EMPLOYEE CONTRACTOR STAKEHOLDER

EMPLOYER CORPORATE NAME: _____ JOB TITLE _____

NAME (BADGE HOLDER): L _____ F _____ MI _____

WORK ADDRESS: _____ CITY _____ STATE _____ ZIP _____

WORK PHONE: _____ WORK EMAIL: _____

HOME ADDRESS: _____ CITY _____ STATE _____ ZIP _____

SIGNATURE: _____ DATE _____

YOUR SIGNATURE AFFIRMS THAT YOU HAVE COMPLETELY READ AND UNDERSTAND THE RULES FOR CONDUCT OUTLINED IN VRE'S RULES TO LIVE BY AND AGREE TO STRICTLY ADHERE TO THE REQUIREMENTS WHICH WILL HELP OFFER A LAYER OF PERSONAL SAFETY TO YOU WHILE ON VRE PROPERTY. FURTHERMORE, YOU AGREE TO HOLD PRTC/NVTC (JOINTLY "VRE") AND ITS MEMBER JURISDICTIONS HARMLESS FROM ANY ISSUE OR INCIDENT THAT OCCURS ON VRE PROPERTY.

A CLEAR, UNEDITED PHOTOGRAPH OF THE HEAD AND SHOULDERS OF THE APPLICANT IS REQUIRED. DIGITAL PHOTOGRAPHY IS PREFERRED. EMAIL TO YOUR VRE REPRESENTATIVE FOR QUICKEST PROCESSING.

APPLICANT SUPERVISOR PORTION

(IF SELF-EMPLOYED, SKIP THIS PORTION)

APPLICANT SUPERVISOR'S NAME: L _____ F _____ MI _____

WORK ADDRESS: _____ CITY _____ STATE _____ ZIP _____

WORK PHONE: _____ WORK EMAIL: _____

SIGNATURE: _____ DATE _____

BACKGROUND SECURITY CHECK: Y N DATE ACQUIRED: _____ REFERENCE NO: _____

AGENCY NAME: _____

VRE PORTION

PERMISSIONS (CHECK ALL THAT APPLY)	FARE EXEMPT ENDORSEMENT <input type="checkbox"/>	HEAD END AUTHORITY <input type="checkbox"/>
HEADQUARTERS & OTHER <input type="checkbox"/> OFFICE 8:00AM-5:30PM <input type="checkbox"/> OFFICE 6:00AM-8:00PM LIMITED ACCESS <input type="checkbox"/> OFFICE SATURDAY ACCESS 7:00AM-8:00PM <input type="checkbox"/> OFFICE SUNDAY ACCESS 7:00AM-8:00PM <input type="checkbox"/> OFFICE 24-7 FULL ACCESS <input type="checkbox"/> OFFICE 24-7 LIMITED ACCESS <input type="checkbox"/> OFFICE 5:30AM-8:00PM LIMITED <input type="checkbox"/> OFFICE M-F 4:00AM-11:00PM <input type="checkbox"/> COMMUNICATIONS ROOM 4:00AM-11:00PM <input type="checkbox"/> COMMUNICATIONS ROOM 24-7 <input type="checkbox"/> STAFF ACCESS 4:00AM-10:00PM <input type="checkbox"/> SERVER ROOM (IT DEPARTMENT AUTH) <input type="checkbox"/> FREDERICKSBURG OFFICE S&B ACCESS <input type="checkbox"/> FREDERICKSBURG OFFICE CONTRACTOR <input type="checkbox"/> FREDERICKSBURG STAFF ACCESS <input type="checkbox"/> HOT SITE LIMITED	CROSSROADS <input type="checkbox"/> CROSSROADS 24-7 FULL ACCESS <input type="checkbox"/> CROSSROADS 24-7 LIMITED ACCESS <input type="checkbox"/> CROSSROADS MAIN GATE ONLY <input type="checkbox"/> CROSSROADS S&I ALL DOORS <input type="checkbox"/> CROSSROADS S&I MECH. ROOM ONLY <input type="checkbox"/> CROSSROADS S&I SUPERV. OFFICE ONLY <input type="checkbox"/> CROSSROADS WAREHOUSE ALL DOORS <input type="checkbox"/> CROSSROADS WAREHOUSE EXTERNAL DRs. <input type="checkbox"/> CROSSROADS WAREHOUSE INTERNAL DRs. <input type="checkbox"/> CROSSROADS WAREHOUSE KRSV STAFF <input type="checkbox"/> CROSSROADS WAREHOUSE VRE ACCESS	BROAD RUN <input type="checkbox"/> BROAD RUN 24-7 FULL/TURNSTILE ONLY <input type="checkbox"/> BROAD RUN FULL ACCESS W/GATE <input type="checkbox"/> BROAD RUN 24-7 LIMITED ACCESS W/GATE <input type="checkbox"/> BROAD RUN 24-7 LTD W/TURNSTILE ONLY <input type="checkbox"/> BROAD RUN GATE ONLY <input type="checkbox"/> BROAD RUN S&I ALL DOORS <input type="checkbox"/> BROAD RUN S&I MECH/COMPRESSOR ONLY <input type="checkbox"/> BROAD RUN S&I SUPV. OFFICE ONLY <input type="checkbox"/> BROAD RUN TURNSTILE ONLY

NAME OF VRE SPONSOR: L _____ F _____ DATE: _____

SIGNATURE OF VRE SPONSOR: _____ SAFETY & SECURITY REVIEW _____

SIGNATURE OF VRE SENIOR MANAGER: _____

BADGE NUMBER: _____ DELIVERY METHOD: MAIL HAND DELIVERY

IMPORTANT BADGES ISSUED REMAIN THE PROPERTY OF VIRGINIA RAILWAY EXPRESS (VRE) AND MUST BE SURRENDERED UPON REQUEST BY VRE MANAGEMENT OR WHEN THE ISSUÉE LEAVES ACTIVE VRE SERVICE, EITHER THROUGH RESIGNATION, CONTRACT CLOSEDOUT OR TERMINATION. LOST OR STOLEN BADGES MUST BE REPORTED TO YOUR VRE CONTACT IMMEDIATELY. THE PROVISION OF YOUR ACCESS ONTO VRE OWNED OR MANAGED PROPERTY IS CONTINGENT UPON YOUR ADHERENCE TO VRE'S RULES TO LIVE BY RULES AS WELL AS ANY APPLICABLE RAILROAD, LOCAL, STATE AND FEDERAL SAFETY AND OPERATING RULES. ISSUÉE HEREBY AGREES TO ACCESS VRE OWNED OR MANAGED PROPERTY AT THEIR OWN RISK AND HOLD VRE HARMLESS FOR INJURY OR INCIDENT.