



TRAINING PROGRAM GUIDE

Personal Track Safety

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PERSONAL TRACK SAFETY PROGRAM DETAILS

Metrolinx's commitment to deliver the largest rail expansion program in North America requires an innovative method of ensuring everyone responsible or involved with the growth of the network has the knowledge and skills to be safe in the railway.

To meet this need, Metrolinx developed the Personal Track Safety (PTS) training program. Launched in June 2020, the PTS program has trained over 24,000 employees and workers in the fundamentals of rail safety, track protection, and working in a commuter railway environment.

The Personal Track Safety (PTS) training program is comprised of:

1. Registering and attending a PTS training session.
2. Successfully completing the PTS knowledge assessment.
3. Receiving a PTS certification card.

PTS certification is valid for three years. You must recertify in PTS prior to the expiry date on your PTS certification card.

ATTENDANCE

Attendance to a PTS training session is mandatory. Individuals must complete the training session and validate their attendance with the Accredited Training Provider. Participants are also required to successfully pass the knowledge assessment to receive PTS certification.

TRAINING SESSION

Available PTS training session dates and times are predetermined by the Accredited Training Provider.

Specific details on how to register and attend the training session will be provided by the Accredited Training Provider.

Training Session Details:

- The duration of the training session is approximately six hours.
- There are breaks throughout the training session.
- There are discussions and/or knowledge checks throughout the training session.

KNOWLEDGE ASSESSMENT

IMPORTANT: Individuals must complete the training session before taking the PTS knowledge assessment.

Knowledge Assessment Details:

- There are a total of **50 questions**.
- The questions are **multiple choice** and **true or false** formats.
- The maximum duration to complete the knowledge assessment is **90-minutes**.
- The necessary passing rate for the knowledge assessment is **80%**.
- The knowledge assessment will be submitted to the Accredited Training Provider for grading.

If you do not pass the knowledge assessment, you have a maximum of two additional attempts to successfully pass the knowledge assessment.

If after two additional attempts of the knowledge assessment are unsuccessful, you are required to register and attend another training session before and taking the knowledge assessment again.

PERSONAL TRACK SAFETY CERTIFICATION CARD

Individuals who successfully complete the PTS training program will receive a Personal Track Safety certification card.

IMPORTANT: The PTS certification card must be presented before the start of every shift worked on Metrolinx property and work sites.

All workers accessing and working on Metrolinx's rail network must have a valid and accessible PTS certification card.

To ensure you have a Personal Track Safety certification card before being required to be on site, Metrolinx recommends that you proactively plan and complete the training program four weeks prior to your first work shift on Metrolinx property.

PTS RECERTIFICATION

PTS-certified individuals must recertify in PTS every three years.

IMPORTANT: You must recertify in PTS before the expiry of your PTS certification card.

Contact an Accredited Training Provider to complete the PTS training and knowledge assessment. Go to Metrolinx's [PTS website](#) for a list of Metrolinx-approved Accredited Training Providers.

PTS CERTIFICATION EXEMPTION

DELIVERY DRIVERS

Delivery Drivers who will not perform work on-site can access the rail corridor without a valid PTS certification card under a form of planned protection.

Requirements for Delivery Drivers to access the railway corridor:

- Delivery of materials/tools/equipment must be pre-planned in advance with the Protecting Foreman.
- The Constructor must be given 24 hours of notice.
- Resources must be arranged for the estimated delivery time and escorted by a Contractor-supplied competent signal person or Protecting Foreman.
- Delivery Drivers must attend a Job Briefing conducted by the Protecting Foreman.
- Delivery vehicles must be equipped with stationary or temporary beacons, in accordance with Metrolinx's Vehicle Beacon Safety Standards.
- Delivery vehicles must have appropriate signalling and adhere to traffic control and take precautions with electrical conductors.

PRE-QUALIFIED TRACK PROTECTION SERVICE PROVIDERS

This process is intended to allow Protecting Foremen with experience on Metrolinx's territory to test out of their initial PTS certification.

Protecting Foremen new to Metrolinx territory must follow the same process as other workers to obtain their PTS certification.

This exemption only applies to prequalified Track Protection Services. This group can receive PTS certification by completing the test portion of the program. To apply for the exemption to skip the training session, Protecting Foremen must:

- Be employed by a Metrolinx Prequalified Track Protection Services provider.
- Request a PTS certification exemption to the Accredited Training Provider.
- Submit a valid rules card as proof to the Accredited Training Provider.

Protecting Foremen are still required to carry their CROR card for verification of competence and qualification status.

Metrolinx Prequalified Track Protection Services providers:

- Siemens Mobility Limited
- A&B Rail Services Ltd.
- Cando Rail Services Ltd.
- OWS Railroad Construction & Maintenance Ltd.
- PNR RailWorks Inc.
- The Toronto Terminals Railway Co. Ltd.
- Black & McDonald Limited
- Platinum Track Services Inc.
- Accurate Railroad Construction Ltd.
- ONxpress Transportation Partners (ONxpress)

PTS RECERTIFICATION EXEMPTION

CROR-QUALIFIED WORKERS

As per Metrolinx General Bulletin No. 010-23, Canadian Rail Operating Rules (CROR)-qualified workers with an existing PTS certification card and who regularly perform rules-related duties in the Right of Way are granted an exemption from recertifying in PTS.

All CROR-qualified workers accessing and working on Metrolinx's rail network must continue to have an existing and accessible PTS certification card and a valid CROR card while on site.

OTHER EMPLOYEES AND WORKERS

For all non-CROR-qualified workers, you must recertify in PTS every three years.

Please see the table below to determine which path you fall under and next steps on PTS recertification:

Path 1	Path 2	Path 3	Path 4
CROR-qualified	CROR-certified	PTS-certified	No certifications/ qualifications
You: - Have a valid CROR card - Have an existing PTS card - Regularly perform CROR rules-related duties in the Right of Way (also known as Essential Duties under the Railway Safety Management System)	You: - Have a valid CROR card - Have an existing PTS card - Do not regularly perform CROR rules-related duties (also known as Essential Duties under the Railway Safety Management System)	You only have an existing PTS card.	You do not have an existing PTS card.
This means you are granted an exemption from recertifying in PTS. You must continue to carry your existing PTS card on Metrolinx territory.	This means you must recertify in PTS every three years prior to expiry of your PTS card to continue accessing/working on Metrolinx's rail corridor. To register for a training, please visit the PTS website.	This means you must recertify in PTS every three years prior to expiry of your PTS card to continue accessing/working on Metrolinx's rail corridor. To register for a training, please visit the PTS website.	This means you must acquire PTS certification before accessing/working on Metrolinx's rail corridor. This includes individuals who are CROR-certified and/or qualified for the first time. To register for a training, please visit the PTS website.