

# SCHEDULING AGENT PROCESS FLOW

PUBLIC AGENCIES

LICENSEES

PROGRAM GOALS

TRANSPARENCY • CHOICE • EFFICIENCY

Welcome to the **BNSF Scheduling Agent** program. This program facilitates coordination of third-party flagging services to **Project Sponsors**, as required to perform work on, over, under or adjacent to BNSF right-of-way. Wilson & Company serves as the authorized **Scheduling Agent** for the BNSF Railway.

## { DEFINITION }

**Project Sponsor:** May be a roadway authority, a state department of transportation, a local public agency, a public transit or passenger rail agency, or a contracted agent thereof (e.g. *contractor or consultant*).

## { REQUIREMENT }

A **Project Sponsor** shall have a documented arrangement or right of entry agreement with BNSF for entry to the right-of-way prior to scheduling a third-party flagging provider.

### STEP

# 1

## REQUEST

**PROJECT SPONSOR** submits the following to the **Scheduling Agent**: **NOTE:** Scan the QR Code to begin your request

- Contact information (*sponsor, contractor, etc.*)
- Project location (*city, state, BNSF milepost*)
- Nearest grade crossing street address
- Estimated number of flagging days
- Right-of-entry documentation
- Brief scope of work



### STEP

# 2

## CHOICE

**SCHEDULING AGENT** provides the following to the **Project Sponsor**:

- Availability and rates of approved third-party flagging service providers

**PROJECT SPONSOR** returns the following to the **Scheduling Agent**:

- Selection of third-party flagging service provider from available options

**NOTE:** Flagging provider selections must be received from the **Project Sponsor** within 48 hours to secure the third-party flagging schedule and avoid potential delays.

### STEP

# 3

## FLAGGING

**SCHEDULING AGENT** provides the following:

- Estimate of total field services cost for **Project Sponsors** acceptance
- Project start notification to **BNSF** and all stakeholders
- Collection of daily work reports during flagging activities

**NOTE:** Written acceptance of the field services cost estimate and notice to proceed is required to finalize the third-party flagging schedule and avoid potential delays.

### STEP

# 4

## PAYMENT

**SCHEDULING AGENT** submits the following to the **Project Sponsor**:

- Audit of daily work reports and reconciliation of third-party flagging charges
- Field activity closeout documentation
- Invoicing for payment upon flagging activity completion (*monthly for longer durations*)

## CONSIDERATIONS

- **Project Sponsors** are encouraged to coordinate annual programmatic field activities (e.g. *maintenance, inspections, etc.*) with the **Scheduling Agent** to reduce field services costs and increase scheduling efficiency.
- Due to variations in availability, it is recommended to request flagging needs 30 days in advance.

NEED MORE HELP ?

[BNSFScheduling@wilsonco.com](mailto:BNSFScheduling@wilsonco.com)

**WILSON  
& COMPANY**  
HIGHER RELATIONSHIPS