

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 **Licensees**, 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 }

Licensee: May be a non-public entity, individual, utility operator, or a contracted agent thereof (e.g. contractor or consultant).

{ REQUIREMENT }

A **Licensee** 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

LICENSEE submits the following to the Scheduling Agent:

- Contact information (licensee, contractor, etc.)
- Project location (city, state, BNSF milepost)
- Nearest grade crossing street address

NOTE: Scan the QR Code to begin your request

- Estimated number of flagging days
- Right-of-entry documentation
- Brief scope of work



STEP

2

CHOICE

SCHEDULING AGENT provides the following to the Licensee:

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

LICENSEE 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 **Licensee** within 48 hours to secure the third-party flagging schedule and avoid potential delays.

STEP

3

PAYMENT

SCHEDULING AGENT provides the following:

- Invoice of field services cost for **Licensee** payment
- Project start notification to **BNSF** and all stakeholders
- Collection of daily work reports during flagging activities

NOTE: Payment of the field services invoice is required to finalize the third-party flagging schedule and avoid potential delays.

STEP

4

FLAGGING

SCHEDULING AGENT submits the following to the Licensee:

- Collection of daily work reports during flagging activities
- Audit of daily work reports and reconciliation of third-party flagging charges for invoicing closeout
- Field activity closeout documentation

CONSIDERATIONS

- Request flagging needs 30 days in advance.
- Visit: www.wilsonco.com/railroad-field-services for more information.