



Scheduling Agent

SCHEDULING AGENT SERVICES PROVIDED

Field Services Coordination:

- 🚂 Document sponsor has appropriate right-of-entry for BNSF property
- 🚂 Coordinate necessary field services required for work being performed on BNSF property
- 🚂 Provide options to sponsor for third-party flagging schedules and pricing
- 🚂 Provide schedules and pricing for utility inspection coordination
- 🚂 Uphold requirements set forth by BNSF Guidelines and BNSF Utility Accommodation Policy
- 🚂 Provide one-point contact for required field services

Project Scheduling:

- 🚂 Coordinate with sponsor during field services
- 🚂 Submit and verify proper invoicing and payment for all field services
- 🚂 Review daily work reports for confirmation of services being rendered
- 🚂 Reconciliate all charges and efforts for final invoicing
- 🚂 Process all payments to field services and vendors
- 🚂 Issue refunds when overpayment has been made by sponsor
- 🚂 Project close out and communication to BNSF personnel

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