

STATE MAINTAINED ROAD / RAILROAD CROSSING CLOSURE PROCEDURES

1. Possible state-maintained road crossing closures will be identified by the Railroad and the Department of Transportation. Division of Highways (DOH) Division and District Engineers will work with the Rail Division and local governments to identify and evaluate unsafe and / or redundant crossings for elimination. Crossings identified by the Railroad will be submitted through the Rail Division. The closure request will contain the following:

- ◆ *Railroad Name*
- ◆ *County Location*
- ◆ *Municipal Location*
- ◆ *AAR Crossing Number*
- ◆ *Railroad Milepost*
- ◆ *State Maintained Road Number and / or Name*
- ◆ *Existing Protection at the Crossing*

2. The DOH Chief Engineer for Operations will review crossing closure requests submitted by the Railroad and the Rail Division. If warranted, the appropriate DOH Division Engineer will be asked to investigate the request and make a recommendation to the Chief Engineer. Impacts on the area, such as emergency access will be among the factors considered. Safety for both highway and railroad traffic will be placed before public convenience considerations in such evaluations. DOH staff conducting field investigations will utilize the criteria and worksheets contained within the "Rail-Highway Grade Crossing Consolidation Process." Improvement of alternate routes that would enable closure will also be studied.

3. The DOH Citizen Participation Unit will determine the appropriate means of public participation and provide opportunity for citizen input. Railroad representatives will participate in this process and attend public forums.

4. The appropriate Board of Transportation member and Rail Council member will be notified of the results of the investigation and public participation process.

5. A Crossing Consolidation Committee consisting of the Assistant Secretary for Secondary Roads for Economic Development, the State Highway Administrator, the Rail Division Director, and the Chief Engineer for Operations (or their designated representatives) will review the proposed closure and make a final recommendation to the Board of Transportation for its consideration.

6. The Rail Division will give notice to the appropriate governing body and local media outlets and direct the Railroad to close or remove the crossing within 60 days. The Railroad will coordinate the removal of the crossing with the local DOH District or Division Engineer. The Railroad shall bear full costs of this action and erect barricades in accordance with the Manual on Uniform Traffic Control Devices. The DOH Division or District Engineer will inspect closure location and notify the DOH Traffic Engineering Branch and the Rail Division that the closure process is complete and satisfactory.

7. The Rail Division will notify the Federal Railroad Administration and the Utilities Commission of closure and update the crossing inventory.

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