ROAD AUTHORITY CROSSING INFORMATION SHARING FORM

in accordance with Transport Canada's ***Grade Crossings Regulations***

This form may be used by the Road Authority when sharing information with a Railway for the purpose of complying with Sections 12 to 18 of the ***Grade Crossings Regulations*** (GCR). The *Road Authority Crossing Information Sharing Form Job Aid* can be referenced to complete the forms.

COVER FORM

SECTION 1 – GENERAL	
1. Road Authority	2. Date of Submission (yyyy-mm-dd)
3. Road Authority Contact Information	
Title (Optional)	Name
Address	
Email	Telephone number (999-999-9999)
Additional Road Authority Contact Information (in case of emergency)	
Title (Optional)	Name
Address	
Email	Telephone number (999-999-9999)
4. Railway Company	

CROSSING FORM

Crossing Number _____ of _____

SECTION 2 – GRADE CROSSING LOCATION

At least two(2) of the four(4) fields must be completed to identify the grade crossing location

5. Railway Subdivision and mileage

6. Latitude and Longitude

7. Roadway Name

8. City or Town Name

SECTION 3 – REASON(S) FOR SHARING INFORMATION WITH THE RAILWAY (select all that apply and provide details below)

☐ 9. Information must be shared for existing public grade crossings no later than two years of the GCR coming into force. (i.e. by November 27, 2016) Ref. (GCR 12.(3))

☐ 10. Receipt of a notice from a railway company, under Section 3 of the ***Notice of Railway Works Regulations***. Ref. (GCR 12.(2))

☐ 11. A change in the design vehicle and the sightlines at the grade crossing, which must meet the requirements in Section 20 of the GCR. Ref. (GCR 13 GCR 28.(c))

☐ 12. An increase in the design speed of the road crossing, which will result in a change to the road approach's classification as set out in column B of the Table 10-2 of the ***Grade Crossings Standards*** (GCS). Ref. (GCR 13 GCR 28.(d))

☐ 13. The location, gradient or crossing angle of a grade crossing has changed, and Articles 6 and 11 of the GCS must be applied in a manner that improves the overall safety of the grade crossing. Ref. (GCR 13 GCR 88.(1))

☐ 14. An increase of the absolute gradient of a road approach to an existing grade crossing which meets the standards set out in Article 6.3 of the GCS. Ref. (GCR 13 GCR 88.(2))

☐ 15.The number or width of traffic lanes of a road approach increases, or a shoulder is added or a shoulder's width is increased. The grade crossing must meet the standards set out in Articles 5.1 and 6.4 of the GCS. Ref. (GCR 13 GCR 89)

☐ 16. A traffic signal is installed at a grade crossing that corresponds to the specifications set out in Article 19.1 of the GCS, the warning system must be interconnected with the traffic signal, and the interconnection must meet the standards set out in Articles 19.2 to 19.4 of the GCS. Ref. (GCR 13 GCR 90)

☐ 17. A change in the design vehicle, which has resulted in a change to the period of time that the warning system must operate, before railway equipment reaches the crossing surface and therefore must meet the standards set out in Article 16.1 of the GCS. Ref. (GCR 13 GCR 91)

Details with respect to the change(s) selected:

SECTION 4 – NOTIFICATION OF OTHER CHANGES (select all that apply and provide details below)

☐ 18. An increase in the road crossing design speed at a public grade crossing. (If this change is selected, the following fields in this form must be completed: SECTION 2, SECTION 5 [26] and SECTION 6 [30 & 32].) Ref. (GCR 14)

☐ 19. An interconnected traffic signal referred to in Article 19 of the GCS, or a Prepare to Stop at Railway Crossing sign, is installed or is changed at a public grade crossing. (If this change is selected, the following fields in this form must be completed: SECTION 2, SECTION 6 [33] and SECTION 7 [34].) Ref. (GCR 15)

☐ 20. If a road at a public grade crossing is transferred from one road authority to another, the information below must be provided. Ref. (GCR 17)

Contact Information

Name	Title	
Road Authority Name	Telephone number (999-999-9999)	Date of Transfer (yyyy-mm-dd)

Canada

Contact Information (continued)

Address

Email

Details with respect to the change(s) selected:

SECTION 5 – RAILWAY CROSSING DETAILS

21. Total Number of Traffic Lanes	22. Annual Average Daily Traffic (AADT)	23. Grade Crossing Angle (degree)

24. Existing Lane Width (metre)

Approach 1		Approach 2	
Orientation / Direction	Lane Width (m)	Orientation / Direction	Lane Width (m)

25. Road Approach Information

Column A	Column B	Column C
☐ Rural	☐ Local	☐ Divided
☐ Urban	☐ Collector	☐ Not Divided
	☐ Arterial	
	☐ Expressway	
	☐ Freeway	

26. Average Approach Gradient

Approach 1		Approach 2	
Orientation / Direction	Gradient (percentage)	Orientation / Direction	Gradient (percentage)

27. Existing Shoulder Width

Approach 1		Approach 2	
Orientation / Direction	Shoulder Width (m)	Orientation / Direction	Shoulder Width (m)

28. Path or Sidewalk

◯ Yes ☐ If yes, designated for persons using assistive devices ◯ No

SECTION 6 – CROSSING USER DETAILS

29. Design Vehicle	30. Road Crossing Design Speed (km/h)	
	Approach 1	Approach 2

31. Departure Time (Sec)		32. Stopping Sight Distance (SSD)		33. Advanced Activation Time (sec)	
Approach 1	Approach 2	Approach 1	Approach 2	Approach 1	Approach 2

SECTION 7 – INTERCONNECTED DEVICES

34. Interconnection Time ◯ Yes if Yes, Time (sec): _____ ◯ No Interconnection at Crossing

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JOB AID – ROAD AUTHORITY CROSSING INFORMATION SHARING FORM

This Job Aid is to be used as a reference document when completing the ROAD AUTHORITY CROSSING INFORMATION SHARING FORM.

Road Authorities are required to share safety-related information with the Railways for all federally-regulated crossings in their jurisdiction by November 28th, 2016.

Additionally, it is the Road Authority's responsibility to provide notification of changes and share specific information related to these changes with the Railways in accordance with the requirements of the ***Grade Crossings Regulations***.

The sharing of information will foster collaboration between the Road Authorities and Railway companies responsible for the safety at grade crossings. The ROAD AUTHORITY CROSSING INFORMATION SHARING FORM may be used by the Road Authority to share information or to provide notification of changes concerning construction and operations.

Once completed, the form should be sent to the appropriate Railway Company within the required timeframe indicated in the ***Grade Crossings Regulations***. A courtesy copy may be sent to Transport Canada Rail Safety for information.

Mailing Address:
Transport Canada
Rail Safety Directorate
Mailstop: ASR
427 Laurier Street West,
Ottawa, Ontario, K1A 0N5

Email: RailSafety@tc.gc.ca

Fax: 613-990-7767

COVER FORM

To be completed and used as a general cover page to which all Crossing Forms (page 2, 3 & 4) associated with the same Railway can be attached.

SECTION 1 – GENERAL

General information to be completed by the Road Authority. All fields must be completed.

1. Road Authority: Full name of the Road Authority responsible for the maintenance and/or construction within the road approaches of the grade crossing.
2. Date of Submission: Date on which the form is sent. All information provided must be updated to reflect the actual conditions of the crossing on the date of submission.
3. Road Authority Contact Information:
    - Name: Full name of the individual responsible for completing the form.
    - Email: Email for the individual responsible for completing the form.
    - Telephone: Telephone number for the individual responsible for completing the form.
    - Address: Road Authority address for the individual responsible for completing the form.

Note: The ***Grade Crossings Regulations*** (GCR) require that contact information be provided for the purposes of information sharing (Section 12), planning maintenance (Section 102) and emergency notification (Section 103). While only one contact is required, Road Authorities may wish to provide one contact for information sharing and planning and a separate contact for emergency notifications in the additional field provided.

4. Railway Company: Name of appropriate Railway Company being notified.

SECTION 2 – GRADE CROSSING LOCATION

At least two [2] of the four [4] fields should be completed to identify the grade crossing location.

5. Railway Subdivision & Mileage: Full name of railway subdivision and railway mileage point rounded to two [2] decimal places used to identify the location of the crossing within the Railway's network. *Example: Mile 102.91 Parry Sound Subdivision*
6. Latitude & Longitude: Latitude and longitude coordinates, in degrees to 4 decimal points, identifying the centre point of the crossing. The centre point can be defined as the intersection between the centreline axis of the railway tracks and the centreline axis of the roadway.
7. Roadway Name: Full name representing the most updated and commonly known road name. Typically the road name printed on the corresponding street sign. If a concession reference exists, this can also be provided. *Example: Murphy Road also-known-as (a.k.a.) County Road 21*
8. City or Town Name: Full name representing the City or Town in which the crossing is situated. Should the crossing not be situated in a City or Town, the common name of the Township, Village, or Hamlet can be entered.

SECTION 3 – REASON(S) FOR SHARING INFORMATION WITH THE RAILWAY

This section should be completed to identify the reason(s) the corresponding information in SECTIONS 5, 6 & 7 of the Crossing Forms is being shared with the Railway. Check all that apply and include all relevant details in the fields provided.

Note: If any of the changes from ([10] *to* [17]) are selected, notification in writing of the change(s) must be provided to the Railway no later than 60 days before the day on which the change begins.

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SECTION 4 – NOTIFICATION OF OTHER CHANGES

This section should be completed to identify any changes that concern a public grade crossing which must be shared with the Railway in accordance with the requirements of Sections 14 to 18 of the GCR. Include all relevant details of the change(s) in the fields provided.

18. *Increase in the road crossing design speed:* When there is an increase in the road crossing design speed at a public grade crossing, the precise location of the grade crossing, the new road crossing design speed, the stopping sight distance and the average approach gradient must be indicated in the form. Fields which must be completed when there is an increase in the road crossing design speed include SECTION 2, SECTION 5 [26] and SECTION 6 [30 & 32] in the Crossing Forms.

Notice of this change, along with the required information must be given to the Railway in writing not later than 60 days before the day on which the increase takes effect.

19. *Installation (or change) of an Interconnected Traffic Signal or a Prepare to Stop at Railway Crossing sign:* When an interconnected traffic signal referred to in article 19 of the ***Grade Crossings Standards*** (GCS), or a prepare to stop at railway crossing sign is installed or changed, the precise location of the grade crossing must be indicated in the form as well as the activation time and the interconnection time. Fields which must be completed for these changes include SECTION 2, SECTION 6 [33] and SECTION 7 [34] in the Crossing Forms.

Notice of this change, along with the required information must be given to the Railway in writing not later than 60 days before the day on which the increase takes effect.

20. *Transfer of a road at a public grade crossing:* When a road at a public grade crossing is transferred from one Road Authority to another, the Road Authority to which the road is transferred must, within seven [7] days after the day on which the transfer takes effect, provide the Road Authority name, address, telephone number and email address of a contact person to the Railway.

SECTION 5 – RAILWAY CROSSING DETAILS

Information specific to the crossing to be completed by the Road Authority.

21. Total Number of Traffic Lanes: The total number of existing lanes traversing the crossing (i.e. total number of lanes in both directions at the crossing).

22. Annual Average Daily Traffic (AADT): The total number of motor vehicles that cross a grade crossing in a year divided by the number of days in that year.

23. Grade Crossing Angle: Angle, in degrees, measured starting from the centreline axis of the railway tracks to the centreline axis of the roadway. See Appendix A, Figure 2. If there are multiple tracks at the crossing, the most acute (smallest) angle measured from the approaches would be reported for the purpose of the information sharing requirements.

24. Existing Lane Width: Existing lane width, in metres, of travelled lane measured from the outside lane edges. Appendix A, Figure 1(K).

25. Roadway Approach Information: To complete this field, refer to the specifications set out in columns A, B and C of Table 10-2 (Road Design Specifications) of the ***GCS*** to which the road approach corresponds, taking into account the characteristics set out for rural roads in Table 10-3 of the ***GCS***, or the characteristics set out for urban roads in Table 10-4 of the ***GCS***. (These Tables can be found at http://www.tc.gc.ca/eng/railsafety/grade-crossings-standards-318.htm)

26. Average Approach Gradient: Average slope (in percentage) of each corresponding road approach. The `road approach' means the part of the road, other than the crossing surface, that lies between the point that marks the start of the stopping sight distance and the point that marks the front of the design vehicle when it is past the Clearance Point. The Clearance Point is shown in Appendix A Figure 3. The approach gradient for a road approach is always measured in the same direction approaching the crossing from the start of the stopping sight distance. A positive (+) slope represents an ascending slope and a negative (-) slope represents a descending slope.

    - Approach 1 – Indicate the appropriate orientation / direction of traffic approach (i.e. Northbound (NB) or other) and the corresponding road approach gradient in the field provided.
    - Approach 2 – Indicate the appropriate orientation / direction of traffic approach (i.e. Westbound (WB) or other) and the corresponding road approach gradient in the field provided.

27. Existing Shoulder Width: Average existing shoulder width, in meters, measured from the outside lane edge to the outside edge of shoulder. If no shoulder exists, the field can be left blank. See Appendix A, Figure 1(L).

    - Approach 1 – Indicate the appropriate orientation / direction of traffic approach (i.e. Northbound (NB) or other) and the corresponding shoulder width in the fields provided.
    - Approach 2 – Indicate the appropriate orientation / direction of traffic approach (i.e. Westbound (WB) or other) and the corresponding shoulder width in the fields provided.

28. Path or Sidewalk: Select whether or not a path and/or sidewalk exists, and whether it is designated for persons using assistive devices.

SECTION 6 – CROSSING USER DEATAILS

Information specific to the crossing to be completed by the Road Authority.

29. Design Vehicle: Establish what design vehicle is used for the road crossing. The design vehicle must correspond to one of the vehicles shown in Figures 1.2.4.1 to 1.2.4.11 of the Geometric Design Guide for Canadian Roads, published by the Transportation Association of Canada (September 1999), and the amendment dated January 2002. If you do not have access to this document, you may consult Table 1 of the Guide for Determining Minimum Sightlines at Grade Crossings: A Guide for Road Authorities and Railway Companies at the following site: http://www.tc.gc.ca/eng/railsafety/railsafety-978.html#toc14

30. Road Crossing Design Speed:

    (a) in the case of a new grade crossing, the motor vehicle's speed used in the design of the grade crossing; or

    (b) in the case of an existing grade crossing, the motor vehicle's speed that corresponds to the current design of the grade crossing.

31. Departure Time: Departure time of the Design Vehicle, based on the accepted Design Vehicle, in seconds, as calculated by Article 10.3 of the GCS. Please note that the gradient (one per approach) used in the calculation of the Departure Time is the average gradient over the Vehicle Travel Distance. The Vehicle Travel Distance is the distance from the rear of the design vehicle at the stopped position to the point that marks the front of the design vehicle when it is past the Clearance Point.

32. Stopping Sight Distance (SSD): The distance calculated in accordance with Article 7.2 of the GCS (which can be found at http://www.tc.gc.ca/eng/railsafety/grade-crossings-standards-321.htm).

33. Advanced Activation Time: The time calculated for a Prepare to Stop at Railway Crossing, in accordance with Article 18.2 of the GCS (which can be found at http://www.tc.gc.ca/eng/railsafety/grade-crossings-standards-310.htm).

SECTION 7 – INTERCONNECTED DEVICES

Information specific to the crossing to be completed by the Road Authority.

34. Interconnection Time: Select whether or not a warning system interconnected with nearby traffic signals exists at the crossing location. If `yes', the interconnection time' must be provided, meaning the time for vehicles to clear the grade crossing before the arrival of railway equipment at the crossing surface in seconds.

APPENDIX A

FIGURE 1 – GRADE CROSSING DETAILS

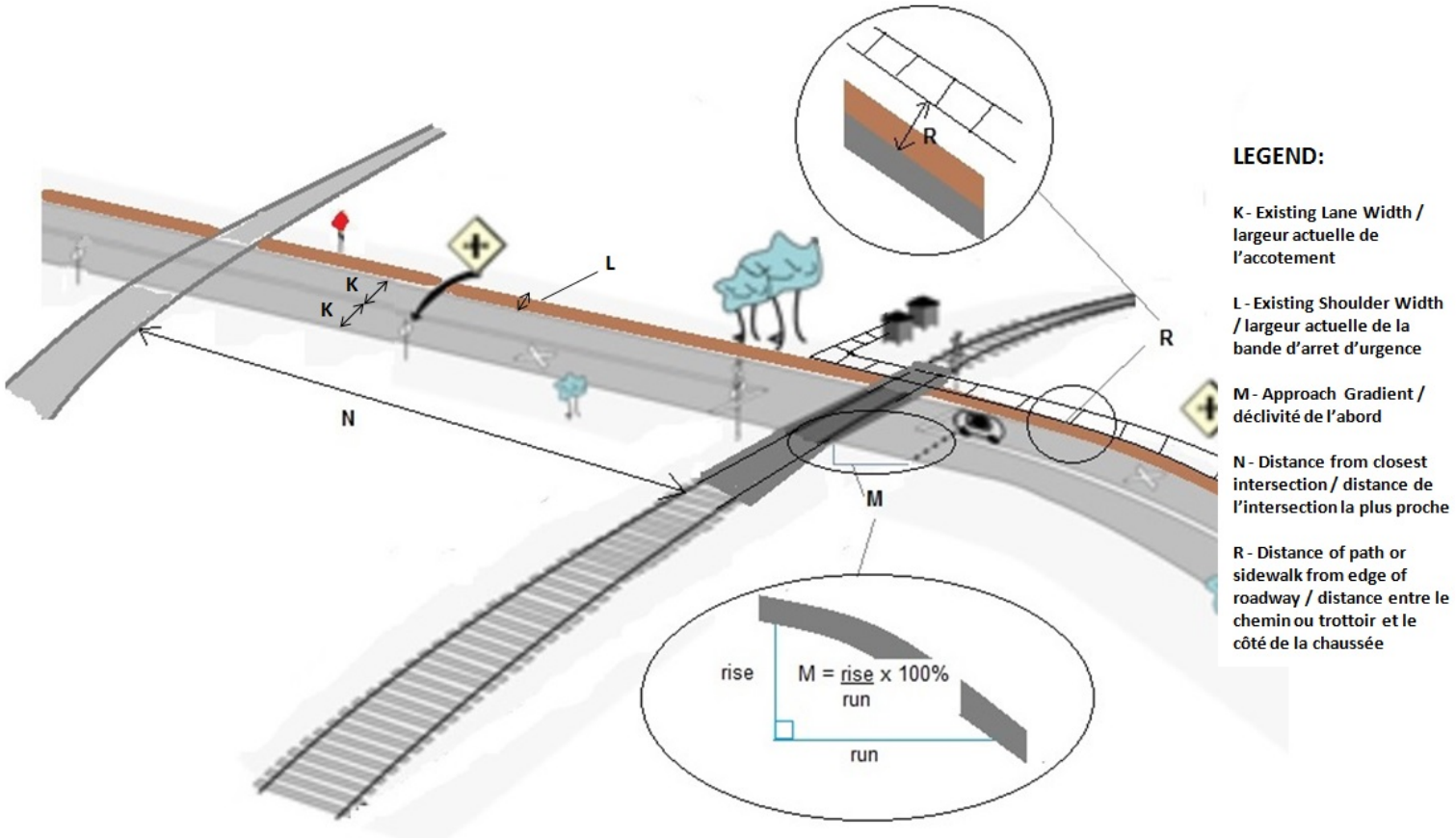


FIGURE 2 – GRADE CROSSING ANGLE

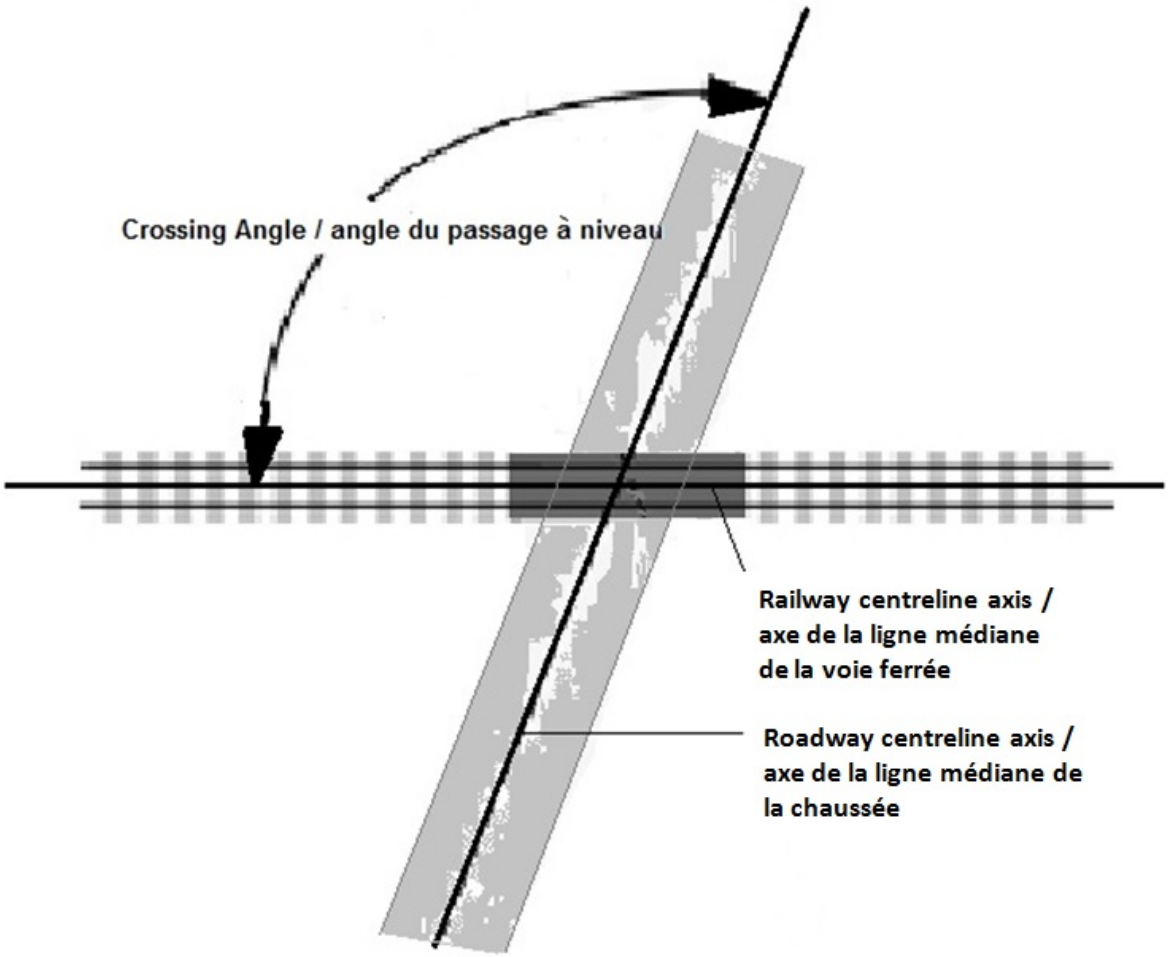
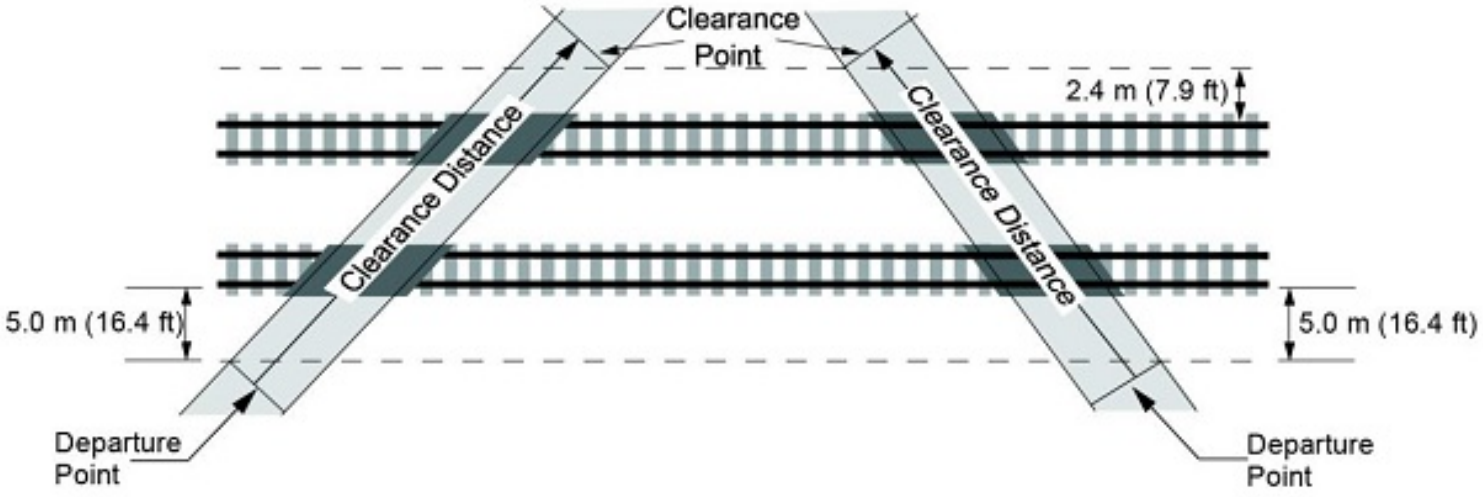


FIGURE 3 – GRADE CROSSING CLEARANCE POINT



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