

DUS Bus Facility Permit

Complete all fields that are in **Blue** (and have asterisks)

* Company Representing:		
* Person Submitting Request:		
* Contact Person:		* Email:
* Contact Information:	* Phone:	* Fax:
* RTD Contact Person:		* Email:
* Contact Info:	* Phone:	* Fax:
Dates of Access:	* Requested From:	* To:
Time Period (military time)	* Requested From:	* To:
* Description of Work:		
* Location:		
* Equipment On Site:		

Right of Way Access Rules:

1. A copy of this completed access permit must accompany the work crew on each work site.
2. All personnel must wear closed-toe footwear at all times. Must wear reflective vests if work is being conducted in the bus lanes. Contractors must follow their safety program and comply with all OSHA requirements.
3. Permittee must check in and out with RTD security prior to entering and when clear of the job site.
4. Vehicle access will be through the West Ramp on 18th and Chestnut if approved.
5. The bus concourse busways must be 100% useable at all hours by the Bus Operations. All work areas must be cleared of debris prior to leaving the work area. Buses cannot be delayed, and work cannot conflict with Amtrak operations.
6. Permittee is responsible for any damage to the area of their work, and for returning the area to its original condition prior to the work.

Please email to dusaccess@rtd-denver.com

Requestor Confirmation and Agreement

***By checking this box, I acknowledge full understanding of DUS Bus Concourse/Amtrak CRT Access Permit rules and procedures.**

***Requestor: Type Name Here:**

***Date:**

FAILURE TO COMPLY WITH ACCESS PERMIT RULES WILL RESULT IN PERMIT REVOCATION
THE SECTION BELOW IS FOR RTD USE ONLY

Approved Dates of Access:	From:	To:
Approved Time Period (military time):	From:	To:
Approved Limits of Access:	From:	To:
	From:	To:
Operating Restrictions:		

RTD – DUS Facilities Maintenance Supervisor

RTD – Bus Operations Representative

RTD – Safety and Security Representative

Permit Number

Denver Union Station Bus Facility Access Protocol Specific Individual Contractors

Purpose: To ensure that bus operations will not be impeded and our employees and passengers remain safe.

Access hours for workers and vehicle: Monday – Friday 0900-1530. Saturday and Sunday hours are more flexible and will be considered with the permit request.

Rules:

1. *All permit requests must be submitted to DUSAccess@rtd-denver.com by 5pm on the Thursday of the week prior to the dates of access being requested.*
 - a) *All contractors must give a minimum of one week notice and a permit must be issued prior to entering the facility to conduct work. Notice is given via the permit submission. **IF NOTICE IS NOT GIVEN AND A PERMIT NOT ISSUED, ACCESS WILL BE DENIED.***
 - b) *All contractors must check in and out at the security office in the bus facility; at this time if access to rooms/closets has not already been coordinate with Clarence Pauls, have the security officer contact Clarence.*
 - c) *All contractors must carry a copy of their approved permit with them at all times; it must also be shown to the security guard at check in.*

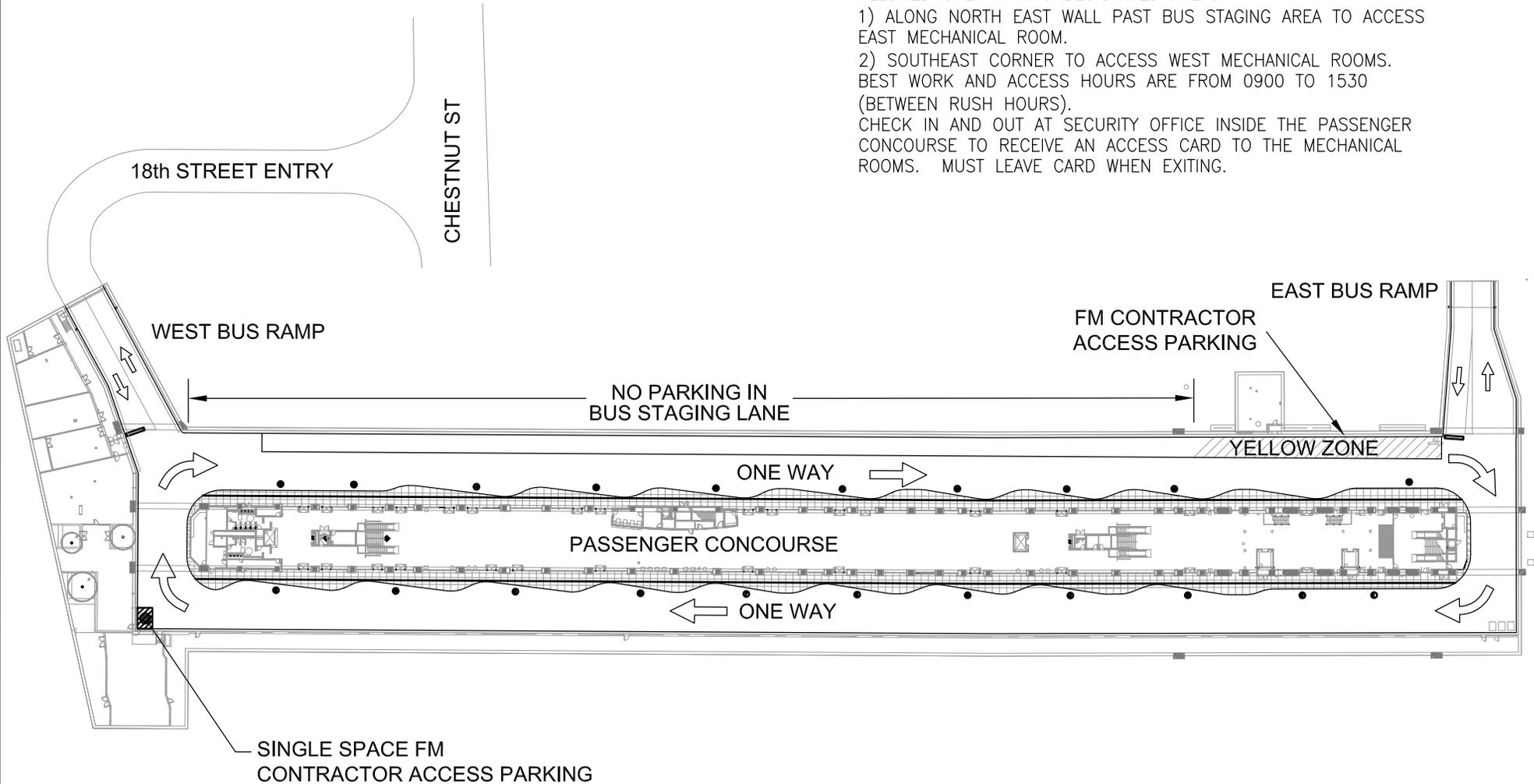
2. Vehicle access to the bus facility may be granted upon request but is not guaranteed.
 - a) If vehicle access is granted, a vehicle placard will be assigned to the contractor for that day **ONLY**. The placard will be given to the officer stationed at 18th and Chestnut west ramp entrance. **ACCESS WILL BE DENIED** to contractors that have not been assigned a placard.
 - b) Contractors with approved vehicle access **MUST** enter and exit on 18th and Chestnut (west ramp).
 - c) Vehicle placards are **ONLY** issued for one day at a time; the contractor **MUST** return the placard when exiting for any reasons. For example: to get parts, go to lunch or to leave for the day.
 - d) Contractors checking in with security at the ramp are still required to check in and out at the security office in the bus facility.

3. **Parking is not always provided or guaranteed.** The option to drop off equipment in the bus facility then exit and find street parking must be requested on the permit.

ACCESS AND EXIT FROM 18TH AND CHESTNUT ONLY, YOU WILL BE STOPPED BY SECURITY. PARKING IN UNDERGROUND FACILITY ALLOWED ONLY IN TWO DESIGNATED AREAS.

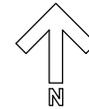
- 1) ALONG NORTH EAST WALL PAST BUS STAGING AREA TO ACCESS EAST MECHANICAL ROOM.
- 2) SOUTHEAST CORNER TO ACCESS WEST MECHANICAL ROOMS.

BEST WORK AND ACCESS HOURS ARE FROM 0900 TO 1530 (BETWEEN RUSH HOURS).
 CHECK IN AND OUT AT SECURITY OFFICE INSIDE THE PASSENGER CONCOURSE TO RECEIVE AN ACCESS CARD TO THE MECHANICAL ROOMS. MUST LEAVE CARD WHEN EXITING.



PLAN VIEW - REGIONAL BUS TERMINAL

Scale: N.T.S.



RTD
 REGIONAL TRANSPORTATION DISTRICT
 FACILITIES ENGINEERING DIVISION
 1600 BLAKE STREET
 SUITE 400
 DENVER, COLORADO 80202
 (303) 628-4000

RTD - DUS BUS TERMINAL PLAN VIEW

DENVER, COLORADO 80202

DRAWN BY: RAL	DATE: 4-27-2015
CHECKED BY:	DATE:
APPROVED BY:	DATE:

0 N.T.S.

SHEET NUMBER:
A-1

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