Frequently Asked Questions
Personal Track Safety Course Details

Date: September 2023
Version 6.0

Personal Track Safety (PTS) Program Details

The Personal Track Safety (PTS) program is comprised of:
- An online registration through the Competence Management System (CMS).
- Information to access the temporary Personal Track Safety (PTS) Certificate.
- A one-day live-streamed event.
- A competency test.

Personal Track Safety (PTS) training is valid for three (3) years.
To complete the PTS program, you must attend the live streamed event and pass the competency test successfully.

Registration

The information to register for the Competence Management System (CMS) can be found at the links: Personal Track Safety (PTS) Website link [PTS](#).

Live event

The Personal Track Safety (PTS) course will be delivered through Microsoft Teams Live Events.

As an interactive session, the moderator and facilitator can answer any questions in real-time throughout the session using the SLIDO application.

The SLIDO application is required for the session, and you will need to input the email address used to create your Competence Management System (CMS) account.
SLIDO increases engagement by introducing participant interaction through polling questions and knowledge checks and allowing participants to ask questions directly.

The course is structured with timed breaks and a lunch break. This is to ensure participant engagement levels and safety ergonomics are achieved.
Designated break timelines will be communicated at the beginning of the session in the agenda for each day.

Attendance

Participants' attendance will be captured in SLIDO. Moderator and Facilitator will provide details during the session.

Session content

Participants can follow along using the session supporting documentation that is available on the Personal Track Safety (PTS) website:

To ensure an engaging and successful experience for participants, they must have the following:
- Reliable internet access.
- A computer/tablet or Smartphone to run the Microsoft Teams Live Event and the Slido application.

Note: Multiple participants can stream the event from one device. However, all people taking the session must log into the Slido application. If you can not do so, you must notify the moderator by the end of the first break.

It is recommended that participants have two (2) screens available. This will allow the session to run smoothly, as we will be completing knowledge checks and must have full session participation to move the content forward.

Session Date

On the day of the event, it is suggested that participants validate access to the Microsoft Teams Live Event 15 minutes before the sessions start. This will allow time to ensure access to the session, and any technical issues can be resolved.
It is suggested to test the Slido link at this time also. Participants will be able to use the QR code on the screen or enter the Slido event code into the Slido website https://www.sli.do/.
The event code will be provided on the day of the event.

Note: Course sessions start at 08:30 am, and breaks end when designated by the facilitator.
A designated break time is communicated during the Live Event for your reference.
Late participants will not be considered present for the course. The moderator can't manage late attendees in this forum.

Personal Track Safety (PTS) Competency Test

You will be able to access the competency test after you have completed and submitted the evaluation. The competency test will indicate "Request" if you have not completed the evaluation. This automatically updates to "Launch" once the evaluation is completed.

The Personal Track Safety (PTS) competency test is a timed 90-minute test that is indicated with a countdown. You can save your progress and return later to complete it. The timer will resume form the time it was saved.

This test is comprised of 50 questions made up of true or false questions, multiple choice, and select all that apply questions.

Your test will be submitted for scoring, and you will receive an automatic message indicating whether you have successfully passed or failed the test.

The number of correct responses to successfully pass is 40 out of 50 questions (80%). If you do not pass the test, you will have three attempts at the test, and then it is required that you register for another session and retake it.

Completing the Personal Track Safety (PTS) Course

Upon verification of attendance and competency test, you can access the temporary Personal Track Safety (PTS) certificate, which will be available in the Transcript section of the Competence Management System (CMS).

CROR Qualified PTS Process- UPDATED
This process is intended to allow workers of companies on Metrolinx prequalified Track Protection Services list to achieve their PTS certification and ID Card by requesting exemption from Personal Track Safety Course. They will be required to carry their CROR card for verification.

Metrolinx Prequalified Track Protection Services providers:
- RailTerm Maintenance Services (10262595 Canada Inc.)
- A & B Rail Services Ltd.
- Cando Rail Services Ltd.
- OWS Railroad Construction & Maintenance Ltd.
- PNR RailWorks Inc.
- The Toronto Terminals Railway Co. Ltd

Receiving your Personal Track Safety (PTS) Card

Participants who complete the course will receive a Digital Personal Track Safety (PTS) ID Card sent by email from MXSafetyCompetence@metrolinx.com to the address specified in the Competence Management System (CMS) account. The Digital Card will be password protected.
This card must be presented before the start of every shift worked on Metrolinx property and work sites.

If a good photo has not been uploaded and an accurate email address is not provided in the Competence Management System (CMS) profile, the Personal Track Safety (PTS) ID Card will not be issued. It is the responsibility of the worker to ensure this information is accurate and up to date.

All workers in the rail corridor and Right of Way (ROW) must have a valid Personal Track Safety (PTS) ID Card or temporary Personal Track Safety (PTS) certificate.

To ensure you have a Personal Track Safety (PTS) ID Card in your possession, Metrolinx recommends that you proactively plan and complete the training four weeks before being required on site.

Exemption to Personal Track Safety Training

Delivery Drivers who will not perform work on-site can access the corridor without a valid PTS ID Card/certification. Delivery of materials/tools/equipment must be pre-planned in advance.

The requirements for Delivery Drivers to access the railway corridor are:
- Constructor to be given 24 hours of notice.
- Resources are arranged for the delivery – escorted by a Contractor-supplied competent signal person, Metrolinx authorized person, or Protecting Foreman.
- Planned with Protecting Foreman.
- Attend a Job Briefing
- Must be equipped with stationary or temporary beacons (according to Metrolinx beacon policy).
- Have appropriate signalling and traffic control and take precautions with electrical conductors.
- Never exit the vehicle in ROW unless authorized.
- When exiting the vehicle, must be wearing the required PPE (according to Metrolinx PPE policy).

Personal Track Safety (PTS) Recertification

PTS-certified individuals must recertify in PTS every three years.

IMPORTANT: You must recertify in PTS before the expiry of your PTS certification card.

As per Metrolinx General Bulletin No. 010-23, Canadian Rail Operating Rules (CROR)-qualified workers with an existing PTS certification card and who regularly perform rules-related duties in the

Right of Way are granted an exemption from recertifying in PTS. All CROR-qualified workers accessing and working on Metrolinx's rail network must continue to have an accessible PTS certification card and a valid CROR card.

For all non-CROR-qualified workers, you must recertify in PTS every three years.

Please see the table below to determine which path you fall under:

Path 1 **CROR-qualified**	Path 2 **CROR-certified**	Path 3 **PTS-certified**	Path 4 **No certifications/ qualifications**
You: - Have a valid CROR card - Have an existing PTS card - Regularly perform rules-related duties in the Right of Way	You: - Have a valid CROR card - Have an existing PTS card - Do not regularly perform rules-related duties	You only have an existing PTS card.	You do not have an existing PTS card.
This means you are granted an exemption from recertifying in PTS. **You must continue to carry your existing PTS card on Metrolinx territory.**	This means you must recertify in PTS every three years prior to expiry of your PTS card to continue accessing/working on Metrolinx's rail corridor. To register for a training, please visit the [PTS website](#).	This means you must recertify in PTS every three years prior to expiry of your PTS card to continue accessing/working on Metrolinx's rail corridor. To register for a training, please visit the [PTS website](#).	This means you must acquire PTS certification before accessing/working on Metrolinx's rail corridor. This includes individuals who are CROR-certified and/or qualified for the first time. To register for a training, please visit the [PTS website](#).