



THE BELT RAILWAY COMPANY OF CHICAGO

Office of the Engineering Department

ENGINEERING NOTICE

#19-EN013

Effective 0001 November 11, 2019

To: ALL CONCERNED

Subject: VEHICLE PARKING PERMITS

Effective December 15, 2019, employees parking private vehicles on BRC property must ensure that each vehicle displays a BRC Parking Permit.

Permits are available, and employees must ensure that they have a permit in place beginning at 0001 on December 15, 2019.

The BRC Safety Committee will be distributing permits beginning the week of November 11, 2019. In addition, departmental leaders will be organizing distribution to other employees within their department during the week of November 11, 2019.

To secure a permit, employees must complete a vehicle permit record, one record for each vehicle they plan to bring onto the property. Multiple permits will be issued to employees when necessary, if they bring more than one personal vehicle to work on a regular basis.

Permits must be displayed on the inside rear-view mirror, in the direction specified to be in compliance with these instructions.

The BRC Police Department will maintain a list of vehicles and emergency contact information, that will be used solely to contact employees in the event with problems involving their vehicles.

Employees driving a vehicle onto company property without the required permit must notify the on-duty BRC Police Officer by phone at first opportunity.

Harold Kirman
Director Strategic Planning
& Compliance

Engineering Notices in Effect:

2018	001, 002, 003, 004, 005, 006, 008, 009
2019	001, 002, 003, 004, 005, 006, 007, 008, 009, 010, 012, 013