

	INVOICE PROCESSING: SCHEDULED MAINTENANCE FOR CROSSING WARNING SYSTEMS		<i>Issued: JUNE 2018</i>
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RECOMMENDED PRACTICES	PART	AT-GRADE RAIL CROSSINGS	
	SECTION		
	SUB-SECTION		

General

Railway crossing warning systems consist of light units, bells and/or gates that warn motorists of an approaching train. These systems require regular maintenance to ensure reliable and safe operation. The Canadian Transportation Agency (CTA) issues the [Guide to Railway Charges for Crossing Maintenance and Construction \(Guide\)](#) online annually in July. Contained therein are billing guidelines for scheduled maintenance of crossing warning systems which CN, CP, most other private railway companies and Alberta Transportation have agreed to follow. The scheduled maintenance in the *Guide* covers all labour, material, vehicle and overhead costs associated with ensuring the functional operation of a crossing warning system.

There are two types of crossing warning systems: those with gates (Type 1) and those without (Type 2). The *Guide* provides an annual rate for each type of warning system, and the monthly rate is derived by dividing the annual rate by 12. Crossings which only have passive warning like reflectorized signboards (cross bucks) do not incur scheduled maintenance costs.



Figure 1- Type 1 (left) and Type 2 (middle) warning systems receive scheduled maintenance while passive warning systems (right) do not.

The purpose of this Recommended Practice is to introduce a new process for paying CP and CN crossing warning system invoices as well as to describe the invoice verification procedure that

should be used for all railway crossings.

Process

Previously, CP and CN sent monthly invoices to all district offices for crossing warning system maintenance. The new process will see CN and CP consolidating all their crossing warning system maintenance invoices into one Transportation-wide invoice for each company. Invoices will be issued quarterly in arrears covering the periods April – June, July – September, October – December and January – March. These invoices will be received centrally at Highway Operations. By reducing the number of invoices, the new process should lower the time costs involved in paying them.

This new process applies only to CP and CN invoices for scheduled maintenance of crossing warning systems. All other CP invoices will continue to be sent to the district offices. For CN, scheduled maintenance of crossing warning system invoices and Weather, Accident and Vandalism (WAV) invoices will be sent to Highway Operations. However, Highway Operations will forward the WAV invoices on for district offices to process. Finally, other railway companies may continue to send monthly invoices for scheduled maintenance of crossing warning systems to the appropriate district office.

Receipted invoices will be verified by comparing billed items against the Railway Crossings Inventory Application (RCIA) – a Transportation Infrastructure Management System (TIMS) application. The RCIA application was designed to maintain and manage inventory data for at-grade railway-roadway crossings on the Alberta Transportation network. The data includes crossing details, features, required actions and their results, and cost sharing information, specifically the cost sharing arrangements for Maintenance – Signals.



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Invoice Verification

In order to comply with the Financial Administration Act (FAA) the following procedures must be adhered to:

1. Upon receipt of an invoice, the invoice will be stamped with the receipt date.
2. Upon logging into RCIA there are two methods which may be used:

a. Method 1

- i. select the appropriate Railway Authority from the pick list;
- ii. Select Crossing Status of Active from the pick list;
- iii. Click on Search;
- iv. Once the listing is visible the results can be sorted either by RCIA number or Subdivision & Mileage by double clicking the appropriate heading;
- v. Scroll through the results to find the corresponding crossing on the invoice;
- vi. Double click on the RCIA # to open up the page for that particular crossing and scroll down to the Features block and verify that the crossing description matches what's on the invoice (i.e. crossing with or without gates maintenance);
- vii. Continue scrolling to the Cost Sharing Arrangements block and verify that the amount billed is at the appropriate percentage as indicated in Maintenance – Signals; and
- viii. Lastly, consult the [Guide](#) and confirm that the billed amount equals the appropriate monthly

rate for that particular type of crossing. For quarterly invoices, the monthly rate should be multiplied by three. This step in the verification process is typically only required upon CTA published rate changes which occur in July of each year.

b. Method 2:

Method 2 is applicable for CP and CN crossings as the RCIA number will be included on the invoices.

- i. In the Location field select Crossing Number from the pick list;
 - ii. Enter the RCIA crossing number from the invoice into the blank field and either hit enter or click on Search; and
 - iii. Follow the same procedures detailed for Method 1 commencing at sub paragraph vi.
3. Discrepancies. If a crossing appears on the invoice which is not in RCIA, contact the applicable railway authority immediately and obtain a copy of the relevant Board Order indicating that Alberta Transportation is the road authority. If the railway authority is unable to provide the board order, they are to remove the crossing in question from the invoice.
 4. Once all items on the invoice have been verified, write or stamp the front of the invoice indicating that all entries have been Reviewed / Verified, then sign and date it.
 5. Stamp the invoice with the approving Expenditure Officer's (EO) signature block and submit for approval.
 6. Upon receipt back from the EO, a payment voucher is created, attached to

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the complete invoice and passed to Finance for processing. Ensure a copy is retained before sending to Finance.

References to Standards

Canadian Transportation Agency – Guide to Railway Charges for Crossing Maintenance and Construction	Schedule A
Financial Administration Act	Article 37(4)