



Set-On Check List

To expedite set-on, please use the following checklist.

PRIOR to ARRIVAL:

- 1. **Check or Money Order (cash not accepted)** for excursion fee. Please make check payable to: "West Coast Railroaders Group"
- 2. Print out a copy of the **WCRG Agreement** for each operator and each passenger to read and sign within 2 days of excursion. (**Double-sided printing** on a single piece of paper)
- 3. Print out **WCRG Release of Liability**.
All Operators and Passengers must Read, Sign and Date within 2 days of excursion.
(**Double-sided printing** on a single piece of paper.)
- 4. **Staple** together **Agreement, Release of Liability, and Check**.
- 5. Complete and sign **WCRG Track Car Inspection Form** Retain possession of this **Inspection Form** in your Track Car for the duration of the excursion.

UPON ARRIVAL to at Set On location:

- 6. Please make sure you are wearing proper **footwear** (boots) and **safety vest**.
- 7. Turn in paperwork to the WCRG Set On Coordinator. (see #4 above.)
- 8. Retain WCRG Track Car Inspection Form. (see #5 above.)

PRIOR to PROCEEDING to set-on track:

- 9. Prepare your track car for set-on. If safe to do so, remove any unnecessary locks, chains, straps, etc. Check winch function, battery connected, remote control functioning, etc.
- 10. Please advise WCRG representative when you are ready for set-on and you will be directed when/where to set-on.
- 11. Always expect trains and on track equipment at any time, on any track. **WCRG Rule 452 - Expect the movement of track cars, trains, engines, railroad cars, or other on-track equipment at any time, on any track, and in any direction.** Do not stop your highway vehicle on, or leave it unattended within 20 feet of the nearest track, unless instructed to do so.

AFTER your track car is set on the rails:

- 12. Unless instructed otherwise, place your chock/chain and set the brake on your track car. Please leave your track car unlocked, a WCRG representative will take care of rolling your track car into position.

Thank you in advance for helping us facilitate a timely, efficient, and **SAFE Set-on**.