



Frequently Asked Questions Personal Track Safety Session Details

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Version 2.0



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.
- An optional course evaluation.
- 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 successfully pass the competency test.

Registration

The information to register for the Competence Management System (CMS) can be found at the links below:

Personal Track Safety (PTS) Website link [PTS](#).

Live event

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

We are excited to announce that with this format of delivery, not only is it convenient to attend, but class sizes are significantly larger (capped at 200 registrants).

As an interactive session, the moderator and facilitator are available to answer any questions in real-time throughout the session using the SLI.DO application.

The SLI.DO application is required for the session and you will need to input the email address used to create your Competence Management System (CMS) account.

With SLI.DO, it increases engagement by introducing participant interaction through polling questions, knowledge checks, and gives participants the opportunity 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

Your attendance to the program will be captured through SurveyMonkey. The link will be in the SLI.DO drop down menu. This link will be active during the Personal Track Safety (PTS) session. Participants are required to complete the attendance requirement during the session.

If you can not use SLI.DO due to technical challenges or Security requirements of your IT department, you must notify the Moderator by the first break. A Job Aid can be found on the Metrolinx Website [PTS](#).

Session content

Participants can follow along using the session supporting documentation that is available on the Personal Track Safety (PTS) website found here: <https://bit.ly/3Dvagal>

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 Sli.do application.

***Note:** Multiple participants can stream the event from one device, however, all people taking the session must log into the Sli.do 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 smooth, as we will be completing knowledge checks and must have a full session participation in order to move the content forward.

Session date

The day of the event, it is suggested participants validate access to the Microsoft Teams Live Event 15 minutes before the sessions starts. This will allow time to ensure access to the session, and any technical issues can be resolved.

It is suggested testing the Slido link at this time also. Participants will be able to use the QR code on screen or, enter the Slido event code into the Slido website <https://www.sli.do/>.

The event code will be provided 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. It is not possible for the moderator to 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. If you have not completed the evaluation, the competency test will indicate "Request". 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 from the time it was saved.

This test is comprised of fifty (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 forty (40) out of fifty (50) questions (80%). If you do not pass the test, you will have three (3) attempts at the test, then it is required that you register for another session and retake the session.

Completing the Personal Track Safety (PTS) course

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

At this time, the Personal Track Safety (PTS) ID Card will be issued for printing and distribution to the mailing address specified in the Competence Management System (CMS).

A Job Aid can be found on the Metrolinx Website [PTS](#)

Note: It is required that validation of the Competence Management System (CMS) profile is completed to ensure it contains valid personal information, mailing address, and photo. Without this information, the Personal Track Safety (PTS) ID Card will not be issued for printing.

Receiving your Personal Track Safety (PTS) card

Participants that successfully complete the course will receive a Personal Track Safety (PTS) ID Card sent by mail to the address specified in the Competence Management System (CMS) account. This card must be presented before the start of every shift worked on Metrolinx property and work sites.

If an acceptable photo has not been uploaded (Acceptable photos [PTS](#)) and an accurate mailing address in the Competence Management System (CMS) profile, the Personal Track Safety (PTS) ID Card will not be issued for printing.

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 you proactively plan and complete the training four (4) weeks before being required on site.

