

Personal Track Safety Program Details

The Personal Track Safety (PTS) program is comprised of a:

- Online Registration through the Competence Management System (CMS),
- One-day live streamed event,
- Course evaluation,
- PTS competency test, and
- PTS ID Card and temporary PTS Certificate.

To complete the PTS program, you must attend the live streamed event and successfully pass the competency test.

Registration

Refer to the information and Job Aids relating to PTS registrations on the PTS website.

Live Streamed Event

The PTS course will be delivered through an online format using Microsoft Teams Live Events by a rail safety facilitator and moderator.

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 150 registrants).

As an interactive session, the moderator and facilitator are available to answer any questions in real-time throughout the session using the Slido application. The Slido application is optional for the session; however, it increases engagement by introducing participant interaction through polling and asking questions throughout the day.

The course will be structured with timed breaks (including 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.

During breaks a link to the session attendance sign-in form will be shared. All participants must complete this short form to confirm attendance to the program. Failure to complete this form will result in the participant being marked absent and they will have to retake the program.

Do not share the link or enter your attendance outside of the communicated attendance checkpoints times in the session as you will not be captured in the attendance. Only those that enter their information during the communicated time are captured. This is to prevent sharing of links and logging attendance without actually being in the course.

Once you have successfully attended the session and provided your information in the SurveyMonkey attendance checkpoint, your attendance will be validated in the system by the CMS System Administrator.

Attendance validation takes place within one (1) hour from completion of the session, at this point you will be able to access and complete the mandatory course evaluation. This access only becomes available once your information has been captured through the session's attendance checkpoint, and the session has been marked as completed by the CMS System Administrator.

Note: Ensure you enter your information in the attendance checkpoint when communicated in the session; if you do not enter your information, you will not be captured as attended the session. This will result in having to retake the session.

Throughout the live event, participants can follow along using the session supporting documentation that is available on the PTS website.

To ensure an engaging and successful experience for participants, they must have the following:

- Reliable internet access.
- A device to run the Microsoft Teams Live Event. Please note that multiple participants can stream the event from one device.
- If using Slido to participate, a method of running two (2) applications (Microsoft Teams Live Events and Slido) simultaneously:
 - 2 monitors,
 - 1 monitor and smart phone, or
 - Split screen with both applications visible

The day of the event, we suggest participants validate their access to the Microsoft Teams Live Event 15 minutes before the sessions starts. This will give them time to ensure access to the page, and any technical issues on their end can be resolved.

If using Slido, we also suggest testing the Slido site at this time. Participants will be able to click on the Slido event link or enter the Slido event code into the Slido website, which is provided in their registration confirmation email. This is to validate that everything is working as intended.

Please Note:

Course sessions start on-time and breaks end when designated by the moderator. 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.

PTS Course Evaluation

Following successful completion of the PTS session it is required that you provide feedback on the PTS course session you just attended in order to access the competency test. The session evaluation is mandatory and once you have completed and submitted the evaluation, you will be able to access and launch the competency test.

Note: Only when you have completed and submitted the evaluation, will you then be able to access and launch the competency test. It may be required that you refresh your CMS screen to update the system and view the launch link.

PTS Competency Test

You will not be able to access the competency test until 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 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 50 questions made up of true/false, multiple choice, and multiple select 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 passing grade to successfully pass is 80% (40 out of 50 questions). If you do not pass the test, it is required that you complete the test again.

You have three (3) attempts at the test, then it is required that you register for another session and retake the course.

Completing the PTS Course

Upon successful completion of the PTS Live Event session, evaluation, and competency test, you can access your temporary PTS certificate from your transcript.

At this time, your PTS ID Card will be issued for printing and distribution to the mailing address specified in your account profile.

Note: It is required that you validate your CMS account profile to ensure it contains valid personal information, mailing address, and photo. Without this information, your PTS ID Card will not be issued for printing.

Receiving Your PTS Card

Participants that successfully complete the course will receive a PTS ID Card sent via mail services to the mailing address specified in their CMS account profile. This card must be presented each day on site.

If you have not uploaded a headshot photo that meets the specifications or do not enter an accurate mailing address in your CMS user profile, your PTS ID Card will not be issued for printing.

It is the responsibility of the user to ensure this information is accurate and up-to-date.

All workers in the rail corridor and ROW must have a valid PTS ID Card or temporary PTS certificate as of January 31, 2021. To ensure you have a PTS ID Card in your possession, Metrolinx recommends you proactively plan and complete the training four (4) weeks before being required on site.

Additional Information

PTS training is valid for three (3) years.

Throughout the year, Metrolinx auditors will be onsite ensuring both Protecting Foremen and workers are following the guidelines outlined in the PTS course.