

## **2007 Private Rail Car Policy for “City of New Orleans”**

The following document is to provide for some guidelines and policies for the disciplined use of the New Orleans Public Belt Railroad’s private rail car “City of New Orleans”.

The private rail car policy has been prepared and will be administered through the Business Car Committee. The committee will be made up of the General Manager for the Public Belt and three Public Belt Commissioners. The Business Car Committee:

- Will address any and all issues and questions surrounding the use of the private rail car.
- Will also be advised of any and all movements and requests involving the car from individuals outside of the employment of the New Orleans Public Belt Railroad.

The General Manager and the Business Car Committee will review and discuss the Private Rail Car Policy with the Public Belt Railroad Commission on an annual or as needed basis.

The primary uses of the private rail car will be as follows:

- To provide for rolling inspections of the physical plant.
- To allow for annual inspections for the Commission.
- To be used as a stationary meeting facility when parked.
- To educate Public Belt employees / coworkers and appropriate civic and private organizations about the New Orleans Public Belt Railroad.
- To promote the well being and economic development of Louisiana.

Note: The rail car cannot be used for any political purpose or political fund raiser.

**Legal Release** - In consideration of receiving permission from the New Orleans Public Belt Railroad to have access to private rail car “City of New Orleans” the attached ‘release’ must be signed by each and every individual who occupies the same. All releases must be signed and delivered to the Business Car Director, Mr. Antoine Camenzuli, prior to the day of the scheduled trip.

**Insurance Requirements** - The General Manager of the New Orleans Public Belt Railroad will work with the company’s insurance underwriters to provide for an adequate amount of liability insurance to cover the car.

**Charity & Organizational Uses** - The Business Car Committee will oversee any and all requests for movements by organizations or charities outside of the railroad. Following are some guidelines and policies regarding those requests:

- When the business car is “auctioned” it should not bring less than \$3,000 per trip for “rolling trips”.
- When a car is auctioned off the purchaser / high bidder will have ONE YEAR ONLY from the date of the scheduled auction to schedule their rolling or stationary function.
- It is the opinion of the Business Car Committee that functions NOT be scheduled on a designated holiday. As stated before the Business Car Committee will have the right to make exceptions when they deem necessary.
- For charity auctions the business car will only be scheduled to roll on Fridays and Saturdays. Sundays will only be considered if approved by the Transportation Department. All charity auctions departure times must be set between the hours of 1500 / 3pm and 1700 / 5pm.
- It will be up to the organization or charity to provide for their beverages and food. The caterer of choice is encouraged to tour the business car before each function to discuss the arrangements and proposed menu with the business car manager. Certain items such as sauces, soups, and loose berries that can stain the rugs will not be allowed on the car. The Business Car Director has the final say so and approval as to what can be served upon the car.
- The private rail car Director will accompany any and all functions and movements involving the car. Mr. Antoine Camenzuli brings the highest standard of professionalism within the hospitality industry.
- A minimum gratuity of one-hundred dollars (\$100.00) each is required as payment to Mr. Antoine and his associate.
- No one under twenty-one (21) years of age will be permitted on the car unless approved by a member of the Business Car Committee.
- A senior level manager will accompany the private car on any and all rolling excursions.
- A Safety Briefing will be conducted prior to all movements with the car.
- A round-trip from the Public Belt round-house to the Huey P. Long Bridge, the French Quarter and return is approximately four hours.

- Proof of payment to the charity or organization will be required prior to scheduled use of the car.
- When a charity or organization publicizes its function or gala within a local newspaper or publication, an ‘honorable mention’ or ‘thank you’ would be appreciated.

**General Policies:**

- Capacity on the car will allow comfortably for NO MORE THAN TWENTY PEOPLE.
- Rail car is a non-smoking car except for the rear platform. There is a strict no smoking policy on the Huey P. Long Bridge.
- Commissioners will be provided use of the car as agreed to through the Business Car Committee.
- Rail car will be utilized for Public Belt coworker recognition events. (Retirements, etc.)
- Business car tracks (stations) are located at the following locations:
  - Adjacent to Public Belt Tchoupitoulas Street offices. (Main Station)
  - Along the Public Belt mainline @ Esplanade. (French Market Station)
- Security will be provided when it is deemed necessary for functions that are held at the previously referenced stations.

Revised: March 1, 2007