

Overview

TriMet's core business mission is to provide mass transit services safely throughout the Portland metro area. TriMet vehicles and property are for the exclusive use of TriMet, its employees and customers. TriMet allows filming/photography on TriMet property that is open to the public, as well as bus, commuter rail and light rail systems in accordance with this protocol.

Any permission granted to film/photograph under this protocol is subordinate to, and will be based on, TriMet's determination of the impact to TriMet's core mission, safety, and its obligations to its customers, employees and to the general public. Safety and security are TriMet's top priorities when approving these requests.

All persons filming/photographing on TriMet property are subject to, and must comply with, TriMet Code of Conduct regulations, and all other applicable laws, rules and regulations. Persons filming/photographing on TriMet property must fully and immediately comply with requests/direction from authorized TriMet personnel related to safety concerns.

Permit Required: TriMet requires those who wish to film/photograph on TriMet property or on board vehicles for commercial, educational or nonprofit purposes to have a permit. TriMet's Communications Department processes permit applications and issues permits. TriMet has no requirement to approve a request or enter into a permit with a requestor. TriMet must receive a signed permit and acceptable insurance certificates prior to an approved shoot.

Permit Not Required: Non-commercial, personal use filming/photography by the general public that does not interfere with transit operations and safety, including boarding/exiting of passengers, and that can be accomplished by one person using a hand-held camera without ancillary equipment such as a tripod, microphone, reflectors, special lighting, cables or other wiring, is not subject to the permit requirements of this protocol. In addition, film students will not be required to obtain a permit or show proof of insurance. Students will be asked to provide course work name/class number and the professors name.

News Media: The news media frequently requests to ride TriMet's system to interview riders and operators. TriMet asks news media crews to provide advance notice to the Communications Department when they will be filming on the transit system. Media personnel are allowed to ride for free, but may not interfere with the safe operation of the vehicle or board a vehicle at capacity. For safety reasons, media are not allowed to interview operators while in service. Interviews may take place during an operator's break or layover. Media must work with the Communications Department to arrange interviews to talk with operators. The Communications Department will obtain permission from an operator to participate in an interview.

General guidelines

Restrictions

Filming/Photography is not allowed:

- If it compromises the safety of TriMet employees, riders or vehicle.
- Aboard vehicles during weekday rush hour (6 to 9:30 a.m. and 3:30 to 6:30 p.m.)
- In the dedicated transit lanes in downtown Portland. *However, filming on those streets downtown may be permitted between 2 to 4:30 a.m.*
- During Rose Festival, Portland Bridge Pedal, Pride parade, Shamrock Run, Race for the Cure (third Sunday in September) and the Portland Marathon (first Sunday in October)
- To block, with equipment or personnel, access to riders boarding or exiting
- To interrupt vehicles in service

- In TriMet's trackway
- In the cab of a MAX light rail or WES commuter rail vehicle
- In the operations command center
- In light rail tunnels (Robertson Tunnel on westside; I-205 undercrossings on eastside; Vanport Bridge in North Portland) or on the PDX station platform
- To change or alter signage, displays or readouts on or around vehicles, stations or stops
- To aim camera flashes or lights at a bus or train as it is coming into a stop or station. *Operators can be blinded by these lights.*
- To show dangerous/unsafe behavior on or involving the TriMet system
- To interfere with an operator performing his/her duties, due to safety reasons

Allowances

Upon request and advance coordination with the TriMet communications and operations teams, a crew may film within the restrictions mentioned above in the following manner:

At no cost:

- On the sidewalks adjacent to the MAX or WES lines, but not within shelter drip line
- On the sidewalk adjacent to bus stops, but not within a shelter drip line or where filming blocks access to the bus stop.

For a fee:

- On an out-of-service bus stationary in the bus yard or in motion. TriMet personnel is required to be with the bus at all times.
- On a dedicated (out-of-service) train in motion and planned into TriMet's MAX service schedule. A supervisor is required to be with the train at all times.
- On an out-of-service train at the following locations around TriMet's system. Some of these areas are in restricted right-of-way and a location scout/film crew will need to be escorted at these sites. A supervisor is required to be with the train at all times.
 - Rail yards at Ruby Junction on the east side and Elmonica on the west side
 - SW 11th Avenue turnaround
 - Providence Park westbound pocket track
 - Extra track at NE 11th Avenue by Lloyd Center
 - Fair Complex/Hillsboro Airport on the Blue Line
 - Expo Center on the Yellow Line

Please ask for details on the exact locations of the above areas.

NOTE: Travel time will be factored in to the overall cost. For example, a train originating from one of TriMet's two rail yards traveling to and from Downtown Portland will have two hours travel time.

Please note:

- It is recommended that a film/photo crew get permission from passengers they are filming or photographing on a bus, MAX or WES.
- WES operates on an active freight line. Requests to film on WES may be subject to approval from and coordination with Portland & Western Railroad.

Use of TriMet name, property

- Filming/photography shall not show dangerous behavior on or involving the TriMet transit system.

- TriMet officers, employees and agents must not be shown in a false light, disparaging or defamatory manner.
- TriMet endorsement may not be expressed or implied in film/photo presentation.
- Use of TriMet logos, images is subject to TriMet approval as provided in the permit.
- Unless otherwise stated in the permit, if using TriMet vehicles, logo or images in a film or still photo production, attribution should be in the form of a credit line directly related to what is actually used:

TriMet (Tri-County Metropolitan Transportation District of Oregon), Portland, Oregon

Example: "Portland, Oregon scenes provided by: TriMet (Tri-County Metropolitan Transportation District of Oregon), Portland, Oregon"

Costs

As a public agency providing mass transit services, TriMet requires payment of costs to reimburse the agency for required staff time and use of TriMet property and resources needed to facilitate a film/photo shoot. A \$50 application fee and \$200 nonrefundable deposit (applied toward final costs) must be paid within five days of application submittal. Once a permit has been approved, TriMet will provide an invoice for cost reimbursement. That invoice must be paid in advance of the film/photo shoot. Once the project has been filmed/photographed, a final invoice will be issued for any unforeseen costs or time overrun. Payment is due within 30 days. View the complete [price reimbursement sheet](#) on our website.

Permitting process

TriMet's Communications Department will review permit application requests and advise requestors on next steps. For most requests, the following documentation and steps apply.

Permit Application: Fill out a permit application form and submit to TriMet's Communications Department at film@trimet.org at least 14 business days in advance of the shoot. Submitting an application does not guarantee that TriMet will issue a permit. TriMet may, at its sole discretion, deny an application to prevent interference with TriMet's primary transportation responsibilities, which may include but is not limited to: lack of agency staff availability or other resources, requestor failure to provide proper documentation, regular service operations limit agency's ability to respond or accommodate request, or as may be provided by this protocol.

Permit and Right of Entry Agreement: Upon TriMet approval of the application, TriMet requires the requestor to sign a Permit and Right of Entry Agreement. The agreement must be signed by an authorized signator of requestor and submitted to the Communications Department at least 72 hours in advance of the film/photo shoot, unless later submission is approved in writing by TriMet.

Insurance: A Certificate of Insurance evidencing acceptable insurance coverage is required by the permit. The Certificate of Insurance and other required insurance described in the application must be submitted to the Communications Department at least 5 business days in advance of the film/photo shoot unless a later submission is approved in writing by TriMet.

Track Access Permit: No shooting is allowed in TriMet's MAX right of way without a Track Access Permit. The Communications Department will advise the requestor if a Track Access Permit is required upon review of requestor's permit application form. The Communications Department will work with the requestor to submit the Track Access Permit to the appropriate internal TriMet department for review and approval. If a Track Access Permit is required, it must be submitted for approval at least 14 business days in advance of the shoot.

Preproduction Meeting: TriMet may require a preproduction meeting with the requestor at TriMet offices or at the proposed filming location to discuss the proposed shoot and TriMet's requirements. Note: Fees for TriMet staff person required at the meeting will be applied.

Safety Briefing: TriMet may require a safety briefing in advance of the filming/photography. Note: Fees will apply.

Costs: The requestor will be required to pay applicable costs as set forth in this protocol and the permit.

TriMet Communications Department Contact Information: film@trimet.org

Tyler Graf
Phone: (503) 962-2127

Roberta Altstadt
Phone: (503) 962-5669

Other regional film/photography contacts

For general reference, below are some additional contacts:

Mayor's Office of Film and Video
Brian Lord
(503) 823-4039
lords@pdc.us

Portland Police Bureau
Robert Voepel
Sergeant, Traffic Division
(503) 823-2224
rvoepel@portlandpolice.org

Governor's Office of Film and Television
Bob Schmaling
Senior project manager
(503) 229-5832
bob@oregonfilm.org or shoot@oregonfilm.org

Portland Streetcar
Kay Dannen
(503) 478-6404
kay.dannen@portlandstreetcar.org