

CITY OF

ELKHORN™

SNOW AND ICE CONTROL

PLAN



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SECTION I INTRODUCTION

Due to its geographic location, Elkhorn is subject to freezing rain, ice and snow anytime during the fall, winter and spring months. Normally, winter storms can be expected during the months of November through April. The responsibility for keeping vehicular and pedestrian traffic moving safely on City streets during and following snow and ice storms lies with the City's Public Works Department.

The purpose of the Snow & Ice Control Plan is to set forth the policies, procedures, and standards of performance the Department of Public Works will observe in meeting its responsibilities. Furthermore the Plan is intended as a communication tool to better inform the general public, elected officials and City staff about the objectives, procedures and desired outcomes of snow and ice control efforts.

It should be emphasized that every storm event is different and, therefore, a degree of flexibility and discretion is necessary in order for the Department to effectively respond to the uniqueness of each storm event. To that end, the Snow & Ice Control Plan is recognized to be a general guide rather than a set of rigid rules.

The Snow & Ice Control Plan will be subject to periodic review and revision, as may be necessary to ensure Plan effectiveness.

SECTION II OPERATIONS OVERVIEW

The City's snow removal operations model is based on a route system that is laid over a base zone patrol to form a single, fully-integrated structure. The City is divided into eight (8) patrol zones, one of which is the Central Business District. These patrol zones have been designed to provide a balance between mileage and travel time within zones. The exception to this structure being the Central Business District, which covers approximately one (1) mile. Overlaid on these zones are several plow routes that do not follow zone boundaries but, rather target priority streets (e.g. arterials), which are cleared before general zone operations commences.

As a general “rule of thumb”, snow removal operations will begin upon an accumulation of more than two (2) inches. Snowfall accumulations of two inches or less are generally handled (depending on weather conditions) by salting, and/or a combination of salt/sand mixture with some snowplowing occurring. Snowplowing operations generally do not begin until snowfall accumulations are greater than two inches. **During snow and ice storms, City Street crews will respond to emergency conditions as may be practicable o the extent practical. The City will not respond to unverified emergency requests direct from the public. The requests must come from the appropriate emergency agency (i.e. Police, Fire, EMS or Administration).**

Snow removal operations may be suspended by the Director of Public Works due to unsafe plowing conditions such as limited (zero) visibility and/or storm intensity.

SECTION III RESPONSIBILITIES, SERVICE LEVELS, AND PERFORMANCE

A. DEPARTMENTAL RESPONSIBILITIES

Primary responsibility for managing snow and ice control operations rests on the Director of Public Works, who shall have full authority to order personnel and equipment into service. The Director, or designee, shall also have full authority to suspend or modify operations whenever storm conditions warrant such adjustments.

Although the Street Division has primary responsibility for snow plowing and ice control under the direction of the Director of Public Works, the Department relies on the involvement of other City departments in order to ensure a timely and effective response to storm events. The specific responsibilities of the other departments are as follows:

- **Elkhorn Police Department**

The Police Department provides two critical support functions in the snow removal plan. During plowing operation, the Department is responsible to enforce the provisions of the City’s “Calendar Parking” ordinance in order to ensure unobstructed street access for snow plow vehicles/equipment.

Equally important is the Police Department's responsibility to monitor storm and road conditions during "off-hours", providing the first notice of hazardous conditions to the Public Works Department.

- **Elkhorn Light & Water Division**

The Light & Water Division provides additional drivers in the event of illness or, if Street Division personnel cannot get to work. Under union contract all AFSME personnel have to be called before IBEW personnel can assume their responsibilities, which is strictly enforced. As snow removal equipment becomes available, Light & Water employees will use their departments and Street Division equipment to clear their substations, wells, towers and hydrants. In the event of an electrical outage or water break, Street Division equipment may be called off of routes or zones to assist in the individual repairs.

- **DPW Maintenance Division**

The primary function of the Maintenance Division is to prepare all the equipment needed well in advance of the winter season. The Mechanic assists in plowing operations during Class B, Class C, and Class D snow alerts. He will be called in from a zone when a piece of equipment has been found not to function properly. Since the Mechanic position has been added to the Public Works Department he has stocked and preassembled critical parts for quick replacement. He also performs preventative maintenance on the trucks, loaders, tractors, spreaders and blower. Whenever possible an additional employee is given to the mechanic to assist him in quick repairs to broken equipment. It is important to remember that snow season never ends for the Mechanic. He may work all summer on snow fighting equipment repairs to get them ready for the next snow fighting season. He also is in charge of storing equipment so it will not interfere with summer operations.

- **Parks Department**

The employees within this department have the primary responsibility to maintain and keep clear the sidewalks and parking lots. They work hand-in-hand with the street department when cleaning up during and after a snow event. These employees will be the last to be called off from their duties to assist with snow removal on the streets.

B. LEVEL OF SERVICE & DETERMINATION OF NEED

Balancing service levels with vehicular volume and street classifications offers an effective operations model to help ensure that maximum benefit is realized from manpower and financial resources. Additionally, this approach helps to minimize the use of salt and abrasive materials. To this end, the City storm response targets those areas that have been determined to be of highest priority. Following is a list of target areas in descending order of priority. It should be noted that in some cases it may be necessary to clear an area of lower priority in order to access one of higher priority. Additionally, it may be necessary to suspend activities in high priority areas due to an emergency condition in another area.

PRIORITY I: Arterial Streets – These streets are a priority street, located throughout the city. They are given a higher rating over the other City streets. These are functional roads, which generate heavy traffic and move traffic from point A to point B. Other criteria that is also considered on a Priority I road is as follows: schools, hospital routes, motels and municipal complexes, etc.

Examples: N. Wisconsin St., E. Court St., W. Walworth Ave., E. Geneva St., S. Lincoln

PRIORITY II: Arterial and Main Secondary – These roads include all Priority I roads and main secondary roads. Main secondary roads are roads intersecting with main roads or State or County Trunk Highways. These roads are generally internal roads within subdivisions and are used to connect low use roads within the City street system.

Examples: W. Jefferson St., W. Court St., S. Wisconsin St., N. Church St.

PRIORITY III: Secondary Roads – These roads are all roads that are not included in Priority I and Priority II roads. These roads are low use roads, roads that have low traffic, dead end roads, and cul-de-sacs.

PRIORITY IV: Newly Constructed Roads – These roads are roads that are in a state of construction with a surface of gravel or stone, and will not be plowed or salted until they are adequately frozen, creating a hard surface. Snowstorms that occur prior to and/or after these roads thaw, shall be driven on by vehicles to promote a snowpack and will remain in a state of snowpack for the duration of the winter season. Priority IV areas such as new gravel roads shall be cleared

within 24 hours after a snow storm or as deemed necessary by the Public Works Director or designee.

CUL-DU-SAC, DEAD ENDS, PARKING LOTS AND ALLEYS

The City has determined that alleys and parking lots should be plowed soon after the snow stops so that residents can park their cars off of the streets as they come to work. This operation is completed by using the wheel loaders. The wheel loaders & smaller trucks will be used in the parking lots.

Cull-du-sacs and dead ends are so time consuming that they have been put last on the list for the large plow trucks. Drivers have instructions to plow past cull-du-sacs and dead ends if they intersect with a through street. When a driver has completed all arterials, collectors and through residential streets he then goes back and plows them out. If other drivers have completed their zones they will assist in any other zones with cull-du-sacs and dead ends.

SIDEWALKS

The Parks Division is responsible (but may utilize Light & Water Crew members) for snow removal on sidewalks adjacent to City owned buildings and property. First priority is the downtown area; starting at the Fire/Ambulance building, then City Hall. From there they will move to the Library and Civic Center. Other City owned sidewalks will then be done on a route along the southeast side of the City working their way back to the City Garage on the northwest side of town. In the event of a Class C storm, sidewalks will not be done until all streets are passable. The front of the City's Fire/Ambulance building will be kept accessible at all times.

The second priority of the sidewalk snow removal plan is those sidewalks adjacent to private property, which under city ordinances are the obligation of the abutting property owner for snow removal. Both State and City codes provide for the City to initiate sidewalk snow removal services if the snow and/or ice have remained on the sidewalk surface for a period of 24 hours after the termination of the storm. Said action will begin by notification by the Police Department. If sidewalks are not cleared within 24 hours a written warning will be given to the property owner. If the sidewalk is not cleared within 24 hours from the date and time of such warning, the sidewalks

shall be cleared by the City Street Crew and the owner/occupant shall be charged for the shoveling and issued a citation for violation of Section 8.02.8 of the Municipal Code of the City of Elkhorn.

C. DESIRED OUTCOME

The immediate objective of snow and ice control operations is to maintain reasonably safe driving consideration during and following storm events. **This does not, however, mean that bare, pavement should be expected by motorists, nor does this mean that streets will be free of all snow and ice.** Motorists and pedestrians are expected to take necessary precautions and to observe safe winter driving habits.

All streets in Priority I through Priority IV shall have two (2) lanes of traffic open at all possible times. Depending on the intensity of the storm, streets are generally widened from curb to curb as they are plowed. If the intensity of the storm is too great, the plows will try to keep at least one (1) lane passable until which time the streets can be widened. Crews will maintain this operation until such time to allow the majority of the traffic to reach their destination and once this has been accomplished, completely plow out the City of Elkhorn, when practical.

The City's overall goal is to clean all roadways – arterial and local residential streets – of accumulated snow within ten (10) hours following the cessation of a Class B storm event (2 inch snowfall). Storm events of greater intensity will acquire a longer period of time for desired results to be achieved. Again, regardless of the storm's intensity, it is reasonable to expect some snow to remain on street surfaces after snow removal operations have ended.

SECTION IV STORM CLASSIFICATIONS & OPERATIONS RESPONSE

Receiving and analyzing weather information is perhaps the most critical link for successful snow and ice control program. Making a decision at the right time before the storm has effectively blocked most courses of action is vital to the success or failure to the total operation. At the present time, the Street Division depends upon U.S. Weather Bureau forecasts and radio and television forecasts, which although reasonably accurate, do not allow access to around the clock, early warning weather forecasts.

An impending storm condition shall be rated into one of four categories based upon forecast information from the National Weather Service and various weather forecasting services. These ratings shall be as follows:

Class A Storm

A Class “A” Storm is projected to have a limited effect on driving conditions. The means used to fight this type of storm will generally be limited to application of salt and or abrasive to hills, curves, inclined areas, school zones, bridges, and high traffic areas. Generally little or no plowing of snow will be required. A Class “A” Storm will always have the potential to be upgraded to a more serious alert. During a Class “A” Event, the department will maintain Priority I and II roads (typical storm event: light snow, less than 1.5 inches).

Under a Class A storm alert, the City is divided into 4 zones, one of which is the Central Downtown Business District. A plow truck with a spreader is dispatched to work each of the 4 zones. After normal working hours and weekends only one or two drivers will be called to work depending upon conditions. The Street Leadperson will always be the first driver called. He has authority to call one other employee to assist him if he feels he needs help. If he feels he needs more help he must call the Director of Public Works. It then will be their decision whether to up-grade to a Class B storm or continue with a Class A alert.

Class B Storm

A Class B Storm is projected to cause minor trouble to motoring public. Initial methods used to fight this type of storm will be to apply chemical de-icers and/or abrasive to hills, curves, inclined areas, school zones, and high traffic areas. However, the application of these materials is intended more as a preventative method of stopping bonding of ice and snow to pavement than a means of melting the accumulated snow and ice as in a Class A Storm. Generally, more plowing will be required with salting as needed. During a Class B Storm, the department will maintain arterial and collector roads (Priority I and II roads) in passable condition (typical storm event: 1-2 inches of snow).

A Class B storm should be able to be handled by the City of Elkhorn employees but if the need arises the Director of Public Works can call in outside contractors to assist. The Director of Public Works should normally be contacted before outside contractors are called. All streets, parking lots, alleys and sidewalks should be able to be cleared in about 10 hours for a Class B storm. During some storms of this class some employees will be sent home to sleep with directions to return at a set time after midnight to clear downtown windrows, parking lots and alleys. In this case 2 drivers will be kept back after normal hours to keep arterials and collectors open and salted. These employees will then come in the next day at the normal time. Every attempt will be made to make sure no employee works more than 16 straight without 8 hours of sleep. If needed, employees from other divisions will be called in to supplement Street Division employees.

Class C Storm

A Class C Storm is projected to cause significant trouble to the motoring public. As in a Class B Storm, chemical de-icers and/or abrasives will be applied as a prevention of snow bonding to the pavement as deemed necessary. Plowing will begin as soon as two (2) inches of snow has accumulated. In-house personnel and equipment will be deployed to keep roads open to traffic. Particular emphasis will be placed on keeping roads on the priority road system open to traffic at all times (Priority I and II roads). Crews will then plow out entire City when deemed necessary (typical storm event: 2-6 inches of snow). It is the intent of the department to have this initial plowing operation completed within ten (10) hours of the end of the storm.

Class D Storm

A Class D Storm is projected to cause major trouble to the motoring public. As in a Class C Storm, chemical de-icers and/or abrasives will be applied as a prevention of snow bonding to the pavement as deemed necessary. As soon as two (2) inches of snow has accumulated, in-house personnel and equipment will be deployed to keep roads open to traffic. Particular emphasis will be placed on keeping roads on the priority street system open to traffic at all times (Priority I and II roads). Crews will then plow out entire City when deemed necessary.

Declaration of snow emergency may be needed depending on forecasted events. Snow emergency prohibits parking on any City street until it is cancelled. This declaration should be only exercised in extreme situations (typical storm event: 6-10 inches or more).

It is the intent of the department to have this initial plowing operation completed within twelve (12) hours of the end of the storm.

SCENARIOS

Class A Storm – very limited trouble expected

Class B Storm – minor trouble (local icing, bridges, and intersections)

Class C Storm – significant trouble (snow packing – roads slippery, hazardous)

Class D Storm – major storm (heavy snow – long duration – drifting, etc.)

Class A Storm: The forecast weather is expected to have a limited effect on driving conditions.

EXAMPLE 1: Light snow occurs during daylight hours with temperatures above 35 degrees – snow melts everywhere expect a light covering on the grass. Roads and/or streets – and “cold spots” – are wet but not icy. No action needed.

EXAMPLE 2: Very light snow occurs in mid-winter with temperatures well below zero. Snow blows off main roads and/or streets – and is too light to be affected by traffic at intersections, etc. No action needed.

EXAMPLE 3: On edge of snow belt with possible trouble – no snow occurs in area of operation. No action needed.

Class B Storm: The forecast weather conditions are expected to have a “minor” effect on operations.

EXAMPLE 1: Early fall or late spring – light snow occurs with temperatures near 33 degrees – snow melts on warm streets and/or roads but sticks on bridges, overpasses and “cold spots,” causing them to become slippery and hazardous. No action needed on main arteries, but spreading operation needed in local spots.

EXAMPLE 2: Mid winter – light snow occurs with temperatures near zero –wind 10-15 mph. Combination of cold temperatures, cold pavement and wind blows most of the snow off to the side of the roads and streets. However, at intersections and congested areas, traffic causes slippery spots to develop. No action needed on main arteries, but spreading operation needed in local spots.

Class C Storm: The forecast weather conditions are expected to have a “significant” effect on operations.

EXAMPLE 1: Snow occurs with temperatures below freezing – snow packs on roads and/or streets making them hazardous and slippery. Full scale plowing operation needed at depth of 1-3 inches.

EXAMPLE 2: Rain occurs with temperatures below freezing – rain freezes (glazes) on roads and/or streets making them slippery and hazardous. Full scale spreading operation needed.

Class D Storm: The forecast weather conditions are expected to have a “major” effect on operations.

EXAMPLE: Heavy snowfall (in excess of 6 inches) – strong drifting winds – long duration – rapid snowfall accumulation – all out plowing operation using heavy equipment – need to split crews – a major snowstorm.

LIST OF EXHIBITS

- 1) Zoned Street Listings
- 2) Snow Zone & Route Map

ZONED STREET LISTING

DOWNTOWN ZONE - (YELLOW ON SNOW MAP)

PRIORITY 1 (PLOW FIRST)

- 1) Walworth Street - Church to Jackson
- 2) Court Street - Church to Wisconsin
- 3) Geneva Street - South Broad to Lincoln
- 4) Lincoln Street - Geneva to Court
- 5) Washington Street - Geneva to Court
- 6) Wisconsin Street - Geneva to Court
- 7) S. Broad Street - Rockwell to West Walworth

ZONE 1 (GREEN ZONE ON SNOW MAP)

PRIORITY 1 (PLOW FIRST)

- 1) West Walworth Street - Church to N. Eastsedgemeanow St.
- 2) Devendorf Street - West Walworth to City Limits (Marsh Rd)
- 3) West Centralia Street - Stonefield Rd to South Lincoln

PRIORITY 2 (ROTATE ORDER EACH SNOW STORM)

- 1) Park Street – Court to Centralia
- 2) Davis Street
- 3) Baker Street - West Centralia to Marshall
- 4) Marshall Street - Baker to Franklin
- 5) Franklin Street - West Centralia to Geneva
- 6) West Rockwell Street - Devendorf to South Lincoln
- 7) West Geneva Street - Devendorf to Franklin & Church to S. Broad
- 8) Westward Drive - Franklin to Church
- 9) Randall Place - Franklin to Church
- 10) Elm Street - Randall to West Walworth
- 11) Winsor Street - Elm to Church
- 12) South Broad Street - Rockwell to West Centralia
- 13) South Wisconsin Street - Geneva to Dead end
- 14) Frank Street - Wisconsin to South Lincoln
- 15) Washington Street - Geneva to West Centralia
- 16) Clark Street - Wisconsin to South Lincoln
- 17) Prescott Street - Wisconsin to End
- 18) Nathan Lane - Wisconsin to Deere Road
- 19) Davis Court
- 20) Jerome Court
- 21) Immega Lane - West Centralia to End

ZONE 2 (ORANGE ZONE ON SNOW MAP)

PRIORITY 1 (PLOW FIRST)

- 1) North Church Street - West Walworth to Voss Road
- 2) Jefferson Street/Hazel Ridge Road - North Church to City Limits
- 3) Sunset Drive - Jefferson to Page
- 4) West Court Street - Court to West Walworth
- 5) Sunset Drive - Second Avenue to Fourth Avenue
- 6) Second Avenue - North Church to Sunset Drive

PRIORITY 2 (ROTATE ORDER EACH SNOW STORM)

- 1) Adams Street - West Walworth to Court
- 2) Spencer Street - West Walworth to Court
- 3) Park Lane - West Walworth to Court
- 4) Oakland Lane - West Walworth to Court
- 5) Ridgway Street - West Walworth to Court
- 6) Gorman Avenue - Ridgway to West Street
- 7) Maria Drive - Gorman to Court
- 8) Monica Drive - Gorman to Court
- 9) Griffin Street - Court to Greenfield
- 10) Pleasant Street - Court to Greenfield
- 11) Greenfield Street - End to End
- 12) Olsen Street - Court to Jefferson
- 13) Eames Street - Court to Jefferson
- 14) Van Buren Street - Jefferson to Page
- 15) Page Street - Sunset to North Church
- 16) Westlawn Avenue - End to End
- 17) Edgewood Avenue - Westlawn to C.T.H. "H"
- 18) West Oak Lane - Edgewood to End
- 19) Fourth Avenue - Edgewood to Sunset
- 20) Gerard Street - Fourth Avenue to C.T.H. "H"
- 21) Estate Court - Edgewood to North Church

ZONE 3 (PINK ZONE ON SNOW MAP)

PRIORITY 1 (PLOW FIRST)

- 1) South Lincoln Street - East Walworth to City Limits (O'Connor Drive)
- 2) Koopman Lane/O'Connor Drive - C.T.H. "H" to S.T. H. "67"
- 2) East Geneva Street - South Lincoln to High School
- 3) South Jackson Street - Geneva to Fair Street
- 4) Sailor Street - Jackson to Wright
- 5) Wright Street - Sailor to Geneva
- 6) East Centralia Street - South Lincoln to C.T.H. "H"
- 7) McKenzie Lane - East Centralia to Proctor Drive
- 8) Proctor Drive - Koopman to Mann Park

PRIORITY 2 (ROTATE ORDER EACH SNOW STORM)

Note: Except Deere Road, always do first after Priority 1 is finished.

- 1) Deere Road - Lincoln to End
- 2) Nathan Lane
- 3) O'Connor Drive (west) - S.T. H. "67" to Lift Station
- 4) East Frank Street - South Lincoln to End
- 5) East Marshall Street - South Lincoln to End
- 6) Wright Street - East Geneva to End
- 7) Getzen Street - East Geneva to End (Fell's Welding)
- 8) Harmony Lane - Getzen to End
- 9) Hartwell Street - Getzen to Lewis
- 10) Lewis Street - Getzen to Lewis
- 11) Stewart Tank Entrance Drive (Bray Road) - C.T.H. "NN" to End
- 12) Road off C.T.H. "H" (dead ends into area behind clinic) - C.T.H. "H" to End
- 13) Sporleder Road - C.T.H. "H" to Entrance of Easttown Manor
- 14) Sporleder Road - C.T.H. "NN" East to S.T.H. "12"
- 15) MacLean Road - C.T.H. "H" to Hickory
- 16) Robincrest Lane - C.T.H. "H" to Hickory
- 17) Glenridge Lane - Both areas between Robincrest & MacLean

- 18) Larkdale Lane - MacLean to Robincrest
- 19) Meadowlark Lane - MacLean to Robincrest
- 20) Oakwood Lane - MacLean to Robincrest
- 21) Hickory Lane - MacLean to Robincrest

ZONE 4 (BLUE ON SNOW MAP)

PRIORITY 1 (PLOW FIRST)

- 1) Lincoln Street - Court to North Wisconsin
- 2) Wisconsin Street - Court to City Limits (W. Evergreen Parkway)
- 3) Court Street - North Wisconsin to Cobb Rd.

PRIORITY 2 (ROTATE ORDER EACH SNOW STORM)

- 1) North Broad Street - Court to End
- 2) Washington Street - Court to Fourth Avenue
- 3) Fair Street - Court to End
- 4) East Jefferson Street - Church to End
- 5) East Page Street - Church to End
- 6) East First Avenue - Church to C.T.H. "11"
- 7) East Second Avenue - Church to Lincoln
- 8) East Third Avenue - Church to North Sandy Lane
- 9) East Fourth Avenue - Washington to Lincoln
- 10) Jackson Street - East First to End
- 11) Sandy Lane - East First to Kimberly Lane
- 12) North Jackson - East Third to End
- 13) North Sandy Lane - East Third to End
- 14) Market Street - S.T.H. "67" to West
- 15) Amparo Street
- 16) Kimberly Lane
- 17) Hannah Street
- 18) Patricia Street

SIDEWALK ROUTE

- 1) Police Station - Washington to East First Avenue
- 2) Downtown Sidewalks
- 3) City Hall - South Broad
- 4) Fire Station - South Broad
- 5) Library - Wisconsin & Court
- 6) Civic Center - Wisconsin
- 7) Sunset Park Complex
- 8) Parking Lot - Wisconsin & Geneva
- 9) Lincoln Street - Parking Lot
- 10) Lincoln & Centralia Streets - Southeast & Northwest Corners
- 11) Lincoln Street Sidewalk - West Side Centralia to Clark
- 12) South Wisconsin Street - Centralia to South Railroad Tracks
- 13) W, Hidden Trail
- 14) N. Broad St. Park
- 15) N. Lincoln St. (TASCH Park)

APPENDIX I

EMPLOYEE ORIENTATION & TRAINING

A. EMPLOYEE TRAINING

All drivers are instructed to drive their routes prior to the first snow storm to look for obstructions like raised manholes and water shut off boxes. These obstructions are repaired as soon as possible but if an early storm hits the drivers will know to proceed cautiously in that area. First year employees are trained in plowing operations and proper snow fighting techniques. New employees are given less critical routes and zones. A more experienced driver will ride with the newer employee on their preseason drive through. The newer driver will be instructed on proper snow fighting techniques and what obstructions to watch out for.

A safety meeting is planned prior to the beginning of the winter season. Usually a videotape is shown on some type of snow fighting technique or driving safety. Then a discussion will take place on new equipment, additions to routes and zones, any new policies or related subjects. Drivers are instructed to operate their equipment in a controlled manner at all times. It has been proven that a slower rate of speed has always been safer for both driver and equipment. Drivers are instructed to respect personal property. They are to plow around any stranded or disabled vehicles, if possible, then radio their location to the Police or Director of Public Works for removal. Drivers are instructed to continue plowing their route or zones until they are sure that all roads are passable. No driver should stop to assist any motorist or pedestrian unless an emergency exists. No driver may plow or sand any private property unless assisting Ambulance or Fire Department members. Drivers are instructed to continue to plow past any driveway even if the accumulated snow from their plow blocks the end of the driveways. It is the responsibility of the property owner to clear any snow from his or her driveway. Drivers cannot stop to clear any sidewalks.

B. EQUIPMENT

CALIBRATION OF SPREADERS

Prior to the start of each season the Maintenance Mechanic adjusts the spreaders to all work at the same application rate for each spreader setting and will adjust the spread at 20 m.p.h. to a uniform width of 12 feet. This pattern will be offset from the vehicle centerline by 2 feet toward the driver's side.

C. PREPARATION OF EQUIPMENT

Each year during the month of September, the Mechanic with assistance from the Street Division will inspect all snow removal equipment and prepare it for installation on the vehicles during the month of October or November. Spreaders should be attached to the trucks and tested no later than November 15th of each year. Plows should be placed in the City Garage no later than November 15th so as to allow the rapid hookup of the plow to the truck in the event of storms. Once all the equipment has been mounted, tested and presumably ready for operation, the operators assigned to the vehicle should make a trial run over their routes. All equipment should be tried and tested on dry runs in good weather. Any failures of the equipment should be reported immediately to the Director of Public Works or Mechanic who will arrange for their immediate repair or replacement. Annually, not later than November 1st, each spreader shall be calibrated and a listing of the calibrations be prepared for each unit. A copy of this listing should be placed inside the truck for the driver's referral during use. During a snow crisis, the Mechanic will be called off his zone so as to make immediate repairs to any equipment. He will be called in on weekends only if more than one plow truck has broken down. The Director of Public works will report to the Mayor and City Administrator when all equipment is ready for snow fighting operations. Also, at this time, the call in list will be updated to show correct telephone numbers of all City employees involved in snow removal.

D. OPERATOR CHECKLIST

Before leaving the garage area to fulfill the snow control assignment, each piece of equipment shall be thoroughly checked by the assigned operator. The operator is responsible for its condition and should report any items which are broken or may break to the Director of Public Works or mechanic so immediate arrangements can be made to repair or replace the piece of equipment. The operator, each time he leaves the truck, whether for lunch, on a coffee break or at the end of a day, should walk around the truck and do an exterior inspection. The operator should also check all fluid levels and lights each time he enters the vehicle.

During the Snow and Ice Control procedures, the following inspections should be made:

- 1) Inspect the condition of the mold board and cutting edge of all snow plows. Inspect plow blades frequently. If blade wear begins eating into the back plate, it would be very costly to

replace. Any blades which are wearing to the danger point should be reported immediately so the proper repairs can be arranged.

2) Inspect snow plow hoists. Check all air and hydraulic hoses and other crucial parts of the power units.

3) Inspect all vehicle lighting and warning lights.

4) Check all brakes, steering, clutches, transmissions and engines so that all are in operable condition.

5) Check all spreaders, hoses and fittings. Check the spinners, augers, controls and attachments to see that all are functioning properly. All plows assemblies; shoes and shoe assemblies should be checked on a regular basis.

6) Check all safety equipment, fire extinguishers, flashing lights and first aid kits in the trucks and other equipment.

7) Check operation of the vehicles' heater, windshield wipers, window washer, and headlights: both high and low beams; plow lights, marker lights.

E. SAFETY AND TRAINING

While the purpose of the Snow and Ice Control Program is to provide safe travel for motorists and pedestrians, this does not mean that the City will overlook the safety of its employees or the people they come into contact with. City employees can do their share toward improving safety by remembering the following:

1) Always check the equipment before entering the vehicle.

2) Report all mechanical problems to your mechanic immediately.

3) Obey all traffic laws. Do not use excessive speed and be certain to stop for all stop signs and traffic signals. Avoid making any U-turns or Y-turns in intersections intersecting highways, arterial streets and heavy traveled collector streets. (This may require minor zone overlapping of crews.)

4) Be as helpful as possible to those who are stranded or stuck in the snow, however, offer to assist by notify the Police Department via cell phone as to the individual's situation.

5) As a matter of policy, no Street Division plowing operator shall work longer than 16 hours in a 24 hour period without having a least 8 hours sleep.

F. IN-HOUSE TRAINING

At the direction of the Director of Public Works and/or designee, a 2 to 4 hour training simulation will be held during the month of October or November for the snow removal crews. The training session will emphasize the following:

- 1) Route and zone changes (additions and/or deletions).
- 2) Supervisor's role.
- 3) Operator's role.
- 4) Update on new equipment.
- 5) Preparation of snow equipment (plow hookup, maintenance check, maintenance repairs, etc.
- 6) Vehicle runs of routes and zones.
- 7) Feedback from drivers on conditions of route, ideas and suggestions.

It will be the policy of the Street Division that all personnel participate in a snow fighting course, or a refresher course at least once every 5 years. New personnel will not be allowed to operate a vehicle until they have been adequately trained to the satisfaction of the Director of Public Works.

G. ACCIDENTS

Even though the City is as careful as possible, there are times when City employees may be involved in an accident. If, while driving a City vehicle, an employee is involved in an accident they should immediately, via cell phone, contact the Police Department with the location of the accident and whether an ambulance is needed. Next, the Director of Public Works or Street Leadperson should be contacted. The Director of Public Works or Leadperson will make an investigation of the accident. The driver should make sure that, if injuries have occurred, the persons are comfortable and administer first aid if needed until the ambulance arrives. A complete accident report must be filed, as well as an in-house report and an account of the accident must be made to the Director of Public Works which outlines the circumstances in which it occurred. Any time parked cars are struck, the same procedure shall apply. Also, If the City employee is involved in an accident that requires a vehicle to be towed, found to be at fault or issued a ticket from the police department, or somebody is treated by ambulance personnel then that employee is subject to drug and alcohol testing in accordance with federal regulations.

H. PROPERTY DAMAGE

If garbage cans, mailboxes or other such small items are damaged by a plow, the Director of Public Works or City Hall should be notified with the address, when the accident happened and basically an explanation of what happened and a notation of the incident must be recorded and turned into the supervisor at the end of the storm. If questioned by a property owner about damage to mailboxes, the City will replace damaged mailboxes if the plow directly struck the box or post. If the damage occurred because the box was not installed in accordance with Postal Requirements or because it was damage by snow from a plow then, repairs will be the responsibility of the property owner. The City will replace damaged mailboxes with only a standard mailbox and post or will pay the equivalent of \$25.00 to the property owner to repair the damages himself.

I. ON-THE-JOB INJURIES

Injuries must be immediately reported to the Director of Public Works or Street Leadperson who will assist you in completing an Accident Investigation Report and also report the incident to the proper staff personnel for filing of an Accident Insurance Claim