

# **KITTSOON COUNTY HIGHWAY DEPARTMENT** **SNOW PLOWING AND ICE CONTROL GUIDELINES**

(developed & distributed 10/12/05 by Kelly Bengtson, Engineer)

## **I. ISSUES**

1. Snow plowing and ice control shall be performed in a **safe and cost effective** manner. Safety, budget, personnel, equipment and public concerns must all be considered.

## **II. WHEN SHOULD SNOW PLOWING AND ICE CONTROL BEGIN & END?**

1. The Maintenance Foreman will decide when operations should begin.
  - a. **Generally not earlier than 5 A.M. – Overtime will be charged to cities & townships when applicable.**
  - b. After a snow accumulation of **3 inches or more.**
  - c. If icy conditions develop that seriously affect travel, the Maintenance Foreman may direct ice control/removal operations.
2. Operations should end generally by 6 P.M.
  - a. If conditions dictate more hours needed in one day, operators should contact the Maintenance Foreman or any other staff to let them know where they are and when they will be in for the day.
3. After 8 hours of work, if an individual route is finished, the operator may voluntarily choose to punch out if approved by the Maintenance Foreman or the Engineer. Avoid all phone and radio use when driving plow equipment.

## **III. CONTROL PROCEDURES**

1. Trucks should do paved “Major Collector” roads first, then other CSAH, CAH and Township routes can be done, including bus routes and mail routes. All warning lights must be on and operational. Major collectors include segments CSAH #1, 4, 5, 6, 7, 8, 9, 10 (West of 5), 12, 14, 16, 19, 20, 22, 25, and 34. Trucks should limit their time on gravel roads whenever possible as this surface is hard on the equipment. The Maintenance Foreman will provide school bus route maps and mail route maps.
2. Motor Graders should operate mainly on gravel roads, but may operate on paved roads when cutting compacted snow/ice is required. They should concentrate mainly on CSAH routes first, then CAH and Township routes where busses and mail routes run should be done. All flashing warning lights must be on and operational for safety reasons, including 4 ways. Monitor fuel tank levels machines and bulk tanks so you do not run out.
3. **All operators should be aware that they should work only in weather conditions where visibility and traction do not put themselves, the public and their equipment in an excessively dangerous situation.** The Maintenance Foreman or the Engineer may decide when to pull plows off the roads and the local Sheriff’s Dept. shall be contacted if this decision is made.

4. Roads shall be plowed in a manner so that ridging is minimized and maximum recommended plowing speeds shall not be exceeded (35 mph for trucks, 20 mph for patrols). Operators should decide when they need to use V plows vs. one way plows. Maintenance or shop staff will be needed to operate the Sno-Go Blower when necessary.
5. Salt and sand mixtures shall be applied to icy intersections and roads as directed by the Maintenance Foreman. Salt works best when applied at temps. between 20° - 30° F.
6. All operators must conserve gravel. This includes county and township road surfaces and pavement shouldering. All gravel surfaced roads must be prepared and shaped properly for plowing before Fall freeze up.

#### **IV. WORK SCHEDULE AND OVERTIME**

1. Operators are expected to work eight hour shifts but not more than 12 hours in a 24 hour period.
2. **Overtime must be pre-authorized by a phone call to the Maintenance Foreman.**
3. Operators should take regular breaks (15 min. every 2 hours) and one half hour for lunch to prevent fatigue. Report your status to the Maintenance Foreman before you punch out each day so we know you are safe.
4. Operators should perform regular minor maintenance on their equipment as directed by the operators manual. They should also perform a visual inspection of their equipment every day to determine that critical brackets, pins, bolts, lights, brakes, clutch, radio, fan, etc. are secure and/or functional. Any items that are not working or appear to be near failure should be reported to the shop staff immediately.

#### **V. COMPLAINTS AND PROPERTY DAMAGE**

1. Reimbursement for damaged mail boxes shall be made at the discretion of the Engineer if the mail box is struck by the plow equipment, not by thrown snow.
2. Complaints to other property will be handled by the Engineer on a case by case basis.

#### **VI. DRIVEWAY POLICY**

1. Operators may plow driveways at their discretion or by the direction of the Engineer after all priority routes have been opened. Time spent on each driveway should be kept separately and will be billed to the Townships, with ¼ hour increments minimum according to the previously approved driveway policy.
2. Rural home owners should be capable of performing their own snow removal on their driveways if conditions persist which reduce the time KCHD operators have to work on driveways and can add to overtime accumulations. Exceptions can be made in case of emergencies.