

WASHINGTON COUNTY DEPARTMENT OF ROADS SNOW REMOVAL PLAN AND POLICIES

The following snow removal plan covers the procedures that will be followed in the event of a winter snow storm.

Any of the operations may be altered by the Highway Superintendent depending on conditions and/or emergencies.

Regular winter working hours between the months of November 1st and April 1st 7:00 A.M. to 3:30 P.M. No overtime work will be performed on weekdays, weekends or holidays unless authorized by the Highway Superintendent or assigned contact person.

START UP PROCEDURES & SNOW ROUTES

In the event of a snow storm, the Highway Superintendent or Road Foreman will contact the operators as to when to proceed with plowing operations.

All operators have a map of their area with emergency snow routes clearly marked. These routes will be strictly followed by priority and will not be deviated from for any reason other than an emergency. After the prioritized routes have been cleared, a systematic approach will be taken to clear the rest of the area, with school bus and mail routes taking priority.

- 1. Emergency Snow Removal Priority Route Maps**—Snow removal priority route maps shall be mailed to all school districts and post offices that use county roads and an emergency snow removal priority route map will be made public when requested by the public of the county's priority snow removal routes.
- 2. Gravel Roads**--Gravel windrows shall be leveled as much as possible in the fall and gravel left on the road so windrow doesn't get bladed into the ditch. Gravel should remain on the road for possible snow melt. If there is too much grass and weeds in the windrow, move windrow to the south on east-west roads and to the east on north-south roads. No operators or equipment will be dispatched for snow removal on gravel roads until at least 3" or more snow has accumulated. Snow and wind conditions will determine when plowing operations proceed due to poor visibility, safety conditions, snowfall per hour, etc. Snow removal will not proceed until visibility is no longer a problem. Plow snow to the south edge of east-west roads and to the east edge of north-south roads whenever possible to prevent drifting if the wind is out of the northwest. Plow according to wind conditions. In a very heavy snow, plow both ways and leave snow windrow beyond the road shoulder so snow will melt away from the road and not on it. Open priority routes for one lane traffic before starting secondary routes. Do not widen large drifts until entire route has been cleared to at least one lane traffic. Motor grader operators are responsible for clearing intersections where gravel and pavement meet. Minimum maintenance roads will not be cleared unless there is an emergency.
- 3. Paved roads**-- Truck plows will be dispatched on all paved roads when 1" or more snow accumulation is received. Trucks will continue to remove snow from paved roads until snow becomes too deep for trucks to remove. If motor graders need to be used, tight blade paved roads to remove as much snow and ice as possible without harming the pavement surface. Plow snow out to a minimum of two feet beyond pavement edge, where possible, so snow will melt away from the road and not back on it causing ice conditions.

4. **Salt and Sand Operations**-- Salt and sand application location maps are attached and have been distributed to employees. Additional locations may be sanded as required. County will begin sanding operations when conditions require. No salt and sand will be applied to bridges. Salt and sand will not be applied when snowfall is so heavy that material will be covered in a short period of time. Salt will be ordered in the month of July for August delivery and when delivered, will be moved immediately into the salt storage building. Salt and sand mix ratio is one (1) ton of salt to three (3) tons of sand.

5. **Bridges**-- All snow will be removed from bridges as roads are cleared. DO NOT leave snow windrows along bridge rail. This creates a ramp condition which could cause a vehicle to jump the guardrail. Remove snow beyond the bridge ends and guard rail 15-20 feet so snow will not melt back onto bridge causing ice conditions.

6. **Snow Fence**-- It is county policy to purchase and install snow fence at the locations described on the attached map. Written permission will be obtained from landowners prior to installation of snow fence on private property and kept on file in the Highway Superintendent's office.


7. **Special Circumstances**-- Rarely does the County receive the same amount of snow county wide. Under these circumstances, employees and equipment will be moved from the least heavy snowfall area to concentrate on the hardest hit portions of the county. This will be done only upon authorization of the Highway Superintendent or road foreman. Under extreme heavy snowfall, the need for outside contractors may be required to assist in removing snow. Contractors are to be contacted each fall for a written per hour quote on employees and equipment to be used in snow removal. A current list of approved Contractors will be on file at the Washington County Road Department and a current "Certificate of Insurance" shall be obtained at this time.

8. **Abandoned Vehicles/Stuck Motorists**-- The Sheriff's office will be notified when abandoned vehicles are found stuck in snowdrifts. The vehicle license number will be provided to the Sheriff's office so they can contact owner. Vehicles will only be removed from roadway or snowdrift when owner is present and able to attach chain or tow rope onto personal vehicle.

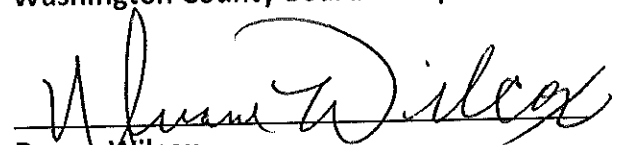
9. **Contractor** agrees to log hours and provide this information to Washington County when requested.

Updates to the Washington County Department of Roads Snow Removal Plan and Policies will be made by the Washington County Board of Supervisors and the Washington County Highway Superintendent.




Attest: Merry M. Truhlsen
County Clerk

Washington County Board of Supervisors


Duane Wilcox
Chairman

November 22, 2010

Contractors
Address

Dear Sir;

Attached is a map of the area that we would like you to clear in case of a severe heavy snowstorm. This area must be followed as directed by the Washington County Highway Superintendent.

A current "Certificate of Insurance" must be attached to this document when returned and contractor to keep the depicted coverage in place for the duration of this agreement. Contractor agrees to accept full responsibility to the public for loss or damage caused by or related to its operation during the fulfillment of snow removal activities under this agreement. The following insurance requirements must be met.

Worker's Compensation

Coverage A – Statutory
Coverage B - \$500,000

Comprehensive General Liability

\$1,000,000/Occurrence
\$2,000,000/General Aggregate
\$2,000,000 Products and Completed Operations

Automobile Liability

\$1,000,000 Per Occurrence

If you are interested in performing this type of snow removal, please put your hourly operator and equipment rates and any other equipment you have that may be used for snow removal below and deliver to me at your earliest convenience. Any extra snow removal beyond what is shown on the enclosed map must be approved by the Highway Superintendent.

_____ Loader	\$ _____/hr.	_____ Maintainer	\$ _____/hr.
MODEL		MODEL	
_____ Dozer	\$ _____/hr.	_____ Dumptruck	\$ _____/hr.
MODEL		MODEL	

_____	_____	_____	_____
Owner's Signature	Date	Business Phone	Emergency Phone

_____	_____
Washington County Highway Superintendent	Date