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|  | <p align="center"><b>Iowa County Highway Department<br/>Policies and Procedures<br/>SNOW AND ICE CONTROL</b></p> |
| <p><b>Title:</b> Snow and Ice Control Policy</p>                                  | <p><b>Effective Date:</b> October 6, 2014<br/><b>Expiration Date:</b></p>  |
| <p><b>Number:</b> Snow - 01</p>   | <p><b>Date Last Revised:</b> Thursday October 2, 2014</p>  |

**PURPOSE:**

The purpose of this policy is to define the snow and ice control method of operations for the Iowa County Highway Department. This policy supersedes any and all previously written documents and unwritten policies of the Iowa County Highway Department regarding snow and ice control on the county trunk highway system.

**IN GENERAL:**

The intent of establishing the Iowa County Highway Department’s Snow and Ice Control Policy is to provide a uniform understanding of the priorities and procedures used to combat snow and ice related road conditions. Each winter storm has unique characteristics and climatological factors related to storm intensity, moisture type, duration, wind, temperature, dew point, surface temperatures, moisture content, traffic volume, and other factors; which affects the total amount of snow/ice accumulation as well as influence the methodology used to combat the resulting snow and/or ice related road conditions.

**PERSONNEL:**

Snow and ice control operations are monitored on a 24 hour / 7 days a week basis by Department Management. Therefore, the Iowa County Highway Department is prepared to work outside the normal work hours at any time it becomes necessary to institute snow and ice control operations. During snow and ice control operations, all other operations of the Iowa County Highway Department are of secondary importance and will remain as such until the snow has been sufficiently removed from the driving lanes and shoulders of the roadway(s) for the particular event.

**RESPONSIBILITY:**

The Iowa County Highway Department is responsible for ensuring that the roads and streets, under the control and maintenance authority of the County; are maintained in accordance with this Snow and Ice Control Policy.

The Iowa County Highway Department attempts to maintain adequate traction for vehicles properly equipped for winter driving conditions. This does not mean bare, dry pavement should be expected during or immediately after each snowfall. Furthermore, this does not mean the roads will be totally free of ice and/or snow at all times.

In the event, it becomes necessary to begin or continue snow and ice control operations outside of the normal working hours, the County Highway Department management team (Highway Commissioner, Operations Manager, or Patrol Superintendent(s)) shall notify the affected personnel. Personnel are required to respond and to be ready for work within 30 (thirty) minutes of the time of the call.

### **LEVEL OF SERVICE:**

No county trunk highways receive service between the hours of 8:00 p.m. and 4:00 a.m. on weekdays or on weekends unless deemed necessary by the Highway Commissioner, Operations Manager, and/or Patrol Superintendent(s). With exception to freezing rain or ice events, the Department will not operate on the county trunk system between the hours of 8:00 P.M. and 4:00 A.M. except for in emergency situations. On weekends, the Department will not begin operations until there is a snowfall event(s) of greater than 2 inches in depth or freezing rain or ice events.

Abrasives will be applied to areas of the roads where deemed necessary upon determination by the Iowa County Highway Commissioner, Highway Operations Manager, and/or Patrol Superintendent(s). Plowing of these roads may not commence until the accumulation of snow on the roadway exceeds two (2) inches in depth. When plowing, the Department will attempt to keep bare pavement near the center portion of the roadway on all routes by applying abrasives. In general, to provide traction in all types of storms; the operations will apply abrasives on all hills, curves, and intersections primarily with little application on straight of ways or long tangent sections. However, the Department operations shall also consider areas of concern for blowing and drifting areas and safety.

The department operations shall refrain from winging back and clearing shoulders during after-normal-hours timeframes. Winging and pushing back of snow from shoulders for future events shall occur during the normal hours of work schedule of the department. The department shall maintain a ‘White Shoulder’ policy for the gravel shoulder portions of its’ highways, whereas operators shall carry the toe of their wing plows. This will allow for the removal and winging of snow depths for future events; however, should reduce the potential for equipment damage and reduce the movement of gravel base from the shoulders of the highways.

The Iowa County Highway Department’s winter maintenance procedures will emphasize the importance of tailoring field operations to these service level objectives.

### **EMERGENCY SITUATIONS:**

Provisions must be made for situations involving emergencies; therefore, in the event the Iowa County Highway Department receives notification of an emergency situation, equipment necessary to handle the emergency will be dispatched immediately to assist until the emergency has been resolved. Note the ability of the Department to dispatch personnel immediately may be limited by the hours of operation of the department. For after-normal-hours emergency responses, this means the response time may be up to a minimum of thirty minutes from the time of the call, as the Department does not staff

operations outside of normal work hours. In order to eliminate false emergency calls to the Iowa County Highway Department, all emergency calls shall be routed through the Iowa County Sheriff's Department 911 dispatch center. Since emergency calls will not always come through the Iowa County Sheriff's Department, those individuals in the Iowa County Highway Department receiving emergency calls will inform the caller that the Iowa County Highway Department will notify the Iowa County Sheriff's Department.

### **DEPARTURE FROM POLICY:**

The Iowa County Highway Department recognizes that conditions may be so unusual or unexpected that a departure from these general policies may be authorized. Therefore, the Iowa County Highway Commissioner may order a departure from these general rules when, in his/her opinion, conditions warrant such an action for the duration of a particular event. Upon completion of the event, the department shall revert back to this policy for guidance.

### **EMPLOYEES AND EQUIPMENT OPERATION:**

Employees are expected to be knowledgeable about the routes they are plowing and the equipment they operate. They are to be familiar with existing conditions that would affect the speed or rate at which they plow and should use every precaution in avoiding plowing practices that would cause damage to private or public property.

Employees are expected to inspect all equipment related to plowing procedures prior to leaving the Iowa County Highway Shop(s). It is the employee's initial responsibility to consider if they are "fit for duty" in compliance with the Substance Abuse Policy and to determine if their vehicle is in sufficient condition to provide the services designed for prior to beginning plowing operations for each and every event. Any malfunction of the equipment, before or during operations, must be reported to the Iowa County Highway Department dispatch center and immediate supervisor as soon as possible.

Individuals operating equipment or vehicles are expected to obey all traffic regulations during snow and/or ice removal operations. Individuals operating vehicles or equipment who are involved in an accident are required to report the accident to their supervisor immediately. All employees involved in an accident or incident shall notify their supervisor prior to leaving the scene of the incident. All employees must complete and submit an accident incident report as soon as possible after the incident. All reports shall be completed and submitted with their immediate supervisor within twenty-four (24) hours of the incident.

### **DAMAGE TO PROPERTY IN THE RIGHT-OF-WAY**

The Department recognizes some properties belonging to private landowners exist within the county right of way; in particular mailboxes and fences. The Highway Department shall exercise care when plowing around property of private landowners in the right of way when recognized as being an encroachment. The department shall be responsible for mailboxes which are hit by equipment and machinery in accordance with the Highway Department Mailbox Damage policy. The Department shall be responsible for the damage to fences in accordance with the Fence Damage and Replacement Policy.

Adopted by the Iowa County Transportation Committee, dated this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

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Greg Parman, Chairperson