

STANDING RULE #29

SNOW REMOVAL POLICY AND PROCEDURE

It must be fully understood that the District is not required to remove snow. It is a function of the District but it is only a convenience to the public.

When to activate, and duration of, the Districts snow removal operation will be determined by the Districts Chairperson. The Chairperson may delegate this responsibility.

Normally snow removal will not begin until at least 4" of snow is on the ground.

The snow removal season will be considered to be from October 1st through the month of April. A priority list of streets, to be plowed, will be maintained in each snow removal vehicle. The drivers will be briefed as to this priority as part of their training. Snow removal will only normally be done between the hours of 4:00 a.m. and 4:00 p.m. These hours may be adjusted when the Chairperson, or delegated authority, deems it necessary.

Under normal conditions only one plow will be in operation. If it is deemed necessary, a second plow will be called out by the Chairperson or the duly appointed person. Under no condition will any vehicle be used that is deemed possibly unsafe.

It is anticipated that there will be times that snow removal will include long hours. No employee will operate the snow removal equipment when he or she feels tired.

The prime employee, responsible for all phases of the snow removal operations, is the Districts Superintendent.

These responsibilities include, but are not limited to:

1. Insuring that all equipment is ready for operations by the beginning of the season.
2. Maintaining the equipment during the snow season.
3. Immediately informing the Vice Chairman of any equipment that is deemed in need of repair or servicing.
4. To assure that there is ample sand available during the snow season.
5. To train all District field employees the operation of all removal equipment.

Snow removal at private driveways is the responsibility of the land owner. Intersections and hills will be priority areas to receive sand. Any requests for special assistance such as for elderly or sick will be considered. Special assistance can be approved by any Board Member.

"This Institution is an Equal Opportunity Provider and Employer"