

BOONE COUNTY
Snow Removal Program and Policy

SECTION 1, INTRODUCTION:

The Roads Department of Boone County is responsible for providing snow removal for approximately 1100 miles of county roads. The Roads Department does not guarantee that county roads will be free of snow and ice after plowing. Bare, dry roads should not be expected and will not be provided. The Roads Department attempts to maintain adequate traction for vehicles properly equipped for winter driving conditions.

Planning for a winter storm is difficult. The differences in rate of snowfall, moisture content, and temperature, time of day and wind velocity make each storm unique.

However, it is the intent of this program to establish general policies and procedures to make travel within the County as safe as possible. Safety is the primary concern and all persons involved with this plan shall consider safety first in their operating procedures.

The Boone County Highway Superintendent will be responsible to format and implement this Snow Removal Program and Policy with the input and approval of the Boone County Commissioners.

SECTION 2, PREPERATION:

The Boone County Highway Superintendent will evaluate the Roads Department's efforts from the previous winter. Any adjustments necessary to improve the overall Snow Removal Program and Policy will be made.

Fall preparation shall include properly winterizing all equipment. All equipment shall be maintained in top operating condition while it is being used in other operations during the spring, summer and fall months.

Fall preparation shall also include a meeting of all Boone County Roads Department Employees. This meeting shall be used to review equipment operations, safety issues, equipment maintenance, and to review all priority snow routes.

SECTION 3, CLASSIFICATION OF COUNTY ROADS:

PRIORITY ONE:

The County Roads designated PRIORITY ONE includes all SCHOOL BUS ROUTES, within the county as established by the School Districts and with the input of the County Commissioners.

PRIORITY TWO:

The County Roads designated as PRIORITY TWO includes all MAIL ROUTES within the county as established by the area Postmasters and with the input of the County Commissioners.

PRIORITY THREE:

The County Roads designated as PRIORITY THREE, includes other roads that have an occupied residence within the mile or a portion of a mile without School Bus Service and Mail Delivery Service. These miles are established by the County Highway Superintendent and with the input of the County Commissioners.

PRIORITY FOUR:

The County Roads designated as PRIORITY FOUR includes all other roads that have no occupied residence within the mile. These miles are established by the County Highway Superintendent and with the input of the County Commissioners.

SECTION 4: LEVEL OF SERVICE:

Plowing should begin on all PRIORITY ONE, TWO AND THREE County Roads when snow accumulation reaches three (3) inches, with PRIORITY ONE roads being opened first, then PRIORITY TWO ROADS, followed by PRIORITY THREE roads. After all roads are opened satisfactorily to allow vehicles in and out access to all occupied residences, additional road widening will be done. PRIORITY ONE roads at this time will be plowed and widen from road edge to road edge, followed by PRIORITY TWO roads, in some cases Priority Two County Roads are also Priority One County Roads and they will have already been widened.

After all PRIORITY ONE AND PRIORITY TWO County Roads have been widened, PRIORITY THREE County Roads will be widened from road edge to road edge. If snow continues, road widening operations on Priority Three County Roads may have to be suspended and redirected to Priority One and Two County Roads, before the completion of plowing operations on Priority Three County Roads.

PRIORITY FOUR COUNTY ROADS:

The County Roads Department will generally not plow these County Roads unless there is an emergency declared by an adjacent landowner. Plowing of Priority Four County Roads will not be done until all Priority One; Two and Three County roads are done road edge to road edge. The County Highway Superintendent will determine if the emergency warrants plowing the requested County Roads

SECTION 5: SNOW REMOVAL PERSONNEL:

All equipment operators should be ready to commence snow removal operations at any time it is determined that operations must begin. The Boone County Highway Superintendent or the Road Foremen with the approval of the County Highway Superintendent shall decide when to call snow removal personnel to work and to how long they shall work.

Primary responsibility for snow removal planning, operation direction and snow removal decision making will be that of the County Highway Superintendent with the assistance of the Boone County Roads Foremen.

If the decision to commence snow removal operations is made during the normal work day, operators and Foreman shall be prepared to cease the activities they are engaged in and begin snow removal operations.

If conditions become such that snow removal must begin after normal working hours, the Sheriff's Department will notify the County Highway Superintendent or Road Foremen who will notify the necessary number of operators to report for snow removal.

Rest periods and/or meal breaks shall be coordinated by the Foremen until all PRIORITY ONE County Roads have been plowed. Employees will normally be limited to a maximum of 12 hours of continuous snow plowing. This is in consideration of the safety of the operator, the public and liability to the County. Employees may be asked to work longer than 12 hours during a SNOW EMERGENCY.

Cooperation and communication between the Sheriff's Department and Boone County Roads Department is critical during a winter storm. There will need to be close contact between the two departments during plowing operations. The Sheriff's Department shall keep the Roads Department informed as to county road conditions and be on alert for trouble spots including icy roads and bridges and reduced visibility at intersections.

It may be necessary, if circumstances dictate, to conduct snow removal on a 24 hour basis, should this situation arise, the County Highway Superintendent with assistance of the Road Foremen shall divide the employees into two groups with each group working 12 hour shifts.

Fueling of equipment will occur at the end of each shift to prepare for the next shift's operation. In the event fueling becomes necessary before the end of the shift, such fueling will be staggered to avoid unnecessary congestion at the fuel pumps.

Equipment operators shall obey ALL TRAFFIC LAWS during snow removal operations.

If an employee for the Boone County Department of Roads comes upon a stranded vehicle during snow plowing operations, they shall first check the vehicle for occupants, should the vehicle be abandoned they will contact the Highway Superintendent or their immediate Foreman who will then contact the Highway Superintendent. The Highway Superintendent or Foreman will contact the Sheriff's Office for assistance to locate the owner of such abandoned vehicle to get it moved. If an emergency exists, the Highway Superintendent or Foreman may instruct the employee to remove the vehicle by using the best method available. Should the employee find injured occupants, the Highway Superintendent or Foreman will activate the Emergency Medical System. If the stranded vehicle has uninjured occupants and asked the employee to assist in removing the stuck vehicle, the employee shall contact the Highway Superintendent or Road Foreman for instructions. The Highway Superintendent or Foreman shall instruct the employee as to what procedure they may take to remove the stuck vehicle. No County Employee shall hook a chain or tow strap/cable to a vehicle without the authorization of the Highway Superintendent or Foreman unless it is a life threatening situation.

Operators who are involved in an accident are required to report the accident immediately to the Highway Superintendent or Foreman and the Sheriff's Department. Operators must complete an accident report and submit it to their Foreman before the end of the shift.

SECTION 6: ADJACENT DRIVEWAYS:

The cleaning of adjacent driveways to County Roads is the responsibility of the adjacent property owner. When plowing snow, several passes are sometimes necessary before a county road is clear. Every effort is made to prevent plowing snow into driveways; however, the Roads Department will not clean driveways adjacent to county roads. Cleaning driveways that are plowed in by the Roads Department is the responsibility of the adjacent property owner. It is generally best to open driveways AFTER the snowplows have completed their operations.

SECTION 7: SNOW REMOVAL PROGRAM AND SNOW ROUTE MAPS:

A copy of this Snow Removal Program and Policy and Maps indicating all PRIORITY ONE, PRIORITY TOW, PRIORITY THREE, and PRIORITY FOUR County Roads will be kept at the Boone County Roads Department Shops, County Courthouse, and the Sheriff's Departments.

SECTION 8: CITIZEN COOPERATION:

In order to achieve the best possible result and in the most efficient manner from the Boone County roads Department's snow removal operations, all citizens of Boone County are requested to cooperate fully with the Roads Department. During SNOW EMERGENCIES and winter storm conditions, all residents are asked to remove their parked vehicles from all County Roads if possible. This will allow snow plows an opportunity to clear the County Roads quicker and with fewer passes, saving both time and money.

Motorists should always allow plenty of space near the snow plows and avoid passing a snow plow whenever possible. Operating a snow plow can be a dangerous task. When ice, snow, wind and cold create treacherous operating conditions, one of which is limited visibility, the snow plow operators require tremendous operating skill and courage to operate. These conditions and motorists operating their vehicles in an unsafe manner for the conditions could force the snow plow from the road.

As outlined in SECTION 5, if a Boone County employee while they are plowing snow comes upon an abandon vehicle that is blocking a county road and must be moved, all attempts will be made to locate the owner to get the vehicle removed. If the owner cannot be located and the vehicle must be removed, steps will be taken to move the vehicle. Boone County or the employees of Boone County can not be held liable for damages caused by removing the abandoned vehicle.

As also outlined in SECTION 5, if a Boone County Employee while they are plowing snow comes upon a stuck vehicle with occupants that is blocking a county road and is asked to assist the owner in removing the stuck vehicle and is instructed by the Highway Superintendent and/or Road Foreman to assist, the owner of the stuck vehicle shall make the hookup of the chain or tow strap/cable to their vehicle. Boone County or the employees of Boone County can not be held liable for damages caused by assisting a stuck vehicle.

SECTION 9: DEPARTURE FROM POLICY:

Boone County acknowledges the policies set forth in this program are of a general nature and realizes conditions may be so unusual or unexpected that a departure from this program may need to be authorized. When conditions warrant, the Boone County Highway Superintendent, after consulting with the Boone County Sheriff, may order a departure from this policy when conditions are such that the departure from this policy is necessary for the health, safety and welfare of the citizens and road department personnel of Boone County.

The Boone County Highway Superintendent or his designee is authorized to publicly announce that non-emergency travel is not recommended when conditions warrant such a warning.

This policy is not, nor is it intended to encompass all details of Boone County's snow removal operations.

SECTION 10: POLICY PRIORITY:

To the extent that any previous policy or past practice written or unwritten is in conflict with the provisions of this policy, it is hereby voided and all personnel shall conduct themselves in a manner that conforms to this policy.

SECTION 11: EMERGENCY CONTACTS:

Boone County Dept. of Roads Dist. # 1	(308) 358-0200 Foreman (402) 741-0217
Boone County Dept. of Roads Dist. # 2	(402) 395-2313 Foreman (402) 741-1889
Boone County Dept. of Roads Dist. # 3	(402) 386-5286 Foreman
Boone County Highway Superintendent	(402) 741-0216 or (402) 395-2313
Sheriff's Department	(402) 395-2144, (800) 266-0935 or (911)

