

CITY OF EAST PEORIA
SNOW AND ICE CONTROL PROGRAM

INTRODUCTION

The responsibility for providing snow and ice control on East Peoria's 240 lane miles of streets and alleys rests with the Street Divisions of the Public Works Department.

Because the nature of snow and ice control operations are emergency in nature, widely scattered and of large scale, advanced planning and organization for removal of snow and ice is critical. Once a storm begins, there is little time to efficient operational procedures of major scale.

Consequently all planning and equipment preparation should be completed prior to the arrival of the snow season. Preparing for a snow and ice removal program can be and frequently is made extremely difficult by the combination of factors that arise during the snow and ice season. Rate and accumulation of snowfall, moisture content, temperature, time of day or night, wind velocity, duration and traffic volume are factors that interact to create a unique aspect for each storm with the result that no two storms are ever identical.

In general, while precipitation is falling all Street Department efforts will be directed to maintain arterial streets and hills in a passable condition. After precipitation stops and arterial streets and hills are completed, the Street Department will begin clearing secondary streets. It is the goal of Public Works to clear all streets within 24 hours after precipitation has stopped. Those streets which are scheduled for trash collection will generally be cleared first.

GENERAL SNOW AND ICE CONTROL PROCEDURES

The City has been divided into eight major snow and ice removal areas, with a driver assigned to each of these areas.

Each street in the City has been classified as a priority one (1) or priority (2) street. Alleys (priority 3) rank last in the snowplowing operations. Streets in the priority one category are arterial streets and major hills. **Priority one streets will be cleared prior to implementing snow and ice control operations on priority two streets.** Alleys will be cleared after priority one and two streets have been completed. The only exception is when an emergency situation arises (see Emergency Procedures Section).

The following general guidelines have been established for snow and ice control operation in East Peoria.

1. The Public Works Director, Police Dept. Command Officer, Supervisor of Street or his designee, are the only individuals authorized to institute a snow and ice control program. Field operations shall be directed by the Supervisor of Streets who may delegate authority to begin snow and ice control operation.

2. Snowfall accumulations of up to one inch, more or less, are generally handled (depending on weather conditions) by salting, sanding, or combinations of salt, sand, and calcium chloride. No salt will be placed on newly constructed concrete streets for a period of at least two years.

3. Snowplowing operations generally do not begin unless snowfall accumulations measure more than two inches and snow is falling and/or weather forecasts call for addition accumulation. Salting and snowplowing operations may be conducted concurrently.

4. When, in the opinion of the Public Works Director, snow accumulations warrant their use, private equipment may be called in to assist in snowplowing operations.

5. Snowplow drivers are instructed to plow the street within 2 feet of the curb line with a minimum number of passes. Where sidewalks are close to the curb, drivers are instructed to avoid pushing snow onto the sidewalks, if possible, depending on the snow volume. In these locations snow will be stored in the street near the curb.

6. City-wide snow emergency parking restrictions will be implemented when snow conditions warrant. The Commissioner of Streets will place the restrictions into effect in accordance with Ordinance 11-530.1. Public Works Department personnel will consult the Commissioner of Streets as to the need of implementing the Snow Emergency Restricted Parking.

These practices are of general nature only and will depend to a great degree on storm factors., i.e. wind, temperature, moisture content. Etc.

ORDINANCES INCLUDED BY REFERENCE

Section 11-5-30.1 – Parking on Snow Emergency Routes
Section 7-1-1.29 – Sidewalks

SNOW ROUTE AREA MAPS

The Public Works Director shall maintain in his office the map showing the priority (1) streets. Criteria for determining priority (1) streets include such items as bus routes, primary route to emergency facilities and major arterial streets and hills. Drivers may depart from these general rules when, in their opinion, conditions warrant such action.

STANDARD OPERATING PROCEDURES

This SOP contains statements of policy and directives basic to the organization and operation for the chemical abrasive program, ice control program and snowplowing program.

WEATHER FORECASTING

A key element in implementing an efficient snow and ice control program is weather forecasting. Weather forecasting is the trigger mechanism as to the method of snow and ice control to be implemented for a particular storm.

The Public Works Department has contracted for private weather forecasting service for a number of years. These forecasts, together with The U.S. Weather Bureau reports, provide the most accurate weather forecast and have greatly assisted in increasing the effectiveness of the snow and ice control program. The Public Works Department will continue to rely upon services plus actual field conditions in the immediate area to determine when to mobilize and what equipment and materials to utilize.

CHEMICAL AND ABRASIVE MATERIAL SPREADING

Generally, four combinations of material will be used for snow and ice control operations. These are straight salt, salt mixed with sand and calcium chloride, salt mixed with sand or other abrasives, or straight sand.

Rates of material spreading and combination of the various materials will depend on the prevailing weather conditions and the Supervisor of Streets or his designee shall determine the application rate and material to be used.

EQUIPMENT

The 2008 snow removal fleet consists of eight plow trucks, one 1 ton plow truck, one motor grader and one front end loader. Depending on storm conditions, additional equipment may be obtained from private firms to support the snow removal effort. The size of the fleet is adequate to handle the majority of snow and ice storms reasonably expected in an average snow season.

Of the total city equipment available for snow removal, it is the intent of the Public Works Department to utilize as much of this equipment on the streets as possible. However, it is impractical to assume that all equipment will be operating and provisions must be made for equipment down-time.

DEPARTURE FROM POLICY

The city recognizes that conditions may be so unusual or unexpected that a departure from these general policies should be authorized. Therefore, when conditions warrant, the Commissioner of Streets in consultation with the Director of Public Works,

The aforementioned policies are for guidelines with a certain degree of discretionary power relegated to the Supervisor. It is also understood that 100% of the street system will not receive primary treatment for each storm occurrence, making a “bare pavement” policy cost prohibitive.

EMERGENCY SITUATIONS

Provisions must be made for situations involving emergencies. Therefore, in the event Public Works receives notification of an emergency situation, equipment necessary to handle the emergency will be dispatched immediately to assist until the emergency has been resolved. In order to eliminate false emergency calls to the Public Works Department, emergency calls shall be routed through the Police Communications Center. Since emergency calls may not always come through the Police Communications Center, those individuals in the Public Works Department receiving emergency calls will inform the caller that the police will be notified of the emergency situation so as to be able to assist in handling the situations and to preclude false call.

The Chief of Police is authorized to publicly announce that non-emergency travel is not recommended when, in his opinion, snow or ice conditions warrant such warning.

PERSONNEL

After a snow and ice control operation is initiated, nearly all other operations of the Public Works Department are secondary. While most snow removal operations are performed by personnel of the Street and Water Divisions of the Public Works Department, assistance may be required from the Wastewater Division.

Two eight (8) man crews (with available alternates) are established prior to the snow and ice control season. A labor foreman supervises each crew. Personnel are assigned to twelve (12) hour shifts and the twelve (12) hour shifts are continued until such time as the snow has been sufficiently removed to go back to normal (8) hour shifts. The Crew assignments will be rotated after each storm emergency.

The supervisor or the foreman will determine the number of drivers needed for each particular call-out storm emergency. Driver rotation, within the assigned crew, will occur to make every effort to allocate overtime on an equitable basis. When three or more drivers are required for a call-out, a foreman may be included for that particular duty shift. At the discretion of the Supervisor or foreman, drivers may be asked to work from midnight to 8:00 a.m. as their regular eight (8) hour work day. Those requests will also be distributed on an equitable basis.

Labor foreman and drivers are expected to be knowledgeable of areas where sidewalks are close to the curb and where medians exists and must make every effort to avoid plowing snow onto sidewalks. Labor foreman will inform equipment operators new to a particular district of areas where sidewalks are close to the curb.

Drivers are expected to inspect equipment prior to leaving the Public Works yard area to be sure equipment is in proper working condition. Brakes, lights, horns, turn signals, plow and hydraulics, cutting blade, edges, chains, fluid levels and tires should be checked. Operators must check fuel tanks before taking a vehicle into the field. Any

malfunction of the equipment must be reported to the Drivers immediate supervisor or mechanic.

Personnel who are operating vehicles and equipment that are involved in an accident are required to report the accident to their supervisor at once. In addition, all drivers are expected to contact the Police Communications Center. Drivers must also complete and submit an accident report to their immediate supervisor no later than the end of their shift.

Drivers are instructed to obey all traffic regulations during snow removal operations.

During the snow season the two (2) labor foremen will rotate evening and weekend stand-by duty for the snow and ice control operations unless weather conditions require a full crew call-up.

Labor foremen shall be responsible for providing snow and ice control maps and/or written route descriptions to equipment operators. Drivers are expected to keep this information available in the vehicle and to request additional copies of this information if it has been lost or damaged.

Drivers and other personnel required in snow and ice operations will be assigned to twelve-hour shifts until such time as the streets are cleared of snow. The Supervisor of Streets or his designee shall determine shift assignments.

No more than two City vehicles shall be permitted at any one time at any rest break site in accordance with the Public Works Director policy directive.

ALTERING SNOW AND ICE CONTROL PERSONNEL

In the event that it becomes necessary to begin snow and ice control operations outside of a normal workday, a current telephone call list is used to notify affected personnel. Drivers that are designated for call-out will be expected to report for their shifts unless otherwise excused by the Supervisor or the shift foreman. Drivers with legitimate conflicts must request reassignment from the shift foreman, prior to call-out, except for unforeseen emergencies. Driver vacancies will be filled from second shift crew with the absent driver reporting for the second twelve-hour shift. Driver's failure to report or communicate reason for absence will be treated as an unexcused absence.

Should conditions warrant holding City crews for snow and ice control work during the normal workday, those individuals assigned to the first shift are held over for an additional four hour period with the second shift personnel reporting in four hours later in order to compromise two twelve (12) hour shifts.

TRUCK ASSIGNMENTS:

Because the nature of snow and ice control operations are emergency in nature, widely scattered and of large scale, advance planning and organization for removal of snow and ice is critical, since once a storm begins, there is little time to effect operational procedures of major scale.

Each driver and corresponding snow removal route will be assigned a specific truck. Drivers will operate their assigned vehicle unless otherwise directed by shift foreman. Drivers will be responsible and held accountable for proper maintenance and designated checks for beginning and ending shift duties. Maintenance logs and other information will be provided for each truck.

CALL-OUTS:

Excused drivers absences will be acceptable only for emergency situations. Any other absence from call-out except for illness or emergency will be considered an unexcused absence. The driver should resolve personal driver conflicts with the shift foreman prior to call-out situation. Shift switching between drivers is acceptable if approved by foreman.

First call-outs initiated to first-in crew, twelve hour shifts will begin on the following hour. Call-outs before 12:00 midnight, second shift drivers will be notified as to report times. Call-outs after 12:00 midnight, second shift drivers should call Public Works Office or Police Dispatch for report times prior to reporting at regular time.

Overtime will be rotated as equitable as possible for call-outs not requiring full crew assignment. Should a three-truck assignment be required, third truck will be a shift foreman.

SHIFT DUTIES:

Shift duties will be four twelve-hour periods. Paid lunch periods and breaks will be absorbed in twelve-hour shift duty. Only two units will be out of service at one time as designated by shift foreman.

ROUTING:

Eight routes or districts will be utilized for full crew assignment. Drivers will become familiar with assigned districts. Shift foreman may move drivers from one district to another as conditions warrant. Any condition varying from normal operating procedures will be cleared by shift foreman.