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Snow and Ice Control Policy.doc Page 1 of 5

Snow and Ice Control Policy Hancock County, Indiana

I. Overview

The purpose of the Snow and Ice Control Policy is to establish goals for the Hancock County Highway Department during the winter season. Snow and ice control is considered emergency work in that pavement must be cleared as quickly as possible to ensure the safety of the traveling public. Because of the potential hazard to the motoring public and high incidence of overtime involved in this work, careful planning and preparation must be done prior to the snow and ice season. The planning process is made considerably more difficult due to the variable conditions encountered during each storm. Such things as the rate and accumulation of snowfall, moisture content, temperature, time of day or night, wind velocities, direction, and duration are all factors that interact to create a unique aspect for each storm, with the result that no two storms are ever identical. Snow and ice control is one of many services provided by Hancock County on approximately 700 centerline miles of roads within its jurisdiction.

II. Goals and Objectives

During the winter season, it is the goal of Hancock County to maintain open roadways throughout the county to the extent that resources allow. Resources - both personnel and materials - must be conserved and used wisely throughout the entire snow season. In an effort to achieve our goal, the County is divided into plow districts. Each truck will patrol their district until the roads are at the desired level of service, then it will radio to dispatch and will be assigned to assist in another district. (A copy of all the districts separated by sections can be found in Appendix 1.) In general, roads will be plowed the entire length. (Until severe weather passes, conditions may dictate that only one lane is opened.) Intersections, major hills, bridges, and major curves will be inspected and sanded if deemed necessary by the plow driver. (With respect to amount and location, the plow driver must use good judgment when placing salt and sand.) At times, the temperature may be too cold for the effective use of salt and sand. Placing salt and sand in extremely cold temperatures results in a waste of tax dollars. In such circumstance, the County may opt to suspend with salting and sanding until the temperature rises and the salt and sand become effective. When facilities such as hospitals, fire departments, and EMS dispatch center call and report adverse road conditions, those roads are placed as a priority and will be cleared accordingly. In extreme events, plowing of the normal routes will cease and snowplows will be stationed at Emergency Facilities for emergency runs only, and persons with medical services needed to survive.

III. Snow and Ice Control Activities

Plowing of the roadways will begin when there is approximately 2 inches of snowfall accumulation on the pavements. In general, the start time for plowing the roads will be 4:00 a.m. and will end around 8:00 p.m.. However, plow drivers will work until the desired level of service is reached.

Under no circumstance is a plow driver to plow beyond a 14 hour shift without an 8 hour break. Additionally, under no circumstance is a plow driver allowed to plow beyond 13 consecutive days of 12 or more hours shift without 1 day break.

A. Snow routes will be established for plowing in normal conditions. The Engineer has the authority to determine the number and location of plow routes.

B. Salt & sand will be stock piled at the County Garage at a 1 Part Salt to 2 Part Sand Mix. Salt shortages or low temperatures may require a 1 part salt to 3 parts sand mix.

C. With the exception of leading an emergency vehicle to an individual in need, the County does not plow driveways, parking lots or non-county maintained roads.

D. The County does not plow snow from mailbox approaches.

E. In extreme events, plowing of the normal routes will cease. Snowplows will be plow main routes and/or assist emergency vehicles.

F. In extreme, blizzard events, only the Board of Commissioners is authorized to issue a Snow Emergency. In a Snow Emergency, all unauthorized, non-emergency vehicles are prohibited from travel.

IV. Additional Services

Hancock County may contract for snow plowing in various subdivisions and EMS lanes throughout the County. These areas are subject to change and should be updated yearly in Appendix 3.

When contracting for snowplow services, the County has the following expectations:

A. The contractor is expected to make snow removal for Hancock County a priority over other customers. The contractor shall not perform any private work while working for Hancock County.

B. The contractor is responsible for any damages that he causes while plowing and must provide documented evidence of insurance.

C. The contractor must submit a single, all-inclusive quote on a per hour basis for each location. The compensated time begins once the contractor reaches the area and ends once the contractor leaves the area. The quote is valid for one year. If both the County and the contractor agree, the quote may be extended to the following year.

D. The contractor must have adequate pieces of equipment to insure completion of snow removal in the event of an equipment breakdown. The contractor must provide a Snow Removal Plan that

includes the type of equipment to use, the route to follow, and lists spare equipment. The quote must include a Snow Removal Plan.

E. The contractor is expected to plow from edge-of-pavement to edge-of pavement. (Unless waived by the County Engineer.)

F. The contractor is not guaranteed the number of hours of plowing per snow season.

G. Unless otherwise authorized by the County Engineer, the contractor must plow on the same days the County trucks are plowing. The Hancock County Engineer / Superintendent is authorized to determine if a contractor meets the above requirements and expectations. Generally, contractors are called when over 4" of snow have accumulated.

V. Pretreat

The county may pretreat roadways if NOAA problematic website is showing a >1" accumulation outside of working hours at above 50%.

VI. Private Property

During the winter season, there is always a chance for private property to be damaged by the County's vehicles. With the exception of mailboxes, the County will contact the Sheriff's Office and submit a claim to the insurance company for the damages. The insurance company will investigate the claim and decide how the claim is to be settled. When the damage is to mailboxes, the following policy applies:

A. The roadside face of the box shall be offset from the edge of the traveled way as follows: the width of the all-weather shoulder present plus 12 inches or on curbed streets (a minimum of 36" from the traveled way), the roadside face of the mailbox shall be set back from the front face of a flat faced curb 12 inches or 12 inches from the back of a roll curb.

B. If a property owner chooses to locate a mailbox according to the specifications and the mailbox is damaged as a result of removing snow, the Hancock County Highway Department will repair or replace of the mailbox with a new, but not necessarily identical mailbox.

C. If a property owner chooses **not** to locate a mailbox according to the specifications and the mailbox is damaged as a result of removing snow, the Hancock County Highway Department is not responsible for the repair or replacement of the mailbox.

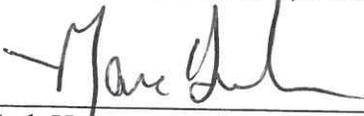
D. The Hancock County Highway Department, regardless of the circumstance, does not repair or replace any mailbox that is found to be in an unsound condition.

E. The Hancock County Highway Department does not provide any approaches to the mailbox. Although it is not the County's policy to leave the right-of-way, there are instances where a vehicle will use a private drive to turn around. If there is damage to the drive or grass surrounding the drive, the County will take responsibility for the damage and repair any damage when the weather permits.

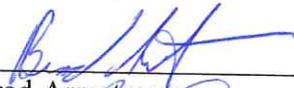
VII. No Duty or Right Created

The purpose of the Snow and Ice Control Policy is to establish goals for the Hancock County Highway Department during the winter season. It is not to be construed to create any duty to any individual, person or entity. The Snow and Ice Control Policy does not provide any special protection or service to any particular individual or group of individuals. No additional rights shall be granted to any individual or entity simply by adoption and enforcement of this policy. The Snow and Ice Control Policy may be affected in total or in part, as a result of acts of God, strikes, equipment breakdown, weather conditions, inadequacy of equipment, state or federal regulations, shortage of personnel, and any other unforeseen, uncontrollable or unanticipated events.

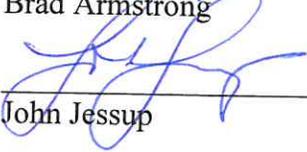
**BOARD OF COMMISSIONERS
HANCOCK COUNTY, INDIANA**



Mark Huber



Brad Armstrong



John Jessup



APPEN A (Response guideline)

This is just a guideline. The intent is to keep the roads as safe as possible while not wasting material and time needed for future storms.

| TEMP | Response Number | Note |
|-------|-----------------|--|
| >32 | 0 | |
| 17-32 | 1 | |
| 0-17 | 2 | Sand Only unless predicting temps over 17 in a period after road is clear and we can leave the material. |
| <0 | 3 | If loose snow on road we will have full shift plowing. |

| Snow Fall | Response Number | |
|-----------|-----------------|----------------------------------|
| <2" | 0 | |
| 2'-4" | 1 | |
| 4'-8' | 2 | Send contractors to subdivisions |
| >8" | 3 | |

| Wind | Response Number | |
|-------|-----------------|-----------------------------------|
| <5 | 0 | |
| 5-10 | 1 | |
| 10-20 | 2 | Will be hard to keep up. |
| >20 | 3 | Will need to focus on main roads. |

Sum the response numbers

| Sum of Response Numbers | Response Level | |
|-------------------------|----------------------------|---|
| <=1 | Supervisor check roads. | Crews as needed |
| 2-3 | Full day shift | crew at night if needed |
| 4-6 | Full day and night shifts | 4am to 8pm |
| >6 | Full day and night with OT | Need to look at level Orange 24hour plowing |

Ice storms will be treated on a per case basis, temperature dependent.

Dangerous entrances:

Have the 1 ton Trucks check/plow/and salt these first.

- Hickory Hills – Entrance and check rest
- Greyhawk Woods – Entrance
- Bomar Manor – Entrance
- Allen Drive – Sugar Creek view addition – All
- Cranberry lake Estates – Entrance from SR9
- 600W 300N Roundabout
- US40 600W light

Check

- Heritage Drive – Entrance off SR9
- Country Mill – entrance off SR9
- Twin Oaks – Entrance off SR 9
- Lantern Woods – Entrance off 500W
- Summer haven – Entrance off 100S
- 400N from 600W over to Lane road to County line and back. Try to hit once if we get ahead on 600W

Priority Roads

| | |
|---|--|
| <u>NW</u> 600W 300N Fortville pike 600N | <u>NE</u> 600E 1050 400E 850E |
| <u>SW</u> 600W 700W 500W 200W 300S | <u>SE</u> 600E Morristown Pike 300S |

Road Evaluation

| | | | |
|--------------------------------|--|--|---|
| Snow Depth on majority of Road | | | |
| .5" to 1" | | | 1 |
| 1" to 3" | | | 2 |
| Greater than 3" | | | 3 |
| Drifts | | | |
| 3"-6" tall | | | 1 |
| 6"-12" tall | | | 2 |
| >12" tall | | | 3 |
| Hard pack coverage | | | |
| 5% to 25% roadway ice | | | 1 |

| 25% to 50% of roadway ice | | | 2 |
|-----------------------------|--------------------------------|--|--|
| >50% percent of roadway ice | | | 3 |
| | | | |
| Road condition | Sum of road evaluation points. | | Hazard |
| Green | <2 | Normal operations | Safe at reduced speed |
| Yellow | 2-4 | Priority Road during normal operations. Mobilize crew if time will be longer than 4 hours. | Vehicle using excessive speed will have maneuver difficulty. |
| Orange | 5-6 | Mobilize crew to location. | 2WD vehicles will have difficulty passing roadway |
| Red | Greater than 7 | Immediate response if main route. Full shift mobilization. | 4WD vehicles will have difficulty passing roadway |