

# **Snow and Ice Control Policy**

## **Kosciusko County, Indiana**

### **I. Overview**

The purpose of the Snow and Ice Control Policy is to establish goals for the Kosciusko 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 Kosciusko County on approximately 1200 centerline miles of roads within its jurisdiction.

### **II. Goals and Objectives**

During the winter season, it is the goal of Kosciusko 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, 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 judgement 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.

### 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 6:00 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 16 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. In general, plow routes will be established so plowing can start at or near the home of the plow driver. The Engineer / Superintendent has the authority to determine the number and location of plow routes.
- B. In the months of December, January, February and March, snowplow trucks will be sent home with most plow drivers. The Engineer / Superintendent has the authority to extend this procedure to additional months.
- C. Salt & sand will be stock piled strategically throughout the County.
- D. Fuel tanks will be located strategically throughout the County.
- E. 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.
- F. The County does not plow snow from mailbox approaches.
- G. In extreme events, plowing of the normal routes will cease. Snowplows will be stationed at Emergency Facilities (See Appendix 2) to perform emergency runs only.

A consensus of the Board of Commissioners will determine when to switch to the Emergency Facilities.

- H. 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**

Kosciusko County may contract for snow plowing in various subdivisions and EMS lanes throughout the County. The 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 Kosciusko County a priority over other customers.
- 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 and to place a salt/sand mix at every intersection. (Unless waived by the County Engineer.) The County will provide the salt/sand mix, but the contractor must haul the mix to the area.
- 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 Kosciusko County Engineer / Superintendent is authorized to determine if a contractor meets the above requirements and expectations.

## V. 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 Kosciusko County Highway Department specifies that mailboxes should be located so that the face of the mailbox is at least 3'-0" from the edge of the road. (However the mailboxes on Old Road 30, should be located so that the face of the mailbox is located at least 10'-0" from the edge of the road.)
- 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 Kosciusko County Highway Department is responsible for the repair or replacement 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 Kosciusko County Highway Department is not responsible for the repair or replacement of the mailbox.
- D. The Kosciusko 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 Kosciusko 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.

**VI. No Duty or Right Created**

The purpose of the Snow and Ice Control Policy is to establish goals for the Kosciusko 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 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  
KOSCIUSKO COUNTY, INDIANA**

---

Avis Gunter

---

Bradford Jackson

---

Ronald Truex

---

Attest: Sue Ann Mitchell  
Kosciusko County Auditor

---

Date