

# **Snow Removal Policy**

WARREN COUNTY ENGINEER'S OFFICE (WCEO)

WARREN COUNTY HIGHWAY DEPARTMENT

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October 16, 2014

Presented by:  
Warren County Engineer

# Snow Removal Policy

OPERATIONS

SAFETY

WARREN COUNTY ENGINEER'S OFFICE (WCEO)  
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# WCEO Snow Removal Policy

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The **purpose** of the Warren County Engineer's Snow Removal Policy is to provide the safest possible county roadway system and access routes for the motoring public, public transit, public schools, fire, police, emergency aid vehicles, the citizens of Warren County and the surrounding communities. Understanding the policy cannot eliminate all the impacts or effects of a snow and/or ice emergency.

This policy is intended to communicate WCEO's preliminary coordination efforts to reduce the threat to public safety from a snow and ice emergency. During inclement weather, the Warren County Engineer's Office in partnership with the Warren County Highway Department will make every effort to maintain the traffic flow in Warren County as close to normal driving conditions as possible.

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## Operations

### Organization of Staff

The Warren County Engineer with the Warren County Highway Department, staff a crew of employees sufficient for handling snow and ice control for the county roads. The road crew is a group of full-time employees that work year round and who are individually required to maintain a Commercial Driver's License (CDL).

**During normal hours of operation**, the Deputy of Operations confers with the County Engineer prior to winter storms approaching the area.

**After normal hours of operation**, initial calls by Warren County Communications Center are made to a designated "on call" employee of the Warren County Highway Department. After conferring with the Deputy of Operation and the County Engineer, the severity of the storm is determined as well as the manpower needed to treat the roads.

### Organization of Equipment

The Warren County Engineer's Office and Highway Department has 18 Snow Routes. Each route is 10-30 miles in length. Routes are divided into those using a Single Axle Dump Truck with a capacity of 10 tons of salt and a Tandem Axle Dump Truck with a capacity of 14 tons of salt. It takes approximately 2-3 hours to complete salt/salt mix application and approximately 3-4 hours for plowing.

Currently WCEO and the Highway Department utilize three facilities for Winter Storm fighting. The main office and facility is located in Lebanon, where 4000 tons of salt is stored under shelter there. The main facility is also equipped with two front end loaders and operators, a dispatcher for all Routes (records all roads completed, handles problems), and 2-4 Mechanics from Highway Department. The secondary facility belongs to Wayne Township where we store 500 tons of salt under shelter. The Wayne Township facility is equipped with one front end loader. The third facility is located in Harlan Township where we store 500 tons of salt under shelter. This facility is also equipped with one front end loader.

All 18 trucks are fitted for plowing, salting, salt/grit mix, and pre-wetting agent. The decision on how to combat a snow storm is reviewed on a case by case basis.

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## Safety

During the winter season, the Warren County Engineer's Office's first priority is to provide safety for all of the motorized public using the county road system. Here is what you can do to be prepared for a winter storm event, practice caution for you and your family, and drive with care during the upcoming winter season.

### **During a Winter Storm Event**

Do not allow children and pets to play on roadways or on the snow berms as this is very dangerous. Drivers may not see them or be able to stop in time to avoid hitting them.

As snow is plowed from roadways, windrows (a line or row of snow) can be created at the end of driveways and are the property owner's responsibility to clear. Do not shovel or put snow from driveways onto or across county roads as this is unlawful and creates a hazard for other drivers.

If you are removing snow from your property and a county snow plow approaches, there is a strong possibility that you are not visible to the operator. Dark clothing, the hour of day and weather conditions inhibit visibility. Protect yourself from injury by giving the plow operator extra room to perform the task.

### **On the Road**

Don't go out until the snow plows and salt mix trucks have had a chance to do their work, and allow yourself extra time to reach your destination. If you must drive in snowy conditions, make sure your car is prepared, and that you know how to handle road conditions.

Snow plows make frequent stops and backup maneuvers, do not drive your car up behind a snow plow as the driver may be unable to see you and inadvertently back into your car. If you are behind a plow that stops, stop your vehicle in such a way that your car looks into the driver's outside rearview mirror, and please give them extra room.

Drivers are also urged to give an oncoming snow truck right of way. During the winter months, the berm or shoulder of the road is often too soft to support the weight of a loaded salt truck. These drivers cannot move off of the road to let oncoming traffic pass on narrow roads. If you see a salt truck approaching on a narrow road please be courteous and pull off into the nearest driveway and let the snow truck pass.

### **Storm Damage**

Although undesired, there is always a potential for damage to mailboxes and fences during the snow removal process. Damage will be evaluated on a case by case basis. Mailboxes and fences that are damaged by actual physical contact with County equipment will be repaired at the County's expense with a standard mailbox and post, but only if they were properly located and installed. The mail box owner is responsible for repair or replacement of the mailbox if the mailbox was damaged by the pressure of the plowed snow and there was no physical contact with the plow equipment.

The Warren County Engineer's Office encourages property owners to participate in the annual "Shake Your Mailbox" Day which is held in October. This day is designated to educate and encourage the maintenance of your mailbox. Visit our website, [www.wceo.us](http://www.wceo.us), for more information and tips on how to test whether your mailbox is ready for winter.

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Thank you for your cooperation,

Please remember, we need your help. Do your part in making this a safe winter.

**WARREN COUNTY ENGINEER'S OFFICE**

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**WARREN COUNTY HIGHWAY DEPARTMENT**

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NOTE: THIS POLICY SHALL BE UPDATED AND POSTED ON THE COUNTY ENGINEER WEBSITE MID-OCTOBER OF EACH YEAR

Last updated on: January 17, 2019