



Town of Greenville

Plowing and Salting Policies and Procedures

Salting and Plowing Procedures

- 1) Drivers will be given instructions as to the road level assigned for plowing / or salting operation.
- 2) Once these routes have been completed, drivers will notify the Public Works Supervisor or Foreman upon completion for their next assignment.
- 3) During the initial salting operations, operation may change, and if so, you will be notified by the Supervisor or Foreman. Continue as directed unless notified otherwise.
- 4) Calibration charts are located in all trucks for the purpose of using the correct amount of salt for the speed at which they are traveling. Drivers shall adhere to these charts.
- 5) All state and local traffic laws will be obeyed at all times. Speed limit and stop signs will be obeyed.
- 6) While salting or plowing, always maintain a safe and reasonable speed. Also compensate for snow discharging off wings, so not to damage mailboxes, parked vehicles, etc. Always be in full control of the vehicle. All vehicles shall maintain a reasonably safe speed. While salting, vehicle speed should be at the speed in which the material shall stay on the roadway and not in the shoulder or ditches.
- 7) Properly fill out salting and plowing log sheets after completion of routes. Report any problem on equipment in need of repair to Supervisor or Foreman, so repairs can be made.
- 8) While salting intersections, curves, hills, etc. – salt in advance of these areas, giving a reasonable amount of distance for stopping or slowing down. A rule of practice shall be a minimum of 100' on either side of stops and intersections, salting through the intersection.
- 9) Report any areas where lawn damage and downed mailboxes occur, so these areas can be logged for further reference.
- 10) Use common sense when salting and plowing.
- 11) Drivers assigned to plow or salt at Town Hall, wells and lift stations, must also shovel all sidewalks at the appropriate facilities, as directed.

Snow Removal and Salting Policy

1. Through the use of road condition information, Outagamie Sheriff Department reports, and the National Weather System broadcasts, the Public Works Supervisor will keep informed about weather conditions and potential problems.
2. Level I roads – Main roads are to be done first, secondary roads next.
3. Salting and Plowing Routes – established and posted with drivers. Also located at the Town Office and will be followed unless otherwise specified by the Public Works Supervisor (PWS).
4. Salting operations will start when deemed necessary – by the PWS. Snowplowing, as needed, will be done during salting operations.
5. General Town wide plowing will be started as soon as the weather warrants. The PWS will determine the starting time, call drivers in, and start plowing operations. Once general town wide plowing has started, all snowplows will plow full width of roadway whenever possible.
6. Once a decision on a starting time is established, the Police department and Town Administrator will be informed of the type of snowplowing operation that will take place.
7. Snow in excess of 3” or more will generally be the rule followed for snowplowing operations. Level 1 roads will be plowed first, during initial start of the storm and maintained until general town plowing is started.
8. Three inches of snow or less will be handled with salting or plowing of main roads, and then salting of intersections of secondary roads will be done.
9. Since every snowstorm is different, items 7 & 8 will vary at different times throughout the snow season.
10. Plowing routes have been established to provide the best possible snow removal, using snow equipment to best suit the area.
11. Generally, plowing operations will start as soon as weather permits, high winds, temperature, snow amounts, time and departure of snowstorm, are all part of the deciding factors for beginning snowplowing operations.
12. Amounts of snow up to 8” will require 10-14 hours or more to plow all Town roads. Once plowing operations start, they will continue until they are finished. For exceptions see # 16.
13. In case of snow emergency, a dispatch center will be established at the Town office that being a central office for radio communications, telephone, etc. The PWS will advise the Town Administrator as to how bad the storm is and will let the Town Administrator know what will be done. At that time the Town Administrator will take over the communication center, calling people to man phones, radios, etc. He will also make the decisions necessary when emergency calls are received (Fire, Police, or Ambulance), which will require snowplow assistance.
14. The **only** reason a driver would be taken off a route would be for a confirmed emergency call.
15. In the case of a major snowstorm, this plan will be activated. Drivers of plowing routes will call when each zone is started, and when it is completed, so that the people at the Town office know what has been done and when crews will be getting into unplowed areas.

Snow Removal and Salting Policy (cont.)

16. At any time the PWS may suspend snowplowing operations – some examples of reasons for suspension are: zero visibility, unsafe plowing conditions, very intense, severe storms, etc. Plowing operations would commence as the weather permits.
17. If, at any time, for any reason, any additional equipment is needed, the PWS will see that additional equipment is called in, and directed as needed.
18. The PWS will have full control of all snow and ice operations at all times. In times of absences, the Town Administrator and/or the PW Foreman will be in charge.
19. It is understood that any Town Board member will contact the Town Administrator, or the PWS, if they have work request or would like an update on plowing operations.
20. It is stressed that every snowstorm is different, and it is the intent of the Snow Removal Policy to be adhered to as a general guide, and not as a set of rigid rules.
21. During the early stages of a snowstorm, salting and plowing of Level 1 will be maintained until such time as the majority of traffic is able to move to and from work or home and school bus routes are completed.
22. Salting of intersections and roadways will be continued until such times that routes are complete or suspended due to excess amounts of snow, salting operations will then cease.
23. Drivers will generally be assigned the same salting/plowing routes and will be cross – trained to help out others as assigned.
24. Salting of intersections, curves, hills, sloped or incline areas, school zones, fire stations and Municipal Complexes are included with the assigned routes and will be salted.
25. A mixture of salt or sand will be used at all times, unless authorized by the PWS.
26. On Level I roadways, a straight salt mixture will be used. However, as condition warrant, as in colder weather (under 20° F) when road salt is less effective, prewetting of salt will occur. Liquid calcium chloride will be sprayed on the salt to aid in the melting action during colder weather.
27. On Level II and Level III roadways, a mixture of salt/sand will be used. At **No** time will straight salt be used, unless authorized by the PWS, and only on a limited basis.
28. In case of ice or snow packed conditions, and deemed so by the PWS, a mixture of salt/sand will be spread on the entire roadway, and only in this situation. Otherwise, only salting of areas cited in item 24 would be done, spreading at distances to give adequate time for drivers to slow down or stop.
29. On Level I roads the salt mixture will be applied down the center of roadways and plowed off later, if warranted.
30. Once Level I roads have been salted. Level II & III will be salted/sanded, if determined necessary by the PWS.

Town of Greenville

Winter Maintenance Policy

Introduction:

The Town of Greenville is currently responsible for over 97 miles of roads. By State Statute 81.15, the Town has three (3) weeks to remove natural snow and ice accumulations. The Town's goal is to maintain the roads in as good winter driving condition as weather, equipment, and budget allow.

Intent:

The intent of this policy is to outline the Town of Greenville's responsibilities and procedures for snow plowing and salting applications; and to insure these duties are performed in a responsible and timely manner with all due consideration to the safety of the public.

This does not mean bare/dry pavement should be expected after each snowfall or ice storm. Furthermore, this does not mean the roads will be free of ice and snow.

Winter maintenance shall be performed on the streets in a manner that is consistent to this policy. Taking into consideration such things as amount of snowfall, time of day, and time of year snow occurs, length of snowstorm, predicted forecast of future storms, equipment breakdowns and the general realization that "Mother Nature" is not always predictable.

Private Driveways:

Driveway maintenance is the property owner's responsibility. The Town will not take any responsibility for removal of snow that is plowed into private driveways during road clearing operations.

Private Roads:

The Town of Greenville will not plow private roads.

Emergency Declaration:

The Town Chairman or his /her designee, has the authority to suspend snow and ice control operations in severe storm conditions when there is a danger to operator or it is not practical or cost effective to continue.

Complaints:

Complaints shall be received at the Town of Greenville Public Works Dept. office at W6895 Parkview Dr., during the regular working hours of 6:30am to 3:00 pm, Monday through Friday.

Mailboxes:

Operators are instructed to be very cautious near mailboxes. In most cases, a properly installed mailbox will permit a snowplow to clear the snow underneath. Most cases of damaged mailboxes are caused by heavy snow hitting the box. Mailboxes are seldom hit by the plow.

The Town of Greenville shall replace only mailboxes hit by the plow. Special decorative mailboxes and/or post will not be provided. If the owner wishes to install a decorative mailbox and/or post that meet standards, it shall be at the owner's expense.

Salting Policy

Level I: Main Roads – These roads are considered a priority road, located throughout the town. They are given a higher rating over the other town roads. These are functional roads, which generate heavy traffic and move traffic from point A to point B. Other criteria that is also considered on a Level I road is as follows; curves, sloped or inclined areas, schools, and municipal complexes, etc.

Examples: W. Spencer Rd (Mayflower Dr. to “CB”), Fawn Ridge Dr., Design Dr., Craftsmen Dr., Tower View Dr.

Salting Procedures

Level I roads will be salted the entire length of the road. Salt will be straight salt as needed. This will be applied down the center of the road.

Less than one inch of snow on the road can be salted without plowing. When the depth of the slush or snow reaches several inches in accumulation, the road shall be plowed and re-salted.

Level II: Main Roads and Main Secondary – These roads include all Level I roads and main secondary roads. Main secondary roads are roads intersecting with main roads or State or County Trunk Highways. These are generally internal roads within subdivisions and are used to connect low use roads within the town road system.

Examples: School Rd., Spring Rd., Greenwood Rd., Mayflower Dr., Everglade Rd. Julius Dr., Winnegamie Dr.

Salting Procedures

Level II roads will be spot salted, throughout the length of the road, at various locations, depending on the criteria of the road. Salt will be applied at a 100% mixture. If the road warrants plowing prior to salting, a single pass in the direction in which you are traveling is sufficient.

Level III: Secondary Roads – These roads are all the roads that are not included in Level I and Level II roads. These roads are low use roads, roads that have low traffic, and very low priority.

Salting Procedures

Level III roads will be spot salted in the urbanized areas and sanded in the rural areas, generally at intersections or on an as needed basis. Generally when Level 3 roads are done, most roads will not need any spot plowing, so salting/sanding will occur.

Salting Maps

Level I and II roads will be color coded on maps. All other roads will be Level III.