

## **INTRODUCTION**

The City of Lafayette has recognized the need to annually review the methods and materials necessary to meet the goal of providing for the safe and efficient removal of snow and control of the ice on public streets. The following procedural manual outlines the responsibilities within the Motor Vehicle Highway Department as well as other partnering Departments required to accomplish this goal.

The City is responsible for over 240 miles of arterial, secondary, and residential streets. There are several factors that can have dramatic effects on the response time of city crews in salting and plowing streets and hauling snow, especially when these factors are combined. They include air temperature, pavement temperature, type of precipitation (freezing rain, sleet, or snow), wind speed and direction, **time of day**, and the expected duration of the storm event.

Whenever there is a danger of icy or snowy conditions on City roadways, the Street Department will monitor conditions and pre-treat accordingly. When snow or ice begins accumulating on the streets, plowing and/or salting operations will commence.

Lafayette is divided into 11 snow routes with each route assigned a spreader truck. Streets in each route are prioritized as one (emergency snow routes), two (collectors and citybus route), three (residential). Priority one streets are the first streets to receive plowing and salting. Whenever the priority one streets are deemed safe for travel during or after a snowfall, the City's plow trucks begin operations on priority two streets. After these streets are completed, trucks will move to residential streets. If during plowing operations on priority two or three streets it begins to snow again and priority one streets become slippery trucks will be dispatched back to these streets as needed.

Although no snow event is exactly the same, as a rule of thumb it usually takes 10-12 hours **AFTER** the snow has stopped to plow and salt priority one and two streets. Residential streets usually take 36 hours to plow assuming we can stay at it and not have to move back to priority one streets.

Subject to weather conditions at the time and once operations have begun, the City will attempt to accomplish the following objectives in an effort to meet the overall goal of providing for the safe and efficient removal of snow and the control of ice on public streets:

### **Plowing Operations during a Snow Alert**

1. Arterial snow routes completed in 12 hours
2. Collector and residential streets completed within 36 hours

### **Salting Operations**

1. Arterial snow routes completed in 12 hours
2. collector and citybus routes subsequently completed in 4 hours
3. Residential streets completed as conditions warrant.

This document will serve primarily as a guide for supervisors, equipment operators, plow drivers and various management staff within the City of Lafayette who are involved in the snow removal process. However, it will also provide readers with an understanding of how the City manages snow removal.

## **SAFETY TIPS**

- Trucks are plowing snow and spreading salt. Stay back from the vehicle 100 feet to avoid problems.
- Plow trucks often have to back up. There are blind spots in the mirrors. For your safety, do not pull directly behind them. They may not be able to see you.
- When cleaning driveways or parking lots, do not put snow in the street. This can cause problems for other motorists.
- Plow trucks generally push snow to the passenger side of the truck (right side when looking at it from the rear). Never attempt to pass a truck on the right side since there can be much more snow on that side of the vehicle.

## SCHEDULES

Snow season work schedules will be established as follows:

Schedule	Shifts	Number of Employees
Normal Daily Schedule	Day Shift: 7:00AM - 3:00 PM	31 Employees
	Night Shift: 11:00 PM - 7:00 AM	18 Employees
Snow Schedule	Day Shift: 7:00 AM - 7:00 PM	31 Employees
	Night Shift: 7:00PM - 7:00 AM	18 Employees

Due to the nature of snow and ice control, management will change schedules as needed to complete salting or plowing operations. When this occurs, the most possible advance notice will be given.

## TRAINING

Prior to the start of snow season, the Street Department will conduct training activities for all personnel that will be involved in the snow control operations. The training will consist of classroom training and hands-on equipment training, including the operation of spreaders, snowplows and front-end loaders. A “dry run” will be conducted for inexperienced drivers, which will consist of driving the routes to familiarize the drivers with any obstructions they may encounter.

## WEATHER MONITORING

Street Department supervisors, with the use of online weather sources, The Weather Channel and National Weather Service daily forecasts, will monitor the weather conditions. In addition, consultation with local weather forecasters will be conducted to further enhance our weather information.

## MATERIALS TO BE USED

For salting operations, the following products will be used, depending on pavement temperature, air temperature, and amount of precipitation.

1. **Straight Salt**
2. **A mixture of salt and x-ice.**  
This mixture will be used until temperatures or precipitation causes the material to become ineffective (below 15°F).
3. **Pre-treatment of roads with x-ice**  
\* x-ice is a bio-degradable material that is non-corrosive. It will not damage your vehicle.

## **SALTING OPERATIONS**

The priority system for salting operations is as follows:

1. Emergency snow routes, other main arterial streets (including perimeter streets around schools and hospitals)
2. All other secondary streets

Once operations have begun, salting will continue until the selected streets have traction restored. Depending on the weather conditions, arterial and secondary streets may receive multiple applications, along with other hazardous intersections and hills.

The Salt dome is located at the Street Department, 260 South 3<sup>rd</sup> Street

## **PLOWING OPERATIONS**

Plowing operations will begin when snow starts to accumulate. Vehicles will have plows and other equipment mounted in advance. If Emergency Snow Routes are to be cleared, the Mayors' Office will notify the public through a news release to the media.

When a snow Alert has been issued, the priority system for plowing operations is as follows.

1. Marked Emergency Snow Routes
2. Perimeter streets around schools and hospitals and hills
3. Secondary streets

Once operations have begun, plowing on Emergency Snow Routes will be continuous until snow ceases to fall. Streets will be plowed curb-to-curb.

## **EMERGENCY AND SECONDARY SNOW ROUTES**

The City has established a priority system for plowing streets in Lafayette. The 11 snow plowing districts, which contain the Emergency Snow Routes, are marked with indicative signs. Parking on these routes is prohibited when the Mayor declares a Snow Emergency.

Any vehicles parked on an identified Emergency Snow Route after a Snow Emergency has been declared will be subject to ticketing and towing. Emergency Snow Routes receive priority in plowing operations.

Secondary streets are plowed after all Emergency Snow Routes have been cleared.

## **BRIDGES**

Bridges will be checked each morning for frost or slippery conditions. Monitoring will be done by the early shift. If frost is present, salt will be spread to increase traction.

## **CUL-DE-SAC'S**

There are over 175 cul-de-sacs in Lafayette. A majority of these are publicly maintained, and therefore, need to be addressed in this manual. The City incurs proportionally more time and costs clearing snow from cul-de-sacs than on typical "uninterrupted" stretches of City streets.

In an effort to become more efficient crews will, when feasible, use the following standard in plowing snow in cul-de-sacs:

1. One full pass will be made around the perimeter of the cul-de-sac with a snowplow, pushing the snow to the center of the cul-de-sac, and thus, creating a pile.
2. As time allows, the snow will be plowed out of the center of the cul-de-sac and dispersed to the sides of the street.

Some cul-de-sacs either have a very short throat or may develop unusually heavy or uneven drifts; therefore, it may not always be possible for crews to employ this procedure. Additionally, if snow accumulations become too deep, the City may haul snow with the use of a front-end loader from selected cul-de-sacs

## **RESIDENTIAL DRIVEWAYS**

One of the most frequent concerns in the removal of snow from public streets is snow being deposited in residential driveways during plowing operations. As plows travel along streets, the snow accumulated on the plow blade has no place to go but on the adjacent street and in driveways

Snowplow operators make every attempt to minimize the amount of snow deposited in driveways, but the amount can still be significant. The more snow has fallen, the greater the problem will be. One way residents can help is to pile snow they have shoveled from their driveways **on the right side facing the street**, in lieu of placing it on both sides at the end of the driveways. Doing this will help snowplow drivers avoid carrying piles from the other side back across driveways. Based on priorities and staffing levels, City personnel do not provide driveway cleaning.

## **MAIL DELIVERY**

City snow operators make every effort to remove snow as close to the curb as practical and to provide access to mailboxes for postal carriers. However, it is not always possible to provide ideal conditions and not damage mailboxes with the size and type of equipment the City operates. Therefore, the final cleaning adjacent to mailboxes is the responsibility of each resident.

## **LOADING AND HAULING OF SNOW**

Hauling of snow will be primarily done in the downtown area. Hauling will be done by the night shift during slow times between snow events. On heavily traveled streets operations will be done at night to reduce impacts on motorists.

## **STORM PREPAREDNESS AND EMPLOYEE STATUS**

The success of the overall operation is based on the availability of appropriate staff, preceding and during snow removal activities. Between the months of October and April, Lafayette is subject to rapidly changing weather patterns. Because severe winter storms may occur during these months, management may alter work schedules of employees as conditions dictate. Management will make every attempt to notify employees of the possibility of anticipated storms. With advance warning, it is the employee's responsibility to make arrangements to be available as needed for snow removal. When storms are imminent or forecasted, employees should exercise proper judgement off duty, so they will not jeopardize their availability during critical periods.

## **ACCIDENTS AND PROPERTY DAMAGE**

Snowplowing and ice control operations can result in property damage, particularly during blizzard conditions and nighttime snow plowing. Incidents involving contact between City equipment and private property typically occurs within the public street right-of-way, which commonly extends beyond the adjoining sidewalk. The intent of the right-of-way is to provide for snow storage, utilities, sidewalks, and other City uses.

All accidents involving City vehicles (regardless of damage amount) must be promptly reported to an on-duty supervisor. If an accident involves another vehicle or if significant private property damage has occurred, the Lafayette Police Department must also be notified in order to complete an accident investigation. The equipment operator must remain at the scene of the accident and provide any requested information or assistance until they are dismissed. It should also be noted that commercial vehicle drivers might be subject to post-accident drug and alcohol testing.

Homeowners are permitted to place some improvements, such as mailboxes, within the right-of-way. In the event of damage to private property during snow removal efforts, the property owner shall file a claim with the Street Department. The damage will then be investigated to determine if any damage is the responsibility of the City. The City accepts responsibility for mailboxes, which are allowed to be placed in the road right-of-way, if the damage is caused by being struck by a plow blade or other piece of equipment. Mailboxes should be constructed solidly enough to withstand the force of snow rolling off a plow.

Damage resulting from snow is the responsibility of the resident. The City will repair or replace mailboxes in those instances where the City is responsible for the damage. Damage to fences, trees or other structures will be repaired or replaced by the City if they are on private property. Lawns that are physically damaged by City plows will be repaired by top dressing and seeding.

Private property (other than motor vehicle) which may have been damaged as a result of operations must be reported as soon as possible. Damage to items such as mailboxes, sod, sprinkler heads, trees, ect., should be called in to the appropriate supervisor. Include any necessary information such as the street address, description of area, item, and damage. If an equipment operator is approached by a private property owner regarding damage to private property, the employee shall immediately notify the on-duty supervisor.

## Snow Emergency Route - Street Listing

Street Name	Area Covered (Streets Between)
2nd Street	Wabash Avenue and Ferry Street
3rd Street	Fannon Drive and Alabama Street
4th Street	Fannon Drive and Teal Road
9th Street	North corp limits and South corp limits
14th Street	Union Street and Greenbush Street
15th Street	Salem Street and Elizabeth Street
15th Street	Underwood Street and Greenbush Street
16th Street	South Street and Kossuth Street
18th Street	Schuyler Avenue and South corp limits
22nd Street	Teal Road and Earl Avenue
26th Street	Main Street and Union Street
500 East	Veterans Memorial Parkway and Haggerty Lane
Alabama Street	2nd Street and 4th Street
Beck Lane	Sequoia Drive and Wabash Avenue
Brady Lane	Sagamore Parkway and South 18th Street
Brown Street	3rd Street and 9th Street
Canal Road	Salem Street and North 9th Street
Columbia Street	South Street (5 Points) and West corp limits
Concord Road	Teal Road and South corp limits
Creasy Lane	North corp limits and Sagamore Parkway
Duncan Road	Sagamore Parkway and 9th Street
E 430 S	9th Street and 18th Street
Earl Avenue	South 22nd Street and Union Street
Elmwood Avenue	Salem Street and Underwood Street
Erie Street	Ferry Street and 18th Street
Fannon Drive	3rd/4th Streets and Greenbush Street

Street Name	Area Covered (Streets Between)
Farabee Drive	Sagamore Parkway and State Street
Ferry Street	2nd Street and Earl Avenue
Greenbush Street	North 9th Street and Creasy Lane
Haggerty Lane	SR 38 and I-65
Kossuth Street	Sagamore Parkway and 4th Street
Logan Avenue	9th Street and 18th Street
Main Street	2nd Street and Sagamore Parkway
McCarty Lane	Main Street and 550E
Old Romney Road	Wabash Avenue and Ortman Lane
Old US 231 S	Teal Road and Veterans Memorial Parkway
Ortman Lane	Old Romney Road and South 18th Street
Park East Boulevard	State Street and McCarty Lane
16th Street	South Street and Kossuth Street
Poland Hill Road	Teal Road and Veterans Memorial Parkway
Sagamore Parkway	Wabash River and Ross Road
Saint Francis Way	Creasy Lane and East end of road
Salem Street	Union Street and Harrison Bridge
Schuyler Avenue	Greenbush Street and I-65
Sequoia Drive	Teal Road and Beck Lane
South Street	Veterans Memorial Parkway (500E) and Wabash River
State Street	9th Street and Kossuth Street / 18th Street and Earl Avenue
Summerfield Drive	Teal Road and Beck Lane
Twyckenham Boulevard	Old Romney Road and 18th Street
Underwood Street	Sagamore Parkway and 15th Street
Union Street	Creasy Lane and Harrison Bridge
Veterans Memorial Parkway	Old US 231 S and SR 26
Wabash Avenue	2nd Street and Beck Lane