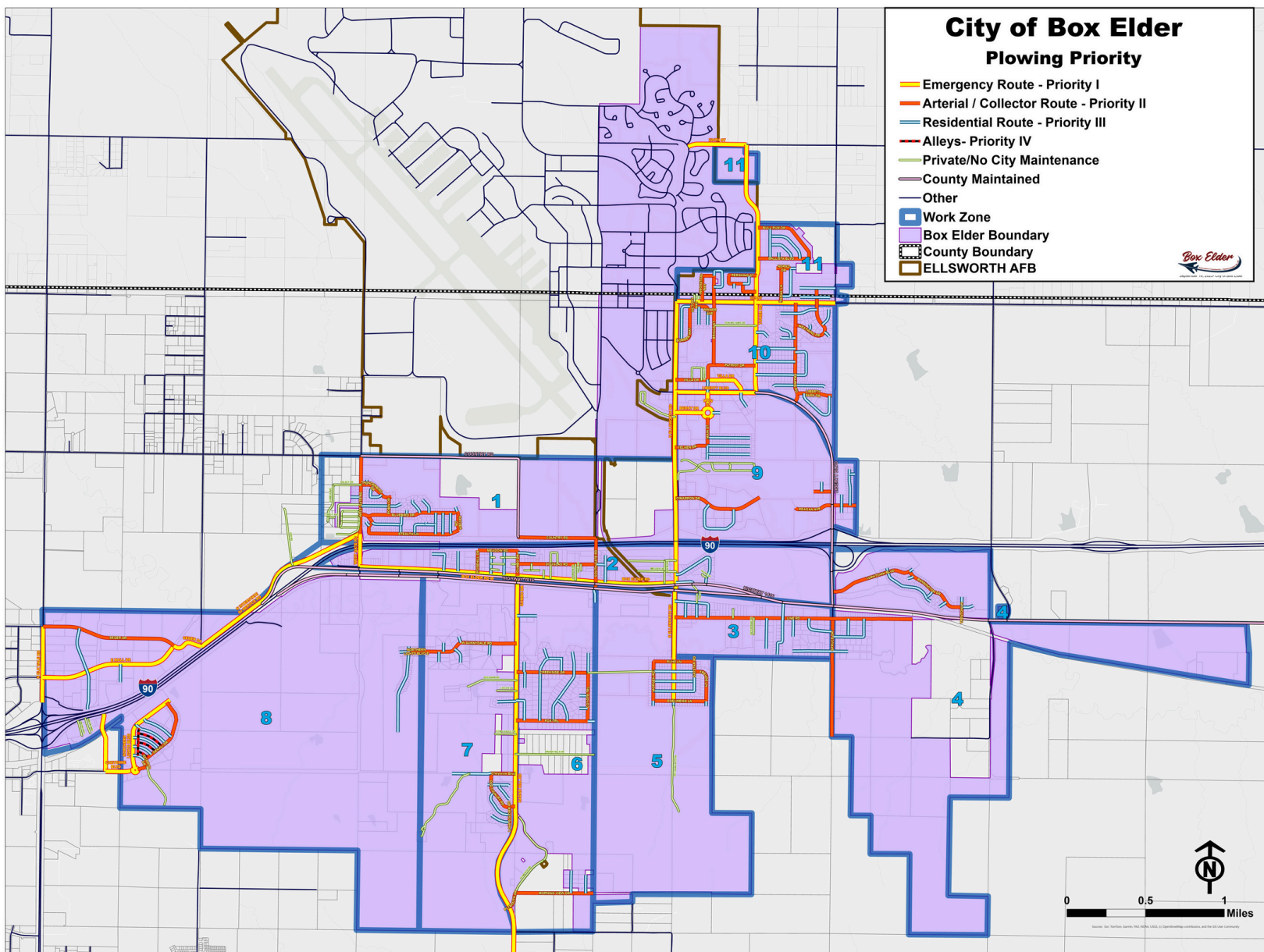


# SNOW REMOVAL PRIORITY ROUTE MAP



## **SNOW REMOVAL POLICY/PROCEDURE**

### **BE .P W .RD.0 0 1**

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#### **Standard Operating Procedure:**

It is the policy of the City of Box Elder Public Works Department, Streets Division, to provide timely, efficient, and safe snow and ice control operations in order to:

- Maintain mobility on City streets and public rights-of-way
- Protect public safety
- Ensure access to essential services for residents, businesses, and emergency responders

#### **Purpose:**

The purpose of this document is to establish clear priorities, procedures, and responsibilities for snow and ice removal within the City.

#### **Scope:**

This policy applies to:

- All City streets and public rights-of-way
- City-owned facilities maintained by designated city staff
- Public Works employees and any contractors engaged for snow removal

#### **Procedure:**

##### **1. Priority System (see attached map)**

- a. Priority Level I – Emergency Routes. These are roads and connectors that if needed can be used by emergency response vehicles to access areas of our City
- b. Priority Level II – Arterial and Collector Route. Major arterial and major collector routes. These streets include the connection to the interstate, school bus routes, and connectors to the Emergency routes
- c. Priority Level III – Residential Route. Encompasses all other City streets in the City not identified as Level I or II
- d. Priority IV – Alleyways

##### **2. Activation Levels**

- a. Snow events of less than three (3) inches
  - i. Monitor street conditions during the event
  - ii. Apply Sand and Deicing agent to identified intersections and critical roadways as needed
  - iii. Will actively plow Priority Routes I and II as needed

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- b. Snow events of 3 inches or more
  - i. Monitor street conditions
  - ii. Apply Sand and Deicing agent to identified intersections and critical roadways as needed
  - iii. Plow Priority I and II routes
  - iv. Plow Priority III routes only after Priority I and II are completed
  - v. Plow Priority IV routes only after all other routes are completed if at all
- 3. Declared Snow Emergency
  - a. During severe winter conditions, the City may declare a Snow Emergency. This is determined by taking into consideration climatic conditions, precipitation moisture content, depth of snow, high winds, visibility, and road closure/no travel advised status. Additionally, snowfalls of 12 inches or greater will constitute a Snow Emergency. Snow Emergencies will be announced through the City's social media channels, city website, and the CodeRed notification system.
  - b. For the safety of Public Works employees, management may direct staff to stand down, clear off the roads, and shelter in place at the Public Works facility. When this occurs, Public Works will send one (1) plow truck and a qualified operator to the Box Elder Volunteer Fire Department to provide support during any emergency Fire and/or Police Department response, if required. Only when safe operating conditions return will the Public Works staff return to snow removal operations.
- 4. Plowing Operations
  - a. Plows will generally push snow to the right-hand side of the roadway unless conditions require otherwise.
  - b. Identified intersections, bridges, hills, and curves will receive additional sanding/salting as needed.
  - c. After initial plowing, crews will widen lanes, clear intersections, and remove windrows as resources allow.
  - d. Snow will be hauled from critical areas if piles obstruct visibility, traffic, or pedestrian access. Snow hauling will follow the priority system outlined in section 1.
- 5. Street Parking
  - a. No parking of vehicles on City streets in Priority I and II areas are allowed during any snow event. Vehicles parked on streets in priority III areas need to be moved before plowing operations. If the plow crew encounters vehicles parked on a street during operations, they will bypass the street if they cannot safely plow past the parked vehicles. Vehicles left on the streets during plowing operations are subject to ticketing and or towing per Article 40 of the Box Elder municipal code.
- 6. Resident Responsibilities
  - a. Required Actions

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### **BE .P W .RD.0 0 1**

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- i. Clear sidewalks adjacent to your property from ice, snow, and obstructions as soon as possible after the snow event. Chapter 22 of the Box Elder municipal code requires sidewalks to be cleared within 24 hours.
  - ii. Clear snow around mailboxes and mailbox approaches.
  - iii. Keep fire hydrants adjacent to your property accessible.
- b. Prohibited Actions
  - i. Do not interfere with or obstruct snow removal operations.
  - ii. Do not park on priority I or II streets during any snow event.
  - iii. Do not park on the street during the snow removal operation.
  - iv. Do not place snow from private property onto City streets, rights-of-way, or another property.
- 7. City Use of Private Contractors
  - a. City Council may authorize emergency snow removal contractors annually
  - b. Contractors provide service only when directed by the Public Works Director or assigned agent
  - c. Compensation is based on the established contract
- 8. Review and Updates
  - a. This policy and SOP shall be reviewed annually by the Public Works Department to ensure alignment with operational needs.
  - b. Updates will be approved by the Public Works Director.