

TOWN OF DARTMOUTH DEPARTMENT OF PUBLIC WORKS



SNOW AND ICE CONTROL MANUAL



September 2014



DEPARTMENT OF PUBLIC WORKS

BOARD OF PUBLIC WORKS

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September 2014

The Dartmouth Department of Public Works has prepared the attached *Snow and Ice Control Manual* in order to assist the Department in its goal of providing standard-setting snow removal services for our community. The *Snow and Ice Control Manual* will allow us to continually refine our snow and ice operations and provide the public with information on how we manage snow and ice operations in our community.

The public depends upon the use of streets and highways during all types of weather related events. When the transportation system is shut down or the capacity is reduced, there are typically severe impacts. Accidents due to snow and ice can result in property damage, personal injuries, and fatalities. Weather delays and inconveniences also play a role in driver attitudes and quality of life.

Included in the Manual are guidelines and instructions for carrying out the snow and ice control program for the Town of Dartmouth. For more detailed information concerning our snow-fighting program, please do not hesitate to contact us.

Sincerely,

David T. Hickox, P.E.
Director of Public Works

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**SNOW AND
ICE CONTROL
PROCEDURES**

TOWN OF DARTMOUTH
DEPARTMENT OF PUBLIC
WORKS

SNOW AND ICE CONTROL
PROCEDURES

The purpose of this Snow and Ice Control Manual is to establish the Town's policy and level of service in respect to the management of snow or ice and maintenance of its road system during the winter months. It will also serve as a practical guide for cost effective snow removal operations in the Town of Dartmouth. This Manual supersedes all previously written policies of the Town on snow and ice control operations.

1. IMPLEMENTATION

This Manual will be in effect during normal winter operations at times when weather conditions could cause accumulation of frost, sleet, ice, snow or other occurrences on the streets and sidewalks within the Town of Dartmouth.

2. DEFINITION OF SUPERVISOR

When "Supervisor" is used in this Manual it is defined as the person who is on duty at that time directing the snow/ice removal operations for the Department of Public Works (DPW). These individuals include: Director of Public Works, Superintendent of Services & Infrastructure, Assistant Superintendent of Services and Infrastructure, and/or any other individual who may be assigned the responsibility of Supervisor.

3. WEATHER FORECASTING

Weather information is essential for good planning of snow and ice control operations and other weather-related emergencies. An effective weather service must provide critical information about the storm sufficiently in advance so that plans and preparations can be made.

The Town will utilize the services of a professional weather forecasting service during the snow and ice season. This service will provide local weather information specific to the Town of Dartmouth in order to assist in the planning and response to the predicted weather system.

The Town will also continue to rely upon information from the National Weather Service, the Dartmouth Police Department, and MassDOT as it relates to snow and ice conditions during the winter months.

4. MONITORING AND NOTIFICATION OF ICE AND SNOW ACTIVITY

Dartmouth DPW, Dartmouth Police and the Town Administrator will monitor anticipated inclement weather.

When necessary they will coordinate with each other regarding event intensity and winter maintenance procedures.

In the case of a significant snow storm, the Town will follow the *Emergency Snow Removal Policy* as detailed herein.

Dartmouth Emergency Snow Removal Policy

Designation

In case of significant snow storms, the Director of Public Works and Police Chief will convene and make the determination as to the implementation of a Parking Ban. Once a Parking Ban has been established, the DPW will issue notification to Town Officials and the media.

In the event of a predicted major snow storm, the Town Administrator shall declare a Snow Emergency. Under a Snow Emergency, the Town Administrator shall coordinate all emergency response, including establishing the Incident Command Center, identifying Emergency Shelters and shall represent the Town in all coordination efforts. The Director of Public Works and Police Chief shall also establish a Parking Ban.

Coordination

Under a declared Snow Emergency, the DPW Director may request assistance from other Town Departments for snow removal equipment in order to safely and effectively clear Town roads.

The Director of Public Works shall acknowledge that all public buildings including schools require fire protection access and shall not impede each respective department's requirement to maintain such safe access. The Director of Public Works shall also acknowledge the requirement to maintain clear passage to Police and Emergency Shelter locations.

Communication coordination shall include the placement of a police dispatcher setup at the DPW Department of Services and Infrastructure's Highway Yard.

In normal snow operations, DPW vehicles will maintain the Town's roads, the Park Department will maintain parking facilities at Town Hall, the Libraries, the Council on Aging building, the Police Station, DCTV, as well as Parks and Recreation facilities, and the School Department will maintain School Facilities. To facilitate maintenance of the Police Station during snow operations, the Park Department will clear spaces at Crapo field for employee parking.

Equipment

On an annual basis, the Department of Public Works shall secure commitments for the use of private contractors to be used in the event of a declared Snow Emergency. The Director of Public Works shall determine the scope of private contractor effort necessary to safely and effectively complete the snow removal effort.

Cessation of Emergency

The Town shall remain in a state of Snow Emergency until it is determined by the Town Administrator to have ended. When the Town Administrator determines the Snow Emergency to have ended, this will be communicated to the Police Chief, Director of Public Works, and Emergency Management Agency.

Sidewalk Clearing

In conjunction with roadway safety, sidewalk safety is also a concern in times of all snow events as residents need to be provided with a safe and clear walking route. Therefore, the Town shall enforce snow removal bylaws requiring the timely shoveling and clearing of sidewalks. The School Department will be in charge of clearing all sidewalks abutting school-owned land. DPW will be responsible for the sidewalks abutting Town-owned land with the exception of all school and municipal buildings.

5. COMMUNICATIONS

All operators of snow and ice control equipment will keep in communication with the Public Works Supervisor or Dispatcher at all times.

The Public Works Supervisor or Dispatcher on duty will be the main line of communication between the Department of Public Works and the Police Department. The Police Department will assist in advising the Department of Public Works with current road conditions. It will be the sole responsibility of the Public Works Supervisor to direct the winter maintenance operations for the Town of Dartmouth.

Media notifications of emergency parking bans will be made by the Director of Public Works after consultation with the Chief of Police.

6. CITIZEN INQUIRIES

All citizen issues concerning snow and ice control efforts will be routed to the Public Works Department. The Public Works Supervisor will determine appropriate follow-up responses to citizen inquiries.

7. INTERSECTION RIGHTS-OF-WAY

After periods of extraordinary snow events, the Town may elect to haul snow from designated intersection rights-of-way to minimize sight obstructions. The decision to initiate this operation will be dependent upon the depth and accumulation of snow and analysis by the Public Works Department for any significant sight triangle issues. Operational priorities will be assigned to intersections based on street classification, traffic volumes and severity of sight restrictions. Snow will only be removed from intersections where a public street intersects with another public street. This operation will typically be conducted after other higher priority post storm activities have been completed.

8. PRIORITIES FOR SNOW AND ICE CONTROL OPERATIONS

In order to make the most efficient use of available resources, we have established priorities using the assumption that the severity of a storm is not beyond the normal capabilities of the Town’s snow removal resources. Depending on the nature of the snowstorm, deviations could occur. The established priorities are as follows:

| | |
|-----------------------------|--------------------------|
| Primary Roads | 1 st Priority |
| Secondary/Residential Roads | 2 nd Priority |

9. EMERGENCIES

Emergencies are defined as follows, but not necessarily limited to:

1. Immediate need for Police, Fire and/or Emergency Medical assistance. If Town emergency personnel must respond to an emergency, snow removal crews may deviate from designated routes to provide necessary assistance such as opening up access routes to the distressed location.
2. Isolated problem areas where access is urgently needed before all other areas are handled.

3. Icy conditions due to a water main break or clearing of streets due to debris blocking streets or access.

10. ICE CONTROL PROCEDURES

The objective of ice control is to provide a safe pavement surface for vehicular traffic by attempting to prevent a build-up of snow and ice on the pavement. Ice control also includes attempting to remove any build-up that may occur. This is typically done with the utilization of mechanical snow removal equipment and deicer products.

The Town may also apply liquid chemical deicers on designated streets prior to, and during storm conditions, to prevent the bonding of snow and ice to the pavement. This activity is known as anti-icing. The effectiveness of deicers used in this process is directly related to pavement temperatures. Based upon conditions, Supervisors will have discretion as to when to implement this activity and the deicer products which may be utilized.

The Town will apply ice control materials in accordance with their recommended use. Application rates and locations may vary depending upon the type of storm. The Supervisor will have discretion as to what materials are used and when they are applied.

11. USE OF SALT AND ABRASIVE MATERIALS

The Town will typically use rock salt for deicing applications. However, under certain conditions it may be desirable to also utilize abrasives when pavement temperatures inhibit the melting action of rock salt. While abrasives do not have the ability to melt snow and ice, they may be utilized to provide traction in certain conditions. Due to the high overall cost of using abrasives and the associated environmental impacts, supervisory discretion will be used to determine if and when conditions are appropriate for applications.

Utilizing salt, pre-wetted with liquid deicer products offers several advantages over non-treated rock salt. Expediting the melting process; the ability to melt at lower pavement temperatures, reduction in overall application rates and less material waste are just a few of the attributes associated with pre-wetting rock salt. Based upon conditions, Supervisors will have discretion as to what deicer materials are used during a respective storm event.

12. SNOW CONTROL PROCEDURES

The depth and timing of snow accumulation, weather forecasts and traffic volumes, will normally dictate when snow plowing operations will begin. Plowing will take place during a storm as needed in an attempt to keep the accumulation on the pavement surface less than desired guidelines.

Snow plowing operations will be carried out in accordance with the guidelines established for the various street classifications as set forth in the Snow Manual. Such plowing operations may often times be done in conjunction with ice control activities.

Typically on major snow routes, plow trucks will operate in teams. Team plowing may consist of two or more plows operating together to provide for the removal of snow from the street between the centerline and the curb line in one pass. This eliminates the need

to make repeated passes to plow the streets to the curb line. On local residential streets when only one snow plow unit is used, it may be necessary to make two or more passes in each direction to completely clear the street of accumulated snow.

If weather forecasts indicate a significant increase in pavement temperatures during or after a storm event, supervisors will have discretion regarding plowing and/or deicer applications. If forecasts indicate that the snow and/or ice will dissipate in a time period deemed reasonable by the Public Works Director or their designee, applicable procedures will be implemented. With the environmental and budgetary impacts of deicers, informed decisions and practices need to be utilized in the Town of Dartmouth's operational plan.

13. SNOW FENCE

The Department of Public Works may elect to place snow fence where it could potentially minimize blowing snow from accumulating on the road surface. Snow fence will be placed on private property only with mutual consent between the property owner and the Town. The Town will have sole discretion as to when and where to place snow fence.

14. EQUIPMENT AVAILABLE

The primary equipment available to remove snow and ice will be supplied by the Department of Public Works and/or its contractors. The Department of Public Works may request assistance from other Town Departments under a declared Snow Emergency – See *Dartmouth Emergency Snow Removal Policy* herein.

15. MANPOWER AVAILABLE

The primary staffing for snow removal and ice control will be supplied by the Department of Public Works. During major events, personnel from other Town Departments and contractors may be utilized to assist with snow and ice removal efforts.

16. TYPE OF EQUIPMENT

The Town utilizes many different types of equipment during snow and ice control operations. The equipment utilized is chosen to fit the job that must be performed at that time.

For snow plowing activities the Town typically utilizes two way plows, straight plows, as well as backhoes and front end loaders. The Town utilizes various sizes of the plows for more efficient and effective plowing operations.

17. EQUIPMENT MAINTENANCE AND REPAIR

As in all maintenance operations, successful snow and ice control depends upon the skillful use of manpower, personnel, equipment, and material. The efficient and economical control of ice and snow depends on the availability and use of the proper equipment. This availability does not just happen. It involves a well-planned program that is in progress during each season of the year. It also includes a program of routine inspection, maintenance, and repair of equipment utilized in snow removal operations. As such, the Town will typically schedule mechanics to be on duty at the Department of Services and Infrastructure's maintenance facility whenever larger or long duration storms are predicted.

18. TOWING OF VEHICLES ILLEGALLY PARKED – DECLARATION PARKING BAN

In the case of significant snow storms, the Director of Public Works and Police Chief will convene and make the determination as to the implementation and duration of a **Parking Ban**. Cars parked on the streets during a Parking Ban will be towed away in accordance with Article 92 of the Town’s General Bylaws or as amended.

18A. PUBLIC NOTIFICATIONS (Snow Emergencies/ Parking Bans will be publicized on:)

- www.Town.Dartmouth.MA.US
- DPW Main Line: (508) 999-0740
- www.facebook.com/DartmouthMA
- DCTV Channel 18
- WBSM AM 1420
- Fun 107.1 FM
- WLNE-TV/ ABC6 abc6.com
- WJAR-TV/ NBC10 turnto10.com
- WPRI-TV/ CBS12 wpri.com

19. SIDEWALK – PRIVATE RESPONSIBILITY

All sidewalks adjacent to private property are the responsibility of the property owner. The Town’s responsibility is to plow the streets and keep them open to traffic. Due to the location of some sidewalks and the volume of snow being moved off of the streets, there may be occurrences when plowing operations may deposit significant amounts of snow onto the sidewalks. When this occurs, it is the responsibility of the adjacent property owner to remove all snow from the sidewalk. All complaint calls about sidewalks not being cleared will be routed to the Police Department for complaint follow-up and enforcement under Art. 89, Sec. 89.8 of the Town of Dartmouth General Bylaws.

20. DRIVEWAYS – PRIVATE

Town snow plows will not clear private driveways except under emergency conditions and with the approval of the Director of Public Work or the designee on duty. Snow placed in driveways by Town plows during snow operations is the responsibility of the property owner to remove. Snow from a private property and driveways may not be dumped on streets or sidewalks under Art. 89, Section 89.11 of the Town of Dartmouth’s General Bylaws.

21. PLOWING PRIVATE PROPERTY

The Town will not plow or clear snow or ice from private property unless it must be done to allow emergency vehicles access to private property for Fire, Police, or EMS calls.

22. RECYCLING DURING SNOW SEASON

Shovel a path for your recycling carts. Keep carts off patches of ice for safety and make sure they are clear of snow. Place your cart as close to the street as possible. Do not put them behind or on top of any snow banks.



23. MAILBOXES

The Town will typically plow snow within the confines of curb line to curb line of a street. The adjacent resident will be responsible for cleaning snow around their mailbox to assure delivery of mail. The resident is also responsible for assuring that the mailbox is properly installed as required by the United States Postal Service Guidelines and it should be constructed to be able to withstand snow cleaning efforts by the Town. It will be the responsibility of the residents to properly relocate or improve the structural integrity of the mailbox prior to winter plowing operations. The Town will not be responsible for mailboxes which have been damaged by the impact of snow attributed to snow removal operations. In the event a plow makes physical contact with a mailbox, the Town will replace it with a standard USPS mailbox. The Town will not be responsible for the replacement of ornamental or nonstandard style mailboxes.

24. REPORTS

A storm record will be completed by the Department of Public Works – Highway Division for each snow event. This record will contain operating times, weather conditions, and resources committed.

25. DISCLAIMER

This Manual may be affected by at least one or more of the following events which could delay or alter snow and ice control by the Town:

1. Equipment breakdown.
2. Vehicles disabled in deep snow.
3. Weather so severe that it may cause work to be stopped for the safety of all personnel.
4. Unforeseen conditions and emergencies.
5. Significant medical related emergencies.

26. DISTRIBUTION OF MANUAL

This Manual shall be distributed to the following:

- A. Select Board
- B. Town Administrator
- C. Public Works Director
- D. Board of Public Works
- E. Town Counsel
- F. Public Works Supervisors

It will also be posted on the Town's Website.

**USE OF
ABRASIVES
AND
CHEMICALS**

TOWN OF DARTMOUTH
DEPARTMENT OF PUBLIC WORKS
SNOW AND ICE CONTROL PROCEDURES
RECOMMENDED USE OF DEICERS

| Pavement Temperature | Type of Precipitation | Road Surface Condition | Plow | Salt/Deicers |
|----------------------|-----------------------|--------------------------|------|---|
| Near 30° | Sleet/Freezing Rain | Wet Pavement/Icing | No | In most cases (Supervisor Discretion) |
| | Snow | Slush | Yes | In some cases (Supervisor Discretion) |
| 20° - 30° | Sleet/Snow | Slush/ Snow | Yes | In most cases (Supervisor Discretion) |
| 15° - 20° | Snow | Dry Pavement/Slick Areas | Yes | In most cases (Supervisor Discretion) |
| Below 15° | Snow | Dry Pavement | Yes | Supervisor discretion. May cause additional accumulations on some pavement surfaces. |

**GUIDELINES
FOR
STREETS
AND HIGHWAYS**

TOWN OF DARTMOUTH
DEPARTMENT OF PUBLIC WORKS

SNOW AND ICE CONTROL PROCEDURES

SNOW PLOWING GUIDELINES
FOR
PRIMARY AND SECONDARY ROADWAYS

| Classification | Snow Depth at Which Plowing Typically Will Begin | | Full Pavement Width that Typically will be Cleared After Ending of Storm |
|------------------------------------|--|---------|--|
| | Desirable | Maximum | |
| Primary Roads Major Snow Routes | 2" | 4" | 4 hours |
| Secondary Roads Priority Routes | 2" | 6" | 8 hours |

TOWN OF DARTMOUTH
DEPARTMENT OF PUBLIC WORKS

SNOW AND ICE CONTROL PROCEDURES

LEVEL OF SERVICE GOALS
FOR TOWN ROADS

LEVELS OF SERVICE DETERMINATION

In an effort to promote operational awareness, levels of service goals have been established for the various street classifications within the Town. While these goals have been developed by the Public Works Department based on various types of criteria, they are primarily defined for the benefit of the employees who have responsibility for performing the maintenance duties associated with snow and ice events throughout the winter.

Factors such as service level expectations, responsible use of deicer chemicals, road safety and budgetary considerations are just some of the criteria considered in the development of these goals. While the Department will strive to meet these goals, it is important to understand that the time it may take to achieve them will be dependent upon weather conditions and other factors that may be outside the control of the Town.

PRIMARY ROADS Significant Portions of Roadway to be BARE PAVEMENT
Snow cleared curb to curb. Use of deicers to reduce time to
achieve bare pavement.

SECONDARY ROADS Residual Snow with MINIMAL BARE PAVEMENT
Limited use of deicers, primarily on hills and at
intersections.

ANTI-ICING ROUTES

TOWN OF DARTMOUTH
DEPARTMENT OF PUBLIC WORKS

ANTI-ICING OPERATORS

| DRIVER/CALL # | |
|---------------|-----------------|
| S-1 | Spare |
| S-2 | Derek Martin |
| S-3 | Spare |
| S-4 | Spare |
| S-5 | Spare |
| S-6 | John Perry |
| S-7 | Michael Brosius |
| S-8 | James Martins |
| S-9 | James Barlow |
| S-10 | Ronald Souza |
| H-16 | Steven Mendonca |
| H-23 | Normand Emond |
| L-3 | David Souza |

DEPARTMENT OF PUBLIC WORKS
SNOW & ICE ROUTES

| Route | Vehicle | Equipment type | Employee |
|------------|---------|-------------------------------|----------------------|
| 1 | H-13 | 1996 Ford Dump Truck | Dennis Medeiros |
| 1 | S-2 | 1995 Mack | Shawn Soares |
| 2 | H-18 | 2001 Sterling M7500 | Jason Xavier |
| 2 | H-24 | 2015 International Dump Truck | Rober Frias |
| 2 | S-9 | 2001 Sterling M7500 | Steven Oliveira |
| 3 | W-15 | 2009 International 700SER | Derek Martin |
| 3 | W-30 | 2011 Ford Dump | Christopher Mendonca |
| 4 | H-22 | 1994 International 10 Wheeler | Aaron Houbre |
| 4 | H-23 | 2006 Mack 10 Wheel Dump | Normand Emond |
| 5 | H-14 | 2009 Ford Dump Truck | Kevin Sameiro |
| 5 | S-10 | 2008 International 7400 | Ronald Souza |
| 10 | S-1 | 1994 Chev | John Perry |
| 10 | S-1 | 1994 Chev | Shaun Botelho |
| 10 | S-8 | 1998 Chev | Chris Swallow |
| 11 | H-9 | 2012 Freightliner M2106V | James Martin |
| 12 | H-8 | 2012 Freightliner M2106V | Michael Brosius |
| 12 | PU-12 | 1997 Ford 350 | Tony Rodriques |
| 12 | PU-12 | 1997 Ford 350 | Raymond Marques |
| 13 | S-6 | 1994 Chevy Single Axle | Chris Gomes |
| 13 | S-6 | 1994 Chevy Single Axle | Joe Mota |
| 14 | H-11 | 1996 Ford F-800 Dump Truck | Kyle Fisher |
| 14 | W-1 | 2004 Ford 350 | Kevin Nunes |
| 15 | H-15 | 2014 Ford 350 | Billy Starvaggi |
| 15 | H-15 | 2014 Ford 350 | Keith Bettencourt |
| 15 | S-4 | 1998 Chev Dump Truck | Manny Cardoso |
| 18 | S-3 | 1998 Chev Dump Truck | Josh Martins |
| 18 | S-7 | 1989 Ford FT 900F | Daniel Mota |
| 19 | H-17 | 1993 Ford Dump Truck F-700 | Chris Camara |
| 19 | HS-2 | 1988 International 1754 | Richard Wotten |
| 12 back up | H-7 | 2004 Ford 550 | Frank Manley |
| 12 back up | H-7 | 2004 Ford 550 | Steven Pelletier |
| 14 back up | H-15 | 2014 Ford 350 | Billy Starvaggi |
| 14 back up | H-15 | 2014 Ford 350 | Keith Bettencourt |
| 14 back up | S-4 | 1998 Chev Dump Truck | Manny Cardoso |
| 16 & 17 | H-19 | 2016 Dump Truck Freightliner | James Barlow |
| 16 & 17 | S-5 | 1995 Chev Dump Truck | Michael Cabral |
| 2 back up | S-3 | 1998 Chev Dump Truck | Josh Martins |
| 2 back up | S-7 | 1989 Ford FT 900F | Daniel Mota |
| 6 & 7 | H-12 | 2009 International 700SER | Nelson Gonsalves |
| 6 & 7 | H-16 | 2016 International Dump Truck | Steven Mendonca |
| 6 & 7 | H-7 | 2004 Ford 550 | Frank Manley |
| 6 & 7 | H-7 | 2004 Ford 550 | Steven Pelletier |
| 8 & 9 | H-6 | 2004 Ford 550 | Stephen Souza |
| 8 & 9 | H-6 | 2004 Ford 550 | Tony Tavares |
| | L-3 | 2009 Cat | David Souza |

**OPERATING
INSTRUCTIONS
AND
SAFETY RULES**

TOWN OF DARTMOUTH
DEPARTMENT OF PUBLIC WORKS

SNOW AND ICE CONTROL PROCEDURES

OPERATING INSTRUCTIONS AND SAFETY RULES

1. WORK HOURS

For major storm events, the entire fleet will be called in in order to keep all primary roads open for emergency response. Level of effort during and after the storm will be established at the discretion of the Director of Public Works and/or on call Supervisor.

2. SAFETY PROCEDURES

Safety is paramount during any snow storm. The following safety rules will be observed by all equipment operators.

A. Check your snow removal equipment prior to leaving the yard and also the following:

- 1) All work lights and emergency lights
- 2) Two-way radio
- 3) Snow plow and frame for damage
- 4) Sander
- 5) Rear view mirrors
- 6) Flags and reflectors
- 7) Windshield wipers
- 8) Heater and defroster
- 9) All necessary mapping for snow and ice removal
- 10) Vehicle Inspection Items
- 11) Liquid dispensing apparatus

B. Report any non-working equipment to a Supervisor immediately.

C. Use reasonable caution in operation of snow removal equipment.

D. Drive cautiously.

E. Utilize caution when operating in cramped quarters with parked cars on a street.

F. Know your route and any fixed objects covered by snow.

G. Obey all traffic laws.

- H. Do not follow traffic too closely.
- I. Slow down prior to turning. Your plow will tend to push you where it wants to go.
- J. Equipment involved in snow and ice control operations is emergency equipment, but you as the operator, must obey all traffic laws and provide right-of-way to other vehicles.
- K. Do not attempt to tow private automobiles. Offer assistance by way of radio contact to Dispatch or Supervisor.
- L. Utilize caution when operating deicing equipment. Do not over apply deicers and control rates at intersections. Watch for overhead obstructions.

3. ACCIDENTS

Report all moving vehicle accidents immediately to your Supervisor. Depending on the severity of the accident and availability due to storm related issues, the Police Department will typically be called to evaluate the accident. In accordance with 49 CFR 382.303 testing for alcohol and controlled substances is required when the accident involves a fatality, the driver receives a citation within 8 hours of the occurrence for a moving violation, if the accident involved emergency transportation to a medical treatment facility, or one or more of the vehicles required towing from the accident site. DOT-regulated employees are given instructions to follow if they are involved in an accident.

4. CARE AND USE OF EQUIPMENT

The snow plow operator is responsible for routine maintenance of the vehicle. Report any maintenance needed to the Supervisor or mechanic on duty. Check vehicle before and after use for any maintenance needed or damage to equipment. Fill out Operations Daily Inspection Check Sheet. The vehicle should be refueled at the end of each operator's shift.

5. RADIO COMMUNICATIONS

Operators are to take duty instructions from the Public Works Supervisor on duty. The Police may report road conditions or other issues to the Public Work's Dispatcher or Supervisor. It will be the role of the Public Works Supervisor to direct all winter maintenance related operations.

6. DAILY REPORT

Upon completion of the shift, operators will be required to fill out a Daily Report sheet. This sheet will document location, date, mileage, and material usage.

TYPICAL WORK REPORTS

DAILY WORK RECORD
Public Works Operations

Date: _____
Name: _____

Print

| Act. Code | Description & Log (Anything coded for Miscellaneous must be explained) | Veh# | Mileage Reading or Time (Calculate the Total. Use miles unless there is no odometer) | Equip # | Hrs Used | # Loads | Hrs Worked | |
|---|--|------|--|---------|----------|---------|------------------------|--|
| | _____ | | _____ Ending (less) _____ Beginning = Total | | | | | |
| | | | Ending (less) Beginning = Total | | | | | |
| | _____ | | _____ Ending (less) _____ Beginning = Total | | | | | |
| | | | Ending (less) Beginning = Total | | | | | |
| | | | | | | | Total Hours Worked | |
| Explain Away from Work: (e.g., Sick Leave, Worker's Comp, C-time, Vacation, Casual Day, etc.) | | | | | | | Total Hours Not Worked | |
| Employee Signature <u> X </u> | | | | | | | Total Paid Hours | |

OPERATOR DAILY VEHICLE INSPECTION REPORT

Vehicle # _____ Miles _____ Hours _____ Date _____

I detect no defect in this motor vehicle as would be likely to affect the safety of its operation or result in its mechanical breakdown.

I detect the following defect in this unit:
Indicate defects on tractor, trailer, or tires. Supply adequate information to assist the mechanic in making the proper repairs.

Signature of Inspecting Operator X _____

MECHANIC/CREW CHIEF EVALUATION

Defects Corrected Defects need not be corrected for safe operation of unit

Signature of Mechanic or Crew Chief X _____

VERIFICATION OF INSPECTION REPORT FROM PREVIOUS OPERATOR

Date _____ Signature of next operator on unit X _____

Town of Dartmouth

GENERAL BYLAW REFERENCE

TOWN OF DARTMOUTH BYLAWS

ARTICLE 89 STREETS AND SIDEWALKS

Section 89.8 Requirement that Snow be Removed from Sidewalks

Every owner or occupant of a building or lot of land abutting upon a hard-surfaced sidewalk in any street or public place in the town shall cause the snow to be removed from such sidewalk within a reasonable time after such snow has ceased to fall; except under unusual or extraordinary circumstances a reasonable time shall be held to be as follows: If snow falls in the daytime, it shall be removed from the sidewalk within four hours from the time it shall have ceased falling; if in the nighttime, it shall be removed on or before eleven o'clock in the forenoon next succeeding. The provisions of this section shall apply to snow falling from any building or accumulating upon such sidewalk from any other cause.

3-11-47 3-26-47 4-2-47

Formerly Codified As: Streets and Sidewalks, Section 15: Removal of Snow from Sidewalks, Page: S-9(C)

Section 89.11 Prohibition on Dumping Snow on Streets or Sidewalks

No person other than an employee in the service of the Town of Dartmouth or any employee in the service of an independent contractor acting for the Town of Dartmouth or any such subdivision thereof shall pile, push or plow snow or ice onto a Town layout, including, but not limited to, a street, roadway, lane, by-way or sidewalk so as to impede the flow of traffic or pedestrians on such. Whoever violates this section shall be punished by a fine of one hundred and fifty dollars. Such provisions to be enforceable by the Dartmouth Police Department under the provisions of Massachusetts General laws Ch. 40, Section 21D.

5-15-01 8-15-01 8-21-01

Formerly Codified As: Streets and Sidewalks, Section 20: Fine for Obstruction of Town Layouts—Snow or Ice, Page: S-9(D)

ARTICLE 92 REMOVAL OF VEHICLE INTERFERING WITH PLOWING

Section 92.1 Removal by Department of Public Works or Police

The Department of Public Works may remove or cause to be removed from any public way or street under his jurisdiction any vehicle interfering with the removal or plowing of snow or ice to some convenient place including a public garage or outdoor parking area.

4-2-57 9-5-57 9-19-57

10/18/11 2/2/12 2/7/12

Formerly Codified As: Vehicles, Section 1: Vehicles, Sub-section 1: Removal—Obstructing Plowing, Page: V-1

Section 92.2 Record of Removed Vehicle

The Department of Public Works shall keep a record of any vehicle removed under the provisions of this By-Law, which shall contain the name, when obtained, of the owner, and the registration number of the vehicle.

4-2-57 9-5-57 9-19-57
6-7-11 9-15-11 9-20-11
10/18/11 2/2/12 2/7/12

Formerly Codified As: Vehicles, Section 1: Vehicles, Sub-section 2: Record of Removed Vehicle, Page: V-1

Section 92.3 Cost of Removed to be Paid by Owner

The cost of the removal and towing and the storage charge, if any, shall be paid by the owner of the vehicle.

4-2-57 9-5-57 9-19-57

Formerly Codified As: Vehicles, Section 1: Vehicles, Sub-section 3: Cost of Removed Vehicle, Page: V-1 92-2

Section 92.4 Maximum Rate to be Charged Owner for Removal and Storage

The amount to be paid by the owner of the vehicle for all costs that are associated with the removal, towing and storage of said vehicle shall be the maximum rates that are permitted by Chapter 159B, Section 6B at the time of said removal, towing and storage.

9-27-79 1-14-80 1-30-80
4-2-57 9-5-57 9-19-57
6-17-96 7-1-96
10/18/11 02/02/12 02/7/12

Formerly Codified As: Vehicles, Section 1: Vehicles, Sub-section 4: Storage Costs, Page: V-1

Section 92.5 Notification to Owner of Removal

The owner of the vehicle so removed shall be notified or caused to be notified by the Department of Public Works of such removal and of the place to which removed, within a reasonable time after such removal, provided his identity can be ascertained.

4-2-57 9-5-57 9-19-57
10/18/11 2/2/12 2/7/12

Formerly Codified As: Vehicles, Section 1: Vehicles, Sub-section 5: Notification to Owner, Page: V-1

Cross Reference: Article 83, Section 83.9: Snow Removal, Page: 83-9

Federal Motor Carrier Safety Administration
U.S. Code of Federal Regulations Title 49 §382.303 Post-accident testing.

(a) As soon as practicable following an occurrence involving a commercial motor vehicle operating on a public road in commerce, each employer shall test for alcohol for each of its surviving drivers:

(1) Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life; or

(2) Who receives a citation within 8 hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if the accident involved:

(i) Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or

(ii) One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

(b) As soon as practicable following an occurrence involving a commercial motor vehicle operating on a public road in commerce, each employer shall test for controlled substances for each of its surviving drivers:

(1) Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life; or

(2) Who receives a citation within thirty-two hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if the accident involved:

(i) Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or

(ii) One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

(c) The following table notes when a post-accident test is required to be conducted by paragraphs (a)(1), (a)(2), (b)(1), and (b)(2) of this section:

TABLE FOR §382.303(A) AND (B)

| Type of accident involved | Citation issued to the CMV driver | Test must be performed by employer |
|--|--|---|
| i. Human fatality | YES NO | YES YES |
| ii. Bodily injury with immediate medical treatment away from the scene | YES NO | YES NO |
| iii. Disabling damage to any motor vehicle requiring tow away | YES NO | YES NO |

(d)(1) *Alcohol tests.* If a test required by this section is not administered within two hours following the accident, the employer shall prepare and maintain on file a record stating the reasons the test was not promptly administered. If a test required by this section is not administered within eight hours following the accident, the employer shall cease attempts to administer an alcohol test and shall prepare and maintain the same record. Records shall be submitted to the FMCSA upon request.

(2) *Controlled substance tests.* If a test required by this section is not administered within 32 hours following the accident, the employer shall cease attempts to administer a controlled substances test, and prepare and maintain on file a record stating the reasons the test was not promptly administered. Records shall be submitted to the FMCSA upon request.

(e) A driver who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the employer to have refused to submit to testing. Nothing in this section shall be construed to require the delay of necessary medical attention for injured people following an accident or to prohibit a driver from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

(f) An employer shall provide drivers with necessary post-accident information, procedures and instructions, prior to the driver operating a commercial motor vehicle, so that drivers will be able to comply with the requirements of this section.

(g)(1) The results of a breath or blood test for the use of alcohol, conducted by Federal, State, or local officials having independent authority for the test, shall be considered to meet the requirements of this section, provided such tests conform to the applicable Federal, State or local alcohol testing requirements, and that the results of the tests are obtained by the employer.

(2) The results of a urine test for the use of controlled substances, conducted by Federal, State, or local officials having independent authority for the test, shall be considered to meet the requirements of this section, provided such tests conform to the applicable Federal, State or local controlled substances testing requirements, and that the results of the tests are obtained by the employer.

(h) *Exception.* This section does not apply to:

(1) An occurrence involving only boarding or alighting from a stationary motor vehicle; or

(2) An occurrence involving only the loading or unloading of cargo; or

(3) An occurrence in the course of the operation of a passenger car or a multipurpose passenger vehicle (as defined in §571.3 of this title) by an employer unless the motor vehicle is transporting passengers for hire or hazardous materials of a type and quantity that require the motor vehicle to be marked or placarded in accordance with §177.823 of this title.