

Winter Operations Checklist

Before Leaving the Garage:

- Check all items on vehicle trip ticket.
- Check spreader chains, shovel, hoses, spill plates, and spreader settings.
Danger: Do not pull on gate with hands! If the gate is stuck, use a tool (shovel, screwdriver, etc.)
- Call base for radio check.
- Check spreader operation in the area of the salt bins.
- Check plow blades for cracks or other damage, check bolts securing blades to moldboard.

Salting Operations:

- Start assigned section according to street priority list.
- Periodically check spreader and salt pattern.
- Maintain consistent speeds as appropriate for conditions (average 15 to 18 mph).
- Raise the dump bed no higher than the bottom of the rear window while the vehicle is in motion, and never raise it with a full load.
- Salt all streets, with salt hitting on crown (centerline of the street).
- Salt all cul-de-sacs.
- When truck runs out of salt, call supervisor and return to base on his instruction.
- When finished with assigned section, call the supervisor for next assignment before returning to base.
- Inform supervisor of approximate salt usage for each section.

Salt Spills:

- If a small amount of salt is spilled, shovel it back into the spreader.
- If larger amounts are spilled, call the supervisor for instructions.
- Salt spilled at the public works facility will be corrected following completion of salting operations. A designated employee will use the end-loader to scrape loading area and push salt back into the bins.

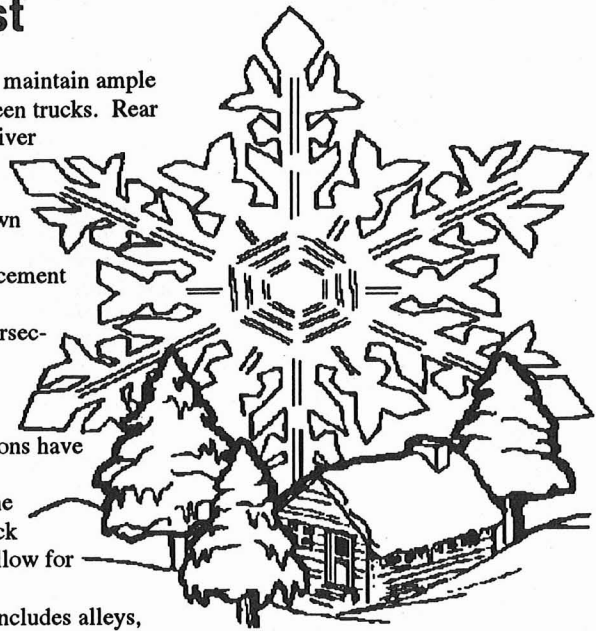
Plowing Operations:

- On leaving the garage for snow-plowing, lower the plow and plow to the assigned section.
- Document start and finish points, and give this information to the supervisor upon returning to base.
- When plowing, use second and third gears, and plow at speeds appropriate for conditions (average 15 to 18 mph.)

- When plowing tandem, maintain ample stopping distance between trucks. Rear driver is to help lead driver with backing-up and turning maneuvers.
- When plowing downtown streets, check with the supervisor as to the placement of the snow.
- Make sure all wide intersections are cleaned thoroughly: push all snow back curb-to-curb, and make sure all intersections have rounded corners.
- In cul-de-sacs, make one pass with the larger truck (a smaller truck will follow for thorough cleaning.)
- If the plowing section includes alleys, make sure these are plowed. Unless instructed otherwise, make two sweeps - one in each direction - so that the snow is divided equally on both sides.
- If a section has center islands, plow snow to the islands, unless instructed otherwise.
- When making the last pass, position the plow just off the curbs. But if plow damage to curbs is incurred, document the information and give it to the supervisor.
- Try to avoid mailboxes. In the event a mailbox is damaged during snow plowing, document the incident and report it to the supervisor upon completion of plowing procedures.
- Do not place snow in front of hydrants, and mailboxes, if at all possible.
- Should the plow strike an object (eg., inlet, manhole cover) check plow for possible damage. If a plow needs new blades, bolts, or curb shoes, document same on the trip ticket so that necessary repairs are made promptly.
- When returning to base, clean all salt, snow, and ice off and out of trucks before parking them in the garage.
- Snow-plowing sections are primary assignments. Vehicles and man-power may be switched as needed.

Salting and Plowing Accident Procedures:

- If a witness to an accident, notify base of the following.
- Location - street address and cross street, if possible.
- Indicate whether emergency medical assistance is needed.



- Request police or fire department personnel if needed.
- If involved in an accident.
- Stay with the vehicle at the scene of the accident, and wait for assistance.
- Place flares or warning markers as needed for safety purposes to warn other drivers.
- Do not discuss the accident with others involved.
- Follow policy on accident procedures.

Reminders:

- Location of twisted or downed stop signs, broken and hanging tree branches, leaking fire hydrants, and damage to any part of the village infrastructure should be documented for proper follow-up.
- Make sure turning maneuvers are executed slowly.
- Use extra caution during nighttime driving.
- Use the two-way radio only for emergencies and for job related communication.
- Before starting downtown cleanup, refer to the proper section of this manual for proper procedures.
- After salting or plowing, make sure the interior of the vehicle cab is clean of all debris.

Equipment Cleanup:

- Immediately upon completion of operations and after remaining salt is dumped back into the bins, wash all vehicles thoroughly in the wash bay.

The above checklist was reprinted from the PA Local Roads Program Tech. Info. Sheet #47. ■