

**MASON COUNTY ROAD COMMISSION
POLICY FOR
WINTER MAINTENANCE OPERATIONS**

POLICY NUMBER 027

DATE APPROVED DECEMBER 28, 2006

OBJECTIVES

1. Reduce driving hazards caused by snow and ice covered roads.
2. Assist emergency services personnel in the performance of their duties.
3. Reduce the shut down of schools and businesses by eliminating hazardous road conditions in a timely manner.
4. Maintain safe traffic routes for the normal movement of the public.

QUALITY STANDARDS

1. Supervision is authorized to work part or all of the crew during normal working hours to plow the road lane surface only on public roadways.
2. Night or overtime work shall be only authorized by Supervision and allowed as required.
3. Unrelated winter maintenance activities, such as tree cutting, drainage improvements, etc will be accomplished as weather conditions allow.
4. Winter maintenance operations will not proceed unless conditions warrant and will only be at Managements discretion.
5. The Shop Foreman and mechanics will be responsible for maintaining equipment to allow for maximum usage during winter weather conditions.

Each PRIORITY shall be reviewed on an ongoing basis and monitored to maximize existing manpower and/or equipment needs and financial resources.

These priorities shall be used as guidelines. Special circumstances such as emergencies, localized areas of heavy snowfall, road conditions, special community events and roads of particular economic importance to the County may change priorities.

The Road Commission shall not plow seasonal roads. A person requesting that a seasonal road be plowed shall be informed of the policy for improving such road.

Predetermined snow removal and maintenance routes will be established for all sections of the County. Supervision may deviate from the established routes in cases of severe weather or emergency conditions.

Routes that overlap will be coordinated to assure that winter maintenance material is not wasted.

When weather conditions require continuous operations, no employee will be required to remain on duty for a period greater than sixteen (16) hours. An eight (8) hour rest period between shifts is allowed.

NIGHT PATROL

A contract has been established between MDOT and the Mason County Road Commission to allow for a Night Patrol person(s). This position will be supervised by Supervision and will comply with the terms of the MDOT contract as required.

RESPONSIBILITY

The Manager/Director is the responsible party for the administration of this policy. This policy supersedes all other versions of policy regarding winter maintenance.