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STANDARD OPERATING PROCEDURES FOR SNOW STORMS AND SNOW REMOVAL

1. We experience most of our snowstorms between the dates of November 1 and April 1. Plow truck drivers, both employed by the Town as well as sub-contracted drivers, will make their whereabouts known to the Highway Surveyor if a storm is expected. A telephone number should be available for the Highway Surveyor if a driver is not at the listed numbers.
2. Vehicles will be operated at safe and reasonable speeds at all times, with consideration given to road conditions, traffic density and weight of snow. The maximum allowable sanding speed is 30 MPH or less. Maximum allowable plowing speed for a single plow vehicle is 25 MPH or less. Vehicles with wing plows will be operated at a maximum of 20 MPH.
3. Complaints of excessive speed or unsafe operation will be investigated and dealt with in an appropriate manner. Continuous complaints will result in disciplinary action, up to and including dismissal from employment by the Highway Surveyor.
4. Drivers will plow or sand only their assigned routes unless otherwise directed. There will be no "free-lancing". Upon completion of the assigned routes, each driver must contact the Highway Surveyor in case additional areas or duties need to be assigned, or to sign out.
5. Employees will not return to the Highway facility without prior permission from the Highway Surveyor. Anyone found idle at the Highway facility or stockpile without permission will be warned verbally once, and a notation made on the time record. The second offense will result in the driver being relieved of duties, and the time record noted. The third offense will result in disciplinary action taken by the Highway Surveyor, up to and including dismissal from employment.
6. All employees will be required to perform any labor tasks assigned to them outside of their regularly designated positions as acknowledged when job descriptions were read and signed on the date of hire, or in the case of subcontracted drivers, in this Standard Operating Procedure. These tasks may include, but are not limited to: shoveling sidewalks, sanding sidewalks, salting and plowing sidewalks, shoveling various business areas, and other duties as assigned. We are a small department, and therefore, we are all required to perform all functions as necessary for the completion of snow removal.

7. Reasonable time will be allowed for breaks if the storm is of an extended duration. Breaks will be no longer than 15 minutes, and must be authorized by the Highway Surveyor. No breaks will be taken without prior permission.
8. Time will be allowed for meals if the storm is expected to be long-lasting. The length of the meal break is at the discretion of the Director or Primary Supervisor. From time to time, such as when heavy storms occur during certain family events or holidays, an extended meal break may be approved. The Highway Surveyor must approve extended breaks.
9. Time will be allowed for drivers to attend religious services. Permission must be obtained from the Highway Surveyor prior to leaving assigned duties to attend religious services.
10. Radio conversations shall be brief and to the point for job related business only.
11. At no time are employees allowed to have passengers who are not also employees of the Town of Mendon. Any offense can result in disciplinary action, and if repeated, can result in dismissal from employment.
12. In the case where there is a lull in the storm, some part of the work force may be released for rest. The remaining drivers will remain on duty in case weather conditions change drastically. The Highway Surveyor or Primary Supervisor will determine who will stay on duty. In most cases, if the senior drivers or employees desire to have the first rest period, they may do so and the option will continue down the line of seniority. The length of the rest period will be determined by the Highway Surveyor or Primary Supervisor and will consider the anticipated length, or severity, of the storm.
13. In the situation where extended and continuous work has been performed for plowing and sanding on a regular weeknight, the Highway Surveyor retains the right to release employees from duty before normal quitting time the next day. The purpose of an early release policy is concern for the safety and performance of the drivers, as well as the protection of public life and property. Hazardous conditions may be created as a result of fatigue due to long and continuous work hours. There is even greater concern if chances for recalling the drivers exist on the same day or night due to projected weather conditions. Therefore, it is recommended that the time off be given when possible.
14. These procedures are being introduced for the safety of drivers and employees of this department. They are mainly for accountability of individuals during adverse weather conditions.
15. All subcontracted drivers and employees will be given a copy of Standard Operating Procedures for Snow Storms and Snow Removal for the Mendon Highway Department. All drivers will read and sign this agreement. A copy will be kept in the driver's file and will be reviewed from time to time and initialed by the driver

16. These procedures can be altered at any time if, in the opinion of the Highway Surveyor, it will be in the best interest of the department.

DATE _____SIGNATURE_____

REVIEWS:

DATE -----	INITIALS -----
DATE -----	INITIALS -----