



# Town of Buena Vista Public Works Department Snow Removal Plan



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## **MISSION STATEMENT**

The Town of Buena Vista Public Works Department is responsible for maintaining all paved and gravel roads within the town limits. This includes the removal of snow accumulations on the Town's streets, business district, public parking lots, subdivisions, and public park areas during the snow season. It should be noted, however, that the Town is not responsible for state highways, private roads and driveways.

The task of snow removal will be accomplished in the most efficient, safe and orderly manner as possible. Operators will be continually trained in snow removal equipment operation, snow removal, sanding techniques and on-going safety practices.

The Town maintains a fleet of:

- One (1) John Deer Backhoe,
- One (1) 5-yard Dump Truck with a plow and sander,
- One (1) John Deer Loader with plow and 5-yard snow bucket, and
- One (1) Four-Wheel Drive Pick-up Truck with a plow and sander.

The Town does not use de-icing salts or chemicals in the sanding process. De-icing compounds are hand-spread in isolated spots to ensure public safety.

The Town assumes no responsibility for damage to landscaping or other objects placed in the right-of-way, which could be damaged by plows.

The Public Works Department appreciates calls from the public on weather/road conditions or emergencies. It is impossible to clear all roads immediately. Citizen patience and cooperation during weather emergencies is greatly appreciated.

## **Policy**

1. With the accumulation of 2", plowing will begin on East Main Street (business area), Library, Public Safety Complex, Post Office and School Zones.
2. With the accumulation of 4", plowing will begin at a time designated by the Public Works Director or the Street Foreman. Collector streets, in addition to the above will be plowed.

Crossman Avenue

East and West Main Street

Arizona Street

North Colorado Avenue

Rodeo Road

Gregg Drive

North and South Railroad Street

Court Street

South Gunnison Street

Chaffee County Road 317

3. With the accumulation of 6" or more, the remaining town streets will be plowed. Priority streets will be plowed first .

\*Streets in the Collegiate Heights Subdivision – Baylor, Dartmouth, Cornell and Harvard present special challenges with plowing. In addition, Park Lane also presents specific problems due to its narrow width. These street-parking areas where the snow can only be plowed to the center and picked-up with a loader and dump truck at a later time, require that residents must be notified to remove cars parked on the street prior to plowing and removal. (This can be a time-consuming process) (*Attachment 1*). Currently the operators are responsible for the notification and accomplish this by going door-to-door.

The alternative is to plow to the center and remove the piles at a later time. However, this option leaves a narrow drive lane with a wind-row in the middle of the street. With small amounts of snow, it is better not to plow these areas.

## **Procedures**

### **A. Preparation and Pre-trip Inspections**

Pre-trip inspections make for a safe and productive run. Operators are responsible for performing pre-trip inspections on their vehicles to include:

- Mirrors, wipers, tire tread and pressure, brakes, and fluid levels
- performing a walk-around the vehicle, clearing any obstacles
- ensuring all lights are operational and functioning properly
- Plow secured to the mount, all pins locked in place
- Adjust plow shoes for road surface
- Fuel levels-full of gas, refueling often
- Clearing inside of the cab of loose objects
- Checking the fire extinguisher is full and accessible
- Emergency kit is completely stocked and accessible
- Proper PPE (Personal Protective Equipment)
- Supply of extra, dry clothing
- Supply of water /high energy snacks
- Testing two-way radio/cell phone communication system
- Reporting any problems to the supervisor

### **B. Communication**

Communication between all equipment operators is vital and maximizes efficiency. Communication among operators will be accomplished by the use of 2-way radios or cellular phones. Phone calls (cellular) while the plow is moving are prohibited. The operator will stop the vehicle and complete the phone call.

### **C. Plowing**

A “dry run” prior to snow season is recommended, noting areas where snow will be stored after plowing, new streets and any unusual conditions.

General safety procedures to follow are:

- Fasten your seat belt
- Use low beam lights

Keep the vehicle under control at all times-be aware of speed limits, traction, braking, feel of the vehicle, if necessary, lessening the bite.  
Keep a slow steady speed  
Look where you are going, especially in reverse – use the mirrors

When plowing a street, snow should be moved completely off the edges of the asphalt. However, there are instances when cars and other obstacles can hinder complete removal.

Alleys are the lowest priority and, in most cases, should be left unplowed. Plowing alleys means that snow would have to be removed, delaying the opening of streets and priority public access ways.

#### D. Reporting

After plowing each quadrant, operators will check off streets completed on the quadrant street list (*Example - Attachment 2*). A review of this list will be helpful for further plowing needs and routing.

#### E. Sanding

Sanding will begin as early as needed, with a priority route including:

- Railroad crossings
- Main Street (*East and West*)
- Oak Avenue
- Linderman Avenue
- US Highway 24 intersections
- All school bus routes
- Antero Circle
- Barnwood & CR 317
- Cedar

\*Special sanding will be performed on the south side of East Main Street with 2 lanes of sand.

#### *F. Post Trip Inspection*

At the end of the shift, a post-trip inspection should be completed by the operator, the truck/plow vehicle fueled and the interior cleaned out.

Allow vehicle to idle and cool off, lower blade to the ground.

If another storm is not forecast in the next 48 hours, material should be emptied to the proper location and the truck/plow vehicle washed.

#### *G. Private Property*

Do not plow private property, unless it is an emergency situation requested by the police, fire, EMS, Town Administrator or Public Works Director. On occasion, courtesy plowing for elderly citizens can be done depending on priorities and snow depth.

#### *H. Getting Stuck*

Identify the cause of the situation

Shovel around the tire and throw down sand

Attempt to get out

Stay warm and avoid fatigue

Call for help if necessary

#### *I. Accident Reporting*

If a plow makes contact with another party's property or person, the plow driver should stop immediately, notify law enforcement and contact a supervisor.

**Central Colorado Regional Airport**

The Airport staff plows the airfield and parking lots, however, during heavy snow and drifting, assistance may be requested from the Public Works Department.

## **Operators**

Currently, the 5-Yard Dump Truck Plow and Sander is the only Town owned vehicle requiring a CDL Operator License. Public Works staff who are trained in the operation of all other snow removal equipment and techniques are authorized to operate such vehicles.

A maximum 12-hour shift will be worked by any one operator. Rotation of operators will be scheduled in order to continue snow removal if necessary.

Extra operators may be hired at \$15.00/hr. by the Public Works Department when deemed necessary. This includes operators hired for snow removal on sidewalks who may utilize smaller motorized vehicles such as All-Terrain Vehicles (ATV) with plows.

## **Equipment**

Plowing vehicles are assigned to a route according to the specific needs of a particular area, terrain and/or landscape.

### **5-YARD DUMP TRUCK PLOW AND SANDER**

1. Main Snow Plow
2. NW Quadrant
3. NE Quadrant
4. SW Quadrant
5. SE Quadrant

### **FORD F-250, PLOW AND SANDER**

1. Secondary Plow
2. Shady Lane, Sunflower Lane, Hill Street, Short Street, South Main

### **JOHN DEER LOADER, PLOW AND 5-YARD SNOW BUCKET**

1. Railroad Street Parking Lots
2. East Main Street Intersections
3. Cottonwood Avenue, Centennial Plaza, & Linderman Avenue
4. Town Hall and employee parking area

### **JOHN DEER BACKHOE**

1. Snow Pile Pick Up
2. Windrow Pick Up

## **Responsibilities of Property Owners/Occupants**

The Town is not responsible for clearing or keeping snow out of driveways and walkways. Town residents are responsible for maintaining their own driveways and parking areas. The Town Administration requests the sidewalks within the Town limits also be cleared of ice, snow and debris.

Chapter 7, Section 7-56 (a) and (b) of the *Town of Buena Vista Municipal Code* state the following:

- (a) No person shall deposit or cause any snow or ice to be deposited on or against any fire hydrant or traffic signal control device or appurtenance; nor shall any person deposit or cause to be deposited accumulations of snow or ice upon or adjacent to any sidewalk, street or roadway loading and unloading area of a public transportation system, or designated emergency access land, such as may retard or in any way interfere with the safe and orderly flow of pedestrian or vehicular traffic by obstructing the view of such traffic on intersecting streets or drives or by any other means, or in any way obstruct or impede street or roadway drainage.
  
- (b) The owners or occupants of property abutting upon or adjacent to sidewalks within the corporate limits of the Town shall, at all times, keep such sidewalks free and clear of snow and ice. In the event such owners or occupants fail to remove snow and ice from such sidewalks within 24 hours after the accumulation of snow and ice thereon, the Town may have the sidewalks cleaned and cleared of snow and ice, and the cost thereof, including inspection and other incidental costs and an additional cost for the administration not to exceed ten percent (10%), shall be assessed against the property in accordance with the assessment provisions herein after set forth.

(Attachment 1)

The Town of Buena Vista will be **SNOW PLOWING** the following streets:

**Example: BAYLOR, DARTMOUTH, CORNELL AND HARVARD on  
(DAY), (DATE), from (TIME) to (TIME).**

**Please remove all vehicles from the streets. We apologize for any inconvenience  
this may cause. Should you have questions please call the  
Buena Vista Public Works Department at 719-395-6898.**

**Thank you.**

**\*\* (formatted on door hanger)**

**Snow Removal  
Northeast  
Quadrant**

Street	Plow Date	Comments	Plow Date	Comments
Tabor				
East Sterling				
Railroad R-O-W Town Hall				
North Railroad St.				
North Railroad St. – Parking Lot				
E. Arkansas				
Pinon				
Chestnut Street				
Turner				
North Colorado				
North Court				
East Main Street				
River Park				
Beldan Street				

**Snow Removal  
Northwest  
Quadrant**

Street	Plow Date	Comments	Plow Date	Comments
N. Sangre de Cristo				
Yale Place				
Yale Avenue				
Thompson Court				
McDonald				
James				
James Place				
Neighbors Lane				
Princeton				
Waters Street				
Brookdale Avenue				
North Pleasant				
North Gunnison				
Sterling				
West Arkansas				
Lake Street				
Curtis Street				
North San Juan				
Crossman Avenue				
Farwell Street				
Harrison				

**Snow Removal  
Southwest  
Quadrant**

Street	Plow Date	Comments	Plow Date	Comments
Charles Street				
Cottonwood				
Park Lane				
Gunnison Circle				
Gunnison Avenue				
South San Juan				
School Street				
Mill Street				
Pine Street				
Oak Street				
Essex				
DePaul Street				
Hill Street				
Linderman Avenue				
Robert Drive				
Raymond Lee Dr.				
Larissa Lane				
Tammie Drive				
Kathy				
Dana Lane				
Connie Drive				
Susan Drive				
Windwalker				
Dreamcatcher				
Shaman Way				
Rodeo Road				

**Snow Removal  
Southwest  
Quadrant (cont'd)**

Street	Plow Date	Comments	Plow Date	Comments
Nighthawk				
Raven Way				
Redtail				
Grouse				
West Main Street				
So. Pleasant Avenue				
Merrill Lane				
So. Sangre de Cristo				
Gregg Drive				
Steele Drive				
So. Pleasant – Industrial Park				
McCormick				
McCombs				

**Snow Removal  
Southeast  
Quadrant**

Street	Plow Date	Comments	Plow Date	Comments
Centennial Plaza				
Cottonwood				
Beldan				
Evans				
Court				
Arizona				
River Run				
River Run Court				
South Colorado				
California				
East Pine				
Gold				
Church				
South Railroad				
South Railroad St.- Parking Lot				
River				
Marquette				
Harvard Lane				
Cornell				
Dartmouth				
Baylor				
Surrey				
Mayer				
Stoney Run				
Short				

