



**CITY OF BELTON**  
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## **Transportation Division Winter Weather Policy / Procedure**

**Policy #2008-05**

### **Mission Statement**

*When a Winter Weather event occurs, it shall be the objective of the Department of Public Works Transportation Division to make sure that the streets of Belton are passable for vehicular traffic as soon as possible, in a safe and efficient manner. The safety of the public and the personnel shall be of the highest priority at all times.*

### **Purpose**

The purpose of this policy is to establish uniform definitions and procedures concerning the winter weather operations for the City of Belton Transportation Division. Departmental employee cooperation is required for the success of this policy. Any employee found violating this policy will be subject to a disciplinary action as established in the personnel code book for the City of Belton, section X.A.8.1.r.

### **General Notes / Definitions**

1. *Snow Emergency* – is any winter weather event that causes city streets to become dangerous for travel and the emergency snow ordinance is enforced. See 7 - 9
2. *Winter Weather Event* – is any type of winter weather causing the streets and roadways for the City of Belton to become dangerous for travel. Examples: freezing rain, snow, ice, sleet, etc.
3. City of Belton streets are divided into three categories. These streets have been classified based on the street function, traffic volume and the importance to the welfare of the community. Accordingly, snow and ice control routing are designed to provide the maximum possible coverage to higher volume, safety sensitive areas first.
  - a. Emergency Snow Routes / Primary – Thoroughfares and Main Collectors; these roadways are considered to be the highest priority and shall be completed first during plowing operations.
  - b. Residential – All streets not classified as a thoroughfare or main collector. This classification will be completed after the primaries.

- c. Cul-de-sacs – lowest priority and is completed last.
- 4. The Transportation Division Superintendent / Foreman or their designated representative will determine when to begin snow and ice control operations.
- 5. Any combination of snow, freezing rain, sleet and/ or wind conditions contributing to drifting may require ice control or plowing operations to begin, depending on their effects to city streets.
- 6. Plowing operations will occur upon the accumulation of approximately two or more inches of snow.
- 7. Snow Emergency Declaration – per city ordinance No. 79-983, Section 13-171

*Whenever the mayor, president of the board of aldermen, city administrator, or city marshal determines, on the basis of falling snow, sleet or freezing rain, or on the basis of a weather bureau forecast, that weather conditions may cause hazardous or dangerous driving conditions upon the streets and roadways of the city, any one of the above named individuals shall have the authority to declare a traffic snow emergency.*

- 8. Notification of declaration – per city ordinance no. 79-983, section 13-172

*Upon the declaration of a traffic snow emergency by any one of the above named individuals, there shall be placed upon the public bulletin board at the Belton city hall a notice that a traffic snow emergency has been declared, and said notice shall remain posted on said bulletin board until said traffic snow emergency is abated. In addition, at least (2) radio or television stations whose broadcasts are normally received within the city shall be contacted and requested to broadcast, as a public service announcement, the fact that a traffic snow emergency has been declared by the city and that the provisions of this article are in effect during said traffic snow emergency.*

- 9. Designated emergency snow routes – per city ordinance no. 79-983, section 13-174 – updated 11/27/12
  - a. 2<sup>nd</sup> Street
  - b. 162<sup>nd</sup> Street – from Allen to Harris Avenue
  - c. 163<sup>rd</sup> Street – from Kentucky to Highway Route 58
  - d. Airway Lane – from Westover to North Park Drive
  - e. Allen Avenue
  - f. Baldwin – from Highway route 58 to Brookview
  - g. Bel-Ray Drive
  - h. Bel-Ray Blvd – from Bel-Ray to Highway Route 58
  - i. Brookview – from Baldwin to Lacy Lane
  - j. Cambridge – from Cleveland to Mullen
  - k. Cleveland – from Cambridge to Highway Route 58
  - l. Colbern – from Mill to Sunrise, and from Park Avenue to Cambridge
  - m. Commercial Street – except from Walnut to Highway Route 58
  - n. Harris – from 155<sup>th</sup> to 163<sup>rd</sup> St
  - o. King Street – from North Park to North Scott Avenue
  - p. Lacy Lane – from Highway Route 58 to Park Avenue



- q. Locust Hill Road
  - r. Manor Drive – from Highway Route 58 to Park Avenue
  - s. Markey Road – from North Scott to Westover
  - t. Mill Street
  - u. Mullen Road / North Outer Road – from 163<sup>rd</sup> St to Highway Route 58
  - v. Mullen Road / South – from Highway Route 58 to North Cass Parkway
  - w. Park Avenue – from Lacy Lane to Colbern
  - x. Park Drive, north
  - y. Pawnee Ln – from Cambridge to Lacy Lane
  - z. Peculiar Drive – from Highway Route 58 to North Cass Parkway
  - aa. Scott Avenue – north and south
  - bb. Spring Valley Road – from Bel-Ray to 163<sup>rd</sup> Street
  - cc. Vicie Avenue
  - dd. Walnut Street – except from 3<sup>rd</sup> Street to Commercial
  - ee. Westover Road
10. For more information regarding the City of Belton Snow Emergencies see Chapter 13, Article VIII of the code of ordinances.
  11. The Transportation Division utilizes eight trucks equipped with plow and spreaders and two trucks equipped with plows only.
  12. The Transportation Division has divided the city into 10 separate identifiable sections to best utilize all pieces of equipment. All plowing vehicles will be equipped with a full set of maps. This will allow each driver the ability to move to another section and to assist other operators.
  13. All streets will be cleared curb to curb or edge of road to edge of road.
  14. The Transportation Division uses a combination of salt and sand to treat all streets. The Superintendent / Foreman or their designated representative may choose to use straight sand for snow events, straight salt for ice events or a combination of the two depending on the conditions. Please understand, staff will use the best material for the weather conditions and conserve as much salt as possible.
  15. Plows are angled to the right for plowing from the centerline of the street. A certain amount of snow will be deposited into driveways abutting curb lines. **The Transportation division will not remove snow from driveway entrances** regardless of whether it has been cleared of snow before the city vehicles arrive.
  16. Snow plowing and ice control on state roads is the responsibility of the Missouri Department of Transportation. The City of Belton may assist in snow and ice control operations on these other jurisdictional roadways under emergency or mutual aid conditions.
  17. Crews will not break from their normal plowing routines unless to assist the police, fire or EMS in an emergency situation.
  18. Any complaints or calls for service during a winter weather event shall be documented for further follow up once a winter weather event has ended and all streets have been plowed and treated. Staff will make every attempt to answer any questions as to when plow trucks will be in certain areas to the caller, but understand, conditions, availability etc can change the schedules at any time.

19. The Transportation Division will utilize two separate staffing techniques for our winter weather operations. The Superintendent and Foreman shall determine what staffing levels will be needed for the forecasted storm and staff accordingly.
  - a. If a small event is forecasted, all street division personnel will be used.
  - b. If a larger event is forecasted (storm lasting longer than 12 hours), a combination of all public works personnel shall be utilized and divided into 12 hour shifts, 6 am – 6 pm. This is done for the safety of the operator and so the Transportation division can use all resources in its winter weather operations.
20. The Transportation Division shall provide plowing services to the City of Belton Police Department and Fire Stations. This work will be completed as the Primary streets are completed.
21. The Transportation Division shall provide material spreading services to Bill Jones Lane located at the Belton Community Center. This work will be completed in conjunction with normal spreading activities.
22. The Transportation Division shall provide plowing and material spreading to Eagles Landing Golf course.

### **Superintendent / Foreman Responsibilities**

The requirements listed below shall be followed by the Superintendent / Foreman during winter weather operations.

1. It shall be the responsibility of the Superintendent / Foreman to ensure all employees adhere to the policy and procedures established for the winter weather operations of the City of Belton.
2. It shall be the responsibility of the Superintendent / Foreman to provide periodic updates to the City Council, administration and departments detailing the status of the winter weather operations for each event. Information shall not be limited to the following:
  - a. Date of event
  - b. Time event started
  - c. Percentage of Primary streets completed
  - d. Percentage of Residential streets completed
  - e. Percentage of Cul-de-Sacs completed
  - f. Time Snow/ice/sleet quit
  - g. Time operation was completed
  - h. Equipment failures
  - i. Accidents
3. It shall be the responsibility of the Superintendent / Foreman to periodically check all operators' streets to ensure completion, clean-up, procedure, etc.
4. It shall be the responsibility of the Superintendent / Foreman to handle all complaints received during a winter weather event.
5. At the beginning of every winter weather season, the Superintendent / Foreman shall review all snow maps, procedures and policies and make any necessary changes. In addition, a shift schedule shall be developed and communicated to all employees involved with the winter weather operations.



6. It shall be the responsibility of the Superintendent / Foreman to ensure all equipment and vehicles are properly maintained.
7. It shall be the responsibility of the Superintendent / Foreman to ensure all employees have received the proper training in operating snow plow equipment. New employees shall receive a minimum of 4hrs ride-along training, prior to operating a snow plow vehicle alone.
8. It shall be the responsibility of the Superintendent / Foreman to monitor all forecasts and instruct all employees as to the weather forecast and the possibility of being called in to work.
9. It shall be the responsibility of the Superintendent / Foreman to develop an annual list of damaged mailboxes, damaged sod areas, manhole covers and valve risers needing adjustment, etc.

### **Operator Responsibilities**

The requirements listed below shall be followed by all operators involved with the City of Belton Transportation Division's winter weather operations.

1. It shall be the responsibility of all employees to be available when a winter weather event is forecasted. Only prior vacation approvals, sick time with a doctor's recommendation or approval from the Superintendent / Foreman will be accepted for time off during a winter weather event.
2. All employees' shall understand they could receive a "call back" anytime after normal business hours, and are required to respond within one hour of receiving a call-back.
3. The maximum speed for plowing operations is 25 MPH. It shall be the operator's responsibility to know the conditions of the road and adjust speed according to those conditions.
4. It shall be the responsibility of all operators to wear their seatbelt during plowing operations.
5. It shall be the responsibility of the operator to check all fluids, tire pressures, belts, wipers, emergency lighting, plow structures, spreader connections, etc. prior to the beginning of each winter weather event or shift change.
6. It shall be the responsibility of all operators to fuel their assigned truck at the end of every winter weather event or at the end of a shift change.
7. During shift changes, it shall be the responsibility of the operator to refill the spreader for the next driver.
8. All operators shall complete a walk around visual inspection of all lighting, plow connections, spreader connections, leaks, tire pressures, etc. when refueling or refilling of the spreader.
9. As necessary, all operators shall periodically clean ice and debris from emergency lighting, head lights, tail lights, windshield, side mirrors, etc. to ensure the safety of the operator and driving public.

10. It shall be the responsibility of the operator to know all of his/her surroundings when operating plow equipment. For example tree branches, curbs, ditches, mail boxes, pedestrians, etc.
11. All operators are required to slow down when a pedestrian is noticed and the potential for rolling snow from the plow could cause injury.
12. All employees are required to report any accident to the Superintendent / Foreman immediately following notifications to necessary emergency personnel.
13. It shall be the responsibility of all operators to make every effort to not block any driveways or business entrances located at the end of T intersections or cul-de-sacs with snow.
14. It shall be the responsibility of all operators to notify the Superintendent / Foreman / Vehicle Maintenance Supervisor of broken equipment.
15. It shall be the responsibility of all operators to notify the Superintendent / Foreman of all manhole covers and valve risers needing adjustment.

## **Winter Weather Operations**

### **Response / Monitoring**

For all winter weather events the Transportation Division shall continually monitor all forecasts to determine when these operations will begin. Television, Internet and the National Weather Service will be the primary sources for this information.

As stated in the general notes, the Transportation division will handle all forecasted small storms. If a larger storm is forecasted, crews would then divide at a designated time and split into pre-determined shifts. A combination of pollution control, water division and Transportation division will be utilized and operate on a 24 hour basis.

With all operations, communication with the police department is crucial. It shall be the Transportation Division's goal to keep in constant communication with police personnel.

#### *During normal business hours*

The observations of Transportation division or police department may alert the first response for snow and ice removal. If a storm is imminent, crews will be sent home and told to report at a designated time as communicated from the Superintendent / Foreman.

Example: Employees report to work at 7:00am on Tuesday and a snow storm is forecasted for that night. Crews would be sent home at lunch and told to report at a designated time prior to the storm arriving.

#### *After normal business hours*

The Police Department shall contact the Transportation Division Foreman at the first sign of snow or changing conditions. The Foreman will then proceed with a call-back of all employees in which they are required to respond within one hour.



Please understand, with the Transportation Divisions constant monitoring of weather forecasts, the plan will always be to stay ahead of the storm.

### **Plowing / Spreading**

1. Plowing begins when snow has accumulated more than two inches or when conditions warrant the need.
2. Plow trucks shall plow all streets from the centerline to edge of road or curb line. Enough passes shall be completed to accomplish this.
3. Plows shall be turned to push all snow to the right.
4. Plowing operations shall follow the list of priorities:
  - a. Emergency Snow Routes / Primaries
  - b. Residentials
  - c. Cul-de-Sacs
5. Plowing operations shall never exceed the posted speed limit or the maximum speed of 25 MPH.
6. Spreaders will be used when conditions are warranted. The type of material to use shall be at the discretion of Superintendent / Foreman.
7. Spreading shall be done to minimize fuel and material costs.
8. If snow continues to fall, plowing shall be completed to keep the primary streets clear for passage. The spreader shall be used to treat trouble areas, i.e. hills, high traffic areas, etc.
9. Once snow stops, the plow and spreader shall be used in conjunction so the operator does not have to return to the same street.
10. When stopped, the spreader shall be shut off to eliminate large piles of material being deposited in one location.
11. All trucks shall use emergency warning devices when operating the plow and spreader. If the truck is empty of material and returning to the shop for refilling, the emergency warning devices shall be shut off.
12. Spreaders shall not be overfilled. Overfilling is unsafe and could cause damage to the truck or spreader. If the truck turns and sand or salt material dumps out the side of the spreader, it is to full.
13. When plowing Cul-de-Sacs, the operator shall make every attempt to deposit the snow in a green area of the cul-de-sac.
14. Plows and Spreaders shall be checked periodically throughout the shift to ensure all connections are secure.
15. Prior to filling, the rear spreader door shall be checked. The opening size shall never be greater than 3". Questions should be directed to the Superintendent / Foreman for the proper opening size.
16. Spreader controls shall be adjusted to minimize material output.
17. All trucks are equipped with maps detailing designated areas to be plowed. The operator shall complete their designated section and report to the Superintendent / Foreman. That operator will then be given a new section to begin plowing.
18. At the end of every winter weather event, all equipment shall be cleaned and maintained. This shall include the following:
  - a. Clean inside of truck

- b. Clean outside of truck, plow and spreader. **Salt and/or sand shall not be left in any spreader for any extended period of time.**
- c. Oil chain on spreader.
- d. Grease all spreader fittings

### **Clean up**

Clean up is process used to clean all cross street and T shaped intersections. If the winter weather storm has stopped, this process will be completed with the plowing operation. The goal of the division will be to complete the entire operation within 12-16 hours once the storm has stopped producing moisture.

Clean up does require the operator to make frequent backing motions and does place the plow vehicle in cross or on-coming traffic situations. The operator shall constantly monitor all traffic to ensure their own safety and the safety of the driving public.

A final clean-up shall be completed at the end of plowing operations to make sure all intersections are clear for travel.

### **Main Street, Loop Road and City owned property**

The City of Belton Water Services Division is responsible for the winter weather operations of Main Street from Y Highway to North Scott, Loop Road, City Hall, City Hall Annex, Fire Station #1 (Main Street), and Pump Stations.

#### **Main Street**

- Equipment/Trucks Needed = 1-Bobcat (Provided by Transportation Div), 1-Backhoe, 1-Plow Truck, 1-Dump Truck and/or 1-Flatbed
- Clear Main Street one block at a time and clear from Main to Alley going south and from Main to Railroad Tracks going North from each cross street.
  1. Use Bobcat to remove snow from the curbs first. Don't pile snow on sidewalks, if a large amount of snow gets on a sidewalk; remove snow with shovel before continuing.
  2. Watch for any Sewer/Storm Access Holes.
  3. Using Plow Truck, push snow to center of roadway.
  4. Using Plow Truck, push snow into piles near each cross street.
  5. Using Backhoe, load snow into Dump Truck or Flatbed.
  6. Using Dump Truck or Flatbed, haul snow to city parking lot located behind the City Hall Annex. Dump snow in one spot and return to Main Street. This lot is located on Second Street.



7. Continue clearing Main until complete. Use caution around parked vehicles, watch for traffic, watch for other co-workers and have respect for business owner's properties.
8. Once complete, contact a Street Division Supervisor to apply salt and sand to Main Street.

### **Loop Road**

- Equipment/Trucks Needed = 1-Bobcat (Provided by the Street Div), 1-Backhoe, 1-Dump Truck and/or 1-Flatbed
- Clear Loop Road from Main to Chestnut.
  1. Use Bobcat to remove snow from the curbs first. Do not pile snow on side walks; if a large amount of snow gets on a sidewalk, remove snow with shovel before continuing.
  2. Watch for any Sewer/Storm Access Holes and for any concrete parking blocks.
  3. Using Plow Truck, push snow to center of roadway.
  4. Using Plow Truck and Backhoe, push snow into piles near the storm boxes located on the North side of Loop Road.
  5. Snow will be hauled off at a later date or as needed.
  6. Use caution around parked vehicles, watch for traffic, watch for other co-workers and have respect for business owner's properties.
  7. Once complete, contact a Street Division Supervisor to apply salt and sand to Loop Road.

### **City Hall and Annex**

- Equipment/Trucks Needed = 1-Bobcat (Provided by the Street Div), 1-Backhoe, 1-Plow Truck, 1-Dump Truck and/or 1-Flatbed
  1. Use Bobcat to remove snow from the curbs first.
  2. Watch for any Sewer/Storm Access Holes.
  3. Use Plow Truck and or Backhoe to remove snow from city hall's parking lots.
  4. Use Dump Truck or Flatbed to haul away all snow to the parking lot behind city hall annex.
  5. Remove all snow from all sidewalks around all four side of city hall and the annex.
  6. Apply ice melt to all sidewalk areas.
  7. Remove all snow from the triangle shaped bricked areas that hold the street lights in front of city hall and the annex.
  8. Once complete, contact a Street Division Supervisor to apply salt and sand to the parking lots behind city hall and beside the annex.
  9. Use caution around parked vehicles, watch for traffic, watch for other co-workers and have respect for business owner's properties.

### **Main Street Fire Station**

- Equipment/Trucks Needed = 1-Bobcat (Provided by the Street Div), 1-Backhoe, 1-Plow Truck
  1. Use Plow Truck or Backhoe to push all snow away from bay doors. Pile snow along sides of parking lot.
  2. Use Plow Truck or Backhoe to push snow to the curb line of parking lots.
  3. Fire Department will remove snow from sidewalk areas.
  4. Use caution around parked vehicles, watch for traffic, watch for other co-workers and have respect for business owner's properties.
  5. Once complete, contact a Street Division Supervisor to apply salt and sand to Fire Station.

### **N Scott and Holmes Road Pump Stations**

- Equipment/Trucks Needed = 1-Backhoe, 1-Plow Truck
  1. Use Plow Truck or Backhoe to push snow away from all gates and or doors.
  2. Push snow into grass areas.
  3. Watch for any Sewer/Storm Access Holes and any valve boxes.
  4. Clean all sidewalks and apply ice melt on sidewalks.
  5. Once complete, contact a Pollution Control Supervisor to apply salt and sand to the pump stations.
  6. Use caution around parked vehicles, watch for traffic, watch for other co-workers and watch for various parts and have respect for city owned properties.

### **Water Office and Meter Shop**

- Equipment/Trucks Needed = 1-Backhoe, 1-Plow Truck
  1. Use Plow Truck or Backhoe to push snow away from all dates and or doors.
  2. Push snow into grass areas.
  3. Watch for any Sewer/Storm Access Holes and any valve boxes.
  4. Clean all sidewalks and apply ice melt to areas that have foot traffic.
  5. Once complete, contact a Pollution Control or Street Division Supervisor to apply salt and sand to the Water Division Shop areas.
  6. Use caution around parked vehicles, watch for traffic, watch for other co-workers and watch for various parts and have respect for city owned properties



## Pump Stations

The City of Belton Pollution Control Division is responsible for the winter weather operations of the Belton waste water treatment plant and various lift stations.

- Equipment / Trucks Needed = 1 – plow truck
- 1. Cedar Tree – turn around at end
- 2. Markey Meadows – turn around at end
- 3. Sunrise Gardens – requires back dragging
- 4. Kentucky View – requires back dragging
- 5. Southview (off Quik Trip Way)
- 6. West Cimarron – requires back dragging

## Mailbox Damage

In order to provide fair and uniform resolutions to disputes involving mailboxes damaged by the winter weather operations of the City of Belton Transportation Division, the following language has been included within this policy.

1. The City of Belton Transportation Division shall replace mailboxes that are damaged, broken, or knocked down only if there was a direct hit by a City plow or vehicle, provided the mailbox was installed and maintained to City and postal specifications.
2. The maximum amount the Transportation division shall spend to repair or replace a mailbox is \$75.00, which shall include the post, mailbox and concrete. Monies spent shall not include costs other than materials and will not cover the cost of decorative wood or metal posts, or decorative mailboxes.
3. No mailbox or post will be repaired or replaced if the post shows dry rot or is otherwise unstable.
4. The Public Works Director, Transportation Superintendent, or their designated representative, is authorized to use reasonable discretion in resolving this type of dispute.

These policies and procedures are in the best interests of the Department and the customer it serves.

  
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Public Works Director

10-31-13  
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Date

  
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Transportation Division Superintendent

10-31-13  
\_\_\_\_\_  
Date