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INTRODUCTION

The City of Fort Wayne has recognized the need to annually review the methods and materials necessary to meet the goal of providing for the safe and efficient removal of snow and control of ice on public streets. The following procedural manual outlines the responsibilities within the City's Division of Public Works to accomplish this goal.

The City is responsible for over 1,200 miles of arterial and secondary snow routes. There are several factors that can have dramatic effects on the response time of City crews in salting and plowing streets and hauling snow, especially when these factors are combined. They include air temperature, pavement temperature, type of precipitation (freezing rain, sleet, or snow), wind speed and direction, time of day, and expected duration of the storm event.

Whenever there is a danger of icy or snowy conditions on City roadways, the Street Department will monitor conditions and respond accordingly. When snow or ice begins accumulating on the streets, plowing and/or salting operations will commence.

Fort Wayne is divided into 18 snow routes with each route assigned a minimum of two trucks. Streets in each route are prioritized as one (arterial streets), two (collectors and Citilink bus routes), or three (residential). Priority one streets are the first streets to receive plowing and salting. Whenever the priority one streets are deemed safe for travel during or after a snowfall, the City's plow trucks begin operations on the priority two streets. After these streets are completed, trucks will move to residential streets if there is an accumulation of three inches or more of snow. If during plowing operations on priority two or three streets it begins to snow again and priority one streets become slippery, trucks will be dispatched back to these streets as needed.

Although no snow event is exactly the same, as a rule of thumb it usually takes 10-12 hours **AFTER** the snow stops falling to plow and salt priority one and two streets. Residential streets generally take 48 hours to plow, assuming crews can stay at it and do not have to move back to priority one or two streets.

Subject to the weather conditions at the time and once operations have begun, the City will attempt to accomplish the following objectives in an effort to meet the overall goal of providing for the safe and efficient removal of snow and control of ice on public streets:

Plowing Operations

1. Arterial snow routes completed in 12 hours.
2. Collector and residential streets completed within 48 hours.

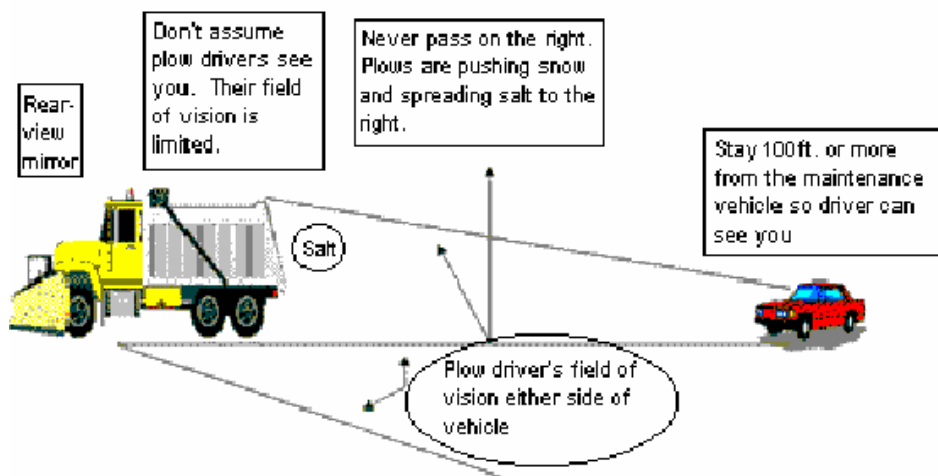
Salting Operations

1. Arterial Snow Routes completed in 12 hours.
2. Secondary Snow Routes subsequently completed in four hours.
3. Residential streets completed as conditions warrant.

This document will serve primarily as a guide for supervisors, equipment operators, and various management staff within the City of Fort Wayne who are involved in the snow removal process. However, it will also provide readers with an understanding of how the City manages snow removal.

SAFETY TIPS

- Trucks are plowing snow and spreading salt. Stay back from the vehicle 100 feet to avoid problems.
- Plow trucks often have to back up. There are blind spots in the mirrors. For your safety, do not pull up directly behind them. They may not be able to see you.
- When cleaning driveways or parking lots, do not put snow in the street. This can cause problems for other motorists.
- Plow trucks generally push snow to the passenger side of the truck (right side when looking at it from the rear). Never attempt to pass a truck on the right since there can be much more snow on that side of the vehicle.



SCHEDULES

Snow season work schedules will be established as follows:

Schedule	Shifts	Number of Employees
Normal Daily Schedule	Day Shift: 7:00 AM - 3:00 PM	80 Employees
	Night Shift: 11:00 PM - 7:00 AM	24 Employees
Snow Schedule	Day Shift: 7:00 AM - 7:00 PM	80 Employees
	Night Shift: 7:00 PM - 7:00 AM	24 Employees

Due to the nature of snow and ice control activities, management will change schedules as needed to complete salting or plowing activities. When this occurs, the most possible advance notice will be given.

TRAINING

Prior to the start of the snow season, the Street Department will conduct training activities for all personnel that will be involved in the snow control activities. The training will consist of classroom training and hands-on equipment training, including the operation of salters, snowplows, front-end loaders, and the snow-loading machine. A "dry run" will be conducted, which will consist of driving the routes to familiarize the drivers with any obstructions they may encounter.

WEATHER MONITORING

Street Department supervisors, with the use of the Data Transmission Network (DTN) and the National Weather Service daily forecasts, will monitor weather conditions. In addition, consultation with local weather forecasters will be conducted to further enhance our weather information. The City Street Department can be reached at 427-1235.

MATERIALS TO BE USED

For salting operations, the following two salt products will be used, depending on pavement temperature, air temperature, and amount of precipitation.

- 1. Straight salt.**
- 2. A mixture of salt pre-wetted with liquid CaCl_2 .**
This mixture will be used on emergency snow routes until temperatures or precipitation causes the material to become ineffective (15°F).

SALTING OPERATIONS

The priority system for salting operations is as follows:

1. Arterial Streets (including perimeter streets around public and private schools during weekdays)
2. Collector Streets
3. Areas where traction problems are causing hazardous driving conditions, such as hills, curves, etc.

Once operations have begun, salting will continue until streets have traction restored. Depending on the weather conditions, arterial and collector streets may receive multiple applications, along with other hazardous intersections or street inclines.

Salt domes are located at the Street Department main office, 1701 S. Lafayette St., the north transportation garage, 7607 Young Rd. and a southwest facility at 9930 Smith Rd.

PLOWING OPERATIONS

Plowing operations may begin when snow starts to accumulate. Vehicles will have plows or other equipment mounted in advance.

The priority system for plowing operations is as follows:

1. Priority One – Arterial Streets
2. Priority Two – Collector Streets and streets around schools
3. Priority Three – Residential Streets

EMERGENCY AND SECONDARY SNOW ROUTES

The City has established a priority system for plowing streets in Fort Wayne. The 18 Snow Plowing Districts, which contain the Emergency Snow Routes, are marked with indicative signs.

Any vehicles parked on an identified Emergency Snow Route after a Snow Emergency has been declared will be subject to ticketing and towing. Emergency Snow Routes receive priority in plowing operations.

Secondary Snow Routes are plowed after all Emergency Snow Routes have been cleared.

Residential Snow Routes are plowed only after three or more inches of snow have accumulated and all Primary and Secondary Snow Routes are complete.

BRIDGES

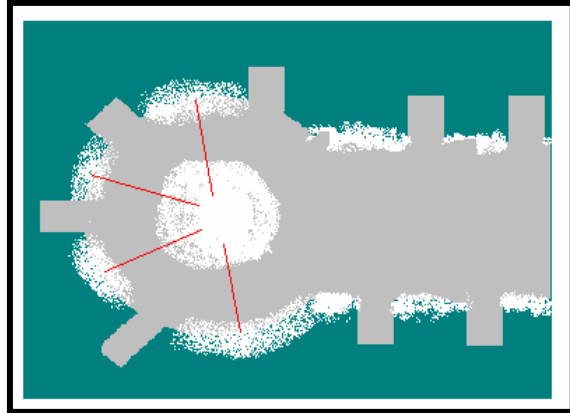
Bridges will be checked each morning for frost or slippery conditions. Monitoring will be done by the early shift. If frost is present, salt will be spread to increase traction.

CUL-DE-SAC'S

There are over 750 cul-de-sacs in Fort Wayne. A majority of these are publicly maintained, and therefore, need to be addressed in this manual. The City incurs proportionally more time and costs clearing snow from cul-de-sacs than on typical "uninterrupted" stretches of City streets.

In an effort to become more efficient, crews will, when feasible, use the following standard in plowing snow in cul-de-sacs:

1. One full pass will be made around the perimeter of the cul-de-sac with a snowplow, pushing the snow to the center of the cul-de-sac, and thus, creating a pile.
2. As time allows, the snow will be plowed out of the center of the cul-de-sac and dispersed to the sides of the street.



Some cul-de-sacs either have a very short throat or may develop unusually heavy and uneven drifts; therefore, it may not always be possible for crews to employ this procedure. Additionally, if snow accumulations become too deep, the City may haul snow with the use of a front-end loader from selected cul-de-sacs.

RESIDENTIAL DRIVEWAYS

One of the most frequent and disliked results in removal of snow from public streets is snow being deposited in residential driveways during plowing operations. As plows travel along streets, the snow accumulated on the plow blade has no place to go but on the adjacent streets and in driveways.

Snowplow operators make every attempt to minimize the amount of snow deposited in driveways, but the amount can still be significant. The more snow that has fallen, the greater the problem will be. One way residents can help is to pile snow they have shoveled from their driveways **on the right side facing the street**, in lieu of placing it on both sides at the end of the driveways. Doing this will help snowplow drivers avoid carrying piles from the other side back across driveways. Based on priorities and staffing levels, City personnel do not provide driveway cleaning.

MAIL DELIVERY

City snow operators make every effort to remove snow as close to the curb as practical and to provide access to mailboxes for postal carriers. However, it is not always possible to provide ideal conditions and not damage mailboxes with the size and type of equipment the City operates. Therefore, the final cleaning adjacent to mailboxes is the responsibility of each resident.

LOADING AND HAULING OF SNOW

Hauling of snow will be done primarily in the downtown area (Route 11). On heavily traveled streets, pickup operations will be scheduled during off-peak hours to reduce impacts on motorists. On snow pickup routes near schools and other time-sensitive institutions, operations will likewise be scheduled to lessen the impact on motorists.

STORM PREPAREDNESS AND EMPLOYEE STATUS

The success of the overall operation is based on the availability of appropriate staff, preceding and during snow removal activities. Between the months of October and April, Fort Wayne is subject to rapidly changing weather patterns. Because severe winter storms may occur during these months, management may alter the work schedules of employees as conditions dictate. Management will make every attempt to notify employees of the possibility of anticipated storms. With advance warning, it is the employee's responsibility to make arrangements to be available as needed for snow removal.

ACCIDENTS AND PROPERTY DAMAGE

Snowplowing and ice control operations can result in property damage, particularly during blizzard conditions or during nighttime snow plowing. Incidents involving contact between City equipment and private property typically occurs within the public street right-of-way, which commonly extends beyond the adjoining sidewalk. The intent of the right-of-way is to provide for snow storage, utilities, sidewalks, and other City uses.

All accidents involving City vehicles (regardless of damage amount) must be promptly reported to an on-duty supervisor. If an accident involves another vehicle or if significant private property damage has occurred, the Fort Wayne Police Department must also be notified in order to complete an accident investigation. The equipment operator must remain at the scene of the accident and provide any requested information or assistance until they are dismissed. It should also be noted that commercial vehicle drivers might be subject to post-accident drug and alcohol testing.

Homeowners are permitted to place some improvements, such as mailboxes, within the right-of-way. In the event of damage to private property during snow removal efforts, the property owner shall file a claim with the City Clerk (City-County Building, Room 120). The damage will then be investigated to determine if any damage is the responsibility of the City. The City accepts responsibility for mailboxes, which are allowed to be placed in the road right-of-way, if the damage is caused by being struck by a plow blade or other piece of equipment. Mailboxes should be constructed solidly enough to withstand the force of snow rolling off a plow.

Damage resulting from snow is the responsibility of the resident. The City will repair or replace mailboxes in those instances where the City is responsible for the damage. Damage to fences, trees, or other structures will be repaired or replaced by the City if they are on private property. Lawns that are physically damaged by City plows or motor graders will be repaired by top dressing and seeding.

Private property (other than motor vehicle), which may have been damaged as a result of operations, must be reported as soon as possible. Damage to items such as mailboxes, sod, sprinkler heads, trees, etc., should be called in to the appropriate radio number or a supervisor. Include any necessary information such as the street address, description of area, item, and damage. If an equipment operator is approached by a private property owner regarding damage to private property, the employee shall immediately notify the on-duty supervisor.

SALT BARRELS

Various homeowners' associations have chosen to place salt barrels in their neighborhoods for use on city street intersections, cross walks, and other public right of ways that may become hazardous during slippery conditions. While it is still the responsibility of the neighborhood to supply the salt barrels and stands, the Street Department will fill the barrels with salt as needed. Salt barrels are not placed with the intention of being a free supply of salt for people to take home for private use.

In order to prevent confusion, the City requires that requests for filling of salt barrels be submitted by the neighborhood association president or a representative. Requests will need to be approved by the Street Department. Neighborhood associations should submit a written request, signed by the association president or representative, to the Street Department **before** barrels are placed. When these representatives call our office, we will send or fax the form necessary to apply for salt barrel service. The completed request can be mailed or faxed to the Street Department, which will then make an onsite inspection to determine if placement is justified. Once inspection is completed, representatives will be contacted as to the status of their requests.

EQUIPMENT LISTING

Year	Make	Type	Equipped with Snowplow?	Equipped with Under-Body Scraper Blade?
2006	International Harvester	2 Ton	Yes	No
2006	International Harvester	2 Ton	Yes	No
2003	International Harvester	2 Ton	Yes	No
2003	International Harvester	2 Ton	Yes	No
2003	International Harvester	2 Ton	Yes	No
2003	International Harvester	2 Ton	Yes	No
2003	International Harvester	2 Ton	Yes	No
2003	International Harvester	2 Ton	Yes	No
2003	International Harvester	2 Ton	Yes	No
2003	International Harvester	2 Ton	Yes	No
2003	International Harvester	2 Ton	Yes	No
2000	Ford	2 Ton	Yes	No
2000	Ford	2 Ton	Yes	No
2000	Ford	2 Ton	Yes	No
2000	Ford	2 Ton	Yes	No
1999	International Harvester	2 Ton	Yes	No
1999	International Harvester	2 Ton	Yes	No
1999	Ford	1 Ton	Yes	No
1997	GMC	1 Ton	Yes	No
1997	Chevrolet	1 Ton	Yes	No
1997	Chevrolet	1 Ton	Yes	No
1997	Chevrolet	1 Ton	Yes	No
2003	Sterling	Single Axle	Yes	Yes
2003	Sterling	Single Axle	Yes	Yes
2003	Sterling	Single Axle	Yes	Yes
2003	Sterling	Single Axle	Yes	Yes
2003	Sterling	Single Axle	Yes	Yes
2002	Sterling	Single Axle	Yes	Yes
2002	Sterling	Single Axle	Yes	Yes

EQUIPMENT LISTING, CONTINUED

Year	Make	Type	Equipped with Snowplow?	Equipped with Under-Body Scraper Blade?
2002	Sterling	Single Axle	Yes	Yes
2002	Sterling	Single Axle	Yes	Yes
2002	Sterling	Single Axle	Yes	Yes
2002	Sterling	Single Axle	Yes	Yes
2002	Sterling	Single Axle	Yes	Yes
2002	Sterling	Single Axle	Yes	Yes
2002	Sterling	Single Axle	Yes	Yes
2002	Sterling	Single Axle	Yes	Yes
2002	Sterling	Single Axle	Yes	Yes
2002	Sterling	Single Axle	Yes	Yes
2002	Sterling	Single Axle	Yes	Yes
2001	Sterling	Single Axle	Yes	Yes
2001	Sterling	Single Axle	Yes	Yes
2001	Sterling	Single Axle	Yes	Yes
2000	Sterling	Single Axle	Yes	Yes
2000	Sterling	Single Axle	Yes	Yes
2000	Sterling	Single Axle	Yes	Yes
2006	International Harvester	Single Axle	Yes	Yes
2006	International Harvester	Single Axle	Yes	Yes
2006	International Harvester	Single Axle	Yes	Yes
2005	International Harvester	Single Axle	Yes	Yes
2005	International Harvester	Single Axle	Yes	Yes
2005	International Harvester	Single Axle	Yes	Yes
2005	International Harvester	Single Axle	Yes	Yes
2005	International Harvester	Single Axle	Yes	Yes
1999	International Harvester	Single Axle	Yes	Yes
1999	International Harvester	Single Axle	Yes	Yes
1999	International Harvester	Single Axle	Yes	Yes
1998	International Harvester	Single Axle	Yes	Yes
1997	International Harvester	Single Axle	Yes	Yes
1997	International Harvester	Single Axle	Yes	Yes
1996	International Harvester	Single Axle	Yes	Yes
1996	International Harvester	Single Axle	Yes	Yes
2003	Volvo	Tandem Axle	Yes	Yes
2003	Volvo	Tandem Axle	Yes	Yes
2003	Volvo	Tandem Axle	Yes	Yes
2003	Volvo	Tandem Axle	Yes	Yes
2001	Sterling	Tandem Axle	Yes	Yes
2000	Sterling	Tandem Axle	Yes	Yes
1999	International Harvester	Tandem Axle	Yes	Yes
1999	International Harvester	Tandem Axle	Yes	Yes
1998	International Harvester	Tandem Axle	Yes	Yes

EQUIPMENT LISTING, CONTINUED

Year	Make	Type	Equipped with Snowplow?	Equipped with Under-Body Scraper Blade?
2006	International Harvester	Tandem Axle	Yes	Yes
2006	International Harvester	Tandem Axle	Yes	Yes
2006	International Harvester	Crew Cab	Yes	No
2006	International Harvester	Crew Cab	Yes	No
2006	Case	Backhoe	No	No
2005	Case	Loader	No	No
2001	Case	Loader	No	No
1998	Case	Loader	No	No
1996	Case	Loader	No	No
1994	Case	Loader	No	No
1987	Dresser	Grader	No	No
2000	Case	Backhoe	No	No
1995	Ford	Backhoe	No	No
2006	John Deere	Loader	No	No

SNOW EMERGENCY – No PARKING

During a snow emergency, all parking is banned on Fort Wayne streets designated as snow control routes. Unauthorized vehicles may be towed and stored at the owner’s expense. Below is a listing of areas where no parking is permitted during a snow emergency:

- Anthony Boulevard: both sides of the street between Rudisill Boulevard and Pontiac Street; the west side between Hayden and Lewis streets; and both sides between Niagara Drive and Vance Avenue.
- Baker Street: the south side of the street between Fairfield Avenue and Ewing Street; both sides of the street between Webster and Calhoun streets.
- Broadway: both sides between Jefferson Boulevard and Bluffton Road.
- Calhoun Street: both sides between Grand Street and Pettit Avenue.
- Columbia Avenue: both sides between St. Joe Boulevard and Crescent Avenue.
- Creighton Avenue: the north side between Broadway and Fairfield; both sides between Fairfield and Harrison Street; the north side between Calhoun and Hanna streets; and the south side between Hanna and Anthony.
- Crescent Avenue: the west side between Anthony and State boulevards; the east side between State and Lake avenues; the west side between Lake and Tecumseh avenues.
- Delta Boulevard: the east side between Lake and Columbia.
- Fairfield Avenue: the west side between Main and Wayne streets; the west side between Washington Boulevard and Brackenridge Street; the west side between Taylor and DeWald streets; the west side between Kinsmoor and Nuttman Avenue; and the west side between Foster Park Boulevard and Belmont Drive.
- Goshen Road: both sides between and State and Sherman boulevards.
- Hanna Street: both sides between Paulding Road and Petit Avenue; and the west side between Pettit and Berry Street.

- Jefferson Boulevard: the south side between Hanna and Harmar streets.
- Lake Avenue: the south side between Anthony and St. Joe boulevards.
- Lewis Street: both sides between Clay Street and Anthony Boulevard.
- Lindenwood Avenue: both sides between Spring Street and State Boulevard.
- Lower Huntington Road: both sides between Bluffton Road and the west City limits.
- McKinnie Avenue: the north side between Calhoun and Clinton Street; and the south side between Lafayette Street and Anthony Boulevard.
- Main Street: both sides between Jackson Street and Leesburg Road.
- Maumee Avenue: the south side between Chute Street and Anthony Boulevard.
- New Haven Avenue: the north side between Wayne Trace and Lumbard Street; and the south side between Lumbard and Coliseum Boulevard.
- Oxford Street: the south side between Lafayette and Monroe streets; and both sides between Monroe and Anthony Boulevard.
- Pettit Avenue: the north side between Calhoun and Lafayette streets.
- Pontiac Street: the north side between Anthony Boulevard and Clinton Street.
- Randallia Drive: the east side between State Boulevard and Delaware Avenue; and the west side between Delaware and Lake avenues.
- Runion Avenue: both sides between Spring and Third streets; and the east side between Third and Main streets.
- South Wayne Avenue: both sides between Creighton Avenue and Pasadena Drive.
- Spring Street: the south side between Leesburg Road and Wells Street.
- State Boulevard: both sides between Tyler Avenue and Poinsette Drive.
- Taylor Street: both sides between Jefferson and Portage boulevards; and the south side between Portage and Broadway.
- Tennessee Avenue: the south side between Spy Run Avenue and Griswold Drive; and the north side between St. Joe Boulevard and Crescent Avenue.
- Tyler Avenue: the east side between State Boulevard and Spring Street.
- Vance Avenue: both sides between Parnell Avenue and Anthony Boulevard; the south side between Anthony and Coliseum boulevards; and the south side between Coliseum and Reed Road.
- Washington Boulevard: the north side between Francis and Hanna streets.
- Wells Street: both sides between Fairmont Place and Huffman Street; and the west side between Huffman and State Boulevard.

