

SAN MIGUEL COUNTY
Snow Removal Program and Policy

SECTION 1, INTRODUCTION:

The Public Works Department of San Miguel County is responsible for providing snow removal for approximately 500 miles of county roads and three County building parking areas. The Roads Department cannot guarantee that county roads will be free of snow and ice after plowing. Bare, dry roads should not always be expected. The Roads Department attempts to maintain adequate traction for vehicles properly equipped for winter driving conditions.

Planning for a winter storm event is difficult. The differences in location, rate of snowfall, and moisture content, and temperature, time of day and wind velocity make each storm unique. Decision making and assignment is a very fluid process, based upon hour by hour conditions.

However, it is the intent of this program to establish general policies and procedures to make travel within the County as safe as possible. Safety is the primary concern and all persons involved with this plan shall consider safety first in their operating procedures.

The San Miguel County Public Works Department will be responsible to format and implement this Snow Removal Program and Policy with the input and approval of the San Miguel County Commissioners.

SECTION 2, PREPARATION:

San Miguel County will evaluate the Roads Department's efforts from the previous winter. Any adjustments necessary to improve the overall Snow Removal Program and Policy will be made.

Fall preparation shall include properly winterizing and inspection of all equipment. All equipment shall be maintained in top operating condition while it is being used in other operations during the spring, summer and fall months. Import salt and cinders to replenish stock piles at the Public Works yard and the Pecos Collection Center shall be done in advance.

Fall preparation shall include contracting with local contractors as needed for snow removal on emergency basis.

Fall preparation shall also include a meeting of all San Miguel County Road Department Employees. This meeting shall be used to review equipment operations, safety issues, equipment maintenance, and to review all priority snow routes.

County of San Miguel
State of New Mexico

SAN MIGUEL COUNTY
Pages: 6

I Hereby Certify that this Instrument was filed for record 10/10/2018 10:55:06 AM and was duly recorded as Instrument No. 201803394 of the Records of San Miguel County, NM.

Witness My Hand and Seal Of Office
Geraldine E. Gutierrez

Deputy
County Clerk, San Miguel, NM



SECTION 3, CLASSIFICATION OF COUNTY ROADS:

PRIORITY ONE:

The County Roads designated PRIORITY ONE includes all SCHOOL BUS ROUTES, within the county as established by the School Districts. County building parking areas and sidewalks snow removal. Emergency snow removal requests with the input of the general public and County Commissioners.

PRIORITY TWO:

The County Roads designated as PRIORITY TWO includes all MAIL ROUTES within the county and roads that have occupied residence with the input of the general public and County Commissioners.

PRIORITY THREE:

The County Roads designated as PRIORITY THREE includes all other roads that have no occupied residence. These roads are established by the County Public Works Director or Road Foreman and with the input of the general public and County Commissioners.

SECTION 4: LEVEL OF SERVICE:

Plowing should begin on all PRIORITY ONE, TWO AND THREE County Roads when snow accumulation reaches three (3) inches, with PRIORITY ONE roads being opened first, then PRIORITY TWO ROADS, followed by PRIORITY THREE roads.

SECTION 5: SNOW REMOVAL PERSONNEL:

All equipment operators should be ready and available to commence snow removal operations at any time it is determined that operations must begin. The San Miguel County Public Works Director or the Road Foremen shall decide when to call snow removal personnel to work and to how long they shall work.

Primary responsibility for snow removal planning, operation direction, requesting and directing of emergency snow removal contractors and snow removal decision making will be that of the County Public Works Director with the assistance of the San Miguel County Roads Foreman.

If the decision to commence snow removal operations is made during the normal work day, operators and Foreman shall be prepared to cease the activities they are engaged in and begin snow removal operations.

If conditions become such that snow removal must begin after normal working hours, the County Public Works Director or Road Foreman who will notify the necessary number of operators and personnel to report for snow removal.

Rest periods and/or meal breaks shall be coordinated by the Foreman until all PRIORITY ONE County Roads have been plowed. Employees will normally be limited to a maximum of 12 hours of continuous snow plowing. This is in consideration of the safety of the operator, the public and liability to the County. Employees may be asked to work longer than 12 hours during a SNOW EMERGENCY.

Cooperation and communication between the Sheriff's Department and San Miguel County Roads Department is critical during a winter storm. There will need to be close contact between the two departments during plowing operations. The Sheriff's Department shall keep the Roads Department informed as to county road conditions and be on alert for trouble spots including icy roads and bridges and reduced visibility at intersections.

It may be necessary, if circumstances dictate, to conduct snow removal on a 24 hour basis, should this situation arise, the County Public Works Director with assistance of the Road Foreman shall divide the employees into two groups with each group working 12 hour shifts.

Equipment operators shall obey ALL TRAFFIC LAWS during snow removal operations.

If an employee for the San Miguel County Department of Roads comes upon a stranded vehicle during snow plowing operations, they shall first check the vehicle for occupants, should the vehicle be abandoned they will contact the Public Works Director or Road Foreman who will then contact the Sheriff's Office for assistance to locate the owner of such abandoned vehicle to get it moved. If an emergency exist, San Miguel County may have the vehicle towed in order to eliminate hazard to the traveling public. Should the employee find injured occupants, the Public Works Director or Foreman will contact Emergency response. If the stranded vehicle has uninjured occupants and asked the employee to assist in removing the stuck vehicle, the employee shall contact the Public Works Director or Road Foreman for instructions. The Public Works Director or Foreman shall instruct the employee as to what procedure they may take to remove the stuck vehicle. No County Employee shall hook a chain or tow strap/cable to a vehicle without the authorization of the Public Works Director or Foreman unless it is a life threatening situation.

Operators who are involved in an accident are required to report the accident immediately to the Public Works Director or Foreman, Safety Officer and the Sheriff's Department. Operators must complete an accident report and submit it to their Foreman before the end of the shift.

SECTION 6: ADJACENT DRIVEWAYS:

The cleaning of adjacent driveways to County Roads is the responsibility of the adjacent property owner. When plowing snow, several passes are sometimes necessary before a county road is clear. Every effort is made to prevent plowing snow into driveways; however, the Roads Department will not clean driveways adjacent to county roads. Cleaning driveways that are plowed in by the Roads Department is the responsibility of the adjacent property owner. It is generally best to open driveways AFTER the snowplows have completed their operations.

SECTION 8: CITIZEN COOPERATION:

In order to achieve the best possible result and in the most efficient manner from the San Miguel County roads Department's snow removal operations, all citizens of San Miguel County are requested to cooperate fully with the Roads Department. During SNOW EMERGENCIES and winter storm conditions, all residents are asked to remove their parked vehicles from all County Roads if possible. This will allow snow plows an opportunity to clear the County Roads quicker and with fewer passes, saving both time and money.

Motorists should always allow plenty of space near the snow plows and avoid passing a snow plow whenever possible. Operating a snow plow is a dangerous task. When ice, snow, wind and cold create treacherous operating conditions, one of which is limited visibility, the snow plow operators require tremendous operating skill and courage to operate. These conditions and motorists operating their vehicles in an unsafe manner for the conditions could force the snow plow from the road.

As outlined in SECTION 5, if a San Miguel County employee while they are plowing snow comes upon an abandoned vehicle that is blocking a county road and must be moved, all attempts will be made to locate the owner to get the vehicle removed. If the owner cannot be located and the vehicle must be removed, steps will be taken to move the vehicle. San Miguel County or the employees of San Miguel County cannot be held liable for damages caused by removing the abandoned vehicle.

As also outlined in SECTION 5, if a San Miguel County Employee while they are plowing snow comes upon a stuck vehicle with occupants that is blocking a county road and is asked to assist the owner in removing the stuck vehicle and is instructed by the Public Works Director and/or Road Foreman to assist, the owner of the stuck vehicle shall make the hookup of the chain or tow strap/cable to their vehicle. San Miguel County or the employees of San Miguel County cannot be held liable for damages caused by assisting a stuck vehicle.

SECTION 9: DEPARTURE FROM POLICY:

San Miguel County acknowledges the policies set forth in this program are of a general nature and realizes conditions may be so unusual or unexpected that a departure from this program may need to be authorized. When conditions warrant, the San Miguel County Public Works Director, after consulting with the San Miguel County Sheriff, may order a departure from this policy when conditions are such that the departure from this policy is necessary for the health, safety and welfare of the citizens and road department personnel of San Miguel County.

The San Miguel County Public Works Director or his designee is authorized to publicly announce that non-emergency travel is not recommended when conditions warrant such a warning.

This policy is not, nor is it intended to encompass all details of San Miguel County's snow removal operations.

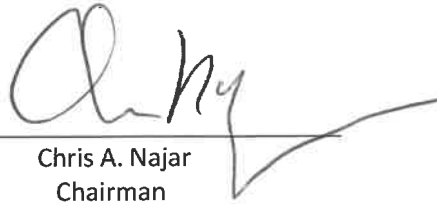
SECTION 10: POLICY PRIORITY:

To the extent that any previous policy or past practice written or unwritten is in conflict with the provisions of this policy, it is hereby voided and all personnel shall conduct themselves in a manner that conforms to this policy.

SECTION 11: EMERGENCY CONTACTS:

Public Works Department: 505-425-3664, Director: 505-429-5623, Road Foreman: 505-429-8442
San Miguel County Manager: 505-425-9333
San Miguel County Sheriff: 505-425-7589
San Miguel County OEM: 505-425-6190
San Miguel County Safety: 505-426-3036
New Mexico State Police: 505-425-6771

Passed and Approved on this 9th day of October 2018, by the Board of Commissioners of San Miguel County, New Mexico.

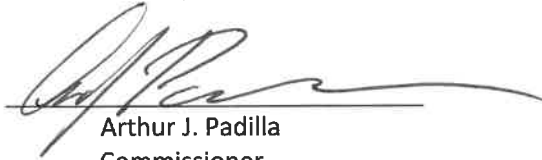


Chris A. Najar
Chairman
District 5

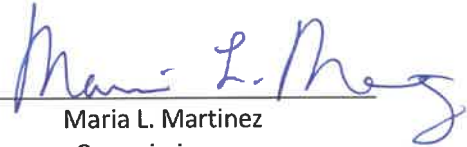


Janice C. Varela
Vice-Chair
District 2

Rock Ulibarri
Commissioner
District 1



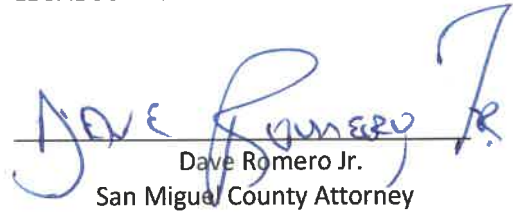
Arthur J. Padilla
Commissioner
District 3



Maria L. Martinez
Commissioner
District 4



APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:



Dave Romero Jr.
San Miguel County Attorney