



## Downtown Wadsworth Snow Plowing Policy and Procedures

1. **Policy:** Safety is the paramount number one concern and objective of DW, inc. Safety for members, volunteers, citizens and property. It shall supersede any and all other policies and procedures.

**Procedure:** If at anytime anyone feels that to proceed or not to proceed would cause or impede any person's or property's safety, it is that person's duty to act in a responsible manor. This may mean to start plowing, slow down the plowing or stop plowing until conditions change. At no time, will any member, employee or volunteer act in any manner that would endanger any life or property.

2. **Policy:** DW, Inc will plow when the snow depth reaches 2" (Two) inches.

**Procedure:** Early morning is the preferred time to plow (before traffic gets to heavy. It will be up to the snowplow operators as to when the first plow of that day starts. If snow continues to fall with in that 24-hour period, a second or third plow may be needed. It will be up to the Snowplow Chair or Executive Director of DW, inc to call one of the two plow operators and order the plow. The called operator will coordinate with the second plow operator. If the **Chair** or **Executive Director** are unavailable to make the call, a **Downtown Wadsworth board member**" shall do so.

3. **Policy:** DW, Inc will charge on a per foot basis at a rate that will pay-for plowing costs. All paid businesses will get snow plowed and removed from sidewalk and parking spaces in front of their business.

**Procedure:** A Paid business list shall be provided to the plow operator, responsible for sidewalks as soon as practical for each year. If a business chooses not to participate the following will apply. Snow in front of that business will be pushed from the building to the meter line but shall not be pushed over the curb. If a business or building owner request that snow not be removed, have them forward the request in writing to the Snowplow **Chair** or **Executive Director** and do not remove / push snow per their request.

4. **Policy:** Relations with citizens, business and building owners and City snow removal crews shall be friendly and courteous at all times.

**Procedure:** If a problem or confrontation occurs, remain courteous, get the name(s) phone number(s) of any person (s) involved and contact the Snowplow **Chair** or **Executive Director** as soon as practical that plow day. Tell the person they will be contacted about the problem shortly. If it is an accident and someone is injured call for emergency help immediately Police EMS or Fire as needed. Remain on the scene, give assistance to injured and cooperate fully with Emergency responders. Do not discuss accident with by standers. Try to get names and numbers of any witness. Call Snowplow **Chair** and or **Executive Director** as soon as possible. If the accident is a property damage only, involving a parked vehicle on the street. Call the police for a report and then call Snowplow **Chair** and or **Executive Director** as soon as possible. If the accident is to a City owned property, light pole, fireplug or sign, call for a police report. If the accident is on private property, a building, a vehicle parked in a parking lot then you must notify the owner as soon as possible usually with a note as to who, what, when and how with a contact number. Call Snowplow **Chair** and or **Executive Director** as soon as possible

5. **Policy:** Any person paid or on a volunteer basis, that is working on the Snow removal program must follow and adhere to these policies and procedures.

(Note: It is recommended that anyone of the two plow operators carry a pencil, paper, cell phone and digital camera with them while plowing. This is for their protection and convenience, if available.)

**Procedure:** If any person willing and knowingly violates any of the above policy or procedures they maybe asked to leave the program and could be prosecuted to the full extent of Ohio Law.

Approved by Downtown Wadsworth's Board on 01/17/2007      Revision # 1