

**City of Crest Hill Snow Removal
Standard Operating Procedure
2025-2026 Season**

DRAFT

Discussion Items

Current Snow Operations / Proposed New Plan

The information provided herein describes current procedures and detailed information about proposed changes.

The objective is to implement a snow removal plan that works efficiently and effectively to provide safe streets for motorists during all snow conditions based on the resources available, and the regulations that the City is required to follow.

Current Snow Operations Discussion

What is Happening Now?

- A). Salting Operation: How many drivers are called in?
5 or 6 drivers plus a small truck for City Hall.
- B). Plowing Operation: How many drivers are called in?
The initial group is 6 drivers or more from the Street Division.
- C). How long are employees driving and what happens if it continues to snow?
For extended snow events 16 hours of driving or more. No designated day or night shift.
- D). How many employees remain on duty after the initial group needs to rest?
Whoever was leftover and didn't work in the initial group.

Current Snow Operations

E). Has the Department ever plowed in two shifts and How did that work?

During the minimum 8 -hour rest period of the initial group the remainder of the Street Division (maximum of 4) in addition to the wastewater and water employees (maximum of 5) plow snow.

F). How are priority streets determined?

Priority streets are the **wide pavement** streets limited to: Caton Farm, Division, Knapp, Oakland, Theodore (west of Larkin), Gaylord/Cedarwood.

G). How many areas is the City divided into in the current plan? Five areas in addition to the Priority streets listed equaling 6 primary plow routes. Dead ends and cul de sacs are completed by additional drivers as needed if available.

Proposed Changes to Snow Removal Operations

1. 2 Shifts for 24/7 service that can continue as long as needed. All employees are assigned a shift so they know when they are on or off duty. This provides ground rules when it snows and the expectations of the responsibility to report to work.
2. Drivers will only drive for 12 hours maximum during the shift times designated in a 24-hour period (No Exceptions).
3. Drivers will get at least 8 hours of rest before and after driving a 12 -hour shift behind the wheel and will not be called to work during this rest period (No exceptions).
4. Drivers can work a maximum of 16 hours in a 24- hour period equaling 4 hours of non driving work before or after driving 12 hours.
5. Number of streets designated as "Priority" are increased significantly (all gray border streets on map).
6. Priority streets maintained at a Higher Level with increased frequency of salting and plowing conducted.
7. Wastewater and Water Employees utilized as Plow Drivers during each plow event.
8. Salt and time spent is reduced on Secondary Streets from a pass in each direction to one pass down the center each occurrence.

Proposed Plan – Salt Operations – 2 Shifts

- A). Salting Operation Proposed: Drivers to be called in. The city will be divided into 4 areas with four primary salt drivers on each shift (one for each area). Priority streets in each of the four areas have been identified and will be maintained at a higher level than other streets. Less employees will be on duty during salting compared to plowing.
- B). Salting Operation Day Shift Proposed: The day shift will be supervised by the Director or designee. Dayshift Operations are 11:00 AM – 11:00 PM. They will drive from 11:00 AM to 11:00 PM.
- C). Salting Operation Night Shift Proposed: The night shift will be supervised by the Street Division Crew Leader or designee. Night Shift Operations are from 11:00 PM to 11:00 AM. They will drive from 11:00 PM to 11:00 AM.

Proposed Plan – Salt Operations – 2 Shifts

D). Building and Grounds Division will be on duty with all others assigned to salting operations. Their primary assignment will be the City Hall / Police Parking Lots and sidewalks/walkways, once those lots are completed they will help with other City salting operations. **One Person on Day Shift and One Person on the Night Shift.**

E). The fleet services will be on duty with all others assigned to salting operations. **One mechanic will be assigned to the day shift and 1 will be assigned to the night shift during a salting operation.**

F). The Wastewater Division will provide a maximum of 3 people, and the Water Division will provide a maximum of 2 people as *back up* salt drivers during a salt operation. It is anticipated that backup drivers for salt operations will only be needed when someone in the street division is absent. Wastewater and Water Employees will be assigned to the Day Shift or the Night Shift in advance so they know the shift they are assigned to. They may be required to work as primary drivers during a salt operation if needed.

Proposed Plan – Salt Operations – 2 Shifts

Rotation	Shift	Shift Hours
During Standard Rotation	Day	Start driving no earlier than 11:00 AM – 11:00 PM Stop Driving
First Shift of Snowplow Event	Day	Start driving no earlier than 11A.M. – 11:00 PM Stop Driving
During Standard Rotation	Night	Start driving no earlier than 11:00 PM – 11:00 AM Stop Driving
First Shift of Snowplow Event	Night	Start driving no earlier than 11P.M.– 11:00 AM Stop Driving

- If snow fall is predicted at 50% or higher (according to City weather service) to begin between 3:00 PM to 5:00 PM the Day Shift will remain on duty to salt all the streets 11:00 PM Maximum. The Night Shift will take over at the 11:00 PM and work until 11:00 AM as needed. This strategy is implemented to keep up with snow conditions.
- If at 9:00 PM there is a 50% chance of snow or higher for the morning rush hour, the night shift supervisor will come in for snow watch at 3:30 AM to call the night shift in. This strategy is implemented to keep up with snow conditions.
- If the Day Shift is at home and it starts to snow between 11:00 AM and 11:00 PM the Day Shift will be called in to begin salting until 11:00 PM if needed.
- If the Night Shift is at home and it starts to snow between 11:00 PM and 11:00 AM the Night Shift will be called in and work until 11:00 AM if needed.

Proposed Plan – Salt Operations – 2 Shifts

Day Shift & Night Shift – Roster Assignments

A). Day Shift: Director, 1 Mechanic, 1 Building & Grounds, 4 Streets =7

1 Water (Backup), 2 Wastewater (Backup) = 3 Employees.

B). Night Shift: Crew leader, 1 Mechanic, 1 Building & Grounds, 4 Streets =7

1 Street Division (currently vacant), 1 Water (Backup), 1 Wastewater (Backup) = 3 Employees

C). Those assigned to Days and Nights will be on that assignment for one week only (Called Alpha / Bravo Teams). The department will rotate weekly every Sunday night at midnight the start of the work week.

D). If rotation cannot take place on Sunday because of a plow event, then the rotation will happen on Monday or the next available opportunity after completion of all snow operations for a 24-hour period (one that allows a full 24-hours rest).

Proposed Plan – Salt Operations – 2 Shifts

New Areas & Priority Street – Maps – Designated Routes

A). Each Primary Salt Driver will be assigned One of the Four Areas. Each driver will receive a map with details on their area (including priority streets). Drivers will use the designated route for the priority streets in their assigned area.

B). Each primary driver will be assigned priority streets in their area to salt in addition to all of the other streets in their assigned area. They will salt all the priority streets in their assigned area one pass in each direction (same as plowing). The secondary streets will be salted one pass on the centerline of the street the width of the truck as needed. Special attention should be made to place salt where its needed most.

C). If the weather conditions require a plow operation, and additional drivers are available, additional drivers will be called in to be assigned to assist on the priority streets throughout the City. In addition to helping the primary drivers assigned to each area.

Proposed Plan – Salt Operations – 2 Shifts

Day & Night Shift Assignments (Draft)

Name	Assignment/Area	Truck	Shift
Eric	Crew Leader	P/U	Night (A)
Erik B.	Area 1	101	Night (A)
Dane	Area 2	102	Night (A)
Dan K.	Area 3	103	Night (A)
Brian	Area 4	104	Night (A)
Dallas	City Hall / Cul De Sac	46	Night (A)
Brian S.	Mechanic / Shop	N/A	Night (A)
Joe	Back -up	TBD	Night (A)
Paul	Back -up	TBD	Night (A)
Aleks	Area 1	101	Day (B)
Nik	Area 2	102	Day (B)
Juan	Area 3	103	Day (B)
Jordan	Area 4	104	Day (B)
Tony	City Hall / Cul De Sac	46	Day (B)
Matt	Mechanic / Shop	N/A	Day (B)
Kerry	Back -up	TBD	Day (B)
Nick H.	Back -up	TBD	Day (B)
Jeremy	Back -up	TBD	Day (B)

Proposed Plan – Snowplow Operations – 2 Shifts

- A). Plowing Operation Proposed: Drivers to be called in. The city will be divided into 4 areas with four primary plow drivers on each shift with additional plow drivers assigned.. Priority streets in each of the four areas have been identified and will be maintained at a higher level than other streets.
- B). Snowplow Operation Day Shift Proposed: The day shift will be supervised by the Director or their designee. **Dayshift Operations are 11:00 AM – 11:00 PM. Day Shift Drivers will drive from 11:00 AM to 11:00 PM. A maximum of 12 hours behind the wheel.**
- C). The night shift will be supervised by the Street Division Crew Leader or their designee. **Night Shift Operations are from 11:00 PM to 11:00 AM. Night Shift Drivers will drive from 11:00 PM to 11:00 AM. A maximum of 12 hours behind the wheel.**
- D). Building and Grounds Division will be on duty with all others assigned to snowplowing operations. Their primary assignment will be the City Hall / Police Parking Lots and sidewalks/walkways, once those lots are completed they will help with other City plowing operations. **One Person on Day Shift and One Person on the Night Shift.**
- E). The fleet services will be on duty with all others assigned to snowplowing operations. **One mechanic will be assigned to the day shift and one assigned to the night shift during a snowplowing operation.**
- F). The Wastewater Division will provide a maximum of 3 people, and the Water Division will provide a maximum of 2 people during a plow operation. Wastewater and Water Employees will be assigned to the Day shift, and the Night shift in advance so they know the shift they are on. They may be required to work as primary drivers during a snow plowing operation if needed.

Proposed Plan – Snowplow Operations – 2 Shifts

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During Standard Rotation	Night	Start driving no earlier than 11:00 PM – 11:00 AM Stop Driving
First Shift of Snowplow Event	Night	Start driving no earlier than 11P.M. – 11:00 AM Stop Driving

- If the **Day Shift** is at home and it starts to snow between 11:00 AM – 11:00 PM the Day Shift will be called in and work until 11:00 PM if needed.
- If the **Night Shift** is at home and it starts to snow between 11:00 PM – 11:00 AM the Night Shift will be called in and work until 11:00 AM if needed.
- If Snow fall is predicted at 50% or higher (according to city weather service) to begin between 3:00 PM and 5:00 PM the **Day Shift** will remain on duty and prepare for the snow event and work to 11:00 PM maximum. Night Shift will take over at 11:00 PM and work until 11:00 AM if needed.
- If at 9:00 PM there is a 50% chance or higher of snow predicted for the morning rush hour the **Night shift** supervisor will come in for a snow watch at 3:30 AM to call in the night shift if needed.

Proposed Plan – Snowplow Operations – 2 Shifts

Day Shift & Night Shift – Roster Assignments

A). Day Shift: Director, 1 Mechanic, 1 Building & Grounds, 4 Streets, 1 Water, 2 Wastewater = 10

B). Night Shift: Crew Leader, 1 Mechanic, 1 Building & Grounds, 4 Streets, 1 Water, 2 Wastewater = 10
1 Wastewater = 10

C). Those assigned to Days and Nights will be on that assignment for one week only (Called Alpha / Bravo Teams). The department will rotate weekly every Sunday night at midnight the start of the work week.

D). If rotation cannot take place on Sunday night at midnight because of a snow event, then the rotation will happen on Tuesday or the next available opportunity after completion of all snow operations for a 24-hour period (one that allows a full 24-hours rest).

Proposed Plan – Snowplow Operations – 2 Shifts

New Areas & Priority Street – Maps – Designated Routes

- A). Each Primary Snowplow Driver will be assigned One of the Four Areas. Each driver will receive a map with details of their area (including priority streets). The driver will use the designated route for the Priority streets in the assigned area.
- B). Each primary driver will be assigned priority streets in their area to plow in addition to all of the other streets in their assigned area. They will plow and salt all the priority streets in their assigned area one pass in each direction (same as plowing). The secondary streets will be salted one pass on the centerline of the street the width of the truck as needed after plowing one pass in each direction. Curbing streets should not be started until lanes are well plowed and approved by supervisor.
- C). If the weather conditions require an extended snowplow operation, and additional drivers are available, additional drivers will be assigned to assist on all the priority streets throughout the City. The other four area, drivers will still be responsible for the priority streets in their assigned area and **will plow in tandem with any additional drivers on the wider priority streets only**. No tandem plowing on other streets will be performed. One additional tandem driver will be assigned to areas 1 and 2 and the other additional driver will be assigned to areas 3 and 4. They can also work in tandem on the wide priority streets.

Proposed Plan – Snowplow Operations – 2 Shifts

Day & Night Shift Assignments (Draft)

Name	Assignment/Area	Truck	Shift
Eric	Crew Leader	P/U	Night (A)
Erik B	Area 1	101	Night(A)
Paul	Area 2	102	Night(A)
Dan K	Area 3	103	Night(A)
Brian	Area 4	104	Night(A)
Dane	Tandem 1 and 2	118	Night(A)
Joe	Tandem 3 and 4	105	Night(A)
Dallas	City Hall/ Cul De Sac	46	Night(A)
Brian S	Mechanic/Shop	N/A	Night(A)
Aleks	Area 1	101	Day (B)
Nick H	Area 2	102	Day (B)
Juan	Area 3	103	Day (B)
Jordan	Area 4	104	Day (B)
Nik	Tandem 1 and 2	118	Day (B)
Jeremy	Tandem 3 and 4	105	Day (B)
Kerry	Area 3	106	Day (B)
Tony	City Hall/ Cul De Sac	46	Day (B)
Matt	Mechanic/Shop	N/A	Day (B)

Proposed Plan – Snowplow Operations – 2 Shifts

Map Areas 1-4

- Entire City
- Area 1
- Area 2 Light Blue
- Area 3 Green
- Area 4 Pink