

SNOW & ICE CONTROL PLAN

Streets & Building Maintenance Division

The Snow and Ice Control Plan represents the Village of Mount Prospect - Department of Public Works efforts to maintain clear and safe passage of all Village streets throughout the winter season.

Created: 11/11/2016

Updated: 1/30/2025

Table of Contents

I. Policies and Performance 5

Objective 5

Snow and Ice Control Priorities 5

Priority 1: Major Arterial Streets - Highways 5

Priority 2: Collector Streets and Downtown 5

Priority 3: Residential Streets 5

Priority 4: Cul-De-Sacs (Contractual Work) 5

Anti-Icing Operation 5

Level of Service 6

Storm Categories 6

Category I 6

Category II 6

Category III 7

Snow & Ice Control Performance Measures 8

Operational Policies 6

Equipment Staffing Levels 6

Vehicle and Equipment Availability 7

Materials Storage & Use Policy 7

Vehicle Material Loading Policy 7

Alley Policy 7

Sidewalk Policy 7

Mailbox Policy 8

Record Keeping 10

Pre / Post Trip Inspection Report (See Appendix A) 10

Supervisor/Superintendent Report (See Appendix B) 10

Cost Reports 11

Post-Storm Reviews 11

Resident Communication 11

VOMP Ordinances Related to Snow Removal & Ice Control 11

Departure from Policy 12
II. Planning 13
Overview 13
Organizational Structure 13
Planning Schedule 13
Department Responsibilities 13
Personnel Management 17
Driver List (w/ CDL) 17
Call-In Procedures and Requirements 19
Overtime, Shifts, and Scheduling 19
Premium Time 19
Overtime 19
Double Time 20
Shifts 20
Scheduling 20
Vehicles & Equipment 21
Vehicles and Location List 21
Plows 23
Other Equipment 25
Special Purpose Equipment 26
Vehicle Inspection Checklist 26
Fueling Procedures 26
Materials 26
Ice Control Chemicals 26
Ice-Pavement Bond at the Time of Treatment 26
Salt Management Plan 26
Snow & Ice Declared Emergencies 28
Emergency Operations Center (EOC) 28
Operations Area 28
Staffing Requirements 29

Snow & Ice Control Readiness 29
Pre-Season Activities 29
Post-Season Activities 32
III. Snow & Ice Control Strategies 34
Overview 34
Snow Control 34
Snowplowing 34
Reversible Plow 34
Underbody Plow 34
Snow Plowing Guidelines 34
Ice Control 38
Anti-Icing 38
Deicing 38
Pre-wetting 39
Material Discharge Rate 39
Material Application Rate 39
Material Spreading Procedures 40
Inclement Weather Decision Making 41
Decision Making for Snow & Ice Control Treatment 41
Elements of Snow & Ice Control Decision Making 41
IV. Snow Routes & Maps 44
Overview 44
Background 44
Strategy 44
Maps 44
Map Guidance 44
V. Snow & Ice Control Training 75
Equipment Training 75
Operation Training 75
VI. Maintenance & Repair Program 76

Inventory 76
Inventory Requirements 76
Safe Operating Criteria 76
Calibration Procedures 77
Material Spreader – Calibration 77
Anti-Icing Spray – Calibration 77
Routine Inspection Procedures 77
Pre-Season Inspection 77
Preventative Maintenance Inspection 77
IDOT Safety Lane Inspection 77
Pre / Post Trip Inspection Report 77
Vehicle & Equipment Maintenance Schedule 77
Vehicle Repair 78
Inclement Weather Event Priorities 78
Procedures and Warrants (for outsourced repairs/maintenance) 78
VII. Risk Management 79
Accident Investigation 79
Traffic Accidents & Violations 79
Required Documentation 79
VIII. Appendix 81

I. Policies and Performance

Objective

One of the primary objectives of the Department of Public Works is to provide for the safe and orderly movement of traffic in the Village of Mount Prospect during snow storms. This snow and ice control manual outlines the procedures used by the Public Works Department.

Snow and Ice Control Priorities

All streets in Mount Prospect are prioritized into groups for conducting snow removal operations. Snow plowing section routes are color coded for easy identification. The following summarizes the snow removal priorities.

Priority 1: Major Arterial Streets - Highways

The minimum roadway network that must be kept open to provide a transportation system that connects emergency centers throughout the Village. Police and Fire stations are located on Priority 1 routes. (See pg. 46 for highway route map)

Priority 2: Collector Streets and Downtown

Collector Streets

Higher traffic volume interior streets that provide a network through and out of neighborhoods to highways. (See pg. 47 for collector streets map)

Downtown

Streets immediately adjacent to downtown municipal buildings and businesses. The area is primarily identified by the Central Road, Prospect Avenue and Maple Street borders. (See pgs. 64-73 for downtown maps)

Priority 3: Residential Streets

All remaining streets including dead ends, alleys and cul-de-sacs. (See pgs. 48-55 for section maps)

Priority 4: Cul-De-Sacs (Contractual Work)

Non-thru, cul-de-sac streets that are completed using contractual support to conduct curb-to-curb clearing. (See pgs. 56-63 for cud-de-sac maps)

Anti-Icing Operation

Anti-icing procedures will be followed prior to a forecasted snow event whenever temperature and humidity factors allow. Anti-icing liquid will be applied to priority 1 and priority 2 streets as well as bridges. Application rate will be 20-35 gallons per lane mile based on pavement temperature. (See Appendix D)

Level of Service

Up to 12″ of snowfall will result in total snow and ice control operations (curb to curb cleanup) being performed within 8 hours of the last snowflake touching the ground. Above 12″ of snowfall will result in total snow and ice control operations (curb to curb cleanup) being performed within 12 hours of the last snowflake touching the ground.

Storm Categories

Winter storms in Mount Prospect are grouped into 3 categories. The response to the storm is different for each category. The following discussion presents information concerning these categories, the service levels maintained and the materials used for each type of storm. The following section will discuss the staffing and response levels in more detail. NOTE: IN ALL CASES, PRIORITY 1 STREETS WILL BE MAINTAINED TO BARE PAVEMENT, CURB TO CURB.

Category I

Predicted Snow Fall Amount: Trace – 1/2″- Salting operation

Service Level: Maintain priority 1 and 5 streets to bare pavement, curb to curb. Maintain priority 2, 3 and 4 streets to bare pavement down the middle of the street.

Materials: Solid deicer (rock salt) treated with liquid deicer. Application rates will be 400 pounds of salt and 20 gallons per ton of liquid per lane mile on priority 1 and priority 2 streets. On priority 3 and 4 streets, application rates will be 200-400 pounds of salt and 20-35 gallons of liquid per center line mile based on pavement temperatures.

Adjustment: If temperatures during or following the storm event are forecast to remain at or below freezing, priority 2 and 3 streets may be salted to maintain bare pavement curb to curb.

Personnel: Category I operations require up to 2 Foremen, 15 Maintenance personnel and 1 Mechanic. Snow removal contractor may be utilized for the Orange section and cul-de-sacs.

Vehicles/Equipment: Up to 11 single axle dump trucks, 2 tandem axle dump trucks, 2 Trackless machines.

Category II

Predicted Snow Fall Amount: 1/2″ – 10″ – Plowing operation

Service Level: Priority 1 and 5 streets will be plowed and salted continuously to maintain bare pavement, curb to curb. Priority 2 streets will be center plowed and salted, 1 pass in either direction, and plowed 1 pass in either direction along the curb. Priority 3 and 4 streets will be center plowed and salted, 1 pass in either direction. This procedure will be repeated for the duration of the snowfall event. Once precipitation has ended, all priority 3 streets will be center plowed and salted as needed, and curb

plowed. Cul-de-sac contractor will be called when accumulation reaches 2". Subsequent cul-de-sac passes will be accomplished as needed. The goal is to have all streets bare pavement, curb to curb.

Materials: Initial pass will be 200-400 pounds of salt per lane mile and 20-35 gallons of deicing liquid per ton based on pavement temperatures. Subsequent center passes will be reduced by approximately 25% for salt and deicing liquid.

Adjustment: If, while snow is still falling, accumulation in the curb lane gets to a point where driveway egress is not possible, or if further accumulation will be more than a single plow pass can remove, a Supervisor may make the decision to plow the curb lane.

Personnel: Category II operations require a minimum staffing level of 3 Foremen, 1 vehicle maintenance foreman, 18 Maintenance personnel and 2 Mechanics. Snow removal contractor will be utilized for the Orange section and cul-de-sacs.

Vehicles/Equipment: Minimum vehicle/equipment requirements are 14 single axle dump trucks, 2 tandem axle dump trucks, 2 Trackless machines.

Category III

Predicted Snow Fall Amount: >10" –Plowing operation

Service Level: Category III operation is much like Category II, with the addition of personnel and equipment noted below. Additional resources will be assigned to the Red, Blue, Yellow, Highway and Downtown routes. Priority 1 and 5 streets will be plowed and salted continuously to maintain bare pavement, curb to curb. Priority 2 streets will be center plowed and salted, 1 pass in either direction, and plowed 1 pass in either direction along the curb. Priority 3 and 4 streets will be center plowed and salted, 1 pass in either direction. This procedure will be repeated for the duration of the snowfall event. Once precipitation has ended, all priority 3 streets will be center plowed and salted as needed, and curb plowed. Cul-de-sac contractor will be called when accumulation reaches 2". Subsequent cul-de-sac passes will be accomplished as needed. The goal is to have all streets bare pavement, curb to curb.

Materials: Initial pass will be 200-400 pounds of salt per lane mile and 20-35 gallons of deicing liquid per ton based on pavement temperatures. Subsequent center passes will be reduced by approximately 25% for salt and deicing liquid.

Adjustment: If, while snow is still falling, accumulation in the curb lane gets to a point where driveway egress is not possible, or if further accumulation will be more than a single plow pass can remove, a Supervisor may make the decision to plow the curb lane.

Personnel: Category III operations require a minimum staffing level of 3 Foremen, 1 vehicle maintenance foreman, 25 Maintenance personnel and 2 Mechanics. Snow removal contractor will be utilized for the Orange section and cul-de-sacs.

Vehicles/Equipment: Minimum vehicle/equipment requirements are 20 single axle dump trucks, 3 tandem axle dump trucks, 2 Trackless machines. Additionally, 1-ton dump trucks will be utilizes as needed.

Snow & Ice Control Performance Measures

The following performance measures are reviewed annually by Public Works Department as a means to evaluate and identify improvements to the Village of Mount Prospect's Snow & Ice Control Plan. Data pertaining to these measures can be found in the Public Works Annual Report released at the beginning of each calendar year.

- **Tons of salt**
- **Gallons deicing mixture**
- **Total labor hours**
- **OT/Premium time hours**
- **Snow/Ice events**
- **Cost per lane mile**
- **Average cost per event**
- **Total cost for season**

Operational Policies

Equipment Staffing Levels

Each storm category requires different levels of equipment and staffing. Storms lasting more than one shift require additional personnel to relieve the first responders to the storm. The following is a summary of the equipment and staffing required for each storm category:

Category I Storm: Trace to 1/2″ accumulation-salting operation

Equipment/Staff Type	Quantity	Staff
Single Axle Dump Trucks	11	11
Tandem Axle Dump Trucks	2	2
Trackless	2	2
Mechanics	2	2
Supervisors	2	1

Category II Storm: 1/2″ to 6″ accumulation-plowing operation

Equipment/Staff Type	Quantity	Staff
Single Axle Dump Trucks	14	14
Tandem Axle Dump Trucks	2	2
Trackless	2	2
Mechanics	2	2
Supervisors	4	4

Category III Storm: >6″ accumulation-plowing operation

Equipment/Staff Type	Quantity	Staff
Single Axle Dump Trucks	20	20
Tandem Axle Dump Trucks	3	3
Trackless	2	2
Mechanics	2	2
Supervisors	4	4

***Note: Staffing figures in above Category I – III tables are based on an operational period during snow & ice control operations. Operational periods are typically scheduled as 12 hour shifts, but may be modified to adapt to changing weather conditions.**

Vehicle and Equipment Availability

A list of all snow and ice control vehicles and equipment can be located in Chapter 2 for a detailed list of information. Snow and ice control vehicles and equipment are planned to be ready for operation by November 1st of each year, with the exception of those dedicated to leaf removal operations that are converted on the Saturday before Thanksgiving (or depending on the weather).

Materials Storage & Use Policy

Salt is stored in a 100' diameter salt dome with 8' concrete walls located at the northeast end of the Public Works facility. The salt dome has a 5,500 ton material storage capacity which utilizes an in ground conveyor system to maximize the storage availability. All salt is to be kept within the confines of the salt dome whenever possible. Liquid deicing chemical are stored in bins A & B directly west of the salt dome. In the event of a liquid deicing chemical spill, an emergency spill kit is located inside the Vehicle Maintenance area (Garage Door 11).

Vehicle Material Loading Policy

All vehicles will be loaded and tested at the salt dome behind the main garage. A bucket scale will be used to weigh salt loads to truck capacity using the Loadrite scale. Once the truck has been loaded with material, salt spreader operation should be tested at or near the salt dome entry.

On board pre-wet tanks should not be overfilled. All drivers will ensure pump switch is turned off and valves are closed after filling tanks. Dead-heading against a closed valve will cause major damage to the pump. In the event that tanks cannot be filled, an overhead spray system is available to top dress salt loads.

Alley Policy

Alleys in the Brown Section, subsection 4 will be serviced by the downtown route truck. Alleys in the Blue Section, subsections 2 and 4 will be serviced by the blue section truck. (See pg. 51-52 for the Alley Map)

Sidewalk Policy

Priority 1 sidewalks consist of walks adjacent to public buildings and walks in the central business district. Priority 1 sidewalks will be maintained to bare pavement for duration of the snow event. Priority 2 sidewalks will be maintained to bare pavement at the conclusion of the snow event, after all Priority 1 walks have been completed. (See pg. 74 for the Trackless Map)

Snow Storage & Disposal Policy

When snow accumulations warrant, snow will be stored temporarily in designated areas for future removal by Public Works personnel. These areas include commuter parking lots and streets in the central business district. (See pgs. 64-73 for Downtown Temporary Snow Storage Maps)

Additionally, snow will be stored at the ends of center islands on streets where center islands exist. Snow will be removed and hauled away when accumulations present sight obstructions as determined by the Public Works Director or his designated representative, or at the request of the Police Department.

A downtown cleanup operation will be scheduled when accumulations require the placing of temporary piles. Snow will be loaded out with Village dump trucks, or with contracted dump trucks as needed. Snow will be hauled to the north parking lot at Melas Park. Snow will be dumped along the south side of the lot, beginning at the west and working east. All efforts will be taken to minimize snow storage impact on parking.

Mailbox Policy

Eligibility:

Residential mailboxes that are damaged during Village snow and ice control operations are eligible for repair or replacement under the mailbox replacement policy. Examples of damage that demonstrate eligibility for replacement may include: (1) a resident's mailbox that is struck by a Village snowplow or equipment and (2) other snow-related impact from Village snow and ice control operations.

Replacement:

Upon notification of damage, the Village will verify eligibility and provide residents with a temporary, barricade-mounted mailbox until weather permits repairs or replacement. If the damaged mailbox is identified as beyond repair by the Village, then the resident is provided with two methods for replacement:

Option 1 – Village Replacement: Mailbox replacement conducted by the Village will include: (1) a wood post with post anchor stake and (2) a standard black or white steel mailbox in compliance with Village Code specifications. "Sample 1" images below represent the mailbox that will be installed by the Village. Residents that prefer to have a different style mailbox will need to install the mailbox on their own (Please refer to Option 2 – Resident Replacement).

Option 2 – Resident Replacement: Residents have the option to conduct their own mailbox replacement and are eligible to receive up to $125 for the mailbox replacement. **To be eligible to receive the reimbursement, the mailbox must be installed according to specifications defined in the Village Code. Please refer to "Sample 1" and "Sample 2" images below for the approved specifications.**

Upon completion of mailbox installation residents must complete the following steps to receive the $125 reimbursement: (1) Provide a receipt to the Public Works Department noting the purchase of the mailbox

and/or installation. (2) Schedule a mailbox inspection with Public Works. During the inspection a Public Works employee will determine if the installation meets Village Code as outlined under "Specifications". See "Sample 1" and "Sample 2" images below for resident approved mailbox replacement options.

Prior to Resident Mailbox Installation: Residents that decide to install their own mailbox post shall also contact JULIE (Joint Utility Locating Information for Excavators) by calling 811 or 800-892-0123 or by going online to www.illinois1call.com to enter their utility locate requests. This step is necessary to ensure that underground utility lines in the work area are marked at least two working days before the resident digs their mailbox post. JULIE will arrange for its members to have the underground lines at the project site marked, free of charge, so that residents can dig safely. JULIE neither owns nor marks any underground lines. For a free copy of JULIE's Homeowner's Guide, an explanation of the color-code markings and information about safe digging practices, please visit: www.illinois1call.com.

Specifications:

The following mailbox replacement criteria have been outlined per Village Code specifications below.

United States postal service approved mailboxes are permitted within a public right of way under the following conditions:

1. The front face of the mailbox, once mounted, shall be twelve inches (12") from the back of the curb, or if no curb is present, shall be twenty four inches (24") from the road pavement.
2. The distance from grade to the bottom surface of the mailbox shall be forty eight inches (48").
3. The mailbox may be mounted on a mounting structure of the following sizes and materials, and no others:
    a. A wood post of which the area of an average cross section may not be more than sixteen (16) square inches.
    b. A metal post not more than two and one-half inches ($2^1/_2$") in outside diameter.
4. Residents should take all necessary precautions to prevent damage to any existing utilities located in the parkway.

****Note:** See the below images for examples of approved Village Code mailbox specifications. It should be noted that other decorative mailbox designs may be approved for use, if the spacing requirements (as represented below) conform to Village Code. Residents should contact the Department of Public Works for any clarification.

Sample 1. Wood post

Figure 1. With curb

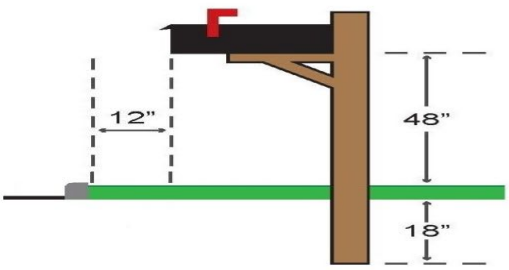
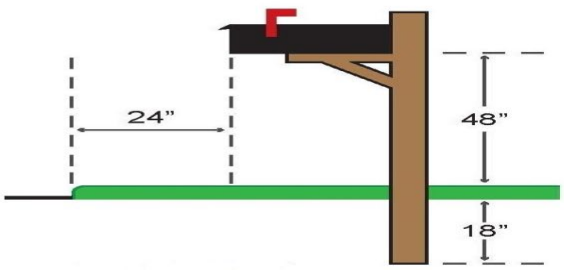


Figure 2. Without curb



Sample 2. Steel post

Figure 1. With curb



Figure 2. Without curb



Questions:

For additional questions or concerns, please contact the Department of Public Works at (847) 870-5640.

Record Keeping

Creating and maintaining adequate records relative to snow and ice control benefits the agency in many ways. Advantages include:

- Data for budget and resource requests
- An accountability tool for supervisors and managers
- Data to measure the efficiency and effectiveness of operations
- Data to support continuous improvement efforts
- Valuable defense proof in the event of litigation and complaints

The following is a list of basic snow and ice control reports and their minimum content:

Pre / Post Trip Inspection Report (See Appendix A)

- Commercial Driver's License (CDL) pre-operational inspection checklist and an inspection checklist for plows, spreaders, tanks, etc
- Identification of equipment and other problems experienced during operation
- Comments and relevant observations
- Deicing chemical quantities used

Supervisor/Superintendent Report (See Appendix B)

- Personnel and equipment assignments
- Operation and application rate start and stop times

- Storm characteristics
- Road conditions at various points in time during and after the storm
- Problems including downed equipment, insufficient personnel, insufficient materials, contractor problems, significant incidents relating to snow control
- Actions taken to address problems

Cost Reports

- Personnel
- Equipment
- Materials

Post-Storm Reviews

- Post storm reviews are conducted as directed by the Director/Deputy Director of Public Works.

Resident Communication

It is vitally important that we keep our residents informed of our policies and procedures. There are many ways we can accomplish this:

- Village website
- Village newsletter
- Social media
- Cartegraph customer service requests and follow up

VOMP Ordinances Related to Snow Removal & Ice Control

Ordinance No. 2963 – An Ordinance Amending the Traffic Code of the Village of Mount Prospect to Add Provisions for Snow Removal and Towing: → View Ordinance

This ordinance includes the following sections as outlined below:
Sec. 18.1314. No Parking During Snow Removal → View Section
Sec. 18.1423. Prohibitions on Snow Removal; Obstruction of Snow Removal; Towing and Storage of Vehicles; Fees; Penalties → View Section

Departure from Policy

The Village realizes that winter weather conditions may be so unusual or unexpected that a departure from these policies included in this manual may be necessary at times in order to deliver the best possible outcome for snow and ice control operations in care of Village streets, sidewalks, and parking lots for residents. Therefore, when conditions warrant, the Public Works Director/Deputy Director, in consultation with the Streets/Building Superintendent, may order a departure from these general rules when, in their opinion, conditions require such an action. These policies shall only serve as general rules and guidelines. The Department of Public Works shall not be liable for any departure from the policies provided throughout this manual.

II. Planning

Overview

Organizational Structure

The snow and ice control organization used by the Village of Mount Prospect has been developed to establish a chain of command through which winter maintenance policies can be transformed into an effective and uniform set of actions. The actions taken by snow crews are the result of the general policies and procedures established in this plan as approved by the Director of Public Works.

All snow and ice control activities are under the operational jurisdiction of the Director of Public Works who is responsible for the development and execution of the Village's Snow & Ice Control Plan. Operations are monitored and coordinated through the Operations Area located in the Department of Public Works building at 1700 W. Central Rd, Mount Prospect, IL 60056.

Planning Schedule

The planning schedule is organized into three (3) time periods commonly referred to as: (1) Pre-Season, (2) Winter Season, and Post-Season. These time periods represent how work is organized throughout the year and when required tasks need to be scheduled to effectively support Snow and Ice Control operations.

Snow & Ice Control Activities		
Pre-Season	Winter Season	Post-Season
10/15/16 – 11/14/16	11/15/16 – 3/31/17	4/1/17 – 4/30/17

Department Responsibilities

The Public Works Department has overall responsibility for development and execution of the Snow and Ice Control Manual under the approval of the Director of Public Works. There are specific positions in the Department, which have key responsibilities for snow and ice control. These positions are explained by their functions within two periods of time, Pre-Season and Winter Season, as described below:

Pre-Season:

Director / Deputy Director of Public Works

1. Annual review and approval of any modifications to the Snow & Ice Control Manual, A-B shifts, and Section Maps & Routes as recommended by the Streets Superintendent;

2. Annual review of past years salt usage and approval of the amount of salt to be ordered for the upcoming season;

Streets Superintendent

1. Annual review and applying any modifications to the Snow & Ice Control Manual;
2. Annual review and applying any modifications to the A-B shifts prior to the winter season for staffing needs;
3. Annual review and applying any modifications to the training for Snow & Ice Control for staff;
4. Annual review and applying any modifications to established Section Maps and Routes (as needed) in the Snow & Ice Control Manual to achieve desired levels of service. This review will also consider the addition of new sidewalks, streets, and curb cut-outs whenever necessary;
5. Establishing personnel and equipment requirements based on the needs of Snow & Ice Control response plans and operations;
6. Places the order for Anti-Icing & De-Icing materials (as needed) to be prepared for the winter season;
7. Plans for Snow & Ice Control contractual assistance for parking lots, cul-de-sacs, and the orange section of the map (or as applicable);
8. Coordinate vehicle readiness and the plan for the transition of vehicles from Leaf Removal to Snow & Ice Control with the Vehicle Maintenance division;
9. Responsible for ensuring Anti-Icing and De-Icing material equipment readiness prior to the winter season;
10. Responsible for contract management of weather forecasting services used throughout the winter season.

Streets Foremen

1. Provide recommendations to the Streets Superintendent for any modifications to the Snow & Ice Control Manual;
2. Provide recommendations to the Streets Superintendent for the A-B shifts prior to the winter season for staffing needs;
3. Provide recommendations to the Streets Superintendent for annual training for Snow & Ice Control for staff;
4. Provide recommendations to the Streets Superintendent for any modifications to Section Maps and Routes in the Snow & Ice Control Manual. This review will also consider the addition of new sidewalks, streets, and curb cut-outs whenever necessary;
5. Places the order for Anti-Icing & De-Icing materials (as needed) to be prepared for the winter season;
6. Plans for Snow & Ice Control contractual assistance for parking lots, cul-de-sacs, and the orange section of the map (or as applicable);
7. Coordinate vehicle readiness and the plan for the transition of vehicles from Leaf Removal to Snow & Ice Control with the Vehicle Maintenance division;
8. Responsible for ensuring Anti-Icing and De-Icing material equipment readiness prior to the winter season;

Winter Season:

Director / Deputy Director of Public Works

1. monitoring weather conditions;
2. recommends declaration of emergencies to Village Manager;
3. establishing snow and ice control policies;
4. reviewing snow and ice control performance;
5. notifying the Village Manager of the need to declare a snow emergency;
6. ensuring that recovery planning and coordination is done.

In the event that the storm becomes so severe that stalled cars and snow accumulations have handicapped the snow removal process, the Director of Public Works or his designee shall recommend to the Village Manager that a snow emergency be declared.

Streets Superintendent

1. Coordinate with other Divisions and Foremen to make sure the garage is clean and organized at the end of each day to ensure easy and accident-free deployment of snow equipment;
2. Review weather forecasts several times daily;
3. Determine appropriate time to initiate application of anti-icing material with Streets Foremen;
4. Check the status board daily to be familiar with equipment and staff availability;
5. Executes the A-B shift response plan for a predicted storm that includes:
   - Determine if drivers should be sent home early for evening coverage.
   - Determine if drivers should be kept after normal quitting times;
   - Determine if and when the parking lot plowing contractor should be notified;
   - Ensure there will be 3 Foremen on each planned shift;
6. Work with Foreman to coordinate staffing needs and implementation of response plan(s) for operations;
7. Keep the Director and Deputy Director of Public Works informed of all Snow & Ice Control response plan(s) and/or current operations as necessary;
8. Responsible for the implementation and coordination of the Snow and Ice Control policies;

9. Directing and monitoring overall snow and ice control operations in relation to the response plan(s);
10. Implementing policies and guidelines as set forth by the Director, including emergency directions (as needed);
11. Keep personnel in the Snow & Ice Control – Operations Area aware of storm conditions;
12. Request call out of additional personnel from other divisions;
13. Request call out of private contractors;
14. Ensure that equipment designated for snow and ice control operations is operable each year;
15. Develop, coordinate, and schedule operational training each year;
16. Ensure that current call out lists are available and that materials are available and stockpiled each year.

Streets Foremen

1. Coordinate with other Divisions to make sure the garage is clean and organized at the end of each day to insure easy and accident free deployment of snow equipment.
2. Work with the Streets Superintendent to coordinate staffing needs and implementation (as needed).
3. During salting/plowing operations:
    - Assist salt truck drivers loading trucks if needed.
    - Field calls for service and dispatch to the appropriate driver if determined to be an emergency.
    - Coordinate with the Vehicle Maintenance Division staff for any truck repairs via the rotating call-out list.
    - Conduct periodic street inspections for effectiveness and route completion.
    - Inform the Streets Superintendent of any changes/ problems including street conditions and weather updates.
    - At the Direction of the Streets Superintendent during a storm forecast to impact rush hour,
4. Streets Foremen will:
    - Handle any Category I snow removal operation during normal business hours.
    - Maintain the snow dump area in Melas Park.
    - Handle all dumping and cleaning of all snow and ice control vehicles.
    - Receive and stow all snow and ice control materials.
    - Pre-load trucks in anticipation of snow and ice weather events.
    - Perform snow watch operations during rush hour (Pre-7am and Pre-7pm) based on forecasts.
    - Delegate any street patch work that needs to be completed.

All Foremen (On Shift)

1. Coordinate with the Vehicle Maintenance staff for any repairs needed for snow equipment.
2. During snow events coordinate with the Superintendent of any specific assignments.
3. All Foremen are required to assist in snow removal operations, and are subject to call out by the Director of Public Works, as needed.

4. Responsible for carrying out the snow and ice control operations within the assigned area;
5. Directing snow clearance operations within various geographical areas;
6. Providing periodic reports to the Snow & Ice Control Command Center regarding status of routes and road conditions;
7. Assuring that proper deicing material applications and/or plowing routes are being used;
8. Implementing Streets/Building Division call out procedures as appropriate based on impending storm conditions;
9. Notifying the Superintendent of additional personnel or equipment needs;
10. Coordinating operations through the Snow & Ice Control Command Center when appropriate;
11. Coordinating management reporting data for appropriate reports.

Equipment Operators and Drivers

1. Performing vehicle and equipment inspections prior to beginning operations;
2. Following instructions of assigned On-Call Foremen concerning methods of treatment and assignments; within the assigned area or route(s);
3. Providing status reports and informing the On-Call Foreman of any breakdowns, delays or difficulties;
4. Cleaning and inspecting equipment after operations have been completed and reporting any equipment service/repair needs;
5. Reporting section start and stop times to Foreman as required;
6. Assist in mounting plows, unplugging spreaders, etc;
7. Placing deicing and anti-icing chemicals as necessary in assigned area;
8. Performing duties of operator when designated by Foreman;
9. Performing related duties as directed by the Streets Superintendent.
10. All operators are responsible for reporting emergencies requiring police response.

Personnel Management

Driver List (w/ CDL)

#	Personnel	Type of License	Expiration
Internal Drivers (Regular)			
1	Kurt Aspen	CDL – Class A	2/5/2026
2	Tonya Bracher	CDL – Class B	12/18/2024
3	Al Bragagnolo	CDL – Class B	10/5/2023
4	Blaine Brolin	CDL – Class A	10/16/2024
5	Steve Brown	CDL – Class A	9/5/2025
6	Armando Carrillo	CDL – Class BM	9/11/2023
7	Sal Castellanos	CDL – Class B	6/11/2023
8	Ashar Chaudhary	CDL – Class A	8/25/2024
9	Jared Cole	CDL – Class B	1/8/2026
10	Sean Eisen	CDL – Class A	8/14/2023
11	Paul Fahey	CDL – Class B	8/15/2024
12	Sean Feeney	CDL – Class B	9/2/2024
13	John Frank	CDL – Class B	10/22/2022
14	Mario Garcia	CDL – Class A	6/10/2026
15	Jay Gomez	CDL – Class B	11/28/2024
16	Mike Hoffmann	CDL – Class B	3/17/2026
17	Sean Jenner	CDL – Class B	1/20/2025
18	John Junius	CDL – Class B	12/27/2024
19	Keith Kuhn	CDL – Class B	6/7/2024

#	Personnel	Type of License	Expiration
Internal Drivers (Regular)			
20	Joe LaCoppolla	CDL – Class A	9/15/2026
21	Joe Markelonis	CDL – Class AM	3/18/2025
22	Colton Mizen	CDL – Class AM	4/18/2023
23	Max Mojikewski	CDL – Class B	12/1/2023
24	Dean Morgan	CDL – Class B	4/20/2025
25	Dan Murphy	CDL – Class A	5/1/2025
26	Keith Nichols	CDL – Class B	8/12/2023
27	Dave Niedziela	CDL – Class B	10/2/2023
28	Jesus Ocampo	CDL – Class A	8/1/2024
29	Doug Petro	CDL – Class A	4/3/2023
30	Andy Ramel	CDL – Class A	6/17/2025
31	Eric Rusk	CDL – Class B	1/21/2025
32	John Schnittker	CDL – Class A	4/28/2025
33	Mike Schuster	CDL – Class B	9/29/2026
34	Kyle Slesicki	CDL – Class B	9/18/2022
35	Tim Spencer	CDL – Class AM	7/5/2027
36	Jake Sprow	CDL – Class B	1/5/2023
37	Matt Stickels	CDL – Class BM	9/30/2024
38	Dan Suarez	CDL – Class B	5/5/2026
39	Tony Szmergalski	CDL – Class B	10/31/2026
40	Joe Tedesco	CDL – Class AM	7/6/2025
41	Mark Tokarzewski	CDL – Class B	3/2/2023
42	Chris Townsend	CDL – Class A	10/15/2024
43	Matt Wagner	CDL – Class B	11/24/2026
44	Zach Woodbury	CDL – Class B	2/2/2024
	Internal Drivers (Supplemental)		
45	Judy Balazs	CDL – Class B	11/10/2026
46	Donna Brown	CDL – Class B	3/19/2023
47	Matt Lawrie	CDL – Class B	3/11/2026
48	Max Orlandi	CDL – Class B	3/26/2023
49	Jessica Putra	CDL – Class B	2/6/2024
	External Drivers (Rent-a-Driver)		
50	William Adamick	CDL – Class A	10/31/2023
51	Carlos Araque	CDL – Class A	4/5/2024
52	Thomas Diltz	CDL – Class B	11/27/2024
53	Todd Sulak	CDL – Class B	1/20/2024

Call-In Procedures and Requirements

Drivers are expected to report for duty within 1 hour of notification. Drivers are required to report dressed and ready to work at the assigned start time.

Overtime, Shifts, and Scheduling

Planned events are managed with two 12 hour schedules (midnight-noon, noon-midnight) that divides the maintenance crew into two teams (Red, Blue). From the months are of November through April the teams alternate between the two 12 hour shifts. For example, in November the Red Team works midnight to noon and in December the Red team works noon to midnight.

During an unplanned snow or ice event, the Superintendent decides the amount of crew necessary to handle the first shift. Crew members are contacted using our Call Out Sheet. The sheet alternates crew members every week so that the same people are not called for every emergency. Once contact is made, the crew member voluntarily comes to assist with the emergency.

Premium Time

Employees normally scheduled to work days (from 7am to 3:30pm, Monday through Friday) who are temporarily assigned duties from 12am (midnight) through 7am shall be paid at the rate of one and three-quarter (1-3/4) times their normal hourly rate as a premium pay for such work.

Overtime

Public Works employees shall be compensated for authorized overtime at the rate of time and one-half (1-1/2) for hours worked in excess of their scheduled day or week., whichever shall be greater. The Employer agrees to distribute overtime as equally as possible amongst those employees who usually perform the type of work at issue. The full-time employee working on any job which extends into overtime shall have first claim on the overtime.

If the Village identifies a need for one or more divisions within the department to work overtime on a planned, scheduled, basis, said overtime will first be offered to all full-time, bargaining unit employees normally assigned to the division(s). If the manpower requirements established by the Village cannot be satisfied in this manner, said overtime shall then be offered to all full time employees in other divisions. Should the Village be unable to satisfy the manpower requirements in this manner, it shall then be permitted to solicit any and all seasonal and/or part-time employees to work.

If the Village determines that, on a scheduled work day, there is a need for a work crew to work beyond the scheduled quitting time, said work shall be assigned to the crew initially assigned the work during normal working hours regardless of whether the crew is comprised of full-time bargaining unit employees, part-time employees, seasonal employees, or a mix thereof. This practice shall be maintained unless the Village estimates that the work will extend more than one and one half (1 1/2) hour beyond the normally scheduled quitting time. In this instance, the Village will first solicit all full-time bargaining unit employees within the division(s) normally assigned the type of work being performed. If the manpower

requirements established by the Village cannot be satisfied in this manner, said overtime shall then be offered to all full time employees in other divisions.

Should the Village be unable to satisfy the manpower requirements in this manner, it shall then be permitted to solicit any and all seasonal and/or part-time employees to work. If the manpower requirements cannot be satisfied in this manner, then the Village may solicit any and all seasonal and/or part-time employees to work. It is understood that part time and or seasonal employees who are not assigned to a crew with full-time employees shall be permitted to work up to one half (1/2) hour past the normal ending time and such time shall be considered the minimum for purposes of this Article.

Employees who are called to return to work during normal non-working hours shall receive a minimum of two (2) hours pay or work at the applicable rate. Employees who are called to come into work within 2 hours of their scheduled start time shall be paid the appropriate overtime rate for hours worked for the additional hours worked as long as such notice was given no less than twelve (12) hours before their normal scheduled start time.

Double Time

Personnel scheduled anytime on Sundays & Holidays. Employees who work on the off-duty day granted by the Village in observance of a holiday shall be paid at the holiday rate plus double time for hours worked. Hours worked on Sunday shall be paid at a rate of two (2) times the employee's normal hourly rate. The highest appropriate overtime shall be paid. The employee shall not be permitted to pyramid overtime pay.

Shifts

Determined by the Director of Public Works and based on weather forecasts. 12 hour shifts typically unless modified otherwise by the Director of Public Works.

Scheduling

1. Plowing: Operate declared A-B shifts. 'A' Shift operates from 12am to 12pm. 'B' Shift operates from 12pm to 12am. These shifts alternate every other month beginning at midnight. **Note:** At times, 12 hour plowing shifts may occur that do not adhere to the declared A-B shift schedule aforementioned.
2. Mechanics: Day mechanics operate from 3:30am to 3:30pm. Night mechanics operate from 3:30pm to 3:30am.

Hours of Continuous Duty & Mandatory Rest Period:

Unless an employee agrees otherwise, employees will not be required to work more than sixteen (16) hours in a twenty-four (24) hour period without being allowed an eight (8) hour rest period, unless the Village declares an emergency which requires employees to work past 16 hours in a 24 hour period. It is expressly understood that the safety of the employees and the residents are of paramount importance and such emergency declarations shall only be in true emergencies of unforeseen circumstances.

Fitness for Duty Requirements:
The fitness for duty requirements are outlined by Illinois CDL requirements and the Village of Mount Prospect Substance Abuse Policy and Program, including any other factors identified to ensure an employee's fitness for duty.

Interaction with the Public:
Operators are to report all stranded or stuck vehicles to the Foreman on duty. Operators may stop to check to see if the vehicles passengers are safe (if it is safe to do so). Under no conditions will an operator attempt to assist in starting or releasing a vehicle from an immobilized status.

If an Operator is being flagged down to stop by a resident, the Operator may stop; however, the Operator will contact the Foreman on duty. Operators will not engage in any conversation that may be construed as argumentative with any resident—instead the operator shall contact the Forman on duty.

Procedures for Managing Hired, Temporary, Reassigned, and Cooperative Personnel:
This section will explain who handles communication with these personnel and any procedures that are followed to assign them to VOMP snow operations. The Streets Division maintains a list for contacting these personnel when needed to come in for a shift. The Streets Superintendent of his designee will have front office staff contact the appropriate personnel to come in for the shift needed.

Vehicles & Equipment

Vehicles and Location List

This section will provide a list of our available vehicles used to operate during winter weather events:

Section/Highway Trucks								
#	Year	Make	Model	Plows	Spreader	Pre-wet System	Truck No.	Location
1	2019	Peterbilt	348	10′ Bonnell Reversible; 10′ Root Underbody	Left Side Flink Tailgate	220 Gallon Force 6100	4510	Main Garage: Space 12
2	2019	Peterbilt	348	10′ Bonnell Reversible; 10′ Root Underbody	Left Side Flink Tailgate	220 Gallon Force 6100	4512	Main Garage: Space 15
3	2004	Int'l	7400	10′ Bonnell Reversible; 10′ Root Underbody	Flink Tailgate	80 Gallon GVM Tailgate Tank	2727	Main Garage: Space 16
4	2005	Int'l	7400	10′ Bonnell Reversible; 10′ Root Underbody	Flink Tailgate	80 Gallon GVM Tailgate Tank	4557	Main Garage: Space 7
5	2008	Int'l	7400	10′ Schmidt Reversible; 10′ Root Underbody	V-Hopper	160 Gallon Storm Guard	4527	Main Garage: Space 17

Section/Highway Trucks								
#	Year	Make	Model	Plows	Spreader	Pre-wet System	Truck No.	Location
6	2008	Int'l	7400	12' Schmidt Reversible; 10' Root Underbody	V-Hopper	440 Gallon Storm Guard	4528	Main Garage: Space 33
7	2010	Int'l	7400	10' Bonnell Reversible; 10' Root Underbody	Flink Tailgate Center	220 Gallon Storm Guard	2755	Main Garage: Space 6
8	2010	Int'l	7400	10' Bonnell Reversible; 10' Root Underbody	Flink Tailgate Center	220 Gallon Storm Guard	2756	Main Garage: Space 20
9	2010	Int'l	7400	10' Bonnell Reversible; 10' Root Underbody	Flink Tailgate Center	220 Gallon Storm Guard	4518	Main Garage: Space 10
10	2010	Int'l	7400	10' Bonnell Reversible; 10' Root Underbody	Flink Tailgate Center	220 Gallon Storm Guard	4550	Main Garage: Space 18
11	2013	Int'l	7400	10' Bonnell Reversible; 10' Root Underbody	Flink Tailgate Center	220 Gallon Storm Guard	4517	Main Garage: Space 8
12	2013	Int'l	7400	10' Bonnell Reversible; 10' Root Underbody	Flink Tailgate Center	220 Gallon Storm Guard	4522	Main Garage: Space 8
13	2018	Peterbilt	348	10' Bonnell Reversible; 10' Root Underbody	Left Side Flink Tailgate	220 Gallon Force	2723	Main Garage: Space ?
14	2014	Int'l	7400	10' Bonnell Reversible; 10' Root Underbody	Flink Tailgate Center	220 Gallon Force	2757	Main Garage: Space 11
15	2014	Int'l	7400	10' Bonnell Reversible; 10' Root Underbody	Left Side Flink Tailgate	220 Gallon Force	4509	Main Garage: Space 5
16	2015	Int'l	7400	11' Bonnell Reversible; 10' Root Underbody	V-Hopper	440 Gallon Force	2728	Main Garage: Space 34

Spare Large Trucks								
	Year	Make	Model	Plows	Spreader	Normal Use	Truck No.	Location
1	2000	Int'l	4900	10' Flink Reversible	Spare Flink center	Chipper Truck/ Removable chipper top, Spreader	2740	Main Garage: Space 9
2	2000	Int'l	4900	10' Flink Reversible	1035 Gallon Anti-Ice Tank	Anti-Ice Truck	4537	Main Garage: Space 23
3	2021	Int'l	MV607	10' Flink Reversible	N/A	Chipper Truck	4513	Main Garage: Space 23
4	2001	Int'l	4900	10' Flink Reversible	Flink	Water	4513A	Main Garage: Space 22
5	2003	Int'l	4900	12' Schmidt Reversible	None	Mud Truck	2753	Main Garage: Space 32

1-Ton Dump Trucks								
	Year	Make	Model	Plows	Spreader	Normal Use	Truck No.	Location
1	2017	Ford	F-450	8' Boss V-PLOW	None	Chipper Box	2729	Behind Shop: 31
2	2002	Ford	F350	9' Flink	300 Gallon Anti-Ice Tank	Anti-Ice Truck	2718	Outside Garage: 72
3	2002	Ford	F350	8' Flink	None	Water	2749	Behind Shop: 34
4	2008	Ford	F450	9' Flink	Flink Tailgate Left	Ashphault truck	2716	Main Garage: Space 40
5	2017	Ford	F-450	8' Boss V-PLOW	None	Forestry Grounds	2734	Behind Shop: 31
6	2008	Ford	F450	9' Flink	None	N/A	2742	Main Garage: Space 44

4x4 Pickup Trucks								
	Year	Make	Model	Plows	Spreader	Normal Use	Truck No.	Location
1	2017	Ford	F-250	8' Boss Plow	None	Water Foreman	4540	Outside Garage: 18
2	2005	Chevy	K2500	8' Western	None	VM Super	2744	VM
3	2019	Ford	F-250	8' Boss Plow	None	Building Foreman	2751	Main Garage: Space 46
4	2022	Ford	F250	8' Boss Plow	None	Forestry Grounds	4503	Behind Shop: 31
5	2012	Ford	F250	8' Western	None	Forestry Frmn	2731	Main Garage: Space 56
6	2012	Ford	F250	8' Boss	Boss Tailgate	N/A	2732	N/A
7	2012	Ford	F250	8' Boss	None	N/A	2759	Outside Garage: 72
8	2015	Ford	F250	8' Boss	None	Water/Sewer	2709	Main Garage: Space 49

Other Equipment							
	Year	Make	Model	Attachments	Normal Use	Equip No.	Location
1	2016	John Deere	204K	10' Box Plow		4564	Outside Garage: 58
2	1998	Snogo	MP-3D	Blower Attachment		4538	Main Garage: Space 1
3	2016	John Deere	544K	Bucket, Reversible plow, 11'box plow		4506	Main Garage: Space 2
4	2017	John Deere	624K	Bucket, Reversible plow, 11'box plow	4516 mounts to snow go 4538	4516	Main Garage: Space 3
5	2019	John Deere	624L	Bucket, Reversible plow, 11'box plow	4519 mounts to Snow Go 4520	4519	Main Garage: Space 4
6	2018	John Deere	410L	Bucket		2739	Main Garage: Space 50
7	2003	John Deere	410G	Bucket		2717	Main Garage: Space 51
8	2004	Snogo	MP-3D	Blower Attachment		4520	Main Garage: Space 2
9	2022	Bobcat	S-76	Plow, Bucket, Broom		4549	Outside Garage: 67
10	2010	Trackless	MT6	Plow, Broom, Blower		4548	Main Garage: Space 1
11	2014	Trackless	MT6	Plow, Broom, Blower		4508	Main Garage: Space 1
12	2015	John Deere	410L	Bucket		2726	Main Garage: Space 49

Plows

Plow equipment is inspected after a snow and/or ice event occurs. If it is identified that a repair to a plow is needed, it shall occur prior to the following event. No spare or replacement plows are maintained, since plows are repaired.

This section will provide a list of our available plows used to operate during winter weather events:

PLOW PARTS		
MPPW Number	**Description**	**Notes**
CURB GUARDS		
722033	CURB GUARD, UNDERBODY [KID WELDING]	STANDARD UNDERBODY
722024	CURB GUARD, UNDERBODY CARBIDE	CARBIDE UNDERBODY
722001	CURB GUARD, LEFT	STANDARD FRONT LEFT GUARD
722002	CURB GUARD, RIGHT	STANDARD FRONT RIGHT GUARD
722023	CURB GUARD, LONG MOUNT	LONG MOUNT
722025	CURB GUARD, LONG MOUNT W/ CARBIDE	LONG MOUNT W/ CARBIDE
722021	CURB GUARD, LEFT CURB RUNNER	WINTER EQ CURB RUNNER ORANGE
722022	CURB GUARD, RIGHT CURB RUNNER	WINTER EQ CURB RUNNER ORANGE

CUTTING EDGES		
722004	PLOW CUTTING EDGE --- 10'---3/4" X 6" x 120"	STANDARD FRONT
722014	PLOW CUTTING EDGE---10'---5/8" X 8" X 120"	FRONT COVER FOR CARBIDE
722013	PLOW CUTTING EDGE --- 11'---5/8" X 8" X 132"	FRONT COVER FOR CARBIDE
722012	PLOW CUTTING EDGE---12'---5/8" X 8" X 144"	FRONT COVER FOR CARBIDE
722007	PLOW CUTTING EDGE, UNDERBODY --- 5/8" X 6" X 120"	REGULAR U/B
722011	PLOW CUTTING EDGE, UNDERBODY --- 5/8" X 6" X 60"	SPECIAL HIGHWAY SINGLE BEVEL
722005	PLOW CUTTING EDGE **CARBIDE** 36"	36" CARBIDE
722006	PLOW CUTTING EDGE **CARBIDE** 48"	48" CARBIDE
722008	PLOW CUTTING EDGE SEGMENT --- 35 1/4"	WAUSAU
722018	PLOW CUTTING, RUBBER 96"	2732
722017	PLOW CUTTING EDGE, WESTERN STEEL PLOW 96"	WESTERN
722027	PLOW CUTTING EDGE, WESTERN PLOY PLOW 96"	WESTERN
722015	PLOW CUTTING EDGE, BOSS 96"	BOSS
722045	PLOW CUTTING EDGE, BOSS V PLOW	BOSS V RIGHT
722050	PLOW CUTTING EDGE, BOSS V PLOW	BOSS V LEFT
722010	PLOW CUTTING, TRACKLESS **V-PLOW RUBBER **	TRACKLESS
722016	PLOW CUTTING, TRACKLESS **STRAIGHT RUBBER**	TRACKLESS

PLOW PARTS		
MPPW Number	Description	Notes
FLINK PARTS		
724643	HINGE, PLOW 2'	
725286	HINGE, PLOW 3'	
WAUSAU PARTS		
722008	PLOW CUTTING EDGE SEGMENT --- 35 1/4"	
720096	DEFLECTOR MOUNT SWL-13	
720001	PIN, SHORT WITH HOLE S5289.1433	
720002	PIN, SINGLE (SHORT) S5292.1433	
720003	PIN, DOUBLE (LONG) S7646.1413	
720004	BEARING, SINGLE S5293.1433	
720005	BEARING, DOUBLE S5294.1433	
722220	SEGMENT, METAL S5270307930	
722221	BUSHING, METAL SEGMENT S6270066810	
729703	SEGMENT, PLASTIC S5291.1433	
721432	SHOE, URETHANE GUIDE 3312.1432	
721433	STOP, URETHANE LIMITING S5300.1433	
728086	PLOW MARKER--LARGE	SOLD AS EACH
728200	PLOW MARKER--SMALL	SOLD AS EACH
360001	BROOM WAFERS	SOLD AS EACH

Other Equipment

The maximum allowable stock of commonly used spare parts should be acquired prior to the snow and ice season. These include: cutting edges, plow shoes, shear pins, nuts and bolts, filters, bulbs, spreader controller parts, springs. Windshield wipers should be new or near new at the start of the winter maintenance season.

Trucks should be checked for the required compliment of tools and safety gear. These include, for example: shovels, warning devices, operator gloves, ice scrapers and/or snow brushes/brooms.

Special Purpose Equipment

Mount Prospect uses some liquid dispensing systems during snow and ice control operations. These systems should be inspected, calibrated, lubricated and repaired as necessary. Associated bulk storage tanks should be inspected per manufacturer's recommendations. Appropriate safety gear (goggles, rubber gloves, etc.) and Safety Data Sheets (SDS) should be conveniently available in the SDS Binder.

Vehicle Inspection Checklist

The Vehicle Inspection Checklist is completed by an operator as part of a pre- and post-trip inspection of a vehicle. See Appendix "A" for a copy of the Pre / Post Trip Inspection Report used for vehicle inspection checklists. These checklists will be turned into the supervising Foreman following completion of the post-trip inspection of the vehicle.

Fueling Procedures

1. Drivers will pull up and use the East or West side lanes of the fuel island canopy.
2. Drivers will follow on-screen instructions on the electronic fuel terminal. Information required to input on the electronic fuel terminal includes the driver's employee number, vehicle mileage, and insertion of the vehicle chip key (as directed).
3. Drivers are not to overfill any fuel tanks and should report any spill to the foreman on duty.
4. Drivers will ensure that fuel is topped off at full tank status at the end of every shift.

Note: No dump trucks are permitted under the fuel island canopy.

Materials

Ice Control Chemicals

Mount Prospect uses a number of ice control chemicals in both the liquid and solid form. Most of them and their properties appear in Table 2. Mount Prospect's primary ice control chemicals are rock salt (sodium chloride) and a liquid salt brine.

Ice-Pavement Bond at the Time of Treatment

If there is ice-pavement bond at the time of treatment, more ice control chemical will be required to penetrate the ice, break the bond and remain above critical dilution until the next treatment. Very thin ice would be an exception to this.

Salt Management Plan

Background:

Sodium chloride can have adverse environmental, infrastructure and vehicle effects. Potential environmental effects have been identified in the areas of:

1. Ground water
2. Soils

3. Vegetation
4. Wildlife

Vehicle and infrastructure effects are well known and are generally accommodated in the design of these elements. Rock salt is the most common, least expensive ice control chemical and will likely remain the material of choice in the future.

With the above in mind, it is Mount Prospect's policy to create a reasonable balance among cost, safety (for the traveling public and Mount Prospect plow operators) and environmental responsibility with its snow and ice control operations.

Environmental Analysis:

There are currently no locations identified within the Village's highway salting operation that have evidenced a negative impact to the environment.

Operations:

Highway

a. Use only the amount of salt necessary to provide a satisfactory level of service for individual combinations of weather and road conditions.
b. Calibrate all materials spreading equipment to allow the proper application rates of salt.
c. Upgrade equipment over time to include ground speed materials application rate control.
d. Acquire technology to assist in better defining weather and road conditions.
e. Conduct operations in an efficient and effective manner.
f. Use pre-wetting of salt when operationally necessary.
g. Train Mount Prospect employees in the use of appropriate snow and ice control procedures and the importance of salt management.
h. Seek new methods as a measure to initiate continuous improvement to apply to future snow and ice control operations.

Non-Highway

a. Mount Prospect stores all its salt under a structural cover in the following locations: (1) Main Public Works Salt Dome.
b. Loading salt on to trucks will be done outside the salt storage structure to the extent possible.
c. Trucks will be loaded only to a point below where spillage is likely to occur.
d. All trucks and spreaders will be washed in the wash bay where appropriate waste water controls are in place.
e. All salt spillage in the main Public Works lot will be cleaned up ASAP or after every snow event.
f. The salt storage area shall be lit during all night time operations.
g. The salt storage area(s) shall be kept clear of all stored equipment and materials so as to not interfere or cause a hazard during loading and unloading of salt.

Snow & Ice Declared Emergencies

Emergency Operations Center (EOC)

The Emergency Operations Center (EOC) is located at the Public Works Facility. Telephone and radio communications will be available in that room which allows department heads contact with their various departments, as well as allowing those in the Emergency Operations Center to monitor the progress of the operation. The Emergency Operations Center will be occupied when weather conditions warrant. The occupation will end when all the snow routes have been cleared and traffic conditions have been stabilized.

After the Emergency Operations Center has been closed, routine calls regarding the snow storm and street conditions will be referred to the Public Works Department, telephone number (847) 870-5640.

A list of employees who will be available to respond to the Emergency Operations Center during an emergency will be available in the Center. This list will include the names, addresses and telephone numbers of those who will respond.

When the Village Manager directs that the Department Directors be called into the Emergency Operations Center, representatives of the departments listed below will occupy the Center:

1) Village Manager's Office
a. Assistant to the Village Manager
b. Community Engagement Liaison
2) Public Works
3) Police
4) Fire

Village maps showing all of the snow routes will be maintained in the Emergency Operations Center. The Public Works Department representative located in the command center will maintain a storm progress report and also coordinate with and advise other Village agencies of snow and ice control operations where applicable. Storm data shall be assembled and displayed indicating accumulated snowfall, temperature, forecast, etc.

Operations Area

This area shall be furnished with the proper office and communications equipment needed to perform the various functions detailed below. This area provides a staging area close to the main plowing operation for employees involved in emergency snow removal to receive information during the winter storm.

The Operations Area shall have three primary functions:

1) Keep Emergency Operations Center advised of the status of the storm and road conditions. Maintain the computer and management information system during the storm.
2) Develop, maintain and provide support information and data relevant to snow and ice removal operations.
3) Act as the communications and coordinating center for snow and ice removal operations. Monitor the equipment status, personnel, street conditions and all aspects of the field operations.

Staffing Requirements

The Operations Area will be operated by a varying number of personnel reflecting the intensity and severity of the storm. A minimum operation may require the temporary or intermittent assistance of office personnel.

In any snow and ice control operation where the Operations Area is staffed, it shall be under the direction of the Incident Commander appointed by the Village Manager.

Snow & Ice Control Readiness

Pre-Season Activities

Equipment Readiness:

All of Mount Prospect's snow and ice control related equipment should be inspected; test runs completed, repaired as necessary, and receive scheduled maintenance prior to the snow and ice season.

1. Truck Readiness

The prescribed seasonal and use based maintenance service should be completed prior to the winter season. All trucks should be checked with full winter gear (plows and spreaders) well in advance of the first anticipated snow or ice event.

Mount Prospect's truck readiness is dependent on (1) the weather and (2) usage of vehicles:

- Leaf Season Trucks: There are 10 snow plow capable trucks dedicated to Leaf Season operations. These trucks are usually prepared for Winter Season operations on the Saturday before Thanksgiving.
- Other Snow Plow Trucks: All other snow plow capable trucks that are not dedicated to Leaf Season operations are typically prepared for the Winter Season by November 1st.

2. Material Spreader Readiness

The materials spreaders should receive required maintenance and be lubricated, repaired, test run and calibrated. All ground speed controlled materials spreaders should have a backup or manual calibration that can be used if the automatic system fails. Mount Prospect follows the truck readiness calendar mentioned above in terms of a timeframe to achieve material spreader readiness for the Winter Season.

3. Liquid Materials Dispensing Systems

Mount Prospect uses some liquid dispensing systems during snow and ice control operations. These systems should be inspected, test runs completed, calibrated, lubricated and repaired as necessary. Associated bulk storage tanks should be inspected per manufacturer's recommendations. Spill kits are available in Vehicle Maintenance. Appropriate safety gear (goggles, rubber gloves, etc.) and SDS sheets should be conveniently available. Any time a liquid is added to a tank be sure it is compatible with the liquid that is in the tank.

4. Plow Equipment

Plow equipment should be inventoried, test mounted, and inspected for proper function, missing parts, structural damage, proper adjustment, and sufficient remaining wear depth on items like shoes and cutting edges. Necessary repairs and replacement should be made. Plows should be stored in a position for easy hookup and have easy-to-read identification to match them to the proper truck.

5. Spare Parts

The maximum allowable stock of commonly used spare parts should be acquired prior to the snow and ice season. These include: cutting edges, plow shoes, shear pins, nuts and bolts, filters, bulbs, spreader controller parts, broom segments, and springs. Windshield wipers should be new or near new at the start of the winter maintenance season.

6. Individual Tools and Safety Gear

Trucks should be checked for the required compliment of tools and safety gear. These include, for example: shovels, bars, hand tools, warning devices, gloves, hard hats, ice scrapers, and snow brushes/brooms. Proper stowage for these and other in-cab loose items must be provided.

Personnel Readiness:

1. Acquisition and Assignment

Sufficient personnel should be acquired and trained for snow and ice operations prior to the winter season. Specific route assignments should also be made prior to the snow and ice season and added to this document. However, there should be provisions to accommodate the lack of specific people.

2. Training

Snow and ice control training (Snow School) should be accomplished prior to the snow and ice control season. Training topics include at a minimum weather predictions, road conditions, safety issues; public relations/information issues; operational issues and procedures; level of service expectations, equipment readiness; materials management; new technology, new initiatives and procedures; and emergency response issues.

Materials Readiness:

1. Contracts

Mount Prospect acquires most snow and ice control materials through the contract process. Given the time required to establish a contract, these requirements and contracts and purchase requisitions should be done early. Typical materials purchased include sodium chloride (rock salt) and Supermix. Individual responsibilities in the contract administration process should be defined. Quality assurance procedures should be established for each material.

2. Materials Storage Structure

All Mount Prospect snow and ice control chemicals are stored in a structure. This structure and associated run-off containment features, lighting systems, and ventilation systems should be inspected and repaired as necessary. It should be filled to working capacity prior to the snow and ice season.

Emergency Readiness:

Staff likely to be involved should review relevant portions of this document. Cooperative agreements within and outside Mount Prospect should be reviewed and reaffirmed with the cooperating groups.

Highway System Readiness:

Various elements of Mount Prospect's roadway system should be checked and given necessary attention as required. These include: crack and joint sealing, permanent pothole repair, striping, drainage clearing and marking, winter signage, obstacle markers and delineators

Maintenance Facility Readiness:

Certain features of Mount Prospect's maintenance facility should be inspected and repaired as necessary prior to the snow and ice season. The features of the Vehicle Maintenance facility within the Public Works building include the fuel system, in-ground and mobile vehicle lifts, cranes, tire balancers, painting bay, and an emergency generator. The Village uses a 3rd party to inspect these aforementioned items on the following maintenance schedule as identified below:

Fuel System	In-Ground Vehicle Lifts	Mobile Vehicle Lifts	Cranes	Tire Balancers	Painting Bay	Emergency Generator
• Annual Basis in July	• Annual Basis in November	• As Needed	• Annual Basis in April	• As Needed	• As Needed	• Bi-Annual Basis in Spring and Fall

Road and Weather Information System Readiness:

Mount Prospect has acquired a variety of systems and measuring devices to help in defining road and weather conditions. These include truck mounted pavement temperature measuring devices on Supervisory vehicles, NOAA weather band radios, satellite delivered weather information systems (DTN), and internet weather forecast providers. These systems should be checked for function prior to the snow and ice season. All measurement devices and sensors should be calibrated and maintained per the manufacturer's recommendations. All computers, software and communication systems should also be checked and repaired as necessary.

Public and Customer Readiness:

The traveling public and Mount Prospect customers should receive information to assist them in transitioning and adjusting to winter driving. Mount Prospect has a number of opportunities to deliver valuable information including: media clips, media press releases, website, Village newsletter, etc. Mount Prospect employees are to be as courteous and helpful to public inquiries as possible.

Communication Systems:

Mount Prospect has a variety of communications systems including: radio, cell phone, and land-line phone and fax. These systems should be checked prior to winter and any necessary training/retraining provided.

Post-Season Activities

Evaluation of All Elements of Snow and Ice Control Operations:

The following is a partial list of topics that should be discussed, evaluated and committed to writing to all personnel following the winter season:

a. Personnel
b. Materials availability, management, problems, etc.
c. Equipment
d. Maintenance of equipment
e. Safety
f. Treatment effectiveness
g. Weather and other information systems
h. Routing and response
i. Level of service

j. Highway and bridge design issues/hazards that may have impacted snow and ice control
k. Cooperative agreements and inter-agency cooperation
l. Contracts
m. Emergency response/management
n. Media and public information

Post Season Equipment Maintenance:
The following equipment should be repaired, maintained, and prepared for storage as required:

a. Material spreaders
b. Pre-wetting and anti-icing systems
c. Storage tanks and pumps
d. Plow equipment
e. Trucks, loaders, etc.

Materials, Equipment and Parts Inventory and Acquisition Activities:
With the long lead-time required to acquire commodities, the inventory and purchase activities for next season should begin for:
a. All ice control chemicals
b. Plow equipment
c. Safety equipment
d. Spare parts

Continuous Improvement Activities:
Mount Prospect is committed to continuous improvement of all of its operations. Snow and ice control is no exception. Forums available at all levels of Mount Prospect include:

a. Direct communication with the office of the Director of Public Works
b. Task specific employee meetings
c. Suggestion program
d. Resident interaction
e. Training-Continuous and Snow School

III. Snow & Ice Control Strategies

Overview

Mount Prospect will conduct snow and ice control activities that afford residents and businesses a reasonably safe and passable (not necessarily bare) road surface as much of the time as possible. To accomplish that, snow and ice accumulations will be removed as soon as possible, consistent with stated priorities and resources. To the extent possible, the bond of snow and ice to the pavement will be prevented by the timely application of ice control chemicals (anti-icing strategy).

Certain conditions such as blizzards, whiteouts, other locally severe snow or ice events, thin ice formation in the absence of or during very light and spotty precipitation, and other conditions unknown to or beyond the control of Mount Prospect maintenance forces may temporarily preclude achieving this goal.

Snow Control

Snowplowing

Snow control is the mechanical removal of accumulations of loose snow from the paved and stabilized portions of the system. This is accomplished primarily with truck-mounted plows. In certain circumstances like cleanup and drift removal, front-mounted plows are used. It may also involve the use of passive measures like snow fence and plantings.

Snow control is one of the most difficult and important tasks assigned to Mount Prospect maintenance personnel. Having uniform snow control methods is important for the safety of our residents and our maintenance personnel. Snow control is primarily achieved through the following procedures:

Reversible Plow

A reversible plow is used anytime a Category II or III winter storm occurs. These plows are oriented to the right, except for cases involving center islands and cul-de-sacs, which may require that plows be oriented to the left at times.

Underbody Plow

Primary plow used in a Category I winter storm. Major use during a Category II or III winter storm is for curb plowing or rounding the corners.

Snow Plowing Guidelines

Snow plowing includes relatively rapid displacement of snow from paved surfaces with vehicle-mounted plows. There are some general guidelines for keeping snowplowing operations reasonably uniform on Mount Prospect's system:

a. To the extent possible, traffic should not have to pass through a windrow of plowed snow.

b. All plowing shall be done with trucks moving in the direction of traffic.
c. Plowed snow shall not be cast into traffic.
d. In the cul-de-sacs, cast snow away from the driveways to the extent possible. This is less demanding on the property owners and facilitates more efficient general route plowing.

When low visibility is anticipated, extra caution in operations should be exercised. Vehicles and other obstacles may be anywhere. Supervisors should be prepared to suspend operations and recommend road closure if conditions warrant, or recommend temporary road closure so that plowing can be completed.

Travel Speed:
Whether plowing and/or distributing material application to the streets, it has been determined that 15-18 mph is the optimal operating range for all snow and ice control vehicles. Operators will obey all traffic control devices.

Minimum Depth of Plowable Snow:
The minimum depth of plowable snow is defined by the categories of winter storms outlined in Chapter 1 of this manual.

Tandem Plowing:
This procedure includes snow plows working in unison to clear wider areas of the streets. There are two instances in which this occurs as it pertains to Mount Prospect winter storms:

a. Category II Storm: During a Category II winter storm, tandem plowing operations will be implemented to clear Priority 2 streets.
b. Category III Storm: During a Category III winter storm, tandem plowing operations will be implemented to clear both Priority 1 and 2 streets.

Managing Windrows:
All efforts will be made to reduce windrows and maintain safe passage for all vehicles.

Cul-de-sacs, Dead-ends, and Alleys:

a. Cul-de-sacs: During a winter storm event, a section truck will make one pass and then will be completely cleared by contractual assistance at the end of the event.
b. Dead-ends & Alleys: During a winter storm event, dead-ends and alleys will be maintained at the same level as all Priority 3 streets.

Railroad Grade Crossings:
All snow plow trucks will raise their plows before crossing over railroad tracks.

Downtown Snow Removal:

Snow removal includes physically relocating areas of accumulated snow. This is a procedure that may be accomplished through the use of plows, loaders, or snow blowers. After the entire Mount Prospect maintained roadway system is in satisfactory condition; safety restoration and cleanup operations shall begin and continue until complete (or operations are directed to a higher priority for snow and ice control or other emergency work). Downtown snow removal will generally be performed during off hours. Coordination of this work with interfacing agencies and other Mount Prospect units is recommended. Cleanup operations that may impact traffic flow or larger numbers of customers should be performed in lower volume time periods (if possible) and utilize traffic protection where appropriate. The following is a listing of the areas where downtown snow removal should occur by priority:

1. Prospect Avenue between Central Road and Maple Street:

a. Remove snow from sidewalks including between site furniture, light poles, etc. all snow from parking spaces adjacent to sidewalk. Prospect Avenue cleanup includes north-south streets between Prospect Avenue and the alley. On Emerson, clear to point where street narrows south of Prospect Avenue.

2. Wa Pella Avenue between Central Road and the alley:

a. Remove snow from sidewalks and street.

3. Emerson Street between Northwest Highway and Central Road:

a. Remove snow from sidewalks including between site furniture, light poles, etc. all snow from diagonal and parallel parking spaces. Snow to be removed completely from Village Hall parking deck driveways.

4. Busse Avenue between Emerson Street and Wille Street:

a. Remove snow from sidewalks including between site furniture, light poles, etc. all snow from diagonal and parallel parking spaces.

5. Wille Street, Pine Street, Elmhurst Avenue between Northwest Highway and Central Road:

a. Remove snow from sidewalks including between site furniture, light poles, etc. all snow curb to curb including parking bays.

6. Ridge Avenue between Central Road and point where pavement narrows:

a. Remove snow from sidewalks and all snow curb to curb.

7. Prospect Manor Avenue between Northwest Highway and point where pavement narrows:

a. Remove all snow from sidewalks and curb to curb.

8. Fairview Avenue between Northwest Highway and Henry Street:

a. Remove all snow from sidewalks and curb to curb.

9. Northwest Highway between Central Road and Fairview Avenue:

a. Remove all snow from sidewalks and parallel parking spaces.

10. George Street between Northwest Highway and alley:

a. Remove all snow from parallel parking spaces.

11. Edward Street/Lincoln Street intersection:

a. Remove all snow from sidewalks and curb to curb.

1. Edward Street between Northwest Highway and alley.
2. Lincoln Street between Edward Street and alley.

12. Louis Street between Northwest Highway and alley:

a. Remove all snow from sidewalks and curb to curb.

1. Use special care to not bury the driveway at 317 S. Louis Street.

13. William Street between Northwest Highway and alley:

a. Remove all snow from sidewalks and curb to curb.

14. Owen Street/Milburn Avenue intersection:

a. Remove all snow from sidewalks and curb to curb.

1. Owen Street between Northwest Highway and point where pavement narrows. Sidewalk on west side only.
2. Milburn Avenue between Owen Street and point where pavement narrows. Sidewalk on south side only.

15. Northwest Highway between Albert Street and Owen Street:

a. Remove all snow from sidewalks and parallel parking spaces. This includes areas between planter beds.

In preparation for hauling operations, snow will be piled strategically to minimize traffic and parking hazards.

Commuter Parking Lots:

Commuter lots will have snow piled to specified locations, which will occupy as minimal amount of parking spaces required. This procedure of piling snow in commuter parking lots will be accomplished by the parking lot contractor. Piles will be removed and hauled by Public Works personnel. Commuter parking lots must be completed by no later than 5:00 AM on weekdays with the goal of not impeding the flow of commuter traffic. Priority of commuter parking lot snow pile removal is as follows:

a. East Commuter Lot

b. West Commuter Lot
c. Depot Lot
d. Maple Street Lot
e. Prospect Avenue between Maple Street and William Street
f. Wille Street Lot

Ice Control

Ice control is all treatment operations directed toward preventing snow or ice from bonding to the pavement and the chemical and or mechanical removal of bonded snow or ice from the pavement. There are two basic ice control strategies used by Mount Prospect; anti-icing and de-icing. The most important factors when considering an ice control agent is performance, cost, and environmental health and safety. When conditions are favorable for success and resources permit, anti-icing shall be the strategy of choice.

Anti-Icing

Anti-icing is a pro-active, modern strategy that takes an information-based systematic approach to preventing snow/ice pavement bond as the most cost-effective and efficient means of ice control chemical use if implemented properly. This method results in higher levels of service for longer periods of time. The key to effective anti-icing is to get an appropriate quantity of ice control chemical on the pavement surface before or very soon after precipitation or ice formation begins. Liquid anti-icing agents are applied at rates of 25 to 30 gallons per lane mile up to 72 hours in advance of a storm. The liquid material dries, leaving behind an anti-icing coating that will prevent moisture from bonding to the pavement. Depending on expected precipitation and temperatures, either brine or liquid calcium is used. (See Appendix D for the VOMP Anti-Icing Application Decision Flowchart)

Deicing

De-icing is a re-active, traditional strategy for dealing with snow or ice that has already bonded to the pavement surface. It is used when anti-icing treatments have failed, as they occasionally will, or as a series of treatments at the end or after a storm. De-icing is most effectively accomplished by spreading a coarse-graded solid or pre-wet solid ice control chemical on the surface of the bonded snow or ice during favorable road, weather and traffic conditions. The coarse particles will melt through the snow and ice and break the bond as the created chemical solution flows across the pavement surface.

The Village uses two types of chemical deicers for its snow and ice response: (1) rock salt (sodium chloride) and liquid blend of salt brine and (2) calcium chloride and organic. All deicers work by lowering the freezing point of water. Factors affecting the deicing capability of chemicals include the concentration of the chemical relative to water, temperatures (especially pavement temperatures), time, weather, road type, topography (specifically when material or man-made objects shade the road surface), and traffic patterns.

Rock salt is an effective deicing chemical until temperatures drop to about 20 to 25 degrees. Rates for salt application vary. At a temperature range of 25 to 30 degrees, application rates of 200 to 300 pounds per lane mile can provide adequate control. At temperatures of 20 degrees, a rate of 300-400 pounds of salt may be required for adequate control.

Pre-wetting

Without moisture, rock salt is ineffective. Pre-wetting involves applying a liquid such as brine to salt prior to distribution on the street. Salt normally is effective down to temperatures in the mid-twenties, but by pre-wetting it with liquids the salt will remain effective down to temperatures of 10 to 15 degrees. Melting immediately begins when the salt hits the road. Using a pre-wetting system can decrease salt usage by about 30 percent as a savings to the Village and is environmentally beneficial, because it reduces the amount of chlorides that may move into Village waterways. Public Works salt trucks are also equipped with rear wetting spray systems to get a more even distribution of liquids onto the salt and minimize any product runoff. The benefit of pre-wetting rock salt is that it minimizes the "bounce" factor by acting as an adhesive that allows salt to remain on the roadway.

One of the most important considerations to make about pre-wetting is the application rate, which varies from 20-35 gallons per lane mile based on the pavement temperature (see "Pre-Wetting Application Rates" table below). You will not achieve the expected results if you do not use enough pre-wetting chemicals. Using too much of any one chemical can be wasteful and financially inefficient. Since the application rates depend on the pavement temperature, a good rule of thumb is to decrease the rate as the temperature rises during a storm. If the temperature falls, then you would increase the rate.

Pre-Wetting Application Rates		
Scenario	**Pavement Temperature**	**Application Rate**
1	> 25 F	20-25 Gallons Per Lane Mile
2	19-25 F	25-30 Gallons Per Lane Mile
3	< 19 F	30-35 Gallons Per Lane Mile

Material Application

Material Discharge Rate

The material discharge rate is the number of pounds dispensed per mile. This rate will vary based upon the winter storm categories and other potential variables that apply (i.e. pavement temperature, etc).

Material Application Rate

The amount (weight or volume) of ice control chemical applied per mile or lane-mile of highway. In the case of pre-wetting liquids, it is the number of gallons of liquid applied to a ton of solid ice control chemicals. Spreaders are usually calibrated to deliver pounds per mile (the discharge rate). It is important to understand that relationship in order to be sure the proper application rate is being used. The

application rate is the number of pounds dispensed per mile (the discharge rate), divided by the number of lanes being treated.

a. The application rate (when necessary) shall be determined by the winter storm categories.
b. Materials should be spread reasonably uniformly across the travel lanes, within the confines of the plowed path.

Material Spreading Procedures

Salt and deicing liquid should be applied at the calibrated readings. Field adjustments will only be made with the authorization of a Superintendent or Foreman.

Spreading Speed:

The potential for solid ice control chemicals to bounce and scatter increases with increasing truck speed. Driving speeds of 15 to 18 MPH, with an RPM of 1500 must be maintained. Higher driving speeds make salting operations ineffective as spreaders are calibrated based on a predetermined RPM.

Spread Pattern Control:

Most commercial materials spreaders have the capacity of adjusting the spread pattern they deliver. The most common device for spreading solid materials is a vaned spinner plate. The distance material is cast is controlled by the speed of the spinner plate. The faster the spinner plate rotates the farther it will cast material.

The direction of material cast from spinner plate is controlled by the direction of rotation of the spinner and the location of the point where the material drops onto the spinner plate. Material dropped on one side of the spinner plate is generally discharged on the opposite side. Deflectors provide additional control.

Spread patterns should be field verified by observing the distribution under actual operating conditions and making adjustments as necessary. In instances where less moisture exists on the pavement, spinner speed should be reduced in order to keep material within the street boundaries.

Placement of Material in Lane(s):

There are two methods that are used by Mount Prospect for the placement of material on streets:

a. Single Pass Application: For a single pass material application per center lane mile application, the left rear truck tire should be just left of the centerline.
b. Dual Pass Application: For a dual pass material application per lane mile application, the left rear truck tire should be just right of the centerline.

The spinner should be adjusted so application pattern is approximately 2' short of curb to minimize impact on parkway turf areas.

Bridges:

Bridges will be salted and plowed by their street priority designation.

Inclement Weather Decision Making

Decision Making for Snow & Ice Control Treatment

Every time a snow or ice treatment is being designed as much of the following information as possible should be on hand or estimated:

- The level of service prescribed by local policy
- Present pavement temperature
- Trend of the pavement temperature
- The amount of snow or ice on the surface after plowing and prior to chemical treatment
- Is the remaining snow or ice bonded to the surface?
- Anticipated snow, ice or water accumulations between treatments
- Traffic volume. Speed and timing

Once some determination of the items above has been made, a decision on treatment can be made. (i.e. The ice-pavement bond characteristic determination can be made by operators or supervisors on the road observing how snow and ice is being discharged by vehicle tires, physically inspecting the surface, noise of the plows, observations of the recently plowed path and inferences from road sensors. Pavement temperature can be measured in a variety of ways or estimated.) It is likely that every treatment will be different as the critical factors are always changing.

Elements of Snow & Ice Control Decision Making

Status of Assets:

Assets for snow and ice control operations include personnel, equipment, information systems, and materials inventories. Deficiencies in any of these areas will impact treatment decisions. Loss of truck availability due to mechanical failures or accidents will have an impact on response time and general snow and ice control operations. Every effort will be made to cover the route(s) by alternative methods.

Weather Information:

a. Weather Forecasts

Mount Prospect uses Murray & Trettel, (847) 963-9000, as the primary forecasting service for predicted winter storm conditions and gauging the snow and ice control operation response needed. Depending on the level of possibility of a winter storm affecting Mount Prospect, it will influence the response necessary to prepare for the storm. Decision-makers should be

simultaneously evaluating short-term, mid-term, and long-term forecasts. Information on precipitation should include onset, cessation, type and intensity. Other relevant factors include air temperature, dew point, pavement temperature, wind speed, wind direction, accumulation, recommendations, and post-storm weather prediction. (See Appendix L)

WeatherSentry is the secondary forecasting service used by Mount Prospect as a tool for verification in terms of ensuring there is a consensus on the predictability of a winter storm event. WeatherSentry can also be downloaded as a mobile app.

b. Weather Data and Operational Response Plan

Based on the weather forecasts received, the 'typical' method used to determine the response needed is described below:

Weather Forecast	Operational Response
Greater than 60%	When a greater than 60% chance of snow or ice accumulation predicted, then the operational response to the winter storm shall be dictated by the winter storm categories.
40% to 60%	When a 40% to 60% chance of snow or ice accumulation predicted, then the operational response to the winter storm shall consist of a partial crew to include 1 Foreman and 6 Maintenance Workers to maintain Priority 1 and 2 streets within the Village.
Less than 40%	When a less than 40% chance of snow or ice accumulation predicted then the operational response to the winter storm shall vary depending on whether extreme temperatures exist.

c. Other Weather Information

Other weather data sources include radar and satellite imagery (from DTN, Internet and local TV), NOAA radio, the Weather Channel; computer acquired current condition data from upstream storm locations, local TV and radio, etc.

Highway and Pavement Information:

a. Pavement Temperature

Pavement temperature is one of the most important factors when deciding on a snow and ice control treatment. Data on recent past, current and predicted pavement temperature is very useful. This data may be obtained from in-pavement systems, truck mounted and hand-held sensors. Dial readouts on the dashboard of trucks #2731, #2759, and #4509 display pavement

temperature data. Predictions and estimates can be made based on forecast knowledge of air temperature, ground temperature, cloud cover, precipitation, wind, and time of day.

b. Accumulations of Snow and Ice on the Pavement

Knowledge of the character and depth of any snow or ice accumulation on the pavement surface prior to treatment is important in the treatment decision process. Relative slipperiness and whether or not the snow or ice is bonded to the pavement are even more important.

Assessments of Effectiveness and Efficiency:

Systematic after-action assessments of effectiveness and efficiency are important in the decision-making process as they provide a knowledge base for future decisions. Results achieved in response to treatment can be obtained from the Cartegraph work order system.

Post-Storm Evaluations:

When the storm is over, the Streets Division shall complete the snow and ice report and all section reviews in the assigned work order. Front office personnel will record all resource usage (i.e. labor, materials, vehicles, equipment, and contractual usage) in the assigned work order. The work order will also contain snow accumulations. If any problems were encountered during snow and ice control operations, then the foreman (on-shift) will communicate that to Streets Superintendent. The work order shall be reviewed by the Director/Deputy Director of Public Works.

IV. Snow Routes & Maps

Overview

Background

The Village of Mount Prospect has defined snow and ice control routes that exist within its municipal boundaries. These routes are identified by priority. Priority 1 routes include State highways for which the Village of Mount Prospect has snow and ice control responsibilities. Priority 2 routes consist of higher traffic volume interior streets. Priority 3 routes consist of colored sections as follows: (1) Grey Section; (2) Orange Section; (3) Brown Section; (4) Blue Section; (5) Yellow Section; (6) Green Section; (7) Red Section. Priority 2 streets will be maintained by the driver assigned to Priority 3 routes. Priority 4 routes consist of cul-de-sacs. Priority 5 route is the defined downtown area.

Each priority 3 route section is further refined into numbered subsections, which can include up to 8 numbered subsections in one individual route section. In addition to the 7 route sections, there is a trackless snow removal route, which is defined in the following guidance on pg. 74.

Strategy

There are a minimum of 2 snowplow drivers/trucks assigned to route sections. The objective of using the predetermined amount of snowplow drivers per route section is to divide the work of the numbered subsections. One driver will begin at the start of the numerical subsection, while the second driver will begin at the tail end of the numerical subsection—both working toward meeting in the middle of the numerical sequence, i.e. (Driver 1) 1, 2 3 → 4 ← 5, 6, 7 (Driver 2). Depending on the volume of work that exists in a route section, an additional snowplow driver and truck may be assigned to assist (as reflected in the Yellow Section, which requires 3 snowplow drivers/trucks).

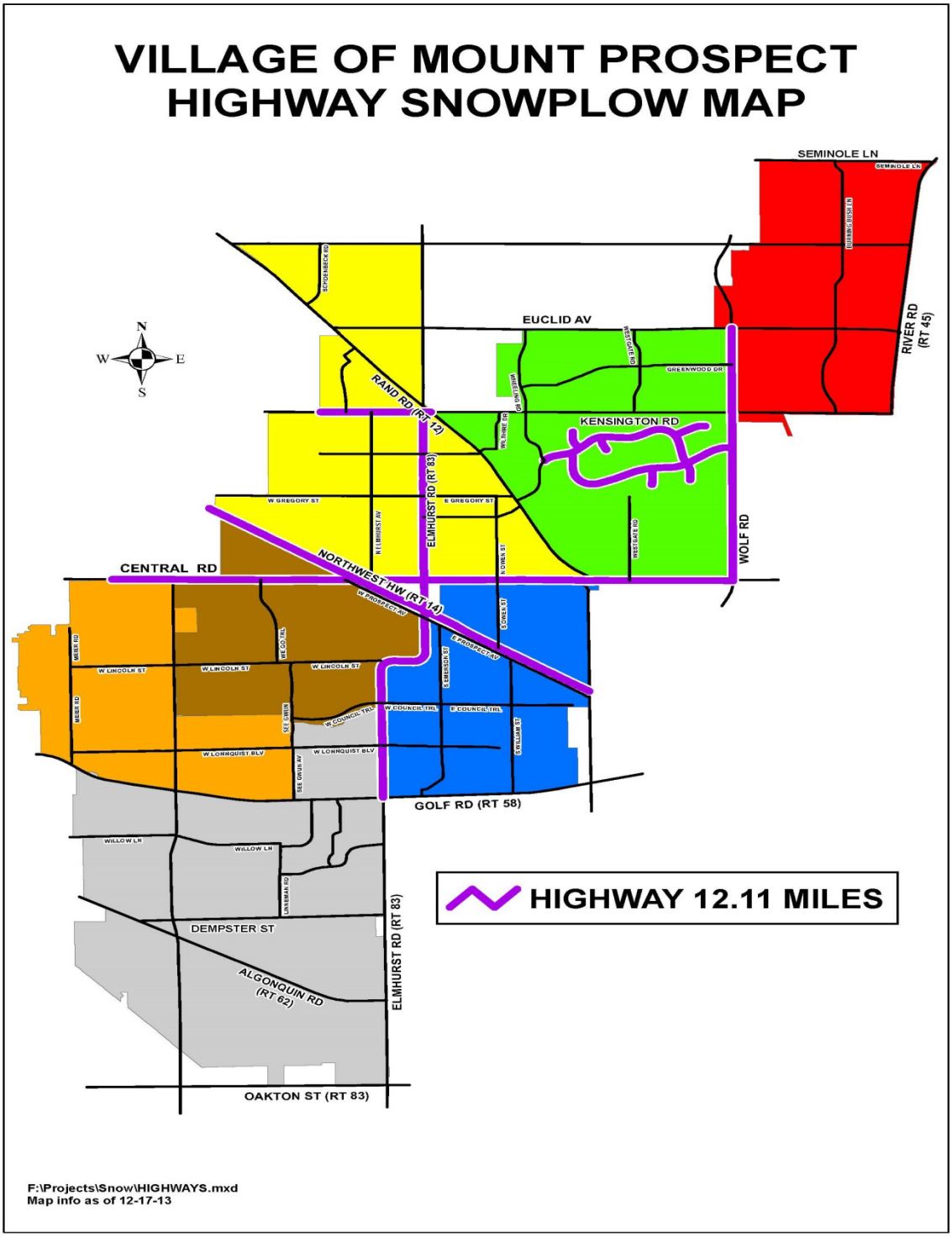
Maps

Map Guidance

Snow route maps identify route sections and subsections to be completed by snowplow drivers as aforementioned above. Snow route maps are provided on the following pages for reference.

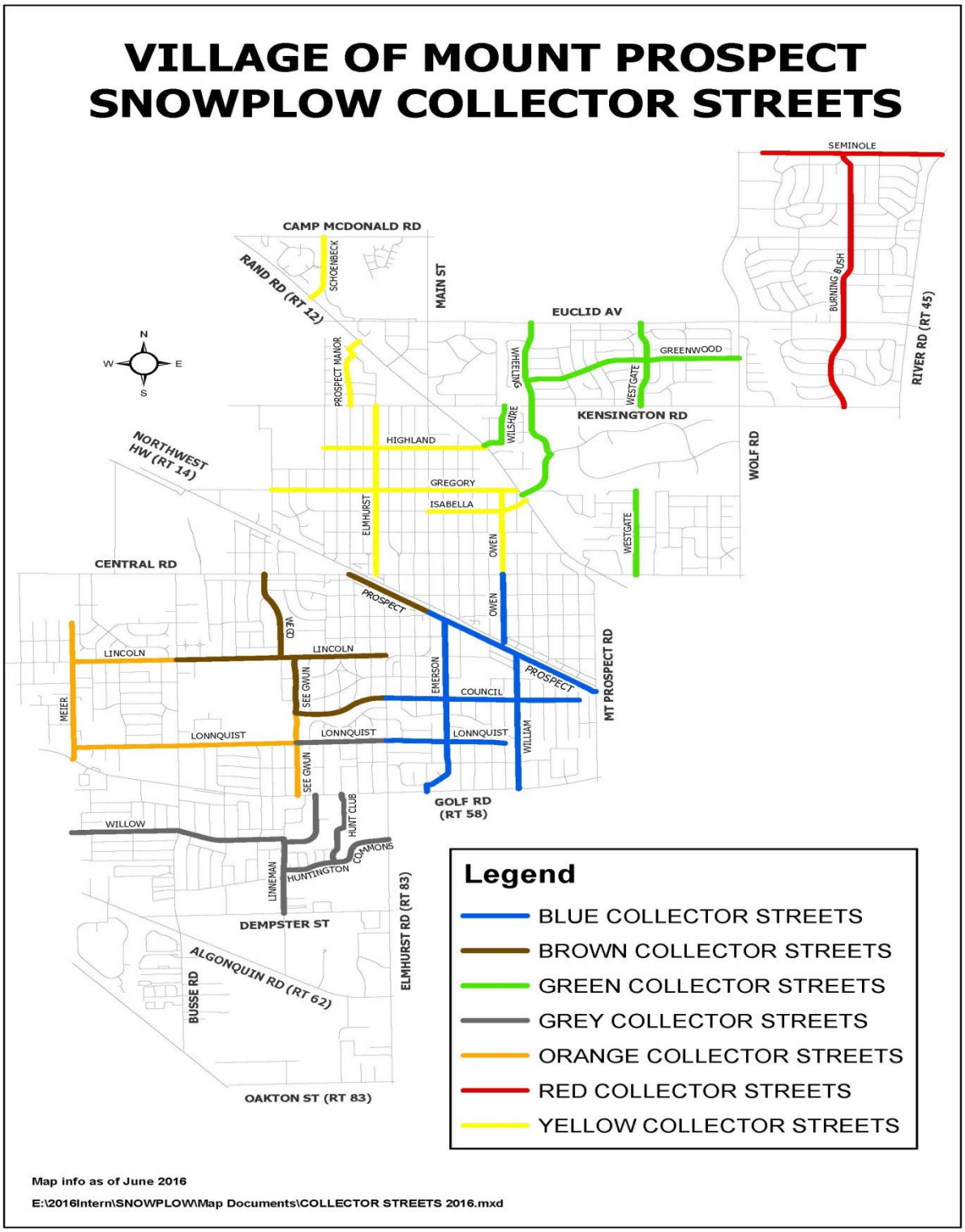
Highway Route Map

An overview of all highways plowed by Public Works in the Village of Mount Prospect.



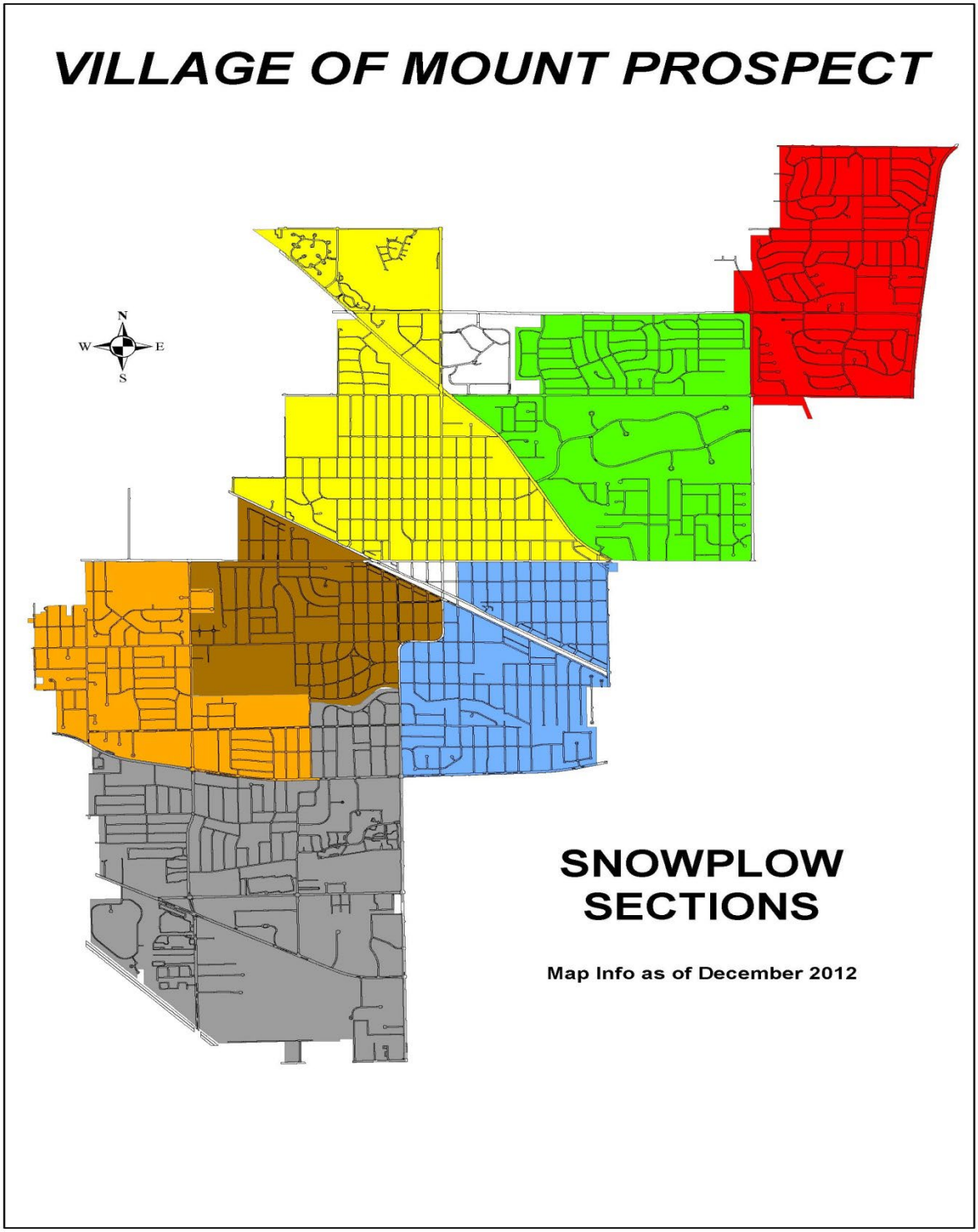
Collector Street Route Map

An overview of all collector streets plowed by Public Works in the Village of Mount Prospect.



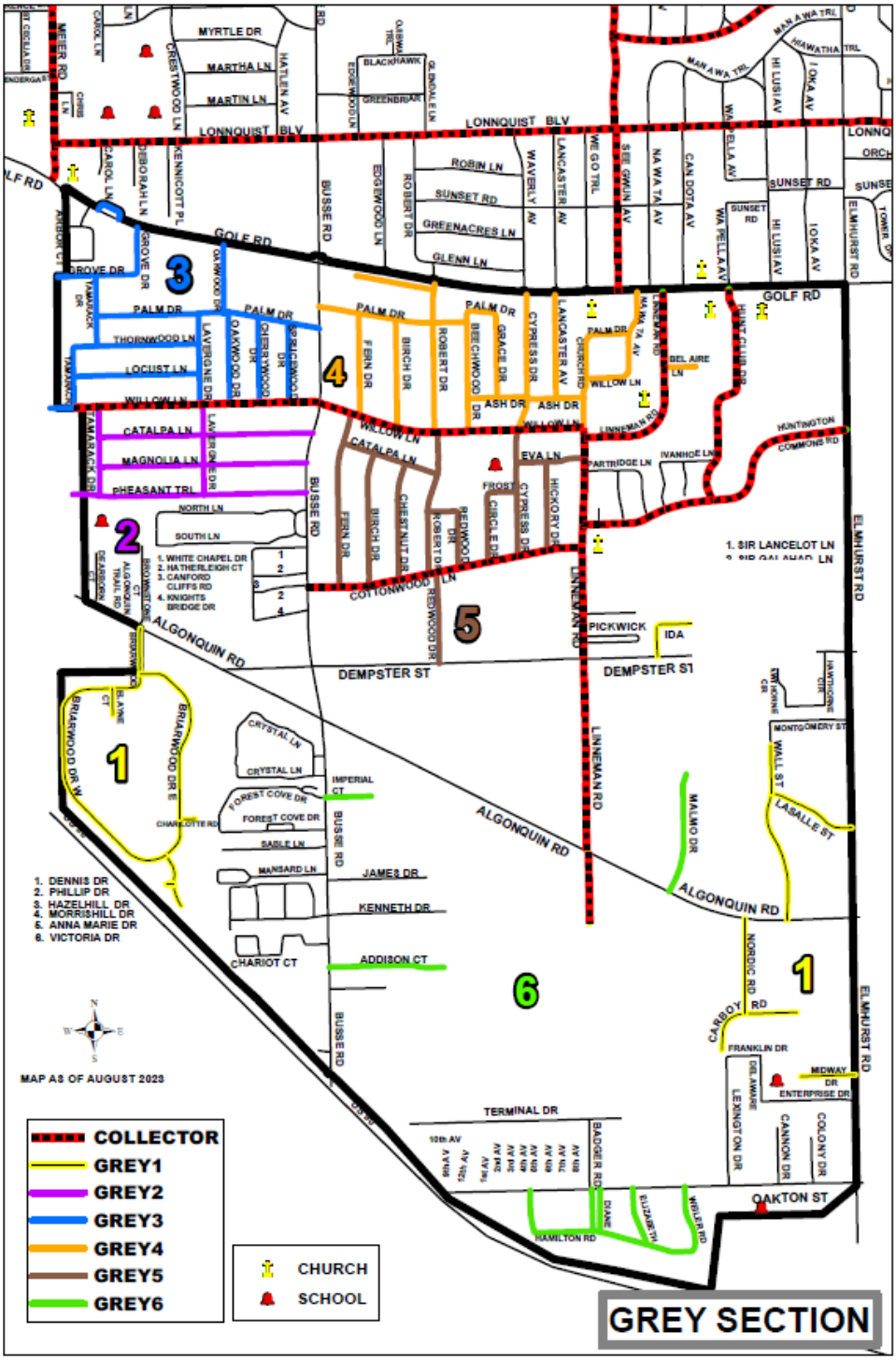
Cover – Residential Street Snowplow Sections

An overview of all Village of Mount Prospect snowplow sections.



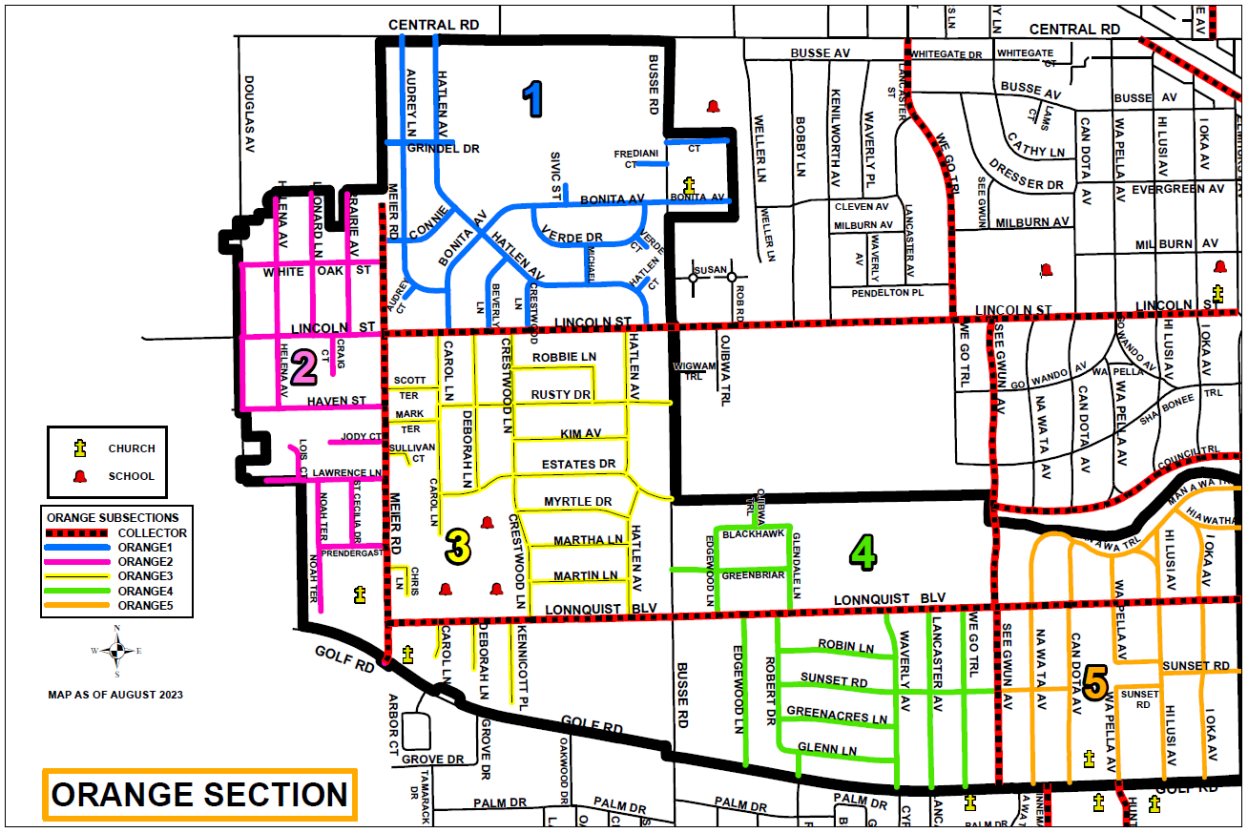
Route 1 – Grey Section

The grey section is comprised of seven (7) subsections as shown below.



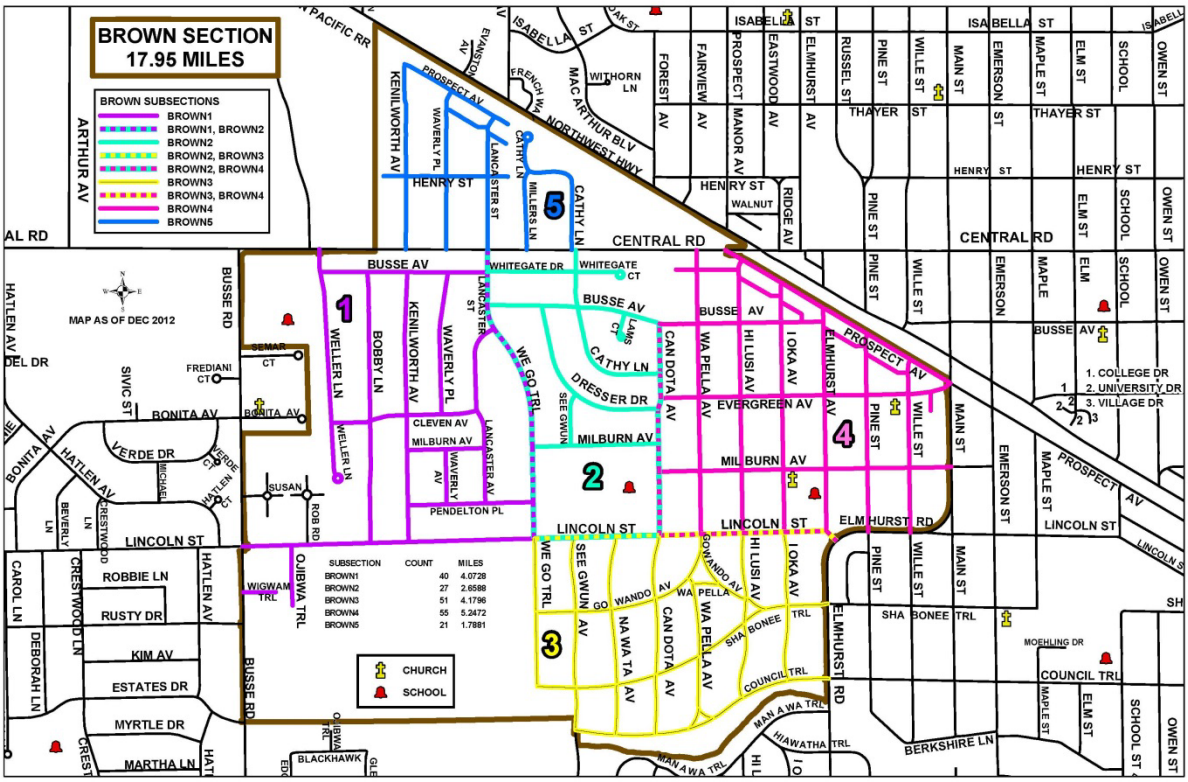
Route 2 – Orange Section

The orange section is comprised of five (5) subsections as shown below.



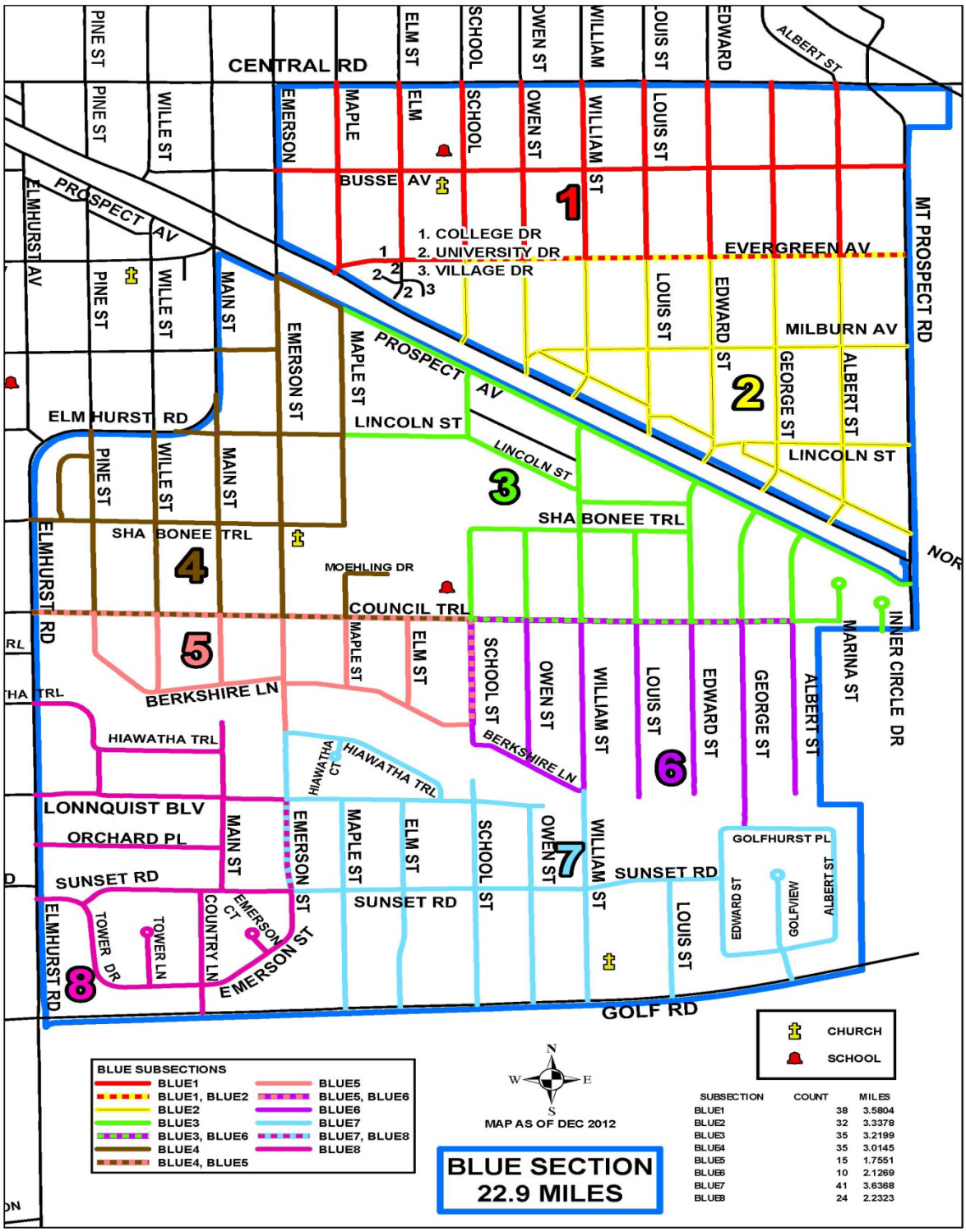
Route 3 – Brown Section

The brown section is comprised of five (5) subsections as shown below.



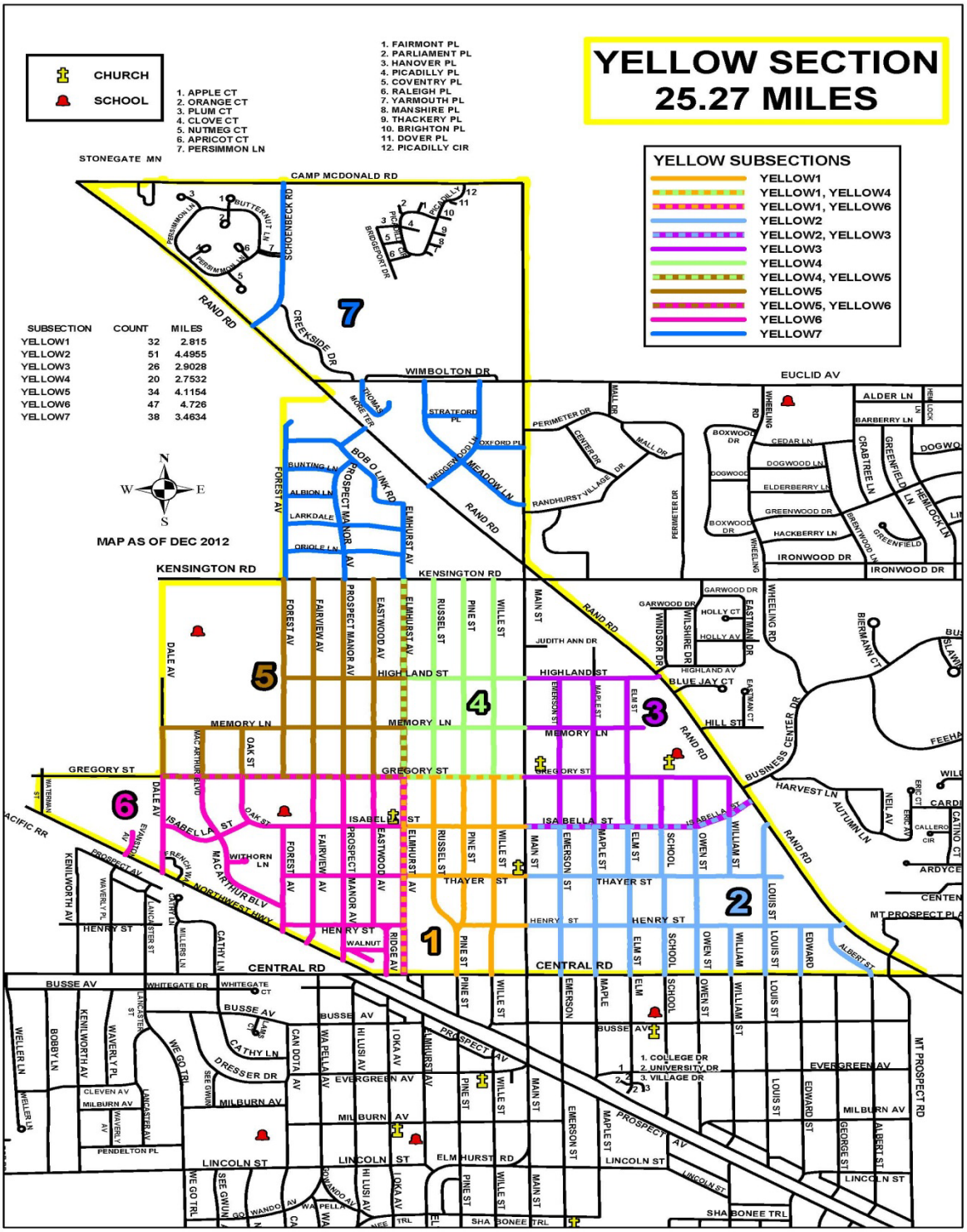
Route 4 – Blue Section

The blue section is comprised of eight (8) subsections as shown below.


CENTRAL RD
PINE ST
WILLE ST
EMERSON
MAPLE
ELM ST
SCHOOL
OWEN ST
WILLIAM ST
LOUIS ST
EDWARD
ALBERT ST
PROSPECT AV
ELMHURST AV
BUSSE AV
1
1. COLLEGE DR
2. UNIVERSITY DR
3. VILLAGE DR
EVERGREEN AV
MT PROSPECT RD
MAIN ST
EMERSON ST
MAPLE ST
LINCOLN ST
2
MILBURN AV
GEORGE ST
ALBERT ST
ELM HURST RD
3
SHA BONEE TRL
4
MOEHLING DR
COUNCIL TRL
5
BERKSHIRE LN
HIAWATHA TRL
HIAWATHA CT
6
LONNQUIST BLV
ORCHARD PL
SUNSET RD
7
GOLFHURST PL
EDWARD ST
GOLF VIEW
TOWER DR
TOWER LN
COUNTRY LN
EMERSON CT
8
GOLF RD
MARINA ST
INNER CIRCLE DR
CHURCH
SCHOOL
BLUE SUBSECTIONS
BLUE1
BLUE1, BLUE2
BLUE2
BLUE3
BLUE3, BLUE6
BLUE4
BLUE4, BLUE5
BLUE5
BLUE5, BLUE6
BLUE6
BLUE7
BLUE7, BLUE8
BLUE8
N
W
E
S
MAP AS OF DEC 2012
BLUE SECTION
22.9 MILES
SUBSECTION COUNT MILES
BLUE1 38 3.5804
BLUE2 32 3.3378
BLUE3 35 3.2199
BLUE4 35 3.0145
BLUE5 15 1.7551
BLUE6 10 2.1269
BLUE7 41 3.6368
BLUE8 24 2.2323

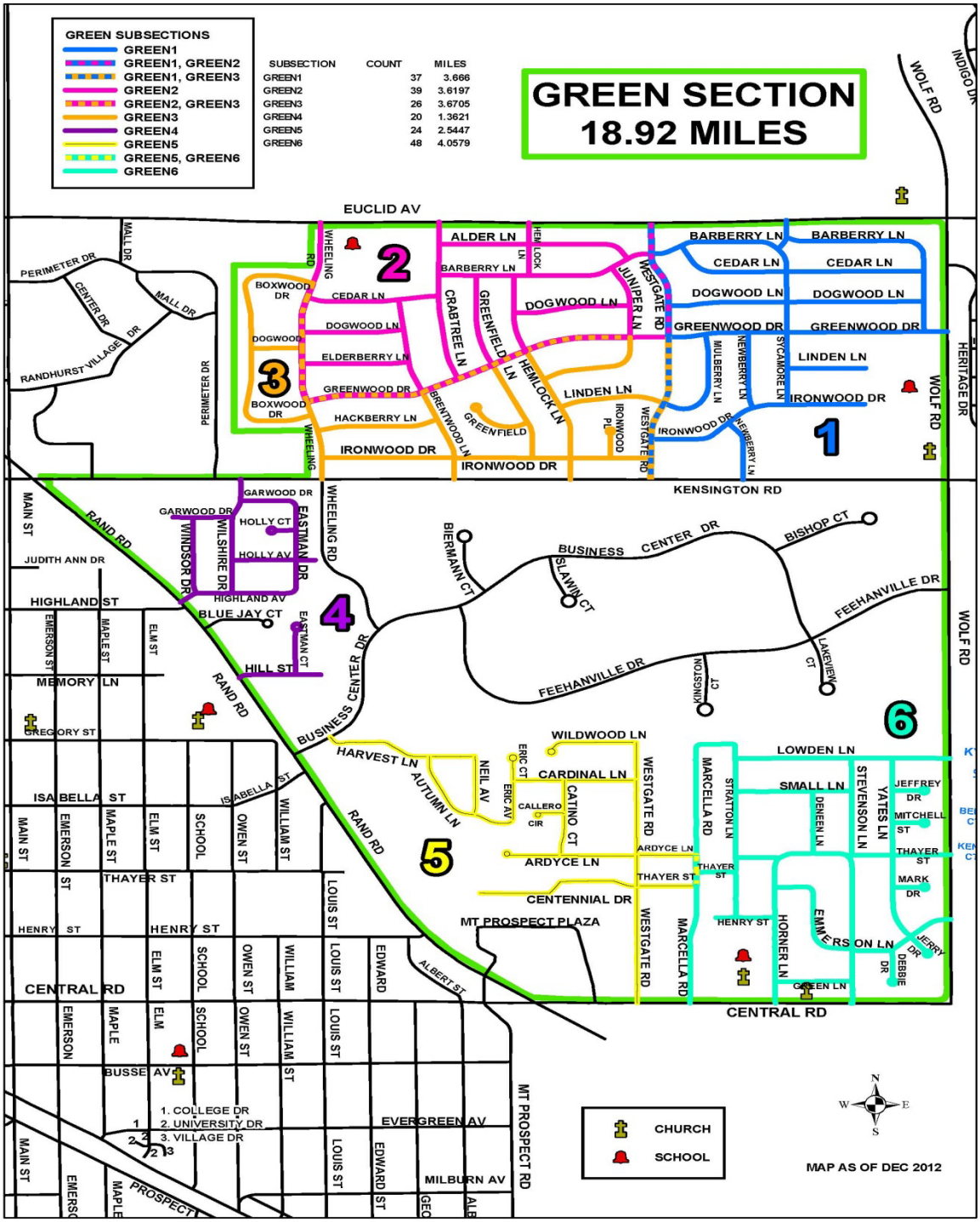
Route 5 – Yellow Section

The yellow section is comprised of seven (7) subsections as shown below.



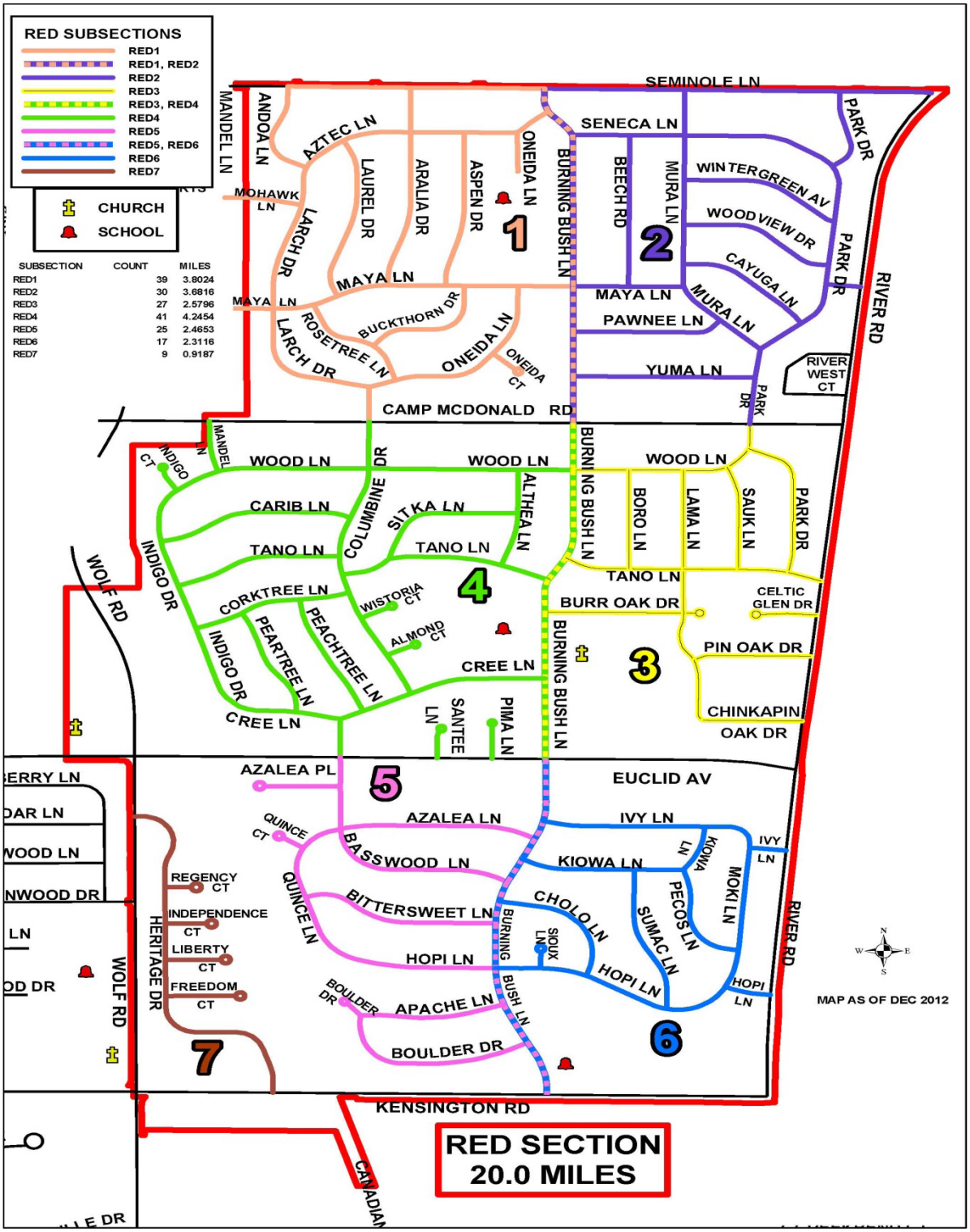
Route 6 – Green Section

The green section is comprised of six (6) subsections as shown below.



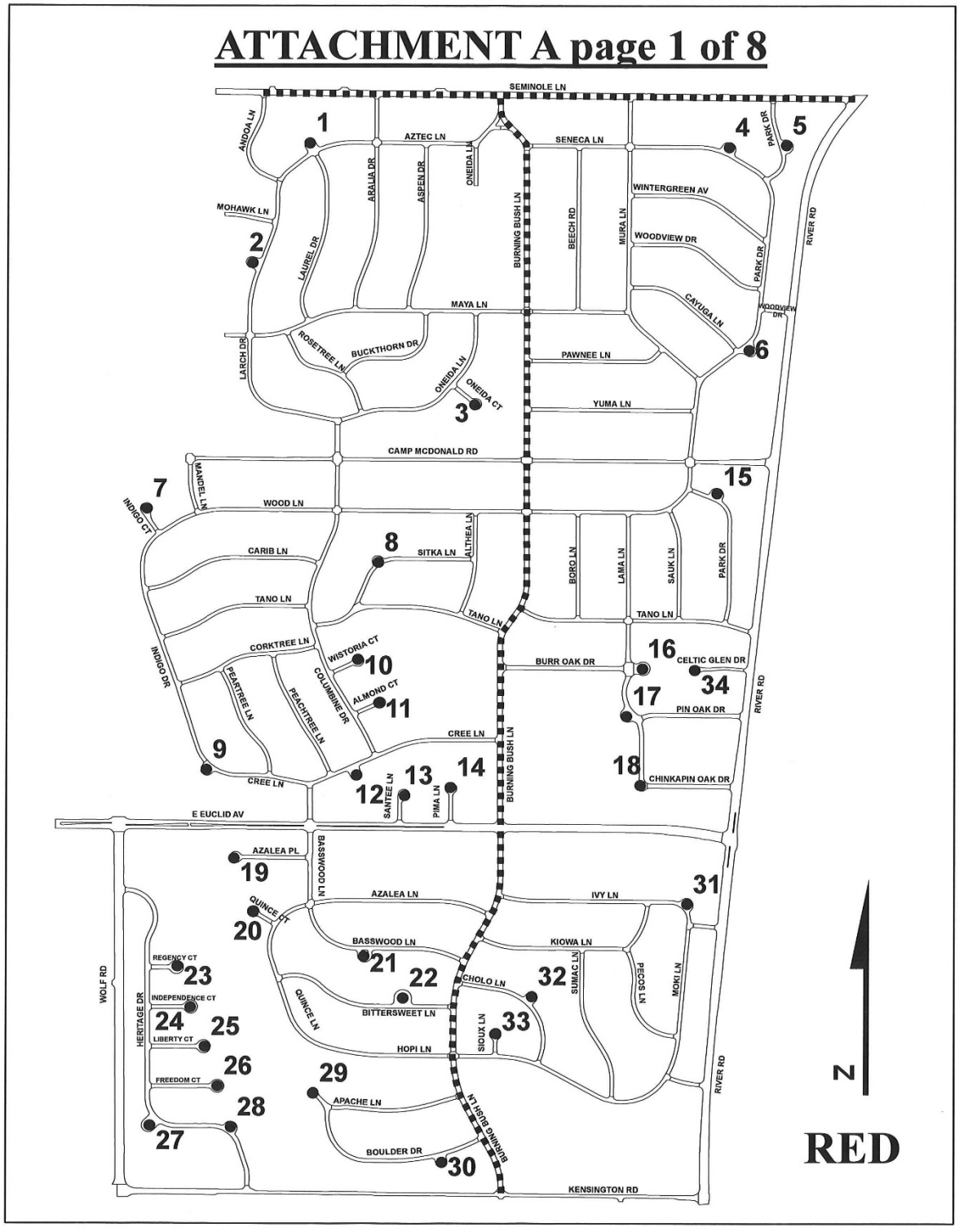
Route 7 – Red Section

The red section is comprised of seven (7) subsections as shown below.



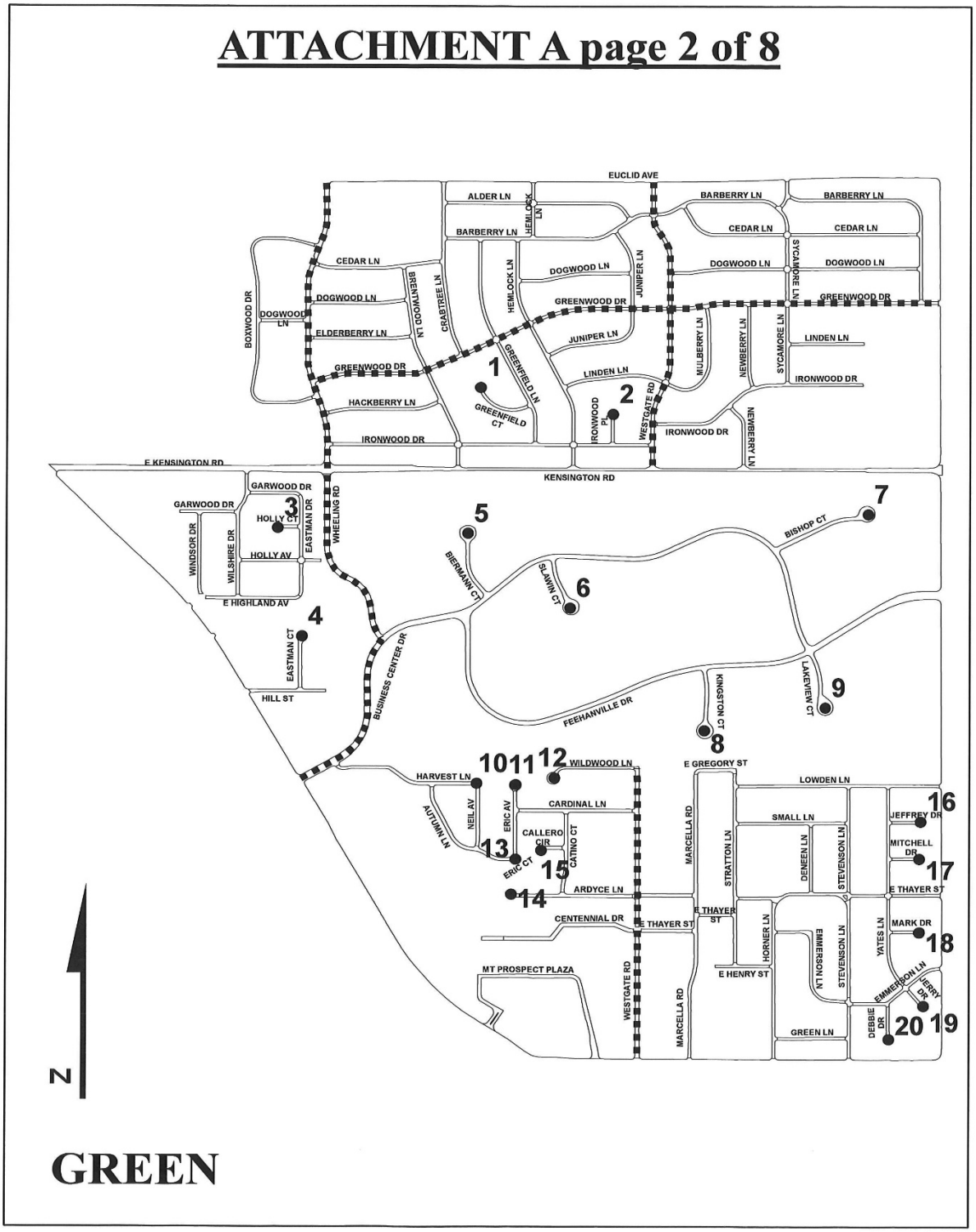
Cul-De-Sac Route Map – Red Section

An overview of residential cul-de-sac areas to be plowed in the Red Section route.



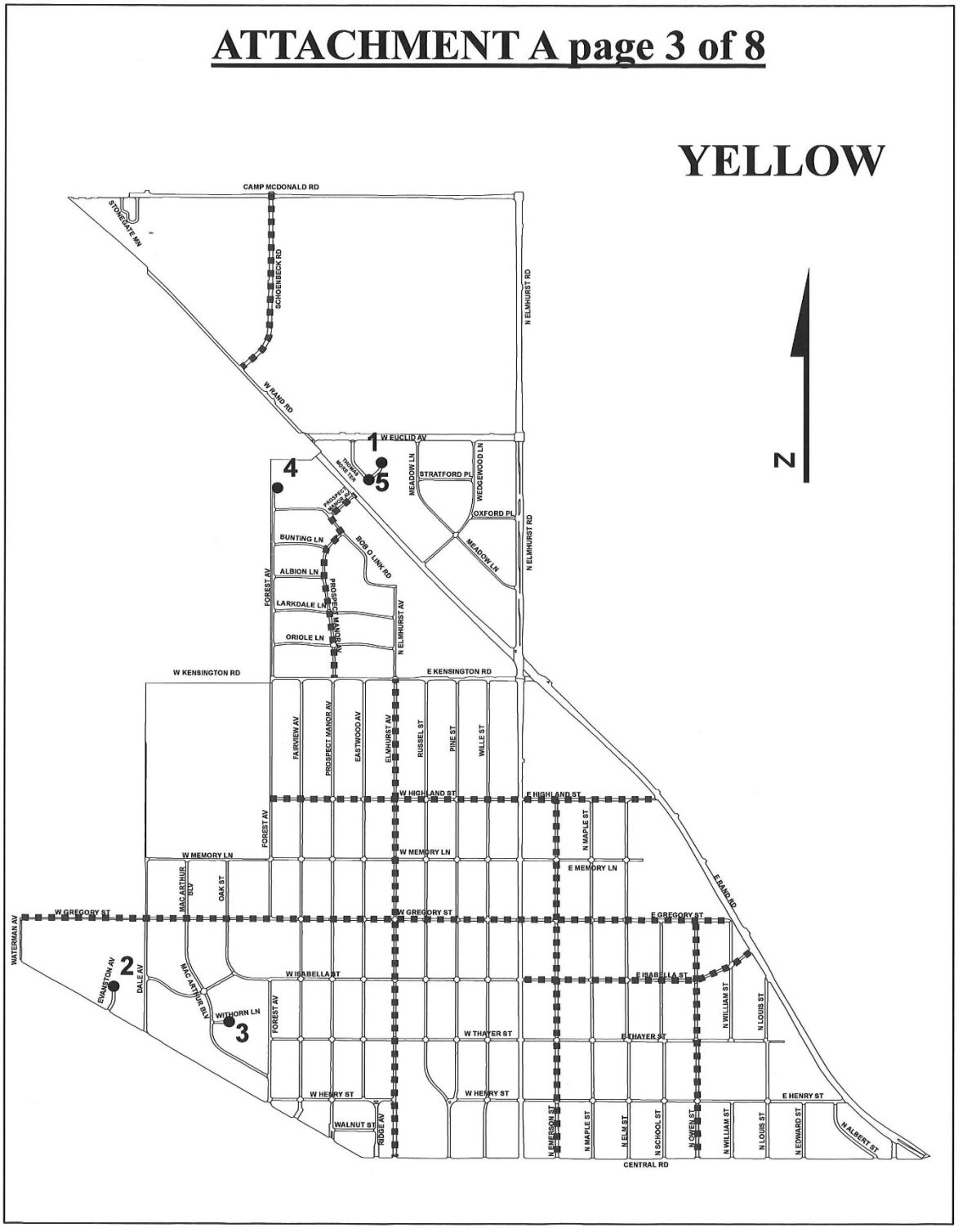
Cul-De-Sac Route Map – Green Section

An overview of residential cul-de-sac areas to be plowed in the Green Section route.



Cul-De-Sac Route Map – Yellow Section

An overview of residential cul-de-sac areas to be plowed in the Yellow Section route.



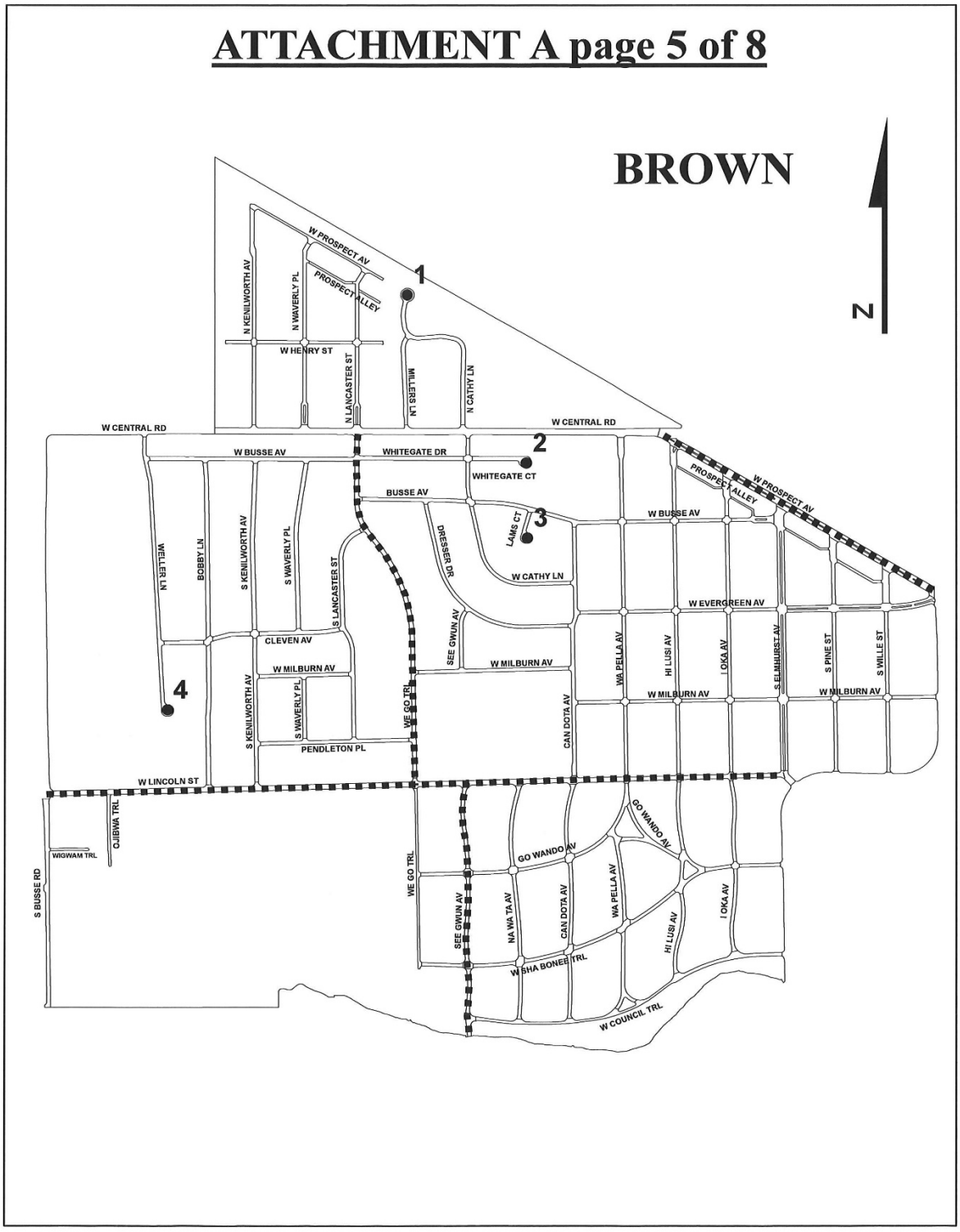
Cul-De-Sac Route Map – Blue Section

An overview of residential cul-de-sac areas to be plowed in the Blue Section route.



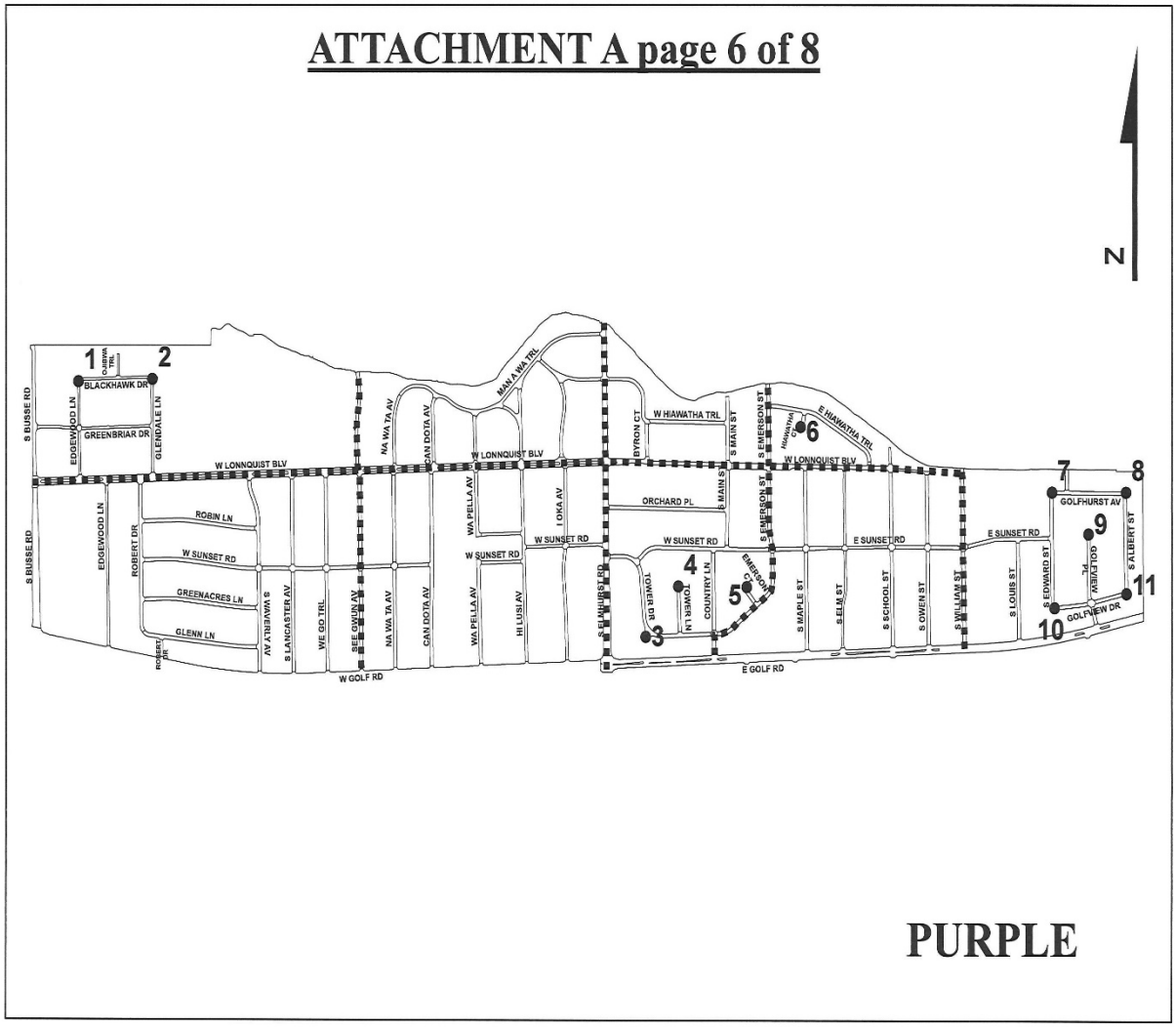
Cul-De-Sac Route Map – Brown Section

An overview of residential cul-de-sac areas to be plowed in the Brown Section route.



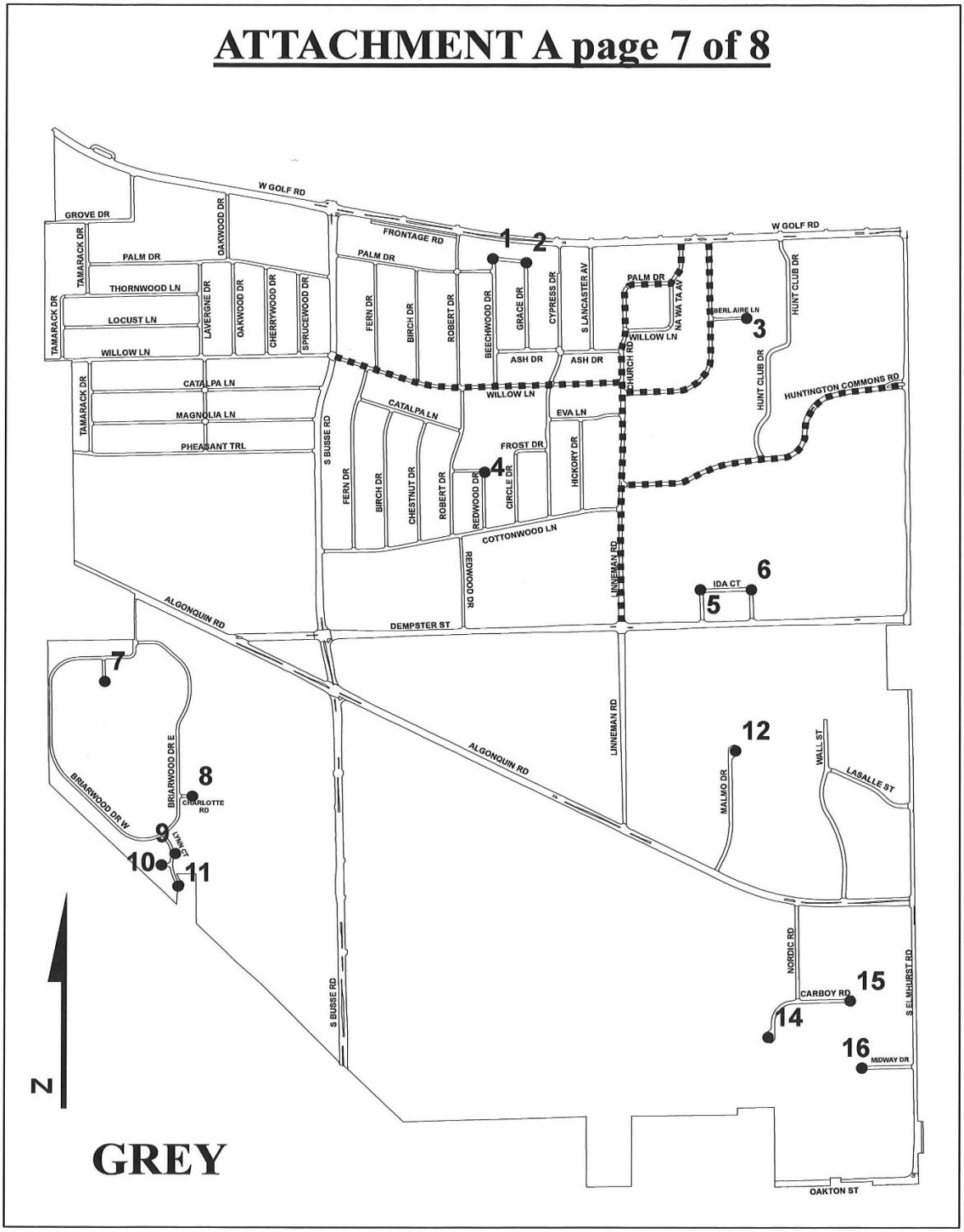
Cul-De-Sac Route Map – Purple Section

An overview of residential cul-de-sac areas to be plowed in the Purple Section route.



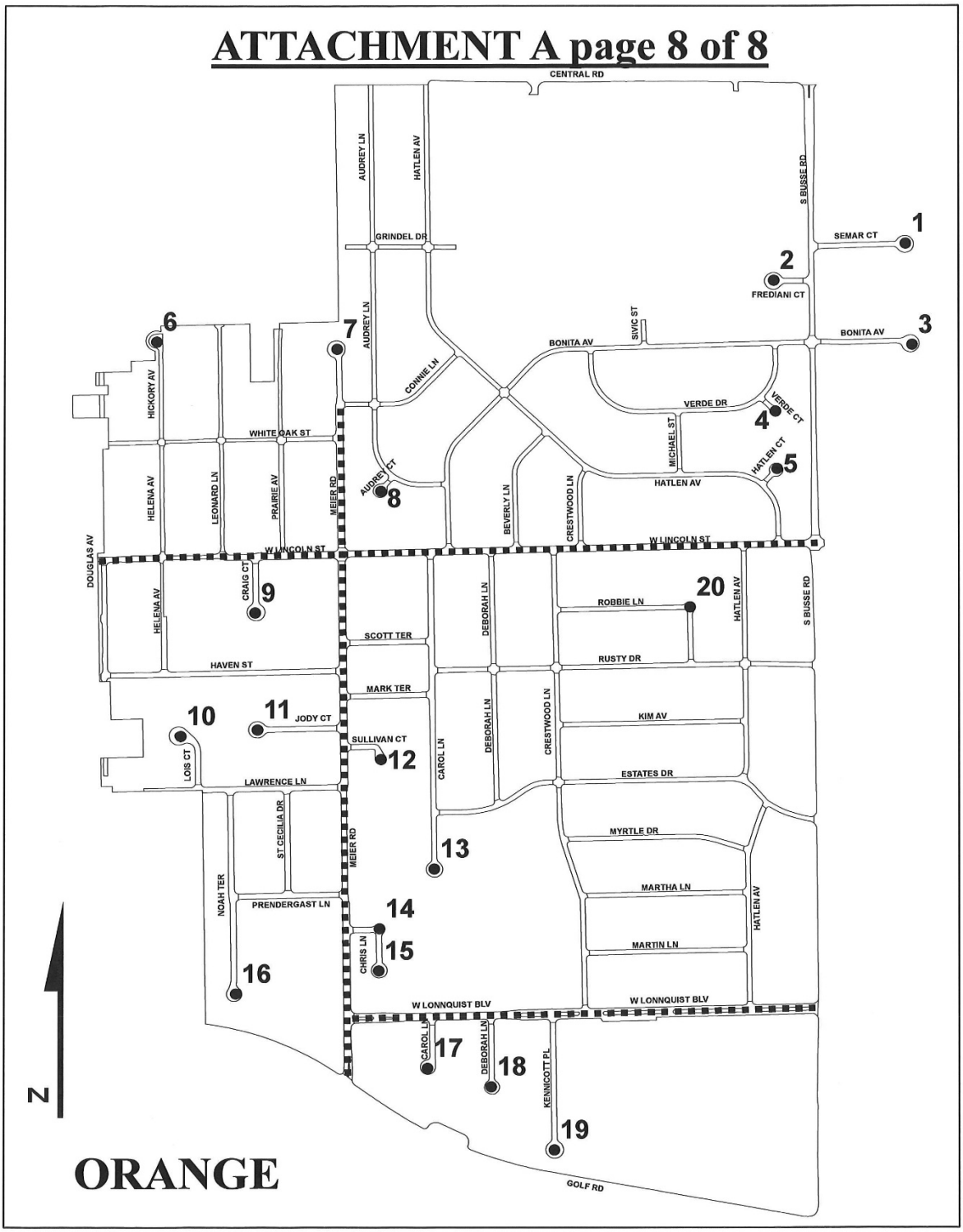
Cul-De-Sac Route Map – Grey Section

An overview of residential cul-de-sac areas to be plowed in the Grey Section route.



Cul-De-Sac Route Map – Orange Section

An overview of residential cul-de-sac areas to be plowed in the Orange Section route.



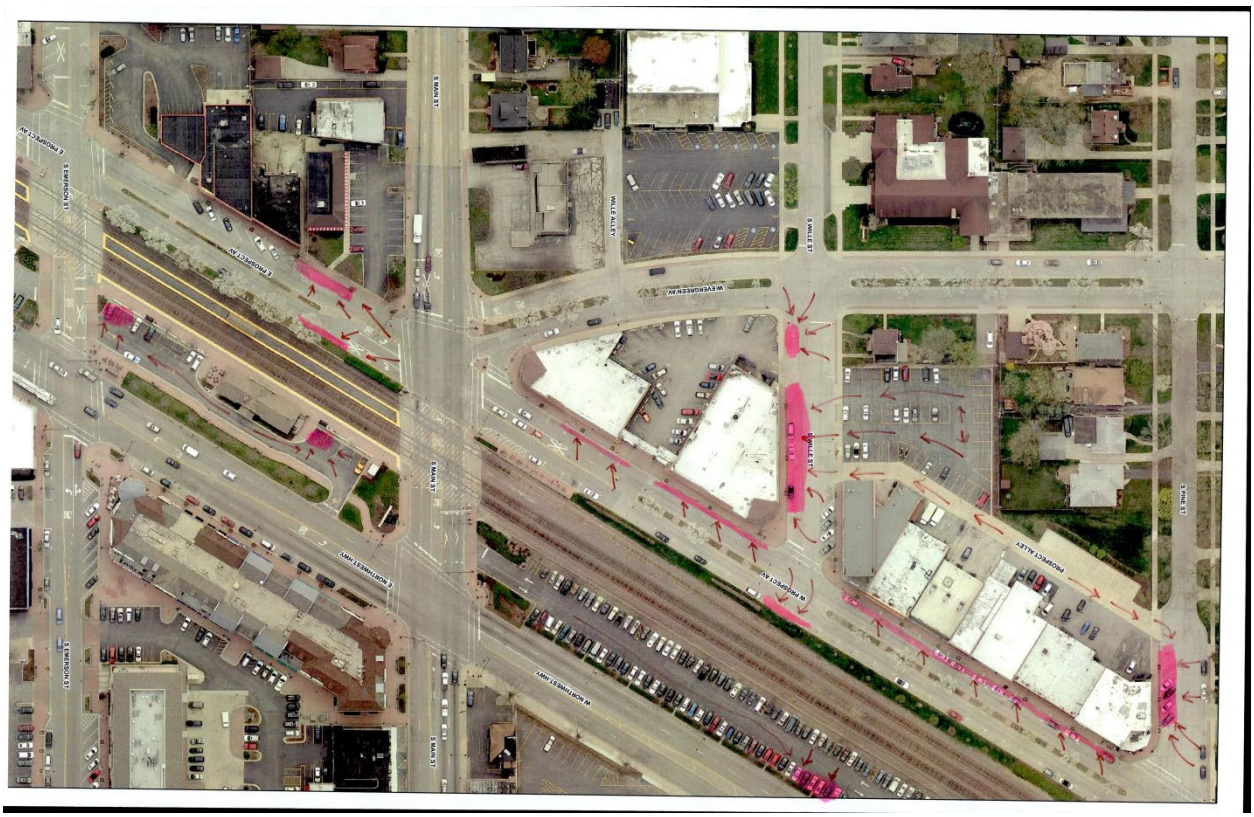
Downtown Snow Removal Map - Section 1

Section 1 of identified downtown areas requiring snow removal.



Downtown Snow Removal Map - Section 2

Section 2 of identified downtown areas requiring snow removal.



Downtown Snow Removal Map - Section 3

Section 3 of identified downtown areas requiring snow removal.



Downtown Snow Removal Map - Section 4

Section 4 of identified downtown areas requiring snow removal.



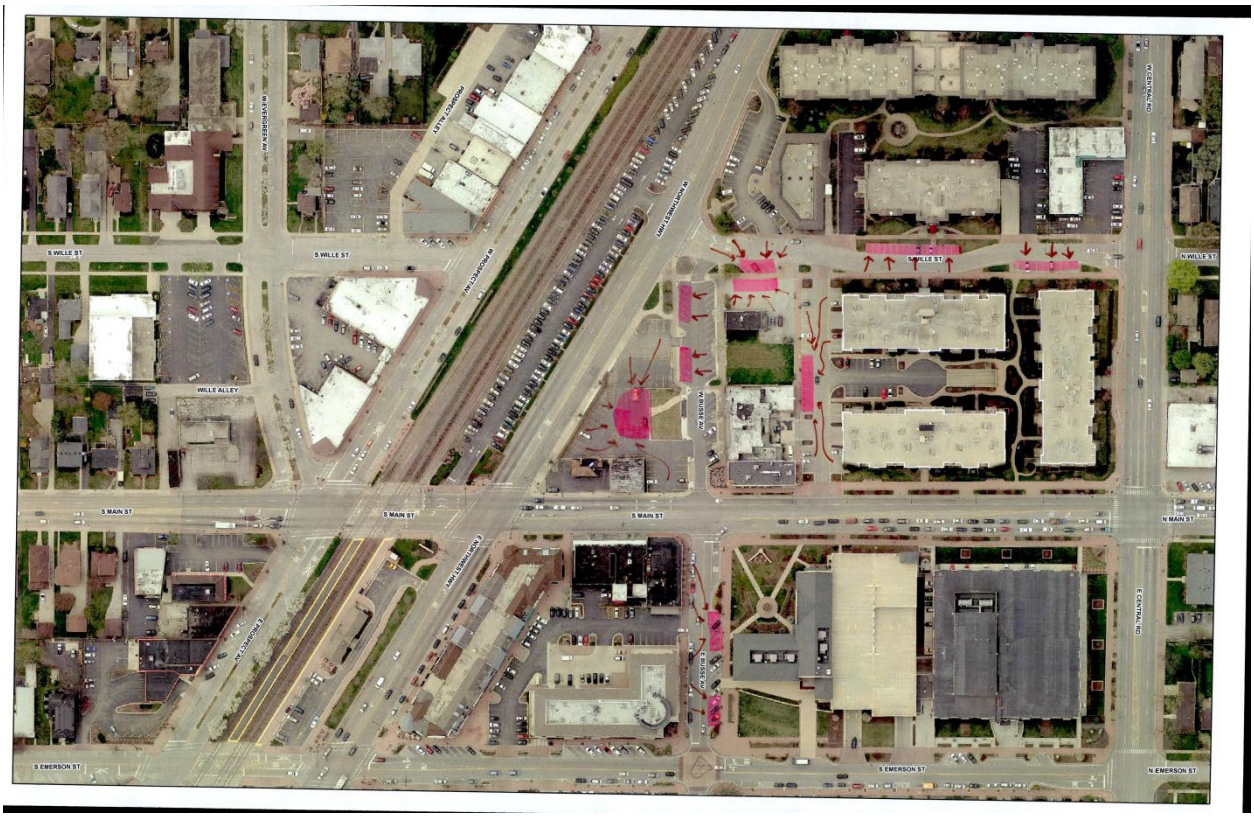
Downtown Snow Removal Map - Section 5

Section 5 of identified downtown areas requiring snow removal.



Downtown Snow Removal Map - Section 6

Section 6 of identified downtown areas requiring snow removal.



Downtown Snow Removal Map - Section 7

Section 7 of identified downtown areas requiring snow removal.



Downtown Snow Removal Map - Section 8

Section 8 of identified downtown areas requiring snow removal.



Downtown Snow Removal Map - Section 9

Section 9 of identified downtown areas requiring snow removal.



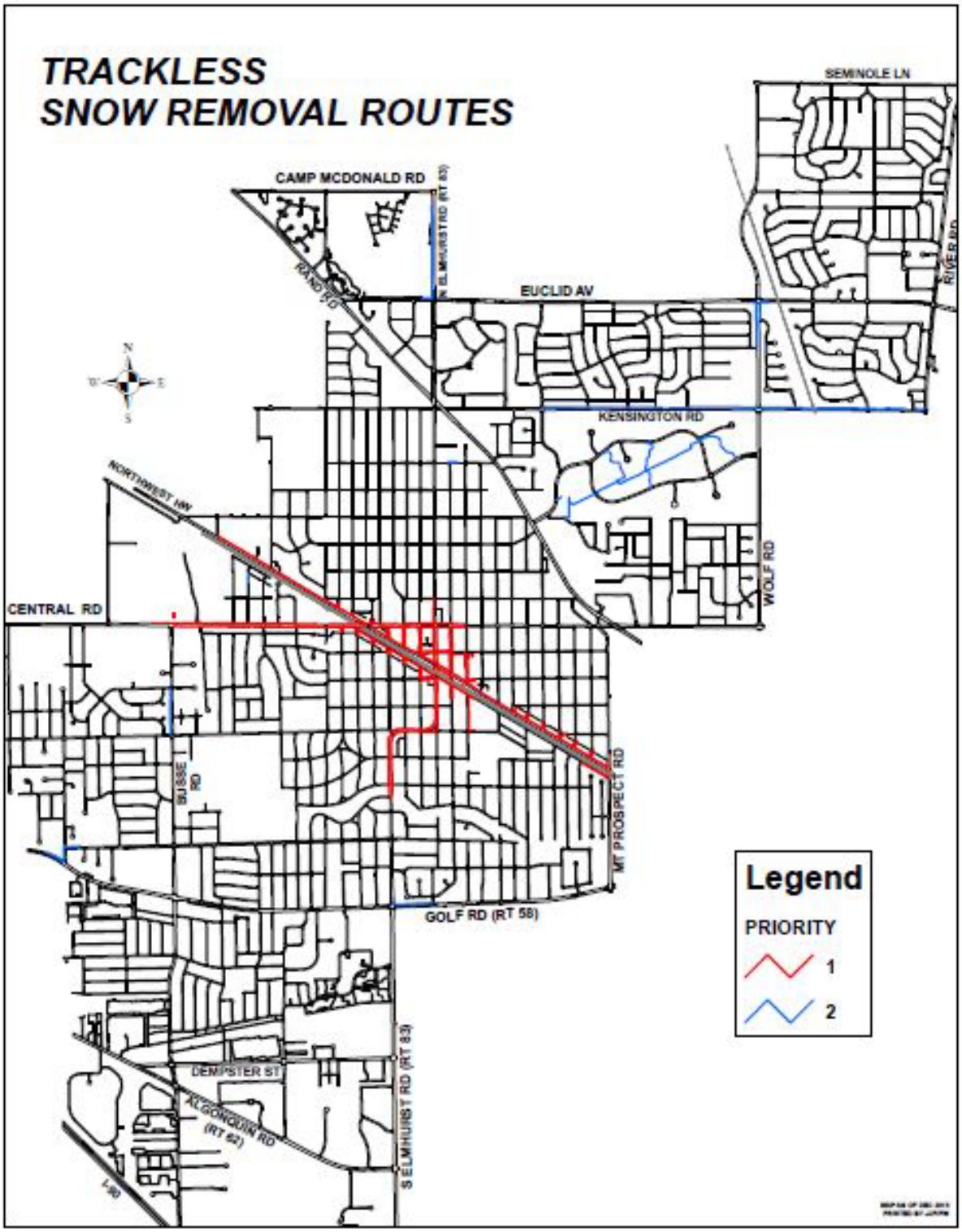
Downtown Snow Removal Map - Section 10

Section 10 of identified downtown areas requiring snow removal.



Trackless Route Map

An overview of all sidewalks plowed by Public Works in the Village of Mount Prospect.



V. Snow & Ice Control Training

Equipment Training

Training on the use, maintenance and set up of snow plow's and related equipment shall be conducted by the Vehicle Maintenance Division. It will be facilitated by a mechanic who will instruct groups of 5 or less on the proper use of the following:

- Snow Plow Controls
- Liquid Systems
- Spreader Controls
- Snow Plow Attachment/Detachment
- Pre/Post Equipment Trip Inspections
- Loading and Unloading of Salt/Liquids
- Proper Use/Operation of Loader Scale

Operation Training

Training on the most efficient and effective operation of snow plow trucks and related equipment shall be conducted by the Street & Building Division. It will consist of conducting a "dry run" where the operator and onboard instructor maneuver a snowplow truck through a designated route simulating an actual snow event. The instructor will advise on how to efficiently and effectively remove snow from the streets by giving the following directions:

- How to center lane plow
- How to curb lane plow
- How to clear dead-ends and "bubbles"
- How to clear corners
- How to clear RR crossings
- Change spreader controls as directed

Training will be conducted on an annual basis beginning in mid-October. All snow plow drivers are required to participate and may include the following personnel:

- Engineering
- Forestry
- Water/Sewer
- Streets/Buildings
- Administration
- "Rent a Drivers"

VI. Maintenance & Repair Program

Inventory

Inventory Requirements

The following items are considered essential to keep in inventory at all times during the winter season for snow and ice control operations:

Plow Parts Inventory List	
Description:	MPPW #:
1. Curb Guard, Left	722001
2. Curb Guard, Right	722002
3. Curb Guard, Underbody	722003
4. Plow Cutting Edge – 3/4" x 6" x 120"	722004
5. Plow Cutting Edge **Carbide** 36"	722005
6. Plow Cutting Edge **Carbide** 48"	722006
7. Plow Cutting Edge, Underbody --- 5/8" x 6" x 120"	722007
8. Plow Cutting Edge Segment --- 35 ¼"	722008
9. Plow Cutting Edge Segment --- 31 ¼"	722009
10. Plow Cutting, Trackless **V-Plow Rubber**	722010
11. Deflector Mount SWL-13	720096
12. Pin, Short with Hole S5289.1433	720001
13. Pin, Single (Short) S5292.1433	720002
14. Pin, Double (Long) S7646.1413	720003
15. Bearing, Single S5293.1433	720004
16. Bearing, Double S5294.1433	720005
17. Segment, Metal S5270307930	722220
18. Bushing, Metal Segment S6270066810	722221
19. Segment, Plastic S5291.1433	729703
20. Shoe, Urethane Guide 3312.1432	721432
21. Stop, Urethane Limiting S 5300-1433	721433
22. Plow Marker (EA)	728086

Safe Operating Criteria

The supervising mechanic on duty (as needed) will make the determination whether a vehicle and/or piece of equipment meets a safe operating condition.

Calibration Procedures

Material Spreader – Calibration

The Vehicle Maintenance division follows the manufacturer's recommendation for spreader control equipment calibration. Material spreader calibration occurs on an annual basis immediately following the Saturday (spreader install day) before Thanksgiving (or depending on the weather).

Anti-Icing Spray – Calibration

The Vehicle Maintenance division follows the manufacturer's recommendation for anti-icing spray equipment calibration. Anti-icing spray calibration occurs on an annual basis immediately following the Saturday (spreader install day) before Thanksgiving (or depending on the weather).

Routine Inspection Procedures

Pre-Season Inspection

The Vehicle Maintenance division conducts a pre-season inspection of snowplow vehicle plows, blades, and bolts among other items as identified in the Plow Parts Inventory List on pg. 76.

Preventative Maintenance Inspection

The Preventative Maintenance Program (Appendix M) provides the schedule of routine inspections and maintenance for the vehicles and equipment in the fleet to meet life expectancy. All snow and ice control vehicles receive at minimum, a preventative maintenance inspection every 3,000 miles driven or 6 months, whichever comes sooner.

IDOT Safety Lane Inspection

The Vehicle Maintenance division must take all snow and ice control vehicles that meet and/or exceed 8,000 GVW for an IDOT Safety Lane Inspection every 6 months. The following items are reviewed during this inspection: brakes, suspension, grease/oil, tire condition and tread, steering, leaks, fluids, air pressure, lights, windshield wipers, and other safety related equipment.

Pre / Post Trip Inspection Report

Each time a snow and ice control vehicle is driven, the driver turns in a trip ticket to identify issues that may be present within the vehicle. See Appendix A for more details.

Vehicle & Equipment Maintenance Schedule

*Note: Please refer to the Snow & Ice Control Readiness section in Chapter 2 of the Village of Mount Prospect—Public Works Snow & Ice Control Plan under Pre-Season and Post-Season activities.

Vehicle Repair

Inclement Weather Event Priorities

During inclement weather events in the winter season, there is a need to shift away from regular repair and maintenance operations in order to focus on repairs that are vital to continued operational performance of winter operations and emergency services.

1st Priority:

Snow plow trucks and all public safety vehicles (requiring emergency repair only) will fall into 1st priority for vehicle repair during a snow and/or ice event in the winter season.

2nd Priority:

All public safety vehicles (requiring non-emergency repair) and public works operational vehicles will fall into 2nd priority for vehicle repair during a snow and/or ice event in the winter season.

3rd Priority:

All other vehicles will fall into 3rd priority for vehicle repair/maintenance during a snow and/or ice event in the winter season.

Procedures and Warrants (for outsourced repairs/maintenance)

The Vehicle Maintenance division follows the Village of Mount Prospect Purchasing Policies and Procedures Manual for this aspect of their operations. All warrantied vehicles/equipment, large truck transmissions, alignments, and broken springs are outsourced for repair and/or maintenance as needed.

VII. Risk Management

Accident Investigation

The Department of Public Works follows the guidelines and procedures provided Village of Mount Prospect – Employee Personnel Manual (located on pg. 77, under Section 3 of Use of Village Vehicles, Equipment, Supplies or Tools) for accident investigations, including both vehicular and non-vehicular accidents.

Traffic Accidents & Violations

Each employee who, by way of their position or assigned duties is required from time to time to drive a Village vehicle, must have in their possession a valid state issued (Illinois, Indiana, Wisconsin) Driver's License.

All employees are responsible for observing the laws set forth in the State Vehicle Code and/or other local laws and Ordinances. Departments will keep a current copy of Driver's Licenses, as required and/or requested by a Department Director.

- All employees of the Village must report to their Supervisor and to the Police Department any moving traffic violations or accidents in which they are involved while on duty or while using Village vehicles.

  Note: An Accident Report - Public Liability Form (Attachment P-3) is to be completed by the employee involved in the accident.

- In addition, the employee, their Supervisor and the Police Department are required to submit accident reports to the employee's Department Director and the Village Manager as soon as possible.

- Failure to adhere to this policy may be cause for disciplinary action and/or dismissal. An employee must advise the Village of any change in license status immediately.

- The Village may conduct periodic Driver's License status reviews to verify driving privileges. A violation of this Policy, including a failure to notify or possess proper license, may be cause for disciplinary action no matter when discovered.

Required Documentation

The following forms need to be completed for required documentation at the site of an accident and to record any details pertaining to the accident involving a Village employee and/or vehicle:

- Employee First Report of Injury (See Appendix N)

- Supervisor's Investigation Report (See Appendix O)
- Witness Statement (See Appendix P)
- Accident Report – Public Liability (See Appendix Q)

Note: The Employee First Report of Injury only needs to be completed if an employee sustains an injury. The Accident Report – Public Liability will be completed only if there is property damage (public or private).

VIII. Appendix

Appendix A – Pre / Post Trip Inspection Report

The Pre / Post Trip Inspection Report logs an operator's assessment of their operation of a snowplow vehicle and other relevant details pertaining to an operator's snow and ice control shift.

Mt. Prospect Public Works
PRE / POST TRIP INSPECTION

DATE ____/____/____ VEHICLE NO. _____

TIME OUT _____ TIME IN _____ DRIVER _____

MILEAGE START OR HOURS _____ MILEAGE STOP OR HOURS _____

THIS VEHICLE EARNS YOUR LIVING-TREAT IT ACCORDINGLY

	OK	PROBLEM		OK	PROBLEM
Mirrors	☐		Head lights	☐	
Tires	☐		Stop lights	☐	
Cab Interior	☐		Signal lights	☐	
Glass clean	☐		Plow Lights	☐	
Fire extinguishers	☐		Mars or Warning Lights	☐	
Cabs & Body (dents)	☐		Clearance & Marker Lights	☐	
Reflectors (Flags-Flares)	☐		Horn	☐	
All Warning Devices	☐		Wipers/Washer	☐	
All gauges	☐		Steering	☐	
Oil pressure	☐		Brakes-Service	☐	
Oil leaks	☐		Brakes-Parking	☐	
Air leaks	☐		Radio squelch & volume	☐	
Exhaust	☐		Cab & Body Clean	☐	
	OK	**ADDED**		**OK**	**ADDED**
ENGINE OIL	☐		HYD FLUID	☐	
RADIATOR	☐		EQUIP. GREASED	☐	
BATTERY	☐		Transmission	☐	

REMARKS

MECHANICS REPORT	DATE	R/O NO.	NAME

Appendix B – Supervisor's Report (pg. 1 of 2)

The Supervisor's Report provides an overview of how snow and/or ice events are managed on a per event basis concerning personnel, truck/route assignment, weather characteristics, and other pertinent details relevant to snow and ice control (as shown below).

DATE SUPERVISOR'S REPORT OF SNOW / ICE EVENT

	SUGGESTED DRIVERS	ACTUAL DRIVER	VEHICLE NUMBER	UB	SPREADER TYPE	SALT LOADS	GEOMELT Y/N	MILES DRIVEN	PUNCH IN	PUNCH OUT
RED	UDELHOFEN-B BEYER-A RAMEL-B BALOGH-A		4517	X	TAILGATE W/PREWET					
			2756	X	TAILGATE					
GREEN	SCHWANDT-B ERSKINE-A SCHUSTER-B		4512	X	TAILGATE W/PREWET					
			4537		TAILGATE					
BLUE	MORGAN-A STEPHENSON-A KUHN-B		2727	X	TAILGATE W/PREWET					
			2754		LOG TRUCK					
YELLOW	STEINMILLER-A ELDREDGE-A		2757	X	TAILGATE W/PREWET					
	PATRASSO-B SLESICKI-B		4509	X	TAILGATE					
BROWN	VILLARREAL BRAGAGNOLO-A		4510	X	TAILGATE W/PREWET					
	BRACHER-B GOMEZ-A		2740		CHIPPER TRUCK					
PURPLE	FRANK-B TBA KROLL-B		2755	X	TAILGATE					
			4513		TAILGATE					
ORANGE	JUNIUS HUFFMAN-B		4557	X	TAILGATE W/PREWET					
	MONSON-A HANSEN		4550	X	TAILGATE					
GRAY	BROWN-B CHEN-A		4522	X	TAILGATE W/PREWET					
	TBA		4518	X	MUD TRUCK					
HWYS	NORDIN-A GUERRERO-B ASPEN		2728	X	V-HOPPER					
			2753	X	V-HOPPER W/PREWET					
DOWN TOWN	ROSSBACH-A BRZOSTOWSKI		4527	X	V-HOPPER					
			2742		V-HOPPER					
TRACKLESS	ASPEN CASTELLANOS CHEN-A ELDREDGE-A FRANK-B		4508							
	KUHN-B MORGAN-A RAMEL-B SLESICKI-B STEPHENSON-A		4548							
MECHANICS	CASTRO CASTELLANOS EISEN HOFFMAN									
	MARK SCHNITTKER RISTOW									
SUPERVISORS	BOESCHE-A CASTRO									
	FELLOW-A JONES-B									
	MURPHY-A SCHULTZ-B SHARP-B									

Appendix B – Supervisor's Report (pg. 2 of 2)

PLEASE FILL OUT SHEET **COMPLETELY**. BE SURE TO LIST EACH OPERATION, **INCLUDING REPEATS OF THE SAME OPERATION**, UNTIL COMPLETION OF THIS SNOW EVENT.

OPERATION CODES:	**STMDUR**=DURATION	**SNOWCH**=SNOW WATCH	**SALTNG**=SALTING	**STMAFT**=POST STORM WORK
	UBPLOW=UNDERBODY PLOWING	**FRNTPL**=FRONT PLOWING		

CODE	START	FINISH	TOTALS				
			SALT USAGE (LOADS)	ICE MELT REGULAR (BAGS)	ICE MELT SPECIAL (BAGS)	MILEAGE	GEOMELT
			PRECIPITATION TYPE			TOTAL INCHES ACCUMULATION	
			WET SNOW	DRY SNOW	SLEET/ FREEZING RAIN		

IMPORTANT INFORMATION

Cul-de-sac Contractor: **King Koncrete** Office Phone: **(847) 537-5700** Mark Bucci (Cell): **(847) 878-0655** Mike Bucci (Cell): **(847) 878-0658**	**# OF TIMES CALLED**	Hauling Contractor: **MARTAM CONSTRUCTION (WILL PUNCH IN AND OUT ON VILLAGE TIME CLOCK)**

SPECIALS

NAME	VEHICLE NUMBER	ASSIGNMENT	MILES DRIVEN	PUNCH IN	PUNCH OUT

Department Directors and Management Staff Contact List

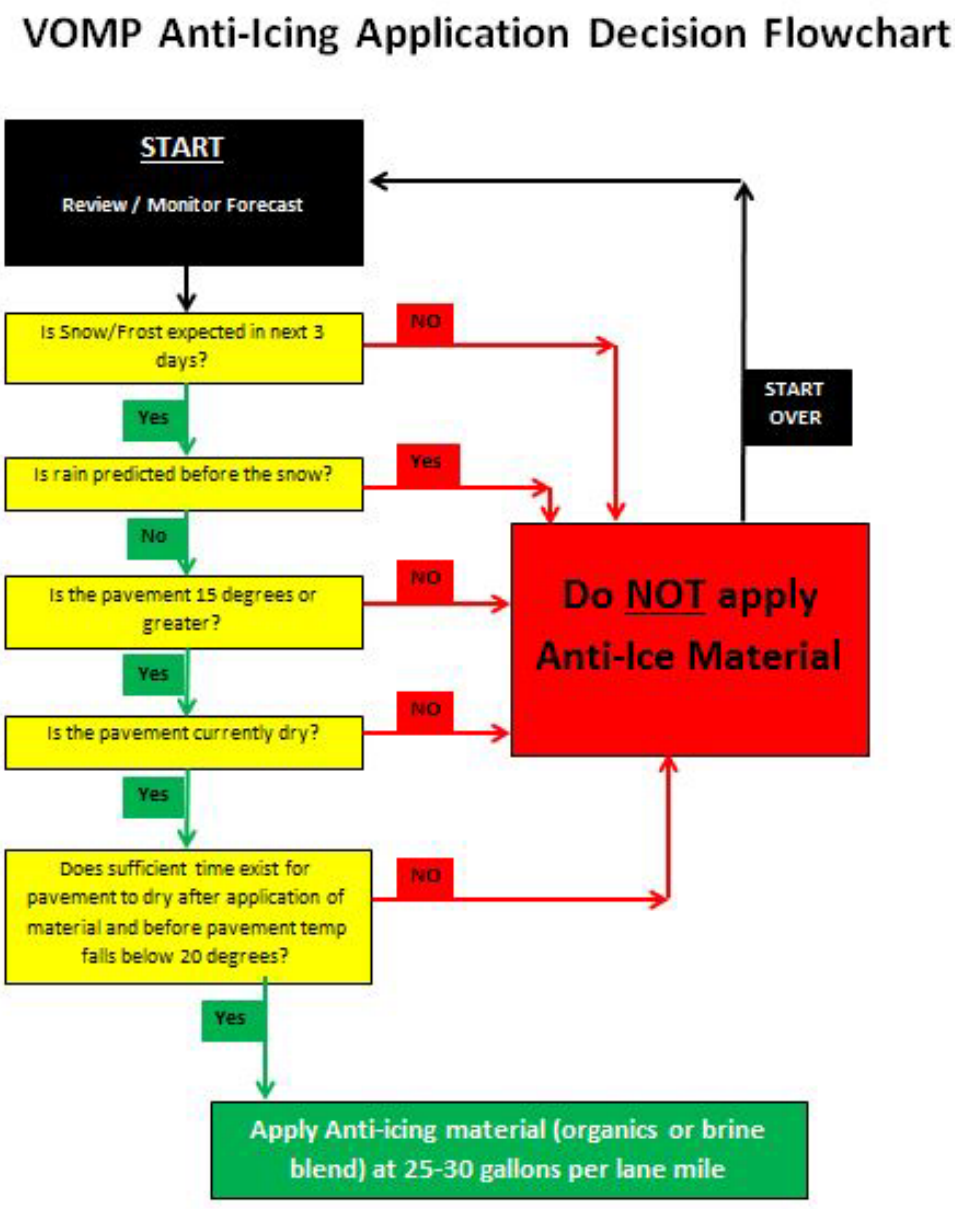
The Department Directors and Management Staff Contact List provides emergency contact information for Village personnel that may be involved in emergency snow and/or ice events.

DEPARTMENT DIRECTORS AND MANAGEMENT STAFF

TITLE	OFFICE NUMBER
VILLAGE MANAGER	
Mike Cassady	(847) 818-5327
ASSISTANT TO THE VILLAGE MANAGER	
Nellie Beckner	(847) 818-5305
DIRECTOR OF PUBLIC WORKS	
Sean Dorsey	(847) 590-8801
DEPUTY DIRECTOR OF PUBLIC WORKS	
Jason Leib	(847) 590-8807
CHIEF OF POLICE	
Tim Janowick	(847) 818-5217
FIRE CHIEF	
Brian Lambel	(847) 818-5334

Appendix D – VOMP Anti-Icing Decision Flowchart

The VOMP Anti-Icing Decision Flowchart provides an overview of the characteristics that are considered to determine whether an anti-icing application will be implemented by Snow & Ice Control crews prior to the arrival of a forecasted snow/ice event.



Appendix E – Snow/Ice Storm: Category I – Typical Assignment List

The Snow/Ice Storm: Category I – Typical Assignment List provides an example of Public Works Department's operational response to a Category I snow and/or ice storm.

DATE: **SUPERVISOR'S REPORT OF SNOW EVENT** **W/O #**

	SUGGESTED DRIVERS	START	ACTUAL DRIVER	VEHICLE NUMBER	U B	SPREADER DISCHARGE	LIQUID SYSTEM	SALT TONS	PREWET GALLONS	MILES DRIVEN	PUNCH IN	PUNCH OUT
RED (2)	BALOGH-A BRACHER-B STICKELS-A RAMEL-B			4517	X	CENTER	BEHIND CAB					
				2758	X	CENTER	BEHIND CAB					
GREEN (1)	PETRO-A HOFFMANN-B ENDERLE-A BURGER-B			4550	X	CENTER	BEHIND CAB					
				4513		MUD	TRUCK					
BLUE (2)	MORGAN-A KUHN-B NIEDZIELA-A MURPHY-B			2757	X	CENTER	BEHIND CAB					
				4512	X	CENTER	TAILGATE					
YELLOW (2)	BEYER-A SLESICKI-B MOKIJEWSKI-A ERSKINE-B			4509	X	LEFT	BEHIND CAB					
				4522	X	CENTER	BEHIND CAB					
BROWN (1)	BRAGAGNOLO-A WAGNER-B SPROW-A GOMEZ			2755	X	CENTER	BEHIND CAB					
				4557	X	CENTER	TAILGATE					
ORANGE (1)	HANSEN JUNIUS			2727	X	CENTER	TAILGATE					
				4537		ANTI-ICE	TRUCK					
GRAY (1)	CHEN-A FRANK-B ELDREDGE-A RUSK-B			4518	X	CENTER	BEHIND CAB					
				4510	X	CENTER	TAILGATE					
HWYS (2)	NORDIN-A BROWN-B ASPEN			4528	X	V-HOPPER W/PREWET	SADDLE TANKS					
				2728	X	V-HOPPER W/PREWET	SADDLE TANKS					
DOWN TOWN (1)	UDELHOFEN-A TOWNSEND-B CASTELLANOS			4527	X	V-HOPPER W/PREWET	SADDLE TANKS					
				2742		LEFT	NONE					
TRACKLESS (2)	ASPEN CASTELLANOS CHEN-A ELDREDGE-A KUHN-B	DOWNTOWN		4508								
	MORGAN-A MURPHY-B RAMEL-B SLESICKI-B WAGNER-B	PROSPECT AVENUE		4548								
MECHANICS (1)	CASTRO SCHNITTKER EISEN DELUCA KROTKY MARK NICHOLS RISTOW											
SUPERVISORS (2)	FAHEY-A PIERCE-A	CENTER		2759								
	BOTTERMAN-A JONES-B KROLL-B	NORTH		2731								
	SCHUSTER-B CASTRO SCHNITTKER	SOUTH		2709								

Appendix F – Snow/Ice Storm: Category II – Typical Assignment List

The Snow/Ice Storm: Category II – Typical Assignment List provides an example of Public Works Department's operational response to a Category II snow and/or ice storm.

DATE: **SUPERVISOR'S REPORT OF SNOW EVENT** **W/O #**

	SUGGESTED DRIVERS	START	ACTUAL DRIVER	VEHICLE NUMBER	U B	SPREADER DISCHARGE	LIQUID SYSTEM	SALT TONS	PREWET GALLONS	MILES DRIVEN	PUNCH IN	PUNCH OUT
RED (2)	BALOGH-A BRACHER-B STICKELS-A RAMEL-B			4517	X	CENTER	BEHIND CAB					
				2758	X	CENTER	BEHIND CAB					
GREEN (1)	PETRO-A HOFFMANN-B ENDERLE-A BURGER-B			4550	X	CENTER	BEHIND CAB					
				4513		MUD	TRUCK					
BLUE (2)	MORGAN-A KUHN-B NIEDZIELA-A MURPHY-B			2757	X	CENTER	BEHIND CAB					
				4512	X	CENTER	TAILGATE					
YELLOW (3)	BEYER-A SLESICKI-B MOKLIEWSKI-A ERSKINE-B			4509	X	LEFT	BEHIND CAB					
				4522 2727	X	CENTER	BEHIND CAB					
BROWN (1)	BRAGAGNOLO-A WAGNER-B SPROW-A GOMEZ			2755	X	CENTER	BEHIND CAB					
				4557	X	CENTER	TAILGATE					
ORANGE (1)	HANSEN JUNIUS		Contractor		X	CENTER	TAILGATE					
			Contractor		X	CENTER	TAILGATE					
GRAY (1)	CHEN-A FRANK-B ELDREDGE-A RUSK-B			4518	X	CENTER	BEHIND CAB					
				4510	X	CENTER	TAILGATE					
HWYS (2)	NORDIN-A BROWN-B ASPEN			4528	X	V-HOPPER W/PREWE	SADDLE TANKS					
				2728	X	V-HOPPER W/PREWE	SADDLE TANKS					
DOWN TOWN (1)	UDELHOFEN-A TOWNSEND-B CASTELLANOS			4527	X	V-HOPPER W/PREWE	SADDLE TANKS					
				2742		LEFT	NONE					
TRACKLESS (2)	ASPEN CASTELLANOS CHEN-A ELDREDGE-A KUHN-B MORGAN-A MURPHY-B RAMEL-B SLESICKI-B WAGNER-B	DOWNTOWN		4508								
		PROSPECT AVENUE		4548								
MECHANICS (1)	CASTRO SCHNITTKER EISEN DELUCA KROTKY MARK NICHOLS RISTOW											
SUPERVISOR (2)	FAHEY-A PIERCE-A BOTTERMAN-A JONES-B KROLL-B SCHUSTER-B CASTRO SCHNITTKER	CENTER		2759								
		NORTH		2731								
		SOUTH		2709								

Appendix G – Snow/Ice Storm: Category III – Typical Assignment List

The Snow/Ice Storm: Category III – Typical Assignment List provides an example of Public Works Department's operational response to a Category III snow and/or ice storm.

DATE: **SUPERVISOR'S REPORT OF SNOW EVENT** **W/O #**

	SUGGESTED DRIVERS	START	ACTUAL DRIVER	VEHICLE NUMBER	U B	SPREADER DISCHARGE	LIQUID SYSTEM	SALT TONS	PREWET GALLONS	MILES DRIVEN	PUNCH IN	PUNCH OUT
RED (4)	BALOGH-A BRACHER-B STICKELS-A RAMEL-B			4517 2740 2758 2749	X X	CENTER CENTER	BEHIND CAB BEHIND CAB					
GREEN (2)	PETRO-A HOFFMANN-B ENDERLE-A BURGER-B			4550 4513	X	CENTER MUD	BEHIND CAB TRUCK					
BLUE (4)	MORGAN-A KUHN-B NIEDZIELA-A MURPHY-B			2757 2729 4512 2718	X X	CENTER CENTER	BEHIND CAB TAILGATE					
YELLOW (4)	BEYER-A SLESICKI-B MOKIJEWSKI-A ERSKINE-B			4509 4537 4522 2727	X X	LEFT CENTER	BEHIND CAB BEHIND CAB					
BROWN (2)	BRAGAGNOLO-A WAGNER-B SPROW-A GOMEZ			2755 4557	X X	CENTER CENTER	BEHIND CAB TAILGATE					
ORANGE (1)	HANSEN JUNIUS		Contractor Contractor		X X	CENTER CENTER	TAILGATE TAILGATE					
GRAY (2)	CHEN-A FRANK-B ELDREDGE-A RUSK-B			4518 4510	X X	CENTER CENTER	BEHIND CAB TAILGATE					
HWYS (3)	NORDIN-A BROWN-B ASPEN			4528 2728 2753	X X	V-HOPPER W/PREWET V-HOPPER W/PREWET	SADDLE TANKS SADDLE TANKS					
DOWN TOWN (2)	UDELHOFEN-A TOWNSEND-B CASTELLANOS			4527 2742	X	V-HOPPER W/PREWET LEFT	SADDLE TANKS NONE					
TRACKLESS (2)	ASPEN CASTELLANOS CHEN-A ELDREDGE-A KUHN-B	DOWNTOWN		4508								
	MORGAN-A MURPHY-B RAMEL-B SLESICKI-B WAGNER-B	PROSPECT AVENUE		4548								
MECHANICS (1)	CASTRO SCHNITTKER EISEN DELUCA KROTKY MARK NICHOLS RISTOW											
SUPERVISORS (2)	FAHEY-A PIERCE-A	CENTER		2759								
	BOTTERMAN-A JONES-B KROLL-B	NORTH		2731								
	SCHUSTER-B CASTRO SCHNITTKER	SOUTH		2709								

Appendix H – Snowplow Truck: Underbody Plow Inspection Log

The Snowplow Truck: Underbody Plow Inspection Log is used to conduct and record evaluations on snowplow underbody plow blades.

Date: **Underbody Plows / Employee:**

Vehicle#	*Plow Blade Needed*	*OK*	*Curb Guards*
2727			
2728			
2755			
2756			
2757			
4509			
4510			
4512			
4517			
4518			
4522			
4527			
4528			
4550			
4557			

Appendix I – Snowplow Truck: Front Plow Blade Inspection Log

The Snowplow Truck: Front Plow Blade Inspection Log is used to conduct and record evaluations on snowplow front plow blades.

Date: **Front Plow Blades** / **Employee:**

	Plow Blade Needed		#Blade Bolts Needed	BRAND	#Hinge Bolts Needed	Curb Guard Needed	
Vehicle #	YES	OK	how many	TYPE	how many	YES	OK
2723				10' Flink			
2727				10' Flink			
2728				Bonnell-Carbide 12' w/steel cover			
2740				10' Flink			
2753				*Schmidt-MF5.4*			
2754				10' Flink			
2755				Bonnell-Carbide w/steel cover			
2756				Bonnell-Carbide w/steel cover			
2757				Bonnell-Carbide w/steel cover			
4509				Bonnell-Carbide w/11 foot blade			
4510				Bonnell-Carbide w/steel cover			
4512				10' Flink			
4513				10' Flink			
4517				Bonnell-Carbide w/steel cover			
4518				Bonnell-Carbide w/steel cover			
4522				Bonnell-Carbide w/steel cover			
4527				*Schmidt-MF3.4*			
4528				*Schmidt-MF5.4*			
4537				10' Flink			
4550				Bonnell-Carbide w/steel cover			
4557				10' Flink			

Appendix J – Snowplow Truck: Small Plow Inspection Log

The Snowplow Truck: Small Truck Plow Inspection Log is used to conduct and record evaluations on snowplow small truck plow blades.

Date: **Small Trucks-Plows / Employee:**

	Plow Blade Needed		#Blade Bolts Needed	BRAND	Curb Guard Needed	
Vehicle #	YES	OK	how many	TYPE	YES	OK
2709-PU				BOSS-8'		
2716-1T				Flink-9'		
2718-1T				Flink-9'/300gal Anti-Ice		
2729-1T				Chipper Box		
2731-PU				Western-8' Ultra		
2732-PU				BOSS 8' / Spreader		
2742-1t				Flink-9' / Spreader		
2744-PU				Western		
2749-1T				Frink		
2751-PU				Western		
2759-PU				BOSS-8'		
4503-PU				Western-8' Ultra		
4508-TRACK				5 Foot / Rubber	Broom	Blower
4540-PU				Western		
4548-TRACK				V-Plow / Rubber	Broom	Blower
BOBCAT						
LOADER				11' Carbide w/steel cover		

Appendix K – Snowplow Truck: Salt Spreader Inspection Log

The Snowplow Truck: Salt Spreader Inspection Log is used to conduct and record evaluations on snowplow salt spreaders.

Date:

Salt Spreaders

Vehicle #	*Tail Gate Lube*	*OK*	*"V" Spreader Lube*	*OK*	*Pre-Wet Clean-Lube*	*OK*
2727						
2728	N/A					
2742					NONE	
2755						
2756						
2757						
4509			*LEFT Discharge*			
4510						
4512						
4513	Mud Truck		Mud Truck		NONE	
4517						
4518						
4522						
4527	N/A					
4528	N/A					
4537	1,035 gal Anti-Ice		Anti-Ice			
4550						
4557						

Appendix L – Murray & Trettel / Weather Command – Snow and Ice Event Forecast

The Murray & Trettel / Weather Command – Snow and Ice Event Forecast is a management tool that is used to predict weather conditions pertaining to snow and ice events.

Murray&Trettel/Weather Command® Empowering Decision Makers 24/7™

Your Detailed SNOW and ICE STORM WARNING 1603022249

DATE: WEDNESDAY, MARCH 02, 2016 TIME: 22:49 Forecaster: MAR

SNOW/ICE WARNING 1501311517

Y6	R4	TOTAL ACCUMULATION:	START TIME: WEDNESDAY	END TIME: THURSDAY
60% LIMITED Trouble		Primary: 1/2 to 1 inch 60%	Primary: 1-3 am Prob. 60%	Primary: 1-3 pm THU Prob. 80%
40% SIGNIFICANT Trouble		Alternate: 1 - 2 inches 40%	Alternate: 11pm to 1am Prob. 40%	Alternate: 3-5 pm Prob. 20%

Precipitation Type:		Temperatures:		Winds:	
Snow	100%	LOW TONIGHT: 25	70%	Southeast bcmg North east	70%
Snow-dry	100%	HIGH TMRW: 34	70%	Speed:(mph) 10-18	70%
		Remaining below 32	70%		
		Rising above 32 by:noon to 2pm	70%		

RECOMMENDATIONS & COMMENTS		WEATHER FOLLOWING THE STORM	
Prepare crews for spreading	100%	Freezing nights...thawing days	100%
Prepare crews for plowing	40%	Snow Flurries/No accumulation	70%
Morning rush hour trouble	100%		
Bridge Decks and Viaducts	100%		
Intersections/Medians	100%		
Cold Spots/Shaded Areas	100%		
Snow packing on ALL Roads	40%		
Precip intermittent (off & on)	70%		

WARNING DISCUSSION

SNOW DEVELOPS OVER ARDUND MIDNIGHT OR A LITTLE AFTER WITH 1/2 TO 1 AND POSSIBLY 2 INCHE EXPECTED BY EARLY THURSDAY AFTERNOON. SNOW DIMINISHES TO VERY LIGHT THURSDAY AFTERNOON AND SOME THAWNING IS EXPECTED WITH TEMPERATURES NEAR 32 AT THAT TIME.

WEATHER FOLLOWING THE STORM DISCUSSION

ONCE SNOW DIMINISHES TO FLURRIES THURSDAY AFTERNOON, WATCH FOR REFREEZE IN THE EVENING HOURS.

All Warnings and details contained herein are made subject to the inherent limitations of the science of Meteorology. Because of this, these warnings and details therein should be considered supplementary to and are not intended to replace other pertinent weather information or road condition reports. As the probability factors, herein illustrate, there is a margin of error in all weather forecasting that must be acknowledged and accounted for.

Appendix M – Preventative Maintenance Policy (Standard Operating Procedure)

A preventative maintenance schedule is used for the fleet based to meet life expectancy for vehicles and equipment.

VILLAGE OF MOUNT PROSPECT - PUBLIC WORKS
STANDARD OPERATING POLICIES & PROCEDURES

DOC NUMBER: VM-18.4.1 REVISED DATE: MM.DD.YYYY
CATEGORY: Vehicle Maintenance EFFECTIVE DATE: 07.11.2018

VOMP PREVENTIVE MAINTENANCE PROGRAM

DESCRIPTION

Preventative maintenance programs address the type and duty cycle of vehicle/equipment and provide for routine inspection and maintenance of the fleet to meet life expectancy.

PREVENTIVE MAINTENANCE PROCEDURES

Vehicle/equipment is inspected daily when used by operator. Checking fluid levels (engine oil, transmission oil, engine coolant and power steering fluid), tires are checked for flats, wheel nuts are observed for loose wheels, exterior & interior lights etc. as detailed on the pre/post trip ticket. If there are any defects found they are noted on the pre/post trip ticket with the white copy given to their immediate supervisor who notifies Vehicle Maintenance of the defect. The trip ticket yellow copy is put back on the trip ticket board in the corresponding vehicle/equipment slot.

Preventative maintenance is performed at recommended intervals. Below are general guidelines with exceptions based on vehicle/equipment use (Normal or Severe). Preventative maintenance has four classifications which are:

1. PM-A Primary- engine oil & filter change (generally every 3000 miles, 200 hrs. or annually whichever comes first)
2. PM-B Secondary – engine oil, all fluid filters & air/cabin filters are changed (generally every 30000 miles, 2000 hrs. or 3 yrs. whichever comes first)
3. PM-C Emissions (every two years)
4. PM-D State Safety (every six months)

When PM-A & PM-B's are done due decals are placed in the upper left hand corner of the windshield indicating when the next PM is due. CFA (Computerized Fleet Analysis) is used monthly to print a report when PM's are due. The foremen will develop and use PM checklists for each category. These checklists will serve as guides to the technician and includes commonly used parts & location in the parts room.

PRIORITIES

- Vehicles/Equipment due based on 3-4K miles or 100-200 hours
- Vehicles/Equipment due based on time(Annually)

WORK PERFORMED

Prior to PM vehicles/equipment are operationally tested. If any discrepancies are found during the test they are addressed after the PM is completed. A vehicle/equipment specific checklist is followed for the PM. Once the PM is completed any discrepancies found are addressed. Upon completion the vehicle/equipment is tested then returned to service.

CFA (COMPUTERIZED FLEET ANALYSIS)

CFA is the software used to manage our equipment & inventory. Shop Floor is used by the mechanics via laptop to enter repair orders, parts, & document labor. Shop Floor has allowed us to have a paperless environment.

Page 1 of 2

Appendix M – Preventative Maintenance Policy (Standard Operating Procedure)

VILLAGE OF MOUNT PROSPECT - PUBLIC WORKS
STANDARD OPERATING POLICIES & PROCEDURES

DOC NUMBER: VM-18.4.1 REVISED DATE: MM.DD.YYYY
CATEGORY: Vehicle Maintenance EFFECTIVE DATE: 07.11.2018

Here are just some of the items CFA tracks. . .

- Asset Management
- Equipment Replacement
- PM Scheduling
- Warranty Tracking and Recovery
- Repair Costs
- Fuel Consumption, MPG and Costs
- Inventory Management
- Inventory Warranty

RECORD KEEPING

Daily trip tickets are kept in the Vehicle Maintenance Superintendents office along with records for the Fire Department equipment. Records for Police & Public Works Departments are kept in the Vehicle Maintenance Foreman's office. Mechanics document there work, parts, & labor on repair orders via CFA shop floor. Foreman & Parts man review completed RO's then post them into CFA. At the end of the month the Superintendent closes out the period. Monthly PM reports are run to see what vehicle/equipment is due for PM.

GOALS & OBJECTIVES

- Promote a safe and reliable vehicles/equipment
- To meet or exceed all manufacturers maintenance guidelines on equipment.
- To maintain all equipment to the highest standards
- To purchase and install all quality OEM or equivalent parts at the best price.
- Vehicle operating efficiency
- Optimum available number of vehicles daily- minimum number to meet service demands.

Page 2 of 2

Appendix N – VOMP Employee's First Report of Injury

The VOMP Employee's First Report of Injury is required documentation to be used at the site of an accident and to record any details pertaining to the accident involving a Village employee and/or vehicle that needs to be completed—if an employee sustains an injury.

Attachment P

VILLAGE OF MOUNT PROSPECT
EMPLOYEE'S FIRST REPORT OF INJURY
For proper benefit consideration, complete and return immediately.
If injury is work-related, the initial visit for treatment must be with a licensed Doctor of Medicine.

Your Name _____ Address _____

Telephone Number _____ Employer's Name _____

Any Other Employers Yes ___ No ___ If Yes, Identify _____

1. Date & hour of injury _____ Date reported & to whom _____
   At what location did injury occur (address, building, intersection, etc)? _____
2. Occupation when injured _____ Doing regular work? _____
3. Describe fully what you were doing & how injury occurred _____
   _____
4. Nature & location of injury (describe fully, part of body, etc) _____
   _____
5. Have you recovered? Yes ___ No ___ (If No, describe present problems or complications preventing you from returning to work) _____
   _____
6. Date last worked _____ Date returned or will return to work _____
7. Name, address and telephone number of treating physician _____
   _____
8. First date of medical treatment _____ Last date _____
9. Number of Doctor visits to date _____
10. Date of admission, if hospitalized _____ Date Discharged _____
11. Remarks or comments (use reverse side if needed) _____
    _____
    _____
    _____
    _____
    _____

Signature of Employee _____ Date _____

I certify that the information submitted is accurate and complete.

Revised Sept 2008

Appendix O – VOMP Supervisor's Investigation Report

The VOMP Supervisor's Investigation Report is required documentation to be used at the site of an accident and to record any details pertaining to the accident involving a Village employee and/or vehicle per the Supervisor's review of the accident site.

Attachment P-1

VILLAGE OF MOUNT PROSPECT

SUPERVISOR'S INVESTIGATION REPORT

The unsafe acts of persons and the unsafe conditions that cause accidents can be corrected only when they are known specifically. It is your responsibility to find them and name them and to state the remedy for them in this report. If an employee sustained a work-related injury in the accident, inform the individual that the initial visit for treatment must be with a licensed Doctor of Medicine.

Location of Accident (The name or number of building, store, dept, floor etc)		Date and hour of accident
Name of Injured Person	Injured's Dept. or Division	Injured's Job or Position
Describe the Injury		
Describe the Accident (State what the injured was doing)		
Unsafe condition (Describe as oily floor, poor light, lack of guards on belts and gears, broken steps, etc)		
Unsafe act - Unsafe work procedure (Described as removed guard, adjusted moving machine, or a specific item of substandard procedure, lack of planned safety, etc)		
Remedy (As a supervisor, what action have you taken or do you propose taking to prevent a repeat accident)		
Supervisor	Reviewed and approved by	Date report prepared

(Use reverse side for sketch and additional detail)

Appendix P – VOMP Witness Statement

The VOMP Witness Statement is required documentation to be used at the site of an accident and to record any details pertaining to the accident involving a Village employee and/or vehicle from an individual that witnessed the accident that occurred.

Attachment P-2

VILLAGE OF MOUNT PROSPECT

WITNESS STATEMENT

Date of Accident_____ About what time? _____

Where did it happen? _____

Did you see it? _____ If not, how soon after did you arrive? _____

Where were you when accident occurred? _____

_____

Was weather a factor? _____ If yes, describe conditions _____

_____

Condition of accident area _____

What precautions had been taken? _____

Did any defects contribute to the accident? _____

If yes, name and describe _____

Did the injured party's actions contribute to the accident? _____

If yes, how? _____

_____

_____

Name of Injured_____

Give names and addresses of other witnesses _____

_____

Describe how accident occurred _____

_____

Did you hear anyone admit fault? _____ Who? _____

In your opinion, who was to blame? _____

_____

Why? _____

_____

Are you a personal friend or relative of the injured party? _____

If yes, state relationship _____

Name _____ Signature_____

Please Print

Address _____

_____ Date _____

Appendix Q – VOMP Accident Report (Public Liability)

The VOMP Accident Report (Public Liability) is required documentation to be used at the site of an accident and to record any details pertaining to the accident involving a Village employee and/or vehicle that needs to be completed—if there was public or private property damage.

Attachment P-3

VILLAGE OF MOUNT PROSPECT
ACCIDENT REPORT – PUBLIC LIABILITY
IF THE ACCIDENT INVOLVES SERIOUS PERSONAL INJURY, NOTIFY SAFETY DIRECTOR IMMEDIATELY

A	NAME OF PERSON COMPLETING THIS FORM	DEPARTMENT	POSITION
B	**LOCATION OF ACCIDENT**		
	ADDRESS WHERE THE ACCIDENT OCCURRED		
	DATE ACCIDENT OCCURRED	DID ACCIDENT OCCUR ON PREMISES?	IN WHAT PART OF PREMISES?
C	**PERSON INJURED**		
	NAME	ADDRESS	
		CITY / STATE / ZIP	
	OCCUPATION	AGE	IN WHOSE EMPLOY
	NATURE AND EXTENT OF INJURY		
	WHERE WAS INJURY TREATED?	ATTENDING DOCTOR	
	DID EMPLOYEE RETURN TO DUTY?	NUMBER OF DEPENDENTS UNDER 18?	
D	**PROPERTY DAMAGE**		
	NAME OF OWNER		PHONE
E	**FULL DESCRIPTION OF ACCIDENT (USE SECOND SHEET IF NECESSARY)**		
F	**WITNESSES**		
	NAME / ADDRESS / CITY / STATE / ZIP		
	NAME / ADDRESS / CITY / STATE / ZIP		
	NAME / ADDRESS / CITY / STATE / ZIP		
G	**IMPORTANT:** YOUR COMMENTS AND RECOMMENDATIONS REGARDING DISPOSITION OF THIS LOSS.		
H	**IMPORTANT:** HAS THIS ACCIDENT BEEN REPORTED TO OUR LOCAL POLICE OR FIRE DEPARTMENTS? ☐ NO – EXPLAIN _____ REPORT NO. – POLICE _____ FIRE _____		
I	DATE OF THIS REPORT	SIGNATURE AND TITLE	

ROUTING: ☐ FINANCE DEPT ☐ SAFETY DIRECTOR ☐ REPORTING DEPT ☐ PERSONNEL FILE