

STANDARD OPERATING PROCEDURES (SOP)

For

WINTER WEATHER CONDITIONS

CITY OF PENDLETON PUBLIC WORKS

Operating procedure for: Application of winter weather gravel to City streets
Date: 12/22/2005 Revision Date: 11/26/2019
Department: Public Works

DESCRIPTION:

Application of gravel to City owned streets to improve traction during slick conditions.

PERSONNEL (required, and numbers)

Winter weather crew is a two-person team, both required to have a Class B Commercial Driving License (CDL) or higher CDL. One person is to drive and the other is to spot potential traffic conflicts, or on-coming issues, caused by vehicle operators not prepared for winter conditions that are on the road. Crew also rotates responsibilities during shifts, which includes loading gravel.

EQUIPMENT:

Truck, with a gravel spreader in the bed, must have chains front and rear. Loader or backhoe must be available and ready for use. Copy of the sanding priority list must be with the crew.

SAFETY (PPE, shoring, Public notices, signing)

Gloves are recommended for chain repairs. When gravel spreader is in use under winter weather conditions, streets operator is required to have the strobe or beacon on and in good working order.

STEPS:

1. Complete the daily vehicle inspection sheet at the beginning of each shift.
2. Check the spreader to insure proper working condition, spinner, chains, tie downs
3. Call Dispatch and inform them you are on duty and what phone number you prefer them to call you on.
4. Follow the Priority List from, Priority I thru Priority III.
5. Dispatch or the Police will alert the crew to any trouble spots, the crew can interrupt their route to attend to those trouble areas.

6. After the "Priority List" is completed and the trouble spots are addressed, the crew can then gravel city streets not covered on list. The crew can use their own judgment on which streets should be graveled.

7. If your shift ends and another crew are not immediately taking your place, you must contact dispatch and the Police Dept. to let them know who to call if they need more gravel.

8. At the end of crew shift, it is the crew's responsibility to insure the truck, spreader, and other equipment are in working order for the next crew. Check the chains for broken links, clean all garbage out of the cab, fill the fuel tank, etc.

ADDITIONAL INFORMATION (Operating manuals)

Operators Manuals are available at the City Shop.
Winter Weather Priority List (attached)