

ELKHART COUNTY HIGHWAY  
STANDARD OPERATING PROCEDURE

**SOP: 12-06    Snow Removal Priority**

**Purpose**

It is the goal of Elkhart County Highway to provide snow removal in an efficient and timely manner for the businesses and citizens of Elkhart County. This SOP establishes a process for organizing and methodically plowing transportation routes under the jurisdiction of Elkhart County Highway.

**Division of Areas**

- A. Areas of the County shall be divided into sections to be plowed by the various vehicles and equipment of the Elkhart County Highway Department.
  - 1. County Roads shall be divided in two categories with numbered county roads being one category and subdivision streets being another category.
  - 2. Numbered County Roads will have sections assigned equipment and personnel.
  - 3. Subdivision areas will be assigned a piece of equipment (dump truck, pick-up truck, or tractor and with a driver.

**Service Schedule**

- A. Service Schedule
  - 1. The main shift of snow removal on Numbered County Roads operates between the hours of 4:00 a.m. and 8:00 p.m., seven (7) days per week.
  - 2. A limited staff of night shift operates between the hours of 8:00 p.m. and 4:00 a.m., seven (7) days per week.

**Priority**

- A. Roads will be plowed in the following priority:
  - 1. Numbered County Roads designated as First Priority (Arterials, emergency routes, designated connector routes, etc.) First Priority routes are those routes which are attended to first by the night shift. Once the First Priority routes are serviced, other routes will be serviced as time and weather conditions permit.
  - 2. The remaining numbered County Roads.
  - 3. Subdivision Streets
  
- B. Special requests for plowing from outside the Department that deviate from the priority list above will be honored only when the request is made by a Commissioner, the Sheriff, Undersheriff, or County Administrator.

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- C. Subdivisions will be serviced as resources become available. In an effort to serve the most residents in the shortest amount of time, subdivisions will be plowed in the following manner:
- 1) Through streets and thoroughfares in subdivisions will be plowed first, curb to curb, with one pass through each cul-de-sac.
  - 2) Cul-de-sacs will be completely plowed after all other subdivision thoroughfare streets are plowed.
  - 3) Salt/sand mixture spreading shall take place as road and weather conditions warrant the need for such. Salt/sand shall be used only at intersections, hills, curves, or other problem areas.

Effective: 10-22-12

  
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Manager of Transportation

10-22-12  
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Date