

- 16.1.1.5 Nothing in this policy shall preclude the Highway District from evaluating individual locations and situations, or consider other alternatives for asphalt paving under the Highway District's jurisdiction.
- 16.1.2 This policy does not retroactively apply.
 - 16.1.2.1 This policy does not apply to any of the Highway District's existing asphalt pavements and no modification, replacement or removal of existing asphalt pavement is required to comply with this Policy.
 - 16.1.2.2 Any modification, replacement or removal of existing asphalt pavement to conform to this policy is a matter of pavement condition, planning and the financial capacity of this Highway District and within the discretion of the Board of Commissioners and subject to the appropriation of funds

Chapter 3

Winter Maintenance Policy

- 16.3.1 It is the general policy for the Highway District to maintain highways under its jurisdiction in as safe a condition as possible during the winter months depending upon available budget, manpower, and equipment. The adequacy of this policy is dependent upon variables not within the control of the Highway District, such as weather conditions and the capabilities of the traveling public who must prepare for winter driving through prudent operating practices, use of winter tires or chains, and adequate vehicle maintenance.
- 16.3.2 Snow removal, sanding and the use of winter maintenance chemicals are at the discretion of the Maintenance Superintendent or on-call foreman using the general policy guidance provided in this policy. This is intended as a general policy, and not to forbid exercise of judgment by field supervisors or personnel. Nothing in this policy shall preclude the Highway District from evaluating individual locations and situations, or consider other alternatives snow and ice control under the Highway District's jurisdiction as necessary to meet the intent of this Policy or provide for the safety of the travelling public.
- 16.3.3 When sanding or snow removal of roadways extends beyond an 8-hour period, the Maintenance Superintendent may alter work hours, shifts, and equipment usage for the safety of the operators and the travelling public.
- 16.3.4 **Winter Maintenance Priorities.**
 - 16.3.4.1 The order of priority for winter maintenance by the Highway District shall be:
 - 16.3.4.1.1 First Priority: Higher traffic volume (typically 1000 vpd ADT or greater) roadways, or extensions of these routes of lower volume that provide continuous traffic routes, roadway grades exceeding 6% (steep hills) including those in subdivisions, school zones, or response to requests to assist emergency vehicles.
 - 16.3.4.1.2 Second Priority: Medium traffic volume (typically 500-1000 vpd ADT) collector roadways, including routes traveled primarily by commuters.

- 16.3.4.1.3 Third Priority: Low volume (typically less than 500 vpd ADT) local rural or minor collector roads.
- 16.3.4.1.4 Fourth Priority (Subdivisions): Low traffic volume, low speed, local residential roads located in subdivisions, except those with roadway grades exceeding 6%.
- 16.3.4.2 The Maintenance Superintendent shall prepare a Winter Maintenance Map and/or procedure that will include the priority of each roadway in the District based on the order of priority criteria provided herein and consideration of efficiency operations.
- 16.3.4.3 Nothing in this policy shall preclude snow plowing or sanding of lower priority roadways when travelling between higher priority roadways.

16.3.5 Snow Plowing.

- 16.3.5.1 The District's primary efforts shall be on clearing highways under the District's jurisdiction to provide for two-way traffic.
- 16.3.5.2 Snow plow operations will generally begin when at least two (2) inches of snow has accumulated on the travel lanes and it is projected to continue snowing or melt and refreeze, or drifting snow creates problems with travel. Snow plowing efforts will first target opening or maintaining two travel lanes on roadways as soon as practicable following the order of priority listed in Section 3.4 of this policy. Once two-way traffic is opened on all the plowed roadways, efforts to provide addition clearing of shoulders and intersections will be made.
- 16.3.5.3 Snow removal will not be done on local roads within subdivisions (Fourth Priority Roads) until three (3) inches of snow has accumulated on the travel lanes. In the event that the severity or frequency of storms prohibits snow plow operations on Fourth Priority Roads within 48 hours of the accumulation threshold, the Maintenance Superintendent shall seek outside public or private assistance to address this need until such time that District resources become available.
- 16.3.5.4 The District is will not be responsible for snow berms from plowing operations left across or in front of approaches, driveways, mailboxes or parked vehicles.
 - 16.3.5.4.1 Snow plowed to the roadside may block approaches onto the roadway. Accumulation of snow berms along the roadway and at approaches is inevitable, especially during heavy snowfalls.
 - 16.3.5.4.2 The District will not clear snow from approaches, private driveways, or private property, except in emergencies where requested by emergency services or law enforcement, and/or as determined by the Maintenance Superintendent or designee where the imminent health or safety concerns exist. Clearing approaches or driveways is the responsibility of the property owner. Property owners shall not push snow into the highway or public highway right-of-way. This endangers the traveling public as well as snowplow operators and is a violation of Idaho Code 18-3907.

- 16.3.5.4.3 It is the responsibility of the property owner to ensure that mailboxes and newspaper boxes are placed in accordance with District standards, properly marked, and sturdy enough to withstand snow discharged from a snowplow. When plowing snow, mailboxes are sometime blocked by the operation and it is the property owner's responsibility to clear snow from a mailbox. Mailboxes complying with District standards that are struck by snow plows or other District snow removal equipment shall be repaired or replaced by the District. Such repair or replacement shall be done as soon as practical after the District is notified; however, priority will be snow plowing, sanding, and other road safety concerns. Mailboxes damaged as the result of snow rolling off the plow blades is not the responsibility of the District.
- 16.3.5.4.4 Damage to landscaping, lawns, shrubs, plants, trees, irrigation sprinkler systems, gravel, bark, rocks or other any other permitted or unpermitted improvements in the public right-of-way resulting from District snow removal, sanding, or other winter maintenance activities are not the responsibility of the District.

16.3.6 Sanding.

- 16.3.6.1 Sanding will begin when at least one-half (1/2) inch of snow has accumulated on the travel lanes and it is projected to continue snowing, or melt and refreeze.
- 16.3.6.2 When snow plowing occurs, sanding is not to be performed until the roadway has been plowed.
- 16.3.6.3 It is not standard policy to sand straight stretches of highway or local roads within subdivisions (Fourth Priority Roads), except spot sanding when unexpected slick or ice conditions occur as determined by Maintenance Superintendent and available resources.
- 16.3.6.4 Use of sand will be limited to:
 - 16.3.6.4.1 Roadway grades exceeding 6%
 - 16.3.6.4.2 Curves
 - 16.3.6.4.3 Intersections, including approach roadways
 - 16.3.6.4.4 Roundabouts, including approach roadways
 - 16.3.6.4.5 Bridges
 - 16.3.6.4.6 School Zones
 - 16.3.6.4.7 Railroad Crossings, including approach roadways
 - 16.3.6.4.8 Specific locations or localized areas of roadway reported to be slick or icy by patrons, law enforcement or emergency response personnel, or District personnel, as determined by the Maintenance Superintendent
 - 16.3.6.4.9 Other areas determined by the Maintenance Superintendent to be hazardous.

- 16.3.7 Winter Maintenance Chemicals. Winter Maintenance Chemicals may be applied at the discretion of the Maintenance Superintendent or on-call foreman to roadways meeting the definitions noted in 16.3.6.4 to reduce snow accumulation or ice on the roadways before projected snow storms or icing conditions occur.
- 16.3.8 The District will not tow private vehicles which are stuck in the snow or have run off the highway. When requested, snow plows or sanding trucks may provide assistance to emergency and law enforcement vehicles.

Chapter 4

Surplus Excavation Materials from Projects

- 16.4.1 This is the policy for the disposal of surplus excavation material:
- 16.4.2 The Highway District Director has authority under this policy to make the determination of what is Surplus Excavation Material and what is the most economical means of its disposal.
- 16.4.3 Persons or entities who are the owners and possessors of a proposed Deposit Site may apply to the Highway District Director for the transfer and conveyance of Surplus Excavation Material.
 - 16.4.3.1 In the circumstances of Surplus Excavation Material being excavated at a Project Site where the right-of-way held by the Highway District is an easement not in fee title ownership, an Applicant who is the underlying fee simple owner of the Project Site shall be entitled to the Surplus Excavation Material before an Applicant who is not the underlying fee simple owner of the Project Site, in the event the owner otherwise meets the qualifications and conditions required of an Applicant.
- 16.4.4 The Highway District Director may keep a list of standing applications for the transfer and conveyance of Surplus Excavation Material under this policy.
- 16.4.5 Conditions: The following are conditions for granting an Application under this policy:
 - 16.4.5.1 The Applicant must be the owner and possessor of the real property upon which the Surplus Excavation Material is to be deposited [the Deposit Site]; and
 - 16.4.5.2 The Applicant must collect the Surplus Excavation Material from the Project Site under the direction of the Highway District Director and haul the excavated material directly to the Deposit Site; and
 - 16.4.5.3 The deposit and use of Surplus Excavation Material by the Applicant must not violate any Federal, State or local laws; and
 - 16.4.5.4 The Applicant must agree to not resell and must agree to deposit and use the Surplus Excavation Material only at the Deposit Site; and
 - 16.4.5.5 The Applicant must enter into a Surplus Excavation Material Transfer and Conveyance Agreement with the Highway District; and