

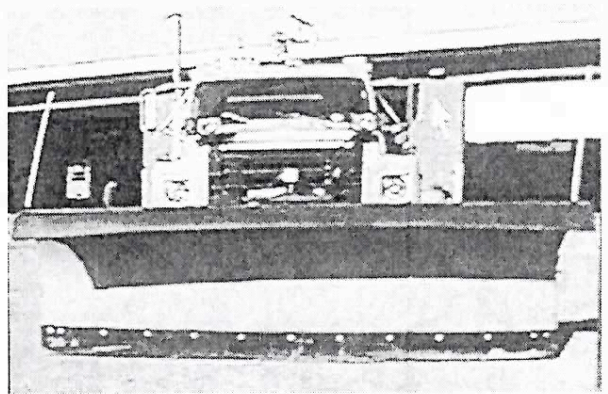
Snow and Ice Control Training Guide

Purpose of training:

To insure that all City of Omaha employees who operates a commercial driver's license vehicle and plow snow are aware of the proper techniques to use during a snow plow and spreading operation.

Snow and Ice Study Guide

1. A reversible plow lets you adjust the angle of the plow to the left, to the right and anywhere in between.
2. Before you inspect the blades the plow should be lowered to the ground.
3. The blade should be replaced when it is about $1\frac{1}{2}$ to 2 inches below the moldboard.
4. If the spreader gets clogged, you should shut down the engine and check the discharge gate.
5. The amount of salt or abrasives spread on the ground is affected by the truck speed, conveyor speed and the size of the discharge gate opening.
6. Salt doesn't work too well when the temperature is below 25 degrees F.
*Geomelt additive will work when temperature is up to 17 degrees below zero when properly mixed.
7. You are driving along a two-lane, two-way road. The road is straight. If you have to apply salt or abrasives, you should stay in your own lane slightly towards the centerline.
8. You are driving along a two-lane, two-way road. The road has a bank curve to the left. You are on the high side. If you have to apply salt or abrasives, you should drive in your own lane as close to the shoulder as possible or slightly towards the shoulder.
9. You'll have to apply salt or abrasives more often to steep hills, banked curves, intersections and bridges.
10. When you come to railroad tracks, you should raise the plow.
11. When you plow a bridge, you should slow down and set the angle of the plow straight across.
12. When you plow with a second truck, the trucks should maintain a "tight formation."
13. Possible danger spots are: traffic islands covered with snow, snow build up on the shoulder of the low side of a bank curve, clogged drains, and signs covered with snow.
14. When you plow a two-lane, two-way road start at the left side of your lane and push the snow to the right.



15. You are plowing a four-lane road, there is no median ... you should plow all shoulder lanes to the right.
16. When you wash the truck after a storm make sure to spray the area between the blades and the moldboard, around all electrical connections behind the wheels and inside the hopper with the conveyor off.
17. When you are plowing a gore angle the plow straight as you go by to avoid any buildup of snow in the gore.
18. A trip mechanism will make the plow fall forward if you hit something.
19. You should set the conveyor speed to match the calibration chart.
20. If you are involved in a traffic accident with a City vehicle, you should offer any assistance to injured persons including first aide and CPR if you are able and call the supervisor in charge **IMMEDIATELY**.
21. When plowing a cul-de-sac, you should push snow over the curb line, in between drive approaches, back drag snow away from the front of the drive approaches, mailboxes, and fire hydrants, far enough to where you can push snow back down the street. When backing up, make sure there is nothing in back of you; don't just rely on your lights and backup alarm.
22. Before you put your vehicle on the road, how would you test your air brakes?
 - A. 1) Look under the vehicle for loss of fluid; 2) check for debris from brake shoe lining; 3) vehicle should be on ground level, if not make sure wheel chocks are in place, release parking brake, shut off the engine and leave the key on, hold brake down for 2 minutes to make sure that there is no more than 3-psi loss in one minute.
 - B. 1) Open the hood and check the hydraulic brake fluid level; 2) hold down the pressurized air gauge; 3) recheck fluid level; 4) let the air build up from 100 to 125 psi; 5) with the vehicle running - parking brake applied, put in gear and try to ease forward (to make sure that the parking brake is holding the truck).
 - C. 1) Let the air build up from 100 to 125 psi; 2) hold down the brake for 1 minute; 3) make sure that there is not more than 3-psi air loss; and, 4) fan the brake down to 50 psi (the buzzer should come on at this point).
 - D. 1) Let the air build up from 100 to 125 psi; 2) with the vehicle running, parking brake applied, put in gear and try to ease forward (to make sure that the parking brake is holding the truck); 3) vehicle should be on level ground, if not make sure wheel chocks are in place, release parking brake, shut off the engine and leave key on, hold the brake down for 1 minute to make sure that there are no more than 3 psi loss in one minute; 4) fan the brake down to 60 psi (the warning light should come on at that time); 5) continue to fan the air brakes down, between 20 and 40 psi, the emergency parking brake should pop out.
 - E. All of the above.

NEW EMPLOYEE TRAINING

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General Knowledge:

1. Don't use on spots unless otherwise told.
2. Don't use differential lock out.
3. Do not use the jib and arm that controls the boxes.
4. If you get stuck, call your foreman; do not continue to spin your tires.
5. Do not move the plow until jack stand is removed. Once removed, store in cab.
6. Make sure the boxes are unplugged from the truck before trying to remove.
7. Always exit the vehicle the way you entered.

Things You Will Need:

Warm clothes, flashlight, coffee, gloves, cotter for plow & route book.

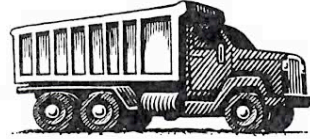
12 Hour Shifts:

1. Report to District Foreman always, first thing. Also report to your foreman with your equipment and truck number.
2. Punch in if necessary.
3. Make sure you are clear on your instructions - ask if needed.
4. Pre-trip equipment (CDL) - Check fuel.
 - a. Check your radio (if you don't have a radio see foreman).
 - b. Check gate setting and/or chain opening and spinner.
 - c. Check plow.
 - d. Check control box setting (see attached).
5. Get load if needed.
6. If you're with another truck, stay with your group at all times.
7. Breaks and lunches will be determined by your foreman - times can and will vary.
8. Report all repairs to District Foreman and fill out vehicle trouble report.
 - a. Employees will be expected to do minor repairs (wipers, lights, etc., **DO NOT TRY TO REPAIR THE BLUE STROBES**).
9. Report back to foreman after each route is completed (materials used and times).
10. Fuel truck and clean equipment if needed.
11. Check with foreman when reporting back.

Rules of the Road:

1. Follow the laws of the road (there will be exceptions).
2. Report accidents right away to foreman.
3. If involved in accident do not move vehicle unless told to do so by a police officer or foreman.
4. Don't get into a confrontation with citizens - call foreman.
5. If you see a problem with a citizen (stuck, stranded, or walking) - call your foreman.
6. Do not turn on rotor or headlights when getting loaded (loader person can't see).
7. When spreading always spread from the high side (island or middle lane).
8. When plowing plow to the curb lane (unless told otherwise).
9. Don't push up corners or intersections.
10. Don't block mailboxes or fire hydrants.
11. Avoid backing up when possible while plowing.

Rules of the Road



1. Follow the laws of the road.
2. Report accident(s) immediately.
3. If involved in an accident **DO NOT** move the vehicle unless told by a police officer or your foreman.
4. Non-confrontational
5. If a citizen is struck, stranded, or walking, call your foreman.
6. Do not turn on rotor or headlights when getting loaded.
7. When spreading always spread from the high side (island or middle lane).
8. When plowing, plow to the curb lane.
9. **DO NOT** push up corners or intersections.
10. **DO NOT** block mailboxes or fire hydrants.
11. Avoid backing up when possible while plowing.

NEW EMPLOYEE TRAINING

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How to inspect dump and hopper trucks - check the following:

Oil	Antifreeze	Belts
Leaf springs	Power steering fluid	Lights
Two-way radio	Clean rails and saddles	Box clean
Plate for chain	All gauges in truck	Mud flaps
Fuel gauge - diesel	Washer fluid	Tailgates
Gates adjust on conveyer	Slack adjusters - how to adjust	Tires
Proper greasing on trucks	Hydraulic fluid	Mirrors
Power divider - when to use	Windshield wipers	
Switch box from dump to spread reverse		
Clean trucks out at the end of the day		
On spot instruction - don't back into piles (don't grab chain when stuck)		

Operations of Spreader:

How to operate controls	Set spreader fins/deflector
Removes plates	Operate box (dump and spread)
Operate spreader	Grease spreader (before and after storm)
Oil conveyer chains	Dump load at the end of the day, fuel, plug in
Wash trucks after storms	Carry a shovel during a storm
Automatic oilers	Proper setting for gate and operation rate
Saddle brine tank should be filled and emptied as needed - filter clean as needed	

How to put on plows and inspect:

Plow frames	Hydraulic connections
Ram	Lift cable
Banjo	Plow guides
Curb shoes	Cutting edge - trip plows (2 finger rule)
Raises up, down, left and right	Plow pins

Repair and Installing Chains:

Proper repairs of chains	How to make chains
Install properly	Chain tighteners

Locate Materials:

Salt	Sand
50/50	Dirt
Trash	Brine tank (when, whey, how)
UPM	Grindings

COMMUNICATING "AM I CLEAR"

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Communicating is one of the key elements of our job.
Communicating is a two way street meaning feedback.

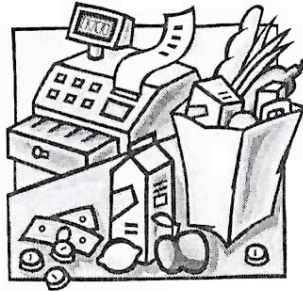
1. Am I clear, do you understand your orders?
2. Do you have any questions or concerns?
3. If you have questions or problems call.
4. Feedback - End of Day
 - a) Work assignment incomplete or complete
 - b) Any problems or suggestions on today's orders, etc.
5. Conveying concern (s) of the day. Examples: signs down, weeds, flat tires, load on truck, undermine, etc.
6. Clear communication must be used up and down the chain of command.
7. Keep communication open at all times.



IMPORTANCE OF SNOW AND ICE REMOVAL

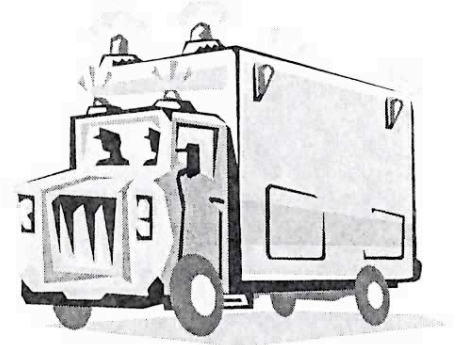
The most obvious reason for snow and ice removal is so that citizens can carry on with their daily commute:

- √ Work
- √ School
- √ Get groceries
- √ Pharmacy
- √ Doctor



Emergency and health services depend upon safe roads, such as:

- √ Fire and Rescue
- √ Home medical services
- √ Visiting nurse
- √ Oxygen and medical supplies
- √ People needing dialysis or chemotherapy
- √ Homes for the elderly
- √ People who have hospital needs day and night

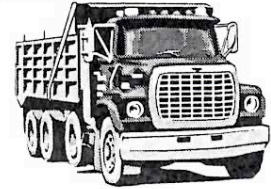


These service providers and people with needs have no choice but to drive to their destinations **NO MATTER THE WEATHER OR ROAD CONDITIONS**. It is up to US to make the drive as **SAFE** as possible.

BACKING SAFELY TO AVOID ACCIDENT

It is difficult to see everything behind your vehicle. Backing is always dangerous. Avoid backing whenever you can. When you park, try to park so you will be able to pull forward when you leave. When you have to back, here are a few simple safety rules:

- Look at your path of travel.
- Make sure your back alarm is work and sound your horn.
- Use a helper whenever possible.
- Adjust seat and mirrors.
- Back and turn toward the driver's side whenever possible.
- By-standers who are walking or working in back of the vehicles need to be observant.



When backing out of a garage area use all of the above suggestions.

These safety rules are discussed in detail below.

LOOK AT YOUR PATH OF TRAVEL. Look at your line of travel before you begin. Get out and walk around the vehicle. Check your clearance on the sides and overhead in and near the path your vehicle will take.

MAKE SURE YOUR BACKUP ALARM IS WORKING AND SOUND YOUR HORN. Make sure your backup alarm is working, and before starting to back up, sound your horn (this lets others know that you are backing and to watch out).

USE A HELPER WHENEVER POSSIBLE. Use a helper when you can. There are blind spots you can't see. That's why a helper is important. The helper should stand near the back of your vehicle where you can see the helper. Before you begin backing, work out a set of hand signals that you both understand. Agree on a signal for "STOP".

ADJUST YOUR SEAT AND MIRRORS. You should first make any adjustment to the seat and mirrors before you drive. Adjust your rearview mirrors. A good adjustment for the side mirrors is to set them so that when you lean forward slightly, you can see the side of your vehicle. Understanding what you see. Many large vehicles have curved (convex, "fisheye," "spot," "bugeye") mirrors that show a wider area than flat mirrors. This is often helpful, but everything appears smaller in a convex mirror than it would if you were looking at it directly. Things also seem farther away than they really are. It's important to realize this and to allow for it.

BACK AND TURN TOWARD THE DRIVER'S SIDE. Back to the driver's side, so you can see well. Backing toward the right side is very dangerous because you can't see as well. If you back and turn towards the driver's side, you can watch the rear of your vehicle by looking out the side window. Use driver side backing - even if it means going around the block to put your vehicle in this position. The added safety is worth it!

FOR BY-STANDERS WHO ARE WALKING OR WORKING IN BACK OF VEHICLES. Be observant and listen for vehicles backing alarms, noise or horns. If possible, let the individual driving the vehicle know that you are behind them. If you are unable to let the individual know that you are working behind them, move to a safe distance and let the individual finish backing.



CITY OF OMAHA
VEHICLE/ ACCIDENT INVESTIGATION AND REPORTING PROCEDURES

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If a vehicle or automotive equipment accident involving a City of Omaha vehicle occurs on any public street, roadway, or alley, the nature of the incident will determine the order of the steps taken (see steps below):

- A. Render first aid if there is a personal injury.
- B. Dial "9-1-1" or have someone call and report the accident immediately.
- C. Do not move the vehicle until the Police have investigated the accident, unless it creates an unsafe condition (such as blocking traffic at a major or busy intersection).
- D. Place a warning device, such as a triangle near the accident scene to alert motorists of the accident.
- E. Notify your supervisor immediately.
- F. If there is injury to a City of Omaha employee and medical treatment was provided, the immediate supervisor must complete all required forms (see "Injuries in the Line of Duty, Managed Care and Injury Report Procedures [employee injury packet]).
- G. Get the name, driver's license number, address, insurance carrier, phone number of the vehicle operator, and get the name and phone numbers of any witness to the accident (this will be needed on various accident reports – use the "Minor/Automotive Accidents Exchange of Information Form" to record this information).
- H. The immediate supervisor shall use the "Accident Report of Vehicle and/or Automotive Equipment" form (LRS-101) to report every vehicle and automotive equipment accident (regardless of dollar amount). In addition, a "Property Damage, Vandalism and Theft Report" Form (LRS-100) shall be filled out and attached to the vehicle accident report form when there is damage to any property and/or a vehicle owned by the City of Omaha (or accident involving the general public and a city vehicle).
- I. Every operator of a motor vehicle involved in an accident resulting in either injury, death or damages over \$1,000.00 to the property of any one person (including the operator) must complete and return to the State of Nebraska a completed SR2IL confidential report form within 10 days following the accident. If the driver is physically unable to fill out the report, the owner of the motor vehicle is required to do so. If you have difficulty filling out the report, consult your insurance agent or nearest police authority. Failure to report an accident as required is a misdemeanor, which is punishable by a fine of \$50.00. When filling out these forms, where it asks for Insurance Carrier write in "Self-Insured by the City Of Omaha", NOT your own personal insurance carrier.
- J. A copy of each form (as mentioned above) is to be completed by the immediate supervisor and sent to the Property Control Division of the Finance Department, Room H-10 and the Human Resources – Safety Division.
- K. Commercial Driver's Licensed (CDL) employees will be tested for controlled substances and alcohol immediately following an accident, if:
 - 1. The accident involves the loss of human life, or injury
 - 2. The C.D.L. driver receives a citation under state or local law for a moving violation arising from the accident.
- L. If the immediate supervisor feels there is observable behavior (for example: slurred speech, body odor, staggering, blood shot eyes, etc.) that indicates the employee is possibly under the influence, he/she can request that the employee be immediately tested for control substances and/or alcohol. Follow the procedures outlined in the "Drug and Alcohol" or "CDL Drug Testing" policies (reasonable suspicion). If the injury is life threatening, the employee should go to the nearest hospital for treatment. Non-life threatening injury should be taken to Methodist Hospital. – 8303 Dodge Street, emergency room.

Drug Testing (Post Accident and Reasonable Suspicion):

A commercial licensed employee is required to submit to testing for alcohol and drugs as the result of a reportable accident in which the commercial motor vehicle driver receives a citation for a moving violation arising from the accident.

A commercial licensed driver involved in an accident and not receiving a citation is required to submit to drug testing. When the supervisor shows up at the scene to investigate the accident and notices that the driver shows signs of being impaired through observations like appearance, behavior, speech or body odors, the supervisor may request that the employee take a post-accident drug and/or alcohol test. In some cases, the driver may not receive a citation, but his/her actions could have contributed to the accident. In situations like this, the employee should be drug tested (post-accident testing). This testing must be done as soon after the accident as possible. If in doubt whether to drug test contact the Safety Division for assistance.

- A. In the event of a major vehicle accident (an accident involving death, personal injury, property damage, or involving the public), if the immediate supervisor determines that additional assistance is required for investigation, he/she shall call his/her supervisor. The next level supervisor shall go to the scene to assist the immediate supervisor.

USING RADIO PROPERLY

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Radio Procedure / We can help procedures

City Maintenance Foreman III: _____

City Maintenance Foreman I: _____

City Maintenance Foreman I: _____

City Maintenance Foreman I: _____

District: _____

Address: _____

Call Foreman if there are any problems with the truck or if there is an accident. If a foreman cannot be reached, call District 2 or Street Maintenance if there is an accident.

Paperwork:

Cost accounting sheets properly and daily.

How to write up trucks for mechanic.

Accident procedures / reports.

Leave slips and comp forms (full time employees only)

District Yard Locations:

Location	CMF III	Address	Phone #	Cell phone
District 1	Steve Herber	26 th & Lake Street	444-4928	
District 2	David Hackworth	52 nd & Dayton Street	444-5513	
District 3	David Flemming	87 th & Vernon Avenue	444-5517	
District 4	Bob Curtis	4040 S 96 th Street	444-5516	
Street Maintenance	Fred Thole - Superintendent	52 nd & Dayton Street	444-4919	



**CITY OF OMAHA
CDL PRE-TRIP INSPECTION DAILY CHECKLIST**

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DISTRICT#: _____ OPERATOR (Print Name) _____

DAY	DATE	SHIFT	VEHICLE #	I have reviewed this report for completeness and accuracy. SHIFT C.M.F. (Print Name Below):
Sunday		AM PM		
Monday		AM PM		
Tuesday		AM PM		
Wednesday		AM PM		
Thursday		AM PM		
Friday		AM PM		
Saturday		AM PM		

1. Let air pressure build to governed cutout pressure; should occur between 100-125 PSI.
2. Parking Brake: driver checks that parking brake will hold vehicle by Gently trying to pull forward with parking brake on.
3. With engine off, wheels chocked, and parking brake released, fully applies foot brake to see if air pressure drops more than 3 pounds in 1 minute for a single axle vehicle. If loss exceeds this amount, there is a defect somewhere in the system.
4. Starts fanning off the air pressure by rapidly applying and releasing foot brake; low air pressure warning alarm should activate before air pressure drops below 60 PSI.
5. Continue to fan off the air pressure; at approximately 20-40 pounds pressure on single vehicle types, the spring brake push-pull valve should pop-out.

Engine Compartment <input type="checkbox"/> if okay							Side / Under Vehicle Walk Around <input type="checkbox"/> if okay						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Daily Airbrake Check							No new damage to vehicle						
Any leaks							Door mirror						
Oil level							Fuel leaks						
Coolant level							Exhaust system						
Power steering fluid							Frame						
Alternator							Air Brake lines						
Belts 1/2 to 3/4 tension							Fuel Tank and leaks						
Transmission fluid level							Storage Compartments						
							Hydraulic Oil reservoir						

Front Suspension <input type="checkbox"/> if okay							Steering <input type="checkbox"/> if okay						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shocks							Steering box						
Mounting bolts							Steering linkage						

Front Wheels <input type="checkbox"/> if okay							Rear Suspension <input type="checkbox"/> if okay						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rim							Springs						
Tire condition C/D/I - 4/32							Mounts						
Seal							Shocks						
Lug nuts													

Cab Check / Engine Start <input type="checkbox"/> if okay							Rear Wheels <input type="checkbox"/> if okay						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oil pressure gauge							Rims						
Mirrors - windshield							Tire condition C/D/I - 2/32						
Emergency equipment (F.E.T.)							Axle seal						
Steering play							Lug nuts						
Wipers													

Lights <input type="checkbox"/> if okay						
S	M	T	W	T	F	S
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roto lights						
Lighting indicators						
Head lights						
Tail lights						
Turn signal lights						
Brakes lights						
Hazard lights						

(Use the back side of this form for additional notes)