

require an Over-the-Road Skills Demonstration for operators they feel need to be checked out by an Equipment Operator Instructor.

- Operators **may** also request an Over-the-Road Skills Demonstration of themselves.
- If the operator's performance is acceptable for all criteria, then he or she is Recertified for the appropriate classification of One Person Plowing. If the performance in any of the criteria is not acceptable, the operator will be trained in the deficiencies noted and reassessed for Certification.
- All operators should also be given the opportunity to obtain some large dump truck time prior to the Snow and Ice Season.
- All Supervisors **are required** to annually attend both classroom and shop session training for their entire duration.

ONE PERSON PLOWING SAFETY POLICY AND PROCEDURES

The safety of N.Y.S.D.O.T. employees and the traveling public **must** not be compromised by One Person Plowing. Plowing speed **should** be dependent upon weather, road surface conditions, highway geometry, physical features, traffic and established guidelines. Plowing speed should be in the range of about 15 mph to 35 mph. When conditions exist such that visibility becomes extremely limited then the operator **should** use one or more of the appropriate options available:

- slow down
- raise the wing and proceed with the front plow only
- pull off the road to a safe location, turn all exterior lights off and call the Supervisor on the mobile radio to report conditions and receive further instruction.

It is not possible to identify every possible situation that can occur in Snow & Ice Operations. Therefore, in situations where the traveling public or equipment operation may be in imminent danger, the operator **may** initiate actions contrary to normal operating policies and procedures in order to prevent a serious accident from happening. These actions should be reported to a supervisor as soon as possible. Remember, employee safety and the safety of the traveling public **must** always be assured first before attempting any action that is contrary to applicable laws and/or N.Y.S.D.O.T. policies and procedures.

Generally during OPP, the wheels of the Large Dump Truck **should** stay on the travel lane pavement. However, there are certain situations when one person plowing operations **may** permit the truck wheels to be on the shoulder. The shoulder characteristics and other conditions that **will permit** one person shoulder operations are:

- a minimum shoulder width of 5 feet
- unquestionably stable paved shoulder
- reasonably smooth shoulder
- favorable physical features beyond the shoulder including frozen or stable earth, few obstacles and a low fore slope angle
- visibility is good and traffic is relatively light

When clearing snow exclusively from the shoulder, consideration should be given to raising the front plow when not needed to avoid damaging the cutting edge. Clearing the shoulder is thus accomplished with the wing plow. Operators should also be aware that traffic may attempt to pass their vehicle in the portion of the lane that is now unoccupied because the plow truck is partially on the shoulder.

Routes or beats where OPP shoulder plowing is acceptable **must** be initially determined by the Resident Engineer. The shift supervisor **must** also determine shoulder plowing acceptability based on the conditions as they exist during particular snow & ice events.

During certain times of the Snow & Ice Season, **some** shoulders are likely to be soft and unstable. Special care **should** be exercised before the shoulder freezes in the fall and when the shoulder thaws in early spring or in extended warm weather periods during the winter season. When plowing these shoulders two people **should be** assigned to the truck. This operation **may** be accomplished by clearing the pavement with the front plow (OPP) and subsequent shoulder plowing with two people.

If reasonably possible during single truck operations, lower the wing from the farthest right pavement travel lane. However, some wing lowering operations may be accomplished safely using other strategies. During tandem and close echelon plowing operations with radio communications between both operators, the wing **may** be safely lowered in any lane. In all circumstances, before lowering any wing while on the road, the operator **must** check all mirrors and windows. If there is any indication that a vehicle may be in the location of the wing area, the operator **shall not** lower the wing.

Benching or shelving with the right wing **shall not** be done during OPP. A wing person **must** be in the truck during this operation. Benching with the left wing **may** be done in the OPP mode. The locking wing brace/block pins must be inserted prior to benching or shelving.

Spot Benching or Shelving with the wing (right or left) is allowed for a **limited** duration in areas where drifting, sight distance and other critical road hazards could occur. Spot Benching must only be done when traffic, highway configuration and visibility is favorable. This is at the operator's discretion and must have supervisory approval. OPP operators must make sure the locking wing brace/block pins are removed and advise the residency radio watch person or supervisor prior to and after performing spot benching operations and use extreme caution while benching.

Hopper Access by an OPP operator is at their discretion, after notifying the radio dispatcher/supervisor and when another person is in the vicinity. The ground person needs to have visual contact with the person on top of the hopper. Also the area must be well lit.

An OPP operator **may** clean the windshield, plow lights, side windows and check other areas of the truck. Safer alternative methods of accomplishing this are possible by using extensions on ice scrapers, squeegees, snow brushes, etc. The operator also **may** climb the hopper ladder to inspect the contents of the hopper and climb the spinner housing to inspect the chute as long as the three point climbing procedure is used and the spinner and conveyor are not engaged. Before climbing the ladder, the all wing(s) **must** be raised and secured with the safety chain. However, any climbing is discouraged by the Department. An alternative method for determining the condition of the material in the hopper without climbing the truck ladder is to observe it through the gate opening in the rear of the V body.

OPP operators **must** report via the truck radio to the base station or another vehicle when exiting and re-entering the vehicle during snow and ice operations on the road.

During OPP, use of both the right and left wing at the same time is **limited to** close echelon plowing operations and to unusual or special conditions such as on ramp and off-road areas.

However, the particular geometry of some very limited section of highway **may** require the use of both wings at the same time to properly clear the pavement. These areas **shall** be identified and approved by the Resident Engineer prior to the Snow & Ice Season or when the need occurs.

When tire chains are needed, they should be installed at the work location with the help of other employees. An OPP operator **shall not** install tire chains in the field (away from the work location). If tire chains need to be installed in the field because of changing weather conditions, pull off the road to a safe area and call for assistance. Removing tire chains in the field by a one person operator **may** be done in those rare situations where road conditions have changed to a point that the chains are no longer needed and their continued use may cause damage to the tires if not removed. If this becomes necessary, contact your Supervisor and advise him or her of the situation.

OPP BACKING POLICY

Avoid backing whenever possible. In maintenance facilities, **where other employees are available**, they **must** give assistance to the vehicle operator in accomplishing a safe backing maneuver.

Immediately prior to starting any backing maneuvers, sound the horn three times in short sequence.

A driver operating alone is **not required** to exit the vehicle for the purpose of checking behind the vehicle during actual snow and ice operations when visibility is reduced because of falling snow, sleet, freezing rain, fog or darkness, or because of blowing snow caused by wind conditions. This applies regardless of location including the maintenance yard or parking areas.

TPP BACKING FOR SNOW AND ICE OPERATIONS

During snow and ice operations, a very limited number of situations exist where backing a snow and ice vehicle is unavoidable. In those situations where backing is absolutely unavoidable, and only when both of the following conditions exist, the wing person will not be required to exit the vehicle for the purpose of directing the backing maneuver; nor will the operator, if alone, be required to exit the truck to check behind the vehicle.

- When visibility is reduced because of falling snow, sleet, freezing rain, fog or darkness; or because of blowing snow caused by wind conditions.

AND

- During actual snow and ice control operations on the highway.

When both conditions above exist, and backing is executed without direction, the operator **must** use extreme care, and back as slowly and cautiously as possible.

Check all rear-view mirrors before and during backup. Sound the horn three times before backing. Open the window and listen for the sound of automobile or truck engines that may be behind you. Operators **must** make every reasonable effort to avoid backing maneuvers.

Highway Maintenance management **must** carefully review their operations to limit and define those snow and ice situations or locations where this portion of the policy is applicable. It applies during day or night operations. It does apply in the yard, and in all parking areas. **WHEN IN DOUBT, DON'T BACK UP!**