

# Montana State University Police Department

## Snow Removal

### Policy and Procedures

First implemented February 2012

review date: February 2015 (3 yrs)

#### I. PURPOSE

The purpose of this policy is to provide guidance on snow removal from parking lots at MSU.

#### II. POLICY

It is the policy of Parking Services to provide safe, convenient and well maintained parking in support of the University's missions of education, research and community outreach. Accordingly, Parking Services will be responsible for having snow removed from parking lots as appropriate. Because Parking Services does not maintain heavy removal equipment, snow removal will be contracted out in a competitive bid process.

#### III. DEFINITIONS

*Snow removal threshold:* Snow will be removed from the lots when the depth in the Huffman lot reaches two inches.

*Snow Emergency:* A snow emergency is defined as snowfall of over 12 inches of dry snow or 6 inches of wet snow. Snow emergencies may be declared by: Parking Manager, Chief of Police or the assistant Chief of Police.

#### IV. PROCEDURES

##### A. Normal Snow removal:

1. When snow accumulation reaches 2 inches, Snow Removal Contractor will initiate plowing.
2. Snow removal contractor will plow lots between the hours of 6:00pm to 6:00am unless otherwise requested.
3. Snow removal contractor will plow lots in priority order as follows:
  - a. Priority 1 lots: North Gatton, South Gatton, North Fieldhouse, South Hedges, West Linfield, East Linfield, Greenhouse and Pay parking.
  - b. Priority 2 lots: Antelope, South Fieldhouse, Deer, South 12, Huffman and Faculty Court.

- c. Priority 3: Residence hall lots. (Contractor will plow snow in drive lanes only, unless lot has been emptied.)
- 4. Snow removal contractor will move snow into established snow storage areas in each lot.
  - a. Each lot (except residence hall lots) has an established maximum number of spaces that can be used for in-lot snow storage (specified in the contract); when this number is exceeded the contractor will remove snow and transport it to the field east of the Huffman building for long term storage.
- 5. MSU Parking services personnel will plow reserved areas in addition to contractor to ensure maximum snow removal.
- 6. MSU Facilities Services will plow ADA spaces every time it snows (2 inch threshold does not apply in ADA spaces); Parking Services will augment Facilities Services in this effort as necessary.

## B. Emergency Snow Removal:

- 1. The following options may be considered singly or in combination to expedite snow removal during a snow emergency:
  - a. Requiring contractor to secure extra plowing and snow removal equipment to include: front end loaders, dump trucks, extra truck plows. This may entail contractor adding personnel on a part time basis, thus significantly increasing cost to MSU
  - b. Engaging University Parking Services personnel in the plow effort
  - c. Increasing snow storage in lots to maximize number of lots cleared even at the expense of decreased available parking
    - 1. Block off areas for snow storage in lots prior to opening at 6 am if possible
  - d. Close lots in order to plow them; lots remain closed during parking day until they are cleared
    - 1. Will require parking attendants to ensure vehicles do not enter lots
    - ii. May require senior parking or police personnel to man MSU Plows
  - e. Engage Facilities Services personnel to assist with lot entrances that cross sidewalks
  - f. Plow parking lot driving lanes during the day when heavy snow is falling even when parking lots are open
    - 1. Plow only during the period when classes are in session to minimize interactions between snow removal equipment, pedestrians, and traffic
  - g. Contractor and MSU Parking Services may establish additional snow removal shifts so that snow removal may proceed 24 hours a day

- h. Call in Parking Services personnel early to deal with heavy overnight snowfall; personnel will man plows
- 1. When snowfall begins during the day, call in contractor and begin by plowing the open outlying lots first in order to have somewhere to park people as interior lots are closed for plowing
- j. Require Dorm lots to close and empty of vehicles so they may be plowed
- k. In extreme emergencies, University Police will work with the President's Office to consider cancelling classes or closing the University.