

Housing Department

SNOW REMOVAL POLICIES 2009-2010

Please familiarize yourself with the following snow removal policies:

Policy 1: *WHAT IS REQUIRED?*

The owner or designated resident is required to sign the **Release of Liability Form before any snow removal will begin.** The Release of Liability Form is available from the Tribal Aging Unit, the Department of Housing and Public Works, the Snow Removal Team, and Ho-chunknation.com
There are no exceptions to this policy.

Policy 2: *WHAT IS MY RESPONSIBILITY?*

- a. *provide proof of medical needs from your medical care provider*
- b. *move the vehicles when the snow first begins to insure a completely plowed driveway; drivers will not shovel out vehicles blocked by snow plowing*
- c. *remove personal property from the area of plowing and the stacking of the snow*
- d. *mark all items of concern; well casing, septic vents, utility boxes, personal property, water pipes, etc*
- e. *all gates, chains, or cables across driveways must be open for the driver or provide a key for the lock*
- f. *not to make telephone calls to the drivers or Snow Removal Coordinator for special requests after hours, to their home*

Policy 3: *WHEN AND HOW MUCH SNOW?*

- a. **snow removal from driveways will commence when it snows three (3) inches or more**
- b. **snow plowing will begin in the early morning hours after the snowfall occurs**
- c. **if the county and township snowplows are not operating, then the Ho-Chunk Nation plows will not operate**

Policy 4: *DRIVER WILL AND WILL NOT DO;*

- a. **driver will plow the driveway and not the yard or parking area**
- b. **driver will plow a single drive to the main residence**
- c. **driver will plow close as possible to structures, not closer than 3 feet**

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- d. driver will shovel the walk to the driveway of Elders with disabilities or medical needs and Elders that do not have someone to shovel the walk; they will only shovel the closest area from the house to their driveway
- e. driver will not tow or pull out a stuck vehicle unless the vehicle cause a safety hazard, then the owner shall sign a liability release
- f. driver will not jump the vehicle battery of a stalled vehicle

Policy 5: *WHO IS PLOWED FIRST?*

- a. the Tribal Member that cannot do the work themselves
 - 1. Elders with disabilities or medical needs
 - 2. transporters of medical needs
 - 3. enterprises
 - 4. other elders
- b. the Snow Removal Coordinator of each area will determine what areas to plow first, following the priorities and any deviation in the route

Policy 6: *GENERAL INFORMATION;*

- a. The Housing Department reserves the right to refuse to provide snow plow service due to the extreme or dangerous road or weather conditions
- b. The Housing Department reserves the right to deny service because of conflicts between driver and resident
- c. It is the Snow Removal Coordinator responsibility to decide when special request will have the snow removed

PLEASE REMEMBER TO NOTIFY HOUSING SHOULD AN EMERGENCY MEDICAL NEED ARISE.

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