
 Commission scolaire English-Montréal English Montreal School Board		
POLICY:	CLEARING OF SNOW FROM PARKING LOTS	CODE: BG-2
Origin:	Buildings and Grounds	
Authority:	Resolution #81-02-25-4-C10	
Reference(s):		

POLICY STATEMENT

1. The clearing of snow from school parking lots shall no longer be a task of the caretaker; however, caretakers shall continue to:
 - a. clear walkways to schools;
 - b. clear all exits to schools or buildings;
 - c. clear space necessary for deliveries to the schools or buildings.

2. Notwithstanding the above, the Board shall not prohibit the staff of any particular establishment from continuing to use its parking areas if they so desire, on the clear understanding that there shall be no Board involvement whatsoever with regard to the clearing of snow during the winter. In such cases, the staff shall be required to:
 - a. make all necessary arrangements and assume all responsibility for the clearing of snow as required in these parking areas;
 - b. ensure that the basic guidelines for the clearing of snow from parking lots are respected (see Procedure).

		Commission scolaire English-Montréal <hr/> English Montreal School Board
PROCEDURE:	CLEARING OF SNOW FROM PARKING LOTS	CODE: BG-2.P
Origin:	Buildings and Grounds	
Reference(s):		

PURPOSE

To provide the procedures for the clearing of snow from school parking lots.

PROCEDURE

Liability Insurance

Due to the implications of liability for injury, death, and damage to property, if the services of outside parties other than those used by the Board are engaged by the staff of any particular establishment for the clearance of snow, the staff must ensure that these outside parties provide the Board, via the school principal, with written proof that they are covered for a minimum of \$1,000,000 comprehensive liability insurance. This requirement must be attached to a written contract/agreement between the parties concerned, a copy of which must also be forwarded to the school principal.

Contracts/Agreements – Administration

The Board shall not be a party to any snow removal contract or agreement for the clearing of staff parking lots, and therefore neither the Board, nor any of its agents or representatives shall be involved in the administration of same in any manner, except where stipulated in these guidelines. This includes the collection and accounting of monies, trouble calls to the outside party, etc., these being the responsibility of the staff concerned.

However, in the event there are emergency situations, the following information should be kept in the school file by the school administration:

1. Contractor's name
2. Insurance company's name
3. Policy number
4. Expiry date
5. Permit number

Limitation of Parking Area

Parking areas are limited to those areas designated as such by the school principal and shall normally be the same areas which are used for parking during other seasons.

Caution should be taken by the snow removal contractor to avoid banking snow near parking lots as students tend to use such banks as slides.

Under no circumstances may the following areas be utilized for staff parking:

1. all areas cleared by the Board for deliveries to the building, which are to be considered as "fire lanes";
2. all grass areas.

Limitation re Users

The fact that the staff of a particular establishment elect to have the snow cleared in the designated parking area shall not provide them with exclusive rights to said area.

Snow Clearing Methods

Where on-site snow dumping or snow piling is permissible, the designated area(s) for such shall be identified by the school principal. The snow must not be piled or pushed up against the building walls, nor be piled in a manner which would constitute a hazard to the students. In the event that the snow is pushed or piled in a manner which constitutes a hazard, the emergency removal of this hazardous situation shall be the responsibility of the staff who are utilizing the parking area. The work must be carried out as soon as possible after the hazard has been identified.

In certain confined areas, the snow must be removed completely from the site and, if such is the case, it must not be pushed or placed into the city streets, as this is illegal.

At all times care must be taken to protect fences, grass and planting areas, posts and curbs. Care must also be taken to avoid damage from the weight/pressure of the snow itself or from the movement of the equipment being used.

Whenever possible, the work should be undertaken when the students are not likely to be present.

Use of Board Equipment/Materials/Supplies

The Board equipment and related supplies and materials shall only be available for clearing those areas which are the Board's responsibility.

Clearing of Snow by Board Staff

Any employee(s) who, individually or collectively, elect(s) to clear the snow from the parking area on their own, do so at their own risk, and are subject to all requirements outlined in these guidelines, including insurance for liability. Furthermore, this work must be performed outside of their hours of work.

The Board shall not be responsible for any injuries incurred, as this work is not a part of any Board employee's assignment. Workmen's Compensation will not accept claims for injuries incurred doing such work, nor will the Board pay salary (or medical costs) for any absence resulting from such an injury.

Board's Contractor

In cases where the Board has a contract for snow removal (for doorways, fire lanes, etc.), the staff representative who is handling the organization of the snow removal for the designated parking area may obtain the name of the contractor(s) doing work for the Board from the Buildings and Grounds Department through the school principal, should the staff wish to consider using the same firm.