I. Purpose

The purpose of this regulation is to establish responsibility for conducting snow / ice removal from Prince William County Public Schools (PWCS) parking areas, bus loops, and sidewalks, and for the timely reporting of the status of all phases of snow removal and surface treatment operations.

II. Scope

This regulation is applicable to all schools and administrative facilities.

III. Procedures

A. The Office of Facilities Services (OFS) is responsible for removing and treating accumulated snow / ice from all schools and administrative facility parking areas and bus loops. Work shall begin once the snow / ice has stopped and it has been determined safe for travel.

B. During the removal process, crew leaders of OFS shall report the status of each site’s parking areas and bus loops. This status shall be reflected on the OFS website.

C. Each school shall be responsible for removing accumulated snow / ice from all onsite walkways, including walkways along school property adjacent to parallel roadways. Schools shall also clear walkways that directly connect from the school site to community walkways that students typically use on a normal school day that are otherwise not cleared by others. The school’s custodial staff shall report to the school site once snow / ice has stopped and it has been determined safe for travel.

D. When schools are closed due to inclement weather, each school’s administration shall report to OFS (call 703.791.7222) once their walkways have been cleared of snow / ice. This completion status shall be reflected on the OFS website.

E. Level Associate Superintendents shall monitor the OFS website to ensure their schools are cleared of accumulated snow in a timely manner.
The Associate Superintendent for Support Services, or designee, is responsible for implementing and monitoring this regulation.

This regulation and related policy shall be reviewed at least every five years and revised as needed.