



TOWN OF TYNGSBOROUGH

Department of Public Works

Highway Division

89 Kendall Road

Tyngsborough, MA 01879

Tel: (978) 649-2310 | Fax: (978) 649-2312

Snow Plowing Rules of Conduct

1. Driving while under the influence of drugs or alcohol is not permitted. Drivers shall not complete snow plowing under the attached agreement within 4 hours of using alcohol. Any driver suspected of being under the influence of drugs or alcohol will be subject to a review by the Tyngsborough Police Department. If any driver found out of compliance they will be terminated and will not be compensated for work under the influence.
2. All drivers must be courteous to the public at all times.
3. Each subcontractor will be on call 24 hours a day and must supply the Highway Division with contact phone number.
4. Completion of service is determined by the Highway Division. The Contractor must report to the Highway Division prior to ending service to confirm completion.
5. In case of a breakdown the Contractor is responsible for immediately informing the Highway Division with nature of breakdown and estimated repair time.
6. When called in for service the Contractor is expected to start the designated route within a reasonable time frame.
7. No private driveways or personal plow accounts are to be serviced while plowing on for the Town.
8. No fuel will be supplied by the Town.
9. **In case of emergency** and the documented driver is unable to drive the designated plow vehicle, the Contractor is responsible to make sure sub-driver knows the designated plow route and supplies a copy of a valid driver's license and driver history to the Highway Division at time of service. Subletting of contracted route is not allowed.

Contractor Check List

- _____ Documentation deadline 11/14/25
- _____ Plow Service Agreement Signed (Pages 1 & 2)
- _____ Certificate of Insurance
- _____ Current copy of driving record of Each Driver (from your insurance company)
- _____ Copy of Valid Driver's License of Each Driver
- _____ Copy of Current Registration
- _____ Updated Form W-9, if applicable
- _____ Visual Inspection by Highway (must have valid Safety Inspection Sticker)