

**Lower Township
ADOPT-A-ROAD PROGRAM
GUIDELINES**

To participate in the Adopt-A-Road Program please contact the Clerk's Office at 886-2005 ext 112.

Safety

1. The safety and welfare of all individuals participating must take precedence over all other considerations. The Superintendent of Public Works will brief the group supervisor on proper safety procedures. This representative must insure compliance of safety guidelines at all times.
2. Safety vests must be worn by all participants at all times.
3. The group leader must ensure that participants are not under the influence of alcohol or drugs.
4. A "Workers Ahead" sign will be supplied by the Township. The group leader should place the sign around 400 feet before the starting location of the cleanup area as advised in the manual of Uniform Traffic Control Device guidelines. Traffic cones will also be supplied by the Township and should be placed around the cleanup group to ensure maximum visibility by drivers.
5. Gloves must be worn by all participants during those times when they are actively picking up or depositing litter. Participants must also wear appropriate clothing; i.e. sturdy shoes and long pants. The use of insect repellent and sunscreen are recommended.
6. Participants in cleanup must be 11 years or older. A permission slip for participants under 18 signed by a lawful parent or guardian is required. No groups should conduct cleanup activities without adult supervision. The ratio of adults to children must be at least one adult to every five children.
7. Groups should stay together and will work *only one side of the road at a time*. There will be no exceptions.
8. Adopt-A-Road groups should only conduct cleanup activities when visibility provides for safe operations; i.e. during daylight hours.
9. Participants should be instructed not to pick up needles or other sharp or dangerous objects such as medical waste, radioactive waste, waste in unmarked containers, dead animals, or any objects that appear questionable. Children should be instructed not to pick up broken glass.
10. Observe all pedestrian laws. This includes observing such practices as facing the traffic when walking along the shoulders and looking both directions before crossing the road. Do not play around or do anything that would distract passing drivers or other volunteers.
11. The Adopt-A-Road participants must be aware of the dangerous nature of a roadside cleanup and take full responsibility for any injury or damage that could occur during the cleanup.

12. Accidents or injuries to any participants must be reported to the Township immediately. The group supervisor must give a detailed report on the incident and submit it to the Superintendent of Public Works within 24 hours.

Procedure

12. Groups will be assigned a specific road from which they will remove litter on a regular basis. Groups agree to tend to the site as often as necessary depending on the amount of litter that accumulates at their particular site. This means a cleanup may be necessary as often as once per month. At the other extreme, groups must clean their adopted road a minimum of two times per year.
13. The Township, at its expense, will provide, install and maintain two permanent signs designating the Program and the name of the adopting group at the beginning of the road, or portion of road, that the group adopts. One sign will point in each direction of traffic. The Township will replace the Adopt-A-Road signs as necessary due to normal wear and tear.
14. The Township shall provide safety vests for the members of the adopting group to wear when doing a cleanup.
15. Groups should clean from the shoulder back about ten feet or so whenever possible. Adult supervisors must use discretion to insure the safety and reasonableness of this distance on a case-by-case basis. At no time should group members be subjected to unsafe conditions simply to meet this ten foot guideline.
16. After *every cleanup* a group representative must fill out and submit a Summary Report Form. This form is available from the Township's Superintendent of Public Works. The form includes the date of the cleanup, the number of participants involved, the number of bags of litter cleaned up, the number of hours spent on the cleanup, and any debris found by the group that was too large or dangerous for the group to clean up. The group representative must notify the Superintendent in the Summary Report Form if they need the Township to pick up any bags. The group also has the option to remove the bags of litter on their own. In this case, the group ***must still fill out and submit a Summary Report.***
17. All aluminum cans, glass, and plastic bottles must be separated from other litter and placed in the clear bags provided for recycling. Broken glass can be placed with the trash in the black bags provided.
18. All other litter of reasonable size and weight should be placed in the black bags provided. Bags awaiting pickup should be placed together at the side of the road in as few piles as possible.
19. Do not leave bags on homeowners' lots or fronts of businesses.
20. Bulky waste should be placed at roadside if it can be safely moved. Tires should be stacked together at curbside in one location if possible. The Township's Superintendent of Public Works should be notified for pickup.

21. If a group resigns from the Adopt-A-Road program, any materials or equipment loaned to the group by the Township must be returned.
22. Subject to the availability of funds through grants, such as the Small Cities Clean Communities Grant, the Township make a donation of up to \$150.00 per annum to each non-profit organization which participates in this program.

Tips

23. Carpool to the cleanup site if possible. Park your vehicles as far away from the area to be cleaned as possible.
24. Bring directions to the nearest hospital, just in case someone gets hurt.
25. Stay alert for dangerous plants and animals and avoid them.
26. Pay careful attention to the handling of broken glass. Do not step or kneel on it. Do not cut yourselves with it.
27. Be aware of visibility problems.
28. Protect yourselves by facing oncoming traffic.
29. Don't overexert yourselves. Take breaks and drink plenty of liquids.
30. Enjoy yourselves!