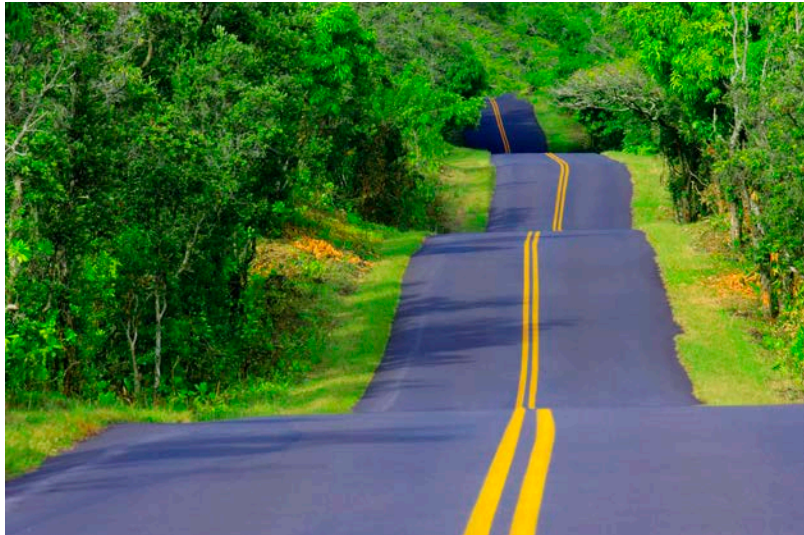


COUNCIL  
OF CECIL COUNTY, MARYLAND  
DEPARTMENT OF PUBLIC WORKS  
ROADS DIVISION  
ADOPT-A-ROAD





## **CECIL COUNTY**

### **ADOPT-A-ROAD PROGRAM**

Please join us in our Adopt-A-Road Program!

Contact the Cecil County Roads Department at 410.996.6270 and we will send a contract to you for our Adopt-A-Road program.

We will provide signs, safety vests, and warning signs.

After you sign the contract, you will be asked to pick up trash on your designated road four (4) times a year.

We will also install an Adopt-A-Road sign pursuant to the conditions on the contract.

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**\*IMPORTANT REMINDER\***

You must contact the Cecil County Roads Division every six months for verification that you are still participating in our Adopt-A-Road or the sign will be removed.

## WHAT IS ADOPT-A-ROAD?

### HIGHWAY ROBBERY

Every year, tens of thousands of visitors travel our roads enjoying our scenery, our people and our places of interest. Unfortunately, visitors are often treated to the sight of trash and waste along the roadside. Uncaring and selfish individuals mar the beauty of our County with their careless actions. These thoughtless people never consider the costs of picking up their trash. This is highway robbery, because the money could have been better spent on roadway projects of a more lasting nature.

### STOP WASTE AND TRASH

Let's do it now! We owe it to ourselves to make a difference. How can you help to make this change, to take control of this persistent problem? You can Adopt-A-Road, that's how.

### ADOPT-A-ROAD

Yes, your group can adopt a stretch of road in your community to help make a difference. You will receive safety materials, as well as tips on how to pick up and recycle trash along the road you adopt. The Cecil County Roads Division will provide your organization with a sign along the stretch of adopted road so everyone in your community will know about your good efforts.

### HOW CAN A ROAD BE ADOPTED?


The way to start is to call the Cecil County Roads Division to see what roads in your area are for adoption (for safety reasons certain roadways are not eligible for adoption.) After proper training, you or your group will agree to pick up trash at least four times a year.

## Guidelines for Participation

- You are asked to adopt up to a maximum three mile stretch of road for a minimum of two years.
- The individual or group signs an agreement with the Cecil County Roads Division to verify that all safety conditions are understood and followed.
- Attending safety training is an absolute must for everyone before going out on the road.
- Groups with members under 18 years of age must be supervised by adults (18 years or older); the minimum age for participation is 12 years.
- You must call Roads Division at 410-996-6270 the day before trash pick up for us to haul trash away in a timely manner.
- You should have at least one adult for approximately every five participants between the ages of 12 and 18.
- You may redeem recyclable materials that are collected along the roadside, and keep the proceeds for your group.
- You may take the trash bags to the Central Landfill, or the Woodlawn and Stemmers Run transfer stations instead of leaving trash bags for pickup by the Roads Division. Trash must be recycled according to recycling information provided in this packet. A card with your groups name will be provided to the group contact person. Landfill personnel upon your arrival will stamp the card.

In return for your participation, the Cecil County Roads Division will provide you with:

- A sign with your group's name for both directions of the adopted roadway.
- Safety training class and information.
- Safety vests, warning signs, and trash bag pick-up.

 Cecil County has a rich and varied landscape. From one end to the other, Cecil County has some of the most beautiful roads and byways one can see in America.

**ADOPT- A- ROAD  
LEGAL AGREEMENT**

This agreement made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the Cecil County Department of Public Works/Roads Division, herein referred to as DPW/Roads and \_\_\_\_\_, herein referred to as group.

Whereas, in order to rid county roads of unsightly litter, DPW/Roads has established an anti-litter program; in which volunteer groups *Adopt-A-Road* in or near their community to pick up litter.

Whereas, since the group desires to participate in the anti-litter program and Adopt-A-Road, the parties hereto agree as follows;

The group adopts-a-highway between \_\_\_\_\_ and \_\_\_\_\_ on \_\_\_\_\_, 20\_\_\_\_ and ending period \_\_\_\_\_.

The group accepts responsibility for picking up litter on the above described section of road in accordance with the attached Adopt-A-Road conditions, herein referred to abide by the attached conditions and safety requirements.

By the signature below the group acknowledges that each of its members participating in this program has been advised of the hazardous nature of the work, and each member has read and has agreed to abide by the attached conditions and safety requirements.

By the signature below the group acknowledges that each of its members participating in this program does hereby agree and hold harmless, protect and indemnify the County from and against any and all losses, damages, claims, suits or actions, judgments and costs which may arise or grow out of any injury to or death of any member or damage to any property of any member.

Cecil County Roads Division will supply the group with safety vests, warning signs, and trash bags. Please recycle and provide safety instructions to the group leader.

Either party may terminate this agreement upon thirty (30) days written notice to the other party. All notices shall be mailed via regular U. S. mail and addressed as follows:

Cecil County Roads  
758 E. Old Philadelphia Road  
Elkton, MD 21921

Volunteer/Group  
INFO SHEET

<u>Cecil County Roads Division</u>	_____
<u>758 E. Old Philadelphia Road</u>	_____
<u>Elkton, MD 21921</u>	_____
<u>410-996-6270</u>	_____
Telephone #	Telephone#

Notwithstanding any other provision of this agreement. The Cecil County Department of Public Works/Roads Division reserves the right to modify this agreement at any time. All modifications shall be in writing and shall be effective immediately upon the mailing of the modification to the person and address specified above.

Recommended by: \_\_\_\_\_

\_\_\_\_\_  
Chief, Cecil County Roads Division

\_\_\_\_\_  
Name of Volunteer Group

By: \_\_\_\_\_  
Name (signature) of person signing  
on behalf of group

Cecil County Roads Division  
Supervisor's Check List

Group Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Person Telephone #: \_\_\_\_\_

Meeting date: \_\_\_\_\_

Traveled adopted portion of road on: \_\_\_\_\_

Possible hazards:  
\_\_\_\_\_  
\_\_\_\_\_

Check list:

Vest provided: \_\_\_\_\_

Warning signs provided: \_\_\_\_\_

Safety precautions & guidelines provided: \_\_\_\_\_

Recycle information provided: \_\_\_\_\_

\_\_\_\_\_  
Sign Supervisor Signature

\_\_\_\_\_  
Group Leader Signature

Adopt-A-Road sign installed by Sign Dept. on: \_\_\_\_\_

Card issued to group leader on: \_\_\_\_\_

Name to appear on sign  
\_\_\_\_\_



**ADOPT-A-ROAD**  
**CONDITIONS**

- 1) A maximum three mile section of primary or secondary roadway will be eligible for adoption. Litter pickup will be done on both sides of the roadway four times a year, more often if necessary. Additional litter pick up must have prior approval by the Chief, Roads Division.
- 2) Eligible sections will be selected by Roads Division Chief, or an appointed representative.
- 3) Any local community organization, such as civic, social or school groups, will be eligible to adopt roads as will any family with a participant of at least 18 years of age. Participants must have approved applications on file with the Roads Division Administration Office.
- 4) Businesses that wish to sponsor groups may do so; the business name will go on the sign in block letters. No business logos will be allowed.
- 5) Participants will be required to adopt for a minimum of two years.
- 6) Groups with members less than 16 years old must be supervised by adults 18 years or older. The minimum age for participants is 12 years old. There will be one adult per five under-age group members. Large groups should be divided into teams of 12 or fewer members. Each team should stay on one side of the road.
- 7) Participants must hold meetings at least twice a year to review safety and other guidelines. An initial meeting between the group leader and a Roads Division Sign Supervisor and an on-site review. The leader will then conduct the necessary safety meetings with the entire group at their convenience. In addition, a refresher course can be provided by Roads Division Sign Supervisor as part of a yearly kick-off and recognition campaign. No participant may be involved in a litter pickup unless he/she has attended at least one such meeting a year.
- 8) Roads Division will supply participants with safety information, plastic trash bags and safety vests. The materials will be picked from the Roads Division Administration Office during work hours the week before the scheduled pickup.
- 9) Pickup of the filled trash bags will be arranged by the Roads Division. The group leader will contact The Roads Division for same day or next day pickup.
- 10) Participants are encouraged to separate and recycle appropriate materials for their benefit.
- 11) Signs noting the program and the participants will be installed at the beginning of the adopted sections, one sign for each direction. Individual, personalized signs for each sponsoring organization will be placed along the designated specific length of roadway. In addition to the permanent signs, two light weight, portable safety warning signs will be provided to each group for use during clean up sessions.
- 12) Roads Division will bear the cost of producing, installing and maintaining the signs. The proper use and storage of the safety warning sign provided by Roads Division will be the responsibility of the adopting organization.
- 13) Roads Division Area Supervisor will monitor the program in their areas. The Sign Supervisor will be the contact persons for the adopting groups.
- 14) After each pickup, adopting groups will file reports detailing the number of people involved, number of bags of litter picked up, hours spent, etc. Pre-printed forms will be furnished by Roads Division for making the reports, which will be filed with the Roads Division. Records on the program will be kept by the Roads Division with the Roads Division serving as the clearinghouse of the information for interested groups/media inquiries.
- 15) Adopting groups will be encouraged to schedule their four pickups in April, June, August and October.
- 16) Roads Division reserves the right to revise these conditions as needed.

**ADOPT-A-ROAD  
SAFETY REQUIREMENTS**

**REMEMBER: YOU ARE WORKING IN A DANGEROUS ENVIRONMENT  
A PUBLIC ROADWAY**

**TO PROTECT YOURSELF AND OTHERS:**

- ✓ Pick up trash only during day light hours.
- ✓ Post warning signs first.
- ✓ Park all vehicles clear of the roadway.
- ✓ Keep number of vehicles to a minimum.
- ✓ Wear a safety vest at all times.
- ✓ Face oncoming traffic.
- ✓ Provide supervisor for youth groups (1 adults 5 youth).
- ✓ Designate a supervisor for adult groups for safety.
- ✓ Maintain a working group of no more than 12 individuals.
- ✓ Work during hours and days that are not peak traffic times.
- ✓ Stop work in inclement weather.
- ✓ Avoid overexertion.
- ✓ Do not remove hazardous substances.
- ✓ Do not pick up items on or under bridges, overpasses in tunnels, or culvert pipes, under the roadway.
- ✓ Stay clear of any construction.
- ✓ Do not enter the travel portion of the roadway.

**IN CASE OF EMERGENCY:**

- ✓ Every group should have a first aid kit and mobile phone on hand.
- ✓ Have transportation available.
- ✓ Call 911 if necessary.

**SUGGESTIONS:**

- ✓ Wear light colored clothing and long sleeves.
- ✓ Wear heavy gloves.
- ✓ Wear sturdy soled footwear.

## ADOPT-A-ROAD SAFETY PROCEDURES

- 1) Each Adopting Group will be assigned to a designated Roads Division contact person (or an alternate). Coordination, training, questions and reports should be with the designated contact person.
- 2) Adopt-A-Road Leaders (18 years or older) are required to receive safety training provided by a qualified Roads Division Representative. The Adopt-A-Road Team Leader must travel initially the length at the section of Roadway to be adopted with the Roads Division Representative to be made aware of potential hazards before starting litter pick up.
- 3) Adopt-A-Road Team Leaders must hold a safety talk with their membership immediately prior to each pick up. Participants should be made aware of possible contact with poison plants, insect nests, hazardous materials such as chemicals and toxic materials in containers. All materials that appear to be hazardous should remain untouched and reported to the Roads Division at the completion of each day's litter pick up.
- 4) Litter pick up operations may only be performed during daylight hours and during good weather conditions. Adopting Groups schedule pick up time in advance with their designated Roads Division Representative contact person.
- 5) Adopt-A-Road Representative participants should meet outside the designated work area and carpool to their assigned site. Carpool vehicles must be parked clear of the traveled roadway or as far as driving conditions permits.
- 6) All participants in the Adopt-A-Road program will be furnished with an orange safety vest and trash bags. The Adopt-A-Road Team Leader and group members must arrive on site wearing their orange safety vest, sturdy soled footwear, gloves and "First-Aid-Kits" are suggested. Proper clothing should be worn. To avoid exposure to the sun and poisonous plants, long sleeve shirts and long pants are recommended.
- 7) Horseplay and alcoholic beverages are prohibited at all times.
- 8) Upon arrival at the designated section of roadway assigned to your group for litter pick up, the Adopt-A-Roadway Team Leader and possibly one assistant must display the official "Litter Pick Up" sign (36" x 36" Fabric Sign). This is a safety warning sign.
- 9) Group participants must work facing on-coming traffic at all times and stay away from the edge of the traveled portion of roadway. Participants must avoid construction sites, County maintenance activities, bridges and intersections. All litter pick up must stop prior to the intersection.
- 10) Upon completion of all litter pick up operations remove and pack away your "Litter Pick Up" sign.
- 11) The Adopt-A-Road Team Leader should notify their designated Roads Division Representative contact person when litter pick up is complete. Bags must be tied securely by using the top portion of the bag.

## **ADOPT-A-ROAD SAFETY TIPS**

Before each litter pick up, everyone must review the following tips to ensure a safe outing.

- DO:** Provide a safety tip talk to your group immediately before going out on your pickup.
- DO:** Be sure that everyone involved in litter pick up has received proper safety training.
- DO:** Meet away from the designated work area and carpool to the litter pick up site.
- DO:** Arrive on site wearing your safety vest and park as far as possible off the travel portion of the roadway.
- DO:** Upon arriving at your site, immediately display of official “Litter Pick Up” orange fabric safety signs.
- DO:** Perform all litter pick up operations during daylight hours and in good weather conditions.
- DO:** Work as a group facing oncoming traffic at all times.
- DO:** Report any hazardous materials or animal carcasses to the designated Roads Division Representative for your group at the end of your pick up.
  
- DON'T:** Walk or pick up litter in the travel portion of the roadway, or any area that appears dangerous.
- DON'T:** Pick up or handle discarded car batteries, potentially dangerous/ hazardous materials, or any object that appears questionable.
- DON'T:** Pick up litter during hours other than those agreed to in advance with your designated Roads Division Representative.
- DON'T:** Allow any group member to participate in the pick up under the influence of alcohol and/or drugs.
- DON'T:** Distract motorist with horseplay or abrupt, erratic movements.
- DON'T:** Forget to remove your “Litter Pick Up” fabric safety signs after your pick up has completed and store sign for your next outing.

## **SAFETY EQUIPMENT**

In order to provide adequate safety in the Adopt-A-Road Program Cecil County Roads Division will provide the following items:

### **Adopt – A- Road group recognition signs**

**Safety warning sign**

**Orange safety vest**

**Trash bags**

