



## BRUCE COUNTY TRANSPORTATION & ENVIRONMENTAL SERVICES ADOPT-A-HIGHWAY PROGRAM

### TERMS & CONDITIONS

The Bruce County Transportation & Environmental Services Department's Adopt-A-Highway program has been established as a public service program to allow volunteers to collect litter along certain County Road rights-of-way. This is a means for environmentally conscious volunteer groups to make a personal contribution to a cleaner and more beautiful road system.

The Bruce County Transportation & Environmental Services Department enter into an agreement with the volunteer group to adopt a section of the County Road right-of-way and keep it clean. In addition, volunteer groups will be recognized by a sign posted by the Transportation & Environmental Services Department acknowledging their efforts.

### Volunteer Group Responsibilities

- The Volunteer Group is fully responsible for the activities of its volunteer workers and supervision, or first aid services required by its volunteers while they are performing clean up services with the County right-of-way.
- The Volunteer Group will ensure that all of its volunteers receive the ***Safety Guidelines for the Bruce County Adopt-A-Highway Program*** and agree to abide by the rules stated therein.
- The Volunteer Group will inform its volunteers that participation in the adopt-a-highway program does not make them employees, agents or contractors of the County.
- The Volunteer Group shall obey and abide by all laws and regulations relating to safety while they are operating within the road right-of-way.
- Work shall not be carried out on bridges or other structures where there is an apparent risk of injury.
- It is the Volunteer Group's responsibility to pick up the supply box and road work signs from their designated Transportation & Environmental Services garage. All equipment shall be returned to the garage at the completion of the clean-up event unless an extended period has been granted by the Department staff.
- The Volunteer Group will complete the "Participation Record" for each clean up event and provide a copy to the Transportation & Environmental Services Department within 5 days of the clean-up.
- The Volunteer Group is responsible for arranging the disposal of garbage bags and recyclable materials collected during the clean-up event.

## **Transportation & Environmental Services Department Responsibilities**

The Bruce County Transportation & Environmental Services Department will provide Adopt-A-Highway volunteer groups with a supply box and road work signs. The supply box will have the following items:

- safety vests
- work gloves
- garbage bags
- recycling bags
- hand sanitizer
- first aid kit
- emergency contact information
- flagging tape for large/hazardous items
- information regarding noxious weeds (i.e., poison ivy, giant hogweed, wild chervil and wild parsnip)

The Transportation & Environmental Services Department is to be contacted at least **48 hours** prior to the beginning of a clean-up event to ensure supplies are available.

The Transportation & Environmental Services Department will install sign(s) with the volunteer group's information at the beginning of each adopted section of road right-of-way.

### **Modification/Renewal/Termination of Agreement or Program**

The Adopt-A-Highway agreement or program may be modified in scope or altered in any manner at the discretion of the Transportation & Environmental Services Department.

The agreement will automatically extend without amendment from year to year unless either the volunteer group or County notifies the other that they elect not to renew for an additional period. Volunteer groups are required to send the County any changes to the volunteer groups information in a timely manner.

The County may terminate the agreement and/or remove the Adopt-A-Highway signs if it finds that the group is not meeting the terms and conditions of the agreement and/or are acting contrary to the guidelines of the program.

### **SAFETY GUIDELINES FOR THE BRUCE COUNTY ADOPT-A-HIGHWAY PROGRAM**

To protect yourself while participating in the program, the County has established safety guidelines which are to be reviewed before each clean up event by all volunteers.

#### **Road Safety**

Road safety is of primary importance in all Bruce County Transportation & Environmental Services Department decisions related to the Adopt-A-Highway Program. All participants are required to wear a safety vest (provided) while working within a Bruce County Road right of way. The safety vest must remain on the individual after exiting the vehicle and should only be removed once they leave the site.

## **Think Safety**

- Wear safety vest and gloves
- Always be aware of your surroundings
- Stay mentally alert
- Always work in daylight hours
- Do not work in inclement weather
- Stay clear of water hazards
- Display "road work" sign before starting clean up
- Never walk or pick up litter on the pavement portion of the road
- Watch for cars and other vehicles as drivers may not expect to see volunteers working
- Avoid overexertion
- Bring lots of water to drink
- Work in pairs or teams
- Stay alert for and avoid hazardous plants (poison ivy, giant hogweed, wild chervil and wild parsnip) and stinging insects
- Avoid horseplay while working
- Prohibit any alcohol and/or illegal drugs.

## **In Case of Emergency**

- Call 911
- Have first aid kit available
- Pre-select the most direct route to the nearest medical emergency facility
- Know which road you are on and the closest intersection
- Always have a cell phone and transportation immediately available
- In the event an incident occurs where medical attention is required, please call 519-881-0930, press 2 for emergencies and report the issue to the departments after hours call service. This call can be completed after the situation is dealt with but should be completed within the same day
- Complete the Injury Report Form and submit to the Transportation & Environmental Services Department.

## **Get Organized**

- Discuss the clean-up route - take note of any areas of concern, such as high traffic areas or locations where there is limited vision (hills, curves) for approaching traffic.
- Prepare materials - make sure you have all the tools and materials required to complete your task safely and efficiently.

## **Transportation**

- Carpool to your road section to reduce number of vehicles parked on roadside
- Park parallel to the road
- Park on the same side of the road that you plan to work

- Pick up litter walking against the traffic. This ensures all participants are facing oncoming traffic and are aware of any potential dangers.
- Do not walk on the road or shoulder except when crossing the road.
- Drive to the opposite side when the volunteer group switches sides

### What to Wear

- Always wear the personal protective equipment (safety vests and gloves) provided
- Participants should wear closed toe suitable footwear
- Dress appropriately for the weather
- Avoid use of headphones

### Handling the Litter

- Never reach blindly for an item. Always “identify” the item before picking it up.
- Flag large items for pick-up and disposal by County staff.
- Do not jump or step on your trash bag to pack more in
- Volunteers must not handle hazardous litter. Objects containing corrosive chemicals (i.e., car batteries) or objects that may carry harmful bacteria or disease (i.e., dead animals) should not be touched. Mark these items with the flagging tape provided and contact the Transportation & Environmental Services Department for proper collection and disposal.

Thank you for participating in the Bruce County Adopt-A-Highway Program.

For more information, contact:  
**Transportation & Environmental Services Department**  
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