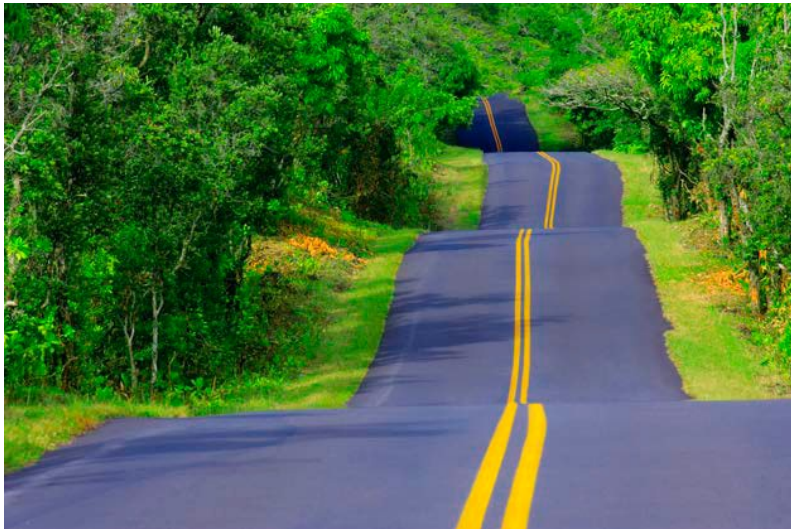




CECIL COUNTY, MARYLAND

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 Division at 410.996.6270 and we will send an Agreement to you for our Adopt- A-Road program.

We will provide safety information, signs, safety vests, plastic trash bags and warning signs.

After your signed agreement is approved, you and your group will be expected 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 agreement.

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WHAT IS ADOPT-A-ROAD?

OVERVIEW

Cecil County offers an Adopt-A-Road program for individuals, families, local organizations, businesses, and church groups, to adopt sections of Cecil County roads for litter cleanup. The adoption lasts for a minimum of two years with option to renew for additional years.

Keeping our roadways free from litter and debris improves the health of our environment. It enhances the experience of driving in Cecil County – for both residents and visitors. You can make a difference by "adopting" a county road, helping to maintain a clean environment and strengthen pride in our community.

WHY ADOPT-A-ROAD?

Cecil County Department of Public Works is committed to providing the citizens of Cecil County with a clean and environmentally safe community. Public Works road crews consistently travel throughout the county cleaning up debris on county roads. However, they need help.

Volunteers are needed to monitor and pick up litter and other debris thrown along the sides of our roadways. By volunteering to pick up litter at least four times a year on a selected road, you can make a tremendous impact on the appearance of your neighborhood, community and Cecil County.

WHO CAN PARTICIPATE?

The Adopt-A-Road program is open to any individual, family, local organization, business or church group. Participants must be a minimum of 12 years old. Groups with members younger than 17 years old must be supervised by an adult (18 years or older). At least one adult is required for every five participants younger than 17 years old.

WHAT AM I EXPECTED TO DO?

You can request a road or section of road for adoption, or the Cecil County Roads Division can suggest one for you. However, for safety reasons, some roads may be ineligible for adoption (narrow shoulders, no shoulders, or limited sight distances). Groups are requested to adopt a one- to three-mile section of a county road for a minimum of two years. Litter should be collected from your adopted road as needed, but at least four times a year.

WHAT MATERIALS DO I NEED?

Cecil County will provide you with portable safety warning signs, safety vests, and plastic bags for use during cleanup activities. Recommended clean-up attire includes light-colored clothing, long pants, and shirts with long sleeves, brightly colored hats, heavy gloves and sturdy soled footwear.

GUIDELINES FOR PARTICIPATION

1. The Adopt-A-Road program is open to any individual, family, local organization, business, or church group.
2. Participants must be a minimum of 12 years old. Groups with members less than 17 years old must be supervised by an adult (18 years or older). At least one adult is required for every 5 participants less than 17 years old.
3. Groups are requested to adopt a one to three mile section of county road for a minimum of two years.
4. Litter should be picked up from your adopted road as needed, but at least four times a year.
5. You may request a specific section of road for adoption. However, for safety reason, some roads with narrow or no shoulders or with limited sight distances may be ineligible for adoption.
6. At the County's discretion, ADOPT-A-ROAD signs including your organization's name may be installed at each end of the adopted sections. The County reserves the right to not install signs that may cause driver confusion or may create safety issues. Signs for businesses selling alcohol, smoking products, and recreational drugs, and those with pornographic messages are not permitted. Signs advocating, promoting, or advancing a cause such as social issues, group action, activism, political agendas or opinion, and those with non-family-friendly messages are also not permitted.
7. A removable safety warning sign, hi-visibility green safety vests, and plastic trash bags will be provided to each group for use during litter pick up events.
8. A designated Group Leader will be required for each organization to serve as the liaison with the Cecil County Adopt-A-Road Program Coordinator. The Group Leader will be responsible for signing the Adoption Agreement, scheduling cleanup dates, checking out and returning safety gear and ensuring compliance with Cleanup & Safety Procedures.

**ADOPT-A-ROAD PROGRAM COORDINATOR
410-996-6270**

GROUP LEADER' S CHECKLIST

BEFORE EVERY CLEANUP:

- ___1. Notify the Adopt-A-Road Program Coordinator (410-996-6270) of cleanup date.
- ___2. Notify your group of meeting place and time.
- ___3. Before your scheduled pick up event, obtain supplies from Adopt-A-Road Program Coordinator, available Monday through Friday 7am-3pm, except holidays and during closures.
- ___4. Walk or drive your road segment prior to meeting with your group to note construction areas and other hazards. Share this information with your group in safety talk.
- ___5. Remember to bring a first aid kit, plenty of water and directions to the nearest hospital.

AT THE MEETING PLACE:

- ___1. Take a head count. Divide into teams as appropriate. Each team must have a Team Leader assigned.
- ___2. Make sure there is at least 1 adult for every 5 participants under 17 years of age and that all participants are at least 12 years old.
- ___3. Check for appropriate clothing. Hand out hi-visibility green safety vests.
- ___4. Never allow participation by someone who is under the influence of alcohol or recreational drugs.
- ___5. Review Cleanup & Safety Procedures with your group! This must be done before every cleanup.

AT THE CLEANUP SITE, TEAM LEADERS SHOULD:

- ___1. Check that cars are parked as far off the road as possible.
- ___2. Post the Warning Sign Prior to Starting your Cleanup Event.
- ___3. Remove warning signs when pick up is complete.

AFTER THE CLEANUP EVENT:

- ___1. Collect safety vests and warning signs for return to the Adopt-A-Road Program Coordinator.
- ___2. Notify Adopt-A-Road Program Coordinator that cleanup is complete. Report where litter bags are located, number of bags, and location of any hazardous materials, including needles and animal carcasses.

CLEANUP & SAFETY PROCEDURES

Cleanup & Safety Procedures MUST be reviewed with the entire group prior to EVERY cleanup.

1. All participants must be aware that working along a public road may be hazardous and that strict adherence to these procedures is required.
2. Groups with members less than 17 years old must be supervised by adults 18 years or older (1 adult for every 5 participants under age 17). All participants must be at least 12 years old.
3. Large groups should be divided into teams of 12 or fewer members. A Team Leader must be designated for each team.
4. Cleanup attire should consist of light-colored clothing and long sleeves, heavy gloves, and sturdy soled footwear.
5. Litter pickup may be performed only during daylight hours and in good weather conditions.
 - Avoid peak traffic hours.
 - Abandon activity in the event that weather turns inclement during a cleanup.
6. Participants MUST meet at a designated area outside their cleanup area to review Cleanup and Safety Procedures.
7. After reviewing Cleanup and Safety Procedures, participants should car pool to the cleanup area. Park as far off the road as possible.
8. Group members must arrive on site wearing their hi-visibility green safety vests, and are required to wear the safety vest at all times during a cleanup.
9. Upon arrival at your designated section of road, the safety warning signs must be affixed to the Adopt-A-Road signs. Do not forget to remove them at the end of the day.
10. Teams must work facing oncoming traffic at all times. Stay away from construction sites, county maintenance activities, bridges, ramps, and intersections.
11. Cleanup activities may only be performed off the roadway. No cleanup activities are permitted on the roadway itself.

CLEANUP & SAFETY PROCEDURES (CONTINUED)

12. Appoint a spotter to observe traffic conditions when working near roadway, or a narrow shoulder.
13. If emergency vehicles come into your area, remember that cars will be pulling onto the shoulder area to let them pass - move out of their way in advance and give them room.
14. Trash bags should not be overfilled. Tie bags securely using the top portion of the bag. Place bags off the shoulder of the road so they will not likely be hit.
15. Never pick up or handle discarded car batteries, animal carcasses, potentially dangerous/hazardous materials, including needles, or any object that appears questionable. Team Leaders should report these items to the Group Leader.
16. Never participate or allow participation by someone who is under the influence of alcohol or recreational drugs.
17. Never distract motorists with horseplay or abrupt, erratic movements.
18. Team Leaders (along with the Group Leader) are responsible for ensuring compliance with Cleanup & Safety Procedures. In addition they are responsible for posting and retrieving the warning signs, assigning spotters where necessary and reporting hazardous materials to the Group Leader.
19. The Group Leader should discuss the following:
 - ✓ The location of the nearest hospital and the first aid kit.
 - ✓ Hazards observed along the cleanup route.
 - ✓ Drink plenty of fluids and protect yourself from the sun.
 - ✓ Avoid poisonous plants.
 - ✓ Any other hazards that may be encountered.

IN CASE OF EMERGENCY CALL 9- 1- 1

ADOPT-A-ROAD PROGRAM APPLICATION

GROUP NAME: _____

PERSON TO CONTACT: _____

ADDRESS: _____

PHONE NUMBERS

HOME: _____ WORK: _____ MOBILE: _____

EMAIL ADDRESS: _____

NAME OF ROAD TO ADOPT: _____

Beginning At: _____

Ending At: _____

NAME TO APPEAR ON SIGN: (each row will be centered on sign)

ONE OR TWO ROWS OF UP TO TWELVE LETTERS

SIGNATURE: _____ DATE: _____

◆ INTERNAL USE ONLY ◆

LOG NO: _____

COMMENTS: _____

ROAD AOPTABLE? YES _____ NO _____

APPROVED BY: _____ DATE: _____
SIGNATURE ROADS DIVISION, CHIEF OR DESIGNEE

Safety Information Provided: _____ Hi-Visibility Safety Vests Provided: _____

Safety/Warning Signs Provided: _____

ADOPT-A-ROAD AGREEMENT

This Agreement made this _____ day of _____, by and between Cecil County (hereinafter "the County") and _____ (Hereinafter "the Group").

In consideration of the mutual benefits received by the County and the Group from participation in the Adopt-A-Road program, the parties hereto agree as follows:

1. The Group hereby adopts the following road section:

Road Name: _____

From: _____

To: _____

2. The Group accepts responsibility for participating in the Adopt- A-Road program on the above-described road section in accordance with the Guidelines for Participation and the Cleanup & Safety Procedures which are attached.
3. By the signature below, the Group acknowledges that each of its members, and the guardians of any minors, participating in the Adopt-A-Road program will be advised of the potentially hazardous nature of the work and will agree to abide by this agreement as well as the Cleanup & Safety Procedures which are attached.
4. The Group agrees that in the event the identity of the designated group leader is changed during the participation of the Group in the Adopt-A-Road program, it will provide in writing to the County the name, address and telephone numbers of the newly designated group leader.
5. The Group and each of the group's participating members and the guardians of any minors participating (hereinafter "Participants") hereby releases the County, its agents, and employees from any liability for damages or injuries resulting from its participation in the Adopt-A-Road program. The Participants furthermore agrees to indemnify and hold the County harmless for any injuries or damages resulting from or related to its participation in the Adopt-A-Road program.
6. Cecil County, Maryland reserves the right to revise the Adopt-A-Road program as needed and will make best effort to provide those revisions in writing to the Group contact. All revisions are effective upon receipt.

Cecil County

Volunteer Group

Printed Name
Adopt-A-Road Program Coordinator

Printed Name Group Leader

Signature
Adopt-A-Road Program Coordinator

Signature Name Group Leader

Date _____

Date _____

Log Number