

Town of Waynesville Beautification Program

P.O. Box 100 Waynesville, NC 28786

Adopt-A-Street Program Agreement

The Town of Waynesville and _____
(name of business, organization or individual) recognize the need and the desirability of litter-free and visually-improved highways.

The Adopt-A-Street program has been established for community and civic organizations as well as private businesses and industry to contribute toward the effort of maintaining cleaner and more beautiful roadsides.

As indicated by their signatures on the back of this agreement, the individual participants of the named entity are aware of the nature of the work which is to be performed and have agreed to follow the Town's rules, policies, safety guidelines and instructions. If the above-named entity enters into a contract with a business, organization or individual to clean the entity's adopted section of street ("a contract service"), the contract service agrees that it is aware of the nature of the work which is to be performed and has agreed to follow the Town's rules, policies, safety guidelines and instructions. The individual participants agree to not hold the Town responsible for any injuries they, their employees or their agents may suffer or damages that they, their employees or their agents may cause or suffer as a result of participation in the program and have agreed that signs bearing the group's name shall be installed solely at the discretion of the Town.

If the above-named entity enters into a contract with a business, organization or individual to clean its adopted section of street, it agrees to notify the Town of Waynesville in writing within ten (10) calendar days of agreement with contract source and acknowledges that failure to notify the Town of such action may result in termination of the agreement.

The Town of Waynesville recognizes the above-named entity as the adopting organization for:

Roadway Name/Number	Roadway Description (from what point to what point)
---------------------	---

The above named entity volunteers to pick up litter at least once every three months (or more if necessary) along its section of street and promote a better environment in the community for a period beginning_____ and ending _____.

ADOPT-A-STREET GROUP COMPLETES SECTIONS BELOW

Signature of Adopting Group Contact Person (primary)	
Print Name and Date	
Street Address	
Mailing Address	
Phone numbers	

Signature of Adopting Group Contact Person	
Print Name and Date	
Street Address	
Mailing Address	
Phone numbers	

Signature of Adopting Group Contact Person	
Print Name and Date	
Street Address	
Mailing Address	
Phone numbers	

Signature of Adopting Group Contact Person	
Print Name and Date	
Street Address	
Mailing Address	
Phone numbers	

<input type="checkbox"/> Yes, we will recycle
<input type="checkbox"/> No, we will not recycle
<input type="checkbox"/> A contract service will be hired to clean our adopted street

DO NOT WRITE IN SPACE BELOW; THIS SECTION FOR TOWN OF WAYNESVILLE STAFF

Town of Waynesville Authorized Signature	
Date	
Number of Miles:	Will Recycle:

Please read carefully the signatory instructions below before signing contract

Signatory Instructions:

1. Signatures of individual group members participating in one or more litter pickups are required in the spaces provided below. No person may sign for another person except as provided in instruction 3 below.
2. If additional signature spaces are needed, please make a copy of this page for that use.
3. A parent /guardian is required to sign for a volunteer under 18 years of age. If you have a signed release form from a parent/guardian authorizing a youth's participation in the Adopt-A-Street program, you may submit a copy of the release form rather than having the parent/guardian sign the agreement.

Adopting Group Signatures

The following persons will participate in one or more litter pickups. By their signatures they agree to abide by the Town's rules, policies, safety guidelines and instructions and to not hold the Town responsible for any injuries they may suffer or damages that they may cause or suffer as a result of participation in the Adopt-A-Street program.

Primary Group Contact Person	Date	Signature	Date
Second Group Contact Person	Date	Signature	Date
Third Group Contact Person	Date	Signature	Date
Fourth Group Contact Person	Date	Signature	Date
Signature	Date	Signature	Date
Signature	Date	Signature	Date
Signature	Date	Signature	Date
Signature	Date	Signature	Date
Signature	Date	Signature	Date
Signature	Date	Signature	Date
Signature	Date	Signature	Date
Signature	Date	Signature	Date

Adopt-A-Street Program

Safety Procedures for Litter Pickup

Hazard Review: Moving Traffic; Animals; Slip, Trip or Fall; Poisonous Plants/Insects/Snakes; Unknown/Unlabeled Substances; Hidden/Sharp or Broken Objects; Overcrowding of Workers

1. Review safety rules and guidelines, appropriate dress and other pre-pickup checks.
2. Park in areas that: provide safe ingress and egress of the pickup area. Do not create potential conflicts with other vehicles and equipment operating near the work area. Provide maximum protection for workers getting in and out of vehicles.
3. Wear appropriate personal protective clothing as described in the *For Your Safety* section of *Safety Rules and Guidelines for Volunteers*.
4. Take extra precautions to prevent heat and cold stress when working in extremely hot or cold temperatures.
5. Be aware of poisonous plants, insects, snakes, animals and animal waste products and carcasses. It is a good practice to wear long-sleeve shirts, gloves and high-top boots to protect against unforeseen hazards.
6. Be aware of routes for medical care in case of emergency. It is a good practice to face oncoming traffic while on foot.
7. Be aware of loose material, tripping hazards, uneven ground and other obstructions. Do not pick up in ditches.
8. Allow ample space for each employee to work safely.
9. Place tools in safe position so that sharp points are not exposed.
10. Be aware of hidden obstructions that may have sharp edges and broken glass, especially in grassy areas.
11. Be aware of hazardous materials and objects and notify proper authorities (police or your local Adopt-A-Street Coordinator).
12. Use caution when handling trash bags containing broken or sharp objects.
13. Place trash bags where they can be easily retrieved by Public Works personnel and well clear of roadway traffic.
14. If you dispose of your group's litter-filled bags, use proper lifting techniques when loading trash bags.

Adopt-A-Street Program

Safety Rules and Guidelines for Volunteers

All volunteers must:

- Wear an approved orange Adopt-A-Street safety vest
- Park all vehicles clear of the roadway and on the same side of the road where volunteers are working
- Be 18 years of age to participate in a cleanup
- Pick up litter during daylight hours only
- Stay off the road at least 5 feet from the pavement edge
- Obey all safety rules and guidelines
- Conduct a safety meeting for all participants prior to each cleanup and go over Safety Rules and Guidelines for Volunteers and Safety Procedures for litter pickup

For your safety:

- Wear light colored clothing that covers arms and legs
- Wear leather shoes or boots, gloves, a hat and safety glasses
- Wear clothing that will not divert attention of motorists during cleanup activities
- Wear clothing that will not impair vision or movement during cleanup activities
- Work in small groups
- Face oncoming traffic when picking up litter and look up often to ensure that no vehicle is encroaching your work area
- Stay well clear of any construction
- Stop work in inclement weather
- During warm weather months, drink plenty of fluids, take breaks and avoid overexertion
- During cold weather months, dress warmly with layered clothing
- Be alert for snakes, stinging insects and poisonous plants
- Do not remove hazardous substances or dead animals (notify your local Adopt-A-Street Coordinator and tell him/her the location of the item)
- Avoid contact with noxious weeds and areas where herbicides were applied
- Walk or car pool to the site to reduce number of vehicles
- Use proper lifting and bending techniques

Volunteers must not:

- Use or possess illegal drugs or alcohol during a cleanup
- Pick up trash on the road surface, bridges, overpasses or in tunnels
- Pick up trash on a median
- Pick up what appears to be hazardous material (notify your Adopt-A-Street Coordinator if you encounter hazardous objects or holes, guy wires and other hidden obstacles in the ground)
- Attempt to squeeze bags to make room for more trash (injuries from broken or jagged objects can result)

In case of emergency:

- Have adequate first-aid kit immediately available
- Select an emergency room/hospital and know the route from the work area to the designated place of treatment facility
- Have transportation immediately available

For the safety of the public works crew: group the orange bags together and where practical place them at least 8 feet from the side of the road to make the job of collecting bags easier and safe for our Public Works employees.