

# Plumstead Township Adopt a Road Program



## **ADOPT-A-TOWNSHIP ROAD FACT SHEET**

The Adopt-A-Township Road program reinforces Plumstead Township's litter pick-up efforts by involving citizens across the Township in the anti-litter effort in Pennsylvania's collective "front-yard". The program serves as an educational tool to make people aware of the litter problem and serves to provide clean, well cared for roadways for Pennsylvania's citizens, roadway users and the millions of tourists who visit the state each year. The program allows groups or individuals to become special "caretakers" of portions of township roads.

- Adopting groups must sign an agreement with Plumstead Township.
- Participants must be at least 8 years old. Groups with members between the ages of eight and seventeen must be supervised by adults eighteen years of age or older in the ratio of one adult per eight minors.
- A Plumstead Township Liability Release Form must be on file for each participant. Participants under the age of 18 must have the signature of a parent or guardian.
- Any civic-minded groups or individuals may participate, with the exception of those representing elected officials or candidates for public offices. Corporations, partnerships and sole proprietorships who wish to sponsor groups may do so; however, there will be no business logo or commercial advertising used or displayed by a group or any of its participants.
- Groups must agree to adopt at least a one or two mile portion of township roadway. Plumstead Township must agree that the highway is suitable for adoption.
- Groups must agree to pick up litter at least two times a year. The agreement runs for two years. It will renew automatically unless either party chooses to terminate it.
- Safety is a top priority. Group leaders must use safety materials provided by Plumstead Township and must conduct safety meetings with group members before each pick-up.
- All participants must wear orange safety vests and must post "Litter Crew Ahead" signs during scheduled pick-up periods. Vests and signs are provided by Plumstead Township.
- Plumstead Township will post two signs (one in each direction) naming the adopting group or individual on the adopted portion of the road.

## **TERMS AND CONDITIONS FOR PARTICIPATION IN THE PROGRAM**

1. Subject to the acceptance of the terms and conditions contained herein, Plumstead Township grants permission to the participant to adopt a township road or portion thereof as set forth in the program approval for a minimum period of two years and subject to the Township's termination rights.
2. The Township will provide safety education materials for review by the participants and safety equipment (safety vests, plastic bags, etc.) for use by the participants.
3. The participant will conduct litter pickup at the approved site a minimum of two times per year, or more often if desired, subject to at least one week's notice to the Department of Public Works.
4. It is desired that the participant schedule one litter pickup in April to coincide with "Keep Pennsylvania Beautiful" month AND one litter pickup in the fall prior to the winter season. The participant shall not conduct any litter pickups on major holidays or holiday travel weekends. All activities must be conducted between one half hour after sunrise and one hour before sunset.
5. An authorized representative of the participant shall conduct safety orientation meetings to review safety and other guideline materials supplied by the Township. The representative shall provide the Township with a listing verifying the names of all individuals who received safety orientation. A written record of who attended the safety orientation meeting shall be kept by the representative. No participant may be involved in the litter pickup unless he / she has attended at least one safety orientation meeting conducted by the representative and has executed a release. Participants under the age of 18 years old must have the written permission of a parent or guardian on a form provided by the Township. The authorized representative shall submit an amended form each time there will be new participants in the litter pickup. The representative shall conduct an on-site safety briefing prior to each pickup.
6. Participants must be at least eight years old. Groups with members between the ages of eight years old and seventeen years old must be supervised by an adult eighteen years of age or older in the ratio of one adult per eight minors.
7. The participants will comply with the Safety Requirements attached.
8. The Township will arrange to pick up the filled trash bags.
10. The Township will provide, install and maintain two permanent signs noting the program and the participant's name at the beginning of the site, one sign in each direction. Further, the Township will provide the participant with a "Litter Crew Ahead" sign for placement by the participant during litter pickups. Proper use and storage of the temporary "Litter Crew Ahead" signs will be the responsibility of the participant.
11. No business logo or commercial advertising is permitted.
12. A report with the date of the pickup, the number of people involved, the number of bags of litter picked up, and the number of hours spent on the pickup is to be submitted to the Department of Public Works upon completion of the pick-up. These reports will be on pre-printed forms furnished by the Township.

13. The Township shall have the right to terminate this undertaking at any time by providing written notice to the participant if the participant does not comply with any of these terms and conditions; at any time the participant's work is unsatisfactory, unsafe, or if it causes a conflict with traffic; at any time the program is suspended or discontinued; or at any time such termination is deemed to be in the best interest of the Township.
14. The Township encourages the participant to separate and recycle appropriate materials.

**ADOPT-A-TOWNSHIP ROAD PROGRAM  
PARTICIPATION CHECK LIST FOR AATR APPLICANTS**

1. AATR Program Participation Information and Group Name Specifications completed.
2. AATR Signature Page for Acceptance of Terms and Program Approval signed by President, Secretary, or other.
3. AATR Program Letter for Unstructured Groups completed out and signed.
4. An approved copy of the AATR packet will be returned to the participant. The agreement is valid for a minimum period of two years.
5. Liability Release and Permission Form completed and signed by each participant after the safety orientation meeting. These forms are to be given to the Public Works Department along with the notification of the litter pick-up date. Notification needs to be received by the Public Works Department at least one week in advance of the pick-up date.

**ADOPT-A-TOWNSHIP ROAD PROGRAM PARTICIPATION INFORMATION**

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

Number of Participants in Group: \_\_\_\_\_

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

Contact Phone #: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Township Road Requested: \_\_\_\_\_



**GROUP NAME SIGN SPECIFICATIONS**

Provide group name for the sign below. The maximum number of lines on the nameplate is three with a maximum number of 16 characters per line. The Director of Public Works and the group must agree upon any abbreviations used.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**FOR EXECUTION BY THE TOWNSHIP**

T.R. NAME \_\_\_\_\_ T.R. # \_\_\_\_\_

DOCUMENT NUMBER \_\_\_\_\_ MILES \_\_\_\_\_

\_\_\_\_\_  
DIRECTOR OF PUBLIC WORKS

\_\_\_\_\_  
DATE

**ACCEPTANCE OF TERMS AND PROGRAM APPROVAL**

Please indicate your acceptance by providing the properly authorized signatures and the current date in the signature area at the bottom of this sheet.

Upon completion and approval, Plumstead Township will forward a copy of the entire packet which should be retained for your files. We look forward to working with you and thank you for your interest in this program and for volunteering to help keep Plumstead Township beautiful.



**ACCEPTED:**

**DULY AUTHORIZED REPRESENTATIVE OF APPLICANT**

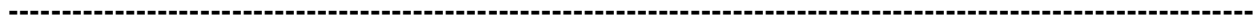
**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**CONTACT PHONE #:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



**APPROVED:**

**DEPARTMENT OF PUBLIC WORKS**

**SIGNATURE:** \_\_\_\_\_  
**DIRECTOR OF PUBLIC WORKS**

**APPROVAL DATE:** \_\_\_\_\_

**ADOPT-A-TOWNSHIP ROAD PROGRAM LETTER FOR UNSTRUCTURED GROUPS ONLY**

The Adopt-A-Township Road program letter is to certify to Plumstead Township that the individual signing the document has been given the signature authority to do so by his or her group. This letter must be attached to the Adopt-A-Township Road document. Thank you!

**EMPLOYEE GROUPS**

(Use this letter for employee groups without any formal organization.)

I, (print name) \_\_\_\_\_, certify that I am employed by (name of business or organization) \_\_\_\_\_, and that I have been authorized by my fellow employees at (name of business or organization) \_\_\_\_\_ to execute this Adopt-A-Township Road document on their behalf.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**UNSTRUCTURED GROUPS**

(Use this letter for all other unstructured groups that do not have any formal organization.)

I, (print name) \_\_\_\_\_, certify that I am a member of (name of group) \_\_\_\_\_ and that I have been authorized by my fellow members of (name of group) \_\_\_\_\_ to execute this Adopt-A-Township Road document on their behalf.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**TO BE COMPLETED BY EACH PARTICIPANT AFTER SAFETY ORIENTATION MEETING**

**PLUMSTEAD TOWNSHIP  
LIABILITY RELEASE AND PERMISSION FORM  
FOR ADOPT-A-TOWNSHIP ROAD PROGRAM (ADULTS)**

All participants must sign this liability release and permission form and submit the executed form to the Township representatives before they participate in the Plumstead Township Adopt-A-Township Road volunteer program.

I, the undersigned participant, agree to participate in the Plumstead Township Adopt-A-Township Road volunteer program, and I understand and assume all of the risks of my participation in that program.

I certify that I am in good health and am able to participate in this program and I hereby acknowledge that my participation in this program involves a risk of bodily injury, including, but not limited to, fractures, head and neck injuries, and the possibility of permanent disability and/or death.

I understand that no health, and/or accident insurance is provided for program participants and I accept full responsibility for obtaining the same or for payment of all expenses in the absence of such insurance.

**NOW THEREFORE**, in consideration of the foregoing, and in consideration of the mutual relationship of others participating in said program, and of my participation therein, I hereby, for myself, my heirs, executors, administrators, and assigns forever remise, release and discharge Plumstead Township, and its successors and assigns, directors, officers, members, agents and representatives and employees, and their heirs, executors, administrators, and assigns, from any and all of manner of actions, causes of action, suits, debts, accounts, controversies, damages, claims and demands whatsoever, which I or my legal representative may have or may acquire against Plumstead Township, or its directors, officers, members, agents, or other representatives, by reason of any loss resulting from personal injury or damage to any personal property belonging to me, which may occur during or by reason of my participation in this program.

I agree that Plumstead Township shall have the right at its discretion to enforce established rules of conduct and/or terminate my participation in the program for failure to follow these rules of conduct, or for actions or conduct detrimental to or incompatible with the welfare, comfort, harmony or interest of the program as a whole.

I hereby grant Plumstead Township and any of its directors, officers, members, agents, and other representatives of the Township, full authority to take whatever action they consider to be warranted regarding my health and safety, and I fully release all of them from any liability for such actions taken on my behalf.

I have signed this waiver and release on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Name of Participant (Print) \_\_\_\_\_

Signature of Participant \_\_\_\_\_

Home Address \_\_\_\_\_

Phone Number \_\_\_\_\_



**PLUMSTEAD TOWNSHIP  
LIABILITY RELEASE AND PERMISSION FORM  
ADOPT-A-TOWNSHIP ROAD PROGRAM (MINORS)**

All minor participants and their parents or guardians must sign this liability release and permission form and submit the executed form to the Township representatives before they participate in the Adopt-A-Township Road volunteer program.

I, the parent/guardian of the undersigned participant grant my permission for him/her to participate in the Plumstead Township Adopt-A-Township Road volunteer program and that both of us understand and assume all of the risks of his/her participation.

We, the undersigned, certify that the participant is in good health and is able to participate in such program and we hereby acknowledge that participation in this program involves a risk of bodily injury, including, but not limited to, fractures, head and neck injuries, and the possibility of permanent disability and/or death.

We understand that no health, and/or accident insurance is provided for program participants and I, the undersigned parent or guardian of the participant, accept full responsibility for obtaining the same or for payment of all expenses in the absence of such insurance.

**NOW THEREFORE**, in consideration of the foregoing, and in consideration of the mutual relationship of others participating in said program, and of the undersigned's participation therein, we do hereby, for ourselves, our heirs, executors, administrators, and assigns forever remise, release and discharge Plumstead Township, and its successors and assigns, directors, officers, members, agents and representatives and employees, and their heirs, executors, administrators, and assigns, from any and all of manner of actions, causes of action, suits, debts, accounts, controversies, damages, claims and demands whatsoever, which we or our legal representative may have or may acquire against Plumstead Township, or its directors, officers, members, agents, or other representatives, by reason of any loss resulting from personal injury or damage to any other personal property belonging to us, which may occur during or by reason of the undersigned participant's participation in this program.

We agree that Plumstead Township shall have the right at its discretion to enforce established rules of conduct and/or terminate the undersigned participant's participation in the program for failure to follow these rules of conduct, or for actions or conduct detrimental to or incompatible with the welfare, comfort, harmony or interest of the program as a whole.

We hereby grant Plumstead Township and any of its directors, officers, members, agents, and other representatives of the Township, full authority to take whatever action they consider to be warranted regarding the undersigned participant's health and safety, and we fully release all of them from any liability for such actions taken on our behalf.

We have signed this waiver and release on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Name of Participant (Print)

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Name of Parent / Guardian (Print)

\_\_\_\_\_  
Signature of Parent / Guardian

Home Address of Participant

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number

\_\_\_\_\_

## ADOPT-A-TOWNSHIP PARTICIPANT SAFETY REQUIREMENTS

- Pick up one side at a time when cleaning all roadways.
- Park vehicles on the side of the highway on which litter is to be collected. Park so as not to impede traffic flow or block driver sight lines.
- Never cross over or pick up trash on the traveled pavement.
- Upon arriving at the work site, immediately display Plumstead Township's official "Litter Crew Ahead" safety sign in advance of pickup site on both sides of the road.
- Do not possess or drink alcoholic beverages.
- Use Plumstead Township Safety Training materials.
- Conduct at least one safety orientation meeting during the year.
- Provide appropriate and adequate adult supervision when youth groups are involved in litter pickup; that is one adult per eight participants between the ages of 8 and 17.
- Avoid peak traffic hours, holiday weekends, and extreme inclement weather conditions.
- Stay clear of all construction areas.
- Conduct pre-pickup safety talks.
- Avoid all horseplay or demonstrations of any nature on the right-of-way.
- Wear the safety vests provided by Plumstead Township.
- Recognize and avoid potentially harmful litter such as:
  - Car batteries                      Animal carcasses                      Razor blades/syringes
  - Hazardous materials (e.g., poisonous, flammable, explosive, reactive, corrosive, radioactive, biohazard, compressed gas cylinders)(Notify the Public Works Department if these materials are encountered.)
- Be aware of all known allergies of volunteers before participation.
- Know emergency procedures such as the location of the nearest emergency facility and how to quickly summon the police or ambulance by calling 911.
- Provide their own First-Aid Kit, and include kit with other supplies during litter pickups.
- Avoid overexertion and heat problems by drinking water and taking breaks.
- Carpool to the litter pickup site.
- Wear appropriate attire: long sleeves, blue jeans or long pants, leather shoes or boots, and gloves.
- Take precautions to avoid contact with poison plants, ticks, bees, wasps, hornets, fire ants and snakes.
- Use caution when handling broken glass. Participants must be careful not to step or kneel on broken glass.
- Be aware of visibility problems.
- Be prepared for any unexpected behavior of motorists.
- Park vehicles a safe distance from the traveled roadway.
- Attempt to walk facing on-coming traffic.
- Never stand or jump on guiderail, drainage pipes or concrete walls.

# WARNING - Do Not Collect the Following Types of Litter:

<p>Car Batteries</p> 	<p>Animal Carcass</p> 	<p>Sharps</p> 	<p>Explosives</p> 
<p>Flammables/Combustibles</p> 	<p>Reactives/Oxidizers</p> 	<p>Corrosives</p> 	<p>Poisonous/Toxic</p> 
<p>Radioactive</p> 	<p>Infectious/Biohazardous</p> 	<p>Gas Cylinders</p> 	<p>Hazardous Waste</p> 
<p>PCB Waste</p> 	<p>Discarded Live Ammunition</p> 	<p>Oversized <a href="#">Items</a></p> 	