

ADOPT-A-HIGHWAY
PROGRAM OVERVIEW

I. Policy

- A. The Town of Groton has a direct interest in reducing litter on Groton roads. One of the ways this can be accomplished is by litter cleanup and the Department of Public Works' Adopt A Highway Program provides assistance.
- B. This program encourages organizations to pick up litter on a specific length of road. [Note: Participants who adopt segments of road can have the work performed by others by contract, or agreement. Appropriate signs calling motorist's attention to the litter control effort and crediting the volunteer or sponsor organization for its work are installed by the Town.]

II. Eligibility

- A. Individuals, private corporations and non-profit organizations may participate. The organization will be allowed to pick up litter on designated sections of road. The application provided as Attachment A must be filled out and returned to the Department of Public Works.
- B. The name of the organization, whether volunteer or for-profit, will be used on the recognition signs.

III. Rules and Conditions

- A. The road section should be at least one mile long. Only road sections which the Town of Groton considers suitable will be designated. The safety of Adopt A Highway workers is a prime consideration.
- B. No children younger than 12 years of age may participate or be permitted in the right of way. The group shall provide adequate supervision, at least one adult, twenty-one years of age or older, for every ten members under the age of 18 years.
- C. Department of Public Works will install and maintain the recognition signs.
- D. The Department of Public Works will supply litter bags. They can be picked up at the Town Hall Annex.
- E. The Department of Public Works will provide safety vests for volunteer groups, which are to be worn by all Adopt A Highway workers while working on the highway right of way. They can be picked up at the Town Hall Annex.
- F. An appointed supervisor of the volunteer organization is required. The supervisor will oversee work in the right of way.
- G. All Adopt A Highway supervisors must complete a safety course given by Department of Public Works personnel before they supervise litter pickup work.

Additional Adopt A Highway workers are encouraged to attend the safety course.

- H. The supervisor will instruct the volunteer team of the safety requirements prior to each litter pickup.
- I. All Adopt A Highway workers will adhere to the safety requirements as listed at all times.
- J. The participating volunteer organizations will be required to pick up roadside litter a minimum of two (2) times a year to keep its area relatively clean.
- K. Participating organizations must coordinate their pickup schedules with the Department of Public Works to insure the availability of necessary safety equipment.
- L. The permit shall be issued for a minimum period of the two (2) years. It is renewable if the organization has maintained its segment of the highway.
- M. The Director of Public Works may impose additional conditions as needed.

IV. Procedures

- A. Interested organizations should contact the Department of Public Works.
- B. A Public Works representative will explain and discuss the Adopt A Highway program with a responsible representative of the interested organization. Emphasis is placed on the physical nature of the program work, which must be done safely, at a reasonable frequency, and for at least a two-year period. The supervisor must sign Attachment B, the Safety Precautions Review before commencing work. A copy of the Safety Precautions Review will be provided to your organization.
- C. The permittee submits to Department of Public Works a single Waiver Form (Attachment C) signed by all participants for each pickup event.
- D. Fabrication and installation of recognition sign is done by Department of Public Works.
- E. Safety vests and litter bags are issued by Department of Public Works prior to the Collection.
- F. Safety Signs will be placed faced down on the designated road prior to the collection date. Volunteers are to place them in an upright position prior to their collection and then return them to a face down position after the collection. Public Works Personnel will pick up the signs the next business day.
- G. Volunteer organization leaves the litter bags along the road side and Public Works personnel will pick up on the next business day.
- H. The Adopt A Highway Activity Report Form (Attachment D) must be filled out and returned to the Dept. of Public Works within five (5) Working Days.
- I. Safety vests and unused litter bags must be returned to the Dept. of Public Works within five (5) working days.

Attachments:

- A: Application
- B: Safety Precautions
- C: Waiver Form
- D: Activity Report