

## **FAYETTE COUNTY**

### **ADOPT-A-ROAD PROCEDURES FOR VOLUNTEER GROUPS**

Welcome to the Fayette County Adopt-a-Road program! This program provides a way to show pride in your community and is a great inexpensive project that generates publicity and recognition for your group's activities through the display of your group's name on the Adopt-A-Road signs along your adopted route.

The following procedures will help you organize and complete your pickup events.

- **Please review and sign the Adopt-A-Road Memorandum of Understanding. This MOU must be turned in to Fayette County Mayor's Office and approved before your first litter pickup event.**
- Schedule a date **before the first pickup event** to hold a safety briefing for your volunteer group. Each volunteer involved in picking up litter **must review** the volunteer safety guidelines, and sign a release statement certifying this. o Parents of children 12 to 17 years old must read the volunteer safety guidelines with their child/children, and sign the parental consent portion of the release statement. (Tennessee law requires that parents assume the responsibility for their minor children.)
- Contact the Fayette County Mayor's office at (901) 465-5202 to schedule a time during regular weekday business hours to obtain your materials prior to your pickup event.
- Fayette County will provide you with volunteer safety guidelines, volunteer liability release forms, caution signage, bags, gloves and safety vests.
- Safety vests must be worn at all times during the pickup by the volunteers.
- You will be loaned two orange caution signs. These signs are required by state and federal regulations to protect the safety of workers in a work zone. A sign must be placed at the beginning and the end of your stretch of adopted roadway facing oncoming traffic during your pickup events.
- Return all Volunteer Liability Release forms to the Fayette County Mayor's Office at 13095 North Main Street, Somerville, TN 38068 **before** your first scheduled pickup.
- **VERY IMPORTANT:** If you have new volunteers participating in subsequent pickup events, Fayette County requires that they read the volunteer safety guidelines, watch the TDOT Volunteer training video, and sign the liability release forms. All release forms **must** be on file in our office **before** volunteers are given permission to do litter pickup on roadways.

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- **After each litter pickup event, please contact the Fayette County Mayor's office at 465-5202 so we can pick up the bags from the roadside.** At this time, **please also let us know how many bags your group picked up.** It is very important that you report to us. It allows us to keep up-to-date records of your activities and ensures that your group gets recognition for its contributions.
  - Please return your materials (safety vests, any leftover litter bags, caution signs, etc.) to the County Mayor's office within three (3) days following your pickup event.
  - After your group completes its first pickup, recognition signage will be installed.
  - If you have a telephone number or address change, please let us know. Also, please let us know if a new group coordinator is assigned as the contact for your group so we can keep accurate and up-to-date records of your group.
  - Fayette County has modeled our program after Tennessee Department of Transportation's (TDOT) Adopt-A-Highway program. To better acquaint participants with the necessary procedures, all participants must watch TDOT's Volunteer Training video on the Adopt-A-Highway program. This video can be found at TDOT's website (<http://www.tn.gov/tdot/topic/adopt-a-highway>).

**FAYETTE COUNTY**  
**ADOPT-A-ROAD PROGRAM**

The Fayette County Mayor's Office acknowledges

\_\_\_\_\_ as a participant in the Adopt-a-Road Program.

Your participation in this program will encourage a cleaner, safer, beautiful community for all citizens and visitors.

\_\_\_\_\_ ("Adoptee Organization") has expressed a desire to perform litter pickup in Fayette County on (street/road)

\_\_\_\_\_ beginning at (street/road)

\_\_\_\_\_ and ending at (street/road)

\_\_\_\_\_. This includes (#) \_\_\_\_\_ of blocks/streets/roads

(Please circle one).

In consideration of the mutual benefits to be derived, the parties agree to the following:

**The Fayette County Mayor's Office will provide the following:**

1. Volunteer Group Procedures and Safety Guide
2. Safety Vests
3. Adequate number of trash bags
4. Recognition signs in the area being adopted
5. Safety signs to be used at each end of the work site
6. Pick-up of filled trash bags from the adopted area on next regular work day or as soon as possible.

**The Adoptee Organization agrees that it shall do the following:**

1. The Adoptee Organization coordinator will hold a safety meeting with volunteers prior to each pick-up. All participating volunteers shall read the safety brochure and watch the Tennessee Department of Transportation's Adopt-A-Highway Volunteer training video. The waiver of causes of actions and claims shall be signed by each volunteer and furnished to the Fayette County Mayor's Office prior to the cleanup date.

2. Plan a general cleanup a minimum of four times a year. Dates for the cleanup shall be:

_____	_____
_____	_____

3. Require volunteers to wear safety vests provided and to work only after traffic safety signs are in place.
4. Leave the filled trash bags at a designated site within the adopted area. Please identify any bags of trash that can be recycled.
5. Adopt at least a one mile (four pickup times each year) and will pick up litter on both sides of the road.
6. Obtain supplies and materials, including caution signage, to be utilized in performing litter pickup at the Fayette County Mayor's Office, 13095 North Main Street, Somerville, during regular business hours (9:00 a.m. to 5 p.m.) and return within three (3) days of the pickup during regular business hours (9:00 a.m. to 5:00 p.m.).
7. Post Caution Signage at the beginning and end of the adopted Road and facing oncoming traffic before litter removal begins.
8. The Adoptee Organization hereby acknowledges that it is aware of the potential hazard implicit in the work to be performed. The Adoptee Organization shall assume all responsibility for and shall indemnify, defend and hold harmless the Fayette County Government, its officers, employees, agents and specifically the Fayette County Mayor's Office from and against all claims, demands actions, judgments, settlements, and damages of every nature, degree and kind (including direct, indirect, consequential, incidental, and punitive damages), for any injury to or death to any person, for the loss of or damage to any property whatsoever (including but not limited to property owned by or in the care, custody, or control of the Fayette County Government, its officers, employees, agents) arising directly or indirectly from the performance of work pursuant to this Memorandum of Understanding, with the exclusion of any such injury or loss caused solely by one or more negligent acts or omissions of Fayette County Government. The Adoptee Organization shall provide counsel to defend the Fayette County Government, its officers, employees and agents or pay the reasonable attorney's fee and costs of the Fayette County Government incurred in defense of any such action. The organization shall have authority to settle and compromise any such claim or action at law subject to written approval of the Fayette County Commission.
9. All participants will be at least 12 years of age and those participants 17 years of age or younger will be adequately supervised by one or more adults

I do hereby understand the terms of this program and I waive, release and forever discharge THE GOVERNMENT OF FAYETTE COUNTY, its officers, agents, servants, employees, and successors or assigns, from any and all actions, damages, injuries, claims and demands now existing or which may hereafter arise out of my organizations participation in the Adopt-a-Road Program. This Waiver shall bind the signer, its officers, agents, servants, employees, and successors or assigns.

Enter this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

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Name of Adoptee Organization

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Printed Name of Authorized Adoptee Organization Representative

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Signature of Authorized Adoptee Organization Representative

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Mailing Address of Adoptee Organization

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City & Zip Code

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Phone Number

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Email Address



# **ADOPT-A-ROAD VOLUNTEER WAIVER**

I, the undersigned, am participating as a volunteer for \_\_\_\_\_ (Adoptee Organization) in the Adopt-a-Road Program. I certify that I have reviewed and fully understand the Adopt-A-Road Volunteer Safety Guide.

I do hereby waive, release and forever discharge THE GOVERNMENT OF FAYETTE COUNTY, its officers, agents, servants, employees, and successors or assigns, from any and all actions, damages, injuries, claims and demands now existing or which may hereafter arise out of my participation in the Adopt-a-Road Program. This Waiver shall bind the signer, his heirs, next of kin, executors, administrators, successors or assigns.

I certify that I have reviewed and fully understand the Adopt-A-Road Volunteer Safety Guide and have watched in completion the Tennessee Department of Transportation's Adopt-A-Highway Volunteer Training video as a prerequisite to participating in the Adopt-A-Road program.

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Name of Neighborhood/Business/Civic Group/School

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Name of Participant/Volunteer

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Signature of Participant/Volunteer

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Phone Number

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Email Address

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Address, City, State, Zip Code

## **PARENTAL OR LEGAL GUARDIAN CONSENT RELEASE**

Required if volunteer is between the ages of 12 and 17.

Volunteers must be at least 12 years of age to participate in the program.

I certify that I am the parent or legal guardian of the minor volunteer named above and hereby grant permission for him/her to participate as a volunteer in the Adopt-A-Road Program. I further agree to abide by the stipulations set forth in the above paragraphs.

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Printed Name of Parent/Legal Guardian

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Signature of Parent/Legal Guardian

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Date Guardian



## **ADOPT-A-ROAD VOLUNTEER SAFETY GUIDE**

Welcome to Fayette County's Adopt-A-Road program!

While you are making a difference picking up litter, please make sure you are doing it safely. These guidelines were developed with your safety in mind. Please follow them at all times!

### **1. SAFETY REMINDERS**

- Hold safety "tailgate" meetings before each pickup.
- Carpool to minimize number of vehicles at the site, and park clear of the roadway.
- Put on safety vest prior to getting onto the roadside.
- Wear gloves, leather shoes or boots, hats, long sleeves and light colored clothing. Absolutely no open toe or open heel shoes.
- Place warning signs at the beginning and end of the work area.
- Face oncoming traffic while working.
- Maintain a working group of six to ten people. Work in pairs.
- Avoid working during peak travel times.
- Do not work on holiday weekends.
- Stop work in inclement weather.
- Avoid overexertion.
- Do not remove hazardous substances.
- Watch for snakes and sharp objects.
- Do not pick up items on bridges, in tunnels or on overpasses.
- Stay clear of construction areas.
- Do not pick up items from the pavement or median.
- Participants 12 - 17 years old must be adequately supervised by one or more adults. Ratio: At least one (1) adult supervisor for every five (5) youth.
- Drink plenty of water to avoid dehydration.
- Wear sunscreen.
- Do not over-stuff litter bags or compact them. When a bag feels heavy (about 10 pounds average), secure it and get another bag. Place bags together, if possible, near the roadside or next to your Adopt-A-Road signs.
- No horseplaying or waving of arms that might distract drivers.
- For younger volunteers, do not pick up broken glass, knives or dangerous items instead, call these items to the attention of an adult volunteer.
- Stay alert and well away from the road.
- Do not wear headsets, listen to music or talk on cellphones while cleaning the roadside.

## **2. BAG IT, MOVE IT, OR LEAVE IT?**

### **BAG IT**

These items may be placed in a bag:

- Small items made of paper, cardboard, plastic, Styrofoam, wood, rubber, glass, or metal provided that the item does not have sharp edges.
- Small, empty containers provided they do not have sharp edges.

### **MOVE IT**

These items should be placed alongside your stacked bags at the edge of the shoulder:

- Items with dull, pointed edges that might tear a bag.
- Large items that would prevent a bag from being properly tied closed.
- Heavy items that could tear a bag, provided that the item can be moved without causing physical injury.
- Containers that are not empty if the contents will not spill when moved and you can identify the product as one that is not hazardous. If you suspect that an item contains urine, do not move it.

### **LEAVE IT (If in doubt, leave it alone!) AND NOTIFY FAYETTE COUNTY SHERIFF DEPARTMENT STAFF**

These items should be left where found:

- Sharp, large, or heavy items that could cause physical injury if moved.
- Any item in an unsafe location (within six feet of a traffic lane, or unstable ground, etc.)
- Any item that you cannot identify and suspect may be hazardous.
- Unclosed or leaking items containing hazardous substances. Items may have labels such as Explosive, Toxic, Harmful, Corrosive, or Poisonous Gas written on them.
- Do not attempt to recap or pick up needles.

### **3. METH LAB AWARENESS INFORMATION**

The roadside dumping of illegal meth lab waste is becoming a serious problem in Tennessee. It may look like carelessly dumped trash, but is extremely hazardous to your health and has a severe impact on the environment.

Do not let meth waste threaten you or your group's safety! If you sight any of the following items along the roadside, do not approach or attempt to remove these items. Instead, immediately contact the **Fayette County Sheriff's Office at (901) 465-3456**:

- Empty or used alcohol products such as isopropyl rubbing alcohol, denatured alcohol, etc.
- Numerous empty pill bottles and packaging, especially empty blister packs of nasal decongestant or cold remedies.
- Containers of separated liquids of ANY color.
- Bottles that look like they contain urine or windshield wiper fluid.
- Unused matches without striker plates, or washed striker plates.
- Corroded propane tanks or tanks with blue discoloration. Watch out! This means the tank is EXPLOSIVE!
- Boxes of battery fluid or bottles of muriatic acid
- Kitty litter bags, especially if they look like they've been opened and taped closed.
- Trash bags that are taped shut or with tubes coming out of them.
- Containers with any type of tubing attached.
- Anything put together or bundled up with duct tape.
- Suspicious-looking tool boxes, coolers, or other convenient storage containers.

**These items could be portable meth labs that have been hidden or stored by the roadside.**



**Fayette County**  
**Adopt a Road Clean-up Report**

Name of volunteer group \_\_\_\_\_

Road/s adopted \_\_\_\_\_

Date of litter pick-up event \_\_\_\_\_

Contact person's name \_\_\_\_\_

Contact person's email address \_\_\_\_\_

Total number of volunteers who participated in event \_\_\_\_\_

Total number of hours your group spent on this event \_\_\_\_\_

Total number of bags filled with trash \_\_\_\_\_

Total number of bags filled with recyclables \_\_\_\_\_

List any unusual items found \_\_\_\_\_

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If you need Fayette County Litter Control to pick up your bags, list the location of the bags below

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Please return completed to:

FAX (901) 465-5229

EMAIL [mayor@fayettetn.us](mailto:mayor@fayettetn.us)