



PINE COUNTY PUBLIC WORKS

HIGHWAY DEPARTMENT

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Mark A. LeBrun, P.E.
County Engineer

A Adopt-a-Highway Permit

Check One:

Adopt-a-Highway. The group agrees to pick up litter at least three times a year for a minimum of two years.

Pick-a-Highway. The group agrees to pick up litter one time only.

We request permission to pick up litter on _____

_____ for a total of _____ miles.

The Pine County Highway Department reserves the right to refuse, cancel or revise this agreement if in its sole judgement the nature of the group or its sign is political, controversial or in questionable taste, or if the group in not meeting the terms and conditions of this agreement. By signing this agreement, the group acknowledges the hazardous nature of the work and agrees to comply with the terms and conditions herewith to the satisfaction of the Pine County Highway Department.

Except for the negligent acts of the County, its agents and employees, the volunteers or their agents shall assume all liability for, and save the County, its agents and employees, harmless from any and all claims for damages, actions or causes of action arising out of the work to be done herein.

Any and all volunteers of the group, while engaged in the performance of work or service performed under this agreement shall not be considered employees of the County. Any and all claims that may or might arise under the Worker's Compensation Act of Minnesota on behalf of said volunteers or other persons while so engaged, and any and all claims made by any third party of the group's volunteers or other persons for said work, shall in no way be the obligation or responsibility of the County.

Name of group _____
(Please print)

Name of group representative: _____

Signature: _____

Address: _____

Phone # (home) _____ (work) _____

Name to appear on the sign: _____

Special Provisions: _____

Office Use Only:

Date Received: _____ Date to Sign Department: _____

Sign Ordered: _____ Sign Received: _____ Sign Installed: _____

Permit Cancelled: _____ Replaced by: _____

Adopt-a-Highway Terms and Conditions

The Group agrees to:

1. The group agrees to pick up litter on a segment of county roads selected in consultation with the Pine County Highway Department. Recommended minimum length is two miles. At Pine County Highway Department's discretion certain highways may not be eligible.
2. The group shall review the safety training materials before each pickup to alert participants to the hazards and precautions of working on a county road right-of-way.
3. The group shall pick up litter during daylight hours only. Pickup may not be allowed at certain times such as on or near holidays.
4. The group shall provide adequate supervision to participants eighteen years or younger. Unless specifically permitted, children eleven or younger shall not participate.
5. Work shall be limited to the area between the outer shoulders and the right-of-way boundary. Work may not be done on the roadway itself.
6. The group shall arrange litter pickup date(s) in advance with the County Engineer. The group shall obtain their supplies during regular business hours.
7. The group shall place filled trash bags on the shoulder slope close to the ditch bottom. Pine County Highway Department will arrange to pick up the bags. Groups are encouraged to recycle appropriate materials for their own benefit.
8. Borrowed or unused supplies shall be returned to the nearest Pine County Garage within one week.

The Pine County Highway Department agrees to:

1. Provide high visibility vests, trash bags, safety training materials and temporary traffic warning signs when necessary as determined by Pine County Highway Department.
2. Arrange to remove filled trash bags from the adopted highway.
3. Arrange to remove large, heavy or hazardous material from the adopted highway.
4. Coordinate publicity with the group to solicit local media coverage.
5. Erect a highway sign to otherwise recognize the group's clean-up efforts. Highway signs shall be erected only for groups that agree to adopt a highway for a minimum of two years. The name on the sign shall be limited to two lines of eighteen to twenty characters (including spaces). Pine County Highway Department reserves the right to approve and /or edit names or acronyms.

Adopt-a-Highway Safety Tips

Remember

A highway is a dangerous place to be. Every crewmember should be:

- At least 12 years of age, unless otherwise permitted.
- Mentally alert and using good common sense.
- Of good physical condition.
- Aware of their responsibility for the safety of themselves and others in their group.
- Supervised if under age 18.

Plan Ahead

- Review safety precautions and take them seriously.
- Assign work teams and leaders before you reach the site. Distribute trash bags beforehand. Estimate the amount of time for your pickup and agree on a meeting place when you are done.
- Carpool to the site to reduce the number of vehicles along the road. Park vehicles on the shoulder in advance of the area and on the same side of the highway that crews are working.
- Bring along an adequate first aid kit. Identify the nearest hospital and know how to get there in an emergency.
- Don't overexert yourself. Bring along a supply of drinking water and take breaks.
- Think about recycling appropriate materials that you gather. Designate bags or bring boxes to separate out recyclable materials from trash left for collection by the Highway Department.

While You Work

- Work only during daylight hours during good weather.
- Work one side of the road at a time. Minimize the number of times you cross the road.
- Whenever possible, face oncoming traffic. Stay alert and be prepared to move out of the way in an emergency. Stay with your team.
- Do not wear headsets which could prevent your hearing traffic or other hazards.
- Do not crush collected trash to make more room in the bag; broken or jagged objects could cause accidental injuries. Do not put syringes or hypodermic needles in the trash bag as they can easily puncture the bag and cause serious injury. Take care to dispose of them properly or return them to the Highway Department for disposal.
- Do not horse around or do anything to purposely distract drivers.

What to Avoid

- Stay away from construction sites, mowing activities, open water, bridges, large culverts, overpasses or retaining walls that could be dangerous for pedestrians.
- Avoid poison ivy or other noxious weeds.
- Never try to pick up heavy, large or hazardous materials. Notify the Highway Department to pick up these items.

What to Wear

- Heavy duty gloves.
- Heavy leather shoes or boots.
- Light-colored clothing; a brightly colored cap.
- Hat and long sleeves to protect against sunburn; sunscreen; insect or tick repellent.
- High-visibility vests.