



Waukesha County
Department of Public Works

**WAUKESHA COUNTY ADOPT-A-HIGHWAY PROGRAM
PERMIT RENEWAL**

We WANT to continue our participation in the Adopt-a-Highway Program

We DO NOT Want to continue our participation in the Adopt-a-Highway Program

Name of Organization: _____

Highway Section: Co. Hwy. _____ From _____ To _____

Organization Mailing Address: _____

City, State, Zip: _____

Contact Person: _____

Contact Email address: _____

Contact Address: _____

City, State, Zip: _____

Contact Daytime phone #: _____

We agree to the Terms & Conditions of the Waukesha Co. Adopt-a-Highway Program.

Organization's authorized signature w/ Title
(Must be 18 years or older)

Date

DO NOT WRITE BELOW THIS LINE

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Waukesha County Highway Dept. approves renewal of this permit for the Organization to participate in the Waukesha County Adopt-a-Highway Program for the section identified above. The Organization accepts the responsibility of picking up litter on this section of highway for the period beginning April 1, 20__ and ending November 1, 20__.

The Highway Dept. reserves the right to modify or cancel this permit at any time.

Waukesha County DPW Highway Operations Manager

Date

WAUKESHA COUNTY ADOPT-A-HIGHWAY PROGRAM – TERMS AND CONDITIONS

1. The Group and its members are not to be considered officers, employees, or agents of the County of Waukesha Highway Operations/Public Works Department.
2. Any inquiries, claims, liabilities, suits or costs thereof, whatsoever, arising from Group or Group members activities relating to this permit shall be the sole responsibility of the Group or its individual members.
3. Participants in the Group agree to obey and abide by all laws relating to safety, and such terms and conditions as they may be required by the Department for special conditions that may exist on a particular adopted section.
4. The Group shall make arrangements for off-road parking or shuttle bus type of travel to the worksite. All vehicles at the pickup site shall be parked at the nearest cross street, if possible, or at least three (3) feet from the pavement when parking on the highway. Cars should be parked on the same side of the road.
5. The Group Certifies that parents or guardians of minor children have been given approval and permission for the minor to participate in the Group's activities. All participants shall be at least 11 years of age or in the 6th grade. The Group shall supply one (1) adult supervisor for every five (5) or six (6) workers.
6. The Group shall pick up litter in a minimum of three (3) times a year between April 1 and November 1. The Group shall not work beyond its section limits.
7. The Group shall pick up required supplies and materials from the Waukesha County Highway Operations building located at 1641 Woodburn Rd. in Waukesha.
8. The Group shall place filled trash bags at one (1) designated pickup site, preferably at the Group Sign.
9. After a litter pickup the Group shall: 1. Call Highway Operations, 262-548-7736, for pickup. 2. Mail, email or fax the Cleanup Report to the Highway Operations office at 1641 Woodburn Rd., Waukesha, WI 53188. Fax 262-548-7939. Email: jdorey@waukeshacounty.gov.
10. Unused materials and supplies furnished by the Department may be retained by the Group during agreement period. At the end of the period the materials and supplies must be returned as instructed by the Department.
11. The Group may keep any recyclable materials collected.
12. Partisan political groups (groups of people with common political opinions and purpose organized for gaining political influence, governmental control and for directing government policies) shall not be permitted to participate.

Safety

13. The Group shall review all safety rules with all participants before proceeding to the highway segment.
14. If the Group encounters closed containers or items suspected to be hazardous including needles or other fluid filled containers: Do not touch the items! Call the Highway Department office at 262-548-7736 with the location for pickup.
15. The Group shall work only during daylight hours, in good weather. Stop working in bad weather, especially when visibility is reduced. Avoid using headsets, which could interfere with hearing oncoming traffic. Do not enter the roadway or its shoulder areas to pick up trash.
16. Both traffic safety signs shall be displayed properly during litter pickup. Bags should not be overfilled. Glass and sharp objects should be wrapped in paper or placed in a paper bag before putting it in the plastic bag, to avoid puncturing the bag or causing injury.
17. All participants shall wear safety vests. Clothing should be light colored and cover arms and legs. Leather shoes or boots or sneakers with ankle support are suggested.
18. The Group shall not pick up litter on medians, bridges, in tunnels, on overpasses or around other structures that would pose a danger. Avoid Construction Zone areas. Stay in the right of way, only cross the road when necessary.
19. Groups shall work only on one side of the road at a time, always facing traffic. Look up often to see when traffic is encroaching. Never turn your back to oncoming cars. If you can see an out-of-control vehicle coming your way, it might be possible to avoid danger.
20. Watch your footing. Stay off of/away from steep slopes, standing water, trenches or any type of drop-off. Avoid areas of Poison Ivy or other noxious weeds. Use bug spray to stay safe from mosquitoes and ticks. Leave the wildlife alone.

The Department Agrees as follows:

1. To provide Adopt-a-Highway sign with Group's name, traffic safety signs, safety vests and trash bags.
2. Remove the filled trash bags as soon as possible after the pickup.
3. The Department reserves the right to refuse or revise portions of Group names when preparing signs.