



WAUKESHA COUNTY
DEPARTMENT OF PUBLIC WORKS

WAUKESHA COUNTY ADOPT-A-HIGHWAY PROGRAM TERMS & 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, Monday through Friday, 7 a.m. to 3:30 p.m.
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:
 - Call Highway Operations, 262-548-7736, for pickup.
 - Mail, email or fax the Cleanup Report to the Highway Operations, at 1641 Woodburn Rd., Waukesha, WI 53188. Fax 262-548-7939. Email: bsylvester@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 (aluminum may be cashed in for your group).
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.

The Department Agrees to the Following:

1. 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 notification.
3. The Department reserves the right to refuse or revise portions of Group names when preparing signs.

SAFETY

1. Review all safety rules with all participants before proceeding to the highway segment.
2. All participants shall wear safety vests. Clothing should be light colored and cover arms and legs (to protect from plant saps and insects). Leather shoes, boots or sneakers with ankle support are suggested.
3. Properly deploy both traffic safety signs (orange, *WORKERS AHEAD*) during litter pickup.
4. Stay in the right of way. Only cross the road when necessary.
5. Do not enter the roadway or its shoulder areas to pick up trash.
6. Avoid areas of Poison Ivy, Wild Parsnip or other noxious weeds. Report locations of Wild Parsnip.
7. Use bug spray to stay safe from mosquitoes and ticks.
8. Leave the wildlife alone.
9. Watch your footing. Stay away from and off of steep slopes, standing water, trenches or any type of drop off. Heavy rains can make a calm looking ditch dangerous with undercurrent, that cannot be seen.
10. Avoid Construction Zone areas. If you have questions about constructions zone, please call the office.
11. 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. When facing traffic and you see an out-of-control vehicle coming your way, it is more likely to avoid the danger.
12. Work only during daylight hours and in good weather. Stop working in bad weather, epically when visibility is reduced by fog, rain or snow.
13. Bags should not be overfilled. Overfilled bags can open and spill. Remember, the bags need to be lifted over the heads of the patrol workers who put the bags over the tailgate of our big trucks!
14. 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.
15. Avoid using headsets, which could interfere with hearing the oncoming traffic. Text after the cleanup – so your attention can be on safety of you and the people you are with.
16. If the Group encounters closed containers or items suspected to be hazardous, do not touch the items!
 - i. For needles or drug paraphernalia call Waukesha County Sheriff's Department 262-446-5070 with the location.
 - ii. For fluid filled containers: Call the Highway Department office at 262-548-7736 with the location for pickup.
17. The Group shall not pick up litter on medians, bridges, in tunnels, on overpasses or around other structures that would pose a danger.