

Winnebago County Highway Department (the "County") and the volunteer group (the "Group") named below, recognize the need and the desirability of litter-free highways. The Group is hereby applying for a permit in the Adopt-A-Highway program.

Please complete this application and submit it to the Winnebago County Highway Department, P. O. Box 2764, Oshkosh, WI 54903-2764. (920) 232-1700.

Name of Organization

Group name as it should appear
on the sign (20 spaces maximum
on each of the two lines.)

A horizontal number line with 21 tick marks. The first tick mark is labeled '0', the 11th tick mark is labeled '10', and the 21st tick mark is labeled '20'.

Mailing Address

Contact Person

Day Phone No

Mailing Address

Eve Phone No

FAX No

Email Address

Approximate number of people participating in each group _____

Number of times your group plans to pick up litter this year (min. 3)

Highway section you are interested in adopting:

Hwy _____ From _____ To _____

List alternate sections in order of preference:

Hwy _____ From _____ To _____

Hwy _____ From _____ To _____

By signature below, the Group acknowledges the hazardous nature of the work and agrees to the terms and conditions stated on page two of this document.

Group's authorized signature _____ Title _____ Date _____

DO NOT WRITE BELOW THIS LINE

PERMIT APPROVAL

The County approves this permit for the Group to participate in the Adopt-A-Highway program for the section identified above. The Group accepts the responsibility of picking up litter on this section of highway for the period beginning April 1, _____ and ending March 31, _____.

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

Highway Commissioner

Date _____

Permit Number

1. The Group and its members are to be considered as volunteers and not as officers, employees, or agents of Winnebago County. Any injuries, 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.
2. The Group agrees to indemnify and hold harmless Winnebago County from any injury, cost, suit, liability or award arising from the issuance or exercise of this permit, or because of any adverse effect upon any person or property attributed to the works of the Group.
3. Participants in the Group agree to obey and abide by all laws and regulation relating to safety and such terms and conditions as may be required by the County for special conditions that may exist on a particular adopted section.
4. The Group shall pick up litter a minimum of three times a year between April 1 and November 1. The Group shall not work beyond its section limits.
5. The Group shall not pick up litter on medians, bridges, in tunnels, on overpasses or around other structures that would pose a danger.
6. The Group shall supply one adult supervisor for every 5 or 6 workers.
7. Each participant shall have reviewed the safety training video before participation. The Group shall review the safety rules with all participants before proceeding to the highway segment. Click here for a link to the WisDOT website to view their Adopt a Highway Safety Tips video online: <http://www.dot.wisconsin.gov/localgov/aid/adopt-a-highway.htm>
8. All participants shall be at least 11 years of age or in the 6th grade. No other persons shall be present at the work site. All under age persons must be under the direct supervision of an adult at all times.
9. The Group shall work only during daylight hours and in good weather.
10. Both traffic safety signs shall be displayed properly during litter pickup. Groups shall work on only one side of the road at a time.
11. All participants shall wear safety vests.
12. When the Group encounters closed containers or items suspected to be hazardous, these items should be left as is. When you notify the County to do collection of bags, also notify them of any hazardous materials left behind.
13. The Group shall place filled trash bags at the designated pick up site.
14. The Group shall order required supplies and materials from the County.
15. Unused materials and supplies furnished by the County may be retained by the Group during the agreement period, but at the end of the period must be returned as instructed by the County.
16. The Group shall submit a tentative schedule of pickup dates to the County. The Group shall not collect litter during the following holiday periods: Memorial Day extended weekend, July 3 through July 5 and Labor Day extended weekend.
17. Within 24 hours of a collection, the Group shall call the County at 232-1700.
18. 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 feet from the pavement when parking on the highway.
19. The Group may keep any recyclable materials.
20. Partisan political groups (groups of people with common political opinions and purposes organized for gaining political influence, governmental control and for directing government policies), shall not be permitted to participate.

The County agrees as follows:

1. Provide safety vests, trash bags, and traffic safety signs.
2. Remove the filled trash bags as soon as possible after the pickup.
3. The County reserves the right to refuse or revise acronyms of Group names when preparing signs.

WINNEBAGO COUNTY HIGHWAY COMMISSION ADOPT-A-HIGHWAY PROGRAM

YOUR SAFETY COMES FIRST

Welcome to Winnebago County's Adopt-A-Highway program. To protect you while you're on the work site, the Winnebago County Highway Department has designed safety guidelines which shall be reviewed before each cleanup session:

THINK SAFETY

- ❖ Be very careful out there.
- ❖ Be mentally alert.
- ❖ Be in good physical shape.
- ❖ Don't horse around on the worksite.
- ❖ Be a member of your team.
- ❖ Always work in daylight.
- ❖ Don't work in bad weather.

GET ORGANIZED

- ❖ Make sure all workers have viewed the safety video online at the WisDOT's website at: <http://www.dot.wisconsin.gov/localgov/aid/adopt-a-highway.htm>.
- ❖ Organize your workers into crews before you load the carpool.
- ❖ There should always be an adult supervisor (crew chief) for each 5 or 6 workers.
- ❖ Review the safety rules with all workers before proceeding to the highway segment.
- ❖ The crew chief shall be the safety "watchdog".
- ❖ The crew chief shall keep the workers together as a team.
- ❖ Be prepared with a first aid kit.
- ❖ Know where your nearest hospital or emergency room is located and the best route to reach it, before you begin to work.
- ❖ Know where the nearest telephone is located.
- ❖ Know the physical condition and special needs of your crews.
- ❖ Keep an adequate supply of vests and trash bags.

WHAT TO WEAR

- ❖ Always wear your safety vest.
- ❖ Hiking boots or shoes with thick soles to prevent foot damage from sharp objects.
- ❖ Wear work gloves.
- ❖ Tall grass is the home for ticks. Make the tick's access to your body difficult. Tuck your pant cuffs into your socks/boots. Check your body for ticks as soon as possible when you get home.
- ❖ If you are sensitive to the sun, bring along a baseball cap or wide-brimmed hat, a long sleeve shirt and sunscreen lotion.
- ❖ Leave your headset stereo/radio at home. You need to be able to hear what is going on around you.

TRANSPORTATION

- ❖ Carpool to your highway segment to use as few vehicles as possible.
- ❖ Park parallel to the road, at least three feet away from the pavement surface before unloading your crew.
- ❖ Stop and display the “highway worker” signs (at both ends of your highway segment) before unloading your crew.
- ❖ Park on the same side of the road that you plan to work.
- ❖ Always work facing the traffic.
- ❖ Drive your crew to the opposite side when your crew switches sides.
- ❖ Do not allow your crew to walk across the pavement.

WHEN YOU'RE ON THE SITE

- ❖ Never walk or pick up litter on the pavement, shoulder or in the median.
- ❖ Never work on bridges, tunnels, overpasses, or steep ground.
- ❖ Stay away from mowing or construction operations.
- ❖ Stay off parked equipment.
- ❖ Stay alert for snakes, poison ivy and stinging insects.
- ❖ Avoid overexertion.
- ❖ Bring lots of water to drink while you work, especially on hot, humid days.
- ❖ Alcoholic beverages should not be permitted on the site.

HANDLING THE LITTER

- ❖ Do not touch or pick up anything you cannot identify. It may be a hazardous item. Hazardous materials are commonly found in closed metal containers.
- ❖ Any item the group does not want to pick up should be left as is and the County notified.
- ❖ Don't jump or step on your trash bag to pack more in. You have lots of trash bags.
- ❖ Place filled trash bags at the designated pickup site.
- ❖ The group may keep any recyclable materials. A trash bag may be used to remove these materials from the site.
- ❖ When you are finished, close your “highway worker” signs.

AFTER YOU'VE COMPLETED YOUR SECTION

- ❖ After completion of your litter pick up please call the Highway Office at 920-232-1700 to report that you are done. You may leave the message on the answering machine with your section location. Highway Department personnel will discard of the debris.