

**WEST BRANDYWINE TWP  
ADOPT-A-ROADWAY PROGRAM**

**WELCOME!**

The following attachments will provide you with conditions for participating in the West Brandywine Township's Adopt-A-Roadway program. Please take time to carefully read all provisions. Once you have read all stipulations and agree to abide by them, kindly indicate your acceptance by providing properly authorized signatures and current date in the signature area at the bottom of this sheet.

After you have returned your signed and dated acceptance of the conditions for participating, the Township will contact you to indicate your permission to participate in the program. You will also receive a copy of the entire packet and should retain the materials for future reference. We look forward to working with you and thank you for your interest in this program, and volunteering to help keep our township beautiful.

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**ACCEPTED:  
DULY AUTHORIZED REPRESENTATIVE OF APPLICANT**

**SIGNATURE** \_\_\_\_\_

**TITLE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**ATTESTOR SIGNATURE** \_\_\_\_\_

**TITLE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**APPROVED:  
WEST BRANDYWINE TOWNSHIP**

**SIGNATURE** \_\_\_\_\_

**TITLE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**WEST BRANDYWINE TOWNSHIP  
ADOPT-A-ROADWAY TERMS AND CONDITIONS  
FOR PROGRAM PARTICIPATION**

**BACKGROUND:**

- A. In order to rid the township of litter and to improve the environment, the Township has established an anti-litter program known as “Adopt-A-Roadway” (the program) in which volunteer groups or individuals adopt a township road or portion thereof within their community, in order to pick up litter.
  
- B. The applicant desires to participate in the Township’s Adopt-A-Roadway and the township desires to provide certain materials and information to the applicant.

**TERMS AND CONDITIONS FOR PARTICIPATION IN THE PROGRAM:**

- A. Subject to the acceptance of the terms and conditions contained herein, the Township grants permission to the applicant to adopt a township roadway or portion thereof, as identified on Attachment A.
  
- B. The Township will conduct an initial safety orientation meeting with authorized representatives of the applicant and provide safety materials for use by the applicant.
  
- C. The applicant shall not conduct any litter pickups on busy holidays or holiday travel weekends or preceding days such as Wednesday before Thanksgiving, Thanksgiving Day, Monday following Thanksgiving, Christmas Eve Day, Christmas Day, New Year’s Day, Fourth of July, or Fourth of July weekend, (Friday through Monday), Easter Weekend (Friday through Monday) Memorial day weekend (Friday through Monday) and Labor Day weekend (Friday through Monday). All activities must be conducted between one hour after sunrise and one hour before sunset. No activities shall take place during inclement weather, such as rain, fog, snow, etc.
  
- D. The Township shall conduct safety orientation meetings to review, at a minimum, safety and other guideline materials supplied by the township. Every person who will participate in the litter pickup must review safety materials provided by the township. No participant may

be involved in the litter pickup unless he/she has attended at least one safety orientation meeting conducted by the Township and has executed a release, a copy of which is attached as Attachment B and made part of this document. An authorized representative of the Township must present the safety information to any potential participant and provide the Township with a list certifying the names of all individuals who received safety orientation. The applicant shall submit the form to the Township and shall submit an amended form each time there are new participants in the litter pickup. Further, the Township may conduct an on-site safety briefing prior to each pick up.

- E. The applicant will comply with Safety Conditions set forth in Attachment C, which is attached to and made a part of these terms and conditions.
- F. Prior to each scheduled pickup, the Township will supply the applicant with an adequate number of gloves and plastic trash bags.
- G. The Township will provide the applicant with “Litter Crew Ahead” signs, which shall be placed by the applicant at each end of the roadways during the litter pickup. The applicant shall also receive an adequate number of safety vests to each participant. Proper use of the signs and vests will be the responsibility of the applicant. Applicant is required to make sure all participants are wearing the reflective vests while working along the roadway. Applicant shall return the signs and vests to the Township Building when the pick up is complete.
- H. After each pickup, the applicant shall file a report setting forth the date of the pickup, number of people involved, the number of bags of litter picked up and the number of hours spent on the pickup. This report shall be filled out on a form that is furnished by the Township and the applicant shall be responsible for filing of the form.
- I. The applicant may elect to bring the collected bags of garbage to the Township Building or may leave them on the side of the road to be picked up by Township Road Department. If the applicant elects to leave the bags at the roadside, it is the applicant’s responsibility to notify the township of such after collection is complete.
- J. The Township has the right to terminate this undertaking at any time, by providing written notice to the applicant if the applicant does not comply with any of these terms or conditions: applicants work is

- unsatisfactory, unsafe, or if it causes a conflict with traffic, if the program is suspended or discontinued or if such termination is deemed to be in the best interest of the Township.
- K. After the initial two-year period, the applicant shall have the right to terminate this undertaking, upon sixty (60) days written notice to the township.
- L. Any notice to or communication with the Township by the applicant shall be with the Township Public Works Director or in his absence, West Brandywine Township Lt. Jeff Kimes. Any notice to or communication from the Township with the applicant shall be to the authorized signatory indicated on the acceptance of Conditions and Terms signature page.
- M. The applicant certifies it does not represent an elected official or candidate for public office.
- N. The applicant has been provided with the Township criteria to participate in this program, and acceptance of terms and conditions and certifies that it meets all criteria. These are contained in Attachment D and made part of this document.
- O. The Township encourages the applicant to separate the appropriate recycle materials. However, where required by law ordinance, the applicant shall separate and recycle appropriate materials. These materials should be discarded in separate trash bags from regular trash.

**“ADOPT-A-ROADWAY”  
APPLICATION FORM**

Date \_\_\_\_\_

Adopting Group/Individual:

\_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone (H) \_\_\_\_\_  
(C) \_\_\_\_\_

Requested Roadway: \_\_\_\_\_

\_\_\_\_\_

Second Choice: \_\_\_\_\_

\_\_\_\_\_

Expected number of Participants: \_\_\_\_\_

## **ADOPT-A-ROADWAY PROGRAM FACT SHEET**

The Township Adopt-A-Roadway program reinforces the Township's litter pick up efforts by involving citizens across the Commonwealth in the anti-litter efforts in Pennsylvania's collective "front yard" – its 150,000 acres of roadsides.

- Adopting groups must sign an agreement with West Brandywine Township.
- Groups must agree to adopt at least two-mile portions of Township roadways. West Brandywine Township must agree the roadway is suitable for adoption. Residents wishing to adopt any portion less than two-miles may also apply for consideration by the Township Public Works Director, or in his absence, West Brandywine Township Lt. Jeff Kimes
- Groups or individuals must agree to pickup litter at least 4 times a year. The agreement runs for two years and will automatically renew unless either party chooses to terminate it.
- Safety is top priority. Group leaders must use safety materials provided by West Brandywine Township and must conduct safety meetings with group members prior to trash pickup.
- All participants must wear orange safety vests and must post "litter crew ahead" signs during scheduled pickup periods. Vests and signs are provided by West Brandywine Township.
- Participants must be at least 8 years old and those under 18 years of age must be accompanied by an adult.
- Any civic-minded group or individual may participate, with the exception of those representing elected officials or candidates for public office.

**WEST BRANDYWINE TOWNSHIP  
ADOPT-A-ROADWAY PROGRAM**

ATTACHMENT-A

ROADWAY TO BE ADOPTED:

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ROAD NAMES:

From Segment or Intersection

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To Segment or Intersection

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**WEST BRANDYWINE TOWNSHIP  
ADOPT-A-ROADWAY PROGRAM**

ATTACHMENT – B

RELEASE:

I understand that participation in the Adopt-A-Roadway Program and Litter Pickup involves standing and walking near a roadway and that there are certain risks involved with each participation. I hereby release West Brandywine Township, elected and appointed officials and employees of the Township, from any liability associated with the risks involved with participation in the Adopt-A-Roadway Program. I have also reviewed the Adopt-A-Roadway safety materials as a prerequisite in the Adopt-A-Roadway program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Please print group name, if applicable

\_\_\_\_\_  
Date

If signatory is less than 18 years of age, parents or Guardian must also sign this.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

**WEST BRANDYWINE TOWNSHIP  
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ATTACHMENT - C

**SAFETY RECOMMENDATIONS**

Participant should:

- Know emergency procedures such as the location of the nearest emergency facility and how to quickly summon and police and/or ambulance
- Provide their own First Aid Kit and includes kit with other supplies during litter pickups.
- Avoid overexertion and heat problems by drinking water and taking breaks
- Carpool to the litter pickup site
- Wear the recommended attire: long sleeves, blue jeans or long pants, leather shoes or boots, gloves and safety vests.
- Be careful of contact with poison plants, bees, wasps, hornets, fire ants, and snakes. The recommended attire will usually prevent irritations from most plants.
- Pay special attention to the handling of broken glass. Participants must be careful not to step or kneel on broken glass.
- Be aware of visibility problems.
- Be prepared for any unexpected behavior of motorists.
- Park vehicles a safe distance from the traveled roadway.
- Attempt to walk facing on-coming traffic
- Do not stand or jump on guide rail, drainage pipes or concrete walls.

## **SAFETY REQUIREMENTS**

Participates shall:

- Pickup one side at a time when cleaning a roadway. Vehicles shall remain on the same side of the highway as participates.
- Never cross over or pick up trash on the traveled roadway.
- Upon arriving at the work site, immediately display the official West Brandywine Township “Litter Crew Ahead” safety signs in advance of pick up site.
- Do not possess or drink alcoholic beverages.
- Use West Brandywine safety training materials.
- Conduct at least one safety orientation meeting during the year.
- Provide appropriate and adequate adult supervision when youth groups are involved in litter pickups which is one adult per six participants between age of 8 and 17.
- Avoid peak traffic hours and extreme inclement weather conditions
- Stay clear of all construction zones
- Conduct pre-pickup safety talks
- Wear the safety vest provided by the Township
- Avoid hazardous materials such as old car batteries, and unidentified, questionable items and dead animal carcasses
- Be aware of all known allergies of volunteers before participation
- Avoid all horseplay of any nature while participating