

**ONTARIO COUNTY**



**DEPARTMENT OF PUBLIC WORKS  
2962 COUNTY ROAD 48  
CANANDAIGUA, NEW YORK 14424**

# **ADOPT-A-HIGHWAY PROGRAM**

## **ROADSIDE SAFETY TRAINING GUIDELINES FOR VOLUNTEER GROUPS**

# **BASICS FOR A SUCCESSFUL ADOPT-A-HIGHWAY CLEAN-UP**

## **What to Pick Up:**

- ◆ Bottles, Cans, Containers
- ◆ Paper Trash
- ◆ Tree Branches
- ◆ Rocks
- ◆ Miscellaneous Debris

## **What NOT to Pick Up:**

- ◆ Dead Animals
- ◆ 55 Gallon Drums
- ◆ Medical Waste (needles, “red bag” waste, etc.)
- ◆ Weapons (guns, knives) - **Call 911**
- ◆ Any Unknown or Hazardous Material

Trash that must be kept separate: Recyclables that are clean, #1 and #2 plastic containers. Plastic or aluminum containers with a bottle deposit must be taken home with you.

## **What You’ll Need from Home:**

- ◆ Yard tools like rakes and shovels
- ◆ Work Gloves
- ◆ Brooms
- ◆ Insect Repellent
- ◆ Allergy Medications
- ◆ Sunscreen
- ◆ First Aid Kit
- ◆ Drinking Water

## **What To Wear on Site:**

- ◆ Sturdy Shoes
- ◆ Long Pants
- ◆ Socks
- ◆ Long Sleeve Shirts
- ◆ Work Gloves
- ◆ Hats

## **Hidden Dangers on the Site:**

Bees and other insects (like ticks or mosquitoes)  
Poison Ivy and Poison Oak  
Broken Glass or Jagged Metal hidden in the tall grass  
Wet (slippery) grass, hills and inclines  
Overgrown (invisible) drainage ditches or culverts  
Old Stakeouts and signs posts  
Animal burrows  
Live animals

## **RULES OF THE “ROAD”**

1. All program participants must wear the new ANSI Class II hi-vis reflective safety vest supplied by the County while on the cleanup site. **NO EXCEPTIONS!**
2. Only Ontario County issued trash bags may be used at the cleanup site. All filled bags must be placed in a plainly visible location off the shoulder of the road. (If possible, place filled bags away from homes & businesses). Recyclable materials should be taken home with you for refund.
3. All 12-to-17 year old participants must be supervised and there must be at least one (1) adult supervisor for every six (6) 12-to-17 year old participants.
4. No more than ten (10) cars are allowed at the cleanup site. Participants are urged to car pool to the cleanup site.
5. No food or alcoholic beverages shall be consumed at the cleanup site. No illegal substances shall be allowed at the cleanup site.
6. All the tools and supplies you came with upon leaving the cleanup site must be taken with you. Remember, any supply or tool left behind could cause injury and create a potential liability for your organization and Ontario County.
7. All participants must behave in a responsible manner at all times. No horseplay or throwing trash allowed. Remember, passersby tend to associate all highway workers as government workers. You are representing not only your organization, but Ontario County as well.
8. Absolutely no horseplay. No work shall be done on the paved area of the road under any circumstances. Participants must never walk on guide rail or lean over bridge railings. Participants shall not operate or work near power equipment.
9. One person on each cleanup shall serve as project coordinator. The coordinator shall have a cellular telephone able to call 911 in an emergency and shall provide the telephone number to the County. The coordinator shall be responsible for insuring that all materials borrowed from the county are safely stored, kept clean and in working order. This includes all signs, vests and unused garbage bags. The coordinator shall also be responsible for insuring proper placement, continuous locating and retrieval of the roadwork warning sign.

Participants are encouraged to avoid over exertion and project coordinator should make arrangements to provide drinking water to all participants.

The roadwork warning signs shall be used at all cleanup sites without exception. Participants are encouraged to work in such a way as to face on-coming traffic. Participants shall not work on or clean up litter on or from private property outside the County right-of-way.

Road Work Warning Sign Placement Guidelines: The location of the signs shall be determined by multiplying the highway speed limit by a factor of 10. The resulting product is the number of feet away from the cleanup site that the sign should be placed. For example, on 55 miles per hour (mph) highway, the number of feet away from the cleanup site is approximately 550 feet. This allows a motorist enough time to recognize and react to the sign. **NOTE: AS WORK PROGRESSES DOWN THE HIGHWAY, THE SIGN MUST BE CONTINUALLY MOVED!**

10. **BE ALERT.** All participants should watch out for motorists distracted by the activities taking place off the road.

# **STEPS TO FOLLOW FOR A SUCCESSFUL CLEANUP**

- Step 1: Project coordinator shall obtain an Ontario County Department of Public Works (DPW) Highway Work Permit two (2) weeks in advance of the first cleanup date. The County will waive the permit fee. Highway Work Permit forms can be found on Ontario County website at <http://www.co.ontario.ny.us/index.aspx?nid=830>.
- Project Coordinator shall also deliver to DPW, with completed Highway Work Permit form, the completed Release Forms for all participants (adults & minors).
- Step 2: Call the DPW at (585) 396-4000 to alert us of your intended cleanup date approximately two (2) weeks in advance of the actual date. Three (3) days before your first cleanup, contact the office at (585) 396-4000 to make arrangements to obtain your supplies.
- Step 3: All cleanup participants should meet at a pre-determined location. We recommend that participants meet at a convenient location like a shopping center, parking lot or other off-street parking lot. Hours of operation shall be 8:00 a.m. to 5:00 p.m., Monday through Saturday.
- Step 4: Consolidate participants into no more than ten (10) vehicles and drive to the cleanup site. Park all vehicles as far off the shoulder or to the right of the white edge line of the road as possible.
- Step 5: Project coordinator paces off approximate number of feet necessary and installs the road work warning sign in a clearly visible location.
- Step 6: Participants begin cleanup activities working on one (1) side of the road at a time. Upon completing cleanup activities in full on one side, retrieve road work warning sign and as a group, safely move across the road and begin work on the other side of the road. Under no circumstances should cleanup activities be performed on both sides of the road at the same time.
- Step 7: Upon completion of cleanup, make sure:
- All filled bags have been placed in clearly visible locations off the shoulder of the road;
  - All recyclable materials are separated and/or taken home;
  - The road work warning sign has been retrieved; and
  - All tools and supplies have been retrieved.
- Step 8: Return to vehicles and safely leave the cleanup site.
- Step 9: Upon completion of the cleanup or by 9:00 a.m. of the next business day, the project coordinator must contact the DPW at 396-4000 to report completion of the cleanup and to request pick up of the filled bags of trash. Be sure to leave your name, phone number, the number of filled bags and locations of filled bags.
- Step 10: Return the unused supplies (bags, safety vests, and road work warning sign) to DPW within three (3) business days following the clean-up. While the supplies are in possession of the project coordinator they shall be stored in a safe, secure location.

**In case of emergency: Phone 911 and (585) 396-4000**