

Adopt-A-Highway Program

The Eau Claire County Highway Department has developed an Adopt-A-Highway program which allows organization (or groups) to volunteer and support the County and State anti-litter efforts.

Purpose

The program offers groups an inexpensive project that gives its members the satisfaction of making a contribution to their community and their state. At the same time, the Adopt-A-Highway program generates publicity for the group’s service activities.

Application Process

Interested organizations may obtain Adopt-A-Highway application materials from the Eau Claire County Highway Department during regular business hours (Monday – Friday, 7:30 a.m. to 4:00 p.m.) or on the Eau Claire County website (<http://www.co.eau-claire.wi.us/home>) under Departments - Highway. Any organized group may volunteer to participate; however, partisan political groups are not permitted. Application materials can be requested in person or by calling (715) 839-2952.

The Highway Department will provide application materials which will include:

- a) A detailed description of the Adopt-A-Highway program and requirements.

- b) A county map the group can use to request a highway segment for the Adopt-A-Highway program on a county highway.
- c) An application form that must be completed and returned to the Highway Department for approval.

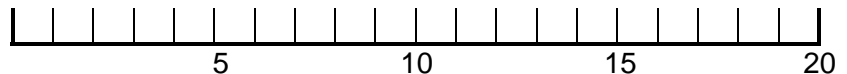
Approval Process

The Eau Claire County Highway Department will review the completed application materials and each qualified group will be assigned a nominal two-mile segment of county highway for litter control. Prior to beginning any work on the roadways, the group should watch the safety video located at <http://www.dot.wisconsin.gov/localgov/aid/adopt-a-highway.htm>

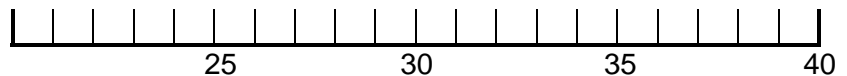
Signage

A sign, with your group’s name, will be placed at the beginning and end of the highway segment. The sign announces to the motoring public your group’s sponsorship for litter control. Each group may request the name (or acronyms) that will appear on the signs. Up to two (2) lines and 40 characters (20 characters per line) will be allowed (see example below).

LINE 1



LINE 2



The Eau Claire County Highway Department reserves the editorial right to work with sponsors to revise group names and/or acronyms that might be offensive to the general public.

Adopt-A-Highway Program Requirements

The Adopt-A-Highway program is intended to provide an opportunity for groups to participate and contribute to the overall beautification of the County. There are however requirements that must be followed to maintain good standing. These requirements include the following:

Annual Requirements

- 1) The group must pick-up litter on its designated highway segment at least two (2) times a year between April 1 and November 1.
- 2) The organization may retain their designated highway section if they are in compliance with all the Adopt-A-Highway Requirements. The Eau Claire County Highway department sends a continuation letter to each organization in the spring that must be returned promptly identifying if the organization is going to continue sponsorship for that calendar year.

Age and Supervision Requirements

- 1) All workers must be at least 11 years of age or in the 6th grade to participate in the roadside clean-up.
- 2) The group will be required to provide one (1) adult supervisor for every four (4) workers. This adult supervisor will be designated as the crew chief.
- 3) The crew chief should keep the workers together as a team and is responsible to enforce all safety rules.

- 4) The crew chief should carry a first aid kit at all times and should be aware of the nearest emergency room and the best route to reach it before beginning any cleanup work.
- 5) The crew chief should carry a cell phone.
- 6) Only eligible, group volunteers should be in the designated roadside cleanup area. No other persons should be on the work site.

Safety Requirements

- 1) The group will at all times emphasize safety when traveling to/from the designated Adopt-A-Highway segment and when working in the roadside cleanup area.
 - a. All workers are required to review the safety video located at the Wisconsin Department of Transportation website (see link below). Review of the safety video should be completed by the group on an annual basis (at a minimum) and should be shown to any new volunteers before participating in a cleanup session.
<http://www.dot.wisconsin.gov/localgov/aid/adopt-a-highway.htm>
 - b. The crew chief will hold a safety meeting at the beginning of each clean-up day. This meeting is intended to ensure that each person is fully aware of the safety precautions. This meeting should take place prior to arriving at the designated highway cleanup area.

- c. All workers are required to wear safety vests (obtain from the Highway Dept.) at all times. Hiking boots, or shoes with thick soles, are recommended to prevent foot injuries from any sharp objects. Additional items that are recommended include work gloves, sun screen, baseball caps or wide-brimmed hats, long sleeve shirts, and long pants.
- d. The group will not work in potentially dangerous areas including the pavement (traveled way), shoulders, medians, bridges, tunnels, overpasses, and steep slopes.
- e. The group should only conduct a cleanup session between 7:00 a.m. and 7:00 p.m. and when adequate daylight is available. The group should not work during inclement weather.
- f. Group volunteers should avoid overexertion and everyone should know their physical condition and limitations. The crew chief should be aware of any special needs of any crew members.
- g. Group volunteers should stay alert for any potential hazards including snakes, stinging insects, ticks, poison ivy, mowing equipment, construction equipment, parked cars, and other equipment.
- h. Group volunteers should stay mentally alert while at the designated roadside cleanup area. No one should use headsets, stereos, and radios as this could distract volunteers and make it difficult to hear oncoming traffic.
- i. The group should bring plenty of water, especially on hot, humid days, and alcoholic beverages are not permitted at the designated roadside cleanup area.

Transportation to the Cleanup Area

- 1) The group should meet at a safe location prior to proceeding to the designated roadside cleanup area. This meeting location provides a good opportunity to conduct the safety meeting before traveling to and beginning the roadside cleanup.
- 2) The group should carpool to the designated roadside cleanup area and use as few vehicles as possible.
- 3) All vehicles should park parallel to the road and at least three (3) feet away from the pavement surface before unloading the group. All vehicles should park on the same side of the road that the group plans to work on. (See **Figure 12** for an example).
- 4) Upon arriving at the cleanup area (see **Figure 13**), the group should place highway worker signs on the AAH sign brackets at the beginning and end on the assigned area signs. The signs should be positioned to alert on-coming traffic, from both directions, that workers are present.
- 5) When the cleanup is complete, the group will take down the highway worker signs that were placed on the AAH sponsored signs.

Handling the Litter

- 1) Group volunteers should not touch or pick-up anything that cannot be identified. Some materials may be hazardous (hazardous materials are commonly found in closed metal containers). Please contact the Highway department concerning these items.
- 2) Do not overload the trash bags as this could cause the bag to break and make the pick-up more difficult. (Bags for cleanup are located at the highway department)
- 3) The group may keep any recyclable materials that are collected. A trash bag may be used to remove these materials from the site.
- 4) Place filled trash bags at a designated pickup site. The organization will then call the Eau Claire Highway department office (715-839-2952) and indicate where the bags were placed for pickup.

Figure 14. Parking at the Roadside Cleanup Area

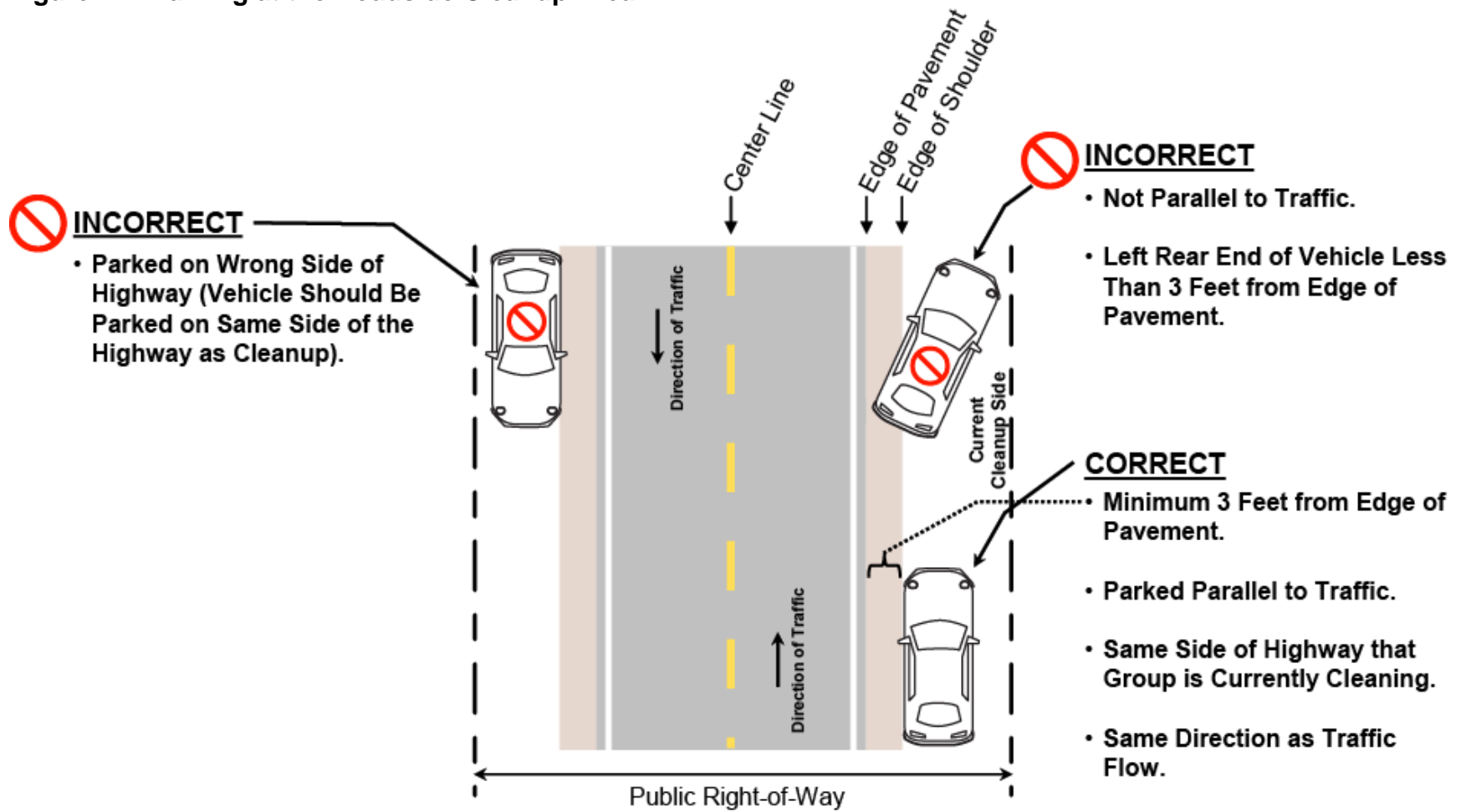


Figure 15. Roadside Cleanup Area

