



## “Adopt-A-Road” Program

Manheim Township  
1840 Municipal Drive  
Lancaster, PA 17601

January 2011

# Fact Sheet

MANHEIM TOWNSHIP  
“ADOPT-A-ROAD” PROGRAM  
FACT SHEET

The “Adopt-A-Road” program reinforces Manheim Township’s litter pick-up efforts by involving citizens from the community. The program serves as an educational tool to make people aware of the litter problem and services to provide clean, well cared-for streets throughout the Township. The program allows groups or individuals to become special “caretakers” of portions of Township roadways.

- Adopting groups must sign an Agreement with Manheim Township.
- Manheim Township must agree that the roadway is suitable for adoption.
- Groups must pick up litter two times a year. The Agreement runs for two years. It will renew automatically unless either party chooses to terminate it.
- Safety is a top priority. Group leaders must use safety materials provided by Manheim Township, and must conduct safety meetings with group members before each pick-up.
- All participants must wear orange safety vests and must post “Work Crew Ahead: signs during scheduled pick-up periods. Vests and signs are provided by the Township.
- Manheim Township will post two signs (one in each direction) naming the adopting group or individual on the adopted portion of road.
- Participants under 18 must be accompanied by adults.
- Any civic-minded groups or individuals may participate, with the exception of those representing elected officials or candidates for public office.

# Application Form

MANHEIM TOWNSHIP  
“ADOPT-A-ROAD”  
APPLICATION FORM

Date: \_\_\_\_\_

Name of Group/Individual: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

Telephone: \_\_\_\_\_

Requested Road: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Expected Number of Participants: \_\_\_\_\_

Return this form to:

Manheim Township Commissioners  
Attn: Wendy Herr  
1840 Municipal Drive  
Lancaster, PA 17601

# Agreement

MANHEIM TOWNSHIP'S  
"ADOPT-A-ROAD" AGREEMENT

THIS AGREEMENT, made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, BETWEEN THE  
Township of Manheim, hereinafter called the "TOWNSHIP,"

and

\_\_\_\_\_,  
with its address at \_\_\_\_\_,  
Hereinafter called the "APPLICANT."

B A C K G R O U N D

- A. In order to rid highway of litter and to improve the environment, the TOWNSHIP has established an anti-litter program known as "Adopt A Road" (the Program), in which volunteer groups adopt a highway, or portion thereof in their community, in order to pick up litter.
- B. The APPLICANT desires to participate in the TOWNSHIP'S Adopt A Road Program and the TOWNSHIP desires to provide certain materials and information to the APPLICANT.

NOW, THEREFORE, in consideration of the mutual benefits to be received by the TOWNSHIP and the APPLICANT from participation in the Program, the parties agree to the following:

1. The above recitals are incorporated into the body of this Agreement.
2. Subject to the conditions set forth below and in attached exhibits, the APPLICANT adopts a highway or portion thereof as set forth in Exhibit A which is attached to and made a part of this Agreement (the Site), for a minimum period of two years beginning \_\_\_\_\_, 20\_\_\_\_, subject to the TOWNSHIP'S rights of termination and extension by mutual agreement.
3. The TOWNSHIP will conduct an initial safety orientation meeting with authorized representative(s) of the APPLICANT and will provide safety materials for use by the APPLICANT. The APPLICANT will supply the Public Works Department a current listing of not more than 2 persons who are designated as the authorized representatives for the APPLICANT to whom and with whom all Township contacts will be made. The designated representative shall be 18 years of age or older.
4. (A) The APPLICANT will conduct litter pickup at the site as set forth in Exhibit A a minimum of two times per year or more often if deemed necessary, subject to at least one week's written notice to the TOWNSHIP and receipt of approval.

(B) The APPLICANT shall schedule one of the two litter pickups in April and one litter pickup in October prior to the winter season. The APPLICANT shall not conduct any litter pickups on busy holiday travel weekends or preceding days such as Easter weekend (Friday-Monday). All activities must be conducted between one hour after sunrise and one hour before sunset.

5. The APPLICANT shall conduct safety orientation meetings to review, at a minimum, safety and other guideline materials supplied by the TOWNSHIP. Safety materials provided by the TOWNSHIP must be reviewed by every person who will participate in the litter pickup. No participant may be involved in the litter pickup unless he/she has attended at least one safety orientation meeting conducted by the APPLICANT and has executed a release, a copy of which is attached as Exhibit B and made a part of this Agreement. An authorized representative of the APPLICANT must present the safety information to any potential participant and shall provide the TOWNSHIP with a listing 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 that there will be new participants in the litter pickup. Further, the APPLICANT shall conduct an on-site safety briefing prior to each pickup.

6. The APPLICANT agrees to comply with the Safety Conditions set forth in Exhibit C which is attached to and made a part of this Agreement.

7. Prior to each scheduled pickup, the TOWNSHIP will supply the APPLICANT with adequate numbers of safety vests and plastic trash bags.

8. If the APPLICANT cannot dispose of any or all filled trash bags, the TOWNSHIP, through the Public Works Department, will arrange to pickup the bags. The APPLICANT must provide notification to the TOWNSHIP of all scheduled litter pickup dates at least one week prior to each scheduled pickup.

9. (A) The TOWNSHIP, at its cost, will provide, install and maintain two permanent signs noting the program and the APPLICANT name at the beginning of the site, one sign in each direction. Further, the TOWNSHIP will, at its cost, provide the APPLICANT with a "Litter Crew Ahead" sign for placement by the APPLICANT during litter pickups. The TOWNSHIP will replace the Adopt A Road signs as necessary due to the normal wear and tear.

(B) There shall be no business logo or commercial advertising used or displayed by the APPLICANT.

10. After each litter pickup, the APPLICANT shall file a report setting forth the date of the pickup, the number of people involved, the number of bags of litter picked up, and the number of hours spent for the pickup. These reports will be filled out on pre-printed forms (Exhibit E) furnished by the TOWNSHIP and the APPLICANT shall be responsible for filing said forms with the Public Works Department.

11. The TOWNSHIP shall name the APPLICANT as an additional insured on any liability policies providing coverage for road cleanup pursuant to this Agreement.

12. (A) The TOWNSHIP shall have the right to terminate this Agreement at any time by providing written notice to the APPLICANT if the APPLICANT does not comply with the Agreement; at any time the APPLICANT'S work is unsatisfactory, unsafe, or if it causes a conflict with traffic; at any time such termination is deemed to be in the best interests of the TOWNSHIP.

(B) After the initial two-year period, the APPLICANT shall have the right to terminate this Agreement upon sixty (60) days written notice to the TOWNSHIP.

13. In addition to its obligation in Paragraph 11, the APPLICANT shall, at no cost to the TOWNSHIP, be responsible for repair of, or compensation for, any damage to any real or personal property.

14. Any notice to or communication with the TOWNSHIP by the APPLICANT shall be with the Public Works Department. Any notice to or communication with the APPLICANT shall be the authorized signatory of this Agreement at the address above shown.

15. The APPLICANT, by entering into this Agreement, certifies that it does not represent an elected official or candidate for public office.

16. The APPLICANT has been provided with TOWNSHIP criteria for eligibility to participate in the Program and by signing this Agreement, certifies that it meets all such criteria. The criteria are attached as Exhibit D and made a part of this Agreement.

17. The TOWNSHIP encourages the Group to separate and recycle appropriate materials. However, where required by law or ordinance, the Group shall separate and recycle appropriate materials.

18. This Agreement and Exhibits thereto constitute the entire understanding between the parties.

IN WITNESS WHEREOF, the parties have executed this Agreement, effective on the date written above.

\_\_\_\_\_  
APPLICANT

BY \_\_\_\_\_  
Title

ATTEST: TOWNSHIP OF MANHEIM

\_\_\_\_\_  
Board of Commissioners

(SEAL)

## Exhibits

EXHIBIT A

Manheim Township Street Name: \_\_\_\_\_

Section of Street, (Intersection to Intersection): \_\_\_\_\_

Exclusions (any area not provided with cleanup in the section above): \_\_\_\_\_

  

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## EXHIBIT B

I understand that participation in the Adopt A Road Program litter pickup involves standing and walking near a highway and that there are certain risks, including but not limited to personal injury and death, involved in such participation. Being fully aware and knowingly assuming such risks, I hereby and forever discharge the Township of Manheim, its Commissioners, officers, and employees, from any and all liability, claims or causes of action arising from or associated with risks involved with participation in the Adopt A Road Program. I certify that I have also reviewed the Adopt A Road safety materials as prerequisites to participation in the Adopt A Road Program.

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Signature (and Printed)

If the signing party is less than 18 years of age,  
this Release must also be signed by parents or  
guardian.

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Parents/Guardian

**EXHIBIT C**

**SAFETY RECOMMENDATIONS**

Participants should:

- Know emergency procedures such as the location of the nearest emergency facility and how to quickly summon the police or an ambulance.
- Provide their own First-Aid Kit, and include 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, and gloves.
- 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 prepared for any unexpected behavior of motorists.
- Park vehicles a safe distance from the traveled roadway.
- Attempt to walk facing on-coming traffic.
- Not stand or jump on guiderail, drainage pipes or concrete walls.

## SAFETY REQUIREMENTS

Participants shall:

- Pick up one side at a time when cleaning a multi-lane highway with a median. Vehicles shall remain on the same side of the highway as the participants.
- Never cross over or pick up trash on the traveled pavement.
- Upon arriving at the work site, immediately display safety sign in advance of pickup site.
- Not possess or drink alcoholic beverages.
- Use 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; that is one adult per four participants between the ages of 10 and 17.
- Avoid peak traffic hours and extreme inclement weather conditions.
- Stay clear of all construction areas.
- Conduct pre-pickup safety talks.
- Avoid all horseplay or demonstrations of any nature on the right of way.
- Wear the safety vest provided.
- Avoid hazardous materials such as old car batteries, any unidentified questionable items and animal carcasses.
- Beware of all known allergies of volunteers before participation.

## EXHIBIT D

### ADOPT A ROAD CONDITIONS

1. Local community organizations, such as civic, social or school groups, will be eligible to adopt a road as will individuals (18) years of age or older. Corporations, partnerships and sole proprietorships who wish to sponsor groups may do so; however, there will be no business logo or commercial advertising used or displayed by a group or any of its participants.
2. The Township will not enter into an agreement with any elected official or candidate for public office.
3. The Group will be required to adopt a road or portion thereof, or interchange area for at least two years from the effective date of this agreement. The agreement may be assigned to another group or business subject to prior written approval by the Township.
4. The minimum age for participation is ten years of age. Groups with members between the ages of ten and seventeen must be supervised by adults eighteen years of age or older in the ratio of one adult per four participants between ages ten and seventeen whenever there is a litter pickup.

ADOPT A ROAD SAFETY ORIENTATION  
RELEASE FORM

I have reviewed the Adopt A Road safety orientation materials as a prerequisite to participation in the Adopt A Road Program.

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Signature

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Address

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Date

EXHIBIT E

ADOPT A ROAD PROGRAM

Group Name and Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Scheduled Pickup: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of People Involved: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Bags or Litter: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Hours Spent: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please send this form to:

Wendy Herr  
Manheim Township Commissioners  
1840 Municipal Drive  
Lancaster, PA 17601