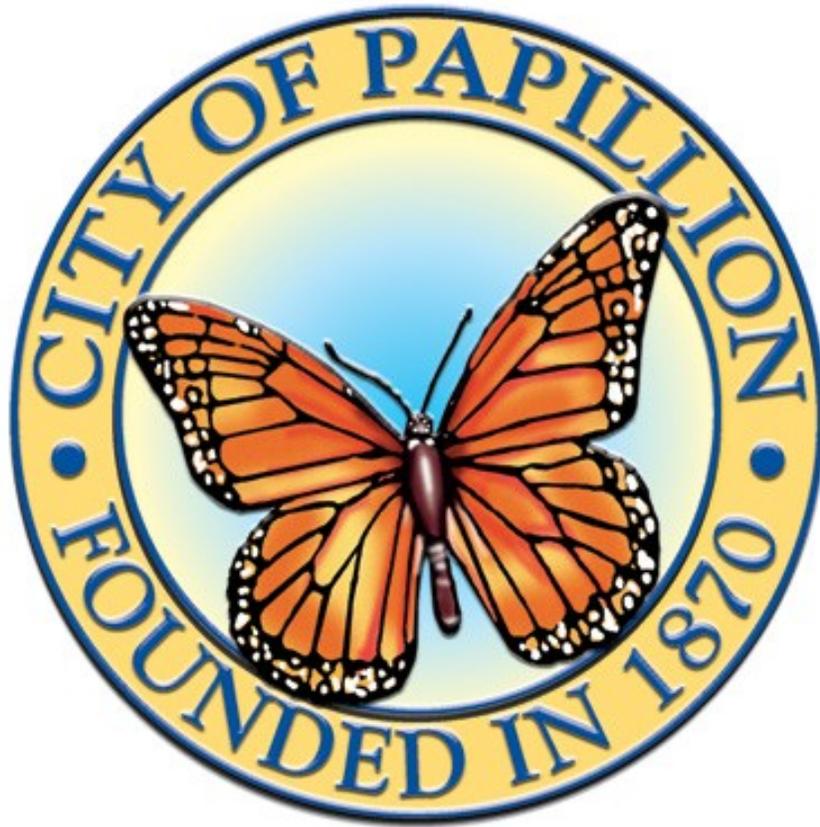


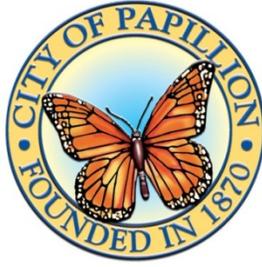
City of Papillion



Public Works Department

Adopt-a-Road

Program Guide



Dear Prospective Volunteer:

Thank you for your interest in the City of Papillion’s Adopt-a-Road Program. The Adopt-a-Road Program Guide is designed to make the program easy to understand and to ensure a safe and enjoyable volunteer experience. Please read each section of this guide, and call the Public Works Department at 402-597-2043 if you have further questions.

Sincerely,
Jeff Thompson
Director of Public Works/City Engineer

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City of Papillion Adopt-a-Road Fact Sheet

The Adopt-a-Road Program involves volunteer organizations picking up litter on the roadside of local City of Papillion streets. The cleanup area may be as much as the volunteer organization can control, but no less than ½ mile long. Volunteer organizations will need to clean each street section a minimum of two (2) to four (4) times per year. Organizations are required to fill out an Adopt-a-Road Application and Release of Liability form before cleanup can begin. Organizations are required to contact the Public Works Department two (2) business days prior to their scheduled cleanup and within one (1) business day following the cleanup. In addition, once cleanup is completed, the organization will need to fill out a Completion Form and return it to the Public Works Department via mail, fax, or email. The designation of a group leader is suggested to ensure that all guidelines are communicated and being followed.

The City of Papillion, to show its appreciation, will provide two (2) Adopt-a-Road signs, one at each end of the adopted section, to show where the organization is working. Signs will display the organization's name, but no logos, addresses, or phone numbers are allowed.

The City of Papillion will supply garbage bags and safety equipment to the volunteers and will provide garbage pickup service.

The Adopt-a-Road Program hopes to prove successful in maintaining and improving the appearance of City roads through litter pickup and is a great way for community-based organizations and businesses to show their involvement in the community. Anyone interested in this program should contact the following:

City of Papillion
9909 Portal Road
Papillion, NE 68046
402-597-2043
www.papillion.org

City of Papillion Adopt-a-Road Frequently Asked Questions

This sheet answers some of the most frequently asked questions about the program.

1. What is the Adopt-a-Road Program?

It is a program where organizations take on the responsibility of picking up litter on a designated section of roadway. Volunteer organizations are recognized by having their name on two (2) roadside signs provided by the City of Papillion.

2. How do organizations adopt a road?

Contact the Public Works Department at 9909 Portal Road, Papillion, Nebraska, 68046, 402-597-2043. A member of our staff will discuss with you which streets are available for adoption and send you a Program Guide. After completion of the application and review by our staff, arrangements will be made to finalize the adoption.

3. Isn't working along the road too dangerous for volunteers?

Each volunteer's safety is extremely important to us. Therefore, group leaders will be responsible for passing along the Safety Guidelines included in this Program Guide to all volunteers. In addition, high-visibility safety vests are provided by the City of Papillion.

4. If someone is injured while participating in the Adopt-a-Road Program, who is responsible for their injuries?

The Adopt-a-Road Program is a volunteer program. All volunteers agree to participate in this program at their own risk. During the adoption process, each volunteer will be required to sign a Release of Liability form.

5. Is there a minimum length of road to be considered?

Yes, a minimum of ½ mile long is necessary for operational efficiency.

6. How long is an adoption period?

An adoption period is two (2) years. It is the organizations responsibility to let the City of Papillion know if it wishes to continue its adoption at the end of the two-year period.

7. How many times per year does an organization have to pick up litter along the adopted road?

Each adopted road must be cleaned of litter a minimum of two (2) to four (4) times per year.

8. Once the organization's volunteers fill up the garbage bags, who picks them up?

Once the Public Works Department has been notified by the organization that trash pickup has been completed, Public Works staff will schedule pickup of the bags.

9. Who provides the Adopt-a-Road signs?

The City of Papillion will provide two (2) Adopt-a-Road signs, one sign at each end of the adopted street section. The signs will provide the sponsoring organization's name in

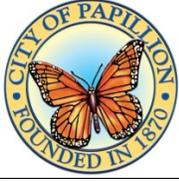
Frequently Asked Questions, continued

sufficient detail to identify the organization, but no logos, addresses, or phone numbers are allowed. The Public Works Department will install and maintain the signs.

10. How soon after adoption will the organization be recognized with Adopt-a-Road signs?

Volunteers will be recognized for participation in the Adopt-a-Road program within thirty (30) days after the first cleanup.

Please call the Public Works Department with any further questions at 402-597-2043.



City of Papillion Adopt-a-Road Application

Name of Organization		Date of Application
Address No. and Street Name		
City/State/Zip Code		
Name of Contact	Contact Telephone No.	
Name of Alternate Contact	Alternate Contact Telephone No.	
Estimated No. of Volunteers	Date Organization will be Available to Begin Adoption	
Street section you are interested in adopting. List in order of preference. Please specify beginning (from) and end (to) points.		
1.		
2.		
3.		
The adopter agrees to follow the safety guidelines and to indemnify and hold harmless the City of Papillion, its officials, officers, directors, agents, employees, and volunteers from and against any and all claims, demands, actions, losses, liabilities, damages, costs, and expenses, including reasonable attorneys' fees and damages of any nature whatsoever to any person or property arising out of or resulting from the performance or non-performance of this Agreement.		
Authorized Signature of Adopting Organization		Date
Internal Use Only Approved By: Date Approved: Approved Street Section:		

City of Papillion
Adopt-a-Road Acceptance and Conditions

This form defines the responsibilities of the adopting organization as well as the City of Papillion Public Works Department. This form must be completed and signed by the designated group leader. This form shall be submitted along with the application.

The adopting organization agrees to participate in the program by:

1. Picking up litter along the specified roadway within the time limits agreed upon below
2. Reading and abiding by the safety guidelines and procedures provided in the Program Guide
3. Requiring all participants to sign the included Release of Liability form prior to performing any work under the Adopt-a-Road Program.
4. Returning the Application, Acceptance and Conditions form, and the Release of Liability form to the City of Papillion prior to the scheduled clean up.

The City of Papillion agrees to participate in the program by:

1. Providing and installing two (2) Adopt-a-Road signs, one at each end of the adopted street section. Affixed to each sign will be a plate displaying the organization's name in sufficient detail to identify the organization.
2. Providing trash bags to volunteer organization.
3. Lending reflective vests and traffic protection signs.
4. Removing trash bags used for litter pickup.
5. Assisting in the removal of unusual litter such as large, heavy, or hazardous items.
6. Gathering information from the volunteer organization by conducting a year-end evaluation.

If, in the sole judgment of the City of Papillion, it is found that the adopting group is not meeting the terms and conditions of this agreement, upon thirty (30) days' notice, the Public Works Department may terminate the adoption agreement.

The City of Papillion, through its Adopt-a-Road Program recognizes _____

as the adopting organization of the section of roadway described as _____

between _____ and _____ for a period beginning on

_____ and ending on _____ with cleanup events _____ times per year.

Please circle the anticipated months in which the cleanup events will occur.											
Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.

Name of Organization

Authorized Signature of Adopting Organization

Jeff Thompson, Director of Public Works/City Engineer

Date

Date

City of Papillion
Adopt-a-Road Release of Liability

On behalf of _____ (volunteer group), on this _____ day of _____, _____, I/we have read the following terms and conditions for participation, and I/we agree and acknowledge the following:

I/we recognize that volunteers are under the contract and supervision of the volunteer group and NOT the City of Papillion.

I/we recognize that this program will expose us to traffic along roadways as well as other potential hazards.

I/we have read and understand the safety guidelines provided by the City of Papillion Public Works Department and agree to abide by these safety guidelines.

I/we agree to indemnify and hold harmless the City of Papillion, its officials, officers, directors, agents, employees, and volunteers from and against any and all claims, demands, actions, losses, liabilities, damages, costs, and expenses, including reasonable attorneys' fees and damages of any nature whatsoever to any person or property arising out of or resulting from the performance of non-performance of this Agreement, regardless of whether caused in part by a party indemnified hereunder.

By executing the Release of Liability, the volunteer acknowledges that this instrument is a full and final release of all claims of every nature and kind whatsoever, whether known or unknown. The volunteer acknowledges that the terms herein are contractual, that he or she has carefully read the foregoing waiver and Release of Liability and understands its content.

If participant is under the age of 18, a parent or guardian must sign this form. Only those participants who have signed and completed this form may partake in Adopt-a-Road activities.

	Printed Name	Address	Signature
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

City of Papillion Adopt-a-Road Equipment Kit Contents

The equipment kit is designed to provide Adopt-a-Road volunteers with the necessary materials and tools to have a successful and safe cleanup event. Additional safety information is provided in the Safety Guidelines section.

The following items are included in the Equipment Kit:

- 1 Box of Plastic Litter Bags (approximately 100 bags)
- 10 Safety Vests
- 2 Portable “Adopt-a-Road Crew Working Ahead” Signs

The kit is designed to provide enough materials for ten volunteers. If any items are missing, notify the Public Works Department immediately. If you have any questions regarding the proper use of equipment, please ask.

City of Papillion Adopt-a-Road Safety Guidelines

As you will be participating in a volunteer community cleanup near a street or roadway, your safety and the safety of others is extremely important to us. Please read and follow these safety guidelines before beginning work each time:

- Always park legally at a safe place when at the work area; park vehicles a safe distance from the traveled roadway.
- Upon arriving at the work site, immediately display the “Adopt-a-Road Crew Working Ahead” signs on the side of the road in advance of the pickup site.
- Obey crosswalk signals when crossing the road.
- Stay clear of construction areas.
- Review the area for hazards before beginning.
- Do not touch potentially hazardous materials including, but not limited to, needles, questionable materials, or animal carcasses. Note their locations, and report them to the Public Works Department.
- Pay special attention to the handling of broken glass. Participants must be careful not to step or kneel on broken glass.
- Wear safety vests or brightly-colored, highly-visible clothing.
- Dress appropriately for weather conditions. Long pants and long-sleeved shirts are highly recommended at all times.
- Wear protective gloves and sturdy, hard-soled boots/shoes.
- Always face oncoming traffic while working.
- Always be alert and have an escape route planned.
- Designate a lookout person with large groups.
- Hats and sunscreen are recommended.
- Do not walk on the roadway.
- Do not clean sections of road that do not have shoulders wide enough to ensure safety of participants.
- Never work in a median or center of the road.
- Avoid overexertion; take breaks when necessary.
- Have a first aid kit available.
- Have water or other refreshment available for all participants.
- Never consume alcoholic beverages before or during the work period.
- Know emergency procedures such as the location of the nearest emergency facility and how to quickly summon the police or an ambulance. It is recommended that the group leader carry a functioning mobile phone, at the minimum.
- Do not enter or reach into sewer inlets or manholes.
- Do not touch or come near potentially dangerous wildlife including insects and rodents.

- Do not touch poisonous or thorny plants.
- Consider picking up one side of the roadway at a time.
- Never work along the road in the dark or in low-light conditions.
- Do not work in the rain or fog.
- Do not work when the road is wet or icy.
- Do not stand or jump on guide rails, drainage pipes, or concrete walls.
- Avoid high traffic volume days and times such as holidays or the day before holiday weekends, or rush hour.
- Be sure of your footing on slopes, uneven ground, and unstable conditions such as rocks or loose soil.
- Provide appropriate and adequate adult supervision when younger volunteers are involved; that is one adult per eight (8) participants.
- Be prepared for any unexpected behavior of motorists.
- Any injuries incurred during cleanup must be reported to the City of Papillion within two (2) days of injury.

The most important safety tip is to use good judgment and stay alert.

City of Papillion Adopt-a-Road Bag It, Move It, or Leave It

Bag It

- Small items made of paper, cardboard, plastic, Styrofoam, wood, rubber, glass, or metal

Move It

(These items should be placed alongside garbage bags to be picked up.)

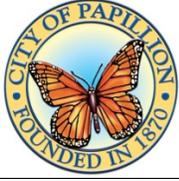
- Items with pointed edges that might tear a bag
- Large items that would prevent a bag from being properly tied closed
- Heavy items that could tear a bag, provided that the item can be moved without causing physical injury

Leave It

(Note the locations of these items, and report them to the Public Works Department.)

- Items that could cause physical injury if moved.
- Any item in an unsafe location, i.e. within less than 2 feet from a traffic lane, unstable ground, etc.
- Items that appear hazardous or that may cause harm if touched or moved.
- Examples of Items of Concern:
 - Fluids from vehicles, i.e. fuels, oils, antifreeze, etc.
 - Batteries
 - Paint
 - Aerosol cans (that are not empty)
 - Medications or medical devices
 - Potentially bio-hazardous materials, items with human waste or other fluids
 - Items with hazardous material labels
 - Animal carcasses

If something you find is suspicious and causes concern, please report it to the police immediately, i.e. weapons, explosives, potential crime-scene evidence, etc.



City of Papillion Adopt-a-Road Cleanup Event Completion Form

Name of Organization	Cleanup Event Completion Date
Name of Contact	Contact Telephone No.
Street or Roadway Adopted	
No. of Volunteers that Participated	No. of Hours the Cleanup Event Lasted
Approximate No. of Garbage Bags Filled	Anticipated Date of Next Cleanup Event
Were there any unusual incidents during the cleanup? (If so, please describe.)	
Please list any other comments you have pertaining to the Adopt-a-Road program.	

We appreciate your participation in the City of Papillion's Adopt-a-Road program.

Please remember to fill out and return a copy of this form after each cleanup event.

Please call the Public Works Department at 402-597-2043 after each cleanup event to report completion.

**Mail to:
City of Papillion
Public Works Department
9909 Portal Road
Papillion, NE 68046**

Fax to: Public Works Department, 402-827-3280

Email to: jefft@papillion.org