

TENNESSEE ADOPT--HIGHWAY

Volunteer Group Orientation Packet

Tennessee is the Volunteer State, what better way for citizens to show pride in their community than to donate a few hours of your time to help preserve and protect the natural beauty of our great state!





ADOPT-A-HIGHWAY PROCEDURES FOR VOLUNTEER GROUP COORDINATOR

Persons who require a disability-related accommodation, including assistance completing this form or access to alternate formats, should contact TDOT's ADA Coordinator at TDOT.ADACompliance@tn.gov

Welcome to the Adopt-A-Highway Program! Tennessee is the Volunteer State; what better way for citizens to show pride in their community than to donate a few hours to help preserve and protect the natural beauty of the beautiful state we call home.

Once you have been assigned a 2 mile stretch of highway, please use the following checklist to help organize and complete cleanup events.

The Adopt-A-Highway Program involves physical outdoor activities such as walking on uneven ground, bending, lifting lightweight objects, and working in various weather conditions. Volunteers should have the physical and cognitive ability to safely participate in these activities. Some tasks may require attentiveness to traffic conditions, communication within a group, and following safety instructions.

Prior to Cleanup Event:

- Schedule a date *before the first pickup event* to hold a safety briefing for your volunteer group. Please cover the *Bag It, Move it, or Leave It* and the *Meth Lab Awareness* information included in this packet.

- All forms must be turned in to the district coordinator before your first litter cleanup event. Every time a new volunteer is interested in attending a cleanup, they are required to go through these steps before participating. Both the safety video and required forms can be found at <http://www.tn.gov/tdot/article/adopt-a-highway>.
 - Volunteer group coordinator must review and sign the Partnership Agreement Form.
 - Submit signed Partnership Agreement Form to District Coordinator.
 - Each volunteer involved in litter cleanup must:
 - Watch the safety video.
 - Review and sign Volunteer Liability Form.
 - All participate must be at least 12 years of age. Parents of children 12-17 years old must:
 - Watch the safety video with their child/children.
 - Read the volunteer safety guidelines with their child/children.
 - Sign the parental consent portion of the release statement. Tennessee law requires that parents assume the responsibility for their minor children.

- Contact the TDOT Adopt-A-Highway District Coordinator to schedule a time during regular business hours to obtain materials. Contact information for your District Coordinator can be found at <http://www.tn.gov/tdot/article/adopt-a-highway>.

- TDOT will Provide Volunteer Group Coordinators with:
 - Safety Vests Trash Bags
 - Safety Video Caution Signs

Day of Cleanup Event:

- Enforce safety rules. Each volunteer must wear a safety vest at all times during the cleanup.
- The caution signs provided by TDOT must be placed, facing oncoming traffic, at the beginning and the end of your stretch of adopted roadway for the duration of cleanup events. These signs are required by state and federal regulations to protect volunteers.
- Record number of trash bags filled.
- Take a group photo before and after cleanup. *As a safety precaution, please do not use cameras or smartphones while working along the roadway.*
- Call your District Coordinator to let them know how many bags were collected so TDOT Maintenance can pick them up.

After Each Cleanup Event:

- Return safety equipment (safety vests, safety video, any leftover litter bags, caution signs, etc.) to your District Coordinator within three (3) days following your cleanup event.
- Call your TDOT Adopt-A-Highway District Coordinator **and** electronically submit your report online by visiting <http://www.tn.gov/tdot/article/adopt-a-highway> and click on Online Volunteer Activity Report Form.
- After your group completes its first pickup, recognition signage will be installed. Sign installation normally takes between 6-8 weeks.
- Please keep us posted if there are any changes to your volunteer group leader's contact information.

Please contact your District Coordinator or the Statewide Coordinator at AAH.Info@tn.gov with any questions. We will be happy to work with you to ensure your cleanup events are a success.

Be safe and have fun!



ADOPT-A-HIGHWAY VOLUNTEER SAFETY GUIDE

While you are making a difference picking up litter, please make sure you are doing it safely. These guidelines were developed with your safety in mind. Safety precautions are to be followed at all times. Think safety-first! Please review these safety reminders with the group prior to litter cleanup event.

SAFETY REMINDERS

- Hold safety "tailgate" meetings before each pickup.
- Carpool to minimize number of vehicles at the site, and park clear of the roadway.
- Put on safety vest prior to getting onto the roadside.
- Wear gloves, leather shoes or boots, hats, long sleeves and light-colored clothing.
- Place warning signs at the beginning and end of the work area.
- Face oncoming traffic while working.
- Maintain a working group of six to ten people. Work in pairs.
- Avoid working during peak travel times.
- Do not work on holiday weekends.
- Stop work in inclement weather.
- Avoid overexertion.
- Do not remove hazardous substances.
- Watch for snakes and sharp objects.
- Do not pick up items on bridges, in tunnels or on overpasses.
- Stay clear of construction areas.
- Do not pick up items from the pavement or median.
- Participants 12 - 17 years old must be adequately supervised by one or more adults. Ratio: At least one (1) adult supervisor for every five (5) youths.
- Drink plenty of water to avoid dehydration.
- Wear sunscreen.
- Do not over-stuff litter bags or compact them. When a bag feels heavy (about 10 pounds average), secure it and get another bag. Place bags together, if possible, near the roadside or next to your Adopt-A-Highway signs.
- No horse play or waiving of arms that might distract drivers.
- For younger volunteers, do not pick up broken glass, knives or dangerous items - instead, call these items to the attention of an adult volunteer.
- Stay alert and well away from the road.
- Do not wear headsets while cleaning the roadside.



BAG IT, MOVE IT, OR LEAVE IT?

BAG IT - These items may be placed in a bag:

- Small items made of paper, cardboard, plastic, Styrofoam, wood, rubber, glass, or metal provided that the item does not have sharp edges.
- Small, empty containers provided they don't have sharp edges.

MOVE IT - These items should be placed alongside your stacked bags at the edge of the shoulder:

- Items with dull, 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.
- Containers that are not empty if the contents won't spill when moved and you can identify the product as one that is not hazardous. If you suspect that an item contains urine, do not move it.

LEAVE IT - If in doubt, leave it alone!

- Items should be left where found without taking further action if they are: sharp, large, or heavy items that would cause physical injury if moved.
- Any item in an unsafe location (within six feet of a traffic lane, or unstable ground, etc.)
- Any item that you cannot identify and suspect may be hazardous.
- Unclosed or leaking items containing hazardous substances. Items may have labels such as Explosive, Toxic, Harmful, Corrosive, or Poisonous Gas written on them.

**PLEASE USE YOUR BEST JUDGEMENT AND BE CAREFUL!
THANK YOU FOR YOUR CONTRIBUTION
TO HELPING KEEP TENNESSEE
CLEAN AND BEAUTIFUL!**

The roadside dumping of illegal meth lab waste is becoming a serious problem in Tennessee. It may look like carelessly dumped trash, but is extremely hazardous to your health and has a severe impact on the environment.

Don't let meth waste threaten you or your group's safety! If you sight any of the following items along the roadside, do not approach or attempt to remove these items. Instead, immediately contact the Tennessee Bureau of Investigation's Meth Watch Hotline at 1-877-TNN-METH:

These items could be portable meth labs that have been hidden or stored by the roadside. Many portable meth labs have been known to be booby trapped.

- Empty or used alcohol products such as isopropyl rubbing alcohol, denatured alcohol, etc.
- Numerous empty pill bottles and packaging, especially empty blister packs of nasal decongestant or cold remedies.
- Containers of separated liquids of ANY color.
- Bottles that look like they contain urine or windshield wiper fluid.
- Unused matches without striker plates, or washed striker plates.
- Corroded propane tanks or tanks with blue discoloration. Watch out! This means the tank is EXPLOSIVE!
- Boxes of battery fluid or bottles of muriatic acid
- Kitty litter bags, especially if they look like they've been opened and taped closed.
- Trash bags that are taped shut or with tubes coming out of them.
- Containers with any type of tubing attached.
- Anything put together or bundled up with duct tape.
- Suspicious-looking toolboxes, coolers, or other convenient storage containers.





VOLUNTEER RELEASE OF LIABILITY STATEMENT

Persons who require a disability-related accommodation, including assistance completing this form or access to alternate formats, should contact TDOT's ADA Coordinator at TDOT.ADACompliance@tn.gov.

I do hereby release, hold harmless, and discharge the Tennessee Department of Transportation, the state of Tennessee, its officers, agents and employees from any and all liability for injury to my person, damage to my property, or death, whether or not such liability is based upon allegations of negligence while participating in Tennessee's Adopt-A-Highway program and/or other volunteer activities on or near state-owned right-of-way. I acknowledge the fact that working in the area of roads can be a hazardous activity, and that I accept the risks associated with this work.

I certify that I have reviewed and fully understand the Adopt-A-Highway Volunteer Safety Guide and have watched in completion the Adopt-A-Highway Safety Movie as a prerequisite to participating in the Adopt-A-Highway program.

Volunteer Name *(Please Print)*: _____

Volunteer Signature: _____

Date: _____

Volunteer Group: _____

County of Adopted Road: _____

PARENTAL OR LEGAL GUARDIAN CONSENT RELEASE

This portion is required if volunteer is between the ages of 12 and 17. Volunteers must be at least 12 years of age to participate in the program.

I certify that I am the parent or legal guardian of the minor volunteer named above and hereby grant permission for him/her to participate as a volunteer in the Adopt-A-Highway program. I further agree to abide by the stipulations set forth in the above paragraphs.

Parent/Legal Guardian Name *(Please Print)*: _____

Parent/Legal Guardian Signature: _____

Date: _____

Please provide this completed form to your group's Adopt-A-Highway District Coordinator.