

## Guidelines for Adopt-A-Highway Program

\*Policy adopted 5/1/95 by Resolution No. 3085

1. Any non-profit or profit making, non-partisan organization or group may enter into an Adopt-A-Highway Agreement.
2. The organization/group will be permitted to perform roadside maintenance including litter pickup, mowing, brush and tree trimming, and planting and maintaining approved vegetation. The Village Superintendent of Public Works may modify this list as needed to accommodate specific situations.
3. This Agreement is for a two (2) year period.
4. The organization/group may adopt any section of highway. The normal minimum length of highway adopted is one (1) mile.
5. The minimum age of the participants without adult supervision is seventeen (17) years. One adult supervisor will be provided by the organization for every six(6) minors between the ages of thirteen to sixteen (13-16) and one adult supervisor for every three (3) minors between the ages of ten and twelve (10-12).
6. The organization will place trash bags along the adopted highway to be picked up and disposed of by the Village of Lansing Highway Department on the next working day. (Trash bags will be provided by the Village of Lansing Highway Department.)
7. The suggested minimum frequency of pickup along highways is two (2) times per year with the first pickup occurring in April-may "Spring Cleanup" time period.
8. Each organization will be required to obtain a Highway Work Permit.
9. All participants will sign the General Release Form.
10. Village of Lansing Highway Department will install an Adopt-A-Highway sign at the beginning of each section of highway.
11. Village of Lansing Highway Department of Public Works will publicize the execution of each Agreement and will highlight it at various periods thereafter.
12. The Village of Lansing Superintendent of Public Works will be the contact person with the organization and manage the Agreement after it is signed. The organization will be required to designate one member as coordinator.
13. Participants will receive a safety briefing by the Village Superintendent of Public Works or designee prior to the first roadside maintenance activity. Thereafter, the safety guidelines will be reviewed with the organization coordinator before each pickup. All participants must attend a safety briefing before participating in the cleanup efforts.
14. All participants are required to wear a traffic safety vest and hard hat (provided by the Village of Lansing Highway Department). Work signs will also be provided and utilized as outlined by the Village of Lansing Superintendent of Public Works or designee.
15. The organization will be required to pick up supplies and materials from the Village of Lansing Highway Department. Unused supplies and materials will be returned within one (1) week following the cleanup activity.