



Village of Mukwonago

440 River Crest Court, Mukwonago, Wisconsin 53149
Tel. (262) 363-6420 | Fax: (262)363-6425

VILLAGE OF MUKWONAGO ADOPT-A-ROAD PROGRAM TERMS & CONDITIONS

1. The Group and its members will not be considered officers, employees, or agents of the Village of Mukwonago Public Works Department.
2. Any inquiries, claims, liabilities, suits, or costs thereof, whatsoever, arising from Group or Group members' activities relating to this permit shall be the sole responsibility of the Group or its individual members.
3. Participants in the Group agree to obey and abide by all laws relating to safety, and such terms and conditions as they may be required by the Department for special conditions that may exist in a particular adopted section. A volunteer form must be signed by all participants on the day of the event and returned to the Village after the event.
4. The Group shall plan for off-road parking or shuttle bus type of travel to the worksite. All vehicles at the pickup site shall be legally parked. Cars should be parked on the same side of the road.
5. The Group certifies that parents or guardians of minor children have been given approval and permission. A parent or legal guardian must sign after the minor child on the volunteer sheet for the minor to participate in the Group's activities. All participants shall be at least 11 years of age or in the sixth grade. The Group shall supply one (1) adult supervisor for every five (5) or six (6) workers.
6. The Group shall pick up litter a minimum of three (3) times a year between April 1 and November 1. The Group shall not work beyond its section limits.
7. The Group shall pick up required supplies and materials from the Village of Mukwonago Public Works Department building located at 630 E Veterans Way Mukwonago, Monday through Friday, 7 a.m. to 3:30 p.m.
8. The Group shall place filled trash bags at one (1) designated pickup site, preferably at the Group Sign.
9. After a litter collection, the Group shall:
 - Call Public Works, 262-363-6447, for pickup.
 - Return signed Volunteer Release of Liability form from the day's event. **Email:** rbittner@villageofmukwonago.gov.
10. Unused materials and supplies furnished by the Department may be retained by the Group during the agreement period. At the end of the period the materials and supplies must be returned as instructed by the Department.
11. The Group may keep any recyclable materials collected.
12. Partisan political groups (groups of people with common political opinions and purpose organized for gaining political influence, governmental control and for directing government policies) shall not be permitted to participate.

The Department Agrees to the Following:

1. Provide Adopt-a-Highway signs with the Group's name, traffic safety signs, safety vests and trash bags.

2. Remove the filled trash bags as soon as possible, after notification.
3. The Department reserves the right to refuse or revise portions of Group names when preparing signs.

SAFETY

1. Review all safety rules with all participants before proceeding to the highway segment.
2. All participants shall wear safety vests. Clothing should be light colored and cover arms and legs (to protect from plant saps and insects). Leather shoes, boots or sneakers with ankle support are recommended.
3. Properly deploy both traffic safety signs (orange, *WORKERS AHEAD*) during litter pickup.
4. Stay in the right of way. Only cross the road when necessary.
5. Do not enter the roadway or its shoulder areas to pick up trash.
6. Avoid areas of Poison Ivy, Wild Parsnip, or other noxious weeds. Report locations of Wild Parsnip.
7. Use bug spray to stay safe from mosquitoes and ticks.
8. Leave the wildlife alone.
9. Watch your footing. Stay away from and off steep slopes, standing water, trenches, or any type of drop off. Heavy rains can make a calm looking ditch dangerous with undercurrents that are not visible.
10. Avoid Construction Zone areas. If you have questions about constructions zone, please call the office.
11. Groups shall work only on one side of the road at a time, always facing traffic. Look up often to see when traffic is encroaching. Never turn your back on oncoming cars. When facing traffic and you see an out-of-control vehicle coming your way, it is more likely to avoid the danger.
12. Work only during daylight hours and in good weather. Stop working in harsh weather, especially when visibility is reduced by fog, rain, or snow.
13. Bags should not be overfilled. Overfilled bags can open and spill.
14. Wrap Glass and sharp objects in paper or place them in a paper bag before putting it in the plastic bag to avoid puncturing the bag or causing injury.
15. Avoid using headsets, which could interfere with hearing the oncoming traffic. Text after the cleanup – your attention should be on your safety and the people you are with.
16. If the Group encounters closed containers or items suspected to be hazardous, do not touch the items!
 - i. For needles or drug paraphernalia call Waukesha County Sheriff's Department 262-446- 5070 with the location.
 - ii. For fluid filled containers: Call the Public Works Department office at 262-363-6447 with the location for pickup.
17. The Group shall not pick up litter on medians, bridges, in tunnels, on overpasses or around other structures that would pose a danger.