

CITY OF JACKSON, MISSOURI ADOPT-A-STREET PROGRAM



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THE PROGRAM

The purpose of the City of Jackson's Adopt-A-Street Program is to encourage service, civic, and non-profit organizations to adopt residential blocks of streets within the City and to keep them litter-free. The adopted areas are to be cleaned at least once quarterly in an effort to maintain a healthy environment and to produce feelings of pride in our City.

The program applies only to City of Jackson streets and the right-of-way where a City-maintained street is located. Streets under the control of the Missouri Department of Transportation (MoDOT) are ineligible for adoption.

Each adopted section of street is a minimum of four (4) blocks or a 4-sided block. Volunteer groups sign contracts with the City agreeing to remove litter from their adopted stretch of street a recommended minimum of four (4) times each year (once every three months).

The adopted street initially is contracted for four (4) years. A group or individual may keep its adopted section of street indefinitely if the contract is renewed at the end of each four (4) year period.

WHO SHOULD ADOPT?

Many types of groups may participate in the Adopt-A-Street Program, including school, civic, scout, business, professional, religious and social groups. Eligibility is limited to organizations within the City of Jackson. The program is not intended as a means of providing a public forum for the participants to use in promoting name recognition or political causes.

The Board of Aldermen may approve applications of individuals or groups applying to participate in the program. Only individuals or groups determined by the City to be responsible and to exhibit in good faith the willingness and the capacity to perform the responsibilities of the program will be allowed to adopt a street. The City of Jackson reserves the right to refuse any group or individual adopting a section of street when the adoption may create a safety hazard for the public, jeopardize the Adopt-A-Street Program or be counter-productive to its purpose.

HOW DOES IT WORK?

Safety

Before collecting litter for the first time, all volunteers must receive adequate safety training. A safety tips video provided by the Missouri Department of Transportation is available online at www.modot.mo.gov/services/community/Adoptahwy.wmv for each volunteer to review before participating in the program. Jackson has established the following rules to help ensure the safety of everyone participating in the Adopt-A-Street Program:

Age restrictions: Volunteers must be at least 12 years of age. Children between the ages of 12 and 17 must be supervised adequately by adults who are 21 years of age or older. There must be at least one (1) adult supervisor for every four (4) children.

Proper clothing and equipment: During cleanups, all volunteers must wear appropriate safety vests provided by the City. Volunteers should also wear substantial gloves, shoes or boots, and brightly colored clothing that cover the arms and legs. Volunteers never should wear or bring along items that could distract motorists or impair a driver's or volunteer's vision or hearing.

Safety procedures: Volunteers must work facing oncoming traffic, keep off the street and stay at least five (5) feet from the edge of the street surface. Litter pickup sessions should be scheduled for daylight hours and discontinued during inclement weather. Volunteers should avoid overexertion, watch their footings and stay clear of mowing, construction and maintenance work. Watch for snakes, stinging insects and poisonous plants. To avoid injuries from broken and jagged objects, trash bags should not be overfilled or compacted.

Hazardous objects: Volunteers never should pick up discarded syringes, needles or other hazardous objects. When these items are encountered, contact the City Adopt-A-Street coordinator who will arrange for safe collection of these hazardous items.

Parking: Vehicles must be parked clear of the street and on the same side of the street where volunteers are working. Whenever possible, group members should carpool to the cleanup site to reduce the number of vehicles parked along the street.

Recycling: City strongly encourages Adopt-A-Street volunteers to recycle trash collected during cleanups. Information about how, what and where to recycle may be obtained from the City. Different colored bags will be provided for recyclable materials and can be left on the side of the street under the same guidelines as for all other items.

PARTICIPATION IN THE PROGRAM

General

Each person participating in the program shall execute a written release of the City, its officials, employees, and agents from any liability arising out of his or her participation in the program. In the case of a minor, such release shall be executed by a parent or a guardian. Physical participation in the program shall constitute a waiver by the participant of any claim or cause of action of liability against the City.

Agreement

Any organization or group desiring to participate in the Adopt-A-Street Program shall submit an agreement to the City Administrator or his designee. The agreement shall be in the form prescribed by the City and shall contain at a minimum the following information:

- (1) The street or portion of street to be adopted, as nearly as it can be described;
- (2) The dates of requested adoption;
- (3) The approximate number of people in the group who will be participating in each cleanup;
- (4) The name, telephone number, complete street address of the authorized representative for the group and all members of the group who will actually participate in the program;
- (5) An acknowledgement by the individual or group of the hazardous nature of the work involved by participating in the program;
- (6) An acknowledgement that the members of the group agree jointly to be bound by and comply with the terms and conditions set forth in the agreement and
- (7) The signatures of the Mayor, City Clerk, and the authorized representative of the program participant(s).

RESPONSIBILITIES

Participants

Any individual or group participating in the Adopt-A-Street Program shall be subject to the following requirements and responsibilities:

- (1) Appointing or selecting an authorized representative to act on behalf of the group;
- (2) Ensuring that each person participating in the program attends a safety meeting and signs a statement acknowledging that they have viewed the safety video (supplied by the Missouri Department of Transportation) before participating in the cleanup of the adopted street or section;
- (3) Picking up litter a minimum of four (4) times a year or more often, if desired, to maintain clean rights-of-way;

- (4) Ensuring that each individual participant of the group wears gloves and a City-approved safety vest during the pick-up;
- (5) Ensuring that each individual participant of the group wear clothing that will not impair vision or movement during the pickup;
- (6) Ensuring that attire that might divert the attention of motorists is not worn during cleanup activities;
- (7) Furnishing adequate supervision by one or more adults 21 years of age or older for groups which have participants 12-17 years of age;
- (8) Ensuring that no one under the age of 12 is allowed to participate in the clean up activities;
- (9) Prohibiting participants from either possessing or consuming alcoholic beverages or other drugs during cleanup activities;
- (10) Ensuring that no signs, posters, or other display material that might distract motorists are brought to the adopted section by group members during or between cleanups;
- (11) Ensuring that all provisions of the agreement are fully performed.

City of Jackson

The City's participation in the program will include the following:

1. Working with the group to determine the specific section of street right-of-way to be adopted;
2. Providing safety vests, trash bags, and safety information;
3. Providing recognition with the group's name or acronym of their contribution;
4. Removing filled trash bags;
5. Removing litter from the adopted section under unusual circumstances, i.e., large, heavy or hazardous items;
6. Monitoring to ensure the objectives of litter abatement are being met; and
7. Monitoring to evaluate the overall operation of the program and to gauge its effectiveness.
8. A sign displaying the organization name may be installed on the adopted section of street after three (3) consecutive pick-ups have been completed by the requesting organization. The sign may be removed following three (3) consecutive periods of no activity as specified on the application.
9. The requesting organization's official name, or abbreviation, only will be placed on the sign along with standard "Adopt-A-Street Program" wording. No lewd or suggestive acronyms or wording will be permitted on public signs. The number of words may be limited by the standard size of the Adopt-A-Street sign.
10. Discontinuation of pick-up by the organization, as specified in the application, within nine (9) months after sign installation will result in the cost of the sign being assessed to the organization. This may also mean denial of future participation of the organization in the program.

General Limiting Conditions

All public streets within the City of Jackson which are not under the control of the Missouri Department of Transportation (MoDOT) are eligible for adoption.

If any of the program's actions are determined to be contrary to any statutory restrictions, or any restrictions on the use of appropriated funds for political activities, the City may take any necessary remedial action, including, but not limited to, the removal of the erected signs displaying the program participant's name or acronym or the termination of the adoption agreement.

Names, titles or words placed on Adopt-A-Street signs shall be approved by the City Administrator or his designee.

Modification/Renewal/Termination of the Agreement

Modification: The Adopt-A-Street agreement may be modified in scope or altered in any other manner at the discretion of the City.

Renewal: Program participants shall have the option of renewing the agreement, subject to the approval of the City. Information concerning program participants is to be updated at the time of renewal.

Termination: The City may terminate the agreement or remove the Adopt-A-Street signs bearing the program participant's name or acronym if it finds and determines that the participant is not meeting the terms and considerations of the agreement, that the participant is acting contrary to the rules of the program, that the adoption is proving to be counterproductive to the program's purpose, that undesirable results such as increased litter, vandalism or sign theft, are resulting from the adoption, that program participants have engaged in irresponsible conduct at the adopted section which would bring discredit upon the City, or that other good cause exists to terminate the agreement or remove the Adopt-A-Street sign.

ADOPT-A-STREET PROGRAM AGREEMENT

The City of Jackson and _____
(Name of business, organization or group) recognize the need for and desirability of
litter-free and visually-improved streets.

The Adopt-A-Street Program has been established so that businesses, organizations, or
other groups may contribute toward the effort of maintaining cleaner and more beautiful
streets.

As indicated by their signatures on this agreement, the individual participants of the
above named entity are aware of the nature of the work which is to be performed and
have agreed to follow the rules, policies, safety guidelines and instructions. If the above-
named entity contracts with any other group to clean the entity's adopted section of street
("a contract service"), the contract group agrees that it is aware of the nature of the work
which is to be performed and agrees to follow the City's rules, policies, safety guidelines
and instructions. The individual participants agree not to hold the City responsible for any
injuries they, their employees or their agents may suffer or damages that they, their
employees, or their agents may cause or suffer as a result of participation in the program
and have agreed that signs bearing the group's name shall be installed solely at the
discretion of the City.

The City of Jackson recognizes the above-named entity as the adopting organization for:

Street Name

Street Description (from what point to what point)

The above-named entity volunteers to pick up litter **once every three (3) months** (or
more if desired) for four (4) consecutive years along its section of street and promote a
better environment in the community. This agreement shall be valid for four (4) years
beginning _____, 20__ and ending _____,
20__. The entity may cancel this agreement upon 30 days written notice to the City of
Jackson.

Section Below To Be Completed By Adopting Group

Adopting Group Contact Persons:

Date: _____

Print Name: _____
Primary Group Contact Person

Signature: _____

Mailing Address: _____

City/State/Zip: _____

Home Phone: _____ **Work Phone:** _____

Fax Number: _____ **Email:** _____

Print Name: _____
Secondary Group Contact Person

Signature: _____

Mailing Address: _____

City/State/Zip: _____

Home Phone: _____ **Work Phone:** _____

Fax Number: _____ **Email:** _____

_____ Yes, we will recycle

_____ No, we will NOT recycle

Signatory Instructions

1. Signatures of individual group members participating in one or more litter pickups are required in the spaces provided below. No person may sign for another person.

2. A parent/guardian is required to sign for a volunteer under 18 years of age. A Youth Participation Release Form must be signed by a parent/guardian to authorize a youth's participation in the program.

Adopting Group Signatures

The following individuals will participate in one or more litter pickups. By their signatures they agree to abide by the City's rules, policies, safety guidelines and instructions and not to hold the City of Jackson responsible for any injuries they may suffer or damages that they may cause or suffer as a result of participation in the Adopt-A-Street Program.

Print Name	Signature	Date
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Print Name	Signature	Date
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Print Name	Signature	Date
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**CITY OF JACKSON, MISSOURI
ADOPT-A-STREET PROGRAM
YOUTH PARTICIPATION RELEASE FORM**

As the parent/guardian of the minor child named below between the ages of 12-17, I hereby give permission for him/her to participate in one or more Adopt-A-Street Program street-side cleanups. By my signature, I release the City of Jackson from any liability or responsibility for any injuries or damages he/she may cause or suffer as a result of participation in the Adopt-A-Street Program.

Print Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____

Address: _____

City/State/Zip: _____

Print Name of Minor Child: _____

Address of Minor Child (if different): _____

City/State/Zip: _____

Home Phone: _____

Work Phone: _____

Date: _____

**CITY OF JACKSON, MISSOURI
ADOPT-A-STREET PROGRAM
SAFETY RULES AND GUIDELINES FOR VOLUNTEERS**

All Volunteers Must:

- arrange a safety meeting for all participants prior to each pick-up event and review *Safety Procedures* flyer
- wear an orange safety vest
- park all vehicles clear of the street and on the same side of the street where volunteers are working
- be at least 12 years of age to participate in a cleanup
- furnish adequate supervision by one or more adults 21 years of age or older for groups that have participants 12-17 years of age
- pick up litter only during daylight hours
- not pick up trash on the street surface and shall stay off the street at least five (5) feet from the pavement edge
- obey all safety rules, regulations and guidelines
- face oncoming traffic
- avoid overexertion
- provide water/refreshments for all volunteers
- wear sunscreen
- be aware of any special needs of fellow volunteers

Volunteers Must Not:

- use or possess illegal drugs or alcohol before or during a pick-up event
- pick up trash on roadways, shoulders, medians, bridges, on overpasses or in tunnels
- pick up what appears to be hazardous material (notify the City if you encounter hazardous objects or holes, guy wires and other hidden obstacles in the ground) or

attempt to squeeze bags to make room for more trash since injuries from broken or jagged objects can result from this practice

- work during bad weather, extreme temperatures and peak travel times
- participate in horseplay or any other activity that might distract drivers
- pick up, remove the lid from, shake or even touch any hazardous substances

In Case of Emergency:

- have an adequate first-aid kit immediately available
- select an emergency room/hospital and know the route from the work area to the designated place of treatment facility
- have transportation immediately available
- keep at least one mobile phone with the group at all times

For the Safety of City Sanitation Crews:

Place the bags at least five (5) feet from the edge of the street or the back of the curb, whichever is greater, to make the job of collecting bags easier and safer for employees.

**CITY OF JACKSON, MISSOURI
ADOPT-A-STREET PROGRAM
SAFETY PROCEDURES FLYER**

1. Review safety rules and guidelines.
2. Park in areas that provide safe entrance to and exit from the pickup area; do not create potential conflicts with other vehicles and equipment operating near the work area; and provide maximum protection for workers getting in and out of the vehicles.
3. Wear appropriate personal protective clothing.
4. Take extra precautions to prevent heat and cold stress when working in extremely hot or cold temperatures.
5. Be aware of poisonous plants, insects, snakes, animals and animal waste products and carcasses. It is a good practice to wear long-sleeve shirts, gloves and high-top boots to protect against unforeseen hazards.
6. Be aware of routes for medical care in case of emergency. It is a good practice to face oncoming traffic while on foot.
7. Be aware of loose material, tripping hazards, uneven ground and other obstructions and be cautious of picking up in areas where footing is obscured.
8. Allow ample space for each person to work safely.
9. Place tools in safe position so that sharp points are not exposed.
10. Be aware of hidden obstructions that may have sharp edges and broken glass, especially in grassy areas.
11. Be aware of hazardous materials and objects and notify city authorities.
12. Use caution when handling trash bags containing broken or sharp objects.
13. Place trash bags where they can be easily retrieved and well clear of street traffic.
14. If you dispose of your group's litter-filled bags, use proper lifting techniques when loading trash bags.