



**BROOKS COUNTY GEORGIA**  
**ADOPT-A-ROAD PROGRAM**

**CREATED 2016**

**[WWW.BROOKSCOUNTYGA.US](http://WWW.BROOKSCOUNTYGA.US)**

## Adopt-a-Road Program

### Overview

Brooks County's Adopt-A-Road Program enlists citizen volunteers' help to remove litter from county roadsides. While saving taxpayer dollars, the program brings the environmental and monetary costs of littering into public awareness, and promotes civic responsibility and pride. The volunteers of the Adopt-A-Road program serve as visible reminders to the public that we are all stewards of the land.

Brooks Citizens are proud of our beautiful County, but unfortunately, our roadways are becoming dumping grounds for illegal litter. Roadside litter poses a serious threat to motorists and wildlife.

Please help clean up our County by volunteering with our Adopt-A-Road Program. The following information will help you and your group get started. Thanks for taking the time to make a difference in our County. For more information please call Administrator Justin DeVane at (229) 263-5561.

### How the Program Works

Each volunteer group adopts at least a half-mile stretch of Road, or entire Road if shorter, and agrees to remove litter from both sides of the road at least four times a year for a two-year period.

The volunteer group's leader notifies the Brooks County Road Department office at least five business days prior to a scheduled pickup. The filled litter bags are left on the site at a predetermined location for Brooks County crews to pick up. Within one week after the pickup, the volunteer group will submit a status report to the Brooks County Road Department office.

### Who Can Participate

Any civic-minded organization, business, individual, family or city is welcome to volunteer in the Brooks County Adopt-A-Road program. Each volunteer group must have at least four members, with two backup members. All members' names, addresses and phone numbers will be provided to Brooks County Road Department prior to acceptance of the application. Children aged twelve to fifteen years must be supervised by adults at a rate of one adult for every three children. Children under the age of twelve are ineligible for participation in the program.

### How to Get Started

Carefully read all the terms and conditions of your permit.

1. Organize your group and get commitments before you submit your permit application.
2. Contact the Brooks County Administration Office who can tell you whether a particular site is available for adoption or can, if you prefer, recommend a suitable site for you.
3. Complete the permit application and submit it to the Brooks County Administration Office for consideration at the next County Commission Meeting.
4. The Brooks County will notify you when you are approved and will assist you in getting started.

Please be aware of these conditions pertaining to your permit:

1. Brooks County may choose to install a sign to designate your "Adopted" road section. Brooks County may install this sign(s) after you have completed at least one scheduled pickup.
2. You cannot transfer your permit to others.
3. You or Brooks County may cancel anytime you are unable to meet the permit requirements.
4. Permits may be temporarily suspended by Brooks County for safety reasons.
5. State or U.S. Roads/Highways are not be considered for this program, as Brooks County does not have maintenance jurisdiction over that infrastructure.

### **What We Will Provide**

1. We loan you safety vests which must be worn by all participants while volunteering on Brooks County right-of-way.
2. We provide you with free trash bags and dispose of the trash you collect and leave bagged at predetermined locations in your adoption area.
3. We loan you litter pick up signs, if available, or direct you to a supplier for purchase.

### **Safety**

#### **Your Safety - Our Top Priority**

Because roadways are dangerous places, all volunteers should be mentally alert while picking up litter. Besides using good common sense, all members should be in good physical condition, including sight and hearing. There should be one supervising adult for every three children aged 12 – 15.

#### **Plan for Safety**

- Review safety precautions. Prior to each activity, complete the participant waiver form and have each participant sign it. Save it for your records.
- Assign work teams and leaders before you reach the site. Distribute trash bags beforehand. Estimate the amount of time for your pickup and agree on a meeting place when you're finished.
- Carpool to the site to reduce the number of vehicles parked on the side of the road. Be sure to park in a safe spot as far from the road as possible and all on the same side. Be careful not to park in an area that would obstruct motorists' views, such as on a curve in the road.
- Bring along an adequate first-aid kit. Identify the nearest hospital and know how to get there in an emergency. At least one person in your group should know CPR techniques.
- Bring a cell phone.
- Obtain emergency contacts for each group member and bring their phone numbers with you.
- Don't overexert yourself. Bring along a supply of drinking water and take breaks.

#### **Safe Work Habits**

- Wear your orange safety vests at all times.
- Work only during daylight hours during good weather. During the hot summer months, it's a good idea to restrict your work to morning hours.
- Make sure the litter pickup signs are used, and return them (unless you have purchased your signs) after pickup is complete
- Work only one side of the road at a time.

- Whenever possible, face oncoming traffic. Stay alert and be prepared to move out of the way in an emergency. Stay with your team.
- Do not wear headsets. They could prevent you from hearing traffic or other hazards. Advise all volunteers to wear closed-toed shoes.
- Do not crush collected trash to make more room in the bag. Broken or jagged objects could cause accidental injuries.
- Do not pick up syringes or hypodermic needles, animal carcasses, or heavy, large, or hazardous materials. Flag these items and notify Brooks County Road Department for pickup.
- Do not "horse around" or do anything to purposely distract drivers.
- Avoid poison ivy or other noxious weeds.
- Avoid insects such as fire ants, yellow jackets, wasps, etc. Also, be aware of and avoid animals such as snakes, possums, and raccoons.
- Stay away from construction sites, mowing activities, open water, bridges, overpasses, or retaining walls that could be dangerous for workers.

### **Safety Gear and Clothing**

- High-visibility vests (loaned to you by Brooks County Road Department)
- "Litter Pick up in progress" signs (2)
- Trash bags (provided by Brooks County Road Department)
- Leather thick-soled boots or shoes
- Light colored clothing, brightly colored hat
- Long pants and long-sleeved shirt
- Sunscreen
- Insect repellent
- First aid kit
- Cell phone

Permit No. \_\_\_\_\_

**Adopt-A-Road Permit Application**

Please print legibly in ink and mail to the above address or fax to us at: (229) 263-5561

Request *(check one)*                      **New**                      **Renew**                      **Permit No.** \_\_\_\_\_ **Date** \_\_\_\_\_

APPLICANT INFORMATION	ORGANIZATION OR APPLICANT				APPLICATION DATE
	PRIMARY CONTACT NAME			ALTERNATE CONTACT NAME	
	PRIMARY CONTACT PHONE			ALTERNATE CONTACT PHONE	
	ADDRESS			ADDRESS	
	CITY, STATE, ZIP			CITY, STATE, ZIP	
	E-MAIL ADDRESS			E-MAIL ADDRESS	
LOCATION INFORMATION	COUNTY ROUTE NUMBER			ROAD NAME	
	STARTING Address	CLOSEST CROSS STREET (Distance and Direction from Site)			
	ENDING Address	CLOSEST CROSS STREET (Distance and Direction from Site)			
WORK INFORMATION	WORK TO BE PERFORMED BY: <input type="checkbox"/> VOLUNTEERS <input type="checkbox"/> CONTRACT FORCES				
	EXPECTED AVERAGE NUMBER OF WORKERS			NUMBER OF YEARS GROUP HAS VOLUNTEERED	
	EXPECTED DATES OF PICKUP (Enter one date for each period)				
	YEAR ONE				
	APRIL	JUNE/JULY	AUGUST/SEPT	OCT/NOV	OPTIONAL
	YEAR TWO				
APRIL	JUNE/JULY	AUGUST/SEPT	OCT/NOV	OPTIONAL	

The group acknowledges the conditions of the work, agrees to the terms and conditions set by the Brooks County Road Department, and agrees to hold Brooks County, its agents or employees harmless from any and all claims or actions resulting from the Adopt-A-Road Program.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

# **Status Report**

Thank you for your recent litter pickup. Please complete the Adopt-A-Road Status Report form and forward to the Brooks County Road Department at the address below within one week after each pickup. If you have any questions, please enter them in the Comments section at the bottom of this form or contact your Coordinator.

**Brooks County Road Department  
Adopt-A-Road Program  
P.O. Box 272  
Quitman, GA 31643  
Phone: (229) 263-8817  
Fax: (229) 263-6912**

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Organization Name

Date of Litter Pickup

County Route Number

Road Name

No. of Bags Filled

No. of Participants X Hours Worked

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Total Hours

Comments:

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## Participant Waiver Form

The undersigned hereby states that they are a volunteer participant in the Brooks County Road Department "Adopt-a-Road Program", and a member of an approved adopting organization in accordance with Brooks County guidelines for the "Adopt-a-Road Program." The undersigned further states that they are aware that participation in the "Adopt-a-Road Program" is voluntary, and that working on or adjacent to highways and public roads is a high-risk work environment with numerous hazards. The undersigned states that they will follow all Department's safety guidelines and directives pursuant to briefings and other information provided by the Brooks County Road Department, and that they will wear all required items of safety gear and equipment provided for the performance of their volunteer duties.

The undersigned, and all successors and assigns thereto, shall save harmless Brooks County, its officers, agents, and employees from all suits, claims, actions or damages of any nature whatsoever resulting from the performance of work assigned to the undersigned as a volunteer participant in the "Adopt-a-Road Program." The undersigned further states that they shall be fully responsible for injury or damage to any property or fixtures of the County within the right-of-way. These indemnities shall not be limited by reason of the listing of any insurance coverage.

It is further understood and agreed that the undersigned, or any successor or assigns thereto, in the conduct of participation in the "Adopt-a-Road Program," shall not be considered the agent of Brooks County.

SIGNATURE OF VOLUNTEER	PRINTED NAME OF VOLUNTEER	ADDRESS OF VOLUNTEER

Organization: \_\_\_\_\_

Collection site: \_\_\_\_\_

Collection date: \_\_\_\_\_