



Adopt-A-Road Rules and Safety

Contract

A signed contract must be returned to KFCB before conducting a clean-up.

1. Completed contracts may be e-mailed, mailed, or hand delivered to KFCB.

Road Selection and Signs

All adopted road and sign locations must be approved by KFCB. This process may take a couple of days.

1. The road must be a county or city maintained road. **State highways** must be adopted through the Georgia DOT.
2. Roads within subdivisions, complexes, and designated neighborhoods cannot be adopted.
3. Roads in which HOA or other private groups have contracts with the county to provide maintenance are not adoptable.
4. The stretch of road should be at least 1 mile if possible.
5. A maximum of two signs will be placed on each road. In rare cases, only one sign will be placed on the adopted road.
6. Signs cannot have drawings, logos, phone numbers, or web addresses on them.
7. The purpose of the sign is to reward and recognize the adoptee for their volunteer service to the community. It is not intended to be a free form of advertising. Signs are not required if a group chooses not to have one.
8. As standard practice, the signs mark the beginning and end of the adopted stretch of roadway. However, an adoptee may request that their signs be placed at another location within the adopted area.
9. KFCB will coordinate with the county or city sign shops to make sure all signs are properly installed and that the placement is in compliance with local rules and regulations. A sign order will not be generated until a group has been active for 2 quarters. Installation times vary based on workload.

Reporting

Status Reports are to be filed with the KFCB office after each clean-up or at least on a **quarterly basis**.

1. Completed status reports may be e-mailed, mailed, or hand delivered to KFCB.
2. It is very important that groups stay current with their clean-ups and reports. Groups that do not submit reports for 2 consecutive quarters or 6 months are considered inactive and will be removed from the program.

3. Notify KFCB if there is any change in contact information such as e-mail, phone and address for your group.

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. **Alcohol use is prohibited on GDOT right-of-way.**

Plan for Safety

- Review safety precautions.
- 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 safety vest 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 displayed, and close them after pickup is complete (these signs are optional).
- 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.
- 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 Georgia DOT 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 (provided by Forsyth County)
- Trash bags (provided by Forsyth County)
- Latex Gloves (provided by Forsyth County)
- 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