

Sponsor-A-Roadway Program Booklet

Exeter, New Hampshire



Town of Exeter, New Hampshire

Public Works Department

September 2013

Sponsor-A-Roadway Program Booklet

Town of Exeter, New Hampshire

Welcome to the Town of Exeter's Sponsor-A-Roadway Program. On behalf of the Exeter Public Works Department, I would like to personally thank you for your effort to remove the unsightly litter that detracts from the scenic beauty of our town. This booklet contains all of the information you will need to participate in the program, but if questions arise, please feel free to contact Jay Perkins, Highway Superintendent at the Exeter Public Works Department at 603-773-6157 or jperkins@exeternh.gov.

Jennifer R. Perry, Director

Exeter Public Works

Administrative Rules Governing the Sponsor-A-Roadway Program

Town of Exeter, New Hampshire

SPONSOR-A-ROADWAY

Purpose

The sponsor-a-roadway program is designed to allow citizens an opportunity to sponsor a section of Exeter town road for purposes of removing litter from and enhancing the beauty of the sponsored section. This program will foster public awareness of the litter problem along Town roads by making the sponsored section of roadway an example of community involvement that improves the beauty of the area. The program fosters recycling of appropriate litter. The following sections set forth requirements to be applied in the administration of the sponsor-a-roadway program.

Scope

- (a) This part shall apply to all individuals, groups, organizations, and members of the business community who wish to participate in the sponsor-a-roadway program and to all department personnel who administer the program.
- (b) Sponsoring groups may, but shall not be required to, use maintenance providers to accomplish the litter removal in areas where the safety of volunteers can reasonably be maintained during the litter removal effort.
- (c) Sponsoring groups shall use maintenance providers to accomplish the litter removal on those sections of roadway where the safety of volunteers cannot reasonably be maintained during the litter removal effort.

Definitions

- (a) “Department” means Town of Exeter Public Works Department
- (b) “Superintendent” means the Highway Superintendent in charge of roadway maintenance for the Town of Exeter, or any other person designated by the Superintendent to act for the Department pursuant to these rules
- (c) “Group” means an individual, family, neighborhood, non-partisan non-profit organization or non-partisan profit making enterprise, which has requested and received approval to participate in the sponsor-a-roadway program.

- (d) “Maintenance Provider” means a person or organization, which has been prequalified by the New Hampshire Department of Transportation or the Town of Exeter Public Works Department to provide litter removal services upon roadways.

Applications

- (a) An individual or the authorized representative of a group who desires to participate in the sponsor-a-roadway program shall submit an application to the Town of Exeter, Public Works Department. Hereinafter, references to requirements for groups shall also apply to individuals who wish to sponsor a section of roadway, unless otherwise noted or clearly indicated by the context.
- (b) The application shall be made on a form available from the Town of Exeter Public Works Department
- (1) Date of application;
 - (2) Name, telephone number, and complete mailing address of a contact person for the group;
 - (3) Identification of up to 3 road sections, in order of preference, that the group is interested in sponsoring;
 - (4) Number of miles the group will elect to use a maintenance provider to provide litter removal services in the sponsored section of roadway.
- (c) Applications received by the Exeter Department of Public Works shall be reviewed without regard to the race, color, creed, sex, national origin, age, mental or physical disability, marital status, or social affiliation of the applicants.
- (d) The Superintendent shall deny an application if the applicant is a group whose primary purpose is supporting or opposing political candidates, or working towards the passage or non-passage of a specific piece of legislation, or advocating for or against a specific public policy agenda.
- (e) The Superintendent shall deny an application to sponsor a section of roadway if the area has already been sponsored by a different applicant.
- (f) The Superintendent shall deny an application if the section proposed for sponsoring contains one or more of the following attributes:
- (1) A work area, which is rendered unsafe without active traffic control;
 - (2) Terrain that is too steep, rugged, or densely vegetated to be safely accessed by pedestrians;
 - (3) Active construction or maintenance sites; or
 - (4) Any other site condition which makes the area unsuitable to be serviced by the applicant group’s general age level or experience.

Agreements

- (a) If the application submitted by the group is approved by the Superintendent, the Superintendent and the applicant shall execute a written agreement with the Public Works Department providing for the group's participation in the sponsor-a- roadway program.
- (b) The sponsor-a-roadway agreement shall contain the following required terms if litter removal efforts are to be performed by volunteers:
 - (1) An acknowledgement by the group of the hazardous nature of the work involved in participating in the sponsor-a-roadway program;
 - (2) An acknowledgement that the group agrees to abide by applicable laws and rules relating to safety;
 - (3) Any special conditions imposed by the Superintendent to enhance the safety of the group or its members during the litter removal operations in the sponsored section of roadway,
 - (4) An agreement that the times available to perform litter removal operations shall not include holidays or times of peak traffic flow for the sponsored section; and
 - (5) Additional agreements relating to the collection, aggregation, separation, or storage of collected materials which serve to reduce the cost of litter removal services.
- (c) An sponsor-a-roadway agreement involving a maintenance provider shall contain the following additional required terms:
 - (1) Maintenance providers shall provide and/or install:
 - a. All necessary trash bags and consumable safety supplies;
 - b. Safety training for employees;
 - c. Temporary traffic warning signs for use in litter removal operations, and;
 - d. Fixed signage in the sponsored section of roadway bearing the group's name or acronym.
 - (2) All litter removal operations shall occur during the normal work week, and not on weekends or holidays, or within the peak traffic flow hours of any day for the sponsored section;
 - (3) The maintenance provider shall unconditionally agree to provide litter removal services for a minimum period of 4 months from the date of approval for the sponsored section;

- (4) No maintenance provider shall perform litter removal services prior to providing a written certificate of insurance coverage to the Town, naming the Town as an additional insured;
 - (5) All positive reports and evaluations, as well as concerns, complaints or reports of deficiency received by the department shall be shared with the contact person of the sponsoring group as well as the maintenance provider;
 - (6) That nothing in the agreement between the group and the maintenance provider shall be construed as creating a contract between the department and the maintenance provider, and that there is no promise by the department, express or implied, to make any form of payment or perform any form of service whatsoever to the maintenance provider; and
 - (7) Upon completion of each litter removal operation, the maintenance provider shall;
 - a. Place the collected litter in one or more locations off of the traveled way for convenient removal by the department; and
- (d) In all cases, the department shall agree to either remove, or effect removal of, filled trash bags as soon as practicable after the cleanup.

Responsibilities of the Department to Volunteer Groups

Unless modified by the express terms of the written sponsor-a-roadway agreement, the department shall perform the following duties with respect to those groups who participate in the sponsor-a-roadway program through the use of volunteers:

- (a) The department shall accept, review, and approve or deny applications submitted for participation in the sponsor-a-roadway program;
- (b) The department shall work with the group to determine the specific section(s) of the roadway right of way to be sponsored;
- (c) The department shall erect and pay for signs facing oncoming traffic, at the beginning of the sponsored section of roadway bearing the group's name or acronym. Groups shall not display any product identification, logos, address, telephone number, or product or service reference;
- (d) The department shall replace vandalized signs for an approved group up to 2 times per sponsored section of roadway. Upon the third destruction of a sign location, it shall not be replaced unless the group pays for all costs associated with the sign's replacement. This sign shall remain the property of the Town of Exeter upon termination of an agreement;
- (e) The department shall provide a representative for an initial safety briefing and after that a designated person from the group shall conduct such briefings; and

- (f) The department shall provide trash bags and safety supplies, including safety vests and temporary warning signs to volunteer groups performing litter removal. The group may obtain safety vests, at their own expense from a different source, provided that they are approved by the Superintendent based upon comparable area of reflectivity, color and material prior to being used.

Responsibilities of the Group or Maintenance Provider

- (a) Volunteer groups who participate in the sponsor-a-roadway program shall be subject to the following:
- (1) Groups shall submit complete application forms to the department.
 - (2) Groups shall not begin any litter removal operation upon their sponsored section of roadway until:
 - a. All forms and agreements regarding the program have been completed, returned to and approved by the Superintendent;
 - b. A proposed date for the operation has been provided to and approved by the Superintendent; using the following criteria:
 1. Required safety supplies are in fact available for loan to the group on that date, and
 2. No construction or maintenance operations are scheduled for the sponsored section of roadway on that date;
 - c. A designated safety person will be identified by the Superintendent; and
 - d. The group has picked up all required trash bags and safety supplies from the Department;
 - (3) Groups shall sponsor at a minimum a section of roadway approximately 1 mile in length, for litter removal in both directions or travel;
 - (4) Groups shall sponsor a section of roadway for a period of 2 years;
 - (5) Groups shall clean up litter a minimum of 4 times per year in the months of April, June, August, and October;
 - (6) Groups sponsoring sections where heavy littering occurs, including but not limited to rest areas, scenic areas, and those affected by special events shall agree to perform up to 4 additional cleanups as specified by the Superintendent;
 - (7) The group shall appoint or select a person to serve as a contact person for the group;

- (8) The group shall notify the Superintendent in writing of any changes to the name or address of the contact person which occurs during the term of the agreement, within 30 days from the date of the change;
 - (9) No participant shall be under 16 years of age for service on a limited access multi-lane roadway, turnpike, or interchange, or under 11 years of age in all other cases;
 - (10) The group shall obtain the required safety supplies and materials from the Exeter Department of Public Works during regular business hours, Monday through Friday, 7:00 a.m. through 3:00 p.m., at a mutually agreed upon date and time;
 - (11) The group shall not sub-contract or assign its duties and responsibilities to any other group, organization, or a prequalified maintenance provider unless approved in advance in by the Superintendent in writing;
 - (12) The group shall place and seal all litter in trash bags furnished by the department and place them by the edge of the roadway or where designated by the Superintendent;
 - (13) If the group discovers illegal substances during their cleanup, the group shall leave the substances where found and notify the Exeter Police Department and the Superintendent by telephone or in the “status report”, as appropriate;
 - (14) If the group discovers items of value during their cleanup, the group shall use their best efforts to preserve the valuable item, and notify the Exeter Police Department and the Superintendent by telephone or in the “status report”, as appropriate;
 - (15) If the group chooses to recycle the litter, the group shall dispose of the recyclable litter appropriately; and
 - (16) The group shall return unused materials and safety supplies furnished by the Public Works to the department in a neat and clean condition within 2 working days following each cleanup.
- (b) All persons participating in a litter removal operation shall adhere to the following minimum safety standards:
- (1) The group shall limit the size of cleanup crews to a maximum of 20 people per 1 mile section of sponsored roadway;
 - (2) The group shall include on site during the entire litter removal operation at least one person 18 years of age or older for every 6 or fewer participants who are between the ages of 11 and 16 participating in the litter removal crew;

- (3) The group shall not clean up litter during hours of darkness, peak traffic hours, periods of active roadway construction or maintenance, holidays, or weather conditions that interfere with visibility;
 - (4) Each participant shall notify the designated safety person of any allergies, infirmities or other conditions that might interfere with his or her ability to participate in the cleanup, prior to beginning work;
 - (5) The group shall provide the designated safety person with the following items, to be kept on site during the litter removal operation:
 - a. An adequate supply of potable drinking water; and
 - b. Supplies for first aid response to minor injury, such as:
 1. Cuts, scrapes, or abrasions;
 2. Sunburn;
 3. Stinging insects; or
 4. Exposure to irritating plants, such as poison ivy;
 - (6) No vehicle transporting a participant or in active use for litter removal operations shall be parked within the traveled way of a limited access multi-lane divided roadway, turnpike, or interchange;
 - (7) Group participants shall wear department-supplied or approved safety vests during the litter removal operation;
 - (8) Group participants shall wear appropriate clothing suited for protection against hazardous objects, insects, and anticipated weather during cleanups;
 - (9) The group shall erect and maintain the supplied temporary warning signs as directed by the Superintendent;
 - (10) Group participants shall perform all work off the roadway;
 - (11) Group participants shall not consume any alcoholic beverages or controlled substance, or be impaired by any substance while occupying their sponsored section of roadway;
 - (12) The group shall not move large or potentially hazardous substances including but not limited to hypodermic needles and animal carcasses; and
 - (13) No participant shall use a tape player, disc player, radio, or other device that might distract the participant, or reduce the ability to see or hear oncoming traffic, during litter removal operations.
- (c) The designated safety person of the group shall perform the following duties;

- (1) The designated safety person shall organize and conduct safety briefings prior to the commencement of each litter removal operation;
 - (2) The briefing shall orally review each of the following points:
 - a. The importance of safety during the litter removal effort;
 - b. Each general condition noted in (a) above;
 - c. Each minimum standard of safety noted in (b) above; and
 - d. Any special concerns noted by the Superintendent;
 - (3) At the conclusion of the safety briefing, the designated safety person shall prepare a "safety signature sheet" in such format as the group may design, but containing the following:
 - a. The signature of each participant certifying that the general conditions and minimum standards of safety were explained in his or her presence; and
 - b. For any participant below the age of 16 years, written consent for such participation from a parent or guardian directed to the group for the designated safety person;
 - (4) The designated safety person shall sign and date the safety signature sheet and attach it to the status report filed in accordance with (b) above;
 - (5) The designated safety person shall know the location of the nearest portable or emergency telephone, which could be accessed in case of an emergency;
 - (6) The designated safety person shall position him or herself to monitor the activities of the group members in order to facilitate safe participation during cleanups;
 - (7) The designated safety person shall erect and maintain the temporary warning signs provided by the department within 150 meters (500 feet) in advance of where a cleanup is occurring, or where they will be visible to oncoming traffic for such distance; and
 - (8) The designated safety person shall immediately notify the Superintendent if a fatality or injury resulting in any treatment by a physician occurs to a member of the group while the group is engaged in a cleanup of their sponsored section of roadway.
- (d) Following each sponsor-a-roadway litter cleanup effort, the group or maintenance provider shall complete a status report containing the following information, and return it to the Superintendent within 10 working days:
- (1) Group name;
 - (2) Date of litter pick-up;

- (3) Name of designated safety person;
 - (4) Identification of roadway portion cleaned;
 - (5) Number of litter bags filled;
 - (6) Number of miles covered;
 - (7) Number of participants;
 - (8) Hours spent on cleanup;
 - (9) Large, unusual, valuable, or hazardous items found during the clean up and their approximate locations;
 - (10) Any injuries to persons which occurred during the cleanup effort; and
 - (11) The safety signature sheet prepared by the designated safety person.
- (e) Unless modified by the express terms of a written sponsor-a-roadway agreement, a maintenance provider shall adhere to the general conditions and minimum safety standards.

Liability

The group and its participants shall agree to hold harmless the Town of Exeter and its agents from claims arising out of the work and services provided.

Renewal

- (a) If a group wishes to renew its participation in the sponsor-a-roadway program, the group shall obtain from the department, complete, and submit a renewal form to the Superintendent at least 30 days prior to the termination of the agreement.
- (b) The group shall provide the following information on the renewal form:
 - (1) Name of sponsoring organization, group or individual(s);
 - (2) Identification of sponsored section by route number, road name, or other information which might serve to accurately define the boundaries of the sponsored section;
 - (3) Whether the group wishes to renew sponsoring the same section; and
 - (4) Name, address and telephone number of the group contact person to serve for the next 2 year sponsoring period.
- (c) The submission of a renewal form 30 days prior to termination of an agreement shall preserve the group's right of first refusal to continue to provide litter removal services on the same section of roadway. If approved by the Superintendent, the signed renewal form shall serve to extend and/or modify the terms of the sponsor-a-roadway agreement previously signed between the group and the department.

- (d) If a group chooses not to renew sponsoring the original section, the group shall have equal opportunity to apply for sponsoring of other sections of available roadways.

Termination or Suspension

- (a) Upon the occurrence of one or more of the following events, the Public Works Department shall provide written notice to the group that a reason exists to terminate the sponsor-a-roadway agreement;

- (1) The group fails to file a renewal form with the Superintendent after fulfilling its 2 year obligation;
- (2) The group fails to comply with a term or condition of the agreement or these rules;
- (3) The sponsor-a-roadway program is eliminated or discontinued by the department; or
- (4) A maintenance provider fails to comply with a term or condition of the agreement of these rules.

- (b) If notice is provided pursuant to (a) above, the deficiency shall be corrected by the group within 30 days following the date of the written notice of deficiency.

- (c) Upon the occurrence of one or more of the following events, the department shall provide written notice to the group of the immediate suspension of the sponsor-a-roadway agreement and notice of the commencement of an adjudicative proceeding

- (1) The group is engaging in unsafe activity as determined by noncompliance with the safety terms in their agreement;
- (2) The group attempts to subcontract litter removal operations to a maintenance provider without receipt of prior written approval from the Superintendent;
- (3) A maintenance provider fails to maintain the minimum standards required for prequalification;
- (4) A maintenance provider fails to maintain the minimum standards for safety;
- (5) A group fails to correct a deficiency within 30 days of receipt of written notice of such deficiency pursuant to (a) above.

Hearings

- (a) A group may request hearing for review of one or more of the following actions:

- (1) Denial of an application for sponsor-a-roadway participation;
- (2) Denial of a request to renew an sponsor-a-roadway agreement;
- (3) Termination of an sponsor-a-roadway agreement;

- (4) Denial of a request for prequalification of a maintenance provider;
- (5) Termination of the prequalification status of a maintenance provider.
- (b) Requests for hearing shall be submitted in writing to the Exeter Board of Selectmen:
- (c) Requests for hearings shall be filed within 20 calendar days of the date of receipt of notice from the department of the action taken which is the subject of the appeal.
- (d) A hearing shall be commenced not later than 10 working days following the date of an agency order suspending a sponsor-a-roadway agreement.

Maintenance Providers

- (a) Prequalified maintenance providers shall perform litter removal activities in sponsored sections where the Superintendent has entered into an agreement with an sponsoring group to perform litter removal by contract with a maintenance provider.
- (b) No maintenance provider shall provide services in connection with the sponsor-a-roadway program that has not been prequalified by the department.
- (c) A maintenance provider who seeks prequalification shall file an application in writing with the department using the "Maintenance Provider Application Form."
- (d) Requests for prequalification shall provide the following information:
 - (1) Name, address, telephone number, fax number, and name(s) of the principal owner(s) of the firm and a contact person;
 - (2) The name and type of entity under which the maintenance provider does business in the State of New Hampshire;
 - (3) If doing business as a corporation or Limited Liability Company, a certificate from the New Hampshire secretary of state that the entity is lawfully formed or registered to do business in the State of New Hampshire;
 - (4) If doing business as sole proprietor, the request shall state that the business is conducted in that form, but the applicant shall not be required to obtain any documentation from the secretary of state;
 - (5) A concise summary of the provider in providing maintenance services along roadways of this or any other state;
 - (6) The certification of the applicant as to the following matters:
 - a. That neither the provider nor its principal owner(s) has been decertified, debarred or otherwise prohibited from providing maintenance services along the roadways of this or any other state within the preceding 3 years;
 - b. That all employees who will provide field services shall be at least 16 years of age, or older;

- c. That each site shall have a supervisor who can speak and understand English;
 - d. That all persons who will drive motor vehicles used in field service shall possess a valid driver's license;
 - e. That each employee who will provide field services shall have completed a safety training program specific to the sponsor-a-roadway program within the preceding twelve months;
 - f. That any compensation for services shall be set between the group which has sponsored a section of roadway and the maintenance provider;
 - g. That the only relationship of the sponsoring group and the maintenance provider to the department shall be set forth in the written sponsor-a-roadway agreement;
 - h. That each employee who will provide field services shall wear a department supplied or approved safety and clothing appropriate to the season and the terrain to reduce the chance of injury from contact with items littered along the roadway;
 - i. All vehicles to be used in the litter cleanup operations shall:
 - 1. Comply with all federal and state requirements applicable to items as vehicles; and
 - 2. Are additionally equipped with a flashing amber roof mounted light, a 2 way radio or portable telephone for emergency communication purposes, and first aid supplies;
- (7) A certification that the provider possesses or can obtain by contract the required skill and equipment to erect and maintain fixed signage in the areas proposed to be sponsored and served by the provider and the sponsoring group;
- (8) A certificate of insurance issued by a company licensed to write insurance in the State of New Hampshire showing that the maintenance provider possesses general liability, worker's compensation, and auto liability insurance coverage in amounts of not less than \$2,000,000.00 per occurrence, endorsed as follows:
- a. To name the Town as an additional insured;
 - b. To provide a notice to the Town a minimum of 30 days prior to cancellation of the insurance policy; and
 - c. To clearly state that the risk covered by such insurance is litter removal operations on the roadways of the town.

- (e) A request of a maintenance provider for prequalification shall be approved if:
 - (1) All of the information required in (d) above is provided; and
 - a. The department has not previously found the services of the maintenance provider pursuant to the sponsor-a-roadway program deficient by reason of failing to appropriately clean sponsored sections of roadway, or engaging in unsafe work practices.
- (f) The department shall provide a list of all prequalified maintenance providers to each applicant seeking to sponsor a section of roadway.
- (g) Any group that has sponsored a section of roadway shall be free to contact any prequalified maintenance provider at any time seeking information regarding their services.
- (h) The department shall provide written notice to the group of the immediate suspension of the prequalification and approval of a maintenance provider:
 - (1) Failed to clean a section of roadway or road in the manner set forth in the sponsor-a-roadway agreement with the sponsoring group;
 - (2) Engaged in work practices which subjected the employees of the provider or members of the traveling public to unreasonable risk of injury to the person or damage to property; or
 - (3) Failed to maintain required insurance coverage, or failed to maintain lawful registration to do business in the State of New Hampshire.

Group Application Form

Town of Exeter, New Hampshire

Sponsor-A-Roadway Program

This form is for volunteer groups who desire to sponsor a specific section of roadway and collect the litter themselves. The Superintendent will work the sponsoring group to determine the specific section of roadway to be sponsored. Groups are also free to sponsor a section of roadway, where litter will be collected by maintenance providers rather than volunteers. Please use the Maintenance Provider Application Form for those sections.

_____	_____
Name of Group	Date of Application
_____	_____
Name of Chairperson/Contact for Group	Group's Responsible Officer
_____	_____
Street Address	Name of Designated Safety Person
_____	_____
Town/City State Zip	Daytime Telephone Number

Please write in the desired text for the sign panel on the lines below (Maximum of 18 characters per line)

Line 1: _____

Line 2: _____

Please list in order of preference, the roadway sections that the Group is interested in sponsoring including Route #/Road Name and the starting and ending points of the section.

- 1.) _____
- 2.) _____
- 3.) _____

Please mail the completed application to the Exeter Department of Public Works, 13 Newfields Road, Exeter New Hampshire 03833, or fax to (603) 772-1355.

Maintenance Provider Application Form

Town of Exeter, New Hampshire

Sponsor-A-Roadway Program

This form is for groups who desire to sponsor a section of roadway, and have the litter collected by a Maintenance Provider. The Superintendent will work with the sponsoring group and the selected maintenance provider to determine the specific section of roadway to be sponsored.

Name of Sponsor Group

Date of Application

Street Address

Name of Contact Person for Group

Town/City State Zip

Signature of Contact Person for Group

Telephone Number of Contact Person

Maintenance providers must be pre-qualified by the Department prior to beginning any litter removal operations.

Name of Maintenance Provider

Name of Contact Person

Street Address

Contact Telephone Number

Town/City State Zip

Signature of Contact Person

Description of the section of roadway to be sponsored including Route Number and Road Name:
(Please use mile markers, intersections, or house numbers as appropriate to describe section).

Town of Exeter, New Hampshire

Sponsor-A-Roadway Program

Because it is possible that there are special conditions that could apply to you sponsored section of roadway, there is no one agreement that will cover every situation. However, agreements with groups will contain the following terms in all cases:

SPONSOR A ROADWAY AGREEMENT

Group Information:

Group Name:		
Address:		
City:	State:	Zip
Contact Person Name:		
Address		
City:	State:	Zip
Daytime Phone: _____	Nighttime Phone: _____	
Fax No. _____	E-mail: _____	

Town of Exeter Information:

Address:		
City:	Zip:	
Phone:	Fax:	E-mail:
Contact Person:		

Area to be Sponsored:

Route No.	From:	To:
Landmarks:		

The Superintendent has the authority to make exceptions to these standard conditions, and also to add special conditions to deal with unique features found on the section of roadway to be sponsored. Any modifications to this agreement are contained in the following section:

For the Town of Exeter:

Superintendent

Department Coordinator

For the Sponsoring Group:

Name: I am authorized to sign the agreement for the group

Contact Person: I agree to be the person the Exeter DPW should contact regarding our participation in the program.

(If applicable):

Maintenance Provider

I am authorized to sign for the Maintenance Provider and agree to the standard and special conditions noted above and contained in the Administrative Rules.

Safety Orientation Form

Town of Exeter, New Hampshire

Sponsor-A-Roadway Program

Group Name

On behalf of the above named group, I certify that a safety orientation was provided to me/us on this date by a representative of the Town of Exeter, and that the following items were discussed:

- a. Each requirement on the attached "Safety Checklist":
- b. The potentially hazardous nature of picking up litter along the sides of Town roads;
- c. The importance of safety at the litter removal site;
- d. The need to review the "Safety Checklist" with all participants prior to each litter removal operation, and obtain a signature on the safety signature sheet.
- e. Liability: The Group and its participants shall agree to hold harmless the Town and its agents from all claims arising out of work and services provided.

Signature of Chairperson

Signature of Safety Person

Signature of Superintendent

Date

Town of Exeter, New Hampshire

Sponsor-A-Roadway Program

Safety Checklist

- [] All participants shall attend the safety briefing conducted before each clean up and sign the safety signature sheet.
- [] No Horseplay.
- [] All participants shall wear a Department supplied or approved safety vest during the litter removal process.
- [] All participants shall stay away from pavement areas and traffic.
- [] No participant shall attempt to clean up anything that could be potentially hazardous, including but not limited to, hypodermic needles, animal carcasses, or heavy objects. If in doubt do not touch the object and notify the Department on the status report.
- [] No participant shall be under 16 years of age for service on a limited access multi-lane roadway, turnpike, or interchange, or under 11 years of age in all other cases.
- [] The Group shall not allow more than twenty (20) participants for each 1 mile section, unless approved by the Superintendent.
- [] The Group shall provide at least one person 18 years of age or older to supervise every 6 or fewer participants who are between 11 and 16 years of age participating in the litter removal operation.
- [] The Group may not be accompanied by non-participants while occupying their sponsored section of roadway.
- [] No behavior will be tolerated which compromises the safety of the participants or the traveling public.
- [] The Group shall designate a safety person to be on site during the litter removal operation, who shall have a first aid kit and an adequate supply of potable drinking water.
- [] The designated safety person shall position themselves in a location which enables them to oversee the safety of all participants.
- [] No participant shall lean over any railing or structures.

- [] The Group shall erect and maintain the supplied temporary warning signs as directed by the Superintendent. These signs shall be erected within 150 meters (500 feet) in advance of where a cleanup is occurring or where they will be visible to oncoming traffic for such a distance.
- [] Participants shall wear appropriate clothing suited for protection against hazardous objects, insects, and anticipated weather such as long pants, gloves, work boots, and long sleeved shirts.
- [] The Group shall not clean up litter during hours of darkness, peak traffic, periods of active roadway construction or maintenance, holidays, or weather conditions that interfere with visibility.
- [] No participant shall use a tape player, disc player, radio, or other device that might distract the participant, or reduce the ability to see or hear oncoming traffic during the litter removal operation.
- [] Each participant shall notify the designated safety person of any allergies, infirmities, or other conditions that might interfere with his or her ability to participate in a cleanup, prior to beginning work.
- [] No vehicle transporting a participant shall be parked on roadway shoulders, or within the Right-of-Way of a limited access multi-lane roadway, turnpike, or interchange.
- [] All work shall be performed off the traveled way and shoulder of the roadway.
- [] Group participants shall not consume alcoholic beverages or controlled substances, or be impaired by any such substance while occupying their sponsored section of roadway.
- [] The Group shall place and seal all litter in trash bags provided by the Department and place them where designated by the Superintendent.
- [] If the Group discovers illegal substances during their cleanup, the Group shall leave the substances where found, and notify the Exeter Police Department and the Superintendent by telephone or in the “status report”, as appropriate.
- [] The Group shall return unused materials and safety supplies furnished by the Department to Exeter Public Works in a neat and clean condition within two working days following each cleanup.
- [] Following each cleanup the Group shall complete a status report and return it to the Superintendent.

Guardian Permission Form

Town of Exeter, New Hampshire

Sponsor-A-Roadway Program

To be filled out for all youth participants between 11 and 15 years of age.

Group Name

Name of Child

Has my permission to participate in the Sponsor-A-Roadway program litter removal operation. I am aware of the potentially hazardous nature of the work and that involvement in this program means that he or she will be picking up litter along the sides of Exeter town roads. I am also aware that he or she must abide by all the terms and conditions described in the Sponsor-A-Roadway program agreement and the rules on the safety checklist provided by the Department, and these special conditions:

- a. Participants must be 16 years of age or older to work on Limited Access Multi-lane Roadways, Turnpikes, or interchanges.
- b. The Group and its participants shall agree to hold harmless the Town of Exeter and its agents from all claims arising out of work and services provided.

Unless I deliver a document in writing to the Department Office revoking my permission, this permission will be in effect for the current term of the Sponsor-A-Roadway agreement signed by the above named Group, including any extensions.

Signature of Parent/Guardian

Date

Printed Name of Parent/Guardian

In an emergency, please contact me by telephone at: _____

Safety Sheet and Status Report

Town of Exeter, New Hampshire

Sponsor-A-Roadway Program

TO BE SIGNED BY ALL PARTICIPANTS PRIOR TO EACH LITTER REMOVAL OPERATION

Group Name

Date of Clean Up

As a participant of the Sponsor-A-Roadway program
along _____

Route Number/Road Name

PLEASE SIGN BELOW AND INCLUDE THE AGE OF ALL PARTICIPANTS BETWEEN THE AGES OF 11 AND 15. *Please make sure a signed parental/guardian permission form is attached or on file in the Department Office or attached for each child between the ages of 11 and 15.*

Signature: _____

Designated Safety Person: _____

Date: _____

Town of Exeter, New Hampshire

Sponsor-A-Roadway Program Status Report

Following each cleanup the Group must return a completed status report form to the address of the Exeter Public Works Department Office within ten (10) working days:

Group Name

Date of Cleanup

Route Number/Road Name

Number of bags filled

Number of Miles

Hours Spent Cleaning

Number of Participants

Name of Designated Safety Person

In the space below please indicate any large, unusual or hazardous materials found during the clean up and give the approximate location of the material:

Were there any injuries that occurred during the clean up? Yes___/ No___ If Yes, please explain:

Did any of these injuries require emergency treatment or hospitalization? Yes___/ No___ If Yes, please explain: _____

Are there any comments or suggestions regarding the Sponsor-A-Roadway Program, or your experience on this particular cleanup? _____

Signature of the person completing this form

Date

Renewal/Termination Form

Town of Exeter, New Hampshire

Sponsor-A-Roadway Program

Group Name: _____ Date: _____

Please check the appropriate section below, sign and date, and mail or fax this form to the Department of Exeter Public Works to renew, change, or terminate your Group's agreement with the department.

(a) _____ Renewal: This section to be filled out by Groups wishing to renew their two year agreement for the same section of roadway or roadway:

The Department recognizes the Group as the sponsoring organization for the section of roadway located at: _____

(b) _____ Change: Please contact me to discuss a change in our agreement.

(c) _____ Termination: The group desires to conclude our participation in the Sponsor-A-Roadway program.

Name of Chairperson/Contact for Group

Street Address

Town/City State Zip

Signature of Chairperson/Contact for Group

Superintendent

Name of Safety Person

Daytime Telephone Number

Nighttime Telephone Number

Date

Date