

# ADOPT A HIGHWAY PERMIT

\_\_\_\_\_ (the Permit Holder) agrees to collect litter adjacent to Provincial Highway No. \_\_\_\_\_ between \_\_\_\_\_ and \_\_\_\_\_ for a total of \_\_\_\_\_ kilometres (minimum 3 km) commencing on \_\_\_\_\_ and ending on \_\_\_\_\_ (dates).

The Saskatchewan Ministry of Highways may, in its sole judgment, cancel this permit at any time.

By signing this permit, the Permit Holder acknowledges the hazardous nature of the work and agrees to comply with the attached terms and conditions to the satisfaction of the Saskatchewan Ministry of Highways.

In consideration of the granting of this permit, the Permit Holder assumes all liability for, and shall save the Province, the Minister of Highways, and the agents and employees of both, harmless from any and all claims, actions or causes of action for damages to property or for personal injury including death, arising out of activities pursuant to this permit.

## TERMS AND CONDITIONS

1. The Adopt a Highway section from which litter is to be collected will include the roadway sideslope, the ditch bottom, the ditch backslope and the top of the backslope to the property line. The Litter shall not be collected in the median ditch between the divided highways.
2. The Permit Holder will remove litter at a minimum once per year. The Permit Holder shall ensure the litter cleanup does not interfere with any other activities (mowing, road work, culvert replacement, drainage work, utilities etc.) taking place within the highway right of way.
3. The Permit Holder will follow all the safety procedures and requirements described in this permit. The permit Holder is required to provide orientation to participants on the safety procedures. The Saskatchewan's Litter Cleanup Best Practices Guide is a good resource to use to provide orientation to participants.
4. Unlike the Litter Cleanup Program, the Permit Holder is allowed to cleanup litter on any day except during statutory holidays, on Fridays, on the day before a statutory holiday or on designated holiday weekends in Saskatchewan.
5. The litter cleanup shall be conducted during daylight hours. The work shall not commence until one hour after sunrise and shall cease one hour before sunset.

6. For safety reasons, the Permit Holder shall arrange at a minimum three people to perform the litter cleanup. The minimum number is required in case of emergency situations.
7. The Ministry shall dispose garbage bags placed on the roadside. The Ministry needs to be notified once the cleanup activity is completed.
8. The Permit Holder shall acknowledge the hazard, which vehicles traveling on provincial highways pose to participants. The Permit Holder shall provide proper supervision and take all necessary precautions to safeguard the participants involved in performing the work. Group supervisors shall ensure that all provisions and safety rules are fully observed.
9. Small items of value, such as bottles, encountered in the collection of litter, may be kept by the Permit Holder. Program participants are encouraged to recycle bottles, cans, paper, plastics and metal when it is feasible to do so.
10. The Ministry recommends that the Permit Holder maintain, at its expense, general liability insurance in respect of injury to or death of persons or loss or damage to property in an amount of not less than \$1,000,000.00 per occurrence for Work carried off the road surface within the highways right of way. The insurance shall also include coverage for all licensable vehicles used to perform the Work, whether or not such vehicles are owned by the Permit Holder.

#### **11. LITTER CLEANUP SAFETY RULES:**

The Permit Holder shall ensure that each individual participating in the litter cleanup is familiar with the following safety rules. The Litter Cleanup Best Practices Guide is also recommended to be reviewed with participants:

- 11.1 Litter cleanup participants shall be 12 years of age or older.
- 11.2 There shall be one adult supervisor 19 years of age or older for every three participants between the ages 12 - 18 years.
- 11.3 Adult supervisors shall have a whistle or other warning device to alert participants if there is a danger.
- 11.4 The youngest participants should work closest to the fence line.
- 11.5 Pick up anything bigger than a candy wrapper.
- 11.6 Wear the Ministry supplied safety vest correctly and fastened to maximize visibility. Jackets and sweaters are to be worn under the safety vest.
- 11.7 Heavy work gloves, sturdy shoes or boots and light-coloured clothing that cover arms and legs are mandatory.
- 11.8 Do not wear clothing, apparatus or use electronics, such as, hoodies, an iPod, or cell phones that might impair your vision or hearing.
- 11.9 Eye protection, skin protection (bugs, sun, and wind) and head protection are recommended.
- 11.10 No participants shall possess or be impaired by any drug, including alcohol.
- 11.11 Discontinue work during inclement weather and notify the Ministry before leaving the work area.
- 11.12 Work only on one side of the highway ditch at a time on two lane highways, always facing oncoming traffic.

- 11.13 On divided highways, depending on the number of participants, litter can be removed from both ditches at the same time except that clean up will commence at the opposite end of the work zone facing oncoming traffic. Ensure minimum of three participants per ditch is met to engage in this practice.
- 11.14 The Permit Holder shall not pick up or disturb:
- Any pesticide, herbicide, or other hazardous product containers;
  - Animal carcasses;
  - Discarded syringes or needles;
  - but shall notify the Ministry of the location of such items.
- 11.15 Do not remove tires, tire debris or any hazardous items. Note the location for Ministry crews for proper disposal of these items.
- 11.16 Do not pick up litter from underpasses, medians, bridges, or overpasses.
- 11.17 Stay off the highway surface at all times. No exceptions.
- 11.18 Ensure safe walking around culverts, washouts, water bodies and other obstacles in ditch.
- 11.19 Do not attempt to squeeze trash bags to make more room for trash. Injuries from broken or jagged objects can result from this unsafe practice.
- 11.20 Hand the filled garbage bag to the adult supervisor to place at the edge of road surface.
- 11.21 Partially full bags or those containing light weight material shall be weighed down with a rock or other objects to prevent blowing on the road surface.
- 11.22 Recycling of paper, cardboard and bottles is encouraged. The money collected from recyclable materials can be kept by the Permit Holder.
- 11.23 Do not engage in horseplay. Participants are not to direct, stop, or interfere with traffic.

## **12. SHUTTLE VEHICLE OPERATION RULES:**

- 12.1 Use a minimum number of shuttle vehicles but enough to transport participants legally and safely.
- 12.2 Amber rotary beacons and four-way flashers shall be used on vehicles when slowing down, parking vehicles on shoulder, installing signs, collecting garbage bags, pick up and drop off participants.
- 12.3 Never drive against the flow of traffic.
- 12.4 Only back up when it is safe to do so. Amber rotary beacons and four-way flashers shall be used when backing up.
- 12.5 Whenever possible, pull right off the highway when stopping to pick up or drop off participants by using approaches and side roads.
- 12.6 Never block a travel lane, stop by a guardrail, an overpass or a bridge.
- 12.7 Never park a vehicle over the brow of a hill or on a curve in the highway. Ensure good visibility for the travelling public and participants.
- 12.8 Only approach a shuttle vehicle after it has come to a complete stop.
- 12.9 Do not try to get in or out of the shuttle vehicle until after it has come to a complete stop, and it is safe to enter or exit the vehicle.
- 12.10 Always get in and out of the shuttle vehicle on the passenger side, furthest away from the traffic.
- 12.11 Do not ride in the back of pickups or on the tailgate or on the outside of any vehicle.

**13. WORK ZONE SETUP RULES:**

- 13.1 No work shall commence until the work zone signs are installed by the group supervisor.
- 13.2 Ministry supplied signs shall be installed 150 metres in advance of the AAH section on both ends to inform motorist of litter cleanup activity taking place.
- 13.3 Signs shall be installed on the ditch and median side of the road if the litter cleanup is being completed on the four-lane highway.
- 13.4 The work zone sign shall be repeated every 3 km if the AAH section is longer than 3 kms.
- 13.5 Cover or remove signs if no litter clean-up work is taking place.
- 13.6 Do not install signs within another work zone. Notify Ministry representative that other work taking place with the AAH section.
- 13.7 Signs shall be checked regularly to ensure the signs are up and not leaning or knocked over by wind.

**14. POST CLEANUP UP RULES:**

- 14.1 Notify the Ministry to remove trash bags from the Adopt a Highway section. Also Inform the Ministry that large, heavy or hazardous items are marked for the Ministry crew to remove from the clean up area.
- 14.2 Remove work zone signs once the participants have left the Work area.
- 14.3 Vests, unused garbage bags, amber rotary beacons and signs shall be returned to the Ministry in good shape. The replacement cost of unreturned or damaged items shall be invoiced to the Permit Holder at the following rate. The permit may be revoked if the cost is not recovered.
  - Safety Vests - \$15/vest
  - Warning Signs - \$150/sign
  - Amber Rotary Beacons - \$150/beacon
- 14.4 Report all accidents, incidents or near misses that occurred during the course of the litter clean up. Contact the Ministry within 24 hours of an incident occurrence and submit a completed incident report form within 36 hours of the incident.

(Please print)

Permit Holder Name \_\_\_\_\_

Permit Holder Representative \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_

Phone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Name to appear on sign: \_\_\_\_\_

Special Provisions \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Permit Holder Signature

\_\_\_\_\_  
Date

**Permit Granted:**

\_\_\_\_\_  
District Operations Manager Signature

\_\_\_\_\_  
Date