

PUBLIC WORKS DEPARTMENT
155 West 14th Street, Yuma, AZ 85364-4711
(928) 373-4500 or (928) 373-4504 Telephone
(928) 373-4501 or (928) 373-4501 FAX
(928) 373-5149 TDD

CITY OF YUMA ADOPT-A-STREET PROGRAM FOR PARTICIPANTS

I. POLICY

The City of Yuma has a direct interest in reducing litter on City streets. This can be accomplished by litter clean up and by encouraging motorists to dispose of litter properly. The Adopt-A-Street Program assists in both ways. This program encourages organizations to pick up litter along a specific length of street. Organizations hereinafter referred to as "Participants".

Recognition signs calling motorists' attention to the litter control effort and crediting the volunteer organization for its work are fabricated and installed by the City to recognize participants in this program.

II. ELIGIBILITY

Individuals, families, corporations, businesses and organizations except for advertisement of political candidates, elected officials, political action committees and political campaigns may participate in the Adopt-A-Street Program. The aforementioned shall be hereinafter referred to as "Participants".

III. RULES AND CONDITIONS

- A. The desirable length of a City street should be approximately 8 blocks. Shorter lengths, pathways, and basins may be permitted by the Public Works Superintendent.
- B. Participants must complete an Adopt-A-Street application.
- C. No children younger than 12 years of age may participate. Participants shall provide adequate supervision – at least one adult, 21 years of age or older for every 10 members under the age of 18 years.
- D. The recognition sign is the property of the City and the department reserves the right to edit the wording of the sign and has final approval of the sign. A recognition sign is not intended to be an advertising medium because it is to identify and recognize the Participants that are responsible for the maintenance being performed. Sign legends will be as shown in Attachment A. The City shall install and maintain the sign.
- E. Permits for specific locations will be issued on a first come first served basis.
- F. The City shall supply litter bags and remove and dispose of filled bags for the Participants if requested.
- G. The City shall provide safety vests for volunteer organizations.
- H. Participants shall appoint an Adopt-A-Street coordinator from its membership to oversee its work in the right-of-way. The coordinator will be the point of contact for Public Works.
- I. All Adopt-A-Street coordinators shall complete safety orientation before their organization's litter pickup.
- J. All participants shall be instructed in safety precautions by their coordinator prior to each litter pickup. All participants shall follow the safety requirements.

- K. Participating organizations shall coordinate their pickup schedules with Public Works. Work shall be conducted during daylight hours and shall not be conducted on holiday weekends, or within twenty-four (24) hours preceding a holiday weekend unless specifically authorized.
- L. The participating organization commits to pick up roadside litter at least four (4) times a year. If the organization fails to meet its commitment, the permit may be canceled by the City, with written notification sent to the address of record on the permit.
- M. A liability insurance certificate is not required when the actual litter removal work is performed by the Participants
- N. The organization's Adopt-A-Street coordinator shall assure that each participant (or the parent or guardian of a minor) shall sign a waiver before work commences in the right-of-way. This waiver shall be submitted to the Public Works Superintendent via email.
- O. The permit shall be issued for a period of two years. It may be renewed if the organization has maintained its section in an acceptable manner as determined by the Public Works Superintendent. The permit may be canceled, if in the opinion of the Public Works Superintendent, the area has not been properly maintained.

IV. PROCEDURES

- A. Interested individuals or organizations should contact the Public Works Superintendent at 155 W. 14th Street or call 373-4500.
- B. A City representative shall discuss the program with a responsible representative of the interested organization, emphasizing that the program involves significant physical work which must be done safely on a reasonable frequency for at least two years.
- C. An Adopt-A-Street permit application shall be completed by the volunteer authorized to commit the organization.
- D. The applicant and the organization represented by the applicant, by signature on the application, agree to abide by all the requirements of the program. Applicants schedule safety presentations through the Department of Public Works office indicated in the approved permit.
- E. The organization's volunteer coordinator requests issuance of safety vests and litter bags, from the Public Works, at the time they schedule the pickup event.
- F. Volunteer organizations shall fill out and return to Public Works, the Adopt-A-Street Activity Reporting Form, following the cleanup activity.

CITY OF YUMA

ADOPT-A-STREETS SAFETY REQUIREMENTS

1. The following safety guidelines must be followed when participating in litter removal activities along City streets. Our combined efforts to keep Arizona and the City clean and beautiful are going a long way towards improving the appearance of our streets and community.
2. All participants in the litter pickup program must be given a safety presentation prior to reporting to the jobsite by the Adopt A Street Coordinator.
3. Participants should assemble in an area away from the designated worksite and car pool to reduce the number of cars at the litter pickup site. Vehicles should be parked at least 20 feet from the street.
4. Safety vests supplied by Public Works must be worn at all times during the litter pickup project.
5. Supervisors shall be assigned to both adult and youth groups. Participants below the age of 12 are not permitted at the work sites. Supervisors should be assigned before departing for the work day.
6. Litter pickup can be performed only during daylight hours and during good weather.
7. Work as a group facing oncoming traffic at all times.
8. Do not cross the Street unnecessarily; cross only at designated locations. Designated crossing locations should be determined by supervisors prior to starting work.
9. Remain with the group to which you are assigned.
10. Do not pick up litter in the median or on any traveled portion of the street. Litter should be picked up only on the right-of-way, from the edge of the curb to the property line.
11. Know what you are picking up. Discarded chemical containers may sometimes be hazardous. Be cautious of stranger powders and possible narcotics. When in doubt do not touch or collect these items.
12. Do not pick up litter during hours other than those agreed upon with your City representative from Public Works.
13. Do not distract motorists with horseplay or abrupt erratic movements. Horseplay of any kind is strictly forbidden. The streets are potentially very dangerous.
14. Anyone under the influence of alcohol or narcotics must be asked to leave the work day.
15. Keep away from any street construction.
16. Stay out of utility installations, culverts and drainage structures.
17. Do not try to pick up heavy objects. Use correct lifting techniques, keeping your back as straight as possible. Keep the object you are trying to lift close to your body and let your legs and arms do the work.
18. Use caution when you encounter the following: cactus, animals, steep slopes, sharp rocks, insects, barbed wire, traffic and other unusual circumstances.
19. Be sure at least one person is experienced in first aid, including CPR.
20. Assure that first aid kits are available and that transportation is available to the nearest medical facility.
21. Assure that appropriate beverages are available and are in sufficient quantity to meet your group's needs. Alcoholic beverages are prohibited.
22. Wear appropriate (comfortable) clothes, gloves, hats, boots, or hard-sole shoes.

CITY OF YUMA

APPLICATION FOR PERMIT TO PARTICIPATE IN ADOPT-A-STREET PROGRAM

Application is hereby made for a permit to enter in upon and use a portion of the City Right-of-Way and to participate in the ADOPT A-STREET PROGRAM.

Organization

Individual

Organization Name:	Coordinator/Contact Name:
Mailing Address:	Contact Phone Number:
Signature:	

1. City furnished litter bags and safety vest shall be obtained through the City Liaison during normal business hours.
2. The City reserves the right to approve, disapprove and/or edit names or acronyms to go on the signs.
3. Work shall be conducted during daylight hours. Work shall not be conducted on holiday weekends, or within twenty four hours preceding a holiday weekend unless specifically authorized.
4. Litter pickup shall not be performed on the traveled way, upon bridges, culverts, or structures of any kind; pick up within medians is allowed only when specifically authorized in this permit.
5. If weather or other adverse circumstances cause a public hazard, work shall be immediately discontinued.
6. Volunteers performing work under this permit shall wear personal protective clothing, including orange vests, while on the City Street right of way. City furnished protective equipment shall be returned upon completion of the project.
7. Public Works will provide an initial safety orientation to the Coordinator. The orientation shall include a discussion and explanation of the attached safety requirements.
8. Permittee shall designate a coordinator who shall represent the group. In addition, one adult supervisor shall be assigned by the volunteer organization for each ten children between the ages of twelve and eighteen years of age. No child less than twelve years of age shall be allowed to participate or to remain in the right of way assigned to the permittee.
9. This permit is valid for two calendar years from date of issue and may be renewed with the department's approval.
10. Each individual shall attend a safety orientation conducted by the group leader prior to entering the Street right of way. The orientation shall include a discussion and explanation of the attached safety requirements. Individuals must participate in a safety orientation at least one during each calendar year.
11. Each participant (or parent or guardian of a minor participant) shall sign a waiver form for each pick up event. The permittee has volunteered to pick up litter in the right of way at its own risk. The City of Yuma and its officers and employees shall not be liable for any death, injury or property damage claims and all the cost asserted therewith which arise. If any claim arises out of the forgoing, the permittee shall defend, indemnify and save harmless the City of Yuma and its officers and employees from same. Permittees' obligation under this section shall not extend to any liability caused by the sole negligence of the City or its employees.
12. This permit may be cancelled by the City for failure to pick up litter per agreement or for non-conformance with other permit provisions.

*The City of Yuma will provide litter bags, and safety vests. City will pick up filled litterbags and erect signs showing the volunteer participation of the named organization in the Adopt-A-Street Program. The work order for the sign will be processed as soon as this permit is approved and the sign will be installed in approximately eight weeks.

****By signing, applicant agrees to all provisions (1-12)**