

Adopt A Road Program

Approved by: Council

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References and Related Documents

[Adopt A Road Program Permit](#)

Forms

[Critical Injury Report Form](#)

[Employee Incident Report](#)

Purpose

The Grey County Adopt A Road Program (“Program”) has been established as a public service program for volunteers to pick up litter along Grey County roadsides. It is a way for environmentally conscious citizens, community and civic organizations, private businesses and industry to contribute to a cleaner and more beautiful Grey County. Grey County installs a roadside sign acknowledging Program participation. Road and volunteer safety is of primary importance in all County decisions related to the Program.

Scope

Interested groups can apply to the Program by contacting the Transportation Services Department at 519-376-7337, extension 1217 or by email at roads@grey.ca.

1.0 Definitions

- 1.1 “Organization” is a legal entity currently registered with an Ontario Corporations number or a church.
- 1.2 “Group” is a family, individual, or informal group that is not a legal entity.

2.0 Process

2.1 Program Information

- 2.1.1 Those wishing to participate in the Adopt A Road Program work with Transportation Services to complete the County's Adopt A Road Permit.
- a) There is one permit on the Grey County website which provides details for organizations (with an Ontario Corporations number or churches) and groups (families, individuals and informal groups).
 - b) The permit term is five (5) years. Transportation Services make sure that the participants organize and conduct two cleanups each year for the term of the permit.
- 2.1.2 The Program operates May 1st to October 10th annually. The Organization/Group will do a spring and fall cleanup each year of the Program.
- 2.1.3 Transportation Services and the Organization/Group determine roads/sections for adoption and the preferred dates of cleanup and rain dates throughout the Term of the permit. The Director of Transportation Services provides final approval.
- 2.1.4 The Organization/Group chooses a Designated Contact who has authority to sign on behalf of the Organization/Group.
- 2.1.5 Transportation Services provide an annual update report to Grey County Council including the number of kilometres of adopted road, any safety or other issues arising, increase or decrease in participation and any requests for change, etc.

2.2 For Organizations

- 2.2.1 Transportation Services prepares the permit using the Adopt A Road Program Permit.
- Transportation Services verifies that the Organization is an existing legal entity and prints proof for the file. Churches aren't required to be an Ontario Corporation.
- 2.2.2 Transportation Services reviews the permit and the responsibilities with the Designated Contact with particular attention to Schedule C Rules for Safe Roadside Cleanup and Schedule D What You Need to Know About Critical Injuries as a Participant.
- 2.2.3 The Organization completes and signs the permit and gives it to Transportation Services with a certificate of insurance. This can happen by email.

- 2.2.4 Transportation Services makes sure the insurance certificate meets the permit requirements.
 - 2.2.5 Transportation Services finalizes the permit and gives a signed permit to the Organization.
 - 2.2.6 The Organization confirms each cleanup date with Transportation Services at least three days before each cleanup.
 - 2.2.7 Transportation Services confirms supply pick up details with the Organization and arrange for the supplies to be available for pick up.
 - 2.2.8 The Organization reviews the permit details with each participant with particular reference to Schedule C Rules for Safe Roadside Clean-up and Schedule D What You Need to Know About Critical Injuries as a Participant before each roadside cleanup and provides copies of Schedules C and D to participants.
 - 2.2.9 The Organization has each participant or legal guardian sign Schedule A Participant Form before the event starts and sends the completed form to Transportation Services.
 - 2.2.10 The Organization contacts Transportation Services to let them know that garbage is ready to be picked up.
 - 2.2.11 The Organization provides details of any injury to Transportation Services.
 - a) Transportation Services completes the injury reporting and requirements using the above injury reporting forms.
 - 2.2.12 The Organization completes Schedule E Roadside Cleanup Record.
 - 2.2.13 Transportation Services arranges for garbage pick-up and disposal.
 - 2.2.14 Transportation Services posts a road adoption sign acknowledging the group's efforts.
 - 2.2.15 When the permit is terminated, Transportation Services removes the Adopt A Road Program Sign.
- 2.3 For Groups
- 2.3.1 Transportation Services prepares the permit using the Adopt A Road Program Permit.
 - 2.3.2 Transportation Services reviews the permit and the responsibilities with the designated contact with particular attention to Schedule C Rules for Safe Roadside Cleanup and Schedule D What You Need to Know About Critical Injuries as a Participant.
 - 2.3.3 The Group completes and signs the permit and gives it to Transportation Services.

- 2.3.4 Transportation Services finalizes the permit and give one signed permit to the Group.
- 2.3.5 The Group confirms the cleanup date with Transportation Services.
- 2.3.6 Transportation Services confirms the supply pick up details with the Group and arrange for the supplies to be available for pick up.
- 2.3.7 The Group reviews the permit details with each participant with particular reference to Schedule C Rules for Safe Roadside Cleanup and Schedule D What You Need to Know About Critical Injuries as a Participant before each roadside cleanup and provides copies of Schedules C and D to participants.
- 2.3.8 The Group has each participant or legal guardian sign Schedule A Participant Form before the event starts and sends the completed form to Transportation Services.
- 2.3.9 The Group contacts Transportation Services to let them know that the garbage is ready to be picked up.
- 2.3.10 The Group provides details of any injury to Transportation Services.
 - a) Transportation Services completes the injury reporting and requirements using the above injury reporting forms.
- 2.3.11 The Group completes Schedule E Roadside Cleanup Record.
- 2.3.12 Transportation Services arranges for garbage pick-up and disposal.
- 2.3.13 Transportation Service posts a road adoption sign acknowledging the group's efforts.
- 2.3.14 When the permit is terminated, Transportation Services removes the Adopt A Road Program sign.