



# Corporate Procedure

## School Spring Litter Pick-Up Program

**Approved by:** County Council

**Last Modified Date:** January 2018

**Date Approved:** January 11, 2018

**Scheduled for Review by:** January 2023

**Replaces:** MS-TS-002-002

**Procedure Number:** MS-TS-002-002

**Author:** Transportation Services

### Forms

[Litter Pick Up Program Letter to Schools](#)

[School Spring Litter Pick-Up Program Agreement](#)

[School Spring Litter Pick-Up Program Agreement Schedule A Location and Details](#)

[School Spring Litter Pick-Up Program Agreement Schedule B Responsibilities of the School](#)

[School Spring Litter Pick Up Program Agreement Schedule C Student Guide](#)

[School Spring Litter Pick-Up Program Injury Fact Sheet](#)

## 1.0 Purpose

The Grey County School Spring Litter Pick-Up Program is a public service program where schools pick up litter along County roadsides as both a school fundraiser and a way for environmentally conscious schools to contribute to a cleaner and more beautiful Grey County. Road and volunteer safety is the main focus in County decisions about the School Spring Litter Pick-Up Program.

## 2.0 Scope

Interested schools can apply to the Program by contacting the Transportation Services Department at 519-376-7337, or by email at [roads@grey.ca](mailto:roads@grey.ca).

## 3.0 Process

- 3.1 Grey County Transportation staff reach out to schools to explain the program and encourage participation.
- 3.2 Schools interested in participating in the School Spring Litter Pick-Up Program contact transportation services.

Grey County transportation staff and the school determine roads/sections, preferred date of clean-up and a rain date. Litter pick up is only approved for Mondays, Tuesdays and Wednesdays.

- a) The Director of Transportation Services provides final approval.
  - b) Transportation staff or school prepares location map.
- 3.3 The school designates a main contact person.
- 3.4 Grey County transportation staff review the agreement requirements for both the school and the County with the main contact person with special attention to Schedule B Responsibilities of the School.
- 3.5 Grey County transportation staff:
- a) Prepare the agreement from the template and send it for signature; and
  - b) Manage the physical and electronic files.
- 3.6 The school returns the signed agreement by May 10. School board certificates of insurance are sent to Grey County annually for the school litter pick-up program.
- 3.7 Before the scheduled clean-up date, Grey County transportation staff notify:
- a) County communications manager (for social media),
  - b) Area foremen (to arrange supply delivery and pick up),
  - c) Local municipalities; and
  - d) Appropriate emergency services
- 3.8 Grey County transportation staff drop off and pick up supplies as noted in the Schedule A Location and Details Approval.
- 3.9 Grey County transportation staff complete the Injury Fact Sheet if necessary.
- 3.10 Grey County transportation staff picks up and disposes of filled garbage bags and flagged hazardous waste.
- 3.11 The school emails [roads@grey.ca](mailto:roads@grey.ca) with description of the actual road sections cleaned.
- 3.12 Grey County transportation staff confirm the number of kilometers cleaned with GIS staff and send donation to the school following the current fee schedule, indexed with the fees and services by-law.