



Application Form



Personal information on this form is collected under section 31 (c) of the *Freedom of Information and Protection of Privacy Act* R.S.P.E.I. 1988, c. F-15.01 as it relates directly to and is necessary for the Prince Edward Island Adopt-A-Highway program and will be used for the purpose of contacting the client and maintaining departmental records. If you have any questions about this collection of personal information, you may contact the Department of Transportation and Public Works, 11 Kent Street, Jones Building, Charlottetown, PE C1A 7N8, tel: (902) 368 5100.

The Prince Edward Island Department of Transportation and Public Works will work with the applicant group to determine the section of roadway to be adopted. This application will be attached to the agreement as part of the official record. **Please complete all items. (Use NA if not applicable.)**

Applicant Information			
Organization or Applicant:			
Contact Name:		Date of Application:	
Address:			
City/town:		Province:	Postal Code:
Tel:	Fax:	Cell:	
E-mail:			

Location Information – A minimum five-kilometre section(s) will be given to your group based upon availability and the rules, guidelines, and regulations of the Adopt-A-Highway Program. Please list three sections of roadway, in order of preference.

1. Route number/community:
Section length (minimum of five kilometres):
From (route number, intersections):
To (route number, intersections):

2. Route number/community:
Section length (minimum of five kilometres):
From (route number, intersections):
To (route number, intersections):

3. Route number/community:
Section length (minimum of five kilometres):
From (route number, intersections):
To (route number, intersections):

Work Information – When the participants are under 18 years of age, the group must provide adequate supervision at the minimum ratio of one adult to every five youth.

Approximate number of people participating in each cleanup:

Adults:

Youth (under 18):

Group Identification – Groups participating in the Adopt-A-Highway program are entitled to have their name identified on highway signage. The department reserves the right to refuse or revise acronyms of group names when preparing signs.

Indicate the name to appear on the sign:

Sample Sign*



* Representation only
(Actual sign may have minor differences.)

Declaration Statement

We have read the guidelines for participation in the Prince Edward Island Adopt-A-Highway program and agree to comply with and be bound by them.

Signature of representative of organization

Date

Forward completed applications to the program office:

Adopt-A-Highway Program
Department of Transportation and Public Works
PO Box 2000
Charlottetown, PE C1A 7N8

Please retain this sheet for future reference.

Adopt-A-Highway Background and Rationale

In 2003, the Federated Women's Institute of Prince Edward Island is celebrating 30 years of encouraging Islanders to "***Be Island Proud. Keep it Clean.***" The annual roadside cleanup has been a springtime tradition of the Women's Institute and has consistently shown positive results.

In 2002, the Province launched a litter awareness campaign with the strong support of the Women's Institute, urging Islanders to "***Keep the Island Clean. Put litter in its place.***" Further details can be seen by visiting the campaign Web site at: www.gov.pe.ca/litter

The introduction of an Adopt-A-Highway Program in the province is building on this strong foundation of commitment to protecting our environment. By encouraging businesses, community organizations, service clubs, and schools to become a sponsor and select an area of the province to monitor and clean up, the program offers important benefits.

Besides contributing to the beauty and enhancement of your community, adopting a highway brings public recognition to the sponsor by prominently identifying them on distinctive highway signage.

Adopt-A-Highway Guidelines

Read these guidelines carefully and sign and date the declaration statement.

1. The group will designate a responsible individual(s) for coordination and project supervision and will inform the department of any changes in the group's leadership or contact information (phone numbers, etc.)
2. Participants in the group agree to obey and abide by all laws and regulations relating to safety, as outlined in the *Safety Guidelines* of the program (overleaf), and such terms and conditions as may be required by the department for special conditions that may exist on a particular adopted section. The group shall not work beyond its section limits.
3. All participants shall wear safety vests as provided by the department.
4. The group shall order required supplies and materials from the department.
5. Unused materials and supplies furnished by the department may be retained by the group during the agreement period but, at the end of the period, must be returned as instructed by the department. If the group leaves the program, all materials and supplies must be returned to the department.
6. The group may keep any recyclable materials.
7. The group shall pick up litter at least twice annually: once between May 15 to June 15 and once between September 15 to October 15, as per the terms of the legal agreement.
8. The group shall gather filled litter bags for collection at reasonable spacings along the road section(s) assigned to them to allow for convenient pick-up by others.
9. Within 24 hours of a collection, the group shall forward (by mail or fax) a *Cleanup Report* to the program office.
10. All applications will be given careful consideration, but the program reserves the right to modify or reject any proposal that is submitted.

The department agrees to do the following:

1. Provide safety vests, transparent litter bags, and safety guidelines.
2. Arrange for the removal of the filled litter bags as soon as possible after the cleanup.

Safety Guidelines

The program depends on the common sense and responsibility of all individual participants. Participants must realize they are working in a potentially hazardous environment and diligently follow all safety requirements.

Before Pick-up Day

- You must hold at least one safety orientation session per year. This session must be attended by everyone picking up on your adopted highway. This session will review the following guidelines and safety information supplied by the Department of Transportation and Public Works.
- Perform a hazard assessment of your adopted area, noting specific areas where vehicles can safely pull off the travelled portion of the roadway. Also try to car pool to the site to keep roadside parking to a minimum.
- All participants must be 12 years of age or older.
- Adopting groups must provide at least one adult supervisor for every five youth under the age of 18 years.

The Best Time for Clean up

- Please avoid peak travel times or when traffic is heavy.
- Only work during daylight hours, (½ hour after sunrise and ½ hour before sunset) and only in fair to good weather conditions.
- Never participate in or allow someone else to participate in a litter pickup while under the influence of drugs or alcohol. (Even some over-the-counter medications can adversely affect judgement and reaction time.)

What to Wear

- Visibility is a key to safety – always wear a proper safety vest which is in good condition. These are typically blaze orange with reflective striping, vertical on the front and an “X” on the back. These are supplied by the Department of Transportation and Public Works.
- Wear comfortable, long sleeve/long pant, clothing which will offer some protection for your arms and legs. This will not only protect you from scrapes, scratches and UV rays, but also reduce injuries from falls.
- Footwear should be a six- or eight-inch high boot type, fully laced to protect the ankle, with a deep traction sole to reduce slips, trips, falls, and protect ankle from injuries. Grade 1 steel toed boots are recommended.

During Pickups

- The group shall make arrangements for off-road parking or shuttle bus travel to the work site. All vehicles at the pickup site shall be parked at the nearest cross street, if possible, or at least three feet from the pavement when parking on the highway.
- Always place or confirm placement of “road work” signs before beginning the cleanup. Use transparent litter bags provided by the Department of Transportation and Public Works.
- Always work and walk facing traffic, and stay with your group or team. The number of times that participants cross the road should be kept to an absolute minimum.
- Take frequent rest breaks, especially during hot, humid weather – drink plenty of fluids and do not over exert yourself.
- **Do not pick up materials that are suspicious or appear hazardous. In such a case, contact the Department of Environment and Energy at tel: 1-800-565-1633.**

- Do not pick up litter on the road itself.*
 - Do not pick up litter on median strips or traffic separation islands.*
 - Do not pick up litter in active construction or maintenance sites or on bridges or overpasses.*
- * **These areas will be handled by the Department of Transportation and Public Works.**

Contact Information

For additional information on the Adopt-A-Highway Program

tel: 1-866-NEATPEI

fax: (902) 368-5395

e-mail: adoptahighway@gov.pe.ca

www.gov.pe.ca/adoptahighway