

APPENDIX H

ROAD-RELATED MAINTENANCE

The following appendix was included in the original 1997 edition of the Waterfront Trail Guidelines and provides a useful example of road-related maintenance carried out under the Ontario Ministry of Transportation (MTO) Adopt-A-Highway Program. The document has been excerpted from the original document. For additional information, contact MTO.



Waterfront
Trail





Ministry
of
Transportation
Ontario

ADOPT-A-HIGHWAY PROGRAM

TERMS AND CONDITIONS

PURPOSE

The Ministry of Transportation of Ontario's ADOPT-A-HIGHWAY PROGRAM has been established as a public service program for volunteers to pick-up litter along certain provincial highway rights-of-way. It is a way for environmentally conscious citizens to make a personal contribution to a cleaner environment. Under the program, groups or individuals agree to adopt a section of highway right-of-way and keep it clean. In addition to a cleaner environment, the volunteer(s) are recognized by a sign erected by the ministry acknowledging their efforts.

PARTICIPATION IN ADOPT-A-HIGHWAY PROGRAM

Highway safety is of primary importance in all ministry decisions related to the ADOPT-A-HIGHWAY Program.

Only groups and individuals determined by the ministry to be responsible and to exhibit, in good faith, the desire and the ability to achieve ADOPT-A-HIGHWAY program objectives within the parameters of these TERMS AND CONDITIONS will be allowed to adopt a section of highway right-of-way. The ministry may refuse to grant a request to adopt a section if, in its opinion, granting the request would jeopardize the program, be counter-productive to its purpose, create a public safety hazard, or be in conflict with government or ministry policies.

Volunteers are not considered as Officers, Employees, or Agents of the ministry. Any injuries, claims, liabilities, suits, or costs arising from the volunteers activities relating to this agreement, shall be the sole responsibility of the volunteers. Volunteers shall indemnify the ministry and agree to abide by the ministry's guidelines and to not hold the ministry responsible for any injuries or damages that they may cause or suffer as a result of participation in the ADOPT-A-HIGHWAY PROGRAM.

Volunteers are encouraged to recycle materials collected from the adopted section of right-of-way, whenever and wherever possible.

AGREEMENT

Volunteers wishing to participate in the ADOPT-A-HIGHWAY PROGRAM must complete and submit the attached AGREEMENT to the district office in which the proposed section of the adopted highway right-of-way is located.

THINK SAFETY

There are a few simple rules worth remembering when it comes to safely working along the highway. These rules must be reviewed by all volunteers before each clean-up session.

VOLUNTEERS MUST:

- receive annual Ministry of Transportation safety training prior to the first pick-up of the year and review safety rules before each clean-up.
- be at least 12 years old.
- provide at least 1 adult (19 years or older) supervisor for each 5 workers.
- always wear an MTO approved safety vest.
- display the "road work" sign before starting the clean-up.
- carpool to minimize the number of vehicles at the work-site and always disembark from vehicles on the side adjacent to the ditch.
- park parallel to the road and as far off of the travelled portion as possible.
- park vehicles on the same side of the roadway as the volunteers.
- clean-up only one side of the highway at a time and work towards oncoming traffic.
- drive to the opposite side of the roadway when switching sides.
- pick-up litter during daylight hours only.
- flag hazardous and unidentifiable items for pick-up by ministry staff.
- stay clear of any maintenance or construction operations and equipment.
- stay clear of water hazards.
- discontinue work in inclement weather.
- place filled trash bags at the designated pick-up site(s).
- close the "road work" sign when finished the litter pick-up.



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A vertical rectangular graphic with a black border. The background is white. At the bottom, there is a silhouette of a road winding through a landscape with trees. The text is centered in the white space.

SAFETY GUIDELINES FOR VOLUNTEERS

ADOPT-A-HIGHWAY
PROGRAM

MINISTRY OF TRANSPORTATION

VOLUNTEERS MUST NOT:

- disembark from vehicles until "road work" sign has been displayed.
- walk or pick up litter on the pavement, shoulder, or in the median.
- work on bridges, overpasses, steep ground, or in tunnels.
- walk across the pavement to switch sides.
- touch or pick-up hazardous items or any thing that can not be identified.
- wear clothing or display material that might distract motorists.
- use or possess illegal drugs or alcoholic beverages before or during the clean-up.
- step or jump on trash bags.

FOR YOUR OWN SAFETY

- stay mentally alert at all times.
- wear protective footwear and gloves.
- wear light-coloured clothing that covers arms and legs.
- wear a baseball cap or wide-brimmed hat and sun screen lotion.
- drink lots of fluids while you work especially on hot humid days.
- be aware of any special needs of fellow volunteers (ie. medical)
- avoid over-exertion.
- stay alert for and avoid hazardous plants (eg; poison ivy) and stinging insects.
- keep an adequate supply of flags and trash bags on hand.

IN CASE OF EMERGENCY

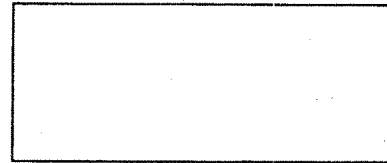
- have a first aid-kit immediately available.
- pre-select the most direct route to the nearest medical emergency facility.
- always have transportation immediately available.
- know where the nearest telephone is located.



Ministry
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Thank you for participating in the
Ministry of Transportation's
ADOPT-A-HIGHWAY PROGRAM.

For more information contact:
your local MTO district office



OR

The Roadside Vegetation Management Unit
Maintenance Office
Room 230, Central Building
1201 Wilson Avenue.
Downsview, Ontario
M3M 1J8
(416) 235-3652

The ministry encourages recycling when-
ever possible.





Ministry
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Ontario

Agreement Number

ADOPT-A-HIGHWAY- PROGRAM

TREE, SHRUB AND WILDFLOWER PLANTING COMPONENT

TERMS AND CONDITIONS

PURPOSE

The Ministry of Transportation of Ontario's TREE, SHRUB AND WILDFLOWER PLANTING PROGRAM has been established as a public service program for volunteers to enhance the local planting activities of MTO by establishing trees/shrubs/wildflowers along certain provincial highway rights-of-way and in roadside rest areas. It is a way for environmentally conscious citizens to make a personal contribution to a more beautiful environment. Under the program, groups or individuals agree to plant and maintain trees/shrubs/wildflowers along a section of highway right-of-way or in roadside rest areas. The ministry places a high degree of importance on maintenance related components of the establishment program (i.e. watering, weeding, mulching). In addition to a more beautiful highway system, the volunteer(s) are recognized by a sign erected by the ministry acknowledging their efforts.

PARTICIPATION IN TREE, SHRUB, AND WILDFLOWER PLANTING PROGRAM

Highway safety is of primary importance in all ministry decisions related to the TREE, SHRUB AND WILDFLOWER PLANTING Program.

Only groups and individuals determined by the ministry to be responsible and to exhibit, in good faith, the desire and the ability to achieve TREE, SHRUB AND WILDFLOWER PLANTING program objectives within the parameters of these TERMS AND CONDITIONS will be allowed on a section of highway right-of-way. The ministry may refuse to grant a request to plant and maintain a site if, in its opinion, granting the request would create a public safety hazard, jeopardize the program, be counter-productive to its purpose, or be in conflict with government or ministry policies.

Volunteers are not considered as Officers, Employees, or Agents of the ministry. Any injuries, claims, liabilities, suits, or costs arising from the volunteers activities relating to this agreement, shall be the sole responsibility of the volunteers. Volunteers shall indemnify the ministry and agree to abide by the ministry's guidelines and to not hold the ministry responsible for any injuries or damages that they may cause or suffer as a result of participation in the TREE, SHRUB AND WILDFLOWER PLANTING PROGRAM.

AGREEMENT

Volunteers wishing to participate in the TREE, SHRUB AND WILDFLOWER PLANTING PROGRAM must complete and submit the attached AGREEMENT to the district office in which the proposed section of highway right-of-way or roadside rest area is located.

MAY 1994



