

Introducing the Adopt-A-Highway Safety Bulletin

Attention Group Leaders: Do You Know Where Your Encroachment Permit Is?

Get Serious About Safety is not only the name of our new safety video, it is also the name of our new safety bulletin for volunteers. Groups are encouraged to submit questions about work and safety issues to the Adopt-A-Highway Program staff to answer via the bulletin. A regular section, called "Roadside Remedies," has been included so that adopters can share helpful tips with each other. Other regular features will include articles for group leaders and Adopt-A-Highway Program Facts and Stats.

Have a Suggestion, Question, or Roadside Remedy to Share?

Please submit your contributions to Terri Patterson at:
Caltrans Office of Roadside Maintenance
Adopt-A-Highway Program, MS-31
1120 N Street
Sacramento CA 95814

Comments or questions regarding the new safety video would be appreciated.

NEW!

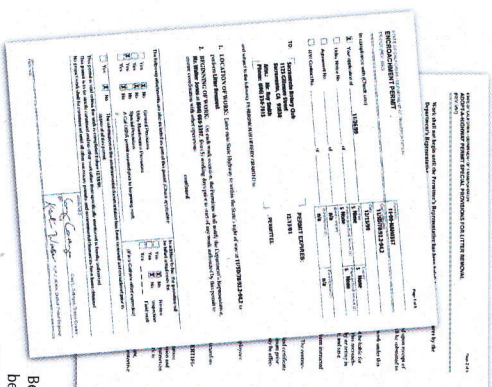
FAQs: What Should We Do With Containers of Urine?

It's a sad fact that more and more adopters are finding containers of urine left on the roadides. Urine is a hazardous substance and cannot be taken to a landfill for disposal. Therefore, you must not "bag" containers of urine or any other biological waste. So what should you do with the stuff?

First of all, leave the containers where you found them. Make a mental note of where they are located and how many containers



there are. If you think that the Caltrans collection crew might have trouble finding the containers, then place a filled bag near the items. Once you've completed the rest of your cleanup, your group leader will need to report the urine the Caltrans. Call the representative listed on your Encroachment Permit that day, or the next working day, during normal business hours. You may leave a voice message. Be sure to mention the location and number of containers present. Sometimes people use unclosed, recyclable containers for urine disposal. If your group takes home recyclable items for redemption, please use extra caution. Resist the temptation to empty containers of unknown liquids.



The Encroachment Permit and Adopt-A-Highway Permit Special Provisions are your contract with Caltrans. They are legal documents that entitle you to work on the State highway right-of-way. They also list all of the requirements of your adoption, including safety procedures.

As group leader, it is your responsibility to carry a copy of the Permit with you while working. In addition, you must see to it that each vehicle parked on the right-of-way has a copy of the Permit placed on the driver's side dashboard so that it is visible through the windshield.

If you have lost your Permit, or "inherited" the responsibility of group leader and were never given a Permit, please call your district Adopt-A-Highway coordinator at 1-866-ADOPTAHWY to request a copy.

Examine Your Permit

Because you are the group leader, your name should be listed in the "FOR" section on page one of the Encroachment Permit. If a previous group leader's name is listed, then you must contact your district Adopt-A-Highway coordinator to have this updated. It is each

group's responsibility to notify Caltrans of any change of address, phone number, or group leadership.

Check your Encroachment Permit's date of expiration. If your Permit has expired then you do not have permission to be on the State highway right-of-way and risk being issued a traffic citation. If your Permit has expired, do not continue to work. Instead, contact your Adopt-A-Highway coordinator in order to be mailed a current copy or to have your Permit renewed.

Group Leader Safety Orientation

If your group's Encroachment Permit was not originally issued to you, chances are that you have never received a safety orientation from Caltrans. Item number two of your Adopt-A-Highway Permit Special Provisions states that "Work shall not begin until the permittee's representative has been briefed on safety procedures by the Department's representative." If you are a group leader and have never received a safety orientation from Caltrans, please call the representative listed in item number two of your Special Provisions and make arrangements to receive a safety orientation. (Besides being a requirement, getting to know your Caltrans representative and visiting a Caltrans maintenance facility can be interesting and fun as well.)

Bag It, Move It, or Leave It?

Have you ever wondered what to do with something you've found on the roadside? If so, you will be glad to know that the Adopt-A-Highway Program has developed a reference sheet called *Bag It, Move It, or Leave It?* Side one divides roadside litter into three general categories:

- Items you may bag.
- Items you should move and place alongside your stacked bags.
- Items you must leave where you found them.

Further instructions are given regarding items to be left; you may be advised to take no further action, call Caltrans, or call 911. Side two lists specific items of concern, such as broken glass, motor oil, and weapons, and gives handling instructions for each. Please ask for a copy of the *Bag It, Move It, or Leave It?* instruction sheet when you pick up your safety video.

